



Building the Database User Guide

Version 1.0
Updated October 20, 2004

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Where to Start

By now, if you've just purchased an AS400, the hardware has probably arrived, been installed and you're looking at a stack of IBM user manuals that would dwarf Mount Everest. In addition, the ATS training manuals and audio tapes are somewhere in that mess but no one is sure where or what to do with them if they are found. Finally, here's another set of "read me first" literature coming from DMS. Don't give up yet; we'll get through this thing.

Even if you're an experienced AS400 user with your own ideas about the perfect distribution software package and a fool-proof implementation plan that will get the system running by the weekend, take a few hours to scan through this manual. Who knows, you might get some ideas.

The first thing to do is assign ONE INDIVIDUAL as the project manager. This person should be someone from within your business who is familiar with the intricacies of your day-to-day operations. The project manager should report directly to the top; not to the Controller, to Operations, to Accounting, or to Marketing. Keep in mind, this system will affect every part of your business and managing it under one division or another will invariably cause the end result to be slanted. From our experience, the project manager will be fairly busy with his or her new position; make sure someone's around to handle his or her old responsibilities in the interim.

Second, create a team (not a committee) with representatives from each division and give them the power to make decisions. Having one or more departments feel the new system is being "rammed down their throats" without the opportunity to voice their needs creates unnecessary friction. At the same time, the project manager must have the united support of all team members but hey, no one said this was going to be easy.

Third, develop an implementation plan by defining objectives and assigning target completion dates and personnel responsibilities. The DMS Installation Engineer should be included at this point. After all, we've got a stake in this too. Finally, follow-up on the progress of the implementation at least weekly. A little further in this discussion, we'll be breaking this thing down into specific requirements many of which have pre-requisite tasks. If Mary is responsible for entering customer information but Tom hasn't completed his work on the sales tax table, give Mary the week off.

DMS, IBM and You – Who's on first?

If you've had your AS400 for some time you're probably already familiar with the operation of that machine and with what to expect from IBM - skip on down to the next section.

If your AS400 was purchased through DMS and especially if this is your first experience with an IBM mid-range processor, you may be a little confused as to who does what.

To begin, DMS is an independent software company affiliated with IBM as an authorized "Industry Remarketer" (IR), which is one of several programs collectively known as "IBM Business Partners". Essentially, DMS is licensed by IBM as an agent and entitled to purchase and re-sale their hardware with the provision that value be added to the end-user product through our software and services.



Although IBM has written volumes on the precise specifications regarding this relationship, it's basically pretty simple. Their obligations are more or less limited to performing maintenance services should a hardware component fail. As an IR, DMS is responsible for providing training services and guidance to your key personnel for the proper operation of the IBM hardware/software and the DMS Distribution Express product. In some cases, DMS may act in a liaison capacity to arrange certain training for you and your personnel at an IBM facility. A schedule of the IBM classes and any associated fees can generally be obtained by calling your local office or by requesting information through your DMS Installation Engineer.

So, IBM takes care of the hardware if it breaks and DMS handles everything else. What more could you ask? Please refer back to the small print in the previous paragraph "...DMS is responsible for providing TRAINING services and guidance etc. etc.". The key words here are "training and guidance to key personnel". Training falls into two broad categories; 1) operating the AS400 and peripheral hardware and 2) operating the DMS software.

With regard to the first, IBM provides a basic tutorial package with their software on the AS400 and DMS offers more detailed training packages through a third part vendor. Your Installation Engineer will guide you in the areas in which you should concentrate but the tutorials themselves are self-paced and self-guided. It is extremely important that the project manager take whatever measures necessary to insure that at least two people in addition to himself or herself are fully qualified to operate the hardware within thirty days after accepting delivery of the product. Warning: this isn't gonna be much fun but its gotta be done. After giving it your best shot, if something goes wrong and you just can't get a handle on the problem, by all means call us before contacting IBM. We've just defined the first step in the implementation plan.

"LEARN HOW TO OPERATE THE HARDWARE"; see how simple this is getting.

Planning for the Distribution Express Software

At this point we've got a couple of people eagerly (?) wading through the tutorials on operating the hardware so let's move on to assigning jobs to the rest of your staff. There is no one best way to build your database. What worked for one of our previous customers may only partially fit your particular application and this is where our Installation Engineer really starts to earn his or her keep.

During the initial on-site visit the IE will be asking a lot of questions about how you operate your business, what do you want to change and probably more important what do you wish to carry over from your existing system. We've found that prospects almost never buy a new distribution software package if they're happy with what they had. In searching for a new solution they look for a system that will "cure" all of the things wrong with the old software. .

In most cases however, that old software did at least a few things correctly and it is very important that we understand your expectations in all phases of the system and not just the areas in which you are dissatisfied.

The next two sections are devoted to a broad overview of the concepts, theories and general features of the Distribution Express software. The first section deals with inventory (item numbers) and the second with customers.



Assigning Item Numbers

Although this topic may seem to be a little too basic for some of you, bear with me. I've yet to find a customer that couldn't improve the manner in which item numbers are assigned. It may be as simple as learning the proper technique for building the data base so that the parts appear in price sheet sequence or it can open up some ideas on how to improve your service level by creating competitive interchanges. Have you thought much about barcodes and EDI? The requirement for these may not exist in your industry today but they're coming.

Note: For purposes of this documentation the phrase "item number" will be used to indicate the key field identifying a specific part. Although "number" is used in the description, the value is actually alphanumeric.

The item file will, in most cases, be the single biggest file in your data base and, as basic as it may seem, you need to fully understand the manner in which part numbers are handled by the DMS software *BEFORE* you begin the data entry or conversion process. If you're migrating from an existing system you may be making some assumptions that simply won't work with our software. We've had more than one new customer jump in and start keying item numbers with the manufacturer code as a prefix to the actual part number. This was the way it was done in his old system; it worked well in most cases and seemed like a good idea at the time. Not here.

Other customers in industries with a lack of a formal part numbering system have concocted elaborate schemes for assigning item numbers. Although the DMS software can support some pretty wild notions in this area, don't go overboard. Six months down the road when this thing is operating smoothly you probably won't have top management overseeing the day-to-day details and the clerical personnel who'll be entering new items by then will need to understand your requirements.

"Bells and whistles" are another area many new customers have problems with when first getting started on the DMS system. There are some features such as the "no-dash" routine that must be considered before entering the first item. This particular function is not one that you can easily come back and add later. On the other hand, if you think the cross reference feature of our product could be useful but aren't completely sure, don't delay getting your data base constructed by keying a half dozen alternate paths to each part number in your inventory. This feature can be added later without any adverse affects.

Read this section, talk to those employees in your business who deal with the system at the item level and find out what their needs are and finally, discuss these needs with your Installation Engineer. He or she will be able to make good solid recommendations for creating your item master file if they understand your requirements.

A. Item Number versus Access Path

The item identification field can contain any combination of alphanumeric values and special characters such as blanks, dashes, slashes etc. up to a maximum length of twenty positions. In most businesses, the item designation used as the key to the inventory file (and many other files throughout the system) should correspond to that printed on the item's package and the various catalogs and price sheets published by the vendor.

The DMS system supports virtually any type of item access including barcodes, customer specific part numbers, competitive cross-references, multiple supplier item numbers for a single



SKU and internally assigned identification methodologies. It is important to note however the difference between the actual item number (key field) value and the access paths.

The ITEM NUMBER generally appears on screen displays and printed documents throughout the system. Therefore, it is important that the most commonly recognized identifier of a specific part be used as that item's key field. If possible, this value should be one that is meaningful to your customers, your suppliers and your employees.

After an item number has been created in the database, the user can assign one or more ACCESS PATHS (i.e. a barcode ID) as an alternate method of retrieving that item. Once this linkage has been established, a record can be returned from any point within the system by keying either the item number or any valid alternate access path.

Although the item number or the access path can be used to retrieve a record, the value displayed on the screen will, in most cases, be the item number. There are some exceptions to this; customers who order using their own internal SKU generally require that your invoice reflect their item designation and most manufacturers will recognize only their specific item identification on purchase orders. These particular cases are handled as a feature of the DMS base system. If your business needs require that the access path appear in place of or in addition to the item number in other applications, contact your Installation Engineer or the DMS Customer Support Desk.

B. "No-dash" stripping routine

Another identification related feature to keep in mind when defining items is the automatic strip routine or "no-dash" function. Many vendors format their items with embedded blanks, slashes (/ or \), dashes (-) and other special characters that have no discernible purpose beyond cosmetics. In most cases their item number would be unique even if the special characters were excluded. To prevent keypunch personnel from having to memorize the position of these characters (no one ever refers to them when placing an order), the DMS software automatically strips up to fifteen (15) user-defined symbols from the item BEFORE attempting to access the file.

Many competitive software packages advise their customers to circumvent this problem by omitting special characters from the key structure. This approach works well until the need arises for Electronic Data Interchange (EDI) between you and your supplier or between you and your customer. Pricing updates and purchase order transmission through telecommunications are rapidly becoming the standard in many industries but, unless the software on both ends can match the item numbers INCLUDING those special characters, the interchange is often worthless. The DMS software can make most conversions for data being received (i.e. a customer transmitting his P/O electronically to you) but don't count on the system at the other end being able to properly translate your information.

DMS has a simple rule in this case **"KEY THE ITEM NUMBER EXACTLY AS IT APPEARS IN THE VENDOR'S PRICE SHEET OR CATALOG"** when constructing your data base. From an output standpoint, transferring purchase orders to your vendor or accepting electronic price updates, you're assured of a match if you follow the vendor's standards. On the input side, keypunch entry by your personnel or accepting electronic purchase orders from your customers, any special characters that are required are automatically added in the proper position even if they were omitted or keyed incorrectly.



The software will allow the creation of items that would appear to be duplicates after stripping special characters (i.e. "A1-23" and "A12-3"). This occurs only rarely and will be addressed in a following section.

Special consideration should be given to defining what special characters will be "stripped" BEFORE entering any item numbers. Once the item number creation process has begun, defining additional characters to be stripped or deleting previously specified characters should be done only with the supervision and approval of a DMS Installation Engineer or Customer Support Desk Representative.

C. Manufacturer codes (vendorless item entry)

Although the key to any DMS file involving an item number has an associated three position alphanumeric field for manufacturer code, it is not necessary for the user to enter that information. In most distribution environments this field is only valuable as a summarization point (i.e. the dollar value of inventory by manufacturer or the relative performance of one product line versus another when evaluating return on investment).

Do not confuse the manufacturer code with the supplier of an item. For large distributors, the manufacturer and the supplier may well be the same entity but the DMS software treats them individually and they are defined separately in the database. The manufacture code identifies who makes the item; the supplier is whom you source it from and is assigned later.

As a rule, DMS suggests using the first three characters of the name of the manufacturer as the code. If duplicates occur, (i.e. Standard Products and Star Technologies) use the first three of the largest volume line and the first, second and fourth of the smaller. Another suggestion is to avoid the use of special characters (i.e. "3-M" or " 3M"; use "3M " or "MMM"). These are difficult to key and often cause confusion (Note: the system does not strip special characters from the Manufacturer Code).

Although the manufacturer code is not used to access an item, it will be useful to you in generating reports and inquiries; set a standard for assigning manufacturer codes and stick with it.

Finally, do not attempt to incorporate the manufacturer code as part of the item number. This increases the number of characters that must be entered to retrieve a part and serves no useful purpose. Many competitive systems require this for one purpose or another. If you're converting from one of those to the DMS product or are considering this structure for reasons of your own, contact your DMS Installation Engineer before proceeding.

D. Barcodes

Earlier, barcodes were discussed briefly as one of several alternate access paths to the item number. In most cases, the barcode should not be used as the item number. Most manufacturers who barcode their products do not code the exact item number printed on the part and/or shown in their literature. Barcodes are frequently assigned by an industry wide association and not by the individual manufacturers. Additionally, the character translation (if indeed one is printed) shown on the barcode label often does not agree with the characters actually retrieved by scanning.



For these reasons, DMS provides a separate twenty position alphanumeric field in the item master record to allow the user to enter the barcode of each part. If the manufacturer does used the EXACT same scheme for both item numbers and barcodes, enter the value in BOTH fields. Although the item can be recalled without entering both values, if you have a need to print barcode labels the only way the software can "know" that a barcode exists is by reading the barcode field.

The decision to use barcodes and, if so, what types, ("UPC", "3 of 9", etc.) should be based on the capabilities of your peripheral gear (scanners and printers) to properly interpret the barcode and not on the software itself. The twenty-position field provided by DMS is sufficient in length to accommodate any currently existing industry standard barcode methodology. The internal architecture of the software precludes the need to identify the input as a barcode rather than an item number or that an entry was scanned rather than keyed.

Most scanners available today have the ability to auto-discriminate between multiple standardized barcode schemes and can be easily interfaced to any of the newer IBM or compatible terminals through the keyboard via a wedge box. For printing, there are numerous vendors specializing in barcode technology with products that can be integrated into the DMS software. Barcodes can be assigned at the time the item is created or at any later date even after going "live" on the system. As with the item number, any special characters will be automatically stripped from the barcode. One restriction to keep in mind is that two unique items cannot be accessed by the same barcode. In most environments, this does not pose a problem but should this condition arise in your particular application, contact your DMS Installation Engineer for possible alternative solutions.

E. Cross reference items

Cross-reference items are similar to barcodes in that they too serve as an alternate access path to the item number. However, where barcodes are data fields stored directly in the item master record, cross reference items are assigned in a separate file and are composed of two fields rather than one. This key structure allows you to define a virtually unlimited number of cross-reference values linked to a single item master record.

The cross reference feature is most commonly used under one or both of the following conditions; 1) a customer has developed an internal SKU numbering system and for whatever reason is able to insist that you recognize his orders by those numbers and that they be reflected on his invoice, or 2) you have the need to create cross references between items within a line that you stock and those of competitive brand (in some industries such as the automotive parts aftermarket you may be able to increase volume significantly with the ability to easily interchange a customer's request for an item in a line you do not stock to that same part in the brand you do carry.

In either case, this feature provides the ability to create a linkage between a stocked item number and one or more alternate access paths without the overhead of maintaining a full item master record.



F. Supplier items

If every item you stock is available only from a single supplier and if you've followed our advice and created your item number as an exact duplicate of that supplier's, then skip on past this. WAIT! Are you sure? You don't have any "generic" items in inventory that could be sourced from a couple of different places; you don't have a product line that you almost always buy from supplier "X" but place fill in orders with supplier "Y" from time to time? Still sure, OK go ahead?

The DMS supplier item record serves two functions. First, it allows you to assign an item number that the supplier will recognize if the SKU you're using would not be meaningful. Second, it provides more accurate costing information if an item can be sourced from two different suppliers.

Don't go overboard on me at this point. The forecasting system DOES NOT compare costs from different suppliers and suggest that you buy an item from this supplier one week and someone else the next because the first guy had a price increase. It does however, allow the buyer to determine what suppliers are available for an item, the specific costs, and lead-time and fill rate for those with previous activity. Your Accounts Payable people will also be a lot happier when the invoice and the purchase order costs are identical.

Be careful with this one. It's a neat feature but make certain that you'll use it before committing several man-days to keying all the possible suppliers for thousands of items. It's also one of the "bells" that can be added later.

If you do use an internal numbering system rather than that published by the supplier(s), you need to be aware of a couple of points. The supplier part number is not designed as an alternate access path in the base system. Its only function is to print on the P/O for the benefit of the supplier. This means you can't enter the supplier item anywhere in the system and have your SKU returned as with barcodes and cross-reference ID's. There are some ways around this if you really want a dual numbering system; let your Installation Engineer know if this is a requirement.

G. Summary

At this point you may be a little confused with all the options, that's OK. Most users expect a new system to require adjustments in their approach to pricing and sales analysis but not to something as simple as creating an item number. You've also probably noticed that I haven't mentioned search functions, item descriptions, sales analysis groups, ranking standards and a hundred other decisions that will have to be made before you create the first item record in the database.

Sure, these things are very important but they're also factors that can be changed and fine-tuned as you're building the data base and even after the system is up and running. On the other hand, having keyed a few thousand items without the dashes, slashes, blanks and other special characters before realizing the Distribution Express does not require an order entry clerk to correctly enter that data is entirely another matter.

One final reminder, the item identification you use must be meaningful to your employees, your customers and your suppliers. The DMS system will support a different numbering scheme for



each of these if necessary but the creation and maintenance of your database will be much easier if a single value can serve all three needs. If this sounds like an argument against creating your own internal number system, then I've made my point. There are certain applications where no other options exist and we've successfully installed many of these in the past without problems. It does however, place an additional burden on your personnel to create and maintain such a system.

The item number scheme and an understanding of the "no-dash" routine are up front decisions that must be made before creating any data base records. The barcode identification and/or cross-reference features can be entered during creation of the database or after coming up "live" on the system depending upon your particular application.

Working with Customers and Addresses

With items out of the way, we're ready to move on to customers or, more specifically, to addresses. For most businesses, the decision making requirements in this area are much less complex than those associated with part numbers.

First, some field size information. We'll get into specific structuring later in this manual but for those of you with a technical bent and to cause a little panic in anyone migrating from a package with longer fields or more data elements in their address records than we have, here goes:

NAME - Twenty-five character alphanumeric
NAME SEARCH - Ten alphanumeric (keeps things in order)
FIRST ADDRESS LINE - Twenty-five character alphanumeric
SECOND ADDRESS LINE - Twenty-five character alphanumeric
POST OFFICE BOX - Ten alphanumeric
CITY - Seventeen alphanumeric
STATE - Three alphanumeric (tied to a twenty character description)
ZIP CODE - Ten alphanumeric
COUNTRY - Three alphanumeric (tied to a twenty character description)
AIRPORT - Three alphanumeric
MAILING CODE - Three alphanumeric (tied to a twenty character description)
MARKETING CODE - Three alphanumeric (tied to a twenty character description)
TERRITORY - Three alphanumeric (tied to a twenty character description)
PRIMARY PHONE NUMBER - Ten numeric, US format (123/456-7890)
FAX NUMBER - Ten numeric, US format (123/456-7890)
TELEX NUMBER - Ten numeric, unformatted
INTERNATIONAL NUMBER - Twenty alphanumeric
CONTACT NAME - Twenty-five alphanumeric
CONTACT TITLE - Twenty-five alphanumeric
CONTACT PHONE NUMBER - Ten numeric, US format (123/456-7890)

The big news here is that all addresses are kept in the same file. That's right, one file with customers, suppliers, manufacturers, freight carriers, warehouse locations (not to be confused with multiple zone/bins) and even employees all thrown together. When you think about it a little, this does actually make sense. If the postal service decides to increase the length of the zip code, our problems as a software vendor are greatly simplified. As a user, you benefit from a consistent screen format for record additions, maintenance and inquiries throughout the



product. In a pinch, I might admit that carrying FAX and Telex numbers for employees might be a bit strange but the way technology is changing, these could be very useful in a few years. Until then, consider those fields and a few of the others as "freebies" for gathering social security numbers, the wife or husband's number at their place of work etc.

Without getting too deep at this point, we can distinguish a customer from a freight carrier because each address key is actually prefixed by a two-position value that identifies its class (i.e. "CM" for customers, "EM" for employees, "SC" for suppliers, "LC" for locations, "CF" for freight carriers and "MC" for manufacturers). You don't have to be concerned with remembering all these, just take the right option on the menu and the system will handle everything else. You may want to make a mental note however that this two-character field identifies an ADDRESS CLASS. This will be important further on.

The system does have separate files for each address class but that file contains only the information specific to that class. The supplier record has fields for prepaid freight requirements, standard lead-time and other purchasing related information. The customer record contains standard billing terms, account rep, sales tax information etc. but the actual name and address for each of these is stored in a common file.

Are you with me so far? Good, lets move on to address subclasses. Whenever an address is added for the first time, (customer, employee, supplier, freight carrier, location or manufacturer - it doesn't matter but we'll use customer for this illustration) a record is created in the address file with a CLASS of "CM" and a SUBCLASS of "99". This one record with "CM and 99" will be all that's required for the majority of your customers. BUT, if you're like most of our users, you'll have a few customers who want their invoices and/or statements sent to an address that differs from the shipping point. This is where the SUBCLASS comes in; in the customer maintenance job enter the same account number used to create the shipping address but change the subclass field on that same screen from "99" to "IA" to create an invoice address. The invoicing routine in our software looks first for an "IA" address for each customer, if one exists that's what gets printed, if no "IA" is found, the "99" address shows on the invoice. This same approach applies to our statement printing job; it looks first for an "SA" address subclass.

Each address class has a "99" subclass as the default and may have certain other "reserved" subclasses. In addition to the "99, IA, and SA" mentioned above, customers also have reserved subclasses of "MA", "MO", "PA". We'll get in to the specific use for each of these in more detail later. The important thing to understand at this point is the difference between address classes and subclasses and that DMS reserves certain subclasses to control printing.

Having been in this business for several years, we've learned at least one thing, having the ability to store and retrieve six different addresses for each of your customers isn't enough - at least one of you guys will have a legitimate need for seven or maybe ten. This is where the "non-reserved" subclasses come in. Remember, the subclass is a two-position field, DMS has reserved six of the possible combinations for its use, and the rest are yours. Considering all the alpha, numeric and special character keys available on the standard keyboard, this gives you about twenty-five hundred possibilities.

You've got to admit this does offer some interesting possibilities; have you ever wanted to have the home address and phone number of your best customers to send out a more personalized Christmas wish - just create your own subclass of "HA" and add that information under the customer's regular account number for easy retrieval. Need to quickly find the name and



address of one of your supplier's regional managers - create a subclass of "RM" for the "SC" (supplier) address class.

Even though the addresses are retained in a common file, the address class assigned "under the covers" by the system permits you to create a record with the same key field in all address classes. Don't worry that someone will select the record for "ACME" manufacturing during order entry when they meant to get the record for a customer also keyed by "ACME". The system will invalidate this on pressing enter to create the order. What might appear to be duplicate records are OK, a little strange maybe but OK.

This is easier than the item numbers, right? There's one last wrinkle in address handling that you'll need to get a grasp on - CONTACTS. Each address subclass you create has a field for contact name, title and phone number but you don't have to create a subclass and complete address record to link multiple contacts to a single customer, supplier, carrier etc. OK let's be a little more specific.

When you create a customer, there's a field (actually three fields) for the contact name, title and position. Normally, you'd enter the information associated with the owner or manager here. Now, your A/R clerk needs to know who's in charge of Accounts Payable at that site and your Order Desk Supervisor needs to keep the name and extension of the Purchasing Agent on file somewhere. This can be accomplished by adding these names, titles and phone numbers as ADDITIONAL CONTACTS when the customer is created or at some later date as that information becomes available.

When we first starting testing this function in-house, one of our employees caught on the class/subclass relationship pretty quickly and, since we didn't have all this good documentation at the time, went out and created a dozen or so subclasses to capture the name, home phone number and position of everyone on the church softball team. All he really had to do was create one address record with the name of the team and list everyone else as an additional contact.

Listed next is each of the address classes used by the system and a few things to keep in mind as you're planning for entering them. As with the item numbers, this is not the field level documentation you'll need when actually creating the records - that comes in a later section. Take your time and get comfortable with the concept of address classes, subclasses and contacts as you read through.

A. Customers

In planning for your customer file, the biggest decision at this stage is whether to use your existing account number structure or go to something else. The Distribution Express provides a ten (10) position ALPHAMERIC field as the key to the customer file.

As a rule, I would suggest that you retain the same account numbers used on your previous system when moving over to our software. You'd be surprised at how many of your employees can recall the account numbers of your better customers from memory. Also, any changes you make may have an unwelcome impact on your customers as well. If they're computerized, reassigning new account numbers could have an adverse affect on their Accounts Payable software. Some packages I've seen tie the customer's account number with the supplier to the posting and check writing jobs. This is not really an area you want to cause problems in.



If you're thinking about changing your account numbering scheme because we offer an alphanumeric customer number and you've really always wanted to get your customer listings in alphabetical rather than numerical order, don't. Our customer-based reports don't normally sequence off the account number anyway - we use the customer name or, even better, a special sequence field carried in the customer master record to get things in the proper order. If your current system provides only a numeric value for the account number that ain't altogether bad. Most people can key numbers a lot better than characters anyway.

The only valid reason I've found to reassign account numbers is if your existing system utilizes a value greater than ten positions in length.

A few tips (some apply only if you're reassigning accounts):

- 1) Always start the customer number in the LEFTMOST position of the field.
-This is an alphanumeric field and cannot be right adjusted with the "field exit" or "field plus" keys
- 2) DO NOT use special characters or embedded blanks
-The no "no-dash" routine used for item numbers does not apply here
- 3) Use the bare minimum of numbers or characters to create an account
-You've got a whole record to enter descriptive information about the customer, don't try to do it with the account number
- 4) Don't try to come up with customer range scheme-Six months down the road no one will remember what they are

B. Employees

This is an easy one, get out your payroll list and put EVERYONE'S name in the file. I know most truck drivers won't be allowed near the system but if you're smart, neither will the vice presidents. Now before anyone gets mad, I've been both and frankly, the driving took a little more skill. We may need that truck driver's name a little later if you want to get out employee productivity reports; the VP's I'm not too sure about but let's not hurt anyone's feelings.

This ID does not allow or disallow access to the system. The USER ID and PASSWORD, which must be entered from the terminal display controls who gets to what. There'll be an entire section devoted to the topic of security later in this manual.

Like the customer number, the employee ID is a ten position alphanumeric field. However, depending upon the number of employees you have, it maybe beneficial to assign ID's that make sense such as the employee's first name or initials. Although the software provides a search feature on every input field throughout the system that is validated against a data base record, productivity may suffer if too much of this occurs.

Other than the "99" subclass assigned to each "EM" record when an employee is added, there are no other subclasses for employees reserved by the DMS software. I'm not sure what other address types might apply in this situation but if you think of any, let us know and we'll pass them along in the next revision of this manual.



C. Suppliers

Depending upon your business, you may have a little trouble figuring out the difference between suppliers and manufacturers. Since the DMS software does make a distinction, you're going to have to learn, so pay close attention.

Rule #1 - A SUPPLIER is who you buy the product from

Rule #2 - A MANUFACTURER is who makes the things

Rule #3 - They may be one and the same in your application but you're going to have to create TWO separate records, sorry

The supplier file ("SC" address class) file is keyed by a ten position alphanumeric value BUT if you buy directly from the manufacturer don't use more than the first three. This is because the key to the manufacturer file is only three long.

We've got an easy way to create a supplier record from an existing manufacturer record and vice versa if the key fields are identical. This doesn't make Rule #3 too bad.

Create a supplier for everyone you commonly purchase from even if that company is not your primary source for any of the items in inventory. The Accounts Payable people will thank you if they don't get too many purchase orders made out to "THE CATCH-ALL SUPPLIER".

There is a need for a dummy supplier record and you might as well assign it a key of "CATCHALL" (If you've got a better idea, go for it). Every business has the need from time to time to create a "one off" purchase order to a supplier they'll probably never hear from again. Rather than clutter up the files with dozens of unnecessary records, both the special order buy job and the replenishment purchasing function allow the buyer to override the name and address of the supplier. Just keep in mind that you can save some keying time at purchasing and keep the Payables folks happy if an address record is created for those suppliers most commonly used.

One other point about the dummy supplier, if your buyer will take the time to key the name/address info on the purchase order, that information will flow through to the receiving history file. This could provide some meaningful information if you need to re-contact that supplier again.

The supplier file has four reserved address subclasses; "99" the default, "PO" used for purchase orders, "MA" used for mailings and "RA" which is used as the remittance address by Accounts Payable.

D. Manufacturers

Refer back to the section on Suppliers. Now that you understand suppliers, manufacturers are a piece of cake.



Do not confuse the manufacturer code with the supplier of an item. For large distributors, the manufacturer and the supplier may well be the same entity but the DMS software treats them individually and they are defined separately in the database. The manufacturer code identifies who makes the item; the supplier is whom you source it from and is assigned later.

As a rule, DMS suggests using the first three characters of the name of the manufacturer as the code. If duplicates occur, (i.e. Standard Products and Star Technologies), use the first three of the largest volume line and the first, second and fourth of the smaller. Another suggestion is to avoid the use of special characters (i.e. "3-M" or " 3M"; use "3M " or "MMM"). These are difficult to key and often cause confusion (Note: the system does not strip special characters from the Manufacturer Code).

Although the manufacturer code is not used to access an item, it will be useful to you in generating reports and inquiries; set a standard for assigning manufacturer codes and stick with it.

If these last three paragraphs seem familiar, you're doing okay. They were copied directly from an earlier section of this manual. If they didn't ring any bells, you're not getting this or you've been skipping around.

This was not a test, well, maybe a little one, but I didn't repeat the previous section to see if you were paying attention or to add length to this documentation. It's going to be long enough as it is and we'll both be tired before we're finished. The supplier/manufacturer approach taken by DMS is unique and sometimes confusing but its one you need to fully understand.

The manufacturer address class uses two reserved subclasses; the "99" default and the "MA" for mailings. If you're thinking of creating other types for sales reps, regional managers or whatever else may be meaningful in your business you can do it here or in the supplier records. There's no real advantage of using one over the other, just make certain everyone understands which way you decide to go to prevent redundant data.

One other thing about manufacturer codes; they're not always used to define exactly who makes the product. So I lied earlier, but this one is really tricky and is best explained by your Installation Engineer. You may not need to worry about it at all or it could get real deep real fast. Just make sure your IE talks to you about Manufacturer Types. Those things are worse than address classes and subclasses. A little hint, if you never invoice for anything other than merchandise, freight and sales tax, you're home free. But if you've got labor charges or other weird things that aren't on a shelf in the warehouse, we've got a little work to do.

E. Freight carriers

Inbound and outbound freight may or may not be a concern in your particular business. If not, create a single code of " " (ten blanks) and you're done. Even if you do use a number of carriers and bill customers for freight, periodic reporting on freight charges by carrier may not be important. Follow the previous suggestion and move on.

OK, someone was bound to ask, "Why a blank carrier?" Good question - shows you're thinking. Earlier, I mentioned that the system validates every input field that references back to a data base record. There are inputs for carrier scattered throughout the software. Order entry, purchasing, receiving, customer master records and a host of others. If freight tracking or at



least tracking by a specific carrier is unimportant, why force your people to enter something every time the systems prompts for a carrier code. Leave the thing blank and, as long as you've set up a blank carrier as a legitimate data base record, everything's fine.

If reporting by carrier is important, don't create the blank record. The system can't know when your people are supposed to put something in and when a blank is acceptable so they'll have to enter a valid response each time. You can expect a few complaints about this but if the concept of tracking freight by carrier is important, this is the price you'll pay. It's really not all that bad, order entry for example will use the default from the customer master record if the fields left blank.

There is some rationale in certain cases for creating a freight carrier record even if you don't want or need the tracking feature. If your order entry clerks need to specify a certain carrier on the pick tickets or your purchasing agent can dictate carriers to the supplier, you'll have to create a code for each freight line they use.

Check with your Accounts Payable people on this issue, it may be that their software will require that freight carriers be set up as suppliers so that checks can be cut properly.

F. Locations

A location is almost the same as a company but for some reason the bean counters insist on frequently combining two or more warehouses or stores into what they call a single company. This wouldn't be so bad if they'd group all your businesses into the same company but they get greedy and want to maintain several companies on the same computer system. Our software handles this a lot better than I can explain the need for it.

Simple rule; you'll need a location record for each street address at which you maintain an inventory. If you're still confused, forget it. I'll guarantee that your Installation Engineer will personally key every location record you need if you'll just ask.



Fiscal Year

Pre-requisites:

1. Control record to define number of accounting periods; (either twelve based on calendar month or thirteen based on four equal weeks)
2. The location record for "9999" must exist. This will be set up by DMS
3. Control record for Month/Day/Year format should be verified

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to upper level management only; financially sensitive information is not available but unauthorized or modifications by unqualified personnel could severely impact the operation of the software
2. Once the Fiscal Year records have been established, there is no need to access this record for further maintenance unless the accounting periods should change
3. Inquiry and listing functions should be permitted to any personnel involved with closing an accounting period

Functional Definition:

The Month file is associated with financial reporting and is used throughout the system to segregate activity into discrete accounting periods. It establishes due dates within the A/R module for users who age receivables by accounting periods rather than invoice date and also serves as an audit file to prevent non-sequential or incomplete closings in the event of a hardware failure or user error.

A separate file, the Period file, used for tracking item movement will be covered in the next section. Do not get these confused.

It is not necessary to close one period before processing can begin in the next. Each transaction that affects inventory or accounts receivable is "date stamped" against this file when it is finalized. An invoice for example, created and processed through a 's closing has not yet occurred.

To create records in the Month file, you must know how many accounting periods are required. The system will support either twelve "monthly" periods or thirteen cycles of four weeks each for each year's activity. You must also know the beginning and ending dates of each accounting period in your FISCAL year and the date an invoice becomes past due if you will be aging by periods.

These dates need not correspond to the first or last day of a calendar month but the beginning date of one month must be one day greater than the ending date of the previous month. Normally, the due date for one period will be identical to the ending date of the next sequential period but this is not a requirement.

If the criteria for your accounts receivable aging is on based on "XX" number of days from invoice date rather than accounting period, enter the same value in the due date field as in the ending date. This will not affect your aging but blanks are not allowed as a valid parameter in



this program. The determination of aging by invoice or period is made at a customer level. The system will support both methods concurrently.

At a minimum, you must create a record for the current fiscal year and you may want to add records for several years in the future at this time as well. There is no benefit to be gained by entering information for prior fiscal years that have been closed.

It is unlikely that your "go live" date on the Distribution Express system will coincide with a fiscal year closing. When constructing the record for the current year, make certain that your dates in the first period match the beginning date of your fiscal year and not that of the first month you expect to be operational on the new software.

Creating/Maintaining a Record in the Month File:

From the menu option screen #1 will be displayed ____
Screen#1

01/01/98	YOUR COMPANY NAME IS HERE	MRR065D1
WRKST-ID	MONTH MAINTENANCE	USERID
*Fiscal year ____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. FISCAL YEAR - Enter the value of the year to be added or maintained.

B. PROCESSING:

1. Press ENTER to continue and display the next screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The ENTER key was pressed but no value or a value entered in conjunction with the Field Minus key was entered.
RECOVERY - Enter a value between "0001" and "9999" and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted



- RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in a numerically defined field
RECOVERY - Press ERROR RESET and retry



Screen #2 (ENTER from screen #1)

CAUTION: If thirteen periods are displayed and accounting is by calendar month or, if twelve periods are shown and accounting is by periods of four equal weeks; DO NOT CONTINUE. Exit the program with F3 and call DMS.

01/01/98		MODE ADD		YOUR COMPANY NAME IS HERE			MRR065D3	
WRKST-ID		FISCAL YEAR MAINTENANCE			USERID			
Fiscal year 1995								
Closed status								
Mnth	Begin date	End date	Due date	Day	A/R	Sales	Serv chg	
1	___/___/___	___/___/___	___/___/___	—	—	—	—	
2	___/___/___	___/___/___	___/___/___	—	—	—	—	
3	___/___/___	___/___/___	___/___/___	—	—	—	—	
4	___/___/___	___/___/___	___/___/___	—	—	—	—	
5	___/___/___	___/___/___	___/___/___	—	—	—	—	
6	___/___/___	___/___/___	___/___/___	—	—	—	—	
7	___/___/___	___/___/___	___/___/___	—	—	—	—	
8	___/___/___	___/___/___	___/___/___	—	—	—	—	
9	___/___/___	___/___/___	___/___/___	—	—	—	—	
10	___/___/___	___/___/___	___/___/___	—	—	—	—	
11	___/___/___	___/___/___	___/___/___	—	—	—	—	
12	___/___/___	___/___/___	___/___/___	—	—	—	—	
13	___/___/___	___/___/___	___/___/___	—	—	—	—	
F3=Exit F12=Previous								

A. DATA ENTRY:

1. BEGIN DATE - Enter the six position value for the date to be added in MMDDYY format* for each period; do not key the "/"
2. END DATE - Enter the six position value for the date to be added in MMDDYY format* for each period; do not key the "/"
3. DUE DATE - Enter the six position value for the date to be added in MMDDYY format* for each period; do not key the "/"

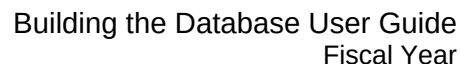
- **Date format may vary for international accounts; the default is MMDDYY**

B. PROCESSING:

1. Press ENTER to add the record and return to screen #1
2. Press F3 to exit and return to the menu without adding the record
3. Press F12 to return to screen #1 without adding the record

C. ADDITIONAL INFORMATION:

1. FISCAL YEAR - The year being added
2. FISCAL MONTH - Numbered 1-12 or 1-13 corresponding to each accounting period



3. Any periods with activity will have certain characters shown to the right of that period indicating the processing status
- "Y" = Closing routine has successfully completed
 - "N" = Software was not installed during this month
 - " " = Closing process has not been executed

D. ERROR CONDITIONS

1. INVALID - At least one of the reversed image and highlighted fields contains invalid data. The validation routine checks for both invalid and non-sequential dates; if an error condition is detected due to improper sequencing, multiple fields may be rejected
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in a numerically defined field
RECOVERY - Press ERROR RESET and retry
5. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered
RECOVERY - Press ERROR RESET, TAB and retry

Inquiry Into the Month File:

From the menu option for maintenance, screen #1 will be displayed

Screen #1

```

01/01/98          YOUR COMPANY NAME IS HERE          MRR065D1
WRKST-ID          FISCAL YEAR MAINTENANCE            USERID

*Fiscal year ____

F3=Exit    F10=Field inquiry

```

A. DATA ENTRY:

1. **FISCAL YEAR** - Enter the first fiscal year to be displayed or leave this field blank to start at the beginning of the file

B. PROCESSING:

1. Press F10 for inquiry
2. Press F3 to return to menu



C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The ENTER key was pressed but no value, or a value entered in conjunction, with the Field Minus key was entered
RECOVERY - Enter a value between "0001" and "9999" and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry
5. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered
RECOVERY - Press ERROR RESET, TAB, AND retry

Screen #2 (F10 from screen #1)

01/01/98	MODE INQUIRY	YOUR COMPANY NAME IS HERE	MRR098D2
WRKST-ID	FISCAL YEAR INQUIRY		USERID
Fiscal year DDDD			
Year			
XXXX			
XXXX			
XXXX			
XXXX			
XXXX			
XXXX			
XXXX			
XXXX			
XXXX			
F3=Exit			

A. DATA ENTRY:

1. FISCAL YEAR - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
2. ? - Enter an "I" and press ENTER to display screen #3
- Enter an "S" to select a specific year and return to screen
- Multiple "I"s may be entered to browse through several records without returning to this screen; a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #4 will be displayed until the last "I" has been processed, until an "S" is found, or until a F12 is taken from that screen



ENTER to execute any "S" instruction; screen #1 will be displayed and the year selected will be retrieved

ENTER to return to screen #1 if no further action is required

ENTER to initiate a new search if fiscal year parameter is changed

2. Press F3 to exit and return to the menu
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. YEAR - The records in the Month file sorted in ascending order based on the closest match to the parameter entered on screen #1

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in the fiscal year field
RECOVERY - Press ERROR RESET and retry

Screen #3 ("I" from screen #2)

01/01/98		MODE INQUIRY		YOUR COMPANY NAME IS HERE			MRR098D3	
WRKST-ID		FISCAL YEAR INQUIRY					USERID	
Fiscal year		XXXX						
Fiscal month		Begin date	End date	Due date	A/R clsd	Srv. chg.		
1		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
2		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
3		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
4		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
5		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
6		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
7		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
8		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
9		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
10		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
11		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
12		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
13		XX/XX/XX	XX/XX/XX	XX/XX/XX	X	X		
F12=Previous								

A. DATA ENTRY:

1. None

B. PROCESSING:



1. Press ENTER to return to screen #2 or display the next record selected with an "I" from that screen
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. FISCAL MONTH - Numbered 1-12 or 1-13 corresponding to the accounting period
 2. BEGIN DATE - The beginning date of each period in MMDDYY format*
 3. END DATE - The ending date of each period in MMDDYY format*
 4. DUE DATE - The due date of each period in MMDDYY format*
- * Date format may vary for international accounts; the default is MMDDYY

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry

Month File Listing

Select the option from the menu to generate the report. No further user input is required

Sample format:

```
Date: 6/03/98      YOUR COMPANY NAME IS HERE      MRR971
Time: 14:22:00
User: AL          *****
                  *      FISCAL YEAR      *
                  *****
Page: 1
```

Fiscal year 1995

Prd	Starting	Ending	Due	A/R	Sales	Svc chg
1	1/01/98	1/31/98	2/28/98	Closed	Closed	Posted
2	2/01/98	2/28/98	3/31/98	Closed	Closed	Posted
3	3/01/98	3/31/98	4/30/98	Closed	Closed	Posted
4	4/01/98	4/30/98	5/31/98	Closed	Closed	Posted
5	5/01/98	5/31/98	6/30/98	Closed	Closed	Posted
6	6/01/98	6/30/98	7/31/98			Day close
7	7/01/98	7/31/98	8/31/98			
8	8/01/98	8/31/98	9/30/98			
9	9/01/98	9/30/98	10/31/98			
10	10/01/98	10/31/98	11/20/98			
11	11/01/98	11/30/98	12/31/98			
12	12/01/98	12/31/98	1/31/99			

Tips and Techniques

1. Do not change dates for any period with current or previous activity.
2. Access to the maintenance option for this file should be severely restricted.



Inventory Demand Period

Pre-requisites:

1. Control record to define number of inventory periods; (fifty two for weekly, twelve for monthly or thirteen for cycles of four weeks each) must exist
2. The location record for "9999" must exist; This will be set up by DMS
3. Control record for Month/Day/Year format should be verified

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to supervisory personnel involved with purchasing and to system operator responsible for system closings; financially sensitive information is not accessible, but unauthorized or unqualified modifications could impact the forecasting job and result in item movement being logged to an incorrect period
2. Maintenance to this record may be required to insure proper allocation of demand and accurate forecasting if two or more business days are combined into a single day closing without properly registering that event
3. All buyers should be allowed inquiry and listing access

Functional Definition:

The Period file affects forecasting, projected item sales and the process of allocating item movement to the proper period. It has no impact on the financial applications and must not be confused with the Fiscal Year file.

The Distribution Express presents item usage to buyers in physical year (calendar) format rather than Fiscal year.

For forecasting purposes, annual movement of an item may be tracked in periods of one week (52 per year), one month (12 per year) or one cycle of four weeks (13 per year). The cycle approach fits most applications best. It does not require as much disk space as weekly tracking and is not as sensitive to the spikes that invariably occur when using such short time periods. Monthly tracking is the traditional method and requires the same amount of disk space as cycle tracking but the number of business days in a calendar month may vary as much as ten percent due to holidays and weekends. The disadvantage to four-week cycles is any mental adjustment your buyers may have in relating to a period of four weeks rather than a calendar month.

It is not necessary to close one period before processing can begin in the next. Other than manual adjustments to an item's historical movement, order entry transactions are the only functions that have an impact on this file. The daily closing job allocates item movement by comparing the order date to the beginning and ending dates of each period until the proper "bucket" is determined. This insures that movement will be recorded correctly even if the period closing job is a few days late. Keep in mind however, that although the system will forecast based on real-time on hand and on order information, the period closing job actually "fine tunes" the forecast with the data from the most recently completed period. Closings should be made in a timely manner to optimize the forecasting capabilities of the software.

To create records in the Month file, you must know how many periods will be used (twelve, thirteen or fifty-two); their beginning and ending dates and the number of days you expect to be open in each period. When assigning dates, the beginning date of one period should



immediately follow the ending date of the previous one. Do not skip days to adjust for known holidays. More than one customer who was never open on Christmas has spent December 25th keying handwritten tickets because of some unforeseen act. If you're tracking by cycle, you may want to calculate the number of business days in the year, divide by thirteen, and assign dates that will provide an equal number of working days in each period. A more practical approach may be to end each period on every fourth Friday or Sunday.

The number of business days available and the number of days actually processed in the current period provide a ratio used by the forecasting job to determine inventory requirements for the remainder of the period.

After going "live", the tracking increments should not be changed.

At a minimum, you must create a record for the current calendar year and one year in the future. If item demand history for previous years will be converted or manually entered, data must also be created for those records.

It is unlikely that your "go live" date on the Distribution Express system will coincide with a calendar year closing. When constructing the record for the current year, make certain that your first period begins on January 1, and your last period of the year ends with December 31. The record for the following year should begin again with the first of January. Any small variance caused by a year ending in midweek will have a negligible affect on the forecasting.

Creating/Maintaining a Record in the Period File:

From the menu option screen #1 will be displayed

Screen #1

```
-----
|01/01/98          YOUR COMPANY NAME IS HERE      MRR015D1|
|WKST-ID          PERIOD MAINTENANCE              USERID  |
|*Calendar year ____|
|
|
|
|
|
|
|F3=Exit  F10=Field inquiry|
|-----
```

A. DATA ENTRY:

1. CALENDAR YEAR - Enter the value of the year to be added or maintained

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry



C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The ENTER key was pressed but no value or a value entered in conjunction with the Field Minus key was entered
RECOVERY - Enter a value between "0001" and "9999" and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in a numerically defined field
RECOVERY - Press ERROR RESET and retry

Screen #2 (ENTER from screen #1)

CAUTION: If thirteen periods are displayed and tracking is by calendar month or, if twelve periods are shown and tracking is by week or cycle; DO NOT CONTINUE. Exit the program with F3 and call DMS.

```
-----
|01/01/98  MODE ADD      YOUR COMPANY NAME IS HERE      MRR015D3|
|WRKST-ID                PERIOD MAINTENANCE              USERID|
|Calendar year 1995|
|
|Period  Begin date  End date  Closed  Work  Processed
|         /  /  /    /  /  /    -   days    days
|   1    _/_/_/    _/_/_/    -   ____    ____
|   2    _/_/_/    _/_/_/    -   ____    ____
|   3    _/_/_/    _/_/_/    -   ____    ____
|   4    _/_/_/    _/_/_/    -   ____    ____
|   5    _/_/_/    _/_/_/    -   ____    ____
|   6    _/_/_/    _/_/_/    -   ____    ____
|   7    _/_/_/    _/_/_/    -   ____    ____
|   8    _/_/_/    _/_/_/    -   ____    ____
|   9    _/_/_/    _/_/_/    -   ____    ____
|  10    _/_/_/    _/_/_/    -   ____    ____
|  11    _/_/_/    _/_/_/    -   ____    ____
|  12    _/_/_/    _/_/_/    -   ____    ____
|  13    _/_/_/    _/_/_/    -   ____    ____
|F3=Exit  F12=Previous|
|-----|
```

A. DATA ENTRY:

1. BEGIN DATE - Enter the six position value for the date to be added in MMDDYY format* for each period; do not key the "/"
2. END DATE - Enter the six position value for the date to be added in MMDDYY format* for each period; do not key the "/"
3. CLOSED - Enter an "N" for every period up to the date that you anticipate going "live", leave the remainder blank



4. WORK DAYS - Enter the number of business days in this period

A. DATA ENTRY: (CONT)

5. CLOSED DAYS - Leave this field BLANK, the system will increment this value by "1" (or the operator override prior to day close) with each successful closing; a manual input may be required if the operator fails to note that two or more day's activity were being processed by a single day close* Date format may vary for international accounts; the default is MMDDYY Verify that the control record value for this input before continuing

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record
3. Press F12 to return to screen #1 without adding/updating the record

C. ADDITIONAL INFORMATION:

1. CALENDAR YEAR - The year being added or maintained
2. PERIOD NUMBER - Numbered 1-12, 1-13 or 1-52 corresponding to each tracking period; if weekly tracking is specified, you must ROLL to maintain periods 14-26, 27-39 and 40-42

D. ERROR CONDITIONS:

1. INVALID - At least one of the reversed image and highlighted fields contains invalid data.

The validation routine checks for both invalid and non-sequential dates; if an error condition is detected due to improper sequencing multiple fields may be rejected

A value other than "Y", "N" or " " was detected OR the sequence of these values is incorrect (blanks may not precede a "Y" or "N" and "N" may not follow "Y")

Work days and/or closed days may not be negative

RECOVERY - Correct the entry(ies) and retry

2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in a numerically defined field
RECOVERY - Press ERROR RESET and retry
5. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered
RECOVERY - Press ERROR RESET, TAB and retry



Inquiry into the Period File:

From the menu option for maintenance, screen #1 will be displayed

From the menu option for inquiry or when called from within another application screen #2 will be displayed

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR015D1
WRKST-ID	MONTH MAINTENANCE	USERID
Calendar year ____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. Enter the first calendar year to be displayed or leave blank to display all records

B. PROCESSING

1. Press ENTER to display screen #2
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The ENTER key was pressed but no value, or a value entered in conjunction, with the Field Minus key was entered
RECOVERY - Enter a value between "0001" and "9999" and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in a numerically defined field
RECOVERY - Press ERROR RESET and retry



Screen #2 (F10 from screen #1)

01/01/98	MODE INQUIRY	YOUR COMPANY NAME IS HERE	
WRKST-ID	PERIOD INQUIRY		USERID
Calendar year DDDD			
? Year			
— XXXX			
— XXXX			
— XXXX			
— XXXX			
F3=Exit			

A. DATA ENTRY:

1. CALENDAR YEAR - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
2. ? - Enter an "I" to select one or more records for more detailed data

Enter an "S" to select a specific year for maintenance

Multiple "I"s may be entered to browse several records before returning to this screen; a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen
ENTER to execute any "S" instruction; screen #1 will be displayed and the year selected will be retrieved
ENTER to return to screen #1 if no further action is required
ENTER to initiate a new search if fiscal year parameter is changed
2. Press F3 to exit and return to screen #1
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. YEAR - The records in the Month file sorted in ascending order based on the closest match to the parameter entered on screen #1

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0009" - A non-numeric input was attempted in the fiscal year field
RECOVERY - Press ERROR RESET and retry



Screen #3 ("I" from screen #2)

```

01/01/98  MODE INQUIRY  YOUR COMPANY NAME IS HERE
WRKST-ID          PERIOD INQUIRY          USERID

Calendar year XXXX

Period  Begin date  End date  Work  Processed
        1  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        2  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        3  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        4  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        5  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        6  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        7  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        8  XX/XX/XX  XX/XX/XX  X    XXX    XXX
        9  XX/XX/XX  XX/XX/XX  X    XXX    XXX
       10  XX/XX/XX  XX/XX/XX  X    XXX    XXX
       11  XX/XX/XX  XX/XX/XX  X    XXX    XXX
       12  XX/XX/XX  XX/XX/XX  X    XXX    XXX
       13  XX/XX/XX  XX/XX/XX  X    XXX    XXX
F3=Exit  F12=Previous
  
```

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to return to screen #2 or display the next record selected with an "I" from that screen
2. Press F12 to return to screen #2
3. ROLL to display the next thirteen periods if a "+" is shown NOTE: The option to roll is available only for weekly tracking

C. ADDITIONAL INFORMATION:

1. PERIOD - Numbered 1-12, 1-13 or 1-52 corresponding to the inventory period
2. BEGIN DATE - The beginning date of each period in MMDDYY format*
3. END DATE - The ending date of each period in MMDDYY format*
4. CLOSED - A blank indicates the period is open, "Y" indicates closed and "N" indicates no movement history available
5. WORK DAYS - The number of business days specified by the user for period
6. CLOSED DAYS - The number of business days processed within this period

* Date format may vary for international accounts; the default is MMDDYY

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry



Period File Listing:

Select the option from the menu to generate the report; No further user input is required

Sample format:

```
Date: 6/03/98          YOUR COMPANY NAME IS HERE          ??????
Time: 14:22:00        *****
User: Al              *   INVENTORY PERIOD   *           Page:      1
                      *****
```

Calendar year 1995

Prd	Starting	Ending	Closed	Work days	Processed days
1	1/01/98	1/28/98	Yes	19	19
2	1/29/98	2/25/98	Yes	20	20
3	2/26/98	3/25/98	Yes	20	20
4	3/26/98	4/22/98	Yes	19	19
5	4/23/98	5/20/98	Yes	20	20
6	5/21/98	6/17/98		20	12
7	6/18/98	7/15/98		19	
8	7/16/98	8/12/98		20	
9	8/13/98	9/09/98		19	
10	9/10/98	10/07/98		20	
11	10/08/98	11/04/98		20	
12	11/05/98	12/02/98		19	
13	12/03/98	12/31/98		19	

Tips and Techniques:

1. Do not change dates for any period with current or previous activity
2. Access to the maintenance option for this file should be moderately restricted

Record Layout and File Specifications:

1. File name -
2. Record length -
3. File sizing - One record per year if tracking maintained by month or by four week cycle; four records per year if maintained by week



Currency File

Pre-requisites:

1. Control record to define base system currency must exist; Control record to define conversion method must exist.
3. The location record for "9999" must exist; This will be set up by DMS

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to supervisory personnel involved with Accounts Payable and to purchasing agents with the authority to negotiate exchange rates with suppliers. Financially sensitive information is not accessible through this function but unauthorized or unqualified modifications could impact the conversion routine and cause inaccurate values to be expressed on purchase orders and invoice reconciliation reports
2. If the foreign currency function is activated, daily or weekly maintenance of this file will be required in order to update the current exchange rates.
3. Inquiry and listing access should be granted as required to purchasing and accounts payable personnel.

Functional Definition:

Extensive maintenance to this file is not required if all purchasing will be generated against the base system currency. Under that condition, create a single record in this file with the following information:

1. CURRENCY - " " (three blanks)
2. DESCRIPTION - "DEFAULT CURRENCY"
3. RATE - "0001.0000000"
4. DATE - "XX/XX/XX" (the current date) in MMDDYY format*

No further input is required. Do not create a blank record if you will be using the foreign currency feature.

The foreign currency support provided by the Distribution Express system enables the user to maintain up to thirty exchanges rates and effective dates for an unlimited number of currencies. Each currency is maintained individually with respect to effective date to provide maximum flexibility.

Additional data base files affected by this feature include the supplier record where a payables currency is assigned (maximum of one per supplier) and in the supplier item record where cost can be assigned both in the supplier's currency and in the base system currency.

All financial reporting in the inventory management software utilizes only the base system currency. Purchase orders can be generated to print the supplier's currency, the base currency or both values. The accounts payable and general ledger software handles recognition of gain or loss due to fluctuation in exchange rates.



To create records in the Currency file, prepare a list of all currencies to be established, assign each currency a unique three character alphanumeric value (using the first three letters is suggested with the first, second and fourth if duplicates exist) and assign a twenty character alphanumeric description to each. When creating the records, you must enter an exchange rate and effective date; blanks are not allowed.

It is essential that this information be created and maintained accurately from this point forward. The supplier item addition and maintenance job uses the most current exchange rate from this file to convert cost in base system currency to cost in the supplier's currency. Failure to keep the data in this file current could result in inaccurate purchase order costing after the system is "live".

At a minimum, you must create a record for each currency that will be assigned to a supplier.

Creating/Maintaining a Record in the Currency File:

From the menu option screen #1 will be displayed

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR097D1
WRKST-ID	CURRENCY MAINTENANCE	USERID
*Currency ____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. CURRENCY - Enter the three character value of the currency to be added or maintained

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None



D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The field minus keyed was attempted to exit an alphanumerical field
RECOVERY - Press ERROR RESET and retry

Screen #2 (ENTER from screen #1)

```
-----
|01/01/98  MODE: ADD      YOUR COMPANY NAME IS HERE      MRR097D2|
|WRKST-ID          CURRENCY MAINTENANCE                USERID|
|
|Currency... XXX  Desc _____ _ decimals  1234.5678901 Low|
|                                           1234.5678901 Avg|
|"BASE CURRENCY HERE" divided by rate equals currency 1234.5678901 High|
|
|AA = Add   or 1 - 30 = Change  _ Rate _____ Date __/__/__|
|No      Rate   Date   No      Rate   Date   No      Rate   Date|
|
|* Date Fields are actually displayed in MM/DD/YY Format|
| 1) 1234.5678901 XX/XX/  2) 1234.5678901 XX/XX/  3) 1234.5678901 XX/XX/|
| 4) 1234.5678901 XX/XX/  5) 1234.5678901 XX/XX/  6) 1234.5678901 XX/XX/|
| 7) 1234.5678901 XX/XX/  8) 1234.5678901 XX/XX/  9) 1234.5678901 XX/XX/|
|10) 1234.5678901 XX/XX/ 11) 1234.5678901 XX/XX/ 12) 1234.5678901 XX/XX/|
|13) 1234.5678901 XX/XX/ 14) 1234.5678901 XX/XX/ 15) 1234.5678901 XX/XX/|
|16) 1234.5678901 XX/XX/ 17) 1234.5678901 XX/XX/ 18) 1234.5678901 XX/XX/|
|19) 1234.5678901 XX/XX/ 20) 1234.5678901 XX/XX/ 21) 1234.5678901 XX/XX/|
|22) 1234.5678901 XX/XX/ 23) 1234.5678901 XX/XX/ 24) 1234.5678901 XX/XX/|
|25) 1234.5678901 XX/XX/ 26) 1234.5678901 XX/XX/ 27) 1234.5678901 XX/XX/|
|28) 1234.5678901 XX/XX/ 29) 1234.5678901 XX/XX/ 30) 1234.5678901 XX/XX/|
|
|F3 Exit F12=Previous F23=Deactivate|
|-----
```

A. DATA ENTRY:

1. DESC - Enter up to twenty characters of description
2. DECIMALS - Enter the number of positions to the right of the decimal used by this currency; enter "0" if no decimals are used
3. AA=ADD OR 1-30=CHANGE - To add a new currency or a new rate to an existing currency, enter AA; To change an existing currency's rate or effective date, enter the number found to the left of that rate
4. RATE - Enter the exchange rate
NOTE: The conversion calculation formula used, "Base divided by Rate" or "Base multiplied by Rate" is displayed on the sixth line of your screen; be sure to enter the correct parameter



5. DATE - Enter the effective date of the rate in MMDDYY format
** Date format may vary for international accounts; the default is MMDDYY

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
 2. Press F3 to exit and return to the menu without adding/updating the record
 3. Press F12 to return to screen #1 without adding/updating the record
 4. Press F23 to deactivate this record
- CAUTION - Do not deactivate any record used by an active supplier

C. ADDITIONAL INFORMATION:

1. CURRENCY - The currency code being added or maintained
2. LOW - The lowest of the thirty active exchange rates
3. AVG - The average of the thirty active exchange rates
4. HIGH - The highest of the thirty active exchange rates
5. "BASE CURRENCY DESCRIPTION" DIVIDED BY RATE EQUALS CURRENCY or
"BASE CURRENCY DESCRIPTION" MULTIPLIED BY RATE EQUALS CURRENCY
Depending on the above verbiage, the base system currency will either be divided or multiplied by the rate entered to determine cost in the supplier's currency
6. NO/RATE/DATE - The last thirty rates entered and their effective date sorted chronologically with the most current date first

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input
Description - at least one character of description must be entered
Change - Blank is not allowed if rate or date are greater than zero
Rate - Zero is not allowed if change or date are not blank
Date - Zero is not allowed if change or rate are not blank
RECOVERY Correct the entry(ies) and retry
2. INVALID - At least one of the reversed image and highlighted fields contains invalid data.
Date - The date is invalid or, if a change is being attempted, the date entered is less than the previous entry or greater than the next sequential entry; the date for an existing entry cannot be greater than the one following it or less than the one preceding it
Change - A value other than "AA" or between "01" and "30" was keyed
RECOVERY - Correct the entry and retry
3. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - More than one decimal position was entered or more than four numbers were entered to the left of the decimal position
RECOVERY - Correct the entry and retry
4. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
5. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
6. "0009" - A non-numeric input was attempted in a numerically defined field
RECOVERY - Press ERROR RESET and retry
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry
8. "0018" -
RECOVERY - Press ERROR RESET and retry



9. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered
RECOVERY - Press ERROR RESET, TAB and retry
10. "0026" - A decimal was keyed and the FIELD EXIT or FIELD PLUS key was pressed
RECOVERY - Press ERROR RESET, rekey the value without entering a decimal or with a value between 0-9 after the decimal input

Inquiry into the Currency File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR097D1
WRKST-ID	CURRENCY MAINTENANCE	USERID
* Currency _____		
F3=Exit F10=Field inquiry		

A: DATA ENTRY:

1. Enter the Currency code with which to start the inquiry or leave blank display all records; a valid code is not required, the system will start at the closed match

B. PROCESSING

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Screen #2 (F10 from screen #1)

01/01/98	MODE:INQUIRY	YOUR COMPANY NAME IS HERE	MRR096D2
WRKST-ID	CURRENCY INQUIRY	USERID	
			Currency DDD
? Cur	Description	Rate	Date
XXX	XXXXXXXXXXXXXXXXXXXX	1234.567890	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
XXX	XXXXXXXXXXXXXXXXXXXX	1234.5678901	XX/XX/XX
F3=Exit			

A. DATA ENTRY:

1. CURRENCY - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter
2. ? - Enter an "I" to select one or more records for more detailed data
Enter an "S" to select a specific year for maintenance
Multiple "I"s may be entered to browse several records before returning to this screen; a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen
ENTER to execute any "S" instruction; screen #1 will be displayed and the year selected will be retrieved
ENTER to return to screen #1 if no further action is required
ENTER to initiate a new search if currency code is changed
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. CUR - The three character code to the currency
2. DESCRIPTION - The description of the currency
3. RATE - The current effective exchange rate
4. DATE - The date of the effective rate

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry



2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry

Screen #3

```
-----
|1/01/98  MODE: INQUIRY YOUR COMPANY NAME IS HERE          MRR059D4 |
|WRKST-ID                CURRENCY INQUIRY                USERID  |
|-----|
|Currency. XXX  Desc CURRENCY DESCRIPTION  X decimals 1234.5678901 Low |
|                                                    1234.5678901 Avg |
|"BASE CURRENCY HERE" divided by rate equals currency 1234.5678901 High|
|
|    * Date fields are actually displayed in MM/DD/YY format
|
|  No      Rate   Date  No      Rate   Date  No      Rate   Date
| 1) 1234.5678901 XX/XX/ 2) 1234.5678901 XX/XX/ 3) 1234.5678901 XX/XX/
| 4) 1234.5678901 XX/XX/ 5) 1234.5678901 XX/XX/ 6) 1234.5678901 XX/XX/
| 7) 1234.5678901 XX/XX/ 8) 1234.5678901 XX/XX/ 9) 1234.5678901 XX/XX/
|10) 1234.5678901 XX/XX/11) 1234.5678901 XX/XX/12) 1234.5678901 XX/XX/
|13) 1234.5678901 XX/XX/14) 1234.5678901 XX/XX/15) 1234.5678901 XX/XX/
|16) 1234.5678901 XX/XX/17) 1234.5678901 XX/XX/18) 1234.5678901 XX/XX/
|19) 1234.5678901 XX/XX/20) 1234.5678901 XX/XX/21) 1234.5678901 XX/XX/
|22) 1234.5678901 XX/XX/23) 1234.5678901 XX/XX/24) 1234.5678901 XX/XX/
|25) 1234.5678901 XX/XX/26) 1234.5678901 XX/XX/27) 1234.5678901 XX/XX/
|28) 1234.5678901 XX/XX/29) 1234.5678901 XX/XX/30) 1234.5678901 XX/XX/
|
|F12=Previous
|-----
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. CURRENCY - The currency code
2. DESC - The description of the currency
3. DECIMALS - The number of positions to the right of the decimal used by this currency
4. LOW - The lowest of the thirty active exchange rates
5. AVG - The average of the thirty active exchange rates
6. HIGH - The highest of the thirty active exchange rates
7. "BASE CURRENCY DESCRIPTION" DIVIDED BY RATE EQUALS CURRENCY or
"BASE CURRENCY DESCRIPTION" MULTIPLIED BY RATE EQUALS CURRENCY.
Depending on the above verbiage, the base system currency will either be divided or
multiplied by the rate entered to determine cost in the supplier's currency
8. NO/RATE/DATE - The last thirty rates entered and their effective date sorted
chronologically with the most current date first



D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted a screen position on the screen that is not defined as
an input capable
RECOVERY - Press ERROR RESET, TAB and retry

Currency File Listing:

Select the option from the menu to generate the report; No further user input is required

Sample format:

```
Date: 6/03/98          YOUR COMPANY NAME IS HERE          ??????
Time: 14:22:00         *****
User: Al               *          CURRENCY          *          Page:      1
                      *****

-----
Code   Description                Rate      Date      Rate      Date |
-----
XXX   XXXXXXXXXXXXXXXXXXXXXXXX 1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
|
XXX   XXXXXXXXXXXXXXXXXXXXXXXX 1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
1234.5678901 XX/XX/ 1234.5678901 XX/XX/XX|
```

Record Layout and File Specifications:

1. File name -
2. Record length -
3. File sizing - One record per currency



Country File

Pre-requisites:

1. The location record for "9999" must exist; This will be set up by DMS

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option can be opened to any clerical personnel. Typically, anyone responsible for the creation and/or maintenance of an employee, location, supplier, freight carrier, customer or manufacturer should be allowed access to this file with maintenance authorization.
2. Inquiry and listing authorization may be granted as needed.

Functional Definition:

Extensive maintenance to this file is not required if all addresses are within a single country. To avoid having to input a country if this is the case, create a single record with the following information.

1. COUNTRY - " " (three blanks)
2. DESCRIPTION - "DEFAULT COUNTRY"

No further input is required. Do not create a blank record if you have a significant number of addresses that are international.

The Country file allows the full name of a country (up to twenty five characters) to be printed in conjunction with the address. The postal systems in many countries do not recognize an abbreviated country code.

To create records in the Country file, prepare a list of all countries to be established, assign each country a unique three character alphanumeric value (using the first three letters is suggested with the first, second and fourth if duplicates exist) and a description of up to twenty five characters in length.

It is essential that this information be created and maintained accurately; to prevent duplicate records in the file. From a processing consideration this does not cause any problems but having multiple codes for the same country trashes up the files and leads to confusion by the users.

At a minimum, you must create a record for each country used in the address file or a "blank" record if this feature is not required.



Creating/Maintaining a Record in the Country File:

From the menu option screen #1 will be displayed

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR011D1
WRKST-ID	COUNTRY MAINTENANCE	USERID
*Country _____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. COUNTRY - Enter the three character value of the country to be added or maintained

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Screen #2 (ENTER from screen #1)

```
-----
| 01/01/98  MODE: ADD      YOUR COMPANY NAME IS HERE      MRR011D2 |
| WRKST-ID                COUNTRY MAINTENANCE              USERID  |
| Country XXX                                                     |
| Name..._____                                                 |
|                                                                  |
| F3=Exit      F12=Previous  F23= Deactivate                  |
|-----
```

A. DATA ENTRY:

1. NAME - Enter up to twenty five characters of the country name

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record
3. Press F12 to return to screen #1 without adding/updating the record
4. Press F23 to deactivate this record
CAUTION - Do not deactivate any record used by an active address

C. ADDITIONAL INFORMATION:

1. COUNTRY - The Country code being added or maintained

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input
Description - at least one character of description must be entered
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as input capable
RECOVERY- Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Inquiry into the Country File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR011D1
WRKST-ID	COUNTRY MAINTENANCE	USERID
*Currency_____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. Enter the Country code with which to start the inquiry or leave blank to display all records; a valid code is not required, the system will start at the closet match

B. PROCESSING

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Screen #2 (F10 from screen#1)

```
-----
|01/01/98  MODE:INQUIRY  YOUR COMPANY NAME IS HERE      MRR024D2|
|WRKST-ID          COUNTRY INQUIRY                      USERID  |
| Currency DDD                                           |
|
|? Country      Name
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|_ XXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
|F3=Exit
|-----
```

A. DATA ENTRY:

1. COUNTRY - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
2. ? - Enter an "S" to select a specific record for maintenance
NOTE: An "I" is not allowed from this screen, there is no additional information available for the records displayed

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.

ENTER to execute any "S" instruction; screen #1 will be displayed and the year selected will be retrieved

ENTER to return to screen #1 if no further action is required

ENTER to initiate a new search if parameter is changed

2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. COUNTRY - The three character code used to define the country
2. NAME - The name of the country

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry



3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry

Country File Listing:

Select the option from the menu to generate the report; No further user input is required

Sample format:

```
Date: 6/03/98          YOUR COMPANY NAME IS HERE?????
Time: 14:22:00         *****
User: Al               *          COUNTRY          *          Page:      1
                      *****
```

Code Name

```
-----
XXX  XXXXXXXXXXXXXXXXXXXXXXXX
XXX  XXXXXXXXXXXXXXXXXXXXXXXX
XXX  XXXXXXXXXXXXXXXXXXXXXXXX
XXX  XXXXXXXXXXXXXXXXXXXXXXXX
XXX  XXXXXXXXXXXXXXXXXXXXXXXX
XXX  XXXXXXXXXXXXXXXXXXXXXXXX
```



State File

Pre-requisites:

1. The location record for "9999" must exist; This will be set up by DMS

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option can be opened to any clerical personnel. Typically, anyone responsible for the creation and/or maintenance of an employee, location, supplier, freight carrier, customer or manufacturer should be allowed access to this file with maintenance authorization.
2. Inquiry and listing authorization may be granted as needed.

Functional Definition:

If you are a domestic (USA) customer, set up all fifty states when creating the records in this file. Although you may not have a need to correspond with every state in the Country, in most cases, it will take longer to identify your minimum requirements than to enter all the possibilities.

The State file allows the full state name (up to twenty-five characters) to be printed in conjunction with the address. The two characters postal service abbreviation is standard the full description will be available if you should ever need it. The state code field is actually three positions in length; make certain you enter the code beginning in the LEFTMOST position without any spaces. " NC", "N C" and "NC " are recognized as three entirely different codes; you should utilize only the third format.

To create records in the State file, visit your local post office and request a listing of the official postal abbreviation for each state.

It is essential that this information be created and maintained accurately; to prevent duplicate records in the file. From a processing consideration this does not cause any problems but having multiple codes for the same state trashes up the files and leads to confusion by the users.

At a minimum, you must create a record for each state used in the address file or a "blank" record if this feature is not required.

For customers operating this software outside the USA, your Installation Engineer will work with you on this particular application.



Creating/Maintaining a Record in the State File:

From the menu option screen #1 will be displayed
Screen #1

```
-----
|01/01/98          YOUR COMPANY NAME IS HERE          RR103D1|
|WRKST-ID          STATE MAINTENANCE                  USERID |
|*State ____
|
|
|F3=Exit   F10=Field inquiry
|-----
```

A. DATA ENTRY:

1. STATE - Enter the two character value of the state to be added or maintained; Canadian customers should enter the full three characters of the applicable province; Non-Canadian or American customers should consult their Installation Engineer

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Screen #2 (ENTER from screen #1)

01/01/98	MODE: ADD	YOUR COMPANY NAME IS HERE	MRR103D2
WRKST-ID		STATE MAINTENANCE	USERID
*State XXX			
Name _____			
F3=Exit F12=Previous F23=Deactivate			

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters of the state name

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record
3. Press F12 to return to screen #1 without adding/updating the record
4. Press F23 to deactivate this record
CAUTION - Do not deactivate any record used by an active address

C. ADDITIONAL INFORMATION:

1. STATE - The Country code being added or maintained

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input
Description - at least one character of description must be entered
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Inquiry into the State File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR103D1
WRKST-ID	STATE MAINTENANCE	USERID
*State ____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. Enter the state code with which to start the inquiry or leave blank to display all records; a valid code is not required, the system will start at the closet match

B. PROCESSING

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Screen #2 (F10 from screen #1)

```

01/01/98  MODE:INQUIRY  YOUR COMPANY NAME IS HERE  MRR099D2
WRKST-ID          STATE INQUIRY          USERID

*State DDD

? State      Name
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
_ XXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
F3=Exit
  
```

A. DATA ENTRY:

1. STATE - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
2. ? - Enter an "S" to select a specific record for maintenance
NOTE: An "I" is not allowed from this screen, there is no additional information available for the records displayed

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen
ENTER to execute any "S" instruction; screen #1 will be displayed and the state selected will be retrieved
ENTER to return to screen #1 if no further action is required
ENTER to initiate a new search if parameter is changed
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. STATE - The three character code used to define the state
2. NAME - The name of the state

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry

D: ERROR CONDITIONS (CONT)

3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry



4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry

State File Listing:

Select the option from the menu to generate the report; No further user input is required

Sample format:

```
Date: 6/03/98          YOUR COMPANY NAME IS HERE          ??????
Time: 14:22:00        *****
User: AL              *          STATE          *          Page:          1
                      *****
```

```
-----
Sta  Name
AK   ALASKA
AL   ALABAMA
AR   ARKANSAS
AZ   ARIZONA
CA   CALIFORNIA
CN   CONNECTICUT
CO   COLORADA
DE   DELEWARE
FL   FLORIDA
GA   GEORGIA
HA   HAWAII
ID   IDAHO
IL   ILLINOIS
IN   INDIANA
IW   IOWA
KE   KENTUCKY
KS   KANSAS
MD   MARYLAND
ME   MAINE
MI   MICHIGAN
MN   MINNESOTA
MO   MISSOURI
MS   MISSISSIPPI
MT   MONTANA
NC   NORTH CAROLINA
ND   NORTH DAKOTA
NE   NEBRASKA
NH   NEW HAMPSHIRE
NJ   NEW JERSEY
NM   NEW MEXICO
NV   NEVADA
NY   NEW YORK
OH   OHIO
OK   OKLAHOMA
OR   OREGON
PA   PENNSYLVANIA
RI   RHODE ISLAND
SC   SOUTH CAROLINA
SD   SOUTH DAKOTA
TN   TENNESSEE
TX   TEXAS
UT   UTAH
VA   VIRGINIA
VE   VERMONT
WA   WASHINGTON
WI   WISCONSIN
WV   WEST VIRGINIA
WY   WYOMING
```



Record Layout and File Specifications:

1. File name -
2. Record length -
3. File sizing - One record per currency



Group File

The Group File maintenance function is generic job that provides the ability to create and maintain several different subgroups used by various other data base tasks. These groups fall into three broad categories; six group codes are item related plus a seventh if you're using core bank tracking and optionally up to five more for further subdivisions of sales analysis, three are address related plus a fourth is required for customer addresses and the third group is used to classify transactions within order entry. Each group will be individually addressed as if it were a separate menu option.

Subgroups are used to aggregate activity at some level above the detail record. A company such as DMS might classify its items into two subgroups for sales analysis, hardware or software and its customers into two marketing subgroups, wholesale or retail. Various inquiries and reports can then be constructed to retrieve only hardware items, to show only retail customers from the data base or to combine these parameters and generate a query against the sales history file that would summarize hardware purchases for retail accounts.

Groups related to items include commodity search, future pricing, customer profile, purchase forecast, rank, sales analysis and core (core groups generally apply only to automotive parts businesses). Up to five optional miscellaneous groups that functionally operate in the same manner the sales analysis category may also be defined if additional subdivisions are required. These groupings must be established before items can be added to the system.

Address related groups include marketing, mailing label and territory. Statement groups must also be created before customers can be added to the database.

Transaction groups are used by order entry to categorize debits and credits and must be established before transaction codes can be defined.

It is extremely important that you devise your group structure **BEFORE** beginning to create items or customers within the database. Virtually every function of the software from purchasing to inventory management to sales analysis utilizes one or more of the groups.



Commodity Groups

Pre-requisites:

1. The location record for "9999" must exist; This will be set up by DMS

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to only those personnel authorized to add new items to the database.
2. Inquiry and listing authorization may be granted as needed.

Functional Definition:

Commodity subgroups allow the user to search for a particular item if the part number is unknown by keying up to twenty characters of descriptive information and pressing a function key from order entry or purchasing. It is analogous to the item description search provided by many other software vendors but is more effective because the level of discipline required to consistently enter the same description for similar items is reduced and the probability of keypunch errors is virtually nil. This technique also allows the user to key a more definitive description for each item rather than some vague categorization required for a linkage by description only.

Commodity subgroups are created by entering a three-character value and a twenty-character description. When creating a part number, the operator must assign each item to a valid commodity subgroup. It is important to note that the search feature from order entry and purchasing "keys" off the twenty character description and not the three character code itself. This means that you do not need to exercise any rationale in attempting to define a meaningful code. In most cases, the simplest approach is to start with "000" and continue in increments of "1". Should you require more than 1000 groups, begin the second set with "A00", the third with "B01", etc.

A second consideration in creating commodity subgroups is to understand that the groups should be relatively specific and, as a rule, should not encompass more than twenty five to thirty part numbers. The commodity search function, when activated, will present a screen with up to six items displayed for the operator's review. By using the roll keys to page, the next six items will be displayed in manufacturer/item sequence until all items in that group have been retrieved. If fifty or more items are assigned to a single group, the effectiveness of the search may be reduced because the operator would have to page through several screens to select an item.

Functional Definition:

It is also possible to create too many groups (there are over one hundred thousand possible combinations in a three character alphanumeric field). Using an automotive example, all small block Chevy sparkplugs could be assigned to the same subgroup and the specific application for each plug defined in the item's description. Although the software would easily support such a scheme, the maintenance requirements would more than offset the benefits. In many businesses, there will be a large number of items that simply should not be categorized because the probability of a user needing to perform a search and retrieval is minimal. For those items, create one search group of "999" and assign it to each part number.





Don't create a commodity subgroup simply because an item can be classified; if order entry operators and/or purchasing agents are not likely to need a search capability on an item, put it in the generic group.

It is essential that strict standards be enforced when establishing search groups and that the personnel responsible for creating item records fully understand those rules. Improper classification will cause an item to be missed when similar parts are displayed or to appear within a group with which it has no relationship.

As a final point, you should understand that the commodity search group to which an item is assigned can be changed at any time without impacting the system. Rather than devoting a substantial amount of time to the development of an elaborate search and retrieval scheme before going "live" on the system, you may want to consider a minimal approach until the benefits of this feature can be determined.

At a minimum, you must create one commodity search group. If this feature has no useful application in your business, create a blank group with a description of "N/A" to eliminate the need of inputting this value when creating an item.

DO NOT CREATE A BLANK COMMODITY GROUP record if the search function will be used. If a blank group exists, the operators creating items will not be forced to enter a valid commodity group code.

Creating/Maintaining a Commodity Subgroup:

From the menu option screen #1 will be displayed
Screen #1

```

-----
|01/01/98          YOUR COMPANY NAME IS HERE          MRR074D1|
|WRKST-ID          GROUP MAINTENANCE                  USERID|
|
| Group ...____
|*Subgroup ____
|
| Groups
| CS - Commodity search @M1 - uuuuuuuuuuuuuu MK - Marketing
| IP - Future price    @M2 - uuuuuuuuuuuuuu ML - Mailing label
| PC - Customer profile @M3 - uuuuuuuuuuuuuu ST - Statement
| PF - Purchase forecast @M4 - uuuuuuuuuuuuuu TC - Transaction
| RK - Rank            @M5 - uuuuuuuuuuuuuu TR - Territory
| SA - Sales analysis
| #SG - Core
| F3=Exit    F10=Field inquiry
|
-----

```

Core will not be displayed unless applicable

@ Only the required number of miscellaneous groups will be displayed



A. DATA ENTRY:

1. GROUP - Enter "CS"
2. SUBGROUP - Enter the three character code to be added or maintained

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0012" - The INSERT MODE key is active and an attempt was made to enter data after the cursor reached the last input position
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry
5. "0019" - The DUP key was attempted in a non-supported field
RECOVERY - Press ERROR RESET and retry
6. "INVALID" - An invalid group was entered
RECOVERY - Key one of the valid two character groups shown on the screen
7. INPUT REQUIRED - The ENTER key was pressed but no value was entered into the Group field
RECOVERY - Enter a value between corresponding to the Group being added or maintained

Screen #2 (ENTER from screen #1)

01/01/98	MODE: ADD	YOUR COMPANY NAME IS HERE	MRR074D2
WRKST-ID		GROUP MAINTENANCE	USERID
Group..... CS Commodity search			
Subgroup... ??			
Description _____			
F3=Exit F12=Previous F23=Deactivate			



A. DATA ENTRY:

1. NAME - Enter up to twenty characters of the commodity subgroup name

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record
3. Press F12 to return to screen #1 without adding/updating the record
4. Press F23 to deactivate this record

CAUTION - Do not deactivate any record used by an active item

C. ADDITIONAL INFORMATION:

1. GROUP - The Group (in this example COMMODITY SEARCH) being maintained
2. SUBGROUP - The Subgroup code entered on screen # 1 and being defined
3. In change mode, the 'stripped' version of the description will appear to the right of the input field for description; if characters are displayed that would not normally be entered by an operator when searching for items in this group, contact the Project Manager; it may be necessary to add the character(s) to the strip routine

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input
Description - at least one character of description must be entered; if the Commodity search is not applicable to your business, enter N/A
RECOVERY - Enter at least one character of description
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Inquiry into the Group File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed

Screen #1

```
-----
|01/01/98          YOUR COMPANY NAME IS HERE          MRR074D1
|WRKST-ID          GROUP MAINTENANCE                  USERID
|
|Group...  ____
|*Subgroup _____
|          * actually displayed in 20 character field
|CS - Commodity search  @M1 - *uuuuuuuuuuuuuuu MK - Marketing
|IP - Future price      @M2 - uuuuuuuuuuuuuu ML - Mailing label
|PC - Customer profile  @M3 - uuuuuuuuuuuuuu ST - Statement
|PF - Purchase forecast @M4 - uuuuuuuuuuuuuu TC - Transaction
|RK - Rank              @M5 - uuuuuuuuuuuuuu TR - Territory
|SA - Sales analysis
|#SG -
|Core
|F3=Exit  F10=Field inquiry
|
|-----
```

Core will not be displayed unless applicable

@ Only the required number of miscellaneous groups will be displayed

A. DATA ENTRY:

1. GROUP - Enter "CS"
2. SUBGROUP - When performing an inquiry to determine the next available subgroup, enter "999" and take the F10 option with the cursor positioned in this field; the highest numeric group assigned thus far will be displayed at the top of screen #2 (this technique may not be effective if alpha characters are used for subgroups). Thus far will be displayed at the top of screen #2 (this technique may not be effective if alpha characters are used for subgroups).

If the search is being performed to determine if a particular description has been assigned, leave this field blank and take the F10 option for inquiry.

B. PROCESSING:

1. Press ENTER to display the MAINTENANCE screen
2. Press F3 to exit and return to the menu
3. Press F10 for INQUIRY

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry



2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0012" - The INSERT MODE key is active and an attempt was made to enter data after the cursor reached the last input position
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry
5. "0019" - The DUP key was attempted in a non-supported field
RECOVERY - Press ERROR RESET and retry
6. "INVALID" - An invalid group was entered
RECOVERY - Key one of the valid two character groups shown on the screen
7. INPUT REQUIRED - The ENTER key was pressed but no value was entered into the Group field
RECOVERY - Enter a value between corresponding to the Group being added or maintained

Screen #2 (F10 from screen#1)

```
-----
|01/01/98  MODE:INQUIRY  YOUR COMPANY NAME IS HERE      MRR046D2
|WRKST-ID                GROUP INQUIRY                  USERID
|
|Group... DD
|*Subgroup DDD   Description DDDDDDDDDDDDDDDDDDDDDDD
|
|? Group   Description                Subgroup   Description
|_ CS      Commodity search           XXX        XXXXXXXXXXXXXXXXXXXXX
|_ IP      Future price               XXX        XXXXXXXXXXXXXXXXXXXXX
|_ MK      Marketing                  XXX        XXXXXXXXXXXXXXXXXXXXX
|_ ML      Mailing label              XXX        XXXXXXXXXXXXXXXXXXXXX
|_ M1      UUUUUUUUUUUUUUUUUUUUUUU   XXX        XXXXXXXXXXXXXXXXXXXXX
|_ M2      UUUUUUUUUUUUUUUUUUUUUUU   XXX        XXXXXXXXXXXXXXXXXXXXX
|_ M3      UUUUUUUUUUUUUUUUUUUUUUU   XXX        XXXXXXXXXXXXXXXXXXXXX
|_ M4      UUUUUUUUUUUUUUUUUUUUUUU   XXX        XXXXXXXXXXXXXXXXXXXXX
|_ M5      UUUUUUUUUUUUUUUUUUUUUUU   XXX        XXXXXXXXXXXXXXXXXXXXX
|_ PC      Customer profile           XXX        XXXXXXXXXXXXXXXXXXXXX
|_ PF      Purchase forecast          XXX        XXXXXXXXXXXXXXXXXXXXX
|_ RK      Rank                       XXX        XXXXXXXXXXXXXXXXXXXXX
|_ SA      Sales analysis              XXX        XXXXXXXXXXXXXXXXXXXXX
|_ SG      Core                       XXX        XXXXXXXXXXXXXXXXXXXXX
|_ ST      Statement                  XXX        XXXXXXXXXXXXXXXXXXXXX
|_ TC      Transaction                XXX        XXXXXXXXXXXXXXXXXXXXX
|_ TR      Territory                  XXX        XXXXXXXXXXXXXXXXXXXXX
|
|*F3=Exit
|
-----
```

NOTE: Only those groups with valid subgroups will appear on the inquiry; Core groups and one or more of the miscellaneous groups will appear only if those features are activated in your system.

A. DATA ENTRY:

1. GROUP - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter.
2. SUBGROUP - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter.



3. DESCRIPTION - From the initial screen, this field will be blank; To initiate a search for a particular subgroup description, enter all or part of the characters to be searched on.
4. ? - Enter an "S" to select a specific record for maintenance; Enter an "I" for more information (applies only to "PF" purchase and "RK" rank groups) - there is no additional information for any other group code

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen
ENTER to execute any "S" instruction; screen #1 will be displayed and the year selected will be retrieved
ENTER to return to screen #1 if no further action is required
ENTER to initiate a new search if a parameter is changed
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. GROUP - The two character code used to define the group
2. DESCRIPTION - System controlled description of the group(s) displayed
3. SUBGROUP - The three character code assigned by the user to define a subgroup
4. DESCRIPTION - User defined description of the subgroup(s) displayed

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered the "?" field or a value of "I" was entered beside a group other than RK or PF
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Select the option from the menu to generate the report; Screen #1 will be displayed
Screen #1 (From menu option)

***NOTE: Only those groups with valid subgroups will appear on the inquiry; Core groups and one or more of the miscellaneous groups will appear only if those features are activated in your system.**

1. ? - Enter an "L" to list a group

1. ENTER to execute any "L" instruction(s); the job will be submitted for batch printing and the menu will be returned.
2. Press F3 to exit without requesting a listing

1. None

1. INVALID - A value other than "L" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Sample format:

Date: 6/03/98

Time: 14:22:00

User: Al

YOUR COMPANY NAME IS HERE

??????

* COMMODITY GROUP *

Page: 1

Subgroup Description

XXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXX	XXXXXXXXXXXXXXXXXXXXXXXXXX

Tips and Techniques:

1. Assign numeric subgroup codes beginning with "000" and continuing in increments of "1". There is no advantage to alphabetizing the subgroup descriptions to correspond with the codes in numeric sequence.
2. Within the inquiry, various combinations of Group, Subgroup and Description can be used to control the sequence of data retrieved; Entering a group and description parameter will display all subgroups within that group in description sequence; leaving the group blank and entering only a description will display all groups in description sequence;
USE THE "DEMO" LIBRARY AND FILES PROVIDED BY DMS TO INSURE THAT ALL EMPLOYEES INVOLVED WITH THE SYSTEM UNDERSTAND HOW TO USE THE INQUIRY AND SEARCH FUNCTIONS
3. By using numeric subgroup codes, it is highly likely that a subgroup of "001" for a Commodity code will have a different description from that assigned to "001" as a Rank Group and that "Widgets" will be a valid description for both a Sales Analysis and a Rank subgroup but may have different subgroup codes. It is not necessary to attempt to assign the same subgroup code to the same category within different Groups.
4. Create commodity subgroups only if the user is likely to need search capability for an item.
5. Do not assign an excessively large number of items (50 is a general guideline) to the same commodity search group. The exception to this is the generic group used for items that will not need a search capability.
6. Do not deactivate a subgroup that is currently assigned to an item.

Record Layout and File Specifications:

1. File name -
2. Record length -
3. File sizing - One record per commodity subgroup created



Group File - Future Price Group

Pre-requisites:

1. The location record for "9999" must exist; This will be set up by DMS

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to only those personnel authorized to add new items to the database and having a thorough understanding of the price/cost change policies of each supplier.
2. Inquiry and listing authorization may be granted as needed.

Functional Definition:

Future price groups allow the user to select all items within a group for off-line price/cost maintenance through the Future Pricing feature of the software. Pricing and costing for each item can be adjusted as required without affecting the actual selling prices and costs currently in effect. Once the desired changes have been established, the new pricing for all items within a group can be updated to the inventory file in a few minutes by taking a single menu option.

This feature is most effective when cost change notifications are received in advance and when items can be meaningfully grouped into classifications that will be affected at the same time. Suppliers who adjust their pricing on all items or consistent groups of items from time to time provide an ideal fit for this application. For suppliers who sporadically adjust pricing with some items having changes every month and others only once or twice a year, the Future Pricing feature can still be useful but each item must be entered manually when notification of an adjustment is received.

Each item in the database must be assigned to a valid Future Price group. In addition, items are assigned to a Price Matrix and a Cost Matrix. Do not get these three confused. Future Price groups are assigned on the basis that a price/cost change for all items within this group purchased from the same supplier are likely to have an adjustment at the same time. Price and Cost Matrices are used to establish markup/down factors to calculate resale prices and costs.

Future Price subgroups are created by entering a three-character value and a twenty-character description. As with Commodity Subgroups, the inquiry jobs within the system to retrieve a valid subgroup are based on the twenty-character description and not the three-character code itself, and you should not attempt to exercise any rationale in relating the code to the actual description. In most cases, the simplest approach is to start with "000" and continue in increments of "1". Should you require more than 1000 groups, begin the second set with "A00", the third with "B01", etc.

If a supplier adjusts all or the majority of the items purchased by you at the same time, create a single group for that supplier. If the supplier has random price adjustments throughout the year, again a single group is sufficient as no meaningful categorization is possible. Only when a vendor groups item into definitive pricing categories is it useful to create more than one Future Price subgroup.



It is important to note that resale prices and costs can be adjusted independently of each other in the Future Pricing routines and that one can be implemented in advance of the other if necessary. Also, all other price and cost features of the DMS software such as promotional pricing, contract pricing and customer profile pricing are independent of the Future Price subgroups and need not be considered here.

It is essential that strict standards be enforced when establishing Future Price Subgroups and that those responsible for creating item records fully understand those rules. Improper classification may cause an item to be missed when price changes occur.

If an item is incorrectly assigned to the wrong group, the correction should be made immediately and the Future Price file should be checked to see if the subgroup to which that item belongs is currently being revised.

At a minimum, you must create one Future Price subgroup. If this feature has no useful application in your business, create a group of "999" with a description of "N/A". A blank subgroup is not allowed and the operator must assign a valid code when creating an item.

Creating/Maintaining a Future Price Subgroup:

From the menu option screen #1 will be displayed
Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR074D1
WRKST-ID	GROUP MAINTENANCE	USERID
Group... __		
*Subgroup ____		
CS - Commodity search	@M1 - uuuuuuuuuuuuuuuuuuuuuuu	MK - Marketing
IP - Future price	@M2 - uuuuuuuuuuuuuuuuuuuuuuu	ML - Mailing label
PC - Customer profile	@M3 - uuuuuuuuuuuuuuuuuuuuuuu	ST - Statement
PF - Purchase forecast	@M4 - uuuuuuuuuuuuuuuuuuuuuuu	TC - Transaction
RK - Rank	@M5 - uuuuuuuuuuuuuuuuuuuuuuu	TR - Territory
SA - Sales analysis		
#SG- Core		

Core will not be displayed unless applicable

@ Only the required number of miscellaneous groups will be displayed

A. DATA ENTRY:

1. GROUP - Enter "IP"
2. SUBGROUP - Enter the three character code to be added or maintained

B. PROCESSING:

1. Press ENTER to continue and display screen #2



2. Press F3 to exit and return to the menu
3. Press F10 for inquiry



C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0012" - The INSERT MODE key is active and an attempt was made to enter data after the cursor reached the last input position
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry
5. "0019" - The DUP key was attempted in a non-supported field
RECOVERY - Press ERROR RESET and retry
6. "INVALID" - An invalid group was entered
RECOVERY - Key one of the valid two character groups shown on the screen
7. INPUT REQUIRED - The ENTER key was pressed but no value was entered into the Group field
RECOVERY - Enter a value between corresponding to the Group being added or maintained

Screen #2 (ENTER from screen #1)

```
-----
|1/01/98  MODE: ADD      YOUR COMPANY NAME IS HERE      MRR074D2|
|WRKST-ID                GROUP MAINTENANCE              USERID |
|Group..... IP Future price
|Subgroup... ???
|Description _____
|
|
|
|
|
|
|F3=Exit   F12=Previous   F23=Deactivate
|-----
```

A. DATA ENTRY:

1. NAME - Enter up to twenty characters of the commodity subgroup name

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record
3. Press F12 to return to screen #1 without adding/updating the record
4. Press F23 to deactivate this record
CAUTION - Do not deactivate any record used by an active item

C. ADDITIONAL INFORMATION:



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Group File:**

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed

Screen #1

Core will not be displayed unless applicable

@ Only the required number of miscellaneous groups will be displayed

A. DATA ENTRY:

1. GROUP - Enter "IP"
2. SUBGROUP - When performing an inquiry to determine the next available subgroup, enter "999" and take the F10 option with the cursor positioned in this field; the highest



numeric group assigned thus far will be displayed at the top of screen #2 (this technique may not be effective if alpha characters are used for subgroups).

If the search is being performed to determine if a particular description has been assigned, leave this field blank and take the F10 option for inquiry.

B. PROCESSING:

1. Press ENTER to display the MAINTENANCE screen
2. Press F3 to exit and return to the menu
3. Press F10 for INQUIRY

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0012" - The INSERT MODE key is active and an attempt was made to enter data after the cursor reached the last input position
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry
5. "0019" - The DUP key was attempted in a non-supported field
RECOVERY - Press ERROR RESET and retry
6. "INVALID" - An invalid group was entered
RECOVERY - Key one of the valid two character groups shown on the screen
7. INPUT REQUIRED - The ENTER key was pressed but no value was entered into the Group field
RECOVERY - Enter a value between corresponding to the Group being added or maintained



Screen #2 (F10 from screen#1)

```
-----
|01/01/98  MODE:INQUIRY  YOUR COMPANY NAME IS HERE          MRR046D2
|WKST-ID      GROUP INQUIRY                                USERID
|
|Group... DD
|Subgroup DDD  Description  DDDDDDDDDDDDDDDDDDDDD
|
|? Group      Description      Subgroup      Description
|_ CS         Commodity search  XXX          XXXXXXXXXXXXXXXXXXXX
|_ IP         Future price      XXX          XXXXXXXXXXXXXXXXXXXX
|_ MK         Marketing         XXX          XXXXXXXXXXXXXXXXXXXX
|_ ML         Mailing label     XXX          XXXXXXXXXXXXXXXXXXXX
|_ M1         UUUUUUUUUUUUUUUUU XXX          XXXXXXXXXXXXXXXXXXXX
|_ M2         UUUUUUUUUUUUUUUUU XXX          XXXXXXXXXXXXXXXXXXXX
|_ M3         UUUUUUUUUUUUUUUUU XXX          XXXXXXXXXXXXXXXXXXXX
|_ M4         UUUUUUUUUUUUUUUUU XXX          XXXXXXXXXXXXXXXXXXXX
|_ M5         UUUUUUUUUUUUUUUUU XXX          XXXXXXXXXXXXXXXXXXXX
|_ PC         Customer profile  XXX          XXXXXXXXXXXXXXXXXXXX
|_ PF         Purchase forecast XXX          XXXXXXXXXXXXXXXXXXXX
|_ RK         Rank              XXX          XXXXXXXXXXXXXXXXXXXX
|_ SA         Sales analysis    XXX          XXXXXXXXXXXXXXXXXXXX
|_ SG         Core              XXX          XXXXXXXXXXXXXXXXXXXX
|_ ST         Statement         XXX          XXXXXXXXXXXXXXXXXXXX
|_ TC         Transaction       XXX          XXXXXXXXXXXXXXXXXXXX
|_ TR         Territory         XXX          XXXXXXXXXXXXXXXXXXXX
|
|F3=Exit
|
-----
```

NOTE: Only those groups with valid subgroups will appear on the inquiry; Core groups and one or more of the miscellaneous groups will appear only if those features are activated in your system

A. DATA ENTRY:

1. GROUP - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
2. SUBGROUP - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
3. DESCRIPTION - From the initial screen, this field will be blank; To initiate a search for a particular subgroup description, enter all or part of the characters to be searched on
4. ? - Enter an "S" to select a specific record for maintenance; Enter an "I" for more information (applies only to "PF" purchase and "RK" rank groups) - there is no additional information for any other group code.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen
ENTER to execute any "S" instruction; screen #1 will be displayed and the year selected will be retrieved
ENTER to return to screen #1 if no further action is required
ENTER to initiate a new search if a parameter is changed
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown



C. ADDITIONAL INFORMATION:

1. GROUP - The two character code used to define the group
2. DESCRIPTION - System controlled description of the group(s) displayed
3. SUBGROUP - The three character code assigned by the user to define a subgroup
4. DESCRIPTION - User defined description of the subgroup(s) displayed

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field or a value of "I" was entered beside a group other than RK or PF
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry

Select the option from the menu to generate the report, Screen #1 will be displayed
Screen #1 (From menu option)

```
-----
|01/01/98  MODE: LIST   YOUR COMPANY NAME IS HERE          MRR046D2
|WRKST-ID                                GROUP LISTING      USERID
|
|Select the group(s) to be listed
|
|? Group  Description          ? Group  Description
|_ CS      Commodity search    *_ M1      UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU
|_ MK      Marketing           *_ M2      UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU
|_ ML      Future price        *_ M2      UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU
|_ ML      Mailing label       *_ M4      UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU
|_ PC      Customer profile    *_ M5      UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU
|_ PF      Purchase forecast   *_ SG      Core
|_ RK      Rank
|_ SA      Sales analysis
|_ ST      Statement
|_ TC      Transaction
|_ TR      Territory
|
|F3=Exit
|
|-----
```

*NOTE: Only those groups with valid subgroups will appear on the inquiry; Core groups and one or more of the miscellaneous groups will appear only if those features are activated in your system

Future Price Group File Listing:

A. DATA ENTRY:

1. ? - Enter an "L" to list a group

B. PROCESSING:

1. ENTER to execute any "L" instruction(s); the job will be submitted for batch printing and the menu will be returned
2. Press F3 to exit without requesting a listing



C. ADDITIONAL INFORMATION:

None

D. ERROR CONDITIONS:

1. INVALID - A value other than "L" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry

Group File Listing:

Sample format:

```
Date: 6/03/98          YOUR COMPANY NAME IS HERE          ??????
Time: 14:22:00        *****
User: Al              * FUTURE PRICE GROUP *          Page: 1
                      *****
```

```
-----
Subgroup  Description
-----
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Tips and Techniques:

1. Assign numeric subgroup codes beginning with "000" and continuing in increments of "1". There is no advantage to alphabetizing the subgroup descriptions to correspond with the codes in numeric sequence
2. Within the inquiry, various combinations of Group, Subgroup and Description can be used to control the sequence of data retrieved; Entering a group and description parameter will display all subgroups within that group in description sequence; leaving the group blank and entering only a description will display all groups in description sequence; **USE THE "DEMO" LIBRARY AND FILES PROVIDED BY DMS TO INSURE THAT ALL EMPLOYEES INVOLVED WITH THE SYSTEM UNDERSTAND HOW TO USE THE INQUIRY AND SEARCH FUNCTIONS**
3. By using numeric subgroup codes, it is highly likely that a subgroup of "001" for a Commodity code will have a different description from that assigned to "001" as a Rank Group and that "Widgets" will be a valid description for both a Sales Analysis and a Rank subgroup but may have different subgroup codes. It is not necessary to attempt to assign the same subgroup code to the same category within different Groups.
4. Do not deactivate a subgroup that is currently assigned to an item.

Record Layout and File Specifications:

1. File name -
2. Record length -



3. File sizing - One record per future price subgroup created



Group File – Customer Profile Group

Pre-requisites:

1. The location record for "9999" must exist; This will be set up by DMS

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to only those personnel authorized to add new items to the database and with a thorough understanding of the pricing objectives established by customer.
2. Inquiry and listing authorization may be granted as needed.

Functional Definition:

Customer profile subgroups are used to establish exception pricing for all items included within that subgroup. The order entry pricing routines will check the customer profile file as each item is added to the order. If the item belongs to a valid profile group the parameters for pricing and backorder instructions will override those in the customer's master record. At this point you may want to look ahead to the data base section on maintaining Customer Profiles to determine the specific parameters which can be used as overrides to the Customer Master defaults.

The concept of customer profile subgroups is valid only for users having established pricing policies for the majority of items being sold. If the salesperson and the customer negotiate pricing each time an item is ordered, the profile subgroup concept is not applicable in your company. Create a subgroup of " " (three blanks) with a description of "N/A" and skip over to the next database section.

Two common rationales used to establish Customer Profile Subgroups are based on 1) manufacturer and product line or 2) product popularity. In the first, a Profile Subgroup is established for each product line carried in inventory. A customer can then be given preferential pricing for lines in which he or she does a large volume, no overrides for the average lines and possibly even penalized for purchases within lines that are ordered only when product is unavailable from his normal source (your competitor).

The second rationale is to create two profile subgroups for each product line; one containing the fastest moving items which in most cases are price sensitive and the second which will be assigned to the remainder of the items in that line. Like the first example, the motive is to divide the inventory into classifications based on the need to offer special pricing considerations to increase or retain volume and to extract the maximum margin possible for non-sensitive items.

It is important to understand that all items within a group will be subject to the same pricing overrides if a customer profile is established for an account. A fine line distinguishes customer profiles from contract pricing in the DMS software. Basically, if a category can be established for a group of items requiring special pricing considerations and any customer given those considerations should receive them on all items within that class, you have a customer profile group. If a customer should receive special pricing on only a few items within the class, you may still have a profile group but the applicable items should be priced to that customer through contract pricing rather than customer profiles.



The advantage of customer profile groups is that they can be easily created and deleted. A single record can be generated to give a selected account exception pricing on an entire group of items within a manufacturer (or across manufacturers if the same group code is used for similar items). Contract pricing requires that a separate entry be made for each item. An item can belong to both a customer profile group for a specific customer as well as part of a current contract. In this case, the contract price will take priority over the profile exception. Promotional pricing, if a customer receives it, will also override a profile but not a contract.

In most businesses, establishing pricing routines is one of the most complex aspects of the operation. Consequently, it is one of the most difficult tasks within the database of the DMS software. Your DMS Installation Engineer will be able to assist you in setting up the system in a manner that can be easily maintained and still meet your objectives.

Customer profile subgroups are created by entering a three-character value and twenty-character description. When creating a part number, the operator must assign each item to a valid profile subgroup. The inquiry feature "keys" off the description and not the code itself, which eliminates the need to exercise any rationale in defining the codes. A simple technique is to start with "000" and continue in increments of "1". Should you require more than 1000 groups, begin the second set with "A00", the third with "B01", etc.

It is essential that strict standards be enforced when establishing profile groups and that the personnel responsible for creating item records fully understand those rules. Improper classification will cause an item to be mispriced during order entry.

In some installations the pricing decisions may not be finalized during the initial stages of data base construction. Rather than delay creating item records it may be more practical to assign all items to a "dummy" profile subgroup and then make the necessary adjustments through maintenance before going "live". Do not rush through this stage just to get started. Pricing must be a system wide consideration for all items; it is not something that can be developed independently for each product line.

At a minimum, you must create one customer profile subgroup. If this feature has no useful application in your business, create a blank group with a description of "N/A" to eliminate the need of inputting this value when creating an item. **DO NOT CREATE A CUSTOMER PROFILE GROUP** record if the function will be used. If a blank group exists, the operators creating items will not be forced to enter a valid group code.



Creating/Maintaining a Customer Profile Subgroup:

From the menu option screen #1 will be displayed
Screen #1

```
-----
|01/01/98          YOUR COMPANY NAME IS HERE          MRR074D1|
|WRKST-ID          GROUP MAINTENANCE                  USERID |
|
|Group...  ____
|*Subgroup ____
|
|Groups
|CS - Commodity search  @M1 - uuuuuuuuuuuuuuuuuuuuuuuu  MK - Marketing
|IP - Future price      @M2 - uuuuuuuuuuuuuuuuuuuuuuuu  ML - Mailing label
|PC - Customer profile  @M3 - uuuuuuuuuuuuuuuuuuuuuuuu  ST - Statement
|PF - Purchase forecast @M4 - uuuuuuuuuuuuuuuuuuuuuuuu  TC - Transaction
|RK - Rank              @M5 - uuuuuuuuuuuuuuuuuuuuuuuu  TR - Territory
|SA - Sales analysis
|#SG - Core
|F3=Exit  F10=Field inquiry
|
|-----
```

Core will not be displayed unless applicable

@ Only the required number of miscellaneous groups will be displayed

A. DATA ENTRY:

1. GROUP - Enter "PC"
2. SUBGROUP - Enter the three character code to be added or maintained

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0012" - The INSERT MODE key is active and an attempt was made to enter data after the cursor reached the last input position
RECOVERY - Press ERROR RESET, TAB and retry



4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry
5. "0019" - The DUP key was attempted in a non-supported field
RECOVERY - Press ERROR RESET and retry
6. "INVALID" - An invalid group was entered
RECOVERY - Key one of the valid two character groups shown on the screen
7. INPUT REQUIRED - The ENTER key was pressed but no value was entered into the
Group field RECOVERY - Enter a value between corresponding to the Group being
added or maintained

Screen #2 (ENTER from screen #1)

```
-----
|01/01/98  MODE: ADD      YOUR COMPANY NAME IS HERE      MRR074D|
|WRKST-ID                GROUP MAINTENANCE                USERID|
|
|Group..... PC Customer profile
|Subgroup... ??
|
|Description _____
|
|
|
|
|F3=Exit   F12=Previous   F23=Deactivate
|
-----
```

A. DATA ENTRY:

1. NAME - Enter up to twenty characters of the commodity subgroup name

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record
3. Press F12 to return to screen #1 without adding/updating the record
4. Press F23 to deactivate this record
CAUTION - Do not deactivate any record used by an active item

C. ADDITIONAL INFORMATION:

1. GROUP - The Group (in this example CUSTOMER PROFILE) being maintained
2. SUBGROUP - The Subgroup code entered on screen # 1 and being defined
3. In change mode, the 'stripped' version of the description will appear to the right of the input field for description; if characters are displayed that would not normally be entered by an operator when searching for this group, contact the Project Manager; it may be necessary to add the character(s) to the strip routine

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input



1. Description - at least one character of description must be entered; if the Customer profile is not applicable to your business, enter N/A
RECOVERY - Enter at least one character of description
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



2. Press F3 to exit and return to the menu
3. Press F10 for INQUIRY

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry
3. "0012" - The INSERT MODE key is active and an attempt was made to enter data after the cursor reached the last input position
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry
5. "0019" - The DUP key was attempted in a non-supported field
RECOVERY - Press ERROR RESET and retry
6. "INVALID" - An invalid group was entered
RECOVERY - Key one of the valid two character groups shown on the screen
7. INPUT REQUIRED - The ENTER key was pressed but no value was entered into the Group field
RECOVERY - Enter a value between corresponding to the Group being added or maintained

Screen #2 (F10 from screen#1)

01/01/98		MODE:INQUIRY		YOUR COMPANY NAME IS HERE		MRR046D2	
WRKST-ID		GROUP INQUIRY				USERID	
Group... DD							
Subgroup DDD		Description DDDDDDDDDDDDDDDDDDD					
? Group		Description		Subgroup		Description	
_ CS		Commodity search		XXX		XXXXXXXXXXXXXXXXXXXX	
_ IP		Future price		XXX		XXXXXXXXXXXXXXXXXXXX	
_ MK		Marketing		XXX		XXXXXXXXXXXXXXXXXXXX	
_ ML		Mailing label		XXX		XXXXXXXXXXXXXXXXXXXX	
_ M1		UUUUUUUUUUUUUUUUUUUU		XXX		XXXXXXXXXXXXXXXXXXXX	
_ M2		UUUUUUUUUUUUUUUUUUUU		XXX		XXXXXXXXXXXXXXXXXXXX	
_ M3		UUUUUUUUUUUUUUUUUUUU		XXX		XXXXXXXXXXXXXXXXXXXX	
_ M4		UUUUUUUUUUUUUUUUUUUU		XXX		XXXXXXXXXXXXXXXXXXXX	
_ M5		UUUUUUUUUUUUUUUUUUUU		XXX		XXXXXXXXXXXXXXXXXXXX	
_ PC		Customer profile		XXX		XXXXXXXXXXXXXXXXXXXX	
_ PF		Purchase forecast		XXX		XXXXXXXXXXXXXXXXXXXX	
_ RK		Rank		XXX		XXXXXXXXXXXXXXXXXXXX	
_ SA		Sales analysis		XXX		XXXXXXXXXXXXXXXXXXXX	
_ SG		Core		XXX		XXXXXXXXXXXXXXXXXXXX	
_ ST		Statement		XXX		XXXXXXXXXXXXXXXXXXXX	
_ TC		Transaction		XXX		XXXXXXXXXXXXXXXXXXXX	
_ TR		Territory		XXX		XXXXXXXXXXXXXXXXXXXX	
F3=Exit							



NOTE: Only those groups with valid subgroups will appear on the inquiry; Core groups and one or more of the miscellaneous groups will appear only if those features are activated in your system



A. DATA ENTRY:

1. GROUP - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
2. SUBGROUP - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
3. DESCRIPTION - From the initial screen, this field will be blank; To initiate a search for a particular subgroup description, enter all or part of the characters to be searched on
4. ? - Enter an "S" to select a specific record for maintenance; Enter an "I" for more information (applies only to "PF" purchase and "RK" rank groups) - there is no additional information for any other group code

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen
ENTER to execute any "S" instruction; screen #1 will be displayed and the year selected will be retrieved
ENTER to return to screen #1 if no further action is required
ENTER to initiate a new search if a parameter is changed
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. GROUP - The two character code used to define the group
2. DESCRIPTION - System controlled description of the group(s) displayed
3. SUBGROUP - The three character code assigned by the user to define a subgroup
4. DESCRIPTION - User defined description of the subgroup(s) displayed

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field or a value of "I" was entered beside a group other than RK or PF
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and retry



Commodity Group File Listing:

Select the option from the menu to generate the report, Screen #1 will be displayed
Screen #1 (From menu option)

```
-----
|01/01/98  MODE: LIST      YOUR COMPANY NAME IS HERE          MRR046D2|
|   WRKST-ID                GROUP LISTING                     USERID  |
|-----|-----|-----|-----|
|Select the group(s) to be listed|
|
|? Group  Description      ? Group  Description|
|_ CS      Commodity search  *_ M1      UUUUUUUUUUUUUUUUUUUUUUUUUUUUU|
|_ MK      Marketing         *_ M2      UUUUUUUUUUUUUUUUUUUUUUUUUUUUU|
|_ ML      Future price      *_ M2      UUUUUUUUUUUUUUUUUUUUUUUUUUUUU|
|_ ML      Mailing label     *_ M4      UUUUUUUUUUUUUUUUUUUUUUUUUUUUU|
|_ PC      Customer profile  *_ M5      UUUUUUUUUUUUUUUUUUUUUUUUUUUUU|
|_ PF      Purchase forecast *_ SG      Core|
|_ RK      Rank|
|_ SA      Sales analysis|
|_ ST      Statement|
|_ TC      Transaction|
|_ TR      Territory|
|
|Include deactivated groups (Y/N) _|
|List subgroups in code sequence ("C") or description sequence ("D")|
|
|F3=Exit|
|-----|-----|-----|-----|
```

*NOTE: Only those groups with valid subgroups will appear on the inquiry; Core groups and one or more of the miscellaneous groups will appear only if those features are activated in your system

A. DATA ENTRY:

1. ? - Enter an "L" to list a group
2. Include deactivated groups - Enter Y include or "N" to exclude deactivated groups from the listing
3. List in code or description sequence - Enter a "C" to sort the report in ascending alphanumeric code sequence or a "D" to sort by description

B. PROCESSING:

1. ENTER to execute any "L" instruction(s); the job will be submitted for batch printing and the menu will be returned
2. Press F3 to exit without requesting a listing

C. ADDITIONAL INFORMATION:

None

D. ERROR CONDITIONS:

1. INVALID - A value other than "L" was entered in the "?" field
RECOVERY - Correct the entry(ies) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted a screen position on the screen that is not defined as an input capable



- RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
- RECOVERY - Press ERROR RESET and retry

Group File Listing:

Sample format:

```
Date: 6/03/98          YOUR COMPANY NAME IS HERE          ??????
Time: 14:22:00        *****
User: Al              * CUSTOMER PROFILE GROUP*          Page:      1
*****
```

```
-----
Subgroup  Description
-----
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Tips and Techniques:

1. Assign numeric subgroup codes beginning with "000" and continuing in increments of "1". There is no advantage to alphabetizing the subgroup descriptions to correspond with the codes in numeric sequence
2. Within the inquiry, various combinations of Group, Subgroup and Description can be used to control the sequence of data retrieved; Entering a group and description parameter will display all subgroups within that group in description sequence; leaving the group blank and entering only a description will display all groups in description sequence; USE THE "DEMO" LIBRARY AND FILES PROVIDED BY DMS TO INSURE THAT ALL EMPLOYEES INVOLVED WITH THE SYSTEM UNDERSTAND HOW TO USE THE INQUIRY AND SEARCH FUNCTIONS
3. By using numeric subgroup codes, it is highly likely that a subgroup of "001" for a Commodity code will have a different description from that assigned to "001" as a Rank Group and that "Widgets" will be a valid description for both a Sales Analysis and a Rank subgroup but may have different subgroup codes. It is not necessary to attempt to assign the same subgroup code to the same category within different Groups.
4. Create customer profile subgroups only after all pricing decisions have been made. Do not rush through this just create a parameter needed to build an item record. It is better to define a single "dummy" customer profile subgroup and assign all items to it than to make a decision based on only one or two major lines.
5. Do not deactivate a subgroup that is currently assigned to an item.

Record Layout and File Specifications:

1. File name -
2. Record length -
3. File sizing - One record per customer profile subgroup created



Group File – Pricing Plan

Pre-requisites:

1. The location record for "9999" must exist. This will be set up by DMS.

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to only those personnel authorized to add new items to the database and with a thorough understanding of the pricing objectives established by customer.
2. Inquiry and listing authorization may be granted as needed.

Functional Definition:

Pricing plan subgroups are used to establish item exception pricing for all customers included within that subgroup. The concept is valid for a company with many customers assigned the same established pricing policies for the majority of items purchased. If the salesperson and the customer negotiate pricing each time an item is ordered, the pricing plan subgroup concept is not applicable to that customer; however it may be assigned to other customers that have established pricing policies.

A pricing plan creates customer profiles. Read the Customer Pricing Profiles section of this manual to understand how that feature works for one customer. The Pricing Plans feature provides the user a means to create customer pricing profiles quickly for many customers, rather than adding them to one customer at a time.

The advantage of pricing plan groups is that they can easily create and delete customer pricing profiles. A single entry can generate many accounts exception pricing on an entire group of items within a manufacturer (or across manufacturers if the same group code is used for similar items).

In most businesses, establishing pricing routines is one of the most complex aspects of the operation. Consequently, it is one of the most difficult tasks within the database of the DMS software. Your DMS Installation Engineer will be able to assist you in setting up the system in a manner that can be easily maintained and still meet your objectives.

Pricing plan subgroups are created by entering a three-character value and twenty-character description. When creating a customer, the operator must assign each customer to a valid pricing plan. The inquiry feature "keys" off the description and not the code itself, which eliminates the need to exercise any rationale in defining the codes. A simple technique is to start with "000" and continue in increments of "1". Should you require more than 1000 groups, begin the second set with "A00", the third with "B01", etc.

It is essential that strict standards be enforced when establishing pricing plan groups and that the personnel responsible for creating item records fully understand those rules. Improper classification will cause an item to be mispriced during order entry.



In some installations the pricing decisions may not be finalized during the initial stages of data base construction. Rather than delay creating customer records it may be more practical to assign all customers to a "dummy" pricing plan subgroup and then make the necessary adjustments through maintenance before going "live". Do not rush through this stage just to get started. Pricing must be a system wide consideration for all items and customers; it is not something that can be developed independently for each product line.

Unlike the other group codes, entry of a value on the inventory record is not required. Therefore the System assumes that a Pricing Plan is not available for the customer.

Creating/Maintaining a Pricing Plan Subgroup:

From the menu option screen #1 will be displayed

Screen #1

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR07401
DCHERYLLO3          GROUP MAINTENANCE                CHERYL

Group type  PP
*Group code 005          Clear description? (Y/N)  Y

Group types
-----
CS - Commodity search    M1 - M1                MK - Marketing
IP - Future price        M2 - M2                ML - Mailing label
PC - Customer profile    M3 - M3                ST - Statement
PF - Purchase forecast   M4 - Steel surcharge   TC - Transaction
RK - Rank                M5 - M5                TR - Territory
SA - Sales analysis      PP - Pricing plan
SG - Core

F3=Exit  F10=Field inquiry
```

SG - Core displayed when applicable

M# - Only the required number of miscellaneous groups will be displayed

A. DATA ENTRY:

1. GROUP - Enter "PP"
2. SUBGROUP - Enter the three character code to be added or maintained

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for a pop-up screen displaying valid Pricing Plan codes

C. ADDITIONAL INFORMATION:

1. None



D. ERROR CONDITIONS:

6. "INVALID" - An invalid value was entered
RECOVERY - Key one of the valid values shown on the screen or select from popup list after pressing F10 (where available) with the cursor positioned on the field.

Screen #2 (ENTER from screen #1)

```
9/21/04  MODE ADD_____  YOUR COMPANY NAME IS HERE  MRR07402
DCHERYLLO3  GROUP MAINTENANCE  CHERYL

Group type  PP Pricing plan
Group code  005

Description  _____

F3=Exit  F12=Previous
```

A. DATA ENTRY:

1. NAME - Enter up to twenty characters of the pricing plan subgroup name

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record
3. Press F12 to return to screen #1 without adding/updating the record
4. Press F23 to deactivate this record
CAUTION - Do not deactivate any record used by an active customer

C. ADDITIONAL INFORMATION:

1. GROUP - The Group (in this example PRICING PLAN) being maintained
2. SUBGROUP - The Subgroup code entered on screen # 1 and being defined
3. (Is this true?) In change mode, the 'stripped' version of the description will appear to the right of the input field for description; if characters are displayed that would not normally be entered by an operator when searching for this group, contact the Project Manager; it may be necessary to add the character(s) to the strip routine



D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input
Description - at least one character of description must be entered; if the
Customer profile is not applicable to your business, enter N/A
RECOVERY - Enter at least one character of description
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was
requested
RECOVERY - Press ERROR RESET and retry

Inquiry into the Group File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #3 will be displayed

Screen #1

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR07401
DCHERYLLO3          GROUP MAINTENANCE              CHERYL

Group type  PP
*Group code 005          Clear description? (Y/N)  Y

Group types
-----
CS - Commodity search    M1 - M1              MK - Marketing
IP - Future price        M2 - M2              ML - Mailing label
PC - Customer profile    M3 - M3              ST - Statement
PF - Purchase forecast   M4 - Steel surcharge TC - Transaction
RK - Rank                M5 - M5              TR - Territory
SA - Sales analysis      PP - Pricing plan
SG - Core

F3=Exit  F10=Field inquiry
```

SG - Core displayed when applicable

M# - Only the required number of miscellaneous groups will be displayed

A. DATA ENTRY:

1. GROUP - Enter "PP"
2. SUBGROUP - When performing an inquiry to determine the next available subgroup, enter "999" and take the F10 option with the cursor positioned in this field; the highest numeric group assigned thus far will be displayed at the top of screen #2 (this technique may not be effective if alpha characters are used for subgroups).

If the search is being performed to determine if a particular description has been assigned, leave this field blank and take the F10 option for inquiry.



B. PROCESSING:

1. Press ENTER to continue and display screen #3
2. Press F3 to exit and return to the menu
3. Press F10 for a pop-up screen displaying valid Pricing Plan codes

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

6. "INVALID" - An invalid value was entered
RECOVERY - Key one of the valid values shown on the screen

Screen #3 (F10 from screen #1)

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR074D1
DCHERYLLO3      GROUP MAINTENANCE                  CHERYL

Group type  PP
*Group code 999          Clear description? (Y/N)  Y

Group types
CS - Commodity search    M1 - M1                    MK - Marketing
IP - Future price
PC - Customer profi

GROUP CODE INQUIRY          S=Select I=Inquiry  el
Group type                  Code/Description
2 PP
- Pricing plan              SEM SHOP EMPLOYEE
- Pricing plan              000 OTHER
- Pricing plan              001 JOBBER PRICING
- Pricing plan              002 JOBBER PLUS 2%
- Pricing plan              003 WD PLUS 12%
- Pricing plan              004 JOBBER - NAPA
F3=Exit
```

F3=Exit F10=Field inquiry

A. DATA ENTRY:

1. GROUP - The value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
2. Code - The subgroup value entered on the screen #1 will be defaulted here; To initiate a new search beginning at a different point in the file, enter a new parameter
3. DESCRIPTION - From the initial screen, this field will be blank; To initiate a search for a particular subgroup description, enter all or part of the characters to be searched on
4. ? - Enter an "S" to select a specific record for maintenance; Enter an "I" for more information (applies only to "PF" purchase forecast and "RK" rank groups) - there is no additional information for any other group code



B. PROCESSING:

1. ENTER to execute any "S" instruction; screen #1 will be displayed and pricing plan selected will be retrieved
ENTER to return to screen #1 if no further action is required
ENTER to initiate a new search if a parameter is changed
2. Press F3 to exit and return to screen #1 if no further action is required
3. ROLL DOWN to page forward if there are more records than can be shown
4. ROLL UP to page backward

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field or a value of "I" was entered beside a group other than RK or PF
RECOVERY - Correct the entries and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry.



Payment Tender File

Pre-requisites:

1. The location record for "9999" must exist. This will be set up by DMS.

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option should be limited to the accounts receivable manager or the project leader.
2. Inquiry and listing authorization may be granted as needed.
3. This option is used to define the valid tenders used in cash application and the corresponding descriptions only.

Functional Definition:

Extensive maintenance to this file is not required. A record for each type of payment must be created. At a minimum, create a record for cash, company check, and personal check.

The Tender file provides a twenty-character description that must be entered for each tender record.

To create records in the Tender file, prepare a list of all acceptable methods of payments to be established, assign each tender a unique three character alphanumeric value (using the first three letters is suggested with the first, second and fourth if duplicates exist) and a description of up to twenty characters in length.

It is essential that this information be created and maintained accurately to prevent duplicate records in the file. From a processing consideration this does not cause any problems but having multiple codes for the same tender distorts the data and leads to confusion by the user.

Another use for the Tender file is to have tenders represent a lock box. This will segregate monies into different reporting categories.



Creating/Maintaining a Record in the Tender File:

From the menu option screen #1 will be displayed

Screen #1

7/09/98	** DMS CORPORATION **	MRR067D1
DSP04	TENDER MAINTNENANCE	BJH
*Tender		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. TENDER - Enter the two position character value of the tender to be added or maintained.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as an input capable was attempted
RECOVERY - Press ERROR RESET and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



```

7/11/98    MODE CHANGE    ** DMS CORPORATION **    MRR067D2
DSP04      TENDER MAINTENANCE    BJJH

Tender CS

Description.... CASH

F3=Exit    F12=Previous    F23=Deactivate

```

1. INPUT REQUIRED - The reverse image and highlighted field(s) require an input.
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



From the maintenance menu, screen #1 will be displayed
From the inquiry menu of if called from other jobs, screen #2 will be displayed.
Screen #1

- A. DATA ENTRY:
 - 1. Enter the tender code with which to start the inquiry or leave blank to display all records.
A valid code is not required; the system will start at the closest match.
- B. PROCESSING:
 - 1. Press ENTER to display maintenance screen
 - 2. Press F10 for inquiry
 - 3. Press F3 to return to menu
- C. ADDITIONAL INFORMATION:
 - 1. None
- D. ERROR CONDITIONS:
 - 1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
 - 2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
 - 3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



SCREEN #2 (F10 from screen #1)

```
-----
| 7/12/98  MODE INQUIRY      ** DMS CORPORATION **      MRR037D2 |
| DSP04          TENDER INQUIRY                      BJH |
|-----|
| Tender |
| ?      Tender  Description |
|      AE      AMERICAN EXPRESS |
|      CC      CERTIFIED CHECK |
|      CG      IN HOUSE CHARGE |
|      CK      CHECK |
|      CR      CHECK REFUND |
|      CS      CASH |
|      DI      DISCOVER |
|      MC      MASTERCARD |
|      VS      VISA |
|-----|
| F3=Exit |
|-----
```

A. DATA ENTRY:

1. TENDER - The value entered on the screen #1 will be defaulted. To initiate a new search beginning at a different point in the file, enter a new parameter.
2. ? - Enter an "S" to select a specific record for maintenance
NOTE: An "I" is not allowed from this screen. There is no additional information available for the records displayed.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction, screen #1 will be displayed and the tender selected will be retrieved. If multiple "S"es are entered, only the first record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if parameter changed.
2. Press F3 to exit and return to previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. TENDER - The three character code used to define the tender.
2. DESCRIPTION - The description of the tender.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" was entered on the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry



4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

Tender File Listing

Select the option from the menu to generate the report. No further user input is required.

Sample format:

```
Date:  xx/xx/xx      YOUR COMPANY NAME IS HERE      XXXXX
Time:  xx:xx:xx      *****
User:  xxxxxx        *          TENDER          *
                        *****
```

```
-----
Tender  Description
-----
```

```
xxx      xxxxxxxxxxxxxxxxxxxxxxxx
xxx      xxxxxxxxxxxxxxxxxxxxxxxx
xxx      xxxxxxxxxxxxxxxxxxxxxxxx
xxx      xxxxxxxxxxxxxxxxxxxxxxxx
xxx      xxxxxxxxxxxxxxxxxxxxxxxx
```



Terms File

Pre-requisites:

1. Control record to define user access authority.
2. The location record for '9999' location must exist on the system. This location will be created by DMS.

Security Risk and Suggested User Access:

1. Access to the maintenance function of billing terms should be limited to supervisory personnel in the Accounts Payable and Accounts Receivable departments. Unauthorized or unqualified modifications could impact customer billing and accounts payable. Changing an existing billing terms code can cause major discrepancies between existing A/R records and those created after the terms code is changed, thus access to this option should be considered carefully.
2. Billing terms effect on A/R and A/P transactions is not always obvious. The description given to a billing terms may not correspond to the effects of billing terms. Caution must be taken to protect against corrupted terms code records.
3. Inquiry and listing access should be granted, as required, to accounts payable, accounts receivable, purchasing and customer order entry personnel.

Functional Definition:

Maintenance to this file is necessary. A minimum of one billing terms is required for customer billing and accounts payable

The terms function provided by the Distribution Express system enables the user to maintain up to 999 different billing terms. The terms code field is numeric and each terms code created provides separate information to Monthly aging accounts (balance forward) and Variable aging accounts (Julian). These terms codes are valid for all locations.

Data base files affected by this feature include the supplier file and customer file where a terms code is assigned to each. These assigned codes may be overridden in other areas of the system.

The billing term dictates the aging information, number of payments, frequency of payments, discount percentage, and discount date. All of this information is stated for monthly aging accounts and variable aging accounts separately in each terms code.



Creating/Maintaining a Record in the Terms File:

From menu option screen #1 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR066D1
WRKST - ID	TERMS MAINTENANCE	USERID
*Terms ____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. TERMS - Enter the three numeric value of the terms to be added or maintained.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0009" - An attempt to enter an alpha character in a numeric field was made.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2

7/11/98	MODE CHANGE	** DMS CORPORATION **	MRR066D2
DSP06		TERMS MAINTENANCE	RBS
Terms 1			
Monthly aging			
Description.....	2% 10TH NET 30 DAYS		
Number of months delay.....	0		
Number of payments.....	1		
Number of months between payments	0		
Early payment discount percent....	2.00		
Discount day of the month.....	10		
Variable aging			
Description.....	2% 10 - NET 30 DAYS		
Number of days delay.....	30		
Number of payments.....	1		
Number of days between payments...	0		
Early payment discount percent....	2.00		
Number of days until discount date	10		
F3=Exit F12=Previous F23=Deactivate			

A. DATA ENTRY:

MONTHLY AGING

1. DESCRIPTION - Enter up to twenty characters for the description.
2. NUMBER OF MONTHS DELAY - Enter the number of months to pass before a transaction assigned this terms becomes current.
3. NUMBER OF PAYMENTS - Enter the number of payment records to be created from any single transaction assigned this terms code.
4. NUMBER OF MONTHS BETWEEN PAYMENTS - Enter the number of months between payments used to "spread out" payments.
5. EARLY PAYMENT DISCOUNT PERCENT - Enter the percentage of discount (in decimal form) to be given for early payment of outstanding transactions.
6. DISCOUNT DAY OF THE MONTH - Enter the actual date for the day after which early payment discounts do not apply.

VARIABLE AGING

7. DESCRIPTION - Enter up to twenty characters for the description.
8. NUMBER OF DAYS DELAY - Enter the number of days to pass before a transaction assigned this terms becomes current.
9. NUMBER OF PAYMENTS - Enter the number of payment records to be created from any single transaction assigned this terms code.
10. NUMBER OF DAYS BETWEEN PAYMENTS - Enter the number of days between payments used to "spread out" payments.
11. EARLY PAYMENT DISCOUNT PERCENT - Enter the percentage of discount (in decimal form) to be given for early payment of outstanding transactions.
12. NUMBER OF DAYS UNTIL DISCOUNT DATE - Enter the actual date for the day after which early payment discounts do not apply.



B. PROCESSING:

1. Press ENTER to add or update the record and return to screen one.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record.
CAUTION - Do not deactivate any record used by an active customer or supplier.

C. ADDITIONAL INFORMATION:

1. TERMS - Displays the terms code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
DESCRIPTION - At least one character of description must be entered for the monthly and variable descriptions
RECOVERY - Correct the entry(ies) and retry.
2. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - More than two decimal positions were entered or more than one number was entered to the left of the decimal position.
RECOVERY - Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
6. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
7. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
8. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.



Inquiry into the Terms File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR066D1
WRKST-ID	TERMS MAINTENANCE	USERID
*Terms ____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. TERMS - Enter the terms code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen.
2. Press F3 to exit and return to the menu.
3. Press F10 for inquiry.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0009" - An attempt to enter an alpha character in a numeric field was made.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2 (F10 from screen #1)

07/11/98	MODE INQUIRY	** DMS CORPORATION **	MRR038D2
WRKST-ID		TERMS INQUIRY	USERID
Terms			
? Terms	Monthly aging description	Variable aging description	
001	2% 10TH NET 30 DAYS	2% 10 - NET 30 DAYS	
002	NET 30 DAYS	NET 30 DAYS	
003	COD - CASH OR CHECK	COD,CASH OR CHECK	
004	CREDIT HOLD	CREDIT HOLD	
005	30 DAY FUTURE	30 DAY FUTURE	
006	30/60/90 DATING	30/60/90	
030	NET 30 DAYS	NET 30 DAYS	
F3=Exit			

A. DATA ENTRY:

1. TERMS - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
2. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific term for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the term selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if terms code is changed.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. TERMS - Displays the three-digit code for the billing terms.
2. MONTHLY AGING DESCRIPTION - Displays the description of the terms as used by monthly aging (balance forward) accounts.
3. VARIABLE AGING DESCRIPTION - Displays the description of the terms as used by variable aging (Julian) accounts.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.



2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS

Screen #3

```
-----
| 7/11/98   MODE INQUIRY          ** DMS CORPORATION **      MRR066D2 |
| DSP06                                TERMS INQUIRY          RBS  |
|-----|
| Terms      1 |
|-----|
| Monthly aging |
| Description..... 2% 10TH NET 30 DAYS |
| Number of months delay..... 0 |
| Number of payments..... 1 |
| Number of months between payments 0 |
| Early payment discount percent... 2.00 |
| Discount day of the month..... 10 |
|-----|
| Variable aging |
| Description..... 2% 10 - NET 30 DAYS |
| Number of days delay..... 30 |
| Number of payments..... 1 |
| Number of days between payments... 0 |
| Early payment discount percent.... 2.00 |
| Number of days until discount date 10 |
|-----|
| F3=Exit   F12=Previous   F23=Deactivate |
|-----|
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

MONTHLY AGING

1. DESCRIPTION - Displays the description of the billing term.
2. NUMBER OF MONTHS DELAY - Displays the number of months to pass before a transaction assigned this terms becomes current.
3. NUMBER OF PAYMENTS - Displays the number of payment records to be created from any single transaction assigned this terms code.
4. NUMBER OF MONTHS BETWEEN PAYMENTS - Displays the number of months between payments used to "spread out" payments.
5. EARLY PAYMENT DISCOUNT PERCENT - Displays the percentage of discount (in decimal form) to be given for early payment of outstanding transactions.
6. DISCOUNT DAY OF THE MONTH - Displays the actual date for the day after which early payment discounts do not apply.



VARIABLE AGING

7. DESCRIPTION - Displays up to twenty characters of the term description.
8. NUMBER OF DAYS DELAY - Displays the number of days to pass before a transaction assigned this terms becomes current.
9. NUMBER OF PAYMENTS - Displays the number of payment records to be created from any single transaction assigned this terms code.
10. NUMBER OF DAYS BETWEEN PAYMENTS - Displays the number of days between payments used to "spread out" payments.
11. EARLY PAYMENT DISCOUNT PERCENT - Displays the percentage of discount (in decimal form) to be given for early payment of outstanding transactions.
12. NUMBER OF DAYS UNTIL DISCOUNT DATE - Displays the actual date for the day after which early payment discounts do not apply.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.



Tax Authority

Pre-requisites

1. The location record for '9999' location must exist on the system. This location will be created by DMS.
2. A minimum of one state code must exist prior to creating a tax authority record.

Security Risk and Suggested User Access:

1. Access to the maintenance function of tax authority should be limited to supervisory personnel in the Accounts Payable and Accounts Receivable departments. Unauthorized or unqualified modifications could impact customer billing. Changing an existing tax authority code can cause major discrepancies between existing tax information records and those created after the tax authority is changed, thus access to this option should be considered carefully.
2. Inquiry and listing access should be granted, as required, to the appropriate key personnel.

Functional Definition:

Maintenance to this file is required. A minimum of one tax authority is required for customer billing and accounts payable.

The tax authority records contain the tax percentages that are to be collected for each tax authority such as a city, parish, county, province, state, country or municipality. Each authority contains five distinct "item tax flags". These item tax flags provide the ability to charge a different tax percentage at an item level, as well as, allowing different maximum unit tax amounts for these levels should they apply. Each tax authority is also flagged to collect tax on "core value" at invoicing and whether this tax on core value is refundable on core returns.

The tax collection history for each month of the year and previous years can be reviewed and maintained through this menu option. The Sales, Non-taxable, Taxable and Total tax amounts for this tax authority are displayed by month. These monthly amounts may be maintained for the current year and any previous year. This is used to enter tax Information for months and/or years where tax was collected before implementing the DMS Distribution Express system. Year-to-date totals are also provided.

The tax authorities setup here will be used to create tax tables. These tax tables are simply combinations of tax authorities that are assigned to individual customer accounts. Tax tables allow the user to combine the different authorities as required for proper tax collection.

The only database function that tax authorities affect directly is the tax table option, but, indirectly, affects much of the system.



Creating/Maintaining a Record in the Tax Authority File:

From menu option screen #1 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	RR115D1
WRKST-ID	TAX AUTHORITY MAINTENANCE	USERID
*Tax authority _____		
F3=Exit F10=Field inquiry		

A ENTRY:

1. TAX AUTHORITY - Enter the six character tax authority code to be created or maintained.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0009" - An attempt to enter an alpha character in a numeric field was made.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2

```

9/14/98  MODE CHANGE      ** DMS CORPORATION **      MRR115D2
DSP06      TAX AUTHORITY MAINTENANCE      RBS

Tax authority AZCCSV

Description SIERRA VISTA CITY TX  *State AZ  ARIZONA
Alternate.. 20105      20105

      Percent      Maximum unit tax
Item- ax flag 'Y'      1.500 %      999999999.99
Item tax flag 'A'      1.500 %      999999999.99
Item tax flag 'B'      1.500 %      999999999.99
Item tax flag 'C'      1.500 %      999999999.99
Item tax flag 'D'      1.500 %      999999999.99

Core cost value taxable at invoicing ..... N
Core cost tax refundable on Core cost returns N

F3=Exit  F10=Field inquiry  F12=Previous
  
```

A.. DATA ENTRY:

1. DESCRIPTION - Enter up to twenty characters for the description of this tax authority.
2. STATE - Enter the corresponding state code for this tax authority. Inquiry is available by placing the cursor in this field and pressing F10.
3. ALTERNATE - Enter up to nine characters to act as an alternate access code for this record. This field may be used for the federally supplied tax authority code number.
4. PERCENT (Item tax flag 'Y') - Enter the percentage of tax to be collected for items assigned tax flag "Y". The "Y" tax flag is the standard default tax flag for all tax authorities. Percentages should be entered in decimal form.
Example: 2 1/2% = 2.500%.
5. MAXIMUM UNIT TAX (Item tax flag 'Y') - Enter the maximum currency amount that may be collected under this tax authority for items with a item tax flag "Y".
6. PERCENT (Item tax flag 'A') - Enter the tax percentage to be collected for items flagged with item tax flag "A". The item tax flags A-D are used for any item specific tax percentages. Leave these tax flags blank if only one percentage is needed. One of the tax flags Y, A, B, C, or D will be entered in each of the location item records.
7. MAXIMUM UNIT TAX (Item tax flag 'A') - Enter the maximum currency amount that may be collected under this tax authority for items with a item tax flag "A".
8. PERCENT (Item tax flag 'B') - Enter the tax percentage to be collected for items flagged with item tax flag "B". The item tax flags A-D are used for any item specific tax percentages. Leave these tax flags blank if only one percentage is needed. One of the tax flags Y, A, B, C, or D will be entered in each of the location item records.
9. MAXIMUM UNIT TAX (Item tax flag 'B') - Enter the maximum currency amount that may be collected under this tax authority for items with a item tax flag "B".
10. PERCENT (Item tax flag 'C') - Enter the tax percentage to be collected for items flagged with item tax flag "C". The item tax flags A-D are used for any item specific tax percentages. Leave these tax flags blank if only one percentage is needed. One of the tax flags Y, A, B, C, or D will be entered in each of the location item records.



11. MAXIMUM UNIT TAX (Item tax flag 'C') - Enter the maximum currency amount that may be collected under this tax authority for items with a item tax flag "C".
12. PERCENT (Item tax flag 'D') - Enter the tax percentage to be collected for items flagged with item tax flag "D". The item tax flags A-D are used for any item specific tax percentages. Leave these tax flags blank if only one percentage is needed. One of the tax flags Y, A, B, C, or D will be entered in each of the location item records.
13. MAXIMUM UNIT TAX (Item tax flag 'D') - Enter the maximum currency amount that may be collected under this tax authority for items with a item tax flag "D".
14. CORE COST VALUE TAXABLE AT INVOICING - Enter a Y=yes or N=no if the core value of an item sold should be taxed. A Y=yes will include the core value in the tax calculation. The "Core Cost" verbiage is defaulted from a control record.
15. CORE COST TAX REFUNDABLE ON CORE COST RETURNS - Enter a Y=yes or N=no if the core value of an item being returned by a customer should have the tax amount returned. Some states disallow the return of tax collected for cores. The "Core Cost" verbiage is defaulted from a control record.

B. PROCESSING:

1. Press ENTER to add or update the record and continue to screen #3.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 for field inquiry.
4. Press F12 to return to screen #1 without adding/updating the record.
5. Press F23 to deactivate this record.
CAUTION - Do not deactivate any record used by an active customer.

C. ADDITIONAL INFORMATION:

1. TAX AUTHORITY - Displays the tax authority code selected on the previous screen.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require input.
DESCRIPTION - At least one character of description must be entered for the tax authority description.
RECOVERY- Correct the entry(ies) and retry.
2. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - More than the allowed decimal positions were entered or no decimal was entered.
RECOVERY - Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
6. "0005" - Input was attempted at a screen position on that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.



Screen #3

```

9/20/98  MODE CHANGE      ** DMS CORPORATION **      MRR115D5
DSP06      TAX AUTHORITY MAINTENANCE      RBS

Tax authority AZCCSV SIERRA VISTA CITY TX  State AZ  ARIZONA
Year..... 1995
?
Sales      Non-taxable      Taxable      Total tax
January...   .00           .00           .00           .00
February..   .00           .00           .00           .00
March.....   .00           .00           .00           .00
April.....   .00           .00           .00           .00
May.....    .00           .00           .00           .00
June.....    .00           .00           .00           .00
July.....    .00           .00           .00           .00
August....   .00           .00           .00           .00
September..   .00           .00           .00           .00
October...   .00           .00           .00           .00
November..   .00           .00           .00           .00
December..   .00           .00           .00           .00
1995 Y-T-D   .00           .00           .00           .00
F3=Exit
  
```

A: DATA ENTRY:

1. YEAR - Enter the year for which the sales and taxable information is to be maintained. This field defaults to the current year and displays the current year information on the screen.
2. ? - Enter one or more "S"es to select month records for detail maintenance before returning to this screen. The system will calculate and display the Y-T-D totals.

B. PROCESSING:

1. ENTER to execute any "S" instructions and continue to screen #3. ENTER will return to the initial screen if no "S" instructions are entered.
2. Press F3 to exit and return to the menu.

C. ADDITIONAL INFORMATION:

1. TAX AUTHORITY - Displays the selected tax authority and it's description.
2. STATE - Displays the state code and description assigned to the selected tax authority.
3. SALES - Displays the monthly dollar amount of sales under the displayed tax authority. This field is updated by the order entry and day close functions.
4. NON-TAXABLE - Displays the monthly dollar amounts of non-taxable sales. This field is updated by the order entry and day close functions.
5. TAXABLE - Displays the monthly dollar amounts of taxable sales. This field is updated by the order entry and day close functions.
6. TOTAL TAX - Displays the monthly dollar amount of taxes collected from taxable sales. This field is updated by the order entry and day close functions.

D. ERROR CONDITIONS:

1. INVALID - An invalid code was entered under the "?" column. The "S" code is the only valid code for this column.
RECOVERY - Correct the entry and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.



RECOVERY - Press ERROR RESET and retry.

3. "0009" - A non-numeric input was attempted in a numerically defined field.

RECOVERY - Press ERROR RESET and retry.

4. "0005" - Input was attempted at a screen position that is not defined as input capable.

RECOVERY - Press ERROR RESET and retry.

Screen #3

```

-----
| 9/21/98   MODE CHANGE          ** DMS CORPORATION **          MRR115D7 |
| DSP06                TAX AUTHORITY MAINTENANCE                RBS   |
|-----|
| Tax authority AZCCSV SIERRA VISTA CITY TX  State AZ  ARIZONA    |
| 'Core cost ' not taxable at invoicing and not refundable on 'Core cost ' |
| returns                                                         |
|-----|
| Flag      Percentages      Maximum tax allowed                |
| Y          1.500            999999999.99                      |
| A          1.500            999999999.99                      |
| B          1.500            999999999.99                      |
| C          1.500            999999999.99                      |
| D          1.500            999999999.99                      |
|-----|
| January...                                                         |
| Flag      Sales      Non taxable      Taxable      Total tax    |
| N          .00        .00             .00          .00          |
| Y          .00        .00             .00          .00          |
| A          .00        .00             .00          .00          |
| B          .00        .00             .00          .00          |
| C          .00        .00             .00          .00          |
| D          .00        .00             .00          .00          |
|-----|
| F3=Exit   F12=Previous   F17=Calculate non taxable              |
|-----
  
```

Use this screen to enter the sales and tax amounts collected for each tax flag under this tax authority during the month selected. This historical information that is updated automatically by the system once you go live.

A. DATA ENTRY:

1. "MONTH" "TAX FLAG" SALES - Enter the total sales amount for each of the tax flags (N, Y, A, B, C, or D) for the month selected.
2. "MONTH" "TAX FLAG" TAXABLE - Enter the taxable sales amount for each of the tax flags (N, Y, A, B, C, or D) during the month selected.
3. "MONTH" "TAX FLAG" TOTAL TAX - Enter the total tax amount collected for each of the tax flags (N, Y, A, B, C, or D) during the month selected.

B. PROCESSING:

1. ENTER to update the record and return to screen #3 if no other selections were found.
2. Press F3 to exit and return to the menu. The record is not updated.
3. Press F12 to display screen #3 without adding/updating to the record.
4. Press F17 to calculate the non-taxable sales amount.

C. ADDITIONAL INFORMATION:

1. TAX AUTHORITY - Displays the tax authority code and description.
2. STATE - Displays the state code and name assigned to this tax authority.



3. CORE COST NOT TAXABLE AT INVOICING AND NOT REFUNDABLE ON CORE COST RETURNS.
CORE COST TAXABLE AT INVOICING AND REFUNDABLE ON CORE COST RETURNS.
CORE COST TAXABLE AT INVOICING AND NOT REFUNDABLE ON CORE COST RETURNS.
CORE COST NOT TAXABLE AT INVOICING AND REFUNDABLE ON CORE COST RETURNS.
- One of these messages will be displayed based on the corresponding fields on screen #2.
4. FLAG, PERCENTAGES AND MAXIMUM TAX ALLOWED - The tax flags and their percentages and maximums are displayed for this tax authority.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Inquiry into the Tax Authority File:

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR115D1
WRKST-ID	TAX AUTHORITY MAINTENANCE	USERID
*Tax authority _____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. TAX AUTHORITY - Enter the tax authority with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.



B. PROCESSING:

1. Press ENTER to display the maintenance screen.
2. Press F3 to exit and return to the menu.
3. Press F10 for field inquiry.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0009" - An attempt to enter an alpha character in a numeric field was made.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

9/24/98	MODE INQUIRY	** DMS CORPORATION **	MRR114D2
DSP06		TAX AUTHORITY INQUIRY	RBS
Tax authority...			
Alternate search			
?	Athrty	Description	State Name Alternate
AZ		ARIZONA STATE TAX	AZ ARIZONA 20105
AZCC		COCHISE COUNTY	AZ ARIZONA 20105
AZCCBE		BENSON, AZ	AZ ARIZONA 20105
AZCCSV		SIERRA VISTA CITY TX	AZ ARIZONA 20105
NC		NC STATE SALES TAX	NC NORTH CAROLINA STNC
NCED		EDGEcombe CO TAX	NC NORTH CAROLINA COEDGEco
NCEDBE		BENTON CITY TAX	NC NORTH CAROLINA CIBENTON
NCEDTA		TARBORO CITY TAX	NC NORTH CAROLINA CITARBOR
NCGA		GATES COUNTY TAX	NC NORTH CAROLINA COGATES
NCGAGA		GATESVILLE CITY TAX	NC NORTH CAROLINA CIGATESV
NCGAMU		MURFREESBORO TAX	NC NORTH CAROLINA CIMURFRE
NCHA		HALIFAX COUNTY TAX	NC NORTH CAROLINA COHALIFA
NCHARO		ROANOKE RAPIDS TAX	NC NORTH CAROLINA CIROANOK
NCJH		JOHNSTON COUNTY TAX	NC NORTH CAROLINA COJOHNST +
F3=Exit			

A. DATA ENTRY:

1. TAX AUTHORITY - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
2. ALTERNATE SEARCH - Enter all or some portion of the alternate search information from the desired tax authority record.
3. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific tax authority for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:



1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if terms code is changed.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. ATHRTY - Displays a list of the six character tax authorities for the parameters entered above.
2. DESCRIPTION - Displays a list of descriptions for the tax authorities listed.
3. STATE - Displays the state code assigned to each tax authority listed.
4. NAME - Displays the state name.
5. ALTERNATE - Displays the alternate search information entered for each of the tax authorities displayed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS

Screen #3

9/14/98	MODE INQUIRY	** DMS CORPORATION **	MRR114D8
DSP06		TAX AUTHORITY INQUIRY	RBS
Tax authority AZCCSV			
Description	SIERRA VISTA CITY TX	*State AZ	ARIZONA
	Percent	Maximum unit tax	
Item tax flag 'Y'	1.500 %	999999999.99	
Item tax flag 'A'	1.500 %	999999999.99	
Item tax flag 'B'	1.500 %	999999999.99	
Item tax flag 'C'	1.500 %	999999999.99	
Item tax flag 'D'	1.500 %	999999999.99	
Core cost value taxable at invoicing N			
Core cost tax refundable on Core cost returns N			
F12=Previous			



A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display the next screen.
2. Press F12 to return to screen #1.

C. ADDITIONAL INFORMATION:

1. TAX AUTHORITY - Displays the tax authority code selected on the previous screen.
2. DESCRIPTION - Displays the twenty characters description of this tax authority.
3. STATE - Displays the corresponding state code for this tax authority.
4. PERCENT (Item tax flag 'Y') - Displays the percentage of tax to be collected for items assigned tax flag "Y". The "Y" tax flag is the standard default tax flag for all tax authorities. Percentages are entered in decimal form. Example: 2 1/2% = 2.500%.
5. MAXIMUM UNIT TAX (Item tax flag 'Y') - Displays the maximum currency amount that may be collected under this tax authority for items with a item tax flag "Y".
6. PERCENT (Item tax flag 'A') - Displays the tax percentage to be collected for items flagged with item tax flag "A". The item tax flags A-D are used for any item specific tax percentages. One of the tax flags Y, A, B, C, or D was entered in each of the location item records.
7. MAXIMUM UNIT TAX (Item tax flag 'A') - Displays the maximum currency amount that may be collected under this tax authority for items with a item tax flag "A".
8. PERCENT (Item tax flag 'B') - Displays the tax percentage to be collected for items flagged with item tax flag "B". The item tax flags A-D are used for any item specific tax percentages. One of the tax flags Y, A, B, C, or D was entered in each of the location item records.
9. MAXIMUM UNIT TAX (Item tax flag 'B') - Displays the maximum currency amount that may be collected under this tax authority for items with a item tax flag "B".
10. PERCENT (Item tax flag 'C') - Displays the tax percentage to be collected for items flagged with item tax flag "C". The item tax flags A-D are used for any item specific tax percentages. One of the tax flags Y, A, B, C, or D was entered in each of the location item records.
11. MAXIMUM UNIT TAX (Item tax flag 'C') - Displays the maximum currency amount that may be collected under this tax authority for items with an item tax flag "C".
12. PERCENT (Item tax flag 'D') - Displays the tax percentage to be collected for items flagged with item tax flag "D". The item tax flags A-D are used for any item specific tax percentages. One of the tax flags Y, A, B, C, or D was entered in each of the location item records.
13. MAXIMUM UNIT TAX (Item tax flag 'D') - Displays the maximum currency amount that may be collected under this tax authority for items with an item tax flag "D".
14. CORE COST VALUE TAXABLE AT INVOICING - Displays a Y=yes or N=no if the core value of an item sold should be taxed. A Y=yes will include the core value in the tax calculation. The "Core Cost" verbiage is defaulted from a control record.
15. CORE COST TAX REFUNDABLE ON CORE COST RETURNS - Displays a Y=yes or N=no if the core value of an item being returned by a customer should have the tax amount returned. Some states disallow the return of tax collected for cores. The "Core Cost" verbiage is defaulted from a control record.



D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Screen #3

9/20/98	MODE INQUIRY	** DMS CORPORATION **		MRR114D5
DSP06		TAX AUTHORITY MAINTENANCE		RBS
Tax authority AZCCSV SIERRA VISTA CITY TX State AZ ARIZONA				
Year..... 1995				
?	Sales	Non-taxable	Taxable	Total tax
January...	.00	.00	.00	.00
February..	.00	.00	.00	.00
March.....	.00	.00	.00	.00
April.....	.00	.00	.00	.00
May.....	.00	.00	.00	.00
June.....	.00	.00	.00	.00
July.....	.00	.00	.00	.00
August....	.00	.00	.00	.00
September.	.00	.00	.00	.00
October...	.00	.00	.00	.00
November..	.00	.00	.00	.00
December..	.00	.00	.00	.00
1995 Y-T-D	.00	.00	.00	.00
F3=Exit				

A. DATA ENTRY:

1. YEAR - Enter the year for which the sales and taxable information is to be maintained. This field defaults to the current year and displays the current year information on the screen.
2. ? - Enter one or more "S"es to select month records for detail maintenance before returning to this screen. The system will calculate and display the Y-T-D totals.

B. PROCESSING:

1. ENTER to execute any "I" instructions and continue to screen #5.
2. Press F12 to return to screen #3

C. ADDITIONAL INFORMATION:

1. TAX AUTHORITY - Displays the selected tax authority and it's description.
2. STATE - Displays the state code and description assigned to the selected tax authority.
3. SALES - Displays the monthly dollar amount of sales under the displayed tax authority. This field is updated by the order entry and day close functions.
4. NON-TAXABLE - Displays the monthly dollar amounts of non-taxable sales. This field is updated by the order entry and day close functions.
5. TAXABLE - Displays the monthly dollar amounts of taxable sales. This field is updated by the order entry and day close functions.
6. TOTAL TAX - Displays the monthly dollar amount of taxes collected from taxable sales. This field is updated by the order entry and day close functions.



D. ERROR CONDITIONS:

1. INVALID - An invalid code was entered under the "?" column. The "S" code is the only valid code for this column.
RECOVERY - Correct the entry and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
4. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Screen #5

```

-----
| 9/21/98   MODE INQUIRY           ** DMS CORPORATION **      MRR114D7 |
| DSP06                                TAX AUTHORITY MAINTENANCE      RBS |
|
| Tax authority AZCCSV SIERRA VISTA CITY TX  State AZ  ARIZONA
| 'Core cost ' not taxable at invoicing and not refundable on 'Core cost '
| returns
|
| Flag    Percentages    Maximum tax allowed
| Y          1.500          999999999.99
| A          1.500          999999999.99
| B          1.500          999999999.99
| C          1.500          999999999.99
| D          1.500          999999999.99
|
| January...
| Flag      Sales      Non taxable      Taxable      Total tax
| N           .00           .00           .00           .00
| Y           .00           .00           .00           .00
| A           .00           .00           .00           .00
| B           .00           .00           .00           .00
| C           .00           .00           .00           .00
| D           .00           .00           .00           .00
|
| F3=Exit   F12=Previous   F17=Calculate non taxable
-----

```

A. DATA ENTRY:

1. None.

B. PROCESSING:

1. ENTER to continue to the next month or return to screen #4 if no other selections were found.
2. Press F12 to return to the previous screen, ignoring any additional selections.



C. ADDITIONAL INFORMATION:

1. TAX AUTHORITY - Displays the tax authority code and description.
2. STATE - Displays the state code and name assigned to this tax authority.
3. CORE COST NOT TAXABLE AT INVOICING AND NOT REFUNDABLE ON CORE COST RETURNS.
CORE COST TAXABLE AT INVOICING AND REFUNDABLE ON CORE COST RETURNS.
CORE COST TAXABLE AT INVOICING AND NOT REFUNDABLE ON CORE COST RETURNS.
CORE COST NOT TAXABLE AT INVOICING AND REFUNDABLE ON CORE COST RETURNS.

- One of these messages will be displayed based on the corresponding fields on screen #2.

4. FLAG, PERCENTAGES AND MAXIMUM TAX ALLOWED - The tax flags and their percentages and maximums are displayed for this tax authority.
5. "MONTH" "TAX FLAG" SALES - Displays the total sales amount for each of the tax flags (N, Y, A, B, C, or D) for the month selected.
6. "MONTH" "TAX FLAG" TAXABLE - Displays the taxable sales amount for each of the tax flags (N, Y, A, B, C, or D) during the month selected.
7. "MONTH" "TAX FLAG" TOTAL TAX - Displays the total tax amount collected for each of the tax flags (N, Y, A, B, C, or D) during the month selected.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Tax Table

Pre-requisites

1. The location record for '9999' location must exist on the system. This location will be created by DMS.
2. A minimum of one tax authority must exist prior to creating a tax table record.

Security Risk and Suggested User Access:

1. Access to the maintenance function of tax table should be limited to supervisory personnel in the Accounts Payable and Accounts Receivable departments. Unauthorized or unqualified modifications could impact customer billing. Changing an existing tax table can cause major discrepancies between existing tax information records and those created after the tax table is changed, thus access to this option should be considered carefully.
2. Inquiry and listing access should be granted, as required, to the appropriate key personnel.

Functional Definition:

Maintenance to this file is required. A minimum of one tax table is required for customer billing and accounts payable.

A tax table is a combination of up to six tax authorities with each of their tax percentages and taxing requirements. A tax table "code" is then assigned to each customer account created. Each customer should be evaluated for taxing requirements and a tax table should be created as needed.

The tax table assigned to a customer account will be used by the order entry function as the default tax table. The user may override this tax table on an order-by-order basis.

Creating/Maintaining a Record in the Tax Table File:

From menu option screen #1 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR113D1
WRKST-ID	TAX TABLE MAINTENANCE	USERID
*Tax table _____		



F3=Exit F10=Field inquiry

A. DATA ENTRY:

1. TAX TABLE - Enter the six character tax table code to be created or maintained.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0009" - An attempt to enter an alpha character in a numeric field was made.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2

9/27/98	MODE CHANGE	** DMS CORPORATION **						MRR113D2
DSP06		TAX TABLE MAINTENANCE						RBS
Table AZCCSV	Description SIERRA VISTA, AZ	Alt	search	221143			221143	
*Athrty 1 AZ	ARIZONA STATE TAX	Y	3.000 %	A	3.000 %	B	3.000 %	
				C	3.000 %	D	3.000 %	
*Athrty 2 AZCC	COCHISE COUNTY	Y	.500 %	A	.500 %	B	.500 %	
				C	.500 %	D	.500 %	
*Athrty 3 AZCCSV	SIERRA VISTA CITY	Y	1.500 %	A	1.500 %	B	1.500 %	
				C	1.500 %	D	1.500 %	
*Athrty 4		Y	.000 %	A	.000 %	B	.000 %	
				C	.000 %	D	.000 %	
*Athrty 5		Y	.000 %	A	.000 %	B	.000 %	
				C	.000 %	D	.000 %	
*Athrty 6		Y	.000 %	A	.000 %	B	.000 %	
				C	.000 %	D	.000 %	
F3=Exit	F10=Inquiry	F12=Previous						



A. DATA ENTRY:

1. DESCRIPTION - Enter up to twenty characters for the description of this tax table.
2. ALTERNATE - Enter up to nine characters to act as an alternate access code for this record. This field may be used for the federally supplied tax authority code number.
3. ATHRTY 1 - Enter a tax authority code to be collected under this tax table. The tax authority description and percentages are displayed after updating the screen.
4. ATHRTY 2 - Enter a tax authority code to be collected under this tax table. The tax authority description and percentages are displayed after updating the screen.
5. ATHRTY 3 - Enter a tax authority code to be collected under this tax table. The tax authority description and percentages are displayed after updating the screen.
6. ATHRTY 4 - Enter a tax authority code to be collected under this tax table. The tax authority description and percentages are displayed after updating the screen.
7. ATHRTY 5 - Enter a tax authority code to be collected under this tax table. The tax authority description and percentages are displayed after updating the screen.
8. ATHRTY 6 - Enter a tax authority code to be collected under this tax table. The tax authority description and percentages are displayed after updating the screen.

B. PROCESSING:

1. Press ENTER to add or update the record and continue to screen #3.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 for field inquiry.
4. Press F12 to return to screen #1 without adding/updating the record.

C. ADDITIONAL INFORMATION:

1. TAX TABLE - Displays the tax table code selected on the previous screen.
2. (Item tax flag 'Y') PERCENT - Displays the percentage of tax to be collected for items assigned tax flag "Y". Percentages are entered in decimal form. Example: $2\frac{1}{2}\% = 2.500\%$
3. (Item tax flag 'A') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "A". The item tax flags A-D are used for any item specific tax percentages.
4. (Item tax flag 'B') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "B". The item tax flags A-D are used for any item specific tax percentages.
5. (Item tax flag 'C') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "C". The item tax flags A-D are used for any item specific tax percentages.
6. (Item tax flag 'D') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "D". The item tax flags A-D are used for any item specific tax percentages.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
DESCRIPTION - At least one character of description must be entered for the tax table description.
RECOVERY- Correct the entry(es) and retry.



2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
5. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

Inquiry into the Tax Table File:

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR113D1
WRKST-ID	TAX TABLE MAINTENANCE	USERID
*Tax table _____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. TAX TABLE - Enter the tax table with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen.
2. Press F3 to exit and return to the menu.
3. Press F10 for field inquiry.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested
RECOVERY - Press ERROR RESET and retry



2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```

-----
| 9/28/98   MODE INQUIRY          ** DMS CORPORATION **      MRR112D2 |
| DSP06                                TAX TABLE INQUIRY      RBS      |
|                                                    |
| Tax table..... AZCCSV |
| Alternate search        |
| ?  Table   Description      Alternate |
| AZCCSV    SIERRA VISTA, AZ    221143 |
| BRKLCA    BERKLEY TAX |
| BCPROV    BRITISH COLUMBIA TAX    BCT |
| FNKLKY    FRANKLINTON CITY ONLY |
| NCED       EDGECOME COUNTY-ONLY |
| NCEDTA    NC/EDGECOMBE/TARBORO |
| NCGA       GATES COUNTY-ONLY |
| NCGAGA    NC/GATES/GATESVILLE    GATESVILL |
| NCGAMU    NC/GATES/MURFREESBOR |
| NCHA       HALIFAX COUNTY-ONLY |
| NCHARO    NC/HALIFAX/ROANOKE R |
| NCJH       JOHNSTON COUNTY-ONLY |
| NCJOHN    NC/JOHNSTON/SMITHFLD    NCJOHNS |
| NCNA       NASH COUNTY-ONLY |
|                                                    + |
| F3=Exit |
|-----

```

A. DATA ENTRY:

1. TAX TABLE - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
2. ALTERNATE SEARCH - Enter all or some portion of the alternate search information from the desired tax table record.
3. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific tax table for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the term selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if the tax table field is changed.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. TABLE - Displays a list of the six character tax tables for the parameters entered above.
2. DESCRIPTION - Displays a list of descriptions for the tax tables listed.



3. ALTERNATE - Displays the alternate search information entered for each of the tax tables displayed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS

Screen #3

9/27/98	MODE INQUIRY	** DMS CORPORATION **						MRR112D4
DSP06		TAX TABLE MAINTENANCE						RBS
Table AZCCSV	Description SIERRA VISTA, AZ	Alt	search	221143			221143	
*Athrty 1 AZ	ARIZONA STATE TAX	Y	3.000 %	A	3.000 %	B	3.000 %	
				C	3.000 %	D	3.000 %	
*Athrty 2 AZCC	COCHISE COUNTY	Y	.500 %	A	.500 %	B	.500 %	
				C	.500 %	D	.500 %	
*Athrty 3 AZCCSV	SIERRA VISTA CITY	Y	1.500 %	A	1.500 %	B	1.500 %	
				C	1.500 %	D	1.500 %	
*Athrty 4		Y	.000 %	A	.000 %	B	.000 %	
				C	.000 %	D	.000 %	
*Athrty 5		Y	.000 %	A	.000 %	B	.000 %	
				C	.000 %	D	.000 %	
*Athrty 6		Y	.000 %	A	.000 %	B	.000 %	
				C	.000 %	D	.000 %	
F12=Previous								

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to return to screen #2 or display the next "I" selected.
2. Press F12 to return to screen #2.



C. ADDITIONAL INFORMATION:

1. TAX TABLE - Displays the tax table code selected on the previous screen.
2. DESCRIPTION - Displays up to twenty characters for the description of this tax table.
3. ALTERNATE - Displays up to nine characters to act as an alternate access code for this record. This field may be used for the federally supplied tax authority code number.
4. ATHRTY 1 - Displays a tax authority code to be collected under this tax table.
5. ATHRTY 2 - Displays a tax authority code to be collected under this tax table.
6. ATHRTY 3 - Displays a tax authority code to be collected under this tax table.
7. ATHRTY 4 - Displays a tax authority code to be collected under this tax table.
8. ATHRTY 5 - Displays a tax authority code to be collected under this tax table.
9. ATHRTY 6 - Displays a tax authority code to be collected under this tax table.
10. (Item tax flag 'Y') PERCENT - Displays the percentage of tax to be collected for items assigned tax flag "Y". Percentages are entered in decimal form. Example: 2 1/2% = 2.500% .
11. (Item tax flag 'A') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "A". The item tax flags A-D are used for any item specific tax percentages.
12. (Item tax flag 'B') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "B". The item tax flags A-D are used for any item specific tax percentages.
13. (Item tax flag 'C') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "C". The item tax flags A-D are used for any item specific tax percentages.
14. (Item tax flag 'D') PERCENT - Displays the tax percentage to be collected for items flagged with item tax flag "D". The item tax flags A-D are used for any item specific tax percentages.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Address Class File

Pre-requisites :

1. The location record for "9999" must exist. This will be set up by DMS.

Security Risk and Suggested User Access:

1. Access to the maintenance function of this option can be open to the Accounts Receivable personnel. Any one responsible for the entry of addresses should have access to this option. Several address classes have been reserved by DMS and are noted below.
2. Inquiry and listing authorization may be granted as needed.

Functional Definition:

The system defines six address classifications (carriers, customers, employees, locations, manufacturers, and suppliers). Within these classes, various subclasses have been reserved. An example of a reserved subclass is "99" for all address classes. When a carrier record is created, the address entered for that carrier is a "CF" address class and a "99" subclass record. This will be the default address used for this record unless an exception has been created.

The address class is used in all records that contain an address. In applicable applications, the system will first search for a specific match for an address subclass record. For example order entry will check if an "CM IA" address exists for a different invoice address than the default "99" packing slip address. If one exists, it will be printed on the invoice. If not, the system will use the "99" address.

For most applications, the system-defined values should be sufficient. However, additional subclasses may be defined by the user.

Listed below are the system-reserved values.

<u>CLASS</u>	<u>SUBCLASS</u>	
CF	MA	Mailing address
CF	RA	Remittance address
CF	SA	Ship from address
CM	IA	Invoice address
CM	MA	Mailing address
CM	SA	Statement address
CM	99	Default address
EM	MA	Mailing address
EM	99	Default address
LC	MA	Mailing address
LC	PO	Purchase order address
LC	RA	Remittance address
LC	99	Default address
MC	MA	Mailing address
MC	99	Default address
SC	MA	Mailing address



SC	P0	Purchase order address
SC	RA	Remittance address
SC	99	Default address

Creating/Maintaining a Record in the Address Class File:

From the menu option screen #1 will be displayed
Screen #1

```
-----
| 7/12/98          ** DMS CORPORATION **          MRR055D1 |
| DSP04           ADDRESS CLASS MAINTENANCE          BJH |
|
| Address class
| *Subclass.....
|
| Address classes
|
| CF - Carrier
| CM - Customer
| EM - Employee
| LC - Location
| MC - Manufacturer
| SC - Supplier
|
| F3=Exit   F10=Field inquiry
|
-----
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the two character value of the address class corresponding to the address subclass. Valid entries are:
CF - Carrier, CM - Customer, EM - Employee, LC - Location, MC - Manufacturer, SC - Supplier.
2. ADDRESS SUBCLASS - Enter the two-character value of the subclass to be added or maintained.

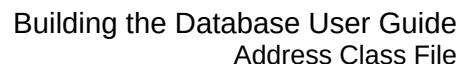
B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

D. ERROR CONDITIONS:

1. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Enter an address class and/or a subclass
2. INVALID - An invalid entry was made in the address class field.
RECOVERY - Enter a valid address class
3. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
4. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
5. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



```

7/13/98    MODE CHANGE          ** DMS CORPORATION **    MRR055D2
DSP04                                ADDRESS CLASS MAINTENANCE    BJH

Address class CF
Subclass..... 99

Description.. DEFAULT ADDRESS
Abbreviation. DFLT

F3=Exit    F12=Previous

DMS reserve address class

```

1. DESCRIPTION - Enter up to twenty characters for the description of the address subclass.
2. ABBREVIATION - Enter up to four characters for the description of the address subclass.

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record.

CAUTION - Do not deactivate any record used by an active address.

1. ADDRESS CLASS - The address class code corresponding to the subclass being added/maintained is displayed.
2. SUBCLASS - The subclass being added or maintained displayed.

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
DESCRIPTION - At least one character of description must be entered.
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.



RECOVERY - Press ERROR RESET and retry

Inquiry into the Address Class File:

From the maintenance menu, screen #1 will be displayed.

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 7/12/98          ** DMS CORPORATION **          MRR055D1 |
| DSP04           ADDRESS CLASS MAINTENANCE          BJH |
| Address class                                         |
| *Subclass.....                                     |
| Address classes                                       |
| CF - Carrier                                         |
| CM - Customer                                         |
| EM - Employee                                         |
| LC - Location                                         |
| MC - Manufacturer                                     |
| SC - Supplier                                         |
|                                                       |
| F3=Exit   F10=Field inquiry                         |
|-----
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class code with which to start the inquiry or leave blank to display all address class records corresponding to the address subclass. Valid entries are: CF - Carrier, CM - Customer, EM - Employee, LC - Location, MC - Manufacturer, SC - Supplier.
2. ADDRESS SUBCLASS - Enter the subclass code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closet match.

B. PROCESSING:

1. Press ENTER to display maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. INVALID - An invalid entry was made in the address class field.
RECOVERY - Enter a valid address class
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.



RECOVERY - Press ERROR RESET and retry



Screen #2 (F10 from screen #1)

```
-----
| 7/16/98   MODE INQUIRY          ** DMS CORPORATION **      MRR030D2 |
| DSP04                                ADDRESS CLASS INQUIRY      BJH |
|-----|-----|-----|-----|-----|-----|
| Address class                      Address classes              |
| Subclass.....                    CF - Carrier      LC - Location |
|                                     CM - Customer    MC - Manufacturer |
|                                     EM - Employee    SC - Supplier  |
|-----|-----|-----|-----|-----|-----|
| ?  Class  Subclass  Description          Abbr  Status              |
|-----|-----|-----|-----|-----|-----|
|      SC    PO      P/O ADDRESS          P/O    Reserved              |
|      CF    RA      REMITTANCE ADDRESS    R-AD   Reserved              |
|      LC    RA      REMITTANCE ADDRESS    R-AD   Reserved              |
|      SC    RA      REMITTANCE ADDRESS    R-AD   Reserved              |
|      CM    SA      STATEMENT ADDRESS      STMT   Reserved              |
|      SC    SM      STORE MANAGER          MGR                      |
|      SC    SM      SALES REP ADDRESS      SLSM                      |
|      SC    WA      WARRANTY ADDRESS       WARR                      |
|      CF    99      DEFAULT ADDRESS        DFLT   Reserved              |
|      CM    99      DEFAULT ADDRESS        DFLT   Reserved              |
|-----|-----|-----|-----|-----|-----|
| F3=Exit                                                                    |
|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. ADDRESS CLASS - The value entered on screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
2. SUBCLASS - The value entered on screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
3. ? - Enter an "S" to select a specific record for maintenance.
NOTE: An "I" is not allowed from this screen; there is no additional information available for the records displayed.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the address class and subclass selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if parameter is changed.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is displayed



C. ADDITIONAL INFORMATION:

1. CLASS - The two position character code to define the address class
2. SUBCLASS - The two position character code corresponding to the address class to define the subclass
3. DESCRIPTION - The twenty-position character description of the subclass.
4. ABBR - The four position character abbreviation of the subclass
5. STATUS - If the subclass has been defined by the system, the verbiage RESERVED will display

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(s) and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



Location File

Pre-requisites:

1. Control record to define Location Authority Maintenance must be set up for the "9999" location to give the user access authority to add location records. Contact your security officer to maintain this control record.
2. A minimum of one state or a blank state code must be created prior to creating a location record.
3. A minimum of one country code or a blank country code must exist prior to creating a location record.
4. A minimum of one mailing code or a blank mailing code must exist before creating a location record.
5. A minimum of one marketing code or a blank marketing code must exist before creating a location record.
6. A minimum of one territory code or a blank territory code must exist before creating a location record.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the location file should be limited to key personnel such as the system security officer. Unauthorized or unqualified modifications could severely impact all areas of the system. Thus access to this option should be very limited.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Maintenance to this file is required. A minimum of two locations is required for operating the Distribution Express system. One of these is location "9999" which is created by DMS prior to the shipment of the software. The other is your location. Location Codes are a four position, alphanumeric code used as a major partition of information throughout the system software.

The location file provided by the Distribution Express system enables the user to maintain as many different physical locations of inventory as needed. Location records are used as a means of separating inventories, inventory values, sales and movement of inventories. The location record signifies a physical address where an inventory is maintained.

Database files directly affected by this feature include the Inventory Location, Inventory Zone/Bin, Supplier Item, Purchasing Quantity Break, and Selling Quantity Break files.

The Location record dictates the location code, name and address, key phone numbers and contacts. It is important that this information be entered correctly. For example the Location name and address is displayed on screens and printed on reports throughout the system.



Creating/Maintaining a Record in the Location File:

From menu option screen #1 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR012D1
WRKST-ID	LOCATION MAINTENANCE	USERID
*Location _____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. LOCATION - Enter four alphanumeric characters used to represent a physical location of an inventory.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2

```
-----
| 7/13/98   MODE CHANGE          ** DMS CORPORATION **      MRR012D2 |
| DSP06                                LOCATION MAINTENANCE    RBS      |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Location..... DMS                                         |
| Name..... DISTRIBUTION MGMT SYSTEMS      Search... DISTRIBUTI |
| Address one.. 800 TIFFANY BOULEVARD                                     |
| Address two.. SUITE 301                                           |
| P.O. box..... 2763                                              |
| City..... ROCKY MOUNT          *State.... NC      Zip..... 27801 |
| Phone number. 252/985-6000      *Country.. USA     Airport.  RMW   |
| Fax number... 252/985-2783      *Mailing.. 999     *Marketing 999  |
| Telex number.                  *Territory 999                    |
| International                                                         |
| Contact..... GRADY DAVIS          Additional contacts exist        |
| Title..... CHIEF EXECUTIVE OFFICER                                   |
| Phone number. 252/985-6601                                           |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry   F12=Previous   F13=Additional address |
| F14=Additional contact   F23=Deactivate                                     |
|-----|-----|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters for location name.
2. SEARCH - Enter up to ten characters of the name field to be used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
4. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
5. PO BOX - Enter the post office box number associated with this address if one exists.
6. CITY - Enter the appropriate city name.
7. STATE - Enter a valid state abbreviation or press F10 to select. This field validated against the state file.
8. ZIP CODE - Enter appropriate zip code.
9. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
10. COUNTRY - Enter the appropriate country abbreviation (if used) or F10 to select. This field is validated against the country file.
11. AIRPORT - Enter the appropriate airport abbreviation.
12. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
13. MAILING - Enter the appropriate mailing label code or press F10 to select. This field is validated against the group file.
14. MARKETING - Enter the appropriate marketing code or press F10 to select. This field is validated against the group file.
15. TELEX NUMBER - Enter this location's telex number if one exists.
16. TERRITORY - Enter the appropriate territory code or press F10 to select. This field is validated against the group file.





17. INTERNATIONAL - Enter an international telephone number if one exists. No editing is performed on this field.
18. CONTACT - Enter a contact name.
19. TITLE - Enter the contact's business title.
20. PHONE NUMBER - Enter the contact's phone number. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.

B. PROCESSING:

1. Press ENTER to add/update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays on change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any location record without discussing it with a DMS Customer Support Representative.

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered.
RECOVERY - Correct the entry(es) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
5. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
6. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

Additional Address Maintenance:

SEE DOCUMENTATION ON ADDITIONAL ADDRESS MAINTENANCE MENU OPTION.



Additional Contact Maintenance:

From screen #2 of Location maintenance, in CHANGE mode only,
F14=Additional Contact Maintenance

Screen #2

```
-----
| 7/13/98   MODE CHANGE          ** DMS CORPORATION **      MRR012D2 |
| DSP06                                LOCATION MAINTENANCE      RBS   |
|-----|-----|-----|-----|
| Location..... DMS                                         |
| Name..... DISTRIBUTION MGMT SYSTEMS      Search... DISTRIBUTI |
| Address one.. 800 TIFFANY BOULEVARD          |
| Address two.. SUITE 301                      |
| P.O. box..... 2763                                |
| City..... ROCKY MOUNT          *State.... NC      Zip..... 27801 |
| Phone number. 252/985-6000      *Country.. USA    Airport.. RMW   |
| Fax number... 252/985-2783      *Mailing.. 999    *Marketing 999  |
| Telex number.                      *Territory 999                |
| International                                         |
| Contact..... GRADY DAVIS                      Additional contacts exist |
| Title..... CHIEF EXECUTIVE OFFICER              |
| Phone number. 252/985-6601                      |
|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry   F12=Previous   F13=Additional address |
| F14=Additional contact   F23=Deactivate                |
|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. Press F14=Additional contact to display the contact maintenance screen.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays on change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION: Do not deactivate any location record without discussing it with DMS Support personnel.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.



2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET, TAB and retry.

Screen #3 (F14 from screen #1)

```
-----
| 7/16/98                ** DMS CORPORATION **          MRR018D2 |
| DSP06                  ADDITIONAL CONTACT MAINTENANCE    RBS   |
|
| Address class LC
| Subclass..... 99
| Location..... DMS
|
| ?   Name                Title                Phone number    D
|     AL KILLEBREW        V. PRESIDENT - OPERATIONS 252/985-6000
|     C. FISHER           SUPPORT                985-6000
|
|
|
|
| F3=Exit
|
|-----
```

A. DATA ENTRY:

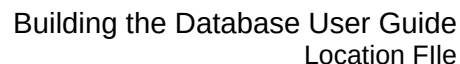
1. ? - Enter an "S" to select a specific contact for maintenance.

B. PROCESSING:

1. ENTER to execute any "S" instruction(s), screen #4 will be displayed until the last "S" has been processed or until F12 is taken from that screen.
ENTER to add if no "S" instruction has been processed will display screen #4.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.
3. LOCATION - Displays the location code for the record from which contact maintenance was called.
4. NAME - Displays the names of the additional contact records created under the record from which additional contact maintenance was called.
5. TITLE - Displays the titles of each of the additional contact records created under the record from which additional contact maintenance was called.
6. PHONE NUMBER - Displays the phone numbers of each of the additional contact records created under the record from which additional contact maintenance was called.
7. "D" - Displays a "D" deactivate for each additional contact record that has been deactivated.



D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Screen #4 ("S" and ENTER from screen #3)

```

7/16/98    MODE CHANGE                ** DMS CORPORATION **    MRR018D4
DSP06                                ADDITIONAL CONTACT MAINTENANCE    RBS

Address class LC
Subclass.... 99
Location..... DMS

Name..... AL KILLEBREW
Title..... V. PRESIDENT - OPERATIONS
Phone number. 252/985-6000

F3=Exit    F12=Previous    F23=Deactivate

```

A. DATA ENTRY:

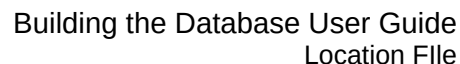
1. NAME - Enter the contact's name. Input is required for this field.
2. TITLE - Enter the contact's business title.
3. PHONE NUMBER - Enter the contact's telephone number.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Location File:**

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

A. DATA ENTRY:

1. LOCATION - Enter the location code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry



2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2 (F10 from screen #1)

```

7/16/98  MODE INQUIRY      ** DMS CORPORATION **      MRR075D2
DSP06                      ADDRESS INQUIRY              RBS

Address class LC           Address classes
*Subclass..... 99        CF - Carrier      LC - Location
Search..... DMS          CM - Customer     MC - Manufacturer
City.....               EM - Employee     SC - Supplier
Phone.....

? Key field Cl Sub Name           City           Phone
DMS          LC 99 DISTRIBUTION MGMT SYSTEMS ROCKY MOUNT 252/985-6000
TJH          LC 99 THE JONES HOLDINGS
GEN          LC 99 GENERAL AUTOMOTIVE, INC. RENTON      206/251-7600
HED          LC 99 HARDEE'S EQUIPMENT DIV.  ROCKY MOUNT 252/977-8700
PAC          LC 99 PACCAR AUTO PARTS        AUBURN      206/251-7700
0015         LC 99 THE COMPUTER WAREHOUSE   RALEIGH     252/342-4949
ATL1         LC 99 T.J. HOUGHTON
9999         LC 99 ** DMS CORPORATION **
ACD          MC RA ACD
ACD          MC 99 AC-DELCO, GENERAL MOTORS DETROIT     517/574-8451

F3=Exit  F10=Field inquiry
  
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but no other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific location for maintenance.

Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the location selected will be retrieved.

ENTER to return to screen #1 if no further action is required.

2. Press F3 to exit and return to the previous job.
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field displays the actual key for the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
3. COMBINATION INVALID - input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and retry.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and retry.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

```
-----
| 7/16/98   MODE INQUIRY          ** DMS CORPORATION **          MRR026D1 |
| DSP06                                LOCATION INQUIRY          RBS   |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Location..... DMS                                                    |
| Name..... DISTRIBUTION MGMT SYSTEMS Search...DISTRIBUTI DISTRIBUTI |
| Address one.. 800 TIFFANY BOULEVARD                                     |
| Address two.. SUITE 301                                                |
| P.O. box..... 2763                                                    |
| City..... ROCKY MOUNT          State.... NC      Zip..... 27801      |
| Phone number. 252/985-6000      Country.. USA    Airport.. RMW        |
| Fax number... 252/985-2783      Mailing.. 999     Marketing 999        |
| Telex number.                  Territory 999                          |
| International                                                           |
| Contact..... GRADY DAVIS          Additional contacts exist            |
| Title..... CHIEF EXECUTIVE OFFICER                                     |
| Phone number. 252/985-6601                                             |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F12=Previous   F14=Additional contact                                |
|-----|-----|-----|-----|-----|-----|-----|-----|
-----
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays the location name.
2. SEARCH - Displays the search characters used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays the first line of the address.
4. ADDRESS TWO - Displays the second line of the address.
5. PO BOX - Displays the post office box number.
6. CITY - Displays the city name.
7. STATE - Displays the state abbreviation.
8. ZIP CODE - Displays the zip code.
9. PHONE NUMBER - Displays the area code and telephone number.
10. COUNTRY - Displays the country abbreviation.
11. AIRPORT - Displays airport abbreviation.
12. FAX NUMBER - Displays the area code and telephone number of the fax machine.
13. MAILING - Displays the mailing label code.
14. MARKETING - Displays the marketing code.
15. TELEX NUMBER - Displays the telex number if one exists.
16. TERRITORY - Displays the territory code.
17. INTERNATIONAL - Displays the international telephone number if one exists.
18. CONTACT - Displays the primary contact's name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.



RECOVERY - Press ERROR RESET and retry.

2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.

RECOVERY - Press ERROR RESET and retry.

This screen is accessed from Screen #3 of the Location File Inquiry using an F14=Additional contact function key.

Screen #1

```
-----
| 7/16/98                ** DMS CORPORATION **                MRR027D2|
| DSP06                  ADDITIONAL CONTACT INQUIRY            RBS  |
|                                                                  |
| Address class LC                                             |
| Subclass..... 99                                           |
| Location..... DMS                                           |
|                                                                  |
|      Name              Title              Phone number      |
|      AL KILLEBREW      V. PRESIDENT - OPER.  252/985-6000   |
|      JIM WILLIAMS      MANAGER - PC SYSTEMS  252/985-6000   |
|      CURT DANIEL       MANAGER - SALES SUP.   252/985-6000   |
|                                                                  |
|                                                                  |
| F3=Exit                                                       |
|-----
```

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press F3 to exit and return to the screen in the option from which additional contact inquiry was called.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact inquiry was called.
2. SUBCLASS - Displays the appropriate subclass for the record that contact inquiry was called.
3. LOCATION - Displays the location code for the record from which contact inquiry was called.
4. NAME - Displays a list of contact names for the record from which contact inquiry was called.
5. TITLE - Displays the contacts' business titles for each of the contacts listed.
6. PHONE NUMBER - Displays the contacts' telephone numbers for each of the contacts listed.

D. ERROR CONDITIONS:



1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Employee File

Pre-requisites:

1. The location record for "9999" must exist. This will be set up by DMS.
2. A minimum of one state or a blank state code must be created prior to creating an employee record.
3. A minimum of one country code or a blank country code must exist prior to creating a employee record.
4. A minimum of one mailing code or a blank mailing code must exist before creating a employee record.
5. A minimum of one marketing code or a blank marketing code must exist before creating a employee record.
6. A minimum of one territory code or a blank territory code must exist before creating a employee record.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the employee file should be limited to key personnel such as the project leader. Unauthorized or unqualified modifications could severely impact various areas of the system.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

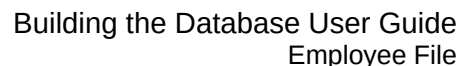
Functional Definition:

The employee file is used by the system to track performance and activity of an employee. The employee code is used for example by purchasing to indicate the buyer of forecast groups, in receiving to indicate the person who received the inventory and updated on-hand quantities, in order entry to indicate the person that entered an order into the system, and by accounts receivable to indicate who is responsible for a customer account in regard to sales as well as collections.

An employee record must be created for each employee that will have access to the system. When establishing employee codes the employee's sign-on user-id should be used if possible. Several programs will default the user-id to the employee field in an attempt to reduce the number of keystrokes required. This default may be overridden, if the employee code is different from the user-id.

Functional Definition:

Employee codes should not be re-used. The employee value is written into several history files without the name and address information. If the same employee code is used for different employees, the history will be combined.



From the menu option screen #1 will be displayed

```

7/16/98          ** DMS CORPORATION **          MRR063D1
DSP04            EMPLOYEE MAINTENANCE            BJJ
*Employee

F3=Exit  F10=Field inquiry

```

1. EMPLOYEE - Enter the ten alphanumeric characters used to represent an employee.

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

1. None

1. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Enter an employee code to be added or maintained.
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2 (ENTER from screen #1)

7/13/98	MODE CHANGE	** DMS CORPORATION **	MRR063D2
DSP06		EMPLOYEE MAINTENANCE	RBS
Employee..... SMITH			
Name.....	JOHN B. SMITH	Search... SMITH,JOHN	SMITHJOHN
Address one..	134 MAIN STREET	Title....	A/R MANAGER
Address two..			
P.O. box.....	2763		
City.....	ROCKY MOUNT	*State....	NC Zip..... 27801
Phone number..	252/443-4456	*Country..	USA Airport.. RMW
Fax number...		*Mailing..	999 *Marketing 999
Telex number..		*Territory	999
International			
Contact.....	JANE SMITH	Additional contacts exist	
Title.....	WIFE		
Phone number..			
Notes			
F3=Exit F10=Field inquiry F12=Previous F13=Additional address			
F14=Additional contact F23=Deactivate			

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters for employee name.
2. SEARCH - Enter up to ten characters of the name field to be used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
4. TITLE - Enter the employee's business title.
5. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
6. PO BOX - Enter the post office box number associated with this address if one exists.
7. CITY - Enter the appropriate city name.
8. STATE - Enter a valid state abbreviation or press F10 to select. This field validated against the state file.
9. ZIP CODE - Enter appropriate zip code.
10. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
11. COUNTRY - Enter the appropriate country abbreviation (if used) or F10 to select. This field is validated against the country file.
12. AIRPORT - Enter the appropriate airport abbreviation.
13. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
14. MAILING - Enter the appropriate mailing label code or press F10 to select. This field is validated against the group file.
15. MARKETING - Enter the appropriate marketing code or press F10 to select. This field is validated against the group file.



16. TELEX NUMBER - Enter this employee's telex number if one exists.
17. TERRITORY - Enter the appropriate territory code or press F10 to select. This field is validated against the group file.
18. INTERNATIONAL - Enter an international telephone number if one exists. No editing is performed on this field.
19. CONTACT - Enter a contact name.
20. TITLE - Enter the contact's business title.
21. PHONE NUMBER - Enter the contact's phone number. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
22. NOTES - Enter any comment that should be maintained for this employee. This is a user free field.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays on change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any record that has associated history.

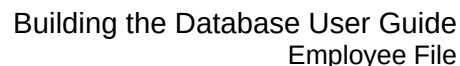
C. ADDITIONAL INFORMATION:

1. EMPLOYEE - Displays the employee code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered.
RECOVERY - Correct the entry(s) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
5. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
6. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

ADDITIONAL ADDRESS MAINTENANCE (F13 from screen #2)



ADDITIONAL CONTACT MAINTENANCE:

```

7/16/98          ** DMS CORPORATION **          MRR018D2
DSP06            ADDITIONAL CONTACT MAINTENANCE          RBS

Address class EM
Subclass..... 99
Employee..... SMITH

? Name           Title           Phone number   D
  HARRY SMITH    SON           252/985-6098
  GWEN MORRIS    DAUGHTER      252/985-0283

F3=Exit

```

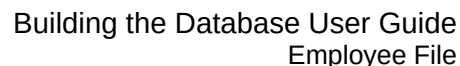
1. ? - Enter an "S" to select a specific contact for maintenance.

1. ENTER to execute any "S" instruction(s), screen #4 will be displayed until the last "S" has been processed or until F12 is taken from that screen.
ENTER to add if no "S" instruction has been processed will display screen #4.
2. Press F3 to exit and return to the previous job.
3. ROLL to page forward if a "+" sign is shown.

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.
3. EMPLOYEE - Displays the employee code for the record from which contact maintenance was called.
4. NAME - Displays the names of the additional contact records created under the record from which additional contact maintenance was called.
5. TITLE - Displays the titles of each of the additional contact records created under the record from which additional contact maintenance was called.
6. PHONE NUMBER - Displays the phone numbers of each of the additional contact records created under the record from which additional contact maintenance was called.



7. "D" - Displays a "D" deactivate for each additional contact record which has been deactivated.



1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

```

7/16/98          ** DMS CORPORATION **          MRR018D4
DSP06            ADDITIONAL CONTACT MAINTENANCE          RBS

Address class EM
Subclass..... 99
Employee..... SMITH

Name..... GWEN MORRIS
Title..... DAUGHTER
Phone number. 252/985-0283

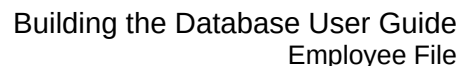
F3=Exit    F12=Previous    F23=Deactivate

```

1. NAME - Enter the contact's name. Input is required for this field.
2. TITLE - Enter the contact's business title.
3. PHONE NUMBER - Enter the contact's telephone number.

1. Press ENTER to add or update and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Employee File:**

From the maintenance menu, screen #1 will be displayed.

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

A. DATA ENTRY:

1. Enter the employee code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:



1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```

-----
| 7/16/98   MODE INQUIRY           ** DMS CORPORATION **      MRR075D2 |
| DSP06                                ADDRESS INQUIRY          RBS   |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Address class EM                    Address classes              |
| *Subclass..... 99                CF - Carrier   LC - Location  |
| Search.....                      CM - Customer  MC - Manufacturer |
| City.....                        EM - Employee   SC - Supplier  |
| Phone.....                       |
|-----|-----|-----|-----|-----|-----|-----|-----|
| ? Key field Cl Sub Name              City              Phone      |
| ALLEN      EM 99 JANE ALLEN           ROCKY MOUNT      252/985-6002 |
| BAKER      EM 99 WILLIAM BAKER        ROCKY MOUNT      252/443-2523 |
| BLACK      EM 99 JIM BLACK            RALEIGH          252/325-3620 |
| COBB       EM 99 LISA COBB            RALEIGH          252/342-4949 |
| DAVIS      EM 99 RANDY DAVIS          ENFIELD          252/656-0025 |
| DAVISON    EM 99 JOE DAVISON          SPRING HOPE      252/554-9921 |
| GATES      EM 99 BOB GATES            ROCKY MOUNT      252/443-8541 |
| JONES      EM 99 SALLY JONES          ROCKY MOUNT      252/937-2259 |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry          |
|-----|-----|-----|-----|-----|-----|-----|-----|

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will default to this field. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but no other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific record for maintenance.



Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the employee selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if employee code is changed.
2. Press F3 to exit and return to the previous job.
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed. 4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field displays the actual key of the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" was entered in the "?" field.
RECOVERY - Correct the entry(s) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3 ("I" from screen #2)

7/13/98	MODE INQUIRY	** DMS CORPORATION **	MRR036D1
DSP06		EMPLOYEE INQUIRY	RBS
Employee..... SMITH			
Name.....	JOHN B. SMITH	Search... SMITH,JOHN	SMITHJOHN
Address one..	134 MAIN STREET	Title....	A/R MANAGER
Address two..			
P.O. box.....	2763		
City.....	ROCKY MOUNT	*State.... NC	Zip..... 27801
Phone number..	252/443-4456	*Country.. USA	Airport. RMW
Fax number...		*Mailing.. 999	*Marketing 999
Telex number.		*Territory 999	
International			
Contact.....	JANE SMITH	Additional contacts exist	
Title.....	WIFE		
Phone number.			
Notes			
F12=Previous F14=Additional contact			

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to return to screen #2 or display the next record selected with an "I" from that screen.
2. Press F12 to return to screen #2.
3. Press F14 to display the Additional Contact Inquiry screen if additional contacts exist.

C. ADDITIONAL INFORMATION:

1. NAME - The employee name.
2. SEARCH - The field used by the search functions within the system.
3. ADDRESS ONE - The first line of address.
4. TITLE - The employee's business title.
5. ADDRESS TWO - The second line of address.
6. PO BOX - The post office box number associated with this address.
7. CITY - The appropriate city name.
8. STATE - The state abbreviation.
9. ZIP CODE - The appropriate zip code.
10. PHONE NUMBER - The appropriate area code and telephone number.
11. COUNTRY - The appropriate country abbreviation.
12. AIRPORT - The appropriate airport abbreviation.
13. FAX NUMBER - The appropriate area code and telephone number.
14. MAILING - The appropriate mailing label code.
15. MARKETING - The appropriate marketing code.
16. TELEX NUMBER - The Telex number.
17. TERRITORY - The appropriate territory code.
18. INTERNATIONAL - The international telephone number.
19. CONTACT - The contact name.



20. TITLE - The contact's business title.
21. PHONE NUMBER - The contact's phone number.
22. NOTES - The corresponding notes.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET, TAB, and retry

Inquiry into the Additional Contact File:

This screen is accessed from Screen #3 of the Employee File Inquiry using an F14=Additional contact function key.

Screen #1

7/16/98	** DMS CORPORATION **		MRR027D2
DSP06	ADDITIONAL CONTACT INQUIRY		RBS
Address class EM			
Subclass..... 99			
Employee..... DMS			
Name	Title	Phone number	
HARRY SMITH	SON	252/985-6098	
GWEN MORRIS	DAUGHTER	252/985-0283	
F3=Exit			

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact inquiry was called.
2. SUBCLASS - Displays the appropriate subclass for the record that contact inquiry was called.
3. EMPLOYEE - Displays the employee code for the record from which contact inquiry was called.



4. NAME - Displays a list of contact names for the record from which contact inquiry was called.
5. TITLE - Displays the contacts' title for each of the contacts listed.
6. PHONE NUMBER - Displays the contacts' telephone numbers for each of

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.



Carrier File

Pre-requisites:

1. A minimum of one state or a blank state code must be created prior to creating a carrier record.
2. A minimum of one country code or a blank country code must exist prior to creating a carrier record.
3. A minimum of one mailing code or a blank mailing code must exist before creating a carrier record.
4. A minimum of one marketing code or a blank marketing code must exist before creating a carrier record.
5. A minimum of one territory code or a blank territory code must exist before creating a carrier record.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the Carrier file should be limited to personnel such as the purchasing agents and data base manager. Unauthorized or unqualified modifications could have minor impact in purchasing, order entry and receiving. Thus access to this option should be somewhat limited.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Maintenance to this file is required. A minimum of one carrier is required for operating the Distribution Express system. A blank carrier should be created if the carrier function is not to be used. If carriers are not always assigned to orders, a generic carrier of "customer pickup" should be created.

Carrier records are used by the system in order entry, purchasing and receiving to identify the company responsible for the transportation of goods. Carrier records should be created for each of the delivery services a location uses or may use. This includes company trucks used for pick-up and delivery, buses, trains, UPS, U.S. Mail, etc..

Data base files directly affected by this feature include the Customer Master records only.

The Carrier record dictates the carrier code, name and address, key phone numbers and contacts. It is important that this information be entered correctly.



Creating/Maintaining a Record in the Carrier File:
From menu option screen #1 will be displayed.
Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR106D1
WRKST-ID	CARRIER MAINTENANCE	USERID
*Carrier _____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. CARRIER - Enter up to ten alphanumeric characters used to represent a delivery company used by your business.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry



Screen #2

```

7/13/98  MODE CHANGE          ** DMS CORPORATION **      MRR106D2
DSP06          CARRIER MAINTENANCE          RBS

Carrier..... UPS
Name..... UNITED PARCEL SERVICE  Search... UNITED PAR UNITEDPAR
Address one..
Address two.. 2700 INDUSTRIAL DRIVE
P.O. box..... 1355
City..... ROCKY MOUNT          *State.... NC      Zip.....27801
Phone number.. 252/985-4120      *Country.. USA    Airport.RMW
Fax number... 252/985-2633      *Mailing.. 999    *Marketing 999
Telex number.          *Territory 999
International
Contact..... HENRY SMITH          Additional contacts exist
Title..... OFFICE MANAGER
Phone number.. 252/937-1601

Notes

F3=Exit  F10=Field inquiry  F12=Previous  F13=Additional address
F14=Additional contact  F23=Deactivate
  
```

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters for carrier name.
2. SEARCH - Enter up to ten characters of the name field to be used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
4. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
5. PO BOX - Enter the Post Office Box Number associated with this address if one exists.
6. CITY - Enter the appropriate city name.
7. STATE - Enter a valid state abbreviation or press F10 to select. This field is validated against the State file.
8. ZIP CODE - Enter appropriate zip code.
9. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
10. COUNTRY - Enter the appropriate country abbreviation (if used) or F10 to select. This field is validated against the country file.
11. AIRPORT - Enter the appropriate airport abbreviation.
12. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
13. MAILING - Enter the appropriate mailing label code or press F10 to select. This field is validated against the group file.
14. MARKETING - Enter the appropriate marketing code or press F10 to select. This field is validated against the group file.
15. TELEX NUMBER - Enter this carrier's Telex number if one exists.
16. TERRITORY - Enter the appropriate territory code or press F10 to select. This field is validated against the group file.



17. INTERNATIONAL - Enter an international telephone number if one exists. No editing is performed on this field.
18. CONTACT - Enter a contact name.
19. TITLE - Enter the contact's business title.
20. PHONE NUMBER - Enter the contact's phone number. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
21. NOTES - Enter any notes to be stored with this carrier record.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays on change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any carrier record without discussing it with your Database Manager.

C. ADDITIONAL INFORMATION:

1. CARRIER - Displays the carrier code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - at least one character must be entered.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
5. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
6. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.

ADDITIONAL ADDRESS MAINTENANCE

SEE DOCUMENTATION ON ADDITIONAL ADDRESS MAINTENANCE MENU OPTION.



Additional Contact Maintenance:

From screen #2 of Carrier maintenance, in CHANGE mode only, F14=Additional Contact Maintenance

Screen #2

```
-----
| 7/13/98   MODE CHANGE          ** DMS CORPORATION **      MRR106D2 |
| DSP06                                CARRIER MAINTENANCE      RBS   |
|-----|-----|-----|-----|
| Carrier..... UPS                                     |
| Name..... UNITED PARCEL SERVICE   Search... UNITED PAR UNITEDPAR |
| Address one..                                     |
| Address two.. 2700 INDUSTRIAL DRIVE |
| P.O. box..... 1355                                     |
| City..... ROCKY MOUNT          *State.... NC      Zip.....27801 |
| Phone number. 252/985-4120        *Country.. USA    Airport.RMW   |
| Fax number... 252/985-2633        *Mailing.. 999    *Marketing 999 |
| Telex number.                      *Territory 999 |
| International                                     |
| Contact..... HENRY SMITH              Additional contacts exist |
| Title..... OFFICE MANAGER |
| Phone number. 252/937-1601 |
| Notes_____ |
|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry   F12=Previous   F13=Additional address |
| F14=Additional contact   F23=Deactivate |
|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. Press F14=Additional contact to display the contact maintenance screen.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays on change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.

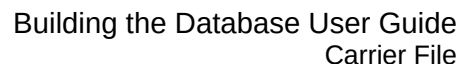
CAUTION - Do not deactivate any carrier records without discussing it with the Data base manager.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.



- Screen #3 (F14 from screen #2)

A. DATA ENTRY:

- ### B. PROCESSING:

- C. ADDITIONAL INFORMATION:

- DMS Systems Corp.
October 13, 2003
Version 1.0



D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Screen #4 ("S" and ENTER from screen #3)

```

7/16/98      MODE CHANGE      ** DMS CORPORATION **      MRR018D4
DSP06                ADDITIONAL CONTACT MAINTENANCE      RBS

Address class CF
Subclass..... 99
Carrier..... UPS

Name..... HENRY SMITH
Title..... OFFICE MANAGER
Phone number. 252/985-1601

F3=Exit      F12=Previous      F23=Deactivate

```

A. DATA ENTRY:

1. NAME - Enter the contact's name. Input is required for this field.
2. TITLE - Enter the contact's business title.
3. PHONE NUMBER - Enter the contact's telephone number.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - displays the appropriate subclass for the record from which contact maintenance was called.
3. CARRIER - displays the carrier code for the record from which contact maintenance was called.

D. ERROR CONDITIONS:

1. **INPUT REQUIRED** - The reversed image and highlighted field(s) require an input. Name - at least one character must be entered in the name field.



- RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
 3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Carrier File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR106D1
WRKST-ID	CARRIER MAINTENANCE	USERID
*Carrier _____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. Enter the carrier code with which to start the inquiry or leave blank to display all records.
A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

- 1 FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry



Screen #2 (F10 from screen #1)

```

-----
| 7/16/98  MODE INQUIRY          ** DMS CORPORATION **          MRR075D2 |
| DSP06                                ADDRESS INQUIRY          RBS   |
|                                         |
| Address class CF                  Address classes              |
| *Subclass..... 99              CF - Carrier      LC - Location |
| Search.....                   CM - Customer      MC - Manufacturer |
| City.....                     EM - Employee      SC - Supplier  |
| Phone.....                    |
|                                         |
| ? Key field Cl Sub Name                      City             Phone |
|                                         |
|      CF 99  DEFAULT CARRIER                      |
| COMPANYTK CF 99 COMPANY TRUCK                      |
| FED-X     CF 99 FEDERAL EXPRESS          WILSON        206/251-7600 |
| RWE       CF 99 ROADWAY EXPRESS FRT      ROCKY MOUNT  252/977-8700 |
| UPS       CF 99 UNITED PARCEL SERVICE     RALEIGH        252/251-7700 |
| VALKYR    CF 99 VALKYR DELIVERY SERVICE   RALEIGH        252/342-4949 |
| WATSON    CF 99 WATSONS DELIVERY SERVICE  ROCKYMOUNT     252/984-3258 |
| 100       CM 99 MR. RALPH OLSEN           WILSON          |
| 200       CM 99 THE COMPANY STORE         SEATTLE         |
| 300       CM 99 ADVANCE AUTO, INC.        DETROIT        517/574-8451 |
|                                         |
| F3=Exit   F10=Field inquiry              |
-----

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but no other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
Enter an "S" to select a specific carrier for maintenance.
Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, or until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the location selected will be retrieved.



ENTER to return to screen #1 if no further action is required.

2. Press F3 to exit and return to the previous job
3. Press F4 to fold, the search field in the address record will be displayed. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The Key Field column displays the actual key for the address records listed.
2. CL - Address Class column displays the address class for the records listed.
3. SUB - The Sub-class column displays the sub-class for the records listed.
4. NAME - The Name column displays the name fields associated with the address records listed.
5. CITY - The City column displays the city fields corresponding to the address records listed.
6. PHONE - The Phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered. RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

```

7/13/98  MODE INQUIRY      ** DMS CORPORATION **      MRR105D1
DSP06                CARRIER INQUIRY                RBS

Carrier..... UPS
Name..... UNITED PARCEL SERVICE  Search... UNITED PAR UNITEDPAR
Address one..
Address two.. 2700 INDUSTRIAL DRIVE
P.O. box..... 1355
City..... ROCKY MOUNT          *State.... NC      Zip.....27801
Phone number. 252/985-4120      *Country.. USA     Airport.RMW
Fax number... 252/985-2633      *Mailing.. 999     *Marketing 999
Telex number.                  *Territory 999
International
Contact..... HENRY SMITH          Additional contacts exist
Title..... OFFICE MANAGER
Phone number. 252/937-1601

Notes_____

F3=Exit  F10=Field inquiry  F12=Previous  F13=Additional address
F14=Additional contact  F23=Deactivate
  
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for carrier name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the Post Office Box Number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this carrier's Telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.



18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. NOTES - Displays any notes to be stored with this carrier.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

This screen is accessed from Screen #3 of the Carrier File Inquiry using an F14=Additional contact function key.

Screen #1

```
-----
| 7/16/98                ** DMS CORPORATION **          MRR027D2 |
| DSP06                  ADDITIONAL CONTACT INQUIRY      RBS    |
|                                                                  |
| Address class CF                                             |
| Subclass..... 99                                           |
| Carrier..... UPS                                           |
|                                                                  |
|      Name              Title              Phone number      |
|      AL KLINE          V. PRESIDENT - OPER.  252/985-1601   |
|      HENRY SMITH       MANAGER - OFFICE     252/985-1601   |
|      DANIEL CURTIS     MANAGER - SALES      252/985-1602   |
|                                                                  |
|                                                                  |
| F3=Exit                                                       |
|-----
```

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact inquiry was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact inquiry was called.
3. CARRIER - Displays the carrier code for the record from which contact inquiry was called.



4. NAME - Displays a list of contact names for the record from which contact inquiry was called.
5. TITLE - Displays the contacts' business titles for each of the contacts listed.
6. PHONE NUMBER - Displays the contacts' telephone numbers for each of the contacts listed.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Manufacturing File

Pre-requisites:

1. A minimum of one state or a blank state code must be created prior to creating a manufacturer record.
2. A minimum of one country code or a blank country code must exist prior to creating a manufacturer record.
3. A minimum of one mailing code or a blank mailing code must exist before creating a manufacturer record.
4. A minimum of one marketing code or a blank marketing code must exist before creating a manufacturer record.
5. A minimum of one territory code or a blank territory code must exist before creating a manufacturer record.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the manufacturer file should be limited to supervisory personnel in the purchasing or inventory management departments. Unauthorized or unqualified modifications could impact virtually all or any area of the system. Changes to an existing manufacturer are possible but could corrupt historic information such as sales analysis. Manufacturer codes may need to be added as new items are added to inventory. A manufacturer code must exist prior to adding any new items to the system.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The manufacturer file must be set up to provide a manufacturer code for any item included in your inventory. A minimum of one manufacturer must be created to operate the Distribution Express Order Entry, Purchasing/Receiving and Inventory Management functions. A blank manufacturer code is not allowed.

Functional Definition:

Manufacturer records are used by the system throughout to identify the manufacturer of an item; not necessarily the supplier. Suppliers often do not manufacture the products that you purchase from them.

Data base files directly affected by manufacturer records include the Cross Reference Item, Additional Addresses, Inventory Master, Inventory Location, Inventory Zone/Bin, Supplier Item, Alternate Item, Purchasing Quantity Break, and Selling Quantity Break.



Creating/Maintaining a Record in the Manufacturer File:

From menu option screen #1 will be displayed.

Screen #1

01/01/98 YOUR COMPANY NAME IS HERE MRR064D1
WRKST-ID MANUFACTURER MAINTENANCE USERID

*Manufacturer ____

Clear data... _

Address class ____

*Subclass..... ____

*Key..... _____

F3=Exit F10=Field inquiry

A. DATA ENTRY:

1. Manufacturer - Enter up to three alphanumeric characters used to represent a manufacturer of items in your inventory.

The following fields are used during the "add mode" process to assist the user in copying information from an existing record to the record(s) being added. This can be accomplished with the following fields:

- Clear data (only)
- Address class, Subclass & Key (only)
- Combination method
- Clear Data (only) (Y/N) - The clear data field clears the information from the last record added since accessing the option from the menu. If clear data "N" is entered information from the last record added is defaulted into the fields for the record currently being added. Any information different from what is displayed can be keyed over before updating the screen.
- Address Class, Subclass and Key (only) - These fields are used to select an address from the address file for use in the record currently being added. Input is required in all three fields. The field inquiry function (F10) can be used with the subclass and key fields to select an input.
- Combination Method - Using the clear data field and the address class, subclass and key fields together allows the user to retrieve record specific information from the record previously added and address information from the address file at the same time. By entering an "N" in the clear data field and selecting an address in the address fields, address information and previous record information are combined to add a new record.



2. CLEAR DATA - This field is used when "adding" manufacturer records. The default is "Y = yes" which will clear the information entered for the previous record added. If an "N=no" is entered, then the information entered on the previous record is defaulted into the record being added. This information may be changed as needed but if the information is correct for the record being added, rekeying the information is not necessary. This field cannot be left blank.
3. ADDRESS CLASS - Enter the address class for the address to be retrieved. Address classes are defined by the system and are not user defined. Valid address classes are: CF - Carrier, CM - Customer, EM - Employee, LC - Location, MC - Manufacturer and SC - Supplier.
4. SUBCLASS - Enter the subclass corresponding to the address class entered for retrieval, or press F10 to select. This field is validated against the address class file. The subclass "99" is used by the system as the default subclass for all primary addresses.
5. KEY - Enter the key field information for the record to be retrieved or press F10 to select. This field is validated against the address file. Key fields include: carrier codes, customer codes, employee codes, manufacturer codes, location codes and supplier codes.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry



Screen #2

```
-----
7/19/98   MODE CHANGE          ** DMS CORPORATION **      MRR064D2
DSP06                                MANUFACTURER MAINTENANCE      RBS

Manufacturer. ACD
Name..... AC-DELCO, GENERAL MOTORS      Search.. AC DELCO  ACDELCO
Address one.. 800 MICHIGAN AVENUE
Address two.. SUITE 78
P.O. box..... 90
City..... DETROIT                      *State.... MI      Zip.....48232
Phone number. 517/574-8451              *Country.. USA     Airport..DET
Fax number... 517/574-8521              *Mailing.. MFG     *Marketing999
Telex number. 804051                    *Territory 999
International
Contact..... MR. RALPH WILSON              Additional contacts exist
Title..... VICE PRESIDENT/MARKETING
Phone number. 517/574-6211

Order entry                          Sales type A
Invalid item cost factor 1.3456      A - Merchandise  E - Miscellaneous
Gross margin minimum.... 22.00      C - Freight      F - Miscellaneous
D - Labor
Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS
F3=Exit F10=Field inquiry F12=Previous F13=Additional address
F24=More keys
-----
```

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters for manufacturer name.
2. SEARCH - Enter up to ten characters of the name field to be used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
4. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
5. PO BOX - Enter the Post Office Box Number associated with this address if one exists.
6. CITY - Enter the appropriate city name.
7. STATE - Enter a valid state abbreviation or press F10 to select. This field is validated against the State file.
8. ZIP CODE - Enter appropriate zip code.
9. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
10. COUNTRY - Enter the appropriate country abbreviation (if used) or F10 to select. This field is validated against the country file.
11. AIRPORT - Enter the appropriate airport abbreviation.
12. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
13. MAILING - Enter the appropriate mailing label code or press F10 to select. This field is validated against the group file.
14. MARKETING - Enter the appropriate marketing code or press F10 to select. This field is validated against the group file.
15. TELEX NUMBER - Enter this manufacturer's Telex number if one exists.



16. TERRITORY - Enter the appropriate territory code or press F10 to select. This field is validated against the group file.
17. INTERNATIONAL - Enter an international telephone number if one exists. No editing is performed on this field.
18. CONTACT - Enter a contact name.
19. TITLE - Enter the contact's business title.
20. PHONE NUMBER - Enter the contact's phone number. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
21. INVALID ITEM COST FACTOR - Enter the factor to be applied to the selling price to derive the cost of an invalid item for this manufacturer. This field is 5 positions, 4 decimal.
22. GROSS MARGIN MINIMUM - Enter the minimum gross margin to be made from the sale of this manufacturer's items. This gross margin should be expressed in decimal form.
23. SALES TYPE - Enter the valid sales type, "sales category" under which this manufacturer's items are categorized. Valid sales types are:
 - A- Merchandise
 - C- Freight
 - D- Labor
 - E- Miscellaneous
 - F- Miscellaneous
24. NOTES - Enter any notes to be stored with this manufacturer record.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen one.
2. Press F3 to exit and return to the menu without adding / updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding / updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays on change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any carrier record without discussing it with your Database Manager.
8. Press F24 to display more function keys valid for this screen.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
 - NAME - at least one character must be entered.
 - RECOVERY- Correct the entry(ies) and retry.
 - SALES TYPE - a sales type code is required input in order to update this record.
 - RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.



3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "Use of decimals not correct or too many numbers entered" - A number was entered into a decimal field that did not match the predefined decimal position.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
6. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
7. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
8. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

ADDITIONAL ADDRESS MAINTENANCE

SEE DOCUMENTATION ON ADDITIONAL ADDRESS MAINTENANCE MENU OPTION.

Additional Contact Maintenance:

From screen #2 of Manufacturer maintenance, in CHANGE mode only, F14=Additional Contact Maintenance

Screen #2

```
-----
7/19/98   MODE CHANGE           ** DMS CORPORATION **      MRR064D2
DSP06                                MANUFACTURER MAINTENANCE      RBS

Manufacturer. ACD
Name..... AC-DELCO, GENERAL MOTORS   Search... AC DELCO ACDELCO
Address one.. 800 MICHIGAN AVENUE
Address two.. SUITE 78
P.O. box..... 90
City..... DETROIT                    *State.... MI      Zip.....48232
Phone number. 517/574-8451            *Country.. USA     Airport..DET
Fax number... 517/574-8521            *Mailing.. MFG     *Marketing999
Telex number. 804051                  *Territory 999
International
Contact..... MR. RALPH WILSON          Additional contacts exist
Title..... VICE PRESIDENT/MARKETING
Phone number. 517/574-6211

Order entry                               Sales type A
Invalid item cost factor 1.3456          A - Merchandise   E - Miscellaneous
Gross margin minimum.... 22.00          C - Freight       F - Miscellaneous
D - Labor

Notes: CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS
F3=Exit  F10=Field inquiry  F12=Previous  F13=Additional address
F24=More keys
-----
```

A. DATA ENTRY:

1. Press F14=Additional contact to display the contact maintenance screen.

B. PROCESSING:



- C. ADDITIONAL INFORMATION:

- #### D. ERROR CONDITIONS:

- Screen #3 (F14 from screen #2)

```
Address class MC
Subclass..... 99
Manufacturer. ACD
```

F3=EXIT

A. DATA ENTRY:

1. ? - Enter an "S" to select a specific contact for maintenance.

B. PROCESSING:

1. ENTER to execute any "S" instruction(s), screen #4 will be displayed until the last "S" has been processed or until F12 is taken from that screen.
ENTER to add if no "S" instruction has been processed will display screen #4.
2. Press F3 to exit and return to the previous job



3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - displays the appropriate subclass for the record from which contact maintenance was called.
3. MANUFACTURER - displays the manufacturer code for the record from which contact maintenance was called.
4. NAME - displays the names of the additional contact records created under the record from which additional contact maintenance was called.
5. TITLE - displays the titles of each of the additional contact records created under the record from which additional contact maintenance was called.
6. PHONE NUMBER - displays the phone numbers of each of the additional contact records created under the record from which additional contact maintenance was called.
7. "D" - displays a "D" deactivate for each additional contact record that has been deactivated.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Screen #4 ("S" and ENTER from screen #3)

```
-----
7/16/98   MODE CHANGE          ** DMS CORPORATION **      MRR018D4
DSP06                                ADDITIONAL CONTACT MAINTENANCE      RBS
```

```
Address class MC
Subclass..... 99
Manufacturer. ACD
```

```
Name..... HENRY SMITH
Title..... OFFICE MANAGER
Phone number. 252/985-1601
```

```
F3=Exit   F12=Previous   F23=Deactivate
-----
```

A. DATA ENTRY:

1. NAME - Enter the contact's name. Input is required for this field.
2. TITLE - Enter the contact's business title.
3. PHONE NUMBER - Enter the contact's telephone number.



B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - displays the appropriate subclass for the record from which contact maintenance was called.
3. MANUFACTURER - displays the manufacturer code for the record from which contact maintenance was called.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
Name - at least one character must be entered in the name field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Manufacturer File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----  
01/01/98          YOUR COMPANY NAME IS HERE      MRR106D1  
WRKST - ID        MANUFACTURER MAINTENANCE      USERID
```

*Manufacturer ____

F3=Exit F10=Field inquiry

A. DATA ENTRY:

1. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.



B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry

Screen #2 (F10 from screen #1)

```
-----
7/16/98   MODE INQUIRY           ** DMS CORPORATION **      MRR075D2
DSP06                                ADDRESS INQUIRY          RBS

Address class MC                  Address classes
*Subclass..... 99              CF - Carrier      LC - Location
Search..... ACD                CM - Customer    MC -Manufacturer
City.....                      EM - Employee    SC - Supplier
Phone.....

? Key field Cl Sub Name          City          Phone
_ ACD      MC 99 AC-DELCO         DETROIT
_ BER      MC 99 BERKLEY BOOKS
_ CHA      MC 99 CHAMPION SPARK PLUG CO   TOLEDO      206/251-7600
_ FRS      MC 99 FIRESTONE TIRES         WILSON      252/977-8700
_ GTS      MC 99 GATES HOSES             RALEIGH     252/251-7700
_ ILC      MC 99 ILCO WIPER BLADES        RALEIGH     252/342-4949
_ MMM      MC 99 3M CORP.                ST. PAUL    211/984-3258
_ SLP      MC 99 SEALED POWER PISTON RING AUBURN
_ TRW      MC 99 TRW INC.                SEATTLE
_ WAL      MC 99 WALKER                  DETROIT     517/574-8451

F3=Exit   F10=Field inquiry
-----
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.



4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific year for maintenance. -

Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the location selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - the three-character code for the manufacturer or any part of the information entered into the search field of the manufacturer record.
2. CL - Address Class column displays the address class for the records listed.
3. SUB - The Sub-class column displays the sub-class for the records listed.
4. NAME - The Name column displays the name fields associated with the address records listed.
5. CITY - The City column displays the city fields corresponding to the address records listed.
6. PHONE - The Phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.



6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

```
-----
7/19/98   MODE INQUIRY           ** DMS CORPORATION **      MRR064D2
DSP06                                MANUFACTURER MAINTENANCE      RBS

Manufacturer. ACD
Name..... AC-DELCO, GENERAL MOTORS      Search... AC DELCO ACDELCO
Address one.. 800 MICHIGAN AVENUE
Address two.. SUITE 78
P.O. box..... 90
City..... DETROIT                      *State.... MI      Zip.....48232
Phone number. 517/574-8451              *Country.. USA     Airport..DET
Fax number... 517/574-8521              *Mailing.. MFG     *Marketing999
Telex number. 804051                    *Territory 999
International
Contact..... MR. RALPH WILSON            Additional contacts exist
Title..... VICE PRESIDENT/MARKETING
Phone number. 517/574-6211

Order entry                               Sales type A
Invalid item cost factor 1.3456          A - Merchandise   E - Miscellaneous
Gross margin minimum.... 22.00          C - Freight       F - Miscellaneous
D - Labor
Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS
F3=Exit F10=Field inquiry F12=Previous F13=Additional address
F24=More keys
-----
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the Post Office Box Number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number without dashes and slashes.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.



12. FAX NUMBER - Displays the appropriate area code and telephone number without dashes and slashes.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this manufacturer's Telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.
18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. INVALID ITEM COST FACTOR - Displays the factor to be applied to the selling price to derive the cost of an invalid item for this manufacturer.
22. GROSS MARGIN MINIMUM - Displays the minimum gross margin to be made from the sale of this manufacturer's items.
23. SALES TYPE - Displays the valid sales type, "sales category", this manufacturer's items are categorized under.
24. NOTES - Displays any notes to be stored with this manufacturer.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Additional Contact File:

This screen is accessed from Screen #3 of the Manufacturer File Inquiry using an F14=Additional contact function key.

Screen #4

```
-----
7/16/98                ** DMS CORPORATION **          MRR027D2
DSP06                  ADDITIONAL CONTACT INQUIRY      RBS
```

Address class MC
Subclass..... 99
Manufacturer. ACD

Name	Title	Phone number
AL KLINE	V. PRESIDENT - OPER.	252/985-1601
HENRY SMITH	MANAGER - OFFICE	252/985-1601
DANIEL CURTIS	MANAGER - SALES	252/985-1602

F3=Exit

A. DATA ENTRY:



1. None

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact inquiry was called.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact inquiry was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact inquiry was called.
3. MANUFACTURER - Displays the manufacturer code for the record from which contact inquiry was called.
4. NAME - Displays a list of contact names for the record from which contact inquiry was called.
5. TITLE - Displays the contacts' business titles for each of the contacts listed.
6. PHONE NUMBER - Displays the contacts' telephone numbers for each of the contacts listed.

D. ERROR CONDITIONS:

2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.



Supplier File

Pre-requisites:

1. A minimum of one state or a blank state code must be created prior to creating a supplier record.
2. A minimum of one country code or a blank country code must exist prior to creating a supplier record.
3. A minimum of one mailing code or a blank mailing code must exist before creating a supplier record.
4. A minimum of one marketing code or a blank marketing code must exist before creating a supplier record.
5. A minimum of one territory code or a blank territory code must exist before creating a supplier record.
6. A minimum of one billing terms code must exist before creating a supplier record.
7. A minimum of one currency code or a blank currency code must exist before creating a supplier record.
8. The Major Data Base control record (Z1) must be set up before attempting to create a supplier record. This control record establishes a default system currency.

Security Risk and Suggested User Access:

1. Access to the supplier file maintenance should be limited to the purchasing department personnel and the system security officer. Unauthorized or unqualified modifications could impact purchasing and receiving severely. For example, deactivation of a supplier record that has existing PO's will cause halts in purchasing and receiving.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The supplier file of the Distribution Express system provides a ten-character field for supplier code. A record should be created for each supplier of inventory items. Manufacturers who are also suppliers must have a supplier record, as well as, a manufacturer record. All suppliers should be set up including primary and secondary suppliers.

Each supplier record contains that suppliers name and address, phone numbers, pre-paid freight requirements, currency, billing terms, backorder flag and tax exemption numbers. Multiple addresses and contacts can also be created for each supplier record.



Creating/Maintaining a Record in the Supplier File:

From menu option screen #1 will be displayed.

Screen #1

```
-----
01/01/98          YOUR COMPANY NAME IS HERE      MRR020D1
WRKST-ID          SUPPLIER MAINTENANCE            USERID
```

*Supplier..... _____

Clear data... _

Address class _

*Subclass..... _

*Key..... _____

F3=Exit F10=Field inquiry

A. A: DATA ENTRY:

1. SUPPLIER - Enter up to ten alphanumeric characters used to represent a supplier of items in your inventory.

The following fields are used during the "add mode" process to assist the user in copying information from an existing record to the record(s) being added. This can be accomplished with the following fields:

- Clear data (only)
- Address class, Subclass & Key (only)
- Combination method

- Clear Data (Only) (Y/N) - The clear data field clears the information from the last record added since accessing the option from the menu. If clear data "N" is entered information from the last record added is defaulted into the fields for the record currently being added. Any information different from what is displayed can be keyed over before updating the screen.

- Address Class, Subclass and Key (only) - These fields are used to select an address from the address file for use in the record currently being added. Input is required in all three fields. The field inquiry function (F10) can be used with the subclass and key fields to select an input.



- Combination Method - Using the clear data field and the address class, subclass and key fields together allows the user to retrieve record specific information from the record previously added and address information from the address file at the same time. By entering an "N" in the clear data field and selecting an address in the address fields, address information and previous record information are combined to add a new record.

2. CLEAR DATA - This field is used when adding multiple supplier records. The default is "Y = yes" which will clear the information entered for the previous record added. If an "N=no" is entered, then the information entered on the previous record is defaulted into the record being added. This information may be changed as needed but, if the information is correct for the record being added, rekeying the information is not necessary. This field cannot be left blank.
3. ADDRESS CLASS - Enter the address class for the address to be retrieved. Address classes are defined by the system and are not user defined. Valid address classes are: CF - Carrier, CM - Customer, EM - Employee, LC - Location, MC - Manufacturer, and SC - Supplier.
4. SUBCLASS - Enter the subclass corresponding to the address class entered for retrieval, or press F10 to select. This field is validated against the address class file. The subclass "99" is used by the system as the default subclass for all primary addresses.
5. KEY - Enter the key field information for the record to be retrieved or press F10 to select. This field is validated against the address file. Key fields include: carrier codes, customer codes, employee codes, manufacturer codes, location codes and supplier codes.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry



Screen #2

```
-----
7/23/98   MODE CHANGE           ** DMS CORPORATION **      MRR020D2
DSP06                                SUPPLIER MAINTENANCE      RBS

Supplier..... ACD
Name..... AC-DELCO, GENERAL MOTORS   Search... AC-DELCO ACDELCO
Address one.. 800 MICHIGAN AVENUE
Address two.. SUITE 78
P.O. box..... 90
City..... DETROIT                  *State.... MI      Zip..... 48232
Phone number. 517/574-8451          *Country.. USA     Airport.. DET
Fax number... 527/574-8521          *Mailing.. SUP     *Marketing CLA
Telex number. 804051                *Territory NE1
International
Contact..... MR. RALPH WILSON        Additional contacts exist
Title..... VICE PRESIDENT/MARKETING
Phone number. 517/574-6211

PPD freight based on weight 501 amount 0 units 0 cube 0
Lead time 7.50 Roundup to MPQ Y *Currency USD *Terms 1 Allow B/O Y
Tax exemption numbers for state for federal
Notes

F3=Exit F10=Field inquiry F12=Previous F13=Additional address
F24=More keys
-----
```

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters for supplier name.
2. SEARCH - Enter up to ten characters to be used by the search function during supplier inquiry. The system will default the first ten consecutive positions from the name field if left blank. The stripped version of the search field is determined and displayed to the right of the search field. Example: Key supplier's name.
3. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
4. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
5. PO BOX - Enter the Post Office Box Number associated with this address if one exists.
6. CITY - Enter the appropriate city name.
7. STATE - Enter a valid state abbreviation or press F10 to select. This field is validated against the State file.
8. ZIP CODE - Enter appropriate zip code.
9. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
10. COUNTRY - Enter the appropriate country abbreviation (if used) or F10 to select. This field is validated against the country file.
11. AIRPORT - Enter the appropriate airport abbreviation.
12. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
13. MAILING - Enter the appropriate mailing label code or press F10 to select. This field is validated against the group file.



14. **MARKETING** - Enter the appropriate marketing code or press F10 to select. This field is validated against the group file.
15. **TELEX NUMBER** - Enter this supplier's Telex number if one exists.
16. **TERRITORY** - Enter the appropriate territory code or press F10 to select. This field is validated against the group file.
17. **INTERNATIONAL** - Enter an international telephone number if one exists. No editing is performed on this field.
18. **CONTACT** - Enter a contact name.
19. **TITLE** - Enter the contact's business title.
20. **PHONE NUMBER** - Enter the contact's phone number. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
21. **PPD FREIGHT BASED ON WEIGHT** - Enter the weight required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
22. **PPD FREIGHT BASED ON AMOUNT** - Enter the dollar amount required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
23. **PPD FREIGHT BASED ON UNITS** - Enter the number of units required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
24. **PPD FREIGHT BASED ON CUBE** - Enter the cubed amount required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
25. **LEAD TIME** - Enter the average lead-time for standard purchases from this supplier. This field is used in purchasing as the default lead-time until a sufficient number of purchase orders have been received to calculate lead-time.
26. **ROUNDUP TO MPQ (Y/N)** - Enter a "Y" to roundup any "suggested buy" quantities, for this supplier, to the predefined Manufacturer's Packaging Quantity.
27. **NOTES** - Enter any notes to be stored with this supplier record.

B. PROCESSING:

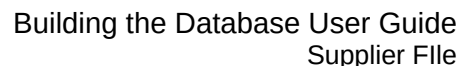
1. Press ENTER to add or update the record and return to screen one.
2. Press F3 to exit and return to the menu without adding / updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding / updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays on change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any supplier record without discussing it with your Database Manager.
8. Press F24 to display more function keys valid for this screen.

C. ADDITIONAL INFORMATION:

1. **SUPPLIER** - Displays the supplier code selected previously.

D. ERROR CONDITIONS:

1. **INPUT REQUIRED** - The reversed image and highlighted field(s) require an input.
NAME - at least one character must be entered.
RECOVERY- Correct the entry(ies) and retry.
2. **FUNCTION KEY NOT ALLOWED** - A non-supported function key was requested.



- ## Additional Address Maintenance

SEE DOCUMENTATION ON ADDITIONAL ADDRESS MAINTENANCE MENU
OPTION.

From screen #2 of Supplier maintenance, in CHANGE mode only, F14=Additional Contact Maintenance

Screen #2

F3=Exit F10=Field inquiry F12=Previous F13=Additional address F24=More keys



B. PROCESSING:

1. ENTER to execute any "S" instruction(s), screen #4 will be displayed until the last "S" has been processed or until F12 is taken from that screen.
ENTER to add if no "S" instruction has been processed will display screen #4.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - displays the appropriate subclass for the record from which contact maintenance was called.
3. SUPPLIER - displays the supplier code for the record from which contact maintenance was called.
4. NAME - displays the names of the additional contact records created under the record from which additional contact maintenance was called.
5. TITLE - displays the titles of each of the additional contact records created under the record from which additional contact maintenance was called.
6. PHONE NUMBER - displays the phone numbers of each of the additional contact records created under the record from which additional contact maintenance was called.
7. "D" - displays a "D" deactivate for each additional contact record that has been deactivated.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Screen #4 ("S" and ENTER from screen #3)

7/16/98 MODE CHANGE ** DMS CORPORATION ** MRR018D4
DSP06 ADDITIONAL CONTACT MAINTENANCE RBS

Address class SC
Subclass..... 99
Supplier..... ACD

Name..... HENRY SMITH
Title..... OFFICE MANAGER
Phone number. 252/985-1601

F3=Exit F12=Previous F23=Deactivate



A. DATA ENTRY:

1. NAME - Enter the contact's name. Input is required for this field.
2. TITLE - Enter the contact's business title.
3. PHONE NUMBER - Enter the contact's telephone number.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - displays the appropriate subclass for the record from which contact maintenance was called.
3. SUPPLIER - displays the supplier code for the record from which contact maintenance was called.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
Name - at least one character must be entered in the name field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Supplier File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
01/01/98          YOUR COMPANY NAME IS HERE      MRR020D1
WRKST - ID          SUPPLIER MAINTENANCE          USERID
```

*Supplier..... _____

Clear data... _

Address class __

*Subclass..... __

*Key..... _____

F3=Exit F10=Field inquiry



A. DATA ENTRY:

1. Enter the supplier code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry

Screen #2 (F10 from screen #1)

```
-----
7/16/98  MODE INQUIRY      ** DMS CORPORATION **      MRR075D2
DSP06                ADDRESS INQUIRY                RBS

Address class SC          Address classes
*Subclass..... 99      CF - Carrier      LC - Location
Search..... ACD      CM - Customer      MC -Manufacturer
City.....          EM - Employee      SC - Supplier
Phone.....

? Key field Cl Sub Name          City          Phone
_ ACD      SC 99 AC-DELCO          DETROIT
_ BER      SC 99 BERKLEY BOOKS
_ CHA      SC 99 CHAMPION SPARK PLUG CO    TOLEDO      206/251-7600
_ FRS      SC 99 FIRESTONE TIRES          WILSON      252/977-8700
_ GTS      SC 99 GATES HOSES              RALEIGH     252/251-7700
_ ILC      SC 99 ILCO WIPER BLADES         RALEIGH     252/342-4949
_ MMM      SC 99 3M CORP.                 ST. PAUL    211/984-3258
_ SLP      SC 99 SEALED POWER PISTON RING  AUBURN
_ TRW      SC 99 TRW INC.                 SEATTLE
_ WAL      SC 99 WALKER                   DETROIT     517/574-8451

F3=Exit  F4=Fold  F10=Field inquiry
-----
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.



3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but no other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific year for maintenance.

Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
 - ENTER to execute any "S" instruction; screen #1 will be displayed and the location selected will be retrieved.
 - ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. Press F4 to fold, the search field in the address record will be displayed. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - the ten-character code for the supplier or any part of the information entered into the search field of the supplier record.
2. CL - Address Class column displays the address class for the records listed.
3. SUB - The Sub-class column displays the sub-class for the records listed.
4. NAME - The Name column displays the name fields associated with the address records listed.
5. CITY - The City column displays the city fields corresponding to the address records listed.
6. PHONE - The Phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
 - RECOVERY - Correct the entry (ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
 - RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - input into the city or phone field was made with some field other than or in addition to the address class field.
 - RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.



- RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.
 6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
 7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and use FIELD PLUS

Screen #3

```
-----
7/23/98   MODE INQUIRY           ** DMS CORPORATION **      MRR053D1
DSP06                                SUPPLIER MAINTENANCE      RBS

Supplier..... ACD
Name..... AC-DELCO, GENERAL MOTORS  Search... AC-DELCO ACDELCO
Address one.. 800 MICHIGAN AVENUE
Address two.. SUITE 78
P.O. box..... 90
City..... DETROIT                *State.... MI      Zip..... 48232
Phone number. 517/574-8451        *Country.. USA     Airport.. DET
Fax number... 527/574-8521        *Mailing.. SUP     *Marketing CLA
Telex number. 804051              *Territory NE1
International
Contact..... MR. RALPH WILSON      Additional contacts exist
Title..... VICE PRESIDENT/MARKETING
Phone number. 517/574-6211

PPD freight based on weight 501 amount 0 units 0 cube 0
Lead time 7.50 Roundup to MPQ Y *Currency USD *Terms 1 Allow B/O Y
Tax exemption numbers for state for federal
Notes

F3=Exit F10=Field inquiry F12=Previous F13=Additional address F24=More keys
-----
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.



5. PO BOX - Displays the Post Office Box Number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number without dashes and slashes.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number without dashes and slashes.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this supplier's Telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.
18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. PPD FREIGHT BASED ON WEIGHT - Displays the weight required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
22. PPD FREIGHT BASED ON AMOUNT - Displays the dollar amount required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
23. PPD FREIGHT BASED ON UNITS - Displays the number of units required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
24. PPD FREIGHT BASED ON CUBE - Displays the cubed amount required by this supplier before Pre-paid Freight is given. This field is not a decimal field.
25. LEAD TIME - Displays the average lead-time for standard purchases from this supplier. This field is used in purchasing as the default lead-time until a sufficient number of purchase orders have been received to calculate lead-time.
26. ROUNDUP TO MPQ (Y/N) - Displays a "Y" to roundup any "suggested buy" quantities, for this supplier, to the predefined Manufacturer's Packaging Quantity.
27. NOTES - Displays any notes to be stored with this supplier record.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.



Inquiry into the Additional Contact File:

This screen is accessed from Screen #3 of the Supplier File Inquiry using an F14=Additional contact function key.

Screen #4

```
-----
7/16/98                      ** DMS CORPORATION **          MRR027D2
DSP06                        ADDITIONAL CONTACT INQUIRY      RBS
```

Address class SC
Subclass..... 99
Supplier..... ACD

Name	Title	Phone number
AL KLINE	V. PRESIDENT - OPER.	252/985-1601
HENRY SMITH	MANAGER - OFFICE	252/985-1601
DANIEL CURTIS	MANAGER - SALES	252/985-1602

F3=Exit

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact inquiry was called.

C. ADDITIONAL INFORMATION

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact inquiry was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact inquiry was called.
3. SUPPLIER - Displays the supplier code for the record from which contact inquiry was called.
4. NAME - Displays a list of contact names for the record from which contact inquiry was called.
5. TITLE - Displays the contacts' business titles for each of the contacts listed.
6. PHONE NUMBER - Displays the contacts' telephone numbers for each of the contacts listed.



D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.



Cross Reference File

Pre-requisites:

1. The location record for location "9999" must exist. This will be set up by DMS.
2. A minimum of one state or a blank state code must be created prior to creating a cross-reference record.
3. A minimum of one country code or a blank country code must exist prior to creating a cross-reference record.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the cross-reference code file should be limited to supervisory personnel in the purchasing or inventory management departments. Unauthorized or unqualified modifications could impact the order entry function of the system.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The cross-reference code file provides the ability to reference the manufacturer's item number to a customer's item number. Cross-reference codes act as manufacturer codes for the customer's own item number. A unique cross-reference code is required for this feature and may be customer specific. A cross-reference code cannot be an existing manufacturer code. The record is contained in the address file, therefore, the search field should be preceded by an asterisk so that all cross reference codes will be grouped together and not intermingled with the valid manufacturer codes. The address class for the cross-reference codes is "MC 99".

The invoice may print either the customer's item number with the corresponding cross-reference code, or the actual manufacturer code.

The cross reference feature is commonly used under one or both of the following conditions; 1) a customer has developed an internal item numbering system and places orders with this internal numbering scheme, or 2) a need to create a cross-reference between items within a stocked line and those of a competitive brand (in some industries such as automotive parts aftermarket an increase in sales volume may result from the ability to interchange a customer's request for an item in a line not stocked to that same part in the stocked line. In either case, this feature provides the ability to create a linkage between a stocked item number and one or more alternate paths without the overhead of maintaining a full item master record.



Creating/Maintaining a Record in the Cross Reference Code File:

From menu option screen #1 will be displayed.

Screen #1

07/20/98	** DMS CORPORATION **	MRR078D1
DSP04	CROSS REFERENCE CODE MAINTENANCE	BJH
* Cross reference code ____		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. CROSS REFERENCE CODE - Enter up to three alphanumeric characters used to represent a cross-reference code for a customer item numbers in stocked inventory.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Enter the cross-reference code to be added or maintained.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2

```
-----
| 7/19/98   MODE CHANGE          ** DMS CORPORATION **      MRR078D2|
| DSP06                CROSS REFERENCE CODE MAINTENANCE      BJH  |
|-----|-----|-----|
| X-reference.. XC1                                           |
| Name..... CHAMPION SPARKPLUG STOCK#   Search.. *CHAMP 9CHAMP |
| Address one..                                           |
| Address two..                                           |
| P.O. box.....                                           |
| City..... *State.... Zip..... |
| Phone number.. *Country.. Airport.. |
| Fax number... |
| Telex number. |
| International |
|-----|-----|-----|
|
| Notes
|
| F3=Exit  F10=Field inquiry  F12=Previous  F23=Deactivate
|-----|-----|-----|
```

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters for the cross-reference code name. This may be the customer's name or the nonstocked manufacturer's name.
2. SEARCH - Enter up to ten characters of the name field to be used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
4. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
5. PO BOX - Enter the post office box number associated with this address if one exists.
6. CITY - Enter the appropriate city name.
7. STATE - Enter a valid state abbreviation or press F10 to select. This field is validated against the state file.
8. ZIP CODE - Enter appropriate zip code.
9. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
10. COUNTRY - Enter the appropriate country abbreviation (if used) or F10 to select. This field is validated against the country file.
11. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
12. TELEX NUMBER - Enter the cross-reference codes telex number if one exists.
13. INTERNATIONAL - Enter an international telephone number if one exists. No editing is performed on this field.
14. NOTES - Enter any notes to be stored with this cross-reference code.



B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays in change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any cross reference code record without discussing it with the Data base Manager.

C. ADDITIONAL INFORMATION:

1. X-REFERENCE - Displays the cross-reference code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered.
RECOVERY - Correct the entry and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
5. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
6. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.



Inquiry into the Cross Reference Code File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 7/23/98                ** DMS CORPORATION **          MRR078D2 |
| DSP04                  CROSS REFERENCE CODE MAINTENANCE    BJH   |
| * Cross reference code                                     |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
| F3=Exit   F10=Field inquiry                               |
|-----
```

A. DATA ENTRY:

1. Enter the cross-reference code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2

```
-----
| 7/16/98  MODE INQUIRY      ** DMS CORPORATION **      MRR075D2 |
| DSP06                ADDRESS INQUIRY                RBS      |
|
| Address class MC          Address classes
| *Subclass..... 99      CF - Carrier      LC - Location
| Search.....          CM - Customer      MC -Manufacturer
| City.....          EM - Employee      SC - Supplier
| Phone.....
|
| ? Key field Cl Sub Name          City      Phone
| ACD      MC 99 AC-DELCO          DETROIT
| BER      MC 99 BERKLEY BOOKS
| CHA      MC 99 CHAMPION SPARK PLUG CO   TOLEDO   206/251-7600
| FRS      MC 99 FIRESTONE TIRES          WILSON   252/977-8700
| GTS      MC 99 GATES HOSES              RALEIGH  252/251-7700
| ILC      MC 99 ILCO WIPER BLADES        RALEIGH  252/342-4949
| MMM      MC 99 3M CORP.                ST. PAUL  211/984-3258
| SLP      MC 99 SEALED POWER PISTON RING AUBURN
| TRW      MC 99 TRW INC.                SEATTLE
| WAL      MC 99 WALKER                  DETROIT   517/574-8451
|
| F3=Exit   F10=Field inquiry
|-----
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but no other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The three-character code for the cross-reference code.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub class column displays the sub class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(s) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry (ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

7/19/98	MODE INQUIRY	** DMS CORPORATION **	MRR043D2
DSP06		CROSS REFERENCE CODE INQUIRY	BJH
X-reference.. XC1			
Name.....	CHAMPION SPARKPLUG STOCK#	Search..	*CHAMP 9CHAMP
Address one..			
Address two..			
P.O. box.....			
City.....	*State....	Zip.....	
Phone number..	*Country..	Airport..	
Fax number...			
Telex number.			
International			
Notes			
F12=Previous			

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for cross-reference name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. FAX NUMBER - Displays the appropriate area code and telephone number of the fax.
12. TELEX NUMBER - Displays this cross-reference code's telex number.
13. INTERNATIONAL - Displays an international telephone number.
14. NOTES - Displays an notes entered for this cross reference code.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.



- RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Customer File

Pre-requisites:

1. Location code "9999" default location and one actual location code must be created prior to creating a customer record.
2. A minimum of one state or a blank state code must be created prior to creating a customer record.
3. A minimum of one country code or a blank country code must exist prior to creating a customer record.
4. A minimum of one mailing code or a blank mailing code must exist before creating a customer record.
5. A minimum of one marketing code or a blank marketing code must exist before creating a customer record.
6. A minimum of one territory code or a blank territory code must exist before creating a customer record.
7. A minimum of one billing terms code must exist before creating a customer record.
8. A minimum of one currency code or a blank currency code must exist before creating a customer record.
9. A minimum of one employee code must exist before creating a customer record.
10. A minimum of one tax table must exist before creating a customer record.
11. A minimum of one carrier code or a blank carrier code must exist before creating a customer record.
12. A minimum of one billing term must exist before creating a customer record.
13. Statement groups must exist before creating a customer record.
14. The major data base control record (Z1) must be setup before attempting to create a supplier record. This control record establishes a default system currency.

Security Risk and Suggested User Access:

1. Access to the customer file maintenance should be limited to the Accounting department personnel and the system security officer. Unauthorized or unqualified modifications could impact order entry and accounts receivable severely.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The customer file of the Distribution Express system provides a ten character, alphanumeric field for customer code. A record should be created for each person or company who will obtain some part of your inventory through sale, transfer or return. This includes suppliers, branch locations, manufacturers, generic accounts, company, employees, and patrons. DMS strongly suggests that customer numbers currently in use be used in the Distribution Express system. These numbers can be expanded as necessary.

The customer records are classified by customer type codes. These codes include **N-Normal**, **M-Master**, **S-Subsidiary**, **V-Vendor**, **T-Tender** and **B-Branch**. **Master** accounts act as combination accounts for A/R detail generated by invoices for subsidiary accounts. All cash application payments are made to through the master accounts and all order entry invoicing is



done using the subsidiary customer accounts. A supplier or manufacturer of the products you stock is considered a vendor type customer. Tender type customers are accounts set up to



When creating customer records there are several points to keep in mind. The customer "code" field is an alphanumeric field but keep in mind that numeric "account numbers" are more easily maintained. Searches and reports are often sorted from the SEARCH field instead of the customer code field. Also, customer classification codes are provided within each account, therefore, the customer code need not be designed to classify customers. When keying input into the SEARCH field, keep in mind that this input will be used throughout the system to locate a specific customer account for inquiry. Therefore you may prefer to key the customer's last name as the standard used for the SEARCH field.

Screen #1

1. **CUSTOMER** - Enter up to a ten character, alphanumeric code used to represent a customer for order taking and accounting. The following fields are used during the "add mode" process to assist the user in copy information from an existing record to the record being added. This can be accomplished with the following fields:

- 213



- **Clear data** (Only) (Y/N) - The clear data field clears the information from the last record added since accessing the option from the menu. If clear data "N" is entered information from the last record added is defaulted into the fields for the record currently being added. Any information different from what is displayed can be keyed over before updating the screen.

- **Address Class, Subclass and Key** (only) - These fields are used to select an address from the address file for use in the record currently being added. Input is required in all three fields. The field inquiry function (F10) can be used with the subclass and key fields to select an input.

- **Combination Method** - Using the clear data field and the address class, subclass and key fields together allows the user to retrieve record specific information from the record previously added and address information from the address file at the same time. By entering an "N" in the clear data field and selecting an address in the address fields, address information and previous record information are combined to add a new record.

2. **CLEAR DATA** - This field is used when adding multiple customer records. The default is "Y = yes" which will clear the information entered for the previous record added. If an "N = no" is entered, then the information entered on the previous record is defaulted into the record being added. This information may be changed as needed but if the information is correct for the record being adding, rekeying the information is not necessary. This field cannot be blank.
3. **ADDRESS CLASS** - Enter the address class for the address to be retrieved. Address classes are defined by the system and are not user defined. Valid address classes are: CF - Carrier, CM - Customer, EM - Employee, LC - Location, MC - Manufacturer and SC - Supplier.
4. **SUBCLASS** - Enter the subclass corresponding to the address class entered for retrieval, or press F10 to select. This field is validated against the address class file. The subclass "99" is used by the system as the default subclass for all primary addresses.
5. **KEY** - Enter the key field information for the record to be retrieved or press F10 to select. This field is validated against the address file. Key fields include: carrier codes, customer codes, employee codes, manufacturer codes, location codes and supplier codes.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. **FUNCTION KEY NOT ALLOWED** - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. **INPUT REQUIRED** - A request has been submitted without the required data.
3. **"0005"** - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry.





Screen #2

```
-----
| 7/26/98  MODE CHANGE          ** DMS CORPORATION **          MRR056D2 |
| DSP06                        CUSTOMER MAINTENANCE            RBS   |
|-----|-----|-----|-----|
| Customer..... 100                               Created.. 1/12/98 |
| Name..... TARBORO AUTOMOTIVE SUPPLY      Search.. TARBORO  TARBORO |
| Address one.. 633 HOWARD AVENUE                                     |
| Address two.. PARKHILL MALL                                           |
| P.O. box..... 44556                                                  |
| City..... TARBORO              *State.... NC      Zip..... 27886 |
| Phone number. 252/835-2000      *Country.. USA     Airport.. RMW   |
| Fax number...                  *Mailing.. JOB      *Marketing CLA  |
| Telex number.                  *Territory NE1                               |
| International                                                            |
| Contact..... MR. CURT TOSTOE          Additional contacts exist |
| Title..... OWNER                                                         |
| Phone number. 252/555-1212                                              |
| *Salesperson... DAVIS          GRADY P. DAVIS II      Customer type.. N |
| *Credit manager RICE          MS. JOANN RICE          *Normal location PAC |
|-----|-----|-----|-----|
| Notes DELIVERIES MUST BE MADE BETWEEN 8:00 AND 11:00 AM |
|-----|-----|-----|-----|
| F3=Exit  F10=Field inquiry  F12=Previous  F13=Additional address |
| F24=More keys |
|-----|-----|-----|-----|
|-----|
```

A. DATA ENTRY:

1. CREATED - Enter a creation date for this customer account. The system date defaults into this field.
2. NAME - Enter up to twenty-five characters for customer name.
3. SEARCH - Enter up to ten characters to be used by the search function during customer inquiry. The system will default the first ten consecutive positions from the name field if left blank. The stripped version of the search field is determined and is displayed to the right of the search field. For example, enter the customer's last name.
4. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
5. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
6. PO BOX - Enter the post office box number associated with this address if one exists.
7. CITY - Enter the appropriate city name.
8. STATE - Enter a valid state abbreviation or press F10 to select. This field is validated against the state file.
9. ZIP CODE - Enter appropriate zip code.
10. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
11. COUNTRY - Enter the appropriate country abbreviation or F10 to select. This field is validated against the country file.
12. AIRPORT - Enter the appropriate airport abbreviation.
13. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
14. MAILING - Enter the appropriate mailing label code or press F10 to select. This field is validated against the group file.
15. MARKETING - Enter the appropriate marketing code or press F10 to select. This field is validated against the group file.



16. TELEX NUMBER - Enter this customer's telex number if one exists.
17. TERRITORY - Enter the appropriate territory code or press F10 to select. This field is validated against the group file.
18. INTERNATIONAL - Enter an international telephone number if one exists. No editing is performed on this field.
19. CONTACT - Enter a contact name.
20. TITLE - Enter the contact's business title.
21. PHONE NUMBER - Enter the contact's phone number. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
22. SALESPERSON - Enter the employee code for the salesperson assigned to this account or press F10 to select. This field is validated against the employee file.
23. CUSTOMER TYPE - Enter the appropriate customer type for this account. This field cannot be changed after an account is created. Valid customer types include: N – Normal, M – Master, S – Subsidiary, B - Branch location
V - Vendor/Supplier, T Tender
24. CREDIT MANAGER - Enter the employee code for the credit manager assigned to this account or press F10 to select. This field is validated against the employee file.
25. NORMAL LOCATION - Enter the location from which this customer normally purchases or press F10 to select. This does not limit a customer to purchasing from this location. This field is validated against the location file.
26. NOTES - Enter any notes to be stored with this customer record.

B. PROCESSING:

1. Press ENTER to update the screen and continue to screen #2.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays during change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any customer record without discussing it with your Database Manager.
8. Press F24 to display more function keys valid for this screen.

C. ADDITIONAL INFORMATION:

1. CUSTOMER - Displays the customer code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered.
RECOVERY - Correct the entry (ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.



3. **NEGATIVE NOT ALLOWED** - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. **"INVALID"** - Valid input is required. The information entered was checked against another data base file and was not found.

CREATED - A valid creation date must be entered.
RECOVERY - Correct the entry and retry.

SALESPERSON - A valid employee ID must be entered.
RECOVERY - Correct the entry and retry.

CUSTOMER TYPE - A valid customer type must be entered.
RECOVERY - Correct the entry and retry.

CREDIT MANAGER - A valid employee ID must be entered.
RECOVERY - Correct the entry and retry.

LOCATION - A valid location must be entered.
RECOVERY - Correct the entry and retry.

5. **"USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED"** - A number was entered into a decimal field that did not match the predefined decimal position.
6. **"CUSTOMER TYPE CANNOT BE CHANGED"** - The customer type field was changed.
RECOVERY - Rekey the original customer type and press ENTER.
7. **"0009"** - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
8. **"0005"** - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
9. **"0016"** - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
10. **"0020"** - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.



Screen #3

```

-----
| 7/26/98   MODE CHANGE          ** DMS CORPORATION **      MRR056D3 |
| DSP06                                CUSTOMER MAINTENANCE      RBS |
|-----|-----|-----|-----|
| *This subaccount is under master _____ Customer profiles exist |
|-----|-----|-----|-----|
| Price level (M1-M9,C1-C7)..... C1      Standard factor..... 1.0000 |
| Allow quantity break pricing..... Y      Standard core factor 1.0000 |
| Allow promotional pricing..... Y      Issue G/M warning... N |
| *Xref code for personalized items |
|-----|-----|-----|-----|
| Accepts backorder shipments..... Y |
| Requires PO# on invoices..... N |
| Requires priced packing slip..... Y |
| Number of invoice copies required  1 |
|-----|-----|-----|-----|
| Taxable N          *Tax table NCEDTA NC/EDGECOMBE/TARBORO |
| Tax exemption numbers for state.. NC - 4500 A for federal.244-779A |
|-----|-----|-----|-----|
| *Preferred carrier..... COMPANYTRK COMPANY TRUCK |
| Truck route 01 stop number..... A12 |
|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry   F12=Previous   F24=More keys |
|-----|
  
```

A. DATA ENTRY:

1. THIS SUBACCOUNT IS UNDER MASTER - Enter the master customer account number for which this customer is a subsidiary. This field displays only when adding or maintaining a subsidiary customer.
2. PRICE LEVEL (M1-M9, C1-C7) - Enter the price level or cost level to be used as a base for this customer's purchases.
3. STANDARD FACTOR - Enter the factor to be applied against the selected price level in calculating this customer's purchase price. This factor is applied every time the customer master price level is not overridden. This field is 5 positions with 4 positions to the right of the decimal. The default for this field is 1.0000.
4. ALLOW QUANTITY BREAK PRICING - Valid input for this field is "Y" = yes or "N" = no. This field determines if the customer is eligible to take advantage of any selling quantity price breaks on any item that may be ordered.
5. STANDARD CORE FACTOR - Enter the factor to be applied to the price level used in order entry to calculate the core price for this customer. This field will only display if a system control has indicated that cores are to be used. The system will default 1.0000 or 100% of the core price into this field.
6. ALLOW PROMOTIONAL PRICING - Valid input for this field is "Y" = yes or "N" = no. This field determines if the customer is eligible to take advantage of promotional pricing on any item that may be ordered.
7. ISSUE G/M WARNING - Valid input for this field is "Y" = yes or "N" = no. This field determines if this customer's purchases will appear on the gross margin edit report.
8. XREF CODE FOR PERSONALIZED ITEMS - required only if this customer is using cross-reference part numbers. Enter the corresponding cross-reference code created for this customer or press F10 to select. This field is validated against the cross-reference code file.
9. ACCEPTS BACKORDER SHIPMENTS - Valid input is "Y" = yes or "N" = no. This field determines if an item that is out of stock should be backordered for this customer.



10. REQUIRES PO# ON INVOICES - Valid input is "Y" = yes or "N" = no. This field determines if a purchase order number is required before taking an order from this customer.
11. REQUIRES PRICED PACKING SLIP - Valid input is "Y" = yes or "N" = no. This field determines if the prices will be printed on this customer's tickets.
12. NUMBER OF INVOICE COPIES REQUIRED - Enter a number from 1 to 999. This will produce multiple copies of this customer's invoices to be printed in order entry.
13. TAXABLE - Valid input is "Y" = yes or "N" = no. This field determines whether a customer is tax exempt during order entry.
14. TAX TABLE - Enter the tax table to be used by order entry in calculating the tax for this customer or press F10 to select. This field is validated against the tax table file.
15. TAX EXEMPTION NUMBER FOR STATE - Enter this customer's tax exemption number for state taxes if the taxable field is "N". This is a required field if the taxable field is "N".
16. TAX EXEMPTION NUMBER FOR FEDERAL - Enter this customer's tax exemption number for federal taxes if the taxable field is "N". This is a required field if the taxable field is "N".
17. PREFERRED CARRIER - Enter the carrier code for this customer's carrier of choice or press F10 to select. This field is validated against the carrier file.
18. TRUCK ROUTE - Enter the truck route code assigned to this customer for deliveries. Leave blank if truck route is not applicable.
19. STOP NUMBER - Enter the stop number assigned to this customer for deliveries. Leave blank if stop number is not applicable.

B. PROCESSING:

1. Press ENTER to update the screen and continue to screen #2.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F15 displays the customer profile maintenance screen so a user may add customer profiles or maintain the existing profile records. This function key only displays in change mode.
6. F16 displays the customer profile inquiry screen so a user may inquiry on any customer profiles created for this customer. This function key only displays in change mode.
7. Press F24 to display more function keys valid for this screen.

C. ADDITIONAL INFORMATION:

1. CUSTOMER PROFILES EXIST - Displays only if customer profile records have been created for this customer record.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
PRICE LEVEL - A price level or cost level must be entered.
RECOVERY - Correct the entry(ies) and retry.
STANDARD FACTOR - A factor must be entered.
RECOVERY - Correct the entry(ies) and retry.
STANDARD CORE FACTOR - A core factor must be entered.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.



3. "INVALID" - Valid input is required. The information entered was validated against another data base file and was not found.
4. "USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED" - A number was entered into a decimal field that did not match the predefined decimal position.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
6. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
7. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
8. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

Screen #4

7/27/98	MODE CHANGE	** DMS CORPORATION **	MRR056D4
DSP06		CUSTOMER MAINTENANCE	RBS
Billing method (B,J,O) B		*Billing terms.. 1 2% 10TH NET 30 DAYS	
Service charge..... Y		*Statement group MON MONTHLY	
FUTURE DUE	1254.88	Last payment	6/30/98 1000.00-
CUR MONTH	6506.20	Last invoice	7/10/98 54.78
CUR DUE	2292.04	Highest owed	4/28/89 25142.51
31-60 due	2038.13		
61-90 due	808.00	Amount invoiced Y-T-D	20145.22
91 & OVER	.00	Number of invoices Y-T-D	74
Total owed	12899.25	On hold for order entry	N
Open order	.00		
Credit limit	25000.00	Order entry restriction if customer is	over credit limit W past due H
Avail credit	12100.75	"N" None	
		"W" Warn operator but process order	
		"H" Warn operator but hold print until	authorization is entered
F3=Exit F10=Field inquiry F12=Previous F17=Calculate available credit			

A. DATA ENTRY:

1. BILLING METHOD - The system offers three methods of handling accounts receivable accounts. Open item and balance forward accounts are aged monthly, and Juliann accounts are aged daily. If the customer is a subsidiary, this field displays the billing method of the master. The valid inputs are system designated: "B" = balance forward, "O" = open item, "J" = Julian. If this customer has detail in the accounts receivable file (i.e.: invoices generated, or batch accounts receivable entries), the billing method cannot be changed.
2. SERVICE CHARGE - Enter a "Y" if this account is subject to service charges or finance charge on past due balances, or a "N" if no assessment should be made. If this is a subsidiary account, this field is overlaid with a message displaying the master account number.



3. CREDIT LIMIT - Enter the maximum dollar amount that may be purchased on account. This field does not display for master accounts, because they are not valid for order entry transactions.
4. BILLING TERMS - Enter the normal billing terms assigned to this customer or press F10 to select. The code entered is validated against the terms file, and may print on invoices, pick tickets and statements. This field is not displayed for master accounts.
5. STATEMENT GROUP - Enter the appropriate statement group for this customer or press F10 to select. The group code entered is validated against the group file and is used for the printing of statements. This field is not displayed for subsidiary accounts.
6. LAST PAYMENT - Enter the date and amount of the last payment that was recorded for this account. The cash application posting function will update these fields. These fields do not display for subsidiary accounts, because all payments are recorded under the master account.
7. LAST INVOICE - Enter the date and amount of the last invoice generated for this customer account. This field will be updated by the day close procedure. The last invoice field does not display for master accounts, because all orders are generated under the subsidiary account number.
8. HIGHEST OWED - Enter the date and amount for the largest outstanding accounts receivable balance to date. The day close process will update this field as needed. This field does not display for subsidiary accounts.
9. AMOUNT INVOICED Y-T-D - Enter the number of invoices processed year to date. The day close process will update this field. This field does not display for master accounts.
10. ON HOLD FOR ORDER ENTRY - Enter a "Y" if this customer account is to be blocked from order generation in the order entry process. The order entry personnel will not be allowed to proceed beyond the initial entry screen when this customer is used. Enter an "N" if this customer is not on credit hold. The system will default an "N" to this field. This field is not displayed for master accounts.
11. ORDER ENTRY RESTRICTION IF CUSTOMER IS OVER CREDIT LIMIT - Enter the appropriate code to select the level of restriction to be placed on this customer's ordering should the credit limit be exceeded. Valid entries are:
 - "N" - No restrictions or warnings.
 - "W" - Warning is issued on the initial screen of order entry, but entry and processing can continue.
 - "H" - Warning is issued on the initial screen of order entry will allow entry of order but requires an authorization code before processing and printing. This field does not display for master accounts but, is available for each subsidiary account.
12. ORDER ENTRY RESTRICTION IF CUSTOMER IS PAST DUE - Enter the appropriate code to select the level of restriction to be placed on this customer's ordering should there be an amount past due. Valid entries are:
 - "N" - No restrictions or warnings.
 - "W" - Warning is issued on the initial screen of order entry, but entry and processing can continue.
 - "H" - Warning is issued on the initial screen of order entry will allow entry of order but requires an authorization code before processing and printing. This field does not display for master accounts but is available for subsidiary account.



B. PROCESSING

1. Press ENTER to update the screen and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F17 calculates the available credit for this customer by subtracting the total owed and open orders from the credit limit amount. This function does not display when creating a master account.

C. ADDITIONAL INFORMATION

1. AGE PERIOD 1 - A control record establishes the heading for age period 1, the time frame of the period, and if the amount is future, current, or past due. The balance is current as of the last day close for orders processed, and the last cash application post.
2. AGE PERIOD 2 - A control record establishes the heading for age period 2, the time frame of the period, and if the amount is future, current, or past due. The balance is current as of the last day close for orders processed, and the last cash application post.
3. AGE PERIOD 3 - A control record establishes the heading for age period 3, the time frame of the period, and if the amount is future, current, or past due. The balance is current as of the last day close for orders processed, and the last cash application post.
4. AGE PERIOD 4 - A control record establishes the heading for age period 4, the time frame of the period, and if the amount is future, current, or past due. The balance is current as of the last day close for orders processed, and the last cash application post.
5. AGE PERIOD 5 - A control record establishes the heading for age period 5, the time frame of the period, and if the amount is future, current, or past due. The balance is current as of the last day close for orders processed, and the last cash application post.
6. AGE PERIOD 6 - A control record establishes the heading for age period 6, the time frame of the period, and if the amount is future, current, or past due. The balance is current as of the last day close for orders processed, and the last cash application post.
7. TOTAL OWED - The total of the six aging periods displays as the total amount owed for this customer account.
8. OPEN ORDER - The open orders field displays the dollar amount of orders for this customer in the orders file. This includes pick tickets, invoices processed after the last day close, and credit memos. The field will be updated by order entry as orders are processed for this customer.
9. AVAILABLE CREDIT - Displays the calculated amount of credit remaining from the customer's credit limit. Credit limit - total owed - open orders = available credit. If the credit limit is changed, F17 to calculate available credit should be taken to display the updated available credit amount. When the available credit reaches zero or negative, order entry may issue a warning and/or prevent the printing of the ticket. This field does not display for master accounts, because they are not valid for order entry transactions.

D. ERROR CONDITIONS:

1. "INVALID" - Valid input is required. The information entered was validated against another data base file and was not found.
BILLING METHOD - B-Balance forward, J-Julian or O-Open item must be entered.
RECOVERY- Correct the entry(ies) and retry.

SERVICE CHARGE - A "Y" = yes or "N" = no must be entered.

RECOVERY - Correct the entry(ies) and retry.



BILLING TERMS - A valid billing terms must be entered.

RECOVERY - Correct the entry(ies) and retry.

STATEMENT GROUP - A valid statement group must be entered.

RECOVERY - Correct the entry(ies) and retry.

ON HOLD FOR ORDER ENTRY - Valid entries are "Y" = yes or "N" = no.

RECOVERY - Correct the entry(ies) and retry.

ORDER ENTRY RESTRICTIONS IF CUSTOMER IS OVER CREDIT LIMIT - Valid entries are listed on the screen. Blanks are not allowed.

RECOVERY - Correct the entry(ies) and retry.

ORDER ENTRY RESTRICTIONS IF CUSTOMER IS PAST DUE - Valid entries are listed on the screen. Blanks not allowed.

RECOVERY - Correct the entry(ies) and retry.

2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. "USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED" - A number was entered into a decimal field that did not match the predefined decimal position.
4. "NEGATIVE NOT ALLOWED" - A field minus was used to exit a field that does not support negative numbers.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
6. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

Additional Address Maintenance

SEE DOCUMENTATION ON ADDITIONAL ADDRESS MAINTENANCE MENU OPTION.



Additional Contact Maintenance:

From screen #2 of Customer maintenance, in CHANGE mode only, F14=Additional Contact Maintenance

Screen #2

```
-----
| 7/26/98 MODE CHANGE          ** DMS CORPORATION **          MRR056D2 |
| DSP06                        CUSTOMER MAINTENANCE            RBS   |
|                               |                               |     |
| Customer..... 100          Created.. 1/12/98              |
| Name..... TARBORO AUTOMOTIVE SUPPLY Search.. TARBORO  TARBORO |
| Address one.. 633 HOWARD AVENUE                               |
| Address two.. PARKHILL MALL                                   |
| P.O. box..... 44556                                           |
| City..... TARBORO          *State.... NC      Zip..... 27886 |
| Phone number. 252/835-2000  *Country.. USA    Airport.. RMW   |
| Fax number...              *Mailing.. JOB    *Marketing CLA  |
| Telex number.              *Territory NE1                      |
| International                                                       |
| Contact..... MR. CURT TOSTOE      Additional contacts exist  |
| Title..... OWNER                                                         |
| Phone number. 252/555-1212                                                |
|                               |                               |     |
| *Salesperson... DAVIS          GRADY P. DAVIS II           Customer type.. N |
| *Credit manager RICE          MS. JOANN RICE              *Normal location PAC |
|                               |                               |     |
| Notes DELIVERIES MUST BE MADE BETWEEN 8:00 AND 11:00 AM          |
|                               |                               |     |
| F3=Exit  F10=Field inquiry  F12=Previous  F13=Additional address  |
| F24=More keys                                                         |
|                               |                               |     |
|-----
```

A. DATA ENTRY:

1. Press F14=Additional contact to display the contact maintenance screen.

B. PROCESSING:

1. Press ENTER to add or update the record and continue to screen #2.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F13 displays the additional address maintenance screen for input. This function key only displays during change mode.
6. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
7. Press F23 to deactivate this record.
CAUTION - Do not deactivate any customer record without discussing it with your Database Manager.
8. Press F24 to display more function keys valid for this screen.

C. ADDITIONAL INFORMATION:

1. None



D. ERROR CONDITIONS:

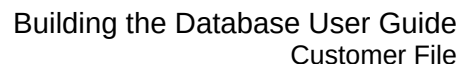
1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "INVALID" - Valid input is required. The information entered was checked against another data base file and was not found.
CREATED - A valid creation date must be entered.
RECOVERY - Correct the entry and retry.

SALESPERSON - A valid employee ID must be entered.
RECOVERY - Correct the entry and retry.

CUSTOMER TYPE - A valid customer type must be entered.
RECOVERY - Correct the entry and retry.

CREDIT MANAGER - A valid employee ID must be entered.
RECOVERY - Correct the entry and retry.

5. "USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED" - A number was entered into a decimal field that did not match the predefined decimal position.
6. "CUSTOMER TYPE CANNOT BE CHANGED" - The customer type field was changed.
RECOVERY - Rekey the original customer type and press ENTER.
7. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
8. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
9. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
10. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.



```

7/16/98                ** DMS CORPORATION **                MRR018D2
DSP06                  ADDITIONAL CONTACT MAINTENANCE        RBS

Address class CM
Subclass..... 99
Customer..... 100

?  Name                  Title                      Phone number  D
   AL KLINE              V. PRESIDENT - OPER.    252/985-1601  D
   HENRY SMITH            MANAGER - OFFICE        252/985-1601
   DANIEL CURTIS          MANAGER - SALES         252/985-1601

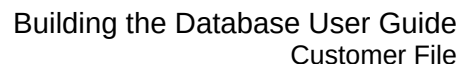
F3=EXIT

```

1. ? - Enter an "S" to select a specific contact for maintenance.

1. ENTER to execute any "S" instruction(s), screen #4 will be displayed until the last "S" has been processed or until F12 is taken from that screen.
ENTER to add if no "S" instruction has been processed will display screen #4.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.
3. CUSTOMER - Displays the customer account for the record from which contact maintenance was called.
4. NAME - Displays the names of the additional contact records created under the record from which additional contact maintenance was called.
5. TITLE - Displays the titles of each of the additional contact records created under the record from which additional contact maintenance was called.
6. PHONE NUMBER - Displays the phone numbers of each of the additional contact records created under the record from which additional contact maintenance was called.
7. "D" - Displays a "D" deactivate for each additional contact record that has been deactivated.



1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

```

-----
7/16/98      MODE CHANGE          ** DMS CORPORATION **      MRR018D4
DSP06                ADDITIONAL CONTACT MAINTENANCE          RBS

Address class CM
Subclass..... 99
Customer..... 100

Name..... HENRY SMITH
Title..... OFFICE MANAGER
Phone number. 252/985-1601

F3=Exit      F12=Previous      F23=Deactivate

```

1. NAME - Enter the contact's name. Input is required for this field.
2. TITLE - Enter the contact's business title.
3. PHONE NUMBER - Enter the contact's telephone number.

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.



3. CUSTOMER - Displays the customer account for the record from which contact maintenance was called.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered in the name field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Customer File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
|01/01/98          YOUR COMPANY NAME IS HERE          MRR056D1|
|WKST-ID          CUSTOMER MAINTENANCE                USERID |
|*Customer..... _____|
|
|Clear data... _|
|Address class _|
|*Subclass..... _|
|*Key..... _____|
|
|F3=Exit  F10=Field inquiry|
|-----
```

A. DATA ENTRY:

1. Enter the customer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:



1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```

-----
| 7/16/98  MODE INQUIRY          ** DMS CORPORATION **      MRR075D2 |
| DSP06                                ADDRESS INQUIRY      RBS    |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Address class CM                Address classes              |
| *Subclass..... 99             CF - Carrier      LC - Location |
| Search..... 100              CM - Customer      MC - Manufacturer |
| City.....                    EM - Employee      SC - Supplier  |
| Phone.....                    |                             |
|-----|-----|-----|-----|-----|-----|-----|-----|
| ? Key field Cl Sub Name                    City      Phone    |
| 100          CM 99  TARBORO AUTOMOTIVE SUPPLY  TARBORO    252/835-2000 |
| 200          CM 99  BERKLEY BOOKS              WILSON    252/977-8700 |
| 250          CM 99  CHAMPION SPARK PLUG CO      TOLEDO    206/251-7600 |
| 300          CM 99  FIRESTONE TIRES             WILSON    252/977-8700 |
| 350          CM 99  GATES HOSES                 RALEIGH   252/251-7700 |
| 375          CM 99  ILCO WIPER BLADES           RALEIGH   252/342-4949 |
| 400          CM 99  3M CORP.                   ST. PAUL  211/984-3258 |
| 450          CM 99  SEALED POWER PISTON RING    AUBURN    211/984-3258 |
| 500          CM 99  TRW INC.                   SEATTLE   211/984-3258 |
| 600          CM 99  WALKER                     DETROIT   517/574-8451 |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F3=Exit   F4=Fold   F10=Field inquiry          |
|-----|-----|-----|-----|-----|-----|-----|-----|

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
- Enter an "S" to select a specific customer for maintenance.



- Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the customer selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. Press F4 to fold displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field column displays the actual key for the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.
7. SEARCH - The search field displays only when the C4=Fold function is taken. This field is used to sort the records displayed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3 ("I" from screen #2)

```
-----
| 7/26/98  MODE INQUIRY      ** DMS CORPORATION **      MRR031D1 |
| DSP06                CUSTOMER INQUIRY                RBS      |
|-----|-----|-----|
| Customer..... 100                      Created.. 1/12/98      |
| Name..... TARBORO AUTOMOTIVE SUPPLY   Search.. TARBORO  TARBORO |
| Address one.. 633 HOWARD AVENUE        |
| Address two.. PARKHILL MALL            |
| P.O. box..... 44556                  |
| City..... TARBORO                    *State.... NC      Zip..... 27886 |
| Phone number. 252/835-2000             *Country.. USA    Airport.. RMW |
| Fax number...                        *Mailing.. JOB    *Marketing CLA |
| Telex number.                        *Territory NE1      |
| International                          |
| Contact..... MR. CURT TOSTOE           Additional contacts exist |
| Title..... OWNER                      |
| Phone number. 252/555-1212             |
|-----|-----|-----|
| *Salesperson... DAVIS      GRADY P. DAVIS II      Customer type.. N |
| *Credit manager RICE      MS. JOANN RICE          *Normal location PAC |
|-----|-----|-----|
| Notes DELIVERIES MUST BE MADE BETWEEN 8:00 AND 11:00 AM |
|-----|-----|-----|
| F12=Previous                                         |
|-----|-----|-----|
-----
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for customer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The stripped version is displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this customer's Telex number.
16. TERRITORY - Displays the appropriate territory code.



17. INTERNATIONAL - Displays an international telephone number.
18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. SALESPERSON - Displays the employee code for the salesperson assigned to this account.
22. CUSTOMER TYPE - Displays the appropriate customer type for this account. Valid customer types include:
 - N - Normal
 - S - Subsidiary
 - V - Vendor/Supplier
 - M - Master
 - B - Branch location
 - T - Tender
23. CREDIT MANAGER - Displays the employee code for the credit manager assigned to this account.
24. NORMAL LOCATION - Displays the location from which this customer normally purchases.
25. NOTES - Displays any notes stored with this customer record.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Additional Contact File:

This screen is accessed from Screen #3 of the Customer File Inquiry using an F14=Additional contact function key.

Screen #4

```
-----
| 7/16/98                ** DMS CORPORATION **                MRR027D2 |
| DSP06                  ADDITIONAL CONTACT INQUIRY            RBS   |
|                                                                    |
| Address class CM                                              |
| Subclass..... 99                                           |
| Customer..... 100                                          |
|                                                                    |
|      Name              Title              Phone number      |
|      AL KLINE          V. PRESIDENT - OPER.          252/985-1601 |
|      HENRY SMITH       MANAGER - OFFICE              252/985-1601 |
|      DANIEL CURTIS     MANAGER - SALES                252/985-1602 |
|                                                                    |
|                                                                    |
|                                                                    |
| F3=Exit                                                       |
|-----
```

A. DATA ENTRY:



1. None

B. PROCESSING:

1. Press F3 to exit and return to the screen in the option from which additional contact inquiry was called.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact inquiry was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact inquiry was called.
3. CUSTOMER - Displays the customer account for the record from which contact inquiry was called.
4. NAME - Displays a list of contact names for the record from which contact inquiry was called.
5. TITLE - Displays the contacts' business titles for each of the contacts listed.
6. PHONE NUMBER - Displays the contacts' telephone numbers for each of the contacts listed.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Customer Profile Maintenance

(F15 from screen #3 of Customer File Maintenance)

SEE DOCUMENTATION ON CUSTOMER PROFILE MAINTENANCE MENU OPTION.



Inquiry into the Customer Profile File:

Screen #1 (F16 from screen #3)

```

-----
| 8/10/98   MODE INQUIRY           ** DMS CORPORATION **      MRR090D2 |
| DSP06                                CUSTOMER PROFILE INQUIRY  RBS      |
|
| Customer..... 100
| Manufacturer.....
| Customer profile group
| Location.....
|
|
| Price  Core  Qty Prm  Effective Expiration
| Customer Mfg Grp Loc Lv Factor Factor B/O Brk Prc   Date       Date
|-----|-----|-----|-----|-----|-----|-----|-----|
| 100  ACD      DMS M3  1.0000 1.0000 Y  Y  Y   2/04/98  12/28/98 |
| 100  ACD EXH  DMS C1  1.2000 1.0000 Y  Y  Y   6/20/98   8/01/98 |
| 100  ACD FMI  DMS M1   .9500 1.0000 Y  Y  Y   1/01/98   6/01/98 |
| 100  JGW FMI  DMS M5  1.0000 1.0000 Y  Y  Y   5/01/98   5/20/98 |
| 100  WAL EXH  DMS M1  1.0000 .0000 Y  Y  Y   2/23/98  12/31/99 |
| 100  WAL EXH  GEN M3   .9500 1.0000 Y  Y  Y   2/23/98  12/31/99 |
| 100  WAL EXH  PAC M2  1.0000 1.0000 Y  Y  Y   2/23/98  12/31/99 |
| 1021 CHA AAA  DMS M5  1.0000 1.0000 Y  Y  N   7/01/98  12/31/98 |
| 15000 WAL EXH  DMS M2  1.0000 1.0000 Y  N  N   2/23/98  12/31/99 |
| 15100 WAL EXH  DMS M2  1.0000 1.0000 Y  N  N   6/01/98   6/30/98 |
| 15200 WAL EXH  DMS M2  1.0000 1.0000 Y  N  N   6/01/98   6/30/98 |
| 15300 WAL EXH  DMS M2  1.0000 1.0000 Y  N  N   6/01/98   6/30/98+ |
|
| F3=Exit
|
-----

```

A. DATA ENTRY:

1. CUSTOMER - Enter the customer account to be used for an inquiry search. The system will default the customer account number for the account from which this function was called.
2. MANUFACTURER - Enter the manufacturer code to be used for an inquiry search. This field may be left blank to display all manufacturers.
3. CUSTOMER PROFILE GROUP - Enter the customer profile group to be used for an inquiry search. This field may be left blank to display all customer profile groups.
4. LOCATION - Enter the location code to be used for an inquiry search. This field may be left blank to display all locations.

B. PROCESSING:

1. Press ENTER to validate the information keyed and continue processing.
2. Press F3 to exit and return to screen #3 of the customer maintenance.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Additional Address Maintenance

Pre-requisites:

1. The location record for location "9999" must exist. This will be set up by DMS.
2. A minimum of one state or a blank state must be created prior to creating an additional address.
3. A minimum of one country code or a blank country code must be created prior to creating an additional address.
4. A minimum of one mailing code or a blank mailing code must be created prior to creating an additional address.
5. A minimum of one marketing code or a blank marketing code must be created prior to creating an additional address.
6. A minimum of one territory code or a blank territory code must be created prior to creating an additional address.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the additional address file should be available to all personnel that have address authority. This feature functions like an address book, for entry of secondary addresses for primary addresses.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The additional address file functions as an address book for entry of secondary addresses for a primary address. Records in this file may be used for selected mailings, names, addresses, and phone numbers of contacts within a specific address record. An example of an additional address for a customer would be maintaining a different statement address from the default shipping address entered in the customer file. A subclass of "SA" for statement address would be used to enter this additional address.



Creating/Maintaining a Record in the Additional Address File:

From the menu option screen #1 will be displayed
Screen #1

7/27/98	** DMS CORPORATION **	MRR014D1
DSP04	ADDITIONAL ADDRESS MAINTENANCE	BJH
Address class		
Address class		
CF - Carrier		
CM - Customer		
EM - Employee		
LC - Location		
MC - Manufacturer		
SC - Supplier		
F3=Exit		

A. DATA ENTRY:

1. ADDRESS CLASS - Enter one of the six address classes listed for entry of an additional address.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Enter one of the six address classes
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2 (ENTER from screen #1 OR called from any address program)

7/27/98	** DMS CORPORATION **	MRR012D2
DSP04	ADDITIONAL ADDRESS MAINTENANCE	BJH
Address class CF,CM,EM,LC,MC,or SC		
*Subclass.....		
Carrier, Customer, Employee, Manufacturer, Location, Supplier		
Clear data... Y		
Address class		
*Subclass.....		
*Key.....		
F3=Exit F10=Field inquiry		

A. DATA ENTRY:

1. SUBCLASS - Enter the two-position subclass corresponding to the additional address to be added or maintained, or press F10 to select. This field is validated against the address class file. The value of "99" is not an appropriate input. Subclass "99" is the default subclass for the corresponding class record and must be maintained using the menu option for that type of record.
2. CARRIER, CUSTOMER, EMPLOYEE, MANUFACTURER, LOCATION, SUPPLIER - The field heading displays the description of the address class above. If the program was accessed from an address option, the "key field" will be displayed. If it was accessed from the menu, enter the "key field" to which the address corresponds.

The following fields are used during the "add mode" process to assist the user in copying information from an existing record to the record(s) being added. This can be accomplished with the following fields:

- Clear data (only)
- Address class, Subclass & Key (only)
- Combination method
- Clear Data (only) (Y/N) - The clear data field clears the information from the last record added since accessing the option from the menu. If clear data "N" is entered information from the last record added is defaulted into the fields for the record currently being added. Any information different from what is displayed can be keyed over before updating the screen.
- Address Class, Subclass and Key (only) - These fields are used to select an address from the address file for use in the record currently being added. Input is required in all



three fields. The field inquiry function (F10) can be used with the subclass and key fields to select an input.

- Combination Method - Using the clear data field and the address class, subclass and key fields together allows the user to retrieve record specific information from the record previously added and address information from the address file at the same time. By entering an "N" in the clear data field and selecting an address in the address fields, address information and previous record information are combined to add a new record.

4. CLEAR DATA - This field is used when "adding" an additional address. The default is "Y = yes" which will clear the information entered for the previous record added. If an "N = no" is entered, then the information entered on the previous record is defaulted into the record being added. This information may be changed as needed but if the information is correct for the record being adding, rekeying the information is not necessary. This field cannot be blank.
5. ADDRESS CLASS - Enter the address class for the address to be retrieved. Address classes are defined by the system and are not user defined. Valid address classes are: CF - Carrier, CM - Customer, EM - Employee, LC - Location, MC - Manufacturer and SC - Supplier.
6. SUBCLASS - Enter the subclass corresponding to the address class entered for retrieval, or press F10 to select. This field is validated against the address class file. The subclass "99" is used by the system as the default subclass for all primary addresses.
7. KEY - Enter the key field information for the record to be retrieved or press F10 to select. This field is validated against the address file. Key fields include: carrier codes, customer codes, employee codes, manufacturer codes, location codes and supplier codes.

B. PROCESSING:

1. Press ENTER to continue and display screen #3
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the address class entered on screen #1 or defaults from the program the additional address maintenance was accessed from.

D. ERROR CONDITIONS:

1. COMBINATION OF ADDRESS CLASS AND SUBCLASS IS NOT FOUND - The address class and subclass entered is not valid.
RECOVERY - Correct entry in the address class and subclass fields
2. INVALID - An invalid entry was made in a validated field.
RECOVERY - Correct the highlighted field(s)
3. NOT IN ADD MODE - CANNOT DUPLICATE - An entry was made in the bottom portion of the screen indicating that a record should be retrieved for copying into a new record on an existing address.
4. USE CARRIER, CUSTOMER, EMPLOYEE, LOCATION, MANUFACTURER, SUPPLIER MAINTENANCE - "99" was entered as the subclass to be added/maintained.
RECOVERY - Maintain the default address for the subclass using the corresponding option from the menu.
5. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry



6. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
7. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry

Screen #3 (ENTER from screen #2)

```
-----
| 8/7/98    MODE ADD          ** DMS CORPORATION **          MRR014D3 |
| DSP34                ADDITIONAL ADDRESS MAINTENANCE          BJH   |
|-----|
| Subclass..... SA STATEMENT ADDRESS
| Customer..... 100
|
| Name..... HORTON AND COMPANY
| Address one.. 134 SOUTH MAIN STREET
| Address two..
| P.O. box..... 235567
| City..... ROCKY MOUNT          *State... NC          Zip..... 27803 |
| Phone number.          *Country.          Airport..
| Fax number...          *Mailing.          *Marketing
| Telex number.          *Territory
| International
| Contact..... MRS. ADA HORTON
| Title..... AP MANAGER
| Phone number.
|
|
| F3=Exit   F10=Field inquiry   F12=Previous
|-----|
```

A. DATA ENTRY:

1. NAME - Enter up to twenty-five characters of the name for this address.
2. SEARCH - Enter up to ten characters of the name field to be used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Enter up to twenty-five characters for first line of address.
4. ADDRESS TWO - Enter up to twenty-five characters for second line of address.
5. PO BOX - Enter the post office box number associated with this address if one exists.
6. CITY - Enter the appropriate city name.
7. STATE - Enter a valid state abbreviation or press F10 to select. This field is validated against the state file.
8. ZIP CODE - Enter appropriate zip code.
9. PHONE NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
10. COUNTRY - Enter the appropriate country abbreviation (if used) or F10 to select. This field is validated against the country file.
11. AIRPORT - Enter the appropriate airport abbreviation.



12. FAX NUMBER - Enter the appropriate area code and telephone number without dashes and slashes. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.
13. MAILING - Enter the appropriate mailing label code or press F10 to select. This field is validated against the group file.
14. MARKETING - Enter the appropriate marketing code or press F10 to select. This field is validated against the group file.
15. TELEX NUMBER - Enter the telex number if one exists.
16. TERRITORY - Enter the appropriate territory code or press F10 to select. This field is validated against the group file.
17. INTERNATIONAL - Enter an international telephone number if one exists. No editing is performed on this field.
18. CONTACT - Enter a contact name.
19. TITLE - Enter the contact's business title.
20. PHONE NUMBER - Enter the contact's phone number. Editing is performed on this field to insert dashes and slashes when ENTER is pressed.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. F14 displays the additional contact maintenance screen so that the user may add additional contacts or maintain the existing contact records. This function key only displays in change mode.
6. Press F23 to deactivate this record.

C. ADDITIONAL INFORMATION:

1. SUBCLASS - Displays the subclass code selected previously.
2. CARRIER, CUSTOMER, EMPLOYEE, LOCATION, MANUFACTURER, SUPPLIER - Displays the heading corresponding to the class selected previously and the corresponding key field.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
5. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
6. "0016" - The FIELD MINUS key was used in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.



7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.



Additional Contact Maintenance:

Screen #4 (ENTER from screen #3)

8/08/98	** DMS COPORATION **		MRR018D2
DSP06	ADDITIONAL CONTACT MAINTENANCE		RBS
Address class CM			
Subclass..... SA			
Customer..... 100			
? Name	Title	Phone number	D
FLORENCE SMITH	ASSIST. A/P MANAGER		
F3=Exit			

A. DATA ENTRY:

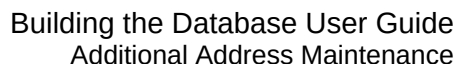
1. ? - Enter an "S" to select a specific contact for maintenance.

B. PROCESSING:

1. ENTER to execute any "S" instruction(s), screen #4 will be displayed until the last "S" has been processed or until F12 is taken from that screen.
ENTER to add if no "S" instruction has been processed will display screen #4.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.
3. CUSTOMER - Displays the customer code for the record from which contact maintenance was called.
4. NAME - Displays the names of the additional contact records created under the record from which additional contact maintenance was called.
5. TITLE - Displays the titles of each of the additional contact records created under the record from which additional contact maintenance was called.
6. PHONE NUMBER - Displays the phone numbers of each of the additional contact records created under the record from which additional contact maintenance was called.
7. "D" - Displays a "D" deactivate for each additional contact record which has been deactivated.



D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Screen #5 ("S" and ENTER from screen #4)

```

8/08/98      MODE CHANGE          ** DMS CORPORATION **      MRR018D4
DSP06                ADDITIONAL CONTACT MAINTENANCE          RBS

Address class CM
Subclass..... SA
Customer..... 100

Name..... FLORENCE SMITH
Title..... ASSIST A/P MANAGER
Phone number. 252/985-1601

F3=Exit      F12=Previous      F23=Deactivate

```

A. DATA ENTRY:

1. NAME - Enter the contact's name. Input is required for this field.
2. TITLE - Enter the contact's business title.
3. PHONE NUMBER - Enter the contact's telephone number.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #3 or display the next contact record selected.
2. Press F3 to exit and return to the screen in the option from which additional contact maintenance was called.
3. Press F12 to return to screen #3 without adding/updating the record.
4. Press F23 to deactivate this record. This key is displayed in change mode only.

C. ADDITIONAL INFORMATION:

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact maintenance was called.
2. SUBCLASS - Displays the appropriate subclass for the record from which contact maintenance was called.



3. CUSTOMER - Displays the customer code for the record from which contact maintenance was called.



D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
NAME - At least one character must be entered in the name field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Additional Address File:

From the inquiry menu screen #1 will be displayed

```

-----
| 7/16/98   MODE INQUIRY           ** DMS CORPORATION **           MRR075D2 |
| DSP06                                           ADDRESS INQUIRY           RBS |
|
| Address class MC                      Address classes |
| *Subclass..... 99                  CF - Carrier      LC - Location |
| Search..... ACD                   CM - Customer    MC -Manufacturer |
| City.....                          EM - Employee    SC - Supplier |
| Phone..... |
|
| ? Key field Cl Sub Name                      City                      Phone |
| ACD          MC 99 AC-DELCO                      DETROIT |
| BER          MC 99 BERKLEY BOOKS |
| CHA          MC 99 CHAMPION SPARK PLUG CO   TOLEDO      206/251-7600 |
| FRS          MC 99 FIRESTONE TIRES          WILSON      252/977-8700 |
| GTS          MC 99 GATES HOSES              RALEIGH     252/251-7700 |
| ILC          MC 99 ILCO WIPER BLADES        RALEIGH     252/342-4949 |
| MMM          MC 99 3M CORP.                 ST. PAUL    211/984-3258 |
| SLP          MC 99 SEALED POWER PISTON RING  AUBURN |
| TRW          MC 99 TRW INC.                 SEATTLE |
| WAL          MC 99 WALKER                   DETROIT     517/574-8451 + |
|
| F3=Exit   F10=Field inquiry |
-----

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.



5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but no other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Multiple "I"s may be entered to browse several records before returning to this screen.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, or until F12 is taken from that screen.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field column displays the actual key of the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than an "I" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #2 ("I" from screen #1)

```
-----
| 8/7/98    MODE INQUIRY          ** DMS CORPORATION **          MRR075D4 |
| DSP34                                ADDITIONAL ADDRESS INQUIRY          BJH |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Subclass..... SA STATEMENT ADDRESS                                     |
| Customer..... 100                                                         |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Name..... HORTON AND COMPANY                                             |
| Address one.. 134 SOUTH MAIN STREET                                       |
| Address two..                                                            |
| P.O. box..... 235567                                                     |
| City..... ROCKY MOUNT                                                    |
| Phone number.                                                            |
| Fax number...                                                            |
| Telex number.                                                            |
| International                                                            |
| Contact..... MRS. ADA HORTON                                             |
| Title..... AP MANAGER                                                    |
| Phone number.                                                            |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F12=Previous    F14=Additional contact                                   |
|-----|-----|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to return to screen #1 or to display the next record selected with an "I" from that screen.
2. Press F12 to return to screen #2
3. Press F14 to display the Additional Contact Inquiry screen if additional contacts exist.

C. ADDITIONAL INFORMATION:

1. SUBCLASS - Displays the subclass code selected previously.
2. CARRIER, CUSTOMER, EMPLOYEE, LOCATION, MANUFACTURER, SUPPLIER - Displays the heading corresponding to the class selected previously and the corresponding key field.
3. NAME - Displays the name associated with this additional address.
4. SEARCH - Displays the field used by the search functions within the system.
5. ADDRESS ONE - Displays the first line of address.
6. ADDRESS TWO - Displays the second line of the address.
7. PO BOX - Displays the post office box number associated with this address if one exists.
8. CITY - Displays the appropriate city name.
9. STATE - Displays the state abbreviation.
10. ZIP CODE - Displays the appropriate zip code.
11. PHONE NUMBER - Displays the appropriate area code and telephone number.
12. COUNTRY - Displays the appropriate country abbreviation.
13. AIRPORT - Displays the appropriate airport abbreviation.
14. FAX NUMBER - Displays the appropriate area code and telephone number.
15. MAILING - Displays the appropriate mailing label code.



16. **MARKETING** - Displays the appropriate marketing code.
17. **TELEX NUMBER** - Displays the telex number if one exists.
18. **TERRITORY** - Displays the appropriate territory code.
19. **INTERNATIONAL** - Displays the international telephone number.
20. **CONTACT** - Displays the contact name.
21. **TITLE** - Displays the contact's business title.
22. **PHONE NUMBER** - Displays the contact's phone number.

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



3. CUSTOMER - Displays the address heading and code for the record from which contact inquiry was called.



4. NAME - Displays the names of the additional contact records created under the record from which additional contact maintenance was called.
5. TITLE - Displays the titles of each of the additional contact records created under the record from which additional contact maintenance was called.
6. PHONE NUMBER - Displays the phone numbers of each of the additional contact records created under the record from which additional contact maintenance was called.
7. "D" - Displays a "D" deactivate for each additional contact record that has been deactivated.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.



Customer Profile File

Pre-requisites:

1. Location code "9999" DMS Default location and one actual location code must be created prior to creating a customer profile record.
2. Customer codes must be created prior to creating a customer profile record.
3. Manufacturer codes must be created prior to creating a customer profile record.
4. PC groups must be created in the groups option prior to creating a customer profile record.

Security Risk and Suggested User Access:

1. Access to the customer profile file maintenance should be limited to the customer pricing personnel and the system security officer. Unauthorized or unqualified modifications could impact order entry and Accounts Receivable severely. Since customer profiles help in determining a customer's final selling pricing, incorrect information in this file could result in poor customer relations or loss of profits for your company.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The customer profile records provide the ability to assign special prices to certain items or groups of items for a customer and by location. Profiles provide override price level, price factor, core factor, backorder flag, quantity break flag, promotional pricing flag and beginning and ending dates of effectiveness for this profile. Profile information will be used to override the equivalent information found in the customer master record.

Date sensitive records mean that profiles can be created then activated and deactivated by the system without user input. It is important however that the dates are entered correctly in the profile records and when IPLs occur. Order entry reads the profile file whenever an item is added to an order to check for a profile record and if that record is activated or deactivated.



Creating/Maintaining a Record in the Customer Profile File:

From menu option screen #1 will be displayed.

Screen #1

```
-----
| 8/14/98                ** DMS CORPORATION **          MRR089D1|
| DSP06                  CUSTOMER PROFILE MAINTENANCE    RBS   |
| *Customer..... 100                                     |
| *Manufacturer..... ACD                                 |
| *Customer profile group EXH                             |
| *Location..... DMS                                     |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
| F3=Exit   F10=Field inquiry   F11=File inquiry         |
|-----
```

A. DATA ENTRY:

1. CUSTOMER - Enter the ten-character customer code representing the customer for whom this profile is being created. If the customer code is not known press F10 to select. This field is validated against the customer file.
2. MANUFACTURER - Enter the appropriate manufacturer code for this customer profile. If the manufacturer code is not known, press F10 to select. This field is validated against the manufacturer file.
3. CUSTOMER PROFILE GROUP - Enter the appropriate customer profile group for the record being created. If the customer profile group code is not known, press F10 to select. This field is validated against the group file.
4. LOCATION - Enter the appropriate location code for the record being created. This field will automatically default to the users default location but may be overridden. If the location code is not known, press F10 to select. This field is validated against the group file.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR MESSAGES:



1. INVALID - An invalid entry was made in one or more fields. All input fields on screen #1 are validated against existing data base files.
RECOVERY - Correct the entries and retry.
2. USER NOT AUTHORIZED TO THIS LOCATION - The location code entered is not valid for this user. A control record exists which indicates which locations a user may access
RECOVERY - Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
5. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry.

Screen #2

8/14/98	MODE CHANGE	** DMS CORPORATION **	MRR089D2
DSP06		CUSTOMER PROFILE MAINTENANCE	RBS
Customer.....	100	TARBORO AUTOMOTIVE SUPPLY	
Manufacturer.....	ACD	AC-DELCO, GENERAL MOTORS	
Customer profile group	EXH	EXHAUST COMPONENTS	
Location.....	DMS	DISTRIBUTION MGMT SYSTEMS	
Price level C1			
Price factor 1.2000			
Core factor 1.0000			
Backorder..... Y			
Selling quantity break Y			
Promotional pricing... Y			
Effective date 6/20/98			
Expiration date 8/01/98			
F3=Exit F12=Previous F23=Deactivate			

A. DATA ENTRY:

1. PRICE LEVEL - Enter the price or cost level to be used by items included under this customer profile. The price level found in the customer master record will default into this field but may be overridden.
2. PRICE FACTOR - Enter the factor to be applied against the price level entered in this profile. This factor is applied to the exchange. The price factor found in the customer master record will default into this field but may be overridden.
3. CORE FACTOR - Enter the factor to be applied against the core price for the price level entered in this profile. This factor is applied to the core. The price factor found in the customer master record will default into this field but may be overridden.
4. BACKORDER - Enter a "Y" = yes or "N" = no in this field to instruct order entry whether to backorder this items/customers using this profile. This field will default to the data found in the same field in the customer file but may be overridden.



5. SELLING QUANTITY BREAK - Enter a "Y" = yes or "N" = no in this field to instruct order entry whether to allow selling quantity breaks for the items/customers using this profile. This field will default to the data found in the same field in the customer file but may be overridden.
6. PROMOTIONAL PRICING - Enter a "Y" = yes or "N" = no to instruct order entry to allow promotional pricing for the items/customers using this profile. This field will default to the data found in the same field in the customer file but may be overridden.
7. EFFECTIVE DATE - Enter the month/day/year upon which this profile is to take effect. The system will check this date through order entry and activate the profile as needed.
8. EXPIRATION DATE - Enter the month/day/year upon which this profile is to expire. The system will check this date through order entry and customer profile maintenance and automatically deactivate the record.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record. This function key is displayed in change mode only. CAUTION - Do not deactivate any customer profile without discussing it with your Data Base Manager.

C. ADDITIONAL INFORMATION:

1. CUSTOMER - Displays the customer code and name selected.
2. MANUFACTURER - Displays the manufacturer code and name selected on screen #1.
3. CUSTOMER PROFILE GROUP - Displays the customer profile group and description selected on screen #1.
4. LOCATION - Displays the location code and description selected on screen #1.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "INVALID" - Valid input is required. The information entered was checked against another data base file and was not found.
PRICE LEVEL - A valid price/cost level must be entered.
RECOVERY - Correct the entry and retry.

PRICE FACTOR - A factor greater than zero is required.
RECOVERY - Correct the entry and retry.

BACKORDER - Must be "Y" = yes or "N" = no, blanks not allowed.
RECOVERY - Correct the entry and retry.

SELLING QUANTITY BREAK - Must be "Y" = yes or "N" = no, blanks not allowed.
RECOVERY - Correct the entry and retry.

PROMOTIONAL PRICING - Must be "Y" = yes or "N" = no, blanks not allowed.
RECOVERY - Correct the entry and retry.

3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry.





Inquiry into the Customer File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 8/14/98                ** DMS CORPORATION **          MRR089D1|
| DSP06                  CUSTOMER PROFILE MAINTENANCE    RBS   |
| *Customer..... 100                                     |
| *Manufacturer..... ACD                                 |
| *Customer profile group EXH                             |
| *Location..... DMS                                     |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
| F3=Exit   F10=Field inquiry   F11=File inquiry         |
|-----
```

A. DATA ENTRY:

1. Enter the customer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2 (F10 from screen #1)

```
-----
| 7/16/98   MODE INQUIRY          ** DMS CORPORATION **      MRR075D2 |
| DSP06                                ADDRESS INQUIRY          RBS      |
|-----|-----|-----|-----|-----|-----|
| Address class CM                    Address classes              |
| *Subclass..... 99                  CF - Carrier      LC - Location |
| Search..... 100                    CM - Customer      MC - Manufacturer |
| City.....                               EM - Employee      SC - Supplier |
| Phone.....                               |
|-----|-----|-----|-----|-----|-----|
| ? Key field Cl Sub Name                      City      Phone      |
| 100          CM 99  TARBORO AUTOMOTIVE SUPPLY TARBORO              |
| 200          CM 99  BERKLEY BOOKS                               |
| 250          CM 99  CHAMPION SPARK PLUG CO      TOLEDO      206/251-7600 |
| 300          CM 99  FIRESTONE TIRES              WILSON      252/977-8700 |
| 350          CM 99  GATES HOSES                  RALEIGH      252/251-7700 |
| 375          CM 99  ILCO WIPER BLADES            RALEIGH      252/342-4949 |
| 400          CM 99  3M CORP.                     ST. PAUL      211/984-3258 |
| 450          CM 99  SEALED POWER PISTON RING      AUBURN                               |
| 500          CM 99  TRW INC.                     SEATTLE                               |
| 600          CM 99  WALKER                       DETROIT      517/574-8451 |
|-----|-----|-----|-----|-----|-----|
| F3=Exit   F4=Fold   F10=Field inquiry              |
|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific customer for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.

ENTER to execute any "S" instruction; screen #1 will be displayed and the customer selected will be retrieved.

ENTER to return to screen #1 if no further action is required.

2. Press F3 to exit and return to the previous job
3. Press F4 to fold displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field displays the ten-character code for the customer or any part of the information entered into the search field of the customer record.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.
7. SEARCH - The search field displays only when the C4=Fold function is taken. This field is used to sort the records displayed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3 ("I" from screen #2)

```
-----
| 7/26/98  MODE INQUIRY          ** DMS CORPORATION **          MRR031D1|
| DSP06                                CUSTOMER INQUIRY          RBS    |
|-----|-----|-----|-----|
| Customer..... 100                                Created.. 1/12/98    |
| Name..... TARBORO AUTOMOTIVE SUPPLY  Search.. TARBORO  TARBORO |
| Address one.. 633 HOWARD AVENUE                                     |
| Address two.. PARKHILL MALL                                         |
| P.O. box..... 44556                                               |
| City..... TARBORO          *State.... NC      Zip..... 27886    |
| Phone number. 252/835-2000    *Country.. USA    Airport.. RMW     |
| Fax number...                *Mailing.. JOB    *Marketing CLA    |
| Telex number.                *Territory NE1                          |
| International                                                         |
| Contact..... MR. CURT TOSTOE      Additional contacts exist        |
| Title..... OWNER                                                         |
| Phone number. 252/555-1212                                              |
|-----|-----|-----|-----|
| *Salesperson... DAVIS          GRADY P. DAVIS II      Customer type.. N |
| *Credit manager RICE          MS. JOANN RICE          *Normal location PAC |
|-----|-----|-----|-----|
| Notes DELIVERIES MUST BE MADE BETWEEN 8:00 AND 11:00 AM            |
|-----|-----|-----|-----|
| F12=Previous                                                         |
|-----|-----|-----|-----|
|-----|
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for customer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this customer's Telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.



18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. SALESPERSON - Displays employee code for the salesperson assigned to this account.
22. CUSTOMER TYPE - Displays the appropriate customer type for this account. Valid customer types include:
 - N - Normal M - Master
 - S - Subsidiary B - Branch location
 - V - Vendor/Supplier T - Tender
23. CREDIT MANAGER - Displays the employee code for the credit manager assigned to this account.
24. NORMAL LOCATION - Displays the location from which this customer normally purchases. This field does not limit a customer to purchasing from this location only.
25. NOTES - Displays any notes stored with this customer record.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Manufacturing File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 8/14/98                ** DMS CORPORATION **          MRR089D1|
| DSP06                  CUSTOMER PROFILE MAINTENANCE    RBS    |
| *Customer..... 100                                     |
| *Manufacturer..... ACD                                 |
| *Customer profile group EXH                             |
| *Location..... DMS                                     |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
| F3=Exit   F10=Field inquiry   F11=File inquiry         |
|-----
```

A. DATA ENTRY:



1. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

7/16/98	MODE INQUIRY	** DMS CORPORATION **	MRR075D2
DSP06		ADDRESS INQUIRY	RBS
Address class MC		Address classes	
*Subclass.....	99	CF - Carrier	LC - Location
Search.....	ACD	CM - Customer	MC - Manufacturer
City.....		EM - Employee	SC - Supplier
Phone.....			
? Key field	Cl Sub Name	City	Phone
ACD	MC 99 AC-DELCO	DETROIT	
BER	MC 99 BERKLEY BOOKS		
CHA	MC 99 CHAMPION SPARK PLUG CO	TOLEDO	206/251-7600
FRS	MC 99 FIRESTONE TIRES	WILSON	252/977-8700
GTS	MC 99 GATES HOSES	RALEIGH	252/251-7700
ILC	MC 99 ILCO WIPER BLADES	RALEIGH	252/342-4949
MMM	MC 99 3M CORP.	ST. PAUL	211/984-3258
SLP	MC 99 SEALED POWER PISTON RING	AUBURN	
TRW	MC 99 TRW INC.	SEATTLE	
WAL	MC 99 WALKER	DETROIT	517/574-8451
F3=Exit F10=Field inquiry			

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.



2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific address for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the address selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field column displays the actual key of the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.



RECOVERY - Press ERROR RESET and try again.

6. "0009" - Field requires numeric characters. A character that was not numeric was entered.

RECOVERY - Press ERROR RESET and try again.

7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS

Screen #3

```
-----
| 7/19/98  MODE INQUIRY          ** DMS CORPORATION **      MRR064D2 |
| DSP06                MANUFACTURER INQUIRY                RBS   |
|-----|
| Manufacturer. ACD |
| Name..... AC-DELCO, GENERAL MOTORS   Search... AC DELCO ACDELCO |
| Address one.. 800 MICHIGAN AVENUE |
| Address two.. SUITE 78 |
| P.O. box..... 90 |
| City..... DETROIT | *State.... MI   Zip..... 48232 |
| Phone number. 517/574-8451 | *Country.. USA   Airport.. DET |
| Fax number... 517/574-8521 | *Mailing.. MFG   *Marketing 999 |
| Telex number.      804051 | *Territory 999 |
| International |
| Contact..... MR. RALPH WILSON | Additional contacts exist |
| Title..... VICE PRESIDENT/MARKETING |
| Phone number. 517/574-6211 |
|-----|
| Order entry | Sales type A |
| Invalid item cost factor 1.3456 | A - Merchandise E - Miscellaneous |
| Gross margin minimum.... 22.00 | C - Freight      F - Miscellaneous |
| | D - Labor |
| Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS |
|-----|
| F12=Previous F14=Additional contact |
|-----
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2
3. Press F14 to display Additional contact inquiry screen.

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.



9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this manufacturer's Telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.
18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. INVALID ITEM COST FACTOR - Displays the factor to be applied to the selling price to derive the cost of an invalid item for this manufacturer.
22. GROSS MARGIN MINIMUM - Displays the minimum gross margin to be made from the sale of this manufacturer's items.
23. SALES TYPE - Displays the valid sales type, "sales category", this manufacturer's items are categorized under.
24. NOTES - Displays any notes stored with this manufacturer.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Group File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu of if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 8/14/98                ** DMS CORPORATION **          MRR089D1 |
| DSP06                  CUSTOMER PROFILE MAINTENANCE    RBS      |
| *Customer..... 100                                     |
| *Manufacturer..... ACD                                 |
| *Customer profile group EXH                             |
| *Location..... DMS                                     |
|                                                             |
|                                                             |
|                                                             |
| F3=Exit   F10=Field inquiry   F11=File inquiry         |
|-----
```



A. DATA ENTRY:

1. Enter the customer profile group code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10.

B. PROCESSING:

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

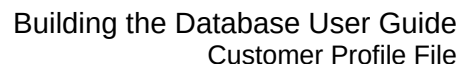
1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

SCREEN #2 (F10 from screen #1)

8/15/98	MODE INQUIRY	** DMS CORPORATION **	MRR046D2
DSP06		GROUP INQUIRY	RBS
Group... PC			
Subgroup	Description		
?	Group	Description	Subgroup
	PC	Customer profile	N/A
	PC	Customer profile	EXH
	PC	Customer profile	001
	PC	Customer profile	999
	PF	Purchase forecast	ACD
	PF	Purchase forecast	CHS
	PF	Purchase forecast	FAB
	PF	Purchase forecast	HED
	PF	Purchase forecast	001
	PF	Purchase forecast	999
	RK	Rank	ACD
	RK	Rank	CHS
	RK	Rank	FGE
	RK	Rank	HED
F3=Exit			+

A. DATA ENTRY:

1. GROUP - This field will default to the appropriate group code based on the cursor location when F10 was pressed. Input in this field is not necessary.
2. SUBGROUP - Enter the subgroup or up to three characters of that subgroup to start the inquiry or leave blank to display all records. This field will default input from the equivalent field on the screen from which it was called.



- ### B. PROCESSING:

- C. ADDITIONAL INFORMATION:

- #### D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered on the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

Inquiry into the Location File:

From the maintenance menu, screen #1 will be displayed.

From the inquiry menu of if called from other jobs, screen #2 will be displayed.

Screen #1

DMS Systems Corp.
October 13, 2003
Version 1.0



F3=Exit F10=Field inquiry F11=File inquiry

A. DATA ENTRY:

1. Enter the location code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display maintenance screen
2. Press F10 for field inquiry
3. Press F3 to return to menu
4. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

Screen #2 (F10 from screen #1)

```

7/16/98  MODE INQUIRY      ** DMS CORPORATION **      MRR075D2
DSP06                      ADDRESS INQUIRY          RBS

Address class LC           Address classes
*Subclass..... 99        CF - Carrier      LC - Location
Search..... DMS         CM - Customer     MC - Manufacturer
City.....              EM - Employee     SC - Supplier
Phone.....

? Key field  Cl Sub Name                      City      Phone
DMS          LC 99 DISTRIBUTION MGMT SYSTEM ROCKY MOUNT 252/985-6000
TJH          LC 99 THE JONESHOLDINGS
GEN          LC 99 GENERAL AUTOMOTIVE, INC. RENTON      206/251-7600
HED          LC 99 HARDEE'S EQUIPMENT DIV.  ROCKY MOUNT 252/977-8700
PAC          LC 99 PACCAR AUTO PARTS        AUBURN      206/251-7700
0015         LC 99 THE COMPUTER WAREHOUSE  RALEIGH     252/342-4949
ATL1         LC 99 T.J.HOUGHTON
9999         LC 99 ** DMS CORPORATION **
ACD          MC RA ACD
ACD          MC 99 AC-DELCO, GENERAL MOTORS DETROIT    517/574-8451

F3=Exit  F10=Field inquiry

```



A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific location for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the location selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field displays the actual key for the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.



2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS

Screen #3

```

-----
| 7/16/98   MODE INQUIRY      ** DMS CORPORATION **      MRR026D1 |
| DSP06                LOCATION INQUIRY                RBS      |
|-----|
| Location..... DMS |
| Name..... DISTRIBUTION MGMT SYSTEMS Search...DISTRIB   DISTRIB |
| Address one.. 800 TIFFANY BOULEVARD |
| Address two.. SUITE 301 |
| P.O. box..... 2763 |
| City..... ROCKY MOUNT | State.... NC | Zip..... 27801 |
| Phone number. 252/985-6000 | Country.. USA | Airport.. RMW |
| Fax number... 252/985-2783 | Mailing.. 999 | Marketing 999 |
| Telex number. | Territory 999 |
| International |
| Contact..... GRADY DAVIS | Additional contacts exist |
| Title..... CHIEF EXECUTIVE OFFICER |
| Phone number. 252/985-6601 |
|-----|
| F12=Previous   F14=Additional contact |
|-----

```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays the location name.
2. SEARCH - Displays the search characters used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays the first line of the address.
4. ADDRESS TWO - Displays the second line of the address.
5. PO BOX - Displays the post office box number.



6. CITY - Displays the city name.
7. STATE - Displays the state abbreviation.
8. ZIP CODE - Displays the zip code.
9. PHONE NUMBER - Displays the area code and telephone number.
10. COUNTRY - Displays the country abbreviation.
11. AIRPORT - Displays airport abbreviation.
12. FAX NUMBER - Displays the area code and telephone number of the fax machine.
13. MAILING - Displays the mailing label code.
14. MARKETING - Displays the marketing code.
15. TELEX NUMBER - Displays the Telex number if one exists.
16. TERRITORY - Displays the territory code.
17. INTERNATIONAL - Displays the international telephone number if one exists.
18. CONTACT - Displays the primary contact's name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Customer Profile File:

From the maintenance menu, screen #1 will be displayed.

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```

8/14/98          ** DMS CORPORATION **          MRR089D1
DSP06            CUSTOMER PROFILE MAINTENANCE      RBS

*Customer..... 100
*Manufacturer..... ACD
*Customer profile group EXH
*Location..... DMS

F3=Exit   F10=Field inquiry   F11=File inquiry

```

A. DATA ENTRY:

1. Enter the customer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.
2. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.



3. Enter the customer profile group with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.
4. Enter the location code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F11 from screen #1)

8/30/98 MODE INQUIRY					** DMS CORPORATION **					MRR090D2	
DSP04					CUSTOMER PROFILE INQUIRY					BJH	
Customer..... 100											
Manufacturer..... ACD											
Customer profile group 001											
Location..... DMS											
					Price	Core	Qty	Prm	Effective	Expiration	
? Customer	Mfg	Grp	Loc	Lvl	Factor	Factor	B/O	Brk	Prc	Date	Date
100	ACD	999	DMS	C1	1.5500	1.0000	Y	Y	Y	1/01/98	12/31/98
100	JGW	FMI	DMS	M5	1.0000	1.0000	Y	Y	Y	1/01/98	9/01/98
100	WAL	EXH	DMS	M5	.9500	1.0000	Y	N	Y	5/10/98	8/30/98
100	WAL	EXH	PAC	M5	.9500	1.0000	Y	N	Y	5/10/98	8/30/98
100	WAL	EXH	HED	M5	.9500	1.0000	Y	N	Y	5/10/98	8/30/98
250	ACD	AAA	DMS	M2	1.1000	1.0000	Y	N	Y	4/01/98	12/31/98
250	BCA	AAA	DMS	M2	1.1000	1.0000	Y	N	Y	4/01/98	12/31/98
1015	CHA	003	PAC	M4	.9000	1.0000	N	N	N	10/01/98	10/01/99
1015	CHA	005	PAC	M3	1.0000	1.0000	Y	Y	Y	6/01/98	9/01/98
90	BCA	AAA	DMS	M5	.9500	1.0000	Y	Y	Y	4/01/98	12/31/98
F3=Exit											

Inquiry into the Customer Profile File:

A. DATA ENTRY:

1. CUSTOMER - Enter a customer to be used for the search of a customer profile. The customer entered in on screen #1 will default but may be overridden. This field may be left blank to search for a customer profile across all other criteria.



2. MANUFACTURER - Enter a manufacturer to be used for the search of a customer profile. The manufacturer entered in on screen #1 will default but may be overridden. This field may be left blank to search for a customer profile across all other criteria.
3. CUSTOMER PROFILE GROUP - Enter a customer profile group to be used for the search of a customer profile. The customer profile group entered in on screen #1 will default but may be overridden. This field may be left blank to search for a customer profile across all other criteria.
4. LOCATION - Enter a location code to be used for the search of a customer profile. The location code entered in on screen #1 will default but may be overridden. This field may be left blank to search for a customer profile across all other criteria.
5. ? - Enter an "S" to select a specific customer profile for maintenance.

B. PROCESSING:

1. ENTER to execute any "S" instruction(s); screen #1 will be displayed and the customer profile selected will be retrieved.
2. Press F3 to exit and return to the previous job.
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. CUSTOMER - This column displays the customer code for the profiles listed.
2. MFG - This column displays the manufacturer code for the profiles listed.
3. GRP - This column displays the customer profile group for the profiles listed.
4. LOC - This column displays the location code for the profiles listed.
5. LVL - This column displays the price/cost level that will be used for the profiles listed.
6. PRICE FACTOR - This column displays the factor that will be applied to the price level for the profiles listed.
7. CORE FACTOR - This column displays the factor that will be applied to the core price level for the profiles listed.
8. B/O - This column displays the backorder indicator that will be used by order entry indicating if items in this group should be backordered.
9. QTY BRK - This column displays the quantity break indicator that will be used by order entry indicating if item in this group should receive the quantity break exception price.
10. PRM PRC - This column displays the promotional pricing indicator that will be used by order entry indicating if items in this group should receive the promotional pricing exception price.
11. EFFECTIVE DATE - This column displays the effective date of the profile.
12. EXPIRATION DATE - This column displays the expiration date of the profile.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry.
2. "INVALID" - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and retry.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS.



Price Matrix File

Pre-requisites:

1. The location record for "9999" must exist. This will be set up by DMS.
2. The control record for the nine selling prices descriptions must be set up.
3. The system control record regarding cores must be set up.
4. The control record for retail rounding must be set up.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the price matrix file should be limited to the inventory control manager or the person within the company responsible for pricing. Unauthorized or unqualified modifications will impact item pricing and the future price function within the system.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

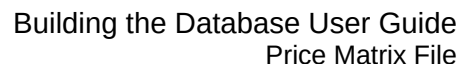
The price matrix feature is used to calculate the nine price levels provided with each item record. A valid price matrix code must be entered for each master item in the DMS system. Most manufacturers provide multiple price sheets for their products. (This is especially true for the automotive industry.) These price sheets, while containing the same items, reflect prices at different levels. This practice directly corresponds to the DMS price levels 1-9, and each group of items within a price sheet may correspond to a unique price matrix.

Because a price matrix is assigned to each item in the system, great flexibility is available for pricing items. Industries that do not provide price sheets may create price matrixes based on their current pricing strategies.

Functional Definition:

Automatic pricing is obtained by entering factors for price levels 1-9 in the price matrix. These factors are used as multipliers of the base price to calculate the resale prices at each level. All factors are four decimals. If the base price and resale prices are known, the factor for each level may be determined using the F17=Calculator function. If prices is done by Gross Margin, the F17=Calculator function also offers a F16=Gross margin to factor conversion.

When establishing price matrix entries, begin with 001 and increment by one for each new entry. The search function can locate an existing price matrix by searching on the nine factors or the description.



From the menu option screen #1 will be displayed
Screen #1

A. DATA ENTRY:

1. Price matrix- Enter three alphanumeric characters used to represent a price matrix.

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry
4. Press F17 for the Price factor calculation screen

1. None

1. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Enter the price matrix code to be added or maintained
2. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was used to exit from a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry



Screen #2 (ENTER from screen #1)

8/17/98	MODE CHANGE	** DMS CORPORATION **		MRR072D2
DSP06		PRICE MATRIX MAINTENANCE		RBS
Price matrix ACF				
Description	FILTERS	Retail rounding Y		
Price level factors				
1) PRC LEVEL 1	.9000	2) PRC LEVEL 2	.9500	3) PRC LEVEL 3 .9550
4) PRC LEVEL 4	1.0000	5) PRC LEVEL 5	1.0250	6) PRC LEVEL 6 1.5000
7) PRC LEVEL 7	1.6500	8) PRC LEVEL 8	1.7500	9) PRC LEVEL 9 2.0000
Core price				
1)	1.0000	2)	1.0000	3) 1.0000
4)	1.0000	5)	1.0000	6) 1.0000
7)	1.0000	8)	1.0000	9) 1.0000
F3=Exit F12=Previous F23=Deactive				

A. DATA ENTRY:

1. DESCRIPTION - Enter up to twenty characters for the description of the price matrix. This description may be used in the inquiry as a search field for locating an existing record.
2. RETAIL ROUNDING - Enter Y (yes) or N (no) indicating to the system if retail rounding should be used for items assigned to this price matrix. Retail rounding will go through the normal calculations and compare the result to a control record that has been previously established. From this control record, the system will adjust the dollars and/or cents. When the retail rounding criteria is entered, the user has the ability to determine which of the nine price levels should be affected. Blanks are not valid input for this field.
3. PRICE LEVEL FACTORS - Enter the nine price level factors that will be multiplied by the item's base price to calculate the selling prices. Each factor is five positions, four decimal. The heading that appears to the left of each factor is user defined in a control record.
4. CORE PRICE FACTORS - Enter the nine price level factors that will be multiplied by the item's base core price to calculate the core selling prices. Each factor is five positions, four decimal. If items that will be assigned to this core have no core price, leave these fields blank and the system will default zeros to the nine factor fields.

NOTE: If the system control record does not have core activated, these fields will not display.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F23 to deactivate this record.



CAUTION - Do not deactivate any record that is assigned to items. This will result in problems with future pricing and the C17=Calculate function in the item master.

C. ADDITIONAL INFORMATION:

1. PRICE MATRIX - Displays the price matrix code selected previously.

D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
DESCRIPTION - At least one character must be entered.
RECOVERY- Correct the entry and retry.
2. INVALID - Valid input is required. The information entered is not a valid input.
RECOVERY- Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
6. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
7. "0016" - The FIELD MINUS key was used to exit a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry.

PRICE FACTOR CALCULATION:

Screen #3 (F17 from screen #1)

7/16/98		** DMS CORPORATION **				MRR042D1
DSP06		PRICE FACTOR CALCULATION				RBS
Save	Base	.00				0 Keyed
			Current	Average	Low	High
	PRC LEVEL 1	.00	.0000	.0000	.0000	.0000
	PRC LEVEL 2	.00	.0000	.0000	.0000	.0000
	PRC LEVEL 3	.00	.0000	.0000	.0000	.0000
	PRC LEVEL 4	.00	.0000	.0000	.0000	.0000
	PRC LEVEL 5	.00	.0000	.0000	.0000	.0000
	PRC LEVEL 6	.00	.0000	.0000	.0000	.0000
	PRC LEVEL 7	.00	.0000	.0000	.0000	.0000
	Price Lvl 8	.00	.0000	.0000	.0000	.0000
	Price Lvl 9	.00	.0000	.0000	.0000	.0000
F3=Exit		F16=Gross margin to factor conversion				

The price factor calculation display assists in calculating the price level factors when creating a price matrix. Select an item from a proposed price matrix and enter the price to be used as the



base price, normally from the lowest price sheet available. Enter the item's price for each of the other price levels and press ENTER. The system will calculate the factored difference between the base price and each of the levels entered, displaying the resulting factor in the Current column. Press F5 to refresh the Average, Low and High columns on the screen. The number of items for which calculations have been performed is displayed in the keyed field. This is for informational purposes only and will be updated with each item entered in this session. A random selection should be used to determine the factors to be used for this price matrix. When all calculations have been completed, select the factors to be used in this price matrix by entering the appropriate code in the save field.

Price Factor Calculation:

A. DATA ENTRY:

1. **SAVE** - Enter the corresponding save code for the factors to be saved. Entry is required in this field. If any of the four factors are saved, the value(s) in the corresponding column will be transferred into the factor fields of screen #2.

Valid entries are:

C = Current factors
A = Average factors
L = Low factors
H = High factors
N = No save

2. **BASE** - Enter the base price of the item to calculate the factored difference.
3. **NINE PRICES** - Enter up to nine prices to be used to calculate the nine corresponding factors. The headings, which appear to the left of the prices, are determined in a system control record.

B. PROCESSING:

1. **ENTER** to calculate the factored difference between the base price and the prices entered.
2. Press F3 to exit and return to screen #1 if save "N", or screen #2 if "C", "A", "L", or "H" entered in the save field defaulting the corresponding factors for new records.
3. F5 to refresh appears only after ENTER has been pressed and the calculation performed. This function will zero the current column, and update the average, low and high columns respectively.
4. F16 to display the gross margin to factor conversion screen if pricing is calculated by gross margin. This will convert the gross margin objectives into factors.

C. ADDITIONAL INFORMATION:

1. **KEYED** - Displays the number of records keyed during this session. This number is a point of reference for the columns Average, Low and High.
2. **CURRENT** - Displays the current factors derived from the base price and the last nine prices entered.
3. **AVERAGE** - Displays the average factors of all entries keyed in this session. This field is updated with the F5=Refresh function key.
4. **LOW** - Displays the lowest factor of all entries keyed in this session. This field is updated with the F5=Refresh function key.
5. **HIGH** - Displays the highest factor of all entries keyed in this session. This field is updated with the F5=Refresh function key.

D. ERROR CONDITIONS:



1. INVALID - A value other than "C", "A", "L", "H", or "N" was entered in the "Save" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. NEAGTIVE NOT ALLOWED - A field minus was used to exit a field that does not support negative numbers.
RECOVERY - Press ERROR RESET and try again.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and try again.
5. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Gross Margin to Factor Conversion:

Screen #4 (F16 from screen #3)

7/16/98	** DMS CORPORATION **		MRR042D2
DSP06	GROSS MARGIN TO FACTOR CONVERSION		RBS
Save			
	G/M %	Factor	
PRC LEVEL 1	.0000	.0000	
PRC LEVEL 2	.0000	.0000	
PRC LEVEL 3	.0000	.0000	
PRC LEVEL 4	.0000	.0000	
PRC LEVEL 5	.0000	.0000	
PRC LEVEL 6	.0000	.0000	
PRC LEVEL 7	.0000	.0000	
PRC LEVEL 8	.0000	.0000	
PRC LEVEL 9	.0000	.0000	
F3=Exit			

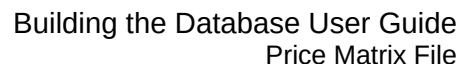
The gross margin to factor conversion feature is used to convert gross margin percentages or percentages of mark-up into factors which can be used by the system to calculate price levels. These percentages must be expressed in decimal form, which is a four position, four decimal field. These numbers are entered into the G/M % column for each of the nine price levels. ENTER will calculate the representative factors for each of the percentages entered. The formula used in this calculation is $1/(1-GM\%) = \text{factor}$.

A. DATA ENTRY:

1. SAVE - Enter the corresponding save code for the factors to be saved. Entry is required in this field. The value in the factor column will be transferred into the factor fields of screen #2.

Valid entries are:

F = Factors



2. G/M % - Enter the decimal format of the gross margin for each of the nine price levels. This is a four position four decimal field.

1. Press ENTER to convert the gross margin percentage to a factor.
2. Press F3 to exit and return to screen #1 if save "N", or screen #2 with the factors defaulting on new records.

1. None

1. INVALID - A value other than "F" or "N" was entered in the "Save" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. NEAGTIVE NOT ALLOWED - A field minus was used to exit a field that does not support negative numbers.
RECOVERY - Press ERROR RESET and try again.
4. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and try again.
5. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Screen #1

1. Enter the price matrix code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start with the closest match.



B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry
4. Press F17 for the price factor calculation screen

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. UNCTION KEY NOT ALLOWED - a non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

8/20/98		MODE INQUIRY			** DMS CORPORATION **				MRR073D2		
DSP06		PRICE MATRIX INQUIRY								RBS	
Price matrix		Description									
	Level1	Level2	Level3	Level4	Level5	Level6	Level7	Level8	Level9		
Search	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000		
? Mtx	Description										
ACF	FILTERS										
	.4500	.50000	.5500	.6500	.7000	.7500	.8000	.8500	.9000		
13C	PRICE GROUP 13C										
	.9000	1.0000	1.0500	1.1000	1.1250	1.2500	1.4000	1.5000	1.7500		
13A	PRICE GROUP 13A										
	1.0000	1.0000	1.5000	1.7500	2.0000	2.0000	2.0250	2.2500	2.5000		
SPK	SPARK PLUGS										
	1.0000	1.1000	1.1200	1.2500	1.4500	1.5500	1.7500	1.9500	2.0000		
PNC	PRICE NO CORE										
	1.3000	1.4500	1.7500	1.9500	2.0010	2.1000	2.2500	2.4500	2.6500		
F3=Exit F17=Calculator											

A. DATA ENTRY:

1. PRICE MATRIX - Enter the price matrix code to be used in the search. This field may be left blank if not searching on the price matrix key field.
2. DESCRIPTION - Entry in this field will be compared to the description field for locating a price matrix. This field may be left blank if not searching on the description field.
3. SEARCH - A search may be done on the factors of existing price matrixes. If using this type of search, you must start with price level one and increment by one for each additional factor search. The factor search takes priority of the other two search criteria.
4. ? - Enter an "I" to select one or more records for more detailed data.
Enter an "S" to select a specific price matrix for maintenance.
Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the price matrix selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if any of the search fields have been changed.
2. Press F3 to exit and return to the previous job
3. Press F17 to display the price factor calculation screen.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MTX - The price matrix column displays the actual key of the price matrix records listed.
2. DESCRIPTION - The description column displays the description for the records listed.
3. FACTORS - The nine pricing factors are displayed for the records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(s) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - The factor field is 5 positions, 4 decimal.
RECOVERY - Press ERROR RESET and try again.
4. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.
5. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
6. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3 ("I" from screen #2)

8/17/98	MODE INQUIRY	** DMS CORPORATION **		MRR073D4
DSP06		PRICE MATRIX MAINTENANCE		RBS
Price matrix ACF				
Description FILTERS		Retail rounding Y		
Price level factors				
1) PRC LEVEL 1	.9000	2) PRC LEVEL 2	.9500	3) PRC LEVEL 3 .9550
4) PRC LEVEL 4	1.0000	5) PRC LEVEL 5	1.0250	6) PRC LEVEL 6 1.5000
7) PRC LEVEL 7	1.6500	8) PRC LEVEL 8	1.7500	9) PRC LEVEL 9 2.0000
Core price				
1)	1.0000	2)	1.0000	3) 1.0000
4)	1.0000	5)	1.0000	6) 1.0000
7)	1.0000	8)	1.0000	9) 1.0000
F12=Previous				

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to return to screen #2 or display the next record selected with an "I" from that screen
2. Press F12 to return to screen #2

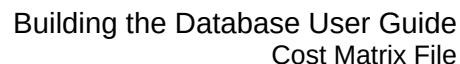
C. ADDITIONAL INFORMATION:

1. DESCRIPTION - The description of the price matrix.
2. RETAIL ROUNDING - Y (yes) or N (no) indicating to the system if retail rounding should be used for items assigned to this price matrix.
3. PRICE LEVEL FACTORS - The nine price level factors that will be multiplied by the item's base price to calculate the selling prices. Each factor is five positions, four decimal. The heading that appears to the left of each factor is user defined in a control record.
4. CORE PRICE FACTORS - The nine price level factors that will be multiplied by the item's core price to calculate the core selling prices. Each factor is five positions, four decimal.

NOTE: If the system control record does not have core activated, these fields will not display.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An input was attempted on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET, TAB, and retry



Pre-requisites:

1. Location code "9999" DMS Default location and one actual location code must be created prior to creating a cost matrix record.
2. The Major Data Base control record (Z1) must be setup before attempting to create a cost matrix record. This control record establishes a default system core heading and whether to display core at all.

1. Access to the maintenance function of the cost matrix code file should be limited to key personnel in the purchasing department and accounting department. Cost matrixes are assigned in the supplier item records and used to calculate the purchase cost. Unauthorized or unqualified modifications could cause major problems in evaluating the inventory and determining profit margin.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

A cost matrix is used to calculate the current purchase cost (C1) in the supplier item record. When adding a new location item record, the supplier item screen is displayed, requiring entry of a cost matrix, and the standard purchase cost (C6) will be the same amount as current purchase cost.

Because a cost matrix code is assigned to each supplier item, great flexibility is available for costing items. The base price is established in the item master record; therefore, different cost factors may be needed for items with multiple suppliers charging different prices.

Automatic costing is obtained by entering a factor for cost and a factor for core if applicable. These factors are used as multipliers of the base price to calculate the current purchase cost. All factors use 4 decimals.

From menu option screen #1 will be displayed.

Screen #1

01/01/98	YOUR COMPANY NAME IS HERE	MRR117D1
WRKST-ID	COST MATRIX MAINTENANCE	USERID
*Cost matrix ____		



F3=Exit F10=Field inquiry

A. DATA ENTRY:

1. COST MATRIX - Enter three alphanumeric characters to be used to identify a cost matrix.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2

```
8/17/98  MODE CHANGE      ** DMS CORPORATION **      MRR117D2
DSP06      COST MATRIX MAINTENANCE      RBS

Cost matrix 001

Description WIDGETS - ALL ITEMS

Cost factor .....       .7500
Cost factor Core cost   .0000

F3=Exit  F12=Previous  F23=Deactivate
```

A. DATA ENTRY:

1. DESCRIPTION - Enter the description of the cost matrix. Blanks are not valid.
2. COST FACTOR - Enter the factor to be applied against base price to calculate cost.



3. COST FACTOR (core heading) - Enter the factor to be applied against the base core price to calculate core cost. The core heading is user defined in a control record and retrieved for display.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record.

CAUTION - Do not deactivate any cost matrix record without discussing it with your database manager.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Press ERROR RESET and retry.
3. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - The decimal was not entered correctly. More than one number was entered to the left of the decimal or more than four numbers were entered to the right of the decimal.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Inquiry into the Cost Matrix File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu of if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----  
|01/01/98          ** DMS CORPORATION **          MRR117D1|  
|DSP06            COST MATRIX MAINTENANCE          RBS    |  
|*Cost matrix ____  
|  
|  
|  
|F3=Exit   F10=Field inquiry  
|-----
```

A. DATA ENTRY:



1. Enter the cost matrix code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

SCREEN #2 (F10 from screen #1)

8/20/98	MODE INQUIRY	** DMS CORPORATION **	MRR116D2
DSP06		COST MATRIX INQUIRY	RBS
Cost matrix 001 Description			
Factor..... .0000			
		Core cost	
?	Matrix	Description	Cost factor
	001	WIDGETS - ALL ITEMS	7.0000 .0000
	20A	20.0000 OFF JOBBER	.8000 .8000
	20B	20.5000 OFF JOBBER	.7950 .7950
	21A	21.0000 OFF JOBBER	.7900 .7900
	21B	21.5000 OFF JOBBER	.7850 .7850
	22A	22.0000 OFF JOBBER	.7800 .7800
	22B	22.5000 OFF JOBBER	.7750 .7750
	23A	23.0000 OFF JOBBER	.7700 .7700
	23B	23.5000 OFF JOBBER	.7650 .7650
	24A	24.0000 OFF JOBBER	.7600 .7600
	24B	24.5000 OFF JOBBER	.7550 .7550
	25A	25.0000 OFF JOBBER	.7500 .7500 +
F3=Exit			

A. DATA ENTRY:

1. COST MATRIX - Enter the cost matrix code or up to three characters of that code to start the inquiry or leave blank to display all records. This field will default input from the equivalent field on the screen from which it was called.
2. DESCRIPTION - Enter the cost matrix description or up to twenty characters of the cost matrix description. Entry in this field will be compared to the description of existing cost matrix records to locate a match. The system will return the last best match as the first record displayed. If there is not a record matching the characters entered, the first record in the file will be displayed.



3. FACTOR - Enter a factor for comparison. Entry in this field will be compared to the factor of existing cost matrix records to locate a match. The system will return the last best match as the first record displayed. If there is not a record matching the factor entered, the first record in the file will be displayed.
4. ? - Enter an "S" to select a specific record for cost matrix maintenance.
NOTE: An "I" is not allowed for this screen. There is no additional information available.

B. PROCESSING:

1. ENTER to execute any "S" instruction, screen #1 will be displayed and the cost matrix code selected will be retrieved. If multiple "S"es are entered, only the first record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if parameter changed.
2. Press F3 to exit and return to previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. MATRIX - Displays the three-character code used to define the cost matrix.
2. DESCRIPTION - Displays the description of the cost matrix codes.
3. COST FACTOR - Displays the cost factor entered for each of the cost matrixes displayed.
4. (Core heading) COST FACTOR - Displays the core cost factor entered for each of the cost matrixes displayed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



Landed Cost Element File

Pre-requisites:

1. Location code "9999" DMS Default location must be created prior to creating a landed cost element.
2. The Major Data Base control record (Z1) must be setup before attempting to create a landed cost element.

Security Risk and Suggested User Access:

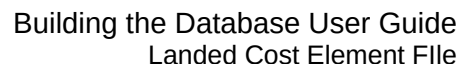
1. Access to the maintenance function of the landed cost element maintenance should be limited to the accounts payable department. Unauthorized or unqualified modifications could cause major problems in costing the inventory accurately.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Landed cost elements are assigned in the supplier item record to represent an additive cost of purchasing an item (typically from an overseas supplier). There are five user-defined categories for landed cost. These are established in a system control record. For example, categories may include duty, freight, brokerage fees, etc. For each of these categories, various elements may be created as a further definition.

Each landed cost elements contain a description and either a factor or a fixed dollar amount. The factor is applied to the cost of the item to calculate the landed cost for the corresponding category. The fixed dollar amount is automatically added to the cost of the item. The system will not allow both a factor and amount for the same element.

The location item record carries a landed cost value for each item that is the purchase cost plus all landed cost element values. Receiving will calculate a new landed cost during each receipt.



From menu option screen #1 will be displayed.

```

09/10/98          ** DMS CORPORATION **          MRR119D1
DSP04             LANDED COST ELEMENT MAINTENANCE      BJH

*Element

F3=Exit   F10=Field inquiry

```

1. **ELEMENT** - Enter three alphanumeric characters to be used to identify a landed cost element.

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry.
4. "0016" - The FIELD MINUS key was used to exit a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry.



Screen #2

9/10/98	MODE CHANGE	** DMS CORPORATION **		MRR119D2
DSP04	LANDED COST ELEMENT MAINTENANCE			BJH
Element DTY				
Description DUTY COST		DUTYCOST		
		Core		
Factor.....	.2500	.0000		
or				
Amount.....	.00	.00		
F3=Exit F12=Previous F23=Deactivate				

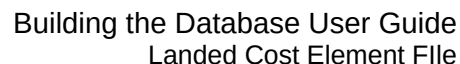
A. DATA ENTRY:

1. DESCRIPTION - Enter the description of the landed cost element. Blanks are not valid input. The stripped description will be displayed in change mode. This is the field that the system will use for a search in the field inquiry.
2. FACTOR - Enter the five position four decimal factor to be used to calculate landed cost if the additional cost is calculated from the purchase cost. This field should be blank if the additive cost is a fixed dollar amount.
3. CORE FACTOR - Enter the five position four decimal factor to be used to calculate landed cost if the if the additional cost is calculated from the purchase core cost. This field should be blank if the additive cost is a fixed dollar amount, or landed cost for this element does not apply to core.
NOTE: This field will not display if the core feature has not been activated.
4. AMOUNT - Enter the eleven position two decimal dollar amount to be added to the purchase cost of the item. This field should be blank if the additive amount is a factor of the cost.
5. CORE AMOUNT - Enter the eleven-position two decimal dollar amount to be added to the purchase core cost. This field should be blank if the additive cost is a factor of the core cost, or landed cost for this element does not apply to core.
NOTE: This field will not display if the core feature has not been activated.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record.
CAUTION - Do not deactivate any landed cost element record without discussing it with your data base manager.

C. ADDITIONAL INFORMATION:



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Landed Cost Element Code File:**

From the maintenance menu, screen #1 will be displayed

From the inquiry menu of if called from other jobs, screen #2 will be displayed.

Screen #1

A. DATA ENTRY:

1. Enter the landed cost element with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10 to inquire.

B. PROCESSING:

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu



C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

Screen #2 (F10 from screen #1)

9/10/98 MODE INQUIRY		** DMS CORPORATION **				MRR118D2	
DSP06		LANDED COST ELEMENT INQUIRY				RBS	
Element Search							
		Core					
? Ele	Description	Factor	or	Amount	Factor	or	Amount
	N/A	.0000		.00	.0000		.00
	DTY DUTY COST	.2500		.00	.0100		.00
	FRT FREIGHT COST	1.0000		.00	.0000		.00
	KD1 DUTY 1	.0000		10.00	.0000		.00
	KD2 DUTY 2	.0000		20.00	.0000		.00
	KF1 FREIGHT 1	1.0000		.00	.0000		.00
	STR STRORAGE	.0000		5.50	.0000		.00
F3=Exit							

A. DATA ENTRY:

1. ? - Enter an "S" to select a specific record for landed cost element maintenance.
NOTE: An "I" is not allowed for this screen. There is no additional information available.
2. ELEMENT - Enter a landed cost element to begin search. Blanks will begin the search at the top of the file. The system will display the last best match when compared to entry in this field.
3. DESCRIPTION - Enter the landed cost element description or up to twenty characters of the description. Entry in this field will be compared to the description of existing landed cost elements to locate a match. The system will return the last best match as the first record displayed. If there is not a record matching the characters entered, the first record in the file will be displayed.

B. PROCESSING:



1. ENTER to execute any "S" instruction, screen #1 will be displayed and the adjustment type selected will be retrieved. If multiple "S"es are entered, only the first record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if a parameter changed.
2. Press F3 to exit and return to previous job
3. ROLL to page forward or backward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. ELE - Displays the three-character abbreviation used to define the landed cost elements.
2. DESCRIPTION - Displays the description of the landed cost elements.
3. FACTOR - Displays the factor used to calculate the landed cost.
4. AMOUNT - Displays the dollar amount added to the purchase cost for landed cost.
5. CORE FACTOR - Displays the factor used to calculate the landed core cost.
6. CORE AMOUNT - Displays the dollar amount added to the core purchase cost for landed core cost.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



Inventory Master

Pre-requisites:

1. The location record for "9999" must exist. This will be set up by DMS.
2. Manufacturer's records must exist.
3. The sales analysis groups, future pricing groups, customer profile groups, and the commodity search groups must exist at a minimum. Optionally, core groups and the five user defined miscellaneous groups will also be required if applicable.
4. The system control record regarding cores must be set up.
5. The price matrix codes must exist.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the item master file should be limited to the inventory control manager, the Data base manager, or any personnel designated by one of the before mentioned. Unauthorized or unqualified modifications will severely impact the validity of the inventory.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The item master file contains a record for every item number stocked across all locations. An entry in this file must exist prior to any other item related record may be created. For example, an item location record cannot be created until an item master record has been successfully added. The key to the file is manufacturer and item number.

The item identification field can contain any combination of alphanumeric values and special characters such as blanks, dashes, slashes, etc., up to a maximum length of twenty positions. In most businesses, the item designation used as the key to the inventory file (and many other files throughout the system) should correspond to that printed on the item's package and the various catalogs and price sheets published by the manufacturer.

The ITEM NUMBER generally appears on screen displays and printed documents throughout the system. Therefore, it is important that the most commonly recognized identifier of a specific part be used as that item's key field. If possible, this value should be one that is meaningful to customers, suppliers, and employees.

After an item number has been created in the database, the user can assign one or more ACCESS PATHS (i.e.: bar code ID) as an alternate method of retrieving that item. Once this linkage has been established, a record can be returned from any point within the system by keying either the item number or any valid alternate access path. Note however that the alternate access paths must be unique numbers within the system.

Another identification related feature to keep in mind when defining items is the automatic strip routine or "no-dash" function. Many manufacturers format their items with embedded blanks, slashes (/ or \), dashes (-), and other special characters that have no discernable purpose beyond cosmetics. In most cases the item number would be unique even if the special characters were excluded. To prevent keypunch personnel from having to memorize the



position of these characters, the DMS software automatically strips up to fifteen user defined symbols from the item BEFORE attempting to access the file. DMS has a simple rule for the keying of items - "KEY THE ITEM NUMBER EXACTLY AS IT APPEARS IN THE MANUFACTURER'S PRICE SHEET OF CATALOG" when constructing the data base.

Creating/Maintaining a Record in the Inventory Master File:

From the menu option screen #1 will be displayed

Screen #1

```

8/22/98                ** DMS CORPORATION **                MRR069D1
DSP04                  INVENTORY MASTER MAINTENANCE          BJJH

*Manufacturer
*Item.....

Clear data... Y
Auto sequence N
*Location.....

F3=Exit  F10=Field inquiry  F13=Unedited access  F18=Inventory location

```

A. DATA ENTRY:

1. **MANUFACTURER** - Enter the appropriate manufacturer for the item being added or maintained. If the manufacturer code is not known, press F10 to select.
2. **ITEM** - Enter up to twenty alphanumeric characters representing the item number being added or maintained. The item number should be entered as it appears on the price sheet with all characters and embedded blanks entered. If maintaining an existing item, press F10 to select if the item number is not known.
3. **CLEAR DATA** - This field is used when adding multiple item master records. The default is "Y" yes, which will clear the information entered for the previous record accessed. If an "N" no is entered, the information retrieved or added on the previous record is defaulted into the record being added. This information may be changed as needed but if the information is correct for the record being added, rekeying the information is not necessary.
4. **AUTO SEQUENCE** - This field is used for new items to automatically enter a numeric value into the sequence field and increment that number with each item added. The purpose of this feature is to sequence the items in the same price group to match the price sheet of a manufacturer. The default is "N" no, which will result in the item number being defaulted into the sequence field of the item master record. A "Y" yes will activate the auto sequence and place a number into the sequence field, and increment the number by 100 for each additional item added in this session.
5. **LOCATION** - This field is for new items to allow the system to automatically display the item location screens and add the item to a specific location or all locations. Enter the specific location this item is stocked, or press F10 to select. If the item is stocked at all locations, enter "9999" in the location field and the system will create location records for this item across all locations on the system.





B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry
4. Press F13 for unedited access. The system will take the manufacturer and item entered and display screen #2 without checking for possible duplications. The system normally displays a duplicate item selection screen if (1) across manufacturers the same item number has multiple occurrences and/or (2) the stripped item has multiple occurrences. For example there are records for manufacturer ACD item 12-3 and manufacturer BCA item 1-23. For direct access to the record ACD 12-3, the user must enter the manufacturer and item number correctly with the proper spacing and characters, and press F13. If ACD and 123 were entered, the system would access the duplicate item number screen with both items displaying. The user would then select the desired record and the screen #2 is displayed.
5. Press F18 to display the Inventory Location entry screen.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Enter the manufacturer and/or item number to be added or maintained.
3. INVALID - Valid input is required. The information entered is not correct.
MANUFACTURER - Enter a valid manufacturer code
CLEAR DATA - Enter a "Y" or "N"
AUTO SEQUENCE - Enter a "Y" or "N"
LOCATION - Enter a valid location code
4. ITEM REFERENCE ALREADY EXISTS TO ITEM RECOVERY - Either a bar code entry or a cross reference entry already exists in item reference file and refers the item entered. The system will prevent the entry of exact duplications between the item number, bar code number and the cross-reference number.
5. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
6. "0016" - The FIELD MINUS key was used to exit from a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry



Screen #2 (ENTER from screen #1)

8/27/98	MODE CHANGE	** DMS CORPORATION **		MRR069D2
DSP06	INVENTORY MASTER MAINTENANCE		RBS	
Manufacturer CHA		Item RN5C	Created	1/01/88
Description SPARKPLUG			Sequence	5
System defined groups		User defined groups		
*Sales analysis SPA SPARKPLUG-AUTO/TRK		* Sales type		
*Future pricing C01 CHA SPARKPLUGS				
*Cust profile.. 012 SPARKPLUG-AUTO/TRK				
*Commodity srch SPA SPARKPLUG-AUTO/TRK				
* Core.....				
Selling unit of measure EA		Selling increment..	1	
Backorders allowed..... Y		Manufacturer's rank	D	
Weight	.1500	Height	.0000	Length .0000 Width .0000
Bar code ID 15573				
Superseding *manufacturer		*item	Discontinued N	
F3=Exit F6=Alternate item F10=Field inquiry F12=Previous				

A. DATA ENTRY:

1. DESCRIPTION - Enter up to twenty characters for the description of the item. Blanks are not allowed.
2. CREATED - This field defaults to the system date the item master record was added to the system. This should be overridden to the date corresponding to the date history was generated if entering previous history. A valid date is required input for this field.
3. SEQUENCE - This field will default to the item number if auto sequence was set to "N" on screen #1, or will begin at "100" and increment by a 100 for each new item entered. The default may be overridden. The purpose of this field is to sequence the items in price sheet order.
4. SALES ANALYSIS - Enter the sales analysis group corresponding to this item, or press F10 to select. This field is validated against the group file.
5. FUTURE PRICING - Enter the future price group corresponding to this item, or press F10 to select. This field is validated against the group file.
6. CUST PROFILE - Enter the customer profile group corresponding to this item or press F10 to select. This field is validated against the group file.
7. COMMODITY SRCH - Enter the commodity search group corresponding to this item or press F10 to select. This field is validated against the group file.
8. CORE - This field will only display if cores have been activated on the system. Enter the core group corresponding to this item or press F10 to select. This field is validated against the group file. If this item does not have an associated core charge, leave this field blank and the core base price field will not display.
9. USER DEFINED GROUPS - The system has up to five user defined groups at an item level. If any have been established, the field headings will appear. Enter the corresponding group code for any of the fields displayed. This field is validated against the group file.



10. SELLING UNIT OF MEASURE - Enter the two position character code for the selling unit of measure. This should represent the smallest unit in which this item will be sold. For example entries may include EA for each, BX for box, CS for case, FT for foot, etc. Blanks are not allowed.
11. SELLING INCREMENT - Enter up to a nine-position quantity, corresponding to the selling unit of measure, in which the item is sold. This should represent the minimum quantity that will be sold to a customer. Order entry will use this quantity in calculating the quantity ordered to increments of this number. Blanks are not allowed.
12. BACKORDERS ALLOWED - Enter a "Y" or "N" indicating if backorders are allowed for this item during order entry. Blanks are not allowed.
13. MANUFACTURER'S RANK - Enter the three position alphanumeric code representing the manufacturer's rank. These are printed on the manufacturer's price sheet if available. Future pricing may update this field during price changes.
14. WEIGHT - Enter the nine-position, four-decimal number representing the weight of the item. Order entry and purchasing will use this information to calculate the total weight.
15. HEIGHT - Enter the nine-position, four-decimal number representing the height of the item. Purchasing will use this information to calculate the dimensions of the item.
16. LENGHT - Enter the nine-position, four-decimal number representing the length of the item. Purchasing will use this information to calculate the dimensions of the item.
17. WIDTH - Enter the nine-position, four-decimal number representing the width of the item. Purchasing will use this information to calculate the dimensions of the item.
18. BAR CODE ID - Enter the twenty-position alphanumeric ID that may be read with a bar code reader, as an alternate access path to this item. Bar codes can be assigned at the time the item is created or at a later date. As with the item number, any special characters will automatically be stripped. One restriction is that two unique item numbers cannot be directly accessed by the same bar code.
19. SUPERSEDING MANUFACTURER - If this item has been superseded to a different item, enter the manufacturer of the superseding item, or press F10 to select. Entry in this field is validated against the manufacturer file.
20. ITEM - If this item has been superseded to a different item, enter the superseding item number, or press F10 to select. NOTE: The superseding number must be a valid number in the system. Entry in this field is validated against the item master file.
21. DISCONTINUED - Enter "Y" or "N" indicating if the item has been discontinued from the manufacturer. If the item is flagged as discontinued, purchasing will only calculate a suggested buy quantity equal to the customer backordered amount. Blanks are not allowed.

B. PROCESSING:

1. Press ENTER to add or update the record and display screen #3.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F6 to access the alternate item screen. This screen is used to link similar item for suggestive selling in order entry. If the quantity on hand for this item is less than the quantity ordered, a "can use" screen will appear indicating that these item may be interchanged.
4. Press F10 for field inquiry
5. Press F12 to return to screen #1 without adding/updating the record.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected previously.
2. ITEM - Displays the item number selected previously.





D. ERROR CONDITIONS:

1. INPUT REQUIRED - The reversed image and highlighted field(s) require an input.
DESCRIPTION - At least one character must be entered.
SELLING UNIT OF MEASURE - At least one character must be entered.
SELLING INCREMENT - At least one number must be entered.
2. INVAILD - Valid input is required. The information entered is not a valid input.
RECOVERY- Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
6. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
7. "0016" - The FIELD MINUS key was used to exit a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry.

Screen #3 (ENTER from screen #2)

8/27/98	** DMS CORPORATION **		MRR069D3
DSP06	INVENTORY MASTER MAINTENANCE		RBS
Manufacturer CHA	Item RN5C	Description SPARKPLUG	
Selling unit of measure EA	Selling increment	1	
*Price matrix 13A 13358 23066 ABV "J" Factorable Y			
Price			
1.36	Base		
1.22	Stk Jobber		
1.29	Jobber		
1.36	Fleet		
1.42	Stocking Dlr		
1.49	Dealer		
1.63	Retail		
1.72	List		
1.81	Price Level8		
1.99	Price Level9		
F3=Exit F10=Field inquiry F12=Previous F17=Calculate prices			



A. DATA ENTRY:

1. PRICE MATRIX - Enter the corresponding price matrix code to calculate the nine selling prices based off of the base price entered below, or press F10 to select.
2. FACTORABLE - Enter "Y" or "N" indicating if the nine price levels in this item may be multiplied by an additional factor from order entry or customer profiles. Blanks are not allowed.
3. BASE PRICE - Enter the reference or "base" price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling prices and current cost of the item respectively. DMS recommends that the base price be the price from the lowest printed price sheet.
4. NINE SELLING PRICE LEVELS - The system will calculate the nine selling prices based on the base price previously entered. These calculated prices may be overridden. The headings, which appear to the right of the prices, are entered into the system in a system control record and are user defined.
5. CORE PRICE - Enter the reference or "base" core price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling core prices and current core cost of the item respectively. NOTE: This field will only display if the core group field on screen #2 is not blank.
6. NINE SELLING CORE PRICE LEVELS - The system will calculate the nine selling core prices based on the base price previously entered. These calculated prices may be overridden. NOTE: These fields will only display if the core group field on screen #2 is not blank.

B. PROCESSING:

1. ENTER to update the record and return to screen #1.
2. Press F10 for field inquiry.
3. Press F12 to display screen #2 without adding/updating the record.
4. Press F17 to calculate prices

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer of the item previously selected.
2. ITEM - Displays the item number of the item previously selected.
3. SELLING UNIT OF MEASURE - Displays the selling unit of measure entered on screen #1.
4. SELLING INCREMENT - Displays the selling increment entered on screen #1.

D. ERROR CONDITIONS:

1. INVALID - An invalid entry was made in the price matrix field and/or factorable field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. NEAGTIVE NOT ALLOWED - A field minus was used to exit a field that does not support negative numbers.
RECOVERY - Press ERROR RESET and try again.
4. F17 TO CALCULATE HAS NOT BEEN RUN - The base price and/or price matrix field has been changed.
RECOVERY - Press F17 to calculate new prices if using factors. If the prices have been hard keyed and should not be overlaid, ignore this message.
5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and try again.



6. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Inquiry into the Manufacturer File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```

8/21/98          ** DMS CORPORATION **          MRR069D1
DSP06           INVENTORY MASTER MAINTENANCE          RBS

*Manufacturer
*Item.....

Clear data... Y
Auto sequence N
*Location.....

F3=Exit  F10=Field inquiry  F13=Unedited access  F18=Inventory location

```

A. DATA ENTRY:

1. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required, the system will start at the closest match. Press F10.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry



Screen #2 (F10 from screen #1)

```

-----
| 7/16/98    MODE INQUIRY          ** DMS CORPORATION **      MRR075D2 |
| DSP06      ADDRESS INQUIRY      RBS                          |
|                                                    |
| Address class MC                  Address classes              |
| *Subclass..... 99              CF - Carrier      LC - Location |
| Search..... ACD                CM - Customer     MC - Manufacturer |
| City.....                      EM - Employee     SC - Supplier  |
| Phone.....                      |
|                                                    |
| ? Key field Cl Sub Name          City          Phone          |
| ACD          MC 99 AC-DELCO      DETROIT        |
| BER          MC 99 BERKLEY BOOKS |
| CHA          MC 99 CHAMPION SPARK PLUG CO    TOLEDO      206/251-7600 |
| FRS          MC 99 FIRESTONE TIRES          WILSON      252/977-8700 |
| GTS          MC 99 GATES HOSES              RALEIGH      252/251-7700 |
| ILC          MC 99 ILCO WIPER BLADES         RALEIGH      252/342-4949 |
| MMM          MC 99 3M CORP.                ST. PAUL      211/984-3258 |
| SLP          MC 99 SEALED POWER PISTON RING  AUBURN        |
| TRW          MC 99 TRW INC.                SEATTLE        |
| WAL          MC 99 WALKER                  DETROIT      517/574-8451 |
|                                                    |
| F3=Exit    F10=Field inquiry          |
-----

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific address for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the manufacturer selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The Key field column displays the actual key of the address records listed.
2. CL - Address Class column displays the address class for the records listed.
3. SUB - The Sub-class column displays the sub-class for the records listed.
4. NAME - The Name column displays the name fields associated with the address records listed.
5. CITY - The City column displays the city fields corresponding to the address records listed.
6. PHONE - The Phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

```
-----
| 7/19/98   MODE INQUIRY          ** DMS CORPORATION **      MRR064D2|
| DSP06                                MANUFACTURER INQUIRY    RBS      |
|-----|
| Manufacturer. ACD                                     |
| Name..... AC-DELCO, GENERAL MOTORS          Search... AC DELCO ACDELCO|
| Address one.. 800 MICHIGAN AVENUE                                     |
| Address two.. SUITE 78                                               |
| P.O. box..... 90                                                  |
| City..... DETROIT                      *State.... MI      Zip..... 48232|
| Phone number. 517/574-8451          *Country.. USA      Airport.. DET |
| Fax number... 517/574-8521        *Mailing.. MFG      *Marketing 999 |
| Telex number.      804051          *Territory 999                                     |
| International                                     |
| Contact..... MR. RALPH WILSON                      Additional contacts exist|
| Title..... VICE PRESIDENT/MARKETING                                     |
| Phone number. 517/574-6211                                     |
|-----|
| Order entry                      Sales type A                                     |
| Invalid item cost factor 1.3456      A - Merchandise E - Miscellaneous|
| Gross margin minimum.... 22.00      C - Freight      F - Miscellaneous|
|                                     D - Labor                                     |
| Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS                                     |
| F12=Previous  F14=Additional contact                                     |
|-----|
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2
3. Press F14 to display Additional contact inquiry screen.

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the Post Office Box Number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.



B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry

SCREEN #2 (F10 from screen #1)

8/28/98 MODE INQUIRY		** DMS CORPORATION **		MR039D2
DSP04		INVENTORY MASTER INQUIRY		BJH
Manufacturer CHA				
Item.....				
?				
Mfg Item	Description	Type Number		
CHA A6YC	SPLARK PLUG			
CHA A8YC	SPLARK PLUG			
CHA CH1	SPLARK PLUG			
CHA CH100	SPLARK PLUG			
CHA CH101	SPLARK PLUG			
CHA CH102	SPLARK PLUG			
CHA CH103	SPLARK PLUG			
CHA CH104	SPLARK PLUG			
CHA CH105	SPLARK PLUG			
CHA CH106	SPLARK PLUG			
CHA CH107	SPLARK PLUG			
CHA CH108	SPLARK PLUG			
CHA CH109	SPLARK PLUG			
CHA CH110	SPLARK PLUG			
F3=Exit				

A: DATA ENTRY:

1. MANUFACTURER - Enter the manufacturer code to be used for the search of an item.
This field may be left blank to display all items across manufacturer's sorted in item number order.
2. ITEM - Enter the item number to be used for the search of an item. This field may be left blank to display all items for a specific manufacturer if one is entered, or across manufacturer's if manufacturer is blank.
3. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific item master record for maintenance.

Multiple "I"'s may be entered to browse several records before returning to this screen.
The system will begin with the first "I" and continue displaying records until an "S" is



found, which will then end the inquiry and return the record with an "S" value to screen #1.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found which will display screen #1, or until F12 is taken. ENTER to execute any "S" instruction; screen #1 will be displayed and the item master record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if the search criteria have been changed.
2. Press F3 to exit and return to the previous job.
3. Roll to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MFG - Displays the manufacturer code of the items listed.
2. ITEM - Displays the item number of the items listed.
3. DESCRIPTION - Displays the description of the items listed.
4. TYPE - This column corresponds to the number column. Entries displaying here indicate an alternate access path to the actual item displaying to the left. Entries here include 1) "*" xxx" where "xxx" represents the cross reference code for customer's own item numbers, and/or 2) "BARCD" for a bar code number related to the actual item number.
5. NUMBER - This column corresponds to the type column. Entries in this column indicate the alternate access number to an actual item.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" or "I" was entered into the "?" field.
RECOVERY - Correct the entry(s) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS key.



Screen #3 (ENTER from screen #2)

8/27/98	MODE INQUIRY	** DMS CORPORATION **		MRR039D4
DSP06	INVENTORY MASTER INQUIRY		RBS	
Manufacturer CHA		Item RN5C	Created	1/01/88
Description SPARKPLUG			Sequence	5
System defined groups		User defined groups		
Sales analysis SPA SPARKPLUG-AUTO/TRK		Sales type		
Future pricing C01 CHA SPARKPLUGS				
Cust profile.. 012 SPARKPLUG-AUTO/TRK				
Commodity srch SPA SPARKPLUG-AUTO/TRK				
Core.....				
Selling unit of measure EA		Selling increment..	1	
Backorders allowed..... Y		Manufacturer's rank	D	
Weight	.1500	Height	.0000	Length .0000
Width	.0000			
Bar code ID 15573				
F12=Previous				

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display screen #3.
2. Press F12 to return to screen #2.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected previously.
2. ITEM - Displays the item number selected previously.
3. DESCRIPTION - Displays the description of the item.
4. CREATED - Displays the creation date of the item master.
5. SEQUENCE - Displays the sequence number of the item.
6. SALES ANALYSIS - Displays the sales analysis group corresponding to this item.
7. FUTURE PRICING - Displays the future price group corresponding to this item.
8. CUST PROFILE - Displays the customer profile group corresponding to this item.
9. COMMODITY SRCH - Displays the commodity search group corresponding to this item.
10. CORE - This field will only display if cores have been activated on the system. Displays the core group corresponding to this item.
11. USER DEFINED GROUPS - The system has up to five user-defined groups at an item level. If any have been established, the field headings will appear. This field displays the corresponding group codes for the fields displayed.
12. SELLING UNIT OF MEASURE - Displays the two-position character code for the selling unit of measure. This should represent the smallest unit in which this item will be sold.
13. SELLING INCREMENT - Displays the nine-position quantity, corresponding to the selling unit of measure, in which the item is sold. This should represent the minimum quantity that will be sold to a customer. Order entry will use this quantity in calculating the quantity ordered to increments of this number.



14. BACKORDERS ALLOWED - Displays a "Y" or "N" indicating if backorders are allowed for this item during order entry.
15. MANUFACTURER'S RANK - Displays the three position alphanumeric code representing the manufacturer's rank.
16. WEIGHT - Displays the nine-position, four-decimal number representing the weight of the item. Order entry and purchasing will use this information to calculate the total weight.
17. HEIGHT - Displays the nine-position, four-decimal number representing the height of the item. Purchasing will use this information to calculate the dimensions of the item.
18. LENGHT - Displays the nine-position, four-decimal number representing the length of the item. Purchasing will use this information to calculate the dimensions of the item.
19. WIDTH - Displays the nine-position, four-decimal number representing the width of the item. Purchasing will use this information to calculate the dimensions of the item.
20. BAR CODE ID - Displays the twenty-position alphanumeric ID that may be read with a barcode reader, as an alternate access path to this item.
21. SUPERSEDING MANUFACTURER - This field only displays if the item has been superseded to a different item. This field displays the manufacturer of the superseding item.
22. ITEM - This field only displays if the item has been superseded to a different item. This field displays the superseding item number.
23. DISCONTINUED - If the item has been discontinued from the manufacturer, this message will appear.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Screen #3 (ENTER from screen #2)

8/27/98	** DMS CORPORATION **			MRR039D5
DSP06	INVENTORY MASTER INQUIRY			RBS
Manufacturer CHA	Item RN5C	Description SPARKPLUG		
Selling unit of measure EA	Selling increment	1		
Price matrix 13A	13358 23066 ABV "J"	Factorable Y		
Price				
1.36	Base			
1.22	Stk Jobber			
1.29	Jobber			
1.36	Fleet			
1.42	Stocking Dlr			
1.49	Dealer			
1.63	Retail			
1.72	List			
1.81	Price Level8			
1.99	Price Level9			



A. DATA ENTRY:

1. None

B. PROCESSING:

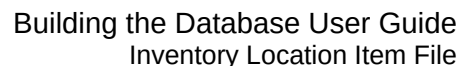
1. ENTER to display screen #2 if multiple inquiries were requested, or screen #1.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer of the item previously selected.
2. ITEM - Displays the item number of the item previously selected.
3. SELLING UNIT OF MEASURE - Displays the selling unit of measure.
4. SELLING INCREMENT - Displays the selling increment.
5. PRICE MATRIX - Displays the price matrix code to calculate the nine selling prices based off of the base price.
6. FACTORABLE - Displays a "Y" or "N" indicating if the nine price levels in this item may be multiplied by an additional factor from order entry or customer profiles.
7. BASE PRICE - Displays the reference or "base" price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling prices and current cost of the item respectively.
8. NINE SELLING PRICE LEVELS - Displays the nine selling prices based on the base price. The headings, which appear to the right of the prices, are entered into the system in a system control record and are user defined.
9. CORE PRICE - Displays the reference or "base" core price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling core prices and current core cost of the item respectively. NOTE: This field will only display if the core group is not blank.
10. NINE SELLING CORE PRICE LEVELS - Displays the nine core selling prices based on the core base price. NOTE: These fields will only display if the core group is not blank.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Information about the supplier, rank, tax flag, cost(s), zone/bin location and various item histories. All of this information is pertinent information to the proper management of an items history.

Creating/Maintaining a Record in the Location Item File:

From menu option screen #1 will be displayed.

Screen #1

DMS Systems Corp.
October 13, 2003
Version 1.0



A. DATA ENTRY:

1. LOCATION - Enter the four-character code for the location to which this item is to be added/maintained.
2. MANUFACTURER - Enter the three-character code for the manufacturer of the item being added/maintained at this location.
3. ITEM - Enter the item number of up to twenty characters (letters, numbers, blanks, special characters) exactly as added to the master item file. The item number should be a valid inventory item at the location selected.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry into the location item file
5. Press F13 for direct access to the maintenance function without the built in item validation checks. This function requires that the item be keyed exactly.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. INVALID - Valid input is required. The information entered was checked against another data base file and was not found. This includes blanks for the location and item fields. The manufacturer field is validated only when an invalid item is entered.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2

```
-----
| 8/27/98   MODE CHANGE          ** DMS CORPORATION **      MRR070D2|
| DSP06                                INVENTORY LOCATION MAINTENANCE  RBS|
|-----|-----|-----|-----|
| Location.... DMS  DISTRIBUTION MGMT SYSTEMS  Created.... 8/27/98|
| Manufacturer ACD  Item A212CW                Description AIR FILTER|
|-----|-----|-----|-----|
|                                     Minimum      Maximum      Restocking|
| *Primary zone/bin AA/215                1      999999999          1|
|-----|-----|-----|-----|
| *Primary supplier ACD                AC-DELCO, GENERAL MOTORS|
| *Forecast group.. 129 FILTERS                Buyer AL KILLEBREW|
| *Rank group..... AVJ FILTERS|
|-----|-----|-----|-----|
| Current system rank C  Previous system rank C  Manufacturer's rank A|
| Rank order      19 of 380      Rank%  1.40      Rank amount      55.73|
| Periods for trend... 12      Trend 19.00 % UP      Avg movement      6.3333|
| Forecast ahead..... .25|
| Periods w/o movement  4                Superceded to ACD A348CW|
|                                     Item has been discontinued|
|-----|-----|-----|-----|
| Per job quantity...  0|
| Minimum G/M percent  22.00 %      Tax flag Y      Tax included N|
|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry   F12=Previous|
|-----|
```

A. DATA ENTRY:

1. CREATED - Enter the date this item record was created. This field defaults to the system date but can be overridden.
2. PRIMARY ZONE/BIN - Enter the primary zone/bin location for this item at this location. This field is accessible in ADD mode only. The primary zone/bin for an item must be maintained in the item zone/bin record, which is a separate menu option.
3. MINIMUM - Enter the minimum quantity to be stocked for this item in this zone/bin location. This field is accessible in ADD mode only. The minimum stocking level for the primary zone/bin must be maintained in the item zone/bin record, which is a separate menu option.
4. MAXIMUM - Enter the maximum quantity to be stocked for this item in this zone/bin location. This field is accessible in ADD mode only. The maximum stocking level for the primary zone/bin must be maintained in the item zone/bin record that is a separate menu option.
5. RESTOCKING - Enter the quantity to signify restocking of this item in this zone/bin location. This field is accessible in ADD mode only. The restocking level for the primary zone/bin must be maintained in the item zone/bin record that is a separate menu option.
6. PRIMARY SUPPLIER - Enter the supplier from whom this item is normally purchased.
7. FORECAST GROUP - Enter the forecast group to be assigned to this item. The forecast group is used to group items for purchase forecasting based on frequency of purchasing.
8. RANK GROUP - Enter a rank group to which this item is to be assigned. The rank group is used to group items for comparison when the system determines each items system rank.
9. CURRENT SYSTEM RANK - Enter the ranking code for this item based on its popularity within its rank group. When adding items to the inventory a system rank of "N" for new item is suggested.



Valid system ranks include: A, B, C, D, E, W, X and N. The system will rank and re-rank items as their popularity and demand for these items increases or decreases.

10. PERIODS W/O MOVEMENT - Enter the number of periods that have past, since the last customer order for this item. The system will begin to calculate this number once an item record has been entered.
11. PER JOB QUANTITY - Enter the minimum quantity of this item normally required. This field is used to insure a minimum on-hand.
12. MINIMUM G/M PERCENT - Enter the minimum gross margin percentage to be made on the sale of this item. The gross margin percent found in the manufacturer record is defaulted into this field. This field is not required.
13. TAX FLAG - Enter the desired tax flag of Y, N, A, B, C or D. These tax flags represent different tax rates found in each tax table. The Y flag is the standard tax rate. The N flag is used with non-taxable items. A-D flags represent various item exception rates.
14. TAX INCLUDED - Enter Y=yes or N=no to have the tax amount included in the selling price of this item.

B. PROCESSING:

1. Press ENTER to add or update the record and continue to next screen.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code and description entered on the previous screen.
2. MANUFACTURER - Displays the manufacturer code and description entered on the previous screen.
3. ITEM - Displays the item number entered on the previous screen and the description from the item master record.
4. BUYER - Displays the buyer id assigned to the forecast group entered. This field displays in change mode only.
5. PREVIOUS SYSTEM RANK - Displays the previous current system rank before the system went through the ranking function.
6. MANUFACTURER'S RANK - Displays the manufacturer's rank assigned in the item master file.
7. RANK ORDER - Displays the position of this item within the rank group to which it was assigned. For example, an item may be ranked 5th out of 125 items in the rank group. This position is determined based on demand history.
8. RANK % - Displays the percentage of shipped/demand that this item contributed to the total shipped/demand for the rank group.
9. RANK AMOUNT - Displays the dollar amount derived by multiplying the quantity shipped/demanded by the current cost.
10. PERIODS FOR TREND - Displays the number of periods used in calculating the trend of for this item. This number is determined in the rank group record.
11. TREND - Displays the percentage of upward or downward trend in the sales of this item by comparing the most current number of periods to the same periods one year ago.
12. AVG MOVEMENT - Displays the average quantity of this item sold during a period. The rank group contains up to twelve period factors which are multiplied by the movement of this item during the corresponding periods and then divides the sum of the factored demand by the number of factors used.



13. FORECAST AHEAD - Displays the number of periods for which the system will select quantities from the projected demand to use as the periods of supply. This number is derived by totaling the review time, lead-time and safety stock.
14. INFORMATIONAL MESSAGES - Displays several informational messages concerning supercessions and discontinuation.

D. ERROR CONDITIONS:

1. INVALID - The reversed image and highlighted field(s) require an input.
CREATED - This record must have a valid creation date.
PRIMARY SUPPLIER - A primary supplier is required.
FORECAST GROUP - A valid forecast group is required.
RANK GROUP - A valid rank group is required.
CURRENT SYSTEM RANK - This item must be assigned a valid system rank. (N, A, B, C, D, E, W, X)
TAX FLAG - Requires valid input. (Y, N, A, B, C, D)
TAX INCLUDED - Requires valid input. (Y or N)
RECOVERY- Correct the entry(ies) and retry.
2. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - More than two decimal positions were entered or more than one number was entered to the left of the decimal position.
RECOVERY - Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - The field requires numeric input. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

Accessed by pressing ENTER from screen #2, in ADD mode only.
Screen #3

8/28/98	MODE ADD	** DMS CORPORATION **	MRR080D2
DSP06		SUPPLIER ITEM MAINTENANCE	RBS
Location....	0015	THE COMPUTER WAREHOUSE	
Manufacturer	ACD	Item A212CW	Description AIR FILTER
Supplier...	ACD	AC-DELCO, GENERAL MOTORS	Item
Package qty	1	Per unit of measure EA	Minimum order quantity 1
Purchase cost	Factor	Base	Cost
*Cost matrix SPC	.2000	11.00	2.20
SPECIAL PRICING	Core .2000	2.00	.40
		Core	Core



Landed cost elements	Factor	Amount	Factor	Amount
* Freight...				
* Duty.....				
* Tax.....				
* Storage...				
* Brokerage.				
F10=Field inquiry		F17=Calculate		

This screen is only displayed when in ADD mode in the location item option. The supplier item record created here is the primary supplier, any alternates to be created use the supplier item option on the menu.

A. DATA ENTRY:

1. ITEM - Enter the supplier's item number if different from the manufacturer's item number.
2. PACKAGE QTY - Enter the smallest packaging quantity that will be shipped from this supplier.
3. PER UNIT OF MEASURE - Enter the unit of measure that corresponds to the package quantity entered.
4. MINIMUM ORDER QUANTITY - Enter the minimum order quantity required by this supplier. If the supplier has no minimum leave this field blank.
5. COST MATRIX - Enter the cost matrix to be used to calculate this supplier's cost for this item.
6. COST - Enter this supplier's cost for this item if the cost calculated by the F17 function key is incorrect.
7. CORE COST - Enter this supplier's core cost for this item if the cost calculated by the F17 function key is incorrect.
8. LANDED COST ELEMENTS - Enter up to five different costing elements used in calculating the landed cost for this item. The headings for each of these five input fields are user-defined in a control record. The landed cost elements are created through the menu option on the data base menu. Each element contains a factor or amount that is to be applied to the purchase cost of an item to calculate the landed cost. A factor or amount field is available for the exchange cost and core cost. If a cost element is not known, press F10 for field inquiry. The descriptions and factors or amounts for each element will be displayed when the F17 calculate option updates the screen.

B. PROCESSING:

1. Press ENTER to add or update the record and continue to next screen. The F17 calculate function must be taken before pressing ENTER.
2. Press F10 for field inquiry on those fields preceded with an asterisk.
3. Press F17 to calculate the cost of the item for this supplier.

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code and description from the previous screen.
2. MANUFACTURER - Displays the manufacturer code and description from the previous screen.
3. ITEM - Displays the item number from the previous screen and the description from the item master record.
4. SUPPLIER - Displays the supplier and its name entered on the previous screen.
5. FACTOR - Displays the cost factor from the cost matrix entered. This factor does not display unless F17 Calculate has been taken.



6. CORE FACTOR - Displays the core cost factor from the cost matrix entered. This factor does not display unless F17 Calculate has been taken.
7. Landed Cost" FACTOR - Displays the factor to be applied against the exchange portion of this item's cost in the landed cost calculation.
8. "Landed Cost" AMOUNT - Displays the amount to be applied against the exchange portion of this item's cost in the landed cost calculation.
9. "Landed Cost" CORE FACTOR - Displays the factor to be applied against the core cost of this item in the landed cost calculation. This field is only for items with a core in the item master records.
10. "Landed Cost" CORE AMOUNT - Displays the amount to be applied against the core cost of this item in the landed cost calculation. This field is only displayed for items with a core in the item master records.

D. ERROR CONDITIONS:

1. INVALID - The reversed image and highlighted field(s) require an input.
2. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - More than two decimal positions were entered or more than one number was entered to the left of the decimal position.
RECOVERY - Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - The field requires numeric input. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.
7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET, TAB and retry.

Accessed by pressing ENTER from screen #3, in ADD mode or by pressing ENTER from screen #2 in CHANGE mode.



Screen #3

```
-----
| 9/04/98   MODE CHANGE          ** DMS CORPORATION **      MRR070D3|
| DSP06                INVENTORY LOCATION MAINTENANCE      RBS   |
|-----|
| Location.... DMS  DISTRIBUTION MGMT SYSTEMS                |
| Manufacturer ACD  Item A212CW                Description AIR FILTER|
|-----|
| Primary supplier..... ACD                AC-DELCO, GENERAL MOTORS|
|-----|
|                                     Cost                    |
| C1) Current purchase...      8.80      Last cost change   6/13/98|
|-----|
| C2) Last receipt.....      8.80      Received from ACD    |
| C3) Last receipt landed      8.80      AC-DELCO, GENERAL MOTORS|
| Quantity received last      25        PO number      636    |
| Onhand before receipt..    242        Date....   7/12/98    |
|-----|
| C4) Average purchase...      4.07                    |
| C5) Average landed.....      1.12                    |
|-----|
| C6) Standard purchase..      .00                    |
| C7) Standard landed....      .00                    |
|-----|
| F3=Exit   F12=Previous                                         |
|-----
```

A. DATA ENTRY:

1. STANDARD PURCHASE - Enter a user-defined exchange cost is not tracked by the system automatically.
2. STANDARD CORE - Enter a user-defined core cost. This field does not display if core is not activated.
3. STANDARD LANDED - Enter a user-defined landed cost that is not tracked by the system automatically.
4. STANDARD LANDED CORE - Enter a user-defined landed core cost. This field does not display if core is not activated.

B. PROCESSING:

1. Press ENTER to add or update the record and continue to next screen.
2. Press F3 to exit and return to the menu. This function key is valid in CHANGE mode only.
3. Press F12 to return to previous screen. This function key is valid in CHANGE mode only.

C. ADDITIONAL INFORMATION:

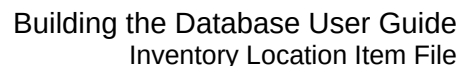
1. LOCATION - Displays the location code for this location item record.
2. MANUFACTURER - Displays the manufacturer code and description for this location item record.
3. ITEM - Displays the item number for this location item record and the description from the item master record.
4. PRIMARY SUPPLIER - Displays the supplier code and name entered on the previous screen.
5. CURRENT PURCHASE - Displays the current purchase cost found in the supplier item record.



6. LAST COST CHANGE - Displays the date on which the last current purchase cost change occurred.
7. LAST RECEIPT COST - Displays the cost of this item the last time that it was received. This field displays only in CHANGE mode.
8. RECEIVED FROM - Displays the supplier code and name from which this item was received last. This field displays only in CHANGE mode.
9. PO NUMBER - Displays the purchase order number of the last receipt of this item from the supplier shown above.
10. DATE - Displays the date on which this item was last received from the above supplier and purchase order.
11. LAST RECEIPT LANDED - Displays the landed cost of this item the last time that it was received. This field displays only in CHANGE mode.
12. QUANTITY RECEIVED LAST - Displays the quantity received on the last purchase order received containing this item. This field displays only in CHANGE mode.
13. ON-HAND BEFORE RECEIPT - Displays the actual on-hand quantity before the last receipt of this item was updated.
14. AVERAGE PURCHASE COST - Displays the average cost of this item based upon the receipts of this item. This field displays only in CHANGE mode.
15. AVERAGE LANDED - Displays the average landed cost of this item based upon the receipts of this item. This field displays only in CHANGE mode.

D. ERROR CONDITIONS:

1. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - More than two decimal positions were entered or more than one number was entered to the left of the decimal position.
RECOVERY - Correct the entry and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
5. "0009" - The field requires numeric input. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.



This inquiry is being performed from the Inventory location maintenance.

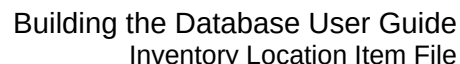
[illegible]

1. Enter the location code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry. Valid for fields preceded by an asterisk.
4. Press F11 for file inquiry

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



7/16/98	MODE INQUIRY	** DMS CORPORATION **	MRR075D2
DSP06		ADDRESS INQUIRY	RBS
Address class LC		Address classes	
*Subclass.....	99	CF - Carrier	LC - Location
Search.....	DMS	CM - Customer	MC - Manufacturer
City.....		EM - Employee	SC - Supplier
Phone.....			
? Key field	Cl	Sub Name	City Phone
DMS	LC 99	DISTRIBUTION MGMT SYST	ROCKY MOUNT 252/985-6000
TJH	LC 99	THE JONES HOLDINGS	
GEN	LC 99	GENERAL AUTOMOTIVE,	RENTON 206/251-760
HED	LC 99	HARDEE'S EQUIPMENT DIV	ROCKY MOUNT 252/977-8700
PAC	LC 99	PACCAR AUTO PARTS	AUBURN 206/251-7700
0015	LC 99	THE COMPUTER WAREHOUSE	RALEIGH 252/342-4949
ATL1	LC 99	T.J. HOUGHTON	
9999	LC 99	** DMS CORPORATION **	
ACD	MC RA	ACD	
ACD	MC 99	AC-DELCO, GENERAL MTR	DETROIT 517/574-8451
F3=Exit	F10=Field inquiry		

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job.
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field displays the actual key for the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS.



Screen #3

7/16/98	MODE INQUIRY	** DMS CORPORATION **	MRR026D1
DSP06		LOCATION INQUIRY	RBS
Location..... DMS			
Name..... DISTRIBUTION MGMT SYS Search...DISTRIBUTI DISTRIBUTI			
Address one.. 800 TIFFANY BOULEVARD			
Address two.. SUITE 301			
P.O. box..... 2763			
City..... ROCKY MOUNT State.... NC Zip..... 27801			
Phone number. 252/985-6000 Country.. USA Airport.. RMW			
Fax number... 252/985-2783 Mailing.. 999 Marketing 999			
Telex number. Territory 999			
International			
Contact..... GRADY DAVIS Additional contacts exist			
Title..... CHIEF EXECUTIVE OFFICER			
Phone number. 252/985-6601			
F12=Previous F14=Additional contact			

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays the location name.
2. SEARCH - Displays the search characters used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays the first line of the address.
4. ADDRESS TWO - Displays the second line of the address.
5. PO BOX - Displays the post office box number.
6. CITY - Displays the city name.
7. STATE - Displays the state abbreviation.
8. ZIP CODE - Displays the zip code.
9. PHONE NUMBER - Displays the area code and telephone number.
10. COUNTRY - Displays the country abbreviation.
11. AIRPORT - Displays airport abbreviation.
12. FAX NUMBER - Displays the area code and telephone number of the fax machine.
13. MAILING - Displays the mailing label code.
14. MARKETING - Displays the marketing code.
15. TELEX NUMBER - Displays the telex number if one exists.
16. TERRITORY - Displays the territory code.
17. INTERNATIONAL - Displays the international telephone number if one exists.
18. CONTACT - Displays the primary contact's name.
19. TITLE - Displays the contact's business title.



20. PHONE NUMBER - Displays the contact's phone number.



D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Manufacturer File:

Screen #1

```

01/01/98                                YOUR COMPANY NAME IS HERE      MRR070D1
WRKST-ID                                INVENTORY LOCATION MAINTENANCE  USERID

*Location.... DMS
*Manufacturer ACD
*Item..... A212CW

F3=Exit   F10=Field inquiry   F11=File inquiry   F13=Direct access

```

A. DATA ENTRY:

1. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry. Valid for those fields preceded by an asterisk only.
4. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry





Screen #2 (F10 from screen #1)

```
-----
| 7/16/98   MODE INQUIRY          ** DMS CORPORATION **      MRR075D2 |
| DSP06                                ADDRESS INQUIRY          RBS |
|-----|-----|-----|-----|-----|-----|
| Address class MC                  Address classes |
| *Subclass..... 99                CF - Carrier   LC - Location |
| Search..... ACD                  CM - Customer  MC - Manufacturer |
| City.....                          EM - Employee SC - Supplier |
| Phone.....                          |
| ? Key field Cl Sub Name              City          Phone |
| ACD          MC 99 AC-DELCO           DETROIT |
| BER          MC 99 BERKLEY BOOKS |
| CHA          MC 99 CHAMPION SPARK PLUG CO  TOLEDO   206/251-7600 |
| FRS          MC 99 FIRESTONE TIRES        WILSON    252/977-8700 |
| GTS          MC 99 GATES HOSES             RALEIGH   252/251-7700 |
| ILC          MC 99 ILCO WIPER BLADES       RALEIGH   252/342-4949 |
| MMM          MC 99 3M CORP.               ST. PAUL   211/984-3258 |
| SLP          MC 99 SEALED POWER PISTON     AUBURN |
| TRW          MC 99 TRW INC.                SEATTLE |
| WAL          MC 99 WALKER                  DETROIT   517/574-8451 |
|-----|-----|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry |
|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job.
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The three-character code for the manufacturer or any part of the information entered into the search field of the manufacturer record is displayed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS.



Screen #3

```
-----
| 7/19/98   MODE INQUIRY           ** DMS CORPORATION **      MRR064D2 |
| DSP06                                MANUFACTURER MAINTENANCE    RBS      |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Manufacturer. ACD |
| Name..... AC-DELCO, GENERAL MOTORS Search... AC DELCO ACDELCO |
| Address one.. 800 MICHIGAN AVENUE |
| Address two.. SUITE 78 |
| P.O. box..... 90 |
| City..... DETROIT | *State.... MI Zip.....48232 |
| Phone number. 517/574-8451 | *Country.. USA Airport..DET |
| Fax number... 517/574-8521 | *Mailing.. MFG *Marketing999 |
| Telex number. 804051 | *Territory 999 |
| International |
| Contact..... MR. RALPH WILSON | Additional contacts exist |
| Title..... VICE PRESIDENT/MARKETING |
| Phone number. 517/574-6211 |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Order entry | Sales type A |
| Invalid item cost factor 1.3456 A - Merchandise E - Miscellaneous |
| Gross margin minimum.... 22.00 C - Freight F - Miscellaneous |
| | D - Labor |
| Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F3=Exit F10=Field inquiry F12=Previous F13=Additional address |
| F24=More keys |
|-----|-----|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

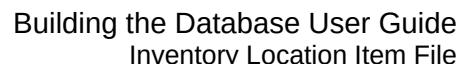
1. None

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays the manufacturer's name.
2. SEARCH - Displays up to ten characters of the name field used by the search functions within the system and is displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this manufacturer's telex number.



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Inventory Master File:**

Screen #1

A. DATA ENTRY:

- ### B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry



C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```
-----
| 8/28/98  MODE INQUIRY      ** DMS CORPORATION **      MR039D2 |
| DSP04              INVENTORY MASTER INQUIRY          BJH   |
| Manufacturer CHA                                     |
| Item.....                                           |
| ? Mfg Item          Description          Type Number      |
| CHA A6YC            SPARK PLUG                                     |
| CHA A8YC            SPARK PLUG                                     |
| CHA CH1             SPARK PLUG                                     |
| CHA CH100           SPARK PLUG                                     |
| CHA CH101           SPARK PLUG                                     |
| CHA CH102           SPARK 111G                                     |
| CHA CH103           SPARK PLUG                                     |
| CHA CH104           SPARK PLUG                                     |
| CHA CH105           SPARK PLUG                                     |
| CHA CH106           SPARK PLUG                                     |
| CHA CH107           SPARK PLUG                                     |
| CHA CH108           SPARK PLUG                                     |
| CHA CH109           SPARK PLUG                                     |
| CHA CH110           SPARK PLUG                                     |
|                                                                + |
| F3=Exit                                                    |
|-----
```

A. DATA ENTRY:

1. MANUFACTURER - Enter the manufacturer code to be used for the search of an item.
This field may be left blank to display all items across manufacturer's sorted in item number order.
2. ITEM - Enter the item number to be used for the search of an item. This field may be left blank to display all items for a specific manufacturer if one is entered, or across manufacturer's if manufacturer is blank.
3. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific item master record for maintenance.

Multiple "I"'s may be entered to browse several records before returning to this screen. The system will begin with the first "I" and continue displaying records until an "S" is found, which will then end the inquiry and return the record with an "S" value to screen #1.

B. PROCESSING:



1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found which will display screen #1, or until F12 is taken. ENTER to execute any "S" instruction; screen #1 will be displayed and the item master record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if the search criteria have been changed.
2. Press F3 to exit and return to the previous job.
3. Roll to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MFG - Displays the manufacturer code of the items listed.
2. ITEM - Displays the item number of the items listed.
3. DESCRIPTION - Displays the description of the items listed.
4. TYPE - This column corresponds to the number column. Entries displaying here indicate an alternate access path to the actual item displaying to the left. Entries here include 1) "*" xxx" where "xxx" represents the cross reference code for customer's own item numbers, and/or 2) "BARCD" for a bar code number related to the actual item number.
5. NUMBER - This column corresponds to the type column. Entries in this column indicate the alternate access number to an actual item.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" or "I" was entered into the "?" field.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS key.

Screen #3 (ENTER from screen #2)

8/27/98	MODE INQUIRY	** DMS CORPORATION **	MRR039D4
DSP06		INVENTORY MASTER INQUIRY	RBS
Manufacturer CHA	Item RN5C	Created	1/01/88
Description SPARKPLUG		Sequence	5
System defined groups		User defined groups	
Sales analysis SPA	SPARKPLUG-AUTO/TRK	Sales type	
Future pricing C01	CHA SPARKPLUGS		
Cust profile.. 012	SPARKPLUG-AUTO/TRK		
Commodity srch SPA	SPARKPLUG-AUTO/TRK		
Core.....			
Selling unit of measure EA		Selling increment.	1
Backorders allowed.... Y		Manufacturer's rank	D
Weight .1500	Height .0000	Length .0000	Width .0000
Bar code ID 15573			



A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display screen #3.
2. Press F12 to return to screen #2.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer selected previously.
2. ITEM - Displays the item number selected previously.
3. DESCRIPTION - Displays the description of the item.
4. CREATED - Displays the creation date of the item master.
5. SEQUENCE - Displays the sequence number of the item.
6. SALES ANALYSIS - Displays the sales analysis group corresponding to this item.
7. FUTURE PRICING - Displays the future price group corresponding to this item.
8. CUST PROFILE - Displays the customer profile group corresponding to this item.
9. COMMODITY SRCH - Displays the commodity search group corresponding to this item.
10. CORE - This field will only display if cores have been activated on the system. Displays the core group corresponding to this item.
11. USER DEFINED GROUPS - The system has up to five user-defined groups at an item level. If any have been established, the field headings will appear. This field displays the corresponding group codes for the fields displayed.
12. SELLING UNIT OF MEASURE - Displays the two-position character code for the selling unit of measure. This should represent the smallest unit in which this item will be sold.
13. SELLING INCREMENT - Displays the nine-position quantity, corresponding to the selling unit of measure, in which the item is sold. This should represent the minimum quantity that will be sold to a customer. Order entry will use this quantity in calculating the quantity ordered to increments of this number.
14. BACKORDERS ALLOWED - Displays a "Y" or "N" indicating if backorders are allowed for this item during order entry.
15. MANUFACTURER'S RANK - Displays the three position alphanumeric code representing the manufacturer's rank.
16. WEIGHT - Displays the nine-position, four decimal number representing the weight of the item. Order entry and purchasing will use this information to calculate the total weight.
17. HEIGHT - Displays the nine position four decimal number representing the height of the item. Purchasing will use this information to calculate the dimensions of the item.
18. LENGTH - Displays the nine position four decimal number representing the length of the item. Purchasing will use this information to calculate the dimensions of the item.
19. WIDTH - Displays the nine position four decimal number representing the width of the item. Purchasing will use this information to calculate the dimensions of the item.
20. BAR CODE ID - Displays the twenty position alphanumeric id that may be read with a bar code reader, as an alternate access path to this item.
21. SUPERSEDING MANUFACTURER - This field only displays if the item has been superseded to a different item. This field displays the manufacturer of the superseding item.



22. ITEM - This field only displays if the item has been superseded to a different item. This field displays the superseding item number.
23. DISCONTINUED - If the item has been discontinued from the manufacturer, this message will appear.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Inquiry into the Inventory Master File:

Screen #3 (ENTER from screen #2)

8/27/98	** DMS CORPORATION **				MRR039D5
DSP06	INVENTORY MASTER INQUIRY				RBS
Manufacturer CHA	Item RN5C	Description SPARKPLUG			
Selling unit of measure EA	Selling increment	1			
Price matrix 13A	13358 23066 ABV "J"	Factorable Y			
Price		Core Price			
1.36	Base	.00			
1.22	Stk Jobber	.00			
1.29	Jobber	.00			
1.36	Fleet	.00			
1.42	Stocking Dlr	.00			
1.49	Dealer	.00			
1.63	Retail	.00			
1.72	List	.00			
1.81	Price Level8	.00			
1.99	Price Level9	.00			

A. DATA ENTRY:

1. None

B. PROCESSING:

1. ENTER to display screen #2 if multiple inquiries were requested, or screen #1.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer of the item previously selected.
2. ITEM - Displays the item number of the item previously selected.
3. SELLING UNIT OF MEASURE - Displays the selling unit of measure.
4. SELLING INCREMENT - Displays the selling increment.
5. PRICE MATRIX - Displays the price matrix code to calculate the nine selling prices based off of the base price.



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Location Item File:**

```

01/01/98          YOUR COMPANY NAME IS HERE          MRR070D1
WRKST-ID          INVENTORY LOCATION MAINTENANCE          USERID

*Location.... DMS
*Manufacturer ACD
*Item..... A212CW

F3=Exit    F10=Field inquiry    F11=File inquiry    F13=Direct access

```

1. Enter the location, manufacturer and item number to begin the file inquiry or leave blank to start at the beginning of the file. Press F11 for file inquiry.

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry



4. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0009" - An attempt to enter an alpha character in a numeric field was made.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F11 from screen #1)

```
-----
| 9/04/98   MODE INQUIRY           ** DMS CORPORATION **   MRR102D2 |
| DSP06                                INVENTORY LOCATION INQUIRY   RBS |
|-----|
| *Location.... DMS |
| *Manufacturer      |
| *Item.....       |
|-----|
| ? Loc  Mfg Item          Available  On order Rank  Sup B/O  Cust B/O |
|-----|
| DMS   ACD A 1/2-3.4      11         0      N      0      0      3 |
| DMS   ACD A-500/T        6608       6      N      0      0      0 |
| DMS   ACD A-501/T        4863       43     N      0      0      0 |
| DMS   ACD A-502/T        5790       32     N      0      0      0 |
| DMS   ACD A-503/         3363       15     N      0      0      0 |
| DMS   ACD A-504/T        2061       10     N      0      0      0 |
| DMS   ACD A-505/         0          42     N      0      0      0 |
| DMS   ACD A212CW         316        0      E      0      0      0 |
| DMS   ACD A312CW         2-         0      E      0      0      1 |
| DMS   ACD A348CW         111        0      E      0      0      9 |
| DMS   ACD BJ             0          0      N      0      0      0 |
| DMS   ACD CJ6            0          0      D      0      0      0 |
|-----|
| F3=Exit  F4=Fold  F10=Field inquiry |
|-----|
```

A. DATA ENTRY:

1. LOCATION - Enter the location code to be used for the search of an item. This field may be left blank to display all location's items.
2. MANUFACTURER - Enter the manufacturer code to be used for the search of a location item record. This field may be left blank to display all items across manufacturers sorted in location, item number order.
3. ITEM - Enter the item number to be used for the search of a location item record. This field may be left blank to display all items for a location, a manufacturer or location and manufacturer.
4. ? - Enter an "I" to select one or more records for more detailed data.
- Enter an "S" to select a specific record for maintenance.



- Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if location, manufacturer or item is changed.
2. Press F3 to exit and return to the previous job
3. Press F4 to fold the screen for more information.
4. Press F10 for field inquiry.
5. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code for each of the location items listed.
2. MFG - Displays the manufacturer code for each of the items listed.
3. ITEM - Displays the item numbers for each of the location item records listed.
4. AVAILABLE - Lists the available on-hand for each of the location items displayed.
5. ON-ORDER - Lists the on-order quantity from outstanding PO's for each of the items displayed.
6. RANK - Lists the system rank for each of the location items displayed. Also lists the manufacturer's rank when F4 Fold is taken.
7. SUP B/O - Displays the quantity on backorder from this location's supplier for each of the items listed.
8. CUST B/O - Displays the quantity on backorder of this item for customers of this location item.
9. DESCRIPTION - Displays the description of the location items. This field only displays when F4 Fold has been performed.
10. MANUFACTURER'S RANK - Displays the manufacturer's rank each of the items listed. This field only displays when F4 Fold has been performed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. "0005" - An input was attempted a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3 ("I" from screen #2)

```

9/04/98  MODE INQUIRY          ** DMS CORPORATION **      MRR102D4
DSP06                                INVENTORY LOCATION INQUIRY    RBS

Location.... DMS  DISTRIBUTION MGMT SYSTEMS Created.... 1/01/88
Manufacturer ACD  Item A212CW                                Description AIR FILTER

Primary zone/bin 999999          Minimum      Maximum      Restocking
                                1              1              1

Primary supplier ACD            AC-DELCO, GENERAL MOTORS

Forecast group.. 999 SYSTEM DEFAULT      Buyer AL KILLEBREW
Rank group..... 999 SYSTEM DEFAULT

Current system rank E  Previous system rank E  Manufacturer's rank
Rank order   19 of 380  Rank%   1.40          Rank amount   55.73
Periods for trend... 12  Trend  19.00 %UP  Avg movement    6.3333
Forecast ahead.....   .25
Periods w/o movement   4          Superceded to ACD A348CW
Per job quantity...    0
Minimum G/M percent  20.00 %      Tax flag Y      Tax included N

F12=Previous
  
```

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display the next screen.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code and description for the location item selected on the previous screen.
2. CREATED - Displays the date this item record was created.
3. MANUFACTURER - Displays the manufacturer code and description for the location item selected on the previous screen.
4. ITEM - Displays the item number selected on the previous screen and the description from the item master record.
5. PRIMARY ZONE/BIN - Displays the primary zone/bin location for this item at this location.
6. MINIMUM - Displays the minimum quantity to be stocked for this item in this zone/bin location.
7. MAXIMUM - Displays the maximum quantity to be stocked for this item in this zone/bin location.
8. RESTOCKING - Displays the quantity to signify restocking of this item in this zone/bin location.
9. PRIMARY SUPPLIER - Displays the supplier from whom this item is normally purchased.
10. FORECAST GROUP - Displays the forecast group assigned to this item. The forecast group is used to group items for purchase forecasting based on frequency of purchasing.
11. BUYER - Displays the buyer id assigned to the forecast group.



12. RANK GROUP - Displays a rank group to which this item is assigned. The rank group is used to group items for comparison when the system determines each item's system rank.
 13. CURRENT SYSTEM RANK - Displays the ranking code for this item based on its popularity within its rank group.
 14. PREVIOUS SYSTEM RANK - Displays the previous current system rank before the system went through the ranking function.
 15. MANUFACTURER'S RANK - Displays the manufacturer's rank assigned in the item master file.
 16. RANK ORDER - Displays the position of this item within the rank group to which it was assigned. For example, an item may be ranked 5th out of 125 items in the rank group. This position is determined based on demand history.
 17. RANK % - Displays the percentage of shipped/demand that this item contributed to the total shipped/demand for the rank group.
 18. RANK AMOUNT - Displays the dollar amount derived by multiplying the quantity shipped/demanded by the current cost.
 19. PERIODS FOR TREND - Displays the number of periods used in calculating the trend of for this item. This number is determined in the rank group record.
 20. TREND - Displays the percentage of upward or downward trend in the sales of this item by comparing the most current number of periods to the same periods one year ago.
 21. AVG MOVEMENT - Displays the average quantity of this item sold during a period. The rank group contains up to twelve period factors which are multiplied by the movement of this item during the corresponding periods and then divides the sum of the factored demand by the number of factors used.
 22. FORECAST AHEAD - Displays the number of periods for which the system will select quantities from the projected demand to use as the periods of supply. This number is derived by totaling the review time, lead-time and safety stock.
 23. PERIODS W/O MOVEMENT - Displays the number of periods closed since the last customer order for this item. The system will begin to calculate this number once an item record has been entered.
 24. INFORMATIONAL MESSAGES - Displays several informational messages.
 25. PER JOB QUANTITY - Displays the minimum quantity of this item normally required. This field is used to insure a minimum on-hand.
 26. MINIMUM G/M PERCENT - Displays the minimum gross margin percentage to be made on the sale of this item.
 27. TAX FLAG - Displays this item's tax flag of Y, N, A, B, C or D. These tax flags represent different tax rates found in each tax table. The Y flag is the standard tax rate. The N flag is used with non-taxable items. A-D flags represent various item exception rates.
 28. TAX INCLUDED - Displays the Y=yes or N=no flag to have the tax amount included in the selling price of this item.
- D. ERROR CONDITIONS:
1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
 2. "0005" - An input was attempted a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.



Screen #4 ("I" from screen #2)

9/04/98	MODE INQUIRY	** DMS CORPORATION **	MRR102D5
DSP06		INVENTORY LOCATION INQUIRY	RBS
Location.... DMS DISTRIBUTION MGMT SYSTEMS			
Manufacturer ACD		Item A212CW	Description AIR FILTER
Primary supplier..... ACD		AC-DELCO, GENERAL MOTORS	
		Cost	
C1) Current purchase...	8.80	Last cost change 1/18/98	
C2) Last receipt.....	8.80	Received from ACD	
C3) Last receipt landed	8.80	AC-DELCO, GENERAL MOTORS	
Quantity received last	25	PO number	636
Onhand before receipt..	242	Date....	7/12/98
C4) Average purchase...	4.07		
C5) Average landed.....	1.12		
C6) Standard purchase..	.00		
C7) Standard landed....	.00		
F12=Previous			

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display the next screen.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code for this location item record.
2. MANUFACTURER - Displays the manufacturer code and description for this location item record.
3. ITEM - Displays the item number for this location item record and the description from the item master record.
4. PRIMARY SUPPLIER - Displays the supplier code and name entered on the previous screen.
5. CURRENT PURCHASE - Displays the current purchase cost found in the supplier item record.
6. LAST COST CHANGE - Displays the date on which the last current purchase cost change occurred.
7. LAST RECEIPT COST - Displays the cost of this item the last time that it was received.
8. RECEIVED FROM - Displays the supplier code and name from which this item was received last.
9. PO NUMBER - Displays the purchase order number of the last receipt of this item from the supplier shown above.
10. DATE - Displays the date on which this item was last received from the above supplier and purchase order.
11. LAST RECEIPT LANDED - Displays the landed cost of this item the last time that it was received.



12. QUANTITY RECEIVED LAST - Displays the quantity received on the last purchase order received containing this item.
13. ON-HAND BEFORE RECEIPT - Displays the actual on-hand quantity before the last receipt of this item was updated.
14. AVERAGE PURCHASE COST - Displays the average cost of this item based upon the receipts of this item.
15. AVERAGE LANDED - Displays the average landed cost of this item based upon the receipts of this item.
16. STANDARD PURCHASE - Displays a user-defined exchange cost is not tracked by the system automatically.
17. STANDARD CORE - Displays a user defined core cost. This field does not display if core is not activated.
18. STANDARD LANDED - Displays a user defined landed cost that is not tracked by the system automatically.
19. STANDARD LANDED CORE - Displays a user defined landed core cost. This field does not display if core is not activated.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Screen #5 ("I" from screen #2)

9/04/98	MODE INQUIRY	** DMS CORPORATION **	MRR102D6
DSP06		INVENTORY LOCATION INQUIRY	RBS
Location.... DMS DISTRIBUTION MGMT SYSTEMS			
Manufacturer ACD	Item A212CW	Description	AIR FILTER
Available.....	86	Last inventoried...	12/31/97
Allocated.....	29		
Reserved for backorders	0	Customer backorders	5
Miscellaneous.....	10		
Actual.....	125		
Warranty.....	0	Total on order.....	0
Damaged.....	0	Supplier backorders	0
		In transit.....	0
Customer returns.....	2-		
Received.....	0		
Variance.....	1-		
F12=Previous			

Inquiry into the Location Item File:

A. DATA ENTRY:

1. None

B. PROCESSING:



1. Press ENTER to display the next screen.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code for this location item record.
2. MANUFACTURER - Displays the manufacturer code and description for this location item record.
3. ITEM - Displays the item number for this location item record.
4. DESCRIPTION - Displays the item description from the item master record.
5. AVAILABLE - Displays the unconditionally available on-hand for this location item.
6. LAST INVENTORIED - Displays the date this item was last inventoried in a physical inventory.
7. ALLOCATED - Displays the on-hand quantity that is allocated or committed to existing customer order.
8. RESERVED FOR BACKORDERS - Displays the on-hand quantity that is reserved from "first time orders" and to be used for filling backorders only.
9. CUSTOMER BACKORDERS - Displays the total quantity of customer backorders for this item at this location.
10. MISCELLANEOUS - Displays the miscellaneous on-hand quantity that is defined by the user if needed.
11. ACTUAL - Displays the total on-hand quantity found in this location regardless of its availability status.
12. WARRANTY - Displays the total warranted quantity for this part number that has been returned by customers.
13. TOTAL ON ORDER - Displays the total quantity on order from suppliers for this item.
14. DAMAGED - Displays the total quantity on-hand for this item that are damaged.
15. SUPPLIER BACKORDERS - Displays the total quantity for this item that is currently on backorder from any supplier.
16. IN TRANSIT - Displays the quantity currently in transit to this location from a supplier.
17. CUSTOMER RETURNS - Displays the quantity returned from customers but not examined for its availability status.
18. RECEIVED - Displays the quantity received but not made available for sale.
19. VARIANCE - Displays the net variance quantity determined by actions through inventory adjustments.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.



Screen #6 ("I" from screen #2)

9/04/98	MODE INQUIRY	** DMS CORPORATION **	MRR102D7
DSP06		INVENTORY LOCATION INQUIRY	RBS
Location.... DMS DISTRIBUTION MGMT SYSTEMS			
Manufacturer ACD		Item A212CW	Description AIR FILTER
.50	Review time	2.09	Lead time
.42	Safety stock		
Supplier_	P0#	Ordered	Received
ACD	497	6/01/98 12	8/03/98 12
ACD	487	5/15/98 6	7/12/98 6
ACD	444	5/02/98 9	7/03/98 9
ACD	412	4/15/98 10	6/18/98 10
		Average	2.09 100.00
Customer order fill			
Beginning	Ordered	Shipped	Fill%
9/01/98	0	0	.00
7/01/98	30	29	96.00
5/01/98	28	28	100.00
Totals/average		143	135 94.00
F12=Previous			

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display the next screen.
2. Press F12 to return to previous screen

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code for this location item record.
2. MANUFACTURER - Displays the manufacturer code and description for this location item record.
3. ITEM - Displays the item number for this location item record.
4. DESCRIPTION - Displays the item description from the item master record.
5. REVIEW TIME - Displays the review time from the purchase forecast group record for this part number. Review time is the number of periods between reviews of the standard purchase forecast for this item.
6. LEAD TIME - Displays the lead time from the primary supplier item record. Lead-time is the time it takes in periods between ordering an item from the supplier and the time the item is received.
7. SAFETY STOCK - Displays the safety stock calculated by multiplying the lead-time by safety stock factor in this item's rank group.
8. SUPPLIER - Displays the suppliers associated with each of the purchase orders listed. These are the last four purchase orders placed for this item.
9. PO# - Displays the purchase order numbers for the last four purchase orders created for this item.
10. ORDERED - Displays the order date and quantity for each of the purchase orders listed.
11. RECEIVED - Displays the receive date and quantity for each of the purchase orders listed.



12. LEAD - Displays the lead-time for each of the purchase orders listed.
13. FILL% - Displays the percentage filled for each of the purchase orders listed.
14. AVERAGE - Displays the average lead-time and fill % for the four purchase orders.
15. BEGINNING - Displays the beginning date of each period. The periods are in listed in descending order starting with the current period and reading left to right and down the page.
16. ORDERED - Displays the quantity ordered by customers for this item during each period listed.
17. SHIPPED - Displays the quantity shipped to customers for this item during each period listed.
18. FILL % - Displays the percentage of orders filled for each of the periods listed for this item.
19. TOTALS/AVERAGE - Displays the total quantity ordered, total quantity shipped and average percentage filled.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.



Inventory Zone/Bin

Pre-requisites:

1. The location record for "9999" must exist. This will be set up by DMS.
2. The location records must exist.
3. The manufacturer records must exist.
4. The inventory master records must exist.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the inventory zone/bin file should be limited to the inventory control manager, the data base manager, or any personnel designated by one of the before mentioned. Unauthorized or unqualified modifications will severely impact the validity of the physical location of an item, and the receiving function.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The inventory zone/bin file contains a record for each zone/bin location for each location item record. A minimum of one record must exist for each location item. This record is created when the location item record is created. This is the primary zone/bin for the item, but alternates may be added. Each record in the inventory zone/bin file is assigned a sequence number. Order entry uses this number when a multiple zone/bins are needed to fill an order.

When a zone/bin record is created, in addition to the sequence number, a minimum and maximum stocking level, and the restocking increment must be entered. This information is used in the suggested zone/bin restock report, and receiving. The system will generate a suggested put away report indicating where the items being received should be stocked based on these parameters. For the highest sequence number zone/bin record, it is suggested that all nine's be entered as the maximum stocking level.

NOTE: If the multi zone/bin feature is not applicable to your business, the primary zone/bin for an item is the only record that should be created. The maximum stocking level should be set at all nine's, for unlimited item's in this zone/bin.



Creating/Maintaining a Record in the Inventory Zone/Bin File:

From the menu option screen #1 will be displayed

Screen #1

```
-----
| 9/04/98                ** DMS CORPORATION **          MRR071D1 |
| DSP04                  INVENTORY ZONE/BIN MAINTENANCE    BJH   |
| *Location.... DMS                                         |
| *Zone/Bin....                                           |
| *Manufacturer                                           |
| *Item.....                                             |
|                                                           |
|                                                           |
|                                                           |
| F3=Exit  F10=Field inquiry  F13=Unedited access        |
| F15=Inventory location inquiry                          |
|                                                           |
|-----
```

A. DATA ENTRY:

1. LOCATION - This field will default to the user's default location, but may be overridden. Enter the location corresponding to the item and zone/bin location to be added or maintained. If the location code is not known, press F10 to select.
2. ZONE/BIN - Enter the six-position alphanumeric zone/bin code for the record being added or maintained. If the zone/bin code is not known, press F10 to select.
3. MANUFACTURER - Enter the appropriate manufacturer for the zone/bin record being added or maintained. If the manufacturer code is not known, press F10 to select.
4. ITEM - Enter the item number for the zone/bin record being added or maintained. If the item number is not known, press F10 to select.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry
4. Press F13 for unedited access. The system will take the manufacturer and item entered and display screen #2 without checking for possible duplications. The system normally displays a duplicate item selection screen if (1) across manufacturers the same item number has multiple occurrences and/or (2) the stripped item has multiple occurrences. For example there are records for manufacturer ACD item 12-3 and manufacturer BCA item 1-23. For direct access to the record ACD 12-3, the user must enter the manufacturer and item number correctly with the proper spacing and characters, and press F13. If ACD and 123 were entered, the system would access the duplicate item number screen with both items displaying. The user would then select the desired record and the screen #2 is displayed.
5. Press F15 to display the Inventory Location entry screen.

C. ADDITIONAL INFORMATION:



1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. ZONE/BIN CANNOT BE BLANK - A request has been submitted without input in the zone/bin field. Blank zone/bins are not valid.
RECOVERY - Enter the zone/bin to be added or maintained.
3. ITEM CANNOT BE BLANK - A request has been submitted without input in the item field. Blank item numbers are not valid.
RECOVERY - Enter the item number corresponding to the zone/bin to be added or maintained.
4. MANUFACTURER CODE IS NOT FOUND - The manufacturer code entered is not valid.
RECOVERY - Correct the entry and retry.
5. ITEM NOT FOUND - The item number entered is not valid.
RECOVERY - Correct the entry and retry.
6. ITEM NOT STOCKED AT THIS WAREHOUSE - The item number entered is not valid at this location. There is an item master record, but no location item record has been created.
RECOVERY - Correct the entry and retry, or add an item location record for the item entered.
7. LOCATION CANNOT BE BLANKS - A request has been submitted without input in the location field. Blank locations are not valid.
RECOVERY - Enter the location corresponding to the zone/bin to be added or maintained.
8. LOCATION IS NOT FOUND - The location entered is not valid.
RECOVERY - Correct the entry and retry.
9. USER NOT AUTHORIZED TO THIS LOCATION - The location code entered is not valid for this user. A control record exists which indicates which locations a user may access.
RECOVERY - Correct the entry and retry
10. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
11. "0016" - The FIELD MINUS key was used to exit from a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry



Screen #2 (ENTER from screen #1)

9/04/98	MODE CHANGE	** DMS CORPORATION **	MRR071D2
DSP06	INVENTORY ZONE/BIN MAINTENANCE		BJH
Location.... DMS DISTRIBUTION MGMT SYSTEMS			
Zone/Bin.... Z1R2B1			
Manufacturer ACD AC-DELCO, GENERAL MOTORS			
Item..... CS42S SPARKPLUG			
Sequence number..... 1			
Minimum stocking level 24			
Maximum stocking level 124			
Restocking increment.. 24			
On hand quantities			
Available..... 219			
Committed..... 36			
Available for B/O 0			
Miscellaneous... 0			
Actual..... 255			
F3=Exit F12=Previous			

A. DATA ENTRY:

1. SEQUENCE NUMBER - This field will default to the next available sequence number, but may be overridden if this is not the primary zone/bin (sequence number 1). If the primary zone/bin should be changed, this must be done in the location item record. This is a three position numeric field that is used by order entry and receiving in the pulling of customer's orders and re-stocking the shelves when purchase orders are received.
2. MINIMUM STOCKING LEVEL - Enter up to nine numeric positions indicating the minimum on hand quantity desired for this item in this zone/bin. The suggested restock zone/bin report will use this number to attempt to balance inventory within this warehouse.
3. MAXIMUM STOCKING LEVEL - Enter up to nine numeric positions indicating the maximum on hand quantity for this item in this zone/bin. The suggested restock zone/bin report will use this number to attempt to balance inventory within this warehouse
NOTE: For the highest sequence number for this item at this warehouse, the zone/bin record should have all nine's as the maximum stocking level.
4. RESTOCKING INCREMENT - Enter up to nine numeric positions indicating the quantity in which the item will be restocked. This should equal the minimum purchasing quantity. For example if the item is purchased in case quantities, and there are 24 to a case, the restocking increment should be 24.

B. PROCESSING:

1. Press ENTER to add or update the record.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record. This appears in change mode only for zone/bins other than the primary.

C. ADDITIONAL INFORMATION:



1. LOCATION - Displays the location code and name selected previously.
2. ZONE/BIN - Displays the zone/bin selected previously.
3. MANUFACTURER - Displays the manufacturer code and name selected previously.
4. ITEM - Displays the item number and description selected previously.
5. AVAILABLE ON HAND QUANTITY - Displays the quantity in this zone/bin that is available for sale.
6. COMMITTED ON HAND QUANTITY - Displays the quantity in this zone/bin that is committed to open orders.
7. AVAILABLE FOR B/O ON HAND QUANTITY - Displays the quantity in this zone/bin that is committed to backorders.
8. MISCELLANEOUS ON HAND QUANTITY - Displays the quantity in this zone/bin that is miscellaneous.
9. ACTUAL ON HAND QUANTITY - Displays the actual on hand quantity in this zone/bin. Actual on hand equals the sum of available + committed + available for B/O + miscellaneous.

D. ERROR CONDITIONS:

1. **ZONE/BIN SEQUENCE NUMBER MUST BE GREATER THEN ZERO** - The sequence number cannot be less than zero or blank.
RECOVERY - Enter the sequence number for this item zone/bin combination.
2. **FUNCTION KEY NOT ALLOWED** - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
3. **NEGATIVE NOT ALLOWED** - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
4. **"0009"** - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
5. **"0005"** - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Inquiry into the Location File:

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```

9/04/98          ** DMS CORPORATION **          MRR071D1
DSP04            INVENTORY ZONE/BIN MAINTENANCE    BJH

*Location.... DMS
*Zone/Bin....
*Manufacturer
*Item.....

F3=Exit  F10=Field inquiry  F13=Unedited access
F15=Inventory location inquiry

```



A. DATA ENTRY:

1. LOCATION - Enter the location code with which to start the inquiry, or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen.
2. Press F3 to exit and return to the menu.
3. Press F10 for field inquiry.
4. Press F13 for unedited access.
5. Press F15 to display the Inventory Location entry screen.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was used to exit from a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry

Screen #2 (F10 from screen #1)

```
-----
| 9/04/98      MODE INQUIRY      * DMS CORPORATION **      MRR075D2 |
| DSP06                                ADDRESS INQUIRY      BJH      |
| |
| Address class LC                      Address classes          |
| *Subclass..... 99                  CF - Carrier      LC - Location |
| Search..... DMS                    CM - Customer      MC - Manufacturer |
| City.....                               EM - Employee      SC - Supplier |
| Phone.....                               |
| |
| ? Key field Cl Sub Name                      City              Phone |
| DMS          LC 99 DISTRIBUTION MGMT SYSTEMS ROCKY MOUNT  252/985-6000 |
| TJH          LC 99 THE JONES HOLDINGS                               |
| GEN          LC 99 GENERAL AUTOMOTIVE, INC.  RENTON          206/251-7600 |
| HED          LC 99 HARDEE'S EQUIPMENT DIV.  ROCKY MOUNT  252/977-8700 |
| PAC          LC 99 PACCAR AUTO PARTS        AUBURN           206/251-7700 |
| 0015         LC 99 THE COMPUTER WAREHOUSE  RALEIGH          252/342-4949 |
| ATL1         LC 99 T.J. HOUGHTON                               |
| 9999         LC 99      ** DMS CORPORATION **                  |
| ACD          MC RA  ACD                                          |
| ACD          MC 99 AC-DELCO, GENERAL MOTORS DETROIT        517/574-8451 |
| |
| F3=Exit      F10=Field inquiry |
|-----
```

A. DATA ENTRY:



1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific location.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the location selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job.
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field displays the actual key for the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.



- RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
 4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
 5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
 6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
 7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS

Screen #3

9/04/98	MODE INQUIRY	** DMS CORPORATION **	MRR026D1
DSP06		LOCATION INQUIRY	BJH
Location..... DMS			
Name.....	DISTRIBUTION MGMT SYSTEMS Search...DISTRIBUTI DISTRIBUTI		
Address one..	800 TIFFANY BOULEVARD		
Address two..	SUITE 301		
P.O. box.....	2763		
City.....	ROCKY MOUNT	State.... NC	Zip..... 27801
Phone number.	252/985-6000	Country.. USA	Airport.. RMW
Fax number...	252/985-2783	Mailing.. 999	Marketing 999
Telex number.		Territory 999	
International			
Contact.....	GRADY DAVIS	Additional contacts exist	
Title.....	CHIEF EXECUTIVE OFFICER		
Phone number.	252/985-6601		
F12=Previous F14=Additional contact			

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays the location name.
2. SEARCH - Displays the search characters used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays the first line of the address.
4. ADDRESS TWO - Displays the second line of the address.



5. PO BOX - Displays the post office box number.
6. CITY - Displays the city name.
7. STATE - Displays the state abbreviation.
8. ZIP CODE - Displays the zip code.
9. PHONE NUMBER - Displays the area code and telephone number.
10. COUNTRY - Displays the country abbreviation.
11. AIRPORT - Displays airport abbreviation.
12. FAX NUMBER - Displays the area code and telephone number of the fax machine.
13. MAILING - Displays the mailing label code.
14. MARKETING - Displays the marketing code.
15. TELEX NUMBER - Displays the telex number if one exists.
16. TERRITORY - Displays the territory code.
17. INTERNATIONAL - Displays the international telephone number if one exists.
18. CONTACT - Displays the primary contact's name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Additional Contact File:

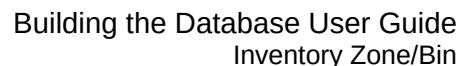
This screen is accessed from screen #3 of the Location File Inquiry using an F14=Additional contact function key.

Screen #1

```
-----
| 7/16/98                ** DMS CORPORATION **          MRR027D2 |
| DSP06                  ADDITIONAL CONTACT INQUIRY      RBS    |
|                                                                  |
| Address class LC                                             |
| Subclass..... 99                                           |
| Location..... DMS                                           |
|                                                                  |
| Name                  Title                  Phone number    |
| AL KILLEBREW          V. PRESIDENT - OPER.    252/985-6000   |
| JIM WILLIAMS           MANAGER - PC SYSTEMS    252/985-6000   |
| CURT DANIEL            MANAGER - SALES SUP.    252/985-6000   |
|                                                                  |
|                                                                  |
| F3=Exit                                                       |
|-----
```

A. DATA ENTRY:

1. None



1. Press F3 to exit and return to the screen in the option from which additional contact inquiry was called.

1. ADDRESS CLASS - Displays the appropriate address class for the record from which contact inquiry was called.
2. SUBCLASS - Displays the appropriate subclass for the record for which contact inquiry was called.
3. LOCATION - Displays the location code for the record from which contact inquiry was called.
4. NAME - Displays a list of contact names for the record from which contact inquiry was called.
5. TITLE - Displays the contacts' business titles for each of the contacts listed.
6. PHONE NUMBER - Displays the contacts' telephone numbers for each of the contacts listed.

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

```

9/04/98          ** DMS CORPORATION **          MRR071D1
DSP04            INVENTORY ZONE/BIN MAINTENANCE    BJH

*Location.... DMS
*Zone/Bin....
*Manufacturer
*Item.....

F3=Exit  F10=Field inquiry  F13=Unedited access
F15=Inventory location inquiry

```



A. DATA ENTRY:

1. ZONE/BIN - Enter the zone/bin code with which to start the inquiry, or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen.
2. Press F3 to exit and return to the menu.
3. Press F10 for field inquiry.
4. Press F13 for unedited access.
5. Press F15 to display the Inventory Location entry screen.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was used to exit from a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry

Screen #2 (F10 from screen #1)

9/04/98		MODE INQUIRY		** DMS CORPORATION **		MRR059D2
DSP04				ZONE/BIN INQUIRY		BJH
Location.... DMS						
Zone/Bin.... Z1R2B1						
Manufacturer ACD						
Item..... CS42S						
?	Loc	Seq	Zone/Bin	Mfg	Item	
	DMS	1	Z1R2B1	ACD	CS42S	
	DMS	2	Z2R1B1	ACD	CS42S	
	DMS	1	999999	ACD	CS44TA	
	DMS	1	999999	ACD	CS45	
	DMS	1	Z1R1B1	ACD	CS45T	
	DMS	1	Z1R1B1	ACD	CS49	
	DMS	1	Z1R1B1	ACD	C43L	
	DMS	1	Z1R1B1	ACD	C49	
	DMS	1	Z1R1B1	ACD	C51	
	DMS	1	Z1R1B1	ACD	C85S	+
F3=Exit						

A. DATA ENTRY:

1. LOCATION - Enter the location code to be used in the search of a zone/bin record. This field may be left blank to search the zone/bin file across locations.



2. ZONE/BIN - Enter the zone/bin code to be used in the search of a zone/bin record. This field may be left blank to search the zone/bin file in item sequence across all zone/bins.
3. MANUFACTURER - Enter the manufacturer code to be used in the search of a zone/bin record. This field may be left blank to search the zone/bin file across manufacturers.
4. ITEM - Enter the item number to be used in the search of a zone/bin record. This field may be left blank to search the zone/bin file across all items.
5. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record for maintenance.
 - Multiple "I"'s may be entered to browse several records before returning to screen #1, a single "S" may be entered after an "I" to return to screen #1.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken.
ENTER to execute any "S" instructions; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job.
3. ROLL to page forward if a "+" sign is shown.

Screen #3 ("I" from screen #2)

```
-----
| 9/04/98  MODE INQUIRY          ** DMS CORPORATION **          MRR059D4 |
| DSP06                ZONE/BIN DETAIL INQUIRY                BJH   |
|
| Location.... DMS      DISTRIBUTION MGMT SYSTEMS
| Zone/Bin.... Z1R2B1
| Manufacturer ACD      AC-DELCO, GENERAL MOTORS
| Item..... CS42S                SPARKPLUG
|
| Sequence number.....      1
| Minimum stocking level           24
| Maximum stocking level          124
| Restocking increment..         24
|
| On hand quantities
| Available.....           219
| Committed.....           36
| Available for B/O              0
| Miscellaneous...           0
| Actual.....             255
|
| F12=Previous
|
|-----
```

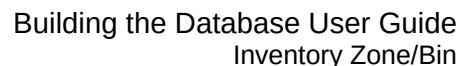
A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2.

C. ADDITIONAL INFORMATION:



1. LOCATION - Displays the location code and name selected previously.
2. ZONE/BIN - Displays the zone/bin selected previously.
3. MANUFACTURER - Displays the manufacturer code and name selected previously.
4. ITEM - Displays the item number and description selected previously.
5. SEQUENCE NUMBER - This field displays the sequence number of this zone/bin item record. This is a three position numeric field that is used by order entry and receiving in the pulling of customer's orders and re-stocking the shelves when purchase orders are received.
6. MINIMUM STOCKING LEVEL - This field displays the minimum on hand quantity desired for this item in this zone/bin. The suggested restock zone/bin report will use this number to attempt to balance inventory within this warehouse.
7. MAXIMUM STOCKING LEVEL - This field displays the maximum on hand quantity for this item in this zone/bin. The suggested restock zone/bin report will use this number to attempt to balance inventory within this warehouse.
8. RESTOCKING INCREMENT - Enter up to nine numeric positions indicating the quantity in which the item will be restocked. This should equal the minimum purchasing quantity. For example if the item is purchased in case quantities, and there are 24 to a case, the restocking increment should be 24.
9. AVAILABLE ON HAND QUANTITY - Displays the quantity in this zone/bin that is available for sale.
10. COMMITTED ON HAND QUANTITY - Displays the quantity in this zone/bin that is committed to open orders.
11. AVAILABLE FOR B/O ON HAND QUANTITY - Displays the quantity in this zone/bin that is committed to backorders.
12. MISCELLANEOUS ON HAND QUANTITY - Displays the quantity in this zone/bin that is miscellaneous.
13. ACTUAL ON HAND QUANTITY - Displays the actual on hand quantity in this zone/bin. Actual on hand equals the sum of available + committed + available for B/O + miscellaneous.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Inquiry into the Manufacturer File

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

9/04/98	** DMS CORPORATION **	MRR071D1
DSP04	INVENTORY ZONE/BIN MAINTENANCE	BJH
*Location.... DMS		
*Zone/Bin....		
*Manufacturer		
*Item.....		
F3=Exit F10=Field inquiry F13=Unedited access		
F15=Inventory location inquiry		

A. DATA ENTRY:

1. MANUFACTURER - Enter the manufacturer code with which to start the inquiry, or leave blank to display all records. A valid code is not required, the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen.
2. Press F3 to exit and return to the menu.
3. Press F10 for field inquiry.
4. Press F13 for unedited access.
5. Press F15 to display the Inventory Location entry screen.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was used to exit from a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry





Screen #2 (F10 from screen #1)

9/04/98	MODE INQUIRY	** DMS CORPORATION **	MRR075D2	
DSP06		ADDRESS INQUIRY	BJH	
Address class MC		Address classes		
*Subclass..... 99		CF - Carrier	LC - Location	
Search..... ACD		CM - Customer	MC - Manufacturer	
City.....		EM - Employee	SC - Supplier	
Phone.....				
? Key field Cl Sub Name City Phone				
ACD	MC 99	AC-DELCO	DETROIT	
BER	MC 99	BERKLEY BOOKS		
CHA	MC 99	CHAMPION SPARK PLUG CO	TOLEDO	206/251-7600
FRS	MC 99	FIRESTONE TIRES	WILSON	252/977-8700
GTS	MC 99	GATES HOSES	RALEIGH	252/251-7700
ILC	MC 99	ILCO WIPER BLADES	RALEIGH	252/342-4949
MMM	MC 99	3M CORP.	ST. PAUL	211/984-3258
SLP	MC 99	SEALED POWER PISTON RING	AUBURN	
TRW	MC 99	TRW INC.	SEATTLE	
WAL	MC 99	WALKER	DETROIT	517/574-8451
F3=Exit F10=Field inquiry				

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific address for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the manufacturer selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field column displays the actual key of the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS.



Screen #3

```
-----
| 7/19/98   MODE INQUIRY           ** DMS CORPORATION **      MRR064D2|
| DSP06                                MANUFACTURER INQUIRY      RBS    |
|-----|-----|-----|
| Manufacturer. ACD                                     |
| Name..... AC-DELCO, GENERAL MOTORS           Search... AC DELCO ACDELCO|
| Address one.. 800 MICHIGAN AVENUE                |
| Address two.. SUITE 78                            |
| P.O. box..... 90                                |
| City..... DETROIT                               *State.... MI      Zip..... 48232|
| Phone number. 517/574-8451                       *Country.. USA     Airport.. DET |
| Fax number... 517/574-8521                       *Mailing.. MFG     *Marketing 999 |
| Telex number.      804051                         *Territory 999    |
| International                                         |
| Contact..... MR. RALPH WILSON                     Additional contacts exist |
| Title..... VICE PRESIDENT/MARKETING                |
| Phone number. 517/574-6211                          |
|-----|-----|-----|
| Order entry                                           Sales type A      |
| Invalid item cost factor 1.3456                     A - Merchandise E - Miscellaneous|
| Gross margin minimum.... 22.00                      C - Freight      F - Miscellaneous|
|                                           D - Labor        |
| Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS |
|-----|-----|-----|
| F12=Previous  F14=Additional contact                  |
|-----|-----|-----|
-----
```

A. DATA ENTRY:

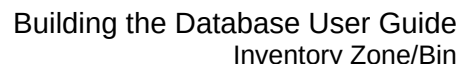
1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2
3. Press F14 to display additional contact inquiry screen.

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Displays up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the Post Office Box Number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Inventory Master File:**

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

A. DATA ENTRY:

- DMS Systems Corp.
October 13, 2003
Version 1.0





B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F13 for unedited access
5. Press F15 to display the Inventory Location entry screen

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was used to exit from a field that does not allow negative values.
RECOVERY - Press ERROR RESET and retry

Screen #2 (F10 from screen #1)

```
-----
| 9/04/98  MODE INQUIRY          ** DMS CORPORATION **      MR039D2|
| DSP04                INVENTORY MASTER INQUIRY            BJH  |
| Manufacturer CHA                                     |
| Item.....|
|? Mfg Item          Description                Type  Number|
| CHA A6YC           SPLARK PLUG                                     |
| CHA A8YC           SPLARK PLUG                                     |
| CHA CH1             SPLARK PLUG                                     |
| CHA CH100           SPLARK PLUG                                     |
| CHA CH101           SPLARK PLUG                                     |
| CHA CH102           SPLARK PLUG                                     |
| CHA CH103           SPLARK PLUG                                     |
| CHA CH104           SPLARK PLUG                                     |
| CHA CH105           SPLARK PLUG                                     |
| CHA CH106           SPLARK PLUG                                     |
| CHA CH107           SPLARK PLUG                                     |
| CHA CH108           SPLARK PLUG                                     |
| CHA CH109           SPLARK PLUG                                     |
| CHA CH110           SPLARK PLUG                                     |
|                                                                +|
| F3=Exit                                                    |
-----
```

A. DATA ENTRY:

1. MANUFACTURER - Enter the manufacturer code to be used for the search of an item.
This field may be left blank to display all items across manufacturer's sorted in item number order.
2. ITEM - Enter the item number to be used for the search of an item. This field may be left blank to display all items for a specific manufacturer if one is entered, or across manufacturer's if manufacturer is blank.
3. ? - Enter an "I" to select one or more records for more detailed data.
Enter an "S" to select a specific item master record for maintenance.



Multiple "I"'s may be entered to browse several records before returning to this screen. The system will begin with the first "I" and continue displaying records until an "S" is found, which will then end the inquiry and return the record with an "S" value to screen #1.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found which will display screen #1, or until F12 is taken. ENTER to execute any "S" instruction; screen #1 will be displayed and the item master record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if the search criteria have been changed.
2. Press F3 to exit and return to the previous job.
3. Roll to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MFG - Displays the manufacturer code of the items listed.
2. ITEM - Displays the item number of the items listed.
3. DESCRIPTION - Displays the description of the items listed.
4. TYPE - This column corresponds to the number column. Entries displayed here indicate an alternate access path to the actual item displaying to the left. Entries here include 1) "*" xxx" where "xxx" represents the cross reference code for customer's own item numbers, and/or 2) "BARCD" for a bar code number related to the actual item number.
5. NUMBER - This column corresponds to the type column. Entries in this column indicate the alternate access number to an actual item.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" or "I" was entered into the "?" field.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS key.



Screen #3 (ENTER from screen #2)

8/27/98	MODE INQUIRY	** DMS CORPORATION **		MRR039D4
DSP06	INVENTORY MASTER INQUIRY		RBS	
Manufacturer CHA		Item RN5C	Created 1/01/88	
Description SPARKPLUG			Sequence 5	
System defined groups		User defined groups		
Sales analysis SPA SPARKPLUG-AUTO/TRK		Sales type		
Future pricing C01 CHA SPARKPLUGS				
Cust profile.. 012 SPARKPLUG-AUTO/TRK				
Commodity srch SPA SPARKPLUG-AUTO/TRK				
Core.....				
Selling unit of measure EA		Selling increment..	1	
Backorders allowed..... Y		Manufacturer's rank	D	
Weight .1500	Height .0000	Length .0000	Width .0000	
Bar code ID 15573				
F12=Previous				

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display screen #3.
2. Press F12 to return to screen #2.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected previously.
2. ITEM - Displays the item number selected previously.
3. DESCRIPTION - Displays the description of the item.
4. CREATED - Displays the creation date of the item master.
5. SEQUENCE - Displays the sequence number of the item.
6. SALES ANALYSIS - Displays the sales analysis group corresponding to this item.
7. FUTURE PRICING - Displays the future price group corresponding to this item.
8. CUST PROFILE - Displays the customer profile group corresponding to this item.
9. COMMODITY SRCH - Displays the commodity search group corresponding to this item.
10. CORE - This field will only display if cores have been activated on the system. Displays the core group corresponding to this item.
11. USER DEFINED GROUPS - The system has up to five user-defined groups at an item level. If any have been established, the field headings will appear. This field displays the corresponding group codes for the fields displayed.
12. SELLING UNIT OF MEASURE - Displays the two-position character code for the selling unit of measure. This should represent the smallest unit in which this item will be sold.
13. SELLING INCREMENT - Displays the nine-position quantity, corresponding to the selling unit of measure, in which the item is sold. This should represent the minimum quantity that will be sold to a customer. Order entry will use this quantity in calculating the quantity ordered to increments of this number.



14. BACKORDERS ALLOWED - Displays a "Y" or "N" indicating if backorders are allowed for this item during order entry.
15. MANUFACTURER'S RANK - Displays the three position alphanumeric code representing the manufacturer's rank.
16. WEIGHT - Displays the nine-position, four-decimal number representing the weight of the item. Order entry and purchasing will use this information to calculate the total weight.
17. HEIGHT - Displays the nine position four decimal number representing the height of the item. Purchasing will use this information to calculate the dimensions of the item.
18. LENGHT - Displays the nine position four decimal number representing the length of the item. Purchasing will use this information to calculate the dimensions of the item.
19. WIDTH - Displays the nine position four decimal number representing the width of the item. Purchasing will use this information to calculate the dimensions of the item.
20. BAR CODE ID - Displays the twenty position alphanumeric id that may be read with a bar code reader, as an alternate access path to this item.
21. SUPERSEDING MANUFACTURER - This field only displays if the item has been superseded to a different item. This field displays the manufacturer of the superseding item.
22. ITEM - This field only displays if the item has been superseded to a different item. This field displays the superseding item number.
23. DISCONTINUED - If the item has been discontinued from the manufacturer, this message will appear.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Screen #3 (ENTER from screen #2)

8/27/98	** DMS CORPORATION **				MRR039D5
DSP06	INVENTORY MASTER INQUIRY				RBS
Manufacturer CHA	Item RN5C	Description SPARKPLUG			
Selling unit of measure EA	Selling increment	1			
Price matrix 13A	13358 23066 ABV "J"	Factorable Y			
Price					
1.36	Base				
1.22	Stk Jobber				
1.29	Jobber				
1.36	Fleet				
1.42	Stocking Dlr				
1.49	Dealer				
1.63	Retail				
1.72	List				
1.81	Price Level8				
1.99	Price Level9				



A. DATA ENTRY:

1. None

B. PROCESSING:

1. ENTER to display screen #2 if multiple inquiries were requested, or screen #1.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer of the item previously selected.
2. ITEM - Displays the item number of the item previously selected.
3. SELLING UNIT OF MEASURE - Displays the selling unit of measure.
4. SELLING INCREMENT - Displays the selling increment.
5. PRICE MATRIX - Displays the price matrix code to calculate the nine selling prices based off of the base price.
6. FACTORABLE - Displays a "Y" or "N" indicating if the nine price levels in this item may be multiplied by an additional factor from order entry or customer profiles.
7. BASE PRICE - Displays the reference or "base" price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling prices and current cost of the item respectively.
8. NINE SELLING PRICE LEVELS - Displays the nine selling prices based on the base price. The headings, which appear to the right of the prices, are entered into the system in a system control record and are user defined.
9. CORE PRICE - Displays the reference or "base" core price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling core prices and current core cost of the item respectively.
NOTE: This field will only display if the core group is not blank.
10. NINE SELLING CORE PRICE LEVELS - Displays the nine core selling prices based on the core base price. NOTE: These fields will only display if the core group is not blank.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Supplier Item File

Pre-requisites:

1. Location code "9999", the DMS default location, and one actual location code must be created prior to creating a supplier item record.
2. A minimum of one manufacturer code must be created prior to creating a supplier item record.
3. A minimum of one supplier code must be created prior to creating a supplier item record.
4. A minimum of one master item code must be created prior to creating a supplier item record.

Security Risk and Suggested User Access:

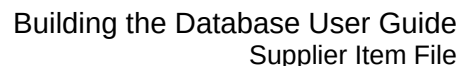
1. Access to the maintenance function of the supplier item file should be limited to qualified inventory management and purchasing personnel. Unauthorized or unqualified modifications could cause serious problems in all purchasing functions.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The supplier item file contains records for each location item record. There must be a minimum of one supplier record for each location item and that record is created when the location item record is added. This supplier record is for the primary supplier entered in the location item record.

Each alternate supplier record needed for an item is added to the file through this menu option. Alternate suppliers are not mandatory. These records are used by the system when purchase forecasting is performed. The purchase cost and landed cost elements for an item are found in the supplier item record. Purchasing unit of measure, package and minimum order quantities are also setup in these records.

Those suppliers who have an item number that is different from the item number in your system require their item number on purchase orders. The supplier item record has a field for entering the supplier's item number. This item number can also be printed on the purchase order.



From menu option screen #1 will be displayed.

[illegible]

1. **SUPPLIER** - Enter the appropriate supplier code for this supplier item record.
2. **LOCATION** - Enter the appropriate location code for this supplier item record.
3. **MANUFACTURER** - Enter the manufacturer code of the item to be used for this supplier item record.
4. **ITEM** - Enter the item number to be used for this supplier item record.

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry. This function displays the existing records in the supplier item file.
5. Press F13 for unedited access. This provides access to the file without going through all the validity checks normally performed on the item entered on this screen.

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INVALID - A request has been submitted without the required data or the data entered was not valid in the database files.
3. ITEM NOT STOCKED IN THIS WAREHOUSE - An item number was entered which does not have a location item record under the location code entered above.



4. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2

```

-----
| 8/28/98  MODE ADD          ** DMS CORPORATION **          MRR080D2 |
| DSP06                SUPPLIER ITEM MAINTENANCE          RBS   |
|-----|
| Location.... 0015 THE COMPUTER WAREHOUSE |
| Manufacturer ACD      Item A212CW          Description AIR FILTER |
| Alternate |
| Supplier... ACD  AC-DELCO, GENERAL MOTORS  Item |
| Package qty  1      Per unit of measure EA  Minimum order quantity 1 |
| Currency... WGR W.GERMAN MARK  - 2 Decimal  Exchange rate .0000000 |
| Cost in supplier's currency _____ |
|-----|
| Purchase cost          Factor      currency      Base      Cost |
| *Cost matrix SPC          .2000          .00      11.00      2.20 |
| SPECIAL PRICING      Core      .2000          .00      2.00      .40 |
|-----|
| Landed cost elements          Factor      Amount      Core      Core |
| * Freight... |
| * Duty..... |
| * Tax..... |
| * Storage... |
| * Brokerage. |
|-----|
| F3=Exit  F10=Field inquiry  F12=Previous  F17=Calculate |
|-----|

```

A. DATA ENTRY:

1. ITEM - Enter the supplier's item number if different from the manufacturer's item number.
2. PACKAGE QTY - Enter the smallest packaging quantity that will be ordered, or that the supplier will ship.
3. PER UNIT OF MEASURE - Enter the unit of measure that corresponds to the package quantity entered.
4. MINIMUM ORDER QUANTITY - Enter the minimum order quantity required by this supplier. If the supplier has no minimum leave this field blank.
5. COST IN SUPPLIER'S CURRENCY - Enter the cost of this item expressed in the supplier's currency. This field displays only if the supplier's currency is different from the system's base currency.
6. COST MATRIX - Enter the cost matrix to be used to calculate this supplier's cost for this item.
7. COST - Enter this supplier's cost for this item if the cost calculated by the F17 function key is incorrect.
8. CORE COST - Enter this supplier's core cost for this item if the cost calculated by the F17 function key is incorrect.
9. LANDED COST ELEMENTS - Enter up to five different costing elements used in calculating the landed cost for this item. The headings for each of these five input fields are user defined in a control record. The landed cost elements are created through the menu option on the data base menu. Each element contains a factor or amount that is to be applied to the purchase cost of an item to calculate the landed cost. A factor or amount field is available for the exchange cost and core cost. If a cost element is not



known, press F10 for field inquiry. The descriptions and factors or amounts for each element will be displayed when the F17 calculate option updates the screen.

B. PROCESSING:

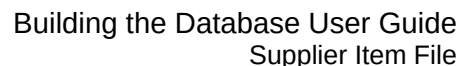
1. Press ENTER to add or update the record and return to screen #1. The F17 calculate function must be taken before pressing ENTER.
2. Press F10 for field inquiry on those fields preceded with an asterisk.
3. Press F12 to return to screen #1 without updating this screen.
4. Press F17 to calculate the cost of the item for this supplier.

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code and description from the previous screen.
2. MANUFACTURER - Displays the manufacturer code and description from the previous screen.
3. ITEM - Displays the item number from the previous screen and the description from the item master record.
4. SUPPLIER - Displays the supplier and name entered on the previous screen.
5. FACTOR - Displays the cost factor from the cost matrix entered. This factor does not display unless F17 Calculate has been taken.
6. CORE FACTOR - Displays the core cost factor from the cost matrix entered. This factor does not display unless F17 Calculate has been taken.
7. CONVERTED CURRENCY - Displays the cost of the item converted from the suppliers currency into the base currency.
8. "Landed Cost" FACTOR - Displays the factor to be applied against the exchange portion of this item's cost in the landed cost calculation.
9. "Landed Cost" AMOUNT - Displays the amount to be applied against the exchange portion of this item's cost in the landed cost calculation.
10. "Landed Cost" CORE FACTOR - Displays the factor to be applied against the core cost of this item in the landed cost calculation. This field is only for items with a core in the item master records.
11. "Landed Cost" CORE AMOUNT - Displays the amount to be applied against the core cost of this item in the landed cost calculation. This field is only displayed for items with a core in the item master records.

D. ERROR CONDITIONS:

1. INVALID - The reversed image and highlighted field(s) require an input.
2. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - More than two decimal positions were entered or more than one number was entered to the left of the decimal position.
RECOVERY - Correct the entry and retry.
3. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - The field requires numeric input. A character that was not numeric was entered.



7. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.

Inquiry into the Supplier File:

Screen #1

[illegible]

1. Enter the supplier code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry
5. Press F13 for unedited access

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.



RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

7/16/98	MODE INQUIRY	** DMS CORPORATION **		MRR075D2
DSP06		ADDRESS INQUIRY		RBS
Address class SC		Address classes		
*Subclass.....	99	CF - Carrier	LC - Location	
Search.....	ACD	CM - Customer	MC -Manufacturer	
City.....		EM - Employee	SC - Supplier	
Phone.....				
? Key field	Cl Sub	Name	City	Phone
ACD	SC 99	AC-DELCO	DETROIT	
BER	SC 99	BERKLEY BOOKS		
CHA	SC 99	CHAMPION SPARK PLUG CO	TOLEDO	206/251-7600
FRS	SC 99	FIRESTONE TIRES	WILSON	252/977-8700
GTS	SC 99	GATES HOSES	RALEIGH	252/251-7700
ILC	SC 99	ILCO WIPER BLADES	RALEIGH	252/342-4949
MMM	SC 99	3M CORP.	ST. PAUL	211/984-3258
SLP	SC 99	SEALED POWER PISTON RING	AUBURN	
TRW	SC 99	TRW INC.	SEATTLE	
WAL	SC 99	WALKER	DETROIT	517/574-8451
F3=Exit F4=Fold F10=Field inquiry				

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.



- ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
- ENTER to return to screen #1 if no further action is required.
- 2. Press F3 to exit and return to the previous job.
- 3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
- 4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The ten character code for the supplier or any part of the information entered into the search field of the supplier record is displayed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

```
-----
| 7/23/98  MODE INQUIRY          ** DMS CORPORATION **      MRR053D1 |
| DSP06                SUPPLIER MAINTENANCE                RBS      |
| Supplier..... ACD                                           |
| Name..... AC-DELCO, GENERAL MOTORS  Search... AC-DELCO ACDELCO |
| Address one.. 800 MICHIGAN AVENUE                             |
| Address two.. SUITE 78                                         |
| P.O. box..... 90                                             |
| City..... DETROIT              *State.... MI      Zip..... 48232 |
| Phone number. 517/574-8451      *Country.. USA     Airport.. DET |
| Fax number... 527/574-8521      *Mailing.. SUP     *Marketing CLA |
| Telex number. 804051            *Territory NE1              |
| International                                           |
| Contact..... MR. RALPH WILSON          Additional contacts exist |
| Title..... VICE PRESIDENT/MARKETING |
| Phone number. 517/574-6211 |
| PPD freight based on weight 501 amount 0 units 0 cube 0 |
| Lead time 7.50 Roundup to MPQ Y *Currency USD *Terms 1 Allow B/O Y |
| Tax exemption numbers for state for federal |
| Notes |
| F3=Exit F12=Previous F14=Additional contact |
|-----
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Displays up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this supplier's telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.
18. CONTACT - Displays a contact name.



19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. PPD FREIGHT BASED ON WEIGHT - Displays the weight required by this supplier before pre-paid freight is given. This field is not a decimal field.
22. PPD FREIGHT BASED ON AMOUNT - Displays the dollar amount required by this supplier before pre-paid freight is given. This field is not a decimal field.
23. PPD FREIGHT BASED ON UNITS - Displays the number of units required by this supplier before pre-paid freight is given. This field is not a decimal field.
24. PPD FREIGHT BASED ON CUBE - Displays the cubed amount required by this supplier before pre-paid freight is given. This field is not a decimal field.
25. LEAD TIME - Displays the average lead-time for standard purchases from this supplier. This field is used in purchasing as the default lead-time until a sufficient number of purchase orders have been received to calculate lead-time.
26. ROUNDUP TO MPQ (Y/N) - Displays a "Y" to roundup any "suggested buy" quantities, for this supplier, to the predefined packaging quantity.
27. NOTES - Displays any notes stored with this supplier record.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Location File

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
|01/01/98          YOUR COMPANY NAME IS HERE      MRR080D1
|WRKST-ID          SUPPLIER ITEM MAINTENANCE      USERID
|
|*Supplier.... _____
|*Location.... _____
|*Manufacturer ____
|*Item..... _____
|
|
|
|
|
|
|
|
|
|
|F3=Exit  F10=Field inquiry  F11=File inquiry  F13=Unedited access
|-----
```

A. DATA ENTRY:



1. Enter the location code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry
4. Press F11 for file inquiry
5. Press F13 for unedited access

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```

7/16/98  MODE INQUIRY          ** DMS CORPORATION **          MRR075D2
DSP06                                ADDRESS INQUIRY          RBS

Address class LC                Address classes
*Subclass..... 99             CF - Carrier          LC - Location
Search..... DMS              CM - Customer          MC - Manufacturer
City.....                     EM - Employee          SC - Supplier
Phone.....

? Key field Cl Sub Name                City                Phone
DMS          LC 99 DISTRIBUTION MGMT SYSTEMS ROCKY MOUNT    252/985-6000
TJH          LC 99 THE JONES HOLDINGS
GEN          LC 99 GENERAL AUTOMOTIVE, INC. RENTON          206/251-7600
HED          LC 99 HARDEE'S EQUIPMENT DIV.  ROCKY MOUNT    252/977-8700
PAC          LC 99 PACCAR AUTO PARTS        AUBURN          206/251-7700
0015         LC 99 THE COMPUTER WAREHOUSE   RALEIGH        252/342-4949
ATL1         LC 99 T.J. HOUGHTON
9999         LC 99 ** DMS CORPORATION **
ACD          MC RA ACD
ACD          MC 99 AC-DELCO, GENERAL MOTORS DETROIT          517/574-8451

F3=Exit  F10=Field inquiry

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.



2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job.
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field displays the actual key for the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field d
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.



RECOVERY - Correct the entry and press FIELD PLUS.

5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.

RECOVERY - Press ERROR RESET and try again.

6. "0009" - Field requires numeric characters. A character that was not numeric was entered.

RECOVERY- Press ERROR RESET and try again.

7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.

RECOVERY - Press ERROR RESET and use FIELD PLUS.

Screen #3

7/16/98	MODE INQUIRY	** DMS CORPORATION **		MRR026D1
DSP06		LOCATION INQUIRY		RBS
Location..... DMS				
Name.....	DISTRIBUTION MGMT SYSTEMS		Search...DISTRIBUTI	DISTRIBUTI
Address one.. 800 TIFFANY BOULEVARD				
Address two.. SUITE 301				
P.O. box..... 2763				
City.....	ROCKY MOUNT	State.... NC	Zip.....	27801
Phone number..	252/985-6000	Country.. USA	Airport..	RMW
Fax number...	252/985-2783	Mailing.. 999	Marketing	999
Telex number.		Territory	999	
International				
Contact.....	GRADY DAVIS	Additional contacts exist		
Title.....	CHIEF EXECUTIVE OFFICER			
Phone number.	252/985-6601			
F12=Previous F14=Additional contact				

A. DATA ENTRY:

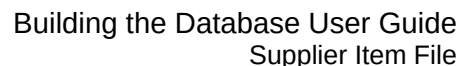
1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays the location name.
2. SEARCH - Displays the search characters used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays the first line of the address.
4. ADDRESS TWO - Displays the second line of the address.
5. PO BOX - Displays the post office box number.
6. CITY - Displays the city name.
7. STATE - Displays the state abbreviation.
8. ZIP CODE - Displays the zip code.
9. PHONE NUMBER - Displays the area code and telephone number.
10. COUNTRY - Displays the country abbreviation.
11. AIRPORT - Displays airport abbreviation.
12. FAX NUMBER - Displays the area code and telephone number of the fax machine.



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Manufacturer File:**

From the inquiry menu or if called from other jobs, screen #2 is displayed.

Screen #1

A. DATA ENTRY:

1. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry. Displays all existing records in the supplier item file.
5. Press F13 for unedited access to the supplier item file.



C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```
-----
| 7/16/98  MODE INQUIRY          ** DMS CORPORATION **          MRR075D2 |
| DSP06                                ADDRESS INQUIRY                RBS |
|                                     |                             |
| Address class MC                  Address classes                |
| *Subclass..... 99              CF - Carrier      LC - Location |
| Search..... ACD                CM - Customer     MC -Manufacturer |
| City.....                      EM - Employee     SC - Supplier  |
| Phone.....                      |                             |
|                                     |                             |
| ? Key field Cl Sub Name          City      Phone                |
| ACD          MC 99 AC-DELCO      DETROIT    313/534-9934        |
| BER          MC 99 BERKLEY BOOKS                                     |
| CHA          MC 99 CHAMPION SPARK PLUG CO  TOLEDO    206/251-7600 |
| FRS          MC 99 FIRESTONE TIRES        WILSON     252/977-8700 |
| GTS          MC 99 GATES HOSES            RALEIGH    252/251-7700 |
| ILC          MC 99 ILCO WIPER BLADES      RALEIGH    252/342-4949 |
| MMM          MC 99 3M CORP.              ST. PAUL    211/984-3258 |
| SLP          MC 99 SEALED POWER PISTON RING AUBURN                                     |
| TRW          MC 99 TRW INC.              SEATTLE                                     |
| WAL          MC 99 WALKER                DETROIT    517/574-8451 |
|                                     |                             |
| F3=Exit   F10=Field inquiry          |                             |
|-----
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.



6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The three character code for the manufacturer or any part of the information entered into the search field of the manufacturer record is displayed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS.
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS.



Screen #3

```
7/19/98  MODE INQUIRY      ** DMS CORPORATION **      MRR064D2
DSP06                MANUFACTURER MAINTENANCE      RBS

Manufacturer. ACD
Name..... AC-DELCO, GENERAL MOTORS      Search... AC DELCO ACDELCO
Address one.. 800 MICHIGAN AVENUE
Address two.. SUITE 78
P.O. box..... 90
City..... DETROIT      *State.... MI      Zip.....48232
Phone number. 517/574-8451      *Country.. USA      Airport..DET
Fax number... 517/574-8521      *Mailing.. MFG      *Marketing999
Telex number. 804051      *Territory 999
International
Contact..... MR. RALPH WILSON      Additional contacts exist
Title..... VICE PRESIDENT/MARKETING
Phone number. 517/574-6211

Order entry      Sales type A
Invalid item cost factor 1.3456      A - Merchandise      E - Miscellaneous
Gross margin minimum.... 22.00      C - Freight      F - Miscellaneous
D - Labor

Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS

F3=Exit  F10=Field inquiry  F12=Previous  F13=Additional address
F24=More keys
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Displays up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this manufacturer's telex number.



16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.
18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. INVALID ITEM COST FACTOR - Displays the factor to be applied to the selling price to derive the cost of an invalid item for this manufacturer.
22. GROSS MARGIN MINIMUM - Displays the minimum gross margin to be made from the sale of this manufacturer's items.
23. SALES TYPE - Displays the valid sales type, "sales category", this manufacturer's items are categorized under.
24. NOTES - Displays any notes stored with this manufacturer.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Inventory Master File:

From the inquiry menu or if called from other jobs, screen #2 will be displayed.
Screen #1

```
-----
| 8/28/98                ** DMS CORPORATION **                MRR080D1 |
| DSP06                  SUPPLIER ITEM MAINTENANCE              RBS   |
| *Supplier....          _____                           |
| *Location....          _____                           |
| *Manufacturer          _____                           |
| *Item.....            _____                           |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
| F3=Exit   F10=Field inquiry   F11=File inquiry   F13=Unedited access |
|-----
```

A. DATA ENTRY:

1. Enter the item number with which to start the inquiry or leave blank to display all records.
A valid code is not required; the system will start at the closest match. Press F10.

B. PROCESSING:

1. Press ENTER to display the maintenance screen



2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```
-----
| 8/28/98  MODE INQUIRY      ** DMS CORPORATION **      MR039D2|
| DSP04              INVENTORY MASTER INQUIRY          BJH  |
|-----|
| Manufacturer CHA          |
| Item.....               |
|-----|
| ? Mfg Item              Description              Type Number |
| CHA A6YC                SPLARK PLUG              |
| CHA A8YC                SPLARK PLUG              |
| CHA CH1                 SPLARK PLUG              |
| CHA CH100               SPLARK PLUG              |
| CHA CH101               SPLARK PLUG              |
| CHA CH102               SPLARK PLUG              |
| CHA CH103               SPLARK PLUG              |
| CHA CH104               SPLARK PLUG              |
| CHA CH105               SPLARK PLUG              |
| CHA CH106               SPLARK PLUG              |
| CHA CH107               SPLARK PLUG              |
| CHA CH108               SPLARK PLUG              |
| CHA CH109               SPLARK PLUG              |
| CHA CH110               SPLARK PLUG              |
|-----|
| F3=Exit                                     + |
|-----|
```

A. DATA ENTRY:

1. MANUFACTURER - Enter the manufacturer code to be used for the search of an item. This field may be left blank to display all items across manufacturer's sorted in item number order.
2. ITEM - Enter the item number to be used for the search of an item. This field may be left blank to display all items for a specific manufacturer if one is entered, or across manufacturer's if manufacturer is blank.
3. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific item master record for maintenance.

Multiple "I"s may be entered to browse several records before returning to this screen. The system will begin with the first "I" and continue displaying records until an "S" is found, which will then end the inquiry and return the record with an "S" value to screen #1.



B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found which will display screen #1, or until F12 is taken. ENTER to execute any "S" instruction; screen #1 will be displayed and the item master record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if the search criteria have been changed.
2. Press F3 to exit and return to the previous job.
3. Roll to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MFG - Displays the manufacturer code of the items listed.
2. ITEM - Displays the item number of the items listed.
3. DESCRIPTION - Displays the description of the items listed.
4. TYPE - This column corresponds to the number column. Entries displaying here indicate an alternate access path to the actual item displaying to the left. Entries here include 1) "*" xxx" where "xxx" represents the cross reference code for customer's own item numbers, and/or 2) "BARCD" for a bar code number related to the actual item number.
5. NUMBER - This column corresponds to the type column. Entries in this column indicate the alternate access number to an actual item.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" or "I" was entered into the "?" field.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS key.



Screen #3 (ENTER from screen #2)

8/27/98	MODE INQUIRY	** DMS CORPORATION **	MRR039D4
DSP06		INVENTORY MASTER INQUIRY	RBS
Manufacturer CHA	Item RN5C	Created	1/01/88
Description SPARKPLUG		Sequence	5
System defined groups		User defined groups	
Sales analysis SPA SPARKPLUG-AUTO/TRK		Sales type	
Future pricing C01 CHA SPARKPLUGS			
Cust profile.. 012 SPARKPLUG-AUTO/TRK			
Commodity srch SPA SPARKPLUG-AUTO/TRK			
Core.....			
Selling unit of measure EA		Selling increment..	1
Backorders allowed..... Y		Manufacturer's rank	D
Weight .1500	Height .0000	Length .0000	Width .0000
Bar code ID 15573			
F12=Previous			

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display screen #3.
2. Press F12 to return to screen #2.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected previously.
2. ITEM - Displays the item number selected previously.
3. DESCRIPTION - Displays the description of the item.
4. CREATED - Displays the creation date of the item master.
5. SEQUENCE - Displays the sequence number of the item.
6. SALES ANALYSIS - Displays the sales analysis group corresponding to this item.
7. FUTURE PRICING - Displays the future price group corresponding to this item.
8. CUST PROFILE - Displays the customer profile group corresponding to this item.
9. COMMODITY SRCH - Displays the commodity search group corresponding to this item.
10. CORE - This field will only display if cores have been activated on the system. Displays the core group corresponding to this item.
11. USER DEFINED GROUPS - The system has up to five user-defined groups at an item level. If any have been established, the field headings will appear. This field displays the corresponding group codes for the fields displayed.
12. SELLING UNIT OF MEASURE - Displays the two-position character code for the selling unit of measure. This should represent the smallest unit in which this item will be sold.
13. SELLING INCREMENT - Displays the nine-position quantity, corresponding to the selling unit of measure, in which the item is sold. This should represent the minimum



- quantity that will be sold to a customer. Order entry will use this quantity in calculating the quantity ordered to increments of this number.
14. BACKORDERS ALLOWED - Displays a "Y" or "N" indicating if backorders are allowed for this item during order entry.
 15. MANUFACTURER'S RANK - Displays the three position alphanumeric code representing the manufacturer's rank.
 16. WEIGHT - Displays the nine-position, four decimal number representing the weight of the item. Order entry and purchasing will use this information to calculate the total weight.
 17. HEIGHT - Displays the nine position four decimal number representing the height of the item. Purchasing will use this information to calculate the dimensions of the item.
 18. LENGTH - Displays the nine position four decimal number representing the length of the item. Purchasing will use this information to calculate the dimensions of the item.
 19. WIDTH - Displays the nine position four decimal number representing the width of the item. Purchasing will use this information to calculate the dimensions of the item.
 20. BAR CODE ID - Displays the twenty position alphanumeric id that may be read with a bar code reader, as an alternate access path to this item.
 21. SUPERSEDING MANUFACTURER - This field only displays if the item has been superseded to a different item. This field displays the manufacturer of the superseding item.
 22. ITEM - This field only displays if the item has been superseded to a different item. This field displays the superseding item number.
 23. DISCONTINUED - If the item has been discontinued from the manufacturer, this message will appear.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Screen #3 (ENTER from screen #2)

8/27/98		** DMS CORPORATION **		MRR039D5	
DSP06		INVENTORY MASTER INQUIRY		RBS	
Manufacturer CHA		Item RN5C		Description SPARKPLUG	
Selling unit of measure EA		Selling increment		1	
Price matrix 13A		13358 23066 ABV "J"		Factorable Y	
Price					
1.36		Base			
1.22		Stk Jobber			
1.29		Jobber			
1.36		Fleet			
1.42		Stocking Dlr			
1.49		Dealer			
1.63		Retail			
1.72		List			
1.81		Price Level8			
1.99		Price Level9			



A. DATA ENTRY:

1. None

B. PROCESSING:

1. ENTER to display screen #2 if multiple inquiries were requested, or screen #1.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer of the item previously selected.
2. ITEM - Displays the item number of the item previously selected.
3. SELLING UNIT OF MEASURE - Displays the selling unit of measure.
4. SELLING INCREMENT - Displays the selling increment.
5. PRICE MATRIX - Displays the price matrix code to calculate the nine selling prices based off of the base price.
6. FACTORABLE - Displays a "Y" or "N" indicating if the nine price levels in this item may be multiplied by an additional factor from order entry or customer profiles.
7. BASE PRICE - Displays the reference or "base" price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling prices and current cost of the item respectively.
8. NINE SELLING PRICE LEVELS - Displays the nine selling prices based on the base price. The headings which appear to the right of the prices are entered into the system in a system control record and are user defined.
9. CORE PRICE - Displays the reference or "base" core price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling core prices and current core cost of the item respectively.
NOTE: This field will only display if the core group is not blank.
10. NINE SELLING CORE PRICE LEVELS - Displays the nine core selling prices based on the core base price.
NOTE: These fields will only display if the core group is not blank.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Alternate (Can-Use) Item File

Pre-requisites:

1. A minimum of one manufacturer code must be created prior to creating an alternate item record.
2. A minimum of one master item code must be created prior to creating an alternate item record.

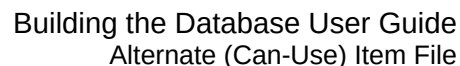
Security Risk and Suggested User Access:

1. Access to the maintenance function of the alternate item file should be limited to the inventory management department. Unauthorized or unqualified modifications could cause confusion in the order entry process. Basically the information entered here is of low security risk because this data is informational in nature.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators. The alternate items entered will be displayed automatically in the order entry operations.

Functional Definition:

The alternate item file allows the user to create a sequenced list of alternative items which may be used in place of a particular item. This "can use" capability helps to prevent lost sales because an item is out of stock or is not currently available.

The order entry process and purchasing use this function when creating customer orders or purchase orders. Alternate item lists are displayed with an F15 function key in order entry. The user may enter the desired order quantity for any item or items on the list.



From menu option screen #1 will be displayed.

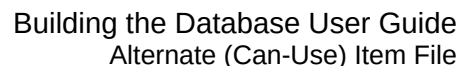
[illegible]

1. MANUFACTURER - Enter the manufacturer code of the item to be used for this alternate item list.
2. ITEM - Enter the item number to be used for this alternate item list.

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F13 for unedited access. This provides access to the file without going through the validity checks normally performed on the information entered on this screen.

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INVALID - A request has been submitted without the required data or the data entered was not valid in the database files.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



```

9/11/98          ** DMS CORPORATION **          MRR109D2
DSP06            ALTERNATE ITEM MAINTENANCE      RBS

Manufacturer ACD      Item A212CW                AIR FILTER

?   Mfg   Item          Description              Seq#
    ACD   A212CW        AIR FILTER                1
    FRM   B23314        AIR FILTER                2

*Mfg          *Item                      Seq#

F5=Refresh    F10=Field inquiry    F12=Previous

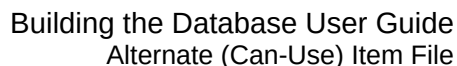
```

1. MFG - Enter a manufacturer code for the item being entered. Alternate item maintenance requires that the manufacturer code be entered in case of duplicate item numbers.
2. ITEM - Enter the item number to be added to the alternate item list being created.
3. SEQUENCE NUMBER - Enter a number to be used to sequence this item in the list being created.
4. "?" - Enter an "X" to cancel or leave the field blank for no action. Canceling an item removes the item from the alternate list immediately.

1. Press ENTER to add to or update the alternate item list.
2. Press F5 to refresh the screen with the changes to the sequence numbers listed.
3. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
4. Press F12 to return to screen #1 without adding/updating the record.
5. Roll to page forward if a "+" sign is shown.

1. MANUFACTURER - Displays the manufacturer code selected on screen #1.
2. ITEM - Displays the item number and description whose alternates are being listed.
3. MFG - Lists the manufacturer code for the alternate items displayed.
4. ITEM -Lists the alternate item numbers for the item number at the top of the screen.
5. DESCRIPTION - Lists the descriptions for the alternate items.

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry



- RECOVERY - Press ERROR RESET, TAB and retrv

From the inquiry menu or if called from other jobs, screen #2 is displayed.

[illegible]

1. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F13 for unedited access to the alternate item file

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2 (F10 from screen #1)

```
-----
| 7/16/98   MODE INQUIRY          ** DMS CORPORATION **      MRR075D2 |
| DSP06                                ADDRESS INQUIRY          RBS      |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Address class MC                                Address classes |
| *Subclass..... 99                                CF - Carrier    LC - Location |
| Search..... ACD                                CM - Customer  MC - Manufacturer |
| City.....                                EM - Employee  SC - Supplier |
| Phone.....                                |
|-----|-----|-----|-----|-----|-----|-----|-----|
| ? Key field Cl Sub Name                                City      Phone |
|-----|-----|-----|-----|-----|-----|-----|-----|
| ACD      MC 99 AC-DELCO                                DETROIT    313/534-9934 |
| BER      MC 99 BERKLEY BOOKS                            |
| CHA      MC 99 CHAMPION SPARK PLUG CO          TOLEDO     206/251-7600 |
| FRS      MC 99 FIRESTONE TIRES                    WILSON     252/977-8700 |
| GTS      MC 99 GATES HOSES                        RALEIGH    252/251-7700 |
| ILC      MC 99 ILCO WIPER BLADES                 RALEIGH    252/342-4949 |
| MMM      MC 99 3M CORP.                          ST. PAUL   211/984-3258 |
| SLP      MC 99 SEALED POWER PISTON RING          AUBURN     |
| TRW      MC 99 TRW INC.                          SEATTLE    |
| WAL      MC 99 WALKER                            DETROIT     517/574-8451 |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F3=Exit   F10=Field inquiry |
|-----|-----|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific record for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.



ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.

ENTER to return to screen #1 if no further action is required.

2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The three-character code for the manufacturer or any part of the information entered into the search field of the manufacturer record.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The subclass column displays the subclass for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

```
-----
| 7/19/98   MODE INQUIRY          ** DMS CORPORATION **      MRR064D2
| DSP06                                MANUFACTURER INQUIRY      RBS
|
| Manufacturer. ACD
| Name..... AC-DELCO, GENERAL MOTORS   Search... AC DELCO ACDELCO
| Address one.. 800 MICHIGAN AVENUE
| Address two.. SUITE 78
| P.O. box..... 90
| City..... DETROIT                State.... MI      Zip..... 48232
| Phone number. 517/574-8451          Country.. USA   Airport.. DET
| Fax number... 517/574-8521          Mailing.. MFG    Marketing 999
| Telex number.   804051              Territory 999
| International
| Contact..... MR. RALPH WILSON        Additional contacts exist
| Title..... VICE PRESIDENT/MARKETING
| Phone number. 517/574-6211
|
| Order entry                        Sales type A
| Invalid item cost factor 1.3456    A - Merchandise E - Miscellaneous
| Gross margin minimum.... 22.00    C - Freight    F - Miscellaneous
|                                     D - Labor
| Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS
| F12=Previous F14=Additional contact
|
|-----
```

A. DATA ENTRY:

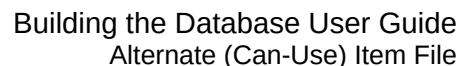
1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The system will default to the first ten consecutive positions from the name field. The stripped version of the search field is determined and displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this manufacturer's telex number.
16. TERRITORY - Displays the appropriate territory code.



- #### D. ERROR CONDITIONS:

- ### **Inquiry into the Inventory Master File:**

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

A. DATA ENTRY:

1. Enter the item number with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F13 for unedited access



C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

SCREEN #2 (F10 from screen #1)

8/28/98 MODE INQUIRY		** DMS CORPORATION **		MR039D2
DSP04		INVENTORY MASTER INQUIRY		BJH
Manufacturer CHA				
Item.....				
? Mfg Item	Description	Type	Number	
CHA A6YC	SPLARK PLUG			
CHA A8YC	SPLARK PLUG			
CHA CH1	SPLARK PLUG			
CHA CH100	SPLARK PLUG			
CHA CH101	SPLARK PLUG			
CHA CH102	SPLARK PLUG			
CHA CH103	SPLARK PLUG			
CHA CH104	SPLARK PLUG			
CHA CH105	SPLARK PLUG			
CHA CH106	SPLARK PLUG			
CHA CH107	SPLARK PLUG			
CHA CH108	SPLARK PLUG			
CHA CH109	SPLARK PLUG			
CHA CH110	SPLARK PLUG			
F3=Exit				

A. DATA ENTRY:

1. MANUFACTURER - Enter the manufacturer code to be used for the search of an item. This field may be left blank to display all items across manufacturer's sorted in item number order.
2. ITEM - Enter the item number to be used for the search of an item. This field may be left blank to display all items for a specific manufacturer if one is entered, or across manufacturer's if manufacturer is blank.
3. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific item master record for maintenance.

Multiple "I"s may be entered to browse several records before returning to this screen. The system will begin with the first "I" and continue displaying records until an "S" is found, which will then end the inquiry and return the record with an "S" value to screen #1.

B. PROCESSING:



1. ENTER to execute any "I" instruction(s), screen #3 will be displayed until the last "I" has been processed, until an "S" is found which will display screen #1, or until F12 is taken. ENTER to execute any "S" instruction; screen #1 will be displayed and the item master record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if the search criteria have been changed.
2. Press F3 to exit and return to the previous job.
3. Roll to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MFG - Displays the manufacturer code of the items listed.
2. ITEM - Displays the item number of the items listed.
3. DESCRIPTION - Displays the description of the items listed.
4. TYPE - This column corresponds to the number column. Entries displaying here indicate an alternate access path to the actual item displaying to the left. Entries here include
 - 1) "*" xxx" where "xxx" represents the cross reference code for customer's own item numbers, and/or
 - 2) "BARCD" for a bar code number related to the actual item number.
5. NUMBER - This column corresponds to the type column. Entries in this column indicate the alternate access number to an actual item.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" or "I" was entered into the "?" field.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS key.

Screen #3 (ENTER from screen #2)

```

-----
| 8/27/98   MODE INQUIRY           ** DMS CORPORATION **           MRR039D4
| DSP06                                INVENTORY MASTER INQUIRY           RBS
|
| Manufacturer CHA   Item RN5C                               Created   1/01/88
| Description  SPARKPLUG                               Sequence 5
|
| System defined groups                                User defined groups
| Sales analysis SPA SPARKPLUG-AUTO/TRK                Sales type
| Future pricing C01 CHA SPARKPLUGS
| Cust profile.. 012 SPARKPLUG-AUTO/TRK
| Commodity srch SPA SPARKPLUG-AUTO/TRK
| Core.....
|
| Selling unit of measure EA                                Selling increment.. 1
| Backorders allowed..... Y                                Manufacturer's rank  D
|
| Weight   .1500   Height   .0000   Length   .0000   Width   .0000
| Bar code ID 15573
|
-----

```



A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display screen #3.
2. Press F12 to return to screen #2.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected previously.
2. ITEM - Displays the item number selected previously.
3. DESCRIPTION - Displays the description of the item.
4. CREATED - Displays the creation date of the item master.
5. SEQUENCE - Displays the sequence number of the item.
6. SALES ANALYSIS - Displays the sales analysis group corresponding to this item.
7. FUTURE PRICING - Displays the future price group corresponding to this item.
8. CUST PROFILE - Displays the customer profile group corresponding to this item.
9. COMMODITY SRCH - Displays the commodity search group corresponding to this item.
10. CORE - This field will only display if cores have been activated on the system. Displays the core group corresponding to this item.
11. USER DEFINED GROUPS - The system has up to five user-defined groups at an item level. If any have been established, the field headings will appear. This field displays the corresponding group codes for the fields displayed.
12. SELLING UNIT OF MEASURE - Displays the two-position character code for the selling unit of measure. This should represent the smallest unit in which this item will be sold.
13. SELLING INCREMENT - Displays the nine-position quantity, corresponding to the selling unit of measure, in which the item is sold. This should represent the minimum quantity that will be sold to a customer. Order entry will use this quantity in calculating the quantity ordered to increments of this number.
14. BACKORDERS ALLOWED - Displays a "Y" or "N" indicating if backorders are allowed for this item during order entry.
15. MANUFACTURER'S RANK - Displays the three position alphanumeric code representing the manufacturer's rank.
16. WEIGHT - Displays the nine-position, four-decimal number representing the weight of the item. Order entry and purchasing will use this information to calculate the total weight.
17. HEIGHT - Displays the nine position four decimal number representing the height of the item. Purchasing will use this information to calculate the dimensions of the item.
18. LENGTH - Displays the nine position four decimal number representing the length of the item. Purchasing will use this information to calculate the dimensions of the item.
19. WIDTH - Displays the nine position four decimal number representing the width of the item. Purchasing will use this information to calculate the dimensions of the item.
20. BAR CODE ID - Displays the twenty position alphanumeric id that may be read with a bar code reader, as an alternate access path to this item.



21. SUPERSEDING MANUFACTURER - This field only displays if the item has been superseded to a different item. This field displays the manufacturer of the superseding item.
22. ITEM - This field only displays if the item has been superseded to a different item. This field displays the superseding item number.
23. DISCONTINUED - If the item has been discontinued from the manufacturer, this message will appear.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Screen #3 (ENTER from screen #2)

8/27/98	** DMS CORPORATION **		MRR039D5
DSP06	INVENTORY MASTER INQUIRY		RBS
Manufacturer CHA	Item RN5C	Description SPARKPLUG	
Selling unit of measure EA	Selling increment	1	
Price matrix 13A	13358 23066 ABV "J"	Factorable Y	
Price			
1.36	Base		
1.22	Stk Jobber		
1.29	Jobber		
1.36	Fleet		
1.42	Stocking Dlr		
1.49	Dealer		
1.63	Retail		
1.72	List		
1.81	Price Level8		
1.99	Price Level9		

A. DATA ENTRY:

1. None

B. PROCESSING:

1. ENTER to display screen #2 if multiple inquiries were requested, or screen #1.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer of the item previously selected.
2. ITEM - Displays the item number of the item previously selected.
3. SELLING UNIT OF MEASURE - Displays the selling unit of measure.
4. SELLING INCREMENT - Displays the selling increment.
5. PRICE MATRIX - Displays the price matrix code to calculate the nine selling prices based off of the base price.



6. FACTORABLE - Displays a "Y" or "N" indicating if the nine price levels in this item may be multiplied by an additional factor from order entry or customer profiles.
7. BASE PRICE - Displays the reference or "base" price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling prices and current cost of the item respectively.
8. NINE SELLING PRICE LEVELS - Displays the nine selling prices based on the base price. The headings which appear to the right of the prices are entered into the system in a system control record and are user defined.
9. CORE PRICE - Displays the reference or "base" core price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling core prices and current core cost of the item respectively.
NOTE: This field will only display if the core group is not blank.
10. NINE SELLING CORE PRICE LEVELS - Displays the nine core selling prices based on the core base price.
NOTE: These fields will only display if the core group is not blank.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Cross Reference Item File

Pre-requisites:

1. The location record for location "9999" must exist. This will be set up by DMS.
2. A minimum of one cross-reference code must be created prior to creating a cross-reference item record.
3. A minimum of one master item code must be created prior to creating a cross-reference item record.

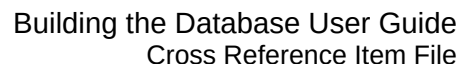
Security Risk and Suggested User Access:

1. Access to the maintenance function of the cross-reference item file should be limited to the inventory management department. Unauthorized or unqualified modifications could cause confusion in the order entry process. Basically the information entered here is of low security risk because this data is informational in nature.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The cross-reference item file provides an alternate access path to an actual item master/location record. This feature will allow customers to use their own item number scheme to access a manufacturer's item number. The cross-reference code was created in a previous option and will act as the code to group the customer's item numbers together. In the customer master record, this cross-reference code is entered indicating that a unique item number scheme is active. In the cross-reference item file, the actual manufacturer item number is linked to the customer's item number.

The order entry process uses this function when creating customer orders. The customer's item number may be used when entering an order, but the actual number will be displayed on the order entry screen and printed on the pick ticket. When the order is processed as an invoice, either the customer's item number, the actual item number, or both may be printed.



From menu option screen #1 will be displayed.

```

9/12/98          ** DMS CORPORATION **          MRR079D1
DSP04            CROSS REFERENCE ITEM MAINTENANCE          BJH

*Manufacturer
*Item.....

F3=Exit   F10=Field inquiry   F13=Unedited access

```

1. MANUFACTURER - Enter the actual manufacturer code of the item to be used for the cross-reference item.
2. ITEM - Enter the actual item number to be used for the cross-reference item.

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F13 for unedited access. The system will take the manufacturer and item entered and display screen #2 without checking for possible duplications. The system normally displays a duplicate item selection screen if (1) across manufacturers the same item number has multiple occurrences and/or (2) the stripped item has multiple occurrences. For example there are records for manufacturer ACD item 12-3 and manufacturer BCA item 1-23. For direct access to the record ACD 12-3, the user must enter the manufacturer and item number correctly with the proper spacing and characters, and press F13. If ACD and 123 were entered, the system would access the duplicate item number screen with both items displaying. The user would then select the desired record and the screen #2 is displayed.

1. None

1. **FUNCTION KEY NOT ALLOWED** - A non-supported function instruction was requested.
RECOVERY - Press **ERROR RESET** and retry



2. INVALID - A request has been submitted without the required data or the data entered was not valid in the database files.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.

RECOVERY - Press ERROR RESET, TAB and retry

Screen #2

```

9/12/98          ** DMS CORPORATION **          MRR079D2
DSP06            CROSS REFERENCE ITEM MAINTENANCE          RBS

Manufacturer CHA   Item CH102                      SPARK PLUG

?  Code   Name                      Item
   XC1    CHAMPION SPARKPLUG STOCK#   CH432

*Cross reference code      Item

F5=Refresh    F10=Field inquiry    F12=Previous

```

A. DATA ENTRY:

1. CROSS REFERENCE CODE - Enter a cross-reference code for the item being entered. This field is validated against the cross-reference code file.
2. ITEM - Enter the cross-reference item number for the cross-reference code entered. This would be the customer's unique item number.
3. "?" - Enter an "X" to cancel or leave the field blank for no action. Canceling an item removes it from the cross-reference list immediately.

B. PROCESSING:

1. Press ENTER to add to or update the alternate item list.
2. Press F10 to inquire for valid field input. This function is valid for fields preceded by an asterisk.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Roll to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected on screen #1.
2. ITEM - Displays the item number and description of the item selected on screen #1.
3. CODE - Displays the cross-reference codes for the item selected on screen #1.
4. Name - Displays the name of the corresponding cross-reference codes.
5. ITEM - Displays the cross-reference items for the item selected on screen #1.

D. ERROR CONDITIONS:



1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Enter the cross-reference code and/or item number.
3. INVALID - A request has been submitted without the required data or the data entered was not valid in the database files.
4. SELECT MUST BE "X" TO DELETE, OR BLANK - A value other than "X" was entered in the "?" field.
RECOVERY - Press ERROR RESET and retry
5. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Inquiry into the Manufacturer File:

From the inquiry menu or if called from other jobs, screen #2 is displayed.

Screen #1

[illegible]

A. DATA ENTRY:

1. Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F13 for unedited access to the cross reference item file

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry



2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

```

-----
9/12/98  MODE INQUIRY          ** DMS CORPORATION **          MRR075D2
DSP04                                ADDRESS INQUIRY          BJH

Address class MC                Address classes
*Subclass..... 99             CF - Carrier      LC - Location
Search..... ACD              CM - Customer    MC - Manufacturer
City.....                  EM - Employee    SC - Supplier
Phone.....

? Key field Cl Sub Name          City      Phone
ACD          MC 99 AC-DELCO        DETROIT   313/534-9934
BER          MC 99 BERKLEY BOOKS
CHA          MC 99 CHAMPION SPARK PLUG CO   TOLEDO    206/251-7600
FRS          MC 99 FIRESTONE TIRES          WILSON    252/977-8700
GTS          MC 99 GATES HOSES              RALEIGH   252/251-7700
ILC          MC 99 ILCO WIPER BLADES         RALEIGH   252/342-4949
MMM          MC 99 3M CORP.                 ST. PAUL  211/984-3258
SLP          MC 99 SEALED POWER PISTON RING  AUBURN
TRW          MC 99 TRW INC.                 SEATTLE
WAL          MC 99 WALKER                   DETROIT   517/574-8451

F3=Exit  F10=Field inquiry
-----

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.
5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ?- Enter an "I" to select one or more records for more detailed data.

- Enter an "S" to select a specific record for maintenance.



- Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the record selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The three-character code for the manufacturer or any part of the information entered into the search field of the manufacturer record.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. CITY - The city column displays the city fields corresponding to the address records listed.
6. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY - Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Screen #3

```
-----
| 9/12/98   MODE INQUIRY           ** DMS CORPORATION **           MRR043D1 |
| DSP06                                MANUFACTURER INQUIRY           BJH   |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Manufacturer. ACD                                                         |
| Name..... AC-DELCO, GENERAL MOTORS   Search... AC DELCO  ACDELCO   |
| Address one.. 800 MICHIGAN AVENUE                                           |
| Address two.. SUITE 78                                                       |
| P.O. box..... 90                                                           |
| City..... DETROIT                                                         State.... MI       Zip..... 48232   |
| Phone number. 517/574-8451           Country.. USA       Airport.. DET   |
| Fax number... 517/574-8521           Mailing.. MFG        Marketing 999   |
| Telex number.   804051               Territory 999                                     |
| International                                                         |
| Contact..... MR. RALPH WILSON           Additional contacts exist       |
| Title..... VICE PRESIDENT/MARKETING                                         |
| Phone number. 517/574-6211                                                  |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Order entry                               Sales type A                   |
| Invalid item cost factor 1.3456          A - Merchandise  E - Miscellaneous |
| Gross margin minimum.... 22.00          C - Freight      F - Miscellaneous |
|                                         D - Labor                                     |
| Notes CHECK SERVICE MANUAL FOR LOCAL REPAIR CENTERS                     |
| F12=Previous   F14=Additional contacts                                     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2
3. Press F14 for additional contacts if additional contact exist

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The stripped version is displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this manufacturer's telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.



18. CONTACT - Displays a contact name.
19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. INVALID ITEM COST FACTOR - Displays the factor to be applied to the selling price to derive the cost of an invalid item for this manufacturer.
22. GROSS MARGIN MINIMUM - Displays the minimum gross margin to be made from the sale of this manufacturer's items.
23. SALES TYPE - Displays the valid sales type, "sales category", this manufacturer's items are categorized under.
24. NOTES - Displays any notes to be stored with this manufacturer.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Inventory Master File:

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 9/12/98                ** DMS CORPORATION **                MRR079D1 |
| DSP06                  CROSS REFERENCE ITEM MANITENANCE      BJH   |
| *Manufacturer                                                  |
| *Item.....                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
| F3=Exit  F10=Field inquiry                                     |
|-----
```

A. DATA ENTRY:

1. Enter the item number with which to start the inquiry or leave blank to display all records.
A valid code is not required; the system will start at the closest match. Press F10.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F13 for unedited access to the cross reference item file

C. ADDITIONAL INFORMATION:

DMS Systems Corp.
October 13, 2003
Version 1.0



1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2 (F10 from screen #1)

9/12/98	MODE INQUIRY	** DMS CORPORATION **	MR039D2
DSP04		INVENTORY MASTER INQUIRY	BJH
Manufacturer CHA			
Item.....			
? Mfg Item	Description	Type	Number
CHA A6YC	SPLARK PLUG		
CHA A8YC	SPLARK PLUG		
CHA CH1	SPLARK PLUG		
CHA CH100	SPLARK PLUG		
CHA CH101	SPLARK PLUG		
CHA CH102	SPLARK PLUG		
CHA CH103	SPLARK PLUG		
CHA CH104	SPLARK PLUG		
CHA CH105	SPLARK PLUG		
CHA CH106	SPLARK PLUG		
CHA CH107	SPLARK PLUG		
CHA CH108	SPLARK PLUG		
CHA CH109	SPLARK PLUG		
CHA CH110	SPLARK PLUG		
F3=Exit			

A. DATA ENTRY:

1. MANUFACTURER - Enter the manufacturer code to be used for the search of an item. This field may be left blank to display all items across manufacturer's sorted in item number order.
2. ITEM - Enter the item number to be used for the search of an item. This field may be left blank to display all items for a specific manufacturer if one is entered, or across manufacturer's if manufacturer is blank.
3. ? - Enter an "I" to select one or more records for more detailed data.

Enter an "S" to select a specific item master record for maintenance.

Multiple "I"'s may be entered to browse several records before returning to this screen. The system will begin with the first "I" and continue displaying records until an "S" is found, which will then end the inquiry and return the record with an "S" value to screen #1.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found which will display screen #1, or until F12 is taken.



ENTER to execute any "S" instruction; screen #1 will be displayed and the item master record will be retrieved.

ENTER to return to screen #1 if no further action is required.

ENTER to initiate a new search if the search criteria have been changed.

2. Press F3 to exit and return to the previous job.
3. Roll to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. MFG - Displays the manufacturer code of the items listed.
2. ITEM - Displays the item number of the items listed.
3. DESCRIPTION - Displays the description of the items listed.
4. TYPE - This column corresponds to the number column. Entries displaying here indicate an alternate access path to the actual item displaying to the left. Entries here include
 - 1) "*" xxx" where "xxx" represents the cross reference code for customer's own item numbers, and/or
 - 2) "BARCD" for a bar code number related to the actual item number.
5. NUMBER - This column corresponds to the type column. Entries in this column indicate the alternate access number to an actual item.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" or "I" was entered into the "?" field.
RECOVERY - Correct the entry(ies) and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry.
3. "0005" - An input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS key.

Screen #3 (ENTER from screen #2)

9/12/98	MODE INQUIRY	** DMS CORPORATION **	MRR039D4
DSP06		INVENTORY MASTER INQUIRY	BJH
Manufacturer CHA	Item RN5C	Created	1/01/88
Description SPARKPLUG		Sequence	5
System defined groups		User defined groups	
Sales analysis SPA	SPARKPLUG-AUTO/TRK	Sales type	
Future pricing C01	CHA SPARKPLUGS		
Cust profile.. 012	SPARKPLUG-AUTO/TRK		
Commodity srch SPA	SPARKPLUG-AUTO/TRK		
Core.....			
Selling unit of measure EA		Selling increment..	1
Backorders allowed..... Y		Manufacturer's rank	D
Weight .1500	Height .0000	Length .0000	Width .0000
Bar code ID 15573			
F12=Previous			



A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press ENTER to display screen #3.
2. Press F12 to return to screen #2.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer code selected previously.
2. ITEM - Displays the item number selected previously.
3. DESCRIPTION - Displays the description of the item.
4. CREATED - Displays the creation date of the item master.
5. SEQUENCE - Displays the sequence number of the item.
6. SALES ANALYSIS - Displays the sales analysis group corresponding to this item.
7. FUTURE PRICING - Displays the future price group corresponding to this item.
8. CUST PROFILE - Displays the customer profile group corresponding to this item.
9. COMMODITY SRCH - Displays the commodity search group corresponding to this item.
10. CORE - This field will only display if cores have been activated on the system. Displays the core group corresponding to this item.
11. USER DEFINED GROUPS - The system has up to five user-defined groups at an item level. If any have been established, the field headings will appear. This field displays the corresponding group codes for the fields displayed.
12. SELLING UNIT OF MEASURE - Displays the two-position character code for the selling unit of measure. This should represent the smallest unit in which this item will be sold.
13. SELLING INCREMENT - Displays the nine-position quantity, corresponding to the selling unit of measure, in which the item is sold. This should represent the minimum quantity that will be sold to a customer. Order entry will use this quantity in calculating the quantity ordered to increments of this number.
14. BACKORDERS ALLOWED - Displays a "Y" or "N" indicating if backorders are allowed for this item during order entry.
15. MANUFACTURER'S RANK - Displays the three-position alphanumeric code representing the manufacturer's rank.
16. WEIGHT - Displays the nine-position, four-decimal number representing the weight of the item. Order entry and purchasing will use this information to calculate the total weight.
17. HEIGHT - Displays the nine-position, four-decimal number representing the height of the item. Purchasing will use this information to calculate the dimensions of the item.
18. LENGTH - Displays the nine-position, four-decimal number representing the length of the item. Purchasing will use this information to calculate the dimensions of the item.
19. WIDTH - Displays the nine-position, four-decimal number representing the width of the item. Purchasing will use this information to calculate the dimensions of the item.
20. BAR CODE ID - Displays the twenty-position alphanumeric ID that may be read with a barcode reader, as an alternate access path to this item.
21. SUPERSEDING MANUFACTURER - This field only displays if the item has been superseded to a different item. This field displays the manufacturer of the superseding item.
22. ITEM - This field only displays if the item has been superseded to a different item. This field displays the superseding item number.
23. DISCONTINUED - If the item has been discontinued from the manufacturer, this message will appear.



D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.

Screen #3 (ENTER from screen #2)

8/27/98	** DMS CORPORATION **		MRR039D5
DSP06	INVENTORY MASTER INQUIRY		BJH
Manufacturer CHA	Item RN5C	Description SPARKPLUG	
Selling unit of measure EA	Selling increment	1	
Price matrix 13A	13358 23066 ABV "J"	Factorable Y	
Price			
1.36	Base		
1.22	Stk Jobber		
1.29	Jobber		
1.36	Fleet		
1.42	Stocking Dlr		
1.49	Dealer		
1.63	Retail		
1.72	List		
1.81	Price Level8		
1.99	Price Level9		

A. DATA ENTRY:

1. None

B. PROCESSING:

1. ENTER to display screen #2 if multiple inquiries were requested, or screen #1.

C. ADDITIONAL INFORMATION:

1. MANUFACTURER - Displays the manufacturer of the item previously selected.
2. ITEM - Displays the item number of the item previously selected.
3. SELLING UNIT OF MEASURE - Displays the selling unit of measure.
4. SELLING INCREMENT - Displays the selling increment.
5. PRICE MATRIX - Displays the price matrix code to calculate the nine selling prices based off of the base price.
6. FACTORABLE - Displays a "Y" or "N" indicating if the nine price levels in this item may be multiplied by an additional factor from order entry or customer profiles.
7. BASE PRICE - Displays the reference or "base" price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling prices and current cost of the item respectively.
8. NINE SELLING PRICE LEVELS - Displays the nine selling prices based on the base price. The headings which appear to the right of the prices are entered into the system in a system control record and are user defined.



9. CORE PRICE - Displays the reference or "base" core price for this item. This price will be multiplied by factors in the price and cost matrix to calculate the selling core prices and current core cost of the item respectively.

NOTE: This field will only display if the core group is not blank.

10. NINE SELLING CORE PRICE LEVELS - Displays the nine core selling prices based on the core base price.

NOTE: These fields will only display if the core group is not blank.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - Input was attempted at a screen position that is not defined as input capable.
RECOVERY - Press ERROR RESET and retry.



Serial / Item Format

This section is being revised.



Purchasing Quantity Breaks

Pre-requisites:

1. A location code must be set up for the purchasing location.
2. Supplier codes must be created prior to creating a purchasing quantity break record.
3. Item master records must be created for the selected item.
4. Location Item records must be created for the selected item.
5. Supplier item records must be created for the selected item.

Security Risk and Suggested User Access:

1. Access to the purchasing quantity break maintenance should be limited to the purchasing personnel and the system security officer. Unauthorized or unqualified modifications could impact Purchasing adversely. Since purchasing quantity breaks help in determining the purchase price of an item, bad information in this file could result in incorrectly priced purchase orders and loss of profits for your company.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The purchasing quantity break records provide the ability to assign special discounts to certain items when the quantity being purchased falls within predetermined quantity ranges. Purchasing quantity break records provide a factor or amount assigned to an item and beginning and ending dates of effectiveness.

Date sensitive records mean that purchasing quantity breaks can be created then activated and deactivated by the system without user input. It is important however that the dates are entered correctly in these records and when IPLs occur. Purchasing reads the quantity break file when an item is placed on an order to check for a purchase quantity break record and if the purchase order is eligible to receive quantity break pricing.



Creating/Maintaining a Record in the Purchasing Quantity Break File:

From menu option screen #1 will be displayed.

Screen 1

```
-----
| 7/21/2000                YOUR COMPANY NAME IS HERE                MRR100D1 |
| CURTS1                   PURCHASING QUANTITY BREAK MAINTENANCE      CDANIEL |
| *Supplier.....          |
| *Item.....              |
|
| Costs assigned by: _      Action(?)
|   A=Amount                S=Select
|   F=Factor or level
|
| ? Loc  Name                Address 1                City
| _ 1    ABC DISTRIBUTING INC. 17000 KINGSVIEW AVE      CARSON
| _ 2    TIDEWATER BATTERY CO, INC
| _ 3    NORTHERN DISTRIBUTORS 1604 GRANT AVENUE      NEW YORK
| _ 4    SOUTHERN DISTRIBUTORS 6525 LEE STREET        ATLANTA
|
|
| F3=Exit  F5=Slct all loc  F10=Field inquiry  F11=File inquiry  F13=Spplr item inquiry
|-----
```

A. DATA ENTRY:

1. SUPPLIER – Enter the code representing the supplier of the item
2. ITEM – Enter the item number for the item
3. COST ASSIGNED BY – Select “A” = amount or “F” = factor depending on how the discount is computed
4. Loc – Select locations for which the discount is available

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F5 to select all locations
4. Press F10 for field inquiry to obtain valid input data
5. Press F11 for file inquiry to see existing records
6. Press F13 for supplier item inquiry

C. ADDITIONAL INFORMATION

1. None



Screen #2

7/21/2000	YOUR COMPANY NAME IS HERE		MRR100D2
CURTS1	PURCHASING QUANTITY BREAK MAINTENANCE		CDANIEL
Item ACD	Supplier ACD		
PF20	AC-DELCO DIVISION OF		
OIL FILTER			
Effective dates:		Price/Cost level	
6/01/2000 through 12/31/2000		C1 (S1, C1-C7, M0-M9 or L0-L9)	
From	To	Factor	
1	5	1.0000	
6	999999999	.9500	
F3=Exit F9=Update F12=Previous F23=Delete			

A. DATA ENTRY

1. PRICE /COST LEVEL – Enter the price or cost level to which the discount applies
2. EFFECTIVE DATES – Enter the dates for which the discount is effective
3. FROM/TO – Enter quantity range to which the discount applies
4. FACTOR – Enter the discount as a factor

B. PROCESSING

1. Press ENTER to validate screen information and provide additional break input fields
2. Press F3 to exit and return to previous screen
3. Press F9 to add or update the record and return to the previous screen
4. Press F12 to return to the previous screen
5. Press F23 to deactivate the record

C. ADDITIONAL INFORMATION

1. If from the previous screen "P"=price were selected in lieu of "F"=factor, price would have been shown instead of factor.

D. ERROR CONDITIONS

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "INVALID" - Valid input is required. The information entered was checked against another data base file and was not found. This includes blanks.
PRICE FACTOR - A factor greater than zero is required.
RECOVERY - Correct the entry and retry.
EFFECTIVE DATE - Cannot be blank. Must be a valid date equal to or less than the expiration date.



RECOVERY - Correct the entry and retry.

EXPIRATION DATE - Cannot be blank. Must be a valid date equal to greater than the effective date.

RECOVERY - Correct the entry and retry.

3. EXPIRATION DATE CANNOT BE LESS THAN EFFECTIVE DATE - The expiration date entered was a prior to the effective date.

4. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.

RECOVERY - Press ERROR RESET, Tab and retry

5. "0009" - A non-numeric input was attempted in a numerically defined field.

RECOVERY - Press ERROR RESET and retry.

6. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.

RECOVERY - Press ERROR RESET and retry.

Inquiry into the Location File:

From screen #1, pressing F11 will provide the following screen

Screen #3

```
-----
| 7/21/2000          YOUR COMPANY NAME IS HERE          MRR101D1 |
| CURTS1            PURCHASING QUANTITY BREAK INQUIRY    CDANIEL  |
| *Location..... 1____ Action(?)                      |
| *Supplier..... _____ I=Inquiry                  |
| *Item..... _____ S=Select                        |
| ? Loc  Supplier  Mfg  Item          Effective  Expires |
| _ 1    ACD       ACD  A348C         2/27/2000  12/31/39 |
|-----|
| F3=Exit  F4=Fold  F10=Field inquiry                    |
|-----|
```

A. DATA ENTRY

1. Enter the location code, supplier code, and/or item code as required to locate the desired item.
2. Enter an "I" to inquire about an item. The inquiry screen is similar to screen #2 but shows the calculated price
3. Enter an "S" to select the item for further processing, i.e., to change discount information or dates.



Selling Quantity Breaks

Pre-requisites:

1. Location code "9999" DMS Default location and one actual location code must be created prior to creating a selling quantity break record.
2. Manufacturer codes must be created prior to creating a selling quantity break record.
3. Item master records must be created for the selected items prior to creating a selling quantity break record.
4. Location Item records must be created for the selected items prior to creating a selling quantity break record.

Security Risk and Suggested User Access:

1. Access to the selling quantity break maintenance should be limited to the customer pricing personnel and the system security officer. Unauthorized or unqualified modifications could impact order entry and Accounts Receivable adversely. Since selling quantity breaks help in determining a customer's final selling price, bad information in this file could result in poor customer relations or loss of profits for your company.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The selling quantity break records provide the ability to give special price discounts to certain items when the quantity being purchased falls within predetermined quantity ranges. Selling quantity break records provide a price factor, core factor and beginning and ending dates of effectiveness.

Date sensitive records mean that selling quantity breaks can be created then activated and deactivated by the system without user input. It is important however that the dates are entered correctly in these records and when IPLs occur. Order entry reads the selling quantity break file when an item is placed on an order to check for a selling quantity break record and if the customer placing the order is eligible to receive quantity break pricing.



Creating/Maintaining a Record in the Selling Quantity Break File:

From menu option screen #1 will be displayed.

Screen #1

```
-----
| 8/14/98                ** DMS CORPORATION **          MRR083D1|
| DSP06                  SELLING QUANTITY BREAK MAINTENANCE  RBS  |
| *Location..... DMS                                         |
| *Item..... A212CW                                          |
| From quantity   _____10                             |
| To quantity..   _____20                             |
|                                                              |
|                                                              |
| F3=Exit  F10=Field inquiry  F11=File inquiry             |
| F15=Inventory location inquiry                            |
|-----
```

A. DATA ENTRY:

1. LOCATION - Enter the three-character location code representing the location for which this record is being created. If the location code is not known press F10 to select.
2. ITEM - Enter the appropriate location item number for the record being created. If the item number is not known, press F10 to select.
3. FROM QUANTITY - Enter the lowest selling quantity acceptable to receive this quantity break.
4. TO QUANTITY - Enter the highest selling quantity acceptable to receive this quantity break.

B. PROCESSING:

1. Press ENTER to continue and display screen # 2
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry
5. Press F15 to inquire into the location item file. This function key allows the user to select and return a location and item simultaneously.

C. ADDITIONAL INFORMATION:

1. None



Screen #2

```
-----  
| 8/14/98  MODE CHANGE          ** DMS CORPORATION **      MRR083D2 |  
| DSP06                SELLING QUANTITY BREAK MAINTENANCE  RBS  |  
|-----  
| Location..... DMS_  DISTRIBUTION MGMT SYSTEMS          |  
| Item..... A212CW                AIR FILTER              |  
| From quantity          10                                |  
| To quantity..          20                                |  
|-----  
| Price factor 1.2000                                         |  
| Core factor  1.0000                                         |  
|-----  
| Effective date   6/20/98                                     |  
| Expiration date  8/01/98                                     |  
|-----  
| F3=Exit   F12=Previous   F23=Deactivate                   |  
|-----
```

A. DATA ENTRY

1. PRICE FACTOR - Enter the factor to be applied against the price level entered in this record. This factor is applied to the exchange portion only.
2. CORE FACTOR - Enter the factor to be applied against the core price for the price level entered in this record. This factor is applied to the core portion only.
3. EFFECTIVE DATE - Enter the month/day/year upon which this profile is to take effect. The system will check this date through order entry and activate the profile as needed.
4. EXPIRATION DATE - Enter the month/day/year upon which this profile is to expire. The system will check this date through order entry and customer profile maintenance and automatically deactivate the record.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record. This function key is displayed in Change Mode only.

CAUTION _ Do not deactivate any selling quantity break record without discussing it with a DMS Customer Support Representative.

C. ADDITIONAL INFORMATION:

1. LOCATION - Displays the location code and description selected on screen #1.
2. ITEM - Displays the location item number and description for the record being created.
3. FROM QUANTITY - Displays the lowest selling quantity acceptable to receive this quantity break selected on screen #1.
4. TO QUANTITY - Displays the highest selling quantity acceptable to receive this quantity break selected on screen #1.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.



- RECOVERY - Press ERROR RESET and retry
2. "INVALID" - Valid input is required. The information entered was checked against another data base file and was not found. This includes blanks.
PRICE FACTOR - A factor greater than zero is required.
RECOVERY - Correct the entry and retry.
CORE FACTOR - A factor greater than zero is required.
RECOVERY - Correct the entry and retry.
EFFECTIVE DATE - Cannot be blank. Must be a valid date equal to or less than the expiration date.
RECOVERY - Correct the entry and retry.
EXPIRATION DATE - Cannot be blank. Must be a valid date equal to greater than the effective date.
RECOVERY - Correct the entry and retry.
 3. EXPIRATION DATE CANNOT BE LESS THAN EFFECTIVE DATE - The expiration date entered was a prior to the effective date.
 4. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry
 5. "0009" - A non-numeric input was attempted in a numerically defined field.
RECOVERY - Press ERROR RESET and retry.
 6. "0020" - The cursor was not advanced to the first position of an input field and an instruction was entered.
RECOVERY - Press ERROR RESET and retry.

Inquiry into the Location File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----  
| 8/14/98                ** DMS CORPORATION **          MRR083D1 |  
| DSP06                 SELLING QUANTITY BREAK MAINTENANCE  RBS   |  
|  
| *Location..... DMS  
| *Item.....  
| From quantity  
| To quantity...  
|  
|  
|  
|  
| F3=Exit   F10=Field inquiry   F11=File inquiry  
| F15=Inventory location inquiry  
|  
-----
```

A. DATA ENTRY:

1. Enter the location code with which to start the inquiry or leave blank to display all records.
A valid code is not required; the system will start at the closest match.

B. PROCESSING:



1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry

Screen #2 (F10 from screen #1)

```
-----
| 7/16/98  MODE INQUIRY          ** DMS CORPORATION **      MRR075D2 |
| D3P06                                ADDRESS INQUIRY      RBS   |
| Address class LC                      Address classes        |
| *Subclass..... 99              CF - Carrier      LC -Location |
| Search..... DMS                CM - Customer     MC -Manufacturer |
| City.....                      EM - Employee     SC -Supplier  |
| Phone.....                      |
|-----|
| ?Key field Cl Sub Name                                City      Phone |
| DMS      LC 99 DISTRIBUTION MGMT SYSTEMS  ROCKY MOUNT 252/985-6000 |
| TJH      LC 99 THE JONES HOLDINGS          TARBORO      |
| GEN      LC 99 GENERAL AUTOMOTIVE, INC.    RENTON       206/251-7600 |
| HED      LC 99 HARDEE'S EQUIPMENT DIV.    ROCKY MOUNT 252/977-8700 |
| PAC      LC 99 PACCON AUTO PARTS          AUBURN       206/251-7700 |
| 0015     LC 99 THE COMPUTER WAREHOUSE     RALEIGH      252/342-4949 |
| ATL1     LC 99 T.J.HOUGHTON AND SONS      |
| 9999     LC 99  ** DMS CORPORATION **    ROCKY MOUNT 252/443-9520 |
| ACD      MC RA ACD ENTERPRISES            WHITEVILLE |
| ACD      MC 99 AC-DELCO, GENERAL MOTORS   DETROIT      517/574-8451 |
|-----|
| F3=Exit   F10=Field inquiry |
|-----
```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.



5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data.
 - Enter an "S" to select a specific year for maintenance.
 - Multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s); screen #3 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the location selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. Press F4 to fold, which displays the search field in the address record. This is the field the system uses to locate a record and the sort criteria for the order in which the records are displayed.
4. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The Key Field displays the actual key for the address records listed.
2. CL - Address Class column displays the address class for the records listed.
3. SUB - The Sub-class column displays the sub-class for the records listed.
4. NAME - The Name column displays the name fields associated with the address records listed.
5. CITY - The City column displays the city fields corresponding to the address records listed.
6. PHONE - The Phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entry(ies) and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entry(ies) and try again.
4. NEGATIVE NOT ALLOWED - The FIELD MINUS key was used to exit a numeric field that does not allow negatives.
RECOVERY - Correct the entry and press FIELD PLUS
5. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.
6. "0009" - Field requires numeric characters. A character that was not numeric was entered.
RECOVERY- Press ERROR RESET and try again.
7. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.



RECOVERY - Press ERROR RESET and use FIELD PLUS

Accessed with an "I" from screen #2

Screen #3

```
-----
| 7/16/98   MODE INQUIRY          ** DMS CORPORATION **      MRR026D1|
| DSP06                                LOCATION INQUIRY      RBS    |
|-----|-----|-----|
| Location.....DMS                                     |
| Name.....DISTRIBUTION MGMT SYSTEMS Search..DISTRIBUTI DISTRIBUTI|
| Address one.. 800 TIFFANY BOULEVARD                    |
| Address two.. SUITE 301                                  |
| P.O. box..... 2763                                      |
| City..... ROCKY MOUNT                                State.... NC   Zip..... 27801|
| Phone number. 252/985-6000                             Country.. USA   Airport.. RMW  |
| Fax number... 252/985-2783                             Mailing.. 999   Marketing 999 |
| Telex number.                                           Territory 999   |
| International                                           |
| Contact..... GRADY DAVIS                               Additional contacts exist |
| Title..... CHIEF EXECUTIVE OFFICER                     |
| Phone number. 252/985-6601                             |
|-----|-----|-----|
| F12=Previous   F14=Additional contact                 |
|-----|-----|-----|
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #2 if this is the last record.
2. Press F12 to return to screen #2

C. ADDITIONAL INFORMATION:

1. NAME - Displays the location name.
2. SEARCH - Displays the search characters used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays the first line of the address.
4. ADDRESS TWO - Displays the second line of the address.
5. PO BOX - Displays the Post Office Box Number.
6. CITY - Displays the city name.
7. STATE - Displays the state abbreviation.
8. ZIP CODE - Displays the zip code.
9. PHONE NUMBER - Displays the area code and telephone number.
10. COUNTRY - Displays the country abbreviation.
11. AIRPORT - Displays airport abbreviation.
12. FAX NUMBER - Displays the area code and telephone number of the fax machine.
13. MAILING - Displays the mailing label code.
14. MARKETING - Displays the marketing code.
15. TELEX NUMBER - Displays the Telex number if one exists.
16. TERRITORY - Displays the territory code.
17. INTERNATIONAL - Displays the international telephone number if one exists.
18. CONTACT - Displays the primary contact's name.



19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
2. "0005" - An input was attempted at a screen position on the screen that is not defined as input capable
RECOVERY - Press ERROR RESET and try again.

File Inquiry for Selling Quantity Breaks:

From the inquiry menu or if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 8/14/98                ** DMS CORPORATION **          MRR083D1|
| DSP06                SELLING QUANTITY BREAK MAINTENANCE  RBS   |
| *Location..... DMS                                     |
| *Item.....                                              |
| From quantity                                           |
| To quantity...                                         |
|                                                         |
|                                                         |
| F3=Exit   F10=Field inquiry   F11=File inquiry         |
| F15=Inventory location inquiry                         |
|-----
```

A. DATA ENTRY:

1. Enter the location code, item and quantities with which to start the inquiry or leave blank to display all records. Valid data is not required; the system will start at the closest match. Press F11 to inquire.

B. PROCESSING:

1. Press ENTER to display the maintenance screen
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry
4. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry



Screen #2 (F11 from screen #1)

8/24/98		MODE INQUIRY		** DMS CORPORATION **				MRR084D2		
DSP06				SELLING QUANTITY BREAK INQUIRY				RBS		
*Location..... DMS										
*Manufacturer.										
*Item.....										
?	Loc	Mfg	Item	From	qty	To	qty	Factor	Effect Date	Expire Date
	DMS	ACD	A212CW		1	2		.9500	8/01/98	9/01/98
	DMS	ACD	CS42		10	25		.9500	2/01/98	12/31/98
	DMS	ACD	CS42		11	20		.8500	2/01/98	2/28/98
	DMS	ACD	CS42		24	24		.9000	3/01/00	3/31/00
	DMS	ACD	CS44TA		10	25		.0250	2/28/98	3/28/98
	DMS	ACD	321-1		20	50		.5000	2/01/98	2/01/99
	DMS	ACD	321-2		1	5	1.0000		2/01/98	3/01/98
	DMS	ACD	321-2		6	10		.9500	2/01/98	3/01/98
	DMS	BJH	770012		1	12		.9800	12/31/97	4/01/98
	DMS	BJH	770061		1	20		.9200	1/01/98	12/01/98
	DMS	BJH	770072		1	5	1.2000		1/01/98	3/01/98
	DMS	WAL	15111		10	25		.1000	2/19/98	2/20/99
F3=Exit F4=Fold F10=Field inquiry										

A. DATA ENTRY:

1. LOCATION - Enter the Location code to begin the search or leave blank to include all locations. The location entered on the previous screen is defaulted over to this field. Press F10 to inquire if an item number is not known.
2. ITEM - Enter the item number to begin the search or leave blank to include all locations. The item number entered on the previous screen is defaulted over to this field. Press F10 to inquire if an item number is not known.
4. ? - Enter an "S" to select a specific record for selling quantity break maintenance
NOTE: An "I" is not allowed for selling quantity breaks. There is no additional information available for the records displayed.

B. PROCESSING:

1. ENTER to execute any "S" instruction; screen #1 will be displayed and the selling quantity break selected will be retrieved. If multiple "S"es are entered, only the first record will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. Press F4 to fold, which displays the core factor in the quantity break records listed.
4. Press F10 for field inquiry.
5. ROLL to page forward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. LOC - Displays the location code assigned to each selling quantity break record.
2. MFG - Displays the manufacturer code associated with the item in each selling quantity break record listed.
3. ITEM - Displays the item number for each of the selling quantity break records listed.
4. FROM QTY - Displays the "from" quantity in the selling quantity break records listed.
5. TO QTY - Displays the "to" quantity in the selling quantity break records listed.



6. FACTOR - Displays the exchange price factor in the existing selling quantity break records.
7. CORE - Displays the core factor for the existing selling quantity break records listed. This field is displayed only with an F4 to fold.
8. EFFECT DATE - Displays the effective date entered for the existing selling quantity break records.
9. EXPIRE DATE - Displays the expiration date entered for the existing selling quantity break records.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - a non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. NO ENTRIES FOUND - the search criteria entered, found no record matches when ENTER was pressed.
3. INVALID - A value other than "S" was entered in the "?" field.
4. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, Tab and retry
5. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and use FIELD PLUS



Contract Pricing

Pre-requisites:

1. The location records must be set up.
2. Customer records must be set up.
3. Master and location item records must exist.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the contract pricing file should be available to personnel that have pricing authority.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The contract pricing file is used to guarantee a specific customer a certain price or discount percentage for one or more items for a defined period of time. The contract may be specified for one or more warehouses and options provide for consideration of promotional pricing that may be in effect.

Creating/Maintaining a Record in the Contract Pricing File:

From the menu option screen #1 will be displayed

Screen #1

```
-----
| 7/22/2000          YOUR COMPANY NAME IS HERE          MRR091D0 |
| CURTS1            CUSTOMER CONTRACT PRICING MAINTENANCE      CDANIEL |
| *Customer..... 10 |
| Contract ID..... S-123 |
| Effective..... 7/31/2000 |
| thru..... 12/31/2000 |
| Prices assigned by: F |
|   A=Amount |
|   F=Factor or level |
|                                     Action(?) |
|                                     S=Select |
| ? Loc  Name                Address 1                City |
| S 1    ABC DISTRIBUTING INC. 17000 KINGSVIEW AVE        CARSON |
| 2      TIDEWATER BATTERY CO, INC |
| 3      NORTHERN DISTRIBUTORS 1604 GRANT AVENUE         NEW YORK |
| 4      SOUTHERN DISTRIBUTORS 6525 LEE STREET          ATLANTA |
|                                     |
| F3=Exit  F5=Select all location  F10=Field inquiry  F11=File inquiry |
|                                     |
|-----
```

A. DATA ENTRY:

1. CUSTOMER – Enter the customer number
2. CONTRACT ID – Enter an ID for this contract



3. EFFECTIVE – Enter the starting date of the contract
4. THRU – Enter the ending date of the contract
5. PRICES ASSIGNED BY – Enter “A” if a specific price is to be charged for the item or “F” if a percentage is to be used
6. LOC – Enter an “S” to select the locations affected by the contract

B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F5 to select all locations
4. Press F10 to select data for a field
5. Press F11 to list contract records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/22/2000	YOUR COMPANY NAME IS HERE	MRR091D1
CURTS1	CUSTOMER CONTRACT PRICING MAINTENANCE	CDANIEL
Customer..... 10		
Contract ID..... S-123		
Effective..... 7/31/2000		
thru..... 12/31/2000		
Prices assigned by: Factor		
*Item..... PF20		
Contract quantity.. 100		
Backorder override. N		
Consider promo..... Y		
F3=Exit F10=Field inquiry F12=Previous		

A. DATA ENTRY:

1. ITEM – Enter the item number
2. CONTRACT QUANTITY – Enter the quantity specified on the contract
3. BACKORDER OVERRIDE – Enter “Y” to have contract override normal backorder specifications
4. CONSIDER PROMO – Enter “Y” to have promotional pricing used if lower than the pricing specified by the contract record

B. PROCESSING:

1. Press ENTER to proceed to screen #3
2. Press F3 to exit
4. Press F10 to select data for a field



5. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. None

Screen #3

```
-----
|  7/22/2000          YOUR COMPANY NAME IS HERE          MRR091D2 |
| CURTS1             CUSTOMER CONTRACT PRICING MAINTENANCE      CDANIEL |
|
| Contract ID S-123
|
| Item ACD           Customer 10
| PF20              COMPLETE ENGINE SERV
| OIL FILTER
|
| Effective dates:      Price/Cost level
| 7/31/2000 thru 12/31/2000 (C1-7, M0-9 or L0-9 or blank for customer default)|
|
|  From      To      Level  Factor      Increment
|  -----
|    1        500     C1      .9500        1
|   501  999999999   C1      .9000        5
|
|
|
|
| F3=Exit   F9=Update   F12=Previous
|
|-----
```

A. DATA ENTRY:

1. TO – Enter quantities for each discount level
2. LEVEL – Enter the price/cost level at which the items will be purchased
3. FACTOR – Enter the factor representing the discount given
4. INCREMENT – Enter the increment at which the items will be purchased by the customer

B. PROCESSING:

1. Press ENTER to verify data entry and provide new entry lines for additional quantity/ discount entries
2. Press F3 to exit
4. Press F9 to add/update the record
5. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. The contract ID shown at the top of screen #3 will be used during order entry.



Promotional Pricing

Pre-requisites:

1. The location records must be set up.
2. Master and location item records must exist.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the promotional pricing file should be available to personnel who have pricing authority.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The promotional pricing file is used to give any customer who is eligible to receive this exception pricing a certain price or discount percentage for one or more items for a defined period of time. The promotion may be specified for one or more warehouses.

Creating/Maintaining a Record in the Promotional Pricing File:

From the menu option screen #1 will be displayed
Screen #1

```
-----
| 7/22/2000          YOUR COMPANY NAME IS HERE          MRR085D0 |
| CURTS1            PROMOTIONAL PRICING MAINTENANCE      CDANIEL  |
|
| Promotional ID..... 4THJULY                          |
| Effective.....    7/02/2000                          |
| thru.....        7/05/2000                          |
| Prices assigned by: A                                   |
|   A=Amount                                             |
|   F=Factor or level                                   |
|
| ? Loc  Name                Address 1                City    |
| S 1    ABC DISTRIBUTING INC. 17000 KINGSVIEW AVE      CARSON   |
| - 2    TIDEWATER BATTERY CO, INC 17000 KINGSVIEW AVE  HAMPTON  |
| - 3    NORTHERN DISTRIBUTORS 1604 GRANT AVENUE        NEW YORK |
| - 4    SOUTHERN DISTRIBUTORS 6525 LEE STREET          ATLANTA  |
|
|
| F3=Exit  F5=Select all location  F10=Field inquiry  F11=File inquiry |
|-----
```

A. DATA ENTRY:

1. PROMOTIONAL ID – Enter an ID for this promotion
2. EFFECTIVE – Enter the starting date of the promotion
3. THRU – Enter the ending date of the promotion



5. PRICES ASSIGNED BY – Enter “A” if a specific price is to be charged for the item or “F” if a percentage is to be used
6. LOC – Enter an “S” to select the locations affected by the promotion

B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F5 to select all locations
4. Press F10 to select data for a field
5. Press F11 to list contract records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/22/2000	YOUR COMPANY NAME IS HERE	MRR085D1
CURTS1	PROMOTIONAL PRICING MAINTENANCE	CDANIEL
Promotional ID..... 4THJULY		
Effective..... 7/02/2000		
thru..... 7/05/2000		
Prices assigned by: Amount		
*Item..... PF20		
Promo quantity..... 1000		
Backorder override. N		
F3=Exit F10=Field inquiry F12=Previous F23=Delete promotion		

A. DATA ENTRY:

1. ITEM – Enter the item number
2. PROMO QUANTITY – Enter the quantity specified for the promo
3. BACKORDER OVERRIDE – Enter “Y” to have promo override normal backorder specifications

B. PROCESSING:

1. Press ENTER to proceed to screen #3
2. Press F3 to exit
4. Press F10 to select data for a field
5. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:



1. None



Screen #3

7/22/2000	YOUR COMPANY NAME IS HERE		MRR085D3
CURTS1	PROMOTIONAL PRICING MAINTENANCE		CDANIEL
Promo ID 4THJULY			
Item ACD			
PF20			
OIL FILTER			
Effective dates:			
7/02/2000 thru 7/05/2000			
<u>From</u>	<u>To</u>	<u>Price ea</u>	<u>Increment</u>
1	999999999	3.25	1
F3=Exit F9=Update F12=Previous			

A. DATA ENTRY:

1. TO – Enter quantities for each discount level
2. PRICE EA – Enter the selling price for the item during the promotion
3. INCREMENT – Enter the increment at which the items will be purchased by the customer

B. PROCESSING:

1. Press ENTER to verify data entry and provide new entry lines for additional quantity/ discount entries
2. Press F3 to exit
4. Press F9 to add/update the record
5. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. The promo ID shown at the top of screen #3 will be used during order entry.



Popularity Pricing

Pre-requisites:

1. The location records must be set up.
2. Master and location item records must exist.
3. Sales analysis groups must be set up.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the popularity pricing file should be available to personnel that have pricing authority.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The popularity pricing file is used to give customers who are eligible to receive this exception pricing a certain price or discount percentage for one or more items for a defined period of time. The promotion may be specified for one or more warehouses.

Creating/Maintaining a Record in the Popularity Pricing File:

From the menu option screen #1 will be displayed
Screen #1

7/22/2000	YOUR COMPANY NAME IS HERE		MRR087D1
CURTS1	POPULARITY PRICING MAINTENANCE		CDANIEL
*Sales analysis..... S08			
Starting date..... 7/01/2000		Action(?)	
Ending date..... 12/31/2000		S=Select	
? Loc	Name	Address 1	City
S 1	ABC DISTRIBUTING INC.	17000 KINGSVIEW AVE	CARSON
2	TIDEWATER BATTERY CO, INC		HAMPTON
3	NORTHERN DISTRIBUTORS	1604 GRANT AVENUE	NEW YORK
4	SOUTHERN DISTRIBUTORS	6525 LEE STREET	ATLANTA
F3=Exit F5=Select all locations F10=Field inquiry F11=File inquiry			

A. DATA ENTRY:

1. SALES ANALYSIS – Enter the sales analysis group for the affected items
2. STARTING DATE – Enter the starting date
3. ENDING DATE – Enter the ending date



4. LOC – Enter an “S” to select the locations affected

B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F5 to select all locations
4. Press F10 to select data for a field
5. Press F11 to list popularity pricing records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/22/2000	YOUR COMPANY NAME IS HERE	MRR087D2
CURTS1	POPULARITY PRICING MAINTENANCE	CDANIEL
Sales analysis..... S08 OIL PUMPS & PARTS		
Starting date..... 7/01/2000		
Ending date..... 12/31/2000		
Rank	Factor	
A	.9000	
B	.9500	
C	1.0000	
D	1.1000	
E	1.2000	
N	1.0000	
W	1.5000	
X	1.6000	
F3=Exit F12=Previous		

A. DATA ENTRY:

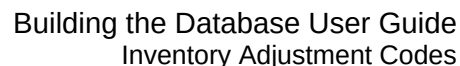
1. FACTOR – Enter the factor amount for each of the ranking groups. These may be discounts or up charges

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- Security Risk and Suggested User Access:**

- ### Functional Definition:

These inventory adjustment codes provide an audit trail of changes to on-hand quantities. After on-hand quantities are entered initially, inventory adjustments are the only means of changing the on-hand quantities. Physical inventory functions in the Distribution Express system are integrated with the inventory adjustment functions. Variances found in physical inventory are updated with an adjustment code. This is to help provide a complete audit trail of inventory items.

Creating/Maintaining a Record in the Inventory Adjustment File:

From menu option screen #1 will be displayed.

Screen #1

DMS Systems Corp.
October 13, 2003
Version 1.0



F3=Exit F10=Field inquiry

A. DATA ENTRY:

1. ADJUSTMENT CODE - Enter three alphanumeric characters to be used to identify an adjustment code.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2

```
8/21/98  MODE CHANGE          ** DMS CORPORATION **      MRR082D2
DSP06          INVENTORY ADJUSTMENT CODE MAINTENANCE  RBS
Adjustment code.... A-D
Description..... AVAILABLE TO DAMAGED
Type  On-hand description
A - Available
R - Reserved for backorders
M - Miscellaneous
W - Warranty
D - Damaged
V - Variance
C - Core
Type of on-hand type to decrease  A
Type of on-hand type to increase  D
F3=Exit  F12=Previous  F23=Deactivate
```

A. DATA ENTRY:

1. DESCRIPTION - Enter the description of the inventory adjustment description. Blanks are not valid.



2. TYPE OF ON-HAND TO DECREASE - Enter the desired on-hand type from the on-hand types listed. This on-hand type will be "Decreased" by the amount entered while performing the inventory adjustment application.
3. TYPE OF ON-HAND TO INCREASE - Enter the desired on-hand type from the on-hand types listed. This on-hand type will be "Increased" by the amount entered while performing the inventory adjustment application.

B. PROCESSING:

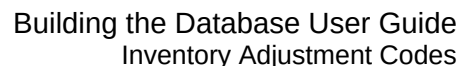
1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record.
CAUTION - Do not deactivate any inventory adjustment code record without discussing it with your database manager.

C. ADDITIONAL INFORMATION:

1. ADJUSTMENT CODE - Displays the adjustment code entered on the previous screen.
2. TYPE - Displays the type code used by the system to identify each on-hand quantity.
3. ON-HAND DESCRIPTION - Displays the description of each of the valid on-hand quantities available in the Business Express software.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Press ERROR RESET and retry.
3. USE OF DECIMALS NOT CORRECT OR TOO MANY NUMBERS ENTERED - The decimal was not entered correctly. More than one number was entered to the left of the decimal or more than four numbers were entered to the right of the decimal.
RECOVERY - Press ERROR RESET and retry.
4. NEGATIVE NOT ALLOWED - A negative number was entered in a field that does not allow negatives.
RECOVERY - Correct the entry and retry.
5. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



From the maintenance menu, screen #1 will be displayed
From the inquiry menu of if called from other jobs, screen #2 will be displayed.
Screen #1

- A. DATA ENTRY:
 - 1. Enter the inventory adjustment code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10 to inquire.
- B. PROCESSING:
 - 1. Press ENTER to display maintenance screen
 - 2. Press F10 for inquiry
 - 3. Press F3 to return to menu
- C. ADDITIONAL INFORMATION:
 - 1. None
- D. ERROR CONDITIONS:
 - 1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
 - 2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
 - 3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



Screen #2 (F10 from screen #1)

8/21/98	MODE INQUIRY	** DMS CORPORATION **	MRR081D2
DSP06	INVENTORY ADJUSTMENT CODES INQUIRY	RBS	
Adjustment code A-D Description			
?	Code Description	Decrease	Increase
A-D	AVAILABLE TO DAMAGED	Available	Damaged
A-M	AVAILABLE TO MISC.	Available	Miscellaneous
A-R	AVAILABLE TO RESERVD	Available	Reserved
A-V	AVAILABLE TO VARIANC	Available	Variance
A-W	AVAILABLE TO WARRNTY	Available	Warranty
C-A	CORE TO AVAILABLE	Core	Available
C-D	CORE TO DAMAGED	Core	Damaged
C-M	CORE TO MISC.	Core	Miscellaneous
C-R	CORE TO RESERVED	Core	Reserved
C-V	CORE TO VARIANCE	Core	Variance
C-W	CORE TO WARRANTY	Core	Warranty
D-A	DAMAGED TO AVAILABLE	Damaged	Available
D-C	DAMAGED TO CORE	Damaged	Core
D-M	DAMAGED TO MISC.	Damaged	Miscellaneous
			+
F3=Exit			

A. DATA ENTRY:

1. ? - Enter an "S" to select a specific record for adjustment type profile maintenance
NOTE: An "I" is not allowed for this screen. There is no additional information available.
2. ADJUSTMENT CODE - Enter an adjustment code to begin search. Blanks will begin the search at the top of the file.
3. DESCRIPTION - Enter the inventory adjustment code description or up to twenty characters of the description. Entry in this field will be compared to the description of existing inventory adjustment codes to locate a match. The system will return the last best match as the first record displayed. If there is not a record matching the characters entered, the first record in the file will be displayed.

B. PROCESSING:

1. ENTER to execute any "S" instruction, screen #1 will be displayed and the adjustment type selected will be retrieved. If multiple "S"es are entered, only the first record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if a parameter changed.
2. Press F3 to exit and return to previous job
3. ROLL to page forward or backward if a "+" sign is shown.

C. ADDITIONAL INFORMATION:

1. CODE - Displays the three character codes used to define the types of inventory adjustment.
2. DESCRIPTION - Displays the description of the inventory adjustment codes.
3. DECREASE - Displays the on-hand quantity that this inventory adjustment code will "decrease" when applied through the inventory adjustment function.
4. INCREASE - Displays the on-hand quantity that this inventory adjustment code will "increase" when applied through the inventory adjustment function.



D. ERROR CONDITIONS :

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



A/R Adjustment File

Pre-requisites:

1. The only pre-requisite for this option is the user's menu authority for this option. See your Security Officer for more information.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the accounts receivable adjustment code file should be limited to key personnel in the accounts receivable department. Unauthorized or unqualified modifications could be used to make irregular adjustments to customer accounts.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The A/R adjustment type file enables the user to create established codes and descriptions for the different types of adjustments that are commonly made to customer accounts through accounts receivable functions. These codes are stored with the adjustment amounts in the A/R files and can be listed in detail and summarized reports.

Each adjustment type includes the type code and up to twenty characters of description. This file does not affect any other data base files.

Creating/Maintaining a Record in the A/R Adjustment Type File:

From menu option screen #1 will be displayed.

Screen #1

```
-----
|01/01/98          YOUR COMPANY NAME IS HERE          MRR095D1 |
|WRKST-ID          A/R ADJUSTMENT TYPES MAINTENANCE    USERID  |
|*Adjustment type ____                                     |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|F3=Exit   F10=Field inquiry                             |
|-----
```



A. DATA ENTRY:

1. **ADJUSTMENT TYPE** - Enter three alphanumeric characters used to classify a specific type of adjustment made to a customer's accounts receivable detail.

B. PROCESSING:

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Screen #2

```

8/17/98    MODE CHANGE    ** DMS CORPORATION **    MRR095D2
DSP06      A/R ADJUSTMENT TYPES MAINTENANCE    RBS

Adjustment type 003

Description.... TAX ADJUSTMENT

F3=Exit    F12=Previous    F23=Deactivate

```

A. DATA ENTRY:

1. Description - This field is used to define the A/R type description. Blanks are not valid.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record.



CAUTION - Do not deactivate any carrier record without discussing it with your database manager.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

Inquiry into the A/R Adjustment Type File:

From the maintenance menu, screen #1 will be displayed

From the inquiry menu of if called from other jobs, screen #2 will be displayed.

Screen #1

```

01/01/98          ** DMS CORPORATION **          MRR095D1
WRKST-ID          A/R ADJUSTMENT TYPES MAINTENANCE  USERID

*Adjustment type ____

F3=Exit   F10=Field inquiry

```

A. DATA ENTRY:

1. Enter the adjustment type code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:



1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

SCREEN #2 (F10 from screen #1)

```
-----
| 8/17/98  MODE INQUIRY      ** DMS CORPORATION **  MRR094D2 |
| DSP06           A/R ADJUSTMENT TYPES INQUIRY  RBS  |
| Adjustment types 001 |
| ?  Type  Description |
| 001  BAD DEBT WRITE OFF |
| 002  MISAPPLIED PAYMENT |
| 003  TAX ADJUSTMENT |
| |
| |
| |
| |
| F3=Exit |
|-----
```

A. DATA ENTRY:

1. ADJUSTMENT TYPE - Enter the adjustment type or up to three characters of that type to start the inquiry or leave blank to display all records. This field will default input from the equivalent field on the screen from which it was called.
2. ? - Enter an "S" to select a specific record for adjustment type profile maintenance.
NOTE: An "I" is not allowed for this screen. There is no additional information available for the records displayed.

B. PROCESSING:

1. ENTER to execute any "S" instruction, screen #1 will be displayed and the adjustment type selected will be retrieved. If multiple "S"es are entered, only the first record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if parameter changed.
2. Press F3 to exit and return to previous job
3. ROLL to page forward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. TYPE - Displays the three-character code used to define the adjustment types.
2. DESCRIPTION - Displays the description of the adjustment codes.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry and retry



2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



A/R Statement Message

Pre-requisites:

1. The location records must be set up.
2. Statement codes must be set up.

Security Risk and Suggested User Access:

1. Access to the maintenance function of the statement message file should be available to personnel that process accounts receivable statements.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The statement message file is used to print messages on statements as selected by the statement code. These messages may specify to print during a specific time frame.

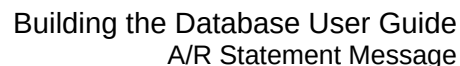
Creating/Maintaining a Record in the Statement Message File:

From the menu option screen #1 will be displayed
Screen #1

7/22/2000	YOUR COMPANY NAME IS HERE	RRR510D1
CURTS1	STATEMENT MESSAGE ENTRY	CDANIEL
*Location..... <u>1</u>		
"9999" for all locations		
*Statement code <u>HOL</u>		
Starting date	<u>11/15/2000</u>	
Ending date	<u>01/01/2001</u>	
F3=End F10=Field inquiry F11=File inquiry		

A. DATA ENTRY:

1. LOCATION – Enter location printing the statements with this message ("9999" allows printing for all locations)
2. STATEMENT CODE – Enter code used to specify this message
3. STARTING DATE – Enter the starting date for this message
4. ENDING DATE – Enter the ending date for this message



1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F10 to select data for a field
4. Press F11 to list existing message records

1. None

```

MESSAGE ENTRY
Loc 1      ABC DISTRIBUTING INC.      Start 11/15/2000
Code HOL   STATEMENT GROUP HOLIDAY   | Stop   1/01/2001
                                     |
?
-   HAPPY HOLIDAYS!!
-   THANKS FOR YOUR BUSINESS THIS YEAR

```

```

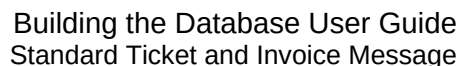
F3=End    F12=Previous    F20=Top

```

1. LINE – Enter one or more lines of the message

1. Press ENTER to record message lines
2. Press F3 to exit
3. Press F12 return to previous screen
4. Press F20 to return to the top of the message

1. None



Pre-requisites:

1. The location records must be set up.
2. Departments must be set up.
3. Document types must be set up.

1. Access to the maintenance function of the ticket / invoice message file should be available to personnel that process these documents.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

The ticket / invoice message file is used to print messages on documents such as invoices, pick tickets, and quotes. These messages may specify to print during a specific time frame.

From the menu option screen #1 will be displayed
Screen #1

```

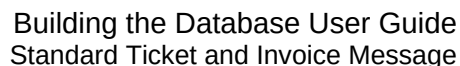
7/22/2000          YOUR COMPANY NAME IS HERE          MRR093D1
CURTS1             INVOICE/TICKET MESSAGE ENTRY       CDANIEL

*Location 1
*Department
*Document type INVC
  Start 12/01/98
  Stop  12/31/98

F3=End    F10=Field inquiry  F11=File inquiry

```

1. LOCATION – Enter location printing the documents with this message
2. DEPARTMENT – Messages by department may be specified
3. STARTING DATE – Enter the starting date for this message
4. ENDING DATE – Enter the ending date for this message



B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F10 to select data for a field
4. Press F11 to list existing message records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

```

MESSAGE ENTRY
Loc 1      ABC DISTRIBUTING INC.      Start 12/01/98
Dept      |      Stop 12/31/98
Type INVC |
?
- HAVE A SAFE AND HAPPY
- HOLIDAY
- SEASON

```

```

F3=End      F12=Previous      F20=Top

```

A. DATA ENTRY:

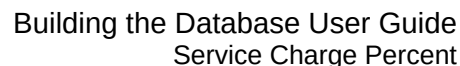
1. LINE – Enter one or more lines of the message

B. PROCESSING:

1. Press ENTER to record message lines
2. Press F3 to exit
3. Press F12 return to previous screen
4. Press F20 to return to the top of the message

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

1. The location records must be set up.

1. Access to the maintenance function of the service charge file should be available to personnel that process accounts receivable.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

The service charge percent file is used to specify the service charge rate and how it is applied to overdue accounts. In addition, minimum service charge amounts and minimum amounts before service charges are applied may be specified.

From the menu option screen #1 will be displayed
Screen #1

- A. DATA ENTRY:
 1. LOCATION – Enter location for which the service charge is being specified
 2. TYPE – Specify “M” for Monthly or “J” for Julian
- B. PROCESSING:
 1. Press ENTER to proceed to screen #2.



2. Press F3 to exit
3. Press F10 to select data for a field

C. ADDITIONAL INFORMATION:

1. None

Screen #2

```

-----
| 7/22/2000          YOUR COMPANY NAME IS HERE          MRR129D2 |
| CURTS1            UPDATE  SERVICE CHARGE CONTROL MAINTENANCE  CDANIEL |
|-----|
| Location 1        ABC DISTRIBUTING INC.                  MONTHLY DATING |
|-----|
| *Consolidation location for service charges & balance forward accounts  1 |
| Minimum service charge amount to be applied                          .00 |
| Minimum past due amount before service charges are calculated          100.00 |
| Annual service charge percentage                                     18.000000% |
| Are past due service charges subject to further service charges (Y/N)   N |
|-----|
| Service charges will be applied if the total of the aging periods flagged |
| below with a Y is greater than the minimum past due amount entered above: |
| 1 FUTURE DUE   N |
| 2 CURRNT MTH   N |
| 3 CURRNT DUE   Y |
| 4 31-60 DAYS   Y |
| 5 61-90 DAYS   Y |
| 6 91 & OVER    Y |
|-----|
| F3=Exit  F10=Inquiry  F12=Previous |
|-----

```

A. DATA ENTRY:

1. CONSOLIDATION LOC – Enter the location where charges from all locations will be consolidated for statement printing
2. MINIMUM SC TO BE APPLIED – Enter the minimum amount of service charge that will be charged on the statement
3. MINIMUM PAST DUE AMOUNT – Enter the minimum overdue amount for which a service charge will be made
4. ANNUAL SERVICE CHARGE PERCENT - Enter the annual percent service charge rate
5. PAST DUE SERVICE CHARGES – Enter “Y” if overdue service charges will be service charged
6. AGING PERIODS – Enter “Y” for periods for which service charges will be made.

B. PROCESSING:

1. Press ENTER to record entries and proceed to screen #3
2. Press F3 to exit
3. Press F10 to make a field inquiry
4. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:



1. None

Screen #3

7/22/2000	YOUR COMPANY NAME IS HERE		MRR129D3
CURTS1	UPDATE	SERVICE CHARGE CONTROL MAINTENANCE	CDANIEL
Location 1	ABC DISTRIBUTING INC.		MONTHLY DATING
Balances in the age periods shown below are NOT subject to service charges based on the parameters entered from the previous screen. Indicate what effect, if any, credit memos in these periods should have when calculating the past due amount subject to finance charges:			
1 FUTURE DUE N			
2 CURRNT MTH C			
C=Deduct all credits from this aging period from the past due total			
A=Deduct this aging period total only if it has a credit balance			
N=Activity in this aging period has no effect on the past due balance			
F3=Exit F12=Previous			

A. DATA ENTRY:

1. PERIODS – For credits in periods not being service charged, enter:
“C”=Deduct all credits from this aging period from the past due total
“A”=Deduct this aging period total only if it has a credit balance
“N”=Activity in this aging period has no effect on the past due balance

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F12 return to previous screen

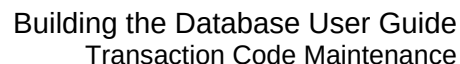
C. ADDITIONAL INFORMATION:

1. None



G/L Account Number Assignment

See GL Interface Documentation



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Creating/Maintenance a Record in the Transaction Code File

```

7/23/2000                                YOUR COMPANY NAME IS HERE                                MRR047D1
CURTS1                                    TRANSACTION CODE MAINTENANCE                                CDANIEL

*Transaction code 10

F3=Exit    F10=Field inquiry

```

A. DATA ENTRY:

1. TRANSACTION CODE – Enter the two character code to represent the transaction code being entered



B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F10 to select data for a field

C. ADDITIONAL INFORMATION:

1. None

Screen #2

```
-----
| 7/23/2000  MODE: CHANGE          YOUR COMPANY NAME IS HERE      MRR047D2 |
| CURTS1          TRANSACTION CODE MAINTENANCE                  CDANIEL |
|-----|
| Transaction code. 10 |
| Description..... INVC - STOCKED ITEM |
| *Transaction group 1 DEBITS |
|-----|
| Invoice or credit transaction..... I |
| "I" Invoice |
| "C" Credit |
|-----|
| Allow keying of invalid items..... Y |
| Allow shipment of invalid items.... Y |
| Allow keying of non-stocked items.. Y |
| Allow shipment of non-stocked items Y |
| "Y" Yes |
| "N" No |
|-----|
| F3=Exit   F10=Field inquiry   F12=Previous   F23=Deactivate |
|-----|
```

A. DATA ENTRY:

1. DESCRIPTION – Enter the description for the transaction code
2. TRANSACTION GROUP – Enter the transaction group code (debit or credit)
3. INVOICE OR CREDIT TRANSACTION – Enter “I” or “C” to specify the type of transaction.
3. ALLOW KEYING OF INVALID ITEMS – Enter a “Y” or “N” (Invalid items are items without records in the item master file)
4. ALLOW SHIPMENT OF INVALID ITEMS - Enter a “Y” or “N”
5. ALLOW KEYING OF NON-STOCKED ITEMS - Enter a “Y” or “N” (non-stocked items exist in the item master file but not in the location item file)
6. ALLOW SHIPMENT OF NON-STOCKED ITEMS - Enter a “Y” or “N”

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F10 for field inquiry
4. Press F12 return to previous screen
5. Press F23 to deactivate the record



C. ADDITIONAL INFORMATION:

1. None

Screen #3

```

7/23/2000  MODE: CHANGE      YOUR COMPANY NAME IS HERE      MRR047D3
CURTS1      TRANSACTION CODE MAINTENANCE      CDANIEL

Transaction code. 10  INVC - STOCKED ITEM      Group 1  DEBITS

Ship quantity calculation
"C" Calculate  "F" Force ship  "Z" Zero

O/E type      Merchandise      Freight      Labor      Misc#1      Misc#2
Warehouse      C      C      C      C      C
Workorder      Z      Z      Z      Z      Z
Counter      Z      Z      Z      Z      Z
Batch      Z      Z      Z      Z      Z
Assign parameters to determine effect on inventory and demand

Affect inventory (Y/N)..... Y
On-hand type..... A
"A" Available  "W" Warranty      "D" Damaged      "M" Miscellaneous      "C" Core

Affect demand (Y/N)..... Y

F3=Exit  F12=Previous
  
```

A. DATA ENTRY:

1. SHIP QUANTITY CALCULATION – Enter the appropriate code. Enter a “C” to have the System calculate the ship quantity based on availability of inventory. Enter an “F” to force ship the quantity entered regardless of inventory availability. Enter a “Z” to have the ship quantity set to zero regardless of inventory availability.
2. AFFECT INVENTORY – Enter a “Y” or “N” to specify if this transaction code should effect inventory.
3. ON-HAND TYPE – Enter the code for the type of inventory affected by this transaction code.
4. AFFECT DEMAND – Enter “Y” or “N” to specify if this transaction code affects item demand

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. None



Screen #4

7/23/2000	MODE: CHANGE	YOUR COMPANY NAME IS HERE	MRR047D4
CURTS1		TRANSACTION CODE MAINTENANCE	CDANIEL
Transaction code. 10 INVC - STOCKED ITEM Group 1 DEBITS			
Assign parameters for determining selling price			
"D" Default			
"Z" Zero			
	<u>Valid item</u>	<u>Non-stocked item</u>	
Price	<u>D</u>	<u>D</u>	
Core	<u>D</u>	<u>D</u>	
F3=Exit F12=Previous			

A. DATA ENTRY:

1. ASSIGN PARAMETERS – Enter a “D” or “Z” to specify how selling price is determined

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. None



Department File

Pre-requisites:

1. Location code "9999" DMS default location and one actual location code must be created prior to creating a department code.
2. The Major Data Base control record (Z1) must be setup before attempting to create a department code.

Security Risk and Suggested User Access:

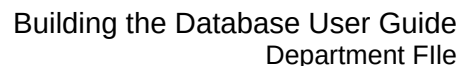
1. Access to the maintenance function of the department file should be limited to the data base manager. Unauthorized or unqualified modifications could affect the order entry process and sales analysis information adversely.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The Department code file enables the user to establish multiple "profit centers" within a single location. These profit centers often share a common inventory but sales analysis information is needed separately. Departments may also base their cost of goods sold off of different cost levels.

The initial screen of order entry can require that a department code be entered with each order taken. Order entry depends on the department code to identify the cost associated with each item on an order. Because of this fact, entering the correct department code can be crucial when taking a customer order.

Each department code includes the three character code and up to twenty characters of description. This file does not affect any other data base files.



From menu option screen #1 will be displayed.

```

01/01/98                                YOUR COMPANY NAME IS HERE      MRR062D1
WRKST-ID                                DEPARTMENT MAINTENANCE          USERID

*Department ____

F3=Exit    F10=Field inquiry

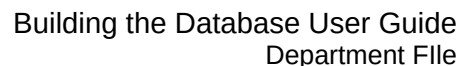
```

1. **DEPARTMENT** - Enter three alphanumeric characters used to classify a department within a location. Department codes can be used across locations.

1. Press ENTER to continue and display screen #2
2. Press F3 to exit and return to the menu
3. Press F10 for inquiry

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
RECOVERY - Correct the entries and retry
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry



Screen #2

```

8/17/98    MODE CHANGE          ** DMS CORPORATION **    MRR062D2
DSP06      DEPARTMENT MAINTENANCE                                RBS

Department    WHS

Description    WAREHOUSE

F3=Exit      F12=Previous      F23=Deactivate

```

1. DESCRIPTION - Use this field to define or change this department's description. Blanks are not valid.

1. Press ENTER to add or update the record and return to screen #1
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record.

CAUTION - Do not deactivate any department record without discussing it with your database manager and DMS customer Support representative.

1. None

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry
2. INPUT REQUIRED - A request has been submitted without the required data.
DESCRIPTION - A description is required to create a department.
RECOVERY - Correct the highlighted reverse-imaged fields and retry.
3. "0005" - An attempt to enter a value at a position on the screen that is not defined as input capable was attempted.
RECOVERY - Press ERROR RESET, TAB and retry

From the maintenance menu, screen #1 will be displayed



From the inquiry menu of if called from other jobs, screen #2 will be displayed.

Screen #1

```
-----
| 1/01/98          ** DMS CORPORATION **      MRR062D1 |
| DSP06           DEPARTMENT MAINTENANCE      RBS      |
| *Department    ____                          |
|                                                     |
|                                                     |
|                                                     |
| F3=Exit   F10=Field inquiry                    |
|-----
```

A. DATA ENTRY:

1. Enter the department code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match.

B. PROCESSING:

1. Press ENTER to display maintenance screen
2. Press F10 for inquiry
3. Press F3 to return to menu

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET
2. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
3. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry

SCREEN #2 (F10 from screen #1)

```
-----
| 8/17/98  MODE INQUIRY          ** DMS CORPORATION **      MRR033D2 |
| DSP06           DEPARTMENT INQUIRY      RBS      |
| Department    ____                          |
| ?  Department  Description                          |
|      RET      RETAIL SALES                          |
|      SER      SERVICE                              |
|      WHS      WAREHOUSE                             |
|      WIL      WILL CALL PICKUPS                     |
|-----
```



F3=Exit

A. DATA ENTRY:

1. DEPARTMENT - Enter the department code or up to three characters of that code to start the inquiry or leave blank to display all records. This field will default input from the equivalent field on the screen from which it was called.
2. ? - Enter an "S" to select a specific record for department code maintenance. NOTE: An "I" is not allowed for this screen. There is no additional information available for the records displayed.

B. PROCESSING:

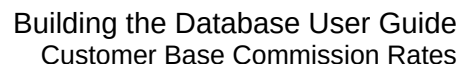
1. ENTER to execute any "S" instruction, screen #1 will be displayed and the department code selected will be retrieved. If multiple "S"es are entered, only the first record will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if parameter changed.
2. Press F3 to exit and return to previous job
3. ROLL to page forward or backward if a "+" sign is shown

C. ADDITIONAL INFORMATION:

1. DEPARTMENT - Displays the three-character code used to define the department codes.
2. DESCRIPTION - Displays the description of the department codes.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry
3. "0005" - An input was attempted on the screen that is not defined as an input capable.
RECOVERY - Press ERROR RESET, TAB and retry
4. "0016" - The FIELD MINUS key was attempted to exit an alphanumeric field.
RECOVERY - Press ERROR RESET and retry



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Creating/Maintaining a Record in the Customer Base Commission Rate File:

```

7/23/2000                                YOUR COMPANY NAME IS HERE           MRR107D1
CURTS1                                    Base Commission Rate             CDANIEL

*Base Commission Group 015


F3=Exit   F10=Field inquiry   F11=File inquiry

```

1. **BASE COMMISSION GROUP** – Enter the group code with which to associate a commission rate.

1. Press ENTER to proceed to screen #2.



2. Press F3 to exit
3. Press F10 to select data for a field
4. Press F11 to inquire into file records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

```

7/23/2000    MODE CHANGE    YOUR COMPANY NAME IS HERE    MRR107D2
CURTS1                                Base Commission Rate    CDANIEL

Base Commission Group   015
15 PCT COMMISSION

Base Commission Rate    15.000

F3=Exit    F12=Previous    F23=Delete

```

A. DATA ENTRY:

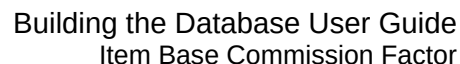
1. **BASE COMMISSION RATE** – Enter percentage for the customer base commission rate

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F12 return to previous screen
4. Press F23 to deactivate the record

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

1. Miscellaneous Item Group Codes for factors to be entered.

1. Access to the maintenance function of the item commission factor file should be limited to personnel who have authority to set sales commission rates.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Item base commission factor option is used to assign factors to items for the calculation of commissions to the miscellaneous group codes entered in the item master records. This factor is used in conjunction with customer base commission rate and gross margin to determine commission amounts.

From the menu option screen #1 will be displayed
Screen #1

```

7/24/2000
CURTS1
Commission Factor
MRR108D1
CDANIEL

*Location 1
ABC DISTRIBUTING INC.

*Commission Factor Group 050

F3=Exit   F10=Field inquiry   F11=File inquiry

```

1. **COMMISSION FACTOR GROUP** – Enter the group code with which to associate the item base commission factor.



B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F10 to select data for a field
4. Press F11 to inquire into file records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/24/2000	MODE CHANGE		MRR108D2
CURTS1		Base Commission Rate	CDANIEL
Location 1			
ABC DISTRIBUTING INC.			
Commission Factor Group 050			
50 % OF BASE			
Commission Factor .5000			
F3=Exit F12=Previous F23=Delete			

A. DATA ENTRY:

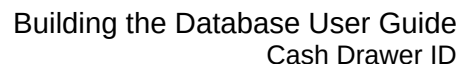
1. COMMISSION FACTOR – Enter factor for the item base commission factor

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F12 return to previous screen
4. Press F23 to deactivate the record

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

1. Tender codes must be entered
2. Printers and display stations must be configured

1. Access to the cash drawer id maintenance function should be limited to personnel who have authority to configure workstations and handle cash.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Cash drawer id sets up cash drawers assigned to one or more specific workstations to record the receipt of tenders. The cash drawer is assigned to a specific printer ID that is used to trigger the opening of the drawer when printing specified documents. This file contains the starting cash amount placed in a cash drawer at the beginning of a business day.

From the menu option screen #1 will be displayed
Screen #1

A. DATA ENTRY:

1. CASH DRAWER ID – Enter the id of the cash drawer being setup



B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F10 to select data for a field

C. ADDITIONAL INFORMATION:

1. None

Screen #2

```

7/24/2000  MODE CHANGE      YOUR COMPANY NAME IS HERE      MRR250D2
CURTS1          CASH DRAWER ID MAINTENANCE      CDANIEL

Cash drawer ID CD1          Printer ID that opens this cash drawer:  PRT01

-----Starting Amounts-----
Beginning change amount by tender:  *Tender  Sys currency  Other currency  Dec
                                     CA      200.00                2
                                     CN                .00            2
                                     MP                .00            2
                                     _____ .00            2
                                     _____ .00            2

ID's of workstations that update this cash drawer:  DSP08      DSP09
DSPAK1      DSPAK2      _____      _____      _____
_____      _____      _____      _____      _____
_____      _____      _____      _____      _____

Current open tray number:  48

F3=Exit  F10=Field inquiry  F12=Previous  F23=Deactivate
  
```

A. DATA ENTRY:

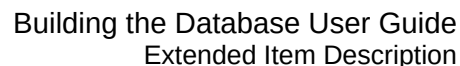
1. PRINTER ID TO OPEN – Enter the printer id to be associated with this cash drawer
2. STARTING AMOUNTS – Enter the amount of cash placed in the cash drawer at the start of the day and the tender code used for this currency.
3. WORKSTATION ID'S TO UPDATE THIS DRAWER – Enter the workstation(s) used to update the tender in this drawer
4. CURRENT OPEN TRAY NUMBER – Normally, enter “1” when initially setting up drawer. This will increment automatically during tray processing.

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F10 for field inquiry
3. Press F12 return to previous screen
4. Press F23 to deactivate the record

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Creating/Maintaining a Record in the Extended Description File:

From the menu option screen #1 will be displayed

Screen #1

A. DATA ENTRY:

1. ITEM – Enter the item number to receive additional lines of description

B. PROCESSING:

1. Press ENTER to proceed to screen #2.



2. Press F3 to exit
3. Press F10 to select data for a field
4. Press F11 to list existing records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/24/2000	YOUR COMPANY NAME IS HERE		MRR180D2
CURTS1	ITEM EXTENDED DESCRIPTION		CDANIEL
Mfg ACD	Item 121-14	REBUILT ALTERNATOR	Action(?) X=Delete
?	Description	Seq#	
—	83-95 GM 2.8L V6	1	
—	88-95 GM 4.3L V6	1	
—	94-95 GM 5.7L V8	3	
—	94-95 GM 7.4L V8	4	
Description: _____ Seq: _____			
F3=Exit F5=Refresh F12=Previous F17=Resequence			

A. DATA ENTRY:

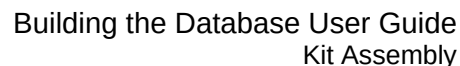
1. ? – Enter “X” to delete lines of description
2. DESCRIPTION (UPPER AREA) – Corrections may be made to existing lines of description
3. SEQ# – Revise sequence numbers to change the order in which the lines of description are listed.
4. DESCRIPTION AND SEQ (LOWER AREA) – Enter new lines of description with new sequence numbers to properly place the lines

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F5 to refresh the screen after changes are made
3. Press F12 return to previous screen
4. Press F17 to re-sequence the lines after changing sequence numbers

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Creating/Maintaining a Record in the Kit Assembly Maintenance File:

From the menu option screen #1 will be displayed

Screen #1

```

7/24/2000                                YOUR COMPANY NAME IS HERE      MRR182D0
CURTS1                                   KIT MAINTENANCE                CDANIEL

*Kit master item  42193

*CLONE from kit master item _____

F3=Exit   F10=Field inquiry   F11=File inquiry

```

A. DATA ENTRY:

1. KIT MASTER ITEM – Enter the item number for the kit master item
2. CLONE FROM KIT MASTER ITEM – Enter an existing kit master item from which to clone a new kit master item



B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F10 to select data for a field
4. Press F11 to list existing records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/24/2000	Mode: CHANGE	YOUR COMPANY NAME IS HERE	MRR182D1
CURTS1		KIT MAINTENANCE	CDANIEL
Kit master item ACD 42193		FUEL PUMP	
Active in inventory (Y/N) <u>N</u>			
*Transaction code <u>10</u> INVC - STOCKED ITEM			
Price by master or components (M/C) <u>M</u>			
Print kit master item on invoice (Y/N) <u>N</u>			
"Y" required if pricing by Master			
Description for parameter #1 _____			
Description for parameter #2 _____			
Description for parameter #3 _____			
Description for parameter #4 _____			
Description for parameter #5 _____			
F3=Exit F10=Field inquiry F12=Previous F17=Message F23=Delete			

A. DATA ENTRY:

1. ACTIVE IN INVENTORY – Enter “Y” or “N” to specify if the kit exists as an assembled item in inventory
2. TRANSACTION CODE – Enter the transaction code to be used as the default transaction code during component entry
3. PRICE BY MASTER – Enter an “M” or “C” to specify if the total price for the kit will be sum of the components or a set price
4. PRINT KIT MASTER ITEM ON INVOICE – Enter “Y” or “N” to specify if the kit master item will print on the invoice
5. DESCRIPTION FOR PARAMETER #1-#5 – Enter description to be used for any parameters associated with the kit. Usually used for oversize/undersize components of engine kits.

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F10 for field inquiry



3. Press F12 return to previous screen
4. Press F17 to display messages
5. Press F23 to delete kit master item

C. ADDITIONAL INFORMATION:

1. None

Screen #3

```

7/24/2000          YOUR COMPANY NAME IS HERE          MRR182D2
CURTS1             KIT MAINTENANCE                     CDANIEL

Kit master item ACD   Parm 1      Kit price   Comp price   Comp cost
42193                Parm 2      46.03      96.14      60.09
FUEL PUMP            Parm 3      .00       .00       .00
                   Parm 4      46.03      96.14      60.09
Transaction code 10  Parm 5      This kit is priced by the MASTER
INVC - STOCKED ITEM
? Action S=Select X=Delete
? TC   Qty Req Mfg Item      Prt   Prm   Price   Core      Seq#
_ 10    1  Y  ACD 42194      NO    47.39   .00      10
_ 10    1  Y  ACD 42195      NO    48.75   .00      20

*TC   Qty  *Item      Parameter      Print  Required
_    0      _      0 0/1/2/3/4/5  _ Y/N  _ Y/N
_    0 Sequence

F3=Exit  F10=Field inquiry  F12=Previous

```

A. DATA ENTRY:

1. TC – Enter the transaction code for the item being added
2. QTY – Enter the quantity of the component to be included in the kit
3. PARAMETER – Enter the parameter description for the component
4. PRINT – Enter “Y” or “N” to specify if the component will print on the invoice
5. REQUIRED – Enter “Y” or “N” to specify if the component is required
6. SEQUENCE – Enter a number to determine the order of the component in the kit
6. ? ACTION – Enter “S” to select the component for revision or “X” to delete the component from the kit.

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F10 for field inquiry
3. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. None



Kit Catalog Footnotes

Pre-requisites:

1. None

Security Risk and Suggested User Access:

1. Access to the kit catalog footnote maintenance function should be limited to personnel who have authority to setup items.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

The kit catalog footnote maintenance function enables the user to add pre-defined group of notes for use in kit catalog.

Creating/Maintaining a Record in the Kit Catalog Footnote File:

From the menu option screen #1 will be displayed
Screen #1

7/24/2000 CURTS1	YOUR COMPANY NAME IS HERE KITS FOOTNOTE MAINTENANCE	MRR184D1 CDANIEL
Footnote ID <u>4</u>		
F3=Exit F11=File inquiry		

A. DATA ENTRY:

1. FOOTNOTE ID – Enter an id to represent the footnote being entered

B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit



3. Press F11 to list existing records

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/24/2000	MODE CHANGE	YOUR COMPANY NAME IS HERE	MRR184D2
CURTS1		KITS FOOTNOTE MAINTENANCE	CDANIEL
Footnote ID... 4			
Description... <u>NO OIL PUMP</u>			
F3=Exit F12=Previous F23=Delete			

A. DATA ENTRY:

1. DESCRIPTION – Enter up to a 20 character description of the footnote.

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F12 return to previous screen
4. Press F23 to delete kit master item

C. ADDITIONAL INFORMATION:

1. None



Kit Catalog Maintenance

Pre-requisites:

1. Manufacturers must be entered
2. Engine kit masters must be entered

Security Risk and Suggested User Access:

1. Access to the kit catalog maintenance function should be limited to personnel who have authority to setup items.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Kit cataloging interfaces with order entry to enable the user to access, search and retrieve item numbers from a pre-defined file based on inputting a combination of manufacturer and engine size. The kit file is integrated with the catalog module to display all components required for a given kit master record.

Creating/Maintaining a Record in the Kit Catalog File:

From the menu option screen #1 will be displayed
Screen #1

7/24/2000	YOUR COMPANY NAME IS HERE	MRR186D1
CURTS1	KITS CATALOG MAINTENANCE	CDANIEL
Manufacturer	AMC	
Engine size	85	
Crankshaft	N (Y = X or C series) (N = Regular kits)	
Sequence no.	5	
Clear screen	Y (Y/N)	
F3=Exit F11=File inquiry F17=Resequenece		

A. DATA ENTRY:

1. MANUFACTURER – Enter the auto manufacturer associated with the engine
2. ENGINE SIZE – Enter the size of the engine
3. CRANKSHAFT – Enter “Y” or “N” depending on series



4. SEQUENCE NO. – Enter the sequence number for this entry
5. CLEAR SCREEN – Enter “Y” to have screen clear between entries

B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F11 to list existing records
4. Press F17 to resequence items

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/24/2000	MODE CHANGE	YOUR COMPANY NAME IS HERE		MRR186D3
CURTS1		KITS CATALOG MAINTENANCE		CDANIEL
Manufacturer AMC				
Engine size 85				
Crankshaft N				
Sequence no. 5				
Line 1 of description 1397 CC 83-87				
Line 2 of description RENAULT				
Line 3 of description				
Series	*Kit master item	*Footnotes		
"E"	EK-98			
"100"	98 100			
"200"		N/A		
"300"		N/A		
"400"		N/A		
"500"		N/A		
"600"		N/A		
"Cat"		N/A		
F3=Exit	F10=Field inquiry	F12=Previous	F23=Delete	

A. DATA ENTRY:

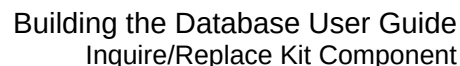
1. LINE # OF DESCRIPTION – Enter description to be displayed in the catalog
2. KIT MASTER ITEM – Enter kit master items for various series
3. FOOTNOTES – Enter footnote codes associated with the item master items

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F10 for field inquiry
3. Press F12 return to previous screen
4. Press F23 to delete kit catalog item

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Using the Inquire / Replace a Kit Component Program:

```

7/24/2000                                YOUR COMPANY NAME IS HERE                MRX151D1
CURTS1                                CHANGE KIT COMPONENT                CDANIEL

*Old component item#  139
*New component item#  139A

F3=Exit    F10=Inquiry

```

1. OLD COMPONENT ITEM # – Enter the kit component item now existing in the kit(s)
2. NEW COMPONENT ITEM # – Enter the replacing kit component item

1. Press ENTER to proceed to screen #2.



2. Press F3 to exit
3. Press F10 for field inquiry

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/24/2000	YOUR COMPANY NAME IS HERE		MRX151C2
CURTS1	CHANGE KIT COMPONENT		CDANIEL
*Old component item#	139	PISTON RINGS	
*New component item#	139	PISTON RINGS	
<u>Kit master item</u>	<u>Description</u>		
EK-1	GUA RE-RING KIT		
EK-1A	GUA RE-RING KIT		
EK-1C	GUA RE-RING KIT		
EK-27	GUA RE-RING KIT		
EK-420	GUA RE-RING KIT		
EK-422	GUA RE-RING KIT		
EK-478	GUA ENGINE KIT		
EK-7	GUA RE-RING KIT		
EK-70	GUA RE-RING KIT		
EK-98	GUA ENGINE KIT		
1 100	GUA OVERHAUL KIT		
1 100EC	GUA OVERHAUL KIT W/CRANK		
1 200	GUA ENG. KIT W/O PISTONS		
1 201	GUA CHEVY 327 68-69	+	
F3=Exit 12=Previous F9=Perform change right now			

A. DATA ENTRY:

1. NONE REQUIRED

B. PROCESSING:

1. Press F3 to exit
3. Press F12 return to previous screen
4. Press F9 to replace old kit component with new

C. ADDITIONAL INFORMATION:

1. None



Pricing Plan File

Pre-requisites:

1. Location code "9999" DMS Default location and one actual location code must be created prior to creating a pricing plan record.
2. Manufacturer codes must be created prior to creating a pricing plan record.
3. Customer Profile (PC) groups must be created in the groups option prior to creating a pricing plan record.
4. Pricing Plan (PP) groups must be created in the groups option prior to creating a pricing plan record.

Security Risk and Suggested User Access:

1. Access to the pricing plan file maintenance should be limited to the customer pricing personnel and the system security officer. Unauthorized or unqualified modifications could impact Order Entry and Accounts Receivable severely. Since pricing plans help in determining a customer's final selling pricing, incorrect information in this file could result in poor customer relations or loss of profits for your company.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Pricing plans are used to establish item exception pricing for certain items or groups of items for multiple customers. Plans provide overrides for price level, price factor, core factor, backorder flag, quantity break flag, promotional pricing flat, and beginning and ending dates of effectiveness for this plan. The information will be used to override the equivalent information found in the customer profile records and customer master record.

Pricing plans are used to:

1. Create customer pricing profiles quickly; the user can further fine-tune records using the Customer Pricing Profile option. Future changes using the Pricing Plans option must be executed with care not to overlay these changes. One way to ensure changes are not overlaid is to remove the Pricing Plan code from the Customer record. See Copy Profiles in this section for other ways to avoid overlaying changes.
2. Create and maintain customer pricing profiles on-going.

Date sensitive records mean that plans can be created then activated and deactivated by the system without user input. It is important that the dates are entered correctly in the records in relation to when AS/400 IPLs occur (dates changes on the server).

A pricing plan creates customer profile records. Order entry reads the profile file whenever an item is added to an order to check for a profile record and if that record is activated or deactivated. Read the Customer Pricing Profile File section to understand how that feature works for a customer.

Creating/Maintaining a Record in the Pricing Plan File:

From menu option, screen #1 will be displayed.

Screen #1

```

9/21/04          YOUR COMPANY NAME IS HERE          MRR089D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

*Price plan..... 003
*Manufacturer..... ACD  (**=create profiles for all mfrs)  Action(?)
*Customer profile group CB3 (**=create profiles for all groups  S=Select
                           used for this manufacturer)

? Loc  Name                Address 1                City
- ZAN  ZANADU              TEST                  ZANADU
S 1    WHOLESAL AUTO SUPPLY CO. 6042 NORTH JEFFERSON ROAD ATLANTA
- 10   ORLANDO WAREHOUSE                      ORLANDO
- 11   LAKELAND STORE                          LAKELAND
- 12   HUDSON STORE                            HUDSON
- 13   OCALA STORE                             OCALA
- 14   POMPANO BEACH STORE                     POMPANO BEACH
- 15   HOLLYWOOD STORE                        HOLLYWOOD
- 16   JACKSONVILLE STORE                   JACKSONVILLE
- 17   DAYTONA STORE                          DAYTONA
- 18   HOMESTEAD STORE                       HOMESTEAD
- 19   NAPLES STORE                          NAPLES
- 2    THIS IS LOCATION "2"  2222 SOUTH TWO ROAD  BOSTON  +

F3=Exit F5=Select all locs F10=field inq F11=File inq F13=Copy profiles

```

A. DATA ENTRY:

1. Price Plan - Enter the appropriate pricing plan group for the record being created. If the pricing plan group code is not known, press F10 to select. This field is validated against the group file.
2. MANUFACTURER - Enter the appropriate manufacturer code for this pricing plan. If the manufacturer code is not known, press F10 to select. This field is validated against the manufacturer file. To create profiles for all manufacturers, enter '***'.
3. CUSTOMER PROFILE GROUP - Enter the appropriate customer profile group for the record being created. If the customer profile group code is not known, press F10 to select. This field is validated against the group file. To create profiles for all groups used with the manufacturer entered, enter '***'.
4. LOCATION - Select the appropriate location code for the record being created. At least one location must be selected. To select all locations, press F5.

B. PROCESSING:

1. Press ENTER to continue and display screen #2 (only shows when '***' entered in manufacturer and/or in customer profile group fields). Otherwise screen #3 is displayed.
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry
5. Press F13 for copy profiles to customer pricing profiles file



C. ADDITIONAL INFORMATION:

1. None

D. ERROR MESSAGES:

1. INVALID - An invalid entry was made in one or more fields. All input fields on screen #1 are validated against existing data base files.
RECOVERY - Correct the entries and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.

Screen #2

```

9/21/04          YOUR COMPANY NAME IS HERE          MRR089D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

*Price plan..... 002
*Manufacturer..... ***  (***=create profiles for all mfrs)  Action(?)
*Customer profile group CR2  (***=create profiles for all groups  S=Select
                           ***** er)
? Loc  Name  *
_ ZAN  ZANADU *
_ 1  WHOLES *   Add/Replace option = _
_ 10 ORLANDO *   A=Add only records that do not exist
_ 11 LAKELAN *   R=Replace any that do exist
_ 12 HUDSON *   (and add those that do not exist)
_ 13 OCALA S *   D=Delete profiles for cust/mfr/loc
_ 14 POMPANO *   before adding new profiles.
_ 15 HOLLYWO *   X=Delete profiles for cust/mfr/loc
_ 16 JACKSON *   but don't add new profiles.
_ 17 DAYTONA *   F12=Previous
_ 18 HOMESTEAD STORE *
_ 19 NAPLES STORE *
_ 2  THIS IS LOCATION "2" 2222 SOUTH TWO ROAD BOSTON +

F3=Exit F5=Select all locs F10=field inq F11=File inq F13=Copy profiles
Information entered without location selection
  
```

Screen displayed when '***' is entered in manufacturer and/or in customer profile group.

A. DATA ENTRY:

1. ADD/REPLACE OPTION – Enter the appropriate action code in list below:
A=Add only records that do not exist. New pricing plan records will be added to file, however existing records will not be updated.
R=Replace any that do exist (and add those that do not exist). Existing pricing plan records will be replaced and new ones added. Deleted records will not be removed.
D=Delete profiles for cust/mfr/loc before adding new profiles. Delete pricing plan records for customer pricing profile/manufacturer/location entered and replace with new pricing plan records. This option removes deleted pricing plan records.
X=Delete profiles for cust/mfr/loc but don't add new profiles. This option will remove profiles that are no longer needed.



B. PROCESSING:

1. Press ENTER to continue to screen #3.
2. Press F12 to exit and return to screen #1.

C. ADDITIONAL INFORMATION:

1. None

D. ERROR MESSAGES:

1. INVALID - An invalid entry was made in one or more fields. All input fields on screen #1 are validated against existing data base files.
RECOVERY - Correct the entries and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.

Screen #3

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR089D2
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

Price plan..... 003          WD PLUS 12%
Manufacturer..... ACD AC/DELCO
Customer profile group CR3 CR3 - WATER PUMP

*Price level..... M6

Price factor..... .8500
Core factor..... .5000

Backorder Y/N..... Y      Blank to use value from customer master
Selling quantity break Y      Blank to use value from customer master
Promotional pricing... Y      Blank to use value from customer master

Effective date..... 9/21/04
Expiration date..... 12/31/39

F3=Exit  F10=Field inquiry  F12=Previous  F23=Delete
```

A. DATA ENTRY:

1. PRICE LEVEL - Enter the price level to be used by items included under this customer profile.
2. PRICE FACTOR - Enter the factor to be applied against the price level entered in this profile. This factor is applied to the exchange.
3. CORE FACTOR - Enter the factor to be applied against the core price for the price level entered in this profile. This factor is applied to the core.
4. BACKORDER - Enter a "Y" = yes or "N" = no in this field to instruct order entry whether to backorder this items/customers using this profile. Spaces indicate defaults on customer master will be used.
5. SELLING QUANTITY BREAK - Enter a "Y" = yes or "N" = no in this field to instruct order entry whether to allow selling quantity breaks for the items/customers using this profile. Spaces indicate defaults on customer master will be used.



6. PROMOTIONAL PRICING - Enter a "Y" = yes or "N" = no to instruct order entry to allow promotional pricing for the items/customers using this profile. Spaces indicate defaults on customer master will be used.
7. EFFECTIVE DATE - Enter the month/day/year upon which this profile is to take effect. Once the customer profile record is created, the system will check this date through order entry and activate the profile as needed.
8. EXPIRATION DATE - Enter the month/day/year upon which this profile is to expire. Once the customer profile record is created, the system will check this date through order entry and customer profile maintenance and automatically deactivate the record.

B. PROCESSING:

1. Press ENTER to add or update the record and return to screen #1.
2. Press F3 to exit and return to the menu without adding/updating the record.
3. Press F12 to return to screen #1 without adding/updating the record.
4. Press F23 to deactivate this record. This function key is displayed in change mode only.
CAUTION - Do not deactivate any pricing plan records without discussing it with your Data Base Manager.

C. ADDITIONAL INFORMATION:

1. PRICE PLAN - Displays the pricing plan code and name selected on screen #1.
2. MANUFACTURER - Displays the manufacturer code and name selected on screen #1.
3. CUSTOMER PROFILE GROUP - Displays the customer profile group and description selected on screen #1.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry

Inquiry into the Pricing Plan Group File:

From the maintenance menu, screen #1 will be displayed

Screen #1

```

9/21/04          YOUR COMPANY NAME IS HERE          MRR089D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

*Price plan..... _
*Manufacturer..... _ (**=create profiles for all mfrs)  Action(?)
*Customer profile group _ (**=create profiles for all groups S=Select
                        used for this manufacturer)

? Loc  Name                Address 1          City
- ZAN  ZANADU              TEST              ZANADU
- 1    WHOLESAL AUTO SUPPLY CO. 6042 NORTH JEFFERSON ROAD ATLANTA
- 10   ORLANDO WAREHOUSE                      ORLANDO
- 11   LAKELAND STORE                      LAKELAND
- 12   HUDSON STORE                      HUDSON
- 13   OCALA STORE                      OCALA
- 14   POMPANO BEACH STORE                POMPANO BEACH
- 15   HOLLYWOOD STORE                  HOLLYWOOD
- 16   JACKSONVILLE STORE              JACKSONVILLE
- 17   DAYTONA STORE                    DAYTONA
- 18   HOMESTEAD STORE                  HOMESTEAD
- 19   NAPLES STORE                    NAPLES
- 2    THIS IS LOCATION "2"            2222 SOUTH TWO ROAD  BOSTON +

F3=Exit  F5=Select all locs  F10=field inq  F11=File inq  F13=Copy profiles

```

A. DATA ENTRY:

1. Enter the customer profile group code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10.

B. PROCESSING:

1. Press ENTER to continue and display screen #4
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry
4. Press F11 for file inquiry
5. Press F13 for copy profiles to customer pricing profiles file

C. ADDITIONAL INFORMATION:

1. None

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET



SCREEN #4 (F10 from screen #1)

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR089D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

*Price plan..... _
*Manufacturer..... _ (**>=create profiles for all mfrs)  Action(?)
*Customer profile group _ (**>=create profiles for all groups  S=Select
                        used for this manufacturer)

? Loc  Name                Address 1          City
_ ZAN  ZANADU              TEST              ZANADU
_ 1    WHOLESALE AUT
_ 10   ORLANDO WAREH
_ 11   LAKELAND STOR

GROUP CODE INQUIRY          S=Select I=Inquiry
E Group type                Code/Description
? PP
- Pricing plan              SEM SHOP EMPLOYEE
- Pricing plan              000 OTHER
- Pricing plan              001 JOBBER PRICING
- Pricing plan              002 JOBBER PLUS 2%
- Pricing plan              003 WD PLUS 12%
- Pricing plan              004 JOBBER - NAPA

F3=Exit

F3=Exit F5=Select all locs F10=field inq F11=File inq F13=Copy profiles
```

A. DATA ENTRY:

1. GROUP - This field will default to the appropriate group code based on the cursor location when F10 was pressed. Input in this field is not necessary.
2. SUBGROUP CODE - Enter the subgroup or up to three characters of that subgroup to start the inquiry or leave blank to display all records. This field will default input from the equivalent field on the screen from which it was called.
3. DESCRIPTION - Enter the description of a subgroup or some portion to search. Leave blank to display all records or to exclude from the search.
4. ? - Enter an "S" to select a specific record for pricing plan maintenance.
NOTE: An "I" is not allowed for "PP" groups but is valid for other group codes that may appear on this screen. There is no additional information available for the records displayed.

B. PROCESSING:

1. ENTER to execute any "S" instruction, screen #1 will be displayed and the pricing plan group selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if parameter changed.
2. Press F3 to exit and return to previous job.
3. ROLL DOWN to page forward if a "+" sign is shown.
4. ROLL UP to page backward.

C. ADDITIONAL INFORMATION:

1. GROUP - The two character code used to define the group types. This inquiry is used throughout the system thus groups other than the one selected may also be displayed.
2. DESCRIPTION (1) - Displays the description of the group codes.
3. SUBGROUP - Displays all valid subgroups under each group code, sorted in alphanumeric sequence.



4. DESCRIPTION (2) - Displays the description for each subgroup code.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered on the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.

Inquiry into the Manufacturing File:

Enter the manufacturer code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10.

Screen #5

```

9/21/04          YOUR COMPANY NAME IS HERE          MRR089D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

*Price plan..... ____
*Manufacturer..... ____  (**=create profiles for all mfrs)  Action(?)
*Customer profile group ____ (**=create profiles for all groups  S=Select
                           used for this manufacturer)

? Loc  Name                Address 1          City
- ZAN  ZANADU              TEST              ZANADU
- 1    WHOLESALE AUTO SUPPLY CO. 6042 NORTH JEFFERSON ROAD ATLANTA
- 10   ORLANDO WAREHOUSE          ORLANDO

Name Search          Action (?) S=Select I=Inquiry
Phone _____    City _____
Class MC *Subclass 99 Search _____
?                  Fold mode U (F or U)
- A-B             MC 99 A-B
- ACC             MC 99 ACC
- ACD             MC 99 AC/DELCO          312/456-1212
- PS              MC 99 AC/DELCO          312/456-1212
- XAC             MC 99 ACD LONG #
- ACL             MC 99 ACL BEARINGS      661/258-4400
F3=Exit  F4=Fold  F10=Field inquiry

```

A. DATA ENTRY:

1. ADDRESS CLASS - Enter the address class to be used for the search of an address. These address classes are defined by the system, and are not user defined. Valid inputs are displayed on the right side of the screen. The address class from which the inquiry was requested will be defaulted but may be overridden. This field may be left blank, to search the address file in alphabetic sequence, without regard to address class.
2. SUBCLASS - Enter the subclass corresponding to the address class used in the search, or press F10 to select. This field may be left blank to display all addresses. If the address class is blank, entry in this field is not allowed.
3. SEARCH - The value entered on the screen #1 will be defaulted here. To initiate a new search beginning at a different point in the file, enter a new parameter.
4. CITY - Enter the city to be used to locate an address. Entry is compared to the city field in the address record. An address class must be entered in conjunction with city, but no other fields can be used in the search.



5. PHONE NUMBER - Enter the phone number to be used to locate an address. Entry is compared to the phone number in the address record. An address class must be entered in conjunction with phone number, but on other fields can be used in the search.
6. ? - Enter an "I" to select one or more records for more detailed data. Or enter an "S" to select a specific address for maintenance. Or multiple "I"s may be entered to browse several records before returning to this screen, a single "S" may be entered after the last "I" to return to screen #1 after completing all inquiries.

B. PROCESSING:

1. ENTER to execute any "I" instruction(s). Screen #5 will be displayed until the last "I" has been processed, until an "S" is found, or until F12 is taken from that screen.
ENTER to execute any "S" instruction; screen #1 will be displayed and the address selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
2. Press F3 to exit and return to the previous job
3. ROLL DOWN to page forward if a "+" sign is shown.
4. ROLL UP to page backward.

C. ADDITIONAL INFORMATION:

1. KEY FIELD - The key field column displays the actual key of the address records listed.
2. CL - The address class column displays the address class for the records listed.
3. SUB - The sub-class column displays the sub-class for the records listed.
4. NAME - The name column displays the name fields associated with the address records listed.
5. PHONE - The phone column displays the telephone numbers corresponding to the address records listed.

D. ERROR CONDITIONS:

1. INVALID - A value other than "I" or "S" was entered in the "?" field.
RECOVERY - Correct the entries and try again.
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.
3. COMBINATION INVALID - Input into the city or phone field was made with some field other than or in addition to the address class field.
RECOVERY - Correct the entries and try again.



Screen #6 (for more information, key 'I' in '?' column and press Enter)

```
9/21/04  MODE INQUIRY  YOUR COMPANY NAME IS HERE  MRR043D1
                                MANUFACTURER INQUIRY  CHERYL

Manufacturer. ACD
Name..... AC/DELCO  Search... AC/DELCO  ACDELCO
Address one.. 3528 DELCO DRIVE
Address two..
P.O. box.....
City..... FLINT  State.... MI  Zip..... 35889
Phone number. 312/456-1212  Country..  X-Ref cde XMC
Fax number... 315/456-1111  ml      mk
telex
int
Sales rep....
Title.....
Phone number.

Order entry  Sales type A
Invalid item cost factor .7000  A - Merchandise  E - Miscellaneous
Gross margin minimum.... 32.00  C - Freight      F - Miscellaneous
D - Labor

Notes
F12=Previous
```

A. DATA ENTRY:

1. NONE

B. PROCESSING:

1. Press ENTER to display the next record or to return to screen #4 if this is the last record.
2. Press F12 to return to screen #5

C. ADDITIONAL INFORMATION:

1. NAME - Displays up to twenty-five characters for manufacturer name.
2. SEARCH - Display up to ten characters of the name field used by the search functions within the system. The stripped version of the search field is displayed to the right of the search field.
3. ADDRESS ONE - Displays up to twenty-five characters for first line of address.
4. ADDRESS TWO - Displays up to twenty-five characters for second line of address.
5. PO BOX - Displays the post office box number associated with this address if one exists.
6. CITY - Displays the appropriate city name.
7. STATE - Displays a valid state abbreviation.
8. ZIP CODE - Displays appropriate zip code.
9. PHONE NUMBER - Displays the appropriate area code and telephone number.
10. COUNTRY - Displays the appropriate country abbreviation.
11. AIRPORT - Displays the appropriate airport abbreviation.
12. FAX NUMBER - Displays the appropriate area code and telephone number.
13. MAILING - Displays the appropriate mailing label code.
14. MARKETING - Displays the appropriate marketing code.
15. TELEX NUMBER - Displays this manufacturer's Telex number.
16. TERRITORY - Displays the appropriate territory code.
17. INTERNATIONAL - Displays an international telephone number.
18. CONTACT - Displays a contact name.



19. TITLE - Displays the contact's business title.
20. PHONE NUMBER - Displays the contact's phone number.
21. INVALID ITEM COST FACTOR - Displays the factor to be applied to the selling price to derive the cost of an invalid item for this manufacturer.
22. GROSS MARGIN MINIMUM - Displays the minimum gross margin to be made from the sale of this manufacturer's items.
23. SALES TYPE - Displays the valid sales type, "sales category", this manufacturer's items are categorized under.
24. NOTES - Displays any notes stored with this manufacturer.

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and try again.

Inquiry into the Customer Profile Group File:

From the maintenance menu, screen #1 will be displayed

Enter the customer profile group code with which to start the inquiry or leave blank to display all records. A valid code is not required; the system will start at the closest match. Press F10.

Screen #7

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR089D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

*Price plan..... ____
*Manufacturer..... ____  (**=create profiles for all mfrs)  Action(?)
*Customer profile group CR  (**=create profiles for all groups  S=Select
                             used for this manufacturer)

? Loc  Name                Address 1          City
- ZAN  ZANADU              TEST              ZANADU
- 1    WHOLESale AUT      GROUP CODE INQUIRY  S=Select I=Inquiry
- 10   ORLANDO WAREH      E Group type        Code/Description
- 11   LAKELAND STOR      2 PC               CR
                             Customer profile      CRA CRANKSHAFT REBUILDER
                             Customer profile      CRN CRN
                             Customer profile      CR1 CR1 - FILTERS
                             Customer profile      CR2 CR2 - RODS
                             Customer profile      CR3 CR3 - WATER PUMP
                             Customer profile      CYL CYLINDER HEAD CENTER
                             Customer profile      DAR DAR
                             Customer profile      DDS DDS
                             F3=Exit

F3=Exit  F5=Select all locs  F10=field inq  F11=File inq  F13=Copy profiles
```

A. DATA ENTRY:

1. GROUP - This field will default to the appropriate group code based on the cursor location when F10 was pressed. Input in this field is not necessary.



2. SUBGROUP CODE - Enter the subgroup or up to three characters of that subgroup to start the inquiry or leave blank to display all records. This field will default input from the equivalent field on the screen from which it was called.
3. DESCRIPTION - Enter the description of a subgroup or some portion to search. Leave blank to display all records or to exclude from the search.
4. ? - Enter an "S" to select a specific record for customer profile maintenance.
NOTE: An "I" is not allowed for "PC" groups but is valid for other group codes that may appear on this screen. There is no additional information available for the records displayed.

B. PROCESSING:

1. ENTER to execute any "S" instruction, screen #1 will be displayed and the customer profile group selected will be retrieved.
ENTER to return to screen #1 if no further action is required.
ENTER to initiate a new search if parameter changed.
2. Press F3 to exit and return to previous job.
3. ROLL DOWN to page forward if a "+" sign is shown.
4. ROLL UP to page backward.

C. ADDITIONAL INFORMATION:

1. GROUP - The two character code used to define the group types. This inquiry is used throughout the system thus groups other than the one selected may also be displayed.
2. DESCRIPTION (1) - Displays the description of the group codes.
3. SUBGROUP - Displays all valid subgroups under each group code, sorted in alphanumeric sequence.
4. DESCRIPTION (2) - Displays the description for each subgroup code.

D. ERROR CONDITIONS:

1. INVALID - A value other than "S" was entered on the "?" field.
RECOVERY - Correct the entry and retry
2. FUNCTION KEY NOT ALLOWED - A non-supported function was requested.
RECOVERY - Press ERROR RESET and retry



Inquiry into the Pricing Plan File:

Screen #8 (F11 from screen #1)

Screen #8

```
9/21/04  MODE INQUIRY  YOUR COMPANY NAME IS HERE  MRR09002
DCHERYLLO3  PRICE PLAN PROFILE INQUIRY  CHERYL

Price plan..... 002  Action(?)
Manufacturer.....  S=Select
Customer profile group
Location.....

? Price Plan Mfg Grp Loc Lvl Price Factor Core Qty Prm Effective Expiration
? Price Plan Mfg Grp Loc Lvl Factor Factor B/D Brk Prc Date Date
- 002 ACD CR2 ZAN M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 1 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 10 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 11 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 12 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 13 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 14 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 15 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 16 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 17 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 18 M6 .5000 .5000 N Y N 9/21/04 12/31/04
- 002 ACD CR2 19 M6 .5000 .5000 N Y N 9/21/04 12/31/04 +
F3=Exit
```

A. DATA ENTRY:

1. Price Plan- Enter a pricing plan group code to be used for the search. The value entered on screen #1 will default but may be overridden. This field may be left blank to search for a pricing plan across all other criteria.
2. MANUFACTURER - Enter a manufacturer to be used for the search. The value entered in on screen #1 will default but may be overridden. This field may be left blank to search for a pricing plan across all other criteria.
3. CUSTOMER PROFILE GROUP - Enter a customer profile group to be used for the search. The customer profile group entered in on screen #1 will default but may be overridden. This field may be left blank to search for a customer profile across all other criteria.
4. LOCATION - Enter a location code to be used for the search of a customer profile. The location code entered in on screen #1 will default but may be overridden. This field may be left blank to search for a customer profile across all other criteria.
5. ? - Enter an "S" to select a specific pricing plan for maintenance.

B. PROCESSING:

1. ENTER to execute "S" instruction; screen #1 will be displayed and the pricing plan selected will be retrieved.
2. Press F3 to exit and return to the previous job.
3. ROLL DOWN to page forward if a "+" sign is shown.
4. ROLL UP to page backward.



C. ADDITIONAL INFORMATION:

1. PRICING PLAN - pricing plan code
2. MFG - manufacturer code
3. GRP - customer profile group
4. LOC - location code
5. LVL - price/cost level used
6. PRICE FACTOR - factor that will be applied to the price level
7. CORE FACTOR - factor that will be applied to the core price level
8. B/O - backorder indicator that will be used by order entry indicating if items in this group should be backordered.
9. QTY BRK - quantity break indicator that will be used by order entry indicating if item in this group should receive the quantity break exception price.
10. PRM PRC - promotional pricing indicator that will be used by order entry indicating if items in this group should receive the promotional pricing exception price.
11. EFFECTIVE DATE - effective date of the plan
12. EXPIRATION DATE - expiration date of the plan

D. ERROR CONDITIONS:

1. FUNCTION KEY NOT ALLOWED - A non-supported function instruction was requested.
RECOVERY - Press ERROR RESET and retry.
2. "INVALID" - A value other than "S" was entered in the "?" field.
RECOVERY - Correct the entries and retry.

Copy Profiles (F13 from screen #1):

Screen #9

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR259D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

CLONE PRICE PLAN PROFILE

*From price plan..... ____

*To customer..... _____ (*ALL for all with this pricing plan)

Select action below for treatment of existing profiles for customer:

      Action (R/I).... I      R=Replace existing profile entry
                              I=Ignore - leave existing entry as is
                              D=Delete old profiles & replace with new

Last clone process updated customer:
      0 New profiles created
      0 Existing profiles replaced
      0 Old profiles deleted

F3=Exit  F10=Field inquiry
```



A. DATA ENTRY:

1. FROM PRICE PLAN - Enter the appropriate pricing plan group for the customer pricing profile records being created. If the pricing plan group code is not known, press F10 to select. This field is validated against the group file.
2. TO CUSTOMER - Enter the customer number that profile will be created for. If the customer number is not known, press F10 to select. This field is validated against the customer file. To create profiles for all customers with the pricing plan assigned, enter '*ALL'.
3. ACTION: Select action taken when the customer has existing customer profiles assigned.
R – Replace. This code replaces existing customer pricing profile entries with records on the pricing plan file with matching keys and add new records. Caution: If pricing plan records have been deleted, the related entry on the customer pricing profile are not deleted.
I – Ignore. This code will add new customer profile records only. Records currently on file will not be updated.
D – Delete. All customer pricing profiles are deleted and replaced with new pricing profiles. This is the only technique available to delete records off the customer pricing profile file that are not in the pricing plan file.

B. PROCESSING:

1. Press ENTER to continue. Screen is redisplayed with the number of records and customers changed. See screen #10.
2. Press F3 to exit and return to the menu
3. Press F10 for field inquiry

C. ADDITIONAL INFORMATION:

1. After pressing the enter key and the job executes, the following counts are displayed:
 - Number of new profiles created
 - Existing profiles replaced
 - Old profiles deleted

D. ERROR MESSAGES:

1. INVALID - An invalid entry was made in one or more fields. All input fields on screen #1 are validated against existing data base files.
RECOVERY - Correct the entries and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.



Screen #10

```
9/21/04          YOUR COMPANY NAME IS HERE          MRR259D1
DCHERYLLO3      PRICE PLAN PROFILE MAINTENANCE      CHERYL

CLONE PRICE PLAN PROFILE

*From price plan..... 002

*To customer.....      (*ALL for all with this pricing plan)

Select action below for treatment of existing profiles for customer:

      Action (R/I).... R      R=Replace existing profile entry
                              I=Ignore - leave existing entry as is
                              D=Delete old profiles & replace with new

      Last clone process updated customer: *ALL          2 customers
      312 New profiles created
      44 Existing profiles replaced
      0 Old profiles deleted

F3=Exit  F10=Field inquiry
```

A. DATA ENTRY:

1. None

B. PROCESSING:

1. Press F3 to exit and return to the menu

C. ADDITIONAL INFORMATION:

1. After pressing the enter key and the job executes, the following counts are displayed:
 - Customers that profiles created for
 - New profiles created
 - Existing profiles replaced
 - Old profiles deleted

D. ERROR MESSAGES:

1. INVALID - An invalid entry was made in one or more fields. All input fields on screen #1 are validated against existing data base files.
RECOVERY - Correct the entries and retry.
2. FUNCTION KEY NOT ALLOWED - A non-supported function key was requested.
RECOVERY - Press ERROR RESET and retry.



Clone Customer Profile Records

Pre-requisites:

1. Customers must be entered

Security Risk and Suggested User Access:

1. Access to the clone customer profile records function should be limited to personnel who have authority to maintain customer/pricing records.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Clone customer profile records is a utility that will copy customer profile records from one customer to another to save data entry time.

Using the Clone Customer Profile Records Program:

From the menu option screen #1 will be displayed
Screen #1

```
-----
|  7/24/2000                YOUR COMPANY NAME IS HERE                MRR259D1 |
| CURTS1                   CUSTOMER PROFILE MAINTENANCE              CDANIEL |
|                                                                     |
| CLONE customer profile data |
|                             |
| *From customer..... 100  |
|                             |
| *To customer..... 101    |
|                             |
| Select action below for treatment of existing profiles for customer: |
|                             |
|           Action (R/I).... I      R=Replace existing profile entry |
|                                   I=Ignore - leave existing entry as is |
|                             |
|           Last clone process updated customer: |
|                                   0 New profiles created |
|                                   0 Existing profiles replaced |
|                             |
| F3=Exit   F10=Field inquiry |
|-----
```

A. DATA ENTRY:

1. FROM CUSTOMER – Enter the customer to be copied from
2. TO CUSTOMER – Enter the customer to copy to
3. ACTION – Enter “R” to replace existing profile entry or “I” to ignore if a profile exists

B. PROCESSING:

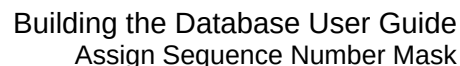
1. Press ENTER to proceed to screen #2.



2. Press F3 to exit
3. Press F10 for field inquiry

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Creating/Maintaining a Record in the Sequence Number Mask File:

Screen #1

A. DATA ENTRY:

- ### B. PROCESSING:

- 509



3. Press F10 for field inquiry

C. ADDITIONAL INFORMATION:

1. None

Screen #1

```

7/24/2000   Mode: CHANGE       YOUR COMPANY NAME IS HERE       MRR189D1
CURTS1      ITEM SEQUENCE FORMAT MAINTENANCE                  CDANIEL

Format      8      Description ACD - FUEL PUMPS

Strip item before assigning sequence value (Y/N - Normal setting is "N")  N

Process for assigning the sequence value to each item (A/B/C).....      C
"A" Item - The item number is moved to the sequence value for each item
"B" None - The user manually enters the sequence value for each item
"C" Auto - The sequence value is constructed by reading segments of the
           item as defined in the table below:

           Type of data      Start test in ??      #of characters      End test w/1st
           to test for        position of item      in test string      no match found

1st test   N                 1                 5                 N
2nd test   -                 0                 0                 -
3rd test   -                 0                 0                 -
           A=Alpha A-Z       01 - 20                01 - 18                Y/N
           N=Numeric 0-9

*total of all tests
may not exceed "18"

F3=Exit    F12=Previous    F23=Delete

```

A. DATA ENTRY:

1. DESCRIPTION – Enter description for the mask being defined
2. STRIP ITEM BEFORE SEQUENCE – Enter “N” to sequence with number as is
3. PROCESS FOR ASSIGNING SEQ VALUE – Enter “A”, “B”, or “C”
4. TESTS – Enter parameters to test items for sequence value

B. PROCESSING:

1. Press ENTER to proceed to screen #2.
2. Press F3 to exit
3. Press F12 for previous screen
4. Press F23 to delete record

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

1. None

1. Access to the reassign item sequence values program should be limited to personnel who have authority to maintain item records.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Reassign item sequence values provides an automated method to maintain items numbers in price sheet order using the masks defined in Assign Sequence Number Masks.

From the menu option screen #1 will be displayed
Screen #1

```

7/24/2000                                YOUR COMPANY NAME IS HERE                MRX049D1
CURTS1                                REASSIGN ITEM SEQUENCE VALUES                CDANIEL

*Manufacturer..... ____
*Future price group .. ____
*Item sequence format ____ (Leave blank for mfg default)
Clear entire sequence (Y/N) _

F3=Exit    F10=Field inquiry

```

1. MANUFACTURER – Enter manufacturer to process
2. FUTURE PRICE GROUP – Enter a future price group to resequence
3. ITEM SEQUENCE FORMAT – Enter the format id to use
4. CLEAR ENTIRE SEQUENCE – Enter “Y” to have the complete sequence number replaced. An “N” should only be entered if directed by DMS.



B. PROCESSING:

1. Press ENTER to process
2. Press F3 to exit
3. Press F10 for field inquiry

C. ADDITIONAL INFORMATION:

1. None



Master Item Role Screen Maintenance

Pre-requisites:

1. Items must be entered.

Security Risk and Suggested User Access:

1. Access to the master item roll screen maintenance should be limited to personnel who have authority to maintain item records.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Master item roll screen maintenance is used to maintain data in the item master file by selecting the fields to maintain and then moving from one.

Creating/Maintaining a Record with the Master Item Roll Screen:

From the menu option screen #1 will be displayed
Screen #1

7/25/2000		YOUR COMPANY NAME IS HERE		MRR268D1
CURTS1		MASTER ITEM ROLL SCREEN MAINTENANCE		CDANIEL
*Item PF20		Description Y	Created N	Enter a "Y" for any field to be maintained
1st extended desc N			Sequence N	
2nd extended desc N				
System defined groups		User defined groups		
Sales analysis N		M-1	N	
Future pricing N		Comm Rate	N	
Cust profile.. N		M-3	N	
Commodity srch N		M-4	N	
Core N		M-5	N	
Price matrix Y		Factorable	N	
Selling unit of measure N		Selling increment N (Update loc? N)		
Backorders allowed..... N		Manufacturer's rank N		
Weight N	Height N	Length N	Width N	
Bar code ID N	S/S by N		Discontinued N	
		Serial flag N		
F3=Exit F10=Inquiry				

A. DATA ENTRY:

1. ITEM – Enter item you want to start with.
2. FIELDS – Places “Y” in the fields to be maintained and “N” in the fields you do not want to maintain

B. PROCESSING:

1. Press ENTER to proceed to screen #2.



2. Press F3 to exit
3. Press F10 to select data for a field

C. ADDITIONAL INFORMATION:

1. None

Screen #2

```

-----
| 7/25/2000                YOUR COMPANY NAME IS HERE                MRR268D2 |
| CURTS1                   MASTER ITEM ROLL SCREEN MAINTENANCE        CDANIEL |
|-----|-----|-----|-----|-----|-----|-----|-----|
| ACD PF20                  OIL FILTER                                Created 1/01/98 |
|      1st extended desc                                         Sequence 20PF |
|      2nd extended desc                                         |
|-----|-----|-----|-----|-----|-----|-----|-----|
| System defined groups                                           User defined groups |
| *Sales analysis 7  FILTERS                                     * M-1          DEFAULT "M1" |
| *Future pricing 7  ACD - FILTERS                             * Comm Rate    DEFAULT COMMISSION |
| *Cust profile..    HAS                                         * M-3          DEFAULT "M3" |
| *Commodity srch 999 9INTERNAL USE ONLY                       * M-4          DEFAULT G/L |
| * Core              N/A                                         * M-5          DEFAULT SERIAL NUMBR |
| *Price matrix 7  ACD - FILTERS                                Factorable Y |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Selling unit of measure EA                                     Selling increment          1 |
| Backorders allowed..... N                                   Manufacturer's rank QTA |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Weight      .0020  Height      .0000  Length      .0000  Width      .0000 |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Bar code ID                                     *S/S by                      Discontinued N |
|                                           Serial flag N |
|-----|-----|-----|-----|-----|-----|-----|-----|
| F3=Exit  F10=Inquiry  F12=Previous |
|-----|

```

A. DATA ENTRY:

1. FIELDS – Enter appropriate data in the fields being maintained.

B. PROCESSING:

1. Press ENTER to record entries
2. Press TAB to move between fields
3. Press ROLL or PAGE UP/DOWN keys to move between item records
4. Press F3 to exit
5. Press F10 for field inquiry
6. Press F12 return to previous screen

C. ADDITIONAL INFORMATION:

1. None



Delete an Item (IM/IL/IZ/SI)

Pre-requisites:

1. Items must be entered

Security Risk and Suggested User Access:

1. Access to the delete an item (IM/IL/IZ/SI) records function should be limited to personnel who have authority to maintain item records.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Delete an item (IM/IL/IZ/SI) records is a utility that will delete records from the item master, item location, zone/bin, and supplier item records for this item.

Using the Delete an Item (IM/IL/IZ/SI) Records Program:

From the menu option screen #1 will be displayed
Screen #1

7/30/2000	YOUR COMPANY NAME IS HERE	MRX032D1
CURTS1	DELETE MASTER ITEMS	CDANIEL

This program enables you to delete any master item records that have been incorrectly created or are no longer applicable.

All open order entry orders, customer backorders, open P/O's, open inventory count batches and open future price batches for the item must be cleared. All inventory balances must be set to zero.

In addition to the master item record, all associated data base records will be deleted. This includes: loc item, zone/bn, supplier item, alternate item, cross reference, selling quantity break, purchasing quantity break, contract pricing, promotional pricing, extended description and kit components. If the item is a kit master, the entire kit will be deleted. Transactional files such as order entry history, P/O receipt history, demand history, inventory adjustments and serial number history are not affected.

PRESS F23 TO CONFIRM REQUEST TO DELETE THIS RECORD

*Item _____

F3=Exit F10=Field inquiry F20=Order inquiry F21=P/O inquiry

A. DATA ENTRY:

1. ITEM – Enter the item to be deleted

B. PROCESSING:

1. Press ENTER to proceed to record
2. Press F23 to confirm
3. Press F3 to exit



4. Press F10 for field inquiry
5. Press F20 for order inquiry
6. Press F21 for purchase order inquiry

C. ADDITIONAL INFORMATION:

1. None



Delete an Item (IL/IZ/SI)

Pre-requisites:

1. Items must be entered

Security Risk and Suggested User Access:

1. Access to the delete an item (IL/IZ/SI) records function should be limited to personnel who have authority to maintain item records.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Delete an item (IL/IZ/SI) records is a utility that will delete records from the item location, zone/bin, and supplier item records for this item.

Using the Delete an Item (IL/IZ/SI) Records Program:

From the menu option screen #1 will be displayed
Screen #1

7/30/2000	YOUR COMPANY NAME IS HERE	MRX045D1
CURTS1	DELETE LOCATION ITEMS	CDANIEL

This program enables you to delete any location item records that have been incorrectly created or are no longer applicable.

All open order entry orders, customer backorders, open P/O's, open inventory count batches and open future price batches for the item must be cleared. All inventory balances must be set to zero.

In addition to the location item record, all associated data base records will be deleted. This includes: zone/bn, supplier item, selling quantity break, & purchasing quantity break. Transactional files such as order entry history, P/O receipt history, demand history, inventory adjustments and serial number history are not affected.

PRESS F23 TO CONFIRM REQUEST TO DELETE THIS RECORD

*Loc	*Item
1	

F3=Exit F10=Field inquiry F20=Order inquiry F21=P/O inquiry

A. DATA ENTRY:

1. Enter the location from which the item is to be deleted
2. ITEM – Enter the item to be deleted

B. PROCESSING:

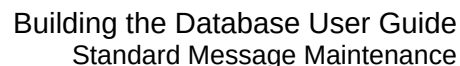
1. Press ENTER to proceed to record



2. Press F23 to confirm
3. Press F3 to exit
4. Press F10 for field inquiry
5. Press F20 for order inquiry
6. Press F21 for purchase order inquiry

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Using the Standard Message Maintenance Program:

```

7/30/2000                                YOUR COMPANY NAME IS HERE                                MRR206D0
CURTS1                                  PRE-DEFINED MESSAGE MAINTENANCE                                CDANIEL

Message ID  _____

F3=Exit    F11=File inquiry

```

- DMS Systems Corp.
October 13, 2003
Version 1.0



2. Press F3 to exit
3. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

Screen #2

[illegible]

A. DATA ENTRY:

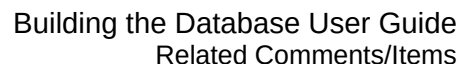
1. DESCRIPTION – Enter a description for the message
2. TEXT – Enter the message

B. PROCESSING:

1. Press ENTER to record
2. Press F3 to exit
3. Press F12 to return to previous screen
4. Press F23 to delete

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Using the Related Comments/Items Program:

```

7/30/2000                                YOUR COMPANY NAME IS HERE                                MRR151D0
CURTS1                                    ITEM RELATED COMMENTS/ITEMS                                CDANIEL

*Item.....

F3=Exit   F10=Field inquiry   F11=File inquiry

```

- DMS Systems Corp.
October 13, 2003
Version 1.0



2. Press F3 to exit
3. Press F10 for field inquiry
3. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/30/2000	YOUR COMPANY NAME IS HERE	MRR151D1
CURTS1	ITEM RELATED COMMENTS/ITEMS	CDANIEL
ACD I-2000 INTERIOR KIT		
Display window ONLY if available onhand exceeds order quantity (Y/N) <u>N</u>		
F3=Exit F12=Previous		

A. DATA ENTRY:

1. DISPLAY IF OH GREATER THAN ORDER – Enter “Y” to display comments only if order quantity can be filled

B. PROCESSING:

1. Press ENTER to record and proceed to screen #3
2. Press F3 to exit
3. Press F12 to return to previous screen

C. ADDITIONAL INFORMATION:

1. None



Screen #3

7/30/2000		YOUR COMPANY NAME IS HERE		MRR151C2	
CURTS1		ITEM RELATED COMMENTS/ITEMS		CDANIEL	
ACD I-2000				Action(?)	
INTERIOR KIT				X=Delete	
Display window ONLY if available onhand exceeds order quantity (Y/N) N					

?	Qty	*TC	Mfg	*Item or comment	Description	Seq#	Flag
-	1	10	HAS	139	PISTON RINGS	1	N
-				DEMO FOR DAVE		2	N
-				CALL KIM ON COLOR		3	N

Qty	*TC	*Item or comment	Seq#	Check customer flag
			4	Y/N _

F3=Exit F5=Refresh F6=Copy F10=Field inquiry F12=Previous F17=Resequence

A. DATA ENTRY:

1. QTY – Enter quantity of items to roll into order if item is selected. Not required for comment lines.
2. TC – Enter the transaction code to be used during order entry if item is selected. Not required for comment lines.
3. ITEM OR COMMENT – Enter a related item number or comment to be displayed
4. SEQ# - Enter sequence number in which to display line
5. CHECK CUSTOMER FLAG – Specify whether or not to check the related items flag in the customer master record.

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F5 to refresh screen with changes entered
4. Press F6 to copy to other items (see next screen)
5. Press F10 for field inquiry
6. Press F12 to return to previous screen
7. Press F17 to resequence lines

C. ADDITIONAL INFORMATION:

1. None



Screen #4

7/30/2000	YOUR COMPANY NAME IS HERE		MRR151C5			
CURTS1	ITEM RELATED COMMENTS/ITEMS		CDANIEL			
ACD I-2000						
INTERIOR KIT						
Display window ONLY if available onhand exceeds order quantity (Y/N) N						
Qty	*TC	Mfg	*Item or comment	Description	Seq#	Flag
1	10	HAS	139	PISTON RINGS	1	N
2	10		DEMO FOR DAVE		2	N
	10		CALL KIM ON COLOR		3	N
Copy above data to items which match ALL non-blank parameters indicated below:						
Action when entry already found: A=Add to R=Replace I=Ignore _						
*Mfr... _____						
*Sales analysis _____						
*Future pricing _____						
*Cust profile.. _____						
*Commodity srch _____						
* Core _____						
F3=Exit F9=Update F10=Field inquiry F12=Previous _____						

A. DATA ENTRY:

1. ACTION – Enter “A” to add to, “R” to replace, or “I” to ignore selected items.
2. GROUP CODE – Enter the group code for items to which this is to be copied.

B. PROCESSING:

1. Press ENTER to record entries
2. Press F3 to exit
3. Press F9 to update selected items
4. Press F10 for field inquiry
6. Press F12 to return to previous screen

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

- ### Security Risk and Suggested User Access:

- ### Functional Definition:

Using the Customer Vehicle Maintenance Program:

```

7/30/2000                                YOUR COMPANY NAME IS HERE                                MRR194D0
CURTS1                                   CUSTOMER VEHICLE MAINTENANCE                                CDANIEL

*Customer.... CJONES
Vehicle..... BUR-94-SUR

Clear data.. Y


F3=Exit   F10=Field inquiry   F11=File inquiry

```

A. DATA ENTRY:

1. CUSTOMER – Enter customer for whom the vehicle is being maintained
2. VEHICLE – Enter the vehicle ID
3. CLEAR – Enter “Y” to have record cleared between entries for multiple vehicle entry.

B. PROCESSING:



1. Press ENTER to access screen # 2
2. Press F3 to exit
3. Press F10 for field inquiry
3. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/30/2000	Mode: Change	YOUR COMPANY NAME IS HERE		MRR194D1
CURTS1		CUSTOMER VEHICLE MAINTENANCE		CDANIEL
CJONES		Telephone.. 919-952-2589		
CARL JONES		Fax number. 919-952-2555		
1725 OAK STREED		Contact.... CARL JONES		
		Telephone.. 919-952-9988		
RALEIGH	NC	27889		
Vehicle ID... BUR-94-SUR		Creation.. 10/28/2000		
# License#....	NC	HEB-243	Engine....	5.7 LITER
# VIN code....	24684DS332C1FA64		Trans....	AUTOMATIC
Make.....	CHEVROLET		Color....	WHITE
Model.....	SUBURBAN		Serial#...	12A4D3A45DFD2
Year.....	1993		In service	6/15/93
Miles per yr	20000		Maint/mth.	.00
"#" Identifies a searchable parameter in other work order related functions				
F3=Exit F12=Previous F23=Delete				

A. DATA ENTRY:

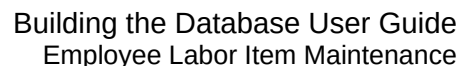
1. VEHICLE DATA – Enter appropriate data to describe customer's vehicle

B. PROCESSING:

1. Press ENTER to record
2. Press F3 to exit
3. Press F12 to return to previous screen
4. Press F23 to delete record

C. ADDITIONAL INFORMATION:

1. None



Pre-requisites:

1. Employee must be entered

Security Risk and Suggested User Access:

1. Access to the employee labor item maintenance should be limited to personnel who have authority to item records and employee cost information.
2. Inquiry and listing access should be granted, as required, to the appropriate system operators.

Functional Definition:

Employee labor item maintenance provides for entry of labor items that may be entered during work order entry. These items contain rates and times to complete specific jobs such as replacing brake pads.

Using the Employee Labor Item Maintenance Program:

From the menu option screen #1 will be displayed
Screen #1

```

7/30/2000                                YOUR COMPANY NAME IS HERE                                MRR196D0
CURTS1                                   LABOR ITEM MAINTENANCE                                CDANIEL

*Employee..... AL_____
Job/service... FDB1_____

F3=Exit   F10=Field inquiry   F11=Field inquiry

```

A. DATA ENTRY:

1. **EMPLOYEE** – Enter employee for whom the labor item is being maintained
2. **JOB / SERVICE** – Enter the labor item number for the service being maintained

B. PROCESSING:

1. Press F3 to exit



2. Press F10 for field inquiry
3. Press F11 for file inquiry

C. ADDITIONAL INFORMATION:

1. None

Screen #2

7/30/2000	Mode: Change	YOUR COMPANY NAME IS HERE	MRR196D1
CURTS1		LABOR ITEM MAINTENANCE	CDANIEL
Employee.....	AL	AL KILLEBREW	
Job/service...	FDB1		
Description.....	R&R FRONT DISC BRAKE Creation.. 11/05/2000		
Rate per unit.....	45.00 per HR.		
Cost per unit.....	20.00		
Units required.....	.900		
Tax code (Y/N/A/B/C/D/)... Y			
Reschedule this service in	36 months		
Reschedule this service in	45000 miles		
F3=Exit F12=Previous F23=Delete			

A. DATA ENTRY:

1. DESCRIPTION – Enter a description for the service being performed
2. CREATION – Enter the creation date for this record
3. RATE PER UNIT – Enter the amount being charged to the customer for each unit.
4. COST PER UNIT – Enter the cost used for each unit.
5. UNITS REQUIRED – Enter the number of units required to complete the job.
6. TAX CODE – Enter a code to specify how this service is taxed
7. RESCHEDULE MONTHS – Enter the number of months until this job should be re-accomplished
8. RESCHEDULE MILES - Enter the number of miles until this job should be re-accomplished

B. PROCESSING:

1. Press ENTER to record
2. Press F3 to exit
3. Press F12 to return to previous screen
4. Press F23 to delete record

C. ADDITIONAL INFORMATION:

1. None