

JEDRON MANUAL - INTRODUCTION

This manual is designed to provide you with an overview of the menus and files required to run the Jedron software package.

This manual, in conjunction with the 'Jedbase Run Time Manual' constitutes full system documentation.

All documentation included in this manual is also available 'on line'. Refer to the Jedbase Run Time Manual for details of how on line help documentation is accessed.

A Table of Contents is provided, in the order in which the manual is printed. Individual sections of the manual may also be printed as required.

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GENERAL OVERVIEW

The Jedron software package is broken down into several different modules. The following is a description of the modules available and documentation available pertaining to each module:

CONTROL FILES/
INTERFACE FILES

These are files which must be established before attempting to use any module. These files contain parameters indicating how you wish your system to run (e.g., which modules are being used whether or not you wish to use various audit trails, history files, etc., etc.).

Once established, it is not usually necessary to access these files again, unless you wish to change some of the parameters, set up additional companies, etc.

See also: Control Files Section
Interface Files Section

ORDER ENTRY/INVOICING

This module allows you to generate orders and invoices. It is automatically linked to the A/R module, G/L module, Inventory Control Module, Sales Analysis Module and Inquiries module.

See also: Overview of Order Entry/Invoicing
A/R Files Section
Inventory Files Section
Order Entry/Invoicing Section
Sales Analysis Section
Inquiries Section

ACCOUNTS RECEIVABLE

This module allows you to perform day to day accounts receivable functions such as applying payments, printing aged listings, etc.

See also: Overview of Accounts Receivable
A/R Files Section
A/R Programs Section

INVENTORY CONTROL

This module allows you to perform day to day inventory related functions, such as receiving stock, printing inventory reports, etc.

See also: Overview of Inventory Control
Inventory Files Section
Inventory Control Section

INQUIRIES

This module provides access to various inquiries and reports, from files which are automatically

updated as a result of Order Entry/Invoicing, Inventory Control and A/R modules.

See also: Overview of Inquiries
Inquiries Section

ACCOUNTS PAYABLE

This module allows you to perform day to day accounts payable functions, such as posting supplier invoices, issuing cheques, producing cash requirement reports, aged listings, etc.

This module is automatically linked to the G/L module.

See also: Overview of Accounts Payable
Accounts Payable Section

GENERAL LEDGER (G/L)

This module is automatically fed by the Invoicing module, Accounts Receivable module, Accounts Payable module and Payroll module. It can also, optionally, be fed by the Inventory Control and/or Purchase Order modules.

Direct access is also available and financial statements can be produced through this module.

See also: Overview of General Ledger
General Ledger Section
Financial Statements Section

PURCHASE ORDER

This module can be used, in place of or in conjunction with, the Inventory Control module for entering supplier purchase orders and receiving stock.

See also: Overview of Purchase Orders
Purchase Order Section

PAYROLL

This module can be used to process payroll cheques and to produce separation slips, T4 slips, etc. This module is linked to the G/L module.

See also: Overview of Payroll
Payroll Section

CYLINDER/EQUIPMENT CONTROL

This module is available to purchasers of the Weldpak/Medpak software only. It is used to track the whereabouts of controlled cylinders or medical equipment, track leases, run lease renewal billings, rental/demurrage billings, etc.

This module is automatically fed as a result of Inventory Control and Invoicing modules. Direct access is also allowed.

See also: Overview of Cylinder/Equipment Control
Weldpak Rental/Demurrage Overview
Medpak Rental Overview
Medpak Anniversary Date Rental Overview
Weldpak/Medpak Lease Overview
Delivery Overview
Cylinder/Equipment Files Section
Cylinder/Equipment Control Section

In order to use any of the modules of the Jedron software package, certain files must first be loaded (e.g., cannot use the A/R module without first having loaded customer records, etc.).

The files required are broken down as follows:

- | | |
|-------------------------------------|---|
| Control Files/
Interface Files | These files contain the parameters on how you wish to use your system. Once established, further maintenance of these files is generally not required unless you wish to change some of your parameters, add additional branches, etc. |
| A/R Files | These are customer related files and are used to add new customers, make changes to existing customer information, etc. |
| Inventory Files | These are inventory related files and are used to add new products, make changes to existing products, etc. |
| Special Pricing
Files | These are customer/product related files and are used to add special pricing, make changes to existing special pricing information, etc. |
| Cylinder/Medical
Equipment Files | These files are only required by Weldpak/Medpak users. These are used to maintain cylinder/medical equipment related information, such as:

standard or special rental/demurrage rates
standard or special delivery rates
standard or special lease rates |
| G/L Files | These are general ledger related files and are used to add new G/L accounts, make changes to the existing chart of accounts, maintain G/L divisions, etc. |
| A/P Files | These are accounts payable related files and are used to add new suppliers, make changes to existing supplier information, etc. |

See also: Each of the above is documented separately in detail.

OVERVIEW OF PERIODIC VERSUS PERPETUAL INVENTORY

The Jedron software package has been designed to run on a perpetual inventory basis. However, some of our users who are converting from manual systems are accustomed to working on a periodic rather than perpetual basis.

The following will attempt to clarify the differences between the two systems.

Periodic

Several general ledger accounts are required:

Opening Inventory	(opening balance, beginning of year)
Purchases	(all purchases throughout the year are posted to this account)
Closing Inventory	(closing balance, end of year, or whenever a count is taken)
Cost of Sales	(must be manually calculated on a periodic basis taking the opening inventory plus purchases minus closing inventory)
Inventory Adjust.	(manual entries required to this account to offset cost of sales entry and offset any year end entries)

Because the closing inventory and cost of sales cannot be determined until periodic physical inventory counts are taken, it is difficult to obtain interim financial statements which reflect realistic inventory balances and gross profits.

Perpetual

Only two general ledger accounts are required:

Inventory	(actual inventory balance at any given time)
Cost of Sales	(actual cost of sales at any given time)

Under this system, as supplier invoices are received, they are posted directly to the inventory account. As they are sold, the cost of the goods sold automatically relieves the inventory account, with an offsetting entry automatically posted to the cost of sales account.

Thus, once a physical count has been taken and an opening balance entry posted to the inventory account, all future purchases and sales will automatically increase or decrease the balance in the inventory account. All future sales will automatically affect the cost of sales by the cost amount of that particular sale.

Under this method, financial statements can be produced

at any time, tracking realistic inventory and gross profits.

NOTE: While only one inventory/cost of sale account is required, it is possible to have multiple accounts for different categories of product.

Example: You may wish to track equipment under one account, while tracking gases under a separate account.

Additionally, under a perpetual inventory system, any transactions affecting your on hand quantity are updated immediately. Receiving goods will immediately increase your on hand while sales will immediately decrease your on hand. Thus, inventory inquiries will always reflect CURRENT on hand levels.

It is also possible to track quantities available for shipment (available = current on hand minus any quantities already committed but not yet shipped).

Receiving of goods also updates costing of product in the master inventory file. This costing can be updated on either a 'standard' or 'average' costing basis. Whichever method is chosen determines how the inventory and cost of sales accounts in the general ledger are affected as a result of sales.

Standard A cost is assigned to each product. Under this method, it is assumed that your total on hand quantity is valued based on this cost. If this cost is changed, your total on hand quantity is valued based on the changed cost. Selling product will automatically affect the inventory and cost of sales accounts by this standard cost.

Average A cost is assigned to each product. Once established, any future receivings automatically recalculate an average cost per unit. This new average cost is automatically updated to the inventory file.

The average costing method handles costing fluctuations between one receiving and the next (e.g., purchasing at normal costs versus purchasing at promotional costing, fluctuations in exchange rates, etc.).

Selling of product affects the inventory and

cost of sales accounts by this average cost.

OVERVIEW OF INVENTORY CONTROL

See also: Order Entry/Invoicing Overview, for details of file setups required.

- 1) The inventory control system is designed to allow processing of inventory related transactions (receiving goods, transfer of goods between warehouses tracking goods through bonded warehouses, etc.).
- 2) The inventory control system is designed on a 'perpetual inventory' basis; thus, all transactions affect inventory immediately as soon as they are posted.

This means that inventory inquiries will always reflect CURRENT inventory levels. It is not necessary to run end of day or end of month procedures in order to have inventory levels adjusted.

Inventory inquiries on any product will always reflect the following information:

On Hand	Actual CURRENT on hand quantity.
On Order	Quantity currently on order which has not yet been received.
Committed	Quantity currently committed for open orders or back orders (sales orders) which have not yet been invoiced.
Available	Quantity available for shipment (on hand minus committed).
Back Order	Quantity for which back orders exist (this quantity is already included in the committed quantity but is shown separately in order to segregate back orders from new open orders).
In Transit	Quantity currently in transit from your supplier.

- 3) The inventory control system is designed to allow processing of 'current' and 'future' transactions. This means that processing for the following month may continue while month end procedures for the current month are being run.

If future month transactions are posted, inventory inquiries will take these future month transactions into account. However, month end inventory reports can be printed in such a way as to reflect the actual current month end inventory levels, without taking the future transactions into account.

- 4) Inventory transactions can be tracked simply from the time goods are actually received, or from the time goods are placed on order through the in transit stage to the final receiving.
- 5) In addition to updating inventory levels, the inventory system is also designed to update costing as goods are received. Costing methods which can be established include 'standard costing' and 'average costing'.

In multiple warehouse situations, costing can be maintained on an individual warehouse basis, or on an overall basis (main location only).

Cost factors can be maintained for each product, to incorporate things such as freight, duty & exchange.

Three different cost fields are maintained for each product:

Unit Cost	Recalculated average cost OR Standard Cost (cost factor taken into account).
Last Cost	Cost of goods on LAST receipt (excluding cost factor).
Buy Price	Supplier's quoted catalogue price (excluding cost factor).

- 6) Optional 'FIFO' (first in/first out) costing is also available. (this feature is NOT supported in the Weldpak/Medpak version).
 - 7) An on line inventory audit trail is available. This can be updated for all transactions, or only those transactions which affect the 'on hand' quantity.
 - 8) Serial number control is built into the inventory control system. Serial numbers for serialized products are required at the time of receiving, as well as at the time of sale.
 - 9) Weldpak/Medpak users - cylinder/equipment control files are updated as a result of inventory postings. Refer to cylinder control overview for more details.
 - 10) The general ledger can optionally be updated as a result of any inventory transactions.
 - 11) Several types of 'bill of materials explosion' are built into the inventory control system.
 - 12) An 'ongoing' physical inventory control system is incorporated into the inventory control system.
 - 13) Various standard reports/inquiries are available. These include:
 - Reorder reports (based on loading a reorder point quantity for each product).
 - Stock status (inventory valuation) reports.
 - Multi location inventory reports.
 - Inventory audit trail reports.
 - Slow moving inventory reports.
 - Excess inventory reports.
 - On line inventory inquiries.
 - On line kardex inquiries (inventory audit).
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OVERVIEW - FIFO COSTING

See also: Order Entry/Invoicing Overview for details of file set ups required.

Inventory Control Overview for details of costing methods maintained in the master inventory file.

Note: This feature is NOT supported for Weldpak/Medpak users.

The FIFO costing system is an optional feature. Its use is determined by a flag in your System Control Record.

A separate FIFO (first in/first out) costing file is updated as a result of inventory receivings, sales and adjustments.

FIFO costing reports are available against this file. As well, a program is available to rebuild 'average costs' as a result of the contents of this file.

OVERVIEW OF ORDER ENTRY/INVOICING

Files which must be set up in order to use the order entry/invoicing module are as follows. Note that files prefixed with an '*' indicate that these files contain General Ledger accounts, which are required by the Invoice Update procedure.

CONTROL FILES:	ADCOM	Master Company File
	* ADSMT	G/L Chart of Accounts File
	ADGLX	G/L Chart of Accounts Extra Data File
	ADCTLA	System Control Record
	ADCTL*	System Control Record (continued)
	ADCTLB	Additional Control Numbers
	* ADCTLG	G/L Interface by Company
	* INLCN	Inventory Locations File
	ADCTLW	Branch Control File (optional)
	* ADCTLH	G/L Interface by Branch (optional)
	ADCTLY	Sale Type File (optional)
	ADCTL#	Special Control Numbers (optional)
	* ADCTLX	Cash Sale Types (optional)
A/R FILES:	ARSMN	Salesman File
	* ADCTLP	P.S.T. File
	ADCTLT	Terms Code File
	ARCUS	Master Customer File
	ARCS1	Additional Customer Data File (optional)
	ADCMT0	Customer Comments File (optional)
	ADCTL@	Special Tax Codes File (optional)
	ADCTLM	Customer Messages File (optional)
	ARSHP	Ship To File (optional)
	WEMED	Medical Data file (MEDPAK users only!)
INVENTORY FILES:	* INP.C	Product Class File
	ADCTLF	G.S.T. Rate File
	INUOM	Unit of Measure Validation File
	ADCTLU	Unit of Measure Control File
	INVEN	Master Inventory File
	INVE1	Additional Inventory Data (optional)
	INQPR	Additional Inventory Pricing (optional)
	ADCMT2	Product Comments File (optional)
	INTAX	Product Tax Code Overrides (optional)
	INXRF	Item Number Cross Reference File (optional)
	INBMX	Bill of Materials File (optional)
	ADCTLR	Promotional Pricing File (optional)
	INBIN	Inventory Multiple Bin Locations (optional)
	INHAZ	Hazardous Products File (optional)
	INPRQ	Combined Quantity Pricing (optional)
	POPRI	Supplier Part Numbers (optional)
SPECIAL PRICING FILES:	INCON	Contract Price File (optional)
	INPRI	Special Price Codes & Commissions (optional)

	INDSC	Customer Discounts by Product Class (optional)
CYLINDER/EQUIPMENT FILES (WELDPAK/MEDPAK USERS ONLY):	WECYL	Cylinder/Equipment Master File
	INVENG	Gas/Equipment Product File
	WEDEL	Gas/Equipment Special Delivery Rates (optional)
	WEGPR	Special Rental/Demurrage Rates by Gas Group (optional)
	WEDEM	Special Rental/Demurrage Rates by individual Gas/Equipment Product (optional)
	ADCTL1	Special Lease Terms (optional)
	WEDRV	Driver/Counterman File

OVERVIEW:

- 1) The order entry/invoicing system has been designed to allow processing of orders in one of two ways:
 - a) Normal Order Entry cycle; where an order is keyed, an order document is produced, and shipment of the goods on the order is confirmed (invoiced) at a later time.
 - b) Direct Invoicing cycle; where an order is keyed and shipment of the goods is confirmed (invoiced) at the same time.
- 2) The order entry/invoicing system has been designed on a 'perpetual inventory' basis. Thus, all transactions affect your inventory immediately as soon as they are posted.

This means that inventory inquiries will always reflect CURRENT inventory levels. It is not necessary to run end of day, or end of month procedures in order to have inventory levels adjusted.

Inventory inquiries on any product will always reflect the following information:

On Hand	Actual CURRENT on hand quantity.
Committed	Actual quantity committed for open orders or back orders which have not yet been invoiced.
Available	Actual quantity available for shipment (on hand minus committed).
Back Order	Actual quantity for which back orders exist (this quantity is already included in the committed quantity, but is shown separately in order to segregate back orders from new open orders).

- 3) The order entry/invoicing system has been designed to allow for processing of current month and future month transactions. This allows processing for the following month to continue while month end procedures for the current month are being run.

If transactions are posted into future months, the inventory inquiries will

take these future month transactions into account. However, month end inventory reports can be printed in such a way as to reflect the actual current month end inventory levels, without taking these future transactions into account.

- 4) The order entry/invoicing system can be run on a 'standard' or 'average' costing basis, dependent on how your System Control Record has been set up. Additionally, if multiple warehouses are a factor, costing can be taken from the main location only, or costing can be done on an individual warehouse basis.

Standard Costing It is assumed that all on hand quantities are costed at the current unit cost.

Average Costing Each product's unit cost is actually an average cost. Each time product is received into stock, the unit cost is recalculated based on previous on hand quantities at previous unit cost, and quantity on current receiving at cost at which it was received.

Sales analysis (gross profit), general ledger (inventory) and month end inventory reports are affected by the costing method used.

- 5) Automatic exception reporting is built into the order entry/invoicing system (e.g., out of stock notifications, sales below desired gross profit level, etc.).

ORDER ENTRY CYCLE:

The Order Entry menu contains programs which allow you to process quotations, new orders or back orders.

Quotations: Allows you to produce priced quotations for customers, without affecting inventory levels in any way.

Quotations can be printed, changed, cancelled or orders can be created from quotations using an Order Duplication program. Committed inventory would be affected when the duplication program is run.

New Orders: New orders can be input into the system and appropriate order documents can be produced for these. Orders can also be changed or cancelled as required. Input of a new order affects committed but does not yet affect on hand (until such time as the order is actually invoiced).

Back Orders: Back orders are automatically created as a result of invoicing procedures (although flags can be set not to produce back orders for customers who do not accept them). These back orders can be printed, changed or cancelled if desired. Back orders affect committed and back ordered

but do not affect actual on hand until such time as they are invoiced.

Change Orders: This procedure allows orders or quotations to be changed or cancelled if desired. Inventory is affected appropriately, depending on the type of change made.

Order Duplication: This procedure allows an existing order or quotation to be duplicated for one or more customers. Inventory is affected appropriately, depending on the number of customers for whom the order was duplicated.

When this procedure is used, the originating document is kept on file under its original document number. New document numbers are assigned to the duplicates.

Print Order Sets: This procedure allows order documents to be printed in bulk.

Registers: These procedures are used to produce summary registers of the different types of documents. These include quotations (type Q), new open orders (type O) and back orders (type B).

Order Confirmation: Procedures exist on the order entry menu to confirm shipment of orders. Orders can be confirmed individually or in bulk. As the orders are confirmed, the committed & on hand inventory are affected (both are reduced by the quantity shipped).

These procedures can be used to confirm shipment of new open orders or back orders. If shipping back orders, the back ordered quantity is also reduced by the quantity shipped.

At the same time as confirming shipment, an actual invoice is produced. Once the invoice has been produced, the order is no longer accessible from the order entry menu, but can still be accessed from the Invoicing menu.

INVOICING CYCLE:

The Invoicing Menu contains programs which allow you to produce invoices, without having to go through the order entry cycle first. It also allows access to invoices which have been produced as a result of the order entry cycle.

Pre Billing: This procedure can be used in situations where the invoice document is to be produced before the goods are actually shipped. It checks available quantities and automatically back orders any quantity greater than the

current available quantity

- Post Billing: This procedure can be used for 'after the fact' billings, where goods have already been delivered. Because it is an 'after the fact' procedure, it does not check available quantities. It automatically assumes that the quantity ordered was actually shipped, even if this quantity is greater than the current available quantity.
- Sales Post No Invoice: This procedure can be used to post a sale, where no actual invoice document is required. It handles inventory in the same fashion as the Post Billing procedure.
- Credit Memos: Procedures exist to create credit memos against previously issued invoices. Credit memos can be input manually, or generated automatically from invoice history.
- Credits generated from history automatically assume that the goods have been returned to stock and will affect on hand inventory accordingly.
- For credits input manually, options exist to return goods to stock, or not return them to stock.
- Change Invoices/ Credits: This procedure allows access to existing invoices or credit memos, for change or cancellation purposes. This includes invoices created directly on the Invoicing menu, as well as those invoices created as a result of Order Confirmation procedures. Inventory levels are affected appropriately, dependent on the type of change made.
- Print Invoices/ Credits: These procedures are used to print existing invoices and/or credit memos in bulk, as well as re-printing invoices and/or credit memos from history.
- End of Day: End of Day procedures include printing appropriate registers for invoices (type I) and credit memos (type C), as well as updating invoices and credit memos which have been completed.
- Registers may be printed individually, or in bulk through the Streamed Daily Registers procedure.
- Updating: As completed invoices are updated, they are removed from the invoicing files & information is automatically transferred into various other files on the system. These include:
- Sales Analysis Files
 - Accounts Receivable and General Ledger Files
 - Invoice History Files

- Cylinder Summary, Detail & Lease Files (Weldpak/Medpak Users only).

Once invoices have been updated, they are no longer accessible for change; however credits may be issued against them if required and they may then be re-invoiced if necessary.

 OVERVIEW OF ACCOUNTS RECEIVABLE

Files which must be set up in order to the use the accounts receivable module are as follows. Note that files prefixed with an '*' indicate that these files contain General Ledger accounts which are required by various programs in the accounts receivable system.

CONTROL FILES	ADCOM	Master Company File
	* ADSMT	G/L Chart of Accounts File
	ADGLX	G/L Chart of Accounts Extra Data File
	ADCTLA	System Control Record
	ADCTL*	System Control Record (continued)
	ADCTLB	Additional Control Numbers
	* ADCTLG	G/L Interface by Company
	* INLCN	Inventory (Branch) Locations File
	* ADCTLH	G/L Interface by Branch (optional)
	ADCTL#	Special Control Numbers (optional)
A/R FILES	ARSMN	Salesman File
	ARCUS	Master Customer File
	ARCS1	Additional Customer Data File (optional)
	ADCTLM	Customer Messages File (optional)
	ADCTL!	Interest Charge Overrides File (optional)

OVERVIEW:

The A/R module is designed to be automatically updated as a result of invoicing procedures (refer to Overview of Order Entry/Invoicing). As invoices and credit memos are updated, transactions are automatically posted to the A/R sub ledger.

Additionally, day to day transactions (cheque postings, adjustments, etc.) can be posted directly to the A/R sub ledger in either 'batch' or 'on line' modes.

Features of the A/R system include:

- 1) Ability to track accounts receivable information under one central A/R customer number, while maintaining sales history by individual customer.
- 2) Automatic credit hold capabilities (as a result of invoicing). Additionally, facilities exist to allow manually putting customers on hold, releasing them from hold, releasing specific orders from credit hold and the ability to maintain credit manager comments which are accessible through various inquiries & reports.
- 3) On line A/R inquiry, in either invoice detail or summary format, aged using either 'days' or 'months' aging capabilities.
- 4) Automatic tracking of 'average # of days taken to pay' and 'last payment dates'.

- 5) Ability to match specific invoice numbers to specific customers in the A/R inquiry.
 - 6) Cheque posting program which can be controlled by either posting date or batch reference number.
 - 7) Automatic short/over payment exception notifications produced as a result of the cheque posting procedure.
 - 8) Ability to post cheques, cash, visa, etc., as well as ability to post miscellaneous, non A/R related deposits.
 - 9) Ability to produce optional bank deposit slip if desired.
 - 10) Programs are available to apply mismatched entries, in one of two ways:
 - a) by amount (match misapplied debits and credits of equal amounts).
 - b) by date (match misapplied credits against oldest debits, until total amount of credit is applied).
 - 11) Ability to post A/R entries in one of three ways:
 - a) on line - affecting both sub ledger and general ledger immediately.
 - b) batch - affecting both sub ledger and general ledger. Entries are posted in batches & batch registers are printed/verified before batch is updated. Unbalanced batches are NOT updated.
 - c) on line - affecting sub ledger only, immediately.
 - 12) Ability to produce aged A/R trial balances, in either invoice detail or summary format:
 - a) sorted by customer.
 - b) sorted by salesman/customer.
 - c) sorted by customer class/customer.
 - d) sorted by delivery route.
 - e) sorted by address or postal code.
 - 13) Ability to produce aged A/R trial balances, for collection purposes (e.g. only produce report for customers with balances over 60 days, 90 days, etc.).
 - 14) Ability to maintain standard service charge rates for different aging categories (30, 60, 90 days) as well as ability to maintain overriding service charge RATES or AMOUNTS for specific customers.
 - 15) Ability to produce Collection Agency Reports (e.g. Creditel).
 - 16) Ability to maintain A/R Open Item (invoice) history, if desired. As fully paid invoices are purged from the outstanding A/R files, they can be transferred to A/R Open Item History files, from which A/R inquiries and reports can be produced.
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OVERVIEW OF SALES ANALYSIS

See also: Order Entry/Invoicing Overview for details of file set ups required.

ADDITIONAL FILE: SABUD Budgets by Salesman/Product Class (optional)

OVERVIEW:

Sales analysis files are automatically updated as a result of invoicing procedures. As invoices and credit memos are updated, sales analysis information is automatically updated to the following files. Any or all of these files can be updated, dependent on flags in your System Control Record.

ARSL1 - ARSL9 Customer sales analysis files which track sales dollars, sales quantities and cost dollars, for the last 15 individual months, as well as Current YTD and Last YTD summaries.

The structure of each file varies, depending on the type of sales analysis desired.

Example:

ARSL1 Automatically maintained by Company/Salesman/
Customer/Product Class/Sub Class/Optional Product
Number

ARSL3 Automatically maintained by Company/Salesman/
Product Class

INSL1 An inventory sales analysis file, automatically maintained
by Company/Product Number/Warehouse Code/Fiscal Year.

This file tracks sales quantity, sales dollars and cost
dollars for each individual period of the fiscal year.

OEBKG An order bookings file, automatically maintained by
Company/Product/Warehouse Code/Salesman/Fiscal Year.

This file tracks booked quantity and booked dollars for
each individual period of the fiscal year.

SACUS A customer sales analysis file, automatically maintained
by Company/Warehouse Code/Customer/Fiscal Year.

This file tracks sales quantities, sales dollars and cost
dollars for each individual period of the fiscal year.

ARINV/ARLIN Detail invoice history files which track each individual

line of each individual invoice or credit memo produced.

Sales analysis reports can be produced against these files, sorted in a number of different ways. However, due to the level of detail maintained in these files and dependent on the number of months of detail being maintained, reports produced from these files can be quite time consuming and lengthy.

ARCUS The master customer file automatically maintains SUMMARY MTD and YTD sales dollars and gross profit dollars for each customer.

ARCS1 The additional customer data file automatically maintains SUMMARY Last Year Total Sales Dollars, Two Years Ago Total Sales Dollars and Three Years Ago Total Sales Dollars for each customer.

INVEN The master inventory file automatically maintains SUMMARY MTD and YTD sales quantity, sales dollars and cost dollars for each product.

NOTE: In multiple warehouse situations, this file is only updated by sales of product from the MAIN warehouse.

INLOC The multi location file automatically maintains SUMMARY information, in the same fashion as the master inventory file, for sales of product from NON-MAIN warehouses only.

Various sales analysis inquiry and report programs are available against the files mentioned above.

OVERVIEW OF ACCOUNTS PAYABLE

Files which must be set up in order to use the Accounts Payable Module are as follows: Note that files prefixed with an '*' indicate that these files contain General Ledger accounts which are required:

CONTROL FILES:	ADCOM	Master Company File
	ADCTLA	System Control Record (A/P parameters, G/L parameters & possibly PO parameters)
	ADCTL*	System Control Record (continued)
	ADCTLB	Additional Control Numbers
G/L FILES:	* ADSMT	General Ledger Chart of Accounts
	* ADGLX	G/L Extra Data File
A/P FILES:	* ADCTLC	Currency Conversion File
	* ADSMT	Vendor Master File

OVERVIEW:

- 1) The accounts payable system is designed to allow posting of accounts payable transactions, with automatic updates to the A/P sub ledger, the general ledger and, optionally, other sub ledgers.
- 2) The accounts payable system may be optionally linked to the Purchase Order system.
- 3) A variety of currencies and currency exchange factors are accommodated.
- 4) A variety of supplier types are accommodated, to allow processing of cheque runs, etc., for specific types of suppliers only if desired.
- 5) Optional A/P transaction history files may be maintained. These are used to allow reprinting of reports from history and to prevent posting of duplicate invoices. These include:
 - Detail and Summary Cheque History
 - Detail and Summary Invoice History
- 6) Optional A/P open item history may be maintained. As fully paid invoices are purged from the outstanding A/P files; they may be transferred to the Open Item History Files. This allows A/P inquiries & reports to be produced from history if desired.
- 7) Ability to produce supplier debit memos if desired.
- 8) Ability to assign default G/L accounts to individual vendors, to eliminate guesswork during invoice postings.
- 9) Automatic calculation of GST during invoice posting if desired.

- 10) Monthly GST Credit Report is available to assist in the GST remittance process.
 - 11) Automatic invoice or cheque cancellation procedures, with automatic reversing entries posted to both A/P sub ledger and the general ledger.
 - 12) Ability to maintain supplier comments, which are accessible during various inquiries.
 - 13) Ability to put invoices on hold, thus eliminating possibility of inadvertently issuing cheques for disputed invoices.
 - 14) Ability to post employee advances and prepaid expenses.
 - 15) Various inquiries and report programs are available. These include:
 - Vendor Ranked Purchases Report.
 - A/P Open Item Inquiry (from current outstanding files or open item history files).
 - A/P Aged Trial Balance Report.
 - Various Cheque Reports (outstanding cheques, cleared cheques, cheque audit reports, etc.).
-

 OVERVIEW OF GENERAL LEDGER SYSTEM

Files which must be set up in order to use the General Ledger Module are as follows. Note that files prefixed with an '*' indicate that these files contain General Ledger accounts which are required:

CONTROL FILES:	ADCOM	Master Company File
	ADCTLA	System Control Record (G/L parameters)
	ADCTL*	System Control Record (continued)
	ADCTLB	Additional Control Numbers
	* INLCN	Inventory Locations (Branches)
G/L FILES:	* ADSMT	General Ledger Chart of Accounts
	* ADGLX	G/L Extra Data File
	ADCTLK	Division Master File (optional)
	ADSTE	Standard Journal Entries File (optional)
	ADDIS	Standard G/L Monthly Distributions (optional)
	ADMSTA	Additional Sub Ledger Control Accts (optional)
FINANCIAL STATE-	ADBUD	Budgets/Forecasts File - Dollars (optional)
MENTS FILES:	ADBUU	Budgets/Forecasts File - Units (optional)

OVERVIEW:

- 1) Ability to maintain a divisionalized chart of general ledger accounts if desired (specific digits of the G/L account number can be reserved for a division code).
- 2) Ability to restrict specific general ledger accounts to specific branches if desired.
- 3) Ability to maintain a chart of accounts under a 'master' company and copy a chart of accounts between divisions, or between companies.
- 4) Ability to maintain additional sub ledgers (in addition to normal A/R and A/P sub ledgers) if desired. These could be used for purposes of tracking accrued purchases, deferred revenue, etc.
- 5) The general ledger is automatically fed by A/R and A/P modules. Direct G/L entries are also possible in two methods:
 - a) Batch Mode

Entries posted into a temporary batch file, from which batch registers are produced prior to updating entries to the general ledger. Unbalanced batches are highlighted and are not updated.
 - b) On Line Mode

Entries posted directly into the general ledger.

Regardless of which method is used, any or all sub ledgers may be affected by entries made.

- 6) An 'auto reversing entries' feature is available during On Line Journal Entries. This can be useful for reversing year end entries, or reversing month end entries made for financial statement purposes.
 - 7) G/L trial balances may be produced at any time desired, in one of three ways:

Normal	Showing current month and To Date activity.
Spread Format	Showing beginning of year opening balance, activity for each individual month, year end closing entries and year end closing balance.
Work Sheet Format	Showing current month, last month, current year average period, last year average period, current year to date and last year to date activity.
 - 8) G/L detail may be maintained on line for as long as desired (limited only by physical disk restrictions).
 - 9) Ability to set up and run standard recurring G/L entries, or standard monthly G/L percentage distributions.
 - 10) Financial Statements may be produced for up to three fiscal years (current year, last year and one year previous to last year).
 - 11) Up to 37 different column types may be specified for financial statements (actual versus budgets versus forecasts - current month, current year, current quarter, previous quarter, etc.).
 - 12) Financial statements may be produced for individual divisions or individual companies. Consolidated financial statements may also be produced.
-

OVERVIEW OF FINANCIAL STATEMENTS

The financial statement module is fed as a result of entries to the general ledger.

Features of this module include:

- 1) Ability to track financial reporting for up to three years (current, previous and/or one year prior to previous).
 - 2) Up to 38 different column types (maximum of 13 for any one statement) are allowed. These include actuals, budgets, forecasts, variances, quarter comparisions, etc.
 - 3) Ability to create divisionalized financial statements if required.
 - 4) Ability to print interim financial statements if desired (not necessary that G/L month end be completed).
 - 5) Ability to reproduce financial statements for previous periods if desired.
 - 6) Ability to track financial reporting in dollars and/or units if desired.
-

OVERVIEW OF INQUIRIES & ORDER REPORTS

Various inquiry and open order report programs are available throughout the Jedron system. These are automatically fed by the following modules:

- Order Entry/Invoicing
- Inventory Control
- Accounts Receivable
- Sales Analysis
- Cylinder/Equipment Control (Weldpak/Medpak Only)

These include:

- 1) On line customer A/R inquiries.
- 2) On Line inventory inquiries.
- 3) On line inventory audit trail inquiries.
- 4) On line open order or invoice history inquiries:
 - a) by customer
 - b) by order number
 - c) by product number
 - d) by customer P.O. number
 - e) by customer/product
- 5) On line summary sales analysis inquiries.
- 6) On line pricing inquiries:
 - a) by customer/product
 - b) by customer/special pricing only
- 7) On line M.S.D.S. inquiries by customer.
- 8) Open Order or Back Order Reports:
 - a) by Customer
 - b) by Salesman
 - c) by Product
 - d) by Due Date
 - e) by Product/Due Date
- 9) Commission Reports:
 - a) from invoice history
 - b) from open orders
- 10) Inquiries/reports for:

- a) orders/invoices flagged as 'NOT READY TO PRINT'
- b) invoices which have been printed but are not yet updated

11) Cylinder/Equipment Inquiries (Weldpak/Medpak only):

- a) Cylinder/Equipment Summary by Customer
- b) Cylinder/Equipment Detail by Customer
 - sorted by invoice number or sorted by transaction date
- c) Cylinder/Equipment Lease Inquiries by Customer
- d) Cylinder/Equipment Audit Inquiries by customer
 - sorted by invoice number or sorted by transaction date

OPEN ORDERS: Any order which has not yet gone through the complete order entry/invoicing cycle. This includes new orders, back orders and invoices which have not yet been updated.

INVOICE HISTORY: Any order which has gone through the complete cycle (including the invoice update).

 OVERVIEW OF PURCHASE ORDER SYSTEM

Files which must be set up in order to use the purchase order module are as follows. Note that files prefixed with an '*' indicate that these files contain General Ledger accounts, which are required by the purchase order module.

CONTROL FILES:	ADCOM	Master Company File
	* ADSMT	G/L Chart of Accounts File
	ADGLX	G/L Chart of Accounts Extra Data File
	ADCTLA	System Control Record
	ADCTL*	System Control Record (continued)
	ADCTLB	Additional Control Numbers
	* INLCN	Inventory Locations File
INVENTORY FILES:	INVEN	Master Inventory File
P.O. FILES:	* ADSMT	Supplier Master File
	ADCMT	Supplier Comments (Optional)
	POPRI	Supplier Part #/Price File (Optional)
	POINV	PO Inventory Extra Data File (Optional)
	* ADCTLp	PO Product Class Extra Data File
	PODES	PO Standard Comments (Optional)

OVERVIEW:

- 1) The P.O. system can be integrated to the general ledger, or can be run in a non-integrated fashion.

If integrated, G/L entries are automatically posted when received orders are updated. If non-integrated, G/L entries would not be made until the supplier invoice has been received and posted through the accounts payable module.

- 3) Three different types of P.O. documents can be produced (actual Purchase Order, Buyer's Copy and Receiving Copy). Any/all of these formats can be printed, depending on your requirements.

- 4) The P.O. system allows for:

Suggested P.O.'s	Building a P.O. for a supplier over a period of time, adding to it as required.
------------------	---

Blanket P.O.'s	Creating an order for a fixed quantity, to be supplied over a period of time.
----------------	---

Actual P.O.'s	P.O.'s may be manually keyed, or created from previously input suggested or blanket P.O.'s.
---------------	---

Receiving Goods	From previously input P.O.'s, or receiving goods for which no P.O. was originally input.
-----------------	--

- 5) Changes/cancellations to P.O.'s are allowed at all stages, until such time as a P.O. has been updated.
 - 6) From the time an actual P.O. is created, until the time it is received, inventory files are affected immediately.

Actual P.O.	Will not affect your 'on hand' quantity, but will affect 'on order' quantity. Thus, inventory inquiries will reflect the fact that orders have been placed.
Received P.O.	Will increase the 'on hand' and decrease the 'on order' quantities.
Blanket/Suggest	No effect on inventory unless and until actual P.O.'s are created.
 - 7) Serial number controlled products are handled at the receiving stage.
 - 8) Multiple currency codes are handled.
 - 9) Standard comments may be loaded and accessed on any P.O., for automatic inclusion when the P.O. documents are printed.
 - 10) Various inquiries and reports are available. These include:
 - a) Inventory Inquiry
 - b) P.O. Detail Reports or Inquiries, sorted by:
 - Supplier/P.O. #/Line #
 - Product #/Due Date
 - Document #/Line #
 - c) Summary Valuation Inquiry by Supplier
 - d) Buyer's Reports, sorted by:
 - Item
 - Supplier
 - e) Summary registers for different types of P.O. documents (blanket, suggested, P.O., Received P.O.).
 - f) Detail registers for received P.O.'s.
-

OVERVIEW OF PAYROLL

Files which must be set up in order to use the Payroll module are as follows. Note that files prefixed with an '*' indicate that these files contain General Ledger Accounts, which are required by the Payroll Update and Payroll Cheque Reversal procedures.

CONTROL FILES:	ADCTLA	System Control Record
	PRNUM	Company Information
	* PRGLI	Payroll G/L Interface
	* PRDEP	Payroll Department File
	PRUNI	Payroll Union File (optional)
	PREMP	Employee Master File
	PRTAX	Tax Table File
	PRTAXQ	Quebec Tax Table File
	PRPTX	Provincial Tax Parameters

Note that PRTAX, PRTAXQ and PRPTX are updated as new tax tables become available.

OVERVIEW:

- 1) Multiple departments are accommodated. Each employee is assigned to the appropriate department. Separate G/L accounts for wages & benefits may be maintained by department if desired.
 - 2) Ability to terminate employees part way through a calendar year. This prevents employees from being processed on future payroll runs, while still maintaining year to date history until such time as T4's have been produced.
 - 3) Ability to print separation slips.
 - 4) Payroll cheques may be updated to a standalone payroll cheque reconciliation file, or may be updated to normal bank reconciliation files.
 - 5) Detailed earnings history is automatically updated for each employee, for each payroll run. This history file is maintained for the entire calendar year and is cleared out as part of payroll year end procedures.
 - 6) Ability to input details of manually issued cheques, if required.
 - 7) Ability to modify the T4 file after it has been automatically created and prior to printing actual T4's.
-

OVERVIEW OF CYLINDER CONTROL

See also: Order Entry/Invoicing Overview for details of file set ups required.

Additional Files:

WECYL	Cylinder Master File
INVENG	Gas Product File
WEDEL	Cylinder Special Delivery Rates (optional)
WESER	Cylinder Serial # Control (optional)
WELSE	Cylinder Lease File
WEGPR	Special Rental/Demurrage Rates by Gas Group
WEDEM	Special Rental/Demurrage Rates (or Special lease Rates) by Gas Product
ADCTL1	Standard Lease Rates for Special (Non-Annual) Terms
WEDRV	Driver/Counterman File

OVERVIEW:

- 1) The Cylinder Control system is designed to allow processing of cylinder related transactions, such as:
 - shipping full cylinders to customer sites
 - returning empty cylinders from customer sites
 - transferring of cylinders between warehouses or between customers
- 2) Cylinder transaction files (detail and summary) are automatically updated as a result of cylinder transactions, regardless of whether cylinder transactions are posted through cylinder control programs or through the order entry/invoicing and/or inventory control systems.
- 3) Cylinder leases are automatically tracked in a separate lease file. Mixed lease terms are allowed (annual versus non annual terms).
- 4) Optional lease revenue deferral is available. If used, automatic general ledger entries are posted, deferring the lease value over the term of the lease. A monthly Deferred Revenue Report is also available.
- 5) Automatic lease renewal billings and automatic rental/demurrage billings are done through the cylinder control system. Re rental/demurrage, cylinders can be billed under either method, with various options available in each method (daily versus monthly, flat rates, etc.).
- 6) Gas pricing on either a 'per cylinder' or 'per volume' basis is accomodated.
- 7) Multiple delivery zones are accomodated for cylinder transportation charges. Delivery rates may also be established on a 'per cylinder' or a 'per volume' basis. Delivery charges can be bypassed on orders processed as pick ups.

- 8) Grouping of several gases into one gas group is handled, to accommodate interchangeability of gases or cylinder sizes, for rental/demurrage/lease purposes.
 - 9) Special rental/demurrage rates for specific customers may be established by either gas group or by individual gas product.
 - 10) An optional 'In House Cylinder Inventory' file may be maintained, tracking summaries of full cylinders in house, empty cylinders in house, cylinders out at customer sites and empties out for refilling.
 - 11) Various cylinder related reports and inquiries are available. These include:
 - Cylinder Summaries by Customer.
 - Cylinder Detail by Customer (sorted by either invoice number or transaction date).
 - Cylinder Leases by Customer.
 - Cylinder Audits by Customer (sorted by either invoice number or transaction date).
 - Cylinder Audits by Product.
 - Hazardous Goods Sales by Customer.
 - Rental/Demurrage Lost Revenue Report.
-

FUNCTION KEYS - GENERAL

The following are standard function keys used throughout the entire system.

- [F1] Whenever a yes/no question is asked, you may use [F1] for yes.
- [F2] Whenever a yes/no question is asked, you may use [F2] for no.
- [F3] This key can always be used to back up to a previous field.
- [F4] This key is used to exit or end one section of a program at a time. When the final section is exited, this key will end the program entirely.
- [F5] During data entry, if keying over a field that had previous values, This key will append the rest of the field data past the cursor to data keyed up to the cursor. The only exception is for any calls to the Jedbase text editor (JRTEXT) where the [F5] key does the reverse. This text editor is used in mail, documenation, comments entry, etc.
- [F17] This key is supported on a limited number of terminals. It acts as a toggle switch, allowing insert mode during text entry.

In addition to the above standard function keys, the terminal status line(s) will display other function key options available.

As well, throughout the applications, the following single characters can be used for specific functions:

- [?] Virtually anywhere, keying the question mark on its own, will access any help that is available for the particular field currently being processed. Key this at any menu to determine other help options available from menus.
- [`] [CR] This allows access to Jedron's Electronic Mail/Filing System.
- [!] [CR] This allows access to Menu 00 of NEW Called Inquiries System.
- [!] [F1] This allows access to the OLD Called Inquiries Menu.
- [!] [Fx] If you key [F2] through [F16], selection x on NEW Called Inquiry
** Menu 01 is run automatically
- [`] [Fx] If you key [F1] through [F16], selection 17 thru 32 on New Called
** Menu 01 is run automatically

** If a record is found in ADCT1A then the Menu Entry with the alias found in 'FKEY 02 ALIAS' thru 'FKEY 32 ALIAS' is run instead.
- [\\] This allows user to print the current screen if the terminal read option is available. Note: On some terminals, if the screen contains

graphics, errors may occur if this is used.

[_] Allows access to Jedron's Calculator program.

[~] If terminal has multi screen capability, keying this displays other of two pages that Jedron makes use of.

[#] Allows direct access to the Jedbase Phone Number lookup capability. This program does lookup from the master customer, supplier, employee and name & address database files.
(Note: - this was changed from [@] on 93/03/22.)

[^] For super-super users when not at the MENU allows access to the screen-oriented program editor "JRED".

FILE MAINTENANCE - STANDARD OPTIONS

The following are standard options available while in file maintenance (for any file):

When file maintenance is first accessed, the following options are available:

- 1 - Add
- 2 - Change
- 3 - Delete
- 4 - Inquire
- 5 - List
- 6 - Quick File Maintenance
- F1 - to select fields
- F2 - Add/Change/Delete

Choosing any option from 1 through 6 allows you to perform that specific function only.

The F2 option allows you to automatically flip back & forth between the three modes indicated, without having to end one mode before choosing the next one. If you input a key (e.g. customer number) which does not already exist, you will be flipped into the add mode. If you input a key which does already exist, you will be flipped into the change mode, with an option to delete the record if desired.

The F1 to select fields option applies to option 1 or 2 (choose option followed by F1). This allows you to maintain specific fields only. The same thing can be accomplished by using option '6', which displays fields in a slightly different format.

The following is a list of function key features available while in file maintenance. Some of these features are EXPLICIT PROMPT features only (i.e., feature is only available when an explicit prompt regarding that feature is displayed in the highlighted box at the bottom of the screen). These EXPLICIT PROMPT features have been indicated with an *** beside them.

- | | |
|----------------------------|---|
| F1 to case translate (***) | This prompt allows you to translate the contents of the field you are in, from all UPPERCASE to a combination of UPPER & LOWER case. This feature does not work the other way around. |
| F9 to hex translate (***) | This prompt allows you to translate the contents of the field you are in, to its hexadecimal value (e.g., the hexadecimal value for the word NAME is 4E414D45). |
| F8 (or ?) for help | While in any field, pressing either of these keys will display help documentation for that particular field. |

F6 repeat last value (***)	When displayed, this prompt allows you to repeat the value for the field you are in, using the value of that field from the PREVIOUS record which was maintained.
F3 to back up	Used on its own, the F3 key allows you to back up one field at a time.
Field # followed by F3	Used in this fashion, you may move to a specific field number, either forward or backward.
F2 to search	This option allows you to position yourself to specific points within a file. This is useful in options such as change or inquiry. While in the key (e.g., at customer number or product number field), inputting any character or combination of characters followed by F2 will position you to the first record starting at that character or combination of characters. Used on its own, this option will bring up the first and subsequent records in the file.
? & field # for help (***)	When displayed, this option allows you to request help documentation for a specific field number.
? in bottom right corner of screen (***)	When first accessing a file, if there is general help documentation on that file (not relating to a specific field), this '?' will display. Simply press the '?' key to access this general help.
F5 for hard copy (***)	When displayed, this allows you to print a hard copy of exactly what you see on the screen.
F7 for hard copy (***)	Same as F5 for hard copy, except that this printout would highlight any changes which might have been made to the record.
F7 to copy a record (***)	This option is only available in the ADD mode, at the first field AFTER the key. This would allow you to copy the contents of an existing record into the record you are currently adding. (e.g., if in customer file, this prompt would display at the NAME field.)
F10 to search (***)	This option is available in certain fields, where values previously loaded into another file are required. It can be used to look up existing values in that file in the event that you cannot remember what they are. (e.g.

in the Master Customer File, this option would be available in the Salesman Number field).

Quick File Maintenance:

Two options are available, as mentioned earlier. The 'Key with F1 to select fields option' allows you to specify certain fields only; however, it will still display all fields within the file.

Option '6' allows you to specify certain fields only and will only display those fields specified.

Retrieval Rules within Quick File Maintenance:

If option '6' (quick file maintenance) is chosen, in addition to specifying the fields which are to be maintained, you will also be able to specify retrieval rules for the records which are to be maintained. This could be useful, for example, if you wish to do quick file maintenance on certain records only (e.g., bulk changes on postal codes, but only for those customers whose postal code begins with M1C, etc.).

To illustrate:

Assume the following file definition:

```
Field # 2 = Customer Number      (6 characters)
Field # 7 = Postal Code          (7 characters)
Field #10 = Telephone Number    (10 characters)
Field #34 = YTD Sales           (10 digits)
```

Assume Postal Codes are loaded in the format:

```
Field Position    1 2 3 4 5 6 7
Postal Code       M 1 C   2 T 1
```

The blank space in the fourth position of the field counts as a character.

```
Retrieval Rule:    F7(1,3)="M1C"
                   would only pick up those
                   customers whose postal code
                   begins with M1C.
```

```
F7(5,3)="2T1"
would only pick up those
customers whose postal code
ends with 2T1.
```

```
F7(4,1)<>" "
Would only pick up those
```

customers where the fourth character of the postal code is not a blank space.

F34<5000
Would only pick up those customers whose YTD sales are less than \$5,000.00.

The following arguments are allowed when specifying retrieval rules:

=	Equal To	<=	Less Than or Equal To
>	Greater Than	>=	Greater Than or Equal To
<	Less Than	<>	Not Equal To

AND/OR statements can also be used. Example:

F7(1,3)="M1C" AND F34<5000 would pick up all customers whose postal code begins with M1C AND whose YTD sales are less than \$5,000.00.

F7(1,3)="M1C" OR F7(1,3)="M2C" would pick up all customers whose postal code begins with either M1C OR M2C.

When specifying retrieval rules, fields whose contents could be either alpha or numeric must have their values enclosed in quotations. Fields which are considered numeric fields only do not have their values enclosed in quotations.

A syntax error message will display if the above rule is not followed. If this happens, simply specify your retrieval rules again with or without the quotation marks as appropriate.

List Option:

The list option is a report generation feature which allows you to design, create & optionally save your own reports. This feature is described in detail in the JEDBASE RUN TIME manual.

Throughout the system, menu selections have been identified as 'ESCAPE ALLOWED' or 'ESCAPE NOT ALLOWED'.

'ALLOWED'

Programs thus designated simply read files. They do not actually write to any files. Escaping will not damage anything.

-

If you encounter an error while running a program thus designated, simply make note of any messages displayed (i.e., Error Number, Line Number, Program Name) - then contact Jedron at your convenience to resolve the problem.

-

You may also escape out of these programs if you decide they were not required (e.g., if you start printing a report, then realize you have chosen the wrong one).

'NOT ALLOWED'

Programs thus designated manipulate information in one or more files. If an error is encountered while running one of these programs, contact Jedron immediately for assistance.

-

Simply escaping out of the program could result in unwanted consequences.

S049 WYSE60T5 Operator Name - JEDRON CONTROL FILES 14:04:48

- | | |
|---------------------------------------|---------------------------------------|
| 1. Jedron System Description Record. | 18. Journal Codes Maintenance..... |
| 2. Fax Overrides by Company/Branch.. | 19. Sub Ledger Codes Maintenance..... |
| 3. Maintain Country Codes..... | 20. Maintain Sale/Order Types..... |
| 4. Maintain State/Province Codes.... | 21. Maintain Sale Type Ord/Inv Com'ts |
| 5. State/Prov Data (PrePaid Freight) | |
| 6. Printer Selections by Terminal... | 22. Maintain Standard Order Prod List |
| 7. Printer Descriptions..... | 23. Document Print System.....S031 |
| | 24. Maintain Program Input Defaults.. |
| 8. Inventory Locations (Branches)... | 25. Prog. Input Defaults BY OPERATOR. |
| 9. Locations (Branches) File List... | 26. BLOCK Program Input Defaults F/M. |
| 10. Maintain Branch Control Record... | 27. Fix ADCTL= Program Parameter Desc |
| 11. Company File Maintenance..... | 28. Maintain Order Status Description |
| 12. Company File List..... | 29. Ship Via Input Table..... |
| 13. Parameter Orides by WH/Prod Class | 30. Shipping Rate Tables..... |
| 14. GL Interface Record by Branch.... | 31. Maintain Comments Control File... |
| 15. GL Interface by Branch List..... | 32. Purolator Customer No Control.... |
| 16. Vehicle Service Codes..... | 33. Maintain Application FM Control.. |
| 17. Inventory Posting Reason Codes... | 34. --> More Control Files.....S57 |

Menu Number 049 (JM049) JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM4900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This menu contains the control files where the parameters required to run your system are located.

Normally these files are accessed during initial set up of your set up & are then only accessed if you wish to change some of the parameters.

Refer to your user's manual (general section) for details of the following:

- a) standard options available while in file maintenance, for any file.
- b) standard function key usage throughout the system.

1	Jedron System Description Record.	N		907	D	JRJFM0	SY	1	3	01	
---	-----------------------------------	---	--	-----	---	--------	----	---	---	----	--

This file contains information regarding your system, such as installation date, type of operating system, number of printers, types of printers, etc. This file is loaded during initial installation. It is not necessary to access this file again unless you add new printers to the system.

2	Fax Overrides by Company/Branch..	N		J39	D	JRJFM0	SY	1	4		
3	Maintain Country Codes.....	N		J53	D	JRJFM0	SY	1	5		
4	Maintain State/Province Codes....	N		J55	D	JRJFM0	SY	1	6		
5	State/Prov Data (PrePaid Freight)	N		G10	D	JRJFM0	SY	1	7		
6	Printer Selections by Terminal...	N		908	D	JRJFM0	SY	1	8	02	

This file is only required if you wish to restrict specific terminals to one or more specific printers.

7	Printer Descriptions.....	N		909	D	JRJFM0	SY	1	9	03	
---	---------------------------	---	--	-----	---	--------	----	---	---	----	--

This file contains printer ID's and their descriptions. It is loaded during initial installation. You should not have to access this file again, unless you add new printers to your system.

8	Inventory Locations (Branches)...	N		152	D	JRJFM0	SY	1	11	06	
---	-----------------------------------	---	--	-----	---	--------	----	---	----	----	--

This file contains a code for each warehouse or A/R branch required. Each warehouse/branch is flagged as to whether or not it is the main location (main location will update the master inventory file, non main will

Menu Number 049 (JM049) JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM4900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

update a multi locations file), to which branch the A/R transactions for any particular warehouse are to be updated, a branch name and address, and some G/L accounts required for the Accounts Receivable system.

9	Locations (Branches) File List...		N				D	INLCN0	SY	1	12	07
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	----

This program will provide a printout of information loaded in the inventory locations file. It can be run any time desired.

10	Maintain Branch Control Record...		N	148			D	JRJFM0	SY	1	13	08
----	-----------------------------------	--	---	-----	--	--	---	--------	----	---	----	----

This file is only required if you have multiple branches, and then only if you wish to use a separate sequence of order/invoice numbers for each branch.

Special control numbers by branch can be loaded in the special control numbers file. Rather than specifying that you want control numbers by branch in ADCTLA, you load a record in ADCTL# for that specific control number. This allows you to keep branch specific numbers for only one branch. This also allows you to keep branch specific numbers for only certain control numbers.

Example 1: You have three branches - 01 02 03

You require branch 02 to have its own control numbers but branch 03 should have the same control numbers as the main branch 01

- leave field 'CONTROL # BY WH' in ADCTLA as a blank or 'N'
- set up branch 02 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID'	00	next order #
	01	next invoice #
	02	next cm #
	07	next qte/sh #

This will give branch 02 separate control numbers for orders, invoices, credit memos and quotes but branch 03 and 01 will default to company file for their control numbers.

Example 2: You have three branches - 01 02 03

You require all branches to have separate order numbers but not any other control numbers. That is company wide control numbers except for order number.

- leave field 'CONTROL # BY WH' in ADCTLA as a blank or 'N'
- set up branch 02 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID'	00	next order #
-------------------	----	--------------
- set up branch 03 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID'	00	next order #
-------------------	----	--------------
- set up branch 01 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID'	00	next order #
-------------------	----	--------------

Menu Number 049 (JM049) JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM4900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This will give all branches branch specific order numbers but company wide invoice numbers, credit memo numbers and quote numbers.

NOTE 1: Standard Order entry 'CNTRL SERIES ID' is 'OE'
 WELDPAK/MEDPAK order entry 'CNTRL SERIES ID' is 'WE'

NOTE 2: Order number's 'CNTRL NUMBER ID' is '00'
 Invoice number's 'CNTRL NUMBER ID' is '01'
 Credit memo number's 'CNTRL NUMBER ID' is '02'
 Quote/ship number's 'CNTRL NUMBER ID' is '07'

NOTE 3: In ADCTL# use the following values for the specified fields...

SERIES DESC	-	ORDER ENTRY SYTEM
NUMBER DESC	-	NEXT ORDER NUMBER
		NEXT INVOICE NUMBER ... etc
PREFIX and SUFFIX fields should be blank		
ZERO FILL YN	-	Y
TOTAL LENGTH	-	6
PREFIX LENGTH	-	0
SUFFIX LENGTH	-	0

11 Company File Maintenance.....	N	390	D	JRJFM0	SY	1	14	04
----------------------------------	---	-----	---	--------	----	---	----	----

This file is loaded during initial installation only. It contains static information regarding your company, such as starting order & invoice numbers, starting posting months, etc. These fields are then automatically updated through various programs on the system.

12 Company File List.....	N		D	ADCOM0	SY	1	15	05
---------------------------	---	--	---	--------	----	---	----	----

This program allows you to obtain a listing of static information regarding your company. It may be run any time desired.

13 Parameter Orides by WH/Prod Class	N	I36	D	JRJFM0	SY	1	16	
--------------------------------------	---	-----	---	--------	----	---	----	--

14 GL Interface Record by Branch....	N	125	D	JRJFM0	SY	1	17	09
--------------------------------------	---	-----	---	--------	----	---	----	----

This file is only required if you have more than one branch, and then only if you wish to update separate G/L accounts for each branch (example: FST, bank, freight, etc.). If all branches are to update the same G/L accounts, then it is only necessary to load a record in the G/L Interface By Company File.

15 GL Interface by Branch List.....	N		D	ADCTLH	SY	1	18	10
-------------------------------------	---	--	---	--------	----	---	----	----

Menu Number 049 (JM049) JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM4900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
<p>This program will provide a listing of information loaded in the G/L Interface by Branch File. It may be run any time desired.</p>												
16	Vehicle Service Codes.....		N		077	D	JRJFM0	SV	1	19	SV	
17	Inventory Posting Reason Codes...		N		I35	D	JRJFM0	IN	1	20		
18	Journal Codes Maintenance.....		N		394	D	JRJFM0	SY	41	3	11	
<p>This file contains standard journals codes used throughout the A/R, A/P and G/L systems. (e.g.: S = sales, s = cash sales, P = purchases, G = General Adjustments). These are pre-defined journal codes. Therefore, you should only need to access this file in order to obtain a listing of the journal codes used.</p>												
19	Sub Ledger Codes Maintenance.....		N		393	D	JRJFM0	SY	41	4	12	
<p>This file contains pre-defined sub ledger codes used throughout the system (eg: R = A/R sub ledger, P = A/P sub ledger, G = General Ledger). It should only be necessary to access this file in order to obtain a listing of the pre-defined sub ledger codes.</p>												
20	Maintain Sale/Order Types.....		N		831	D	JRJFM0	SY	41	5	13	
<p>If you wish to obtain summary sales analysis reports by type of sale, you may load sale type codes in this file. Examples of use might be for credit memos, where you may wish to identify what type of credit is being issued (i.e., defective goods, price adjustment, etc). If sale types are loaded, then you will be prompted to input the sale type code for each invoice/credit memo. If no sale types are desired, load a blank record in this file. Note: This feature is not used in Weldpak/Medpak.</p>												
21	Maintain Sale Type Ord/Inv Com'ts		N	NT	ADCTL	D	ADCMT1	SY	41	6		
22	Maintain Standard Order Prod List		N		204	D	JRJFM0	SY	41	8	14	
<p>If you use standard orders (e.g., repetitive orders of the same items for specific customers), you may load the details of the standard orders in this file.</p>												
23	Document Print System.....S031		N			D	S031	SY	41	9		
24	Maintain Program Input Defaults..		N		620	D	JRJFM0	SY	41	10	DE	

Menu Number 049 (JM049) JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM4900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

File ADCTL= contains records describing default values for various programs, and input fields within these programs.

Within this file are one or more records for each program that defaults are required. Each record contains up to 30 default characters, each described by a description. If a field is more than one character in length, multiple default fields should be set up. If more than 30 characters of default are required, multiple records should be set up for the program.

A called program [ADCTL=] is available to retrieve the default string for a particular program.

File ADCTL= has optional COMPANY CODE/BRANCH CODES/PROGRAM PASS PARAMETER.

Effective Nov 16, 2005, file ADCTL= allows Operator Overrides on any field. Effective Apr 13, 2006, Pass Parameter was added to key and automated fix to program ADCTL@ using file ADCTL| fix control.

RE: ADCTL= PROGRAM PARAMETER FILE *** BE CAREFUL WHEN USING/CHANGING ***

(1) ADCTL= records are read in OEENT0 and WEENT0. It would be possible for someone to have created a D9\$ Parameter in the OE Record that is not in the WE record. Since some programs (eg. OEENTP) are shared by both OE and WE this could be disastrous. Please make sure that any time you modify the OE or WE records you check for and modify the WE or OE record.

(2) Also, be careful when creating new parameter records when they are to be used by any programs that may be run from OEENT? or WEENT? programs. For example, one could not create a record OEENT3/00 since the OE programs assume that OEENT0 read the OEENT0/00 records and that D9\$ from that point is available throughout OE without being re-read. The lesson is 'Always create the parameter record against the initial lead-in program of a set of programs'.

(3) It is a good idea to run ^G on ADCTL and look at all = records before/after adding a new record.

(4) When adding a user record for a specific COMPANY CD and/or W'HOUSE CD always use the Jedbase F/M [F7] option to copy the record with a blank COMPANY CD and W'HOUSE CD.

(5) If you are going to change an existing user record, you should run program ADCTF0 first. It is described below.

(6) See also file layout ADCT0=.

Program ADCTF0 corrects the description and document code on the user's ADCTL= Program Parameter Records (i.e. records with a non-blank COMPANY CD and/or W'HOUSE CD). It copies the description and document code from the corresponding ADCTL= record with blank COMPANY CD and W'HOUSE CD. It will not change any actual parameter settings and it should be run any time you plan on changing a user's existing ADCTL= records.

Menu Number 049 (JM049) JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM4900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
25	Prog. Input Defaults BY OPERATOR.		N		622	D	JRJFM0	SY	41	11		
26	BLOCK Program Input Defaults F/M.		N		621	D	JRJFM0	SY	41	12	DG	

File ADCT0= is a redefinition of file ADCTL= which allows use of JRTEXT to do block maintenance on the parameter names and parameter values.

*** NOTE *** records accessed with layout are the SAME records as in ADCTL=

Normally this layout would only be used during the initial definition of the ADCTL= record as no facility is provided to shuffle existing parameter values.

File ADCTL= contains records describing default values for various programs, and input fields within these programs.

Within this file are one or more records for each program that defaults are required. Each record contains up to 30 default characters, each described by a description. If a field is more than one character in length, multiple default fields should be set up. If more than 30 characters of default are required, multiple records should be set up for the program.

A called program [ADCTL=] is available to retrieve the default string for a particular program.

File ADCTL= has optional COMPANY CODE/BRANCH CODES/PROGRAM PASS PARAMETER.

Effective Nov 16, 2005, file ADCT1= allows Operator Overrides on any field. Effective Apr 13, 2006, Pass Parameter was added to key and automated fix to program ADCTL@ using file ADCTL| fix control.

RE: ADCTL= PROGRAM PARAMETER FILE *** BE CAREFUL WHEN USING/CHANGING ***

(1) ADCTL= records are read in OEENT0 and WEENT0. It would be possible for someone to have created a D9\$ Parameter in the OE Record that is not in the WE record. Since some programs (eg. OEENTP) are shared by both OE and WE this could be disastrous. Please make sure that any time you modify the OE or WE records you check for and modify the WE or OE record.

(2) Also, be careful when creating new parameter records when they are to be used by any programs that may be run from OEENT? or WEENT? programs. For example, one could not create a record OEENT3/00 since the OE programs assume that OEENT0 read the OEENT0/00 records and that D9\$ from that point is

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

available throughout OE without being re-read. The lesson is 'Always create the parameter record against the initial lead-in program of a set of programs'.

(3) It is a good idea to run ^G on ADCTL and look at all = records before/after adding a new record.

(4) When adding a user record for a specific COMPANY CD and/or W'HOUSE CD always use the Jedbase F/M [F7] option to copy the record with a blank COMPANY CD and W'HOUSE CD.

(5) If you are going to change an existing user record, you should run program ADCTF0 first. It is described below.

(6) See also file layout ADCT0=.

Program ADCTF0 corrects the description and document code on the user's ADCTL= Program Parameter Records (i.e. records with a non-blank COMPANY CD and/or W'HOUSE CD). It copies the description and document code from the corresponding ADCTL= record with blank COMPANY CD and W'HOUSE CD. It will not change any actual parameter settings and it should be run any time you plan on changing a user's existing ADCTL= records.

*** IF DOING A JEDBASE UPGRADE ***

If asked, the program will copy all the blank COMPANY CD and W'HOUSE CD records from ADCTL# (the usual copy of ADCTL from Jedron's System) into ADCTL before the above process is done. If the records do not exist in ADCTL, all parameter settings are set to blank. If the record already exists, only the descriptions and document code are updated (and parameter settings are unchanged).

27	Fix ADCTL= Program Parameter Descr		N				D	ADCTF0	SY	41	13	DF
----	------------------------------------	--	---	--	--	--	---	--------	----	----	----	----

Program ADCTF0 corrects the description and document code on the user's ADCTL= Program Parameter Records (i.e. records with a non-blank COMPANY CD and/or W'HOUSE CD). It copies the description and document code from the corresponding ADCTL= record with blank COMPANY CD and W'HOUSE CD. It will not change any actual parameter settings and it should be run any time you plan on changing a user's existing ADCTL= records.

*** IF DOING A JEDBASE UPGRADE ***

If asked, the program will copy all the blank COMPANY CD and W'HOUSE CD records from ADCTL# (the usual copy of ADCTL from Jedron's System) into ADCTL before the above process is done. If the records do not exist in ADCTL, all parameter settings are set to blank. If the record already exists, only the descriptions and document code are updated (and parameter settings are unchanged).

28	Maintain Order Status Description		N	299			D	JRJFM0	OE	41	14	
----	-----------------------------------	--	---	-----	--	--	---	--------	----	----	----	--

29	Ship Via Input Table.....		N	295			D	JRJFM0	OE	41	15	
----	---------------------------	--	---	-----	--	--	---	--------	----	----	----	--

30	Shipping Rate Tables.....		N				D	S132	OE	41	16	
----	---------------------------	--	---	--	--	--	---	------	----	----	----	--

Menu Number 049 (JM049) JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM4900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
31	Maintain Comments Control File...		N		Q01	D	JRJFM0	SY	41	17	
32	Purolator Customer No Control....		N		N00	D	JRJFM0	AR	41	18	
33	Maintain Application FM Control..		N		J62	D	JRJFM0	SY	41	19	FM

Effective July 2004, this new control files specifies fields that are to be added or changed within a file from the specified application.

The first application to use this is Order Entry customer File Maintenance in Program OEEN1J. Other Files will be added as needed (ie: OEENTI replaced), and other application programs may be developed as needed.

34	--> More Control Files.....S57		N			D	S057	SY	41	20	15
----	--------------------------------	--	---	--	--	---	------	----	----	----	----

This option takes you to additional control files.

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S057 WYSE60T5 Operator Name - MORE JEDRON CONTROL FILES

14:05:24

1. Special Control Number File Maint
2. Special Control Number File List.
3. Comment Type Header Maintenance..
4. Application Data Entry Passwords.
5. Currency File Maintenance....S137
6. Maintain Cash Sale Types.....
7. List Cash Sale Types.....
8. POS Cash Posting Type File Maint.
9. POS Cash Posting Type File List..
10. GL Interface Record by Company...
11. GL Interface List.....
12. Maintain Credit Return Reasons...
13. System Control Record (ADCTLA)
14. System Control Continued (ADCTL*)
15. System Control Continued (ADCTLB)
16. General Description Type Maint...
17. General Description Type List....
18. General Description File Maint...
19. General Description File List....
20. POS Cash Drawer Master File Maint
21. POS Cash Drawer Master File List.
22. Hold Order Reason Code File Maint
23. Hold Order Reason Code File List.
24. Window Messages File Maintenance.
25. Maintain Summary Bill Codes.....
26. Govt Recycle Waste Mat Codes.....
27. Maintain Exceptions Data & email.
28. Maintain Statutory Holidays.....
29. Maintain Windows/Unix Defaults...

Menu Number 057 (JM057) MORE JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM5700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This menu contains some additional control files which are required to set up your system. Once parameters have been established in these files, it is not normally necessary to access these files again.

1	Special Control Number File Maint		N		396	D	JRJFM0	SY	1	3	01	
---	-----------------------------------	--	---	--	-----	---	--------	----	---	---	----	--

This file can be used to load starting control numbers for such things as cash posting (if controlled by batch), accounts payable, work orders, etc. If control numbers have already been loaded in the system control record or the additional system control record, then it is not necessary to load them here.

Special control numbers by branch can be loaded in the special control numbers file. Rather than specifying that you want control numbers by branch in ADCTLA, you load a record in ADCTL# for that specific control number. This allows you to keep branch specific numbers for only one branch. This also allows you to keep branch specific numbers for only certain control numbers.

Example 1: You have three branches - 01 02 03

You require branch 02 to have its own control numbers but branch 03 should have the same control numbers as the main branch 01

- leave field 'CONTROL # BY WH' in ADCTLA as a blank or 'N'
- set up branch 02 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00	next order #
01	next invoice #
02	next cm #
07	next qte/sh #

This will give branch 02 separate control numbers for orders, invoices, credit memos and quotes but branch 03 and 01 will default to company file for their control numbers.

Example 2: You have three branches - 01 02 03

You require all branches to have separate order numbers but not any other control numbers. That is company wide control numbers except for order number.

- leave field 'CONTROL # BY WH' in ADCTLA as a blank or 'N'
- set up branch 02 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00	next order #
----------------------	--------------
- set up branch 03 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00	next order #
----------------------	--------------
- set up branch 01 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00	next order #
----------------------	--------------

This will give all branches branch specific order numbers but company wide invoice numbers, credit memo numbers and quote numbers.

Menu Number 057 (JM057) MORE JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM5700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

NOTE 1: Standard Order entry 'CNTRL SERIES ID' is 'OE'
 WELDPAK/MEDPAK order entry 'CNTRL SERIES ID' is 'WE'

NOTE 2: Order number's 'CNTRL NUMBER ID' is '00'
 Invoice number's 'CNTRL NUMBER ID' is '01'
 Credit memo number's 'CNTRL NUMBER ID' is '02'
 Quote/ship number's 'CNTRL NUMBER ID' is '07'

NOTE 3: In ADCTL# use the following values for the specified fields...

SERIES DESC	-	ORDER ENTRY SYTEM
NUMBER DESC	-	NEXT ORDER NUMBER
		NEXT INVOICE NUMBER ... etc
PREFIX and SUFFIX fields should be blank		
ZERO FILL YN	-	Y
TOTAL LENGTH	-	6
PREFIX LENGTH	-	0
SUFFIX LENGTH	-	0

2	Special Control Number File List.		N				D	ADCNT1	SY	1	4	02
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This program will provide a listing of control numbers loaded in the special control numbers file. It may be run as desired.

3	Comment Type Header Maintenance..		N	564			D	JRJFM0	SY	1	6	03
---	-----------------------------------	--	---	-----	--	--	---	--------	----	---	---	----

This file contains header records for the standard comments file. Normally, it should be accessed only if additional types of comments (other than those already pre-defined) are desired for any specific file. All comments that use the standard callable comment maintenance program (ADCMT0) must be defined by a header record in file ADCTLz.

4	Application Data Entry Passwords.	9	N	398			D	JRJFM0	SY	1	8	04
---	-----------------------------------	---	---	-----	--	--	---	--------	----	---	---	----

This file contains some pre-defined applications requiring specific levels of security, or passwords. For example, in accounts receivable postings, you may wish to restrict access to prior or future posting months to specific security levels only.

Password security and Order Entry/Invoicing "Shortcut commands" (eg. CI, PB)

Upon intitial entry to Order Entry/Invoicing (at to OK to proceed? prompt) and any time a short-cut command (see Documentation code M16399) is used, the Application Data Entry Passwords file will be checked for:

APPLICATION CD="OE" , FUNCTION ID=shortcut command

Menu Number 057 (JM057) MORE JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM5700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This allows any individual OE/INV procedure to be "locked out" or password controlled.

5	Currency File Maintenance....S137		N		049	D	S137	SY	1	10	05	
---	-----------------------------------	--	---	--	-----	---	------	----	---	----	----	--

Perform File Maintenance on File 'ADCTLC' Company/Currency Code File. This file is required by the Purchase Order and Accounts Payable systems and contains a code for each different currency type, along with exchange factors and G/L accounts to be affected by each currency type.

Three Currency Control Files Exist:

ADCTLC Currency Control by COMPANY
 ADCT8C Currency Control by WAREHOUSE (BRANCH)
 ADCT1C Currency Control by VENDOR

The Currency Control File 'ADCTLC' is used primarily by the New Accounts Payable and Purchase Order Systems and contains a description of the currency, various general ledger accounts and the current exchange factor to be used for converting this currency into the user's home currency.

Files 'ADCT8C' and 'ADCT1C' are used by NEW Accounts Payable and contain OPTIONAL currency records by Warehouse or by Vendor. These are used if you require different G/L accounts and/or exchange rates for certain branches or vendors.

Note: When creating records in either of these two files ALL relevant fields (including exchange factors) must be input! NONE of the data from file ADCTLC will be used if an ADCT8C or ADCT1C record exists.

Note 1: Files ADCT8C and ADCT1C are NOT SUPPORTED in the Purchase Order System.

Note 2: Order in which these files are looked at by the A/P programs is as follows:

ADCT1C - if record loaded by vendor data from this record is used
 ADCT8C - if record loaded by branch data from this record is used
 ADCTLC - if no vendor or branch record loaded, data from this record is used.

6	Maintain Cash Sale Types.....		N		136	D	JRJFM0	SY	1	12	06	
---	-------------------------------	--	---	--	-----	---	--------	----	---	----	----	--

Menu Number 057 (JM057) MORE JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM5700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This file is used by the Accounts Receivable system. It contains some pre-defined cash sale type codes (e.g.: 0 = paid by cash, 1 = paid by cheque, etc). You may access this file as desired to set up additional codes as required.

7	List Cash Sale Types.....	N					D	ADCLX0	SY	1	13	07
---	---------------------------	---	--	--	--	--	---	--------	----	---	----	----

This program will provide a listing of all cash sale types loaded in the cash sale type file. It may be run as desired.

8	POS Cash Posting Type File Maint.	N		255			D	JRJFM0	SY	1	14	14
---	-----------------------------------	---	--	-----	--	--	---	--------	----	---	----	----

The Cash Posting Type File is used with the Pride/POS System interface to correctly report, process, and allocate to the G/L all cash transactions entered with Pride/POS Invoices. This includes Cash, Cheques, Charge Cards (eg. Visa, Amex, Mastercard), Store Account (eg. receivables), Deposits Taken and Returned, Deposits Applied, and payments received on account.

9	POS Cash Posting Type File List..	N	R0	255			D	JRJFM0	SY	1	15	
---	-----------------------------------	---	----	-----	--	--	---	--------	----	---	----	--

10	GL Interface Record by Company...	N		137			D	JRJFM0	SY	1	17	08
----	-----------------------------------	---	--	-----	--	--	---	--------	----	---	----	----

This file is used by the Accounts Receivable system. It contains G/L accounts to be affected by updating A/R transactions (e.g.: FST, Bank, etc.). Note that if G/L accounts are to be maintained separately at the branch level, they should be loaded in the G/L Interface File by Branch instead of here.

11	GL Interface List.....	N					D	ADCTL0	SY	1	18	09
----	------------------------	---	--	--	--	--	---	--------	----	---	----	----

This program provides a listing of information loaded in the G/L Interface by Company File. It may be run as desired.

12	Maintain Credit Return Reasons...	N		071			D	JRJFM0	SY	1	20	
----	-----------------------------------	---	--	-----	--	--	---	--------	----	---	----	--

13	System Control Record (ADCTLA)	N		391			D	JRJFM0	SY	41	3	10
----	--------------------------------	---	--	-----	--	--	---	--------	----	----	---	----

This file contains parameters required for your system. It is accessed by all modules of the software. This file is set up during initial installation; however, any of the initial parameters set up may be changed at a later date if desired. Refer to help documentation available on each field of this file for further details.

Menu Number 057 (JM057) MORE JEDRON CONTROL FILES
 Password / Level 9 Application Code SY Documentation Code JM5700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
14	System Control Continued (ADCTL*)		N		389	D	JRJFM0	SY	41	4	10	

See Doc'n for Entry 13

15	System Control Continued (ADCTLB)		N		392	D	JRJFM0	SY	41	5	11	
----	-----------------------------------	--	---	--	-----	---	--------	----	----	---	----	--

This file contains additional parameters required for your system. These are normally set up during initial installation, but can be changed at a later date if necessary. This file also contains some G/L accounts required for the purchase order system.

16	General Description Type Maint...		N		253	D	JRJFM0	SY	41	7		
----	-----------------------------------	--	---	--	-----	---	--------	----	----	---	--	--

17	General Description Type List....		N	R0	253	D	JRJFM0	SY	41	8		
----	-----------------------------------	--	---	----	-----	---	--------	----	----	---	--	--

18	General Description File Maint...		N		254	D	JRJFM0	SY	41	9	15	
----	-----------------------------------	--	---	--	-----	---	--------	----	----	---	----	--

This is a description record type code. For instance, 'A' is used for the records that contain the description of other record types. Record Types other than 'A' can be used as needed. Please remember to document in this comment, and also to add a type 'A' record to define them.

DESC	TYPE	CD	USED FOR
A			Description of all other record types in the file.
B			Point of Sale Payment Type
C			Point of Sale Charge Card Type

19	General Description File List....		N	R0	254	D	JRJFM0	SY	41	10		
----	-----------------------------------	--	---	----	-----	---	--------	----	----	----	--	--

20	POS Cash Drawer Master File Maint		N		251	D	JRJFM0	SY	41	11		
----	-----------------------------------	--	---	--	-----	---	--------	----	----	----	--	--

21	POS Cash Drawer Master File List.		N	R0	251	D	JRJFM0	SY	41	12		
----	-----------------------------------	--	---	----	-----	---	--------	----	----	----	--	--

22	Hold Order Reason Code File Maint		N		547	D	JRJFM0	OE	41	13		
----	-----------------------------------	--	---	--	-----	---	--------	----	----	----	--	--

23	Hold Order Reason Code File List.		N	R0	547	D	JRJFM0	OE	41	14		
----	-----------------------------------	--	---	----	-----	---	--------	----	----	----	--	--

24	Window Messages File Maintenance.		N		548	D	JRJFM0	SY	41	15	23	
----	-----------------------------------	--	---	--	-----	---	--------	----	----	----	----	--

The Window Messages in file ADCTOH are used by various applications to display helpful information in a Window. For example, the program OEENTP displays the allowable Methods of Payment in a window. These records are intended to be maintained by Jedron Personnel not by the end

Menu Number 057 (JM057) MORE JEDRON CONTROL FILES
Password / Level 9 Application Code SY Documentation Code JM5700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
25	Maintain Summary Bill Codes.....		N		O37	D	JRJFM0	SY	41	16	
26	Govt Recycle Waste Mat Codes.....		N		055	D	JRJFM0	SY	41	17	
27	Maintain Exceptions Data & email.		N		Q08	D	JRJFM0	SY	41	18	
28	Maintain Statutory Holidays.....		N		Q15	D	JRJFM0	SY	41	19	
29	Maintain Windows/Unix Defaults...		N		J71	D	JRJFM0	SY	41	20	UW

user.

This file is used to maintain various defaults for operators and systems, when using Windows programs spawned from Tinyterm to access data on Unix Systems.

01.-W'HOUSE CD —02. LOCATION NAME _____

83.~LOCATION ID _____

03.^MAIN LOCATION —

04.^A/R BRANCH CODE —

05. LATE DEMURRAGE? —

06.^COMP CD RESTR —

07.^SKIP INTSYS OE —

08.^SKIP INT AR GL —

09.^SKIP INTSYS IN —

10. INTERSYS USR CD —

11. DIR SHP GL ACC _____

12. A/R GL ACCOUNT _____

13. CLEAR/BANK ACC _____

14. DEFER REV ACCT _____

15. INV REC CLR GL _____

16. INV XFR CLR GL _____

17.^ORIDE INVTY GL _____

18.^GL UPDATE BR CD —

19.^BTREAD CLEAR GL _____

20.^DIVISION CODE —

21.^CONTROL # WH —

22.^CASH PRICE CODE —

23.^ALLOW SALES —

24.^ALLOW A/P - P/O —

25.^WORK ORDER CUST _____

26. NEXT WORK ORD# _____

27.^DISALLOW CM&RA —

28.^ALLOW ALSO WH 1 —

29.^ALLOW ALSO WH 2 —

30.^ALLOW ALSO WH 3 —

31.^ALLOW ALSO WH 4 —

32.^ALLOW ALSO WH 5 —

33. BR. TEL _____

34. BR. FAX _____

35.^PURCH GST —

36. GST LI _____

37.^PURCH PST —

38. PST LIC _____

39.^KIT PRICE BR CD —

01.-W'HOUSE CD —02. LOCATION NAME _____

40. BRANCH NAME _____
41. BRANCH ADDR 1 _____
42. BRANCH ADDR 2 _____
43. BRANCH ADDR 3 _____
44. BRANCH POST CD _____
45. EMERGENCY PHN # _____

46.^WIP W'HOUSE CD — 53.^RETREAD PLANT ? —

47.^INTERCO COMP(Q) — 54.^RETREAD GL _____
48. INTERCO BR (Q) — 55.^AP INTERCO COM —
49.^INTERCO CUS#(Q) _____ 56.^AP INTERCO GL _____
50.^P/C LOOKUP BRCH — 57.^INTERCO [C] GL _____
51.^RAW MAT W'HOUSE — 58.^INTERCO CTL GL _____
52.^BRANCH GROUP — 59.^INTERCO [C] CO —

60.^B/O BRANCH 1 —
61.^B/O BRANCH 2 —
62.^B/O BRANCH 3 —
63.^B/O BRANCH 4 —
64.^B/O BRANCH 5 —
65.^B/O BRANCH 6 —
66.^B/O BRANCH 7 —
67.^B/O BRANCH 8 —
68.^B/O BRANCH 9 —
69.^B/O BRANCH 10 —

70.^CURRENCY CODE —
71.^SALESMAN INVTY —
72.^SALESMAN NO _____

| 01. -W'HOUSE CD —02. LOCATION NAME _____ |

| 73. ^WELDPAK/MEDPAK? — |
| 74. ^UPDATE INV LOC — |
| 75. ^TRANSFER COST % _____ |

| 80. DUNS NUMBER _____ |
| 81. DUNS SUFFIX _____ |

| 76. ^DEFAULT PRINTER — |
| 77. DEFAULT CAP. — |

| 78. ^XFRS UPD COMMIT — |

| 79. DELIVERY GROUP _____ |

FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

1 W'HOUSE CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

2 LOCATION ID

This is a 6 character cross-reference that is used by companies with a large number of branches to simplify the entry of branch codes. For example, if Branch 01 is in the Standard Life Building, it could be cross-referenced as STALIF. There is an option in ADCTLA ('KEY BRANCH XREF') that specifies whether this option is being used. This 6 characters is included as part of the LOCATION NAME whenever that field is printed on screens or reports.

3 LOCATION NAME

This field contains a descriptive name of the location.

4 MAIN LOCATION

This field identifies whether this warehouse location is the main location (Y) or a non-main location (N). If set to yes, all transactions are stored in the master inventory file. If set to no, transactions are stored in the multi location file. In this case, the master inventory file record is used only to access such information such as the product number, description, selling price, etc. Costing and on hand information is maintained in the multi-location file. Re costing, if your system control record indicates that branch costing is not to be used, then costing is also accessed from the master inventory file.

5 A/R BRANCH CODE

This field contains the location code to which A/R for this location is to be updated. This is used to allow the ability to have separate

 FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

or non-separate receivables when there are multiple warehouses involved.

Example:

01 = main location
02 = non-main location

Each of these two locations could have A/R updated to location 01 only (non-separate receivables), or they could have A/R updated to their own location (separate receivables).

This field does not affect where inventory transactions are to be posted, it simply affects where A/R transactions are to be posted.

6 LATE DEMURRAGE?

For Weldpak/Medpak only, and for non-main locations only, this field can be set to yes to indicate that demurrage for this branch is one month behind. This is useful in situations where paperwork from the branch in question is late in coming to head office.

7 COMP CD RESTR

This option is only available if the ADCTLA Parameter 'KEY BRANCH XREF' is a set which is in turn available for Drake only. If this warehouse code is to be restricted to a specific Company Code only, input that company code here.

Effective Spring/Summer 1995:

This parameter is now also being checked within Order Entry and PO Systems. A new called program INLCN2 is available for this check.

8 ALLOW SALES

If set to [N]o, Order processing programs may not use this warehouse code.

9 DIR SHP GL ACCT

Direct Shipment = a shipment made directly from your supplier to your customer, without actually affecting YOUR inventory.

This field contains the G/L account to be affected by direct shipments. It is used by both the 'PO' purchase order programs and A/R invoicing programs.

'PO' Receipt When receiving a DIRECT SHIPMENT P.O., the G/L will be affected as follows:

Debit

Credit

Direct Shipment Acct

Inventory Purchases Acct

 FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

When receiving a NON-DIRECT SHIPMENT P.O., the G/L will be affected as follows:

Debit	Credit
Normal Inventory Acct	Inventory Purchases Acct

A/R Sale

When invoicing a DIRECT SHIPMENT invoice, the G/L will be affected as follows:

Debit	Credit
Accounts Receivable Acct	Sales Acct
Cost of Sales Acct	Direct Shipment Acct

When invoicing a NON-DIRECT SHIPMENT invoice, the G/L will be affected as follows:

Debit	Credit
Accounts Receivable Acct	Sales Acct
Cost of Sales Acct	Normal Inventory Acct

NOTE: Direct Shipment SALES are not accomodated in Weldpak/Medpak software!

10 A/R GL ACCOUNT

This field contains the Accounts Receivable G/L account for this branch. Note that it is not necessary to have separate A/R accounts for different branches unless desired. This field is used by the order entry/invoicing and cash posting programs.

In the currency control file, the purpose of loading your A/R account is to allow offsetting entries between accounts payable and accounts receivable. (example: if you want to issue an accounts payable cheque to refund an A/R customer's credit balance - customer & vendor would have to be set up with identical codes in the customer and vendor files).

11 CLEAR/BANK ACCT

For cash sale invoices, or invoices which have had deposits applied (using the DEP feature in invoicing), this field contains the G/L account to be debited.

Example 1: Cash Sale Invoice

Debit Accounts Receivable	Credit Sales
Credit Accounts Receivable	Debit Cash Clearing

The debit & credit to accounts receivable is made simply to reflect that the invoice has gone into & come out of the customer's account immediately. When

FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

the cash is posted to the bank at a later time, the entry would be as follows:

Credit Cash Clearing	Debit Bank
----------------------	------------

Example 2: Deposit

Debit Accounts Receivable	Credit Sales
Debit Cash Clearing (deposit only)	Credit Deposits account

In this case only the deposit portion of the invoice is posted to cash clearing and deposits (deposits account is found in G/L Interface File). When the deposit is posted to the bank, the entry would be identical to that in example 1 above.

--
This account is also requested in the currency code file (possibly for A/P debit memos??)
--

This account can be overridden by values in the cash sale type file. This account could also be a bank account.

12 BRANCH NAME

This field contains the name of this warehouse/branch. It can be accessed for A/R Statements if desired (if separate statements are issued for each branch)

13 BRANCH ADDR 1

The address and postal code of the branch may be loaded here. (up to 3 lines for address and a separate line for postal code). Again, this can be accessed for A/R statements if desired.

14 BRANCH ADDR 2

The address and postal code of the branch may be loaded here. (up to 3 lines for address and a separate line for postal code). Again, this can be accessed for A/R statements if desired.

15 BRANCH ADDR 3

The address and postal code of the branch may be loaded here. (up to 3 lines for address and a separate line for postal code). Again, this can be accessed for A/R statements if desired.

16 BRANCH POST CD

The address and postal code of the branch may be loaded here. (up to 3 lines for address and a separate line for postal code). Again, this can be accessed for A/R statements if desired.

17 BR. TELEPHONE

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This field contains the telephone number for this location.

18 BR. FAX NUMBER

This field contains the FAX number for this location.

19 PURCH GST CD

This field defaults to the normal GST status for your company or warehouse (0 = GST exempt, 1 = GST liable). This may be overridden for any specific document if necessary.

If exempt Any item for which the tax code indicates a TAX EXTRA status will have no tax calculated.

For those items where tax is included, a calculation will be made of the amount included and this will be deducted from the price for that supplier.

If liable Any item for which the tax code indicates a TAX EXTRA status will have the tax amount calculated and totalled.

Tax included items will have a tax included amount calculated for reporting purposes only.

20 GST LICENSE

If GST exempt, this field contains your G.S.T. license number.

21 PURCH PST CD

0 = State or Provincial Tax exempt. Any other value indicates that tax is chargeable at the rate stored in the State/Province File for this code. This field is used by the Purchase Order System & may be overridden for any purchase order.

22 PST LICENSE

If State/Provincial Tax Exempt, this field contains your exemption license number.

23 SKIP INTSYS OE

If inter system communications are being done (see inter system fields in your system control record), this field can be used to override the value for this specific warehouse only.

Intersystem files include: ARINT (for any cash posting or g/l entries affecting accounts receivable).
OEINH/ (for invoice headers and lines being
OEINL updated between systems)

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ININT (for inventory postings being updated
between systems).

'Y' SKIP updating the inter systems communications
files for this warehouse.

'N' DO NOT SKIP updating the inter systems
communications files for this warehouse.

24 SKIP INT AR GL

If inter system communications are being done (see inter system
fields in your system control record), this field can be used to override the
value for this specific warehouse only.

Intersystem files include: ARINT (for any cash posting or g/l entries
affecting accounts receivable).
OEINH/ (for invoice headers and lines being
OEINL updated between systems)
ININT (for inventory postings being updated
between systems).

'Y' SKIP updating the inter systems communications
files for this warehouse.

'N' DO NOT SKIP updating the inter systems
communications files for this warehouse.

25 SKIP INTSYS IN

If inter system communications are being done (see inter system
fields in your system control record), this field can be used to override the
value for this specific warehouse only.

Intersystem files include: ARINT (for any cash posting or g/l entries
affecting accounts receivable).
OEINH/ (for invoice headers and lines being
OEINL updated between systems)
ININT (for inventory postings being updated
between systems).

'Y' SKIP updating the inter systems communications
files for this warehouse.

'N' DO NOT SKIP updating the inter systems
communications files for this warehouse.

26 DEFER REV ACCT

If the deferred revenue feature is being used, this field
contains the company's deferred revenue G/L account.

If deferred revenue is to be tracked separately for each branch, the deferred
revenue G/L account for each branch can be loaded in the inventory locations

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file. Any account loaded in the inventory locations file will take precedence over the account loaded in the System Control Record.

 27 CONTROL # WH

You can specify which warehouse to get order entry control numbers from.

Example:

You have six warehouse locations 01 02 03 04 05 06. 01 is you main location. 02 is a warehouse for 01 and is controlled by 01. 03 is a branch for 01 and should have separate control numbers. 04,05,06 are warehouses for branch 03. You want 01 and 03 to have separate control numbers. Warehouse 02 control numbers should be under 01. 04,05,06 control numbers should be 03's control numbers.

For 01 set CONTROL # WH field to 01
 For 02 set CONTROL # WH field to 01

For 03 set CONTROL # WH field to 03
 For 04,05,06 set CONTROL # WH field to 03

NOTE: You can either use ADCTLW - control # by warehouse file - or ADCTL# - special control numbers file. See documentation for each of these files.

 28 CASH PRICE CODE

For the customer code 'CASH' only, if there is a value in this field for sales from this branch code, this price code will be used. This allows different stores or branches to use different pricing levels for cash sales.

This field represents the price code at which this customer's pricing is to begin. Valid values are from 0 through 9 and A through Z (these relate to Price 0 through 35 in the master inventory file and the additional pricing file).

If this customer uses quantity break pricing, the price code determines at which price level this customer's pricing should begin. If quantity breaks are not used, the price code determines which specific price level is to be used. Contract pricing overrides any prices determined by this price code, and operator overrides may be used on any specific order.

Note: The additional pricing file (INQPR) is new as of November 8, 1990. Prior to that date, only price codes 0 through 4 were applicable. Effective June 29, 1998 - this was increased from 19 to 35 prices.

If a customer is loaded with a price code greater than 4, but no prices have been loaded above code 4 in the additional pricing file, price level 4 will automatically be used.

Note: - if the price selected is zero, the next lowest non zero price will be

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- If the price code is ' ' then no price code override will take place

Note: Special Pricing by Customer

Q6\$(320,1)="F" REFINT
 Use Branch Code to determine price US = 2 & 3 TO = 0 & 1
 Use higher code first - if zero use lower one

If set (last digit of product is zero) no price on components
 unless set price is zero.

 29 INV REC CLR GL

This field only applies if your system control record has the INVTY GL UPDATE flag set to yes.

This field would contain the default inventory clearing account to be affected when the Inventory Postings programs (found on Inventory Control menu) are used. Any offsetting entries would automatically be posted to the actual inventory account(s).

If an inventory clearing account is to be used, all inventory postings (including receivings) will affect it. Therefore, when an accounts payable invoice is subsequently received, it should also be posted against this clearing account instead of the actual inventory account.

Thus:

	Credit	Debit
Invty Receipt	Inventory Clearing	Inventory
Posting of A/P Invoice	Accounts Payable	Inventory Clearing

NOTE: Users of the PO Purchase Order System also require clearing accounts in the Currency Control File and/or the Product Class File.

NOTE: See also the INV GL UPDATE flag in your system control record for more help.

See also the following documentation for a new feature available effective September 1993:

 INVENTORY AND PURCHASE ORDER SYSTEM GENERAL LEDGER UPDATE

If the PO ACCRUAL TYPE field in your system control record is set to F or G, the general ledger update programs for inventory transactions will affect G/L accounts from various files as follows:

NOTE: The 'G' option is available to all users, regardless of whether or not the PO Purchase Order System is being used. It allows different types of G/L transactions to be tracked in separate G/L accounts (eg: purchases tracked separately from inventory sold versus inventory adjustments, etc.)

ADTCLA System Control Record
IN BOND GL ACCOUNT (not used by any procedure currently)
INVTY GL UPDATE FLAG must be set to yes.

ADCTLB Additional System Control Record
PO SET CLR GL (clearing account for PO Receipts - used by furniture system only for furniture sets)

ADCTLC Currency Control File.
PO REC INV CLR
PO REC DUTY CLR
PO REC FRT CLR
AP ACCR GL ACCT ('F' option only - not yet available)

INLCN Inventory Locations File
INV REC CLR GL
DIR SHIP GL ACCT (affected by direct shipments - either receiving or selling - NOT RECOMMENDED!)

INP.C Regular Product Class File
INVY GL ACCT
COST OF SALES GL ACCT
PO INV REC CLR

ADCTLp P.O. Product Class Extra Data File
INV'TY REC'T GL
INV'TY ADJ GL Also Updates Detail or Summary
INV'TY TRANS GL
INV'TY PURCH GL
INV'TY PRODN GL
INV'TY FRM BOND
BOND PURCH GL
BOND REC'T GL
BOND ISSUE GL
DUTY/TAX GL ACC
FREIGHT GL ACC

Following are details of how your G/L should be structured and when/how the various accounts are affected.

G/L Chart of Accounts	Assets Section
	Inventory Opening Balance (beginning of year)
	Liabilities Section

A/P Accruals account

Income Statement Section
Sales Accounts
Cost of Sales Accounts
Inventory Expense Accounts (**)
Regular Expense Accounts

(**)

The inventory expense accounts will be used to track any inventory purchases, sales, adjustments, transfers, etc. throughout the year. These accounts will be cleared out at year end at which time the new inventory opening balance will be loaded for the next year. For easier formatting of financial statements, it is strongly recommended that a section be reserved strictly for these inventory expense accounts.

File INLCN

The 'INV REC CLR GL' field should contain an inventory clearing account. This account will automatically be used in ALL 'inventory posting' procedures (receipts, adjustments, transfers, post production via bill of materials, etc.)

Each time a transaction is posted, the above account will automatically be affected with the offsetting entry going to the appropriate inventory expense account.

NOTE: The clearing account in this file is NOT USED by the PO Receipts programs. It is strictly used by the inventory posting programs.

File ADCTL

This file contains the inventory clearing account used by the PO Receipts posting programs.

This file also contains clearing accounts for duty/import tax and freight applied against any PO received through the PO Receipts programs. (If these fields are left blank, duty/tax and freight would be posted to the Inventory Clearing Account loaded in the previous field).

File INP.C

The 'PO REC INV CLR' found in this file may OPTIONALLY be used to override that loaded in file ADCTL, in the event that you wish to maintain separate clearing accounts by product class.

Note that using multiple clearing accounts could

result in confusion when posting A/P invoices (see help documentation in Product Class File for details).

File INP.C

The INVTY and COST OF SALES G/L accounts contain inventory expense accounts affected by selling only. Each time a sales invoice is updated, the cost portion of that invoice will credit the inventory account and debit the cost of sales account.

File ADCTLp

At least one record will be required in this file, regardless of whether you are using the PO Purchase Order System or not.

How many records are required is dependent on how detailed you want your G/L tracking to be.

You may load only one record (all key fields left blank) if transactions for ALL product classes/sub classes/warehouses are to affect the same inventory expense accounts.

You may load only one record per warehouse (all key fields except warehouse code left blank) if transactions for ALL product classes/sub classes within warehouse 'A' are to affect the same inventory expense accounts.

You may load one record per product class (sub class left blank) for all or individual warehouses.

Finally, you may load a record for each product class/sub class (for all or individual warehouses).

This file also contains the various inventory expense accounts:

INV'TY REC GL **

This is the purchases expense account for any RECEIPTS posted through the Inventory Receipts Posting program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY PUR GL **

This is the purchases expense account for any RECEIPTS posted through the PO Receipts Posting Programs.

Offsetting entry is to the clearing account from file ADCTLC (or the override in INP.C)

** Both fields may contain the same G/L account in the event that some receipts are posted through the PO programs while others are posted through the Inventory Posting Program.

INV'TY ADJ GL This is the expense account for any inventory ADJUSTMENTS posted through the Inventory Adjustments Posting Program or the Inventory Cost Change Program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY TRANS GL This the expense account for any inventory TRANSFERS posted through the Inventory Transfers Posting Program.

Offsetting entry is to the same account as loaded for the warehouse 'TO' which the product is being transferred. The inventory clearing accounts are NOT affected by this procedure.

INV'TY PRODN GL This is the expense account for any inventory PRODUCTIONS posted through the Post Production via Bill of Materials program. The amount posted to this account is the difference between the cost of the finished good and the cost of the raw materials.

Offsetting entry is to the inventory clearing account from INLCN.

DUTY/TAX GL ACC This is the expense account to which any duty/import tax amount applied against a PO Receipt will be updated.

Offsetting entry is to the Duty Clearing account from file ADCTLC (if no Duty Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

FREIGHT GL ACC This is the expense account to which any freight amount applied against a PO Receipt will be updated.

Offsetting entry is to the Freight Clearing account from file ADCTLC (if no Freight Clearing Account loaded, offsetting entry is to the

Inventory Clearing Account from file ADCTLG).

When posting the A/P invoice(s) for duty/tax and freight, these should be posted against the same clearing account to which the original purchase order was updated.

BOND G/L ACCOUNTS The following 'BOND' fields are only applicable if you receive goods into a 'bonded' warehouse prior to releasing them into general inventory.

These fields could be affected by either Inventory Posting Programs or PO Receipts Programs.

NOTE: The 'Bonded Warehouse' feature is not completely supported. Further development work would be necessary in the event that this feature is required!

BOND REC'T GL This field contains the G/L account to which RECEIPTS INTO A BONDED WAREHOUSE are updated. These G/L accounts are affected by the Inventory In Bond Posting Program only.

Offsetting entry is to the inventory clearing account from INLCN.

INV'TY FROM BOND/
BOND ISSUE GL When goods are released FROM the bonded warehouse into general inventory (once customs clearance is complete), the Inv'ty from Bond account will be debited and the Bond Issue G/L account will be credited. These G/L accounts are used by the Inventory Receipts from In Bond Posting Program only.

BOND PURCH GL Same as the BOND REC'T GL except that this would be used by the PO Receipts Posting Program only. Receiving into a bonded warehouse during PO Receiving has been turned off, awaiting further development as required.

30 INTERSYS USR CD

If inter system updates are being used, this field in the company parameters file, contains the default 'FROM' user code for the inter system update programs.

In the inventory locations (Branch) file, this same field is used to identify for each location, which user code is to be used in the creation and updating of inter system files. This allows inter system updates to be done in a single location, for distribution to many branches.

FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

31 DUNS NUMBER

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

32 DUNS SUFFIX

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

33 EMERGENCY PHN #

This field is used to store emergency response information for printing on reports in the delivery scheduling system (driver trip report and hazardous goods manifest)

34 WORK ORDER CUST

If the Work Order System is being used, this field identifies the customer code to be used on all work orders.

35 NEXT WORK ORD#

36 ALLOW ALSO WH 1

if any values are loaded here, if a customer is restricted to a warehouse, this field contains additional warehouse(s) that are allowed under that restriction.

37 ALLOW ALSO WH 2

if any values are loaded here, if a customer is restricted to a warehouse, this field contains additional warehouse(s) that are allowed under that restriction.

38 ALLOW ALSO WH 3

if any values are loaded here, if a customer is restricted to a warehouse, this field contains additional warehouse(s) that are allowed under that restriction.

39 ALLOW ALSO WH 4

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if any values are loaded here, if a customer is restricted to a warehouse, the field contains additional warehouse(s) that are allowed under that restriction.

40 ALLOW ALSO WH 5

if any values are loaded here, if a customer is restricted to a warehouse, the field contains additional warehouse(s) that are allowed under that restriction.

41 ALLOW A/P - P/O

42 INTERCO COMP(Q)

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

43 INTERCO BR (Q)

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

44 INTERCO CUS#(Q)

To allow for situations where related companies are invoicing transactions on

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behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

45 WELDPAK/MEDPAK?

[Y] Indicates that the Weldpak/Medpak system is being used by this company.

Note: Medpak users must also set the 'Medpak Splits' flag to yes.

Note: Beginning June 2, 1998 this field has been added to Branch file as an override.

46 UPDATE INV LOC

This field allows a warehouse code to be used, but another to be updated. Normally you would only use this for non-main ,location warehouses. This is not supported in Weldpak. This feature was added for QUIDRI (CV=LV) in November 1998.

47 DISALLOW CM&RA

If set to [Y]es, this location is not allowed to process Credit Memos or Return Authorizations.

48 TRANSFER COST %

If not blank, when Inventory Transfers Posting is used, this percentage will be added to the transfer cost for average costing purposes at the receiving location only. This feature added for Macarthur tire in November 1998 re transfers from retread plant to branch inventory.

49 AP INTERCO COMP

If not blank, this AP transaction is to be posted using InterCompany Updates implemented for Bedford Bedding in February 1999. This method works as follows:

This field is used to lookup a branch record. The branch specified must contain

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an InterCompany Company and GL account. This intercompany GL account is then debited instead of the expense in the company in which the entries are posted. In the other company, this same accounted is credited, and the expense is debited.

Note: Effective October 1999, changes are made to update the same intercompany accounts when intercompany Invoices are paid such that the control account will reflect the actual AP balance in the 2nd Company.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

 [I]ntercompany type transactions.

1) Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

 [C]entralized Billing Transactions

1) Process AR Invoice (ie Whouse CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

 Centralized Accounts Payable System

1) Process AP Invoice

	Billed Company (BB)		2nd Company (BC)
Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control

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 Credit Centralized A/P Control
 Debit Intercompany Control

 50 AP INTERCO GL

If not blank, this AP transaction is to be posted using InterCompany Updates implemented for Bedford Bedding in February 1999. This method works as follows:

This field is used to lookup a branch record. The branch specified must contain an InterCompany Company and GL account. This intercompany GL account is then debited instead of the expense in the company in which the entries are posted. In the other company, this same accounted is credited, and the expense is debited.

Note: Effective October 1999, changes are made to update the same intercompany accounts when intercompany Invoices are paid such that the control account will reflect the actual AP balance in the 2nd Company.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

 [I]ntercompany type transactions.

1) Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

 [C]entralized Billing Transactions

1) Process AR Invoice (ie Whouse CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

 Centralized Accounts Payable System

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1) Process AP Invoice

Billed Company (BB)

2nd Company (BC)

Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

51 SALESMAN INVTY

If set to [Y]es, this field indicates that this Warehouse is used to track salesperson's inventory. This branch will not be allowed as a branch in order processing, other than as a line item override to update that branch code inventory.

A link will be stored to the actual salesman number this inventory is for, and a cross index will be maintained for same. (JA152)

52 BRANCH GROUP

This field is used by certain Sales Analysis reports to group branches.

53 B/O BRANCH 1

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

54 B/O BRANCH 2

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If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

55 B/O BRANCH 3

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

56 B/O BRANCH 4

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back

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order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

57 B/O BRANCH 5

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

58 B/O BRANCH 6

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

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59 B/O BRANCH 7

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

60 B/O BRANCH 8

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

61 B/O BRANCH 9

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the

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system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

62 B/O BRANCH 10

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

63 FUT B/O BRCH

64 INTERCO [C] GL

If InterCompany Updates are used, this flag will determine what type of Intercompany updates they are. Options include:

[I]nterCompany - this is where the company issuing the invoice is invoicing the 2 nd company. GL entries in the 2nd company are posted to the purchases journal, and treated exactly as an A/P purchase. Note: Effective October 1999, this method is being changed to post an additional entry to offset the A/R and A/P entries in the two companies, with entries to an Intercompany Control account. The InterCompany control account is defined in the Customer Class file.

[C]entralized Billing. this is where the first company is invoicing

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customers on behalf of the 2nd company. In this case, entries are made in such a way that the 1st company has a receivable for the entire sale, and the entire sale is posted to Intercompany sales, while the 2nd company remits GST and any sales taxes, and gets credit for the sale. Note: Effective October 1999 Cash Posting will also make entries between companies, such that the centralized billing control account will reflect the actual AR for the 2nd company. Each Invoice paid in the central company will have intercompany entries made to keep in balance. InterCompany Control GL accounts are found in the Branch and Product Class Files.

The above 2 methods were implemented for Bedford Furniture in mid 1997.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

[I]ntercompany type transactions.

1) Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

[C]entralized Billing Transactions

1) Process AR Invoice (ie Whouse CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

Centralized Accounts Payable System

1) Process AP Invoice

	Billed Company (BB)		2nd Company (BC)
Credit	Accounts Payable	Credit	Centralized A/P Control

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Debit Centralized A/P Control Debit Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

[Q]uik Drive Intercompany Billing - Developed February 1998

This method is used by Quik Drive to handle Canadian Customer Orders which are consolidated and shipped from their US warehouse to a Canadian distribution centre, and then forwarded to the individual customers. This method works as follows.

All the Canadian customers are maintained in both the US and Canadian Customer Files. Warehouse code restriction is used in the customer file to differentiate US and CA customers.

All orders are entered and processed in the US company. The CA warehouse code is set up to update main location inventory, as is the US warehouse code. This allows inventory control to accurately reflect US and Canadian orders.

Canadian pricing is set up in file INWQP - Branch Override Pricing. Intercompany Cost is obtained from file INLC1 for branch CA.

When a canadian shipment is being prepared, all orders are released in the same way as US orders.

When Canadian invoices are processed, an additional consolidated invoice will be printed combining all the Canadian invoices on file.

When these invoices are updated, all the normal GL entries and sales analysis updates, etc. will be updated to the Canadian company. Additional updates will be done to the US company based on the inter company accounts defined in the Product class file.

[R]oma Moulding Inter Company - Developed Aug 2001

For this type, during the invoice update, if the Product Class flag is set to this value, an invoice will be created for each branch in the from company/branch to the to company. One invoice per update/branch will be created.

A price and cost for intercompany transactions will be maintained by Product Class, with an override by product.

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If InterCompany Updates are used, this flag will determine what type of Intercompany updates they are. Options include:

[I]nterCompany - this is where the company issuing the invoice is invoicing the 2nd company. GL entries in the 2nd company are posted to the purchases journal, and treated exactly as an A/P purchase. Note: Effective October 1999, this method is being changed to post an additional entry to offset the A/R and A/P entries in the two companies, with entries to an Intercompany Control account. The InterCompany control account is defined in the Customer Class file.

[C]entralized Billing. this is where the first company is invoicing customers on behalf of the 2nd company. In this case, entries are made in such a way that the 1st company has a receivable for the entire sale, and the entire sale is posted to Intercompany sales, while the 2nd company remits GST and any sales taxes, and gets credit for the sale. Note: Effective October 1999 Cash Posting will also make entries between companies, such that the centralized billing control account will reflect the actual AR for the 2nd company. Each Invoice paid in the central company will have intercompany entries made to keep in balance. InterCompany Control GL accounts are found in the Branch and Product Class Files.

The above 2 methods were implemented for Bedford Furniture in mid 1997.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

[I]ntercompany type transactions.

1)	Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)		
	Billing Company (BB)	2nd Company (BC)	
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

[C]entralized Billing Transactions

1)	Process AR Invoice (ie Whouse CA/RG/WP/VC)		
	Billing Company (BB)	2nd Company (BC)	
Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

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2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Centralized Billing Ctl		

Centralized Accounts Payable System

1) Process AP Invoice

Billed Company (BB)		2nd Company (BC)	
Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

[Q]uik Drive Intercompany Billing - Developed February 1998

This method is used by Quik Drive to handle Canadian Customer Orders which are consolidated and shipped from their US warehouse to a Canadian distribution centre, and then forwarded to the individual customers. This method works as follows.

All the Canadian customers are maintained in both the US and Canadian Customer Files. Warehouse code restriction is used in the customer file to differentiate US and CA customers.

All orders are entered and processed in the US company. The CA warehouse code is set up to update main location inventory, as is the US warehouse code. This allows inventory control to accurately reflect US and Canadian orders.

Canadian pricing is set up in file INWQP - Branch Override Pricing. Intercompany Cost is obtained from file INLC1 for branch CA.

When a Canadian shipment is being prepared, all orders are released in the same way as US orders.

When Canadian invoices are processed, an additional consolidated invoice will be printed combining all the Canadian invoices on file.

When these invoices are updated, all the normal GL entries and sales analysis updates, etc. will be updated to the Canadian company. Additional updates will be done to the US company based on the inter company accounts defined in the

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Product class file.

[R]oma Moulding Inter Company - Developed Aug 2001

For this type, during the invoice update, if the Product Class flag is set to this value, an invoice will be created for each branch in the from company/branch to the to company. One invoice per update/branch will be created.

A price and cost for intercompany transactions will be maintained by Product Class, with an override by product.

66 INTERCO [C] CO

67 CURRENCY CODE

Pre-determined currency codes include: 'C' - Canadian, 'U' - U.S. This currency code will be required in the supplier master file. The NEW accounts payable system and P.O. purchase order system will update the appropriate G/L accounts as loaded for each currency code.

If other currency codes are required, these may also be loaded in the currency control file, then carried over into the supplier master file (see the currency code field in the vendor file for an example of when other currency codes may be required).

Note that accounts payable cheque number sequencing (Additional System Control record) only handles codes C and U. If additional codes are used, and separate series of cheque numbers are required by each currency's bank account, your System control record should indicate that cheque numbers are to come from the G/L Extra Data File rather than the Additional System Control record.

Currency code is also loaded into the general ledger extra data file. If present, and if financial statements are to be prepared using exchange rates (ie: consolidated statements) this field is used to obtain the exchange rate to be used.

68 KIT PRICE BR CD

For KIT Bill of Materials priced by Kit Component rather than Kit in Total, a option is available to allow special pricing by branch for each item in the kit.

This option allows for a unique price for each of up to 5 branches. If the branch code and price are there for any of the 5, the price will be used rather than the normal kit price calculated. (ROMMOU - 00/01/18)

69 WIP W'HOUSE CD

For the production scheduling system, if not blank, when a Raw Material Item updated by the Production WIP Movement Program (BXPRO3), this field Identifies the WIP warehouse to be used if any. For example, when a raw material Item is

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first used, if this field is not blank, it will be transferred to the WIP warehouse.

Doc Code Missing

70 DIVISION CODE

If this branch also represents a GL Division, the division code in question is stored here.

If the General Ledger is divisionalized, this field contains the code (which is a part of the GL account number as described by ADCTLA parameters) identifying a division.

71 DIVISION FILLER

If the General Ledger is divisionalized, this field contains the code (which is a part of the GL account number as described by ADCTLA parameters) identifying a division.

72 P/C LOOKUP BRCH

If not blank, this field contains the branch code to use for Product Class lookups re GL Updating (Program INP.C2).

73 RAW MAT W'HOUSE

74 DEFAULT PRINTER

In order to save keystrokes, a default PRINTER and default PRINTER CAPABILITY can be established. This allows for default printer access with a single function key [F8] during printer selection routines.

This field is found in the following files:

- JRCTLZ System Installation Record (default for entire installation)
- INLCN The default can be overridden for a branch (Nov 2002)
- JRCTLO Operator Codes File (defaults can be overridden for specific operators)

It should be noted that if this option is used, the operator will not be prompted to accept the selection or capability.

75 DEFAULT CAP.

In order to save keystrokes, a default PRINTER and default PRINTER CAPABILITY can be established. This allows for default printer access with a single function key [F8] during printer selection routines.

This field is found in the following files:

- JRCTLZ System Installation Record (default for entire installation)
- INLCN The default can be overridden for a branch (Nov 2002)
- JRCTLO Operator Codes File (defaults can be overridden for specific operators)

It should be noted that if this option is used, the operator will not be prompted to accept the selection or capability.

76 XFERS UPD COMMIT

This field identifies how transfers order processing will update Inventory. is stored as a company wide parameter (Q6\$(440,1)) and effective August 2003, a per branch override field is also available. Following describes transfers processing for each of the options.

N or blank (only option currently available in Weldpak)

Transfers orders will reduce on hand in from branch, and update in transit in receiving branch. Transfers receiving will reduce in transit by amount received in receiving branch, and on hand will be increased by the same amount. Any back orders will remain in transit. Goods not received, and not back ordered will be added back to the sending branch.

Y - available March 1997

Transfers orders will update committed in from branch, and update in transit in receiving branch. Transfers receiving will reduce in transit by the amount received in receiving branch, and on hand will be increased by the same amount. Any back orders will remain in transit. Goods not received and not back ordered will be reduced from the sending branch's committed. Goods received will also be reduced from that committed.

Note: Effective September 1999 Transfers in From Branch will be -(Transfers in To Branch) This will allow identification of portion of committed that is In transit.

Q Option - Implemented March 2002 - for Quik Drive

Under this option, transfers will take place in 4 steps:

- Step 1 - Transfer order entered. - From Branch Inventory is Committed only, just as if a regular order. Release Qties are entered manually as the order is entered, or through order change. Note: Effective Feb 2008, release qties are entered in program that changes status to shipped. As well, The TO branch is updated as

On Order for any Qty committed in the from Branch.
(NOTE: for Time LTD On Order and Committed for Transfers are never updated at all - rather XFR qty is displayed on Inventory Inquiry and Stock Status).

Step 2 -Optionally, the Order may be Release Verified through Order Shipment Release Verify Program on Selector 10. The order status is changed to a 'V'

Step 3 - Transfer order is shipped through the Change Transfer Status to Shipped program on Selector 11. It's order status is changed to 'T'. At this time, if not Release Verified, the Shipped Qty may be entered. The difference between Ordered and Released/Shipped will be changed to the new ordered qty after the shipment is received (as of Feb 2008). To Prevent Back Orders, the Order Qty should be changed to match the shipped QTY.
At this point:

FROM branch	Committed reduced by full order quantity less any Back Order On Hand reduced by released quantity
TO branch	In Transit updated by the released quantity On Order Reduced by the released Qty

Back orders are created on line, or after the invoice updated, as determined by the back order parameter.

Step 4 - Transfer order is received. - To Branch Inventory is increased, and to Branch In Transit Qty is relieved. If a B/O remains, and on line back orders are not being produced, the order status reverts to printed and any lines with Back Orders remain with the BO Qty moved to Qty Ordered.

=====
I Option - Immediate Transfers - Implemented Aug 2003 - Quik Drive as Branch Override

This option works exactly the same as Type [Q] except that the Transfers Receipt Step is skipped. After orders are released and verified, and status is changed to shipped, the orders are received in the To branch. In Transits is never updated. Quik Drive uses this to ship out Salesman Inventory to Branches set up for salesman inventory.
=====

77 SALESMAN NO

If set to [Y]es, this field indicates that this Warehouse is used to track salesperson's inventory. This branch will not be allowed as a branch in order processing, other than as a line item override to update that branch code inventory.

FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

A link will be stored to the actual salesman number this inventory is for, and a cross index will be maintained for same. (JA152)

78 DELIVERY GROUP

Used for delivery reporting/scheduling. (see OEHDR7). Identifies locations (stores) in same delivery area. For example, stores serviced by same truck could use a truck number as the delivery group code.

Implemented April 2004 - Royal Mattress.

79 INV XFR CLR GL

If Inventory transfers is used between branches, when inventory posting is updated, transfers are posted as debit/credit to inventory accounts as defined in INP.C and other side of entry is posted to this account.
Implemented May 20, 2004 - SWIHER.

80 GL UPDATE BR CD

If GL updates determined by the GL Interface Files INP.C and ADCTLp are the same as for some other Branch or Warehouse Code, that Code may be loaded here, negating the need to maintain a separate interface for this Branch.

Implemented Jun 15 2004 - QUIDRI.

81 ORIDE INVTY GL

If not blank, this field overrides the Inventory Account Stored in INP.C.

82 BTREAD CLEAR GL

For the Michelin Bib Tread inventory imports, this field must be loaded with clearing account to use for the inventory postings done. Theoretically, every transaction should result in a zero entry to this account, but it is there in case a system or processing error causes a difference.

83 RETREAD PLANT ?

This field is used to identify locations that are Tire Retread plants, that use special logic for processing customer orders, and stock transfers.

This logic, developed for MacArthur Tire in February 2008, works as follows:

CUSTOMER ORDERS

When a customer provides used casings to be retreaded, or to be used for stock retread tires, a customer order will be generated. This order will require a Sale Type to be included in the order as per the list below:

RR Casings are to be Repaired and Retreaded.

 FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

CC Casings are to be used for the production of stock tires. A Casing Credit will be issued after the tire has been inspected and found to be usable. If the tire fails inspection, the tire will be disposed of and a charge for disposal added to the order, or the casing will be returned.

Following additional Sale Types may also be used:

RO Repair Only
 SO Service Only
 IO Inspect Only
 SC Scrap Tire Pickup
 NP No Pickup
 AD Adjustment
 SS Startup Stock
 DS Dealer Stock
 CP Casing Purchase
 BS Build for Stock

When the order is entered, the inventory branch will be set to the Retread Location Branch code, and the Sales branch will be set to the Branch getting credit for the sale. When the invoice is eventually produced and updated, GL entries will differ in that 2 sets of entries will be made for the sale. The first will be an interbranch sale between the Retread branch and the sales branch, where the price used will be the tires standard cost stored in the Unit cost field, and the cost will be the Retread Standard Cost (stored in the STANDARD COST field of the inventory extra data file.). GL Updates will occur as described below:

Assuming sale price of 100\$, Branch Cost of 75\$, and Retread Std Cost of 50\$:

GL	RT	BRANCH
SALES		100CR
COST		75 DR
AR		100DR
INTER		75 CR
INVTY	50CR	
RT SLS	75CR	
RT COST	50DR	
INTER	75DR	

When the Order is first entered, a line will be entered for each Finished Good Cap and Casing to be created with the appropriate quantities, or for each casing credit expected, with the appropriate Quantities.

When the inspection and retreading are completed, lines will be added for any repairs required, and any disposed tire will require qty changes and addition of disposal charges.

STOCK TIRES

Once casings are inspected and determined OK for Stock Production, a new Transfer order will be entered, with a sale type of BS. The customer code will

FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

be equal to the code of the branch to which the tires are being transferred, and will receive the tires once they are completed.

Once complete, the transfer will update inventory, based upon the product inventory flag (which can be overridden by branch in file INLC1 S15.29). It will reduce appropriate inventories in the selling branch, and increase them in the received in the selling branch, but the casing cost will be added to the stock tire's standard cost when the standard cost is first loaded.

GL updates will be as follows for each line item, using the same values as customer sale:

GL	RT	Branch
INTER	75DR	75 CR
SALES	75CR	
INVTY	50CR	75 DR
COST	50DR	

84 RETREAD GL

This field contains the retread interbranch control GL account.

This field is used to identify locations that are Tire Retread plants, that are to use special logic for processing customer orders, and stock transfers.

This logic, developed for MacArthur Tire in February 2008, works as follows:

CUSTOMER ORDERS

When a customer provides used casings to be retreaded, or to be used for stock retread tires, a customer order will be generated. This order will require a Sale Type to be included in the order as per the list below:

RR Casings are to be Repaired and Retreaded.
CC Casings are to be used for the production of stock tires. A Casing Credit will be issued after the tire has been inspected and found to be usable. If the tire fails inspection, the tire will be disposed of and a charge for disposal added to the order, or the casing will be returned.

Following additional Sale Types may also be used:

RO	Repair Only
SO	Service Only
IO	Inspect Only
SC	Scrap Tire Pickup
NP	No Pickup
AD	Adjustment
SS	Startup Stock
DS	Dealer Stock
CP	Casing Purchase
BS	Build for Stock

When the order is entered, the inventory branch will be set to the Retread Location Branch code, and the Sales branch will be set to the Branch getting credit for the sale. When the invoice is eventually produced and updated, GL entries will differ in that 2 sets of entries will be made for the sale. The first will be an interbranch sale between the Retread branch and the sales branch, where the price used will be the tires standard cost stored in the Unit cost field, and the cost will be the Retread Standard Cost (stored in the STANDARD COST field of the inventory extra data file.). GL Updates will occur as described below:

Assuming sale price of 100\$, Branch Cost of 75\$, and Retread Std Cost of 50\$:

GL	RT	BRANCH
SALES		100CR
COST		75 DR
AR		100DR
INTER		75 CR
INVTY	50CR	
RT SLS	75CR	
RT COST	50DR	
INTER	75DR	

When the Order is first entered, a line will be entered for each Finished Good Cap and Casing to be created with the appropriate quantities, or for each casing credit expected, with the appropriate Quantities.

When the inspection and retreading are completed, lines will be added for any repairs required, and any disposed tire will require qty changes and addition of disposal charges.

STOCK TIRES

Once casings are inspected and determined OK for Stock Production, a new Transfer order will be entered, with a sale type of BS. The customer code will be equal to the code of the branch to which the tires are being transferred, and will receive the tires once they are completed.

Once complete, the transfer will update inventory, based upon the product inventory flag (which can be overridden by branch in file INLC1 S15.29). It will reduce appropriate inventories in the selling branch, and increase them in the received in the selling branch, but the casing cost will be added to the stock tire's standard cost when the standard cost is first loaded.

GL updates will be as follows for each line item, using the same values as customer sale:

GL	RT	Branch
INTER	75DR	75 CR
SALES	75CR	
INVTY	50CR	75 DR
COST	50DR	

FILE NO: 152 JF152 NAME: INLCN INVENTORY LOCATIONS FILE (42)

85 I8\$

| 1.-COMPANY CD — |

2. COMPANY NAME	_____
3. ADDRESS 1	_____
4. ADDRESS 2	_____
5. ADDRESS 3	_____
6. POSTAL CODE	_____
7.^TELEPHONE	_____
8.^FAX TELEPHONE	_____

10. NEXT ORDER NO	_____	14.^AR CURR POST MT	_____
11. NEXT INVOICE NO	_____	15.^IN CURR POST MT	_____
12. NEXT C/M NO	_____		
13. NEXT CHEQUE NO	_____		
17. NEXT QUOTE/SHP#	_____	16.^PERIODS IN YEAR	_____

FILE NO: 390 JF390 NAME: ADCOM COMPANY FILE (21)

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 COMPANY NAME

A name may be loaded with the code for each company present.

3 ADDRESS 1

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

4 ADDRESS 2

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

5 ADDRESS 3

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

6 POSTAL CODE

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

7 TELEPHONE

A telephone number may be loaded (no dashes or spaces). The area code need only be loaded if available. This field is a cross reference to the customer number field & lookups by telephone number may be done during such procedures as order processing/invoicing. For this reason, it is important that consistency be maintained when loading telephone numbers.

In the supplier file this field is informational only.

In both cases, if a telephone number is loaded it will display when the 'PHONE' feature is used at any menu.

8 FAX TELEPHONE

This field can be used to load the customer's fax number, if applicable.

9 C9\$

FILE NO: 390 JF390 NAME: ADCOM COMPANY FILE (21)

10 NEXT ORDER NO

This field contains the next order number to be used for this company. Once established, this field is automatically updated by the order entry program. Note that if your system control record indicates that manual order numbers are to be used, you will have the ability to key in order numbers during order processing, rather than having them system assigned.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap eachother).

11 NEXT INVOICE NO

This field contains the next invoice number to be used for this company during invoicing procedures. Once established, this field is automatically updated.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap eachother).

12 NEXT C/M NO

This field contains the next credit memo number to be used for this company. Once established, this field is automatically updated.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap eachother).

13 NEXT CHEQUE NO

This field is only applicable if the original accounts payable system is used. It contains the next system generated cheque number to be assigned. Once established, this field is automatically updated.

If you have multiple branches & wish to have different cheque numbers for each branch, load the starting cheque numbers in the A/P branch cheque numbers file (selector 17). This file may be used regardless of whether your system control record indicates that control numbers are to be maintained by branch or not.

14 AR CURR POST MT

This field contains the CURRENT A/R POSTING MONTH (in YYYY)

FILE NO: 390 JF390 NAME: ADCOM COMPANY FILE (21)

format). Once established, this field is automatically updated when the Close Orders A/R & Sales program is run at month end.

If set to zero, it will be assumed that A/R is not used by this company.

15 IN CURR POST MT

This field contains the CURRENT INVENTORY POSTING MONTH (in YYMM format). Once established, this field is automatically updated when the Close Inventory program is run at month end.

If set to zero, it is assumed that Inventory Control is not used by this company.

16 PERIODS IN YEAR

This field contains the number of period in your fiscal year.

17 NEXT QUOTE/SHP#

Contains the next packing slip number for this company. This is automatically assigned during the Order Print Program. It may also contain the next quotation number to be assigned, if your system control record has the Assign Quote # flag set to yes.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap eachother).

02.-COMPANY CD —

03.^AUDIT TRAIL ? —
04.^MINI INAUD YN —
05.^INAUD OH ONLY? —
06.^INAUD INV ONLY? —

07.^INV GL UPDATE ? —
08.^IN BOND GL ACCT —
09.^USE I/P P/O'S ? —
10.^INSL1/INPS1 HIS —

11.^USE INBIN? —
12.^MAIN LOCAT'N ID —
13.^BRANCH COST YN? —
14.^INV DEC PLACES —
15.^COST DEC PLACES —
16.^PO DEC PLACES —
17.^PRICED DEC PLACES —

185^MISC ITEMS GL? —
196^GL CONTROL? —
205^CONSIGN.INVTRY? —
212^KITS/SET LOGIC —

229^INV MGR OP CODE —

235^ALL WH ON LIST? —
243^MARKUP COST —
258^MAINTAIN INPSH —
262^STANDARD COST? —
277^INVTY POST AVG? —
289^INVOICING AVG? —
29.^FIFO COSTING ? —
303^QUOTE/ORD COST —
312^ORD/INV OP LOG? —

02.-COMPANY CD —

66.^O'RIDE SOLD TO? —
861^OLD ADCTL\$?? —
377^SEP. PACK SLIP# —
388^PACK SLIP FORMAT —
602 ORD/INV PRT PFX —
670^ASSIGN CUST NO —
391 LAST CUSTOMER —
184^ORD VAL BY MAS? —

GST/FST AND TAX OPTIONS

85.^PST ON FREIGHT? —
86.^PST ON MISC? —
07.^FST RECIPR. —
13.^FST BASE —
15.^GST EXTRA INC —
62.^DEDUCT FST INC? —
996^TAX ON BASE —
333^GST YN —
366 GST#/BUS# ST —
285 BUS REG NO END —
399^FRT GST/FST RAT —
400^MSC GST/FST RAT —
489^GST ON BASE YN —
262^TAX VARY ITEM ? —

FOR OTHER PARAMETERS SEE FILE 389

444^JNL CD INVOICES —
455^JNL CD CASH SLS —
466^JNL CD CREDITS —

02.-COMPANY CD —

90.^USE JEDBASE ? —		
92.^UPDATE OEBKG ? —		
93. MINIMUM GP % —	772^UPDATE OESNO/1? —	153^SMN ORIDE SEC —
413 MAXIMUM GP % —	805^CANCEL B/O Y/N? —	175^QTY BREAK PRC ? —
95.^DAILY TOTALS ? —	816 MSDS OR PROD NO —	
96.^S/A DEDUCT FST? —	973^INV DT=OR/SH DT —	288 CANCEL SEC LVL —
97.^COMMISSION CALC —		299^CANCEL ALL/CASH —
02.^UPDATE SACUS ? —		
06.^GL BY BRANCH YN —	018^NAME FROM A/R#? —	322^UPDATE LOT HIST —
12.^CONTROL # BY WH —	030^SLS/FST REG RQ? —	
32.^ORD PRINT REQ'D —		
33.^ORD REG'R REQ'D —		
	041^ALLOW CASH SLS? —	34.^COST SEC'TY LVL —
36.^ASSIGN QUOTE# —		568^PR OVER SEC LEV —
38.^INV/ORDER SORT —	108^AUTO A/R BAL YN —	579^OE DISC SEC LEV —
	119^MANUAL ORDER #? —	39.^CUST INF SEC LV —
51.^INXRF PARTIAL ? —		725^SPLIT COMM CD —

02.-COMPANY CD

AP Parameters

GL Parameters		AP Parameters	
79.^GL USED	-	81.^AP USED	-
80.^GL CUR POST MTH	-----	82.^AP CUR POST MTH	-----
83.^FIS YR START MO	--- 355^GL DETL PRT FLG	84.^A/P SEPARATE YN	-
03.^USE REFNC JX2?	- 411^POST MNTH YYMM?	89.^USE NEW A/P	-
04.^UPDATE ADSUM ?	- 422^J/E BALANCES ?	91.^USE A/P HIST ?	-
277^UPDATE ADGLJ/W	- 433^F/S DRAFT ?	98.^OFFSET A/P A/R?	-
37. MONTH END DATE	--- 535 F/S ROUNDING	14.^PRT MAN CHQ YN	-
40.^DIVISION START	- 490^ACCTG SPEC EDIT	56.^AP PAY SELECT ?	-
41.^DIVISION LENGTH	- 512 STATS ACCT SIZE	72.^AP HOLD BACK	-
67.^GL MASTER COMP	--- 524^CLOSE ENTRY TYP	783^AP CHEQ # FROM?	-
938^GL INTER COMP ?	-	894^AP KEY CHQ NO	-
54. FIN ST POST MTH	-----	905^AP AGE BY ?	-
55. ADEXC USED?	- 736^LINE ITEM REF #	916^AP MASTER COMP	---
64.^G/L:UNITS CI?	- 217^G/L OLD STYLE	927^BANK MAST COMP	---
65.^F/S: UNITS SUM?	-	120^MAINTAIN APHJL	-
70.^GL ALLOW ADD YN	- 307^AP OVRD BNK ACC	344^AP WH RESTRICTN	-
71.^GL CHANGE J/E	-	501^ASSIGN AP VCHR	-

02.-COMPANY CD

01.^WELDPAK/MEDPAK? -	46.^MEDPAK SPLITS ? -
43. LEASE TERM MTHS -	703^MEDPAK SPLIT LN -
44.^DEFER LEASE REV -	50.^SPLIT FREIGHT ? -
45.^DEFER REV ACCT -	231^SKIP DAYS CALC -
646^DEFER REV S/L -	546^ANN'Y DATE RENT -
47.^DEL'Y GL BY PC? -	657^MEDPAK RENT TY -
48.^DEL'Y IN PRICE -	781^PRODUCT MAX.? -
49.^DEL'Y TO SALES? -	239^RND SPLIT CALCS -
52.^RENEW LSE NO BL -	613^REN/DEM JNL CD -
53.^NEGATIVE CYL CD -	624^LSE RENEW JNL -
029^USE WEREG? -	251^UPDATE ARINX9 ? -
097^AUTO CYL BAL YN -	Call Inquiry Sec Levels
478^PST DEL'Y IT EX -	
557^LEASE PST SRCE -	197^SEC LVL INQ 11 -
580^ALLOW NEG DEM -	208^SEC LVL INQ 12 -
228^BR CD - REN/LSE -	219^SEC LVL INQ 13 -

02.-COMPANY CD

PURCHASE ORDER SYSTEM PQ SYSTEM MISCELLANEOUS ...
88.^USE ITEM WINDOW -		
00.^PO SYSTEM USED? -	60.^PQ CST FAC UPD? -	35.^BUILDING COMP -
08.^PO ACCRUAL TYPE -	61.^PQ CST FAC SRC? -	
09.^HOME CURR CD -		42.^SKIP FM AUDIT ? -
10.^PO USE POINV YN -		
16.^PO DOC PRT PROG -		883^KEY BRANCH XREF -
300^PO BUY PRT PROG -		
311^PO REC PRT PROG -		
57. PO PRT PO DOC -		
58.^PO PRT BUY DOC -		... BMX OPTIONS
59.^PO PRT REC DOC -		
849^USE WORK ORD YN -		11.^USE RAW MAT YN -
872^PO WAYBILL YN -		74.^INVTY BOM UPDT -
195^PO O/R EXCH FCT -		750^INVTY BOM COST -
240^PO IN TRANS SYS -		984^INVOICE BMX HI? -
296^PO CLAIM PST ? -		

02.-COMPANY CD —

Misc Control Numbers

337 NEXT INV TRAN # _____
348 NEXT P/O NUMBER _____
359 LAST UPDATE NO. _____
360 NEXT PO REC. NO _____
371 NEXT SUGG PO NO _____
382 NEXT BLKT PO NO _____

Inter System Parameters

064^INTER SYS O/E ? —
131^INTER SYS A/R ? —
142^INTER SYS INV ? —
164^INTER SYS AR-GL —
769^INTER SYS A/P ? —
254 INTERSYS USR CD —

668~CUSTOMER ID —

02.-COMPANY CD —

69.^PR AP REC/DIRDP —

73.^PR BANK BY CHQ —

951^PR MAST COMP —

02.-COMPANY CD —

94.^CREDIT MGR OPCD —

794^MAINTAIN ARHJL? —

962^BALANCE CASH ? —

053^CREDITS TO CM # — 68.^A/R USING MPTEN —

591^JEDRON POS YN —

681^POS START SHIFT —

692^POS END SHIFT —

173^POS ORDER UPDT —

87.^ARINV HISTORY ? —

714^A/R AGING D/M —

99.^UPDATE ARINX3 ? — 827^MAINTAIN ARHLS? —

761^UPDATE ARINX4 ? — 850^MAINTAIN ARCS1? —

770^CALLED F/M? —

838^UPDATE ARINX5 ? —

075^UPDATE ARINX6 ? — 007^A/R ATB DTL DT —

206^A/R STMT SUFFIX —

747^UPDATE ARINX7 ? —

758^UPDATE ARINX8 ? — 243 CREDIT CUST NO —

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

1 A

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 AUDIT TRAIL ?

If set to yes, the inventory audit file (INAUD) is to be updated for all inventory transactions (sales, receipts, adjustments, transfers, etc).

4 GL USED

blank or Y indicates GL used on this system - N indicates GL not being used.

5 GL CUR POST MTH

This field contains the current posting month for the G/L (in YYYY format). Once established, this field is automatically updated by the CLOSE G/L PROGRAM found on the month end menu.

NOTE: The Close G/L procedure does not actually summarize (purge) any G/L detail; it simply rolls over the posting month in order that journal entry type programs can always display the current month as the default.

See also the NEXT G/L SUMMARIZE MONTH (found in the Additional Control Numbers File). This field is updated by the program which actually summarizes (purges) G/L detail from the G/L files.

6 AP USED

This field indicates whether or not this company is using the accounts payable programs.

Left blank or 'Y' A/P being used
'N' A/P not being used

7 AP CUR POST MTH

This field contains the current posting month for Accounts Payable (in YYYY format). Once established, this field is automatically

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

updated by the Close Accounts Payable program run at month end.

8 FIS YR START MO

This field contains the CALENDAR month in which your fiscal year starts (01 = Jan, 02 = Feb,.....12=December)

Note the following re fiscal year versus calendar year:

If FISCAL YEAR = January to December, 1990

Calendar Month January 1990 = Posting Month 0190
Calendar Month June 1990 = Posting Month 0690
Calendar Month December 1990 = Posting Month 1290
Calendar Month January 1991 = Posting Month 0191

If FISCAL YEAR = May 1990 to April 1991

Calendar Month May 1990 = Posting Month 0191
Calendar Month December 1990 = Posting Month 0891
Calendar Month April 1991 = Posting Month 1291
Calendar Month May 1991 = Posting Month 0192

Posting month is simply the accounting period of your fiscal year into which entries are to be posted (calculated based on when fiscal year ENDS).

In the first example, January 1990 is the 1st accounting period of the fiscal year which ends in 1990.

In the second example, May 1990 is the 1st accounting period of the fiscal year which ends in 1991.

9 INV GL UPDATE ?

If set to yes, the G/L will be updated as a result of any inventory postings programs (inventory control menu), or any PO Receipts (PO purchase order menu).

Re inventory postings:

As inventory postings are done, you will be prompted for a G/L account (normally an inventory clearing account). When the inventory posting file is cleared, the following entries will be posted to the general ledger:

One entry will automatically be posted to the inventory clearing account. The reversing entry will be made to the actual inventory account for the product (determined by the product class file).

If using this method, accounts payable invoices should be applied to the inventory clearing account rather than the actual inventory account.

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

An invty receipt would credit inventory clearing & debit actual inventory
The A/P invoice would credit accounts payable & debit inventory clearing
Theoretically, when these two transactions have been posted, the inventory
clearing account should have a zero balance. However, certain situations could
cause this not to be true. Some examples are:

- the inventory receipt is posted in the current month, but the A/P invoice
is not actually posted until next month.
- the inventory receipt is posted at one cost, but the A/P invoice is posted
at a different cost (this could be corrected by doing another inventory
receipt - two lines: first line would be a negative receipt of the
original quantity at the original cost received at, second line would be
a positive receipt of the original quantity at the actual cost invoiced).

Inventory adjustments would also affect the inventory clearing and actual
inventory accounts; however, in this case, there would be no offsetting entry
posted through accounts payable. In this case, the inventory clearing account
would have to be manually cleared out via a journal entry.

A debit balance in the inventory clearing account would probably indicate
that inventory adjustments have been made to reduce inventory (defective goods
for which supplier credits can no longer be claimed, goods which have been
lost, etc.). In this case, the journal entry would probably be to some expense
account to cover inventory losses.

A credit balance in the inventory clearing account would probably indicate that
an inventory receipt has been posted, but the A/P invoice has not yet been
posted.

NOTE: See also the INV REC CLR GL fields in the Warehouse Locations File
and the Product Class File.

NOTE: See also the following documentation re a new option available
effective September 1993.

INVENTORY AND PURCHASE ORDER SYSTEM GENERAL LEDGER UPDATE

If the PO ACCRUAL TYPE field in your system control record is set to F or G,
the general ledger update programs for inventory transactions will affect G/L
accounts from various files as follows:

NOTE: The 'G' option is available to all users, regardless of whether
or not the PO Purchase Order System is being used. It allows
different types of G/L transactions to be tracked in separate G/L
accounts (eg: purchases tracked separately from inventory sold versus
inventory adjustments, etc.)

ADTCLA System Control Record
IN BOND GL ACCOUNT (not used by any procedure currently)
INVTY GL UPDATE FLAG must be set to yes.

 FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

ADCTLB Additional System Control Record
 PO SET CLR GL (clearing account for PO Receipts - used
 by furniture system only for furniture sets)

ADCTLC Currency Control File.
 PO REC INV CLR
 PO REC DUTY CLR
 PO REC FRT CLR
 AP ACCR GL ACCT ('F' option only - not yet available)

INLCN Inventory Locations File
 INV REC CLR GL
 DIR SHIP GL ACCT (affected by direct shipments - either
 receiving or selling - NOT RECOMMENDED!)

INP.C Regular Product Class File
 INVY GL ACCT
 COST OF SALES GL ACCT
 PO INV REC CLR

ADCTLp P.O. Product Class Extra Data File
 INV'TY REC'T GL
 INV'TY ADJ GL Also Updates Detail or Summary
 INV'TY TRANS GL
 INV'TY PURCH GL
 INV'TY PRODN GL
 INV'TY FRM BOND
 BOND PURCH GL
 BOND REC'T GL
 BOND ISSUE GL
 DUTY/TAX GL ACC
 FREIGHT GL ACC

Following are details of how your G/L should be structured and when/how the various accounts are affected.

G/L Chart of Accounts	Assets Section Inventory Opening Balance (beginning of year) Liabilities Section A/P Accruals account Income Statement Section Sales Accounts Cost of Sales Accounts Inventory Expense Accounts (**) Regular Expense Accounts
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(**) The inventory expense accounts will be used to track any inventory purchases, sales, adjust-

ments, transfers, etc. throughout the year. These accounts will be cleared out at year end at which time the new inventory opening balance will be loaded for the next year. For easier formatting of financial statements, it is strongly recommended that a section be reserved strictly for these inventory expense accounts.

File INLCN

The 'INV REC CLR GL' field should contain an inventory clearing account. This account will automatically be used in ALL 'inventory posting' procedures (receipts, adjustments, transfers, post production via bill of materials, etc.)

Each time a transaction is posted, the above account will automatically be affected with the offsetting entry going to the appropriate inventory expense account.

NOTE: The clearing account in this file is NOT USED by the PO Receipts programs. It is strictly used by the inventory posting programs.

File ADCTLC

This file contains the inventory clearing account used by the PO Receipts posting programs.

This file also contains clearing accounts for duty/import tax and freight applied against any PO received through the PO Receipts programs. (If these fields are left blank, duty/tax and freight would be posted to the Inventory Clearing Account loaded in the previous field).

File INP.C

The 'PO REC INV CLR' found in this file may OPTIONALLY be used to override that loaded in file ADCTLC, in the event that you wish to maintain separate clearing accounts by product class.

Note that using multiple clearing accounts could result in confusion when posting A/P invoices (see help documentation in Product Class File for details).

File INP.C

The INVTY and COST OF SALES G/L accounts contain inventory expense accounts affected by selling only. Each time a sales invoice is updated, the cost portion of that invoice will credit the inventory account and debit the cost of sales account.

File ADCTLp

At least one record will be required in this file, regardless of whether you are using the PO Purchase Order System or not.

How many records are required is dependent on how detailed you want your G/L tracking to be.

You may load only one record (all key fields left blank) if transactions for ALL product classes/sub classes/warehouses are to affect the same inventory expense accounts.

You may load only one record per warehouse (all key fields except warehouse code left blank) if transactions for ALL product classes/sub classes within warehouse 'A' are to affect the same inventory expense accounts.

You may load one record per product class (sub class left blank) for all or individual warehouses.

Finally, you may load a record for each product class/sub class (for all or individual warehouses).

This file also contains the various inventory expense accounts:

INV'TY REC GL **

This is the purchases expense account for any RECEIPTS posted through the Inventory Receipts Posting program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY PUR GL **

This is the purchases expense account for any RECEIPTS posted through the PO Receipts Posting Programs.

Offsetting entry is to the clearing account from file ADCTLC (or the override in INP.C)

**

Both fields may contain the same G/L account in the event that some receipts are posted through the PO programs while others are posted through the Inventory Posting Program.

INV'TY ADJ GL

This is the expense account for any inventory ADJUSTMENTS posted through the Inventory

Adjustments Posting Program or the Inventory Cost Change Program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY TRANS GL

This the expense account for any inventory TRANSFERS posted through the Inventory Transfers Posting Program.

Offsetting entry is to the same account as loaded for the warehouse 'TO' which the product is being transferred. The inventory clearing accounts are NOT affected by this procedure.

INV'TY PRODN GL

This is the expense account for any inventory PRODUCTIONS posted through the Post Production via Bill of Materials program. The amount posted to this account is the difference between the cost of the finished good and the cost of the raw materials.

Offsetting entry is to the inventory clearing account from INLCN.

DUTY/TAX GL ACC

This is the expense account to which any duty/import tax amount applied against a PO Receipt will be updated.

Offsetting entry is to the Duty Clearing account from file ADCTLC (if no Duty Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

FREIGHT GL ACC

This is the expense account to which any freight amount applied against a PO Receipt will be updated.

Offsetting entry is to the Freight Clearing account from file ADCTLC (if no Freight Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

When posting the A/P invoice(s) for duty/tax and freight, these should be posted against the same clearing account to which the original purchase order was updated.

BOND G/L ACCOUNTS

The following 'BOND' fields are only applicable if you receive goods into a 'bonded' warehouse prior to releasing them into general inventory.

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These fields could be affected by either Inventory Posting Programs or PO Receipts Programs.

NOTE: The 'Bonded Warehouse' feature is not completely supported. Further development work would be necessary in the event that this feature is required!

BOND REC'T GL This field contains the G/L account to which RECEIPTS INTO A BONDED WAREHOUSE are updated. These G/L accounts are affected by the Inventory In Bond Posting Program only.

Offsetting entry is to the inventory clearing account from INLCN.

INV'TY FROM BOND/
BOND ISSUE GL When goods are released FROM the bonded warehouse into general inventory (once customs clearance is complete), the Inv'ty from Bond account will be debited and the Bond Issue G/L account will be credited. These G/L accounts are used by the Inventory Receipts from In Bond Posting Program only.

BOND PURCH GL Same as the BOND REC'T GL except that this would be used by the PO Receipts Posting Program only. Receiving into a bonded warehouse during PO Receiving has been turned off, awaiting further development as required.

10 IN BOND GL ACCT

If the INV GL UPDATE field is set to yes, and you use bonded warehouses, this field would contain the G/L account to be debited when goods are received into a bonded warehouse. As goods are then received into regular inventory from the bonded warehouse, a reversing entry would be made.

NOTE: The 'Bonded Warehouses' feature is not completely supported and further development would be necessary in the event this feature is required.

See documentation available at the 'INV GL UPDATE' field regarding bonded warehouses.

11 USE I/P P/O'S ?

This field determines whether or not you wish to use the simplified purchase order system available through the inventory control menu. (This does not apply if you are going to be using the PQ or PO purchase order systems).

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If set to 'Y', then as orders are placed with your supplier, they can be posted through the 'Inventory On Order Posting' program. No actual purchase order will be produced; however, a record of the goods on order will be tracked in the inventory purchase order file (INPOL). Inventory inquiries will always include 'on order' quantities to alert you that orders have been placed.

As the goods are received, the receipt is posted through the 'Inventory Receipts Posting' program (referring to the original document number and line number). At this time, you will be asked for both the quantity received and the quantity by which to reduce your 'on order' quantity by.

For example: Assume you had originally posted an order for a quantity of 100. When the goods are received, you only receive 95.

Qty Received = 95

Qty On Order = Your options at this point are:

Reduce quantity on order by 95, which will leave the remaining 5 'on order'. This quantity will be kept on file under the original document number and another receipt can be posted when the outstanding quantity is received.

Reduce quantity on order by 100, which will clear out the entire original 'on order' quantity. This is useful in situations where you do not expect to receive the remaining 5, or where your supplier will not ship back orders (in which case another order will have to be placed).

A report (Open P/O's from Inventory Posting) is always available to you. This report will reference the original document number/line number on which the order was posted and will always show the outstanding 'on order' quantity.

12 INSL1/INPS1 HIS

This field should be set to yes if you wish to have A/R invoices updated to the inventory sales history file (INSL1). This file simply contains units sold, sales dollars and cost dollars for each period. This information is maintained for each product number and warehouse, by fiscal year. No customer information is maintained in this file.

Two programs are available from this file. They are both found on the 'Additional Inventory Programs & Reports' menu. These are:

- a) Inventory Sales History Report
- b) Purge Inventory Sales History (specific fiscal years can be purged as

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desired).

A value of [R] indicates that Production Usage History is also to be updated (file INPS1). This field is updated by production posting from an I type Bill of Materials, and is used in addition to INSL1 in the Re-Order Calculation programs versions 1 & 2.

Production usage will also be displayed in the inventory inquiry, effective Nov. 14, 1995.

13 A/P SEPARATE YN

This field identifies whether A/P SUB LEDGER entries are to be maintained in separate files (APJNL/APGNL/APJX2/APSBL for original accounts payable, APJNL/APGNL/APJX2/NPSBL for new accounts payable) or whether they are to be maintained in the same files as the general ledger (ADJNL/ADGNL/ADJX2/ADSBL).

'Y' maintain separate files.
'N' maintain one set of files (AD) only.

It is not necessary to maintain separate files (for either original or new accounts payable). The only time it may be desirable to maintain separate files is if the volume of invoices received is very large, in which case the general ledger files may get too cluttered with sub ledger side entries as well as general ledger entries.

Maintaining one set of files also allows easier printing of journals (not necessary to print sub ledger side separately from G/L side), corrections, etc.

14 PST ON FREIGHT?

This field should be set to yes if you wish to have PST added on to any freight charges input at the end of any sales order or invoice. Whether or not any PST will be calculated on freight will depend on the customer's PST status.

A non-blank value in this field in the Province/State Tax Rate File (ADCTLP) overrides the value in the System Control File (ADCTLA).

15 PST ON MISC?

This field should be set to yes if you wish to have PST added to any miscellaneous charges input at the end of any sales order or invoice. Whether or not PST will be calculated will depend on the customer's tax status.

A non-blank value in this field in the Province/State Tax Rate File (ADCTLP) overrides the value in the System Control File (ADCTLA).

16 ARINV HISTORY ?

If set to yes, then as sales invoices are updated, they will be copied into A/R Invoice History Files (ARINV,ARINV,ARDES). These files can be

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used for several purposes:

- inquiries on previously updated invoices.
- reprinting previously updated invoices.
- various sales reports available from the A/R Invoice history files.

Copies of invoices will be maintained in these history files, until such time as the history files themselves are purged.

17 USE ITEM WINDOW

This field is NOT USED!

18 USE NEW A/P

If set to yes, the new Accounts Payable programs are used (batch mode entries). If set to no, the original accounts payable programs are used (on line journal entry type programs).

The two accounts payable systems are found on DIFFERENT menus.

19 USE JEDBASE ?

This field should be set to yes, to indicate that Jedbase database management programs are used.

20 USE A/P HIST ?

This field only applies if NEW accounts payable is being used. If set to yes, A/P history files (NPINV, NPCHQ) are updated. If set to no, A/P history files are not updated.

If set to yes, various programs from history are available for use, such as: cancel A/P invoice procedure, cancel cheque procedure & various reports. If set to no, cancellations of invoices/cheques must be done through journal entries.

The history files are automatically purged as part of the A/P month end procedures (the number of months history to be maintained is pre-determined; however this can be changed if desired).

21 UPDATE OEBKG ?

This field should be set to yes if you wish to have Sales Orders updated to the order bookings file. This file contains booked quantity and dollars for each period. It is maintained by product number, warehouse, and salesman, by fiscal year. No customer information is maintained in this file.

A product bookings analysis program is available on the Sales Analysis menu. A purge program is available on the month end menu (specific fiscal years can be purged as desired).

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Effective June 1997, this value may be set to [y]es, indicating that this file is being maintained, but that the month updated is based upon the order required date, rather than the date the order was entered.

NOTE: This file is NOT SUPPORTED in Weldpak/Medpak software.

22 MINIMUM GP %

MINIMUM GROSS PROFIT % and MINIMUM MARKUP %

MINIMUM GROSS PROFIT %:

In the System Control Record: this field contains the minimum gross profit percentage allowed, before items are to be reported on the Below Minimum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or non-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

MINIMUM MARKUP % (OVER COST):

A minimum markup % (GP\$ divided by cost \$) can also be maintained in the system control record, overridden in either Product Class File or Inventory Extra Data File and reported on the Below Minimum Markup over Cost Exception report. This report prints Markup % over cost (with the column heading "MK %").

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35

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51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

23 CREDIT MGR OPCD

If this field contains a valid operator code, mail will automatically be sent to this operator for all credit exceptions generated through sales invoices. If left blank, no mail will be sent.

24 INV DEC PLACES

This field contains the number of decimal places to which inventory quantities (on hand, etc.) are to be maintained. (Note that the Purchase Order system only supports a maximum of 2 decimal places). If individual products are to have quantities maintained with a higher or lower number of decimal places than the standard loaded in the system control record, this number of decimal places can be overridden for each product in the master inventory file.

Programmer Note: See also the EXPLCT DEC PT field in JRCTLZ, JRCTLO and JRUNI.
See also file JRCTLD

25 DAILY TOTALS ?

Indicates whether or not (Y/N) daily control totals are maintained for this company from the batch cash & Order entry update programs. Note: Dollars and units are maintained in daily, month-to-date and year-to-date buckets by ADUPD0. (If period is future, those buckets are not updated, instead future dollars and units are updated. Future is moved to current by A/R period end close, at which time MTD and YTD are also cleared).

Daily values are cleared by PRINT & CLEAR Daily Totals. Prior to clearing these values are saved as Previous Day's dollars and units. This is to allow future development of "Daily Financials".

If set to yes, these totals are updated to file ADCTLE, in addition to all other regular files which are updated. This file IS NOT REBUILDABLE if it becomes corrupt and therefore should only be used if absolutely necessary.

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(An example of how this file could become corrupt is escaping out of a database update program. If the update is restarted, depending on whether or not this file was already updated at the time of the escape, it may be missed completely or a double update could occur).

26 S/A DEDUCT FST?

'Y' indicates that any FST included amounts will be deducted from sales totals in all sales history files and from all sales history fields in the master customer/inventory files.

In order to have your monthly sales reports balance to your sales accounts in the general ledger, this field should be set as follows, depending on whether you remit FST to the government or claim back FST from the government:

ADCTLG - If Post FST Inc = 'Y' & Post FST Ded = 'N', set this field to 'Y'.

ADCTLG - If Post FST Inc = 'N' & Post FST Ded = 'Y', set this field to 'N'.

NOTE: With the implementation of GST, this field is no longer applicable.

27 COMMISSION CALC

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).

The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

Commission rates for each salesman are stored in the salesman file.

Additionally, overriding commission rates may also be stored in other files as indicated below.

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Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

- ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)
- Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)
- A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable.

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(2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer

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Additional Customer Data File contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

 28 OFFSET A/P A/R?

If you have suppliers who are also customers, this field can be used to indicate whether any accounts payable cheques are to be offset by any outstanding accounts receivable balances.

'N' Do not use this feature.
'Y' Use this feature.

If this feature is being used, note the following:

- a) The supplier/customer must have IDENTICAL codes in both the master supplier file and the master customer file.
- b) This feature is only supported in the Payment Select by Vendor program and only if the 'auto select by due date' option is

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chosen (will automatically deduct from the payment any outstanding A/R balances).

When the Payment Select Report is printed, all accounts payable invoices selected for payment will be listed, followed by the TOTAL accounts receivable deduction to be made. This deduction will appear as {A/R XXXXXX} (where XXXXXX = date). (Note: if several A/R invoices are being deducted, they will not be listed individually; only the total of all A/R invoices being deducted will appear)

When the cheque itself is printed, accounts payable invoices and any accounts receivable deductions will be printed on the cheque stub in the same fashion as on the Payment Select Report.

When the cheque is updated, entries will be posted into both the disbursements journal and the A/R adjustments journal.

An accounts payable inquiry after the update will show that the A/P invoices have been paid. An accounts receivable inquiry will show the A/R deduction under an invoice number {A/R X (where X represents the first digit of the date mentioned above)}. An A/R adjustment will eventually have to be made to apply this deduction against the appropriate A/R invoices.

PROGRAMMERS NOTE: This feature is supported in NEW Accounts Payable (whether using separate or combined files). Further testing is required in order to determine if this feature is supported in original accounts payable.

29 UPDATE ARINX3 ?

Indicates whether or not specified history cross index is to be updated.

- '3' is by customer & ship to.
- '4' is by product & warehouse.
- '5' is by customer and product.

Valid Values: 'Y' = cross index file to be updated
'N' = cross index file not to be updated
'C' = for ARINX3 only, setting the flag to 'C' is the same as 'Y', except ship to # will not be included (recommended to resolve OEINQ0 date sequencing issues)

If set to 'Y', ARINX3 is accessed during the customer order status inquiry (by customer purchase order number). ARINX5 is accessed during the customer price inquiry program (it will display the current price and the last four prices charged to the customer). ARINX4 is accessed during the open order

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inquiry by item (product) program.

This field relates to the ARINV HISTORY field.

These cross index files (ARINX3, 4 & 5) are rebuildable from ARINV/ARLIN in the event they become corrupt.

If Q6\$(159,1) UPDATE ARINX5 is set to 'y', a separate file, ARIN5 will be updated instead of ARINX. This was done to save space in ARINX since it has gotten beyond 8,000,000 records at some sites.

30 INAUD OH ONLY?

If the inventory audit trail is to be maintained, this field indicates whether only those transactions which affect actual 'on hand' are to be tracked, or whether all transactions are to be tracked (e.g., 'committed', 'on order', etc., as well as 'on hand')

31 PO SYSTEM USED?

This field identifies whether or not the 'PO' purchase order system is being used.

NOTE: This P.O. system is available to customers using OLD accounts payable programs, providing that NO P.O. accruals are done!

32 WELDPAK/MEDPAK?

[Y] Indicates that the Weldpak/Medpak system is being used by this company.

Note: Medpak users must also set the 'Medpak Splits' flag to yes.

Note: Beginning June 2, 1998 this field has been added to Branch file as an override.

33 UPDATE SACUS ?

This field should be set to yes if Sales History by Branch & Customer is to be maintained (file SACUS). If yes, this file will be updated as sales invoices are updated.

This file maintains sales quantity, sales dollars and cost dollars, by warehouse, customer and fiscal year. No product type information is maintained.

NON WELDPAK CUSTOMERS:

This file is updated based on SALES BRANCH rather than WAREHOUSE/INVENTORY BRANCH, on a line by line basis. Thus, if some lines of an order are credited to one sales branch, while others are credited to another sales branch, the order will partially tracked under the first sales branch and partially tracked

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under the second sales branch.

WELDKPAK/MEDPAK CUSTOMERS: Sales branch is not supported in Weldpak/Medpak software.

34 USE REFNCE JX2?

If set to yes, then reference number will be updated to ADJX2 (cross index file to the master G/L file). This reference number could be a batch number, update number, date, etc., depending on the procedure used to update this file. If set to no, then open item (invoice number) will be updated to this file instead (this was the standard until Dec. 31/87).

This flag also determines how ARJX2 will be updated (cross index file to master A/R file).

35 UPDATE ADSUM ?

This field indicates whether or not ADSUM is to be updated for each entry affecting the G/L. If set to yes, G/L trial balances, detail reports, financial statements, etc., can be prepared from this file. If set to no, all G/L reports, etc. would be processed from ADG.L and ADJNL only.

Processing of financial statements, etc. is much quicker if this file is updated.

In either case, ADG.L will continue to be automatically updated & can be used as a source to rebuild ADSUM in the event that ADSUM should become corrupt.

NOTE: ADG.L is only updated when any of the 'Clear Detail' programs are run (found on the general ledger menu). As detail is cleared from the G/L database file (ADJNL), summary entries are written to ADG.L.

ADSUM is updated each time a G/L entry is posted to the G/L database file. Therefore, this file can be rebuilt from both the current database file (ADJNL) and/or the summarized database file (ADG.L).

The rebuild program is found on the User Utilities Menu.

36 SEE 389 Q6\$(49)

37 GL BY BRANCH YN

If left blank or set to No, the A/R G/L interface file is to be maintained by company only (file ADCTLG). If set to yes, the A/R G/L interface file is to be maintained by branch (ADCTLH).

The A/R G/L interface file contains G/L accounts which are to be automatically affected as a result of sales invoicing, cash posting, etc.

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38 FST RECIPR.

If set to 'Y' or blank, when FST amount is being calculated on FST INCLUDED items, the reciprocal of the FST rate is used. If set to 'N' the actual rate itself is used.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), this flag should be set to 'N'.

39 PO ACCRUAL TYPE

The 'PO ACCRUAL TYPE' field is found in your system control record.

For USERS of the 'PO' purchase order system, this flag identifies whether or not PO Receipts will be accrued until such time as the supplier's A/P invoice is received. Valid values are described below.

For NON-USERS of the 'PO' purchase order system, the only valid value is the 'G' option. Other options would be not applicable.

'N' NO accruals to be done by the system. PO receipts are considered complete as soon as they are updated by the PO Accounting Database Update.

'S' No accruals or variances are to be calculated by the system; however, the PO receipt is not considered complete until such time as an A/P invoice is posted against it through the A/P Invoice Post: Miscellaneous procedure (the PO Receiving number must be specified when posting the A/P invoice - in the description or PO Receipt # field). Running the PO Accounting Database Update program prior to posting this A/P invoice WILL post the PO receipt into the general ledger, it will simply NOT set the completed flag.

NOTE: For the 'N' and 'S' options, whether or not the G/L is to be affected when PO Receipts are updated is determined by the 'INV GL UPDATE' flag. If set to 'Y', the G/L will be affected. If set to 'N', the G/L will not be affected; however, an update summary report is still provided from which any manual G/L entries (if desired) can be posted.

This option not available unless the 'NEW' accounts payable programs are used.

'G' This G/L Accrual option is available to both users and non-users of the PO Purchase Order System. It allows you track different types of inventory transactions in different G/L accounts (eg: purchases updated to one account, sales to another account, adjustments to another account, etc.). The 'INVTY GL UPDATE' flag must be set to yes for this option.

With this option, all programs which allow input of inventory transactions (except for the physical inventory count programs which do not support it), automatically affect the appropriate inventory account, with an offsetting entry posted to either an inventory clearing account or a cost of sales account.

See below for further details of this option.

'F' Full Accruals Option.

This option is UNDER DEVELOPMENT and is NOT YET available.

This option will use a full accrual sub system, which includes A/P Invoice Posting by PO and PO Variance Posting. A full accrued receipts sub ledger will be maintained at the PO Receiving Number level.

The PO Receipt will remain outstanding until such time as the Supplier, Freight and Broker invoices have been posted (A/P Invoice Post: by PO), and all landed cost variances have been posted.

NOTE: The 'INV GL UPDATE' flag MUST be set to 'Y' to use this option.

You MUST use the P.O. Product Class File, in addition to the regular Product Class File with this option.

INVENTORY AND PURCHASE ORDER SYSTEM GENERAL LEDGER UPDATE

If the PO ACCRUAL TYPE field in your system control record is set to F or G, the general ledger update programs for inventory transactions will affect G/L accounts from various files as follows:

NOTE: The 'G' option is available to all users, regardless of whether or not the PO Purchase Order System is being used. It allows different types of G/L transactions to be tracked in separate G/L accounts (eg: purchases tracked separately from inventory sold versus inventory adjustments, etc.)

ADTCLA System Control Record
IN BOND GL ACCOUNT (not used by any procedure currently)
INVTY GL UPDATE FLAG must be set to yes.

ADCTLB Additional System Control Record
PO SET CLR GL (clearing account for PO Receipts - used
by furniture system only for furniture sets)

ADCTLC Currency Control File.

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PO REC INV CLR
 PO REC DUTY CLR
 PO REC FRT CLR
 AP ACCR GL ACCT ('F' option only - not yet available)

INLCN Inventory Locations File
 INV REC CLR GL
 DIR SHIP GL ACCT (affected by direct shipments - either receiving or selling - NOT RECOMMENDED!)

INP.C Regular Product Class File
 INVY GL ACCT
 COST OF SALES GL ACCT
 PO INV REC CLR

ADCTLp P.O. Product Class Extra Data File
 INV'TY REC'T GL
 INV'TY ADJ GL Also Updates Detail or Summary
 INV'TY TRANS GL
 INV'TY PURCH GL
 INV'TY PRODN GL
 INV'TY FRM BOND
 BOND PURCH GL
 BOND REC'T GL
 BOND ISSUE GL
 DUTY/TAX GL ACC
 FREIGHT GL ACC

Following are details of how your G/L should be structured and when/how the various accounts are affected.

G/L Chart of Accounts	Assets Section Inventory Opening Balance (beginning of year)
	Liabilities Section A/P Accruals account
	Income Statement Section Sales Accounts Cost of Sales Accounts Inventory Expense Accounts (**) Regular Expense Accounts

(**) The inventory expense accounts will be used to track any inventory purchases, sales, adjustments, transfers, etc. throughout the year. These accounts will be cleared out at year end at which time the new inventory opening balance will be loaded for the next year. For easier formatting of financial statements, it is strongly recommended that a section be reserved strictly for

these inventory expense accounts.

File INLCN

The 'INV REC CLR GL' field should contain an inventory clearing account. This account will automatically be used in ALL 'inventory posting' procedures (receipts, adjustments, transfers, post production via bill of materials, etc.)

Each time a transaction is posted, the above account will automatically be affected with the offsetting entry going to the appropriate inventory expense account.

NOTE: The clearing account in this file is NOT USED by the PO Receipts programs. It is strictly used by the inventory posting programs.

File ADCTLC

This file contains the inventory clearing account used by the PO Receipts posting programs.

This file also contains clearing accounts for duty/import tax and freight applied against any PO received through the PO Receipts programs. (If these fields are left blank, duty/tax and freight would be posted to the Inventory Clearing Account loaded in the previous field).

File INP.C

The 'PO REC INV CLR' found in this file may OPTIONALLY be used to override that loaded in file ADCTLC, in the event that you wish to maintain separate clearing accounts by product class.

Note that using multiple clearing accounts could result in confusion when posting A/P invoices (see help documentation in Product Class File for details).

File INP.C

The INVTY and COST OF SALES G/L accounts contain inventory expense accounts affected by selling only. Each time a sales invoice is updated, the cost portion of that invoice will credit the inventory account and debit the cost of sales account.

File ADCTLp

At least one record will be required in this file, regardless of whether you are using the PO Purchase Order System or not.

How many records are required is dependent on

how detailed you want your G/L tracking to be.

You may load only one record (all key fields left blank) if transactions for ALL product classes/sub classes/warehouses are to affect the same inventory expense accounts.

You may load only one record per warehouse (all key fields except warehouse code left blank) if transactions for ALL product classes/sub classes within warehouse 'A' are to affect the same inventory expense accounts.

You may load one record per product class (sub class left blank) for all or individual warehouses.

Finally, you may load a record for each product class/sub class (for all or individual warehouses).

This file also contains the various inventory expense accounts:

INV'TY REC GL ** This is the purchases expense account for any RECEIPTS posted through the Inventory Receipts Posting program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY PUR GL ** This is the purchases expense account for any RECEIPTS posted through the PO Receipts Posting Programs.

Offsetting entry is to the clearing account from file ADCTLC (or the override in INP.C)

** Both fields may contain the same G/L account in the event that some receipts are posted through the PO programs while others are posted through the Inventory Posting Program.

INV'TY ADJ GL This is the expense account for any inventory ADJUSTMENTS posted through the Inventory Adjustments Posting Program or the Inventory Cost Change Program.

Offsetting entry is to the clearing account from file INLCN.

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INV'TY TRANS GL This the expense account for any inventory TRANSFERS posted through the Inventory Transfers Posting Program.

Offsetting entry is to the same account as loaded for the warehouse 'TO' which the product is being transferred. The inventory clearing accounts are NOT affected by this procedure.

INV'TY PRODN GL This is the expense account for any inventory PRODUCTIONS posted through the Post Production via Bill of Materials program. The amount posted to this account is the difference between the cost of the finished good and the cost of the raw materials.

Offsetting entry is to the inventory clearing account from INLCN.

DUTY/TAX GL ACC This is the expense account to which any duty/import tax amount applied against a PO Receipt will be updated.

Offsetting entry is to the Duty Clearing account from file ADCTLC (if no Duty Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

FREIGHT GL ACC This is the expense account to which any freight amount applied against a PO Receipt will be updated.

Offsetting entry is to the Freight Clearing account from file ADCTLC (if no Freight Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

When posting the A/P invoice(s) for duty/tax and freight, these should be posted against the same clearing account to which the original purchase order was updated.

 BOND G/L ACCOUNTS The following 'BOND' fields are only applicable if you receive goods into a 'bonded' warehouse prior to releasing them into general inventory.

These fields could be affected by either Inventory Posting Programs or PO Receipts Programs.

NOTE: The 'Bonded Warehouse' feature is not completely supported. Further develop-

ment work would be necessary in the event that this feature is required!

BOND REC'T GL	This field contains the G/L account to which RECEIPTS INTO A BONDED WAREHOUSE are updated. These G/L accounts are affected by the Inventory In Bond Posting Program only.
	Offsetting entry is to the inventory clearing account from INLCN.
INV'TY FROM BOND/ BOND ISSUE GL	When goods are released FROM the bonded warehouse into general inventory (once customs clearance is complete), the Inv'ty from Bond account will be debited and the Bond Issue G/L account will be credited. These G/L accounts are used by the Inventory Receipts from In Bond Posting Program only.
BOND PURCH GL	Same as the BOND REC'T GL except that this would be used by the PO Receipts Posting Program only. Receiving into a bonded warehouse during PO Receiving has been turned off, awaiting further development as required.

Currency files are maintained for a number of reasons.

- 1 - Goods purchased in a foreign currency must be converted to local currency values when receiving goods from Foreign suppliers.
- 2 - General Ledger Balance Sheet accounts maintained in foreign currencies can be converted to any currency when producing financial statements.

A currency file is maintained by Company, with possible overrides by branch and vendor to do these conversions. As well, a rate may be maintained by month and year for historical comparison purpose on the financial statements. These files contain not only the exchange rates, but also the GL accounts for updating the GL from various programs.

Following is an example of how to set up foreign exchange updating for inventory purchased from the US but maintained in Canadian dollars.

- 1 - File ADCTLA field PO ACCRUAL TYPE must be set to G (Q6\$(61,1) - screen 6).
- 2 - A GL Liability account must be set up for PO Accruals with Sub Ledger set to A (PO Accruals). If Freight and Duty/Brokerage are also being accrued, separate accrual accounts should be set up for each. These would only be set up with an Accrual sub ledger if Freight and Duty supplier codes are input in the supplier record or with the PO.
- 3 - A US \$ A/P account must be set up on the Balance sheet for Sub Ledger P.

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- 4 - A Foreign Exchange Variance account must be set up for the Income Statement
- 5 - A Foreign Exchange account may be set up on the balance sheet. This depends on how financial reporting is to be done. The exchange value of the US account can be posted to this account by automated conversions in the financial statements programs, or manual entries posted whenever statements are produced, and reversed in the following month.
- 6 - A record must be loaded in the Currency file (S137.1) for currency code U. The GL accounts described above must be loaded in this record. The PO Receipts accounts will be set to the PO Accruals account described above. A current exchange rate may be loaded here, but it is overridden by any values loaded in the linked file by year. As well, if you maintain a branch in another country, or if a specific vendor has different exchange rates, these rates and GL accounts can be loaded in separate files maintained for that purpose on the same menu.
- 7 - US Vendors must be set up. These Vendors should be set up with a currency code of U, and the default GL Expense should be the accrual GL account. Usually, the GST ON PURCHASES flag would be set to N. If Freight and Brokerage/Duty are being accrued separately, the supplier codes for those accruals should be loaded in this record as well.
- 8 - If freight and brokerage/duty are being accrued, those suppliers should be set up in the appropriate currency, and the default GL Expense account should be set to the appropriate accrual account.
- 9 - Products being purchased in the US should have BUY PRICES loaded in US \$.
- 10 - When PO's are placed, they will be priced in US\$. When they are received inventory will be updated in Canadian \$. The LAST COST field will be set to the US \$ value on the PO, and the COST FACTOR will be updated with a value calculated from the exchange plus Freight and Duty. Following is an example:

QTY RECEIVED	10
BUY PRICE	10.00
EXCHANGE RATE	1.11255
FREIGHT	15.00
DUTY + BROKERAGE	20.00

RECEIVED VALUE	$(10 \times 10.00 \times 1.11255) + 15.00 + 20.00 = 146.26$
RECEIVED UNIT COST	14.626
LAST COST UPDATED	10.00
COST FACTOR UPDATED	1.4626

CR	POSTED TO AP ACCRUAL	100.00	TO SUPPLIER	15.00	TO FREIGHT	20.00	TO DUTY
CR	POSTED TO EXCHANGE GL	11.26					
DR	POSTED TO INVENTORY	146.26					

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11 - ADCTL= Parameter EXCHANGE IN AP? must be set to Y (D9\$(41,1))

11 - When a US supplier invoice is received, it will be posted as normal, but when the expense account is entered, a receiving number must be input, matching the PO receipt to which the invoice refers. Entry for above, assuming no Variances, is as follows:

CR US ACCOUNTS PAYABLE 100.00
DR PO ACCRUALS 100.00

12 - When Freight and Brokerage invoices are received they will be posted the same as above.

40 PO DEC PLACES

This is the number of decimal places used for Buy Price and Cost in the Purchase Order System. The (Average) Unit Cost in the Item Master Record is NOT affected by this option. This parameter is used in INVENTORY POSTING in conjunction with "COST DEC PLACES" - see documentation for that field.

Programmer Note: See also file JRCTLD

41 HOME CURR CD

This is the Currency Code that the company normally deals in. That is, the currency that its selling prices are expressed in. This field is used by the 'NEW' Accounts Payable and 'PO' Purchase Order Systems.

42 PO USE POINV YN

For 'PO' purchase order system, set this field to 'Y' if you wish to use the inventory additional data file (POINV)

43 USE RAW MAT YN

This field specifies that the Raw Material System and Bill of Material System will use a separate Raw Material File, INRAW, for inventory.
F=use INVEN R=use INRAW

44 CONTROL # BY WH

This field relates to control numbers used in order entry/invoicing (e.g., starting invoice number, starting order number, starting credit memo number, etc).

If set to no, these numbers are loaded in the master company file (ADCOM).
If set to yes, these numbers are loaded in the branch control numbers file (ADCTLW) for each branch.

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NOTE: If using the branch control numbers file, sufficient gaps should be left for each branch, in order that control numbers for different branches do not run into each other (this could cause problems).

-

If the Medpak Splits flag is set to yes, then the INVOICE NUMBER can only be a maximum of 5 digits rather than the standard 6 digits (regardless of whether this field is set to yes or no).

Special control numbers by branch can be loaded in the special control numbers file. Rather than specifying that you want control numbers by branch in ADCTLA, you load a record in ADCTL# for that specific control number. This allows you to keep branch specific numbers for only one branch. This also allows you to keep branch specific numbers for only certain control numbers.

Example 1: You have three branches - 01 02 03

You require branch 02 to have its own control numbers but branch 03 should have the same control numbers as the main branch 01

- leave field 'CONTROL # BY WH' in ADCTLA as a blank or 'N'

- set up branch 02 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00 next order #

01 next invoice #

02 next cm #

07 next qte/sh #

This will give branch 02 separate control numbers for orders, invoices, credit memos and quotes but branch 03 and 01 will default to company file for their control numbers.

Example 2: You have three branches - 01 02 03

You require all branches to have separate order numbers but not any other control numbers. That is company wide control numbers except for order number.

- leave field 'CONTROL # BY WH' in ADCTLA as a blank or 'N'

- set up branch 02 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00 next order #

- set up branch 03 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00 next order #

- set up branch 01 in ADCTL# for 'CNTRL SERIES ID' OE

'CNTRL NUMBER ID' 00 next order #

This will give all branches branch specific order numbers but company wide invoice numbers, credit memo numbers and quote numbers.

 NOTE 1: Standard Order entry 'CNTRL SERIES ID' is 'OE'
 WELDPAK/MEDPAK order entry 'CNTRL SERIES ID' is 'WE'

NOTE 2: Order number's 'CNTRL NUMBER ID' is '00'
 Invoice number's 'CNTRL NUMBER ID' is '01'
 Credit memo number's 'CNTRL NUMBER ID' is '02'
 Quote/ship number's 'CNTRL NUMBER ID' is '07'

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NOTE 3: In ADCTL# use the following values for the specified fields...

SERIES DESC	-	ORDER ENTRY SYTEM
NUMBER DESC	-	NEXT ORDER NUMBER
		NEXT INVOICE NUMBER ... etc
PREFIX and SUFFIX fields should be blank		
ZERO FILL YN	-	Y
TOTAL LENGTH	-	6
PREFIX LENGTH	-	0
SUFFIX LENGTH	-	0

45 MINI INAUD YN

If the inventory audit trail is being used, this field determines which inventory audit file to update.

'N' The regular version of the file (INAUD) is updated.
'Y' The mini version of the file (INAUDA) is updated. This is useful in situations where disk space is a consideration.

46 FST BASE

This Flag indicates which cost field to use in FST calculations involving COST. 0 = unit cost 1 = last cost 2 = FST Cost 3 = Buy price.

This has no effect on FST calculations done on SELLING PRICE. (see FST Code field in the master inventory file).

Note that if option 2 (FST cost) is chosen, then the cost on which FST calculations are to be performed must be loaded in the FST COST field in the master inventory file).

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), this field is no longer relevant and should be set to '0'.

47 PRT MAN CHQ YN

For NEW accounts payable only, this field can be used to determine whether or not you wish to have an audit copy of MANUAL cheques printed.

'Y' Audit copy required. In this case, any time a manual cheque is written and posted to the system, you MUST print an audit copy of the manual cheque before it can be updated (use the Cheque Print: Manual Cheques program).
'N' Audit copy is not required. You may print an audit copy if desired, but this is totally optional.

Regardless of whether or not an audit copy of manual cheques is printed, manual cheques will always be included on the Cheque Register.

48 GST EXTRA INC

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Indicates whether (Y) or not (N) FST extra is to be included in the price on customer invoices.

This flag affects the INVOICE PRINT program only.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), this field should be to 'N', in order that all G.S.T. charged is shown separately.

With the advent of blended sales tax, (APRIL 1997) a user may now choose to show GST Included prices on all documents, by setting the universal GST In Flag in ADCTLA to [Y]es, or using Print Code 4 for selected Customers. A sample document (INV GI) has been set up to illustrate how this is to be used.

 49 PO DOC PRT PROG

This parameter is used by the PO system document print program, to determine which program is to be used to print the necessary PO documents.

Three different document formats are available (actual PO format, buyer's copy format and receiving copy format). This parameter must be set for each of these formats.

When set to 'F', this indicates that the user wishes to use the Document Forms System to print the document. See Document Types POP, POB and POR.

When set to 'n' (where 'n' = valid values described below), the following standard print programs are used. The PO document program will automatically default to 'n'.

Parameter	Program to be run
'PO DOC PRT PROG'	POPRPn - Purchase Order Format
'PO BUY PRT PROG'	POPRBn - Buyer's Copy Format
'PO REC PRT PROG'	POPRRn - Receiving Copy Format

When set to 'X', this indicates that the user wishes to be prompted for the print program to be used. This could be one of the valid programs currently available, or a customized program.

The following are current valid 'n' values:

PO DOC PRT PROG	1 = PO document to be printed on 13-1/2 x 11" paper
	2 = PO document to be printed on 13-1/2 x 11" paper
	3 = PO document to be printed on a PREPRINTED 8-1/2 x 11" form
	4 = PO document to be printed on 8-1/2 x 11" paper
	9 = custom (Dominion Smallwares only)

1 & 2 are almost identical, except that 1 includes telephone number, fax number and sub line numbers for

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sets (e.g., furniture sets)

PO BUY PRT PRG 1 = Buyer's copy to be printed on 13-1/2 x 11" paper
4 = Buyer's copy to be printed on 8-1/2 x 11" paper
9 = custom (Dominion Smallwares only)

PO REC PRT PROG 1 = Receiving copy to be printed on 13-1/2 x 11" paper
2 = Receiving copy to be printed on 8-1/2 x 11" paper
3 = Receiving copy to be printed on 8-1/2 x 11" paper
4 = Receiving copy to be printed on 8-1/2 x 11" paper
9 = custom (Dominion Smallwares only)

2, 3 & 4 are almost identical, with only very minor variations.

50 USE INBIN?

This field indicates whether or not the multiple bin locations file is to be maintained (file is maintained by product number, warehouse code & bin location).

-
This is useful in situations where the same product can be found in multiple locations within your warehouse. The main bin location is stored in the master inventory file, with alternate locations stored in INBIN.

-
Inventory inquiries, count sheets, etc., take this file into account.

51 ORD PRINT REQ'D

If set to 'Y'=yes, a sales order (or back order) MUST BE PRINTED before it can be invoiced through the order confirmation procedure. If set to no, printing of the order is optional. If set to 'y' then the order must be printed but the printed flag will not be reset on changing the order.

If set to 'B' sales orders MUST BE PRINTED, but it is not necessary to print BACKORDERS. Note that if Order Change executed, the printed flag IS reset on changing the order/backorder.

If set to [W] - Orders must be printed, but need not be reprinted after change unless the Warehouse Code or Sales Branch in the Header has been changed.

52 ORD REG'R REQ'D

If set to yes, a new order bookings register (or new back orders register) MUST BE printed prior to invoicing the order through the order confirmation procedure. If set to no, printing of the register is optional.

53 COST SEC'TY LVL

The Cost Security Level Field (ADCTLA) contains the security level which an operator must have in order to see or override the cost fields in programs such

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as order entry/invoicing, inventory inquiries, inventory posting programs, computerized kardex inquiries.

It does not affect seeing or overriding the cost during file maintenance (this is controlled by a cost security level in the file maintenance dictionary itself - JRDIC).

Valid values are:

left blank	no security
0 to 9	if security is required, valid levels range from 0 (lowest) to 9 (highest)

Operator security levels are established in the Jedbase Operators File.

54 MAIN LOCAT'N ID

This field contains the MAIN LOCATION warehouse or branch code for this company. This must be a valid code in the Inventory Locations file. If the inventory locations file has not yet been loaded, this field must be updated later (after the inventory locations file has been loaded and prior to using any of the invoicing, inventory postings programs, etc.)

55 BUILDING COMP

This field is used to determine whether this company is a Building company or not. If it is then the BU files can be loaded. Note the Building Posting Month is stored in the JobCost / Building Posting Month field.

56 ASSIGN QUOTE#

If the quotations entry program is to be used (see order processing menu), this field indicates whether quote numbers are to be system assigned (Y) or manually assigned (N). If set to yes, the quote number will be taken from the shipping number field in the company file (or the branch control numbers file if used).

57 MONTH END DATE

This field is used to indicate the day of the month on which month end always occurs.

Left blank	month end always occurs on last day of month.
Any other value	month end always occurs on the date loaded.

If not blank and greater than 15, all transactions dated after the 15th of the month will be aged in the following month on A/R aged trial balances printed using the MONTHS aging option instead of DAYS aging. (Example: if month end date is the 24th of the month and an invoice is posted

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dated the 25th of February, this invoice would be aged in March (current) on a March aged trial balance.

If not blank and less than or equal to 15, all transactions dated on or before the 15th of the month will be aged in the previous month on A/R aged trial balances printed using the MONTHS aging option instead of DAYS aging. (Example: if month end date is the 15th of the month and an invoice is posted dated the 14th of March, this invoice would be aged in February (30 days) on a March aged trial balance.

NOTE: This does not affect aged trial balances printed using the DAYS aging option. If days aging is chosen, aging of invoices is always based on the date of each invoice compared against the aging date specified when printing the aged trial balance.

58 BRANCH COST YN?

If set to no, costing of inventory items will always be taken from the master inventory file. No average costing will be done for any other warehouse locations. If set to yes, average costing will be maintained for each location separately (main location costing is stored in file INVEN, other locations are stored in INLOC).

This field only applies if more than one warehouse location is used.

NOTE: If using different inventory G/L accounts for different branches - this field should be set to yes or balancing the stock status report to the G/L could become difficult!

59 INV/ORDER SORT

If not left blank, invoice and order line items will be sorted before printing. Sort options include:

- 'P' - sort by product number
- 'B' - sort by warehouse location
- 'C' - sort by product class

see 'DO INV/ORD SORT' in ADCT0J:

If not left blank, invoice and order line items will be sorted before printing. Sort options include:

- 'P' - sort by product number
- 'B' - sort by bin location (captured at time of order/invoice entry)
- 'b' - sort by bin location/product number
- 'D' - sort by 'current' inventory bin location (bin location as defined in inventory master or multi-location file at the time of printing the document.

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'S' - Sort by 'current' inventory bin location (as described in code 'D') but special. for some bins sort by position 1 5 2 3 4
 for others sort by position 1 5 4 2 3 (with 4 in REVERSE ORDER)

'C' - sort by product class

'c' - sort by product class/product number

'd' - sort by dangerous goods flag/product number.

Note that this will be a REVERSE sort STR(999999-ASC(J1\$(129,1)) in order that items with flag of Y will appear first, followed by items with flag of N followed by items with flag of blank

'J' - sort by Customer Job/Work Order Number only if customer is flagged to require that data.

*** See also ADCTL= (DFMOE0/00) record where flag can be set differently for different branches. eg: SWIHER using S for Toronto, but keep D for Montreal/Vancouver.

Note: for users of DOCUMENT FORMS for invoice/order printing, parameter 'INV/ORDER SORT' - Q6\$(83,1) in ADCTLA is obsolete. Sorting is controlled on a document by document basis in ADCT0J.

PROGRAMMING NOTE: See program DFMOE0 - lines 1137 & 5902 & 5941 & 5942

If blank or 'N' this special feature will not be executed. If 'Y' it will.

Note: 'Y'/'N' are not legal values, see above.

60 INAUD INV ONLY?

If the inventory audit file is being used and this flag is set to 'Y', INAUD will only be updated for those items which are considered to be stocked inventory items (inventory flag in the master inventory file = 0). If set to 'N', then INAUD will be updated both for inventory and non-inventory items. Non-inventory items have an inventory flag of '1' in the master inventory file. These include product numbers which have been set up for purposes of billing labour charges, rental/demurrage charges, yearly lease agreements, etc. While these product numbers are required for billing purposes, no actual inventory movement takes place.

61 CUST INF SEC LV

Contains the required security level an operator must have in order to change customer messages, credit limits, and other info during A/R inquiry.

Valid values are:

left blank	no security
0 to 9	if security is required, valid security levels range from 0 (lowest) to 9 (highest)

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Operator security levels are established in the
Jedbase Operators file.

NOTE: as of 98/02/17 - ADCTL= parameters have been added to override this
for various portions of this info.

62 DIVISION START

If general ledger account numbers are to be divisionalized,
this field indicates the start character within the G/L account number where
the division code will begin.

Example: Assume that G/L account numbers will be six digits in length.
Assume that G/L account number 300001 = sales, division one
300002 = sales, division two

-
In this example, the division code will begin at the fifth
position of the G/L account number.

NOTE: If using divisionalized G/L account numbers, division codes will
have to be established in the 'Division Master File' found on the
general ledger menu.

If only income statement accounts are to be divisionalized, with
balance sheet accounts to be common, a division code will still
have to be assigned to the balance sheet accounts.

63 DIVISION LENGTH

If general ledger account numbers are to be divisionalized,
this field contains the length of the division code within the G/L account
number.

Example: Assume that your G/L account numbers will be six digits in length.
Assume that G/L account number 300001 = sales, division one
300002 = sales, division two

-
In this example, the length of the division code is 2 digits (01 or
02).

64 SKIP FM AUDIT ?

This field determines whether or not a file maintenance audit
trail (file JRAUD) is to be updated whenever changes to file contents are done
(also deletions).

Blank or 'N' Do not skip the file maintenance audit
'Y' Skip the file maintenance audit

Programs are available to print a File Maintenance Audit Report and to purge
the file when records are no longer required. These are available from:

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Jedbase Run Time Menu - Files & Documentation Selection

Programmer Note: JRAUD is only updated for those files (or specific fields within a file) which are considered to be auditable (see Maintain Jedbase File Layouts Program).

Note: See also file JRCTLE where each application may be set for full audit yes or no. If yes in JRCTLE, it appears to take precedence!!!

 65 LEASE TERM MTHS

WELDPAK/MEDPAK only - this field contains the default lease term (in months) for lease renewals. This default will automatically be displayed during customer file maintenance. Any customer who has leases for a term other than this default may have the term overridden in the customer file. If a customer has leases for multiple terms (i.e., some products on 12 month lease, others on 3 month lease), then the most common one should be loaded in his customer record. Any leased product which has a term other than that loaded in his customer record must be loaded in the Customer Special Rental/Lease Term/Rates File.

This determines how expiry dates are to be assigned to any lease renewals.

See also Special Lease Term Standard Rates File.

 66 DEFER LEASE REV

WELDPAK/MEDPAK only - if lease revenue is to be deferred, this flag should be set to yes. If yes, as lease invoices are updated, a credit entry will automatically be made to the deferred revenue G/L account (for the full amount of the lease). Additionally, automatic entries will also be made to debit the deferred revenue account and credit the sales account, in the appropriate accounting periods, for the full term of the lease, until such time as the full amount of the lease has been accounted for. How many entries will be made is dependent on the term of the lease.

Example: Assume that a \$60.00 lease is generated in posting month 0191, for a 12 month term. When the lease invoice is updated, the following G/L entries will automatically be made (this example assumes that revenue for this lease will start to be taken in the following month (0291)).

		Credit	Debit
0191	Deferred Revenue	(60.00)	
	Accts Receivable		60.00
0291	Deferred Revenue		5.00

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	Lease Sales Acct	(5.00)	
0391	Deferred Revenue		5.00
	Lease Sales Acct	(5.00)	

In the above example, the deferral entries would be posted in posting months 0291 through 0192 (12 entries). If the revenue for the lease was to commence in the same month in which the lease was generated, the deferral entries would have been posted in months 0191 through 1291 (12 months).

Using the deferred revenue feature allows you to generate a monthly 'Lease Revenue Report' (refer to Cylinder/Equipment Control Menu), which details all leases on the system, how much revenue has been generated for each lease and how much revenue is still deferred. This deferred revenue amount should balance with your deferred revenue G/L account.

If using this feature, special rules must be followed:

- a) When loading Opening Lease Balances, you must load the following information for each lease:
 -
 - start date of each lease (or last renewal date)
 - expiry date of each lease
 - amount at which lease was charged (or renewed)
 - posting month in which revenue for each lease started
 - the term of each lease
 -

The above information is required in order to provide a proper starting point for the deferred revenue report (G/L entries may be required in order to bring deferred revenue account into line with the report).
- b) As new leases are generated, they must be posted through the INVOICING procedures.
- c) Any changes/cancellations must be done through CREDIT MEMO procedures (file maintenance on the lease file is not allowed as this would simply change the lease revenue report but would not have any effect on the general ledger).

Refer to help documentation on the following menu items for details of the Deferred Revenue Feature:

Cyl/Med Equipment Files Menu	Lease File Maintenance
	Gas/Med Equipment Product File
Cyl/Med Equipment Initial Load Menu	Initial Load of Lease Balances
	Initial Leases Report (Deferred)
Cyl/Med Equipment Control Menu	Automatic Lease Renewals

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Monthly Lease Revenue Report

Invoicing Menu

General help (?0) on that menu

67 DEFER REV ACCT

If the deferred revenue feature is being used, this field contains the company's deferred revenue G/L account.

If deferred revenue is to be tracked separately for each branch, the deferred revenue G/L account for each branch can be loaded in the inventory locations file. Any account loaded in the inventory locations file will take precedence over the account loaded in the System Control Record.

68 MEDPAK SPLITS ?

Within Weldpak/Medpak - indicates whether or not split billing is to be used. If set to yes, note that the invoice number is limited to 5 digits (whether invoice numbers are loaded in the master company file, or the control numbers by branch file). The 6th digit of the invoice number is reserved for splits.

This flag MUST BE set to 'Y' for Medpak customers. It is not required for Weldpak users.

69 DEL'Y GL BY PC?

This field relates to the Delivery in Price field. This flag indicates whether (Y) or not (N) the GL is to be updated on a line by line basis.

70 DEL'Y IN PRICE

WELDPAK/MEDPAK only. This field indicates whether delivery calculated by the system is to be included in the price (Y) or charged extra (N).

If set to yes, individual lines of an order/invoice will have delivery built into the price. If set to no, individual lines of an order/invoice will show the sale amount only, delivery will be shown separately at the bottom of the invoice.

If set to yes, the Delivery In Price G/L account must be loaded in the product class file (the delivery portion of the sale will be updated to this account). A separate parameter is also maintained in the system control record to indicate whether or not the G/L update is to be done line by line.

This flag can be set for your entire company (system control record), or can be overridden for specific customers (master customer file).

If set to 'Y' CUSTOMERS WHO DO NOT HAVE CONTRACT PRICES:

During invoicing programs, when the product number is keyed, the price which displays will be the price from inventory file PLUS the applicable delivery charge per unit.

In the case of products sold by volume (eg: acetylene), the price which displays could vary, depending on how the Delivery Volume Flag is set in the CYLINDER MASTER FILE (a flag which determines whether delivery is priced per CYLINDER, or per VOLUME).

Refer to help documentation in the master cylinder file for details of how pricing could fluctuate.

CUSTOMERS WHO DO HAVE CONTRACT PRICES:

During invoicing programs, when the product number is keyed, the price which displays will be the price from the contract price file. IT IS ASSUMED THAT THE CONTRACT PRICE HAS BEEN LOADED TO INCLUDE DELIVERY and no further delivery charges will apply. Thus, for these customers, as contract prices are loaded, delivery charges should be built into the contract price (if applicable).

If set to 'N'

Regardless of whether a customer has a contract price or not, the price displayed will be that from either the inventory file or contract price file - delivery will be calculated separately at the end of the line.

71 DEL'Y TO SALES?

If set to 'Y' delivery calculated on a line by line basis will be added to sales figures for all sales analysis files (delivery portion will not be shown separately).

If set to 'S' delivery calculated on a line by line basis will be added to sales figures or all sales analysis files. In this case, the delivery portion of the sale will be updated separately to a special product class of 'del', with no sub class.

NOTE: If this option is chosen, the product/sub class mentioned above must be set up in the product class file.

If either of the above options is chosen, you will not be allowed to override the freight total on any invoice. If overriding is required, it must be done on a line by line basis.

-

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If left blank delivery charges are not updated to sales analysis files at all & overriding of freight is allowed (either line by line or at the freight box)

72 SPLIT FREIGHT ?

MEDPAK ONLY: If this field is set to No, then patient pays 100% of any freight charges input in the FREIGHT BOX of the invoice. Otherwise, these freight charges are split the same as the rest of the invoice (see medical data file for details of splits).

NOTE: Any charges in the FST, PST or MISC boxes of the invoice are ALWAYS SPLIT the same as regular charges.

See also the Delivery Flag field in the master inventory file (non-gases)

73 INXRF PARTIAL ?

This field relates to the inventory cross reference file (found on inventory file maintenance menu). This file can be used to load cross reference numbers for inventory items. An example of use might be a product which is purchased from several suppliers. You may have established one product number for this item, but wish to call it up by either the product number you have assigned to it, or by your suppliers' codes. Once the product has been set up in the master inventory file (with your product number), you may then load records in the cross reference file (INXRF) indicating the cross reference codes under which this product may also be accessed.

If this field is set to 'Y' lookup of INXRF in order entry/invoicing will succeed if a partial match is entered. If more than one match exists to the partial match entered, you will be allowed to step through them until you find the one you want.

Left blank or set to 'N' lookup of INXRF will only succeed if an exact match is keyed.

74 RENEW LSE NO BL

This field determines how leases are to be renewed.

'N' If customer's balance on the cylinder in question is less than or equal to zero, lease is not to be renewed when the expiry date is reached.

'Y' Lease is to be renewed, regardless of customer's balance on the cylinder in question at time of renewal. Lease will be renewed at original lease quantity, regardless of current cylinder balance (e.g. if original lease quantity was 2, but current cylinder balance is 1 - renewal will be done for 2).

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'Q' Lease will only be renewed if current cyl balance is greater than zero. Also, renewal qty will always be based on customer's actual cylinder balance at time of renewal, e.g.:

Lease File = 1 Lease	Current Cyl Balance = 0	NO RENEWAL
Lease File = 1 Lease	Current Cyl Balance = 2	2 Renewed
Lease File = 2 Leases	Current Cyl Balance = 1	1 Renewed

'G' Lease will only be renewed if the customer's balance for all cylinders in the SAME GAS GROUP is greater than zero. As with the 'Y' option, quantity to be renewed is the original lease quantity regardless of customer's current cylinder balance.

Example: Assume small & large oxygen are both in the SAME gas group. Assume that customer has a balance on the large, but his lease has been assigned to the small, on which his cylinder balance is zero.

In this example, the lease would be renewed (lease on the small oxygen would be applied against his cylinder balance on the large oxygen).

If, however, customer has no cylinder balance on either the small or large oxygen, the lease would not be renewed.

Note that if other gases are in the same gas group, the overall cylinder balance of all gases in that group would be taken into account to determine whether or not the lease should be renewed.

 75 COST DEC PLACES

The number of decimal places for unit cost. Currently this field is supported by : Order Entry (OE & WE), Inventory Posting, Purchase Orders (PO only).

Note: The number of decimals in supplier's prices (ie. BUY PRICE) is controlled by "PO DEC PLACES" not by this parameter. (They might legitimately be different if COST FACTOR is being used to convert prices per case to prices per each). In inventory posting - on-order, receipts etc "PO DEC PLACES" controls, while in inventory posting - adjustments "COST DEC PLACES" controls.

Programmer Note: The normal default is 2 decimal places. To establish something other than 2 (e.g. 4 decimal costing), make sure the following is done:

- a) Check dictionary for appropriate file layouts and ensure that costing fields are set for 'V' (variable) precision. Files to check include:
 INVEN INPST INAUD OELIN ARLIN etc.

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- b) Check file JRCTLD and ensure that precision for fields in question is changed from 2 to 4.
- c) Check System Control Record (ADCTLA). Both the 'COST DEC PLACES' and 'PO DEC PLACES' fields must be set to 4.

76 PRICEDEC PLACES

The number of decimal places for unit price. Currently this field is supported in : Order Entry / Invoicing and some (but not all) inquiries and reports.

Programmer Note: See also file JRCTLD

Note: This feature is supported in both regular and Weldpak/Medpak order entry/invoicing (Weldpak - effective April 8 1991)

77 NEGATIVE CYL CD

This field determines whether or not negative cylinder quantities (shipments of full cylinders OR returns of empty cylinders) are allowed during invoicing/credit memo procedures.

This could have implications where credits are to be given for returns of FULL cylinders at the same time as empty cylinders are being returned.

Left Blank or 'N' Negative shipments and negative returns are not allowed at all. Thus, credits for returns of full cylinders and posting returns of empty cylinders cannot be posted on the same document.

Credit for return of FULL cylinders must be done on a credit memo (using the cylinders shipped column).

Returns of EMPTY cylinders must be done on an invoice (using the returns column)

'Y' Negative quantities are allowed on CREDIT MEMOS, but not on invoices:

Example-a) To credit return of a full cylinder on one line and rebill for another full cylinder on a second line, in the event that the wrong product might have been billed on the original invoice.

Return of full is posted on one line (posted as a DEBIT in the cylinders shipped column)

Rebilling of another full is posted on a separate line (posted as a CREDIT in the cylinders shipped column)

-b) To credit return of full cylinders and post return of empty cylinders on the same line.

Return of full is posted as a DEBIT in the cylinders shipped column

Return of empty is posted as a CREDIT in the returns column

'B' Negative quantities are allowed on both invoices AND credit memos.

NOTE: Points to Remember:

Cyl. Shipped Column always used for FULL cylinders

Cyl. Returned Column always used for EMPTY cylinders

INVOICES: Input of positive shipment increases customer's cylinder balance

Input of negative shipment decreases customer's cylinder balance

Input of positive return decreases customer's cylinder balance

Input of negative return increases customer's cylinder balance

CREDIT MEMOS: When using the credit memo procedure, it AUTOMATICALLY assumes the reverse of the invoicing procedures. Thus:

Input of positive shipment decreases customer's cylinder balance.

Input of negative shipment increases customer's cylinder balance.

Input of positive return increases customer's cylinder balance

Input of negative return decreases customer's cylinder balance

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78 FIN ST POST MTH

This Parameter is NOT YET IMPLEMENTED. It will contain the Posting Month most recently summarized for Financial Reporting by program ADFS01. It is then used in conjunction with Parameter 'ADEXC USED?'.

This Parameter is NOT YET IMPLEMENTED. It is intended to be used to speed up the GL Summarize Process for Customers with large numbers of GL Accounts. Basically, whenever the GL is updated with entries that affect the currently summarized month, a record is written into the file ADEXC. The GL Summarize Program (ADFS01) will then only summarize GL Accounts that are in the exception file. See also, Parameter 'FIN ST POST MTH'.

This feature is currently implemented only at DRAKE.

79 ADEXC USED?

This Parameter is NOT YET IMPLEMENTED. It is intended to be used to speed up the GL Summarize Process for Customers with large numbers of GL Accounts. Basically, whenever the GL is updated with entries that affect the currently summarized month, a record is written into the file ADEXC. The GL Summarize Program (ADFS01) will then only summarize GL Accounts that are in the exception file. See also, Parameter 'FIN ST POST MTH'.

This feature is currently implemented only at DRAKE.

80 AP PAY SELECT ?

The A/P Payment Select parameter is available to users of the 'NEW' accounts payable system, who wish to be able to use the A/P Payment Select programs to issue cheques for Advances, Prepaid Expenses, On Account Payments and/or payments against any invoice number which has not yet been posted to the supplier's account.

Once the cheque is issued and updated, these 'invoices' will remain in the outstanding Open Item Payables until such time as an actual invoice is posted to the supplier's account to offset the earlier payment.

Possible values for this parameter are as follows:

blank or 0 = Not allowed at all (can only pay invoices already posted to supplier's account)

Pre-Pay Values:

- 1 = Invoice Number must start with 'PPD-' (for prepaid)
- 2 = Invoice Number must start with 'ONA-' (for on account)
- 3 = Invoice Number must start with 'ADV-' (for advances)
- 8 = Invoice Number must start with PPD-, ONA-, or ADV-
- 9 = Invoice Number may start with anything

This parameter is found in the following files:

System Control Record Value to be established for your company overall
(ADCTLA)

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Supplier Type File Value to be established for specific types of
(ADCTL3) suppliers (the supplier type code would then
be loaded into the supplier file for those
suppliers for which this is desired)

NOTES:

- (1) These transactions will go onto the Vendor's Open Item until they are selected on a subsequent check. For example, an employee advance will normally be 'deducted' when a check is written for the next expense report.
- (2) Prepaid Expenses ('PPD-') are automatically put 'ON HOLD' by the Cheque Update so that they will remain outstanding on the vendor's account until the invoice which was prepaid is received and posted. At this time, the user should remove the HOLD.
- (3) Access to these 'Special Invoice Numbers' can be password protected by loading records into the 'Application Data Entry Password' File. The APPLICATION CD is 'AP' and the FUNCTION ID is 'PPD', 'ONA', or 'ADV'. The W'HOUSE CD should be left blank.

81 PO PRT PO DOC

The PO format is one of the three formats in which a purchase order can be printed.

This parameter determines if the PO format should be printed and, if so, under what circumstances.

- 0 - This format is NOT USED and cannot be printed
- 1 - This format can be printed ON REQUEST but is NOT required
- 2 - This format MUST be printed for each New Purchase Order
- 3 - This format MUST be printed for Backordered P.O.'s Only
- 4 - This format MUST be printed for New and Backordered P.O.'s

If this format MUST be printed, you willnot be able to receive the PO until such time as this format for the original PO has been printed.

A backordered PO is one which has been partially received, and for which the partial receipt has been updated. If this document is required for Backordered POs, the PO Database Update program will set a flag in the PO header, which will cause this format to be printed the next time the P.O. Document Print program is run.

P.O. DOCUMENTS - PROGRAMMER'S NOTE:

FOR P.O.'S: Choice of any/all of three types of documents is valid

FOR RECEIVED PO'S: Buyer's document is MANDATORY, others are optional (& probably redundant)

For smaller sites, where same person is the buyer and the receiver, the

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

easiest way to avoid confusion is to set the BUYER'S document as mandatory and the others as not used.

The same document will be printed for both PO's and received PO's. A line prints at the bottom of the document 'PURCHASE ORDER' or 'RECEIVED PURCHASE ORDER' to differentiate the two.

82 PO PRT BUY DOC

The Buyer's Copy is one of the three formats in which a purchase order can be printed.

This parameter determines if the Buyer's Copy should be printed and, if so, under what circumstances.

- 0 - This format is NOT USED and cannot be printed
- 1 - This format can be printed ON REQUEST but is NOT required
- 2 - This format MUST be printed for each New Purchase Order
- 3 - This format MUST be printed for Backordered P.O.'s Only
- 4 - This format MUST be printed for New and Backordered P.O.'s

If this format MUST be printed, you will not be able to receive the PO until such time as this format for the original PO has been printed.

A backordered PO is one which has been partially received and for which the partial receipt has been updated. If this document is required for backordered PO's, the PO Database Update will set a flag in the PO header which will cause this format to be printed the next time the PO Document Print program is run.

P.O. DOCUMENTS - PROGRAMMER'S NOTE:

FOR P.O.'S: Choice of any/all of three types of documents is valid

FOR RECEIVED PO'S: Buyer's document is MANDATORY, others are optional (& probably redundant)

For smaller sites, where same person is the buyer and the receiver, the easiest way to avoid confusion is to set the BUYER'S document as mandatory and the others as not used.

The same document will be printed for both PO's and received PO's. A line prints at the bottom of the document 'PURCHASE ORDER' or 'RECEIVED PURCHASE ORDER' to differentiate the two.

83 PO PRT REC DOC

The Receiving Format is one of the three formats in which a purchase order can be printed.

This parameter determines if the Receiving Format should be printed and, if so, under what circumstances.

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

- 0 - This format is NOT USED and cannot be printed
- 1 - This format can be printed ON REQUEST but is NOT required
- 2 - This format MUST be printed for each New Purchase Order
- 3 - This format MUST be printed for Backordered P.O.'s Only
- 4 - This format MUST be printed for New and Backordered P.O.'s

If this format MUST be printed, you willnot be able to receive the PO until this format for the original PO has been printed.

A backordered purchase order is one which has been partially received and for which the partial receipt has been updated. If this document is required for backordered PO's, the PO Database Update program will set a flag in the PO which will cause this format to be printed the next time the P.O. Document Print program is run.

P.O. DOCUMENTS - PROGRAMMER'S NOTE:

FOR P.O.'S: Choice of any/all of three types of documents is valid

FOR RECEIVED PO'S: Buyer's document is MANDATORY, others are optional (& probably redundant)

For smaller sites, where same person is the buyer and the receiver, the easiest way to avoid confusion is to set the BUYER'S document as mandatory and the others as not used.

The same document will be printed for both PO's and received PO's. A line prints at the bottom of the document 'PURCHASE ORDER' or 'RECEIVED PURCHASE ORDER' to differentiate the two.

84 PQ CST FAC UPD?

Item file COST FACTOR should be updated with:

- N - Nothing : Do not change COST FACTOR when receiving Purchase orders.
- F - FST % : $COST FACTOR = (1 - FST\%/100)$
- P - PST % : $COST FACTOR = (1 - PST\%/100)$
- B - both : $COST FACTOR = (1 - PST\%*FST\%/10000)$ this is the default.

NOTE: This applies to the 'PQ' purchase order system only.

85 PQ CST FAC SRC?

Cost Factor will be used as the source of "F"- F.S.T. %, or "P" "P" - P.S.T. %. In either case $FSTorPST\% = (Cost\ factor - 1) * 100$.
"N" or blank - FST and/or PST % defaults to zero.

Note that by default COST FACTOR is updated by $1 - PST\%*FST\%/100$.
FST % OR PST % may be used for Currency exchange, Duty etc.

NOTE: This is used by the 'PQ' purchase order system only.

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86 DEDUCT FST INC?

If "Y" or " " then Fst is deducted from Exempt customers when FST is included in price. If "N" then FST is not deducted from exempt customers when FST included in price. In this case the company simply receives a better margin.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), this field is no longer relevant and should be left blank

87 SEE 389 Q6\$(120

88 G/L:UNITS CI?

If set to [Y]es in file ADCTLA, then as sales invoices are updated, inventory quantities are updated to the 'Units' field in the master G/L file (ADJNL). This appears to affect only those lines in the G/L which contain the cost of sales and inventory G/L accounts. This is useful for financial statement purposes, if you wish to have the ability to report financial statements in both units and/or dollars.

If left blank or set to 'N', units will not be updated. Additionally, the units field will not be accessible during journal entry type programs.

If set to [Y]es in file ADGLX, Units entry will be allowed for this GL Account, regardless of ADCTLA setting.

89 F/S: UNITS SUM?

If set to yes, then when financial statements are prepared, both units and dollars will be stored in the financial statement files. Dollars will be written to file ADACT, while units will be written to file ADACU. This will allow the ability to prepare financial statements in either dollars or units.

90 O'RIDE SOLD TO?

If set to yes, you will have the ability to override the 'SOLD TO' name and address for any customer on any sales order or invoice. If set to no, no overriding of 'SOLD TO' will be allowed, except for customers who have customer class '999' loaded in their customer record.

Note that this override would only affect the specific sales order/invoice. It will not update the overridden name/address to the master customer file.

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the

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Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field. Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

91 FIFO COSTING ?

If set to 'Y' - Indicates that FIFO costing is to be used within this company. All inventory transactions affecting on hand will update a FIFO record as well as the regular inventory files. The cost maintained in the inventory record will continue to be an average cost (the UNIT COST field in the master inventory file or multi location file is actually an average cost).

If used, reports are available from this file (found on the 'FIFO Costing System' menu).

NOTE: Currently (September 1990), this feature is NOT AVAILABLE in WELDPAK/MEDPAK.

NOTE: Currently (August 1992), this feature has 'bugs' and is NOT SUPPORTED in any package.

92 GL MASTER COMP

If a company's GL is divisionalized, this field may optionally be loaded with a company code against which the non-divisional portion of the GL account will be verified. If this is used, all GL accounts must be loaded in this company before any of the divisionalized companies GL's are loaded.

93 A/R USING MPTEN

If set to 'Y' - the Accounts Receivable Programs will validate and update the tenant file in the property management system rather than the customer master file.

94 PR AP REC/DIRDP

This field determines which (if any) bank reconciliation file (outstanding cheque file) is to be updated through the payroll system, or if direct deposit is being done.

'Y' Payroll will use the accounts payable bank reconciliation file (APCLR or NPCLR, depending on which accounts payable system is being used). In this case, payroll cheque

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clearing can be done through the same procedure as normal accounts payable cheque clearing.

'N' The payroll cheque reconciliation file (PRCHQ) will be used. In this case, payroll cheque clearing must be done from the payroll menu.

'R' Direct deposit is done to Royal Bank. A direct deposit file is created then uploaded via internet to the Royal Bank.

'S' Direct deposit is done to Scotia Bank, using the Scotia direct asynchronomous file transmission specification (UUCP).

's' Direct deposit is done to Scotia Bank. A direct deposit file is then uploaded via FTP to Scotia Bank.

'T' Direct deposit is done to TD Bank. A direct deposit file is created then uploaded via internet to the TD Bank.

'C' Computers Unlimited (interal) direct deposit.

'L' LTL pay by web method - same as 'C' but does update Bank Reconciliation file same as 'Y'

'H' Direct deposit is done to HSBC Bank. A direct deposit file is created then uploaded via FTP to HSBC Bank.

'M' Direct deposit is one to The Bank of Montreal (BOM). A direct deposit file is created then uploaded via DLBFTF to BOM. This file is actually updated via a BOM web site.

Note: Only codes 'Y' 'L', or 'N' will affect an outstanding cheque file. Any 'direct deposit' codes will NOT affect any outstanding cheque files, as there will never be any physical cheque documents issued which will require bank reconciliation.

How this flag is set is dependent on who actually does bank reconcilations and whether or not that person should have access to payroll cheque information.

95 GL ALLOW ADD YN

If you do not wish to allow the setting up of G/L Account Numbers in any procedure other than file maintenance, set this flag to no. If this flag is set to yes, G/L account numbers can be added to the master file through procedures such as journal entries, etc.

96 GL CHANGE J/E

This parameter controls the type of changes allowed to be made to existing general ledger (and sub-ledger) detail entries using the on-line

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journal entry procedure.

'Blank' or 'Y' = Deletion and all changes allowed.
'A' = Deletion NOT allowed. Cannot change Amount or G/L Acct
'S' = Same as 'A' plus cannot change Sub-Ledger Code,
Sub-Ledger Account, and Warehouse.
'N' = Deletion and changes NOT allowed.

Note. The user will always be allowed to change the additional description lines.

How this flag is set is determined by the type of audit trails desired. If changes and deletions are allowed, no audit trail is provided. If changes and deletions are not allowed, entries must be changed or deleted through additional journal entries, providing a complete audit trail.

97 AP HOLD BACK

This parameter is used by New Accounts Payable to determine if a HOLD BACK PCT (see ADSMT) is to be used or asked for in invoice posting. It has the following settings,

'Blank' or 'N' Hold Back Pct not used
'B' Hold Back Pct used and hold back invoice number will be invoice number with an 'H' prefixed to it.
'A' Same as 'B' with 'H' suffixed to invoice number

NOTE: ADSMT = supplier master file.

See also the HOLD BACK PCT field in ADSMT, which can be set for those suppliers to whom this would apply.

NOTE1: Effective November 2007, this feature can be used for either a hold back percentage, or to automatically calculate a supplier rebate percentage during a/p invoice entry. Refer to documentation code APHOBA (hold back percent field in supplier master file) for more details.

98 PR BANK BY CHQ

If set to 'Y' a separate Bank entry will be made for each payroll cheque in the general ledger. If set to 'N', one bank entry will be posted for the total of all payroll cheques being updated.

99 INVTY BOM UPDT

This field determines which fields in the Inventory Master Record will be updated by the Post Production Receipts procedure for the components of the bill of material. Possible values are:

'Blank' or N = Not used
A = Update MTD or Future Adjustments Field

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S = Update MTD and YTD Sales Qty, Sales \$ (with cost), and Cost \$
*** Currently 'S' does not support future posting month
*** Option 'S' should not be used if the components are
typically sold directly to customers.

See also INVTY BOM COST.

100 INVTY BOM COST

This field determines the type of costing to be used for the finished good by the procedure Post Production Receipts. Possible values are:
B = Calculate cost from current costs of first level components of bill of material.
(Supported as of 94/11/09)
'Blank' or K = Allow user to key any cost and cost factor
S = Do not allow user to key cost or cost factor (they will always come from the inventory file)

101 UPDATE ARINX4 ?

Indicates whether or not specified history cross index is to be updated.

'3' is by customer & ship to.
'4' is by product & warehouse.
'5' is by customer and product.

Valid
Values: 'Y' = cross index file to be updated
'N' = cross index file not to be updated
'C' = for ARINX3 only, setting the flag to 'C' is the same as 'Y', except ship to # will not be included (recommended to resolve OEINQ0 date sequencing issues)

If set to 'Y', ARINX3 is accessed during the customer order status inquiry (by customer purchase order number). ARINX5 is accessed during the customer price inquiry program (it will display the current price and the last four prices charged to the customer). ARINX4 is accessed during the open order inquiry by item (product) program.

This field relates to the ARINV HISTORY field.

These cross index files (ARINX3, 4 & 5) are rebuildable from ARINV/ARLIN in the event they become corrupt.

If Q6\$(159,1) UPDATE ARINX5 is set to 'y', a separate file, ARIN5 will be updated instead of ARINX. This was done to save space in ARINX since it has gotten beyond 8,000,000 records at some sites.

102 UPDATE OESNO/1?

This field determines whether or not the shipping number

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control files (OESNO & OESN1) are to be updated during the accounting database update program.

This file contains a record of shipping numbers used and the invoice numbers on which they were used.

Reports and purge programs for this file are found on the month end menu.

Possible values for this parameter are:

blank or [Y] - update OESNO only
[N] - update neither file
[1] - update OESN1 only
[2] - update OESNO and OESN1

103 AP CHEQ # FROM?

This field applies to NEW accounts payable only and determines where system generated cheque numbers are to be loaded.

Left blank Cheque numbers are to be assigned from the Additional Control Numbers File. Note: This file only supports two specific currency codes ('C' - Canadian & 'U' - U.S.)
'G' Cheque numbers are to be assigned from the General Ledger Extra Data File. If multiple bank accounts are used, simply load the cheque number sequence for each bank account. This option supports multiple bank accounts and multiple currency codes (even multiple currency codes which may use the same bank account. For example, this allows for a separate currency code to be used for expenses and separate expense cheque runs to be done, even though those expenses may be paid from the same bank account as regular 'C'anadian accounts payable invoices.

104 MAINTAIN ARHJL?

If set to 'Y' - when A/R open items are purged during the A/R month end programs, details of the purged open items (invoices) will be written to A/R Open Item History Files (ARHJL & ARHSL). This will allow you to do A/R inquiries on purged invoices (until such time as the Open Item history files are purged). If left blank, these files are not used and you will not have the option of doing A/R inquiries on purged invoices.

105 CANCEL B/O Y/N?

This field determines whether or not back orders created during invoicing are to be cancelled during the invoice update program.

'N' Do not cancel back orders. Any back orders generated during the invoicing cycle will be carried over into the back order file (during

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the accounting database update). These back orders can then be accessed, changed, printed and confirmed through the order processing menu.

- 'Y' Cancel any back orders created. Any back orders generated during the invoicing cycle will be reported on the Back Order Exception notice (automatically generated as a result of invoicing); however, the back order itself will be cancelled during the accounting database update program.
- '0' Do not cancel back orders. However, access to the back order field in order entry/invoicing programs is only allowed with a password (see ADCTLi record for password)

This is set as a general system parameter, but may be overridden for specific customers (see Accept B/O field in master customer file).

If you wish to use the back order system, set this flag to 'N'. If specific customers do not accept back orders, set the Accept B/O field to 'N' in the master customer file for those customers only.

106 MSDS OR PROD NO

IF hazardous product sales are being updated to the Hazardous Products by Customer File, this field indicates how the hazardous product records are to be updated.

- Left blank File to be updated on a product number basis. Whenever a hazardous product is sold for the first time, you will be notified to send an MSDS bulletin on that product (even if several products are covered on the same MSDS bulletin - example: small & large oxygen).
- 'M' File is to be maintained on an MSDS # basis. In this case if several items are covered on the same MSDS bulletin, you will only be notified to send the MSDS notification on the first sale of ANY product with the same MSDS #. Subsequent sales of other products with the same MSDS # will not cause you to be prompted to send another MSDS bulletin.

NOTE: If you initially set this flag to maintain the file by product number, then later change it to maintain records by MSDS number, you MUST RUN the 'CONVERT INHAZ' program found on the Weldpak Utilities menu.

NOTE 1: Any product which is considered to be hazardous must have a record loaded in the 'Hazardous Products File' (found on the inventory file maintenance menu). This file contains the product's UN Code, Class and Subdivision (automatically printed on each invoice), as well as the MSDS bulletin number under which the product is covered.

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Once this record is loaded, it is not normally necessary to do any further maintenance on this file unless a revised MSDS bulletin is received. At that time, the MSDS revision number and revision date can be loaded. If this is done, the FIRST sale subsequent to loading this revision will cause you to be prompted to send another MSDS bulletin.

See also the 'HAZ GOODS EX Y/N' flag, which must be set to 'Y' in order to start tracking ANY hazardous goods sales.

107 MAINTAIN ARHLS?

If this field is set to 'Y', then as records are purged from the A/R history files (ARINV/ARLIN), these purged records will be summarized and saved in ARHLS (A/R history summary file). If this is done, then any sales reports which are printed from A/R history files will still reflect the correct YTD figures. If this field is left blank, as records are purged from ARINV/ARLIN, they will not be summarized to ARHLS. In this case, any sales reports printed from the A/R history files will reflect correct MTD figures; however YTD figures will only include those months still maintained in ARINV/ARLIN.

108 UPDATE ARINX5 ?

Indicates whether or not specified history cross index is to be updated.

- '3' is by customer & ship to.
- '4' is by product & warehouse.
- '5' is by customer and product.

Valid
Values: 'Y' = cross index file to be updated
'N' = cross index file not to be updated
'C' = for ARINX3 only, setting the flag to 'C' is the same as 'Y', except ship to # will not be included (recommended to resolve OEINQ0 date sequencing issues)

If set to 'Y', ARINX3 is accessed during the customer order status inquiry (by customer purchase order number). ARINX5 is accessed during the customer price inquiry program (it will display the current price and the last four prices charged to the customer). ARINX4 is accessed during the open order inquiry by item (product) program.

This field relates to the ARINV HISTORY field.

These cross index files (ARINX3, 4 & 5) are rebuildable from ARINV/ARLIN in the event they become corrupt.

If Q6\$(159,1) UPDATE ARINX5 is set to 'y', a separate file, ARIN5 will be

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updated instead of ARINX. This was done to save space in ARINX since it has gotten beyond 8,000,000 records at some sites.

109 USE WORK ORD YN

**** THE P.O. PRODUCTION WORK ORDER SYSTEM IS UNDER DEVELOPMENT ****
**** DO NOT USE THIS OPTION ****

This parameter is set to 'Y' if this company uses the Purchase Order Production Work Order System. The PO SYSTEM USED parameter must also be set to 'Y'.

110 MAINTAIN ARCS1?

If set to 'Y', when customers are added through Order entry or Invoicing, a record will also be loaded into the additional customer data file.

111 OLD ADCTL\$??

This field determines whether or not deposits received from customers (using deposits feature in invoicing) are to affect the accounts receivable file.

If set to 'Y', then in Order Entry / Invoicing, if a deposit amount is entered, a record is written to ADCTL for the Customer/Order to keep track of the deposit amount. When the invoice is updated, the record will be removed from ADCTL and the deposit will be written to the AR subledger for the Customer as a payment against the invoice.

If set to 'N', a record is written to ADCTL when the invoice is updated, but the deposit amount is not reflected on the A/R subledger (i.e., invoice gets updated to A/R for full amount - not invoice amount less deposit).

See also the deposits G/L account field in the G/L Interface File.

This option no longer valid!

112 PO WAYBILL YN

This parameter should be set to 'N' if the user does not wish to enter Waybill Information in the P.O. System.

113 KEY BRANCH XREF

This field is set to 'Y' for customers with a large number of branches who wish to access their branch record via a 6 character LOCATION ID stored in the file INLCN. Please be sure to modify the file layout for INLCN appropriately if you choose this option.

Programmers Note: Currently, this feature is only used at Drake

114 AP KEY CHQ NO

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NEW ACCOUNTS PAYABLE - USE 'MICR' ENCODED NUMBER ON FORM AS 'CHEQUE NUMBER'
This option is only available if user's cheques are being printed using the document fomatter.

Note: In order for it to take effect..
a) this flag must be set to 'Y'
b) Section 30 of the cheque format must have the KEY CHECK # NO
changed to KEY CHECK # YES

Set this parameter to 'Y' if the customer's cheques are pre-numbered and they wish to perform bank reconciliation using this number. They will be required to enter the starting cheque number (after any alignment tests are completed) in each cheque run and the program will automatically account for wasted cheques used for multi-page cheques. If the numbers get out of synch for some reason, the user will be able to REPRINT the cheques (if they have not been updated) which will flag original cheque numbers as wasted and assign new numbers to the cheques. The user is not required to use this option with all cheque formats since each format independently specifies whether or not to use option. Whenever cheques are written using this option, the cleared cheque records are written to NPCLR by the Cheque Print Program and are subsequently updated by the Cheque Update.

115 AP AGE BY ?

New Accounts Payable only. This parameter determines how invoices are aged in the A/P aged trial balance, as follows:

Left blank or 'I' = Age based on Supplier Invoice Date
'D' = Age based on Due for Payment Date
'T' = Age based on Invoice Date + Normal Terms Days

116 AP MASTER COMP

NEW Accounts Payable Only. This field is used to specify the company where the Supplier Master records are loaded. It is used in a situation where the user wishes to maintain consistent Supplier Codes across more than one company. The records would all be loaded in the Master company, and then copied 'AS NEEDED' to the other companies.

117 BANK MAST COMP

This field is used to specify the company under which the NEW Accts Payable Bank Reconciliation File (NPCLR) is maintained. This is used in the situation where a user has multiple companies which share the same bank account. The same Bank GL Account Number MUST be used in all companies for the shared bank account. This option ONLY affects the file NPCLR, it has no other affect on the A/P or G/L Systems.

118 GL INTER COMP ?

This parameter should be set-to 'Y' by multi-company users who

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wish the system to allow intercompany GL Entries. The user must use Division in the G/L Account structure. The Batch Journal Entries and A/P Invoice Posting procedures will allow entries to be made to divisions in other companies. The registers and updates will then make the actual entries to the other company and will determine and make the necessary intercompany clearing account entries as specified by the control records in 'ADCTLq'.

*** NOTE: At this time On-Line Journal Entries will not support this feature.
*** This will allow error in intercompany accounts to be corrected.

119 INVOICING AVG?

This field determines whether a product's average cost (unit cost field in the master inventory or multi location file) is to be recalculated as a result of invoicing procedures.

'N' Not to be recalculated (if the cost is overridden on a specific invoice, the inventory and cost of sales accounts will be affected by the overridden cost for that sale, but the average cost is not recalculated. Month end stock status reports will be based on the average cost, while the inventory G/L account will reflect any overrides).

'Y' average costing to be recalculated for ALL invoicing transactions which affect the product's 'on hand' quantity.

'C' average costing to be recalculated only for customer credit memos or supplier debit memos WHERE THE INVENTORY ON HAND IS TO BE UPDATED. No other invoicing procedures will recalculate average costing.

Regardless of how this flag is set, inventory receivings will always recalculate average costing, unless standard costing is to be used instead of average costing (see standard costing field).

120 SEE 389 Q6\$(173

This field is reserved for CUSTOM Q6\$ parameters. Do not use for standard parameters.

121 PR MAST COMP

Payroll Master Company: If not blank the Payroll Update will use this field instead of the company code to update General Ledger (and A/P cheque reconciliation file if 'PR USE AP RECON' is "Y").

This field can be used to allow separate payrolls to be maintained with Password Security but have only one set of general ledger accounts used.

122 BALANCE CASH ?

If set to 'Y' batch cash hash totals for cheque amount will be entered with each new batch, and batch cash update will not be allowed until

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the batch total matches this total. As well, the new layout for file ARC.P (116) will be used. This uses a new method of batching by batch number rather than date & operator. This parameter also allows cash to be posted against other companies and branches for the same customer.

If this flag is set to yes, a record must also be loaded in the Special Control Numbers file (ADCTL#), with the following key: XXyyAR00 (where XX is your company code, yy must be left blank). You will load a starting batch number in this file (once established, this will be system maintained).

123 INV DT=OR/SH DT

This field determines what date will be used as the 'Invoice Date' on invoices/credit memos.

Set to 'Y' Date keyed in as order date will be copied to invoice date, for all invoicing procedures EXCEPT order confirmation (terminal date will be copied to invoice date).

Blank or 'N' Terminal date will always be used.

Set to 'S' Shipped Date will be used as Invoice Date in all invoicing. If shipped date is not set, it will be set to order date.

124 INVOICE BMX HI?

If 'Y'es or blank invoice-order history records will be created in INBMX during update. (These records will be used in creation of credit memos from history) and are purged at the same time as invoice history records.

125 CONSIGN.INVTRY?

If "Y"es then consignment inventories are/may be maintained. In order entry header maintenance user will be asked whether this order/invoice is a consignment invoice.

Also, if "Y"es then default to "UPDATE G/L?" in INBMX becomes "Y".

This option would be used in situations where you are storing your customer's raw materials on consignment and draw from these raw materials to manufacture finished goods for them. As these finished goods are manufactured, you would be reducing the quantity of their raw materials being stored on consignment.

NOTE: This option is currently only supported at HANDY & HARMAN. Modifications may be necessary if this feature is desired (May, 1990)

126 TAX ON BASE

If set to no, state/provincial tax is calculated on a line by line basis. If set to yes, state/provincial tax is calculated by taking the sum of all taxable lines and calculating tax on this amount. An example of

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when you might want this set to yes is if you have salesmen preparing quotes for customers, where they do not calculate tax until they have arrived at the total of the quote. Calculating tax on a line by line basis, rather than on the tax base basis, might result in rounding errors of a few pennies.

NOTE: WELDPAK/MEDPAK users should have this field set to yes.

NOTE: If this field is set to yes, the GST on Base field should also be set to yes.

 127 A/R ATB DTL DT

This field determines what date is to be printed on an A/R aged trial balance.

'A' or blank	Print aging date
'E'	Print entry date (this option might be desired if invoice aging dates are overridden)

 128 NAME FROM A/R#?

This field only applies if you have (or could have) customers loaded in the master customer file, where the A/R CUSTOMER NUMBER is different than the actual CUSTOMER NUMBER (A/R customer number = customer to which A/R statement is to be issued and from which payment is received).

Example: Customer Number ABCWIN (ABC Company, 123 Any Street, Winnipeg)
 A/R CUST Number ABCMTL (ABC Company, Head Office, Montreal)

If left blank or set to 'Y', the name & address which is to appear both on the screen and on printout of any order/invoice is: SOLD TO = name/address of the A/R CUSTOMER NUMBER, SHIP TO = name/address of the CUSTOMER NUMBER).

If set to 'N', the name & address which is to appear both on the screen and on printout of any order/invoice will be that of the CUSTOMER NUMBER (both in the sold to & ship to columns).

In any of the above scenarios, when the invoice is updated to the accounts receivable files, it will be updated to the account of the A/R CUSTOMER NUMBER.

To illustrate:

Field set as	On screen/printout	Updated to A/R Files
Left blank OR set to 'Y'	Sold To ABC Montreal Ship to ABC Winnipeg	ABC Montreal
set to 'N'	Sold To ABC Winnipeg Ship to ABC Winnipeg	ABC Montreal

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This field is set as a general system parameter, but may be overridden for specific customers, in the customer additional data file.

If overrides will be required, it is recommended that the parameter be left blank in the System Control record.

129 USE WEREG?

This field determines whether or not the Cyl In House Adjustments File is to be used (as of January 1990, it appears this file is only updated through inventory postings and adjust cylinders in house program). If set to 'Y', the cylinder in house adjustments register must be printed and purged prior to running the close inventory program at month end. If set to 'N', the close inventory program will simply remove any records in WEREG regardless of whether the register was printed or not.

130 SLS/FST REG RQ?

This field determines whether printing of the Detail Sales and GST register is mandatory. This register is produced as part of the invoicing end of day procedures. For each invoice (or credit memo) generated, this register will print the detail of each line (product number, product and sub class, sale amount, cost amount, gross profit, GST charged, etc.). It will also provide a breakdown of the sales, cost of sales and inventory G/L accounts (as per the product class/sub class for each product) which will be affected when the invoices are updated.

'Y' Mandatory. Invoices will not be updated unless this register has been printed.

'N' Not mandatory. Invoicing programs will automatically set the printed flag to yes & when printing streamed daily registers, this register will be skipped.

'S' A summary version ONLY is required (90/11/21)

131 ALLOW CASH SLS?

This field determines whether or not cash sale invoicing is done by this company.

'N' Cash sale invoicing is NEVER done (ALWAYS SET 'N' IF JEDRON POS USER)

'Y' Cash sale invoicing is sometimes done (see also the cash sale only flag in the additional customer data file).

The following is an explanation of the differences between a non-cash sale and a cash sale invoice.

NON-CASH When the invoice is updated, it is updated to both the accounts (charge) receivable subledger and to the general ledger:

Sub Ledger

General Ledger

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Debit to A/R	Debit to A/R control account
	Credit to Sales

When payment is applied (through cash posting), the accounts receivable sub ledger is credited and the general ledger (bank account) is debited.

CASH When a cash sale invoice is updated, the accounts receivable sub ledger is not affected; only the general ledger is affected:

Sub Ledger	General Ledger
Debit to A/R	Debit to A/R control account
	Credit to Sales
Credit to A/R	Credit to A/R control account
	Debit to Cash Clearing account

You will notice that two entries are posted to the sub ledger (a debit and a credit). These two entries are made simply to show a record of the invoice going into the customer's account but also coming out of his account immediately. The net result of the two entries is zero.

When the cash is deposited to the bank (through cash posting), the accounts receivable sub ledger is NOT TO BE AFFECTED. Instead, only the general ledger is affected (credit to cash clearing account and debit to the bank).

The daily invoice register will always highlight those invoices which were posted as cash sales and will include a cash sales summary at the bottom of the register. This summary can be used to balance with any cash in the till.

The cash clearing account in the general ledger SHOULD have a zero balance (updating cash sale invoices will debit it and posting the cash to the bank will credit it).

 132 STANDARD COST?

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank	Average Costing to be used.
'Y'	Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

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Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

Example: Product initially set up with unit cost of \$10.00 per unit.
 Receive 100 @ \$10.00
 Sell 20
 Receive 100 @ \$11.00
 Sell 20

If standard costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.00 per unit, for a total valuation of \$1600.00.

If average costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.55 per unit, for a total valuation of \$1688.00.

The average cost would have changed at the time of the second receipt based on:

On hand quantity before receipt	=	80 x 10.00	\$ 800.00
Second receipt	=	100 x 11.00	\$1100.00
Net after posting second receipt	=	180	\$1900.00
New avg. cost until next receipt	=	\$1900.00/180 = \$10.55	

 133 CREDITS TO CM #

This field determines how credit memos are to be updated to the accounts receivable files.

'Y' Credit memos are to be updated with the system assigned credit memo number. In this case, the original invoice and credit memo will appear as two SEPARATE transactions on the customer's account and each transaction will have to be cleared from his account individually (either through cash posting or an A/R adjustment). Each transaction will also be AGED separately.

Example: Assume invoice #123456 for \$100.00 dated January
Assume c/m # 800000 for (\$20.00) dated February
Assume payment of \$80.00 received in March

When this payment is applied through cash posting, both the invoice and credit memo will have to be cleared from the customer's account.

If the \$80.00 payment is only applied against the original invoice #123456, then it will remain on the customer's account with a \$20.00 balance (aged as of January). The credit memo will also remain on the customer's account with a (\$20.00) balance (aged as of February) until such time as an A/R adjustment is made to clear both from the customer's account.

'N' The credit memo is to be updated to the customer's account with the original invoice number. In this case, two transactions will still appear on the customer's account (the \$100.00 debit from the original invoice and the \$20.00 credit from the credit memo, leaving an \$80.00 outstanding balance against the original invoice).

The difference in this case is that when the payment of \$80.00 is received, it is only necessary to clear the original invoice. No further A/R adjustments are required to match up the credit memo to the original invoice, as this would already have been done when the credit memo was updated.

134 INTER SYS O/E ?

This field determines whether or not your company is using the 'Inter System Communications' programs.

'Y' Inter system communications are being done & the inter system communications files should be updated. These include:

- ARINT (for any cash posting or G/L entries which affect accounts receivable).
- OEINH (for invoice headers and lines being updated between
- OEINL systems)
- ININT (for inventory posting entries being updated between
- systems).
- APINT (for new A/P batches being transferred from this system to

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a central system)

(see also the skip inter systems fields in the inventory locations file, which can override the value loaded in the system control record, for specific inventory locations).

'N' No inter system communications are being done, therefore it is not necessary to update the inter system communications files.

135 UPDATE ARINX6 ?

If set to 'Y' - Invoice history indexes will include '6' - that by posting month & invoice number.

ARINX6 is used for quicker processing of Sales Analysis Reports from Invoice History.

This field relates to the ARINV HISTORY field.

This file is rebuildable from ARINV/ARLIN in the event that it becomes corrupt.

136 SEE 389 Q6\$(209

137 AUTO CYL BAL YN

For WELDPAK/MEDPAK only - if set to yes, cylinder/equipment balances will automatically be displayed in order processing/invoicing, as soon as the customer number has been input. If set to no, balances will not automatically be displayed, however, they can be requested by using the '!' feature anywhere within the order/invoice.

138 AUTO A/R BAL YN

If set to 'Y' - aged A/R balances will be automatically displayed in order entry/invoicing, as soon as a customer code has been input. If set to no, A/R balances will not automatically be displayed; however, they may still be accessed through a function key feature while in the customer number field.

139 MANUAL ORDER #?

If set to 'Y'es - order numbers will be manually assigned, rather than assigned automatically by the system in ORDER ENTRY. This parameter applies to Order Entry (OE) and Warehouse Transfer Entry (XE).

140 MAINTAIN APHJL

This field determines whether Accounts Payable OPEN ITEM history files (APHJL & APHSL) are to be maintained.

Left blank or 'N' History files not maintained. When fully paid invoices

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are purged at month end (Close Accounts Payable program) they are no longer available for inquiries, etc. Hard copy aged trial balances printed prior to purging would be the only reference source available.

'Y' History files are to be maintained. When fully paid invoices are purged at month end, they will be written into the Open Item History files. This allows you to do inquiries on purged invoices until such time as the history files themselves are purged (Purge A/P Open Item History Files program found on month end menu).

141 INTER SYS A/R ?

This field determines whether or not your company is using the 'Inter System Communications' programs.

'Y' Inter system communications are being done & the inter system communications files should be updated. These include:
ARINT (for any cash posting or G/L entries which affect accounts receivable).
OEINH (for invoice headers and lines being updated between
OEINL systems)
ININT (for inventory posting entries being updated between systems).
APINT (for new A/P batches being transferred from this system to a central system)

(see also the skip inter systems fields in the inventory locations file, which can override the value loaded in the system control record, for specific inventory locations).

'N' No inter system communications are being done, therefore it is not necessary to update the inter system communications files.

142 INTER SYS INV ?

This field determines whether or not your company is using the 'Inter System Communications' programs.

'Y' Inter system communications are being done & the inter system communications files should be updated. These include:
ARINT (for any cash posting or G/L entries which affect accounts receivable).
OEINH (for invoice headers and lines being updated between
OEINL systems)
ININT (for inventory posting entries being updated between systems).
APINT (for new A/P batches being transferred from this system to a central system)

(see also the skip inter systems fields in the inventory locations

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file, which can override the value loaded in the system control record, for specific inventory locations).

'N' No inter system communications are being done, therefore it is not necessary to update the inter system communications files.

143 SMN ORIDE SEC

Contains the minimum security level required in order to be able to override the salesman code during order entry/invoicing procedures.

This is useful if commissions are paid to salesmen & it is desired not to allow operators to change the salesman code to whom commission is to be paid without prior authorization.

Valid values are:

Left blank	no security required
0 to 9	if security required, value security levels range from 0 (lowest) to 9 (highest).
Y	override allowed/no security
s	Same as Y plus a stop is forced
N	no override allowed regardless of security level
T	Allow Override only if [F3] keyed to get to this field. Operator security levels are established in the Jedbase Operators File.

144 INTER SYS AR-GL

This field determines whether or not your company is using the 'Inter System Communications' programs.

'Y' Inter system communications are being done & the inter system communications files should be updated. These include:

- ARINT (for any cash posting or G/L entries which affect accounts receivable).
- OEINH (for invoice headers and lines being updated between
- OEINL systems)
- ININT (for inventory posting entries being updated between systems).
- APINT (for new A/P batches being transferred from this system to a central system)

(see also the skip inter systems fields in the inventory locations file, which can override the value loaded in the system control record, for specific inventory locations).

'N' No inter system communications are being done, therefore it is not necessary to update the inter system communications files.

NOTE: This Intersystem G/L parameter is related to the Intersystem A/R parameter. If one is used, the other should be used.

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-
In the multi-locations file, the Skip Intersystem A/R flag will cancel both the A/R and G/L intersystem update if set to yes.

If set to [G] - GL entries will be made to file ADINT, rather than ARINT. A/R entries will continue to be made to file ARINT.

145 QTY BREAK PRC ?

This field determines whether quantity break pricing is to take precedence over a customer's price code or not.

.
Each product may be assigned up to 20 different prices (five in the master inventory file and fifteen in the additional pricing file). These prices could be used as bracket prices, or as quantity break prices.

.
Each customer may be assigned a price code in the master customer file. Valid values are from 0 to 9 and from A to J. This determines at which price level the customer's pricing is to begin.

.
If this field is set to 'Y'

.
- when invoicing a product WITH quantity break pricing, quantity break pricing will take complete precedence over the customer's price code.

.
- when invoicing a product WITHOUT quantity break pricing, the customer's bracket price will be used regardless of the quantity.

If this field is set to 'N'

.
- when invoicing a product WITH quantity break pricing, quantities up to and including his price bracket will be invoiced at his price code. For quantities greater than his price bracket, quantity break pricing will apply.

.
- When invoicing a product WITHOUT quantity break pricing, the customer's bracket price will be used regardless of the quantity.

146 SEE 389 Q6\$(223

147 SEC LVL INQ 11

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry

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13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

148 SEC LVL INQ 12

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

'!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

149 SEC LVL INQ 13

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

- | | |
|------------------------------------|--|
| 1 Open orders by Customer | 2 Open orders by order number |
| 3 Open orders by product | 4 Accounts Receivable Inquiry |
| 5 Inventory Inquiry | 6 Contract Price Inquiry |
| 7 Sales History Inquiry | 8 Credit Hold/Release |
| 9 Customer Item Price Inquiry | 10 Order/Invoice/History P.O.# Inquiry |
| 11 Weldpak Cylinder Status | 12 Weldpak Lease Inquiry |
| 13 Weldpak Cylinder Detail Inquiry | 14 New A/P Open Item Inquiry |
| 15 Future Use | 16 Future Use |

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank no security required
0 to 9 if security required, valid security levels range from
 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

150 SEE 389 Q6\$(237)

151 SKIP DAYS CALC

For Medpak only - if this field is set to 'Y'es, the days calculation normally done for all rental EQUIPMENT on the FIRST automatic billing is skipped.

Note that this could have implications if the patient has returned the equipment during the first month.

152 KITS/SET LOGIC

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***FURNITURE SYSTEM ***

This flag is set to 'Y' if sets are being used by this customer and they wish to automatically update the On Hand and Unit Cost of a set whenever the cost or on hand of a component are changed. THIS FLAG HAS MAJOR IMPLICATIONS TO THE ORDER ENTRY, PURCHASE ORDER, AND INVENTORY POSTING SYSTEMS.

Note: - an additional value of 'S' has been given to this flag. This has nothing to do with the furniture system but rather it allows using the trip sequence code on the bulk billing file key to be used as an automatically assigned sequence number. This allows bulk bill invoicing to be done in the sequence entered. This change made for Vanhof & Blokker 91/12/31.-----

153 CREDIT CUST NO

This is the Credit Agency Customer Number for this Company. If the user plans to produce a report or tape for a credit check agency (eg. Creditel), this is the Customer Number assigned to the company by the credit check agency.

154 INTERSYS USR CD

If inter system updates are being used, this field in the company parameters file, contains the default 'FROM' user code for the inter system update programs.

In the inventory locations (Branch) file, this same field is used to identify for each location, which user code is to be used in the creation and updating of inter system files. This allows inter system updates to be done in a single location, for distribution to many branches.

155 ALL WH ON LIST?

If multiple warehouses are used, this field determines how the called inventory inquiry (INVEN3) is to display.

'N' Only the current warehouse inventory will display.
'Y' The inventory for ALL warehouses will display.

Note: The called inventory inquiry CAN DISPLAY up to 14 products per screen. If this flag is set to 'Y' it will reduce the number of products which can be displayed, as it will also display the 'on hand' quantity for each warehouse in which this product is found (each warehouse will require a separate line of the display).

156 SEE 389 Q6\$(254

157 UPDATE ADGLJ/W

This field determines whether G/L entries are to update file

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ADGLJ. This file is similar to ADSUM except that it also is broken down by journal code (in addition to G/L account number and fiscal year). This file can be used as a source of summarized information, where the journal is also necessary.

If this file is being updated, it is rebuildable in the event of corruption, using the same program which rebuilds ADSUM (found on user utilities menu).

Effective May 17 2004, this parameter also controls the updating of file ADGLW, which is summarized by Branch (Warehouse) Code, instead of by Journal.

158 CANCEL SEC LVL

This field contains the minimum security level required in order to cancel an order/invoice.

Valid values are:

Left blank no security
0 to 9 if security required, security levels range from
 0 (lowest) to 9 (highest).

Operator security levels are established in the
Jedbase Operators File.

159 CANCEL ALL/CASH

This field is used in conjunction with the Cancel Security Level field.

Left blank all cancellations are prevented.
'C' Only cash sale cancellations are security protected,
 as well as the cancellation of a RANGE of orders (whether
 or not cash sales).

160 PO BUY PRT PROG

This parameter is used by the PO system document print program, to determine which program is to be used to print the necessary PO documents.

Three different document formats are available (actual PO format, buyer's copy format and receiving copy format). This parameter must be set for each of these formats.

When set to 'F', this indicates that the user wishes to use the Document Forms System to print the document. See Document Types POP, POB and POR.

When set to 'n' (where 'n' = valid values described below), the following standard print programs are used. The PO document program will automatically default to 'n'.

 FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

Parameter	Program to be run
'PO DOC PRT PROG'	POPRPn - Purchase Order Format
'PO BUY PRT PROG'	POPRBn - Buyer's Copy Format
'PO REC PRT PROG'	POPRRn - Receiving Copy Format

When set to 'X', this indicates that the user wishes to be prompted for the print program to be used. This could be one of the valid programs currently available, or a customized program.

The following are current valid 'n' values:

PO DOC PRT PROG 1 = PO document to be printed on 13-1/2 x 11" paper
 2 = PO document to be printed on 13-1/2 x 11" paper
 3 = PO document to be printed on a PREPRINTED 8-1/2 x 11" form
 4 = PO document to be printed on 8-1/2 x 11" paper
 9 = custom (Dominion Smallwares only)

1 & 2 are almost identical, except that 1 includes telephone number, fax number and sub line numbers for sets (e.g., furniture sets)

PO BUY PRT PRG 1 = Buyer's copy to be printed on 13-1/2 x 11" paper
 4 = Buyer's copy to be printed on 8-1/2 x 11" paper
 9 = custom (Dominion Smallwares only)

PO REC PRT PROG 1 = Receiving copy to be printed on 13-1/2 x 11" paper
 2 = Receiving copy to be printed on 8-1/2 x 11" paper
 3 = Receiving copy to be printed on 8-1/2 x 11" paper
 4 = Receiving copy to be printed on 8-1/2 x 11" paper
 9 = custom (Dominion Smallwares only)

2, 3 & 4 are almost identical, with only very minor variations.

 161 PO REC PRT PROG

This parameter is used by the PO system document print program, to determine which program is to be used to print the necessary PO documents.

Three different document formats are available (actual PO format, buyer's copy format and receiving copy format). This parameter must be set for each of these formats.

When set to 'F', this indicates that the user wishes to use the Document Forms System to print the document. See Document Types POP, POB and POR.

When set to 'n' (where 'n' = valid values described below), the following standard print programs are used. The PO document program will automatically default to 'n'.

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

Parameter	Program to be run
'PO DOC PRT PROG'	POPRPn - Purchase Order Format
'PO BUY PRT PROG'	POPRBn - Buyer's Copy Format
'PO REC PRT PROG'	POPRRn - Receiving Copy Format

When set to 'X', this indicates that the user wishes to be prompted for the print program to be used. This could be one of the valid programs currently available, or a customized program.

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PO DOC PRT PROG 1 = PO document to be printed on 13-1/2 x 11" paper
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 9 = custom (Dominion Smallwares only)

1 & 2 are almost identical, except that 1 includes telephone number, fax number and sub line numbers for sets (e.g., furniture sets)

PO BUY PRT PRG 1 = Buyer's copy to be printed on 13-1/2 x 11" paper
 4 = Buyer's copy to be printed on 8-1/2 x 11" paper
 9 = custom (Dominion Smallwares only)

PO REC PRT PROG 1 = Receiving copy to be printed on 13-1/2 x 11" paper
 2 = Receiving copy to be printed on 8-1/2 x 11" paper
 3 = Receiving copy to be printed on 8-1/2 x 11" paper
 4 = Receiving copy to be printed on 8-1/2 x 11" paper
 9 = custom (Dominion Smallwares only)

2, 3 & 4 are almost identical, with only very minor variations.

162 UPDATE LOT HIST

This field determines whether or not you wish to update the Lot Number History File. This feature is useful for tracking shipments of products such as medical gases, where many cylinders can be filled from the same batch (lot). In the event of a product recall, you will be able to easily identify those customers who may POTENTIALLY have product on hand, from the lot in question. A Lot Number History Report is available on the Additional Inventory Programs & Reports menu.

System Control Record: In this file, simply indicate whether (Y) or not (N) this feature is desired.

Master Inventory File: In this file, flags can be set as follows:

- N - feature not required for a specific product.
- Y - feature is required for a specific product and multiple lot numbers per invoice line are desired.
- S - feature is required but only a single lot number per invoice line is desired.

- s - Swiss Herbal Option added Oct 2002 - this option is a combination of both S and M in that multiple lot numbers are entered and stored in both the line item record and also comment records if more than one required. Lot numbers are only entered in the EDI Bar coded labels production program (OELABE). These lot numbers are then added to outgoing EDI 856 transactions (for Shopper's Drug Mart). The lot numbers are only 4 digits long, and the additional 6 digits in the lot number field are used for Expiry Dates on that Lot! As well, quantities are stored with each lot number if more than 1.

Single Lot Number:

If this feature is used, only one lot number per invoice line is allowed (regardless of quantity shipped). This lot number will be requested immediately after the product's description is displayed.

In this case, lot # is restricted to a maximum of TEN characters (stored in lot # field of the order line record).

Multiple Lot Numbers:

If this feature is used, multiple lot numbers per invoice line are allowed. These lot numbers will be requested after the 'quantity shipped' is input. As many lot numbers as are necessary may be input. You may input fewer lot numbers than the actual quantity shipped, but you may not input more lot numbers than the actual quantity shipped.

In the case of multiple lot numbers, special COMMENT records are created for that line of the invoice. The comment line is prefixed with 'LOT NO's', followed by the lot numbers.

If multiple lot numbers are allowed, each lot number may be up to TWENTY characters.

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NOTE: If using the lot number feature, lot numbers MUST BE available at the time of invoicing, as you will not be allowed to bypass this prompt.

163 GST YN

This flag MUST be set to 'Y' for ALL Companies. If you set it to 'N' you will activate the old Canadian FST Logic.

If a U.S. Company wants no GST Tax to be calculated, this must be accomplished by setting all Customer and Item Tax Codes and Rate Codes to 0. Also, ADCTLA FRT GST/FST RAT and MSC GST/FST RAT must be set to zero. You should probably set-up Dictionary Overrides for the Customer and Item Fields so the customer will not have to remember.

164 AP WH RESTRICTN

This field determines whether or not warehouse restrictions are required in accounts payable programs.

Left blank or 'N' Not required.
'Y' Required. In this case, IF a supplier is assigned to a warehouse code in the supplier master file, then all invoices posted to this supplier must be posted against that warehouse.

165 GL DETL PRT FLG

This field can be used to indicate that printing of G/L detail will set G/L journal printed flags to yes. This allows substitution of printing only G/L detail at month end, rather than having to print individual journals as well as G/L detail.

Left blank Printing of G/L detail will NOT set journal printed flags to yes.
'Y' Printing of G/L detail WILL set journal printed flags to yes (g/l side of journals only, not sub ledger journals)

NOTE: Journal printed flags will only be set to yes if G/L detail for ALL G/L accounts and ALL journals is printed. The flags will be set to yes for all journals, for all posting months selected.

- Printing of G/L detail for specific G/L accounts only, or specific ranges of G/L accounts will not set the journal printed flags.

NOTE: Only those journals which are in balance (zero balance) will have the printed flags set to yes. Any journal which is out of balance will not have the printed flag set.

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166 GST#/BUS# START

This field contains either:

GST Registration # for this company OR Business # for this company.

Note: Business numbers will replace GST Registration numbers in Canada, effective January 1, 1997. Companies may switch over to this new business number any time prior to January 1, 1997 if desired.

If the business number is longer than 10 characters, the final characters may be stored in the Business Number End Field.

Note: Program modifications may be required to various print programs to accomodate the new longer number.

First 10 characters - stored in Q6\$(267,10)

Final 5 characters - stored in Q6\$(455,5)

167 SEP. PACK SLIP#

If set to 'Y'es, each time an order is printed for the first time, a packing slip number will be assigned separate from the order number. If the option to print a separate pack slip format is used, packing slip numbers will be assigned only when the packing slip format is used.

If set to 'N'o, packing slip numbers will NOT be assigned in the order print program. Also, access to the shipping number field in ALL order entry, invoicing & credit memo procedures will be skipped. For users who do not wish to have packing slip numbers assigned during order entry or invoicing procedures, but who do wish to be able to specify a shipping number during credit memo entry, see also the 'C/M SHIPPING NO' field in file ADCTL=.

If set to [B], Separate manual packing slip numbers are used for back orders, and input of this number will be allowed.

168 PACK SLIP FRMAT

If set to 'Y'es, the order print program will have two formats. These will be the order format, and the packing slip format.

169 FRT GST/FST RAT

This is the GST rate code to be used for the freight charge amount in the invoice total.

Each product must have a GST rate associated with it. This GST rate must first be loaded in the GST Rate file, then carried over into the master inventory file. (0 = exempt, any other value can be used for any other rate(s) required. Each product would be assigned the appropriate GST rate code, depending on the rate to be used for that product. (SEE BELOW FOR

 FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

G.S.T. - EFFECTIVE JANUARY 1, 1991)

Note that FST calculations can be based strictly on the rate loaded in the FST Rate file, or can be done using the reciprocal of this rate (determined by a flag in your system control record). (No longer applicable since introduction of GST).

This can be overridden during order entry/invoicing.

NOTE: In the inventory master file, if the product being loaded has an ITEM FST CODE of 6 (previous field), this field is not applicable and may be skipped. This is because an ITEM FST CODE of 6 indicates that FST is included in the selling price; but the FST included is an actual dollar amount rather than a percentage rate. In this case, the actual dollar amount of FST included is loaded in the FST COST field.

G.S.T. With the implementation of G.S.T. effective January 1, 1991, products fall into one of three categories:

-
 Liable Zero Rated Exempt
 -

To handle these categories, the following two GST RATE CODES should be loaded in the GST Rate File:

-
 0 = 0%
 1 = appropriate G.S.T. percentage rate
 -

Depending on which category a product falls into, the following fields should be set as described:

	ITEM GST CD	GST RATE CD	
If: Liable	1	1	(default)
Exempt	0	0	
Zero-Rated	1	0	

The ITEM GST CD simply indicates whether the product is liable (1) or exempt (0).

The GST RATE CD indicates the GST percentage which applies.

 170 MSC GST/FST RAT

This is the GST rate code to be used for the miscellaneous charge amount in the invoice total.

Each product must have a GST rate associated with it. This GST rate must first be loaded in the GST Rate file, then carried over into the master inventory file. (0 = exempt, any other value can be used for any other rate(s) required. Each product would be assigned the appropriate GST rate code, depending on the rate to be used for that product. (SEE BELOW FOR G.S.T. - EFFECTIVE JANUARY 1, 1991)

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Note that FST calculations can be based strictly on the rate loaded in the FST Rate file, or can be done using the reciprocal of this rate (determined by a flag in your system control record). (No longer applicable since introduction of GST).

This can be overridden during order entry/invoicing.

NOTE: In the inventory master file, if the product being loaded has an ITEM FST CODE of 6 (previous field), this field is not applicable and may be skipped. This is because an ITEM FST CODE of 6 indicates that FST is included in the selling price; but the FST included is an actual dollar amount rather than a percentage rate. In this case, the actual dollar amount of FST included is loaded in the FST COST field.

G.S.T. With the implementation of G.S.T. effective January 1, 1991, products fall into one of three categories:

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To handle these categories, the following two GST RATE CODES should be loaded in the GST Rate File:

-
 0 = 0%
 1 = appropriate G.S.T. percentage rate
 -

Depending on which category a product falls into, the following fields should be set as described:

	ITEM GST CD	GST RATE CD	
If: Liable	1	1	(default)
Exempt	0	0	
Zero-Rated	1	0	

The ITEM GST CD simply indicates whether the product is liable (1) or exempt (0).

The GST RATE CD indicates the GST percentage which applies.

 171 POST MNTH YYMM?

This field determines how POSTING MONTHS are to be input.

Left blank posting months display and are input in MMY format.
 'Y' posting months display and are input in YYMM format.

Note: Currently (April 1990), the only programs which support YYMM format are batch journal entries and on line journal entries (general ledger menu)

 172 J/E BALANCES ?

In a client accounting environment, it is often necessary to

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enter CURRENT balances as opposed to actual entries for a client when doing opening balance journal entries. When this flag is set to 'Y'es, it will be assumed that entries to the 'O'pening Balance Journal are being done in this fashion, and amounts will be calculated from amount entered. (example: if the amount entered for a G/L account is \$450.00 and the balance in that account prior to making the entry was \$400.00, the entry will automatically be calculated as \$50.00 - to bring the balance previously on file in line with the CURRENT balance being loaded).

NOTE: This feature is only supported in the 'on line journal entries' program (general ledger menu). Only those entries posted to the opening balance journal (journal code = 'O') are affected. When posting entries to this journal this automatic calculation can be bypassed (see prompt at bottom of screen while in amount field).

173 F/S DRAFT ?

This feature can be used if you normally print one or more draft financial statements prior to producing a final statement.

Left blank or 'N' Draft statements are not printed.

'Y' Draft statements are produced before a final statement.

-

Draft statements will look identical to final statements, with the exception that they will include:

- a) Your company code
 - b) The statement ID and page number
 - c) The date & time
 - d) The word 'Draft'
-

When financial statements are printed through the 'Print Financial Statements' program, a draft copy is assumed unless you input the password to produce a final copy.

-

When financial statements are printed directly from the 'Prepare Financial Statements' program, a draft copy is always assumed.

174 JNL CD INVOICES

This field contains the journal code to which INVOICES from the order processing/invoicing system are used. If left blank, journal code 'S' (sales) will automatically be used. If not left blank, then this field must contain a VALID journal code.

175 JNL CD CASH SLS

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

This field determines to which journal cash sale invoices are to be updated. If left blank, cash sale invoices will automatically be updated to the 's' (cash sales journal). If not left blank, this field must contain a VALID journal code.

176 JNL CD CREDITS

This field determines to which journal credit memos are to be updated. If left blank, credit memos will automatically be updated to journal 'F' (credit memos journal). If not left blank, this field must contain a VALID journal code.

177 INVTY POST AVG?

If average costing is being used (see standard cost field), this field determines which of the inventory postings programs are to update the average cost of a product (unit cost field in the master inventory file).

If left blank or set to 'N' only inventory RECEIPTS will recalculate average costing. Other inventory postings programs will only affect the 'on hand' but will have no effect on average costing, even if the cost is overridden.

If 'Y' all inventory postings programs will recalculate average costing (only if the product's 'on hand' quantity is affected. This includes inventory adjustments, inventory transfers, etc.

178 PST DEL'Y IT EX

This field determines how PROVINCIAL tax is to be calculated on the DELIVERY portion of line items.

'N' If the item itself is provincial tax exempt, do not calculate provincial tax on the delivery portion of that line.

'Y' Calculate provincial tax on the delivery portion of the line regardless of whether the item itself is tax exempt or not.

This overrides the 'Add Tax to Freight' flag in the Provincial Tax Rate File

NOTE: If this flag is set to 'N', then the Tax on Base and GST on Base fields must both be set to 'Y' in order to properly accomodate this option.

Programmers Note: See January 1991 mods required to support this feature (WE/OE programs).

179 GST ON BASE YN

This field determines whether GST is to be calculated on a line by line basis (N) or whether it should be calculated by taking the sum of all

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taxable lines and calculating the GST on this total (Y). Setting this to yes will eliminate rounding errors which can be caused when calculating line by line versus taxable total.

NOTE: WELDPAK/MEDPAK users should have this field set to yes.

If this field is set to yes, the TAX on base field which controls PST calculations should also be set to yes.

180 ACCTG SPEC EDIT

This field contains the name of a program used to provide special editing to any program which updates accounts receivable, accounts payable, or the general ledger. If used, the called edit program will return either a blank if the edit rules passed, or an error message indicating what rules have not been followed. Special edit programs should be created from the template program 'ADEDIT' which is distributed with standard Jedron software.

PROGRAMMERS NOTE: This edit program is not used by the NEW accounts payable system programs.

This edit program can be custom modified for those situations where customers wish to do special editing on values in specific input fields (example: special editing on the date field to ensure that the date input is valid for the posting month or fiscal yaer).

181 ASSIGN AP VCHR

This field applies to ORIGINAL accounts payable only. If set to 'Y', then voucher numbers will be controlled by the system. These numbers will then be used in place of invoice numbers.

182 STATS ACCT SIZE

This field can be used to identify the length of the 'stats account' field in A/R, A/P or G/L database files (ARJNL, APJNL or ADJNL). If left blank, a size of 6 is assumed.

PROGRAMMERS NOTE: While most customers would not require input into this field, it could be used in situations where customers wish to track additional statistical information when making journal entries (possibly in conjunction with the accounting special edit program).

-
The optional size of other than 6 characters is not supported in NEW accounts payable system programs and is only partially supported elsewhere.

183 MARKUP COST

FILE NO: 391 JF391 NAME: ADCTLA COMPANY PARAMETERS & CONTROL NO'S.

If mark up pricing (a negative price) is used, this field indicates which cost to mark up. If blank or 'B', Buy Price is used. Other options are 'L'ast or 'U'nit cost or 'M'arkup Cost Base (in the inventory extra data file).

Note: If UNIT cost, LAST cost or BUY price is chosen, your customer could be charged a different price on each invoice because:

- a) Unit Cost is automatically recalculated each time inventory is received (landed cost including all factors such as exchange, freight, duty, etc.)
- b) Last Cost is automatically recalculated each time inventory is received. (cost of last receiving, excluding factors)
- c) Buy Price generally contains your supplier's quoted catalogue price (in supplier's currency). It COULD be updated each time inventory is received (regardless of whether or not it is updated when inventory receivings are done, it always excludes factors).

Additionally, because Last Cost and Buy Price exclude factors, the cost factor must also be taken into account when doing markups based on either of these two costs.

Cost Factor could change from one receiving to the next based on:

- a) currency exchange factors on the receiving
- b) freight/duty factors added on to the receiving
- c) discounts or surcharges (negative discounts) on the receiving

Note 1: If Markup Cost Base is used, a fixed cost on which markups are to be based is loaded in the Additional Inventory Data File. This cost base is NOT automatically updated by ANY programs on the system and can only be changed through file maintenance.

Note 2: If Markup Cost Base is used and a product does NOT have a markup cost base loaded, that product is treated as if markups are being done based on BUY PRICE & the same rules apply as for Buy Price.

Note 3: Markups based on UNIT or MARKUP cost do NOT take any factors into account, as factors are already included in these costs.

184 CLOSE ENTRY TYP

This field determines how closing entries are to be posted when the 'Generate Closing Entries' program is run (found on general ledger menu).

Left blank For each account closed, an offsetting entry will be posted to the retained earnings G/L account.

'S' Only one entry will be posted to the retained earnings G/L

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account, for the total of all accounts closed.

Example:

Assume G/L accounts	400	(100.00)
	600	200.00
	700	150.00

If left blank, entries will be posted to the closing entries journal as follows:

Account	400	100.00
Retained Earnings		(100.00)
Account	600	(200.00)
Retained Earnings		200.00
Account	700	(150.00)
Retained Earnings		150.00

If set to 'S', entries will be posted to the closing entries journal as follows:

Account	400	100.00
Account	600	(200.00)
Account	700	(150.00)
Retained Earnings		250.00

Closing entries are always posted to the Closing Entries journal (journal code = 'U')

 185 F/S ROUNDING

If set to 'Y'es Financial statement rounding will be done so that Totals add up to the amounts on each individual line.

 186 ANN'Y DATE RENT

This field should be set to 'Y' if monthly rental billings are to be done based on anniversary date rather than once monthly.

This implies that rental billings will be done daily. The 'last day run' field in the Additional Control Numbers File is updated each time the rental billing program is run.

NOTE: This is currently only supported for MEDPAK users (not WELDDPAK).
(May 1991)

 187 LEASE PST SRCE

This parameter determines which tax code (from master customer file) to use for P.S.T. calculations on Automatic Lease Renewal Billings.

'C' - use the CUSTOMER TAX CODE

'R' - use the REN/DEM PST CODE

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188 PR OVER SEC LEV

This field contains the minimum security level required for price overrides during order entry/invoicing.

Valid values are:

left blank no security
0 to 9 if security required, valid security levels range from
 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

189 OE DISC SEC LEV

This field contains the minimum security level required to give discounts during order entry/invoicing.

Valid values are:

left blank no security required
0 to 9 if security required, valid security levels range from
 0 (lowest) to 9 (highest)

Operator security levels are established in the Jedbase Operators File.

190 ALLOW NEG DEM

This field is set to determine whether or not negative rental/demurrage charges are allowed to be calculated during the automatic rental/demurrage billing program.

'N' No negative charges to be calculated
'Y' Negative charges are allowed

191 JEDRON POS YN

On the 'ADCTLA' Record, this flag should be set if this company is going to use the Jedron Point of Sale System. If it is set to 'Y' then, when the user goes into any Order Entry or Invoicing Procedure, he/she will be asked if he/she wants to perform Point of Sale Invoicing.

*** JEDRON POS SPECIAL PROCESSING ***

POS Invoices are subject to special processing. In particular, a POS Invoice is not printed on the Standard Invoice & Credit Memo Registers or on the Detail Sales & GST Report until the POS End of Day Process has been run. They are also integrated with a cash management system. Once a POS Invoice has been printed, it will not normally be allowed to be printed again (as a security feature). This flag is also present in the OEHDR and OEINV records where value N means that no POS Payment or Deposit Data has been entered against the order/invoice.

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*** PRIDE POS USERS ***

This flag is set to 'P' if the invoice or credit was entered on the Pride POS System and transferred to Jedron via the Pride <-> Jedron Transfer (program OEINH1).

192 ORD/INV PRT PFX

Order entry & invoicing normally use the following print programs as a start program for order and invoice print:

OEPRO0 Order Print (WEPRO0 = Weldpak/Medpak version)
OEPRI0 Invoice Print (WEPRI0 = Weldpak/Medpak version)

These start programs then run OE/WE PROx or PRIx (where x is a character representing one of many possible print formats.

This field may be used to establish a custom PREFIX (other than OE or WE) for custom versions of these print programs. If the custom program name (e.g. LCPRI1) exists, it will be run; otherwise the standard OE/WEPRI1 program will be run. To use a custom program, input the prefix of the custom print program. If left blank, the standard OE or WE prefix is assumed.

New standard order/invoice print programs have been available since December 1, 1991. To use the new standard order/invoice print programs, set this field to '***' (see files ADCT0J, ADCT0K, ADCT0M, ADCT0A, and ADCT0L).

See parameter 'DOC.PRINT LINK?'

If 'Y'es: When printing documents (invoices or orders) from order entry / invoicing programs (both standard and Weldpak/Medpak) run program OEPDF0 instead of (as previously) one of OEPRO1, WEPRO1, OEPRI1, WEPRI1, WEPRI2, WEPRI8, (or others based on various parameters). Note: OEPDF0 will, after selection of document form, normally run OEPDF1 for record selection and DFMOE0 for printing or will run one of the old-style programs above or other custom / standard programs per values in document header selected (ADCT0J).

If blank or 'N'o program run is determined by pre-existing logic.

Note: Setting this parameter to 'Y'es makes ORD/INV PRT PFX - Q6\$(308,2) obsolete. PRINT IMMED CD - Q6\$(349,1) is still supported and may be set independently of this parameter.

See also JRCTLZ parameter 'PRINT O/I W/DF'.

193 REN/DEM JNL CD

This field contains the journal code to which RENTAL/DEMURRAGE INVOICES from the WELDPAK/MEDPAK order processing/invoicing system are updated to. If left blank then code 'S' (sales) will automatically be used. If not left blank, then this field must contain a VALID journal code.

NOTE: Only invoices from then 'Monthly Rental/Dem Billing' program will use this journal code.

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194 LSE RENEW JNL

This field contains the journal code to which LEASE RENEWAL INVOICES from the WELDPAK/MEDPAK order processing/invoicing system are updated to. If left blank then code 'S' (sales) will automatically be used. If not left blank, then this field must contain a VALID journal code.

NOTE: Only invoices generated from the 'Automatic Lease Renewal' program will use this journal code.

195 SEE 389 Q6\$(312

196 DEFER REV S/L

This new option (effective June 6, 1991) relates to those customers WHO ARE USING the deferred revenue feature.

Left blank The deferred revenue feature will continue to work as it did prior to June 6, 1991. A Lease Revenue Report is available from the Lease File. This file is only affected as a result of loading initial lease balances, invoicing leases (new leases or renewals) and credit memos for leases. Any journal entries to the deferred revenue G/L account have no effect on this report.

Set to 'Z' In addition to being able to produce a Lease Revenue Report from the Lease File, all entries to the deferred revenue G/L account will also be tracked in a separate deferred revenue sub ledger within the General Ledger (sub ledger code Z).

Any entries posted to this account (whether as a result of invoicing or journal entry type programs) will be tracked in the sub ledger. Reports and inquiries on this sub ledger are available from the 'Additional General Ledger Functions' menu.

Programmer/
Trainer Note: Entries posted to this account will also appear in the general ledger detail (flagged as 'Z' sub ledger entries). These entries would NOT BE removed from the general ledger detail when the Clear G/L Detail program is run; thus a full audit trail of entries to this account is always available.

The only time that deferred revenue entries are removed from the general ledger detail is after the 'Close Other Sub Ledgers' program is run (found on month end menu). This program scans the deferred revenue sub ledger up to the posting month specified. Any customer/lease combinations for which all the deferred revenue has been taken will:

- a) have the sub ledger flag (in the G/L detail) set back to a 'G'. The next time the Clear G/L Detail program is run, these entries would also be summarized. Any entries for which some deferred revenue is still outstanding would remain flagged as 'Z' entries & would not be cleared.
- b) be copied into the Other Sub Ledger History Files (ADHJL and ADHSL). NOTE: This is dependent on a flag in the sub ledger control file (ADCTLL). This flag should be set to yes if a history audit trail is also desired.

The 'Close Other Sub Ledgers' program should be run as part of the month end procedures (once the deferred revenue account has been balanced to the deferred revenue report and before closing the general ledger)

NOTE: FURTHER TESTING OF 'Z' OPTION REQUIRED!!!!!!

197 MEDPAK RENT TY

For Medpak customers NOT USING the anniversary date rentals feature, this field determines how the first month's automatic rental billing will be produced for equipment or cylinders set up on a MONTHLY rental basis.

Left blank

It is assumed that on the initial invoice for the product delivery, the first month's rental will manually be billed IN ADVANCE (regardless of the delivery date).

In this case, the first automatic rental billing (at the end of the month in which the equipment was delivered) will be only for the number of days required in order to bill the customer to the end of the following month.

Example: If product delivery date is June 13, 1991 and first month rental manually billed in advance up to July 12, 1991 - the automatic rental billing produced at the end of June will only bill for 19 days (July 13th to 31st).

All subsequent automatic rental billings will be for the full month, unless the product has been returned.

In this scenario, the first (manual) rental is for a full month IN ADVANCE, the first (automatic) rental is for a partial month IN ADVANCE and subsequent (automatic) rentals are for a full month IN ADVANCE.

Set to 'Y'

It is assumed that on the initial invoice for the product

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delivery, rental will be manually billed IN ADVANCE but only for the number of days up to the end of the month in which product was delivered.

The first and subsequent automatic rental billings will be for the full following month IN ADVANCE, until such time as the product is returned.

Example: If product delivery date is June 13, 1991 and rental manually billed up to June 30th - the automatic rental billing produced at the end of June will be for the full following month IN ADVANCE.

All subsequent automatic rental billings will be for the full month, unless the product has been returned.

In this scenario, the first (manual) rental billing is for a partial month IN ADVANCE; the first and subsequent automatic rental billings are for a full month IN ADVANCE.

Set to 'N'

It is assumed that on the initial invoice for the product delivery, no rental billing is charged (ie. rental billing is NOT done in ADVANCE).

In this case, the first automatic rental billing (at the end of the month in which the equipment was delivered) will be only for the number of days that the customer had the equipment in this month. All subsequent automatic rental billings, except for the final month when the product is returned, will be for a full month. In the final month the customer will only be billed for the number of days that he had the equipment that month.

Example: If product delivery date is June 13, 1991 then the automatic rental billing produced at the end of June will only bill for 18 days (June 13th to June 30th).
All subsequent automatic rental billings will be for a full month.
If product is returned November 21, 1991 then the automatic rental billing produced at the end of November will only bill for 21 days (November 1st to November 21st).

198 CUSTOMER ID

If set to 'Y'es, this company is to use the special logic in place for the Yale & Partners client accounting system. This logic includes:

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Those financial statement programs that read all companies to find master companies for consolidation will skip this step. This would normally be a problem in a client accounting situation, where large numbers of companies exist, and where this step takes considerable time.

Special logic re Financial statement prepare and print.

Other Custom values for this flag, used to allow special customer logic, include:

- [A]irgas Canada - Medpak invoice #'s use all 6 digits
- [a]rrow Furniture
- [B]edford Furniture.
- [b]rasier Truck
- [C]ovey Office Group
- [c]lentweld Equipment
- [d]Case & Drum
- [D]ry Ice & Gases - Rental Invoice Numbers Prefix R
- [E]Cenalta (Red Deer & Calgary)
- [F]Reflections Furniture - Fabric Inventory
- [I]Tiremaster (Crowe Tire)
- [i]Island Oxygen
- [J]uno Developments - Multi Company Logic
- [K]esik Home Health Care (SPEHOM) - WEUPD1 custom re on acct payments
- [k]itchen Table
- [L]enco Welding
- [M]cArthur Tire - Custom Costing Logic
- [m]Monarch Oil - OEUPD1 custom logic re EPPA rebates
 - OEENT4/5/6 cutom logic re cost plus pricing even if
 - items set as list minus discount (price usage D or d)
- [N]Default Value for field in file maintenance add mode
- [n]Rapid Nail
- [O]xigena (Argentina) - Custom Inter System Files
- [o]xygen Products - Calgary
- [Q]uik Drive - Custom Work Order Report
- [R]oyal Mattress - Custom Sales History, etc
- [r]MRM Colorfast - update last order date for WH transfers
- [S]wiss Herbal - A/R Inquiry
- [s]trait Supplies - Invty Inquiry & OE Pgms
- [T]elegenics - AR ATB Changes
- [t] T.I.M.E.
- [U]Roma Moulding - OEINQ/OEENT logic re preferred customers
- [u]Superior Welding
- [V]Nova Welding
- [W]Mohwak Welding
- [w]Western Canada
- [X]Oxygene Industriel - include neg. cyl shipments in demurrage calc
- [x] Oxygen Products - Edmonton (OXYPRO). Not same as OXCAL!!!
- [Y]ale & Partners
- [y]lorke Towne
- [Z]North Shore

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Programmer's Note: See special edit program ADFM05 where additional codes can be added for verification!!

199 INV MGR OP CODE

If this field contains a valid operator code, mail will automatically be sent to this operator for all inventory exceptions generated through sales invoices. If left blank, no mail will be sent.

Note: on the price change exception notice, if the product list price is zero, an exception report will be produced, but no mail will be sent.

200 ASSIGN CUST NO

If this field is not blank, when adding new customers during order processing or invoicing, this field will force the system to assign the unique customer code, instead of the operator having to do it. This will be done according to the following methods:

M = Medpak Method

At the customer code field, the operator will input up to 10 characters of the patient's surname. The system will assign a code structured SSSSCC where S is the 1st characters of the patient's surname, and C is a sequence code assigned by the system. The 10 character surname input will be stored in the alpha code portion of the record.

R = Regular Method

At the customer code field, the operator will simply input the function key required to add a new customer. After name and address input, the customer code will be assigned according to the structure FFF222 wher FFF is the first 3 characters of the first name and 2 are the first 3 characters of the 2nd name. If this creates a duplicate code, the system will modify this formula until a unique code is found.

If set to [S], Added Customers will have a number automatically assigned in sequence starting at the last customer code stored here. Numbers are assigned as follows:

000001 to 999999 then A00000 to Z99999 then AA0000 to ZZ9999 and so on.

Implemented Feb 15 2006 for MCTIRE.

201 POS START SHIFT

This parameter determines how the user must key in the Start of Shift Cash Drawer Declaration Amounts as follows:

'T' Key the Total Amount in the Drawer

'N' Key the Number of each coin, roll and bill. System calculates

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the actual cash amount.

'A' Key the Amount of each coin, roll and bill. System verifies that the amounts keyed are valid for the denomination being entered. (eg. cannot say have \$46.00 in five dollar bills).

Most users will set this parameter to 'T'.

202 POS END SHIFT

This parameter determines how the user must key in the End of Shift Cash Drawer Declaration Amounts as follows:

'T' Key the Total Amount in the Drawer

'N' Key the Number of each coin, roll and bill. System calculates the actual cash amount.

'A' Key the Amount of each coin, roll and bill. System verifies that the amounts keyed are valid for the denomination being entered. (eg. cannot say have \$46.00 in five dollar bills).

Most users will set this parameter to either 'N' or 'A'.

203 MEDPAK SPLIT LN

This flag is used to determine what kind of splitting is allowed on a Medpak invoice:

Left blank The invoice can only be split once (at 'invoice total' time). A maximum of 3 splits per invoice is allowed. Mixing of gas products, rental equipment and/or regular sale items on the same invoice is only allowed under specific conditions. This option was the norm until September, 1991.

Set to 'L' The invoice can be split on a line by line basis (if desired). A maximum of 3 splits per line is allowed, but up to 9 splits per invoice is accomodated. Mixing of gas products, rental equipment and/or regular sale items on the same invoice is always allowed. Please note the limitation of 9 splits per invoice.

204 A/R AGING D/M

Contains the default values for Accounts Receivable Aging for this company. Valid values are:

blank or 'M' Months aging

'D' Days aging

This determines how invoices are to be slotted into aging categories (current, over 30, over 60, etc.) in programs such as A/R inquiries, A/R aged trial balances, etc.

Months Aging Simply looks at the 'month' portion of the invoice date

Days Aging Looks at the entire date to determine which aging

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category the invoice is to be slotted in.

Example:

Assume you are printing an aged trial balance for collection purposes on September 12th.

Assume customer has the following invoices on his account:

Invoice 123456	September 1st	100.00
Invoice 123454	August 31st	200.00

If months aging is used (based on the September 12th aging date), invoice 123454 would fall into the over 30 day category (the month of this invoice is one month prior to the month of the aging date).

If days aging is used, both invoices would fall into the current category. Based on the aging date of September 12th, both invoices are less than 30 days old.

205 SPLIT COMM CD

The sales commission on an invoice and/or on each line of an invoice can be split between the salesman in the order header (04\$(19,3)) and up to 4 additional salesman.

The ADCTLA Parameter 'SPLIT COMM CD' which controls split commission has the following values.

blank	=	No commission splitting
'L'	=	Commission splitting allowed on each line.
'I'	=	Commission splitting allowed on the entire invoice only.
'B'	=	Commission splitting allowed on entire order and can be overridden or bypassed on each line.

NOTE: (1) Not yet implemented in WELDPAK/MEDPAK

(2) If this parameter is set, you will not be able to use the old line item salesman override (07\$(58,3)). (Not true after 020409)

206 LINE ITEM REF

If set to 'Y'es, the batch reference number in the journal entries program will be input on a detail line basis as opposed to as a batch header. This applies to on-line journal entries only.

207 UPDATE ARINX7 ?

This field controls whether the cross index by Customer and Customer's P.O. # gets updated from ARINV, as well as OEHDR and OEINV, or any other PO's added to an order.

If set to Y or y this file is updated. In addition, code y indicates that all orders that are open and being invoiced are checked for other open orders with the same PO number, and the operator is warned to make sure all orders can be

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billed before any are invoiced. This was implemented for Roma Moulding in August 1996 to handle split orders not being shipped together.

208 UPDATE ARINX8 ?

This field is used to control whether the Customer / Invoice cross reference key is generated for records in ARINV. The customer part of this key is optional.

Valid values are: 'N' - do not use this cross reference
'Y' - update cross reference with BOTH customer/invoice #
'I' - update cross reference with invoice # only

Note that various history inquiries or searches by INVOICE # are only designed to work with the flag set to 'I'

209 INTER SYS A/P ?

This field determines whether or not your company is using the 'Inter System Communications' programs.

'Y' Inter system communications are being done & the inter system communications files should be updated. These include:
ARINT (for any cash posting or G/L entries which affect accounts receivable).
OEINH (for invoice headers and lines being updated between
OEINL systems)
ININT (for inventory posting entries being updated between systems).
APINT (for new A/P batches being transferred from this system to a central system)

(see also the skip inter systems fields in the inventory locations file, which can override the value loaded in the system control record, for specific inventory locations).

'N' No inter system communications are being done, therefore it is not necessary to update the inter system communications files.

210 CALLED F/M?

If set to 'Y'es, the maintenance of customer messages and credit limits from the Accounts Receivable Inquiry program will be done using calls to standard Jedbase file maintenance. If not, the program's built in routine will be used.

Note: If intersystem A/R is being done, called file maintenance should be used to ensure that file maintenance audit trails are being updated.

211 PRODUCT MAX.?

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For MEDPAK customers only.

This field determines whether or not certain agencies cover products only up to a maximum dollar amount (if yes, this maximum must be loaded in the Agency Product Coverage File - See Medical Equipment Files Menu).

'N' (default) Records in the Agency Product Coverage File do not specify maximum dollar coverage. Instead, they define those products (and only those products) which the agency will cover. In this case, products which do not exist in the Agency Product Coverage File are NOT covered by the agency.

'Y' Records in the Agency Product Coverage file define maximum dollar coverage for the specified products. All other products will still be covered based on normal MEDPAK split billing logic.

NOTE: The MEDPAK SPLT LN flag must be set to 'Y' in order for this option to become effective.

212 ORD/INV OP LOG?

If ORD/INV OP LOG? is 'Y'es:

When the order / invoice is created and every time it is subsequently accessed a logging record is written to 'file' OEDES0. (These records are transferred to file ARDES0 if invoice history is maintained.) JEDBASE listings against these files may be done or CUSTOM modifications made to order/invoice print programs if required. The first 25 accesses are maintained in detail. If more than 25 accesses are made the 26th will contain the most recent and a count of how many have been overwritten.

[920619:AMB] (In development):files OEDES0, ARDES0, program OEENTM.

213 POS ORDER UPDT

Set this flag to 'Y' if you want to use the Daily Bookings by Store Report (OEREG2) and the subsequent update of the Daily Store Bookings File (ADCT0P) and the update of Deposit Payments to the General Ledger and Deposits Sub-Ledger. If this flag is set, Orders cannot be printed on Picking Lists or Invoiced via Bulk Billing or Order Confirmation until they have been printed on the register and updated. After update, orders are changed to Backorders. If additional deposit is added to a backorder, then the backorder must also be printed on the register and updated before it can be printed on Picking Slip or invoiced. Special 'Invoice Numbers' and 'Database Update Numbers' must be put in ADCTL# Records OE/DP and OE/OU respectively.
*** NOT IN WELDPAK ***

214 ORD VAL BY MAS?

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Contains the total value of all outstanding orders and back orders for this customer

If ADCTLA parameter 'ORD VAL BY MAS?' is 'Y'es, this field is maintained by A/R CUST # (ie. on the same basis as A/R BALANCE), otherwise it is maintained for individual customers (slave accounts).

Note: If this field is not maintained by A/R CUST #, when credit checking is done outstanding order values of slave accounts are NOT considered.

This is a system maintained field.

215 PO O/R EXCH FCT

Set PO O/R EXCH FCT to 'Y' if you wish to be able to enter a Foreign Exchange Factor when creating or maintaining P.O.'s and Receipts. If you select this option, the system will NOT automatically change the exchange factor when in P.O. Change, P.O. Receipts or P.O. Receipts Change or in the P.O. Fix Totals Program. This option should be selected by those users who know in advance (via future contracts) the exact exchange factor that will apply to a purchase order or receipt.

216 A/R STMT SUFFIX

If not blank the A/R STMT SUFFIX is used as the default for determining which statement program to execute:

'1' = Statement program on preprinted forms (typically customized).

'2' = Statement program on letterhead / stock tab.

'3' = Statement printed by DOCUMENT FORMS system (DOCUMENT TYPE='ARS')

If blank default for any user except JEDRON INTERNAL is '1', JEDRON INTERNAL is '2'.

217 G/L OLD STYLE

*** For Cold Springs Only ***

Setting this parameter to 'Y' will cause DESCRIPTION in A4\$ of ADJNL, ARJNL and APJNL to be 25 characters and will add Record Index to end of ADGNL, ARGNL and APGNL record key. It is currently implemented in ADUPD0, POUPD1 and INUPD0. This parameter was created to allow Cold Springs to use our Standard Inventory, Purchase Order and New Accounts Payable Systems along side their existing highly customized Accounts Receivable and General Ledger Systems.

218 BR CD - REN/LSE

This flag determines how the Branch Code for Invoices created by the Automatic Rental/Demurrage Billing And Automatic Lease Renewal Billing Programs will be assigned and which Customers will be selected for processing. In addition, if the field BRANCH CODE is used in file ARCS1 (Additional Customer Data) this flag determines whether that field is used as the Branch Code for Invoices created by the Automatic Rental/Demurrage Billing and Automatic Lease Renewal Billing Programs for each Customer. The possible values for this flag are:

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left blank do not use the BRANCH CODE field. In this case, the Branch Code for the Invoices will be determined by the choice entered in the 'Warehouse Cd' field in the Lead-in screen to the Invoicing program. Also, all Customers regardless of which Branch they are assigned to will be selected.

'Y' use the BRANCH CODE field (if it is not blank) as the Branch Code for the Invoices created for each Customer. If the BRANCH CODE field is blank for a particular Customer then the Branch Code will be determined by the choice entered in the 'Warehouse Cd' field in the Lead-in screen to the Invoicing program. Also, all Customers regardless of which Branch they are assigned to will be selected.

'N' select ONLY those Customers who either have NO Branch assigned to them or who are assigned to the Branch determined by the 'Warehouse Cd' field in the Lead-in screen to the Invoicing program. The Branch Code used for these invoices will be the value entered in the 'Warehouse Cd' field. This value would probably be used in an Intersystem environment where the Head Office location contains information for all Branches but wishes to run Rental and Leases for only their own Customers since each of the Branches will have run their own Rentals and Leases.

NOTE** Regardless of the setting of this flag and the value of the BRANCH CODE field, if there is a value in the W'HOUSE CD field in file ARCUS (Customer Master File), then this value WILL BE USED as the Branch Code for the Invoices created for that Customer. This is because this field (W'HOUSE CD) is a restriction code (meaning that all billings to this Customer MUST be assigned to this Branch).

219 RND SPLIT CALCS

Medpak Customers only

This field is used to determine if the Split Billing Calculations should be rounded at each step before calculating the next split. The possible values are

Blank or 'Y' The calculations will be rounded.

'N' The calculations will not be rounded. Instead they will be truncated to two decimal places.

Example: Patient ABC is covered 75% by the Government and there is a charge of \$12.30 on an invoice.

If this field is set to Blank or 'Y' then the calculation will be:

Charge to the Government: $12.30 * 0.75 = 9.225 = 9.23$ (rounded)

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Charge to the Patient : 12.30 - 9.23 = 3.07

If this field is set to 'N' then the calculation will be:

Charge to the Government: 12.30 * 0.75 = 9.225 = 9.22 (truncated)

Charge to the Patient : 12.30 - 9.22 = 3.08

220 PO IN TRANS SYS

Set PO IN TRANS SYS to 'Y' if you want to use the special P.O. In Transit Posting Sub-System. When used, the In Transit Posting Procedure creates records in a special file POTRA. This file is then used to produce special reports for customs and for semi-automated receiving later. A record PO/IT must be created in the ADCTL# Control # File to control In Transit Numbers. Also, the Customs Commodity Code in INVE1 is used to perform costing.

Set to 'L' to use a version of the above that controls PO's in transit by Letter of Credit Numbers. Implemented 2001/01 at Quik Drive.

221 UPDATE ARINX9 ?

Medpak Users:

This field controls whether or not the cross-index (to Invoice History) by Agency Invoice # is generated. This may be necessary if a particular Agency (like AADL in Alberta or SAIL in Saskatchewan) requires a separately numbered document to be submitted to them rather than the regular invoice. This cross-index is used in Batch Cash Posting to allow the user to look up the invoice number being paid by the Agency if the remittance advice quotes the Agency's number.

PROGRAMMERS' NOTE: There is no current 'Standard' logic to assign an Agency's number. This is intended to be done as part of the printing of the Agency's special document. The number should be stored in ADCTL# under the appropriate Company and Warehouse Codes and under CNTRL SERIES ID = 'AG'. The CNTRL NUMBER ID may be set to whatever is appropriate for the Agency (eg. in Alberta, for the AADL Claim Form, there are two series of numbers: 1 for 'Respiratory' invoices and 1 for 'Rehab' invoices; these have been set up as 'RS' and 'RH' respectively). The document print program should also write out records to OEDESB (see layout for details) so that the Update has a record of what Agency Document Number was assigned to the Invoice - the Update uses these records to create the ARINX9 records.

222 TAX VARY ITEM ?

If you are using the 'ITEM TAX RATE #' in INVE1 to modify the Tax rate for certain items (eg. Services in Quebec), you must set 'TAX VARY ITEM ?' in ADCTLA to 'Y' to cause the Order/Invoicing System to recalculate the Provincial Tax

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Amount at the end of the order. See also File ADCTL^ and Program OEENTN.

*** NOTE: Programme OEENTN is also used to calculate both Tax (PST) and GST at the end of the order to avoid current nightmare with tax calculations being done on the fly.

*** NOTE: Medpak Splits (WEENTG) and Furniture System (OEFUR0) programs do not yet support TAX VARY ITEM processing.

223 QUOTE/ORD COST

This option allows the user to select a cost to be used when entering new orders, back orders, or quotations. Options include:

- 0 = Unit Cost (Default)
 - 1 = Last Cost Paid
 - 3 = Current Buy Price
-

224 SEE 389 Q6\$(348

225 BUS REG NO END

This field contains either:

GST Registration # for this company OR Business # for this company.

Note: Business numbers will replace GST Registration numbers in Canada, effective January 1, 1997. Companies may switch over to this new business number any time prior to January 1, 1997 if desired.

If the business number is longer than 10 characters, the final characters may be stored in the Business Number End Field.

Note: Program modifications may be required to various print programs to accomodate the new longer number.

- First 10 characters - stored in Q6\$(267,10)
 - Final 5 characters - stored in Q6\$(455,5)
-

226 PO CLAIM PST ?

This field applies to users of the PO system, whose General Ledger is updated the time PO receipts are updated.

It indicates whether or not you can claim back Provincial/State Tax on purchases (similar to GST).

As of August 1/95, this applies to Quebec users of the PO system.

Blank or No Any tax paid is not claimed back and the tax amount is included in the value updated to the inventory and inventory

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clearing accounts.

'Y' Any tax paid is claimed back and is not included in the value updated to the inventory and inventory clearing accounts.

Example: Purchase Order issued/received as follows:

Cost of Goods	= \$100.00
GST \$	= \$ 7.00 (if applicable)
Prov/State Tax	= \$ 8.00
 Total Cost	 = \$115.00

General Ledger is affected as follows when the Received Purchase Order is updated:

	Inventory	Inventory Clearing
Blank or No	\$108.00	<\$108.00>
Yes	100.00	< 100.00>

In either scenario, GST is totally ignored (handled at time A/P invoice is posted).

In the Yes scenario, State/Provincial tax is also ignored and will also be handled at the time the A/P invoice is posted).

227 AP OVRD BNK ACC

This field applies to NEW accounts payable, and the 'Payment Select Programs' only.

Blank/N Do not allow override of Bank G/L account in any of the Payment Select Programs

'Y' Allow override of Bank G/L Account in Payment Select: Manual Cheques only

'y' Allow override of Bank G/L Account in Payment Select: Manual Cheques and Payment Select: by Vendor

If posting against one SPECIFIC currency code, you may optionally override the default Bank G/L account. If posting against ALL currency codes, the normal defaults will apply.

228 MAINTAIN INPSH

229 SEE ADCTL*

230 SEE ADCTL+

231 LAST CUSTOMER #

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If set to [S], Added Customers will have a number automatically assigned in sequence starting at the last customer code stored here. Numbers are assigned as follows:

000001 to 999999 then A00000 to Z99999 then AA0000 to ZZ9999 and so on.

Implemented Feb 15 2006 for MCTIRE.

232 SEE ADCTL+

233 MAXIMUM GP %

In the System Control Record: this field contains the maximum gross profit percentage allowed, before items are to be reported on the Above Maximum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or no-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

234 SEE ADCTL+ (487)

235 MISC ITEMS GL?

If set to [Y]es, when the invoice for this Line Item is updated, no GL entry will be made for Cost of Sales or Inventory. The assumption is that the item sold has already been expensed when purchased.

DO NOT USE THIS OPTION!!!!!! If used, ALL sales of ALL non inventory items will NEVER update cost of sales/inventory in the GL.

236 GL CONTROL?

If set to [Y]es, this parameter takes various steps to insure that GL updates for the Inventory GL accounts remain in balance with the Stock Status report. These steps include the following:

- 1 - COST overrides except on non inventory items or quotes are not allowed.
- 2 - Transactions occurring while inventory is at zero or negative on hand will, where inventory is sold or transferred, result in a pending cost update record being created for that transaction. This record will be updated when

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goods are received bringing the inventory back to a level accomodating the qty sold or transferred. AT that time an inventory cost adjustment record will be created in the inventory posting file INPST, which will then in turn be updated to the GL. Also a record will be created in File OE/ARDESc recording the change, allowing sales history rebuilds to fix the cost, and detail sales reporting to show those changes.

- 3 - Inventory file maintenance COST changes while there is a quantity On Hand are not allowed.
- 4 - Credit Memos - the option of not returning goods to stock is NOT allowed. All goods must be returned to stock. If necessary, a SEPARATE inventory adjustment will have to be posted to remove item from stock. This is req'd because if the item is not returned to stock, stock status will not be affected but the G/L will still be affected - resulting in imbalances

237 NEXT INV TRAN #

If the inventory audit trail is used, this field identifies the next transaction number to be assigned. Once assigned, this field is automatically updated as each entry affecting the inventory audit trail is made.

238 NEXT P/O NUMBER

This field contains the next system assigned purchase order number to be generated (PO purchase order system). Once established, this field is automatically updated.

239 LAST UPDATE NO.

This field contains the LAST update number used by Accounting Database Update Program (invoicing menu). This field is automatically updated.

240 NEXT PO REC. NO

This field contains the next system generated P.O. Receiving Number (PO purchase order system). Once established, this field is automatically updated.

241 NEXT SUGG PO NO

This field contains the next system generated SUGGESTED P.O. NUMBER to be assigned. Once established, this field is automatically updated.

242 NEXT BLKT PO NO

This field contains the next system generated BLANKET P.O. Number to be assigned (PO purchase order system). Once established, this field is automatically updated.

02.-COMPANY CD —

03. PASSWORD/LEVEL	————	11. NEXT EDI CONT #	————
04.^NEXT GL SUM MTH	————	12. SURCHARGE PCT	————
05.^PACKAGE ID	—	13. FREIGHT PROD NO	————
06.^PO SET CLEAR GL	————	14. MISC PRODUCT NO	————
07.^LAST RENT PMTH	————	15. RENTAL SUB CLS	————
08.^LAST RENT DAY	—	16. DEMUR. SUB CLS	————
09. ORDER DEPOSIT %	————	17. HAZ SCHRG PROD#	————
10.^LAST RENT DY WK	—	18. FUEL SCHG PROD	————
		19. MIN \$ HAZ	————
		20. HAZ \$ MAX	————
		21. C/D Default	—

History File Purge Mths

27.^ARHJL PURGE	————	32.^EDI/ARDES LAST	————	22.^ASSIGN UPC CODE	—
28.^APHJL PURGE	————	33. WEREG PURGE	————	23.^UPC CODE LENGTH	————
29.^ARHLS PURGE	————	34. INSL1 PURGE	—	24. NEXT UPC CODE	————
30.^SASER PURGE	————	35.^INAUD PURGE MT	————	25. PRICE LIST DATE	————
31. SASL1 PURGE	—	36.^WEDET PURGE MT	————	26.^PRICE LIST CODE	————
		37.^ARINV PURGE MT	————		

02.-COMPANY CD —

P.O. G/L ACCOUNTS

38.^PRICE VAR GL AC	_____
39.^DUTY/TAX VAR AC	_____
40.^FRT/BRK VAR AC	_____
41.^BROKER VAR GL	_____
42.^PURCH G/L ACC'T	_____
43.^DUTY GL ACC	_____
44.^FREIGHT GL ACC	_____
45.^BROKER GL ACC	_____

46. ADREKY PAGE NO	_____
47. LAST PO UPDT NO	_____
48. NXT AP BATCH NO	_____
49. NXT ACCR AP LIN	_____
50. LAST AP UPDT NO	_____

02.-COMPANY CD —

51.	NEXT CDN CHQ #	_____
52.	NEXT US CHQ #	_____
53.	LST AP CHQ UPD#	_____
54.	CUSTOM VALUE 3	_____
55.	LST PO VAR UPD#	_____
56.	JC/BUILD POST M	_____
57.	LAST RAW MATL #	_____
58.	NEXT PQ #	_____
59.	NEXT GL BATCH#	_____
60.	NEXT BLD P.O.#	_____
61.	NEXT PQ REC. #	_____
62.	NEXT OLD AP V#	_____

1 B

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 PRICE VAR GL AC

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.
- AND
- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.

4 DUTY/TAX VAR AC

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.
- AND
- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.

5 FRT/BRK VAR AC

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.
- AND
- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.

6 BROKER VAR GL

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order

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system is being used.

AND

- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.
-

7 PURCH G/L ACC'T

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.

AND

- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.
-

8 DUTY GL ACC

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.

AND

- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.
-

9 FREIGHT GL ACC

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.

AND

- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.
-

10 BROKER GL ACC

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.

AND

- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.
-

11 PASSWORD/LEVEL

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Contains either a password OR security level (from 0-9) required for any operator to access this company. Superusers are normally exempted from security unless the PASSWORD begins with a '!' (superuser flag is found in operator codes file).

Note: If a company is set up as the default company in the system description record, this field should not have a security level assigned to it. During initial login, the default company must be accessible to all users, or login will not be allowed.

12 NEXT GL SUM MTH

This field contains the NEXT G/L posting month to be summarized (in YYYY format). Once established, this field is automatically updated by the 'Clear G/L Detail for a Specific Month' program found on the G/L menu. See also the G/L current posting month flag in the System Control Record.

13 PACKAGE ID

This field contains an ID code to indicate any special package installed at this installation. This field may be updated as necessary.

Current values include:

Blank	Regular Distribution Package Installed
'W'	Weldpak Package Installed
'M'	Medpak Package Installed
'C'	Car Leasing Package Installed
'G'	Grain System Package Installed
'S'	System linked to Pride Point of Sale Package
'A'	A&W Linked System
'J'	Jedron Internal Accounting Package Installed
'P'	Pride Point of Sale Package Installed

Programs such as the key change program use this flag to determine which files to process or skip (i.e. INVEN versus INVENW, ARINV versus ARINWV versus ARINVg), etc.

This field exists in the following files:

JRCTLZ	System Installation Record (default for entire installation)
ADCTLB	Additional System Control Record (default may be overridden for specific companies if desired).
JRCTLc	Package Full Audit File Table (contains the names of all files within any package, for which a FULL file maintenance audit trail is required).

14 ARHJL PURGE MTH

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This field contains the last posting month for which the A/R OPEN ITEM History files (ARHJL/ARHSL) were purged. During initial system set up, it is not necessary to input anything here. This field will be automatically updated when the 'Purge A/R Open Item History' program is run.

The last posting month up to which a particular file has been purged is maintained for those files which can grow over time. Note that some of these purge programs allow selective purging (eg. from-to product number, specific branch or all). Regardless of what selectivity has been in effect and even if the new last purge month is less than the current purge month, this field is updated by the respective purge program.

These fields do not have to be set during initial file loading.

15 APHJL PURGE MTH

This field contains the last posting month for which the A/P OPEN ITEM History Files (APHJL/APHSL) were purged. During initial set up, it is not necessary to input anything here. This field will be automatically updated when the 'Purge A/P Open Item History' program is run.

The last posting month up to which a particular file has been purged is maintained for those files which can grow over time. Note that some of these purge programs allow selective purging (eg. from-to product number, specific branch or all). Regardless of what selectivity has been in effect and even if the new last purge month is less than the current purge month, this field is updated by the respective purge program.

These fields do not have to be set during initial file loading.

16 PO SET CLEAR GL

Furniture System. This is the G/L Account that is used to clear the difference between the posting of the P.O. Landed Cost (for P.O. Lines) and the Matrix Cost (for the actual components received). The balance in this account should be equal to the 'Value' of the unreceived Sets on partially received Purchase Orders. It is used in the P.O. Detail Receipts Register and the P.O. Database Update.

17 LAST RENT PMTH

This field contains the last posting month for which rental or demurrage billing has been run. During initial set up it is not necessary to load anything here. This field will be automatically updated when the rental/demurrage billing program is run.

NOTE: This applies to Weldpak/Medpak customers only.

18 LAST RENT DAY

If rental/demurrage billing is done by anniversary date rather

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than once monthly, this field will contain the last day for which rental/demurrage billing has been done.

NOTE: This applies to Weldpak/Medpak customers only.

19 ARHLS PURGE MTH

This field contains the last posting month up to & including which the A/R SUMMARY INVOICE HISTORY FILE (ARHLS) has been purged.

During initial installation it is not necessary to load anything in this field.

This field is automatically updated when the 'Purge A/R Invoice History Program' is run (if the option to clear summary file instead of detail history file is chosen).

The last posting month up to which a particular file has been purged is maintained for those files which can grow over time. Note that some of these purge programs allow selective purging (eg. from-to product number, specific branch or all). Regardless of what selectivity has been in effect and even if the new last purge month is less than the current purge month, this field is updated by the respective purge program.

These fields do not have to be set during initial file loading.

20 ORDER DEPOSIT %

This is the percent that the company normally expects the customer to put down as a deposit on an order. It is a percent of the total amount including taxes, freight and miscellaneous.

21 LAST RENT DY WK

For Weekly Rentals, this field contains the last day of the week (Monday is 1 to Sunday is 7) that has been processed.

22 SASER PURGE MTH

This field contains the LAST posting month UP TO & INCLUDING WHICH the Inventory Serial # History file has been purged. This is automatically updated by the Purge Serial # History program.

The last posting month up to which a particular file has been purged is maintained for those files which can grow over time. Note that some of these purge programs allow selective purging (eg. from-to product number, specific branch or all). Regardless of what selectivity has been in effect and even if the new last purge month is less than the current purge month, this field is updated by the respective purge program.

These fields do not have to be set during initial file loading.

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23 NEXT EDI CONT #

If EDI orders are preprocessed, when stored in the EDI temporary order files, they will be assigned a temporary EDI Order control number, as per the series stored here.

24 SURCHARGE PCT

SURCHARGE PCT
(System Control
Record - ADCTLB)

This is a percentage to be added to the price of certain items when they are invoiced. It is primarily intended to handle unusually frequent currency fluctuations.

SURCHARGE CD

This field is found in both the Product Class File (INP.C) and the Inventory Additional Data File (INVE1).

Prod Class File

This is set to an '*' to indicate that all items in the product/sub class are to be surcharged.

Invty Extra Data
File

This field may be set to 'N' to indicate that a particular item is not to be surcharged, even though it may be in a product class which is being surcharged.

Order Entry/
Invoice Entry

Surcharge is added to the price of an item (on NEW lines only) immediately after the price is accepted (ie: as soon as the operator presses [CR] at the price field).

If the price is subsequently changed, no further surcharge is calculated. However, the item is still assumed to be surcharged and this will be indicated on the invoice.

Credit Memos/
Bulk Billing/
Order Confirmation

No automatic surcharge calculations are done in these procedures.

Back orders

The surcharge, if any, is left as originally calculated during intial order or invoice entry.

25 FREIGHT PROD NO

If the freight and/or miscellaneous amounts from invoicing are to be updated the sales analysis system, these fields must contain a valid product code (limited to 3 characters). If not blank, sales analysis updates will be done as if this product was on the invoice.

26 MISC PRODUCT NO

If the freight and/or miscellaneous amounts from invoicing are to be updated the sales analysis system, these fields must contain a valid product code

FILE NO: 392 JF392 NAME: ADCTLB ADDITIONAL CONTROL NUMBERS (17-981)

(limited to 3 characters). If not blank, sales analysis updates will be done as if this product was on the invoice.

27 RENTAL SUB CLS

For Weldpak/Medpak users. If the GL and sales analysis are to be updated separately for rental and demurrage, this field must contain a valid sub class code. This will be substituted for the normal sub class code stored in the RENxxx inventory record during automatic rental/demurrage billing.

28 DEMUR. SUB CLS

For Weldpak/Medpak users. If the GL and sales analysis are to be updated separately for rental and demurrage, this field must contain a valid sub class code. This will be substituted for the normal sub class code stored in the RENxxx inventory record during automatic rental/demurrage billing.

29 HAZ SCHRG PROD#

This field contains a 3 character product code to be used for charging a hazardous goods handling surcharge. If this field is not blank, a hazardous goods surcharge line item will be added to any order on which any hazardous goods item appears, unless the product's hazardous goods record indicates that the surcharge is to be skipped.

If the user does not want to charge this surcharge, the line created by virtue of this parameter should not be deleted, as it will simply be added to the order again. Rather, the quantity or price should be changed to zero on the line added by the system. To prevent a charge for any specific customer, a contract price of zero should be set up for this item.

Effective Sept 1998, a minimum invoice amount can be specified, before the surcharge will be applied. IE: if minimum is \$50, no surcharge will be applied on invoices where sales value is less. (ISLOXY)

Effective March 2000, a maximum haz \$ charge per invoice can be loaded.
Note: This ONLY APPLIES if the hazardous goods surcharge is calculated as a percentage of the net invoice amount, rather than loaded as a fixed price. See file ADCTL= (WEENT0/03 record) for details of this feature.

30 C/D Default

WELDPAK/MEDPAK ONLY!!

This field can be used to determine whether the Pre-Bill invoicing program should always assume that delivery charges are applicable or not. Currently, it assumes delivery charges are not applicable.

Blank As current
'D' Assume that delivery charges are applicable & default the

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delivery/counter pick up flag to a 'D'.

(STRSUP)

31 SASL1 PURGE

This field tracks the last fiscal year up to & including which file SASL1 was purged, by the purge program SAPUR0.

32 EDI/ARDES LAST

33 WEREG PURGE

WELDPAK/MEDPAK ONLY - This field identifies the last posting month up to which the Cylinder In House Audit Trail file (WEREG) has been purged.

34 INSL1 PURGE

This field contains the last fiscal year for which file INSL1 has been purged.

35 MIN \$ HAZ SCHRG

This field contains a 3 character product code to be used for charging a hazardous goods handling surcharge. If this field is not blank, a hazardous goods surcharge line item will be added to any order on which any hazardous goods item appears, unless the product's hazardous goods record indicates that the surcharge is to be skipped.

If the user does not want to charge this surcharge, the line created by virtue of this parameter should not be deleted, as it will simply be added to the order again. Rather, the quantity or price should be changed to zero on the line added by the system. To prevent a charge for any specific customer, a contract price of zero should be set up for this item.

Effective Sept 1998, a minimum invoice amount can be specified, before the surcharge will be applied. IE: if minimum is \$50, no surcharge will be applied on invoices where sales value is less. (ISLOXY)

Effective March 2000, a maximum haz \$ charge per invoice can be loaded.
Note: This ONLY APPLIES if the hazardous goods surcharge is calculated as a percentage of the net invoice amount, rather than loaded as a fixed price. See file ADCTL= (WEENT0/03 record) for details of this feature.

36 FUEL SCHG PROD

WELDPAK FEATURE:

If automatic fuel surcharges are to be added to orders, this field contains the fuel surcharge product number to be applied.

FILE NO: 392 JF392 NAME: ADCTLB ADDITIONAL CONTROL NUMBERS (17-981)

As orders are processed, a line will automatically be added at the end of the order containing this fuel surcharge.

To use: Product Class File - set up product class for fuel surcharges with appropriate general ledger accounts.

Inventory File - set up product number (restricted to maximum of 3 characters) for the fuel surcharge.

ADCTLB - load the fuel surcharge product number.

Optional: ADCTL= (WEENT0/03) If fuel surcharges are not to apply on 'counter pick up' orders, set the FUEL S/C on P/U field to a 'N'.

ARCS1 If the charge is to be waived for specific customer(s), set the SKIP FUEL S'CHG field to 'Y'

NOTE: Fuel Surcharges will NOT be applied to lease renewal invoices or rental/demurrage invoices!

37 HAZ \$ MAX/INV

38 ASSIGN UPC CODE

This field may contain either a full 10 digit UPC code (the supplier's) or your own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

- P = blanks or Packaging identifier
- S = Supplier ID
- N = Product Number
- C = Calculated Check Digit.

39 UPC CODE LENGTH

This field may contain either a full 10 digit UPC code (the supplier's) or your

FILE NO: 392 JF392 NAME: ADCTLB ADDITIONAL CONTROL NUMBERS (17-981)

own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

- P = blanks or Packaging identifier
- S = Supplier ID
- N = Product Number
- C = Calculated Check Digit.

40 NEXT UPC CODE

This field may contain either a full 10 digit UPC code (the supplier's) or own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

- P = blanks or Packaging identifier
- S = Supplier ID
- N = Product Number
- C = Calculated Check Digit.

41 PRICE LIST DATE

This field can be used to maintain the last date on which a price list was set to this customer.

FILE NO: 392 JF392 NAME: ADCTLB ADDITIONAL CONTROL NUMBERS (17-981)

For Roma Moulding, this field will automatically be maintained for Moulding Price Lists based on Corner Sample Orders. Each time a corner sample order is processed for a customer, if that order contains any [N]ew Mouldings (Item Status Code = N), if that customer has not received a price list since the last new Mouldings were introduced (date maintained in file ADCTLB), a line item will be added to the order for the price list to be sent. The Product code for the price list is also maintained in file ADCTLB.

Implemented July 2003.

42 PRICE LIST CODE

This field can be used to maintain the last date on which a price list was sent to this customer.

For Roma Moulding, this field will automatically be maintained for Moulding Price Lists based on Corner Sample Orders. Each time a corner sample order is processed for a customer, if that order contains any [N]ew Mouldings (Item Status Code = N), if that customer has not received a price list since the last new Mouldings were introduced (date maintained in file ADCTLB), a line item will be added to the order for the price list to be sent. The Product code for the price list is also maintained in file ADCTLB.

Implemented July 2003.

43 Q8\$

44 ADREKY PAGE NO

Contains the next page number to be used by the key change program. This is either ADREKY in the original version, or JRRKY* in the JEDBASE version. Once established, this field is automatically updated each time the key change program is run.

45 LAST PO UPDT NO

This field contains the LAST P.O. update number (PO purchase order system). Once established, this field is automatically updated.

46 NXT AP BATCH NO

This field contains the NEXT A/P Batch number to be assigned. Once established, this field is automatically updated by the A/P Invoice Posting procedure (new Accounts Payable)

47 NXT ACCR AP LIN

This field is only applicable if:

- a) Your System Control Record indicates that the PO purchase order system is being used.
- AND
- b) The PO accrual type field in your System Control Record indicates that either 'F'ull or 'S'imple accruals are being done. If 'N'o accruals are to be done, this field is not required.

48 LAST AP UPDT NO

This field contains the LAST A/P Invoice Update Number. Once established, this field is automatically updated by the A/P Invoice Update procedure (new accounts payable).

49 NEXT CDN CHQ #

This field is used by new Accounts Payable only. If only two currency codes are to be maintained (C - Canadian and U - US), this field may contain the NEXT Canadian cheque number to be assigned to system generated cheques. Once established, this field would automatically be updated by the A/P Cheque Print procedure.

If there is a possibility that more than the two currency codes mentioned above might be used, then starting cheque numbers should be loaded in the G/L extra data file instead of here (starting cheque numbers would be loaded for the appropriate BANK G/L accounts).

50 NEXT US CHQ #

This field is used by new Accounts Payable only. If only two currency codes are to be maintained (C - Canadian and U - US), this field may contain the NEXT U.S. cheque number to be assigned to system generated cheques. Once established, this field would automatically be updated by the A/P Cheque Print procedure.

If there is a possibility that more than the two currency codes mentioned above might be used, then starting cheque numbers should be loaded in the G/L extra data file instead of here (starting cheque numbers would be loaded for the appropriate BANK G/L accounts).

51 LST AP CHQ UPD#

This field applies to the New accounts payable system only. It contains the LAST A/P cheque update number. Once established, this field is automatically updated by the A/P Cheque Update procedure.

52 CUSTOM VALUE 3

53 LST PO VAR UPD#

FILE NO: 392 JF392 NAME: ADCTLB ADDITIONAL CONTROL NUMBERS (17-981)

This field is only required if your system control record indicates that (a) the PO purchase order system is used AND (b) the PO Accrual type flag is set to something other than 'N'.

54 JC/BUILD POST M

The current posting month of the Job Cost / Building system is stored here. This is used to control A/P and Payroll month ends in conjunction with the job costing system. It is only used if either the Job costing or Building system software is being used.

This posting month is stored in YYYY format. Once established, this field is automatically updated by month end procedures.

55 LAST RAW MATL #

Used by Raw Material File Maintenance to assign the Next Raw Material Product Number. Maximum value is 999999. Once established, this field is automatically updated. This field ties in with the USE RAW MATERIAL flag in your system control record.

56 NEXT PQ #

If using the PQ purchase order system, this field contains the next PQ P.O. # to be system assigned. Once established, this field is automatically updated by the PQ system.

57 NEXT GL BATCH#

Contains the next batch number to be assigned by the GL batch entries procedure. Once established, this field is automatically updated by the G/L Batch Entries program.

58 NEXT BLD P.O.#

This field is used by the building system software only and is used by the Building System purchase order system. This is an integral part of the building system and is separate from Jedrons other Purchase order systems. This field contains the next P.O. # that will be automatically issued.

59 NEXT PQ REC. #

If using the PQ purchase order system, this field contains the NEXT PQ Receiving number to be system assigned. Once established, this field is automatically updated by the PQ system.

60 INAUD PURGE MTH

This field contains the last posting month UP TO & INCLUDING which the Inventory Audit Trail File (INAUD) has been purged. During initial system set up it is not necessary to load anything here. This field will be

FILE NO: 392 JF392 NAME: ADCTLB ADDITIONAL CONTROL NUMBERS (17-981)

automatically updated when the 'Purge/Renumber Inventory Audit Trail' program is run.

The last posting month up to which a particular file has been purged is maintained for those files which can grow over time. Note that some of these purge programs allow selective purging (eg. from-to product number, specific branch or all). Regardless of what selectivity has been in effect and even if the new last purge month is less than the current purge month, this field is updated by the respective purge program.

These fields do not have to be set during initial file loading.

61 WEDET PURGE MTH

This field contains the LAST posting month UP TO & INCLUDING WHICH the cylinder detail transaction file has been purged (WELDPAK/MEDPAK Only). This is automatically updated by the Purge Cylinder Detail program. It is not necessary to load this field during initial installation.

The last posting month up to which a particular file has been purged is maintained for those files which can grow over time. Note that some of these purge programs allow selective purging (eg. from-to product number, specific branch or all). Regardless of what selectivity has been in effect and even if the new last purge month is less than the current purge month, this field is updated by the respective purge program.

These fields do not have to be set during initial file loading.

62 ARINV PURGE MTH

This field contains the last posting month up to & including which the A/R INVOICE HISTORY FILES (ARINV & ARLIN) have been purged. This field is automatically updated by the Purge A/R Invoice History Program. It is not necessary to load this field during initial installation.

NOTE: Only invoices which have been fully paid will be purged from the A/R Invoice History Files.

NOTE: ARINV/ARLIN are detail history files. See also ARHLS which is a summary invoice history file.

The last posting month up to which a particular file has been purged is maintained for those files which can grow over time. Note that some of these purge programs allow selective purging (eg. from-to product number, specific branch or all). Regardless of what selectivity has been in effect and even if the new last purge month is less than the current purge month, this field is updated by the respective purge program.

These fields do not have to be set during initial file loading.

63 NEXT OLD AP V#

FILE NO: 392 JF392 NAME: ADCTLB ADDITIONAL CONTROL NUMBERS (17-981)

This field applies to ORIGINAL accounts payable only. If set to 'Y', then voucher numbers will be controlled by the system. These numbers will then be used in place of invoice numbers.

02.-COMPANY CD — |

03.^POST FST INC ? - |
04.^POST FST DED ? - |

06.^FST INCL G/L	————	17.^BANK GL ACCOUNT	————
07.^GST EXTRA G/L	————	18. BANK ACCOUNT #	————
08.^FST DEDUCT G/L	————	19.^UPDATE BANK DTL	-
09.^FRT GL ACCOUNT	————	11.^UPDATE MISC DTL	-
10.^MISC GL ACCOUNT	————	13.^UPDATE DISC DTL	-
12.^CASH DISC GL	————	20.^LAST OELAH PURG	——
14.^MISC & DEL MW/O	————		
15.^DEPOSITS GL	————		
16.^FINANCE GL	————		

FILE NO: 137 JF137 NAME: ADCTLG Company GL Interface / Misc Parameters

1 G

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 POST FST INC ?

'Y'= yes 'N'=no. This field should be set to yes if you have an FST license (you do not pay FST at time you purchase goods, but you are collecting FST on the government's behalf any time you sell to FST liable customers). The next field (POST FST DEDUCTED) would normally be set to no.

In this case, any FST INCLUDED amounts will be posted to the FST Included G/L account, and any FST EXTRA amounts will be posted to the FST Extra G/L account (note, it is not necessary to use separate G/L accounts unless you wish to). Your FST remittance would be made from these G/L accounts.

Any FST deducted from exempt customers is ignored for G/L purposes.

NOTE: If this field is set to 'Y' and the post FST deducted field is set to 'N', then the S/A Deduct FST field (in ADCTLA) should be set to 'Y', in order for monthly sales reports to balance to sales accounts in the general ledger.

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If this field is set to 'N' and the post FST deducted field is set to 'Y', then the S/A Deduct FST field (in ADCTLA) should be set to 'N', in order for monthly sales reports to balance to sales accounts in the general ledger.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

4 POST FST DED ?

'Y'=yes 'N'=no. This field should be set to yes if you do not have an FST license (you pay FST at the time you purchase goods, but are eligible to claim back any FST deducted from exempt customers). The previous field (POST FST INCLUDED) should be set to no.

In this case, any FST deducted from exempt customers will be posted to the FST DED G/L account, from which you will submit your FST claim. Any FST charged to liable customers will be ignored for G/L purposes.

NOTE: If this field is set to 'N' and the post FST included field is set to

FILE NO: 137 JF137 NAME: ADCTLG Company GL Interface / Misc Parameters

'Y', then the S/A Deduct FST field (in ADCTLA) should be set to 'Y', in order for monthly sales reports to balance to sales accounts in the G/L.

If this field is set to 'Y' and the post FST included field is set to 'N', then the S/A Deduct FST field (in ADCTLA) should be set to 'N', in order for monthly sales reports to balance to sales accounts in the G/L.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

5 UNUSED

If an annual charge applies, this field contains the annual rate to be charged. This is informational only. No automatic processing is done as a result of this field's contents, although it will appear on the Annual Charge List.

6 FST INCL G/L

Contains the G/L account to which any FST INCLUDED amounts are to be posted. It is from this account that your FST remittance would be made (if applicable).

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

7 GST EXTRA G/L

Contains the G/L account number to which any GST charged EXTRA to customers is to be posted. It is from this account that your GST remittance would be made (if applicable).

Effective April 1997, any GST account stored in the GST rate file will override this account.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

8 FST DEDUCT G/L

Contains the G/L account to which any FST DEDUCTED from exempt customers is to be posted. It is from this account that your FST claim would be made (if applicable)

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

9 FRT GL ACCOUNT

FILE NO: 137 JF137 NAME: ADCTLG Company GL Interface / Misc Parameters

Contains the G/L account number to which any freight charges on an invoice are to be updated. This relates to any freight or delivery loaded in the freight box of an invoice. Note that only one account may be specified per company (or branch - see next note). If multiple freight accounts are required, this can be accomplished by setting up individual product classes and product numbers for each account.

NOTE: - For Weldpak/Medpak users - multiple accounts for delivery of controlled cylinders/equipment is already handled (see the delivery in price field in the product class file, also the Weldpak screen of the System Control Record contains fields which relate to delivery on cylinders/equipment).

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

10 MISC GL ACCOUNT

This field contains the G/L account to which any amounts posted to the MISCELLANEOUS box of an invoice will be posted. Note that only one account may be specified per company (or branch - see next note). If multiple miscellaneous accounts are required, this can be accomplished by setting up individual product classes and part numbers for each account required.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

11 BANK GL ACCOUNT

This field contains the Bank G/L account to which bank deposits are to be automatically updated. This is used by the batch cash posting programs.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

12 CASH DISC GL

This field contains the G/L account number for this company for cash discounts when posting cash through the batch cash posting procedures.

13 MISC & DEL MW/O

For Medpak users only - this field contains the G/L account to which patients' portions of invoices are to be written off (if applicable - see medical data file).

This field is found in:

 FILE NO: 137 JF137 NAME: ADCTLG Company GL Interface / Misc Parameters

Product Class File contains the write off account for each product class (individual line item write offs).

G/L Interface File contains the write off account for the delivery & miscellaneous portions of the invoice. Any rounding errors between the invoice total and individual line item write offs are also posted to this write off account.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

14 DEPOSITS GL

This field contains the GL account to which deposits entered on invoices (using the 'DEP' feature) are to be CREDITED. The DEBIT side of the entry will be posted to the cash clearing account. This deposit feature in invoicing is generally used in situations where a REFUNDABLE deposit is received from a customer at the time goods are received, with the deposit to be refunded on return of the goods (example, cylinders). If this feature is used, the deposit amount will be recorded in a separate customer deposits file, and the general ledger will be affected as described above. However, the deposit amount will not be deducted from the customer's invoice balance in the accounts receivable sub ledger (see also ADCTL\$ flag in system control record).

If you simply wish to have deposits recorded in the customer deposits file, with no G/L entries made, load the Cash Clearing Account in this field.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

15 FINANCE GL

This is the GL Account that controls the Finance Contracts Sub-Ledger ('F'). When a customer order is to be financed, the first invoice done against the order will result in the following entries being made:

Finance Sub-Ledger	A/R Sub-Ledger
7000.00	-7000.00

When you receive the actual cash from the finance company, the following entries should be made:

Finance Sub-Ledger	Finance Charges	Bank Account
-7000.00	100.00	6900.00

You should run the 'Aged Sub-Ledger Report' for the Finance Sub-Ledger to monitor the status finance contracts.

16 BANK ACCOUNT

FILE NO: 137 JF137 NAME: ADCTLG Company GL Interface / Misc Parameters

This field contains the actual bank account number for the bank G/L account specified.

This is used as the default by the 'Bank Deposit Slip' print program.

17 DONT USE

18 UPDATE DISC DTL

If set to [Y]es, Cash Posting GL Updates for This Field (Discount/Misc/Bank) will be done in detail as opposed to a summary total per batch.

19 UPDATE MISC DTL

If set to [Y]es, Cash Posting GL Updates for This Field (Discount/Misc/Bank) will be done in detail as opposed to a summary total per batch.

20 UPDATE BANK DTL

If set to [Y]es, Cash Posting GL Updates for This Field (Discount/Misc/Bank) will be done in detail as opposed to a summary total per batch.

21 LAST OELAH PURG

22 G1\$

02.-COMPANY CD —

CALLED INQUIRY SECURITY LEVELS

EXCEPTIONS REQUIRED —	206^COMMENTS PRINT —	37.^SEC LVL INQ 1 —
04.^CREDIT EXC Y/N? —	211^UPDT OESLS YNB —	38.^SEC LVL INQ 2 —
05.^REORDER EXC Y/N —	222^BULK BILL LOGIC —	39.^SEC LVL INQ 3 —
06.^O.O.S. EXC Y/N? —	234^N&A OVERRIDE TY —	40.^SEC LVL INQ 4 —
07.^OH NEG EXC Y/N? —	245^UPDATE BXIN4 —	41.^SEC LVL INQ 5 —
08.^NEW ITEM EX Y/N —	250^UPDATE ARSBD —	42.^SEC LVL INQ 6 —
09.^PR ORIDE EX Y/N —	262^UPDATE BMX COMM —	43.^SEC LVL INQ 7 —
10.^ZERO COST EX YN —	279^UPDATE OEBMX —	44.^SEC LVL INQ 8 —
11.^PR<MIN GP EX YN —	283^BMX EXPLODE LVL —	45.^SEC LVL INQ 9 —
12.^BACK ORD EX Y/N —	294^UPDATE OH BMX? —	46.^SEC LVL INQ 10 —
13.^COST CHG EX Y/N —	308^ALLOW OH NEG? —	47.^SEC LVL INQ 14 —
14.^LST SLE EXC Y/N —	319^DROP SHIP LOGIC —	48.^SEC LVL INQ 15 —
15.^HAZ GOODS EX YN —	328^UPDATE OEDSM ? —	49.^SEC LVL INQ 16 —
16.^SHT/OVER EX Y/N —	339^CHANGE LOG Y/N? —	50.^SEC LVL S/L INQ —
17.^LEASE PD EX Y/N —	340 FURN MFG LOGIC —	510^ALLOW EDI PGMS —
18.^MIN MARK EX Y/N —	351^USE EDI Y/N? —	521^FORCE WH INP.C —
194^PR>MAX GP EX YN —	362^VEH SERV LOGIC —	

02.-COMPANY CD —

ORDER FIELDS REQUIRED

534^FUEL OIL LOGIC —	70.^INPUT SL TYPE? —	877^INPUT ORDER DAT —
54. MINIMUM MARKUP% —	71.^INPUT WH CODE? —	88.^AUTO F4 AT DESC —
55.^SIMPLE SCREEN —	72.^INPUT SLS BR ? —	89.^INPUT PO NO —
56.^PRINT IMMED CD —	73.^INPUT LN WH CD? —	90.^INPUT TAX/LIC —
57.^BACK ORDER FLAG —	74.^INPUT LN SL BR? —	91.^INPUT FREIGHT ? —
58. 1st LEAD TIME —	75.^SMN ORIDE SEC —	92.^INPUT MISC. ? —
59. 2nd LEAD TIME —	76.^INPUT U/M YN? —	934^INPUT SHIP INST —
60.^OE SHIP-REL VFY —	77.^INPUT TX CD YN? —	945^INPUT SHIP VIA —
61.^SPIFF TYPE —	78.^INPUT FT CD YN? —	956^INPUT FOB —
62.^SHIP QTY PRESET —	79.^INPUT FT RT YN? —	963^INPUT SHIP TYPE —
63.^DFORM: INV/ORD? —	80.^INPUT CUST CLAS —	
64.^MAINTAIN INR.O —	81.^INPUT LANGUAGE —	978^INPUT CUST GST —
650^EDI TYPE —	82.^IN CASH/ORD DIS —	
661^SKIP SHIP TO ? —	83.^INPUT TERMS CD —	
675^KIT INV/SLS UPD —	84.^INPUT TERM DAYS —	983^ALLOW GST ORIDE —
686^KIT SHIP COMP —	85.^INPUT TERM DESC —	995 UPC SUP CHK DIG —
697^KIT UPD ON HAND —	86.^INPUT # PIECES —	00. UPC SUPPLIER CD —

02.-COMPANY CD —

01. CUSTOM USE ONLY —

02.-COMPANY CD —

02.^MAINTAIN ARSL1	— 180^UPDATE SASLm YN	—
03.^MAINTAIN ARSL2	— 19.^MAINTAIN ARHLS?	—
04.^MAINTAIN ARSL3	— 202^UPDATE ARHL1	—
05.^MAINTAIN ARSL4	—	
06.^MAINTAIN ARSL5	—	
07.^MAINTAIN ARSL6	— 213 AR JRNL PRNT?	—
08.^MAINTAIN ARSL7	— 224 AP JRNL PRNT?	—
09.^MAINTAIN ARSL8	— 235 GL JRNL PRNT?	—
10.^MAINTAIN ARSL9	—	
11.^MAINTAIN JA840	—	
12.^MAINTAIN JB840	—	
13.^MAINTAIN SAMIS	—	
14.^MAINTAIN SAMTH	—	
15.^SKIP SM ARSL1/7	—	
163^MAINTAIN SASL1	— 176^MAINTAIN SASLD	—

02.-COMPANY CD —
Weldpak

Medpak

Both

243^CUST OWNED CYL —
254^SKIP LEASE GRP —
268^SKIP CYL SHIPTO —
279 NEW LEASE TERM —

282^PRORATE CALC —

29. READY PRINT FLG —
300^DTL INQ BY DT? —
311^RENT/DEM SKP ST —
322^DOT CHARGE —
337^INPUT CYL RETNS —
343^LEASE/RENT SM —
351 PST DEL O'RRID —
366^BULK GAS V2? —
370 DEL REV TO STD? —
381^WP XFRS USE OE? —

02.-COMPANY CD —

39.^PRIDE POS YN	—
407^YEARS OFFSET	—
418^SIZE START	—
429^SIZE LENGTH	—
436^USE NEW JOB CST	—
447^PO SKIP HEADER	—
458^PO SKIP LINE	—
469^WO INITIAL STAT	—
475^WO PRINTED STAT	—
487^XFRS UPD COMMIT	—

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

1 A

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 SEE 391 Q6\$(1

4 CREDIT EXC Y/N?

This field indicates whether or not a credit exception notice is automatically to be produced through order entry/invoicing programs, for customers who have exceeded their credit limit.

See credit limit field in master customer file. See also credit code field in additional customer data file.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

5 REORDER EXC Y/N

This field identifies whether or not an automatic Exception Report to be generated during order entry/invoicing procedures, if the product's 'on hand' quantity falls below its reorder point.

Note: In order for this to take effect, the 'reorder point' field in the master inventory file must be loaded. Products with the reorder point field left at zero are ignored.

6 O.O.S. EXC Y/N?

This field indicates whether or not an out of stock exception notice is to be created during order entry/invoicing. This would be created as soon as an item's on hand quantity reaches zero.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

7 OH NEG EXC Y/N?

This field indicates whether or not you wish to have on hand negative exceptions created during order entry/invoicing. This exception would be created for the first and subsequent sale of an item where the on hand quantity has gone into a negative position. If inventory is not yet on line, this exception would be created for every sale.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

8 NEW ITEM EX Y/N

This field indicates whether or not you wish to have an exception notice generated for any new items added to the master inventory file from the order entry/invoicing programs (rather than through normal file maintenance).

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

9 PR ORIDE EX Y/N

This field indicates whether or not you wish to have exception notices created for any price overrides during order entry/invoicing (price overridden to something other than standard list price).

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

10 ZERO COST EX YN

This field indicates whether or not you wish to have exception notices created for any items whose unit cost (either standard cost or average cost) is zero.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

11 PR<MIN GP EX YN

This field indicates whether or not you wish to have exception

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

notices produced for sales where the gross profit margin is lower than the desired gross profit percentage. Note that this desired gross profit percentage can be loaded either in the system control record, or in the product class file (for all products within a specific product class) or in the inventory extra data file (for specific products where the desired gross profit margin percentage is different than the standard).

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

12 BACK ORD EX Y/N

This field indicates whether or not you wish to have exception notices produced for back orders. If set to yes, any invoice with a back order quantity on it will be flagged in the exceptions file. (see also cancel back order flag in system control record and master customer file).

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

13 COST CHG EX Y/N

This field indicates whether or not you wish to have an exception notice produced for any RECEIPT, where the COST was overridden.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

14 SEE 391 Q6\$(59

15 LST SLE EXC Y/N

This field indicates whether or not you wish to have a lost sale exception notice produced. This exception would be produced if the quantity ORDERED is not equal to quantity SHIPPED plus quantity BACK ORDERED.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

16 HAZ GOODS EX YN

This field indicates whether or not you wish to have a hazardous goods exception notice produced for each sale of a hazardous good.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

(hazardous goods would have a record loaded in the hazardous goods file on the master inventory file). On the FIRST sale of a hazardous product to a customer, an exception would be generated. This report could then be used to inform you of those customers to whom you must send M.S.D.S. (material safety data sheet) bulletins. Subsequent sales of the same product to the same customer would not generate an exception (until such time as the M.S.D.S. revision number is loaded in the hazardous goods file - the FIRST sale after that would generate another exception to flag that you must send the revised bulletin to the customer).

NOTE: This field must be set to 'Y' in order to activate ANY tracking of hazardous goods sales.

NOTE1: Effective September 1993 a new value of 'F' has been added.

IF your site has the fax capability feature installed and IF scanned MSDS sheets are stored on the system, operators will be prompted to immediately fax the MSDS bulletin when a hazardous goods exception is encountered.

See also the 'MSDS OR PRODUCT NO' flag.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

17 SHT/OVER EX Y/N

This field indicates whether or not you wish to have a short/over payment exception notice created (used by the batch cash posting program). Any INVOICE short or over paid would be flagged.

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

18 LEASE PD EX Y/N

WELDPAK/MEDPAK only - this field indicates whether you wish to have an exception notice created when a customer's lease invoice has been paid in full (can only be used where the order number for the lease begins with an 'L'). This exception would be created during the A/R month end program (which purges fully paid invoices).

Customers using separate series of control numbers by branch (order number, invoice number, etc.), may not be able to take advantage of this feature, as automatic lease renewals will not necessarily have the order number prefixed with an 'L' (due to considerations which must be taken into account to prevent

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

numbers for different branches from overlapping each other).

This feature can be used to help you determine customers for whom you wish to print new cylinder exchange cards (assuming you only want to print new exchange cards once the previous lease has been fully paid).

19 MIN MARK EX Y/N

This field indicates whether or not you wish to have exception notices produced for sales where the MARKUP percentage (over COST) is lower than the desired MARKUP percentage. Note that this desired MARKUP percentage can be loaded either in the system control record, or in the product class file (for all products within a specific product class) or in the inventory extra data file (for specific products where the desired MARKUP percentage is different than the standard).

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

20 EXC F Y/N?

21 EXC G Y/N?

22 EXC H Y/N?

23 EXC I Y/N?

24 EXC J Y/N?

25 UPC SUPPLIER CD

If the company has a registered UPC Supplier Code, That Code is stored Here. This is used by the Furniture Manufacturing Order Labels.

If UPC Labels are being produced, the supplier check digit must be used.

26 MINIMUM MARKUP%

MINIMUM GROSS PROFIT % and MINIMUM MARKUP %

MINIMUM GROSS PROFIT %:

In the System Control Record: this field contains the minimum gross profit percentage allowed, before items are to be reported on the Below Minimum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or non-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

MINIMUM MARKUP % (OVER COST):

A minimum markup % (GP\$ divided by cost \$) can also be maintained in the system control record, overridden in either Product Class File or Inventory Extra Data File and reported on the Below Minimum Markup over Cost Exception report. This report prints Markup % over cost (with the column heading "MK %").

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

$$\text{Example: } 100 / (100 - 30) = 1.43 \text{ or } 43\%$$

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

27 SEE 391 Q6\$(138

28 MAINTAIN ARHLS?

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

If this field is set to 'Y', then as records are purged from the A/R history files (ARINV/ARLIN), these purged records will be summarized and saved in ARHLS (A/R history summary file). If this is done, then any sales reports which are printed from A/R history files will still reflect the correct YTD figures. If this field is left blank, as records are purged from ARINV/ARLIN, they will not be summarized to ARHLS. In this case, any sales reports printed from the A/R history files will reflect correct MTD figures; however YTD figures will only include those months still maintained in ARINV/ARLIN.

29 SEE 391 Q6\$(158

30 CUSTOM USE ONLY

This field is reserved for CUSTOM Q6\$ parameters. Do not use for standard parameters.

31 SEE 391 Q6\$(193

32 INPUT SL TYPE?

In the System Control Record File, this flag determines whether or not 'sale types' will be requested during order/processing invoicing. If set to yes, valid sale types must be loaded in the 'Sale Types' file. Sales summaries by sale type will be available.

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

's' - Indicates that sales type must be entered and that a stop is forced here on the keying of [F4] from previous fields.

'C' - Indicates that sales type is only used when entering credit memos. A stop is forced here on the keying of [F4] from previous fields during credit memo entry.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Examples of use might include:

- to distinguish a hardware sale from a software sale
- to distinguish different types of credits (i.e., price adjustment only, return of goods, defective goods, etc.).

Note that each order/invoice can only be assigned one sale type.

NOTE: If you are using the JEDRON point of sale system, this field MUST BE SET to yes.

Weldpak/Medpak programs DO NOT USE sale types at all, UNLESS the JEDRON point of sale system is used.

Non Weldpak/Medpak users may use sale types if desired, regardless of whether the JEDRON point of sale system is used or not.

In the Sale Types File, a code must be assigned to each 'sale type' desired.

Note: following are specific Sale Types that are used in Paint and Paper Point of Sale Systems, in addition to any other sale types in use.

WD Used when taking wallpaper deposits - this allows entry of wallpaper back-orders, and expects the input of a deposit against the order.

PU Pick Up of Wallpaper on backorder with a deposit. This program expects an invoice to be entered and applied against a previous WD sale type invoice using Point of Sale entry, or Confirmation of a WD sale type Back Order previously entered.

33 INPUT WH CODE?

If set to 'N' - branch/warehouse code will not be requested when inputting the header information for an order/invoice (this is the branch/warehouse out of which goods are to be sold).

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

If set to 'y' (lower Case) this field will be input even if on the simple screen, and will become the default for the sales branch.

If set to [s], the field will be input, and if [F4] is keyed in a prior field, a stop will be forced here!

If set to [B] - this field will be input, and a stop will be forced at this field if the Customer W'house CD is blank.

If set to [O] - this field will be stopped at even if [F4] is keyed, and a warehouse override will be allowed. This override will be for the inventory branch only, and will not be checked against the customer restricted warehouse. The override will not affect the Sales Branch, and that field will still be restricted as per the customer file. This allows orders to be entered relieving inventory by this branch, but still crediting sales and A/R to the sales branch.

34 INPUT SLS BR ?

If set to 'N' - sales branch will not be input in the order processing header (this is the branch to which the sale is to be credited). Warehouse branch and sales branch could be different.

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

If sales branch is used, then as invoices are updated, inventory & cost of sales will affect the G/L accounts of the warehouse branch, but accounts receivable and sales will affect the G/L accounts of the sales branch.

NOTE: This option is NOT SUPPORTED in Weldpak/Medpak software & should be set to NO!

If set to [s] this field will be input, and if [F4] is keyed in a prior field,

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

the program will stop at this field.

If set to [0] - this field will be stopped at even if [F4] is keyed, and a warehouse override will be allowed. This override will be for the Sales branch only, and will not be checked against the customer restricted warehouse. The override will not affect the Inventory Branch, and that field will still be restricted as per the customer file. This allows orders to be entered relieving inventory by the inventory branch, but crediting sales and A/R to the sales branch.

35 INPUT LN WH CD?

If set to yes, then each line of an order/invoice could theoretically be shipped out of a different warehouse. In this case, you would be prompted for the warehouse code on each line. If set to no, then all lines on an order/invoice would automatically be shipped out of the warehouse indicated in the header.

A value of [s] is the same as [Y], but a stop is forced on this field.

A value of [y] forces a stop on this field, even if in the simple screen

WELDPAK/MEDPAK NOTE:

Setting this flag to 'Y' will not interfere with automatic lease renewal billing or automatic monthly rental/demurrage billing programs.

-
In these programs, the warehouse code for each line will automatically default to the warehouse code in the header.

36 INPUT LN SL BR?

If set to yes, then the sale for each line of an order/invoice could theoretically be credited to a different sales branch. In this case, you will be prompted for the sales branch on each line.

If set to no, then the sale for each line would be credited to the sales branch as input in the header.

NOTE: This option is NOT SUPPORTED in Weldpak/Medpak software & should be set to NO!

37 SEE 391 Q6\$(214

38 SMN ORIDE SEC

Contains the minimum security level required in order to be able to override the salesman code during order entry/invoicing procedures.

This is useful if commissions are paid to salesmen & it is desired not to allow operators to change the salesman code to whom commission is to be paid without

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

prior authorization.

Valid values are:

Left blank	no security required
0 to 9	if security required, value security levels range from 0 (lowest) to 9 (highest).
Y	override allowed/no security
s	Same as Y plus a stop is forced
N	no override allowed regardless of security level
T	Allow Override only if [F3] keyed to get to this field. Operator security levels are established in the Jedbase Operators File.

39 SEE 391 Q6\$(221

40 PRIDE POS YN

Is this company using the Pride POS System Interface.

Set this flag to 'Y' if the customer wishes to post cash at the time of invoice and credit memo entry. This allows the entry of cash, cheque, charge card (eg. VISA), and regular account. It will also allow the entry of Deposits which will be recorded in the Deposits Sub-Ledger.

If this flag is set to 'Y' and the customer is maintaining Detail Invoice History, then the Invoice History Comment File (ARDES) must also be set-up.

41 SEC LVL INQ 1

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

42 SEC LVL INQ 2

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub
ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank no security required
0 to 9 if security required, valid security levels range from
0 (lowest) to 9 (highest).

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

43 SEC LVL INQ 3

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
---------------------------	-------------------------------

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

3	Open orders by product	4	Accounts Receivable Inquiry
5	Inventory Inquiry	6	Contract Price Inquiry
7	Sales History Inquiry	8	Credit Hold/Release
9	Customer Item Price Inquiry	10	Order/Invoice/History P.O.# Inquiry
11	Weldpak Cylinder Status	12	Weldpak Lease Inquiry
13	Weldpak Cylinder Detail Inquiry	14	New A/P Open Item Inquiry
15	Future Use	16	Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

 44 SEC LVL INQ 4

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

1	Open orders by Customer	2	Open orders by order number
3	Open orders by product	4	Accounts Receivable Inquiry
5	Inventory Inquiry	6	Contract Price Inquiry
7	Sales History Inquiry	8	Credit Hold/Release
9	Customer Item Price Inquiry	10	Order/Invoice/History P.O.# Inquiry
11	Weldpak Cylinder Status	12	Weldpak Lease Inquiry
13	Weldpak Cylinder Detail Inquiry	14	New A/P Open Item Inquiry
15	Future Use	16	Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

45 SEC LVL INQ 5

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub
ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank no security required
0 to 9 if security required, valid security levels range from
0 (lowest) to 9 (highest).

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

46 SEC LVL INQ 6

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
---------------------------	-------------------------------

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

3	Open orders by product	4	Accounts Receivable Inquiry
5	Inventory Inquiry	6	Contract Price Inquiry
7	Sales History Inquiry	8	Credit Hold/Release
9	Customer Item Price Inquiry	10	Order/Invoice/History P.O.# Inquiry
11	Weldpak Cylinder Status	12	Weldpak Lease Inquiry
13	Weldpak Cylinder Detail Inquiry	14	New A/P Open Item Inquiry
15	Future Use	16	Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

47 SEC LVL INQ 7

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

1	Open orders by Customer	2	Open orders by order number
3	Open orders by product	4	Accounts Receivable Inquiry
5	Inventory Inquiry	6	Contract Price Inquiry
7	Sales History Inquiry	8	Credit Hold/Release
9	Customer Item Price Inquiry	10	Order/Invoice/History P.O.# Inquiry
11	Weldpak Cylinder Status	12	Weldpak Lease Inquiry
13	Weldpak Cylinder Detail Inquiry	14	New A/P Open Item Inquiry
15	Future Use	16	Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

48 SEC LVL INQ 8

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub
ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

49 SEC LVL INQ 9

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
---------------------------	-------------------------------

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

3	Open orders by product	4	Accounts Receivable Inquiry
5	Inventory Inquiry	6	Contract Price Inquiry
7	Sales History Inquiry	8	Credit Hold/Release
9	Customer Item Price Inquiry	10	Order/Invoice/History P.O.# Inquiry
11	Weldpak Cylinder Status	12	Weldpak Lease Inquiry
13	Weldpak Cylinder Detail Inquiry	14	New A/P Open Item Inquiry
15	Future Use	16	Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

 50 SEC LVL INQ 10

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

1	Open orders by Customer	2	Open orders by order number
3	Open orders by product	4	Accounts Receivable Inquiry
5	Inventory Inquiry	6	Contract Price Inquiry
7	Sales History Inquiry	8	Credit Hold/Release
9	Customer Item Price Inquiry	10	Order/Invoice/History P.O.# Inquiry
11	Weldpak Cylinder Status	12	Weldpak Lease Inquiry
13	Weldpak Cylinder Detail Inquiry	14	New A/P Open Item Inquiry
15	Future Use	16	Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

51 SEE 391 Q6\$(234

52 SEC LVL INQ 14

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub
ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the
Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost
anywhere on the system, simply by keying an '!'. This
'!' feature may be used at menus, in the middle of
programs, etc. This feature is not accessible until
such time as you have gone into at least one program
which establishes your company code.

53 SEC LVL INQ 15

Contains the security level which an operator must have to be
able to access the entries on the called inquiries menu. The following is a
list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

54 SEC LVL INQ 16

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

1 Open orders by Customer	2 Open orders by order number
3 Open orders by product	4 Accounts Receivable Inquiry
5 Inventory Inquiry	6 Contract Price Inquiry
7 Sales History Inquiry	8 Credit Hold/Release
9 Customer Item Price Inquiry	10 Order/Invoice/History P.O.# Inquiry
11 Weldpak Cylinder Status	12 Weldpak Lease Inquiry
13 Weldpak Cylinder Detail Inquiry	14 New A/P Open Item Inquiry
15 Future Use	16 Future Use

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank	no security required
0 to 9	if security required, valid security levels range from

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

55 SEE 391 Q6\$(240

56 INPUT U/M YN?

This field determines whether pricing unit of measure overrides will be allowed on each line of an order/invoice.

'N' No overrides will be allowed. Always use the pricing unit of measure as displayed from the master inventory file.
 'Y' Overrides will be allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.
 'S' Overrides will be allowed in all procedures, including the Sales Posting/No Invoice procedure.
 's' Same as 'Y', but if [F4] is keyed in a previous field, the program will stop at this field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

57 INPUT TX CD YN?

This field determines whether PST tax code overrides will be allowed on each line of an order/invoice.

'N' no overrides are allowed. Always use tax codes as displayed from the master inventory file.
 'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.
 'S' overrides are allowed in all procedures, including the Sales Posting/No Invoice procedure.
 's' Same as [Y], plus a stop is forced on this field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

58 INPUT FT CD YN?

This field determines whether GST CODE overrides will be allowed on each line of an order/invoice.

'N' No overrides are allowed. Always use the GST code as displayed from the master inventory file.
'Y' Overrides are allowed in all invoicing procedures, with the exception of the Sales Posting/No Invoice procedure.
'S' Overrides are allowed in all procedures, including the Sales Posting/No Invoice procedure.
's' Same as [Y], plus a stop is forced on this field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

59 INPUT FT RT YN?

This field determines whether GST RATE overrides will be allowed on each line of an order/invoice.

'N' No overrides allowed. Always use the GST rate as displayed from the master inventory file.
'Y' Overrides allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.
'S' Overrides allowed in all procedures, including the Sales Posting/No Invoice procedure.
's' Same as [Y], plus a stop is forced at this field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

60 SEE 391 Q6\$(258

61 INPUT CUST CLAS

This parameter determines whether or not 'CUSTOMER CLASS' field in the invoice/order header can be overridden.

Valid values follow:

blank or 'Y'	no security and can override 'CUSTOMER CLASS' field
'N'	CANNOT override 'CUSTOMER CLASS'
's'	Same as [Y], plus a stop is forced at this field.
0-9	operator security level required to override 'CUSTOMER CLASS'
T	Input only if [F3] keyed to get to this field.

Operator security levels are set in the JEDBASE operator file

62 INPUT LANGUAGE

This parameter determines whether or not 'LANGUAGE' field in the invoice/order header can be overridden.

Valid values follow:

blank or 'Y'	no security and CAN override 'LANGUAGE'
's'	Same as [Y], plus a stop is forced on this field.
'N'	CANNOT override 'LANGUAGE'
0-9	minimum operator security level required to override 'LANGUAGE'
T	Input only if [F3] keyed to get to this field.

Operator security levels are set in the JEDBASE operator file

63 IN CASH/ORD DIS

This parameter determines whether or not 'CASH DISCOUNT' or Order Discount field in the invoice/order header can be overridden.

Valid values follow:

blank or 'Y'	no security and CAN override 'CASH DISCOUNT'
's'	Same as [Y] plus a stop forced at this field.
'N'	CANNOT override 'CASH DISCOUNT'
0-9	minimum operator security level required to override 'CASH DISCOUNT'
	Input only if [F3] keyed to get to this field.
'O'	The field in the header normally used for Cash Discount % will instead be used as an order discount % overriding the value in the customer master record.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Operator security levels are set in the JEDBASE operator file

64 INPUT TERMS CD

This parameter determines whether or not 'TERMS CODE' field in the invoice/order header can be overridden.

Valid values follow:

blank or 'Y'	no security and can override 'TERMS CODE' field
's'	Same as [Y] plus a stop forced at this field.
'N'	CANNOT override 'TERMS CODE'
0-9	operator security level required to override 'TERMS CODE'
T	Input only if [F3] keyed to get to this field.

Operator security levels are set in the JEDBASE operator file

65 INPUT TERM DAYS

This parameter determines whether or not 'TERM DAYS' field in the invoice/order header can be overridden.

Valid values follow:

blank or 'Y'	no security and can override 'TERM DAYS' field
's'	Same as [Y] plus a stop is forced at this field.
'N'	CANNOT override 'TERM DAYS'
0-9	operator security level required to override 'TERM DAYS'

Operator security levels are set in the JEDBASE operator file

66 INPUT TERM DESC

This parameter determines whether or not 'TERMS DESCRIPTION' field in the invoice/order header can be overridden.

Valid values follow:

blank or 'Y'	no security and CAN override 'TERMS DESCRIPTION'
's'	Same as [Y] plus a stop is forced at this field.
'N'	CANNOT override 'TERMS DESCRIPTION'
0-9	minimum operator security level required to override 'TERMS DESCRIPTION'
T	Input only if [F3] keyed to get to this field.

Operator security levels are set in the JEDBASE operator file

67 SEE 391 Q6\$(318

68 SIMPLE SCREEN

If this field is set to 'Y' then the order entry/Invoicing

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

screens automatically revert to a simple format each time a new order is worked on. This format can be changed to the regular full format screen by using a toggle function key.

The simple screen is a reduced display and input screen which skips normally irrelevant data which defaults from the master records such as TERMS, TAX CODES, PRODUCT CLASSES, ETC.

69 PRINT IMMED CD

This field is set to 'N' if not used, or 'Y', 'S' or 'D' if used:

=== 'Y' === BEDFORD BEDDING OPTION === If this field is set to 'Y' then all new orders entered through ORDER ENTRY will automatically get printed. On entering order entry the operator will be asked to select which printer is to be used for printing. This printer will then be remembered and on completing each order it will be printed on that printer. NOTE: All new orders will be printed automatically.

=== 'B' === Reflections Furniture === Same as above, but print immediate for Back Orders Only.

=== 'S' === Only use this option if Orders, Invoices and Credits are all printed on the same form (which may be blank paper if printing on a laser) and on the same printer with the same printer capability. In this case, the operator will be asked for a printer selection only when initially entering order entry or invoicing. Thereafter, if they switch procedures (eg. from order entry to pre-billing), they will not be asked again. If they choose the 'Print Immediate' option at order or invoice total time, the previously selected printer will be used.

=== 'D' === Use this option if orders, invoices and credits are not printed on the same form or are not printed on the same printer or are printed on the same printer but with different printer capabilities. The operator will be asked for a printer selection when they initially enter order entry or invoicing and whenever they switch to a procedure that processes a different type of document. For example, they will be asked for a printer selection if they switch from Order Entry to Pre-billing but not if they switch from Pre-billing to Post-Billing. As with 'S' option, the document will be printed on the selected printer if the operator chooses the 'Print Immediate' option at document total time.

=== Print Immediate Option === If the flag is set to 'D' or 'S', the user will be given the further option at printer selection time of specifying that all documents are to be printed immediately. They will also be able to ask for the alignment test to be performed immediately.

70 BACK ORDER FLAG

This flag indicates how back orders are to be handled for this company.

Left Blank
(standard until
November 1991)

All back orders retain the original order number and, therefore, cannot be invoiced until the original invoice on which the back order was created has been FULLY updated.

This has an implication if the original invoice on which the back order was created is a FUTURE MONTH invoice, as these future invoices are only partially updated during the current month and are not FULLY updated until such time as month end procedures have been run. Thus, any back orders for these future invoices will not be available for processing until after month end.

The following are options now available to resolve this:

'F' For both 'current' and 'future' invoices, any back orders generated on these invoices will be created during the end of day updating procedures. These back orders will be available for processing the following day.

'Current' - original order number retained for back order.
'Future' - NEW order number assigned to back order.

'f' For 'current' invoices, the back order will be created during the end of day updating procedures. The original order number is carried over to the back order and the back order will be available for processing the following day.

For 'future' invoices, the back order will be created ON LINE during the invoicing process. A NEW order number will be assigned to the back order and the back order will be available for processing immediately if desired.

'N' For 'current' and 'future' invoices, the back order will be created during the end of day updating procedures and will be available for processing the following day.

'Current' - NEW order number assigned to the back order.
'Future' - NEW order number assigned to the back order.

'n' For both 'current' and 'future' invoices, the back order will be created ON LINE during the invoicing process and will be available for immediate processing if desired.

'Current' - NEW order number assigned to the back order.
'Future' - NEW order number assigned to the back order.

'R' Same as 'n' above, but applies to situations where all orders are processed with release quantities, and it is required to create a Back Order immediately from an open

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

order, where the release Quantity is less than the Ordered Quantity. Implemented Jan 24 2006 - Case N Drum.

NOTE: For those back orders created ON LINE, the back order can be printed/processed immediately (if desired), even if the original invoice has not yet been updated.

For those back orders which have a NEW order number assigned (whether created on line or during end of day updating procedures), the original order number will be carried over into the back order file & may be printed on the back order document if required.

71 1st LEAD TIME

If you want the requested shipment date to be calculated by adding lead times to the order date then the first and second lead times should be specified in the system control record. These are accessed by keying [F1] for the 1st lead time or [F2] for the second lead time when the operator is at the requested date field of the order header.

72 2nd LEAD TIME

If you want the requested shipment date to be calculated by adding lead times to the order date then the first and second lead times should be specified in the system control record. These are accessed by keying [F1] for the 1st lead time or [F2] for the second lead time when the operator is at the requested date field of the order header.

73 OE SHIP-REL VFY

This field determines whether the 'quantity shipped' and 'quantity backorder' fields are to be skipped during ORDER ENTRY or ORDER CHANGE.

'N'/Blank Do not skip (allow input of Order Released Quantities)

'Y' Skip (don't allow input)
In this case, these fields will only be accessible during order confirmation or invoicing stages.
In addition, warning messages which would normally display when stock is not available will be skipped.

'V' Allow entry of release quantities. As well, the shipment verification program (OEREL5) will be used to verify that released quantities and products have been shipped, or to change those quantities.

74 SPIFF TYPE

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17,1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16,2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

- ADCTL* - set spiff type code to 'r'
- INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.
- ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.
- ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

 75 MAINTAIN ARSL1

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

- ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
- ARSL2 - Company / Salesman / Product Class / Sub Class
- ARSL3 - Company / Salesman / Product Class
- ARSL4 - Company / Province Code
- ARSL5 - Company / Customer / Prod Class / Sub Class
- ARSL6 - Company / Prod Class / Sub Class
- ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
- ARSL8 - Company / Warehouse / Prod Class / Sub Class
- ARSL9 - Undefined

 76 MAINTAIN ARSL2

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class
ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

77 MAINTAIN ARSL3

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class
ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

78 MAINTAIN ARSL4

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

79 MAINTAIN ARSL5

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class
ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

80 MAINTAIN ARSL6

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class
ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

81 MAINTAIN ARSL7

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class
ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

82 MAINTAIN ARSL8

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class
ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

83 MAINTAIN ARSL9

Identifies whether or not additional sales history files are maintained. These files are all in the same format as ARSL1, but have different keys. The format of the file is that it contains the last 15 months sales amount, units, and cost, plus current year to date not including current month, and last year to date not including last year current month for each of these activities. The keys used are as follows:

ARSL1 - Company / Salesman / Customer / Prod Class / Sub Class / Opt. Prod #
ARSL2 - Company / Salesman / Product Class / Sub Class
ARSL3 - Company / Salesman / Product Class
ARSL4 - Company / Province Code
ARSL5 - Company / Customer / Prod Class / Sub Class
ARSL6 - Company / Prod Class / Sub Class
ARSL7 - Company / Smn / Customer / Ship to / Prod Class / Sub Class / Opt Prod
ARSL8 - Company / Warehouse / Prod Class / Sub Class
ARSL9 - Undefined

84 INPUT # PIECES

Contains number of pieces shipped. This field is only used if

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

the control record parameter allows input to this field during the order total entry.
 Entry is allowed based on a value of [Y] or [s] allows entry and forces a stop at the field.

85 AUTO F4 AT DESC

Valid values are: 'Y', 'y' or 'N'

- 'Y' 'Y'es, in order processing, after product code is selected, the program will not stop at the description, rather react as if [F4] had been keyed at description. Keying [F3] from quantity ordered will return to description for override.
- 'y' Valid only for Weldpak/Medpak users. A stop will be made at the description if processing an order/invoice for a cylinder controlled item which the customer did not previously have on site.
- 'N' Always stop at description.
- '4' If F4 keyed with Product Code - Same as [Y] and [F4] to add Product is Disallowed.
-

86 SHIP QTY PRESET

If the customer is using a program that presets the ship quantity (o6(1)) such as a bill of lading program then this flag should be set to 'Y'. This means that bulk billing or order confirmation will keep this quantity as the shipped quantity rather than making the shipped quantity = to the order quantity.

87 SEC LVL S/L INQ

Contains the security level which an operator must have to be able to access the entries on the called inquiries menu. The following is a list of the items on the called inquiry menu.

- | | |
|------------------------------------|--|
| 1 Open orders by Customer | 2 Open orders by order number |
| 3 Open orders by product | 4 Accounts Receivable Inquiry |
| 5 Inventory Inquiry | 6 Contract Price Inquiry |
| 7 Sales History Inquiry | 8 Credit Hold/Release |
| 9 Customer Item Price Inquiry | 10 Order/Invoice/History P.O.# Inquiry |
| 11 Weldpak Cylinder Status | 12 Weldpak Lease Inquiry |
| 13 Weldpak Cylinder Detail Inquiry | 14 New A/P Open Item Inquiry |
| 15 Future Use | 16 Future Use |

In addition, keying [F1] at called inquiries menu allows access to other sub ledger inquiries. This accesses any sub ledger except Accounts Receivable.

Valid values are:

left blank no security required

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0 to 9 if security required, valid security levels range from 0 (lowest) to 9 (highest).

Operator security levels are established in the Jedbase Operators File.

NOTE: The called inquiries menu is accessible from almost anywhere on the system, simply by keying an '!'. This '!' feature may be used at menus, in the middle of programs, etc. This feature is not accessible until such time as you have gone into at least one program which establishes your company code.

88 INPUT PO NO

If set to 'N'o, PO number will not be part of entry screen, unless customer flag requires PO Number. If set to 'y'es, PO Number Input will be allowed in Point of Sale transactions. If set to [s], input will be allowed, and a stop will be forced at the field.

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

89 INPUT TAX/LIC

Indicates whether or not Customer Tax Code and Licence may be overridden in Order/Invoice Header. Values include:

'Y'es Allow Input in non POS Simple Screen Procedures. (Default)

'N'o Do not allow input.

'y'es Allow input in all procedures including POS simple screen.

's'top Allow input and force a stop as per [Y]es.

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

90 DFORM: INV/ORD?

If 'Y'es: When printing documents (invoices or orders) from order entry / invoicing programs (both standard and Weldpak/Medpak) run program OEPDF0 instead of (as previously) one of OEPRO1, WEPRO1, OEPRI1, WEPRI1, WEPRI2, WEPRI8, (or others based on various parameters). Note: OEPDF0 will, after selection of document form, normally run OEPDF1 for record selection and DFMOE0 for printing or will run one of the old-style programs above or other custom / standard programs per values in document header selected (ADCT0J).

If blank or 'N'o program run is determined by pre-existing logic.

Note: Setting this parameter to 'Y'es makes ORD/INV PRT PFX - Q6\$(308,2) obsolete. PRINT IMMED CD - Q6\$(349,1) is still supported and may be set independently of this parameter.

See also JRCTLZ parameter 'PRINT O/I W/DF'.

91 MAINTAIN JA840

This parameter indicates whether or not the sales analysis cross index files to file 840 - ARSL1 are being maintained. These cross indexes are maintained for rapid access to reports without sorting, and include the following:

JA840 Company / Salesman / Customer / Prod Class / Sub Class / Product Description / Product Code

JB840 Company / Product / Customer / Salesman / Prod Class / Sub Class

92 MAINTAIN JB840

This parameter indicates whether or not the sales analysis cross index files to file 840 - ARSL1 are being maintained. These cross indexes are maintained for rapid access to reports without sorting, and include the following:

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

JA840 Company / Salesman / Customer / Prod Class / Sub Class / Product
Description / Product Code

JB840 Company / Product / Customer / Salesman / Prod Class / Sub Class

93 MAINTAIN SAMIS

If the system parameter regarding the maintenance of this file is set to [Y]es, sales to any items where the flag indicating that records in this file are to be updated for that product, will be recorded in the miscellaneous items sales file.

94 MAINTAIN SAMTH

If set to [Y]es, this summary file by period and product class will be updated.

95 SKIP SM ARSL1/7

If set to [Y]es, if ARSL1 is being updated, the Salesman portion of that file's key will be left blank.

96 MAINTAIN INR.O

If set to [Y]es, order processing programs will attempt to read a record in file INR.O using Customer and Product number as the key. If no record is found, and AR CUST # is different, this will be used. If a record is located - the reserve and overbilling amounts will be added to the selling price, and the update program will update these files. A record of the amounts used will be stored in file OEDESR - ARDESR.

97 INPUT FREIGHT ?

If set to [N]o, the system will not allow input of the freight column in order/invoice entry programs.
If set to [s]top, a stop will be forced at this field.

98 INPUT MISC. ?

If set to [N]o, the system will not allow input of the miscellaneous column in order/invoice entry programs.
If set to [s]top, a stop will be forced at this field.

99 READY PRINT FLG

WELDPAK/MEDPAK ONLY

During order entry/invoicing programs, the normal default is that an order/invoice is READY to print, unless specifically flagged as NOT ready to print.

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Setting this field to a value of 'z' reverses the default and causes all orders/invoices to be flagged as NOT ready to print, unless specifically flagged by the operator as READY to print.

This change was requested by Bull Welding, for all orders/invoices, including those processed through 'Post Billing' (exception: lease renewals & rental/demurrage invoices, credit memos & invoices posted through sales posting/no invoice)

Programmer Note: 'z' value used in order to ensure that effort must be put into setting this flag; to prevent inadvertent setting of the flag when it is not desired.

100 EDI TYPE

If EDI order entry is being used, this flag determines which EDI communications package is being used, and therefore which EDI programs are to be used. Values include:

T = TELINK - uses EDEDIO to process file (blank defaults to this)
A = ASSET - uses EDASTO to process file (this is EDS's product)

101 SKIP SHIP TO ?

If set to [N] and if a customer has ship to's, the user will not be allowed to key [F6] to skip the ship to number on an order.

102 PRORATE CALC

Medpak Customers Only:

For the First Automatic Equipment Rental Billing (and possibly the last; please see the field MEDPAK RENT TY in file ADCTLA for a full description) the system prorates the billing for the appropriate number of days by calculating a 'daily' rental rate. This field determines how that daily rate is calculated. Possible values are:

Left Blank The daily rate is calculated as the monthly rate divided by the number of days in the month. This means that the rate for a given piece of equipment may vary from month to month since the number of days in each month is not constant.

'A' The daily rate is calculated as the monthly rate multiplied by 12 and this result divided by 365. This means that the rate for a given piece of equipment remains constant from month to month.

103 CUST OWNED CYL

If this company supports customer owned cylinders, this field identifies the cylinder code to be used in the case where customer owned cylinders are being

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

filled. During line item processing, the user will be given the ability to override a transaction where no cylinders are being returned as a customer owned transaction. This will override the product's normal; cylinder code with the code stored here for that line item.

104 SKIP LEASE GRP

If set to [Y]es, Gas Groups will be ignored for lease application within the Rental/Demurrage program.

105 KIT INV/SLS UPD

This field determines the calculation of cost and the updating of on hand and sales for a kit and its components as follows:

=K= Kit: Update Sales, Sales\$ and Cost of Sales (sum of component costs) on Inventory Master and Sales Analysis Files. If set is flagged as an Inventory Item then also update On Hand and MTD Adjustments (-x On Hand re sale +x Oh hand +x MTD Adjustments).

Components: Update Oh Hand and MTD Adjustments only (account for usage)

If the Kit is an 'Inventory Item', then it may be sold from inventory and no kit explosion will occur on the order/invoice. If there is no availability the user will be given the option of 'assembling' the kit which will then explode the kit onto the order/invoice. Non Inventory Kits are always exploded on the order/invoice.

=C= Kit: No update of any kind regarding kit

Components: Update On Hand, Sales, Cost of Sales as for normal item.

=B= This is the Furniture System Option. Update both Kit and Component Inventory Master and Sales Analysis Files.

106 KIT SHIP COMP

This field determines how the system calculate the Ship Quantity of the components of a Kit and subsequently, the Ship Quantity of the Kit. program OEENTJ is CALLED to automatically calculate kit quantities.

=N= Quantities are not calculated automatically by the system. User can enter any quantity to ship desired.

=C= Ship complete kits only. For example, if 3 of a kit are ordered and each kit requires 2 of component A and 1 of component B and there are 5 of A and 10 of B available, the system will ship exactly 2 kits consisting of 4 of A and 2 of B. This will leave exactly 1 complete kit on backorder consisting of 2 of A and 1 of B.

=P= Ship incomplete (partial) kits. In the above example, the system would ship 2 Kits consisting of 5 of A and 3 of B, leaving 1 Kit consisting of 1 of A and none of B on backorder. This is the method used by the Furniture System and it

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

requires a good way of handling the invoicing of incomplete kits.

107 KIT UPD ON HAND

This flag controls the updating of the On Hand for Kit Items when they are purchased (PO System) or ordered (OE System) as kits.

Set the flag to 'Y' if kits are always assembled from the components at time of shipment. When the flag is set to 'Y', ordering a kit will always cause an explosion to occur because the kit is not stocked as a complete pre-packed kit. This option is used by the Furniture System.

Set the flag to 'N' if kits are stocked as pre-packed kits but may be 'assembled' from the components at time of shipping. When the flag is 'N' the system use the Inventory Master Field INV'RY FLAG to determine if the kit is stocked as a complete unit or must always be assembled for shipping. The user will be given the option during order entry to ship the complete pre-packed kit or to 'assemble' from components.

108 SKIP CYL SHIPTO

If set to [Y]es, customer cylinder balances are not being maintained by ship number, and therefore updates to WESUM WELSE WEDET WEIN1 etc. will leave the ship to number field blank.

109 NEW LEASE TERM

This field contains the default term for new leases (as opposed to lease renewals). If blank, the lease renewal parameter is used.

110 DTL INQ BY DT?

Cylinder/Medical Equipment DETAIL inquiries by customer are available sorted either invoice number, or by transaction date.

These detail inquiries are available as either separate menu entries, or through function key options from either the SUMMARY inquiry or the LEASE inquiry.

This parameter controls which detail inquiry is to be accessed through the function key options described above.

'N'o (or blank) : Detail to be sorted by invoice number (prog WEINQ2)
'Y'es : Detail to be sorted by transaction date (prog WEINQ4)

NOTE: The date sorted inquiry takes a little longer than the invoice number sorted inquiry; however, it may be preferable in situations where invoicing for earlier days could be done simultaneously with invoicing for the current day.

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MEDPAK users may also wish to sort by date since, with a five digit invoice number restriction, invoice numbers will recycle more frequently.

111 RENT/DEM SKP ST

If set to [Y]es When rental/demurrage billing is run, a single invoice will be produced for ALL ship tos within a customer, rather than a separate invoice for each ship to.

If set to [N]o or left blank A separate invoice will be produced for each ship to

Note: This field is found in two places:

System Control Record (ADCTL*)
if loaded here, flag affects all customers for the entire company.

Customer Additional Data File
if loaded here, flag affects only those customers for whom the flag is set. In this case, the flag in the System Control Record should ***NOT BE SET***

112 DOT CHARGE AMT

The 'DOT CHARGE' field in file ADCTL* can be used to automatically add a charge on to any order which contains at least one controlled item (control cylinder flag = "Y" in master inventory file). This was designed for D.O.T. charges, but could also be used for any other similar type of charge.

Any NON-ZERO value indicates amount of charge to be added on to the order

This charge will automatically be inserted into the 'Misc' field of the order, but can be overridden for any order if necessary.

Note: If charge overridden to anything other than zero, this overridden amount will be carried forward through all stages of processing, regardless of how many times the order is recalled.

If charge overridden to zero during initial processing, the automatic charge would be re-inserted in any future stages of processing. For example: if the order is originally processed through 'post billing' and the charge is overridden to zero, this zero charge would apply UNLESS the order was recalled for further processing through invoice change. At that stage, the automatic charge would be re-inserted & would have to be overridden again.

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Note1: If the 'Misc' field is already being used for some other purpose (eg: labour), this feature should not be used.

Programmer Note: This is not to be confused with the Hazardous Goods Surcharge (see HAZ SURCHARGE PROD # field in file ADCTLB), which is a surcharge to be added on to any order containing at least one hazardous product (record loaded in hazardous products file indicates hazardous product, regardless of whether product is a controlled cylinder or not). The hazardous goods surcharge is not stored in the 'Misc' field but rather is added on to the order as a separate line item with its own product number.

113 MAINTAIN SASL1

114 INPUT SHIP INST

Determines input status for shipping instructions field in order

[Y] Allow input at this field.
[s] Allow input at this field, and force user to stop at field.
[N] So not allow input at this field.
[0-9] Allow input based on operator security level.
This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field. Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

115 INPUT SHIP VIA

Determines input status for shipping instructions field in order

[Y] Allow input at this field.
[s] Allow input at this field, and force user to stop at field.
[N] So not allow input at this field.
[0-9] Allow input based on operator security level.
[y] Force Input at this field (as for [s]) and calculate shipping charges using logic associated with the OESHP shipping rates file (ROMA)

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

[S] Same as [y] except that shipping rates are to be calculated using logic associated with the OESHR shipping rates file (Bedford).
 This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.
 Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).
 File OESHP is used to store shipping rates by Ship Via, as well as SHIP VIA/Shipping Zone Valid Combinations. In order for automatic shipping charges to be calculated, the INPUT SHIP VIA parameter in ADCTL* (Q6\$(406,1)) must be set to [y]. If set, a stop will be forced at SHIP VIA input in the order header, and an OEDESd record will be created for each order. It will be updated with the DELIVERY ROUTE (SHIP ZONE) from ARCS1, and a RATE CODE of 0 will be defaulted. During line item processing, the unit weight in INVE1 will be used to update the total weight on an Invoice (Invoices only), and this will be used (with an override capability) to automatically calculate the ship charges from the shipping rates tables (S132).

 116 INPUT FOB

Determines input status for shipping instructions field in order

[Y] Allow input at this field.

[s] Allow input at this field, and force user to stop at field.

[N] So not allow input at this field.

[0-9] Allow input based on operator security level.

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.
 Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

Note: - this field not present in Weldpak/Medpak.

117 INPUT CYL RETNS

If set to [Y]es, in all procedures except Transfers Order Entry and Receiving a value must be keyed at the cylinder returns field. Blank will not be accepted as meaning zero.

118 UPDATE OEDSM ?

If set to [Y]es, the file OEDSM (Delivery Charges by Salesman) will be updated for this company.

119 CHANGE LOG Y/N?

If set to [Y]es, any changes to orders will be logged. See Program OEDEST Effective March 24, 2006, a blank value will be treated the same as [Y]es. Only setting to [N]o will prevent this log being maintained.

120 FURN MFG LOGIC

If set to [Y]es, this company uses the special furniture manufacturing logic various order processing programs. This includes cutting list processing, etc.

121 USE EDI Y/N?

Indicates whether [Y] or not [N] this user uses the EDI programs. If so, EDI contains various cross references, and will be used for product lookups.

122 VEH SERV LOGIC

If set to [Y]es, this company uses custom Vehicle Service logic (application integrated into various programs (primarily within OE programs). This option is not available within Weldpak or Medpak.

Included in this logic is the updating of files OEHDRV OEINVV and ARINVV with service data. As well, Cross Index ARINVV is updated if ARINV is updated,

123 ALLOW GST ORIDE

124 FUEL OIL LOGIC

125 UPC SUP CHK DIG

If the company has a registered UPC Supplier Code, That Code is stored Here. This is used by the Furniture Manufacturing Order Labels.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

If UPC Labels are being produced, the supplier check digit must be used.

126 COMMENTS PRINT

This field only applies if order/invoice print programs have been formatted through the Document Formatter.

Valid Values:

Blank Orders - All comments NOT PREFIXED by an asterisk (*) will print
Invoices - All comments NOT PREFIXED by an asterisk (*) will print

[O] [B] Orders - All comments will print.
Invoices - only comments prefixed by an asterisk (*) will print

[I] Orders - Only comments prefixed by an asterisk (*) will print
Invoices - All comments will print

[B] Bill/Lading Only comments prefixed by an asterisk (*) will print. This refers to order type documents with bill of lading flag set to [Y].

NOTE: Re prefixing comments with an [*], each line of a multi line comment must have the [*] prefix.

Orders - Includes Open Orders/Back Orders/Quotations
Invoices - Includes Invoices/Credit Memos

127 YEARS OFFSET

If this company has had to change it's fiscal year, and to avoid duplication accounting periods, set it's posting months forward by a year (or more), this field will contain a value, indicating the number of years to subtract from the current posting month, in order to calculate a date from a fiscal period or vice versa.

This option was added Dec. 13, 1994, for Liquid Carbonic distributors converted to divisions.

128 SIZE START

If size is a component of the product code, the location of the product code be determined by the start position code, and the length of the size code.

Start code values include 1 to 9, or A,B & C for 10 11 and 12. Also, code L indicates that the size code is stored as the last non blank character(s) of the product code.

The length of the size code may be any value from 1 to 6.

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129 SIZE LENGTH

If size is a component of the product code, the location of the product code be determined by the start position code, and the length of the size code.

Start code values include 1 to 9, or A,B & C for 10 11 and 12. Also, code L indicates that the size code is stored as the last non blank character(s) of the product code.

The length of the size code may be any value from 1 to 6.

130 UPDATE SASLm YN

This Field controls the updating of Sales History file SASLm, which is only really needed by companies using the Moulding logic implemented for Roma Moulding.

131 UPDT OESLS YNB

OESLS is a sales statistics file, which contains data concerning current day Month to Date, and Year to Date Order processing activity. It is updated online, and printed automatically as part of the order end of day update. At that point Month & Year to Date Fields are Updated. Above is activated by setting the ADCTL* flag to [Y]

New option [B] effective Nov 2000 - sales statistics By branch

This option indicates that statistics are to be updated by Branch, Sale Type, and Posting Month in file OEDESB from the Invoice update program.

132 BULK BILL LOGIC

If set to [S], Bulk Invoicing will be done in the sequence that Orders are entered, preventing the requirement to sort packing slips.

If set to [Y]es, Bulk Invoicing will be done by Trip Number ? (see VANBLO)?

133 LEASE/RENT SMN

If not blank, all lease and rental invoices (Weldpak/Medpak) will be assigned the salesman code stored in this field.

134 N&A OVERRIDE TY

If set to [Y]es, when sold to or ship to name & address are being changed, if the name is changed, all address lines will be cleared. Otherwise, each line must be overridden separately.

If set to [S], if sold to name is same, skip entry of rest of address, but each line of Ship to Must be Keyed!

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

135 UPDATE BXIN4

BXIN4 is an open order cross index by product for all items on an order that as a result of fabric code, wodd codes, or a bill of materials. If this flag is set to [Y]es, this cross index will be updated for all orders. If this flag is set to [N]o, only Work Orders (if used) will update this file.

136 USE NEW JOB CST

if set to [Y]es, the new Job Costing system (not linked to old Building System) is being used. This feature was added in July of 1995.

This feature will force validation on job numbers when PO's are being entered.

137 PO SKIP HEADER

If set to [Y]es, then entering new PO's, header overrides from Name and Address on will automatically be skipped, unless [F3] is keyed at end of header.

138 PO SKIP LINE

If set to [Y]es, after the product code is keyed on a line item, the program will only stop for Quantity and Price data, unless [F3] is keyed at these fields or the end of the line.

139 WO INITIAL STAT

This is the initial status code to be assigned to a Work Order when entered. Any open orders put on a work order will be assigned the same status code when the Work Order is entered, and will be assigned the same status code as the work order each time the work order status changes.

This same value will be assigned to orders put on a production schedule using the production scheduling program (BXPRO0)

As well, another parameter is used to define the printed status for a Work Order.

140 UPDATE ARSBD

If set to [Y]es, all A/R Updates will update Cross Index File ARSBD, and this file will be used in place of ARSBL in the A/R Inquiry and the A/R Aged Trial Balance.

141 PST DEL O'RRID

WELDPAK/MEDPAK ONLY! (HAIWEL)

PST ON DELIVERY OVERRIDE

ADCTL* This control file contains a flag which determines whether or not

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

you wish to be able to override PST on delivery for each individual invoice. Stored in variable Q6\$(434,1)

Left blank Do not override. Regular PST on delivery logic to be used (whether or not PST will be charged is dependent on how the PST on Delivery Flags are set in ADCTLA or ADCTLP control files).

Set to 'Y' Allow overrides. In this case, you will be prompted from one invoice to the next whether or not you wish to charge PST on the delivery.

OEINV During invoicing, if the above flag is set to 'Y', you will be prompted for each invoice:

Prompt: Charge PST on Delivery (Yes or No)

Answer Yes - This field will be set to 'Y' and PST will be charged on the delivery portion of the invoice.

Answer No - This field will be set to 'N' and PST will NOT be charged on the delivery portion of the invoice.

Note: This only applies to delivery input in the 'FREIGHT' box at the bottom of each individual invoice.

142 UPDATE BMX COMM

Determines whether or not [I] Bills of Material will be exploded, and all raw materials updated as to committed during order entry and invoicing. If set to [N]o, it is assumed some type of work order system will be maintaining the raw materials committed inventory.

If set to [Y]es or left blank, explosions will take place. If set to [N]o, they will not.

If set to [B]oth, both a Work Order and Order processing are to affect raw materials, and in this case the BMX update On Hand Flag determines whether or not these are updated by Order processing.

If set to [c], Committed will be updated for all orders, but on hand will not be touched. For Roma Moulding, if order has been scheduled, On Hand will be updated. NOTE: JAN 2005 - Roma Should NOT use this flag any longer as it conflicts with the scheduling program BXPRO3 and causes RM inventory to be deducted at Scan and again at invoicing.

If set to [C], Committed will be updated for orders entered, but not reduced when they are invoiced. In this case, committed will be reduced by inventory production posting, or work orders for customer orders. The customer order number must be input for this production posting. An uncommitted qty will be updated in file OELN1, so that Committed rebuilds can determine which orders

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

were produced. In this case, file OEBMX will be updated for all orders, regardless of the setting of the update BMX flag.

[F] is same as [C] but production programs (BXPRO3) do not update Finished Goods on Hand. (Roma - Sept 2002 - re Purchased PreCut Frames)

143 BMX EXPLODE LVL

Determines whether `I` Bills of Materials are fully or partially exploded during order processing, and work order processing.

[A] = all levels

[S] = Single top level only (BLANK defaults to this)

[a] = all levels during work order processing only else single level

144 UPDATE OH BMX?

In invoice processing, I and Y type Bills of Material update committed inventory for all raw materials used on a particular finished good. If this flag is set to [Y]es, invoicing will also update the on hand for raw materials if the on hand quantity for the finished good is insufficient for the quantity shipped.

145 WO PRINTED STAT

This is the initial status code to be assigned to a Work Order when entered. Any open orders put on a work order will be assigned the same status code when the Work Order is entered, and will be assigned the same status code as the work order each time the work order status changes.

This same value will be assigned to orders put on a production schedule using the production scheduling program (BXPRO0)

As well, another parameter is used to define the printed status for a Work Order.

146 BULK GAS V2?

147 XFRS UPD COMMIT

This field identifies how transfers order processing will update Inventory. is stored as a company wide parameter (Q6\$(440,1)) and effective August 2003, a per branch override field is also available. Following describes transfers processing for each of the options.

=====
N or blank (only option currently available in Weldpak)

Transfers orders will reduce on hand in from branch, and update in transit in receiving branch.

Transfers receiving will reduce in transit by amount received in receiving branch, and on hand will be increased by the same amount. Any back orders will remain in transit. Goods not received, and not back ordered will be added back

to the sending branch.

=====
Y - available March 1997

Transfers orders will update committed in from branch, and update in transit in receiving branch.

Transfers receiving will reduce in transit by the amount received in receiving branch, and on hand will be increased by the same amount. Any back orders will remain in transit. Goods not received and not back ordered will be reduced from the sending branch's committed. Goods received will also be reduced from that committed.

Note: Effective September 1999 Transfers in From Branch will be -(Transfers in To Branch) This will allow identification of portion of committed that is In transit.

=====
Q Option - Implemented March 2002 - for Quik Drive

Under this option, transfers will take place in 4 steps:

Step 1 - Transfer order entered. - From Branch Inventory is Committed only, just as if a regular order. Release Qties are entered manually as the order is entered, or through order change.
Note: Effective Feb 2008, release qties are entered in program that changes status to shipped. As well, The TO branch is updated as On Order for any Qty committed in the from Branch.
(NOTE: for Time LTD On Order and Committed for Transfers are never updated at all - rather XFR qty is displayed on Inventory Inquiry and SStock Status).

Step 2 -Optionally, the Order may be Release Verified through Order Shipment Release Verify Program on Selector 10. The order status is changed to a 'V'

Step 3 - Transfer order is shipped through the Change Transfer Status to Shipped program on Selector 11. It's order status is changed to 'T'. At this time, if not Release Verified, the Shipped Qty may be entered. The difference between Ordered and Released/Shipped will be changed to the new ordered qty after the shipment is received (as of Feb 2008). To Prevent Back Orders, the Order Qty should be changed to match the shipped QTY.
At this point:

FROM branch Committed reduced by full order quantity less any Back Order
On Hand reduced by released quantity
TO branch In Transit updated by the released quantity
On Order Reduced by the released Qty

Back orders are created on line, or after the invoice updated, as

determined by the back order parameter.

Step 4 - Transfer order is received. - To Branch Inventory is increased, and to Branch In Transit Qty is relieved. If a B/O remains, and on line back orders are not being produced, the order status reverts to printed and any lines with Back Orders remain with the BO Qty moved to Qty Ordered.

=====
I Option - Immediate Transfers - Implemented Aug 2003 - Quik Drive as Branch Override

This option works exactly the same as Type [Q] except that the Transfers Receipt Step is skipped. After orders are released and verified, and status is changed to shipped, the orders are received in the To branch. In Transits is never updated. Quik Drive uses this to ship out Salesman Inventory to Branches set up for salesman inventory.

=====
148 ALLOW OH NEG?

If set to [N]o, Inventory Items will not be allowed to go below zero during invoice processing. This is a global parameter, that may be overridden by product.

=====
149 DROP SHIP LOGIC

If set to [Y]es, Special Logic re Drop Shipments will be used. This will cause the ship to name to be keyed by the operator, while the original ship to name will be stored in file OEDESS, in 5 records.

If drop shipments are used, an option will be available to charge a fee equal to a percentage of the order, or a fixed dollar amount.

This logic was implemented in October 1997 for Quik Drive.

=====
150 DEL REV TO STD?

WELDPAK/MEDPAK ONLY

This field relates to special delivery rates loaded in the Special Delivery Rates File.

Special rates can be loaded in this file for one or more delivery zones. As orders are processed, the customer's normal delivery zone will default; however this can be overridden to whatever delivery zone is desired for that order.

Left Blank or 'N' Use the SPECIAL delivery rate loaded for the zone being processed, even if it is zero (default until Oct 21/97)

Set to 'Y' If no special rate is loaded for the zone being processed, revert to the STANDARD delivery rate for that zone (new

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

option added Oct 21/97)

151 WP XFERS USE OE?

For Weldpak Companies only.

Blank or N 'WE' programs are used for transfer order entry.
Back orders are NOT handled at all.Set to Y 'OE' programs are used for hard goods (back orders allowed)
'WE' programs are used for cylinders (no B/O's allowed)Oct 18/2005 testing shows that hard goods and cylinders can
be combined on the same transfer order.When the transfer order is RECEIVED, it will be possible
to indicate that hard goods were only partially shipped
(back order will be created) but it will not be possible
to indicate short shipments of controlled cylinders.Regardless of how the normal back order creation flag is
set, back orders for transfer orders are always created
on line, with a new order # assigned to the back order.

Programmer's Note: June 26, 2007

Currently, if this flag is set to a 'Y', the OE programs ARE
NOT being used. In order for that to happen, line
116 of OEENT0 would have to be changed to remove everything
up to and including the REM. HOWEVER, if this is done,
there could be file conflict issues when trying to print a
transfer with print immediate. Please test at TIME since
that is where I noticed the problems. Right now, the
transfers use WE programs completely and seem to be working
fine. Setting this flag to a 'Y' allows back orders to get
created on hard goods.

152 UPDATE ARHL1

If set to [Y]es, when Invoice History is Purged, file ARHL1 will be updated.
This may be in addition to file ARHLS.Added May 25 1999.

153 AR JRNL PRNT?

For each of the following three fields, this field can be set to indicate
whether or not printing of the journals is mandatory or not.

AR Journal Print AP Journal Print GL Journal Print

 FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Left Blank or 'Y' Printing of the journals is mandatory before month end can be closed.

Set to 'N' Printing of the journals is not mandatory.

Programming Note: AR Journal print - checked by month end close (OECLS0) which will automatically set printed flags to 'Y' on all journals.

AP Journal print - checked by month end close (ADEND0) which will automatically set printed flags to 'Y' on all journals.

GL Journal print - checked by month end close (ADENDX) which will automatically set printed flags to 'Y' on all journals.

154 AP JRNL PRNT?

For each of the following three fields, this field can be set to indicate whether or not printing of the journals is mandatory or not.

AR Journal Print	AP Journal Print	GL Journal Print
Left Blank or 'Y'	Printing of the journals is mandatory before month end can be closed.	
Set to 'N'	Printing of the journals is not mandatory.	
Programming Note:	AR Journal print - checked by month end close (OECLS0) which will automatically set printed flags to 'Y' on all journals.	
	AP Journal print - checked by month end close (ADEND0) which will automatically set printed flags to 'Y' on all journals.	
	GL Journal print - checked by month end close (ADENDX) which will automatically set printed flags to 'Y' on all journals.	

155 GL JRNL PRNT?

For each of the following three fields, this field can be set to indicate whether or not printing of the journals is mandatory or not.

AR Journal Print	AP Journal Print	GL Journal Print
Left Blank or 'Y'	Printing of the journals is mandatory before month end	

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

can be closed.

Set to 'N' Printing of the journals is not mandatory.

Programming Note: AR Journal print - checked by month end close (OECLS0)
which will automatically set printed
flags to 'Y' on all journals.

AP Journal print - checked by month end close (ADEND0)
which will automatically set printed
flags to 'Y' on all journals.

GL Journal print - checked by month end close (ADENDX)
which will automatically set printed
flags to 'Y' on all journals.

156 MAINTAIN SASLD

This file is used to maintain daily sales statistics, and effective April 2000 it also maintains daily order and open order information.

The company parameter file contains a flag regarding the updating of this file. This flag includes the following values:

Y = Update with full key as described in file layout.

P = Update Product/POsting Month/Invoice Date/Warehouse portion of key only

Data is maintained for Units, Dollars and Cost for each of Sales, New Orders Entered, and Open Orders at day's end.

Sales Data is updated by the Invoice Update program, and is rebuildable.

New Order Data is updated on line as orders are entered, and is also rebuildable.

End of day open orders is maintained by the daily invoice update program, and includes all orders open to the end of the date of the most recent invoice updated. If orders are not updated every day, this value will only be available for the days on which the update is run. These fields are NOT rebuildable.

157 INPUT ORDER DAT

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

158 INPUT CUST GST

This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

159 UPDATE OEPMX

This flag controls whether or not file OEPMX is updated for orders and invoices with lines including exploded Bills of Material. In addition to this flag, if the update PMX committed flag is set to C, this file will be updated.

This flag was added May 2, 2002, at which time Unit cost was added to the OEPMX file, for extended cost of sales tracking at QUIDRI.

160 ALLOW EDI PGMS

To prevent EDI Ghost tasks inadvertently being started in the wrong company, this field may be set to [N]o - the ghost task start/end program JRGHST checks this flag.

161 FORCE WH INP.C

If set to [Y]es, the Branch code for both Sales Branch and Shipping Warehouse must be included as part of the Product Class File for Inventory Updates. If a record is not found, the program will then read the record for the main location code defined for this Company.

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

In addition, if a division code is included in the branch file, the division code will be used for all GL accounts in the INP.C and ADCTLP interface files, if a GL account exists for that division.

Parameter Effective August 2004 - QUIDRI.

162 SEE ADCTLA...

163 INPUT SHIP TYPE

Determines input status for Shipping Type field in order processing

[Y] Allow input at this field.
[s] Allow input at this field, and force user to stop at field.
[N] So not allow input at this field.
[0-9] Allow input based on operator security level.
This field determines whether this input field may be overridden on each order or invoice processed.

'N' no overrides are allowed. Always use the field as displayed from the master file.

'Y' overrides are allowed in all procedures, with the exception of the Sales Posting/No Invoice procedure.

'T' Overrides are only allowed if you use [F3] to back up to This Field.

Note that setting this field to 'Y' instead of 'S' allows for faster processing during the Sales Posting/No Invoice procedure. This is useful if overrides are INFREQUENTLY required, as these overrides can still be done through the invoice change procedure. However, if overrides are FREQUENTLY required it would probably be better to sacrifice some processing speed rather than having to change procedures to do the overrides.

Setting this field to 'N' means overrides are NEVER allowed (including the invoice change procedure).

164 PR>MAX GP EX YN

This field indicates whether or not you wish to have exception notices produced for sales where the gross profit margin is higher than the desired gross profit percentage. Note that this desired gross profit percentage can be loaded either in the system control record, or in the product class file (for all products within a specific product class) or in the inventory extra data file (for specific products where the desired gross profit margin percentage is different than the standard).

Note that exceptions are created as soon as the situation is encountered. If the exception situation is subsequently corrected, the original exception notice is not removed from the exceptions file. The exceptions file is automatically cleared each time an accounting database update is run to update that day's batch of invoices.

165 SEE ADCTL+

FILE NO: 389 JF389 NAME: ADCTL* COMPANY PARAMETERS 'A' CONTINUED

166 NEXT INV TRAN #

If the inventory audit trail is used, this field identifies the next transaction number to be assigned. Once assigned, this field is automatically updated as each entry affecting the inventory audit trail is made.

167 NEXT P/O NUMBER

This field contains the next system assigned purchase order number to be generated (PO purchase order system). Once established, this field is automatically updated.

168 LAST UPDATE NO.

This field contains the LAST update number used by Accounting Database Update Program (invoicing menu). This field is automatically updated.

169 NEXT PO REC. NO

This field contains the next system generated P.O. Receiving Number (PO purchase order system). Once established, this field is automatically updated.

170 NEXT SUGG PO NO

This field contains the next system generated SUGGESTED P.O. NUMBER to be assigned. Once established, this field is automatically updated.

171 NEXT BLKT PO NO

This field contains the next system generated BLANKET P.O. Number to be assigned (PO purchase order system). Once established, this field is automatically updated.

02.-COMPANY CD	—
03.-W'HOUSE CD	—

04. NEXT ORDER NO — 05. ORDER PREFIX — 06. FROM — 07. TO —

08. NEXT INVOICE NO — 09. INVOICE PREFIX — 10. FROM — 11. TO —

12. NEXT C/M NO — 13. C/M PREFIX — 14. FROM — 15. TO —

16. NEXT SHIPPING # — 17. SHIP# PREFIX — 18. FROM — 19. TO —

20. NXT QUOTE # — 21. QUOTE # PREFIX — 22. FROM — 23. TO —

FILE NO: 148 JF148 NAME: ADCTLW Branch Control File

1 W

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 W'HOUSE CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

4 ORDER PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

5 INVOICE PREFIX

6 C/M PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

FILE NO: 148 JF148 NAME: ADCTLW Branch Control File

7 SHIP# PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

8 UNUSED PFX 4-6

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

9 QUOTE # PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

10 UNUSED PFX 8-9

11 FROM ORD PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

12 FROM INV PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

13 FROM C/M PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

14 FROM SHP PREFIX

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Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

15 FROM 4 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

16 FROM 5 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

17 FROM 6 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

18 FROM QUO PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

19 FROM 8 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

20 FROM 9 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in

FILE NO: 148 JF148 NAME: ADCTLW Branch Control File

the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix oin the range.

21 TO ORD PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix oin the range.

22 TO INV PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix oin the range.

23 TO C/M PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix oin the range.

24 TO SHP PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix oin the range.

25 TO 4 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix oin the range.

26 TO 5 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix oin the range.

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27 TO 6 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

28 TO QUO PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

29 TO 8 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

30 TO 9 PREFIX

Prefixes are used on order or invoice numbers if non numeric values are desired. If prefixes are used, a range may be specified (ie A-E). If an end prefix exists, when a prefix is fully used (ie A99999 is reached), the next value in the prefix range is used (ie B00000). When the last prefix is used, it recycles back to the first prefix in the range.

31 W1\$

32 NEXT ORDER NO

This field contains the next order number to be used for this company. Once established, this field is automatically updated by the order entry program. Note that if your system control record indicates that manual order numbers are to be used, you will have the ability to key in order numbers during order processing, rather than having them system assigned.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap each other).

33 NEXT INVOICE NO

This field contains the next invoice number to be used for this

FILE NO: 148 JF148 NAME: ADCTLW Branch Control File

company during invoicing procedures. Once established, this field is automatically updated.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap eachother).

34 NEXT C/M NO

This field contains the next credit memo number to be used for this company. Once established, this field is automatically updated.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap eachother).

35 NEXT SHIPPING #

Contains the next packing slip number for this company. This is automatically assigned during the Order Print Program. It may also contain the next quotation number to be assigned, if your system control record has the Assign Quote # flag set to yes.

If your system control record indicates that control numbers are to be maintained by branch, load starting numbers in the branch control record rather than in the master company file. (Remember to leave sufficient gaps in order to avoid having control numbers for different branches overlap eachother).

36 W0(4)

37 W0(5)

38 W0(6)

39 NXT QUOTE #

40 W0(8)

41 W0(9)

02.-COMPANY CD	—
03.-W'HOUSE CD	—

04.^POST FST IN ?	-
05.^POST FST DED ?	-

06.^FST INCL G/L	————	18.^BANK GL ACCOUNT	————
07.^GST EXTRA G/L	————	19. BANK ACCOUNT #	————
08.^FST DEDUCT G/L	————	20.^UPDATE BANK DTL	-
09.^FRT GL ACCOUNT	————		
10.^MISC GL ACCOUNT	————	11.^UPDATE MISC DTL	-
12.^ORIDE TAX GL	————		
13.^CASH DISC GL	————	14.^UPDATE DISC DTL	-
15.^MEDICAL W/O GL	————		
16.^DEPOSITS GL	————		
17.^FINANCE GL	————		

FILE NO: 125 JF125 NAME: ADCTLH GL INTERFACE FILE BY BRANCH

1 H

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 W'HOUSE CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

4 POST FST IN ?

'Y'= yes 'N'=no. This field should be set to yes if you have an FST license (you do not pay FST at time you purchase goods, but you are collecting FST on the government's behalf any time you sell to FST liable customers). The next field (POST FST DEDUCTED) would normally be set to no.

In this case, any FST INCLUDED amounts will be posted to the FST Included G/L account, and any FST EXTRA amounts will be posted to the FST Extra G/L account (note, it is not necessary to use separate G/L accounts unless you wish to). Your FST remittance would be made from these G/L accounts.

Any FST deducted from exempt customers is ignored for G/L purposes.

NOTE: If this field is set to 'Y' and the post FST deducted field is set to 'N', then the S/A Deduct FST field (in ADCTLA) should be set to 'Y', in order for monthly sales reports to balance to sales accounts in the general ledger.

FILE NO: 125 JF125 NAME: ADCTLH GL INTERFACE FILE BY BRANCH

--

If this field is set to 'N' and the post FST deducted field is set to 'Y', then the S/A Deduct FST field (in ADCTLA) should be set to 'N', in order for monthly sales reports to balance to sales accounts in the general ledger.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

5 POST FST DED ?

'Y'=yes 'N'=no. This field should be set to yes if you do not have an FST license (you pay FST at the time you purchase goods, but are eligible to claim back any FST deducted from exempt customers). The previous field (POST FST INCLUDED) should be set to no.

In this case, any FST deducted from exempt customers will be posted to the FST DED G/L account, from which you will submit your FST claim. Any FST charged to liable customers will be ignored for G/L purposes.

NOTE: If this field is set to 'N' and the post FST included field is set to 'Y', then the S/A Deduct FST field (in ADCTLA) should be set to 'Y', in order for monthly sales reports to balance to sales accounts in the G/L.

If this field is set to 'Y' and the post FST included field is set to 'N', then the S/A Deduct FST field (in ADCTLA) should be set to 'N', in order for monthly sales reports to balance to sales accounts in the G/L.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

6 UNUSED

If an annual charge applies, this field contains the annual rate to be charged. This is informational only. No automatic processing is done as a result of this field's contents, although it will appear on the Annual Charge List.

7 FST INCL G/L

Contains the G/L account to which any FST INCLUDED amounts are to be posted. It is from this account that your FST remittance would be made (if applicable).

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

8 GST EXTRA G/L

Contains the G/L account number to which any GST charged EXTRA

FILE NO: 125 JF125 NAME: ADCTLH GL INTERFACE FILE BY BRANCH

to customers is to be posted. It is from this account that your GST remittance would be made (if applicable).

Effective April 1997, any GST account stored in the GST rate file will override this account.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

9 FST DEDUCT G/L

Contains the G/L account to which any FST DEDUCTED from exempt customers is to be posted. It is from this account that your FST claim would be made (if applicable)

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

10 FRT GL ACCOUNT

Contains the G/L account number to which any freight charges on an invoice are to be updated. This relates to any freight or delivery loaded in the freight box of an invoice. Note that only one account may be specified per company (or branch - see next note). If multiple freight accounts are required, this can be accomplished by setting up individual product classes and product numbers for each account.

NOTE: - For Weldpak/Medpak users - multiple accounts for delivery of controlled cylinders/equipment is already handled (see the delivery in price field in the product class file, also the Weldpak screen of the System Control Record contains fields which relate to delivery on cylinders/equipment).

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

11 MISC GL ACCOUNT

This field contains the G/L account to which any amounts posted to the MISCELLANEOUS box of an invoice will be posted. Note that only one account may be specified per company (or branch - see next note). If multiple miscellaneous accounts are required, this can be accomplished by setting up individual product classes and part numbers for each account required.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

12 BANK GL ACCOUNT

FILE NO: 125 JF125 NAME: ADCTLH GL INTERFACE FILE BY BRANCH

This field contains the Bank G/L account to which bank deposits are to be automatically updated. This is used by the batch cash posting programs.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

13 CASH DISC GL

This field contains the G/L account number for this company for cash discounts when posting cash through the batch cash posting procedures.

14 MEDICAL W/O GL

For Medpak users only - this field contains the G/L account to which patients' portions of invoices are to be written off (if applicable - see medical data file).

This field is found in:

Product Class File	contains the write off account for each product class (individual line item write offs).
G/L Interface File	contains the write off account for the delivery & miscellaneous portions of the invoice. Any rounding errors between the invoice total and individual line item write offs are also posted to this write off account.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

15 DEPOSITS GL

This field contains the GL account to which deposits entered on invoices (using the 'DEP' feature) are to be CREDITED. The DEBIT side of the entry will be posted to the cash clearing account. This deposit feature in invoicing is generally used in situations where a REFUNDABLE deposit is received from a customer at the time goods are received, with the deposit to be refunded on return of the goods (example, cylinders). If this feature is used, the deposit amount will be recorded in a separate customer deposits file, and the general ledger will be affected as described above. However, the deposit amount will not be deducted from the customer's invoice balance in the accounts receivable sub ledger (see also ADCTL\$ flag in system control record).

If you simply wish to have deposits recorded in the customer deposits file, with no G/L entries made, load the Cash Clearing Account in this field.

FILE NO: 125 JF125 NAME: ADCTLH GL INTERFACE FILE BY BRANCH

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

16 FINANCE GL

This is the GL Account that controls the Finance Contracts Sub-Ledger ('F'). When a customer order is to be financed, the first invoice done against the order will result in the following entries being made:

Finance Sub-Ledger	A/R Sub-Ledger
7000.00	-7000.00

When you receive the actual cash from the finance company, the following entries should be made:

Finance Sub-Ledger	Finance Charges	Bank Account
-7000.00	100.00	6900.00

You should run the 'Aged Sub-Ledger Report' for the Finance Sub-Ledger to monitor the status finance contracts.

17 BANK ACCOUNT #

This field contains the actual bank account number for the bank G/L account specified.

This is used as the default by the 'Bank Deposit Slip' print program.

18 ORIDE TAX GL

If not blank, and GL is updated by Branch, the value in this field will Override the TAX GL Account stored in the Tax Rate File.

19 UPDATE DISC DTL

If set to [Y]es, Cash Posting GL Updates for This Field (Discount/Misc/Bank) will be done in detail as opposed to a summary total per batch.

20 UPDATE MISC DTL

If set to [Y]es, Cash Posting GL Updates for This Field (Discount/Misc/Bank) will be done in detail as opposed to a summary total per batch.

21 UPDATE BANK DTL

If set to [Y]es, Cash Posting GL Updates for This Field (Discount/Misc/Bank) will be done in detail as opposed to a summary total per batch.

22 G1\$

02.-COMPANY CD	—
03.-CURRENCY CODE	—

04. CURRENCY NAME	_____
05. CURRENCY ABBREV	_____
06.^AP ACCR GL ACCT	_____
07.^AP GL ACCT	_____
08.^AP FX GL ACCT	_____
09.^FX VAR GL ACCT	_____
10.^AR FX GL ACCT	_____
11.^A/R GL ACCOUNT	_____
12.^CASH CLEAR ACCT	_____
13.^BANK GL ACCOUNT	_____
14.^AR CASH DISC GL	_____
15.^AP CASH DISC GL	_____
16.^AP GST CRED GL	_____
17. PO REC INV CLR	_____
18. PO REC DUTY CLR	_____
19. PO REC FRT CLR	_____

20.^UPDATE SLS EXCH	—	23. HSBC ACCOUNT #	_____
21. SALES EXCH RATE	_____	24.^CURR FISCAL YR	—
22.^EXCHANGE FCTR	_____	25. PREV YR EXCHNGE	_____

FILE NO: 049 JF049 NAME: ADCTLC CURRENCY CONVERSION FILE (17-978)

Three Currency Control Files Exist:

ADCTLC Currency Control by COMPANY
ADCT8C Currency Control by WAREHOUSE (BRANCH)
ADCT1C Currency Control by VENDOR

The Currency Control File 'ADCTLC' is used primarily by the New Accounts Payable and Purchase Order Systems and contains a description of the currency, various general ledger accounts and the current exchange factor to be used for converting this currency into the user's home currency.

Files 'ADCT8C' and 'ADCT1C' are used by NEW Accounts Payable and contain OPTIONAL currency records by Warehouse or by Vendor. These are used if you require different G/L accounts and/or exchange rates for certain branches or vendors.

Note: When creating records in either of these two files ALL relevant fields (including exchange factors) must be input! NONE of the data from file ADCTLC will be used if an ADCT8C or ADCT1C record exists.

Note 1: Files ADCT8C and ADCT1C are NOT SUPPORTED in the Purchase Order System.

Note 2: Order in which these files are looked at by the A/P programs is as follows:

ADCT1C - if record loaded by vendor data from this record is used
ADCT8C - if record loaded by branch data from this record is used
ADCTLC - if no vendor or branch record loaded, data from this record is used.

1 C

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 CURRENCY CODE

Pre-determined currency codes include: 'C' - Canadian, 'U' - U.S. This currency code will be required in the supplier master file. The NEW accounts payable system and P.O. purchase order system will update the

FILE NO: 049 JF049 NAME: ADCTLC CURRENCY CONVERSION FILE (17-978)

appropriate G/L accounts as loaded for each currency code.

If other currency codes are required, these may also be loaded in the currency control file, then carried over into the supplier master file (see the currency code field in the vendor file for an example of when other currency codes may be required).

Note that accounts payable cheque number sequencing (Additional System Control record) only handles codes C and U. If additional codes are used, and separate series of cheque numbers are required by each currency's bank account, your System control record should indicate that cheque numbers are to come from the G/L Extra Data File rather than the Additional System Control record.

Currency code is also loaded into the general ledger extra data file. If present, and if financial statements are to be prepared using exchange rates (ie: consolidated statements) this field is used to obtain the exchange rate to be used.

4 CURRENCY NAME

This field contains a description of the currency code loaded.

5 CURRENCY ABBREV

This is a 5 character abbreviation that is used to print on Purchase Order Documents or anywhere else where there is not room for the full description to be printed.

6 AP ACCR GL ACCT

This field contains the A/P accruals G/L account. It is only required if your system control record indicates (a) PO system is being used AND (b) PO accrual type is set to 'F'

7 AP GL ACCT

This field contains the trade A/P G/L account for this currency. All vendors whose currency code matches this will have their invoices posted to this A/P account.

8 AP FX GL ACCT

This field contains the A/P foreign exchange G/L account. If the exchange factor for this particular currency is not equal to 1.000, then as invoices are posted to a supplier with this currency code, the following entries are automatically made:

Credit A/P account (in supplier's currency)
Debit Expense (converted to Canadian)
Credit FX account (foreign exchange portion)

FILE NO: 049 JF049 NAME: ADCTL C CURRENCY CONVERSION FILE (17-978)

** NOTE ** Above is true if an account is loaded in this field.
 If this field is left blank, entries are posted (automatically)
 as follows:

Credit A/P	(converted to Canadian)
Debit Expense	(converted to Canadian)

9 FX VAR GL ACCT

 This field contains the foreign exchange variance account for
 this currency. It is only required if your system control record indicates (a)
 PO system is used AND (b) PO accrual type is 'F'.

10 AR FX GL ACCT

 This field is only required if your system control record
 indicates (a) PO system is used AND (b) PO accrual type is 'F'.

11 A/R GL ACCOUNT

 This field contains the Accounts Receivable G/L account for
 this branch. Note that it is not necessary to have separate A/R accounts for
 different branches unless desired. This field is used by the order
 entry/invoicing and cash posting programs.

In the currency control file, the purpose of loading your A/R account is to
 allow offsetting entries between accounts payable and accounts receivable.
 (example: if you want to issue an accounts payable cheque to refund an A/R
 customer's credit balance - customer & vendor would have to be set up with
 identical codes in the customer and vendor files).

12 CASH CLEAR ACCT

 For cash sale invoices, or invoices which have had deposits
 applied (using the DEP feature in invoicing), this field contains the G/L
 account to be debited.

Example 1: Cash Sale Invoice

Debit Accounts Receivable	Credit Sales
Credit Accounts Receivable	Debit Cash Clearing

The debit & credit to accounts receivable is made simply to reflect that the
 invoice has gone into & come out of the customer's account immediately. When
 the cash is posted to the bank at a later time, the entry would be as follows:

Credit Cash Clearing	Debit Bank
----------------------	------------

Example 2: Deposit

Debit Accounts Receivable	Credit Sales
---------------------------	--------------

Debit Cash Clearing (deposit only) Credit Deposits account

In this case only the deposit portion of the invoice is posted to cash clearing and deposits (deposits account is found in G/L Interface File). When the deposit is posted to the bank, the entry would be identical to that in example 1 above.

--
This account is also requested in the currency code file (possibly for A/P debit memos??)

--
This account can be overridden by values in the cash sale type file. This account could also be a bank account.

13 BANK GL ACCOUNT

This field contains the default bank account number to be used for this company.

In the currency control file, this field contains the default bank account number for the currency code being loaded. Any cheques issued to vendors with this currency code will automatically affect this bank G/L account.

14 AR CASH DISC GL

Contains the default GL acc't number for this company for cash discounts when posting cash through the batch cash posting procedures.

This account is also requested in the currency code file (possibly for debit memos???)

15 AP CASH DISC GL

This field contains the A/P cash discounts earned G/L account. Any cash discounts taken will be posted to this account during the A/P cheque update procedure.

16 AP GST CRED GL

This is the General Ledger Account that is used to record GST Credits obtained through Accounts Payable Invoice Posting.

17 PO REC INV CLR

INVENTORY AND PURCHASE ORDER SYSTEM GENERAL LEDGER UPDATE

If the PO ACCRUAL TYPE field in your system control record is set to F or G, the general ledger update programs for inventory transactions will affect G/L accounts from various files as follows:

 FILE NO: 049 JF049 NAME: ADCTLG CURRENCY CONVERSION FILE (17-978)

NOTE: The 'G' option is available to all users, regardless of whether or not the PO Purchase Order System is being used. It allows different types of G/L transactions to be tracked in separate G/L accounts (eg: purchases tracked separately from inventory sold versus inventory adjustments, etc.)

ADTCLA System Control Record
 IN BOND GL ACCOUNT (not used by any procedure currently)
 INVTY GL UPDATE FLAG must be set to yes.

ADCTLB Additional System Control Record
 PO SET CLR GL (clearing account for PO Receipts - used
 by furniture system only for furniture sets)

ADCTLG Currency Control File.
 PO REC INV CLR
 PO REC DUTY CLR
 PO REC FRT CLR
 AP ACCR GL ACCT ('F' option only - not yet available)

INLCN Inventory Locations File
 INV REC CLR GL
 DIR SHIP GL ACCT (affected by direct shipments - either
 receiving or selling - NOT RECOMMENDED!)

INP.C Regular Product Class File
 INVY GL ACCT
 COST OF SALES GL ACCT
 PO INV REC CLR

ADCTLp P.O. Product Class Extra Data File
 INV'TY REC'T GL
 INV'TY ADJ GL Also Updates Detail or Summary
 INV'TY TRANS GL
 INV'TY PURCH GL
 INV'TY PRODN GL
 INV'TY FRM BOND
 BOND PURCH GL
 BOND REC'T GL
 BOND ISSUE GL
 DUTY/TAX GL ACC
 FREIGHT GL ACC

Following are details of how your G/L should be structured and when/how the various accounts are affected.

G/L Chart of Accounts	Assets Section
	Inventory Opening Balance (beginning of year)
	Liabilities Section
	A/P Accruals account

Income Statement Section
Sales Accounts
Cost of Sales Accounts
Inventory Expense Accounts (**)
Regular Expense Accounts

(**) The inventory expense accounts will be used to track any inventory purchases, sales, adjustments, transfers, etc. throughout the year. These accounts will be cleared out at year end at which time the new inventory opening balance will be loaded for the next year. For easier formatting of financial statements, it is strongly recommended that a section be reserved strictly for these inventory expense accounts.

File INLCN

The 'INV REC CLR GL' field should contain an inventory clearing account. This account will automatically be used in ALL 'inventory posting' procedures (receipts, adjustments, transfers, post production via bill of materials, etc.)

Each time a transaction is posted, the above account will automatically be affected with the offsetting entry going to the appropriate inventory expense account.

NOTE: The clearing account in this file is NOT USED by the PO Receipts programs. It is strictly used by the inventory posting programs.

File ADCTLC

This file contains the inventory clearing account used by the PO Receipts posting programs.

This file also contains clearing accounts for duty/import tax and freight applied against any PO received through the PO Receipts programs. (If these fields are left blank, duty/tax and freight would be posted to the Inventory Clearing Account loaded in the previous field).

File INP.C

The 'PO REC INV CLR' found in this file may OPTIONALLY be used to override that loaded in file ADCTLC, in the event that you wish to maintain separate clearing accounts by product class.

Note that using multiple clearing accounts could result in confusion when posting A/P invoices

(see help documentation in Product Class File for details).

File INP.C

The INVTY and COST OF SALES G/L accounts contain inventory expense accounts affected by selling only. Each time a sales invoice is updated, the cost portion of that invoice will credit the inventory account and debit the cost of sales account.

File ADCTLp

At least one record will be required in this file, regardless of whether you are using the PO Purchase Order System or not.

How many records are required is dependent on how detailed you want your G/L tracking to be.

You may load only one record (all key fields left blank) if transactions for ALL product classes/sub classes/warehouses are to affect the same inventory expense accounts.

You may load only one record per warehouse (all key fields except warehouse code left blank) if transactions for ALL product classes/sub classes within warehouse 'A' are to affect the same inventory expense accounts.

You may load one record per product class (sub class left blank) for all or individual warehouses.

Finally, you may load a record for each product class/sub class (for all or individual warehouses).

This file also contains the various inventory expense accounts:

INV'TY REC GL **

This is the purchases expense account for any RECEIPTS posted through the Inventory Receipts Posting program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY PUR GL **

This is the purchases expense account for any RECEIPTS posted through the PO Receipts Posting Programs.

Offsetting entry is to the clearing account from

file ADCTLC (or the override in INP.C)

** Both fields may contain the same G/L account in the event that some receipts are posted through the PO programs while others are posted through the Inventory Posting Program.

INV'TY ADJ GL This is the expense account for any inventory ADJUSTMENTS posted through the Inventory Adjustments Posting Program or the Inventory Cost Change Program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY TRANS GL This the expense account for any inventory TRANSFERS posted through the Inventory Transfers Posting Program.

Offsetting entry is to the same account as loaded for the warehouse 'TO' which the product is being transferred. The inventory clearing accounts are NOT affected by this procedure.

INV'TY PRODN GL This is the expense account for any inventory PRODUCTIONS posted through the Post Production via Bill of Materials program. The amount posted to this account is the difference between the cost of the finished good and the cost of the raw materials.

Offsetting entry is to the inventory clearing account from INLCN.

DUTY/TAX GL ACC This is the expense account to which any duty/import tax amount applied against a PO Receipt will be updated.

Offsetting entry is to the Duty Clearing account from file ADCTLC (if no Duty Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

FREIGHT GL ACC This is the expense account to which any freight amount applied against a PO Receipt will be updated.

Offsetting entry is to the Freight Clearing account from file ADCTLC (if no Freight Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

When posting the A/P invoice(s) for duty/tax and freight, these should be posted against the same clearing account to which the original purchase order was updated.

 BOND G/L ACCOUNTS The following 'BOND' fields are only applicable if you receive goods into a 'bonded' warehouse prior to releasing them into general inventory.

These fields could be affected by either Inventory Posting Programs or PO Receipts Programs.

NOTE: The 'Bonded Warehouse' feature is not completely supported. Further development work would be necessary in the event that this feature is required!

BOND REC'T GL This field contains the G/L account to which RECEIPTS INTO A BONDED WAREHOUSE are updated. These G/L accounts are affected by the Inventory In Bond Posting Program only.

Offsetting entry is to the inventory clearing account from INLCN.

INV'TY FROM BOND/
 BOND ISSUE GL When goods are released FROM the bonded warehouse into general inventory (once customs clearance is complete), the Inv'ty from Bond account will be debited and the Bond Issue G/L account will be credited. These G/L accounts are used by the Inventory Receipts from In Bond Posting Program only.

BOND PURCH GL Same as the BOND REC'T GL except that this would be used by the PO Receipts Posting Program only. Receiving into a bonded warehouse during PO Receiving has been turned off, awaiting further development as required.

18 PO REC DUTY CLR

 INVENTORY AND PURCHASE ORDER SYSTEM GENERAL LEDGER UPDATE

If the PO ACCRUAL TYPE field in your system control record is set to F or G, the general ledger update programs for inventory transactions will affect G/L accounts from various files as follows:

NOTE: The 'G' option is available to all users, regardless of whether

 FILE NO: 049 JF049 NAME: ADCTLG CURRENCY CONVERSION FILE (17-978)

or not the PO Purchase Order System is being used. It allows different types of G/L transactions to be tracked in separate G/L accounts (eg: purchases tracked separately from inventory sold versus inventory adjustments, etc.)

ADTCLA System Control Record
 IN BOND GL ACCOUNT (not used by any procedure currently)
 INVTY GL UPDATE FLAG must be set to yes.

ADCTLB Additional System Control Record
 PO SET CLR GL (clearing account for PO Receipts - used
 by furniture system only for furniture sets)

ADCTLG Currency Control File.
 PO REC INV CLR
 PO REC DUTY CLR
 PO REC FRT CLR
 AP ACCR GL ACCT ('F' option only - not yet available)

INLCN Inventory Locations File
 INV REC CLR GL
 DIR SHIP GL ACCT (affected by direct shipments - either
 receiving or selling - NOT RECOMMENDED!)

INP.C Regular Product Class File
 INVY GL ACCT
 COST OF SALES GL ACCT
 PO INV REC CLR

ADCTLp P.O. Product Class Extra Data File
 INV'TY REC'T GL
 INV'TY ADJ GL Also Updates Detail or Summary
 INV'TY TRANS GL
 INV'TY PURCH GL
 INV'TY PRODN GL
 INV'TY FRM BOND
 BOND PURCH GL
 BOND REC'T GL
 BOND ISSUE GL
 DUTY/TAX GL ACC
 FREIGHT GL ACC

Following are details of how your G/L should be structured and when/how the various accounts are affected.

G/L Chart of Accounts	Assets Section
	Inventory Opening Balance (beginning of year)
	Liabilities Section
	A/P Accruals account

Income Statement Section
Sales Accounts
Cost of Sales Accounts
Inventory Expense Accounts (**)
Regular Expense Accounts

(**)
The inventory expense accounts will be used to track any inventory purchases, sales, adjustments, transfers, etc. throughout the year. These accounts will be cleared out at year end at which time the new inventory opening balance will be loaded for the next year. For easier formatting of financial statements, it is strongly recommended that a section be reserved strictly for these inventory expense accounts.

File INLCN

The 'INV REC CLR GL' field should contain an inventory clearing account. This account will automatically be used in ALL 'inventory posting' procedures (receipts, adjustments, transfers, post production via bill of materials, etc.)

Each time a transaction is posted, the above account will automatically be affected with the offsetting entry going to the appropriate inventory expense account.

NOTE: The clearing account in this file is NOT USED by the PO Receipts programs. It is strictly used by the inventory posting programs.

File ADCTLC

This file contains the inventory clearing account used by the PO Receipts posting programs.

This file also contains clearing accounts for duty/import tax and freight applied against any PO received through the PO Receipts programs. (If these fields are left blank, duty/tax and freight would be posted to the Inventory Clearing Account loaded in the previous field).

File INP.C

The 'PO REC INV CLR' found in this file may OPTIONALLY be used to override that loaded in file ADCTLC, in the event that you wish to maintain separate clearing accounts by product class.

Note that using multiple clearing accounts could result in confusion when posting A/P invoices (see help documentation in Product Class File

for details).

File INP.C

The INVTY and COST OF SALES G/L accounts contain inventory expense accounts affected by selling only. Each time a sales invoice is updated, the cost portion of that invoice will credit the inventory account and debit the cost of sales account.

File ADCTLp

At least one record will be required in this file, regardless of whether you are using the PO Purchase Order System or not.

How many records are required is dependent on how detailed you want your G/L tracking to be.

You may load only one record (all key fields left blank) if transactions for ALL product classes/sub classes/warehouses are to affect the same inventory expense accounts.

You may load only one record per warehouse (all key fields except warehouse code left blank) if transactions for ALL product classes/sub classes within warehouse 'A' are to affect the same inventory expense accounts.

You may load one record per product class (sub class left blank) for all or individual warehouses.

Finally, you may load a record for each product class/sub class (for all or individual warehouses).

This file also contains the various inventory expense accounts:

INV'TY REC GL **

This is the purchases expense account for any RECEIPTS posted through the Inventory Receipts Posting program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY PUR GL **

This is the purchases expense account for any RECEIPTS posted through the PO Receipts Posting Programs.

Offsetting entry is to the clearing account from file ADCTL C (or the override in INP.C)

** Both fields may contain the same G/L account in the event that some receipts are posted through the PO programs while others are posted through the Inventory Posting Program.

INV'TY ADJ GL This is the expense account for any inventory ADJUSTMENTS posted through the Inventory Adjustments Posting Program or the Inventory Cost Change Program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY TRANS GL This the expense account for any inventory TRANSFERS posted through the Inventory Transfers Posting Program.

Offsetting entry is to the same account as loaded for the warehouse 'TO' which the product is being transferred. The inventory clearing accounts are NOT affected by this procedure.

INV'TY PRODN GL This is the expense account for any inventory PRODUCTIONS posted through the Post Production via Bill of Materials program. The amount posted to this account is the difference between the cost of the finished good and the cost of the raw materials.

Offsetting entry is to the inventory clearing account from INLCN.

DUTY/TAX GL ACC This is the expense account to which any duty/import tax amount applied against a PO Receipt will be updated.

Offsetting entry is to the Duty Clearing account from file ADCTL C (if no Duty Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTL C).

FREIGHT GL ACC This is the expense account to which any freight amount applied against a PO Receipt will be updated.

Offsetting entry is to the Freight Clearing account from file ADCTL C (if no Freight Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTL C).

When posting the A/P invoice(s) for duty/tax and freight, these should be posted against the same clearing account to which the original purchase order was updated.

 BOND G/L ACCOUNTS The following 'BOND' fields are only applicable if you receive goods into a 'bonded' warehouse prior to releasing them into general inventory.

These fields could be affected by either Inventory Posting Programs or PO Receipts Programs.

NOTE: The 'Bonded Warehouse' feature is not completely supported. Further development work would be necessary in the event that this feature is required!

BOND REC'T GL This field contains the G/L account to which RECEIPTS INTO A BONDED WAREHOUSE are updated. These G/L accounts are affected by the Inventory In Bond Posting Program only.

Offsetting entry is to the inventory clearing account from INLCN.

INV'TY FROM BOND/
 BOND ISSUE GL When goods are released FROM the bonded warehouse into general inventory (once customs clearance is complete), the Inv'ty from Bond account will be debited and the Bond Issue G/L account will be credited. These G/L accounts are used by the Inventory Receipts from In Bond Posting Program only.

BOND PURCH GL Same as the BOND REC'T GL except that this would be used by the PO Receipts Posting Program only. Receiving into a bonded warehouse during PO Receiving has been turned off, awaiting further development as required.

19 PO REC FRT CLR

 INVENTORY AND PURCHASE ORDER SYSTEM GENERAL LEDGER UPDATE

If the PO ACCRUAL TYPE field in your system control record is set to F or G, the general ledger update programs for inventory transactions will affect G/L accounts from various files as follows:

NOTE: The 'G' option is available to all users, regardless of whether or not the PO Purchase Order System is being used. It allows

 FILE NO: 049 JF049 NAME: ADCTLG CURRENCY CONVERSION FILE (17-978)

different types of G/L transactions to be tracked in separate G/L accounts (eg: purchases tracked separately from inventory sold versus inventory adjustments, etc.)

ADTCLA System Control Record
 IN BOND GL ACCOUNT (not used by any procedure currently)
 INVTY GL UPDATE FLAG must be set to yes.

ADCTLB Additional System Control Record
 PO SET CLR GL (clearing account for PO Receipts - used
 by furniture system only for furniture sets)

ADCTLG Currency Control File.
 PO REC INV CLR
 PO REC DUTY CLR
 PO REC FRT CLR
 AP ACCR GL ACCT ('F' option only - not yet available)

INLCN Inventory Locations File
 INV REC CLR GL
 DIR SHIP GL ACCT (affected by direct shipments - either
 receiving or selling - NOT RECOMMENDED!)

INP.C Regular Product Class File
 INVY GL ACCT
 COST OF SALES GL ACCT
 PO INV REC CLR

ADCTLp P.O. Product Class Extra Data File
 INV'TY REC'T GL
 INV'TY ADJ GL Also Updates Detail or Summary
 INV'TY TRANS GL
 INV'TY PURCH GL
 INV'TY PRODN GL
 INV'TY FRM BOND
 BOND PURCH GL
 BOND REC'T GL
 BOND ISSUE GL
 DUTY/TAX GL ACC
 FREIGHT GL ACC

Following are details of how your G/L should be structured and when/how the various accounts are affected.

G/L Chart of Accounts	Assets Section
	Inventory Opening Balance (beginning of year)
	Liabilities Section
	A/P Accruals account
	Income Statement Section

Sales Accounts
Cost of Sales Accounts
Inventory Expense Accounts (**)
Regular Expense Accounts

(**)

The inventory expense accounts will be used to track any inventory purchases, sales, adjustments, transfers, etc. throughout the year. These accounts will be cleared out at year end at which time the new inventory opening balance will be loaded for the next year. For easier formatting of financial statements, it is strongly recommended that a section be reserved strictly for these inventory expense accounts.

File INLCN

The 'INV REC CLR GL' field should contain an inventory clearing account. This account will automatically be used in ALL 'inventory posting' procedures (receipts, adjustments, transfers, post production via bill of materials, etc.)

Each time a transaction is posted, the above account will automatically be affected with the offsetting entry going to the appropriate inventory expense account.

NOTE: The clearing account in this file is NOT USED by the PO Receipts programs. It is strictly used by the inventory posting programs.

File ADCTLC

This file contains the inventory clearing account used by the PO Receipts posting programs.

This file also contains clearing accounts for duty/import tax and freight applied against any PO received through the PO Receipts programs. (If these fields are left blank, duty/tax and freight would be posted to the Inventory Clearing Account loaded in the previous field).

File INP.C

The 'PO REC INV CLR' found in this file may OPTIONALLY be used to override that loaded in file ADCTLC, in the event that you wish to maintain separate clearing accounts by product class.

Note that using multiple clearing accounts could result in confusion when posting A/P invoices (see help documentation in Product Class File for details).

File INP.C

The INVTY and COST OF SALES G/L accounts contain inventory expense accounts affected by selling only. Each time a sales invoice is updated, the cost portion of that invoice will credit the inventory account and debit the cost of sales account.

File ADCTLp

At least one record will be required in this file, regardless of whether you are using the PO Purchase Order System or not.

How many records are required is dependent on how detailed you want your G/L tracking to be.

You may load only one record (all key fields left blank) if transactions for ALL product classes/sub classes/warehouses are to affect the same inventory expense accounts.

You may load only one record per warehouse (all key fields except warehouse code left blank) if transactions for ALL product classes/sub classes within warehouse 'A' are to affect the same inventory expense accounts.

You may load one record per product class (sub class left blank) for all or individual warehouses.

Finally, you may load a record for each product class/sub class (for all or individual warehouses).

This file also contains the various inventory expense accounts:

INV'TY REC GL **

This is the purchases expense account for any RECEIPTS posted through the Inventory Receipts Posting program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY PUR GL **

This is the purchases expense account for any RECEIPTS posted through the PO Receipts Posting Programs.

Offsetting entry is to the clearing account from file ADCTL C (or the override in INP.C)

** Both fields may contain the same G/L account in the event that some receipts are posted through the PO programs while others are posted through the Inventory Posting Program.

INV'TY ADJ GL This is the expense account for any inventory ADJUSTMENTS posted through the Inventory Adjustments Posting Program or the Inventory Cost Change Program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY TRANS GL This the expense account for any inventory TRANSFERS posted through the Inventory Transfers Posting Program.

Offsetting entry is to the same account as loaded for the warehouse 'TO' which the product is being transferred. The inventory clearing accounts are NOT affected by this procedure.

INV'TY PRODN GL This is the expense account for any inventory PRODUCTIONS posted through the Post Production via Bill of Materials program. The amount posted to this account is the difference between the cost of the finished good and the cost of the raw materials.

Offsetting entry is to the inventory clearing account from INLCN.

DUTY/TAX GL ACC This is the expense account to which any duty/import tax amount applied against a PO Receipt will be updated.

Offsetting entry is to the Duty Clearing account from file ADCTLC (if no Duty Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

FREIGHT GL ACC This is the expense account to which any freight amount applied against a PO Receipt will be updated.

Offsetting entry is to the Freight Clearing account from file ADCTLC (if no Freight Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLC).

When posting the A/P invoice(s) for duty/tax and freight, these should

be posted against the same clearing account to which the original purchase order was updated.

 BOND G/L ACCOUNTS The following 'BOND' fields are only applicable if you receive goods into a 'bonded' warehouse prior to releasing them into general inventory.

These fields could be affected by either Inventory Posting Programs or PO Receipts Programs.

NOTE: The 'Bonded Warehouse' feature is not completely supported. Further development work would be necessary in the event that this feature is required!

BOND REC'T GL This field contains the G/L account to which RECEIPTS INTO A BONDED WAREHOUSE are updated. These G/L accounts are affected by the Inventory In Bond Posting Program only.

Offsetting entry is to the inventory clearing account from INLCN.

INV'TY FROM BOND/
 BOND ISSUE GL When goods are released FROM the bonded warehouse into general inventory (once customs clearance is complete), the Inv'ty from Bond account will be debited and the Bond Issue G/L account will be credited. These G/L accounts are used by the Inventory Receipts from In Bond Posting Program only.

BOND PURCH GL Same as the BOND REC'T GL except that this would be used by the PO Receipts Posting Program only. Receiving into a bonded warehouse during PO Receiving has been turned off, awaiting further development as required.

20 SALES EXCH RATE

This is used to convert foreign currency to Canadian dollars. Supplier cost is multiplied by this factor to calculate the Canadian cost.

Effective Feb 19, 2003, a separate rate has been added for sales conversions. If left Blank, the Purchase Rate will be used.

21 UPDATE SLS EXCH

Effective Feb. 19,2003:

If this field is set to [Y]es, Sales Updates to the GL will include Foreign

 FILE NO: 049 JF049 NAME: ADCTL CURRENCY CONVERSION FILE (17-978)

Exchange entries for those G/L accounts with this currency code.

The GL account the entry refers to will be credited for the exchange difference, while the AR Foreign Exchange account defined in this file will be debited.

Example: Billing a U.S. customer \$5,000.00
 20% Exchange Rate on sale \$1,000.00
 Canadian Cost of item \$3,000.00

Entries Debit U.S. Receivables \$5,000.00
 Desired: Credit U.S. Sales Acct <6,000.00>
 Debit Foreign Exchange 1,000.00
 Debit Canadian Cost Acct 3,000.00
 Debit Canadian Invty Acct 3,000.00

To accomplish:

- 1) US branch code must exist in file INLCN with appropriate A/R G/L account
- 2) Customer(s) must be assigned to US currency and US branch
- 3) All Canadian Sales G/L accounts must be copied to US G/L accounts.
The US G/L accounts must be assigned to US currency code.
- 4) All existing Canadian product classes must be copied to the US branch,
and the US branch must use the US sales g/l accounts.
- 5) Currency File - the US currency record must have:
 update sales exchange flag set to yes
 sales exchange rate loaded
 A/R foreign exchange g/l account loaded

 22 PREV YR EXCHNGE

This field, if not blank, will be used in Financial Statement Foreign Exchange calculations for the year(s) previous to current.

 23 CURR FISCAL YR

Defines the Current fiscal Year for Rate selection from the Currency File on Financial Statements.

 24 HSBC ACCOUNT #

If Cheque Updates create a cheque update file for HSBC, this field contains the HSBC account number for this currency. If present, it overrides the value stored in the ADCTL= record for NPCHQ0.

The following ADCTL= Program Parameters are available for the A/P Cheque Update Program NPCHQ0 (new A/P only):

The first three parameters (A/P UPD, C/D UPD & BANK UPD) control how the A/P, Cash Discount and Bank accounts in the general ledger are to be affected when cheques are updated.

 FILE NO: 049 JF049 NAME: ADCTL C CURRENCY CONVERSION FILE (17-978)

Blank or 'S' G/L to be affected on a summary basis (one entry to the G/L account for the entire cheque run, dated SYSTEM DATE)

'C' or 'D' G/L to be affected on a detail basis (see below)

A/P UPD SUM/DTL D9\$(1,1) A/P Account **** NOT IMPLEMENTED ***

C/D UPD SUM/DTL D9\$(2,1) Cash Disc Account **** NOT IMPLEMENTED ***

BANKUPD SUM/DTL D9\$(3,1) 'S' One entry per Posting Month (Default)
 'D' One entry per Posting Month/Cheque Date
 (one entry for each cheque date)
 'C' One entry per Post Mth/Cheque Date/Chq Number
 (one entry for each individual cheque)

CREATE HSBC FILE D9\$(4,1) If set to [Y]es a file will be created during Cheque Updates to be sent to HSBC.

HSBC ACCOUNT NO D9\$(5,12) For above

HSBC FILE PATH D9\$(17,40) Directory in which to create files for above. File name defaults as yymmddhhmm.
 Implemented April 2005 - Swiher.

 25 B3\$

 26 EXCHANGE FCTR

This is used to convert foreign currency to Canadian dollars. Supplier cost is multiplied by this factor to calculate the Canadian cost.

Effective Feb 19, 2003, a separate rate has been added for sales conversions. If left Blank, the Purchase Rate will be used.

The following is a listing of interface files which are required in order to run various applications.

.
ACCOUNTS RECEIVABLE & INVENTORY (*'d files contain G/L accounts required for these applications)

- a) * Inventory Locations File
- b) Company File
 - Branch Control Record (optional)
- c) * System Control Record
- d) Additional System Control Record
- e) * G/L Interface File by Company
 - G/L Interface File by Branch (optional)
- f) Sale/Order Types File (non-Weldpak/Medpak customers only)
- g) Special Control Numbers File (optional)
- h) Cash Sale Types File
- i) * Product Class & G/L Interface File
- j) GST Rate File
- k) * State/Provincial Tax Rate File
- l) * General Ledger Chart of Accounts File
 - G/L Extra Data File

...
ACCOUNTS PAYABLE (*'d files contain G/L accounts required for this application)

- a) Company File
- b) * General Ledger Chart of Accounts File
 - G/L Extra Data File
- c) * Currency File

...
PAYROLL (*'d files contain G/L accounts required for this application)

- a) Company File
- b) * General Ledger Chart of Accounts File
 - G/L Extra Data File
- c) Payroll Tax Table File
- d) Quebec Tax Table File
- e) Provincial Tax File
- f) Union File
- g) * Payroll G/L Interface File
- h) Payroll Company Information File
- i) * Payroll Department File

...
PURCHASE ORDERS (*'d files contain G/L accounts required for this application)

- a) Company File
 - b) * Additional System Control Record
 - c) * Currency Control File
-

S032 WYSE60T5

Operator Name - A/R FILE MAINTENANCE

14:05:24

- | | |
|---------------------------------------|---------------------------------------|
| 1. Salesman and Related Files..... | 18. Master Customer List..... |
| 2. FUTURE USE | 19. Customer List by Branch Code..... |
| 3. TAX Rate File Maintenance..... | 20. Custom Customer List..... |
| 4. TAX Rate File List..... | 21. Misc Files/Fixes..... |
| 5. Additional TAX Rates File Maint.. | 22. Fix A/R re Branch Codes..... |
| 6. Terms Code File Maintenance..... | 23. Customer Ship To File Maint..... |
| 7. Terms Code File List..... | 24. Customer Ship To File List..... |
| 8. Maintain Customer Classes..... | 25. Customer/Ship To by SMN/POSTAL... |
| 9. List Customer Classes..... | 26. Customer Profile Report..... |
| 10. Maintain Customer Price Codes.... | 27. Customer Special Pricing.....S121 |
| 36. Maintain Customer Types..... | 28. Maintain Blanket PO's by Customer |
| 11. Customer File Maintenance..... | 29. Maintain Customer Deposits..... |
| 12. Maintain additional Customer Data | 30. Customer Deposits List..... |
| 13. Maintain Special Tax Codes...S171 | 31. POS - Extra Customer Data File... |
| 14. Maintain Customer Messages..... | 32. POS - Extra Customer Data List... |
| 15. Maintain Cust Comm/Inv Desc/Notes | 33. Create Customer from a Ship To... |
| 16. Maintain Routing Instructions.... | 34. Additional Cust & Serv Veh..... |
| 17. Customer Comments Menu..... | 35. Shipping Calculation Files..... |

Menu Number 032 (JM032) A/R FILE MAINTENANCE
 Password / Level Application Code AR Documentation Code M15800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains the files required to set up new salesmen/customers, etc.

It also includes special pricing files which are documented separately in the Special Files section.

Refer to your user's manual (general section) for details of the following:

- a) standard options available while in file maintenance, for any file.
- b) standard function key usage throughout the system.

1	Salesman and Related Files.....	N		132	D	S129	AR	1	3	01		
---	---------------------------------	---	--	-----	---	------	----	---	---	----	--	--

This file contains a code for each salesman. You may also input their name & commission information. Other fields in this file are automatically maintained as accounts receivable invoices are updated. Note that when loading new customers, a valid salesman code will be required.

2	FUTURE USE	N			D	JRMENU	zz	1	4			
---	------------	---	--	--	---	--------	----	---	---	--	--	--

3	TAX Rate File Maintenance.....	N		134	D	JRJFM0	AR	1	5	03		
---	--------------------------------	---	--	-----	---	--------	----	---	---	----	--	--

This file contains codes for different provincial/state tax rates as well as the provincial/state tax G/L account. When loading a customer into the master customer file, a valid tax rate code will be required.

4	TAX Rate File List.....	N			D	ADCTLP	AR	1	6	04		
---	-------------------------	---	--	--	---	--------	----	---	---	----	--	--

This program provides a listing of codes loaded in the Provincial/State Tax Rates File. It may be run as desired.

5	Additional TAX Rates File Maint..	N		109	D	JRJFM0	AR	1	7	TX		
---	-----------------------------------	---	--	-----	---	--------	----	---	---	----	--	--

For any tax jurisdictions, where more than one tax rate applies, depending upon the product, a rate code may be loaded for products not using the standard rate. This code will be used to lookup the rate for that item. An example of this is the Province of Quebec, which in 1992 introduced a separate tax rate for services, different from that of goods.

6	Terms Code File Maintenance.....	N		135	D	JRJFM0	AR	1	8	05		
---	----------------------------------	---	--	-----	---	--------	----	---	---	----	--	--

Menu Number 032 (JM032) A/R FILE MAINTENANCE
 Password / Level Application Code AR Documentation Code M15800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This file contains a code for each type of A/R term extended to your customers (e.g.:, 0 = net 30 days, 1 = 2%-10-Net 30, etc.). When loading a customer, a valid term code will be required.

7	Terms Code File List.....	N					D	ADCTLT	AR	1	9 06
---	---------------------------	---	--	--	--	--	---	--------	----	---	------

This program provides a listing of information loaded in the Terms Code File. It may be run as desired.

8	Maintain Customer Classes.....	N		111			D	JRJFM0	AR	1	10
---	--------------------------------	---	--	-----	--	--	---	--------	----	---	----

9	List Customer Classes.....	N					D	ARCLS1	AR	1	11
---	----------------------------	---	--	--	--	--	---	--------	----	---	----

10	Maintain Customer Price Codes....	N		046			D	JRJFM0	AR	1	12
----	-----------------------------------	---	--	-----	--	--	---	--------	----	---	----

11	Customer File Maintenance.....	N		130			D	JRJFM0	AR	1	14 07
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This file contains static information on each customer, such as their customer code, name & address to appear on invoices/statements, salesman to whom customer is assigned, whether or not they are tax exempt, etc. Refer to help documentation available on each field for further details.

TO SET UP A NEW CUSTOMER:

- 1) Ensure that a valid salesman code exists in the Salesman file (for the salesman assigned to this customer).
- 2) Ensure that a valid PST code exists for this customer in the PST Rate File.
- 3) Ensure that a valid terms code exists for this customer in the Terms Code File.
- 4) Set up the customer in the master customer file.

FOR MEDPAK CUSTOMERS ONLY, one additional step is required:

- 1) Once the customer has been loaded in the master customer file, set him up in the medical data file.

12	Maintain additional Customer Data	N	X	131			D	JRJFM0	AR	1	15 08
----	-----------------------------------	---	---	-----	--	--	---	--------	----	---	-------

This file contains additional data for each customer, such as fax number, contact name, delivery route information, etc. This file is optional. Fax numbers loaded here are available through the 'PHONE' feature from any menu.

13	Maintain Special Tax Codes...S171	N		139			D	S171	AR	1	16 10
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This file is designed only for those customers who are LIABLE for taxes (FST/PST) in the master customer file.

Menu Number 032 (JM032) A/R FILE MAINTENANCE
 Password / Level Application Code AR Documentation Code M15800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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It can be used to load special tax codes for specific product/sub classes.

It can handle the following situations:

- a) FST liable/PST Exempt
- b) FST exempt/PST Liable
- c) FST exempt/PST Exempt

It is only necessary to load those product/sub classes for which the special tax status applies.

14	Maintain Customer Messages.....	N		129	D	JRJFM0	AR	1	17	09		
----	---------------------------------	---	--	-----	---	--------	----	---	----	----	--	--

This file can be used to load messages relating to specific customers. Any messages loaded are for operator use only - messages will be displayed in such procedures as A/R inquiries, but will not print on invoices, statements, etc.

15	Maintain Cust Comm/Inv Desc/Notes	N		561	D	JRJFM0	AR	1	18	AD		
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The master customer file allows for a name (30 characters), 3 lines of address information (30 characters each) and postal code.

This file can be used for those customers where additional descriptive information is required.

Any description loaded for a customer will automatically print on any invoices (in the body of the invoice, immediately prior to the first line), although this description will NOT appear on the screen.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

16	Maintain Routing Instructions....	N		073	D	JRJFM0	AR	1	19			
----	-----------------------------------	---	--	-----	---	--------	----	---	----	--	--	--

17	Customer Comments Menu.....	N			D	S123	AR	1	20			
----	-----------------------------	---	--	--	---	------	----	---	----	--	--	--

18	Master Customer List.....	N			D	ARCUS0	AR	41	3	11		
----	---------------------------	---	--	--	---	--------	----	----	---	----	--	--

This program provides a listing of information loaded in the master customer file. It may be run as desired.

Menu Number 032 (JM032) A/R FILE MAINTENANCE
 Password / Level Application Code AR Documentation Code M15800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
ESCAPE - ALLOWED	Escaping out of this program will not adversely affect the data in any of your files.											
19	Customer List by Branch Code.....		N			D	ARCUS5	AR	41	4		
20	Custom Customer List.....		N			D	CUCUS0	zz	41	5		
21	Misc Files/Fixes.....		N			D	S144	AR	41	6		
22	Fix A/R re Branch Codes.....		N			D	ARFIX4	AR	41	7	28	

This program can be used to correct A/R entries which have been posted to the incorrect branch. This is only necessary if branch restriction is used in the master customer file and entries have somehow been posted to the incorrect branch.

23	Customer Ship To File Maint.....		N	133		D	JRJFM0	AR	41	8	16	
----	----------------------------------	--	---	-----	--	---	--------	----	----	---	----	--

For customers with one central billing address, but multiple shipping locations, this file CAN BE used to load a code for each shipping location.

Each customer can have up to 9999 ship to locations (99 for Weldpak/Medpak users).

If records are loaded in this file for a specific customer, you will be prompted for the appropriate ship to number during order entry/invoicing procedures for that customer.

NOTE: SALES ANALYSIS REPORTS

If this file is used to load multiple shipping locations, note that sales analysis files will be maintained for the customer as a whole, but no sales analysis will be maintained for each individual shipping location.

If you wish to have sales analysis maintained for the individual locations, an alternate method of loading these shipping locations should be used, as follows:

- Master Customer File:
- a) Set up a customer record, for the BILLING ADDRESS location.
 - b) Set up individual customer records, for each SHIPPING location. On these records, set the

Menu Number 032 (JM032) A/R FILE MAINTENANCE
 Password / Level Application Code AR Documentation Code M15800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

A/R Customer Number to equal the customer number of the BILLING ADDRESS record.

Example:

1st customer record:

Customer = ABC000
 Address = Billing Address
 A/R Cust = ABC000

2nd customer record:

Customer = ABC001
 Address = Shipping Address
 A/R Cust = ABC000

Note that if this method is used, there are flags which can be set to determine which address is to print in the Sold To and Ship To portions of the actual invoice.

24	Customer Ship To File List.....		N				D ARSHP6	AR	41	9	17
----	---------------------------------	--	---	--	--	--	----------	----	----	---	----

This program provides a listing of information loaded in the Ship To file. It may be run as desired.

25	Customer/Ship To by SMN/POSTAL...		N				D ARCUSB	WE	41	10	
----	-----------------------------------	--	---	--	--	--	----------	----	----	----	--

26	Customer Profile Report.....		N				D ARCUSE	AR	41	11	
----	------------------------------	--	---	--	--	--	----------	----	----	----	--

27	Customer Special Pricing.....S121		N	153			D S121	OE	41	12	
----	-----------------------------------	--	---	-----	--	--	--------	----	----	----	--

28	Maintain Blanket PO's by Customer		N	571			D JRJFM0	AR	41	13	
----	-----------------------------------	--	---	-----	--	--	----------	----	----	----	--

29	Maintain Customer Deposits.....		N	119			D JRJFM0	AR	41	14	26
----	---------------------------------	--	---	-----	--	--	----------	----	----	----	----

If refundable deposits are received and noted through the 'DEP' feature in invoicing, this file will automatically be updated with the customer number, invoice number and deposit amount, as the invoice is updated. When the deposit is refunded, simply remove the deposit record from this file.

30	Customer Deposits List.....		N				D ARDEP1	AR	41	15	27
----	-----------------------------	--	---	--	--	--	----------	----	----	----	----

Menu Number 032 (JM032) A/R FILE MAINTENANCE
 Password / Level Application Code AR Documentation Code M15800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This program provides a listing of deposit information stored in the Customer Deposits File. It may be run as desired.

31	POS - Extra Customer Data File...		N		534	D	JRJFM0	PS	41	16	29	
----	-----------------------------------	--	---	--	-----	---	--------	----	----	----	----	--

The Point of Sales System (POS/Pride) uses additional fields that are not in the standard Jedron Customer and Extra Customer Data Files (ARCUS and ARCS1). This, mostly optional data, is loaded into the POS Extra Customer Data File (ARCUP). The List is printed with a Jedbase Lister that must be modified if new fields are added to the file layout.

32	POS - Extra Customer Data List...		N	R0	534	D	JRJFM0	PS	41	17	29	
----	-----------------------------------	--	---	----	-----	---	--------	----	----	----	----	--

See Doc'n for Entry 31

33	Create Customer from a Ship To...		N			D	ARSHP2	AR	41	18	ST	
----	-----------------------------------	--	---	--	--	---	--------	----	----	----	----	--

This program is used as an aid to converting customer's that were originally set up as separate ship to's, to individual customer accounts with a common A/R account.

This program will for each ship to selected:

- 1 - Create a customer record for code selected.
- 2 - Modify orders, invoices, and invoice history to reflect this change.
- 3 - Remove the selected ship to records.

At this point, if an update of sales history is desired, the sales history fix program (on S47) should be run.

This program will not allow ship to's to be merged to a common customer. If this is desired, an additional key change should be run, after this program has completed.

34	Additional Cust & Serv Veh.....		N			D	S99	AR	41	19		
----	---------------------------------	--	---	--	--	---	-----	----	----	----	--	--

35	Shipping Calculation Files.....		N		260	D	S132	OE	41	20		
----	---------------------------------	--	---	--	-----	---	------	----	----	----	--	--

36	Maintain Customer Types.....		N		051	D	JRJFM0	AR	1	13		
----	------------------------------	--	---	--	-----	---	--------	----	---	----	--	--

01.-COMPANY CD	—	05. SALESMAN	_____
02.-SALESMAN NO	_____	06. ADDRESS 1	_____
		07. ADDRESS 2	_____
03.^SMN'S SUPPLIER#	_____	08. ADDRESS 3	_____
04.^SMN'S EMPLOYEE#	_____	09. POSTAL CO	_____
<hr/>			
28. MTD # INV	_____	10.^TELEPHONE	_____
29. YTD # INV	_____	11.^CELL PHONE	_____
14.^COMMISSION GRP.	_____	12.^FAX TELEPHONE	_____
15.^COMMISSION TYPE	—	13.^ALLOW FAX YN?	—
16. COMMISSION RATE	_____	23.^SLS MANAGER CD	_____
17. BONUS SALES \$	_____	24.^2ND SALES MGR	_____
18. BONUS COMM RATE	_____	25.^SALES BRANCH	—
19. EMAIL	_____	26. YEAR'S QUOTA	_____
20.^EMAIL B/O NOTE	—	27. YEAR'S BONUS	_____
		21.^EMAIL CREDIT EX	—
30. MTD SALES \$	_____	22.^EMAIL INV/ORDER	—
31. MTD COMMISSION	_____	33. YTD SALES \$	_____
32. MTD GP \$	_____	34. YTD COMMISSION	_____
		35. YTD GP \$	_____

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 SALESMAN NO

Each salesperson is assigned a unique code in the salesman file. The salesman normally responsible for a customer will have his/her code stored in the customer record. This number may be overridden for a specific order and sales history files will be updated for the salesman who handled the order. However, any summary sales reports produced from the master customer file will then not match those reports produced from the sales analysis files (although the overall totals will still match).

In the ship to file, if the shipping location being maintained has a different salesperson assigned (different from that loaded in the master customer file), the code of the salesperson assigned to that shipping location may be loaded here.

3 SALESMAN NAME

This field contains the salesperson's name.

4 COMMISSION RATE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

- rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
 - Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
 - Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
 - The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
 - Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

- ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)
- Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)
- A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)
- Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.
- Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of

indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION The bonus commission rate to be used.
RATE

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

 see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

 FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

5 BONUS SALES \$

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

6 BONUS COMM RATE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION The bonus commission rate to be used.

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

RATE

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S'	Commissions are calculated based on the sale amount.
'G'	Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.
'B'	Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.
's'	Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note:

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).

The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

7 SLS MANAGER CD

8 MANAGER NAME

X7\$=[SALESMAN NAME,ARSMN(KEY=[COMPANY CD,ARSMN]+ [SLS MANAGER CD,ARSMN])]

9 ADDRESS 1

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

10 ADDRESS 2

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

11 ADDRESS 3

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

12 POSTAL CODE

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

13 TELEPHONE

14 FAX TELEPHONE

This field can be used to load the customer's fax number, if applicable.

15 ALLOW FAX YN?

16 MTD # INVOICES

17 YTD # INVOICES

18 2ND SALES MGR

ROMA MOULDING If this sales rep reports to more than one manager, the second sales manager can be loaded in this field.

This is used by program RMSL22 (Sales by Manager/Rep/Product Class Type)

19 2ND MGR NAME

X7\$=[SALESMAN NAME,ARSMN(KEY=[COMPANY CD,ARSMN]+ [2ND SALES MGR,ARSMN])]

20 CELL PHONE NO

21 COMMISSION TYPE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

- ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)
- Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)
- A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)
- Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.
- Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION The bonus commission rate to be used.
RATE

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
 doc code ARCOMX and AR0035

 see 940214 mods to JF133 JF361 OEENT5/WEENT5
 doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control

 FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

 22 EMAIL ADDRESS

 23 YEAR'S QUOTA

Informational fields are maintained by Salesman re the Year's Quota in Dollars

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

and the level at which Bonus Kicks in in Dollars.

24 YEAR'S BONUS LV

Informational fields are maintained by Salesman re the Year's Quota in Dollars and the level at which Bonus Kicks in in Dollars.

25 SALES BRANCH

If a sale is to be credited to a branch different than the one from which it is shipped, this field contains the branch to get sales credit. This is used to lookup GL accounts for sales and cost of sales for that branch, while inventory continues to use the shipping branch for it's GL update.

If a Sales Branch is Loaded in the Salesman's File, and that Salesman is part of a Sales Split, the GL Update for Sales will be updated accordingly.
Added June 2003 (for QUIDRI).

26 SMN'S SUPPLIER#

If this salesperson is set up as a Supplier within the Accounts payable system the supplier code being used is stored here.

27 SMN'S EMPLOYEE#

This field contains a code to uniquely identify each employee. Codes may be assigned in an alpha or numeric format.

Alpha examples: SSSSII Where SSSS are the first four letters of the surname and II are the initials or first two letters of first name.

 SSSFFF Where SSS are the first three letters of the surname and FFF are the first three letters of the first name.

In either case, if you have two employees with the same surname and initials, you may use a numeric suffix to differentiate the two.

Example: SSSFF1 versus SSSFF2 etc.
 SSSSI1 versus SSSSI2 etc.

28 CUSTOM FIELD 1

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this fields value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

29 CUSTOM FIELD 2

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this field's value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

30 CUSTOM FIELD 3

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this field's value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

31 COMMISSION GRP.

Effective April 19, 2004, Commission logic was added (ROMMOU) such that a COMMISSION GRP. field was added to the Salesman's file. This field must contain a valid value from the Customer Class file if present. It is used to determine commission rates from the new file ADCT1c. This file contains a rate for sales made at list price, as well as up to 25 rates based on discounts used. These discounts and rates must be loaded in ascending discount rate order. If a discount rate is met, commission for that rate will be applied.

32 EMAIL B/O NOTE

If this field is NOT set to [N]o, and if an internet email address is loaded if any orders credited to this salesperson results in a back order, or credit exception, an email will be sent to that effect.

33 EMAIL CREDIT EX

If this field is NOT set to [N]o, and if an internet email address is loaded if any orders credited to this salesperson results in a back order, or credit exception, an email will be sent to that effect.

34 EMAIL INV/ORDER

Effective January 2008, a new option has been created, allowing direct email of salesmen's copies of Orders or Invoices. In order for this to happen:

- 1 - The document must have multiple copies printed, and one of those copies must be designated as the salesmen's email copy number (1 to 9) in the Document header file (ADCT0J).
- 2 - The salesman must be flagged to receive emailed copies based on the flag values below:

O = Salesman copy of all Printed orders is emailed (not Back Orders).
I = Salesman copy of all Printed invoices is emailed.
B = Both of above,

FILE NO: 132 JF132 NAME: ARSMN SALESMAN FILE (22)

Lower case values of above mean same thing, but only for orders entered by the salesman himself. This is defined as:

Any order entered from the salesman's menu on S41 and printed immediately.
Any order entered where the operator code is the same as the order's salesman code.

35 C8\$

36 MTD SALES \$

This is a system maintained field.

37 MTD COMMISSION

This is a system maintained field.

38 YTD SALES \$

This is a system maintained field.

39 YTD COMMISSION

This is a system maintained field.

40 MTD GP \$

This is a system maintained field.

41 YTD GP \$

This is a system maintained field.

| 2.-CUST TAX CD - |

3. TAX RATE	_____	12. DATE CHANGED	_____
4. PROV/STATE NAME	_____	13. FUTURE RATE	_____
5.^TAX GL ACCOUNT	_____		
6.^PST ON GST?	-		
7.^GST INCL PST YN	-		
8.^PST ON FREIGHT?	-		
9.^PST ON MISC?	-		
10.^TAX GST EX ITEM	-		
11.^PST IF GST	-		

 FILE NO: 134 JF134 NAME: ADCTLP State / Province Tax Rate File

1 P

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 CUST TAX CD

State/Provincial Tax codes must first be loaded in the PST Rates File. These are then carried over into the master customer file.

0 = State or Provincial Tax exempt. Any other value indicates that tax is chargeable at the rate stored in the State/Province File for this code. This field may be overridden during order entry.

Non Blank values in the ship to file will override master customer file values.

3 TAX RATE

The PST rate for the code loaded is recorded here. Any customer whose PST Code matches the one being loaded will be taxed at the rate associated with that code. 0 = exempt.

4 PROV/STATE NAME

The name of the province/state for which tax is to be collected may be loaded here.

5 TAX GL ACCOUNT

The G/L account to which state/provincial tax liability is to be posted is loaded in this field.

This may be overridden by the TAX GL in the Branch GL Interface if not blank.

6 PST ON GST?

If set to yes, provincial sales tax will be calculated on the sale amount PLUS any GST calculated. If set to no, provincial sales tax will be calculated on the sale amount only.

This parameter is also used by the Purchase Order System to determine whether or not to include the GST Amount in the base for calculating PST.

7 GST INCL PST YN

This flag would be set to 'Y' for a Province such as Quebec which intends to merge their PST with GST. The system will calculate the GST Rate on a line item as follows:

PST Exempt, GST Exempt - GST Rate used =	0	+	0
PST Exempt, GST Liable - GST Rate used =	0	+	GST Rate
PST Liable, GST Exempt - GST Rate used =	PST Rate	+	0
PST Liable, GST Liable - GST Rate used =	PST Rate	+	GST Rate

 FILE NO: 134 JF134 NAME: ADCTLP State / Province Tax Rate File

Initially, we will calculate the GST Rate to Use and store in 07(4) so that programs further down the line will not need to be changed.

 8 PST ON FREIGHT?

This field should be set to yes if you wish to have PST added on to any freight charges input at the end of any sales order or invoice. Whether or not any PST will be calculated on freight will depend on the customer's PST status.

A non-blank value in this field in the Province/State Tax Rate File (ADCTLP) overrides the value in the System Control File (ADCTLA).

 9 PST ON MISC?

This field should be set to yes if you wish to have PST added to any miscellaneous charges input at the end of any sales order or invoice. Whether or not PST will be calculated will depend on the customer's tax status.

A non-blank value in this field in the Province/State Tax Rate File (ADCTLP) overrides the value in the System Control File (ADCTLA).

 10 TAX GST EX ITEM

If item is exempt of PST and liable for GST do you want to tax PST on the GST calculated for that item? This is only a significant field if PST on GST field above is set to 'Y'.

Valid values are 'Y', 'N' or ' '(blank - if field is blank then it is equivalent to setting field to 'Y')

example 1: 'TAX GST EX ITEM' = 'Y' (YES), 'PST ON GST?' = 'Y' (YES)

Item is GST liable, PST exempt	
Subtotal	\$ 100.00
GST (7%)	7.00
PST (8%)	0.56

Invoice total \$ 107.56

example 2: 'TAX GST EX ITEM' = 'Y' (YES), 'PST ON GST?' = 'Y' (YES)

Item is GST liable, Pst liable	
Subtotal	\$ 100.00
GST (7%)	7.00
PST (8%)	8.56

Invoice total \$ 115.56

example 3: 'TAX GST EX ITEM' = 'N', 'PST ON GST?' = 'Y'

Item is GST liable, Pst exempt	
Subtotal	\$ 100.00
GST (7%)	7.00
PST (8%)	0.00

 FILE NO: 134 JF134 NAME: ADCTLP State / Province Tax Rate File

Invoice Total \$ 107.00

example 4: 'TAX GST EX ITEM' = 'N', 'PST ON GST?' = 'Y'

Item is GST liable, PST liable

Subtotal \$ 100.00

GST (7%) 7.00

PST (8%) 8.56

Invoice total \$ 115.56

NOTE: This parameter is only valid with 'GST ON BASE' and 'TAX ON BASE' fields both set to 'Y' in control file ADCTLA.

 11 PST IF GST

If set to [Y]es, Items normally PST exempt will become liable if the Item is liable. This is used for customers selling product throughout Canada, including Quebec where items exempt elsewhere, are liable here.

 12 DATE CHANGED

This field is entered if it is desired to change tax rates on open orders if tax rate is changed after that date.

If the date field is present in this file, if the order was entered before that date, when invoicing or changing the order, if the invoice date is greater than or equal to the change date, that tax rate will be adjusted to the new rate.

As well, if this date is present, if the future rate is different from the current rate, and the order date is greater than the change date, the future rate will be used.

How to Handle GST or Provincial or State Tax changes.

Whenever any of the above rates changes, there is usually a transitional period, during which you may want to use either the current rate, or the new rate for GST or Taxes.

For example, when Canada's GST rate changes on July 1 2006 from 7 to 6 percent you may still be processing June Invoices during the month of July and at the same time be processing incomplete June invoices. As well, if you are doing future billing, you may want to process July invoices in the preceding month(s).

To handle this, the tax control files (S15.6/S154.5 for GST and S32.3/S158.3 for PST or State Tax) include an effective date and rate, in addition to the current rate. If the DATE CHANGED field in these files is not blank, any transactions processed with a Date less than that Date will be assigned the current rate. Any transaction dated on or after the DATE CHANGED will use the future rate.

If credits are manually processed, and are to use old GST rates, the Credit Date should be set to a pre-change date. Automatic credits processed by the system

will automatically do this.

Once all pre-change transactions are complete, the current rate can now be set to the new rate, and the DATE CHANGED and future rate should be blanked ([F2] in File Maintenance).

Specifically for the July 1, 2006 GST change, go to S15.6 or s154.5 for Weldpak Users, and set the DATE CHANGED to 060701 (depending on the date format you use) and the FUTURE RATE to 6.0 for GST or 14.0 for HST.

13 FUTURE RATE

This field is entered if it is desired to change tax rates on open orders if tax rate is changed after that date.

If the date field is present in this file, if the order was entered before that date, when invoicing or changing the order, if the invoice date is greater than or equal to the change date, that tax rate will be adjusted to the new rate.

As well, if this date is present, if the future rate is different from the current rate, and the order date is greater than the change date, the future rate will be used.

How to Handle GST or Provincial or State Tax changes.

Whenever any of the above rates changes, there is usually a transitional period, during which you may want to use either the current rate, or the new rate for GST or Taxes.

For example, when Canada's GST rate changes on July 1 2006 from 7 to 6 percent you may still be processing June Invoices during the month of July and at the same time be processing incomplete June invoices. As well, if you are doing future billing, you may want to process July invoices in the preceding month(s).

To handle this, the tax control files (S15.6/S154.5 for GST and S32.3/S158.3 for PST or State Tax) include an effective date and rate, in addition to the current rate. If the DATE CHANGED field in these files is not blank, any transactions processed with a Date less than that Date will be assigned the current rate. Any transaction dated on or after the DATE CHANGED will use the future rate.

If credits are manually processed, and are to use old GST rates, the Credit Date should be set to a pre-change date. Automatic credits processed by the system will automatically do this.

Once all pre-change transactions are complete, the current rate can now be set to the new rate, and the DATE CHANGED and future rate should be blanked ([F2] in File Maintenance).

Specifically for the July 1, 2006 GST change, go to S15.6 or s154.5 for Weldpak Users, and set the DATE CHANGED to 060701 (depending on the date format you use) and the FUTURE RATE to 6.0 for GST or 14.0 for HST.

FILE NO: 134 JF134 NAME: ADCTLP State / Province Tax Rate File

14 K1\$

2.-TERMS CODE	-	22. INT. FREE DAYS	——
3. CASH DISCOUNT %	——	23.^PAY CREDIT INT?	-
4. TERMS DAYS	——	24. EDI336 TERMS TY	——
5. TERMS DESCRIPT.	——	25.^C.O.D. (Y/N)?	-
6. SPLIT % AGE 1	——	26. EDI DISC DAYS	——
7. SPLIT % AGE 2	——	27. EDI NET DAYS	——
8. SPLIT % AGE 3	——	28.^ALLOWED P.O.S.	-
9. SPLIT % AGE 4	——		
10. SPLIT % AGE 5	——		
11. SPLIT DAYS 1	——		
12. SPLIT DAYS 2	——		
13. SPLIT DAYS 3	——		
14. SPLIT DAYS 4	——		
15. SPLIT DAYS 5	——		
16.^PROX TERMS?	-	18. DUE MONTH 1	——
17.^PROX MIDMONTH	——	19. DUE DAY 1	——
		20. DUE MONTH 2	——
		21. DUE DAY 2	——

FILE NO: 135 JF135 NAME: ADCTLT TERMS FILE (17-973)

1 T

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 TERMS CODE

Valid terms codes must first be loaded in the terms code file. These codes are then carried over into the master customer file. Different terms codes could be set up for different customers (e.g., 0 might mean NET 30 DAYS, 1 might mean 2% - 10 - NET 30, C might mean COD only, etc.).

3 CASH DISCOUNT %

This field contains the cash discount rate associated with the terms code being loaded (if applicable). This may be overridden during order entry/invoicing.

Note: during order processing, a parameter may be set allowing or disallowing override of this field. This parameter may also be set to allow input of an order discount percentage here instead of the cash discount percent.

4 TERMS DAYS

This field contains the number of days by which payment must be received in order for a customer to be eligible for a cash discount (if applicable). This may be overridden during order entry/invoicing.

NOTE: This field can also have an effect on the AGING DATE OF AN INVOICE (JAN/99) when it is updated to the A/R file.

A/R file contains 3 different dates:

invoice date

aging date

Cash Discount Due Date - ** this field ONLY affected if the terms code has a DISCOUNT % associated with it!

30 Day Terms: Aging Date = Invoice Date (invoice starts aging immediately and is kept in CURRENT column for 30 days. Falls into next aging bucket on 31st day)

60 Day Terms: Aging Date = Invoice Date PLUS 30 days (invoice remains current for an additional 30 days and does not fall into next aging bucket until 61st day)

45 Day Terms: Aging Date = Invoice Date PLUS 15 days (invoice remains current for an

FILE NO: 135 JF135 NAME: ADCTLT TERMS FILE (17-973)

additional 15 days and does not fall into next aging bucket until 46th day)

Cash Discount IF the terms code has a cash discount % associated
Due Date: with it, this field is updated as invoice date
PLUS terms days (30/45/60, etc.)

Effective April 2008, an additional date has been added to the AR file, in a new file ARJNX. This file includes the invoice due date calculated, if not equal to Invoice date + 30 days. In addition, if the terms days is negative, this represents the number of days before the due date, by which cash discount is available. For example, if prox terms are set up with an invoice due on the 30th of the month following, and the terms days value is -25, the cash discount date would then be the 5th of the month following.

5 TERMS DESCRIPT.

This field contains a description of the terms code being loaded. It may be overridden during order entry/invoicing. If prox terms are used and this field contains "!DUEDATE" then the corresponding positions will be replaced by the calculated due date. (e.g. "1%15Net!DUEDATE" would become "1%15NetMM/DD/YY" per system date control)

6 SPLIT % AGE 1

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDKPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

7 SPLIT % AGE 2

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDKPAK. If a terms code record

FILE NO: 135 JF135 NAME: ADCTLT TERMS FILE (17-973)

which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

8 SPLIT % AGE 3

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

9 SPLIT % AGE 4

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

10 SPLIT % AGE 5

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

11 SPLIT DAYS 1

For orders with split aging, the comments file will be used to

FILE NO: 135 JF135 NAME: ADCTLT TERMS FILE (17-973)

define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

12 SPLIT DAYS 2

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

13 SPLIT DAYS 3

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

14 SPLIT DAYS 4

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code

FILE NO: 135 JF135 NAME: ADCTLT TERMS FILE (17-973)

which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

15 SPLIT DAYS 5

For orders with split aging, the comments file will be used to define up to 100 splits, and the split due date. Each split will have a %age and due date associated with it. The Comments file key will include the order number, an 'S', and up to 99 split lines.

If split aging is stored in the terms code file, this will automatically be applied to any order for any customer whose term code matches the terms code which has been set up with split aging.

Note: Split Aging is not currently available in WELDPAK. If a terms code record which requests split aging is used on an invoice, the operator is given a warning message and split aging is NOT performed.

16 PROX TERMS?

If set to yes, the invoice due date is calculated using prox terms.

17 PROX MIDMONTH

If using prox terms all invoices dated on or before "prox midmonth" date will have a due date calculated, using due month and due day 1. Invoices dated after "prox midmonth" date to end of month, will have a due date calculated using due month and due day 2.

18 DUE MONTH 1

When using prox terms this is the number of months to add to the invoice date month when calculating the due date month (e.g. if invoice dated June 15, 1990, add x number of months to June)

19 DUE DAY 1

When using prox terms, this is the day of the month on which the invoice will be due. Note: if Due Day is zero then due day is set the same as invoice date day. Thus, due month and due day both zero gives due date = invoice date.

Effective April 2008, this value can be up to 99, meaning number of days from end of the month, rather than actual day of month.

20 DUE MONTH 2

FILE NO: 135 JF135 NAME: ADCTLT TERMS FILE (17-973)

When using prox terms this is the number of months to add to the invoice date month when calculating the due date month (e.g. if invoice dated June 15, 1990, add x number of months to June)

21 DUE DAY 2

When using prox terms, this is the day of the month on which the invoice will be due. Note: if Due Day is zero then due day is set the same as invoice date day. Thus, due month and due day both zero gives due date = invoice date.

Effective April 2008, this value can be up to 99, meaning number of days from end of the month, rather than actual day of month.

22 INT. FREE DAYS

Interest (service charge) will not be calculated on any balance less than or equal to "interest free days" old.

23 PAY CREDIT INT?

If set to yes, then if the service charge calculation program calculates a credit amount, this credit will be posted to the customer's account. If set to no (default), then any credit calculated is ignored.

24 EDI336 TERMS TY

TERMS TYPE CODE: EDI Data Element 336
01 BASIC, 02 EOM, 03 FIXED DATE, 04 DEFERRED/INSTALL
05 DISC N/A, 06 MIXED, 07 EXTENDED, 08 BASIC DISC OFFERED
09 PROXIMO, 10 INSTANT, 11 ELECTIVE, 12 EOM+10
14 PREVIOUSLY AGREED, ZZ MUTUALLY DEFINED

25 C.O.D. (Y/N)?

If set to [Y]es, the terms associated are C.O.D. This flag is used if autom ship charges are being calculated (see INPUT SHIP VIA parameter in ADCTL*) to identify COD orders on the Shipments Distribution Report (OESHP1).

26 EDI DISC DAYS

For customers receiving EDI 810 invoices, terms data is retrieved from here.

27 EDI NET DAYS

For customers receiving EDI 810 invoices, terms data is retrieved from here.

28 ALLOWED P.O.S.

This field identifies whether or not this terms code is allowed to be used on order or invoice in the Point of Sale System, if entered from the payment

FILE NO: 135 JF135 NAME: ADCTLT TERMS FILE (17-973)

screen. (OEENTP).

Added Feb 16 2006 - ROYMAT

29 K1\$

01.-COMPANY CD —	03.^GROUP MEMBER CD —	33.^CUST TAX CD —
02.-CUSTOMER NO —	04.^A/R CUST # —	34.^CUST GST CD —
	05.^A/R GROUP CUST# —	35.^STATEMENTS —
06. NAME —		36.^QTY BREAKS —
07. ADDRESS 1 —		37.^PRICE CODE —
08. ADDRESS 2 —		38.^PRICE=COST? —
10. ADDRESS 3 —		39.^LANGUAGE CD —
11.^POSTAL CO —	13.^COUNTRY CODE —	40.^TERMS CODE —
15.^TELEPHONE —	14.*ALPHA CODE —	41.^SERV CHARGE —
16. TAX LIC/CARD NO —	18.^HIST TYPE —	42. SKIP CASE D —
17. GST LICENSE —	19.^PRICE CURR CODE —	43.^# INV COPYS —
20. SALES GOAL —	22. REBATE %AGE —	44. COMMISS —
21. CREDIT LIM. —	23.^REBATE ACCR GL —	45.~DISC CODE —
24. ORD. CREDIT LIM —		46.^PRINT CODE —
25.^SALESMAN NO —	26.^KEY ACCOUNT REP —	47.^P/O REQ'D —
27.^CUST CLASS —	28.^W'HOUSE CD —	48.^COMM TYPE —
29. SHIP VIA —	30.^SHIP VIA LOCATN —	49.^ACCEPT B/O —
31. FOB —	32. DISCOUNT % —	50.^CUSTOMER TY —

01.-COMPANY CD	—
02.-CUSTOMER NO	————

51. HIGH A/R	————
52. AVG AR DAYS	————
53. !A/R BAL	————
54. ORD VALUE	————
55. MTD SALES \$	————
56. MTD GP \$	————
57. YTD SALES \$	————
58. YTD GP \$	————
59. LAST PAID DATE	————
60. LAST PD AMT	————

FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

The Customer master file contains the information required for each customer the order processing, invoicing, and accounting systems. This file is also linked to the customer extra data file, which contains more data regarding this client.

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 CUSTOMER NO

This is the unique code by which each customer is accessed within a company. It is recommended that customer numbers be assigned in alphabetical order with gaps sufficiently large to permit addition of new numbers as new customers are loaded. Using an alphabetic lead character same as the first character of the customer's name is also permitted.

Examples of how customer codes might be assigned are as follows:

ABC Manufacturing Company Ltd.	-	ABCMAN
Smith's Garage	-	SMIGAR
Mr. Joe Smith	-	SMIJOE
Mr. John Smith	-	SMIJOH
Dept. of Transport, Kingston	-	DOTKIN
Dept. of Transport, Ottawa	-	DOTOTT

In application programs such as order entry, invoicing, A/R inquiries, etc., refer to help prompts displayed at the bottom of the screen for various customer lookup options available.

3 NAME

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

4 ADDRESS 1

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

5 ADDRESS 2

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

6 CITY NAME

7 PROV/STATE

FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

8 ADDRESS 3

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

9 POSTAL CODE

A postal code should be loaded (with a space in the 4th character) for each customer (or supplier). If the customer/supplier is not Canadian, any 7 digit number may be loaded (e.g. U.S. zip code).

10 TELEPHONE

A telephone number may be loaded (no dashes or spaces). The area code need only be loaded if available. This field is a cross reference to the customer number field & lookups by telephone number may be done during such procedures as order processing/invoicing. For this reason, it is important that consistency be maintained when loading telephone numbers.

In the supplier file this field is informational only.

In both cases, if a telephone number is loaded it will display when the 'PHONE' feature is used at any menu.

11 TAX LIC/CARD NO

For State or Provincial Sales Tax Exempt Customers, this field contains the exemption certificate number for that customer. This field is a memo field only and has no effect on the calculation of tax. (The customer tax code field actually determines whether or not to calculate any tax).

In the Order/Invoice header files (OEHDR & OEINV), for cash sales paid by credit card, this field may optionally be overwritten by the credit card number used on that sale (determined by a flag in the cash sale types file). If the credit card number is greater than 14 digits, the balance will be stored in a separate field.

This is a 10 character finance approval number. This field must be non-blank before a finance order can be released for shipping.

For Credit Card Orders, the first 6 characters of this field will be used to store digits 15 to 20 of the credit card number, and the last 4 for the Credit Card Expiry MMY.

WELDPAK NOTE: Provincial Tax License Numbers longer than 14 digits could potentially cause a problem when processing a lease order.

WELDPAK NOTE: For cash sales paid by credit card, the tax license field in the order/invoice header files will actually contain the credit card # (if input).

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First 14 digits of credit card # - stored in tax license field
 Up to 6 extra digits of card # - stored in credit card # field

12 GST LICENSE

If the customer is Federal Sales Tax exempt, his FST licence number should be loaded. This field has no effect on tax calculation and may be overridden during order entry. The Customer FST code field actually determines whether or not tax is to be calculated.

13 A/R CUST

In situations where accounts receivable is to be maintained at a central or head office level only, but you wish to have sales analysis tracked by individual location, a separate customer record will be required for the head office and for each location.

In the individual location customer records, the customer number of the head office record will be stored in this field.

Example: Assume that ABC Company has locations in Montreal, Toronto and Ottawa. Statements are always mailed to the Ottawa Head Office and cheques are issued from the Ottawa head office.

However, you wish to track sales analysis by each individual location.

Record #1	Cust# = ABC Ottawa	Address = ABC Ottawa	A/R Cust# = ABC Ottawa
Record #2	Cust# = ABC Montreal	Address = ABC Montreal	A/R Cust# = ABC Ottawa
Record #3	Cust# = ABC Toronto	Address = ABC Toronto	A/R Cust# = ABC Ottawa

In this case, orders/invoices would be processed against the individual customer numbers, but as the invoices are updated, they would all be posted to the ABC Ottawa account. Statements would be produced for ABC Ottawa only, but all sales analysis reports would be broken down by individual location.

NOTE: If tracking sales analysis by individual location is NOT A CONCERN, you may use an alternate method of loading shipping locations, as follows:

Customer File	Simply load a record for the head office location, with the head office mailing address.
Ship To File	Load records for the individual locations, using the head office customer number, but assigning individual ship to numbers to each location.

NOTE: WELDPAK/MEDPAK USERS ONLY - see also the Rental Customer field

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in the additional customer data file.

14 UNUSED 1

Unused field. Available for future use.

15 CREDIT LIM.

The credit limit is used to notify the operator of over credit situations as orders are entered. A value of zero indicates unlimited credit, while any negative value will indicate no orders are to be shipped to the customer.

If a valid operator code is loaded in the Credit Manager Operator Code field in the system control record, mail will automatically be sent to that operator advising of over credit situations.

An order credit limit may also be maintained, which indicates the maximum value of a single order before it is held.

16 HIGH A/R

The customer's highest A/R balance in the last 6 months is stored here. This figure at month end is rotated from the customer master file to the customer extra data file, so that at all times, the highest AR in each of the last 6 months is maintained here.

This is a system maintained field.

17 AVG AR DAYS

$X7\$ = STR([PMTS * DAYS, ARCS1] / [TOTAL PAYMENTS, ARCS1])$

Outstanding A/R days. Average days to pay.

18 UNUSED 2

Unused field. Available for future use.

19 ORD. CREDIT LIM

The credit limit is used to notify the operator of over credit situations as orders are entered. A value of zero indicates unlimited credit, while any negative value will indicate no orders are to be shipped to the customer.

If a valid operator code is loaded in the Credit Manager Operator Code field in the system control record, mail will automatically be sent to that operator advising of over credit situations.

An order credit limit may also be maintained, which indicates the maximum value of a single order before it is held.

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20 SALESMAN NO

Each salesperson is assigned a unique code in the salesman file. The salesman normally responsible for a customer will have his/her code stored in the customer record. This number may be overridden for a specific order and sales history files will be updated for the salesman who handled the order. However, any summary sales reports produced from the master customer file will then not match those reports produced from the sales analysis files (although the overall totals will still match).

In the ship to file, if the shipping location being maintained has a different salesperson assigned (different from that loaded in the master customer file), the code of the salesperson assigned to that shipping location may be loaded here.

21 CUST CLASS

This code is used to group customers for sales reporting purposes. This may be overridden during order entry. However, if this is done, sales reports produced from sales history files will not match those produced from the customer file.

If the customer class is set to '999' the customer will be treated as a MISCELLANEOUS customer & order entry/invoicing programs will permit you to override the SOLD TO name & address. The overridden name will be updated to the A/R files in order to allow you to distinguish the various invoices updated to this customer's account.

See also the Override Sold To flag in the system control record.

22 ALPHA CODE

This field is another cross reference to the customer number. Procedures such as order entry/invoicing will allow you to do lookups by alpha code (in cases where you might have forgotten the customer code assigned to the customer, or where no telephone number is available). When initially loading customers, this field will automatically default to the first ten characters of the customer's name; however, there may be situations where this should be changed (bear in mind that the customer name should be loaded exactly as it is to appear on an invoice, but the alpha code should be loaded in such a way as to be helpful internally when doing lookups).

Example:

If a customer is loaded with a name of ABC Company Limited, then an alpha code of ABC Compan will probably suffice. However, if you have a lot of customers who are individuals (John Smith, Bob Smith, etc)., then it might be preferable to load the last name first in the alpha code field (your staff would probably remember a person's last name more easily than his first name. If doing an alpha search, all the Smith's would be listed together (as opposed to looking

FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

for John Smith under the J's and Bob Smith under the B's).

MEDPAK NOTE: For patients whose oxygen is covered by the Ontario Drug Benefit Plan, this field MUST contain the patient's surname, as this will be printed on the ODB Oxygen Claim Form.

23 SHIP VIA

This field contains the normal shipper to be used for deliveries to this customer. If automatic freight calculation is being used, (Q6\$(406,1)=s OR Y) this field is used in determining freight rates to be charged. This field may be overridden during entry of orders or invoices. A non blank value in the ship to file overrides the customer field value.

24 FOB

In the master customer file, the normal FOB point for the customer may be stored here. This can be overridden during order entry/invoicing.

In the master vendor file, the normal FOB point for the vendor may be stored here. This field is only required if your system control record indicates that the PO purchase order system is being used.

25 EXTRA 1

These are extra fields to allow customization of Ship Via and FOB fields using dictionary overrides.

26 EXTRA 2

These are extra fields to allow customization of Ship Via and FOB fields using dictionary overrides.

27 EXTRA 3

These are extra fields to allow customization of Ship Via and FOB fields using dictionary overrides.

28 EXTRA 4

These are extra fields to allow customization of Ship Via and FOB fields using dictionary overrides.

29 EXTRA 5

These are extra fields to allow customization of Ship Via and FOB fields using dictionary overrides.

30 EXTRA 6

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These are extra fields to allow customization of Ship Via and FOB fields using dictionary overrides.

31 EXTRA 7

These are extra fields to allow customization of Ship Via and FOB fields using dictionary overrides.

32 CUST TAX CD

State/Provincial Tax codes must first be loaded in the PST Rates File. These are then carried over into the master customer file.

0 = State or Provincial Tax exempt. Any other value indicates that tax is chargeable at the rate stored in the State/Province File for this code. This field may be overridden during order entry.

Non Blank values in the ship to file will override master customer file values.

33 CUST GST CD

0=fst exempt 1=fst liable OR Overriding GST Rate Code (04/97)
If a customer is fst exempt any item whose tax code indicates a tax extra status will have no fst calculated. However for those items where fst is included in the price, a calculation will be made of the amount included, and this will be deducted from the price for that customer. If a customer is fst liable any item which is tax extra will have the fst amount calculated and totalled. Tax included items will have a tax included amount calculated for reporting purposes only. This field may be overridden during order entry.

H.S.T. With the implementation of HST in April 1997, this field may also contain an overriding GST Rate code, indicating that this customer is liable, and the rate code here overrides any product rate code.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991) some minor changes with regard to the above occur.

A customer is still considered to be exempt (0) or liable (1). However, all products (see help documentation in master inventory file) will either have G.S.T. calculated on top of the selling price (if liable) or will not have any G.S.T. calculated (if exempt or zero-rated).

G.S.T. (if applicable) will only be charged to those customers who are considered liable. No calculations will be made for exempt customers.

All G.S.T. is charged on TOP OF the selling price, it is not included (therefore, not backed out for exempt customers)

34 STATEMENTS

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Y = produce statements for this customer. N = do not produce statements for this customer. The A/R statement program checks this flag to determine whether or not to produce statements for specific customers.

35 QTY BREAKS

[Y]=use quantity break pricing.
[N]=don't use qty break pricing.
[y]=Use Qty Break Pricing and set Discount per cent to zero. If Price zero less discount is less than Qty price, revert to price zero less discount.

36 PRICE CODE

This field represents the price code at which this customer's pricing is to begin. Valid values are from 0 through 9 and A through Z (these relate to Price 0 through 35 in the master inventory file and the additional pricing file).

If this customer uses quantity break pricing, the price code determines at which price level this customer's pricing should begin. If quantity breaks are not used, the price code determines which specific price level is to be used. Contract pricing overrides any prices determined by this price code, and operator overrides may be used on any specific order.

Note: The additional pricing file (INQPR) is new as of November 8, 1990. Prior to that date, only price codes 0 through 4 were applicable. Effective June 29, 1998 - this was increased from 19 to 35 prices.

If a customer is loaded with a price code greater than 4, but no prices have been loaded above code 4 in the additional pricing file, price level 4 will automatically be used.

Note: - if the price selected is zero, the next lowest non zero price will be

- If the price code is ' ' then no price code override will take place

Note: Special Pricing by Customer

Q6\$(320,1)="F" REFINT
Use Branch Code to determine price US = 2 & 3 TO = 0 & 1
Use higher code first - if zero use lower one

If set (last digit of product is zero) no price on components unless set price is zero.

37 LANGUAGE CD

E = English, F = French, B = Both.

This field indicates which product description to print on any documents issued to this customer. It is also used to determine the language of any 'literals' on these same documents. If a customer is set as 'F', but a particular product

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has no French description loaded, the English description will be used regardless of this flag.

If your system is set up as an English system, then the master inventory file would contain the English description for each product. The Additional Inventory Data file would contain the French description for any product, if applicable. If your system is set up as a French system, descriptions would be loaded in reverse.

A Non Blank value in the ship to file will override the master customer file value.

38 TERMS CODE

Valid terms codes must first be loaded in the terms code file. These codes are then carried over into the master customer file. Different terms codes could be set up for different customers (e.g., 0 might mean NET 30 DAYS, 1 might mean 2% - 10 - NET 30, C might mean COD only, etc.).

39 SERV CHARGE

Y = customer subject to service charges (interest) on overdue balances. N = customer not to be charged service charges. This flag is checked by the month end service charge calculation program.

Note: If you do not charge service charges at all (service charges program will never be run), the value in this field is information only.

40 HIST TYPE

This field determines how the master sales analysis file (ARSL1) is to be updated:

- 0 = by salesman/customer/product class/sub class
- 1 = by salesman/customer/product class/sub class/product number
- 2 = by salesman/product class/sub class
- 3 = by salesman/customer class/product class/sub class
- 4 = by salesman/customer class/product class/sub class/product number
- 5 = by warehouse/customer/product class/sub class

Note that regardless of what level of detail is chosen, many levels of sales analysis detail will still be available from A/R Invoice History Files (ARINV/ARLIN/ARHLS), IF YOUR SYSTEM CONTROL RECORD INDICATES THAT A/R INVOICE HISTORY IS BEING MAINTAINED.

41 SKIP CASE DISC

Discounts and Qty Breaks in file INDSC are applied differently according to flag in the record. Values are N, Y, or Q.

N assumes the original method of applying chain discounts.

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Y is the method that assumes discount 1 is based on the minimum QTY and Discount 2 is applied instead of 1 if Case Qty is purchased.
Q added for QUIDRI Nov 2004 assumes that 1 of up to 8 discounts is selected based on the qty purchased. (See File INDSC6).

Case Quantity is maintained by product. This field defines the number of units of this product in a case. In order to define case discounts, records may be loaded in File INDSC by Customer Discount Code and Product, defining the case discount available for that combination.

Effective October 1997, a new option is available in the discounts file. If the DISC 2 = CASE? Flag is set to [Y]es, rather than chain discounting, Discount 1 will be the regular discount percent, and discount 2 will be the Case discount percent. The third discount will be ignored.

A flag is available in the customer master file to skip this discounting. If set to [Y]es, this discount will not be calculated.

This field is not available in Weldpak/Medpak.

42 # INV COPYS

This field indicates how many invoice copies are required to be PRINTED for this customer. A blank value or 1 indicates no additional copies are required. A value from 2 to 9 indicates that 1 to 8 additional copies are to be printed.

If a customer has a value greater than 1 loaded in this field, then each time an invoice is printed for that customer, ? number of additional copies will also be printed.

Within the document forms system [STDOCA,COPY NUMBER] may be interrogated (via logical fields) to produce copy designations or condition special printing. For example see printing of margin on INTERNAL invoices on copy=1. Note: Copies are produced in reverse order first copy-n+1, next copy-n,...,copy-2 and finally copy-1. (This may be incorrect: INTERNAL no longer prints multiple copies so feature has not been completely tested. [920703:AMB])

Note: - Current copy number stored in D(24)

Note: - a similar flag exists for Bill of Lading prints, following the same rules.

43 MTD SALES \$

The dollar value of all sales to the customer during the current accounting period are recorded here. This is cleared to zero when the month end Close Orders, A/R & Sales program is run.

This is a system maintained field.

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44 MTD GP \$

The gross profit amount for all sales during the current accounting period are recorded here. This is cleared to zero when the month end Close Orders, A/R & Sales program is run.

This is a system maintained field.

45 UNUSED 5

Unused field. Available for future use.

46 YTD SALES \$

This field contains a summary of total sales dollars to this customer during the current fiscal year. This is automatically updated each time invoices/credit memos are updated.

This field is cleared to zero when the A/R Month End Closing program is run for the final month of your fiscal year.

See also: Additional Customer Data File which tracks summary sales dollars for previous fiscal years (new as of December 1991).

This is a system maintained field.

47 YTD GP \$

The gross profit amount for all sales during the current fiscal year are recorded here. This field is cleared to zero when the Close Orders, A/R & Sales program is run for the final month of your fiscal year.

This is a system maintained field.

48 LAST PAID DATE

Contains the last date a payment was made and posted to batch cash posting.

49 C1(6)

50 ORD VALUE

Contains the total value of all outstanding orders and back orders for this customer

If ATCTLA parameter 'ORD VAL BY MAS?' is 'Y'es, this field is maintained by A/R CUST # (ie. on the same basis as A/R BALANCE), otherwise it is maintained for individual customers (slave accounts).

Note: If this field is not maintained by A/R CUST #, when credit checking

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is done outstanding order values of slave accounts are NOT considered.

This is a system maintained field.

51 A/R BAL

Contains the outstanding A/R balance for the customer. This is updated at the time of the accounting database update and verified whenever an aged trial balance is printed for the current period.

This is a system maintained field.

52 DISCOUNT %

If the customer is eligible for a discount, the discount rate is stored here. This applies only to discountable items, and may be overridden for a specific order. This field should only be used if the customer is eligible for a discount on ALL discountable items (see discountable flag in master inventory file).

If discounts are to be given on certain product classes only, these may be loaded in the product class discounts file.

53 COMMISSION RATE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.

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- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

- ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)
- Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)
- A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)
- Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.
- Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus

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commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File contains sales person's normal commission rate

Customer File contains the special commission rate to apply to the specific customer

Additional Customer Data File contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

 see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit,

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using the product's buy price rather than its unit cost.

's'

Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).

The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

54 DISC CODE

This code is used to obtain discount and/or rebate rates by product class from the product class discount file.

A discount matrix would first have to be established in the product class discount file. For example:

Discount Code 1 -	Product Class ABC	Sub Class 001 =	10%
	Product Class XYZ	Sub Class 001 =	15%
	Product Class GAS	Sub Class 001 =	5%

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Discount Code 2 - Product Class ABC Sub Class 001 = 15%
Product Class GAS Sub Class 001 = 10%

In the master customer file, any customers who fall into the matrix for discount code 1 would have code 1 loaded in their record; those who fall into the matrix for code 2 would have code 2 loaded, etc.

In the above example, only products which belong to the product/sub classes specified would have automatic discounts calculated. Products in product/sub classes other than those indicated would not automatically have discounts calculated.

Matrixes can also be established for all products within a product class (regardless of their sub class), simply by leaving the sub class field blank.

Note that overriding is always allowed during order entry/invoicing, providing that the product in question is considered discountable.

Note also that only one discount code can be assigned to each customer.

55 PRINT CODE

Identifies the way in which prices are to be printed on invoices and orders for this customer.

- '0' (or blank) indicates that prices are printed as gross, with discounts any FST (whether deducted or charged extra), shown extra.
- '1' indicates that prices are printed net of discount.
- '2' indicates that prices are printed net of FST
- '3' indicates that prices are printed net of both discount & FST
- '4' indicates that prices are printed with FST extra added to price.

NOTE: Code 2 is NOT supported in environments where discounts are given to FST exempt customers, where FST is DEDUCTED (i.e., pricing is set as FST INCLUDED pricing).

This applies to the order/invoice print programs only.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), codes 2, 3 and 4 should no longer be used.

With the advent of blended sales tax, (APRIL 1997) a user may now choose to show GST Included prices on all documents, by setting the universal GST In Flag in ADCTLA to [Y]es, or using Print Code 4 for selected Customers. A sample document (INV GI) has been set up to illustrate how this is to be used.

56 P/O REQ'D

'Y' indicates that a P.O. number is always required by this customer. 'N' indicates that a P.O. number is optional. If set to yes, then

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order entry/invoicing programs will force a P.O. number to be input.

57 COMM TYPE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file

FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
 doc code ARCOMX and AR0035

 see 940214 mods to JF133 JF361 OEENT5/WEENT5
 doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S'	Commissions are calculated based on the sale amount.
'G'	Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.
'B'	Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.
's'	Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

 FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

 58 W'HOUSE CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

 59 ACCEPT B/O

This field indicates whether or not the customer accepts back orders (yes or no). If set to no, any back orders created during order entry/invoicing will automatically be cancelled. If set to yes, back orders created during invoice will automatically be updated to the back orders file (under the original order number), when the invoice is updated.

See also the cancel back orders flag in the system control record.

 60 C5\$(9,2)

FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

Unused field. Available for future use.

61 CUSTOMER TYPE

This field is used to control the automatic addition of customer records to ARCUS when new orders/invoices are entered. It has five possible values. Please note there is special processing for all types other than blank. Not available in Weldpak.

(1) blank = regular customer record - no special processing

(2) 'N' = Normal Customer.

(3) 'M' = Model Customer. When an order is entered for this customer the system will automatically create a new customer record with a key equal to the order number. All field defaults come from the model record. Also, whenever the user maintains the order, this customer record will also be updated appropriately. (i.e. name and address)

(4) 'O' = This indicates a customer record created by order entry from a type 'M' customer. These customer records should be key changed periodically when the Order and A/R is purged.

(5) 'C' = This is a Cash & Carry Customer. Orders for this customer cannot be financed and must be fully paid with cash, cheque, or charge card. Orders must also be shipped complete (i.e. no backorders).

The Order Entry System sets the 'KEEP ORDER CD' to 'A' on the Order Header Record for all customer types except 'blank' and 'C'.

62 SALES GOAL

This field can be used to input a dollar amount sales target for this customer. This field is informational only.

63 SHIP VIA LOCATN

If freight is being calculated based on rates stored in file OESHR (Q6\$(406,1)="S"), then this field identifies the shipping location to be used for rate calculation, in conjunction with the orders shipper (SHIP VIA) and the product's shipping category.

64 GROUP MEMBER CD

This field is used to identify those customers that are members of a buying group. This field contains a unique code identifying that group.

Normally this field is validated against another customer no.

In the ship to file, if the shipping location being maintained has a different group member code assigned (different from that loaded in the master customer file), the group member code assigned to that shipping location may be loaded here.

This field can also be used to maintain an authorized product list for a group, or a chain. If an authorized product list is maintained, any products not on

FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

the list will be rejected.

65 PRICE CURR CODE

Contains the currency code in which this customer's invoices are being priced. This is used in conjunction with the inventory item's cost currency code in calculating minimum gross profits, etc.

66 COUNTRY CODE

67 LAST PD AMT

68 KEY ACCOUNT REP

If this Customer is a Key account, and is being looked after by someone other than the Accounts Salesperson, the Salesman Code of the Key Account Rep will be stored here. This field is available for sorting of sales reports.

Implemented for Swiss Herbal - Feb 2002.

69 REBATE %AGE

For those accounts that receive sales rebates, the Rebate %age and Rebate Accrual GL Accounts are stored here. This %age will be applied to all sales. When updating the General Ledger, the calculated rebate amount will be subtracted from sales, and added to the Rebates accrual GL Account.

This will not have any effect on Sales History updates, as they will include the full amount of the sale.

70 REBATE ACCR GL

For those accounts that receive sales rebates, the Rebate %age and Rebate Accrual GL Accounts are stored here. This %age will be applied to all sales. When updating the General Ledger, the calculated rebate amount will be subtracted from sales, and added to the Rebates accrual GL Account.

This will not have any effect on Sales History updates, as they will include the full amount of the sale.

71 A/R GROUP CUST#

This field, if not blank, identifies a common customer number for members of Accounts Receivable group.

For any customer where this is not blank, credit checking will be done based on all members of the group. In this case, credit codes and limits must be set up the same for all AR group members.

Implemented Nov 2002 - QUIDRI.

FILE NO: 130 JF130 NAME: ARCUS MASTER CUSTOMER FILE (20)

72 PRICE=COST?

If set to [Y]es, The Selling price on an order will always be set equal to the cost.

Implemented Feb 15 2005 (QUIDRI).

73 C5\$

780 NAME

01.-COMPANY CD —	25. SPECIAL INST —	
02.-CUSTOMER NO —	26.^BRANCH CODE —	37.^ADDRESS ORIDE ? —
	27.^SALES BRANCH —	38. COMM EXP DATE —
801 SALESMAN NO —	822 W'HOUSE CD —	39.^AVOID AUTO HOLD —
03. CONTACT NAME —	07.^FAX B/L CD —	108 FAX DEST BRANC —
04. BANK ACCOUNT NO —	08.^FAX STMT —	117^FAX IMAGES Y/N —
050 INTL PFX —	06.^FAX —	09.^FAX INV CD —
14. BLANKET PO NO —	15. PO EXPIRY DA —	121^FAX ORD CD —
16. COLLECTION DATE —	28. PRODUCT PREFIX —	134~FAX SEND TIME —
17.~CREDIT CODE -^ —	29. LAST YEAR SLS —	403^ACCOUNT MGR —
18. MIN MTHS HIST —	30. 2 YRS AGO SLS —	41. HI AR 1 —
19. ON FILE DATE —	31. 3 YRS AGO SLS —	42. HI AR 2 —
20. DISPLAY DLVY RT —	32. 4 YRS AGO SLS —	43. HI AR 3 —
21. DELIVERY DATA —	343 SPCL INT RATE —	44. HI AR 4 —
22.^DELIVERY ROUTE —	33.~PROV/STATE CODE —	45. HI AR 5 —
237 MTD DELIVERY \$ —	35.~CASH SALE ONLY? —	46. TAX LIC EX —
248 FUT DELIVERY \$ —	36.^NAME FROM A/R#? —	47.^INACTIVE (Y/N)? —
		48. LAST SALE —

780 NAME

01.-COMPANY CD —	63.~EDI PROC CODE —	64.^EDI 856 ASN —
02.-CUSTOMER NO —	65.^EDI 810 INVOICE —	663^EDI ASN DAYS —
	678^USE EDI PRICE? —	68.^EDI CUSTOM INV —
	696^EDI MH10 LABEL —	709^EDI INV# PREFIX —
49. CHAIN DISC 1 —	712^REJ O/D EDI DIS —	72.^EDI ORDER LABEL —
50. CHAIN DISC 2 —	738 EDI 810 ST QUA —	744^EDI 855 REQ'D —
51. CHAIN DISC 3 —	759 EDI 810 ST —	764^EDI COMPANY CD —
524 PMTS * DAYS —	773^EDI 865 REQ'D —	79.^SPIFF APPLIES —
535 TOTAL PAYMENT —	784 855 LEAD TIME —	80. SPIFF 2 TYPE —
54. CYL CN EXPIRY —	81.^MAIL LABEL —	82.^SKIP AUTO A/R? —
55.^SKIP CYL INQ? —	83. DUNS NUMBER —	84. DUNS SUF —
56.^SKIP MED/CONTR? —	85.^INVSUM CODE —	86. CREDIT CUS —
57.^PRICED P/S? —	87.^ON ATB IF ZERO? —	887^INVOICE SHIP TO —
58.^SKIP LEASE GRP —	896 MTD HAZ SCHG —	90.^# ORD COPY —
59.^RENTAL CUST NO —	989 FUT HAZ SCHG —	91.^O/E REQUIR —
60. LST MTH R/D IN# —	92. DEL'Y DAYS —	93. AUTO REPRICE YN —
61.^HAZ SCHG MAX/NC —	94.^1 B/L PER ORD —	951^ORIDE BULK FCTR —
62.^2ND AGENCY PAY? —	96. B/L FAX —	97.^# B/L COPY —

01.-COMPANY CD —	99. ADDIT INV DATA —	
02.-CUSTOMER NO —	00.^ORIDE SLS MGR —	010^SUB REP CODE —

020^ORDER=INVOICE —	031^SKIP FUT PRICE —	042 STMT SORT CODE —
05. SALES CONTACT —		06. SALES PHONE # —
07. OWNER NAME —		08. OWNER PHONE # —
093^EMAIL INVOICES? —	109 EMAIL ADDRESS —	
111^SKIP ODUE FX/EM —	121 EMAIL ADDR CONF —	136^ALLOW REST PROD —
141 MAX COMM. RATE —	158^XFR COMPANY —	169^XFR WAREHOUSE —
175 RENT/DEM SKP —	269^SKIP ENV CHAR —	350^CUSTOMER FIELD? —
189 PRICE LIST DATE —	278 LAST ORDER DATE —	
192 SKIP FUEL S'CHG —	280^EXCLUDE SLS HIS —	365 DIR DEP STRT DT —
203^INTERNAL SALES? —	290^OVERRIDE AR GL —	37.^EQUIP REF # REQ —
215 PPD FREIGHT LVL —	307^CASH DISC FRT? —	384^CO-OP PERCENT 1 —
225 IRS# US —	315^SHIP COMPLETE? —	390^CO-OP TYPE 1 —
236^SHIP TYPE CODE —	326^# EXTRA ORD CPY —	401^CO-OP PERCENT 2 —
247^CUSTOMS BROKER —	337^# EXTRA INV CPY —	412^CO-OP TYPE 2 —
258^FREIGHT FORWARD —	349^TARIF CODE REQD —	422^GOVT RECYCLE —

01.-COMPANY CD	—
02.-CUSTOMER NO	————

436^BIBTREAD REJECT	—
447^BIBTREAD STOCK?	—
458^BT WIDTH PRICE?	—

52. CUSTOM FIELD 7
53. CUSTOM FIELD 8
54. CUSTOM FIELD 9
55. CUSTOM FIELD 10
81. CUSTOM FIELD 11
56. CUSTOM FIELD 12
57. CUSTOM FIELD 13
58. CUSTOM FIELD 14
59. CUSTOM FIELD 15

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 CUSTOMER NO

This is the unique code by which each customer is accessed within a company. It is recommended that customer numbers be assigned in alphabetical order with gaps sufficiently large to permit addition of new numbers as new customers are loaded. Using an alphabetic lead character same as the first character of the customer's name is also permitted.

Examples of how customer codes might be assigned are as follows:

ABC Manufacturing Company Ltd.	-	ABCMAN
Smith's Garage	-	SMIGAR
Mr. Joe Smith	-	SMIJOE
Mr. John Smith	-	SMIJOH
Dept. of Transport, Kingston	-	DOTKIN
Dept. of Transport, Ottawa	-	DOTOTT

In application programs such as order entry, invoicing, A/R inquiries, etc., refer to help prompts displayed at the bottom of the screen for various customer lookup options available.

3 CONTACT NAME

This field can be used to load a contact name. If loaded, this name will appear on the screen when the 'PHONE' feature is used at any menu.

4 FAX TELEPHONE

This field can be used to load the customer's fax number, if applicable.

5 BANK ACCOUNT NO

This field can contain the customer's bank account number and Bank Branch ID if available.

6 COLLECTION DATE

If this account has ever been put on collection, the collection date can be loaded here. This will appear on the open item inquiry and A/R aged trial balance.

7 BLANKET PO NO

This field is found in:

Customer Additional Data File: Any Blanket PO Number required by a customer is loaded here and is automatically put on every order, if present.

Ship to File: An optional overriding blanket po number can be loaded for individual ship tos.

WELDPAK/MEDPAK NOTE: This field allows a blanket PO number of up to 10 characters. If longer numbers are required, use the ADDITIONAL INVOICE DATA field instead which allows up to 20 characters.

If the Additional Invoice Data field is used, all invoice print programs must be modified to pick up that field.

WELDPAK/MEDPAK NOTE: This is a blanket PO number for regular day to day invoicing. A separate blanket demurrage order number is used by the month end rental/demurrage billing program.

8 DELIVERY DATA

If desired, you may develop a coding system for delivery information (e.g., a code could be used to indicate day of week on which deliveries are accepted, that customer pays delivery, does not pay delivery, etc). The code applicable to this customer would then be loaded here. This code would be displayed during order entry/invoicing (at the freight portion of the order).

9 DELIVERY ROUTE

If desired, a coding system could be developed to indicate delivery route information. Each customer would then have the applicable code loaded.

Example: Weldpak/Medpak customers could use this field to indicate the truck normally responsible for deliveries to this customer.

A cylinder report sorted by this truck is available. Additionally, an A/R aged trial balance sorted by this delivery route is also available.

If Automatic Delivery Calculation is being used, this field must contain the SHIP ZONE for this particular customer (see file OESHP)

10 CREDIT CODE

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This field could contain a code indicating how credit checking is to be done for this customer. Valid values are as follows:

- 'L' (or blank) indicates credit checking is to be done based on the SUM of the customer's A/R balance and outstanding orders compared against his credit limit (loaded in master customer file). As well, a customer may be put on credit hold in the credit hold/release program.
- 'N' indicates that no credit checking is to be done for this customer.
- 'W' indicates that this customer is on credit watch, and that the operator will be warned during processing of each order or invoice, but no other action will be taken unless other credit checks apply. For example, any time an order is keyed for this customer, a 'credit watch' message will be displayed; however the order will not actually be put on hold unless the sum of the customer's outstanding A/R plus the value of the order exceeds the credit limit established for the customer.
- 'X' is the same as 'L', except that if the credit check would normally result in a credit hold situation, exception notices and credit manager mail will result, but the order will not be held.
- 'H' Indicates that customer is on credit hold, and all orders will be held until released in credit hold/release procedure.
- 'h' Is the same as 'H', unless the A/R number for an order is overridden, in which case it acts the same as code 'N'.
- 'a' Is the same as 'H', but in addition to the order being put on hold, it cannot be released without a credit authorization code.

The following codes indicate that credit checking exceptions will occur if aged balances are present for the following number of outstanding days:

NOTE: If any of the following codes are used, you must make sure the SKIP AUTO A/R field is set to "NO" - otherwise credit checking will not happen properly!!!

- '0' everything (including current)
- '1' over 30 days
- '2' over 60 days
- '3' over 90 days
- '4' over 120 days
- 'A' over 10 days
- 'B' over 20 days
- 'C' over 45 days
- 'D' over 50 days
- 'E' over 75 days

In all cases, if credit exceptions are encountered, credit exception reporting will occur automatically (during order entry/invoicing) and, if the order being processed has not yet been shipped, the order will be put on credit hold. After the fact invoicing (i.e. post bill invoicing) does not do credit checking, as this program assumes that if the goods have already been shipped, the invoice must be allowed to be processed.

Note: Yortow - if credit limit entered and credit code is one of 01234ABCDE,

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

both credit limit and over number of days checks will occur. If either results in credit situation, order will be put on hold (EFFECTIVE 060615).

11 MIN MTHS HIST

If A/R Invoice History is being maintained (see maintain ARINV flag in system control record), then if this field is not left blank, it will indicate the minimum number of months of history to be retained for this customer. As the A/R Invoice History files are purged, records for this customer will NOT BE PURGED if their age is less than this number.

12 CHAIN DISC 1

Up to three discount percentages may be stored for a specific customer. This entitles the customer to discounts on sales of ALL items (providing that they are flagged as discountable in the master inventory file). If more than one discount percentage is loaded, they will be chained together to calculate the NET discount for any line of any order. For example, if discount percentages of 50.0, 20.0 and 10.0% are loaded, this would result in a net discount of 64% on every line of an order.

Example: Assume a sale is made for a product with a list price of \$10.00. Net discount of 64% on that sale would be calculated as follows:

-
\$10.00 x 50% = \$5.00 (price now \$5.00)
\$ 5.00 x 20% = \$1.00 (price now \$4.00)
\$ 4.00 x 10% = \$0.40 (final price is \$3.60 which is 64% of original list price).

If chain discounts are only required for specific product class/sub class combinations, see the Customer Discounts by Product Class File.

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NOTE: THIS OPTION IS NOT SUPPORTED IN WELDPAK/MEDPAK SOFTWARE.

13 CHAIN DISC 2

Up to three discount percentages may be stored for a specific customer. This entitles the customer to discounts on sales of ALL items (providing that they are flagged as discountable in the master inventory file). If more than one discount percentage is loaded, they will be chained together to calculate the NET discount for any line of any order. For example, if discount percentages of 50.0, 20.0 and 10.0% are loaded, this would result in a net discount of 64% on every line of an order.

Example: Assume a sale is made for a product with a list price of \$10.00. Net discount of 64% on that sale would be calculated as follows:

-
\$10.00 x 50% = \$5.00 (price now \$5.00)
\$ 5.00 x 20% = \$1.00 (price now \$4.00)
\$ 4.00 x 10% = \$0.40 (final price is \$3.60 which is 64% of original list price).

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If chain discounts are only required for specific product class/sub class combinations, see the Customer Discounts by Product Class File.

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NOTE: THIS OPTION IS NOT SUPPORTED IN WELDPAK/MEDPAK SOFTWARE.

14 CHAIN DISC 3

Up to three discount percentages may be stored for a specific customer. This entitles the customer to discounts on sales of ALL items (providing that they are flagged as discountable in the master inventory file). If more than one discount percentage is loaded, they will be chained together to calculate the NET discount for any line of any order. For example, if discount percentages of 50.0, 20.0 and 10.0% are loaded, this would result in a net discount of 64% on every line of an order.

Example: Assume a sale is made for a product with a list price of \$10.00. Net discount of 64% on that sale would be calculated as follows:

-
\$10.00 x 50% = \$5.00 (price now \$5.00)
\$ 5.00 x 20% = \$1.00 (price now \$4.00)
\$ 4.00 x 10% = \$0.40 (final price is \$3.60 which is 64% of original list price).

If chain discounts are only required for specific product class/sub class combinations, see the Customer Discounts by Product Class File.

--

NOTE: THIS OPTION IS NOT SUPPORTED IN WELDPAK/MEDPAK SOFTWARE.

15 ON FILE DATE

This field can contain the date on which the customer was loaded into the system, or the date since which he has been a customer.

16 CASH SALE ONLY?

If set to yes, any order for this customer MUST be processed as a cash sale. This is a method which can be used to force C.O.D. sales, without having to assign low credit limits.

17 NAME FROM A/R#?

This field only applies if you have (or could have) customers loaded in the master customer file, where the A/R CUSTOMER NUMBER is different than the actual CUSTOMER NUMBER (A/R customer number = customer to which A/R statement is to be issued and from which payment is received).

Example: Customer Number ABCWIN (ABC Company, 123 Any Street, Winnipeg)
A/R CUST Number ABCMTL (ABC Company, Head Office, Montreal)

If left blank or set to 'Y', the name & address which is to appear both on the

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screen and on printout of any order/invoice is: SOLD TO = name/address of the A/R CUSTOMER NUMBER, SHIP TO = name/address of the CUSTOMER NUMBER).

If set to 'N', the name & address which is to appear both on the screen and on printout of any order/invoice will be that of the CUSTOMER NUMBER (both in the sold to & ship to columns).

In any of the above scenarios, when the invoice is updated to the accounts receivable files, it will be updated to the account of the A/R CUSTOMER NUMBER.

To illustrate:

Field set as	On screen/printout	Updated to A/R Files
Left blank OR set to 'Y'	Sold To ABC Montreal Ship to ABC Winnipeg	ABC Montreal
set to 'N'	Sold To ABC Winnipeg Ship to ABC Winnipeg	ABC Montreal

This field is set as a general system parameter, but may be overridden for specific customers, in the customer additional data file.

If overrides will be required, it is recommended that the parameter be left blank in the System Control record.

 18 CYL CN EXPIRY

Blanket cylinder contract expiry date. This field is for informational purposes only. If desired you can run a report against this field to alert your sales persons when a contract will be expiring.

 19 CREDIT CUST NO

This is the Credit Agency Customer Number for this Customer. If the user plans to produce a report or tape for a credit check agency (eg. Creditel), this is the Customer Number assigned to the customer by the credit check agency.

Note: If you use the standard Credit Report (ARATB2) and this field contains a 'N' then those records will be skipped.

 20 ADDIT INV DATA

For WELDPAK/MEDPAK customers, this field allows for additional invoice data, which will be printed on all invoices. An example of use might be a blanket order number which is longer than that allowed in the previous blanket purchase order # field. Up to 20 characters/digits may be input in this field.

Programmers Note: If this field is used, ALL invoice print programs must be

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

modified to pick up this field.
See also documentation on earlier blanket po # field in this file, and demurrage order # field in master customer file (WELDPAK/MEDPAK only).

21 DISPLAY DLVY RT

If set to 'Y', then BOTH the delivery data and delivery route fields will display in the A/R customer inquiry and in cash posting.

22 BRANCH CODE

This field may be used to indicate the normal branch from which this customer buys. Note: this field is for information only and may be used to produce a Customer List by Branch. If more control over Customers and Branches is required please see the W'HOUSE CD filed in the Customer Master (ARCUS) File.

WELDPAK/MEDPAK NOTE:

Effective May 1993, this field may be used to identify the branch code against which lease renewal billings and rental/demurrage billings are to be applied.

This could be useful in situations where multi branches exist, warehouse restrictions do NOT apply, but for purposes of updating the G/L, different G/L accounts are to be updated based on the customer's branch code.

NOTE: BR CD - REN/LSE flag must also be set appropriately in file ADCTLA in order for this to take effect!

23 SKIP AUTO A/R?

This field if set to 'Y' will override the AUTO A/R BAL field in ADCTLA. That is, no aged A/R balances will be displayed. This is useful for customers with large numbers of invoices where it would take a great deal of time to process and display the aged balances.

Note: If any type of credit checking is being done based on customer's A/R Balances (see Credit Code Field) - this field must be set to 'N'!!! Otherwise, the A/R balances will not be auto calculated during order entry procedures which will throw off the credit checking!

24 SKIP CYL INQ?

If this field is blank or 'N' then the automatic cylinder inquiry in INVOICING/ORDER ENTRY will display. If set to 'Y' then the cylinder summary will not display (WELDPAK/MEDPAK only).

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25 SKIP MED/CONTR?

This field is for MEDPAK use only. It is used to determine how special prices are to be loaded, for those patients who have records loaded in the Medical Data File.

'N' or blank Contract prices are to be loaded under the AGENCY's customer number rather than the PATIENT's customer number.

'Y' Contract prices are to be loaded under the PATIENT's customer number.

This is useful in situations where all patients who are covered by the same agency will have the same special prices on the same products. Rather than loading special prices for each patient individually, you may wish to simply load special prices for the agency. Invoicing programs can then look up the special price for the agency OR customer, depending on how this field is set..

Note: This affects special pricing in any of the following files:

Customer Contract Pricing File
Special Rental Rates by Gas Group File
Customer Special Rental/Demurrage Lease Term/Rates File

Both day to day invoicing and automatic rental/demurrage invoice creation programs will check this flag.

This flag ONLY APPLIES to those patients who are set up in the medical data file.

26 SPIFF APPLIES

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17, 1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16, 2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave

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promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

27 EDI ORDER LABEL

This field is used in the furniture manufacturing system to identify those customers or products, where order labels are to be produced. For such customers or products, if a record exists in file INVCC (construction codes), a record will be written for the order lines in the label control file OELAB. A label quantity equal to the qty ordered will be used, unless the flag in INVE1 indicates that a label quantity must be keyed with the order.

Y - Write a record in File OELAB

S - Same as Y but writes Sears Format type to label record.

y - No Record in OELAB but line item labels will be printed from OEPRO2 (default in customer extra data file)

N - No order labels of any kind for this customer. (If set Piece Counts in Doc Print System will not be updated.)

If blank in the product file, customer value will be used.

unless this field is set to 'Y'es, order lines will assume a label quantity equal to the total quantity ordered of the product on the line. Otherwise, the order entry screen will ask for a label quantity.

New option added Oct 10, 2002.

Value of 0 or 1 indicates 0 or 1 label for this product automatically is set!

28 AVOID AUTO HOLD

This field will be used by bedford for Hold overrides.

29 AUTO REPRICE YN

This field is used to determine whether the order entry invoicing system should recalculate a line item selling price each time the line is processed. This will automatically pick up current pricing information. Used by Bedford's pricing call at present.

30 LAST YEAR SLS

These fields contain a summary of total sales dollars for:

- Last Year (current fiscal year minus 1)
- 2 Yrs Ago (current fiscal year minus 2)
- 3 Yrs Ago (current fiscal year minus 3)
- 4 Yrs Ago (current fiscal year minus 4)

These fields are automatically updated when the A/R Month End Closing Program is run for the final month of a fiscal year.

See also: YTD Sales fields in the master customer file which store current fiscal year summary figures.

31 2 YRS AGO SLS

These fields contain a summary of total sales dollars for:

- Last Year (current fiscal year minus 1)
- 2 Yrs Ago (current fiscal year minus 2)
- 3 Yrs Ago (current fiscal year minus 3)
- 4 Yrs Ago (current fiscal year minus 4)

These fields are automatically updated when the A/R Month End Closing Program is run for the final month of a fiscal year.

See also: YTD Sales fields in the master customer file which store current fiscal year summary figures.

32 3 YRS AGO SLS

These fields contain a summary of total sales dollars for:

- Last Year (current fiscal year minus 1)
- 2 Yrs Ago (current fiscal year minus 2)
- 3 Yrs Ago (current fiscal year minus 3)
- 4 Yrs Ago (current fiscal year minus 4)

These fields are automatically updated when the A/R Month End Closing Program is run for the final month of a fiscal year.

See also: YTD Sales fields in the master customer file which store current fiscal year summary figures.

33 PROV/STATE CODE

A 3 character alpha numeric code describing the province or state that this customer is located in. This field is used in the updating of ARSL4 (if used).

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34 TAX LIC EXPY DT

This field contains the date on which this customer's Provincial Tax License expires, if applicable.

Reports can be produced against this field for renewal purposes.

35 4 YRS AGO SLS

These fields contain a summary of total sales dollars for:

Last Year (current fiscal year minus 1)
2 Yrs Ago (current fiscal year minus 2)
3 Yrs Ago (current fiscal year minus 3)
4 Yrs Ago (current fiscal year minus 4)

These fields are automatically updated when the A/R Month End Closing Program is run for the final month of a fiscal year.

See also: YTD Sales fields in the master customer file which store current fiscal year summary figures.

36 HI AR 1 MTH AGO

The customer's highest A/R balance in the last 6 months is stored here. This figure at month end is rotated from the customer master file to the customer extra data file, so that at all times, the highest AR in each of the last 6 months is maintained here.
This is a system maintained field.

37 HI AR 2 MTH AGO

The customer's highest A/R balance in the last 6 months is stored here. This figure at month end is rotated from the customer master file to the customer extra data file, so that at all times, the highest AR in each of the last 6 months is maintained here.
This is a system maintained field.

38 HI AR 3 MTH AGO

The customer's highest A/R balance in the last 6 months is stored here. This figure at month end is rotated from the customer master file to the customer extra data file, so that at all times, the highest AR in each of the last 6 months is maintained here.
This is a system maintained field.

39 HI AR 4 MTH AGO

The customer's highest A/R balance in the last 6 months is stored here. This figure at month end is rotated from the customer master file to the customer extra data file, so that at all times, the highest AR in each

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of the last 6 months is maintained here.
This is a system maintained field.

40 HI AR 5 MTH AGO

The customer's highest A/R balance in the last 6 months is stored here. This figure at month end is rotated from the customer master file to the customer extra data file, so that at all times, the highest AR in each of the last 6 months is maintained here.
This is a system maintained field.

41 PO EXPIRY DATE

If a blanket PO Number is to be used for this customer's orders this field contains an expiry date, if any, for that PO Number. If the expiry date has been reached, the operator will be warned as orders are processed.

42 O/E REQUIRED ?

This field can be used to identify whether a customer is to receive a packing slip only with any shipments, or whether an invoice can be sent along with the shipment (Monarch Oil requirement).

' ' Same as 'Y' below except that no message is printed during order entry.

'Y' The customer normally receives a packing slip only, with the invoice to follow at a later date. In this case, the customer's orders are normally entered through Order Entry procedures in order to produce the packing slip, and invoicing is generated through Order Confirmation.

Any attempt to do direct invoicing for the customer (pre billing or post billing) will result in a Warning Message; however, direct invoicing will still be allowed in the event it is desired.

'N' Customer normally receives an invoice directly, without having received a packing slip previously. His orders are normally processed through direct invoicing (pre or post billing) procedures.

A warning message will display if the Order Entry procedure is used; however, it will still be allowed in the event it is desired.

Left No warning messages are displayed in any procedure.
Blank

43 INACTIVE (Y/N)?

If set to 'Y' (yes), this customer is no longer active but is being kept on for sales history only.

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This field may be maintained through file maintenance only; it is not automatically updated by any other procedure.

If set to [y]es the customer is inactive

[C]losed is a new value available Jan 2005. Normally used to identify ship to locations that are Closed but are kept around for historical sales comparison purposes.

44 LAST SALE DATE

LAST SALE DATE Contains the last INVOICE date for which an invoice has been produced for this customer (or ship to). Updated by the accounting database update program.

LAST ORDER DATE Contains the last ORDER date for which an order was entered for this customer (or ship to). Updated on line at the end of each order. (not currently available in Weldpak)

45 PRICED P/S?

If orders for this customer are ever processed through order entry, this field indicates whether or not the customer is to receive a priced or non-priced packing slip (Oxygene Industriel Girardin requirement).

'N' Non priced packing slip
'Y' Priced packing slip

Programmer Note: Modifications will be required to the order print (??PRO1) program to handle this field.

46 RENTAL CUST NO

WELDPAK/MEDPAK ONLY!

This field contains the customer code to whose A/R account any automatic rental, demurrage or lease renewal invoices are to be updated. This is only looked at by the lease renewal billing program and the monthly rental/demurrage billing program.

This feature was developed for industrial gas distributors, where buying groups pay for day to day gas purchases, but the individual users pay their own rental.

See also the A/R customer number field in the master customer file.

Customer File - A/R Customer # - customer paying for this customer's normal day to day purchases (himself or someone else)

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This File - Rental Customer - customer paying for this customer's rental, demurrage or leases (himself or someone else)

47 MAIL LABEL

This field is used by programs ARLAB0 and ARLAB3 to decide whether or not this customer or shipping location has a label printed.

48 CUSTOM FIELD 1

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this fields value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

49 CUSTOM FIELD 2

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this fields value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

50 CUSTOM FIELD 3

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this fields value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

51 CUSTOM FIELD 4

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this fields value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

52 CUSTOM FIELD 5

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this fields value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

53 CUSTOM FIELD 6

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54 CUSTOM FIELD 7

55 CUSTOM FIELD 8

56 CUSTOM FIELD 9

57 CUSTOM FIELD 10

58 CUSTOM FIELD 11

59 CUSTOM FIELD 12

60 CUSTOM FIELD 13

61 CUSTOM FIELD 14

62 CUSTOM FIELD 15

63 CUSTOM PADDING

This field is reserved for custom use at an individual user's installation. Using dictionary overrides, this field's value should be set. The sum of all custom fields in this file should total 50 characters. When changing field sizes using dictionary overrides, make sure to change variable length field used for padding (normally at zero length)

64 INVSUM CODE

If not blank or 'N':

Special Invoice Summary logic is employed. The invoices generated for this customer are flagged as printed when first selected for printing, but the actual printing is deferred until some later date. 'D'=daily, 'W'=weekly, 'M'=monthly, etc. When printed from history, individual documents, printed in customer sequence or a single summary may produced.

Programmer's Note: This flag is ignored, unless a DOCUMENT FORM which requests its use is used for the initial printing.

65 DUNS NUMBER

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

66 DUNS SUFFIX

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

67 # ORD COPYS

This field indicates how many additional order copies are required to be PRINTED for this customer. A blank value indicates no additional copies are required. A value from 1 to 9 indicates that 1 to 9 additional copies are to be printed.

If a customer has a non-blank value loaded in this field, then each time an order is printed for that customer, ? number of additional copies will also be printed.

Note: The current contents of this field in ARCS1 are used; unlike # INV COPYS, changing this field will affect the number of copies printed when reprinting orders.

Programmers notes:

- (a) This field is only supported by the Document Forms system and only if [LIB--,# OF COPIES] is included. (It should be placed in the header section.)
 - (b) If used by WELPAK/MEDPAK [LIB--,GET ARCS1/WE/ME] or its equivalent must also be included.
 - (c) The lib '# OF COPIES' will actually function in ANY ORD/INV type document. It should NOT, therefore be included in INVOICE documents (which use a different field to control number of copies).
-

68 LST MTH R/D IN#

69 COMM EXP DATE

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer	contains the expiry date of the special

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Note: Even though the flag is set to 'N', the A/R ATB program will still scan all the customer's transactions to ensure a net balance of zero, before excluding the customer from appearing on the printout.

72 EDI PROC CODE

Used to trigger special processing by EDI programs. Valid values are:

S=Sears
E=Eaton's
V=V.I.P. Buying Group
H=The Hudson's Bay Co
P=Price Club / Costco
C=Cantrex
A=Amway
L=Lowe's
N=National Grocers (Loblaw's East) Direct to Store
n=National Grocers (Westfair) Warehouse Shipments-----
B=The Brick
D=DO IT BEST CORP
F=LEON'S FURNITURE
h=Home Hardware
R=Rona Hardware
K=Katz Group (Herbie's, Pharma Prix, Rexall)
Y=Sobey's

73 SPECIAL INSTR.

In the ship to file, this field contains any special instructions which relate to this shipping location only. Optionally, these instructions can be printed on any order/invoice for this location.

In order processing/invoicing programs, any special instructions which relate to the order being processed may be input here. Printout of these instructions is optional.

For Users of the Bill of Lading program, and the UPS or Fedex interfaces, this field is used to store carrier waybill or tracking numbers.

74 EDI 810 INVOICE

If set to [Y]es, this customer's invoices are transmitted using ANSI X12 EDI the 810 format. The invoice printed flag will only be set to [Y]es once these transactions are generated.

If set to [C]ustom, a custom EDI flat ASCII file transaction record will be created for this customer's invoices, using a Custom program. The same rules

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will apply re the invoice printed flag.

If set to [T]esting, EDI Invoices will be processed in Test Mode. EDI file will be created with a tst extension, and Invoice Flags will not be set.

75 EDI 856 ASN

If set to [Y]es, when Bills of Lading are created for this Customer, if they created from Bar Code Trailer Input, EDI 856 ASN records will be created.

If set to [T]est - same as [Y]es but optional.

This will also force creation of OELAB0 label records which allows generation of ASN's!

76 HAZ SCHG MAX/NC

If hazardous goods surcharges are being applied, this field may be used to limit a monthly maximum surcharge to be calculated on this account. If the value stored here is negative, no hazardous surcharges are to be calculated for this customer, nor are any hazardous surcharge lines to appear on this customer's invoices.

77 EQUIP REF # REQ

For MEDPAK only - during order processing - medical equipment lines will require input of reference or authorization numbers on a line item basis for deliveries and returns. These will be used to maintain file WEREF.

The above will be true if any of the payors for the equipment have this field set to [Y].

78 2ND AGENCY PAY?

This field is used by Medical Systems that use Split Billing only. It is used to determine whether the 2nd agency or payor will cover the difference between the 1st agency's split and any maximum that may be defined.

For Example: Sell a piece of equipment for \$1200.00.

The splits are defined as: 1st Agency 75%
2nd Agency 25%

The first agency's portion should be \$900.00 but there is a maximum loaded for this agency of 850.00.

-If 2ND AGENCY PAY? is set to 'Y'es, then the splits would be calculated as follows: 1st agency 850.00
2nd agency 350.00 (1200.00 * .25 + 50.00 = 350.00)

Note: 50.00 is the difference between the 1st agency's

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split and the maximum defined for that product.

-If 2ND AGENCY PAY? is set to 'N'o, then the splits would be calculated as follows:

1st agency	850.00
2nd agency	300.00
Customer	50.00

NOTE: In situations where the first agency pays a portion up to a maximum AND the second agency also pays a portion up to a maximum, this field must be set to 'N'.

For example:

Item sold for	\$495.00
1st agency pays 75% up to max of (balance remaining after this agency's portion is \$145.00)	\$350.00
2nd agency pays (portion of remaining balance, but not necessarily based on a %)	\$120.00
Customer pays remaining	\$ 25.00

If this field is set to 'N' maximums for both agencies will apply.
If this field is set to 'Y' (or blank) only the first agency's maximum will apply and the total difference will automatically be assigned to the second agency.

79 PRODUCT PREFIX

If this Customer has their own series of product numbers, this field may be used to identify any product number prefix used by the account.

80 SPIFF 2 TYPE

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

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If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17, 1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16, 2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

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ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit
here instead. If record is only for promotional
spiff, but no promotional price applies, leave
promo price and cost at zero and set promo
discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff
applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if
promo spiff applies.

A Spiff Report has been added to the sales analysis menu
(Selector 126). For any invoice which has at least one
spiff item on it, ALL items on that invoice will be
reported.

81 EDI CUSTOM INV

In the Customer Extra Data File, For EDI Customers, this flag is used to select
Custom Invoice Print programs, or to skip Invoice printing entirely if EDI
invoices are all required. Values are:

[Y]es = Custom Invoice Required
[N]o = not required
[n]o = No Printed Invoice Required for EDI generated Invoices.
[y]es = Print regular invoice as well as send EDI 810's

This controls updating of Printed Flags in record OEDESe

The Document Formatter File ADCT0J will contain a flag Identifying the program
used to print custom Invoices where this customer Flag is set to [Y]es.

If not set to [Y]es, when printing invoices, if this order is a quick ship
(05\$(152,1)="Q") or this customer is sent EDI Invoices, the invoice will be
skipped.

If set to [C]ustom, this program is being used to print Custom EDI Invoice
copies only.

82 FAX INV CD

Determines whether or not you may fax invoices to this customer. Values are

[Y] or blank - Always allow fax invoices

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- [S] - Same as [Y] except fax to sold to fax phone instead of ship to fax phone
- [N] - Never allow fax invoices
- [I] - Only allow fax invoices from immediate print or History reprint.
- [s] - Same as [I] but fax to sold to fax phone instead of ship to fax phone
- [F] - same as [Y] except that invoice print flag will not be set. This means invoice will also be printed.

A Non Blank value in the ship to file will override the master customer file value.

83 FAX STMT

If set to [N]o, this customer will not be faxed AR statements unless selected from the AR Inquiry.

Please note that this flag is used in conjunction with an Email/Fax/Pront flag which is selected when AR Statements are being produced.

Options are:

- E Email Statements to those Customers that have an AP Email Loaded, and whose Email statement Flag is NOT set to [N]o.
 - F Fax Statements to those Customers with a fax number loaded, and whose Fax statement flag is Not set to [N]o, and have no Email address loaded or Email statements set to [N]o.
 - P Print Statements to those Customers with no Fax Number loaded or Fax statements set to [N]o, and no Email address loaded or Email statement set to [N]o.
 - A Produce all statements according to other parameters specified regardless of Fax and EMail flags.
-

84 ORIDE SLS MGR

A Sales Manager Code loaded in either the customer master file or the ship to file overrides the sales manager code in the salesman file.

85 DEL'Y DAYS

Contains the number of days required for delivery to this customer, from the date an item is shipped. This is used to calculate the shipping date required to meet the customers required delivery date (Open Order Report by Customer).

86 FAX B/L CD

If set to [Y]es, in addition to the regular printed Bill of Lading produced,

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

copy will be faxed directly to the customer. It is assumed that:

1. Bill of Lading is Printed through the Document System.
2. A valid fax telephone number is present for the customer.

Effective Jun. 21,2002 - a value of [E] is used to ask whether or not to FAX the bill for EDI orders only. All other orders will be faxed. If set to [Y] EDI orders will be skipped.

87 1 B/L PER ORDER

If set to [Y]es, this customer only allows one order on a bill of lading.

88 # B/L COPYS

This field indicates how many invoice copies are required to be PRINTED for this customer. A blank value or 1 indicates no additional copies are required. A value from 2 to 9 indicates that 1 to 8 additional copies are to be printed.

If a customer has a value greater than 1 loaded in this field, then each time an invoice is printed for that customer, ? number of additional copies will also be printed.

Within the document forms system [STDOCA,COPY NUMBER] may be interrogated (via logical fields) to produce copy designations or condition special printing. For example see printing of margin on INTERNAL invoices on copy=1. Note: Copies are produced in reverse order first copy-n+1, next copy-n,...,copy-2 and finally copy-1. (This may be incorrect: INTERNAL no longer prints multiple copies so feature has not been completely tested. [920703:AMB])

Note: - Current copy number stored in D(24)

Note: - a similar flag exists for Bill of Lading prints, following the same rules.

89 B/L FAX PHONE

If set to [Y]es, in addition to the regular printed Bill of Lading produced, copy will be faxed directly to the customer. It is assumed that:

1. Bill of Lading is Printed through the Document System.
2. A valid fax telephone number is present for the customer.

Effective Jun. 21,2002 - a value of [E] is used to ask whether or not to FAX the bill for EDI orders only. All other orders will be faxed. If set to [Y] EDI orders will be skipped.

90 SALES BRANCH

If a sale is to be credited to a branch different than the one

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

from which it is shipped, this field contains the branch to get sales credit. This is used to lookup GL accounts for sales and cost of sales for that branch, while inventory continues to use the shipping branch for it's GL update.

If a Sales Branch is Loaded in the Salesman's File, and that Salesman is part of a Sales Split, the GL Update for Sales will be updated accordingly.

Added June 2003 (for QUIDRI).

91 SALES CONTACT

92 SALES PHONE #

93 OWNER NAME

94 OWNER PHONE #

95 OVERDUE CODE

This informational field contains a code describing credit history of this customer. Values include:

OD = Account Overdue
NS = NSF Cheques
CO = In Collection
BD = Bad Debts

96 ADDRESS ORIDE ?

An order entry parameter is provided to determine whether or not name and address overrides are allowed by default on an order. If this parameter is set to [Y]es, or left blank, then by default, name and address overrides will be allowed during the entry of an order or invoice.

If this parameter is set to [N]o, only customer's where this flag is set to [Y]es will allow Name & Address Overrides.

97 CUSTOM FIELD 16

98 CUSTOM FIELD 17

99 CUSTOM FIELD 18

100 CUSTOM FIELD 19

101 CUSTOM FIELD 20

102 CUSTOM FIELD 21

103 CUSTOM FIELD 22

104 CUSTOM FIELD 23

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

105 CUSTOM FIELD 24

106 CUSTOM FIELD 25

107 INVOICE SHIP TO

If set to [Y]es, all Invoices for this Customer will be addressed to the ship name and address. As well, faxed invoices will be sent to the ship to fax number if it exists.

108 FAX DEST BRANCH

The VSIFAX system allows multiple fax destinations. This field allows the selection of different destinations. For example, Bedford Furniture operators in Calgary will use the fax destination tied to the phone line there, while Toronto users will use the Toronto fax line.

When Printing certain documents, an optional selection will be allowed for Fax Destinations, and only customers for that destination will be selected.

If this method is going to be used, it would be mandatory to load those destinations by Customer, Supplier, etc.

The fax destination control file will allow selection of separate printers for each specified destination. This allows multiple copies of the 'faxspool' program to be run, each selecting a different destination.

109 EMAIL ADDRESS

If set to [Y]es, this customer and/or ship to allows emailed invoices, and when invoices are printed in batch mode, and the printer selected is an email printer, this customer's invoices will be selected for printing. If not set to [Y]es, this customer will be skipped. If no email address is loaded, the customer and/or ship to will also be skipped.

[E] - same as [Y] except that invoice print flag will not be set. This means invoice will also be printed.

[y] - same as [Y] except that if multiple invoices are being emailed in the same batch, they will be combined into a single pdf file.

In order to use this feature, PCL to PDF conversion software must be obtained, as the print script for email uses this software. As well, the 'mutt' email program, or some equivalent that allows emailing of attachments, must also be installed. Alternatively, the PDF files could be created and manually emailed.

If Invoices are to be emailed rather than printed, this field contains a list of up to 2 email recipients, each defined as 1 of the list below. Bear in mind, that any of the members of this list may actually contain multiple email addresses as each can contain a space separated list totalling 60 characters.

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If this field is left blank, and invoices are set to be emailed, the AP contact will be defaulted as the email recipient.

- 1=AP Contact
- 2=Sales Contact
- 3=PO Contact
- 4=Shipping Contact
- 5=Owner Contact
- 6=Other Contact

for example - using a value of 12 indicates the emails are to be sent to the AP and Sales contacts, which would include all email addresses under both contacts.

110 INTL PFX PHONE#

If telephone calls (including fax calls) require prefixes (ie: for international dialing) they are stored here.

A fax telephone number may be loaded if available. This will display if the 'PHONE' feature is used at any menu.

This Number is split into 3 sections where the first 10 are any International Calling prefixes, the next 10 are area code and 7 digit telephone, while 3rd 5 character field used for any extensions, etc.

111 ORIDE BULK FCTR

This field contains the NEXT date on which a delivery is to be made to this installation.

Prior to Dec 1998, calculation was as follows:
where:

- N = Next Delivery Date
- D = Date of Current Delivery
- Q = Qty delivered in previous 6 month period not including any credits.
- A = Number of Days since first delivery in previous 6 month period.
- T = Total Capacity of tanks at customer site.

if this is first delivery:

$$N=N+14$$

if this is not 1st delivery

$$N=D+(T/(Q/A))*0.75$$

For example:

 FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

Delivery on Dec 12 98. There were 4 previous deliveries in past 6 months on July 15 - August 31 - September 15 - October 20 totalling 750 with total capacity of 200.

D=981202 T=200 Q=750 A=140

$Q/A=750/140 = 5.36$

$T/(Q/A)*.75 = 200/5.36*.75 = 27.98$

$N=981202+28 = 981230$

Mods made Dec 9 1998 changed to following calculation.

where:

N = Next Delivery Date

D = Date of Current Delivery

Q = Qty delivered since last delivery

A = Number of Days since last delivery

T = Total Capacity of tanks at customer site.

F = Factor to indicate desired capacity to refill at - default = .75 or 3/4 empty. This default factor is stored in ADCTL= Record for WEUPD0 D8\$(1,3). It may be overridden from the customer class file (ARCLS) by 1st character customer class or all characters of Customer class. This may in turn be overridden by a value per customer (ARCS1). This value if negative will indicate days to add to current delivery date, instead of a factor.

if this is first delivery:

$N=N+7$

if this is not 1st delivery

$N=D+(T/(Q/A))*F$ if $F > 0$ or $N=D+(-F)$ if $F < 0$

For example:

Delivery on Dec 12 98. Previous delivery was on December 1 for 150 with total capacity of 200.

D=981212 T=200 Q=150 A=11

$Q/A=150/11 = 13.64$

$T/(Q/A)*.75 = 200/13.64*.75 = 11.00$

$N=981202+11 = 981213$

 112 SKIP COMMITTED

If set to [Y]es for this customer or product, committed will not be updated any order lines including this customer or product.

This option added January 13, 1998 - not available in Weldpak.

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

113 PUROLATOR CUST#

This is a customer number used to cross reference to a separate Purolator shipping system customer number. Each Time a new customer or ship to number is added, this number is created automatically as the next numeric number.

This logic is only used if the field access code is not Z.

This logic added April 1999 for Lenco.

114 CUST PRD# REQ'D

If a customer has his own code for your products, these codes may be loaded v contract prices. If no special price is maintained for the customer, the code DISCOUNT? or P# must be set to [P], indicating that this record is only there to track customer codes for your products.

A flag is maintained in the customer extra data file determining whether these product numbers must be stored with each order entered for the customer. This may be for printing on invoices, shipping documents, bar coded labels, etc.

115 INTERCO XFR CMP

To handle situations where goods are sold between related companies, and when it is desired to move the inventory between the companies, customer records for intercompany transactions will be designated with intercompany transfers Company and Branch Codes.

Processing will occur as follows:

Shipping Company Processes an order/invoice in the normal fashion, against the customer code established for inter company transfers.

Shipping Company Inventory is relieved
Receiving Company In Transit is updated

Receiving Company The posting of the receipt of goods by the receiving company cannot be done until such time as the invoice created by the shipping company has been UPDATED.

Information for posting of the receipt is derived from history (ARDESe) and an intercompany update flag is set once the receiving has been done.

When the goods are physically received at the receiving company, a special transfer receipts program (OEXFR0) will be run by the RECEIVING company. It will:

relieve in transit in the receiving company
update on hand in the receiving company

 FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

Credit A/R in the Shipping Company
 Debit Inter company account in the Shipping company

Debit Inventory in the receiving company
 Credit inter company account in the receiving company

ADCTL= record for Intercompany Transfers Receiving Program (OEXFR0 - Sel. 11)

From INTERCO GL Account number Debited in FROM (Shipping) Company
 D9\$(1,6)

To INTERCO GL Account Number Credited in To (Receiving) Company
 D9\$(7,6)

To INVENTORY GL Account Number Debited in To (Receiving) Company
 D9\$(13,6)

Note: Above works fine as long as the intercompany G/L account
 is the SAME in all companies.
 However, if situations (eg: QUIDRI and MCTIRE) exist
 where intercompany account in the receiving company is
 different depending on what the shipping company is
 (eg: at QUIDRI --> from CD to US
 intercompany account is 2400, but from AU to US is account
 2401), then records MUST be loaded in this file as
 follows:

Company Code = SHIPPING COMPANY
 W'house Code = RECEIVING COMPANY

G/L accts = G/L accts to affect for the particular
 combination loaded.

eg: QUIDRI 3 companies exist. US CD and AU
 6 records required. US to CD CD to US
 US to AU AU to US
 AU to CD CD to AU

eg: MCTIRE 3 companies exist. MT OR and CA
 6 ways to transfer MT to OR OR to MT
 setup so far. MT to CA CA to MT
 OR to CA CA to OR

ADDITIONAL NOTES RE MCTIRE (EFFECTIVE 050428)

They are also doing intercompany transfers From Main Branch in shipping
 company to Non main branch in receiving company - or - shipping from
 non main branch in shipping company to main branch in receiving company.

In order for this to work the following must be setup:

a) ADCTL=: Company Code = INTERCO XFR CO (From ARCS1 record of customer

setup to trigger the interco transfer - should be the same as the receiving company code)

W'house Code = INTERCO XFR BR (from ARCS1 record of customer setup to trigger the interco transfer).

G/L accts = G/L accts to affect for the particular combination loaded.

- b) INLCN: Setup record for INTERCO XFR BR. Make sure to blank out GL UPD BR CD and CONTROL # WH fields and LOAD real warehouse code to be updated in UPDATE INV LOC field.
- c) ADCTLH: Load a record with COMPANY CODE = INTERCO XFR CO and W'HOUSE CD = INTERCO XFR BR. GST account affected by transfer receipt (in receiving company) is picked up here - different. for MCTIRE than GST account affected by their sales. This applies to all intercompany transfer branches regardless of whether they are main or non-main.

Refer to branches GW and WG on Mctire system for how these records are setup for tranfers from Guelph branch in MT company to WA branch in CA company and vice versa.

116 INTERCO XFR BR

To handle situations where goods are sold between related companies, and when it is desired to move the inventory between the companies, customer records for intercompany transactions will be designated with intercompany transfers Company and Branch Codes.

Processing will occur as follows:

Shipping Company Processes an order/invoice in the normal fashion, against the customer code established for inter company transfers.

Shipping Company Inventory is relieved
Receiving Company In Transit is updated

Receiving Company The posting of the receipt of goods by the receiving company cannot be done until such time as the invoice created by the shipping company has been UPDATED.

Information for posting of the receipt is derived from history (ARDESe) and an intercompany update flag is set once the receiving has been done.

When the goods are physically received at the receiving company, a special transfer receipts program (OEXFR0) will be run by the RECEIVING company. It will:

relieve in transit in the receiving company
 update on hand in the receiving company

Credit A/R in the Shipping Company
 Debit Inter company account in the Shipping company

Debit Inventory in the receiving company
 Credit inter company account in the receiving company

ADCTL= record for Intercompany Transfers Receiving Program (OEXFR0 - Sel. 11)

From INTERCO GL Account number Debited in FROM (Shipping) Company
 D9\$(1,6)

To INTERCO GL Account Number Credited in To (Receiving) Company
 D9\$(7,6)

To INVENTORY GL Account Number Debited in To (Receiving) Company
 D9\$(13,6)

Note: Above works fine as long as the intercompany G/L account is the SAME in all companies. However, if situations (eg: QUIDRI and MCTIRE) exist where intercompany account in the receiving company is different depending on what the shipping company is (eg: at QUIDRI --> from CD to US intercompany account is 2400, but from AU to US is account 2401), then records MUST be loaded in this file as follows:

Company Code = SHIPPING COMPANY
 W'house Code = RECEIVING COMPANY

G/L accts = G/L accts to affect for the particular combination loaded.

eg: QUIDRI 3 companies exist. US CD and AU
 6 records required. US to CD CD to US
 US to AU AU to US
 AU to CD CD to AU

eg: MCTIRE 3 companies exist. MT OR and CA
 6 ways to transfer MT to OR OR to MT
 setup so far. MT to CA CA to MT
 OR to CA CA to OR

ADDITIONAL NOTES RE MCTIRE (EFFECTIVE 050428)

They are also doing intercompany transfers From Main Branch in shipping company to Non main branch in receiving company - or - shipping from non main branch in shipping company to main branch in receiving company.

In order for this to work the following must be setup:

- a) ADCTL=: Company Code = INTERCO XFR CO (From ARCS1 record of customer setup to trigger the interco transfer - should be the same as the receiving company code)
- W'house Code = INTERCO XFR BR (from ARCS1 record of customer setup to trigger the interco transfer).
- G/L accts = G/L accts to affect for the particular combination loaded.
- b) INLCN: Setup record for INTERCO XFR BR. Make sure to blank out GL UPD BR CD and CONTROL # WH fields and LOAD real warehouse code to be updated in UPDATE INV LOC field.
- c) ADCTLH: Load a record with COMPANY CODE = INTERCO XFR CO and W'HOUSE CD = INTERCO XFR BR. GST account affected by transfer receipt (in receiving company) is picked up here - different. for MCTIRE than GST account affected by their sales. This applies to all intercompany transfer branches regardless of whether they are main or non-main.

Refer to branches GW and WG on Mctire system for how these records are setup for tranfers from Guelph branch in MT company to WA branch in CA company and vice versa.

117 SKIP REDIRECT?

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the branches. If any back ordered item is found in the first B/O branch, all back order lines will be switched to that branch. If not found in the first, but found in the second, the second will be used, and so on for up to 10 branches.

A skip Re-Direct field may be set in the Customer extra Data file, and in the Product Class File. As well, at the end of an order or invoice, the operator may use [F11] to Skip or Allow redirects on a specific order.

This feature added August 99, and works for B/O's from OEUPD1 only - Not Weldpak or On Line Back Orders.

118 USE EDI PRICE?

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

If a customer places orders via EDI and the customer's prices sent in the EDI transactions are to be used, this flag must be set to [Y]es. Otherwise, standard pricing logic will be used.

119 EDI INV# PREFIX

This field controls whether EDI 810 invoice transactions add a prefix to the invoice number sent. This is to solve a problem re recycled invoice numbers confusing customers with inadequate systems that cannot handle duplicate numbers. Values include:

Blank	-	Invoice Number sent as is
P	-	Invoice Number Prefixed with Posting Month
Y	-	Invoice Number Prefixed with Year

120 SUB REP CODE

For situations where sales agencies with multiple reps are being used, and the customer's salesman code identifies that agency, a sub rep code may be used to identify an individual salerep within that agency.

121 MAX COMM. RATE

The maximum commission rate field in the Customer Additional File can be OPTIONALLY used to load a MAXIMUM commission rate to apply on sales to this customer.

Left at Zero	No maximum applies
Non zero	Maximum applies

- 1) All NORMAL commission rules apply first (see help documentation on the commission field in master customer file).
 - 2) After all normal commission rules have been applied, this field will then be checked. If normal commission rules have resulted in a higher commission rate - commission rate will revert to the maximum loaded here.
-

122 SKIP FUEL S'CHG

WELDPAK FEATURE: Refer to help documentation in file ADCTLB (FUEL SCHG PRG) for details of the fuel surcharge feature.

If the fuel surcharge feature is being used and you wish to waive the fuel surcharge for this customer, set this field to a 'Y'

123 INTERNAL SALES?

If set to [Y]es, this customer represents an internal account, and sales history in INLC1I will be updated for this.

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

124 CO-OP PERCENT 1

This field contains a Co-op/Volume Rebate rate as a percentage of sales that available to this customer for advertising expense, or as a Volume Rebate.

If set to a negative number, no rebate is allowed for this customer.

This Rebate will not apply to any product flagged as [Y]es to skip Rebates. This feature was added to the Product Extra Data File and Style File June 26,2002 (REFINT).

Rebate Types include:

I Customer deducts rebates from Invoice payment
i Same as I but no automatic cash posting updates
M Customer gets monthly credit
Q Customer gets quarterly credit
A Customer gets annual credit
C Customer gets Quarterly Check for rebates
m Customer gets Monthly Check for rebates.

This field is used in the Co-Op report (SACCOOP), which also uses a designated product to identify Co-Op credits given, as well as any A/P disbursements to a supplier with exactly the same Code as this Customer.

The ADCTL= file for program SACCOOP contains the default company wide percentage. D9\$(1,5) This may be overridden by individual customer.

SKIP ZERO RATE If set to [S], and if no CO-OP rate stored for Company or Customer, the Customer is skipped.
D9\$(6,1)

CO-OP ITEM 1-4 Defines up to 4 product codes that are being used to apply Co-Op Credits
D9\$(7,12)
D9\$(19,12)
D9\$(31,12)
D9\$(43,12)

CO-OP GL Defines CO-OP GL account
D9\$(55,6)

CO-OP PRD CLS Defines a Product Class used to Apply CO-OP credits.
D9\$(61,6)

Extra GL Defines up to 4 more accounts where CO-OP might be adjusted (ie Tax accounts)
D9\$(67,6)
...
D9\$(85,6)

125 PPD FREIGHT LVL

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

If not Zero - this field describes the Order Dollar Value at which Freight is Pre-Paid. If a value is loaded in this field in the ship to file, it overrides the value for that customer loaded in the additional customer information file.

126 EDI MH10 LABEL

127 FAX IMAGES Y/N

If this flag is set to 'N', then any faxes sent using the 'Fax a Specified Image/Print File program' on Selector 969, will not be faxed to this customer.

128 XFR COMPANY

If either or both of XFR COMPANY and XFR WAREHOUSE exist in the customer extra data record, this will trigger transfers between companies and or locations, as well as regular invoice processing.

Implmented August 2001 - Roma Moulding.

129 XFR WAREHOUSE

If either or both of XFR COMPANY and XFR WAREHOUSE exist in the customer extra data record, this will trigger transfers between companies and or locations, as well as regular invoice processing.

Implmented August 2001 - Roma Moulding.

130 OVERRIDE AR GL

If a GL Account is loaded in the Customer extra Data file, updates will go to that GL rather than that normally selected.

131 FAX ORD CD

Determines whether or not you may fax ORDERS to this customer. Values are

[Y] or blank - Always allow fax of ORDERS - Use Ship To Fax# if Avail
[N] - Never allow fax of ORDERS
[R] - same as Y but for RA's always use Head Office Fax#

Programming Note: See 01/08/14 mods to OEPDF0 and OEDPF1

For Reflections or other Custom use: (2004/04/15)

[n] = never fax or print order acknowledgements
[y] = print order acknowledgements even if faxed

A Non Blank value in the ship to file will override the master customer file value.

132 REJ O/D EDI DIS

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

If set to [Y]es, EDI cash posting will reject by zeroing the cash discount received on an EDI 820 transaction, if the payment date is later than that allowed for the discount!

Implemented 010925 BEDBED

133 EMAIL INVOICES?

If set to [Y]es, this customer and/or ship to allows emailed invoices, and w invoices are printed in batch mode, and the printer selected is an email printer, this customer's invoices will be selected for printing. If not set to [Y]es, this customer will be skipped. If no email address is loaded, the customer and/or ship to will also be skipped.

- [E] - same as [Y] except that invoice print flag will not be set. This means invoice will also be printed.
- [y] - same as [Y] except that if multiple invoices are being emailed in the same batch, they will be combined into a single pdf file.

In order to use this feature, PCL to PDF conversion software must be obtained, as the print script for email uses this software. As well, the 'mutt' email program, or some equivalent that allows emailing of attachments, must also be installed. Alternatively, the PDF files could be created and manually emailed.

If Invoices are to be emailed rather than printed, this field contains a list of up to 2 email recipients, each defined as 1 of the list below. Bear in mind, that any of the members of this list may actually contain multiple email addresses as each can contain a space separated list totalling 60 characters. If this field is left blank, and invoices are set to be enailed, the AP contact will be defaulted as the email recipient.

- 1=AP Contact
- 2=Sales Contact
- 3=PO Contact
- 4=Shipping Contact
- 5=Owner Contact
- 6=Other Contact

for example - using a value of 12 indicates the emails are to be sent to the AP and Sales contacts, which would include all email addresses under both contacts.

134 EDI 855 REQ'D

Program ED8550 is used to Generate EDI 855 PO Acknowledgements, indicating acceptance or change of data received on an 850 EDI PO.

Implemented Nov 2001 for Reflections / The Brick.

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

set to [Y]es [N]o or [T]est - Blank is same as [N]o.-----

135 SHIP COMPLETE?

If set to [Y], this customer's orders must be shipped complete.
If set to [N], this customer's orders do not have to be shipped complete.

If set to either [Y] or [N], operator will have the opportunity on an order by order basis to identify whether that particular order must be shipped complete or can be partially shipped.

See also ADCTL= (OEENT0/00) D9\$(14,1) flag

This flag is used in conjunction with automatic Order release (OEREL0) as follows:

- (1) In Order entry, the user flags the order as SHIP COMPLETE = 'Y'
 - See also Ship Complete Flag in Cust Additional Data Record
 - See also ADCTL= (OEENT0/00) D9\$(14,1) flag re ship complete
- (2) In Order Release, the system assigns RELEASE QTY as usual. After all items have been processed, the system re-processes all 'SHIP COMPLETE' Orders. If all lines are not fully shippable, the RELEASE QTY is set to zero on all lines and the RELEASE FLAG is set to "".
- (3) During Order Entry, at order total time, the Auto Release Program will be invoked to assign RELEASE QTY for the order. This will allow immediate production of a picking slip.

Value M means do not release order automatically - must be done manually.

136 # EXTRA ORD CPY

If not blank, this field is passed to the document formatter so that additional copies of the specified document may be printed. Ship to Values override those in the customer file.

137 # EXTRA INV CPY

If not blank, this field is passed to the document formatter so that additional copies of the specified document may be printed. Ship to Values override those in the customer file.

138 EDI 810 ST QUAL

If not blank, the EDI qualifier and Customer Ship to ID are obtained from the fields when producing the 810 invoice.
This is for the N1 - ST - segment.

If the Store ID is blank, only the qualifier is obtained from this record - in this case the store number comes from the Customer Record GRORUP MEMBER CODE

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

139 EDI 810 STORE #

If not blank, the EDI qualifier and Customer Ship to ID are obtained from the fields when producing the 810 invoice.
This is for the N1 - ST - segment.

If the Store ID is blank, only the qualifier is obtained from this record - in this case the store number comes from the Customer Record GRORUP MEMBER CODE

140 CO-OP TYPE 1

This field contains a Co-op/Volume Rebate rate as a percentage of sales that available to this customer for advertising expense, or as a Volume Rebate.

If set to a negative number, no rebate is allowed for this customer.

This Rebate will not apply to any product flagged as [Y]es to skip Rebates. This feature was added to the Product Extra Data File and Style File June 26,2002 (REFINT).

Rebate Types include:

I Customer deducts rebates from Invoice payment
i Same as I but no automatic cash posting updates
M Customer gets monthly credit
Q Customer gets quarterly credit
A Customer gets annual credit
C Customer gets Quarterly Check for rebates
m Customer gets Monthly Check for rebates.

This field is used in the Co-Op report (SACOOB), which also uses a designated product to identify Co-Op credits given, as well as any A/P disbursements to a supplier with exactly the same Code as this Customer.

The ADCTL= file for program SACOOB contains the default company wide percentage. D9\$(1,5) This may be overridden by individual customer.

SKIP ZERO RATE If set to [S], and if no CO-OP rate stored for Company or Customer, the Customer is skipped.
D9\$(6,1)

CO-OP ITEM 1-4 Defines up to 4 product codes that are being used to apply Co-Op Credits
D9\$(7,12)
D9\$(19,12)
D9\$(31,12)
D9\$(43,12)

CO-OP GL Defines CO-OP GL account
D9\$(55,6)

CO-OP PRD CLS Defines a Product Class used to Apply CO-OP credits.

 FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

D9\$(61,6)

Extra GL Defines up to 4 more accounts where CO-OP might be adjusted (ie
 D9\$(67,6) Tax accounts)

...
 D9\$(85,6)

141 CO-OP PERCENT 2

This field contains a Co-op/Volume Rebate rate as a percentage of sales that available to this customer for advertising expense, or as a Volume Rebate.

If set to a negative number, no rebate is allowed for this customer.

This Rebate will not apply to any product flagged as [Y]es to skip Rebates. This feature was added to the Product Extra Data File and Style File June 26,2002 (REFINT).

Rebate Types include:

I Customer deducts rebates from Invoice payment
 i Same as I but no automatic cash posting updates
 M Customer gets monthly credit
 Q Customer gets quarterly credit
 A Customer gets annual credit
 C Customer gets Quarterly Check for rebates
 m Customer gets Monthly Check for rebates.

This field is used in the Co-Op report (SACCOOP), which also uses a designated product to identify Co-Op credits given, as well as any A/P disbursements to a supplier with exactly the same Code as this Customer.

The ADCTL= file for program SACCOOP contains the default company wide percentage. D9\$(1,5) This may be overridden by individual customer.

SKIP ZERO RATE If set to [S], and if no CO-OP rate stored for Company or Customer, the Customer is skipped.

D9\$(6,1)

CO-OP ITEM 1-4 Defines up to 4 product codes that are being used to apply Co-Op
 D9\$(7,12) Credits

D9\$(19,12)

D9\$(31,12)

D9\$(43,12)

CO-OP GL Defines CO-OP GL account

D9\$(55,6)

CO-OP PRD CLS Defines a Product Class used to Apply CO-OP credits.

D9\$(61,6)

 FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

Extra GL Defines up to 4 more accounts where CO-OP might be adjusted (ie
 D9\$(67,6) Tax accounts)
 ...
 D9\$(85,6)

142 CO-OP TYPE 2

This field contains a Co-op/Volume Rebate rate as a percentage of sales that available to this customer for advertising expense, or as a Volume Rebate.

If set to a negative number, no rebate is allowed for this customer.

This Rebate will not apply to any product flagged as [Y]es to skip Rebates. This feature was added to the Product Extra Data File and Style File June 26,2002 (REFINT).

Rebate Types include:

I Customer deducts rebates from Invoice payment
 i Same as I but no automatic cash posting updates
 M Customer gets monthly credit
 Q Customer gets quarterly credit
 A Customer gets annual credit
 C Customer gets Quarterly Check for rebates
 m Customer gets Monthly Check for rebates.

This field is used in the Co-Op report (SACCOOP), which also uses a designated product to identify Co-Op credits given, as well as any A/P disbursements to a supplier with exactly the same Code as this Customer.

The ADCTL= file for program SACCOOP contains the default company wide percentage. D9\$(1,5) This may be overridden by individual customer.

SKIP ZERO RATE If set to [S], and if no CO-OP rate stored for Company or Customer, the Customer is skipped.
 D9\$(6,1)

CO-OP ITEM 1-4 Defines up to 4 product codes that are being used to apply Co-Op
 D9\$(7,12) Credits
 D9\$(19,12)
 D9\$(31,12)
 D9\$(43,12)

CO-OP GL Defines CO-OP GL account
 D9\$(55,6)

CO-OP PRD CLS Defines a Product Class used to Apply CO-OP credits.
 D9\$(61,6)

Extra GL Defines up to 4 more accounts where CO-OP might be adjusted (ie
 D9\$(67,6) Tax accounts)

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

...
D9\$(85,6)

143 EDI 865 REQ'D

This Flag if set to [Y]es or [T]est identifies customers who must receive EDI 865 transactions when their orders can not be shipped on the date required. ----

Implemented for Bedford/Sears/Reflections Aug 22, 2002.

144 EDI COMPANY CD

If not blank, if orders are received via EDI for this customer, those orders will be entered in the specified company code.

145 DIR DEP STRT DT

This field is used to specify the date on which this customer has started making direct deposits to your bank account to pay their accounts receivable.

146 SHIP TYPE CODE

This code is used to describe how goods are shipped to a customer. This information is available for printing on delivery documents.

147 CUSTOMS BROKER

For informational purposes, and/or for printing on customer delivery documents Customs Broker and Freight Forwarders codes may be stored in the Customer Extra Data File. This information is validated against records in the Supplier file, where name and address info for these may be maintained.

148 FREIGHT FORWARD

For informational purposes, and/or for printing on customer delivery documents Customs Broker and Freight Forwarders codes may be stored in the Customer Extra Data File. This information is validated against records in the Supplier file, where name and address info for these may be maintained.

149 PRICE LIST DATE

This field can be used to maintain the last date on which a price list was sent to this customer.

For Roma Moulding, this field will automatically be maintained for Moulding Price Lists based on Corner Sample Orders. Each time a corner sample order is processed for a customer, if that order contains any [N]ew Mouldings (Item Status Code = N), if that customer has not received a price list since the last new Mouldings were introduced (date maintained in file ADCTLB), a line item will be added to the order for the price list to be sent. The Product code for

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

the price list is also maintained in file ADCTLB.

Implemented July 2003.

150 EXCLUDE SLS HIS

This flag exists in:

- a) product class file
- b) customer file
- c) product file

As invoices are updated, all lines are updated to the a/r invoice DETAIL history files (ARINV/ARLIN) as well as various SUMMARY sales analysis file.

Product Classes or Customers or Products with this flag set to [Y]es will be excluded from updates to the SUMMARY files.

This feature was added to the standard updates on September 12, 2003. Any updates after that date, or sales history rebuilds after that date will take this flag into account.

Sales analysis reports from the detail files can also take this flag into account; however, these detail reports will be modified over time (as time permits), or upon request.

151 EMAIL ADDR CONF

If not blank, this field contains the email address to whom order confirmations are to be sent if/when emailed.

152 GOVT RECYCLE YN

Products containing waste material which could potentially end up being recycled (eg: paper bag packaging, metal, corrugated cardboard, etc.) can be sold to one of two types of customers:

- a) Customers who rely on the government blue box recycling program to dispose of any recyclable waste (eg: small businesses, retail, etc.)
- b) Customers who have their own, privately paid for, program in place to dispose of recyclable material.

The Ontario Government has introduced the Blue Box Stewardship Program to have companies who sell items containing waste material share in the cost of the blue box program on sales to category (a) customers.

They require that the following information be reported to them, for those products which contain waste material, sorted by waste material code.

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

Total quantity of each waste type sold

Total weight of each waste type sold which is destined for residential blue box collection.

To track this information:

- a) Government Waste Material Codes File (Selector 57)
Set up codes to identify different recyclable waste (eg: 1 litre plastic jug, 4 litre plastic jug, cardboard box 12x12x18, etc) & the weight per unit of the waste material (in kilograms)

Each waste material code must also be assigned to one of the following type categories, for government reporting purposes.

ME = Metal GL = Glass PL = Plastic PA = Paper TE = Textile

- b) Inventory Additional Data File (Waste Mat Code Field)
Each product which contains potential recyclable waste material is assigned to UP TO five of the codes established above (eg: a case of oil contains plastic jugs (one waste code) and is packaged in cardboard (a second waste code). Multiple products may share the same waste code(s), on the assumption the weight of the waste material is the same for all products.
- c) Customer Additional Data File (Govt Recycle Field)
Each customer is flagged as either relying on the government recycling program or as having their own program in place.
Blank or Y - relies on government recycling program
N - has their own program in place

A report is available to be run as necessary, which includes the data required by the government.

153 ACCOUNT MGR

This field contains a valid operator code for the person who is the manager (or customer service representative) for the customers account. The open order report by Customer can be printed for a particular account manager's list of customers.

154 855 LEAD TIME

Contains a number of days to add to an order date in calculating the lead time for an order for response in the EDI 855 segment.

155 IRS# US CUSTOMS

This field is used to print on Customs and Pro Forma Invoices for shipments cleared through U.S. Customs.

156 ALLOW REST PROD

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

This file implemented Dec 2004 - Swiss Herbal

This file allows restricting of products to be allowed for sale during certain periods of the year only. Swiss Herbal uses this for bonus products sold only in certain quarters, or only to certain customers.

If a product is restricted, a record should be loaded with a blank customer code. If a specific customer or branch or branch/customer combination is allowed to buy this product at any time, a record should be loaded for that customer, branch, or combination.

Each record, including the blank customer restriction, must have at least 1 start and end date, and as many as 4. For each period, a [Y]es or [N]o must be loaded indicating whether sales are allowed for that period.

For example, if any customer can purchase a product in quarter 2 of 2005, the blank customer record would have a start date of today or earlier, with an end date of Mar 31 2005, with allowed set to N.

A second period starting Apr 1 2005 Ending June 30 2005 would have allowed flag set to Y.

No further dates need be loaded, indicating no sales allowed thereafter.

In addition to above, a field may loaded in the customer extra data file, indicating that restricted products are always allowed, and if so the check will always be bypassed.

157 CASH DISC FRT?

If set to [N]o, this customer's cash discount does not include Freight.

Implemented Jan 2005 - QUIDRI re ORGILL EDI

158 LAST ORDER DATE

LAST SALE DATE Contains the last INVOICE date for which an invoice has been produced for this customer (or ship to). Updated by the accounting database update program.

LAST ORDER DATE Contains the last ORDER date for which an order was entered for this customer (or ship to). Updated on line at the end of each order. (not currently available in Weldpak)

159 TARIFF CODE REQD

If set to [Y]es, This Customer requires a HARM TARIFF CODE on his orders/invoices for processing of Customs Invoices. At Reflections Furniture, if branch code is US, it will have the same effect.

160 ORDER=INVOICE?

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

If goods are shipped with an invoice to this customer, and no separate invoice is mailed, but order entry is used instead of pre-billing, this flag may be set to [Y]es. This flag can be set in either the customer master or the Sale Type file. If so, the invoice number will be assigned at the same time as the invoice is created, and when the document is printed, it will be in an invoice format, rather than a packing slip. This same flag is included in the document header file ADCT0J and ORDER=INVOICE? orders will only print if the flag is set to [Y]es. In this file, if the flag is set to [N]o and an Invoice Number is on the order, it will also be skipped.

It is assumed a 2nd version of the Order document will be used to print these invoices. Also, when the order is confirmed and an invoice created, the invoice printed flag will be set to [Y]es without it actually printing again.

Implemented Aug 2005 - Case n Drum OIL.

Modified Sep 2005 - add to Sale Type for Bulk Sales

161 SKIP FUT PRICE

This flag allows new pricing to be loaded in the inventory future pricing file (INVPR) and have that pricing apply for some customers, but not others.

Skip Future Pricing left blank - pricing for this customer is to be taken from the inventory future pricing file.
Set to Y - pricing for this customer is to be taken from the inventory master file.

Programmer Note See various programs which do calls to INVPR1 to manipulate starting list price based on whether or not customer is to skip future pricing.

This feature is meant to be used during a transition period, when not all customers will get the new pricing on the same date. It is expected that the exceptions will be subject to the new prices in the near future, or that they will be switched to contract pricing.

To use this feature:

- Set this flag to Y for customers who are not yet to receive the new pricing.
- Load inventory future pricing file with appropriate effective date. As soon as this is done, future pricing will apply to all customers, except those who have the flag set.
- DO NOT update future pricing
- Resolve the exception customers and unset the flag for them as they are resolved
- When all exception customers have been resolved, run the Future Pricing Update Program. This will move the pricing from the future pricing file into the inventory master file.

This feature implemented August 2005 for Swiss Herbal.

162 STMT SORT CODE

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

This optional field allows the user to sort AR statements by this code.

163 EDI ASN DAYS

If not blank, this field contains the number of days to be added to the ship date, before an ASN is sent. By default, the ASN is sent as soon as a Bill of Lading is produced, but if a value exists here, the ASN SEND DATE will default to the ship date plus the number of days stored here, except that days will be added to bring a Saturday or Sunday to a Monday.

This field is present in the Customer Extra Data File ARCS1, and is overridable by the same field in the ship to file.

During Bill of Lading Processing, after a bill has printed, if the customer requires ASN's, the operator is prompted whether or not to send the ASN, and if delayed by this field, the Send date is shown. The operator may skip the ASN, in which case the B/L print flag is unset, or send the immediate or delayed ASN, or change the ASN Send date by Using [F8] at this prompt. If an ASN is sent delayed, the B/L print flag is unset, and then set to printed by the ASN send program, when the ASN is sent.

Added March 2006 - BEDBED.

164 FAX SEND TIME

If left blank, faxes sent to this customer will be sent immediately. If not blank, a value on the 24 hour clock must be entered. Example: a value of 1800 indicates faxes will be scheduled for 6 PM or later the evening it's queued.

165 RENT/DEM SKP ST

If set to [Y]es When rental/demurrage billing is run, a single invoice will be produced for ALL ship tos within a customer, rather than a separate invoice for each ship to.

If set to [N]o or left blank A separate invoice will be produced for each ship to

Note: This field is found in two places:

System Control Record (ADCTL*)
if loaded here, flag affects all customers for the entire company.

Customer Additional Data File
if loaded here, flag affects only those customers for whom the flag is set. In this case, the flag in the System Control Record should ***NOT BE SET***

166 BIBTREAD REJECT

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

For Bibtread Interface, if a Customer Casing is meant to be retreaded for stock, and that casing is rejected, this field indicates whether the tire is to be processed to [S]crap, or [R]eturn, rather than as a rejected casing credit.

167 BIBTREAD STOCK?

If set to [Y]es, when Work Orders are processed through the Michelin BibTread system, orders will not be created for any Customer Tires, or Repairs produced. Rather, they will simply be added to Inventory. At a later date, when the produced Tires are placed on an order or invoice, any Repairs found against the serial numbers added will be automatically linked by the Tires's Tag (Serial) Number.

Any Scrap/Disposal charges will be put on orders, regardless of this flag.

168 BT WIDTH PRICE?

If set to [Y]es, when BibTread orders are imported, if the product being imported has a billing product code set for a tread width other than that produced, that billing product code will be ignored, and the actual width will be billed.

169 SKIP ENV CHARGE

To handle environmental surcharges and disposal fees, the following fields are available to be loaded for those products against which the surcharges/fees are to be applied.

.
** Inventory Master File: **

.
Surcharge product code(s) - maximum six characters - is set up. Inventory flag should be set to non inventory, applicable tax codes should be assigned and the price should be loaded as the per unit rate to be charged.

.
** Inventory Extra Data File-for those products affected: **

.
ENV RATE CODE This field contains the product code (six characters max) of the surcharge to be applied to this product.

This allows for multiple surcharges on a single invoice, for various products which may have different surcharges. At the end of each invoice, the surcharge will be totalled by rate code and added to the invoice (eg: oil will have a separate surcharge versus small filters versus large filters versus solvents versus aerosols, etc.)

.
Note: Provincial sales tax liable versus exempt. If multiple items on the same order are subject to the same surcharge (eg: different oils) - if some of the items are provincial tax liable and others are exempt - two separate surcharge lines will be created - one taxable and one exempt.

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

ENV PROV/STATE This field identifies the province or state to which the surcharge applies. If left blank, the surcharge will apply to ALL customers in ALL provinces/states.

NOTE: This ties in to the province code found in the ADDITIONAL CUSTOMER DATA FILE (not that which is (sometimes) loaded in the Master Customer file)

ENV PROV/STATE1-3 If the surcharge applies to more than one province or state, additional province/state codes may be loaded.

When generating the product code for this surcharge, the state/province code will be added to the six digit rate code defined.

ENV QTY/SALES QTY This field identifies the quantity per unit sold of the product, to be used for the surcharge calculation.
Example: if a product is sold as 12 x 1 litres per case & surcharge is per litre, this field would be set to 12.
Example: if a product is sold as 12 x 946 ml (.946 litres) and the surcharge is per litre, this field would be set as 12 x .946 = 11.35
Example: if a product is packaged per US gallon & the surcharge is per litre, this field would be set to 3.785

** Customer Extra Data File: **

Ensure customers have the appropriate PROV/STATE Code loaded.

If a customer is to be totally exempt of the surcharges, set the SKIP ENV CHARGE field to yes.

** Supplier Master File ** (added September 2009)

If a supplier charges the environmental surcharge on products described above, a flag in the supplier file is set to [Y]es, and similar logic to that on customer invoices is applied to supplier PO's.

170 CUSTOMER FIELD?

If a customer requires specific info to be attached to each line item, such as job number, work order number, etc., a flag must be set identifying that in the customer file, and a field will be allowed for entry on each line item.

171 SKIP ODUE FX/EM

This flag refers to the program that allows emailing or faxing a customer regarding overdue balances, and optionally attaching overdue invoices. (ARSBL5).

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

Options include:

[Y]es = Skip Emailing or Faxing this customer entirely.
[F]ax = Fax only - do not email
[E] = Email only - do not fax
[A] = Fax or Email, but regardless of program run time parameter, do not include attachments.

172 B1\$

173 SPCL INT RATE

If this customer is charged interest at a rate different than the standard rate loaded in the service charge control record (see accounts receivable menu), his special rate is loaded here.

(this rate only affects balances over 60 days???)

174 PMTS * DAYS

This is a SYSTEM MAINTAINED field, updated by the Close Orders, A/R & Sales programs. Each PAYMENT received is multiplied by the number of days outstanding since the original invoice aging date. This is used in average # of outstanding days calculations. Note that only PAYMENTS affect this field. A/R and other adjustments do not. This is a system maintained field.

175 TOTAL PAYMENTS

Contains the total payments received from this account. This is divided into PAYMTS * DAYS to get average outstanding days. This is updated by AR month end. This is a system maintained field.

176 MTD HAZ SCHG \$

These fields contain MTD and Future Month totals for Hazardous Goods Surcharge. This is necessary if the customer has a maximum monthly surcharge amount.

177 MTD DELIVERY \$

This field contains the total delivery dollars to this customer in the current month. This field is used in warning the operator if maximum for the month has been reached.

178 FUT DELIVERY \$

This field contains the total delivery dollars to this customer in posting months FUTURE to the current month. The accounting database update program which is automatically run as part of month end procedures will

FILE NO: 131 JF131 NAME: ARCS1 Additional Customer Data File

automatically transfer any applicable future dollars to MTD.

179 FUT HAZ SCHG \$

These fields contain MTD and Future Month totals for Hazardous Goods Surcharge. This is necessary if the customer has a maximum monthly surcharge amount.

180 NAME

X7\$=[NAME,ARCUS]

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

181 SALESMAN NO

X7\$=[SALESMAN NO,ARCUS]

Each salesperson is assigned a unique code in the salesman file. The salesman normally responsible for a customer will have his/her code stored in the customer record. This number may be overridden for a specific order and sales history files will be updated for the salesman who handled the order. However, any summary sales reports produced from the master customer file will then not match those reports produced from the sales analysis files (although the overall totals will still match).

In the ship to file, if the shipping location being maintained has a different salesperson assigned (different from that loaded in the master customer file), the code of the salesperson assigned to that shipping location may be loaded here.

182 W'HOUSE CD

X7\$=[W'HOUSE CD,ARCUS]

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

2.-COMPANY CD	—
3.-CUSTOMER NO	————
4.-OPTIONAL PRD/CL	——
5.-OPTIONAL SUB/CL	——

6.^ITEM TAX CD	—
7.^ITEM GST CD	—
8.^GST RATE CD	—

FILE NO: 139 JF139 NAME: ADCTL@ Customer Special Tax Codes

1 @

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 CUSTOMER NO

This is the unique code by which each customer is accessed within a company. It is recommended that customer numbers be assigned in alphabetical order with gaps sufficiently large to permit addition of new numbers as new customers are loaded. Using an alphabetic lead character same as the first character of the customer's name is also permitted.

Examples of how customer codes might be assigned are as follows:

ABC Manufacturing Company Ltd.	-	ABCMAN
Smith's Garage	-	SMIGAR
Mr. Joe Smith	-	SMIJOE
Mr. John Smith	-	SMIJOH
Dept. of Transport, Kingston	-	DOTKIN
Dept. of Transport, Ottawa	-	DOTOTT

In application programs such as order entry, invoicing, A/R inquiries, etc., refer to help prompts displayed at the bottom of the screen for various customer lookup options available.

4 OPTIONAL PRD/CL

Each product to be set up in the master inventory file must belong to a product class (and optionally a sub class). This product class/sub class must first be loaded in the product class file.

The product class/sub class is used to group products together for sales analysis, inventory reporting and pricing purposes.

The product class would identify the MAJOR GROUP to which a product belongs. Optionally, within the major group, SUB CLASSES can also be defined. This would be determined by the level to which you would like your reports broken down.

For example: if you have products which are considered as safety equipment, you might want to set up a product class for safety equipment. Optionally, if you wanted your products broken down within this product class (e.g., protective clothing versus eye face & head

FILE NO: 139 JF139 NAME: ADCTL@ Customer Special Tax Codes

gear versus miscellaneous), you could set up sub classes for each category of safety equipment.

Many products can be set up with the same product class/sub class, but any one product can only have one product class/sub class.

WELDPAK/MEDPAK only: The following product classes (with no sub classes) are required for LEASE & RENTAL/DEMURRAGE products:

-
Product Class YLA
Product Class REN
-

Optionally, the following product class would also be required (no sub class) if delivery charges are included in sales, but are to be shown separately on sales analysis reports (see Weldpak screen of system control record)

-
Product Class del

5 OPTIONAL SUB/CL

This is a secondary grouping code for this item used to sort inventory and sales reports. This may be overridden during order entry, but if this is done reports produced from sales history will not match those produced from the item file.

6 ITEM TAX CD

This field determines the item's Provincial/State tax status:

'0' - item is exempt of provincial/state tax.

'1' - item is subject to provincial/state tax (charged extra based on price)

For liable items, the rate to be charged is based on the customer's tax code.

7 ITEM GST CD

This field identifies HOW federal tax is to be calculated for this item: (SEE BELOW FOR G.S.T. - EFFECTIVE JANUARY 1, 1991)

'0' - item is totally exempt of FST.

'1' - FST is EXTRA on top of the selling price (liable customer only), based on the selling price.

'2' - FST is EXTRA on top of the selling price (liable customers only), based on the cost.

'3' - FST is INCLUDED in the selling price, based on the selling price (to be deducted from exempt customers).

- '4' - FST is INCLUDED in the selling price, based on the cost (to be deducted from exempt customers).
- '5' - FST is INCLUDED in the selling price (to be deducted from exempt customers). In this case, an actual FST dollar content is stored in the FST Rate File (instead of a percentage). This option is no longer required, since the introduction of option '6'.
- '6' - FST is INCLUDED in the selling price (to be deducted from exempt customers). In this case, the FST COST field loaded earlier contains the actual FST CONTENT instead of the FST COST on which to base FST calculations.
- '7' - FST is EXTRA on the selling price, based on selling price. This is charged to ALL customers, regardless of whether they are exempt or liable. An example of use is the special tax imposed on propane sales which is to be charged to all customers, whether normally exempt or not.

With regard to FST codes which are based on COST: What cost base is to be used is determined by the FST Cost Base field in your system control record (e.g., could be based on FST Cost, Unit Cost, Last Cost, etc.). Refer to help documentation on various fields relating to FST in your system control record, and G/L interface file.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), items now fall into one of three categories. The 'ITEM GST CD' and 'GST RATE CD' fields should be set as follows, depending on the category into which a product falls:

	ITEM GST CD	GST RATE CD	
If: Liable	1	1	(default)
Exempt	0	0	
Zero-Rated	1	0	

Note: The ITEM GST CD simply indicates a status of liable (1) or exempt (0).
The GST RATE CD picks up the appropriate GST percentage to be charged from the GST Rate File (codes 0 and 1 should exist in this file with the appropriate percentage rates assigned to them).

8 GST RATE CD

Each product must have a GST rate associated with it. This GST rate must first be loaded in the GST Rate file, then carried over into the master inventory file. (0 = exempt, any other value can be used for any other rate(s) required. Each product would be assigned the appropriate GST rate code, depending on the rate to be used for that product. (SEE BELOW FOR G.S.T. - EFFECTIVE JANUARY 1, 1991)

Note that FST calculations can be based strictly on the rate loaded in the FST Rate file, or can be done using the reciprocal of this rate (determined by a flag in your system control record). (No longer applicable since introduction of GST).

This can be overridden during order entry/invoicing.

NOTE: In the inventory master file, if the product being loaded has an ITEM FST CODE of 6 (previous field), this field is not applicable and may be skipped. This is because an ITEM FST CODE of 6 indicates that FST is included in the selling price; but the FST included is an actual dollar amount rather than a percentage rate. In this case, the actual dollar amount of FST included is loaded in the FST COST field.

G.S.T. With the implementation of G.S.T. effective January 1, 1991, products fall into one of three categories:

-
 - Liable Zero Rated Exempt
 -

To handle these categories, the following two GST RATE CODES should be loaded in the GST Rate File:

-
 0 = 0%
 1 = appropriate G.S.T. percentage rate
 -

Depending on which category a product falls into, the following fields should be set as described:

	ITEM GST CD	GST RATE CD	
If: Liable	1	1	(default)
Exempt	0	0	
Zero-Rated	1	0	

The ITEM GST CD simply indicates whether the product is liable (1) or exempt (0).

The GST RATE CD indicates the GST percentage which applies.

01.-COMPANY CD	—	22. SPECIAL INS	—————	33. DEL'Y DAYS	—
02.-CUSTOMER NO	—————	23. SHIP VIA	—————	34.^SALESMAN NO	—
03.-SHIP TO NO	—————	24.^SHIP VIA LOC	—————	35.^O'RIDE SLS MGR	—
04. STORE NUMBER	—————	25.^CUST TAX CD	-	36.^CUST CLASS	—
05. ON FILE DATE	—————	26.^CUST GST CD	-	37. DUNS	—————
06. SHIP TO NAME	—————			38.^DELIVERY ROUTE	—
07. SHIP TO ADDR 1	—————			39.^W'HOUSE CD	—
08. SHIP TO ADDR 2	—————			40.^SALES BRANCH	—
09. SHIP TO ADDR 3	—————			41.^PRICE CODE	-
12.^SHIP TO PSTL CD	—————	27.~PROV/STATE	—	42.~DISC CODE	—
13.^GROUP MEMBER CD	—————	28.^MAIL LABEL -	76.^INACTIVE -	89.^LANGUAGE CD	-
14.^A/R CUST #	—————	29.^TELEPHONE	—————	30.^FAX TELEPHONE	—————
15.*ALPHA CODE	—————			43. 855 LEAD TIME	—
16. COMMISSION	—————	44.^EDI 810 INV -	45.^ASN EDI 856 -	46.^EDI ASN DAYS	-
17.^COMMISSION TYPE	-	18. COMM EXP DATE	—————	47. EDI DEP	—
19. SALES GOAL	—————	31. BLANKET PO	—————	48.^EDI 855	-
20. CONTACT NAME	—————			49.^EDI CUSTOM INV	-
21.^INV ADDR SHIP#	—————			50.^# EXTRA ORD CPY	-
				51.^# EXTRA INV CPY	-

01.-COMPANY CD	—	64.^KEY ACCOUNT REP	—
02.-CUSTOMER NO	—	65.^ACCOUNT MGR	—
03.-SHIP TO NO	—	66. PPD FREIGHT LVL	—
52.^CREDIT CODE	—	53.^TERMS CODE	—
54. B/L FAX PHONE	—	32.^FAX INV TO CUST	—
55. FAX DEST BRANCH	—	56.^FAX INV CD	—
58. EMAIL ADDRESS	—	57.^FAX ORD CD	—
60.^SHIP TYPE CODE	—	67.^BIBTREAD REJECT	—
61. INTL PFX PHONE#	—	68.^BIBTREAD STOCK?	—
62.^FREIGHT FORWARD	—	69.^BT WIDTH PRICE?	—
63.^ACCEPT B/O	—	70.^BT ASSOCIATE?	—
		59.^USE FOR INV EML	—
		71. MTD SALES \$	—
		72. YTD SALES \$	—
		73. LYR SALES \$	—
		74. LAST SALE DATE	—
		75. LAST ORDER DATE	—

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

This file can be used to set up records for those customers who have multiple shipping locations.

NOTE: Sales analysis information is NOT maintained by shipping location.

-

If you wish to have your sales analysis reports broken down by individual shipping location, each location must be set up as a separate customer in the master customer file (refer to help documentation on the A/R Customer Number field in the master customer file).

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 CUSTOMER NO

This is the unique code by which each customer is accessed within a company. It is recommended that customer numbers be assigned in alphabetical order with gaps sufficiently large to permit addition of new numbers as new customers are loaded. Using an alphabetic lead character same as the first character of the customer's name is also permitted.

Examples of how customer codes might be assigned are as follows:

ABC Manufacturing Company Ltd.	-	ABCMAN
Smith's Garage	-	SMIGAR
Mr. Joe Smith	-	SMIJOE
Mr. John Smith	-	SMIJOH
Dept. of Transport, Kingston	-	DOTKIN
Dept. of Transport, Ottawa	-	DOTOTT

In application programs such as order entry, invoicing, A/R inquiries, etc., refer to help prompts displayed at the bottom of the screen for various customer lookup options available.

3 SHIP TO NO

For each customer on file, up to 9999 different shipping locations may be maintained. A number is assigned to each location and this number will be requested during order entry/invoicing (function key options are available for quick scrolling).

4 SHIP TO NAME

For each ship to location, up to four lines of name and address, plus a separate postal code, may be maintained.

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

In the order processing programs, you may do a database name and address lookup, and transfer this to the sold to or ship to name & address. This is done as follows:

At the name filed key # to do a lookup. Find the record you want and exit with F4.

When the order screen re-appears - key [CR] and that address will be loaded.

5 SHIP TO ADDR 1

For each ship to location, up to four lines of name and address, plus a separate postal code, may be maintained.

In the order processing programs, you may do a database name and address lookup, and transfer this to the sold to or ship to name & address. This is done as follows:

At the name filed key # to do a lookup. Find the record you want and exit with F4.

When the order screen re-appears - key [CR] and that address will be loaded.

6 SHIP TO ADDR 2

For each ship to location, up to four lines of name and address, plus a separate postal code, may be maintained.

In the order processing programs, you may do a database name and address lookup, and transfer this to the sold to or ship to name & address. This is done as follows:

At the name filed key # to do a lookup. Find the record you want and exit with F4.

When the order screen re-appears - key [CR] and that address will be loaded.

7 CITY NAME

8 PROV/STATE

9 SHIP TO ADDR 3

For each ship to location, up to four lines of name and address, plus a separate postal code, may be maintained.

In the order processing programs, you may do a database name and address lookup, and transfer this to the sold to or ship to name & address. This is done as follows:

At the name filed key # to do a lookup. Find the record you want and exit with

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

F4.

When the order screen re-appears - key [CR] and that address will be loaded.

10 SHIP TO PSTL CD

For each ship to location, up to four lines of name and address, plus a separate postal code, may be maintained.

In the order processing programs, you may do a database name and address lookup, and transfer this to the sold to or ship to name & address. This is done as follows:

At the name filed key # to do a lookup. Find the record you want and exit with F4.

When the order screen re-appears - key [CR] and that address will be loaded.

11 SPECIAL INSTR.

In the ship to file, this field contains any special instructions which relate to this shipping location only. Optionally, these instructions can be printed on any order/invoice for this location.

In order processing/invoicing programs, any special instructions which relate to the order being processed may be input here. Printout of these instructions is optional.

For Users of the Bill of Lading program, and the UPS or Fedex interfaces, this field is used to store carrier waybill or tracking numbers.

12 SHIP VIA

This field contains the normal shipper to be used for deliveries to this customer. If automatic freight calculation is being used, (Q6\$(406,1)=s OR Y) this field is used in determining freight rates to be charged. This field may be overridden during entry of orders or invoices. A non blank value in the ship to file overrides the customer field value.

13 SALESMAN NO

Each salesperson is assigned a unique code in the salesman file. The salesman normally responsible for a customer will have his/her code stored in the customer record. This number may be overridden for a specific order and sales history files will be updated for the salesman who handled the order. However, any summary sales reports produced from the master customer file will then not match those reports produced from the sales analysis files (although the overall totals will still match).

In the ship to file, if the shipping location being maintained has a different

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

salesperson assigned (different from that loaded in the master customer file), the code of the salesperson assigned to that shipping location may be loaded here.

14 A/R CUST #

If the accounts receivable for this shipping location is to be maintained under a customer different than that loaded in the A/R Customer number field of the master customer file, the A/R customer number to whom this location's invoices are to be updated may be loaded here. See also help documentation on the A/R Customer Number Field in the master customer file.

15 TELEPHONE

The telephone number for this ship to location may be loaded here (no dashes or spaces).

16 ALPHA CODE

This field is another cross reference to the customer number. Procedures such as order entry/invoicing will allow you to do lookups by alpha code (in cases where you might have forgotten the customer code assigned to the customer, or where no telephone number is available). When initially loading customers, this field will automatically default to the first ten characters of the customer's name; however, there may be situations where this should be changed (bear in mind that the customer name should be loaded exactly as it is to appear on an invoice, but the alpha code should be loaded in such a way as to be helpful internally when doing lookups).

Example:

If a customer is loaded with a name of ABC Company Limited, then an alpha code of ABC Compan will probably suffice. However, if you have a lot of customers who are individuals (John Smith, Bob Smith, etc)., then it might be preferable to load the last name first in the alpha code field (your staff would probably remember a person's last name more easily than his first name. If doing an alpha search, all the Smith's would be listed together (as opposed to looking for John Smith under the J's and Bob Smith under the B's).

MEDPAK NOTE: For patients whose oxygen is covered by the Ontario Drug Benefit Plan, this field MUST contain the patient's surname, as this will be printed on the ODB Oxygen Claim Form.

17 COMMISSION RATE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

- ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)
- Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)
- A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N' on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File contains sales person's normal commission rate

Customer File contains the special commission rate to apply to the specific customer

Additional Customer Data File contains the expiry date of the special commission rate. Any orders processed after

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
 doc code ARCOMX and AR0035

 see 940214 mods to JF133 JF361 OEENT5/WEENT5
 doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

 If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
 The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
Min Comm Rate = 4.0

Discount % >= 0.0 and < 10.0 - Commission = 15.0
>= 10.0 < 15.0 13.0
>= 30.0 < 35.0 5.0
>= 35.0 < 40.0 4.0

etc....

18 COMMISSION TYPE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to be paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer,

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product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note:	see 930805 mods to JF131 Jf131 OEENT2/WEENT2 doc code ARCOMX and AR0035
	see 940214 mods to JF133 JF361 OEENT5/WEENT5 doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S'	Commissions are calculated based on the sale amount.
'G'	Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.
'B'	Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.
's'	Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

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If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

19 MAIL LABEL

This field is used by programs ARLAB0 and ARLAB3 to decide whether or not this customer or shipping location has a label printed.

20 DISC CODE

This code is used to obtain discount and/or rebate rates by product class from the product class discount file.

A discount matrix would first have to be established in the product class discount file. For example:

Discount Code 1 -	Product Class ABC	Sub Class 001 =	10%
	Product Class XYZ	Sub Class 001 =	15%
	Product Class GAS	Sub Class 001 =	5%

Discount Code 2 -	Product Class ABC	Sub Class 001 =	15%
	Product Class GAS	Sub Class 001 =	10%

In the master customer file, any customers who fall into the matrix for discount code 1 would have code 1 loaded in their record; those who fall into the matrix for code 2 would have code 2 loaded, etc.

In the above example, only products which belong to the product/sub classes

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

specified would have automatic discounts calculated. Products in product/sub classes other than those indicated would not automatically have discounts calculated.

Matrixes can also be established for all products within a product class (regardless of their sub class), simply by leaving the sub class field blank.

Note that overriding is always allowed during order entry/invoicing, providing that the product in question is considered discountable.

Note also that only one discount code can be assigned to each customer.

21 FAX TELEPHONE

22 CREDIT CODE

This field could contain a code indicating how credit checking is to be done for ths customer. Valid values are as follows:

- 'L' (or blank) indicates credit checking is to be done based on the SUM of the customer's A/R balance and outstanding orders compared against his credit limit (loaded in master customer file). As well, a customer may be put on credit hold in the credit hold/release program.
- 'N' indicates that no credit checking is to be done for this customer.
- 'W' indicates that this customer is on credit watch, and that the operator will be warned during processing of each order or invoice, but no other action will be taken unless other credit checks apply. For example, any time an order is keyed for this customer, a 'credit watch' message will be displayed; however the order will not actually be put on hold unless the sum of the customer's outstanding A/R plus the value of the order exceeds the credit limit established for the customer.
- 'X' is the same as 'L', except that if the credit check would normally result in a credit hold situation, exception notices and credit manager mail will result, but the order will not be held.
- 'H' Indicates that customer is on credit hold, and all orders will be held until released in credit hold/release procedure.
- 'h' Is the same as 'H', unless the A/R number for an order is overridden, in which case it acts the same as code 'N'.
- 'a' Is the same as 'H', but in addition to the order being put on hold, it cannot be released without a credit authorization code.

The following codes indicate that credit checking exceptions will occur if aged balances are present for the following number of outstanding days:

NOTE: If any of the following codes are used, you must make sure the SKIP AUTO A/R field is set to "NO" - otherwise credit checking will not happen properly!!!

- '0' everything (including current)
- '1' over 30 days

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- '2' over 60 days
- '3' over 90 days
- '4' over 120 days
- 'A' over 10 days
- 'B' over 20 days
- 'C' over 45 days
- 'D' over 50 days
- 'E' over 75 days

In all cases, if credit exceptions are encountered, credit exception reporting will occur automatically (during order entry/invoicing) and, if the order being processed has not yet been shipped, the order will be put on credit hold. After the fact invoicing (i.e. post bill invoicing) does not do credit checking, as this program assumes that if the goods have already been shipped, the invoice must be allowed to be processed.

Note: Yortow - if credit limit entered and credit code is one of 01234ABCDE, both credit limit and over number of days checks will occur. If either results in credit situation, order will be put on hold (EFFECTIVE 060615).

23 BLANKET PO NO

This field is found in:

Customer Additional Data File: Any Blanket PO Number required by a customer is loaded here and is automatically put on every order, if present.

Ship to File: An optional overriding blanket po number can be loaded for individual ship tos.

WELDPAK/MEDPAK NOTE: This field allows a blanket PO number of up to 10 characters. If longer numbers are required, use the ADDITIONAL INVOICE DATA field instead which allows up to 20 characters.

If the Additional Invoice Data field is used, all invoice print programs must be modified to pick up that field.

WELDPAK/MEDPAK NOTE: This is a blanket PO number for regular day to day invoicing. A separate blanket demurrage order number is used by the month end rental/demurrage billing program.

24 CONTACT NAME

This field can be used to load a contact name. If loaded, this name will appear on the screen when the 'PHONE' feature is used at any menu.

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25 DUNS NUMBER

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

26 DUNS SUFFIX

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

27 DELIVERY ROUTE

If desired, a coding system could be developed to indicate delivery route information. Each customer would then have the applicable code loaded.

Example: Weldpak/Medpak customers could use this field to indicate the truck normally responsible for deliveries to this customer.

A cylinder report sorted by this truck is available. Additionally, an A/R aged trial balance sorted by this delivery route is also available.

If Automatic Delivery Calculation is being used, this field must contain the SHIP ZONE for this particular customer (see file OESHP)

28 W'HOUSE CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field

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blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

29 PRICE CODE

This field represents the price code at which this customer's pricing is to begin. Valid values are from 0 through 9 and A through Z (these relate to Price 0 through 35 in the master inventory file and the additional pricing file).

If this customer uses quantity break pricing, the price code determines at which price level this customer's pricing should begin. If quantity breaks are not used, the price code determines which specific price level is to be used. Contract pricing overrides any prices determined by this price code, and operator overrides may be used on any specific order.

Note: The additional pricing file (INQPR) is new as of November 8, 1990. Prior to that date, only price codes 0 through 4 were applicable. Effective June 29, 1998 - this was increased from 19 to 35 prices.

If a customer is loaded with a price code greater than 4, but no prices have been loaded above code 4 in the additional pricing file, price level 4 will automatically be used.

Note: - if the price selected is zero, the next lowest non zero price will be
- If the price code is ' ' then no price code override will take place

Note: Special Pricing by Customer

Q6\$(320,1)="F" REFINT
Use Branch Code to determine price US = 2 & 3 TO = 0 & 1
Use higher code first - if zero use lower one

If set (last digit of product is zero) no price on components
unless set price is zero.

30 COMM EXP DATE

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

31 EDI 810 INVOICE

If set to [Y]es, this customer's invoices are transmitted using ANSI X12 EDI the 810 format. The invoice printed flag will only be set to [Y]es once these transactions are generated.

If set to [C]ustom, a custom EDI flat ASCII file transaction record will be created for this customer's invoices, using a Custom program. The same rules will apply re the invoice printed flag.

If set to [T]esting, EDI Invoices will be processed in Test Mode. EDI file will be created with a tst extension, and Invoice Flags will not be set.

32 ASN EDI 856

If set to [Y]es, when Bills of Lading are created for this Customer, if they created from Bar Code Trailer Input, EDI 856 ASN records will be created.

If set to [T]est - same as [Y]es but optional.

This will also force creation of OELAB0 label records which allows generation of ASN's!

33 SALES GOAL

This field can be used to input a dollar amount sales target for this customer. This field is informational only.

34 PROV/STATE CODE

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

A 3 character alpha numeric code describing the province or state that this customer is located in. This field is used in the updating of ARSL4 (if used).

35 SHIP VIA LOCATN

If freight is being calculated based on rates stored in file OESHR (Q6\$(406,1)="S"), then this field identifies the shipping location to be used for rate calculation, in conjunction with the orders shipper (SHIP VIA) and the product's shipping category.

36 O'RIDE SLS MGR

A Sales Manager Code loaded in either the customer master file or the ship to file overrides the sales manager code in the salesman file.

37 YTD SALES \$

This field contains a summary of total sales dollars to this customer during the current fiscal year. This is automatically updated each time invoices/credit memos are updated.

This field is cleared to zero when the A/R Month End Closing program is run for the final month of your fiscal year.

See also: Additional Customer Data File which tracks summary sales dollars for previous fiscal years (new as of December 1991).

This is a system maintained field.

38 LYR SALES \$

These fields contain a summary of total sales dollars for:

- Last Year (current fiscal year minus 1)
- 2 Yrs Ago (current fiscal year minus 2)
- 3 Yrs Ago (current fiscal year minus 3)
- 4 Yrs Ago (current fiscal year minus 4)

These fields are automatically updated when the A/R Month End Closing Program is run for the final month of a fiscal year.

See also: YTD Sales fields in the master customer file which store current fiscal year summary figures.

39 DEL'Y DAYS

Contains the number of days required for delivery to this customer, from the date an item is shipped. This is used to calculate the shipping date required to meet the customers required delivery date (Open Order Report by Customer).

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

40 ON FILE DATE

This field can contain the date on which the customer was loaded into the system, or the date since which he has been a customer.

41 INACTIVE (Y/N)?

If set to 'Y' (yes), this customer is no longer active but is being kept on for sales history only.

This field may be maintained through file maintenance only; it is not automatically updated by any other procedure.

If set to [y]es the customer is inactive

[C]losed is a new value available Jan 2005. Normally used to identify ship to locations that are Closed but are kept around for historical sales comparison purposes.

42 LAST SALE DATE

LAST SALE DATE Contains the last INVOICE date for which an invoice has been produced for this customer (or ship to). Updated by the accounting database update program.

LAST ORDER DATE Contains the last ORDER date for which an order was entered for this customer (or ship to). Updated on line at the end of each order. (not currently available in Weldpak)

43 CUST CLASS

This code is used to group customers for sales reporting purposes. This may be overridden during order entry. However, if this is done, sales reports produced from sales history files will not match those produced from the customer file.

If the customer class is set to '999' the customer will be treated as a MISCELLANEOUS customer & order entry/invoicing programs will permit you to override the SOLD TO name & address. The overridden name will be updated to the A/R files in order to allow you to distinguish the various invoices updated to this customer's account.

See also the Override Sold To flag in the system control record.

44 CUST TAX CD

State/Provincial Tax codes must first be loaded in the PST Rates File. These are then carried over into the master customer file.

0 = State or Provincial Tax exempt. Any other value indicates that tax is chargeable at the rate stored in the State/Province File for this code. This field may be overridden during order entry.

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

Non Blank values in the ship to file will override master customer file values.

45 CUST GST CD

0=fst exempt 1=fst liable OR Overriding GST Rate Code (04/97)

If a customer is fst exempt any item whose tax code indicates a tax extra status will have no fst calculated. However for those items where fst is included in the price, a calculation will be made of the amount included, and this will be deducted from the price for that customer. If a customer is fst liable any item which is tax extra will have the fst amount calculated and totalled. Tax included items will have a tax included amount calculated for reporting purposes only. This field may be overridden during order entry.

H.S.T. With the implementation of HST in April 1997, this field may also contain an overriding GST Rate code, indicating that this customer is liable, and the rate code here overrides any product rate code.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991) some minor changes with regard to the above occur.

A customer is still considered to be exempt (0) or liable (1). However, all products (see help documentation in master inventory file) will either have G.S.T. calculated on top of the selling price (if liable) or will not have any G.S.T. calculated (if exempt or zero-rated).

G.S.T. (if applicable) will only be charged to those customers who are considered liable. No calculations will be made for exempt customers.

All G.S.T. is charged on TOP OF the selling price, it is not included (therefore, not backed out for exempt customers)

46 SALES BRANCH

If a sale is to be credited to a branch different than the one from which it is shipped, this field contains the branch to get sales credit. This is used to lookup GL accounts for sales and cost of sales for that branch, while inventory continues to use the shipping branch for it's GL update.

If a Sales Branch is Loaded in the Salesman's File, and that Salesman is part of a Sales Split, the GL Update for Sales will be updated accordingly.

Added June 2003 (for QUIDRI).

47 CUSTOM 1

48 CUSTOM 2

49 CUSTOM 3

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

50 CUSTOM 4

51 CUSTOM 5

52 CUSTOM 6

53 CUSTOM 7

54 CUSTOM 8

55 CUSTOM 9

56 B/L FAX PHONE

If set to [Y]es, in addition to the regular printed Bill of Lading produced, copy will be faxed directly to the customer. It is assumed that:

1. Bill of Lading is Printed through the Document System.
2. A valid fax telephone number is present for the customer.

Effective Jun. 21,2002 - a value of [E] is used to ask whether or not to FAX the bill for EDI orders only. All other orders will be faxed. If set to [Y] EDI orders will be skipped.

57 INV ADDR SHIP#

For situations where an invoice is to be sent to an address different than the Customer or Ship to Address, that address may be stored in a separate ship to record, and it's ship to number stored here. This will select that ship to for Sold to Name and Address Only.

58 FAX DEST BRANCH

The VSIFAX system allows multiple fax destinations. This field allows the selection of different destinations. For example, Bedford Furniture operators in Calgary will use the fax destination tied to the phone line there, while Toronto users will use the Toronto fax line.

When Printing certain documents, an optional selection will be allowed for Fax Destinations, and only customers for that destination will be selected.

If this method is going to be used, it would be mandatory to load those destinations by Customer, Supplier, etc.

The fax destination control file will allow selection of separate printers for each specified destination. This allows multiple copies of the 'faxspool' program to be run, each selecting a different destination.

59 PUROLATOR CUST#

This is a customer number used to cross reference to a separate Purolator

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

shipping system customer number. Each Time a new customer or ship to number is added, this number is created automatically as the next numeric number.

This logic is only used if the field access code is not Z.

This logic added April 1999 for Lenco.

60 GROUP MEMBER CD

This field is used to identify those customers that are members of a buying group. This field contains a unique code identifying that group.

Normally this field is validated against another customer no.

In the ship to file, if the shipping location being maintained has a different group member code assigned (different from that loaded in the master customer file), the group member code assigned to that shipping location may be loaded here.

This field can also be used to maintain an authorized product list for a group, or a chain. If an authorized product list is maintained, any products not on the list will be rejected.

61 STORE NUMBER

This field contains the customer's store number if any - it may Be Used For Reporting, Including:

A&P WEEKLY SUMMARY STATEMENTS (SELECTOR 25)

This program provides TWO reports, based on specifications provided by The Great A & P Company.

Statement A sorted by A&P Store #/invoice date/invoice #
- summary report for each invoice showing invoice amount before GST, GST amount and total including GST

A&P store numbers must be loaded in the customer ship to file.

Statement B sorted by Product UPC Code
- summary report for each product showing total quantity purchased, cost per unit (after discounts), and extended cost.

Product UPC Codes must be loaded in the Inventory Additional Data File

62 EDI DEP'T CODE

For EDI Code [N]=National Grocers = Loblaw's East. This field contains a 2

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

digit department code that is used for EDI 810 invoices. If left blank, the default value will be 13!

63 EDI 855 REQ'D

Program ED8550 is used to Generate EDI 855 PO Acknowledgements, indicating acceptance or change of data received on an 850 EDI PO.

Implemented Nov 2001 for Reflections / The Brick.

set to [Y]es [N]o or [T]est - Blank is same as [N]o.-----

64 # EXTRA ORD CPY

If not blank, this field is passed to the document formatter so that additional copies of the specified document may be printed. Ship to Values override those in the customer file.

65 # EXTRA INV CPY

If not blank, this field is passed to the document formatter so that additional copies of the specified document may be printed. Ship to Values override those in the customer file.

66 MTD SALES \$

The dollar value of all sales to the customer during the current accounting period are recorded here. This is cleared to zero when the month end Close Orders, A/R & Sales program is run.

This is a system maintained field.

67 FAX INV TO CUST

If set to [Y]es, the Fax number for the customer is to be used to fax Invoices for this SHIP To.

68 EMAIL ADDRESS

If set to [Y]es, this customer and/or ship to allows emailed invoices, and when invoices are printed in batch mode, and the printer selected is an email printer, this customer's invoices will be selected for printing. If not set to [Y]es, this customer will be skipped. If no email address is loaded, the customer and/or ship to will also be skipped.

- [E] - same as [Y] except that invoice print flag will not be set. This means invoice will also be printed.
- [y] - same as [Y] except that if multiple invoices are being emailed in the same batch, they will be combined into a single pdf file.

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

In order to use this feature, PCL to PDF conversion software must be obtained, as the print script for email uses this software. As well, the 'mutt' email program, or some equivalent that allows emailing of attachments, must also be installed. Alternatively, the PDF files could be created and manually emailed.

If Invoices are to be emailed rather than printed, this field contains a list of up to 2 email recipients, each defined as 1 of the list below. Bear in mind, that any of the members of this list may actually contain multiple email addresses as each can contain a space separated list totalling 60 characters. If this field is left blank, and invoices are set to be emailed, the AP contact will be defaulted as the email recipient.

1=AP Contact
2=Sales Contact
3=PO Contact
4=Shipping Contact
5=Owner Contact
6=Other Contact

for example - using a value of 12 indicates the emails are to be sent to the AP and Sales contacts, which would include all email addresses under both contacts.

69 SHIP TYPE CODE

This code is used to describe how goods are shipped to a customer. This information is available for printing on delivery documents.

70 INTL PFX PHONE#

If telephone calls (including fax calls) require prefixes (ie: for international dialing) they are stored here.

A fax telephone number may be loaded if available. This will display if the 'PHONE' feature is used at any menu.

This Number is split into 3 sections where the first 10 are any International Calling prefixes, the next 10 are area code and 7 digit telephone, while 3rd 5 character field used for any extensions, etc.

71 USE FOR INV EML

If set to [Y]es, this customer and/or ship to allows emailed invoices, and when invoices are printed in batch mode, and the printer selected is an email printer, this customer's invoices will be selected for printing. If not set to [Y]es, this customer will be skipped. If no email address is loaded, the customer and/or ship to will also be skipped.

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

- [E] - same as [Y] except that invoice print flag will not be set. This means invoice will also be printed.
- [y] - same as [Y] except that if multiple invoices are being emailed in the same batch, they will be combined into a single pdf file.

In order to use this feature, PCL to PDF conversion software must be obtained, as the print script for email uses this software. As well, the 'mutt' email program, or some equivalent that allows emailing of attachments, must also be installed. Alternatively, the PDF files could be created and manually emailed.

If Invoices are to be emailed rather than printed, this field contains a list of up to 2 email recipients, each defined as 1 of the list below. Bear in mind, that any of the members of this list may actually contain multiple email addresses as each can contain a space separated list totalling 60 characters. If this field is left blank, and invoices are set to be emailed, the AP contact will be defaulted as the email recipient.

1=AP Contact
2=Sales Contact
3=PO Contact
4=Shipping Contact
5=Owner Contact
6=Other Contact

for example - using a value of 12 indicates the emails are to be sent to the AP and Sales contacts, which would include all email addresses under both contacts.

72 FREIGHT FORWARD

For informational purposes, and/or for printing on customer delivery documents Customs Broker and Freight Forwarders codes may be stored in the Customer Extra Data File. This information is validated against records in the Supplier file, where name and address info for these may be maintained.

73 ACCEPT B/O

This field indicates whether or not the customer accepts back orders (yes or no). If set to no, any back orders created during order entry/invoicing will automatically be cancelled. If set to yes, back orders created during invoice will automatically be updated to the back orders file (under the original order number), when the invoice is updated.

See also the cancel back orders flag in the system control record.

74 EDI CUSTOM INV

In the Customer Extra Data File, For EDI Customers, this flag is used to select Custom Invoice Print programs, or to skip Invoice printing entirely if EDI

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

invoices are all required. Values are:

- [Y]es = Custom Invoice Required
- [N]o = not required
- [n]o = No Printed Invoice Required for EDI generated Invoices.
- [y]es = Print regular invoice as well as send EDI 810's

This controls updating of Printed Flags in record OEDESe

The Document Formatter File ADCT0J will contain a flag Identifying the program used to print custom Invoices where this customer Flag is set to [Y]es.

If not set to [Y]es, when printing invoices, if this order is a quick ship (05\$(152,1)="Q") or this customer is sent EDI Invoices, the invoice will be skipped.

If set to [C]ustom, this program is being used to print Custom EDI Invoice copies only.

75 ACCOUNT MGR

This field contains a valid operator code for the person who is the manager (or customer service representative) for the customers account. The open order report by Customer can be printed for a particular account manager's list of customers.

76 PPD FREIGHT LVL

If not Zero - this field describes the Order Dollar Value at which Freight is Pre-Paid. If a value is loaded in this field in the ship to file, it overrides the value for that customer loaded in the additional customer information file.

77 855 LEAD TIME

Contains a number of days to add to an order date in calculating the lead time for an order for response in the EDI 855 segment.

78 LAST ORDER DATE

LAST SALE DATE Contains the last INVOICE date for which an invoice has been produced for this customer (or ship to). Updated by the accounting database update program.

LAST ORDER DATE Contains the last ORDER date for which an order was entered for this customer (or ship to). Updated on line at the end of each order. (not currently available in Weldpak)

79 TERMS CODE

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

Valid terms codes must first be loaded in the terms code file. These codes are then carried over into the master customer file. Different terms codes could be set up for different customers (e.g., 0 might mean NET 30 DAYS, 1 might mean 2% - 10 - NET 30, C might mean COD only, etc.).

80 EDI ASN DAYS

If not blank, this field contains the number of days to be added to the ship date, before an ASN is sent. By default, the ASN is sent as soon as a Bill of Lading is produced, but if a value exists here, the ASN SEND DATE will default to the ship date plus the number of days stored here, except that days will be added to bring a Saturday or Sunday to a Monday.

This field is present in the Customer Extra Data File ARCS1, and is overridable by the same field in the ship to file.

During Bill of Lading Processing, after a bill has printed, if the customer requires ASN's, the operator is prompted whether or not to send the ASN, and if delayed by this field, the Send date is shown. The operator may skip the ASN, in which case the B/L print flag is unset, or send the immediate or delayed ASN, or change the ASN Send date by Using [F8] at this prompt. If an ASN is sent delayed, the B/L print flag is unset, and then set to printed by the ASN send program, when the ASN is sent.

Added March 2006 - BEDBED.

81 LANGUAGE CD

E = English, F = French, B = Both.

This field indicates which product description to print on any documents issued to this customer. It is also used to determine the language of any 'literals' on these same documents. If a customer is set as 'F', but a particular product has no French description loaded, the English description will be used regardless of this flag.

If your system is set up as an English system, then the master inventory file would contain the English description for each product. The Additional Inventory Data file would contain the French description for any product, if applicable. If your system is set up as a French system, descriptions would be loaded in reverse.

A Non Blank value in the ship to file will override the master customer file value.

82 FAX INV CD

Determines whether or not you may fax invoices to this customer. Values are

[Y] or blank - Always allow fax invoices

[S] - Same as [Y] except fax to sold to fax phone instead of ship to fax phone

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

- [N] - Never allow fax invoices
- [I] - Only allow fax invoices from immediate print or History reprint.
- [s] - Same as [I] but fax to sold to fax phone instead of ship to fax phone
- [F] - same as [Y] except that invoice print flag will not be set. This means invoice will also be printed.

A Non Blank value in the ship to file will override the master customer file value.

83 FAX ORD CD

Determines whether or not you may fax ORDERS to this customer. Values are

- [Y] or blank - Always allow fax of ORDERS - Use Ship To Fax# if Avail
- [N] - Never allow fax of ORDERS
- [R] - same as Y but for RA's always use Head Office Fax#

Programming Note: See 01/08/14 mods to OEPDF0 and OEDPF1

For Reflections or other Custom use: (2004/04/15)

- [n] = never fax or print order acknowledgements
- [y] = print order acknowledgements even if faxed

A Non Blank value in the ship to file will override the master customer file value.

84 KEY ACCOUNT REP

If this Customer is a Key account, and is being looked after by someone other than the Accounts Salesperson, the Salesman Code of the Key Account Rep will be stored here. This field is available for sorting of sales reports.

Implemented for Swiss Herbal - Feb 2002.

85 BIBTREAD REJECT

For Bibtread Interface, if a Customer Casing is meant to be retreaded for stock, and that casing is rejected, this field indicates whether the tire is to be processed to [S]crap, or [R]eturn, rather than as a rejected casing credit.

86 BIBTREAD STOCK?

If set to [Y]es, when Work Orders are processed through the Michelin BibTread system, orders will not be created for any Customer Tires, or Repairs produced. Rather, they will simply be added to Inventory. At a later date, when the produced Tires are placed on an order or invoice, any Repairs found against the serial numbers added will be automatically linked by the Tires's Tag (Serial) Number.

FILE NO: 133 JF133 NAME: ARSHP SHIP TO FILE (23)

Any Scrap/Disposal charges will be put on orders, regardless of this flag.

87 BT WIDTH PRICE?

If set to [Y]es, when BibTread orders are imported, if the product being imported has a billing product code set for a tread width other than that produced, that billing product code will be ignored, and the actual width will be billed.

88 BT ASSOCIATE?

If this ship to is actually a Bib Tread associate customer, and needs to be exported in a .ass file as opposed to the standard .cus file export, his flag should be set to [Y]es.

89 S0\$

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S015 WYSE60T5

Operator Name - INVENTORY FILES

14:05:24

- | | |
|---------------------------------------|--|
| 1. Maintain Product Class Types..... | 19. Master Inventory List..... |
| 2. Product Class Desc & GL Interface | 20. Master Inventory List By P/C..... |
| 3. Product Class List..... | 21. Maintain Product Comments/Desc'n's |
| 4. Copy Prod Class Branch/CusCls/PCL | 22. Sales Commissions by Prod Class.. |
| 5. Maintain Item Status Codes..... | 23. Special Tax Codes.....S171 |
| 6. GST Rate File Maintenance..... | 24. Item Number Xreference File..... |
| 7. GST Rate List..... | 25. Item Number Xreference (31 CHAR).. |
| 8. Unit of Measure Validation..... | 26. Item Number Xreference List..... |
| 9. Unit Of Measure Control..... | 27. Maintain Standard Cost Components |
| 10. Unit Of Measure List..... | 28. Multi Location File Maint'ance... |
| 11. Maintain Finished Goods Products. | 29. Multi Location Extra Data..... |
| 12. Additional Inventory Data File... | 30. Multi-location Master List..... |
| 13. Overriding Prices by Branch..... | 31. Maintain Set Bills of Materials.. |
| 14. Maintain Additional Prices..... | 32. BMX Files..... |
| 15. Allocate New Sequence Cd to Items | 33. Maintain Service Mechanics..... |
| 16. Product File - Multi Line Desc... | 34. Additional Programs/Files.....S28 |
| 17. Maintain Raw Materials Inventory. | 35. Inventory File Maint Audit Trail. |
| 18. Maintain Raw Materials Extra Data | 36. Maintain Tire Extra Info Raw Mat. |

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

This menu contains the files required to set up new product classes, new products, etc.

Refer to your user's manual (general section) for details of the following:

- a) standard options available while in file maintenance, for any file.
- b) standard function key usage throughout the system.

1	Maintain Product Class Types.....	N		I02	D	JRJFM0	IN	1	3	PC
---	-----------------------------------	---	--	-----	---	--------	----	---	---	----

The 'Product Class Type' field can be used to categorize product classes for sales analysis reporting purposes (example: Weldpak customers may wish to categorize product classes as gas, hard goods, rental, demurrage, leases, miscellaneous, etc.)

Codes (and their descriptions) are first assigned in the Product Class Type File and then carried over into the Product Class File.

If your system control record indicates that sales analysis files ARSL2 and/or ARSL6 are being used, sales analysis reports from these files will be summarized by product class type.

ARSL2 tracks sales analysis by salesman and product class
 Program ARSL2W produced against this file lists sales for each salesman/product class, then provides a summary by class type.

ARSL6 tracks sales analysis by product class
 Program ARSL6W produced against file lists sales for each product class, then provides a summary by class type.

2	Product Class Desc & GL Interface	N		158	D	JRJFM0	IN	1	4	01
---	-----------------------------------	---	--	-----	---	--------	----	---	---	----

This file is used to set up codes for different categories of products. It is used for two purposes - (a) sales analysis reporting and (b) to determine which accounts are to be affected in the general ledger when items in each category are sold.

Product classes should be set up based on how you would like your sales analysis reports to be sorted. Within each product class, you may set up optional sub classes. Each product class/sub class can affect separate G/L accounts or they may affect common G/L accounts.

When part numbers are loaded into the inventory master file, each part number must be assigned to a valid product/sub class.

When an invoice is updated to the general ledger, those updates are calculated

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

on a line item basis, and summarized by the invoice batch updates. On each line item, an entry is made for for Sales, Cost of Sales, Inventory, and Accounts receivable, as follows:

```

=====
Account      Debit          Credit

Sales                    Sales amount
A/R              Sales amount
Cost             Cost amount
Inventory                    Cost Amount

Total      Sales+Cost      Sales+Cost
=====

```

The actual accounts used for the above, and other entries are obtained from various interface files. In particular, the sales, cost, and inventory accounts are obtained as follows: (from called program INP.C2)

1 - The inventory product class file is read by Product Class, Sub Class, Warehouse Code for Inventory, and Sales Branch for Sales/Cost, and Customer Class

If no record is found the above is repeated with no customer class.

If still no record is found the above is repeated with no warehouse or Sales Branch.

If no record is found, the transaction cannot be updated till one is loaded.

The above is modified as follows based on an additional parameter (Q6\$(454,1))

If set to [Y]es, the Branch code for both Sales Branch and Shipping Warehouse must be included as part of the Product Class File for Inventory Updates. If a record is not found, the program will then read the record for the main location code defined for this Company.

In addition, if a division code is included in the branch file, the division code will be used for all GL accounts in the INP.C and ADCTLP interface files, if a GL account exists for that division.

Parameter Effective August 2004 - QUIDRI.

2 - If the Warehouse Record has an overriding Inventory GL, it is substituted.

3 - Once the record is found, overriding values are loaded from the customer class file, if present. (option added Oct 26 2005 - MCTIRE)
 These overrides may be either complete GL accounts, or replace part of the Account as described by the Replace Start/Length parameters.

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

4 - If the previously mentioned parameter is set, GL Division codes are substituted as required.

WELDPAK/MEDPAK ONLY - A product class for rentals and yearly leases must exist in the following format:
 Product Class - YLA Sub Class - None
 Product Class - REN Sub Class - None
 These are used for your rental and lease part numbers (any rental or lease part numbers automatically created through the 'Create Lease/Rental' part number programs automatically get created with these product classes. These two 'create' programs are found on the Cylinder/Equipment Initial Load Menu)

3	Product Class List.....	N					D INP.C1	IN	1	5	02
---	-------------------------	---	--	--	--	--	----------	----	---	---	----

This program provides a listing of codes set up in the product class file. It may be run as desired.

4	Copy Prod Class Branch/CusCls/PCL	N					D INP.C4	IN	1	6	CP
---	-----------------------------------	---	--	--	--	--	----------	----	---	---	----

This program will take all the product classes for a specified branch, and copy them to a new branch. If division codes are used in the G.L., this program will allow the re-assignment of the division code in each GL account. This is used where branches and divisions are used for the same thing.

This program also has other copy options, allowing the copy of a product class to a customer class, or one product class to another.

5	Maintain Item Status Codes.....	N		I62			D JRJFM0	IN	1	7	
---	---------------------------------	---	--	-----	--	--	----------	----	---	---	--

6	GST Rate File Maintenance.....	N		156			D JRJFM0	IN	1	8	03
---	--------------------------------	---	--	-----	--	--	----------	----	---	---	----

This file contains a code for each GST rate (e.g., 0 = 0%, 1 = 7.0%. etc.). This code will be required when setting up products in the master inventory file.

7	GST Rate List.....	N					D ADCTLF	IN	1	9	05
---	--------------------	---	--	--	--	--	----------	----	---	---	----

This program provides a listing of codes loaded in the GST Rates file. It can be run as desired.

8	Unit of Measure Validation.....	N		205			D JRJFM0	IN	1	10	06
---	---------------------------------	---	--	-----	--	--	----------	----	---	----	----

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This file contains a code and description of each different unit of measure you will be using. (e.g. EA - per each, HU - per hundred, CY - per cylinder, KG - per kilogram, etc.).

9	Unit Of Measure Control.....	N		159	D	JRJFM0	IN	1	11	07		
---	------------------------------	---	--	-----	---	--------	----	---	----	----	--	--

This file contains valid unit of measure codes (must have been previously set up in unit of measure validation file). It is used to convert an item's stockkeeping unit to a buying or selling unit when required. For example, a code of EA/EA = priced/costed per each and stocked per each, a code of HU/EA = priced/costed per hundred and stocked per each). Refer to help documentation available within this file for further details. These codes will be seen in the master inventory file (price unit and purchase unit)

10	Unit Of Measure List.....	N			D	INU.M0	IN	1	12	08		
----	---------------------------	---	--	--	---	--------	----	---	----	----	--	--

This program provides a listing of units of measure loaded in the unit of measure file. It can be run as desired.

11	Maintain Finished Goods Products.	N		150	D	JRJFM0	IN	1	13	09		
----	-----------------------------------	---	--	-----	---	--------	----	---	----	----	--	--

This file contains static information for each product.

--
 IN ORDER TO SET UP A PRODUCT IN THE MASTER INVENTORY FILE:
 --

- 1) ensure that a valid product class exists in the product class file
- 2) ensure that a valid FST rate code exists in the FST Rates file
- 3) ensure that a valid unit of measure exists (both in the unit of measure validation file and the unit of measure control file)

PRICING HIERARCHY:

When setting up new products, you will notice there are 5 different price fields (Price 0 through Price 4). If no special pricing methods are used, simply load your selling price in Price 0 and ignore prices 1 through 4).

If quantity break pricing is used, load your list price in Price 0 and your quantity break pricing in Prices 1 through 4 (note that prices in Prices 1 through 4 will relate to quantity breaks loaded in the Quantity Break 1 through 4 fields).

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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If customer bracket pricing is used, load the different bracket prices in Prices 0 through 4. Then load the customer's price bracket in the master customer file (price code field).

During normal invoicing procedures, the following pricing hierarchy is followed:

The list price from the master inventory file will be used first. If quantity break pricing is used, this will automatically take precedence once the quantity has been input. If customer bracket pricing is used, the customer's bracket pricing will take next precedence. Customer discounting will override anything displayed up to this point, followed by any promotional pricing loaded and then any customer contract pricing. Finally, manual price overrides will take precedence over anything else.

NOTE: This file contains static information (product number, description, pricing, etc.) which is accessed by all programs regardless of which warehouse you are running the program for.

-

It also contains information which relates to your MAIN LOCATION only (e.g., on hand, MTD/YTD sales information, etc.). This type of information for NON-MAIN locations is stored in the multi location file (if applicable).

-

Whether or not a warehouse is classified as your main location is determined by the 'Main Location' flag in the inventory locations file.

Inventory Master File Cross Indexes:

The Inventory Master Files (INVEN INVE1) contain cross indexes that are used for product searches. These include:

File JA150 Word Cross Index

This file contains each Product's ALPHA CODE, as well as all non-common words ON any line of description for that product.

File JB150 Product Class Cross Index

This file is used to sequence certain reports, and searches, by Product Class, without having to sort the Product File.

File JC150 Vendor Index

This file is used to sequence certain reports, and searches, by Vendor Code, without having to sort the Product File.

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 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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If for any reason any of these cross index files have data errors, when running reports using them, you may be warned that the cross index files need rebuilding. In this case, the cross index rebuild should be run from S982.22 selecting file INVEN (or INVENW if Weldpak) first, and then again for file INVE1. The defaults should be used at all prompts except for file name, unless it is specifically desired to change them.

Please be aware, that indexes are cleared first, and then rewritten, so that if anyone is searching, or trying to run a report that uses these indexes, they will be incomplete until the rebuild is finished. For that reason, it is suggested they are run after normal business hours.

12	Additional Inventory Data File...	N			INVE1	D	JRJFM0	IN	1	14	10	
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Loading of this file is optional. It contains:

- some fields used by the purchase order system.
- Minimum Gross Profit % field - a minimum gross profit percent has already been loaded in your system control record. Any sales resulting in a gross profit lower than that loaded in the system control record will automatically be flagged on a daily exception report produced from order entry/invoicing programs. However, in those situations where gross profit margins vary for different products, you may load any products whose gross profit percentage is different than the master (system control record) here. For those products, this gross profit percentage will take precedence over the master.
- Gas Supply Type - this field is required if you are dealing with the Ontario Drug Benefit Plan and have to submit ODB Claim forms. The supply type loaded here will automatically print on the ODB claim form.
- ADP Catalogue # - this field is required if you are dealing with the Assistive Devices program and have to submit ADP claim forms. The ADP catalogue number loaded here will automatically print on the ADP claim form.

13	Overriding Prices by Branch.....	N		263		D	JRJFM0	IN	1	15	BP	
----	----------------------------------	---	--	-----	--	---	--------	----	---	----	----	--

This file is optional. It can be used in situations where pricing varies by branch (warehouse from which goods are shipped).

In this case, the Master Inventory File would contain pricing for the MAIN Location and this file would contain pricing for all branches which have pricing different than the main location pricing. It is not necessary to load records for branches which have the same pricing as the main location pricing.

14	Maintain Additional Prices.....	N		290		D	JRJFM0	IN	1	16	AP	
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For each inventory product, five selling prices (Price 0 through Price 4) and four quantity break points (Qty Break 1 through 4) may be

Menu Number 015 (JM015) INVENTORY FILES
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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stored in the master inventory file.

This file can be used to maintain 15 additional quantity break points and prices for each product. This file is completely optional.

If this file is used, a printout of selling prices (from both the master inventory file and the additional pricing file) is available from the Inventory Control Menu - Additional Programs & Reports option.

15	Allocate New Sequence Cd to Items		Y				D	INVEN9	IN	1	17	35
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This program will remove existing sequence codes loaded in the Inventory file for all records that fall within the product range specified and which belong to the Product class specified. It will then replace them with the new sequence code entered. It prints an audit trail of all products changed.

Note: The cross reference files are automatically adjusted by this program.

16	Product File - Multi Line Desc...		N				D	INVENE	IN	1	18	
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17	Maintain Raw Materials Inventory.		N	R52			D	JRJFM0	MR	1	19	
----	-----------------------------------	--	---	-----	--	--	---	--------	----	---	----	--

18	Maintain Raw Materials Extra Data		N	R53			D	JRJFM0	MR	1	20	
----	-----------------------------------	--	---	-----	--	--	---	--------	----	---	----	--

19	Master Inventory List.....		N				D	INVEN0	IN	41	3	11
----	----------------------------	--	---	--	--	--	---	--------	----	----	---	----

This program will produce a listing of information loaded in the master inventory file. It may be run as desired.

20	Master Inventory List By P/C.....		Y				D	INVEN1	IN	41	4	12
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	---	----

This program will produce a listing of information loaded in the master inventory file, sorted by product class. It may be printed as desired.

21	Maintain Product Comments/Desc'ns		N	563			D	JRJFM0	IN	41	5	AD
----	-----------------------------------	--	---	-----	--	--	---	--------	----	----	---	----

The master inventory file allows for one line (up to 30 characters) of description for each product.

This file can be used for those products where 30 characters of description is not enough. Any additional description/comments loaded in this file will automatically be printed on any order/invoice, although they will not appear on the screen during order entry/invoicing procedures.

Menu Number 015 (JM015) INVENTORY FILES

Password / Level

Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

22	Sales Commissions by Prod Class..		N		110	D	JRJFM0	IN	41	6	CM
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This program is used to maintain sales commissions by Salesman and Product Class, with an optional Sub Class. See following Commission documentation: Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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in the calculated commission rate.

- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
 NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File contains sales person's normal commission rate

Customer File contains the special commission rate to apply to the specific customer

Additional Customer Data File contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2 doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5 doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
 The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

23	Special Tax Codes.....S171	N		D	S171	IN	41	7
24	Item Number Xreference File.....	N	162	D	JRJFM0	IN	41	8 20

Maintenance on this file is optional. It can be used to load cross reference numbers to your part numbers (e.g.: you may have structured part numbers based on your internal requirements, but may also wish to access a product by using your supplier's part number). Note that you may have several cross reference numbers pointing to one of your product numbers; however, you may only use a cross reference number once (i.e. cross reference ABC and XYZ may both point to product # 123, but ABC cannot point to product #123 and

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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product #124).

25	Item Number Xreference (31 CHAR).		N		I54	D	JRJFM0	IN	41	9	20	
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See Doc'n for Entry 24

26	Item Number Xreference List.....		N			D	INXRF0	IN	41	10	21	
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This program produces a listing of cross references loaded in the cross reference file. It may be run as desired.

27	Maintain Standard Cost Components		N		I12	D	JRJFM0	IN	41	11	SC	
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In manufacturing environments, it may be desirable to maintain standard Cost components for updating to the general ledger. If so desired, file INLC1S may be used to store individual cost components. These will be used to Update the General Ledger, based on separate GL account Fields for each of the 3 components:

Direct Materials Cost	= M	INVE1 Records will identify Standard
Direct Labour	= L	Cost type of each INBMX component so
Factory Overhead	= O	that Standard Costs may be Built Up

Note: if Cost used from INVEN/INLOC is different from the total of these 3 items, the difference will be posted to Material Cost.

For ROYMAT 97/01/23

Effective 00/03/06 if no GL accounts in Components Fields of INP.C (S2\$(92,24)) then no GL Update.

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank	Average Costing to be used.
'Y'	Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any

Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

Example: Product initially set up with unit cost of \$10.00 per unit.
 Receive 100 @ \$10.00
 Sell 20
 Receive 100 @ \$11.00
 Sell 20

If standard costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.00 per unit, for a total valuation of \$1600.00.

If average costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.55 per unit, for a total valuation of \$1688.00.

The average cost would have changed at the time of the second receipt based on:

On hand quantity before receipt	=	80 x 10.00	\$ 800.00
Second receipt	=	100 x 11.00	\$1100.00
Net after posting second receipt	=	180	\$1900.00
New avg. cost until next receipt	=	\$1900.00/180 = \$10.55	

28 Multi Location File Maint'ance...	N	151	D	JRJFM0	IN	41	12	22
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Menu Number 015 (JM015) INVENTORY FILES
 Password / Level Application Code IN Documentation Code M15400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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If you have more than one inventory location, this file contains costing, on hand, MTD/YTD sales information, etc. for items stored in the NON-MAIN locations. For items in the main location, this information is stored in the master inventory file. (To determine if a warehouse is your main location or not, refer to the main location flag in the Inventory Locations file).
 Most of the information in this file is updated automatically through various programs (e.g., inventory postings, order entry/invoicing, physical count programs, etc.). You may access this file to load minimums/maximums for each non-main location or change costing information, warehouse bin locations, etc.

29	Multi Location Extra Data.....	N		I04	D	JRJFM0	IN	41	13		
30	Multi-location Master List.....	Y			D	INLOC0	IN	41	14	23	

This program produces a listing of information contained in the Multi Locations file. It may be run as desired.

31	Maintain Set Bills of Materials..	N		536	D	JRJFM0	FM	41	15		
32	BMX Files.....	N			D	S117	BX	41	16		
33	Maintain Service Mechanics.....	N		006	D	JRJFM0	SV	41	17		
34	Additional Programs/Files.....S28	N			D	S28	IN	41	18	AF	

This option takes you to a menu which contains additional inventory related files.

35	Inventory File Maint Audit Trail.	N			D	INAUDC	IN	41	19		
36	Maintain Tire Extra Info Raw Mat.	N		T03	D	JRJFM0	TI	41	20		

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S028 WYSE60T5 Operator Name - Additional Inventory Files

14:06:00

1. Special Product Pricing.....
2. Copy Prices Comp/Branch/Price Cds
3. Maintain Multiple Bin Locations..
4. Case Translate Descriptions.....
5. Maintain P/C-Price Cd Commissions
6. P/C-Price Code Commissions List..
7. Maintain Special Commission Rates
8. Hazardous Products File.....
9. Hazardous Product/Customer List..
10. MSDS List By Customer.....
11. Hazardous Product By Customer F/M
12. MSDS By Customer F/M (Optional)..
13. Hazardous Goods MSDS Expiry List.
14. Serial No. Control Programs.....
15. Additional BMX Files/ProgramsS117
16. Maintain Complimentary Products..
17. Create INWQP records < INVEN/QPR.
33. Report Product Classes by GL Acct
18. Maintain Combined Price Category.
19. Combined Categories Price List...
20. List/Update Future Combined price
21. FST Additional Rates File..(OLD).
22. Maintain Supplier Part No's.....
23. Maintain Reserve/Overbilling.....
24. Maintain Construction Codes.....
25. Updt Mark-Up Price % frm ProdClas
26. Additional Inv Maintenance.....
27. MOULDING Files.....
28. Supplier Price Update Pgms...S806
29. Item Availability Codes.....
30. Maintain Physical Count Codes....
31. File Maint Audit Rpt (Invty File)
32. Change W'hs Bin Locations....S133
34. Supplier Part No / Price Maint...
35. Supplier Part No / Price List....
36. Update INVE1 MFR Part # <-- POPRI

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains additional inventory related files.

1	Special Product Pricing.....		N			D	S121	IN	1	3		
2	Copy Prices Comp/Branch/Price Cds		N			D	INVENP	IN	1	4		
3	Maintain Multiple Bin Locations..		N		INBIN	D	JRJFM0	IN	1	5	26	

Maintenance of this file is optional. For items stored in more than one warehouse bin location, the main one would be loaded in either the master inventory file (for the main location) or the multi locations file (for non-main warehouses). This file would contain additional bin locations where the item may be found. Multiple bin locations will display on inventory inquiries, inventory reports, etc.

4	Case Translate Descriptions.....		N			D	INVEN5	IN	1	6	27	
---	----------------------------------	--	---	--	--	---	--------	----	---	---	----	--

This program can be used to convert products' descriptions from uppercase to a combination of upper/lower case, or vice versa.

It may be run for specific products only, a range of products, or all products.

5	Maintain P/C-Price Cd Commissions		N		O14	D	JRJFM0	IN	1	7		
6	P/C-Price Code Commissions List..		N			D	ADCT0c	IN	1	8		
7	Maintain Special Commission Rates		N		I05	D	JRJFM0	IN	1	9		
8	Hazardous Products File.....		N		169	D	JRJFM0	HZ	1	10	15	

If you wish to track sales of hazardous goods to customers, two things are required.

First - in your system control record, set the flag for the MSDS or Product Number field (refer to help documentation in that file).

Second - for those items which are considered hazardous, load their UN code, class, subdivision, MSDS number, MSDS description and MSDS issue date in this file.

Once this has been done, on the FIRST sale of the hazardous good to any customer, you will be prompted to send the MSDS bulletin to them (an MSDS notification will automatically be produced and printed as part of your daily invoicing procedures, to highlight which customers require the notification to

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

be sent to them).

From that point on, the system will automatically keep track of the last five shipments of the product to the customer, in the hazardous products file by customer (sorted either by hazardous product number or MSDS number, dependent on the flag in the system control record).

As revisions are made to the MSDS bulletins, simply come back into this file and load the revision number and revision date. Again, on the FIRST sale to any customer, after the revision number/revision date have been loaded, you will be prompted to send them the revised MSDS bulletin.

9	Hazardous Product/Customer List..								N		D	INHAZ0	HZ	1	11	16
---	-----------------------------------	--	--	--	--	--	--	--	---	--	---	--------	----	---	----	----

This program will produce a listing from the hazardous products file. It can be run as desired. When running it, you may simply wish to produce a list of the products set up, with their un codes, etc., or you may wish to include customer information on each product or MSDS number as well. If you include customer information, the report will also indicate information on the last five shipments to any customer (date of shipment, invoice number, etc.)

10	MSDS List By Customer.....								N		D	INHAZ1	HZ	1	12	17
----	----------------------------	--	--	--	--	--	--	--	---	--	---	--------	----	---	----	----

This program will produce a listing from the hazardous products file, sorted by customer, indicating information on the last five shipments of hazardous goods (date, invoice number, etc). This report may be run as desired.

11	Hazardous Product By Customer F/M								N	168	D	JRJFM0	HZ	1	13	18
----	-----------------------------------	--	--	--	--	--	--	--	---	-----	---	--------	----	---	----	----

This file is automatically updated as invoices containing hazardous goods are updated. File maintenance is not normally required; however, in situations where you wish to make manual changes to any information in the hazardous goods file (customer related information), you may do so here.

12	MSDS By Customer F/M (Optional)..								N	178	D	JRJFM0	HZ	1	14	19
----	-----------------------------------	--	--	--	--	--	--	--	---	-----	---	--------	----	---	----	----

See Doc'n for Entry 11

13	Hazardous Goods MSDS Expiry List.t								N		D	INHAZ4	HZ	1	15	HA
----	------------------------------------	--	--	--	--	--	--	--	---	--	---	--------	----	---	----	----

This program may be run as desired. It simply scans the

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Hazardous Products File (INHZA) and reports on any products for which the MSDS Bulletin Expiry Date is less than or equal to the expiry date specified.

This could be useful if you wish to contact your suppliers in advance to follow up on issuance of revisions to the MSDS bulletins.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

14	Serial No. Control Programs.....	N		I22	D	S118	SE	1	16		
15	Additional BMX Files/ProgramsS117	N			D	S117	BX	1	17	BX	

The following is a description of the various types of Bill of Materials Explosion (BMX) options supported in the Jedron software package.

'Y' Type

This type of BMX is used during the selling cycle only (order entry/invoicing). It is used in situations where individual products are packaged together to make up a specialized KIT. The kit itself is generally not a regularly stocked item; however the products which make up the kit could still be received and sold individually as well as in kit form.

To use this feature:

Master Inventory File: Establish a product number for the KIT & set the 'Use BMX' flag to 'Y'.

The 'Use BMX' flag should be left at 'N' for the individual products which make up the kit. This will allow these products to be received and sold individually.

Bill of Materials File: Establish a record for the KIT and each individual product required to make up the kit, identifying the quantity of each individual product required for the kit.

When selling a kit, use the product number for the KIT. The only thing which will appear on the invoice is the product number, description & quantity of the KIT; however, the inventory files will be updated as follows:

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Bill of Materials File: Establish a record for the finished good and EACH raw material required to make up the finished good, identifying the quantity of each raw material required for the production of the finished good.

To post production of the finished good, use the 'Post Production via Bill of Materials' program, found on the Inventory Control menu. Simply input the quantity produced of the finished good. The inventory files will be affected as follows:

Finished Good: On hand quantity INCREASED by total quantity of finished goods produced (this is stored in the 'receipts' field).

Raw Materials: On hand quantity of each raw material DECREASED by total quantity of that product required in the production of the finished good (this is stored in the 'adjustments' field).

NOTE: In the selling cycle, the finished good and the raw materials are treated completely separately. Thus, a sale of the finished good only affects the on hand and sales statistics of the finished good, and a sale of any of the raw materials only affects the on hand and sales statistics of the raw material.

Additionally, because this type of BMX is only affected by the program mentioned earlier, you may also do inventory receipts of the finished good directly from your supplier, if desired, without affecting the raw materials.

WELDPAK/MEDPAK NOTE: This option CAN be used to fill controlled cylinders from bulk tanks (e.g. oxygen).

A product number is required for the

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

bulk gas (BMX flag left at 'N').
 Product numbers are required for the
 controlled cylinders which can be
 filled from the bulk tank (BMX flag set
 to 'I').

=====

The following BMX types are still under development and are not yet fully implemented:

'F' Type

This type of BMX is intended to be used during the selling cycle only (order entry/invoicing). When selling a finished good, the cost assigned to that finished good is actually the combined costs of all the individual products which make up the finished good.

When the invoice is printed, only the finished good appears on the invoice.

Further testing is required in terms of how the inventory files are affected by this type of BMX sale, before it will be fully implemented.

In inventory posting and purchase order entry programs, the finished good and the individual products which make up the finished goods are treated completely separate.

'K' Type

This type of BMX is intended to be used in a 'kit explosion' fashion.

When a sale is made for the complete kit, the selling price and cost used will be that of the kit. However, additional lines will automatically be created for the individual parts of the kit as well (quantity equal to that of the complete kit, but selling price and cost of zero). This will allow for the invoice to be printed showing all individual components of the kit.

Further testing is required in terms of how the inventory files are affected by this type of BMX sale before it can be fully implemented.

To use this feature:

Master Inventory File	Establish a product number for the kit and set the 'Use BMX' flag to 'K'.
-----------------------	---

The Use BMX flag should be left at 'N'

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

for the individual products which make up the kit.

Bill of Materials File
 Establish a record for the KIT and each individual product required to make up the kit, identifying the quantity of each individual product required.

'R' This type of BMX is intended for Raw Material Inventory which will use a separate raw material inventory file. This has not yet been implemented!

=====
 Programmers Note:

The following BMX record types are automatically created during various procedures and are used for BMX history purposes.

BMX records for these types should not be created through file maintenance procedures:

- 'O' Type automatically created during invoicing (re type F and K).
- 'o' type automatically created during invoicing (re type F and K).
- 'H' Type history record automatically created when invoices are updated (from O and o types).
- 'P' Type automatically created during P.O. entry (re type F and K).
- 'p' Type automatically created during P.O. entry (re type F and K).

16 Maintain Complimentary Products..	N	I21	D	JRJFM0	IN	1	18	CV
--------------------------------------	---	-----	---	--------	----	---	----	----

This file is used to store a list of complimentary products for an individual product. If present, this file will be looked up during order entry, and in Covey's special alternates lookup logic.

This file is a sales aid that helps the operator to sell products such as staples with staplers, etc...

17 Create INWQP records < INVEN/QPR.	N		D	INWQP0	IN	1	19	
--------------------------------------	---	--	---	--------	----	---	----	--

18 Maintain Combined Price Category.	N	101	D	JRJFM0	IN	41	3	QC
--------------------------------------	---	-----	---	--------	----	----	---	----

Combined quantity break pricing is a feature which allows quantity break pricing to be given on combined quantities of different products, rather than specific quantities of individual products.

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Example: Assume that quantity break pricing is to be given if 25 units are sold.

Normal Quantity Break Pricing - Quantity break pricing only given if 25 units of a specific product are sold.

Combined Quantity Break Pricing - Quantity break pricing only given if 25 units are sold; however, the 25 units may be a mix of several different products.

This feature may be used by establishing Quantity Break Category Codes (if category codes are not assigned, it is assumed that normal quantity break pricing is to be used). These category codes can be established by:

Product Class In the Product Class File, a category code may be assigned to those product classes/sub classes for which combining of quantities is to be allowed. ALL products in the product classes so designated will have their quantities combined for pricing purposes. Several product classes may share the same category code if desired.

Specific Products In the Inventory Additional Data File, category codes may be assigned to specific products. All products with the same category code will have their quantities combined for pricing purposes. Several products may share the same category code if desired, and any codes assigned to specific products will override any product class codes.

In either of the above two scenarios, quantity break levels and pricing are maintained on an individual product basis.

Combined Quantity Pricing File This file may be used to set up a table of different category codes, along with a description of each code and the appropriate quantity break levels and prices for each category. These codes may then be carried over into either the Product Class File or the Inventory Additional Data File.

This file could be used if the SAME quantity break levels and prices apply to ALL products in the same category. This would allow pricing to be maintained by category rather than by individual product.

This file could also be used simply to establish a master table of all category codes/descriptions for informational purposes, while still maintaining levels and prices by individual product.

If the Combined Quantity Break Pricing feature is used, quantity break pricing is not automatically given on a line by line basis. Rather, an automatic recalculation of each line is done at the end of the order, once all quantities have been input.

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N Y	PROGRM	AP	RW	LI	DOC NE	SFX
19	Combined Categories Price List...		N			D	INPRQ1	IN	41	4	PL	

This program may be used to obtain price lists by 'Category', as per records loaded in the Combined Category Pricing File.

20	List/Update Future Combined price		N			D	INPRQ0	IN	41	5	LU	
----	-----------------------------------	--	---	--	--	---	--------	----	----	---	----	--

This program may be used to simply obtain a listing of any 'Current' and 'Future' prices loaded in the Combined Quantity Pricing File, or it may be run to actually update any future prices into the current prices.

'L' Run in list only mode.

'U' Run in update mode. Any future prices will be transferred into the appropriate current price fields, overwriting existing current prices. Additionally, the future prices will then be cleared to zero.

21	FST Additional Rates File..(OLD).		N	174		D	JRJFM0	IN	41	6	04	
----	-----------------------------------	--	---	-----	--	---	--------	----	----	---	----	--

This file is only needed if you remit or claim back a different FST percentage, other than what is charged to liable customers or deducted from exempt customers.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), this file is now redundant and should not be used.

22	Maintain Supplier Part No's.....		N	053		D	JRJFM0	IN	41	7	SP	
----	----------------------------------	--	---	-----	--	---	--------	----	----	---	----	--

This file may optionally be used to correlate your product numbers to those used by your suppliers.

This might be useful in situations where you purchase the same product from several different suppliers. You may have assigned the product your own product number, but each supplier may have assigned their own codes.

23	Maintain Reserve/Overbilling.....		N	INR.O		D	JRJFM0	FM	41	8		
----	-----------------------------------	--	---	-------	--	---	--------	----	----	---	--	--

24	Maintain Construction Codes.....		N	102		D	JRJFM0	FM	41	9		
----	----------------------------------	--	---	-----	--	---	--------	----	----	---	--	--

25	Updt Mark-Up Price % frm ProdClas		N			D	INPMK0	IN	41	10	90	
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Mark-Up Pricing Percent - Copy from Product Class/Sub Class to Inventory

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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If you want to maintain the usual Inventory Mark-Up Percent by product Class and Sub Class you should do as follows:

- (1) Load the COST MARK-UP % in INP.C
- (2) Run program INPMK0 to copy Mark-Up % from INP.C into PRICE 0 of any inventory record which already has a negative PRICE 0. The program has an option to copy % into all records. This is needed for initial conversion from regular to mark-up pricing.
- (3) If you change all records in step (2), you should use Standard File Maintenance to put ordinary prices in any items that are in the selected Product Class/Sub Class that do not employ Mark-up Pricing.

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

26 Additional Inv Maintenance.....	N		D S133	IN 41 11
27 MOULDING Files.....	N	288	D S124	IN 41 12
28 Supplier Price Update Pgms...S806	N		D S806	PU 41 13

Menu Number 028 (JM028) Additional Inventory Files
 Password / Level Application Code IN Documentation Code M15499

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
29	Item Availability Codes.....		N		I10	D	JRJFM0	IN	41	14	
30	Maintain Physical Count Codes....		N		I23	D	JRJFM0	PI	41	15	
31	File Maint Audit Rpt (Invty File)		N			D	JRAUD3	IN	41	16	
32	Change W'hs Bin Locations....S133		N			D	S133	IN	41	17	
33	Report Product Classes by GL Acct		N		I30	D	INP.C0	IN	1	20	
34	Supplier Part No / Price Maint...		N		053	D	JRJFM0	PO	41	18	P4

This file is OPTIONAL. It can be used in situations where the same product can be purchased from multiple suppliers.

While the product is loaded in the MASTER INVENTORY FILE under one product number only (primary vendor) and with one buy price only, you may load a cross reference record in this file for other suppliers from whom the product is purchased. This information may include:

- The product number under which each supplier tracks the product (this can be printed on your purchase order instead of your product number)
- The price at which the product is purchased from each individual supplier.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

35	Supplier Part No / Price List....		Y			D	POPRI0	PO	41	19	P5
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This program simply provides a listing of information loaded in the Supplier Part Number/Price File. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

36	Update INVE1 MFR Part # <-- POPRI		N			D	POPRI2	IN	41	20	
----	-----------------------------------	--	---	--	--	---	--------	----	----	----	--

01.-PROD CLASS —
02.-SUB CLASS —
03.-OPTIONAL WH CD —
04.-OPTIONAL CUS CL —

05. DESCRIPTION ———— |
16.^QTY BREAK CAT'Y ——— |
17. OPT. COMP. CODE ——— |

06.^G/L SALES ACC'T ————
07.~SLS SUB LED ACC ————
08.^G/L COST ACC'NT ————
09.^INV'TY GL ACC'T ————
10.^PO REC INV CLR ————
11.^DISCOUNT GL ————
12.^DEL IN PRICE GL ————
13.^MEDICAL W/O GL ————

14. DAILY STATS PC ———
15. DAILY STATS SC ———

18.^INCOME ONLY? —
19.^CONS. CUST LIAB ————
20.^CONS. INVENTORY ————
21. MINIMUM GP % ———
22. MAXIMUM GP % ———
23.^UPDATE INVCC ? —
24.^UPDATE WOOD/FAB —
25. PO QTY BRK CAT ———
26.^SURCHARGE CD —
27. COST MARK-UP % ————
28.^CLASS TYPE —
29. MINIMUM MARKUP% ———
30.^COMMISSION CODE —

31.^ALLOW OH NEG —
32.^NO CHARGE CL —
33.^EXCLUDE SLS —

01.-PROD CLASS	—	34.^LABOUR COST GL	—	38.^SUMM HIST	—
02.-SUB CLASS	—	35.^OVERHD COST GL	—	39.^SKIP REDIRECT	-
03.-OPTIONAL WH CD	—	36.^LABOUR INVTY GL	—		
04.-OPTIONAL CUS CL	—	37.^OVERHD INVTY GL	—		

60.^ALLOW PR OV'RD? -

40.^W/O BMX DR	—
41.^W/O BMX CR	—
42.^W/O LINES D	—
43.^W/O LINES C	—

44.^INTERCO COMPANY	—	50. INTERCO GST	—	57. INTERCO PRICE R	—
45. INTERCO SALES	—	51. INTERCO TAX	—	58. INTERCO COST R	—
46. INTERCO COST	—	52. INTERCO FREIGHT	—		
47. INTERCO INVTY	—	53. INTERCO MISC	—		
48. INTERCO A/R	—	54.^INTERCO FROM CO	—	55. INTERCO BRANCH	—
49. INTERCO SUBLED	—	56.^INTERCO TYPE	-		

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

This File is used to maintain Sales Classes for Sales Reporting, and for GL Updating of Sales.

When an invoice is updated to the general ledger, those updates are calculated on a line item basis, and summarized by the invoice batch updates. On each line item, an entry is made for for Sales, Cost of Sales, Inventory, and Accounts receivable, as follows:

```

=====
Account          Debit          Credit

Sales                    Sales amount
A/R          Sales amount
Cost          Cost amount
Inventory                    Cost Amount

Total          Sales+Cost      Sales+Cost
=====

```

The actual accounts used for the above, and other entries are obtained from various interface files. In particular, the sales, cost, and inventory accounts are obtained as follows: (from called program INP.C2)

1 - The inventory product class file is read by Product Class, Sub Class, Warehouse Code for Inventory, and Sales Branch for Sales/Cost, and Customer Class

If no record is found the above is repeated with no customer class.

If still no record is found the above is repeated with no warehouse or Sales Branch.

If no record is found, the transaction cannot be updated till one is loaded.

The above is modified as follows based on an additional parameter (Q6\$(454,1))

If set to [Y]es, the Branch code for both Sales Branch and Shipping Warehouse must be included as part of the Product Class File for Inventory Updates.

If a record is not found, the program will then read the record for the main location code defined for this Company.

In addition, if a division code is included in the branch file, the division code will be used for all GL accounts in the INP.C and ADCTLP interface files, if a GL account exists for that division.

Parameter Effective August 2004 - QUIDRI.

2 - If the Warehouse Record has an overriding Inventory GL, it is substituted.

3 - Once the record is found, overriding values are loaded from the customer class file, if present. (option added Oct 26 2005 - MCTIRE)
These overrides may be either complete GL accounts, or replace part of the Account as described by the Replace Start/Length parameters.

4 - If the previously mentioned parameter is set, GL Division codes are substituted as required.

1 PROD CLASS

Each product to be set up in the master inventory file must belong to a product class (and optionally a sub class). This product class/sub class must first be loaded in the product class file.

The product class/sub class is used to group products together for sales analysis, inventory reporting and pricing purposes.

The product class would identify the MAJOR GROUP to which a product belongs. Optionally, within the major group, SUB CLASSES can also be defined. This would be determined by the level to which you would like your reports broken down.

For example: if you have products which are considered as safety equipment, you might want to set up a product class for safety equipment. Optionally, if you wanted your products broken down within this product class (e.g., protective clothing versus eye face & head gear versus miscellaneous), you could set up sub classes for each category of safety equipment.

Many products can be set up with the same product class/sub class, but any one product can only have one product class/sub class.

WELDPAK/MEDPAK only: The following product classes (with no sub classes) are required for LEASE & RENTAL/DEMURRAGE products:

-
Product Class YLA
Product Class REN
-

Optionally, the following product class would also be required (no sub class) if delivery charges are included in sales, but are to be shown separately on sales analysis reports (see Weldpak screen of system control record)

-
Product Class del

2 SUB CLASS

Each product to be set up in the master inventory file must belong to a product class (and optionally a sub class). This product class/sub class must first be loaded in the product class file.

The product class/sub class is used to group products together for sales analysis, inventory reporting and pricing purposes.

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

The product class would identify the MAJOR GROUP to which a product belongs. Optionally, within the major group, SUB CLASSES can also be defined. This would be determined by the level to which you would like your reports broken down.

For example: if you have products which are considered as safety equipment, you might want to set up a product class for safety equipment. Optionally, if you wanted your products broken down within this product class (e.g., protective clothing versus eye face & head gear versus miscellaneous), you could set up sub classes for each category of safety equipment.

Many products can be set up with the same product class/sub class, but any one product can only have one product class/sub class.

WELDPAK/MEDPAK only: The following product classes (with no sub classes) are required for LEASE & RENTAL/DEMURRAGE products:

-
Product Class YLA
Product Class REN
-

Optionally, the following product class would also be required (no sub class) if delivery charges are included in sales, but are to be shown separately on sales analysis reports (see Weldpak screen of system control record)

-
Product Class del

3 OPTIONAL WH CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

4 OPTIONAL CUS CL

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

An optional customer class can be loaded for each product/sub class (see customer class field in the master customer file). This allows sales of products in this product/sub class to update different G/L accounts depending on the customer class for which the sale was made.

5 DESCRIPTION

For reporting purposes, this field contains the description of the product/sub class being loaded.

6 G/L SALES ACC'T

This field contains the G/L sales account to be affected by a sale of any item in this product/sub class. This is used by the accounting database update program. This account would be CREDITED for the sale portion of the invoice (or debited in the case of a credit memo).

7 G/L COST ACC'NT

This field contains the G/L Cost account to be affected by the sale of any item in this product/sub class. This is used by the accounting database update program. This account would be DEBITED for the cost portion of the invoice (or credited in the case of a credit memo).

When this product class is used for a non-consignment BMX line, this field should contain the income reversal account. When used for a consignment BMX line the "CONS. CUST LIAB" account is used for the equivalent entry instead of this field.

For BMX postings, any character which contains a "=" will be replaced by the equivalent character from the "G/L COST ACC'NT" of the parent line.

8 INV'TY GL ACC'T

This field contains the inventory G/L account to be affected for all products in this product/sub class. This is used by several programs:

- Accounting Database update: this account would be CREDITED for the cost portion of an invoice (or debited in the case of a credit memo).
- Clear Invty Postings: if your system control record indicates that inventory transactions are to update the G/L, then all transactions posted through the inventory postings programs on the inventory control menu would affect the appropriate inventory account. This could be a DEBIT or CREDIT entry, depending on the type of transaction posted. (The opposite side of the entry would be posted to the inventory clearing account as specified during inventory posting procedures.
- PO purchase order system: only if PO accrual type is set to 'F'. For product classes on which inventory is not to be maintained (e.g. office supplies ordered through the purchase order system, this field may contain

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

a value of *NONE*.

If you are maintaining consignment inventory (see system control record):

If this product/sub class is used for a non-consignment BMX line, this field should contain the income account. If used for a consignment BMX line, the consignment inventory field should be loaded instead of this field.

For BMX postings, any character which contains a '=' will be replaced by the equivalent character from the cost account of the parent line.

9 PO REC INV CLR

The 'PO REC INV CLR' field is found in:

- a) The Currency Control File
- b) The Product Class File (INP.C)
(any G/L account(s) loaded in the product class file take precedence over that loaded in the Currency Control File. It is only necessary to load G/L account(s) in the product class file if you wish to maintain separate clearing accounts for different product classes).

This field only applies if:

- a) You are using the PO Purchase Order System
- b) Your system control record has the 'INVTY GL UPDATE' flag set to yes, in which case all inventory transactions (receipts, adjustments, etc. automatically affect the general ledger as well as the inventory files.

This field would contain the inventory clearing account to be CREDITED when a Received Purchase Order is updated (the offsetting DEBIT would be posted to the actual inventory account).

When the ACCOUNTS PAYABLE invoice is received it would be posted against this inventory clearing account instead of the actual inventory account.

Thus:	Credit	Debit
P.O. Receipt	Inventory Clearing	Inventory
Posting of A/P Invoice	Accounts Payable	Inventory Clearing

NOTE: Theoretically, once all PO receipts have been updated and the corresponding A/P invoices have been posted, the inventory clearing account should have a zero balance.

Balances in the inventory clearing account at month end could indicate several things:

Credit balance: PO receipts may have been updated, but the A/P invoice(s) for some receipts have not yet been received and posted.

Debit balance: PO receipts may not yet have been updated, but the A/P invoice(s) have been received and posted.

Credit or Debit: Both PO receipts and A/P invoices may have been updated, but there were discrepancies between the cost at which the PO receipts were posted versus the cost at which the A/P invoices were posted.

NOTE1: Maintaining separate clearing accounts by product class could result in confusion during A/P invoice posting procedures.

NOTE2: See also the INV GL UPDATE flag in your system control record for more help.

See also the PO ACCRUAL FLAG in your system control record.

 INVENTORY AND PURCHASE ORDER SYSTEM GENERAL LEDGER UPDATE

If the PO ACCRUAL TYPE field in your system control record is set to F or G, the general ledger update programs for inventory transactions will affect G/L accounts from various files as follows:

NOTE: The 'G' option is available to all users, regardless of whether or not the PO Purchase Order System is being used. It allows different types of G/L transactions to be tracked in separate G/L accounts (eg: purchases tracked separately from inventory sold versus inventory adjustments, etc.)

ADTCLA System Control Record
 IN BOND GL ACCOUNT (not used by any procedure currently)
 INVTY GL UPDATE FLAG must be set to yes.

ADCTLB Additional System Control Record
 PO SET CLR GL (clearing account for PO Receipts - used
 by furniture system only for furniture sets)

ADCTLC Currency Control File.
 PO REC INV CLR
 PO REC DUTY CLR
 PO REC FRT CLR
 AP ACCR GL ACCT ('F' option only - not yet available)

INLCN Inventory Locations File

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

INV REC CLR GL
 DIR SHIP GL ACCT (affected by direct shipments - either
 receiving or selling - NOT RECOMMENDED!)

INP.C Regular Product Class File
 INVY GL ACCT
 COST OF SALES GL ACCT
 PO INV REC CLR

ADCTLp P.O. Product Class Extra Data File
 INV'TY REC'T GL
 INV'TY ADJ GL Also Updates Detail or Summary
 INV'TY TRANS GL
 INV'TY PURCH GL
 INV'TY PRODN GL
 INV'TY FRM BOND
 BOND PURCH GL
 BOND REC'T GL
 BOND ISSUE GL
 DUTY/TAX GL ACC
 FREIGHT GL ACC

Following are details of how your G/L should be structured and when/how the various accounts are affected.

G/L Chart of Accounts Assets Section
 Inventory Opening Balance (beginning of year)

 Liabilities Section
 A/P Accruals account

 Income Statement Section
 Sales Accounts
 Cost of Sales Accounts
 Inventory Expense Accounts (**)
 Regular Expense Accounts

(**)

The inventory expense accounts will be used to track any inventory purchases, sales, adjustments, transfers, etc. throughout the year. These accounts will be cleared out at year end at which time the new inventory opening balance will be loaded for the next year. For easier formatting of financial statements, it is strongly recommended that a section be reserved strictly for these inventory expense accounts.

File INLCN The 'INV REC CLR GL' field should contain an inventory clearing account. This account will automatically be used in ALL 'inventory posting' procedures (receipts, adjustments, transfers,

post production via bill of materials, etc.)

Each time a transaction is posted, the above account will automatically be affected with the offsetting entry going to the appropriate inventory expense account.

NOTE: The clearing account in this file is NOT USED by the PO Receipts programs. It is strictly used by the inventory posting programs.

File ADCTLC

This file contains the inventory clearing account used by the PO Receipts posting programs.

This file also contains clearing accounts for duty/import tax and freight applied against any PO received through the PO Receipts programs. (If these fields are left blank, duty/tax and freight would be posted to the Inventory Clearing Account loaded in the previous field).

File INP.C

The 'PO REC INV CLR' found in this file may OPTIONALLY be used to override that loaded in file ADCTLC, in the event that you wish to maintain separate clearing accounts by product class.

Note that using multiple clearing accounts could result in confusion when posting A/P invoices (see help documentation in Product Class File for details).

File INP.C

The INVTY and COST OF SALES G/L accounts contain inventory expense accounts affected by selling only. Each time a sales invoice is updated, the cost portion of that invoice will credit the inventory account and debit the cost of sales account.

File ADCTLp

At least one record will be required in this file, regardless of whether you are using the PO Purchase Order System or not.

How many records are required is dependent on how detailed you want your G/L tracking to be.

You may load only one record (all key fields left blank) if transactions for ALL product classes/sub classes/warehouses are to affect the same inventory expense accounts.

You may load only one record per warehouse (all key fields except warehouse code left blank) if transactions for ALL product classes/sub classes within warehouse 'A' are to affect the same inventory expense accounts.

You may load one record per product class (sub class left blank) for all or individual warehouses.

Finally, you may load a record for each product class/sub class (for all or individual warehouses).

This file also contains the various inventory expense accounts:

INV'TY REC GL **

This is the purchases expense account for any RECEIPTS posted through the Inventory Receipts Posting program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY PUR GL **

This is the purchases expense account for any RECEIPTS posted through the PO Receipts Posting Programs.

Offsetting entry is to the clearing account from file ADCTLG (or the override in INP.C)

**

Both fields may contain the same G/L account in the event that some receipts are posted through the PO programs while others are posted through the Inventory Posting Program.

INV'TY ADJ GL

This is the expense account for any inventory ADJUSTMENTS posted through the Inventory Adjustments Posting Program or the Inventory Cost Change Program.

Offsetting entry is to the clearing account from file INLCN.

INV'TY TRANS GL

This the expense account for any inventory TRANSFERS posted through the Inventory Transfers Posting Program.

Offsetting entry is to the same account as loaded for the warehouse 'TO' which the product

is being transferred. The inventory clearing accounts are NOT affected by this procedure.

INV'TY PRODN GL

This is the expense account for any inventory PRODUCTIONS posted through the Post Production via Bill of Materials program. The amount posted to this account is the difference between the cost of the finished good and the cost of the raw materials.

Offsetting entry is to the inventory clearing account from INLCN.

DUTY/TAX GL ACC

This is the expense account to which any duty/import tax amount applied against a PO Receipt will be updated.

Offsetting entry is to the Duty Clearing account from file ADCTLG (if no Duty Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLG).

FREIGHT GL ACC

This is the expense account to which any freight amount applied against a PO Receipt will be updated.

Offsetting entry is to the Freight Clearing account from file ADCTLG (if no Freight Clearing Account loaded, offsetting entry is to the Inventory Clearing Account from file ADCTLG).

When posting the A/P invoice(s) for duty/tax and freight, these should be posted against the same clearing account to which the original purchase order was updated.

BOND G/L ACCOUNTS

The following 'BOND' fields are only applicable if you receive goods into a 'bonded' warehouse prior to releasing them into general inventory.

These fields could be affected by either Inventory Posting Programs or PO Receipts Programs.

NOTE: The 'Bonded Warehouse' feature is not completely supported. Further development work would be necessary in the event that this feature is required!

BOND REC'T GL

This field contains the G/L account to which RECEIPTS INTO A BONDED WAREHOUSE are updated. These G/L accounts are affected by the Inventory

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

In Bond Posting Program only.

Offsetting entry is to the inventory clearing account from INLCN.

INV'TY FROM BOND/
BOND ISSUE GL

When goods are released FROM the bonded warehouse into general inventory (once customs clearance is complete), the Inv'ty from Bond account will be debited and the Bond Issue G/L account will be credited. These G/L accounts are used by the Inventory Receipts from In Bond Posting Program only.

BOND PURCH GL

Same as the BOND REC'T GL except that this would be used by the PO Receipts Posting Program only. Receiving into a bonded warehouse during PO Receiving has been turned off, awaiting further development as required.

10 SLS SUB LED ACC

If the Sales GL account, or any of Cost of Sales and Inventory GL accounts are sub - ledger controlled, this field contains the sub ledger account to be used for the GL entry.

This field initially allowed customer sub ledger accounts only, but effective June 2008 also includes suppliers. Checks Sales Account Sub Ledger Code.

11 DISCOUNT GL

If not blank, this GL account is used to post the difference between standard pricing, and actual pricing used if overridden, to a specified GL. This account will be debited for that difference, and the Sales GL account will be credited that same amount.

Implemented for QUIDRI Feb 25 2004.

12 DAILY STATS PC

If the daily sales statistics are being maintained (File OESLS) and if it is desired to group this Product Class & Sub Class with another, that other product class and sub class must be stored here.

13 DAILY STATS SC

If the daily sales statistics are being maintained (File OESLS) and if it is desired to group this Product Class & Sub Class with another, that other product class and sub class must be stored here.

14 DEL IN PRICE GL

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

For Weldpak/Medpak users only - if delivery is included in price, this field contains the G/L account to which the delivery portion of the sale is to be applied.

See also the Weldpak screen of the system control record for delivery options.

 15 MEDICAL W/O GL

For Medpak users only - this field contains the G/L account to which patients' portions of invoices are to be written off (if applicable - see medical data file).

This field is found in:

Product Class File	contains the write off account for each product class (individual line item write offs).
G/L Interface File	contains the write off account for the delivery & miscellaneous portions of the invoice. Any rounding errors between the invoice total and individual line item write offs are also posted to this write off account.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

 16 QTY BREAK CAT'Y

Combined quantity break pricing is a feature which allows quantity break pricing to be given on combined quantities of different products, rather than specific quantities of individual products.

Example: Assume that quantity break pricing is to be given if 25 units are sold.

Normal Quantity Break Pricing	- Quantity break pricing only given if 25 units of a specific product are sold.
Combined Quantity Break Pricing	- Quantity break pricing only given if 25 units are sold; however, the 25 units may be a mix of several different products.

This feature may be used by establishing Quantity Break Category Codes (if category codes are not assigned, it is assumed that normal quantity break pricing is to be used). These category codes can be established by:

Product Class	In the Product Class File, a category code may be assigned to those product classes/sub classes for which combining of quantities is to be allowed. ALL products in the product classes so designated will
---------------	--

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

have their quantities combined for pricing purposes. Several product classes may share the same category code if desired.

Specific Products In the Inventory Additional Data File, category codes may be assigned to specific products. All products with the same category code will have their quantities combined for pricing purposes. Several products may share the same category code if desired, and any codes assigned to specific products will override any product class codes.

In either of the above two scenarios, quantity break levels and pricing are maintained on an individual product basis.

Combined Quantity Pricing File This file may be used to set up a table of different category codes, along with a description of each code and the appropriate quantity break levels and prices for each category. These codes may then be carried over into either the Product Class File or the Inventory Additional Data File.

This file could be used if the SAME quantity break levels and prices apply to ALL products in the same category. This would allow pricing to be maintained by category rather than by individual product.

This file could also be used simply to establish a master table of all category codes/descriptions for informational purposes, while still maintaining levels and prices by individual product.

If the Combined Quantity Break Pricing feature is used, quantity break pricing is not automatically given on a line by line basis. Rather, an automatic recalculation of each line is done at the end of the order, once all quantities have been input.

17 OPT. COMP. CODE

For installations where more than one company exists, this OPTIONAL field may be used to identify those product classes which are unique to a specific company.

This may be used for sort or selection purposes, but has no effect at all in any processing, nor does it restrict any processing.

18 INCOME ONLY?

If "Y"es and this product class is used on a component product in an "F"-type bill of material, when doing cost re-allocation during the accounting database update, the cost and inventory accounts of the parent product will NOT be offset when making the cost and inventory postings of the component. (This option is used when "cost" of the component are not reflected in the cost of parent. Typically, the INV'TY GL ACC'T will be an income account and the G/L COST ACC'NT will be an income reversal account.)

If cost workup is being done as part of OE/INV entry (currently HANHAR only), calculated costs of components will NOT be included in cost of parent. Calculated price will be included in price of parent, hence cost values are

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

INCOME ONLY!

19 CONS. CUST LIAB

When this product class is used for consignment inventory, the general ledger account for Liability to customer. This account is used instead of "G/L COST ACC'NT" for BMX lines.

BMX postings - char "=" replaced by parent "G/L COST ACC'NT".

20 CONS. INVENTORY

When this product class is used for consignment inventory, the general ledger account for consignment inventory. This account is used instead of the "INV'TY G/L ACC'T" for a BMX line.

BMX postings - char "=" replaced by parent "G/L INV'TY G/L ACC'NT".

21 MINIMUM GP %

MINIMUM GROSS PROFIT % and MINIMUM MARKUP %

MINIMUM GROSS PROFIT %:

In the System Control Record: this field contains the minimum gross profit percentage allowed, before items are to be reported on the Below Minimum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or non-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

MINIMUM MARKUP % (OVER COST):

A minimum markup % (GP\$ divided by cost \$) can also be maintained in the system control record, overridden in either Product Class File or Inventory Extra Data File and reported on the Below Minimum Markup over Cost Exception report. This report prints Markup % over cost (with the column heading "MK %").

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

result in the desired gross profit percentage.

$100 / (100 - \text{desired gross profit percentage})$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

22 UPDATE INVCC ?

If set to [Y]es, when products for this product class are being maintained, there will also be an automatic link to file INVCC which provides information for the construction of a specific furniture product.

23 UPDATE WOOD/FAB

During Furniture manufacturing cutting list programs, or the work order system or order status movement posting, for those products with wood and/or fabric codes associated with them, if the order status is changed to this, (or from this backwards), then the wood and/or fabric on hand and committed will be updated by that change of status, if this flag is set to [Y]es on both the status code, and the product class associated with the finished good on the order. Once done, a flag will be set in the order header.

24 PO QTY BRK CAT

Quantity Break Pricing in the Purchase Order System may be based on the quantity of an individual product or on the combined quantities of different products in the same PO Quantity Break Category on the same order.

The price of a line will be obtained as follows:

- (1) Use any special price in Supplier Price File (POPRI)

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

(2) Look for record in POPRQ with Blank PO QTY BRK CAT and PRODUCT NO

(3) Look for record in POPRQ with PO QTY BRK CAT + Blank PRODUCT NO

NOTE: The PO QTY BREAK CAT comes from INVE1 or if blank from INP.C

Example: Assume that quantity break pricing is to be given if 25 units are sold.

Normal Quantity Break Pricing - Quantity break pricing only given if 25 units of a specific product are sold.

Combined Quantity Break Pricing - Quantity break pricing only given if 25 units are sold; however, the 25 units may be a mix of several different products.

Product Class In the Product Class File, a category code may be assigned to those product classes/sub classes for which combining of quantities MAY be allowed.

Specific Products In the Inventory Additional Data File, category codes may be assigned to specific products. All products with the same category code MAY have their quantities combined for pricing purposes. Several products may share the same category code if desired, and any codes assigned to specific products will override any product class codes.

This file could be used if the SAME quantity break levels and prices apply to ALL products in the same category. This would allow pricing to be maintained by category rather than by individual product.

On records with a non-blank PO QTY BRK CAT, set this flag to 'Y' to indicate that the total quantity of all items on the order that are in the same Category is to be used in determining the Price and/or Discount to apply to each line. If the flag is set to 'N', the quantity of each line is used to determine its own price/discount. This flag is irrelevant on records that have a blank category and a non-blank PRODUCT NO.

If the Combined Quantity Break Pricing feature is used, quantity break pricing is not automatically given on a line by line basis. Rather, an automatic recalculation of each line is done at the end of the order, once all quantities have been input.

 25 SURCHARGE CD

SURCHARGE PCT (System Control Record - ADCTLB) This is a percentage to be added to the price of certain items when they are invoiced. It is primarily intended to handle unusually frequent currency fluctuations.

SURCHARGE CD This field is found in both the Product Class File (INP.C) and the Inventory Additional Data File (INVE1).

Prod Class File This is set to an '*' to indicate that all items in the product/sub class

are to be surcharged.

Invty Extra Data This field may be set to 'N' to
File indicate that a particular item is not
to be surcharged, even though it may be
in a product class which is being
surcharged.

Order Entry/
Invoice Entry Surcharge is added to the price of an item (on NEW lines
only) immediately after the price is accepted (ie: as soon
as the operator presses [CR] at the price field).

If the price is subsequently changed, no further surcharge
is calculated. However, the item is still assumed to be
surcharged and this will be indicated on the invoice.

Credit Memos/
Bulk Billing/
Order Confirmation No automatic surcharge calculations are done in these
procedures.

Back orders The surcharge, if any, is left as originally calculated
during intial order or invoice entry.

26 COST MARK-UP %

Mark-Up Pricing Percent - Copy from Product Class/Sub Class to Inventory

If you want to maintain the usual Inventory Mark-Up Percent by product Class and
Sub Class you should do as follows:

- (1) Load the COST MARK-UP % in INP.C
- (2) Run program INPMK0 to copy Mark-Up % from INP.C into PRICE 0 of any
inventory record which already has a negative PRICE 0. The program has an
option to copy % into all records. This is needed for initial conversion
from regular to mark-up pricing.
- (3) If you change all records in step (2), you should use Standard File
Maintenance to put ordinary prices in any items that are in the selected
Product Class/Sub Class that do not employ Mark-up Pricing.

For Markup Pricing: Following is the calculation to determine by
what percentage cost must be marked up, in
order to achieve a selling price which will
result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

27 CLASS TYPE

The 'Product Class Type' field can be used to categorize product classes for sales analysis reporting purposes (example: Weldpak customers may wish to categorize product classes as gas, hard goods, rental, demurrage, leases, miscellaneous, etc.)

Codes (and their descriptions) are first assigned in the Product Class Type File and then carried over into the Product Class File.

If your system control record indicates that sales analysis files ARSL2 and/or ARSL6 are being used, sales analysis reports from these files will be summarized by product class type.

ARSL2 tracks sales analysis by salesman and product class
 Program ARSL2W produced against this file lists sales for each salesman/product class, then provides a summary by class type.

ARSL6 tracks sales analysis by product class
 Program ARSL6W produced against file lists sales for each product class, then provides a summary by class type.

28 MINIMUM MARKUP%

MINIMUM GROSS PROFIT % and MINIMUM MARKUP %

MINIMUM GROSS PROFIT %:

In the System Control Record: this field contains the minimum gross profit percentage allowed, before items are to be reported on the Below Minimum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or non-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

MINIMUM MARKUP % (OVER COST):

A minimum markup % (GP\$ divided by cost \$) can also be maintained in the system control record, overridden in either Product Class File or Inventory Extra Data File and reported on the Below Minimum Markup over Cost Exception report. This report prints Markup % over cost (with the column heading "MK %").

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
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38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

30 LABOUR COST GL

In manufacturing environments, it may be desirable to maintain standard Cost components for updating to the general ledger. If so desired, file INLC1S may be used to store individual cost components. These will be used to Update the General Ledger, based on separate GL account Fields for each of the 3 components:

Direct Materials Cost	= M	INVE1 Records will identify Standard
Direct Labour	= L	Cost type of each INBMX component so
Factory Overhead	= O	that Standard Costs may be Built Up

Note: if Cost used from INVEN/INLOC is different from the total of these 3 items, the difference will be posted to Material Cost.

For ROYMAT 97/01/23

Effective 00/03/06 if no GL accounts in Components Fields of INP.C (S2\$(92,24)) then no GL Update.

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank	Average Costing to be used.
'Y'	Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

Example: Product initially set up with unit cost of \$10.00 per unit.
 Receive 100 @ \$10.00
 Sell 20
 Receive 100 @ \$11.00
 Sell 20

If standard costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.00 per unit, for a total valuation of \$1600.00.

If average costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.55 per unit, for a total valuation of \$1688.00.

The average cost would have changed at the time of the second receipt based on:

On hand quantity before receipt	=	80 x 10.00	\$ 800.00
Second receipt	=	100 x 11.00	\$1100.00
Net after posting second receipt	=	180	\$1900.00
New avg. cost until next receipt	=	\$1900.00/180 = \$10.55	

 31 OVERHD COST GL

In manufacturing environments, it may be desirable to maintain standard Cost components for updating to the general ledger. If so desired, file INLC1S may be used to store individual cost components. These will be used to Update the

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

General Ledger, based on separate GL account Fields for each of the 3 components:

Direct Materials Cost	= M	INVE1 Records will identify Standard
Direct Labour	= L	Cost type of each INBMX component so
Factory Overhead	= O	that Standard Costs may be Built Up

Note: if Cost used from INVEN/INLOC is different from the total of these 3 items, the difference will be posted to Material Cost.

For ROYMAT 97/01/23

Effective 00/03/06 if no GL accounts in Components Fields of INP.C (S2\$(92,24)) then no GL Update.

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank	Average Costing to be used.
'Y'	Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

Example: Product initially set up with unit cost of \$10.00 per unit.
Receive 100 @ \$10.00
Sell 20
Receive 100 @ \$11.00
Sell 20

If standard costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.00 per unit, for a total valuation of \$1600.00.

If average costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.55 per unit, for a total valuation of \$1688.00.

The average cost would have changed at the time of the second receipt based on:

On hand quantity before receipt	=	80 x 10.00	\$ 800.00
Second receipt	=	100 x 11.00	\$1100.00
Net after posting second receipt	=	180	\$1900.00
New avg. cost until next receipt	=	\$1900.00/180 = \$10.55	

32 LABOUR INVTY GL

In manufacturing environments, it may be desirable to maintain standard Cost components for updating to the general ledger. If so desired, file INLC1S may be used to store individual cost components. These will be used to Update the General Ledger, based on separate GL account Fields for each of the 3 components:

Direct Materials Cost	= M	INVE1 Records will identify Standard
Direct Labour	= L	Cost type of each INBMX component so
Factory Overhead	= O	that Standard Costs may be Built Up

Note: if Cost used from INVEN/INLOC is different from the total of these 3 items, the difference will be posted to Material Cost.

For ROYMAT 97/01/23

Effective 00/03/06 if no GL accounts in Components Fields of INP.C (S2\$(92,24)) then no GL Update.

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank	Average Costing to be used.
'Y'	Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

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FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

33 OVERHD INVTY GL

In manufacturing environments, it may be desirable to maintain standard Cost components for updating to the general ledger. If so desired, file INLC1S may be used to store individual cost components. These will be used to Update the General Ledger, based on separate GL account Fields for each of the 3 components:

Direct Materials Cost	= M	INVE1 Records will identify Standard
Direct Labour	= L	Cost type of each INBMX component so
Factory Overhead	= O	that Standard Costs may be Built Up

Note: if Cost used from INVEN/INLOC is different from the total of these 3 items, the difference will be posted to Material Cost.

For ROYMAT 97/01/23

Effective 00/03/06 if no GL accounts in Components Fields of INP.C (S2\$(92,24)) then no GL Update.

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank	Average Costing to be used.
'Y'	Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

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Second receipt	=	100 x 11.00	\$1100.00
Net after posting second receipt	=	180	\$1900.00
New avg. cost until next receipt	=	\$1900.00/180 = \$10.55	

 34 INTERCO COMPANY

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

 35 INTERCO SALES

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

36 INTERCO COST

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

37 INTERCO INVTY

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

INLCN. For the other types, the INP.C value only is used.

38 INTERCO A/R

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

39 INTERCO SUBLED

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

40 INTERCO GST

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated

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from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

41 INTERCO TAX

42 INTERCO FREIGHT

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

43 INTERCO MISC

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

44 INTERCO FROM CO

To allow for situations where related companies are invoicing transactions on

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behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

45 ALLOW OH NEG?

If set to [N]o, Inventory Items will not be allowed to go below zero during invoice processing. This is a global parameter, that may be overridden by product.

46 INTERCO TYPE

If InterCompany Updates are used, this flag will determine what type of Intercompany updates they are. Options include:

[I]nterCompany - this is where the company issuing the invoice is invoicing the 2nd company. GL entries in the 2nd company are posted to the purchases journal, and treated exactly as an A/P purchase. Note: Effective October 1999, this method is being changed to post an additional entry to offset the A/R and A/P entries in the two companies, with entries to an Intercompany Control account. The InterCompany control account is defined in the Customer Class file.

[C]entralized Billing. this is where the first company is invoicing customers on behalf of the 2nd company. In this case, entries are made in such a way that the 1st company has a receivable for the entire sale, and the entire sale is posted to Intercompany sales, while the 2nd company remits GST and any sales taxes, and gets credit for the sale. Note: Effective October 1999 Cash Posting will also make entries between companies, such that the centralized billing control account will reflect the actual AR for the 2nd company. Each Invoice paid in the central company will have intercompany entries made to keep in balance. InterCompany Control GL accounts are found in the Branch and Product Class Files.

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

The above 2 methods were implemented for Bedford Furniture in mid 1997.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

[I]ntercompany type transactions.

1) Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

[C]entralized Billing Transactions

1) Process AR Invoice (ie Whouse CA/RG/WP/VC)

	Billing Company (BB)		2nd Company (BC)
Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

Centralized Accounts Payable System

1) Process AP Invoice

	Billed Company (BB)		2nd Company (BC)
Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

[Q]uik Drive Intercompany Billing - Developed February 1998

This method is used by Quik Drive to handle Canadian Customer Orders which are

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

consolidated and shipped from their US warehouse to a Canadian distribution centre, and then forwarded to the individual customers. This method works as follows.

All the Canadian customers are maintained in both the US and Canadian Customer Files. Warehouse code restriction is used in the customer file to differentiate US and CA customers.

All orders are entered and processed in the US company. The CA warehouse code is set up to update main location inventory, as is the US warehouse code. This allows inventory control to accurately reflect US and Canadian orders.

Canadian pricing is set up in file INWQP - Branch Override Pricing. Intercompany Cost is obtained from file INLC1 for branch CA.

When a Canadian shipment is being prepared, all orders are released in the same way as US orders.

When Canadian invoices are processed, an additional consolidated invoice will be printed combining all the Canadian invoices on file.

When these invoices are updated, all the normal GL entries and sales analysis updates, etc. will be updated to the Canadian company. Additional updates will be done to the US company based on the inter company accounts defined in the Product class file.

[R]oma Moulding Inter Company - Developed Aug 2001

For this type, during the invoice update, if the Product Class flag is set to this value, an invoice will be created for each branch in the from company/branch to the to company. One invoice per update/branch will be created.

A price and cost for intercompany transactions will be maintained by Product Class, with an override by product.

47 INTERCO BRANCH

To allow for situations where related companies are invoicing transactions on behalf of each other on the same computer system, mirrored GL updates may be performed for Sales / Cost of Sales / Inventory / Accounts Receivable GST / Tax / Freight / Misc

These accounts will be stored in the product class file. InterCompany would normally be identified by a unique warehouse/branch code.

If a from Company is in the file, InterCompany entries will only be generated from that company.

As well, if the branch code to be used in the 2nd company is different than the main company, it may also be stored.

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

For 'Q' type Intercompany Billing this field must be stored in both INP.C and INLCN. For the other types, the INP.C value only is used.

48 NO CHARGE CLASS

49 W/O BMX DR GL

If not blank, Closed work orders will update the General Ledger, using the debit and credit accounts stored in the product class file. The GL update will be calculated on a raw material by raw material basis, exploded to a single level.

2 sets of accounts will be maintained. The first will be for BMX items used in production, while the second will be for the completed items on the Work order.

If production is for items with no standard Bills of material, it is expected that you will input a line for the finished good to be produced with a positive qty, followed by lines for the raw material items (and labour etc.) using negative quantities. The 2nd set of GL accounts will be used to handle these GL updates.

50 W/O BMX CR GL

If not blank, Closed work orders will update the General Ledger, using the debit and credit accounts stored in the product class file. The GL update will be calculated on a raw material by raw material basis, exploded to a single level.

2 sets of accounts will be maintained. The first will be for BMX items used in production, while the second will be for the completed items on the Work order.

If production is for items with no standard Bills of material, it is expected that you will input a line for the finished good to be produced with a positive qty, followed by lines for the raw material items (and labour etc.) using negative quantities. The 2nd set of GL accounts will be used to handle these GL updates.

51 W/O LINES DR GL

If not blank, Closed work orders will update the General Ledger, using the debit and credit accounts stored in the product class file. The GL update will be calculated on a raw material by raw material basis, exploded to a single level.

2 sets of accounts will be maintained. The first will be for BMX items used in production, while the second will be for the completed items on the Work order.

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FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

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If not blank, Closed work orders will update the General Ledger, using the debit and credit accounts stored in the product class file. The GL update will be calculated on a raw material by raw material basis, exploded to a single level.

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If production is for items with no standard Bills of material, it is expected that you will input a line for the finished good to be produced with a positive qty, followed by lines for the raw material items (and labour etc.) using negative quantities. The 2nd set of GL accounts will be used to handle these GL updates.

53 SUMM HIST LINE

A pseudo line number may be stored here (eg: same value as the product class field - see exception below!!).

If not blank, when Invoices are updated to history, rather than individual lines being updated to ARLIN for this product class, a single line will be updated for all lines with the same class. This field will indicate that line number. As well, the individual lines will be written to a separate Detail Line File named ARLSM. This feature added in September 1999 to remove Roma Moulding Corner Samples from main history files.

This will only be done if there is no dollar value on the line item - rather Units only.

EXCEPTION: Only alphabetic values are allowed in this field. Numeric values are not allowed. Thus, if your product class is a numeric and you wish to use this option, you will have to assign an alpha value to this field instead of the product class.

Programming Note: Alpha value restriction is in anticipation of changes required to various inquiry programs to process file ARLSM instead of ARLIN (a non numeric line number in ARLIN will trigger processing of ARLSM instead)

54 SKIP REDIRECT

If a product is Back Ordered in the warehouse from which it is ordered, it is possible for Back Order lines to automatically be switched to another branch.

This is done by loading Back Order branches in priority sequence in each warehouse's location record.

When a back order is created, if the back order branch fields are not blank, the system will look for inventory of the back ordered product in each of the

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

[C]entralized Billing Transactions

1) Process AR Invoice (ie Whouse CA/RG/WP/VC)

Billing Company (BB)	2nd Company (BC)
----------------------	------------------

Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

Centralized Accounts Payable System

1) Process AP Invoice

Billed Company (BB)	2nd Company (BC)
---------------------	------------------

Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

[Q]uik Drive Intercompany Billing - Developed February 1998

This method is used by Quik Drive to handle Canadian Customer Orders which are consolidated and shipped from their US warehouse to a Canadian distribution centre, and then forwarded to the individual customers. This method works as follows.

All the Canadian customers are maintained in both the US and Canadian Customer Files. Warehouse code restriction is used in the customer file to differentiate US and CA customers.

All orders are entered and processed in the US company. The CA warehouse code is set up to update main location inventory, as is the US warehouse code. This allows inventory control to accurately reflect US and Canadian orders.

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

Canadian pricing is set up in file INWQP - Branch Override Pricing. Intercompany Cost is obtained from file INLC1 for branch CA.

When a canadian shipment is being prepared, all orders are released in the same way as US orders.

When Canadian invoices are processed, an additional consolidated invoice will be printed combining all the Canadian invoices on file.

When these invoices are updated, all the normal GL entries and sales analysis updates, etc. will be updated to the Canadian company. Additional updates will be done to the US company based on the inter company accounts defined in the Product class file.

[R]oma Moulding Inter Company - Developed Aug 2001

For this type, during the invoice update, if the Product Class flag is set to this value, an invoice will be created for each branch in the from company/branch to the to company. One invoice per update/branch will be created.

A price and cost for intercompany transactions will be maintained by Product Class, with an override by product.

56 INTERCO COST R

If InterCompany Updates are used, this flag will determine what type of Intercompany updates they are. Options include:

[I]nterCompany - this is where the company issuing the invoice is invoicing the 2 nd company. GL entries in the 2nd company are posted to the purchases journal, and treated exactly as an A/P purchase. Note: Effective October 1999, this method is being changed to post an additional entry to offset the A/R and A/P entries in the two companies, with entries to an Intercompany Control account. The InterCompany control account is defined in the Customer Class file.

[C]entralized Billing. this is where the first company is invoicing customers on behalf of the 2nd company. In this case, entries are made in such a way that the 1st company has a receivable for the entire sale, and the entire sale is posted to Intercompany sales, while the 2nd company remits GST and any sales taxes, and gets credit for the sale. Note: Effective October 1999 Cash Posting will also make entries between companies, such that the centralized billing control account will reflect the actual AR for the 2nd company. Each Invoice paid in the central company will have intercompany entries made to keep in balance.

 FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

InterCompany Control GL accounts are found in the Branch
and Product Class Files.

The above 2 methods were implemented for Bedford Furniture in mid 1997.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

 [I]Intercompany type transactions.

1) Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)

	Billing Company (BB)	2nd Company (BC)	
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

 [C]entralized Billing Transactions

1) Process AR Invoice (ie Whouse CA/RG/WP/VC)

	Billing Company (BB)	2nd Company (BC)	
Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

 Centralized Accounts Payable System

1) Process AP Invoice

	Billed Company (BB)	2nd Company (BC)	
Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

[Q]uik Drive Intercompany Billing - Developed February 1998

This method is used by Quik Drive to handle Canadian Customer Orders which are consolidated and shipped from their US warehouse to a Canadian distribution centre, and then forwarded to the individual customers. This method works as follows.

All the Canadian customers are maintained in both the US and Canadian Customer Files. Warehouse code restriction is used in the customer file to differentiate US and CA customers.

All orders are entered and processed in the US company. The CA warehouse code is set up to update main location inventory, as is the US warehouse code. This allows inventory control to accurately reflect US and Canadian orders.

Canadian pricing is set up in file INWQP - Branch Override Pricing. Intercompany Cost is obtained from file INLC1 for branch CA.

When a Canadian shipment is being prepared, all orders are released in the same way as US orders.

When Canadian invoices are processed, an additional consolidated invoice will be printed combining all the Canadian invoices on file.

When these invoices are updated, all the normal GL entries and sales analysis updates, etc. will be updated to the Canadian company. Additional updates will be done to the US company based on the inter company accounts defined in the Product class file.

[R]oma Moulding Inter Company - Developed Aug 2001

For this type, during the invoice update, if the Product Class flag is set to this value, an invoice will be created for each branch in the from company/branch to the to company. One invoice per update/branch will be created.

A price and cost for intercompany transactions will be maintained by Product Class, with an override by product.

57 EXCLUDE SLS HIS

This flag exists in:

- a) product class file
- b) customer file
- c) product file

As invoices are updated, all lines are updated to the a/r invoice DETAIL history files (ARINV/ARLIN) as well as various SUMMARY sales analysis file.

Product Classes or Customers or Products with this flag set to [Y]es will be

FILE NO: 158 JF158 NAME: INP.C PRODUCT CLASSES FILE

excluded from updates to the SUMMARY files.

This feature was added to the standard updates on September 12, 2003. Any updates after that date, or sales history rebuilds after that date will take this flag into account.

Sales analysis reports from the detail files can also take this flag into account; however, these detail reports will be modified over time (as time permits), or upon request.

58 ALLOW PR OV'RD?

This flag controls whether price overrides are allowed during order entry/invoicing. It can be set for an entire product class, or by individual product.

Blank or Y Price overrides are allowed
N Price overrides are not allowed.

Note: If you set a product class to N but want to allow overrides on specific products within that product class, you must set those products to Y (not blank)

Programmer

Note: OE/WEENT6 see April 30/2004 mods (by product - YORTOW)
OE/WEENT6 see Feb 24/2005 mods (by prod class - WESCAN)

59 MAXIMUM GP %

In the System Control Record: this field contains the maximum gross profit percentage allowed, before items are to be reported on the Above Maximum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or no-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

60 S2\$

| 2.-GST RATE CD - |

3. GST RATE (%) _____	6. DATE CHANGED _____
4. GST DESCRIPTION _____	7. FUTURE RATE _____
5. GST EXTRA G/L _____	

FILE NO: 156 JF156 NAME: ADCTLF GST/FST RATE FILE (17-975)

1 F

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 GST RATE CD

Each product must have a GST rate associated with it. This GST rate must first be loaded in the GST Rate file, then carried over into the master inventory file. (0 = exempt, any other value can be used for any other rate(s) required. Each product would be assigned the appropriate GST rate code, depending on the rate to be used for that product. (SEE BELOW FOR G.S.T. - EFFECTIVE JANUARY 1, 1991)

Note that FST calculations can be based strictly on the rate loaded in the FST Rate file, or can be done using the reciprocal of this rate (determined by a flag in your system control record). (No longer applicable since introduction of GST).

This can be overridden during order entry/invoicing.

NOTE: In the inventory master file, if the product being loaded has an ITEM FST CODE of 6 (previous field), this field is not applicable and may be skipped. This is because an ITEM FST CODE of 6 indicates that FST is included in the selling price; but the FST included is an actual dollar amount rather than a percentage rate. In this case, the actual dollar amount of FST included is loaded in the FST COST field.

G.S.T. With the implementation of G.S.T. effective January 1, 1991, products fall into one of three categories:

-
Liable Zero Rated Exempt
-

To handle these categories, the following two GST RATE CODES should be loaded in the GST Rate File:

-
0 = 0%
1 = appropriate G.S.T. percentage rate
-

Depending on which category a product falls into, the following fields should be set as described:

	ITEM GST CD	GST RATE CD	
If: Liable	1	1	(default)
Exempt	0	0	
Zero-Rated	1	0	

The ITEM GST CD simply indicates whether the product is liable (1) or exempt (0).

The GST RATE CD indicates the GST percentage which applies.

FILE NO: 156 JF156 NAME: ADCTLF GST/FST RATE FILE (17-975)

3 GST RATE (%)

This field contains the FST rate associated with the FST Rate code being loaded. This may be overridden during order entry/invoicing.

4 GST DESCRIPTION

5 GST EXTRA G/L

Contains the G/L account number to which any GST charged EXTRA to customers is to be posted. It is from this account that your GST remittance would be made (if applicable).

Effective April 1997, any GST account stored in the GST rate file will override this account.

If the G/L by branch flag is set to yes in your system control record, load this record in the G/L Interface by Branch file, rather than the G/L Interface by Company file.

6 DATE CHANGED

This field is entered if it is desired to change tax rates on open orders if tax rate is changed after that date.

If the date field is present in this file, if the order was entered before that date, when invoicing or changing the order, if the invoice date is greater than or equal to the change date, that tax rate will be adjusted to the new rate.

As well, if this date is present, if the future rate is different from the current rate, and the order date is greater than the change date, the future rate will be used.

How to Handle GST or Provincial or State Tax changes.

Whenever any of the above rates changes, there is usually a transitional period, during which you may want to use either the current rate, or the new rate for GST or Taxes.

For example, when Canada's GST rate changes on July 1 2006 from 7 to 6 percent you may still be processing June Invoices during the month of July and at the same time be processing incomplete June invoices. As well, if you are doing future billing, you may want to process July invoices in the preceding month(s).

To handle this, the tax control files (S15.6/S154.5 for GST and S32.3/S158.3 for PST or State Tax) include an effective date and rate, in addition to the current rate. If the DATE CHANGED field in these files is not blank, any transactions processed with a Date less than that Date will be assigned the current rate. Any transaction dated on or after the DATE CHANGED will use the future rate.

If credits are manually processed, and are to use old GST rates, the Credit Date should be set to a pre-change date. Automatic credits processed by the system

will automatically do this.

Once all pre-change transactions are complete, the current rate can now be set to the new rate, and the DATE CHANGED and future rate should be blanked ([F2] in File Maintenance).

Specifically for the July 1, 2006 GST change, go to S15.6 or s154.5 for Weldpak Users, and set the DATE CHANGED to 060701 (depending on the date format you use) and the FUTURE RATE to 6.0 for GST or 14.0 for HST.

7 FUTURE RATE

This field is entered if it is desired to change tax rates on open orders if tax rate is changed after that date.

If the date field is present in this file, if the order was entered before that date, when invoicing or changing the order, if the invoice date is greater than or equal to the change date, that tax rate will be adjusted to the new rate.

As well, if this date is present, if the future rate is different from the current rate, and the order date is greater than the change date, the future rate will be used.

How to Handle GST or Provincial or State Tax changes.

Whenever any of the above rates changes, there is usually a transitional period, during which you may want to use either the current rate, or the new rate for GST or Taxes.

For example, when Canada's GST rate changes on July 1 2006 from 7 to 6 percent you may still be processing June Invoices during the month of July and at the same time be processing incomplete June invoices. As well, if you are doing future billing, you may want to process July invoices in the preceding month(s).

To handle this, the tax control files (S15.6/S154.5 for GST and S32.3/S158.3 for PST or State Tax) include an effective date and rate, in addition to the current rate. If the DATE CHANGED field in these files is not blank, any transactions processed with a Date less than that Date will be assigned the current rate. Any transaction dated on or after the DATE CHANGED will use the future rate.

If credits are manually processed, and are to use old GST rates, the Credit Date should be set to a pre-change date. Automatic credits processed by the system will automatically do this.

Once all pre-change transactions are complete, the current rate can now be set to the new rate, and the DATE CHANGED and future rate should be blanked ([F2] in File Maintenance).

Specifically for the July 1, 2006 GST change, go to S15.6 or s154.5 for Weldpak Users, and set the DATE CHANGED to 060701 (depending on the date format you use) and the FUTURE RATE to 6.0 for GST or 14.0 for HST.

FILE NO: 156 JF156 NAME: ADCTLF GST/FST RATE FILE (17-975)

8 K3\$

| 1.-UNIT OF MEASURE — |

| 2. UOM DESCRIPTION ————— |

FILE NO: 205 JF205 NAME: INUOM UNIT OF MEASURE VALIDATION FILE

The UNIT OF MEASURE VALIDATION file has been created to allow record key changes and validation. It does NOT replace ADCTLU (the unit of measure control file). Conversion program INUOM0 (on Application Upgrade selector) can be used to create this file from current ADCTLU. Currently, this file is used ONLY by JEDBASE FILE MAINTENANCE (as of 89-11-27).

1 UNIT OF MEASURE

Each product to be set up in the master inventory file must have an appropriate unit of measure associated with it. This unit of measure must first be set up in the unit of measure validation file, then the unit of measure control file (where conversion factors for different between different units of measure are stored), then carried over into the inventory file.

The unit of measure validation file simply contains each unit of measure code which may be required, along with its description.

See also the unit of measure control file and the price unit & purchase unit fields in the master inventory file.

In various files throughout the system, any fields which relate to unit of measure (i.e. PRICING UNIT, BUY UNIT, COMPONENT UNIT, etc.) must have UNIT OF MEASURE set up as their synonym for key change purposes (this last note is a programming consideration only).

2 UOM DESCRIPTION

In the unit of measure validation file, this field simply contains a description of the unit of measure code being loaded.

In the unit of measure file, this field contains a description of the conversion (i.e., convert from unit 1 to unit 2)

2.-UNIT 1	—
3.-UNIT 2	—

4. DESCRIPTION	_____
5. CONVERSION FCTR	_____

FILE NO: 159 JF159 NAME: ADCTLU UNIT OF MEASURE CONTROL FILE

1 U

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 UNIT 1

In the unit of measure control file, Unit 1 contains a 'convert from' unit of measure and Unit 2 contains a 'convert to' unit of measure (both unit of measure codes would have been previously loaded in the unit of measure validation file. These units are then carried over into the master inventory file (where they are stored as the price unit and the purchase unit).

In the master inventory file, the price unit determines how selling price and cost are loaded (i.e., per each, per hundred, etc.). Both price & cost must be loaded in the same way, otherwise gross profit calculations from invoicing will be distorted. The purchase unit determines how on hand quantity is to be affected during invoicing, inventory receipts, etc.

Examples of use are as follows:

EXAMPLE 1: UNIT 1 = EA UNIT 2 = EA CONVERSION = 1.00000

In this example, item is received into & sold from stock on a 'per each' basis. The cost and selling price will also be loaded on a 'per each' basis. In this case, no conversion of any kind is required.

EXAMPLE 2: UNIT 1 = HU UNIT 2 = HU CONVERSION = 1.00000

In this example, item is received into & sold from stock on a 'per 100' basis. Its cost and selling price are also loaded on a 'per 100' basis. In this case, when the on hand quantity of the product is increased or reduced, a quantity of 1 indicates '1 unit of 100', a quantity of 100 indicates '100 units of 100', a quantity of 1.5 indicates '1.5 units of 100', etc. Inventory inquiries & reports will reflect 'on hand' of 1, 1.5, etc. (e.g., if costed at 100.00/100, inventory reports would reflect 1.5 @ \$100.00/100 = \$150.00).

EXAMPLE 3: UNIT 1 = HU UNIT 2 = EA CONVERSION = 1.00000

In this example, an item is received into & sold from stock 'per each' but the cost and selling price have been loaded on a 'per hundred' basis (this is useful in situations where attempting to break down the cost or selling price to a 'per unit' basis would result in a fractional amount - e.g. 12.5 cents per unit). In this case, when an item is received into or sold from stock, the quantity input will be 100, 150, etc. However, an automatic conversion will be done on the cost or selling price, in order that these are properly updated. For example, assume an item has been loaded with a selling price of \$2.00/hundred and a cost of \$1.00/hundred. If an inventory receipt is done for 150 units, your on hand value would now be 150 units x \$1.00/hundred = \$1.50. If 50 units are sold, the invoice will print as 50 units x \$2.00/hundred = \$1.00.

 FILE NO: 159 JF159 NAME: ADCTLU UNIT OF MEASURE CONTROL FILE

The product in question would have a price unit of HU and a purchase unit of EA.

NOTE RE EXAMPLE 3: The following units of measure must also exist in the unit of measure control file:

-

a) Unit 1 EA	Unit 2 EA	Conversion = 1.00000
b) Unit 1 HU	Unit 2 HU	Conversion = 0.01000
c) Unit 1 HU	Unit 2 EA	Conversion = 1.00000
d) Unit 1 EA	Unit 2 HU	Conversion = 100.00000

-

Because the product will have a purchase unit of EA, any transactions affecting the 'quantity' will do a lookup on this file, looking for Unit 1 & Unit 2 to be the same as the product's purchase unit. The conversion factor associated with this will be used.

-

Because the product will have a price unit of HU, any transactions affecting the 'cost' or 'price' will do a lookup on this file, looking for Unit 1 & Unit 2 to be the same as the product's price unit. The conversion factor associated with this will be used.

-

The conversion factor for (c) above will never actually be used. The only reason for loading (c) above is that when loading a product's price unit and purchase unit, a lookup will be done against the unit of measure control file to validate that the price unit/purchase unit combination being input exists in the file.

The conversion factor for (d) above is used only by the Purchase Order System & must be loaded on file in order to avoid 'invalid unit of measure' messages during purchase order entry.

NOTE: If you wish to load some products as outlined in example 2, and some products as outlined in example 3, you will have to assign different unit of measure codes for each (e.g., perhaps C for one example and HU for the other. In effect, you cannot use the same unit of measure codes to handle both examples, as one example assumes a one to one conversion, while the other does not).

 3 UNIT 2

Refer to documentation for 'UNIT 1'

 4 DESCRIPTION

In the unit of measure validation file, this field simply

FILE NO: 159 JF159 NAME: ADCTLU UNIT OF MEASURE CONTROL FILE

contains a description of the unit of measure code being loaded.

In the unit of measure file, this field contains a description of the conversion (i.e., convert from unit 1 to unit 2)

5 CONVERSION FCTR

This field contains the conversion factor required to convert from 'unit 1' to 'unit 2'. If no conversion is required, accept the default of 1.00000.

Note: Effective Nov. 17, 1994, this field in the line item detail file was set to variable precision. This allows users of moulding logic, which requires a precision 9 factor for pricing chopped and joined frames, to change this field. This applies to file maintenance only, as updates to OELIN now are written with precision 9.

In Inventory On Order and Receipts posting, this field is used to convert the purchase qty to on hand.

01.-COMPANY CD	—02.-PRODUCT NO	_____	03.~VENDOR NO	_____
04. DESCRIPTION	_____		07.^PRICE USAGE	—
05.*SEQUENCE CD	_____	06.^DETAIL HISTORY?	—	08. MFR CODE
79. STYLE CODE	_____			
09.^ALLOW RENTAL	—	10.^COST CURR CODE	—	34.!PRICE 0
11.*PROD CLASS	—	30. QTY BREAK 1	—	35.!PRICE/DISC 1
12.~SUB CLASS	—	31. QTY BREAK 2	—	36.!PRICE/DISC 2
13. WH BIN LOC	—	32. QTY BREAK 3	—	37.!PRICE/DISC 3
		33. QTY BREAK 4	—	38.!PRICE/DISC 4
14.^ITEM GST CD	—			78.*SEQ CD PRE
15.^GST RATE CD	—	22.~SERIAL # CTRL	—	39.~UNIT COST
		23.^CURRENCY CODE	—	40.!LAST COST
16.^ITEM TAX CD	—	24.^COMMISSION TYPE	—	41.!COST FACTOR
17.^INV'RY FLAG	—	25. COMMISSION RATE	—	80. LAST LANDED
18.^DISC'NTABLE	—	26.^UPDATE LOT HIST	—	42.!BUY PRICE
19. MAX DISC %	—	27.^INV DEC PLACES	—	81. STANDARD COST
20.~PRICE UNIT	—	28.^W'HOUSE RESTRCT	—	43.^RAW/BIB/JOB
21.~PURCH UNIT	—	29.~USE BMX	—	44.^ALTERNATE

01.-COMPANY CD —02.-PRODUCT NO _____

04. DESCRIPTION _____	47. MTD ADJ'MTS _____
45. LAST ORDER _____	46. MTD REC'PTS _____
	48. MTD DIRECTS _____
49. MTD SLS QTY _____	52. YTD SLS QTY _____
50. MTD SALES \$ _____	53. YTD SALES \$ _____
51. MTD COST \$ _____	54. YTD COST \$ _____
55. YTD DEM _____	
56. !ON HAND _____	63. FUTURE SLS _____
57. ON ORDER _____	64. FUTURE REC _____
58. COMMITTED _____	65. FUTURE ADJ _____
59. IN TRANSIT _____	66. MINIMUM _____
60. IN BOND _____	67. REORDER PT. _____
61. BACK ORDERS _____	68. REORDER QTY _____
	69. MAXIMUM/IDEAL _____
62. AVG DAY SLS _____	70. DAYS SUPPLY _____
	71. ^COUNT FLAG -
	72. ^REORDER CD -
	73. SKP COS OR PWD -
	74. MAXIMUM _____
	75. ~LEAD TIME _____

FILE NO: 150 JF150 NAME: INVEN FINISHED GOODS INVENTORY MASTER

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 PRODUCT NO

Each product in the master inventory file will have its own unique code assigned. Up to 12 characters/digits may be used. If you wish to access a product using your supplier's part number, and this part number is longer than 12 characters, you may use the inventory cross reference file to cross reference your supplier's part number to yours. In this event, procedures such as order entry/invoicing, purchase order entry, etc. will allow you to input either your part number or your supplier's part number.

WELDPAK/MEDPAK CUSTOMERS - see also the Gas/Equipment Product file for conventions used when setting up product numbers for controlled cylinders/equipment.

In application programs such as order entry, invoicing, inventory inquiries, etc., refer to help prompts at the bottom of the screen for product lookup options available.

3 DESCRIPTION

In the regular inventory file, this contains the description of the product being loaded. This is in the default language of the installation if more than one language is required, while the alternate language is stored in the inventory extra data file. For an english installation the description would be english & the alternate French, and for a French installation the opposite would be true.

In the gas/equipment product file:

For Gases: This description would be for the CONTENTS of the cylinder (exactly as you would like it to print out on any invoices to your customers). The description of the actual cylinder will already have been loaded in the master cylinder file.

For Equipment: This description would be whatever you would like to appear on any invoice to a customer, whenever the piece of equipment is first shipped out on an invoice.

4 DETAIL HISTORY?

If set to yes, sales history updates to the sales analysis file ARSL1 will always be to the product number level (for this product), regardless

FILE NO: 150 JF150 NAME: INVEN FINISHED GOODS INVENTORY MASTER

of the history type flag loaded in the master customer file. This allows for detailed sales analysis to be maintained on specific products only, even though less detail may be required for other products (see also history type field in master customer file).

5 PRICE USAGE

Up to 20 different prices may be loaded for each product (loaded as PRICE 0 through PRICE 19). Price 0 is used as the base price and Prices 1 through 19 may be used as either quantity break prices, or as different price levels for different types of customers.

When products have multiple prices, this field identifies whether the multiple prices (Price 1 through Price 19) are maintained as actual prices, or as discounts.

'P' All values loaded in any price field(s) are actual prices.

'D' Value loaded in Price 0 is base price. Values loaded in other price field(s) are discounts to be applied against the base. When this code is used, orders are processed by automatically calculating and displaying the net price only.

'd' Same as 'D' except that base price and discount percentage will also display on the order being processed.

NOTE: This field also exists in file INPRQ (Combined Qty Break Pricing Category File). This is the file where qty break category codes are actually set up.

In file INPRQ, if the lookup price field is set to 'Y' (pricing to be taken from actual inventory file rather than from INPRQ), then the Price Usage Field should be left BLANK!

This is required to handle those situations where several products may be set up in the same qty break category code; however some of the products may be set up for 'actual' pricing while others may be set up for 'discounted' pricing.

Leaving this field blank will cause the system to use the actual price usage flag for each product.

6 MFR CODE

This field can contain a code identifying the Manufacturer of the product. Special pricing can be defined for individual Manufacturer Codes.

For certain Fabric items the manufacturer info is required for Customs Documents, and needs to be loaded with orders if not present in the supplier file. Added April 2006 - REFINT

FILE NO: 150 JF150 NAME: INVEN FINISHED GOODS INVENTORY MASTER

7 ALLOW RENTALS

Indicates whether or not Rental system rental billings are allowed for this product. If an item is rented, inventory is reduced. When it is returned, inventory is increased.

This same item may be sold under the same product code, or under a different product code as defined in the rental equipment record for this item. On a rental order, it is assumed that this product is being rented, with an operator override ([F6]) if the item is being sold. On a regular order, rentals may not be processed, even if this field is set to [Y]es.

8 COST CURR CODE

Contains the currency code in which this product is being costed. This is used in conjunction with the customer's price currency code in calculating minimum gross profits, etc.

9 GST COST

This field can be used in one of two ways:

If your system control record indicates that the FST Cost Base is to be based on this field, then this field contains the COST on which to base tax calculations. This will only apply to items which have an ITEM FST CODE of 2 or 4 (fst based on cost). The rate to be used will be determined by the item's FST RATE CODE.

If a product has an ITEM FST CODE of 6, then the actual FST CONTENT of that product is loaded here. This is the actual dollar amount to be added on to items which are considered FST extra, or deducted from items which are considered FST included (if sold to an FST exempt customer).

NOTE: NO LONGER REQUIRED WITH IMPLEMENTATION OF G.S.T.

10 SEQ CD PREFIX

This field is a cross reference to the product number. It can be used to do product number lookups in such programs as order entry/invoicing, when you do not remember the product number assigned to an item.

This field will automatically default to the first 13 characters of the description loaded previously. There may be times when you may wish to change this (bear in mind that the description should be loaded exactly as you would like it to appear on invoices, but the sequence code will be used for internal lookup purposes only).

For Tire Dealers, this field will contain Tire Size.

Something which will be meaningful to staff should be used here. For example, if you have several different part numbers for oxygen (different sizes), then

FILE NO: 150 JF150 NAME: INVEN FINISHED GOODS INVENTORY MASTER

perhaps OXYGEN followed by the size would be a meaningful sequence code for all oxygen products. In this way, if someone is looking for a specific oxygen product, they will be able to key in OXYGEN and have all oxygen part numbers displayed. If descriptions to appear on invoices normally have sizes loaded first (e.g. 1/2 x 2 Bolts), then BOLTS 1/2 x 2 would be a better sequence code than 1/2 x 2 BOLTS (to avoid looking up these bolts under the 1's instead of the B's).

11 SEQUENCE CD

This field is a cross reference to the product number. It can be used to do product number lookups in such programs as order entry/invoicing, when you do not remember the product number assigned to an item.

This field will automatically default to the first 13 characters of the description loaded previously. There may be times when you may wish to change this (bear in mind that the description should be loaded exactly as you would like it to appear on invoices, but the sequence code will be used for internal lookup purposes only).

For Tire Dealers, this field will contain Tire Size.

Something which will be meaningful to staff should be used here. For example, if you have several different part numbers for oxygen (different sizes), then perhaps OXYGEN followed by the size would be a meaningful sequence code for all oxygen products. In this way, if someone is looking for a specific oxygen product, they will be able to key in OXYGEN and have all oxygen part numbers displayed. If descriptions to appear on invoices normally have sizes loaded first (e.g. 1/2 x 2 Bolts), then BOLTS 1/2 x 2 would be a better sequence code than 1/2 x 2 BOLTS (to avoid looking up these bolts under the 1's instead of the B's).

12 PROD CLASS

Each product to be set up in the master inventory file must belong to a product class (and optionally a sub class). This product class/sub class must first be loaded in the product class file.

The product class/sub class is used to group products together for sales analysis, inventory reporting and pricing purposes.

The product class would identify the MAJOR GROUP to which a product belongs. Optionally, within the major group, SUB CLASSES can also be defined. This would be determined by the level to which you would like your reports broken down.

For example: if you have products which are considered as safety equipment, you might want to set up a product class for safety equipment. Optionally, if you wanted your products broken down within this product class (e.g., protective clothing versus eye face & head gear versus miscellaneous), you could set up sub classes for each

category of safety equipment.

Many products can be set up with the same product class/sub class, but any one product can only have one product class/sub class.

WELDPAK/MEDPAK only: The following product classes (with no sub classes) are required for LEASE & RENTAL/DEMURRAGE products:

-
Product Class YLA
Product Class REN
-

Optionally, the following product class would also be required (no sub class) if delivery charges are included in sales, but are to be shown separately on sales analysis reports (see Weldpak screen of system control record)

-
Product Class del

13 SUB CLASS

Each product to be set up in the master inventory file must belong to a product class (and optionally a sub class). This product class/sub class must first be loaded in the product class file.

The product class/sub class is used to group products together for sales analysis, inventory reporting and pricing purposes.

The product class would identify the MAJOR GROUP to which a product belongs. Optionally, within the major group, SUB CLASSES can also be defined. This would be determined by the level to which you would like your reports broken down.

For example: if you have products which are considered as safety equipment, you might want to set up a product class for safety equipment. Optionally, if you wanted your products broken down within this product class (e.g., protective clothing versus eye face & head gear versus miscellaneous), you could set up sub classes for each category of safety equipment.

Many products can be set up with the same product class/sub class, but any one product can only have one product class/sub class.

WELDPAK/MEDPAK only: The following product classes (with no sub classes) are required for LEASE & RENTAL/DEMURRAGE products:

-
Product Class YLA
Product Class REN
-

Optionally, the following product class would also be required (no sub class) if delivery charges are included

FILE NO: 150 JF150 NAME: INVEN FINISHED GOODS INVENTORY MASTER

in sales, but are to be shown separately on sales analysis reports (see Weldpak screen of system control record)

-
Product Class del

14 WH BIN LOC

This field can contain a code identifying a warehouse bin location in which this product can be found. If the same product could be found in multiple bin locations and your system control record indicates that you are maintaining file INBIN, then the main location where the product is stored would be loaded here and other locations would be loaded in the bin locations file. These bin locations display on inventory inquiries, etc.

15 VENDOR NO

This field can be used to load a code identifying the vendor from whom this item is purchased. This can be used to obtain inventory reports sorted by vendor. It can also be used for bulk cost and/or price change programs which are available (these would allow you to do bulk price/cost changes for one specific vendor only, or a range of vendors).

With reference to the bulk price/cost changes programs: if you purchase different types of products from the same vendor, which are subject to price/cost changes at different times, you may use more than one code to identify that vendor (e.g. ABCCOM or ABC CO). All products for which bulk price/cost changes are to be done at one time could have ABCCOM loaded as the vendor, while products for which bulk price/cost changes are to be loaded at another time could have ABC CO loaded as the vendor code.

Consistency is strongly recommended.

16 ITEM GST CD

This field identifies HOW federal tax is to be calculated for this item: (SEE BELOW FOR G.S.T. - EFFECTIVE JANUARY 1, 1991)

'0' - item is totally exempt of FST.

'1' - FST is EXTRA on top of the selling price (liable customer only), based on the selling price.

'2' - FST is EXTRA on top of the selling price (liable customers only), based on the cost.

'3' - FST is INCLUDED in the selling price, based on the selling price (to be deducted from exempt customers).

'4' - FST is INCLUDED in the selling price, based on the cost (to be deducted from exempt customers).

- '5' - FST is INCLUDED in the selling price (to be deducted from exempt customers). In this case, an actual FST dollar content is stored in the FST Rate File (instead of a percentage). This option is no longer required, since the introduction of option '6'.
- '6' - FST is INCLUDED in the selling price (to be deducted from exempt customers). In this case, the FST COST field loaded earlier contains the actual FST CONTENT instead of the FST COST on which to base FST calculations.
- '7' - FST is EXTRA on the selling price, based on selling price. This is charged to ALL customers, regardless of whether they are exempt or liable. An example of use is the special tax imposed on propane sales which is to be charged to all customers, whether normally exempt or not.

With regard to FST codes which are based on COST: What cost base is to be used is determined by the FST Cost Base field in your system control record (e.g., could be based on FST Cost, Unit Cost, Last Cost, etc.). Refer to help documentation on various fields relating to FST in your system control record, and G/L interface file.

G.S.T. With the implementation of G.S.T. (effective January 1, 1991), items now fall into one of three categories. The 'ITEM GST CD' and 'GST RATE CD' fields should be set as follows, depending on the category into which a product falls:

	ITEM GST CD	GST RATE CD	
If: Liable	1	1	(default)
Exempt	0	0	
Zero-Rated	1	0	

Note: The ITEM GST CD simply indicates a status of liable (1) or exempt (0).
The GST RATE CD picks up the appropriate GST percentage to be charged from the GST Rate File (codes 0 and 1 should exist in this file with the appropriate percentage rates assigned to them).

17 GST RATE CD

Each product must have a GST rate associated with it. This GST rate must first be loaded in the GST Rate file, then carried over into the master inventory file. (0 = exempt, any other value can be used for any other rate(s) required. Each product would be assigned the appropriate GST rate code, depending on the rate to be used for that product. (SEE BELOW FOR G.S.T. - EFFECTIVE JANUARY 1, 1991)

Note that FST calculations can be based strictly on the rate loaded in the FST Rate file, or can be done using the reciprocal of this rate (determined by a

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flag in your system control record). (No longer applicable since introduction of GST).

This can be overridden during order entry/invoicing.

NOTE: In the inventory master file, if the product being loaded has an ITEM FST CODE of 6 (previous field), this field is not applicable and may be skipped. This is because an ITEM FST CODE of 6 indicates that FST is included in the selling price; but the FST included is an actual dollar amount rather than a percentage rate. In this case, the actual dollar amount of FST included is loaded in the FST COST field.

G.S.T. With the implementation of G.S.T. effective January 1, 1991, products fall into one of three categories:

-
 - Liable Zero Rated Exempt
 -

To handle these categories, the following two GST RATE CODES should be loaded in the GST Rate File:

-
 0 = 0%
 1 = appropriate G.S.T. percentage rate
 -

Depending on which category a product falls into, the following fields should be set as described:

	ITEM GST CD	GST RATE CD	
If: Liable	1	1	(default)
Exempt	0	0	
Zero-Rated	1	0	

The ITEM GST CD simply indicates whether the product is liable (1) or exempt (0).

The GST RATE CD indicates the GST percentage which applies.

 18 ITEM TAX CD

This field determines the item's Provincial/State tax status:

'0' - item is exempt of provincial/state tax.

'1' - item is subject to provincial/state tax (charged extra based on price)

For liable items, the rate to be charged is based on the customer's tax code.

 19 INV'RY FLAG

This field is used to determine whether the product is considered to be a stocked item or not.

'0' - item is a regular inventory item. Any time there is movement of this product, it is to affect your inventory on hand.

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'1' - item is not a stocked item. Any time this product is used, it is not to affect your inventory on hand at all. This product simply exists in order to allow the ability to invoice for non-inventory related charges (e.g. labour charges, courier charges, rental charges, etc.)

Note that regardless of how this flag is set, the Cost of Sales & Inventory accounts in the general ledger are still affected by sales of this product, depending on whether or not this product has a UNIT COST loaded and depending on what has been loaded as the cost of sales & inventory accounts in the product class file.

20 DISC'NTABLE

This field indicates whether the item is ELIGIBLE for discounts or not. If an item is considered discountable (Y), then order entry/invoicing programs will allow access to a discount field. If not, no access to this field is allowed.

Discounts set up in either the customer file or any of the special discount files will only affect those products considered discountable.

NOTE: Values in this field (other than N) can also be pointers to a special discount file (ADCTLe) that contains a table of discount percentage ranges and associated commission percentage reductions and permission levels for each range.

Valid Values are:

[Y]es	Product is always discountable
[N]o	Product is normally not discountable except for Discounts stored in File INDSC2.
[n]ever	Product is Never Discountable.

21 PRICE UNIT

This field indicates how the SELLING PRICE & COST for this item are loaded. Refer to documentation in the Unit of Measure control file.

Note that prices & costs must be loaded in the same unit of measure, otherwise gross profit calculations will be distorted.

Programmer PER RON KIRSCHNER - APRIL 2003 (and apparently, since forever?)
Note:

BUY PRICE is NOT loaded based on the PRICE Unit of Measure.
Rather, it is loaded based on the PURCHASE Unit of Measure.

eg: Product purchased by the dozen but stocked/sold by the pair.
Price and Cose (Unit Cost/Last Cost) = per pair
Buy Price = per dozen

22 PURCH UNIT

This field contains a unit of measure for stock-keeping

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purposes (how 'on hand' quantities are to be affected during inventory receipts or sales). Refer to documentation in the Unit of Measure control file for further details.

23 SERIAL # CTRL

This field identifies whether serial number control is required for this product:

- Y - Serial number control required
- N - Serial number control not required
- S - Serial number control required on SALES only. Serial numbers are entered at order confirmation or invoicing time.
- L - Serial Number Control is actually Lot Control. The Serial number Record will contain a quantity as well as other information.
- T - Same as [Y]es, except that the User is allowed to receive serial numbers in Order Entry and Invoicing (ie Trade In's)
- C - Serial numbers assigned to Cartons, rather than individual products. See description of this method further down. - Implemented for Reflections Furniture - May 2002.
- R - Added Nov 2007 re Michelin Bibtread Interface. If set to R Serial Numbers will be created direct to INSRH history file. This is meant for stock tires that are not billed by Serial number.

If option Y is chosen, serial number control is started as soon as goods are received into stock. For each quantity received, the appropriate number of serial numbers received must be input. On sales, only serial numbers previously received will be allowed. For [T]rade-Ins - if a negative sales or Qty is keyed, the new Serial Numbers will be entered.

CHANGING SERIAL # FLAG: If you wish to change a previously non serialized item to be serialized, the following should be done BEFORE changing the flag (this applies if the previous value was 'N' or 'S')

- a) BEFORE changing the flag, do an inventory inquiry for the item in question. Note the current on hand quantity (for each warehouse).
- b) BEFORE changing the flag, post an inventory adjustment (in each warehouse) to zero out the current on hand quantity.
- c) CHANGE the flag to indicate serial # control is now required
- d) AFTER changing the flag, re-receive the appropriate quantities for each warehouse - with appropriate costs and serial numbers.

WELDPAK/MEDPAK NOTE:

Two different kinds of serial number control exist:

- a) serial number control for non controlled items (any item which, once it leaves your premises, becomes the property of your customer).
- b) serial number control for controlled cylinders and/or medical equipment (any item for which the whereabouts must be tracked at all times even after it

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has left your premises).

This field is only used for NON-CONTROLLED items. It should NOT be used for controlled items (these items should have the serial number flag established in the Cylinder/Medical Equipment Master File).

File SASER contains historical information showing invoice, order, customer number etc. of sales of serial number controlled products. A cross-index to this file is maintained to facilitate:

(A) printing on invoices from 'history'
(B) printing on inquiries (Order/Invoices/History by Order)
(C) creation of Credit-Memos from history. Note: if the serial number to be added to INSER already exists (probably because this is not the first C/M created from the same invoice) a unique serial number will be generated by appending '-n' to the original serial number (where 'n' is a number). If the serial number already ends in '-n' the number will be incremented until a unique number is generated. If the serial number is already a full 20 characters, trailing characters will be deleted until it possible to append the numeric suffix.

Note: At present 92-08-05 the cross-index is updated only by the invoice update. (File JA142 - I01 documents this cross-index.)

Products with Serial Number control code 'C' are used to control serial numbers by package or carton. This method can be used for products purchased from the PO system, or manufactured products.

Prior to goods being received, bar code labels are produced for items on the PO, (using program POSER0). This can be done as soon as a PO is produced, if necessary. By default, the number of labels produced is equal to the Qty ordered divided by the Carton Quantity of the product, rounded up. For each label created, a record is created in the temporary serial number file INSR#.

When the goods are received, the labels are applied to the carton, and then scanned. The scanned labels are automatically received by the PO receipts program. At this time, the INSR# records are moved to INSER.

The same is done for manufactured products (using program INSER1). In this case the labels are received??

24 CURRENCY CODE

A valid currency code (see currency control file) is entered here. This is used by the PO purchase order system. This is the currency code of the supplier from whom this item is purchased.

25 COMMISSION TYPE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

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Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R

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customer's commission rate is to be used and is 'N'on overridable.
(2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File contains sales person's normal commission rate

Customer File contains the special commission rate to apply to the specific customer

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Additional Customer Data File contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

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This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

26 COUNT FLAG

Contains a count of the number of times this product has been ordered (0-9). If greater than 9 times, it is set to '>'. This is used by the automatic inventory re-order calculation program.

27 UPDATE LOT HIST

This field determines whether or not you wish to update the Lot Number History File. This feature is useful for tracking shipments of products such as medical gases, where many cylinders can be filled from the same batch (lot). In the event of a product recall, you will be able to easily identify those customers who may POTENTIALLY have product on hand, from the lot in question. A Lot Number History Report is available on the Additional Inventory Programs & Reports menu.

System Control Record: In this file, simply indicate whether (Y) or not (N) this feature is desired.

Master Inventory File: In this file, flags can be set as follows:

- N - feature not required for a specific product.
- Y - feature is required for a specific product and multiple lot numbers per invoice line are desired.
- S - feature is required but only a single lot number per invoice line is desired.

s - Swiss Herbal Option added Oct 2002 - this option is a combination of both S and M in that multiple lot numbers are entered and stored in both the line item record and also comment records if more than one required. Lot numbers are only entered in the EDI Bar coded labels production program (OELABE). These lot numbers are then added to outgoing EDI 856 transactions (for Shopper's Drug Mart). The lot numbers are only

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4 digits long, and the additional 6 digits in the lot number field are used for Expiry Dates on that Lot! As well, quantities are stored with each lot number if more than 1.

Single Lot Number:

If this feature is used, only one lot number per invoice line is allowed (regardless of quantity shipped). This lot number will be requested immediately after the product's description is displayed.

In this case, lot # is restricted to a maximum of TEN characters (stored in lot # field of the order line record).

Multiple Lot Numbers:

If this feature is used, multiple lot numbers per invoice line are allowed. These lot numbers will be requested after the 'quantity shipped' is input. As many lot numbers as are necessary may be input. You may input fewer lot numbers than the actual quantity shipped, but you may not input more lot numbers than the actual quantity shipped.

In the case of multiple lot numbers, special COMMENT records are created for that line of the invoice. The comment line is prefixed with 'LOT NO's', followed by the lot numbers.

If multiple lot numbers are allowed, each lot number may be up to TWENTY characters.

NOTE:

If using the lot number feature, lot numbers MUST BE available at the time of invoicing, as you will not be allowed to bypass this prompt.

28 REORDER CD

This field is used by the automatic inventory re-order calculation programs. A blank value indicates this is an automatic re-order item for all versions of the Re-Order calculation program.

Note: Re-Order Calculation Programs are on Selector 42. Version 3 programs are the latest, most widely used programs.

A value of 'A' is the same as a value of blank. This was introduced on 05/02/03 so that a non-blank value in the Inventory master file could be overridden to an automatic re-order value in the multi-location extra data file. An example of when this should be used is if a product is set to 'N' or 'n' in

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the inventory master file for the main warehouse, but one or all of the multi locations wants to be able to re-order it. In the multi location extra data file, the reorder field should be set to 'A'.

The following values apply only to the VERSION 1 Re-Order Calculation Program (INSTK0/INSTK1)

- S This is a seasonal item and seasonal weighting factors are to be used in the re-order calculation.
- M this is a manual re-order item, for which no calculations are to be done.
- X indicates that the re-order program will calculate a re-order quantity to bring this item up to MAXIMUM stock level (assuming this level has been loaded in the 'Maximum' field)

The following values apply only to the VERSION 2 & VERSION 3 Re-Order Calculation Programs (POREQ0/POREQ1/POREQ2)

- Blank or A This is an automatic re-order item, always to be included in re-order calculations (if necessary). 'Ideal' on hand quantity is calculated and sufficient quantity will be ordered to bring the product's level up to ideal.
- N This item will never be automatically re-ordered UNLESS there are outstanding customer orders and there is not enough stock to fill the orders and the product is not already on order.
- n or Z This item is NEVER to be automatically re-ordered under any circumstance. It will also NEVER be automatically processed on warehouse orders or warehouse transfers. (Z was introduced Oct 19/2006 - to accomodate those systems where input is restricted to upper case only)

If NONE of the Automatic Re-Order Calculation Programs (Version 1, 2 or 3), values can still be loaded in this field. These would then simply be looked at by the original inventory re-order report (INROP0)

29 INV DEC PLACES

This field contains the number of decimal places to which inventory quantities (on hand, etc.) are to be maintained. (Note that the Purchase Order system only supports a maximum of 2 decimal places). If individual products are to have quantities maintained with a higher or lower number of decimal places than the standard loaded in the system control record, this number of decimal places can be overridden for each product in the master inventory file.

Programmer Note: See also the EXPLCT DEC PT field in JRCTLZ, JRCTLO and JRUNI.

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See also file JRCTLD

30 W'HOUSE RESTRCT

If a valid warehouse code is input in this field, sales of this product will only be allowed out of that warehouse.

As of May 1990, this option is currently NOT SUPPORTED in either the standard distribution system or the WELDPAK/MEDPAK system.

31 QTY BREAK 1

If quantity break pricing applies to this product, up to 19 different quantity break levels may be established (Qty Break 1 through 4 in the master inventory file and Qty Break 5 through 19 in the additional pricing file - if required).

These fields are used to determine at what level(s) quantity breaks are to be given. When loading selling prices, Price 0 would be standard price, Price 1 would relate to Quantity Break 1, etc.

Example:

	Price 0 = 100.00
Qty Break 1 = 10	Price 1 = 99.00
Qty Break 2 = 50	Price 2 = 98.00
Qty Break 3 = 80	Price 2 = 97.00

In this example, quantities from 1 through 9 would be billed at \$100.00, quantities from 10 through 49 would be billed at \$99.00, etc.

Note: The Additional Pricing File is new as of November 8, 1990

32 QTY BREAK 2

Refer to documentation for 'QTY BREAK 1'

33 QTY BREAK 3

Refer to documentation for 'QTY BREAK 1'

34 QTY BREAK 4

Refer to documentation for 'QTY BREAK 1'

35 MINIMUM

This field contains the MINIMUM level at which this item's stock should be maintained.

Note: in the automatic re-order calculation programs, if an items' inventory on hand is below this minimum, it will order at least enough quantity to meet that

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 minimum.

 36 PRICE 0

For each item, up to 20 prices may be stored (Price 0 through 4 in the master inventory file and Price 5 through 19 in the Additional Pricing File - if required).

These could be accessed through appropriate quantity breaks (if applicable), or customer price codes (see price code field in the master customer file).

If the price loaded in any field is a negative number, it is assumed to be a mark up % on the COST specified in the system control record. Default is the BUY PRICE. For example: if an item is loaded with a price of -10.0, and the BUY PRICE is \$300.00, selling price on that item will automatically be calculated as \$330.00 until such time as your BUY PRICE changes.

Note: The Additional Pricing File is new as of November 8, 1990.

Markup price on cost option other than BUY PRICE added Jan 25 1991.

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21

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25.00

20

37 PRICE/DISC 1

Refer to documentation for 'PRICE 0' field.

NOTE: Whether the value loaded here is an actual price, or a discount off Price 0 is determined by the Price Usage Field.

38 PRICE/DISC 2

Refer to documentation for 'PRICE 0' field.

NOTE: Whether the value loaded here is an actual price, or a discount off Price 0 is determined by the Price Usage Field.

39 PRICE/DISC 3

Refer to documentation for 'PRICE 0' field.

NOTE: Whether the value loaded here is an actual price, or a discount off Price 0 is determined by the Price Usage Field.

40 PRICE/DISC 4

Refer to documentation for 'PRICE 0' field.

NOTE: Whether the value loaded here is an actual price, or a discount off Price 0 is determined by the Price Usage Field.

41 UNIT COST

This is your COST per unit. This cost is used for all gross profit calculations and all cost of sales and inventory value calculations. This can be either an average cost or a standard cost depending on how your system control record has been loaded.

If the unit cost loaded on a product is negative, during order processing, this will be treated as a % of price to calculate Unit Cost.

WELDPAK/MEDPAK CUSTOMERS:

- 1) For YLA part numbers, load the ANNUAL cost of the lease (your cost, not what is charged to customers). Leases generated for a 12 month term will pick up this cost. However, leases generated for non-annual terms will pick up the pro-rated cost (eg: 6 mth lease will pick up 1/2 the cost, 24 mth lease will double the cost, etc.). This is useful for sales analysis purposes so that gross profit margins on leases will be accurate.
- 2) For REN part numbers, load the MONTHLY cost you are charged by your

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supplier. If you are charged a daily rate, convert it to a monthly rate. When rental/demurrage billing is done to your customers, if you are charging your customers on a 'M'ontly basis, this cost will be used. If you are charging your customers on a 'D'aily basis, the cost on your invoice to your customer will be prorated to a daily cost.

This cost is a landed Canadian cost (buy price multiplied by cost factor). When initially loading new products, the last cost field and the buy price field will default to whatever is loaded here. During inventory receipts, the unit cost & last cost will automatically be recalculated, depending on the cost at which the goods were actually received. The buy price will NOT be updated during inventory receipts, unless you request that it be.

NOTE: If using the average costing method, a weighted average cost is recalculated during inventory receipts, based on the pre-receipt on hand quantity multiplied by pre-receipt average cost, PLUS quantity received on that receipt multiplied by cost received at.

-
example:

-
Previous: 10 @ 10.00 = \$100.00 (\$10.00 average cost)
Receive 10 @ 12.00 = \$120.00
New Average would be calculated as quantity of 20 @ total cost
of \$220.00 = new average cost of \$11.00 per unit.
-

If all 20 are sold before any further receipts are done, then the cost on the NEXT receipt will be the new starting point for average cost calculations.

42 LAST COST

This is the cost used on the last inventory receipt posted. This cost may be used in replacement cost calculations. This is a non factored cost (cost factor not included) and this cost is displayed as the default in inventory receipts posting. See also the unit cost field.

43 COST FACTOR

This field contains a factor to be used when posting inventory receipts. The factor is used to calculate the new unit cost (either average or standard cost), when multiplied by the cost at which goods were received. This factor could include such things as freight, duty and exchange. For example if an item has an exchange rate of 20%, a duty rate of 25%, and a freight rate of 3%, the cost factor would be 1.5450.

Note that the P.O. Receiving Programs will automatically update this cost factor under certain conditions:

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- a) If the currency code of the supplier has an exchange factor other than 1, this is taken into account.
 - b) If a discount is applied on the P.O. Receiving field, this is taken into account.
 - c) If a surcharge (negative discount) is applied on the P.O. Receiving, this is taken into account.
 - d) If freight/duty factors are applied on the P.O. Receiving, these are taken into account.
-

44 BUY PRICE

This field contains your supplier's quoted price to you, in his currency. This is used by the PO purchase order system to indicate the cost to be used during purchase order entry.

Also, during inventory receipts (if PO system not used), you can optionally specify whether this buy price is to be updated each time goods are received.

If markup pricing is used (see price fields), it is on this cost that the markup is calculated.

45 REORDER PT.

This field may contain the point at which this item is to appear on certain inventory reports, such as the inventory reorder exception notice.

46 REORDER QTY

This field may contain a suggested re-order quantity. This is information only, for inventory reporting purposes.

47 MAXIMUM/IDEAL

There are 3 different Maximum Fields in the Inventory Master and Inventory Extra Data Files. They are used as follows:

MAXIMUM/IDEAL in Inventory Master File (INVEN).

If the automatic Reorder System Versions 2 & 3 are used, this is a calculated Ideal inventory Level for this product. It should not be changed with File Maintenance, as it will be recalculated the next time a PO is created. If the PO calculation is not being used, this is an informational field, which is being shown on a number of older Inventory Reports.

MAXIMUM in Inventory Extra Data File (INVE1).

This field is maintained by users of the Automatic PO Reorder system versions 2 & 3 to load an actual maximum stock level for this product. Orders will not be allowed such that this maximum will be exceeded.

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MAXIMUM in Inventory Master File (INVEN).

This is a logical Field only, displaying the value stored in the Inventory Extra Data File (INVE1) described above.

48 LAST ORDER

Contains the last date an order or invoice was posted to this item.

49 MTD SLS QTY

Contains the number of units sold of this item during the current accounting period.

This is cleared to zero when the Month End Close Inventory program is run.

This is a system maintained field.

50 MTD SALES \$

Contains the dollar value of sales of this item during the current accounting period.

This value is cleared to zero when the Month End Close Inventory program is run.

This is a system maintained field.

51 MTD COST \$

Contains the dollar cost of goods sold in the current accounting period.

This is cleared to zero when the Month End Close Inventory Program is run.

This is a system maintained field.

52 YTD SLS QTY

Contains the number of units sold of this item in the current fiscal year.

This is cleared to zero when the Close Inventory Program is run for the final month of your fiscal year.

This is a system maintained field.

53 YTD SALES \$

Contains the dollar value of goods sold during the current fiscal year.

This is cleared to zero when the Close Inventory Program is run for the final month of your fiscal year.

This is a system maintained field.

54 YTD COST \$

Contains the dollar cost of goods sold during the current

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fiscal year.

This is cleared to zero when the Close Inventory program is run for the final month of your fiscal year.

This is a system maintained field.

55 ON HAND

In the master inventory file, this field contains the on hand quantity of this item for your main location (see inventory locations file). In the multi location file, this field contains the on hand quantity of this item for any particular non-main location.

This field is updated immediately, as soon as any transaction affecting inventory quantity is posted (inventory receipts, invoicing, etc.)

This field is never cleared out unless you physically run the Clear On Hands to Zero program.

See also help documentation on 'Future' fields in this file.

This is a system maintained field.

56 ON ORDER

Contains the quantity of this item currently on order from suppliers or on Work Orders.

A separate field is maintained in INLC1 for the work order portion of inventory on order quantity.

This is a system maintained field.

57 COMMITTED

This field contains the quantity of this item committed for customer open orders or back orders. As the open/back order is confirmed, the quantity is removed from committed and on hand is reduced accordingly.

This includes any raw materials committed to work orders. A separate field is maintained in INLC1 for the work order portion of committed.

This is a system maintained field.

58 IN TRANSIT

Contains the quantity of this product currently in transit from a supplier.

This field is only updated if the Inventory In Transits posting procedure is used.

This is a system maintained field.

59 MTD REC'PTS

Contains the quantity of this item that has been received from suppliers during the current accounting month.

This field is cleared to zero when the Month End Close Inventory program is

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run.

This is a system maintained field.

60 MTD ADJ'MTS

Contains the quantity of this item added or subtracted from inventory through inventory adjustments posting during the current accounting month.

This field is cleared to zero when the Month End Close Inventory program is run.

This is a system maintained field.

61 FUTURE SLS

If invoices are processed to a 'future' posting month, the sales quantity will be posted to this field instead of the MTD Sales quantity field (on hand will still be reduced). This allows a facility to calculate true month end 'on hand' quantities on the current month end inventory reports (if future transactions are not to be included, any future sales would be added back in to the on hand. If futures are included, future sales would not be added back in to the on hand).

Once the Month End Close Inventory program is run (where the future month now becomes the current month); during the first accounting database update run AFTER the month end, any quantity in this field is removed and added into the MTD Sales quantity field.

Example: Start with current on hand of 10
Current Mth Sale of 1 results on new O/H of 9
Future Mth Sale of 1 results in new O/H of 8

-
When current month end inventory reports are run, if futures are not included, month end on hand quantity would print as 9. If futures are included, month end on hand quantity would print as 8.

This is a system maintained field.

62 MTD DIRECTS

This field contains the month to date total of units shipped to customers via direct shipments (shipped directly from your supplier to your customer).

This field is cleared to zero with the month end Close Inventory program is run.

This is a system maintained field.

63 FUTURE REC

If inventory receipts are done into a 'future' month, this

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field contains the quantity of goods received in that future month. The 'on hand' quantity would be updated immediately by these receipts. This allows a facility to have true month end 'on hand' quantities reflected on current month end inventory reports (if future transactions are not included, any future month receipts would be backed out of the on hand quantity. If future transactions are included, future month receipts would not be backed out of the on hand quantity).

When the month end Close Inventory program is run (future month will now become current month); during the first accounting database update AFTER the month end, any quantities in this field will be removed and added into the MTD receipts field.

Example: Start with current on hand of 10
Current Mth receipts of 10 results in new O/H of 20
Future Mth receipts of 5 results in new O/H of 25

-
When month end reports for current month are printed, if futures are not included, month end on hand would print as 20.
If futures are included, month end on hand would print as 25.

This is a system maintained field.

64 FUTURE ADJ

If any inventory adjustments are made into a 'future' month, this field contains the quantity adjusted in that future month. The 'on hand' field is affected immediately by such transactions.

This allows a facility to have true month end 'on hand' quantities reflected on current month end inventory reports (if future transactions are not to be included, any future month adjustments are added back in to or deducted from on hand. If future transactions are included, future month adjustments are not added back in or deducted from on hand).

When the Close Inventory program is run for the current month (future month will then become current); during the first accounting database update AFTER the month end, any quantities in this field are removed and added to or subtracted from the MTD adjustments field.

Example: Start with current on hand of 20
Current month adjustment of -1 results in new O/H of 19
Future month adjustment of +2 results in new O/H of 21

-
When month end reports for current month are printed, if futures are not to be included, month end on hand would print as 19. If futures are included, month end on hand would print as 21.

This is a system maintained field.

65 YTD DEMAND

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Contains the current year to date demand for the item. This is the sum of all orders and post-bill quantities entered. Cancelled orders and credit returns are not included. Lost sales could be calculated for an item by comparing ytd sales plus committed to this number. This field is cleared to zero when the Close Inventory program is run for the final month of your fiscal year.

This is a system maintained field.

66 IN BOND

Contains the quantity of this item currently stored in a bonded warehouse.

This field is only updated if the Inventory In Bond posting program is used.

This is a system maintained field.

67 BACK ORDERED

This field contains the quantity of this item currently on back order for customers. (This figure is also included in the 'committed' quantity).

This is a system maintained field.

68 COMMISSION RATE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.

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- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

- ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)
- Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)
- A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)
- Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.
- Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus

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commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File contains sales person's normal commission rate

Customer File contains the special commission rate to apply to the specific customer

Additional Customer Data File contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit,

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using the product's buy price rather than its unit cost.

's'

Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).

The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

 69 AVG DAY SLS

Updated by the re-order calculation program with the average day's sales for the item.

This is a system maintained field.

 70 WELDPAK/MEDPAK

 71 MAX DISC %

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Left Blank No maximum discount applies

Value from Indicates the maximum discount which can be applied to
1 to 99 this product during order entry/invoicing, for ALL
 customers. Any discounts loaded in various files which
 exceed this maximum will automatically revert to this
 maximum

Programmer's Note: Not available in Weldpak/Medpak as this field used for
 other purposes

72 RAW/BIB/JOB CAT

MANUFACTURING/JOB COSTING

Normally left blank. Automatically set to [R] for raw materials. Can also be used within the job cost system, to identify the job cost category code.

=====

IF MICHELIN BIB TREAD SYSTEM IS USED

Values should be set as follows, to indicate product is not a BibTread/Retread Item, or to indicate product is a finished good updated by the Michelin Bib Tread Work Order system, or to indicate product is required for retread production.

- | | | |
|---|-------------------------------------|------------------------------------|
| C | = Retreaded Tire Cap Only | E = Casing Credits |
| S | = Retreaded Tire Cap&Casing (Stock) | N = Not a BibTread or Retread Item |
| D | = Tire Disposal Fee | |
| P | = Tire Repair Charge | |
| A | = Retreaded Tire Casing Only | |
| U | = Reruns | |

73 SKP COS OR PWD

This OPTIONAL field can be set to 'Y' if:

- a) Password is normally required to override COSTS during order entry (see file ADCTLi - OE COSTCHANGE record)
- and
- b) You do not want to force passwords to be input for specific products (eg: in/out products which do not have a cost on file and for which cost input is always required during order entry).

Set this flag to 'Y' for those products for which cost input is always required but for which you do not want to have to input a password.

Programmer's Note: This is NOT available in the Weldpak/Medpak software, as
 this variable I5\$(8,1) is already being used as a Weldpak/
 Medpak flag.

74 USE BMX

This field identifies whether or not Bill of Materials (BMX) explosion is to be done for this product.

'N' BMX not applicable to this product.

Valid If one of the valid BMX type codes is loaded, BMX explosion is to be done.

The following is a description of the various types of Bill of Materials Explosion (BMX) options supported in the Jedron software package.

'Y' Type This type of BMX is used during the selling cycle only (order entry/invoicing). It is used in situations where individual products are packaged together to make up a specialized KIT. The kit itself is generally not a regularly stocked item; however the products which make up the kit could still be received and sold individually as well as in kit form.

To use this feature:

Master Inventory File: Establish a product number for the KIT & set the 'Use BMX' flag to 'Y'.

The 'Use BMX' flag should be left at 'N' for the individual products which make up the kit. This will allow these products to be received and sold individually.

Bill of Materials File: Establish a record for the KIT and each individual product required to make up the kit, identifying the quantity of each individual product required for the kit.

When selling a kit, use the product number for the KIT. The only thing which will appear on the invoice is the product number, description & quantity of the KIT; however, the inventory files will be updated as follows:

Kit: On hand quantity is NOT affected. MTD/YTD sales statistics (units, sales dollars and cost dollars) ARE affected by total number of kits sold.

Individual Products: On hand quantity IS affected. The total number of each product required to make up the kit is deducted from your on hand.

MTD/YTD units sold - affected by total quantity of each product used to make up the kit.

MTD/YTD Sales and Cost \$ - NOT affected. Sales and Cost dollars are only tracked under the complete kit product number.

WELDPAK/MEDPAK
NOTE:

This option is NOT supported for controlled cylinders or equipment.

'I' Type

This type of BMX is used by the Post Production via Bill of Materials program, found on the Inventory Control menu. It is used in situations where raw materials are received into stock individually and you then wish to make up a finished good from these raw materials.

Both the raw materials and the finished good are regularly stocked items and inventory inquiries on either should reflect accurate on hand quantities.

This type of Bill will also be used by the order processing programs. It will normally only update committed, unless a flag is set to also update On Hand.

To use this feature:

System Control
Record:

Two flags must be set in this file - 'Invty BOM Update' and 'Invty BOM Cost'. Help documentation is available in the System Control Record on these two fields.

Master Inventory
File:

Establish a product number for the finished good, setting the 'Use BMX' flag to 'I'.

The 'Use BMX' flag should be left at 'N' for the individual raw materials.

Bill of Materials
File:

Establish a record for the finished good and EACH raw material required to make up the finished good, identifying the quantity of each raw material required for the production of the finished good.

To post production of the finished good, use the 'Post Production via Bill of Materials' program, found on the Inventory Control menu. Simply input the quantity produced of the finished good. The inventory files will be affected

as follows:

Finished Good: On hand quantity INCREASED by total quantity of finished goods produced (this is stored in the 'receipts' field).

Raw Materials: On hand quantity of each raw material DECREASED by total quantity of that product required in the production of the finished good (this is stored in the 'adjustments' field).

NOTE: In the selling cycle, the finished good and the raw materials are treated completely separately. Thus, a sale of the finished good only affects the on hand and sales statistics of the finished good, and a sale of any of the raw materials only affects the on hand and sales statistics of the raw material.

Additionally, because this type of BMX is only affected by the program mentioned earlier, you may also do inventory receipts of the finished good directly from your supplier, if desired, without affecting the raw materials.

WELDPAK/MEDPAK NOTE: This option CAN be used to fill controlled cylinders from bulk tanks (e.g. oxygen).

A product number is required for the bulk gas (BMX flag left at 'N'). Product numbers are required for the controlled cylinders which can be filled from the bulk tank (BMX flag set to 'I').

=====
The following BMX types are still under development and are not yet fully implemented:

'F' Type This type of BMX is intended to be used during the selling cycle only (order entry/invoicing). When selling a finished good, the cost assigned to that finished good is actually the combined costs of all the individual products which make up the finished good.

When the invoice is printed, only the finished good appears on the invoice.

Further testing is required in terms of how the inventory files are affected by this type of BMX sale, before it will be fully implemented.

In inventory posting and purchase order entry programs, the finished good and the individual products which make up the finished goods are treated completely separate.

'K' Type

This type of BMX is intended to be used in a 'kit explosion' fashion.

When a sale is made for the complete kit, the selling price and cost used will be that of the kit. However, additional lines will automatically be created for the individual parts of the kit as well (quantity equal to that of the complete kit, but selling price and cost of zero). This will allow for the invoice to be printed showing all individual components of the kit.

Further testing is required in terms of how the inventory files are affected by this type of BMX sale before it can be fully implemented.

To use this feature:

Master Inventory File	Establish a product number for the kit and set the 'Use BMX' flag to 'K'.
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The Use BMX flag should be left at 'N' for the individual products which make up the kit.

Bill of Materials File	Establish a record for the KIT and each individual product required to make up the kit, identifying the quantity of each individual product required.
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'R'

This type of BMX is intended for Raw Material Inventory which will use a separate raw material inventory file. This has not yet been implemented!

=====
 Programmers Note:

The following BMX record types are automatically created during various procedures and are used for BMX history purposes.

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BMX records for these types should not be created through file maintenance procedures:

'O' Type	automatically created during invoicing (re type F and K).
'o' type	automatically created during invoicing (re type F and K).
'H' Type	history record automatically created when invoices are updated (from O and o types).
'P' Type	automatically created during P.O. entry (re type F and K).
'p' Type	automatically created during P.O. entry (re type F and K).

75 DAYS SUPPLY

This field may contain the number of days supply desired for this item. It is used in the inventory re-order calculation program.

76 LEAD TIME

This field can be used in either of 2 ways to specify this products lead time overriding the value stored in the supplier file.

The first method is to store a numeric value here, which defines the products lead time in days.

The second method is to load the product lead time file with codes that are then loaded in products affected, and the lookup will access the lead time from that file.

If this field is not blank in the product master, and if the value exists in the lead time file, that will be used. Otherwise, if the value is numeric, that will be used.

This field may contain the number of days leads time required to obtain this item from your supplier. It is used by the PO purchase order system.

77 ALTERNATE

This field may contain the alternate product number for this item, if applicable. If an item has more than one alternate, all such items would be linked in a chain such that the alternate to the first item is the second, the alternate to the second is the third and so on until the last one in the chain is reached, which would have the first item as its alternate.

This feature is used by ORDER ENTRY programs only. It is not used in any of the direct INVOICING procedures such as pre-billing, post-billing, etc.

During order entry, if a part number is input and the quantity 'available for shipment' is less than or equal to zero, prompts will display at the bottom of the screen allowing you to select the first or subsequent alternates to the product originally input (it is not mandatory that you choose one of these

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alternates).

'Available for shipment' = on hand less committed.

78 MAXIMUM

X7\$=STR([MAXIMUM,INVE1])

There are 3 different Maximum Fields in the Inventory Master and Inventory Extra Data Files. They are used as follows:

MAXIMUM/IDEAL in Inventory Master File (INVEN).

If the automatic Reorder System Versions 2 & 3 are used, this is a calculated Ideal inventory Level for this product. It should not be changed with File Maintenance, as it will be recalculated the next time a PO is created. If the PO calculation is not being used, this is an informational field, which is being shown on a number of older Inventory Reports.

MAXIMUM in Inventory Extra Data File (INVE1).

This field is maintained by users of the Automatic PO Reorder system versions 2 & 3 to load an actual maximum stock level for this product. Orders will not be allowed such that this maximum will be exceeded.

MAXIMUM in Inventory Master File (INVEN).

This is a logical Field only, displaying the value stored in the Inventory Extra Data File (INVE1) described above.

79 STYLE CODE

X7\$=[PIECEWORK CODE,INVCC]

The Style code is used to identify common products. In the furniture system example, many product codes may be set up for the same style. However, the style code links them together, and may be used to access a common bill of materials.

Note: in INVCC, this field may either be a style, or a piecework code.

Note: in OELIN, if this is Bedford BEDing product, contains Bedding Size Code.

80 LAST LANDED CST

X7\$="###,##0.00-",X7=NUM(Q6\$(105,1));PRECISIONX7;IFX7<=2 X7\$=STR(NUM(E\$(200,10))*NUM(E\$(210,6)):X7\$) ELSE X7\$=X7\$(X7-2+1),X7\$=X7\$(1,LEN(X7\$)-1)+Z7\$(1,X7-2)+"-", X7\$=STR(NUM(E\$(200,10))*NUM(E\$(210,6)):X7\$)

81 STANDARD COST

X7\$=STR([STANDARD COST,INVE1]:"###,###.00-")

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation

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purposes.

'N' or Blank Average Costing to be used.
'Y' Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

 The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

Example: Product initially set up with unit cost of \$10.00 per unit.
 Receive 100 @ \$10.00
 Sell 20
 Receive 100 @ \$11.00
 Sell 20

 If standard costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.00 per unit, for a total valuation of \$1600.00.

 If average costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.55 per unit, for a total valuation of \$1688.00.

 The average cost would have changed at the time of the second receipt based on:

FILE NO: 150 JF150 NAME: INVEN FINISHED GOODS INVENTORY MASTER

On hand quantity before receipt	=	80 x 10.00	\$ 800.00
Second receipt	=	100 x 11.00	\$1100.00
Net after posting second receipt	=	180	\$1900.00
New avg. cost until next receipt	=	\$1900.00/180 = \$10.55	

869 DESCRIPTIO

01.-COMPANY CD — 226	STOCKED ———	247 PFX ———	25.~U.P.C. CODE ———
02.-PRODUCT NO ———	232	LAST PRICE UPDT ———	26.^AVAILABILITY CD —
03. ALT DESC ———	042	DESC 3 ———	
053~DESC 4 ———	088^HARM TARIFF CODE ———	099^COUNTRY OF ORIG —	
06.^DESC F —	07.*ALT/FRENCH SEQ ———	100^NAFTA ELIGIBLE? —	
116~INFO ———	27.~ITEM STATUS —	386*VENDOR ———	
12.^BUY UM —	28.^PIECE GOODS Y/N —	397 PROD CLASS ———	
13.^BUY FACTOR ———	29. PO QTY BRK CAT ———	408 SUB CLASS ———	
14.^ITEM PUR GST CD —	30.^SKIP SEARCH ? —	418^UPDATE BMX COMM —	
15.^ASK LABEL QTY? —	31.^KIT PRINT CODE —	429^LABOUR HRS ———	
16.^ORDER LABELS —	32.^SURCHARGE CD —	43.^LABOUR ITEM? —	
	33.^PO COMMODITY CD —	44.^STD COST M/L/O —	
17.^QTY BREAK CAT ———	34. LAST PO DATE ———	45.^UPDATE SAMIS ? —	
18.^UPDATE INCOM? —	35. BUYER OP CODE ———	464 NMFC ITEM# ———	
19.^ALLOW ON POS WD —	36. COST PERCENT ———	475 NMFC SUB # ———	
20.^ITEM TAX RATE # —	371 ETA ———	486 NMFC CLASS ———	
21. GUAR'TD MARGIN% ———	492~MFR PART NO ———		

01.-COMPANY CD —	63.^MATERIAL ID —	68. IDEAL TURNS —
02.-PRODUCT NO —	64.^MATERIAL CD —	69. MAXIMUM —
	65.^COLOUR CODE —	70. WASTE %AGE —
	66. SHIPPING CAT —	71.^SKIP EXPLOSION —
	67.^SIZES FLAG —	729^PRICE UPDT CAT —
51. GAS SUPPLY TYPE —	73.^INV PRODUCT NO —	
52. CATALOGUE # —	740^EXCLUDE SLS HIS —	751^UPDATE INDRM? —
53.^AGENCY CUST —	76. MIN. ORDER QTY —	772^PRICE FLAG —
54. CATEGORY CD —	782 UNIT VOLUME —	798^UM —
55. TANK SIZE —	803 UNIT WEIGHT —	819^UM —
56. D.I.N. —	82. WIDTH —	83.^UM —
57.^RX REQ'D —	840 LENGTH —	851^UM —
586 CGA VALVE # —	862 DEPTH —	873^UM —
	884 OUR TRUCK RATE —	
	89. PACKAGING GROUP —	
59.~COST TYPE CD —	90.^MSDS Y/N —	92.^WHMIS Y/N —
60.~COST \$ FACTOR —	91.^DANG Y/N —	935 EPPA RATE —
617 ITEM ROP —	94.^ASSOC. PROD. —	95.^QTY —
628 SET ON HAND —		

01.-COMPANY CD —	205 ERA-CERTIS UNIT ——— 247^SKIP REBATE —
02.-PRODUCT NO ———	216 ERA-CERTIS MULT ———
967!PO BUY PRICE ———	220^ASSIGN SERIAL # —
978^PO CURR — 669^AP CURR —	231 LAST SERIAL NO ———

984^PO LABELS Y N ? —	006^ENV RATE CODE ———	032~ENV PROV/STATE1 —
995 PO LABELS PER ———	017~ENV PROV/STATE —	043~ENV PROV/STATE2 —
	029^ENV QTY/SLS QTY ———	054~ENV PROV/STATE3 —

06.^BIN INVENTORY? —	130^FOR CUSTOMER CD ———
07.^PALLET QTY ———	147^REPLACEMENT PRD ———
083 PFX — 09.~PALLET UPC CODE ———	15. CASE QUANTITY ———
10.^STOCKKEEPING UM —	161 CARTONS REQ'D — 255^SKIP PRINT IF 0 —
11.^DUTY ON EXPORT? —	17. CARTON QTY ———
12.^ALLOW OH NEG? —	183^PHYS COUNT CODE — 263^BULK OIL FLAG —
	196 WARRANTY MONTHS ——— 274^SURCHARGE FLAG —

01.-COMPANY CD —	52.!MARKUP COST BAS —	
02.-PRODUCT NO —	53. MINIMUM GP % — 550 MAXIMUM GP % —	
	54. MINIMUM MARKUP% —	
28.^SKIP ROP EXC —	39.^O'RIDE COMM CD —	569 SPIFF \$ / UNIT —
29.^SKIP OOS EXC —	40.^COMM RATE TYPE —	57.^SPIFF MIN PRICE —
30.^SKIP OH- EXC —	41. COMM BASE —	58.^SPIFF1 PRICE+/- —
31.^SKIP PRI EXC —	420 COMMISS. % FIN —	59. SPIFF2 TYP —
32.^SKIP COS EXC —		601 SPIFF2 \$ / UNIT —
33.^SKIP GP% EXC —		61.^SPIFF2 MIN PRC —
34.^SKIP B/O EXC —	432^WASTE MAT CODE1 —	62.^SPIFF2 PRICE+/- —
35.^SKIP C/C EXC —	443^WASTE MAT CODE2 —	
36.^SKIP LOS EXC —	454^WASTE MAT CODE3 —	638 SPIFF3 TYP —
37.^SKIP MUP EXC —	465^WASTE MAT CODE4 —	649^SPIFF3 \$ / UNIT —
381^SKIP MGP EXC —	476^WASTE MAT CODE5 —	650^SPIFF3 PRICE+/- —
487^SERVICE MONTHS —	501^BIBTREAD EXPORT —	
498^ALLOW PR OV'RD? —	515 STANDARD COST —	

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 PRODUCT NO

Each product in the master inventory file will have its own unique code assigned. Up to 12 characters/digits may be used. If you wish to access a product using your supplier's part number, and this part number is longer than 12 characters, you may use the inventory cross reference file to cross reference your supplier's part number to yours. In this event, procedures such as order entry/invoicing, purchase order entry, etc. will allow you to input either your part number or your supplier's part number.

WELDPAK/MEDPAK CUSTOMERS - see also the Gas/Equipment Product file for conventions used when setting up product numbers for controlled cylinders/equipment.

In application programs such as order entry, invoicing, inventory inquiries, etc., refer to help prompts at the bottom of the screen for product lookup options available.

3 BUY UM

This field is used by PO purchase order system. It is the unit of measure in which the product is PRICED by your supplier. If left blank, the price unit as loaded in the inventory master file is used; otherwise whatever unit of measure is loaded here will be used instead.

See also documentation for the buy factor field in this same file, documentation in the unit of measure control file, and documentation on quantity pricing in file POLIN.

4 BUY FACTOR

This field is used in conjunction with BUY UNIT for pricing of purchase orders. It is used to convert the Quantity Ordered into the quantity to be used for pricing. For example, if you order 100 units which are priced by the supplier in kilograms, the Buy Factor would be the weight of one unit in kilograms.

5 ALT DESCRIPTION

The Alternate description for the item may be loaded here if desired. Refer to help documentation on the Language Field in the master customer file.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

6 MINIMUM GP %

MINIMUM GROSS PROFIT % and MINIMUM MARKUP %

MINIMUM GROSS PROFIT %:

In the System Control Record: this field contains the minimum gross profit percentage allowed, before items are to be reported on the Below Minimum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or non-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

MINIMUM MARKUP % (OVER COST):

A minimum markup % (GP\$ divided by cost \$) can also be maintained in the system control record, overridden in either Product Class File or Inventory Extra Data File and reported on the Below Minimum Markup over Cost Exception report. This report prints Markup % over cost (with the column heading "MK %").

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

7 GAS SUPPLY TYPE

For Ontario Medpak Customers - this field contains the gas' gas supply type, which is to print on the ODB oxygen claim form.

8 CATALOGUE #

For Medpak Users:

Ontario:

For those customers where sales of this item are to be included on the Assistive Devices Claim Form, this product's ADP catalogue number should be loaded. This catalogue number will appear on the ADP claim form.

Saskatchewan:

This field contains the SAIL SERVICE CD (first two characters; eg. OX, RN, etc.), the SAIL ITEM CD (next three characters; eg. CON, SCY, LCY, etc.) and the SAIL SZ/DES CD (next four characters; eg. 0.4, 3.6, etc.). These fields are used in the production of the SAIL Invoices.

Everyone Else:

If the covering Agency has catalogue (or reference) numbers that they wish to see appear on invoices or their own special forms, then that number should be loaded here, and the Customer number of the Agency concerned should be loaded in the AGENCY CUST # field.

All Provinces:

If additional catalogue numbers are required for other Agencies then these may be loaded in the Product Agency Catalogue Number File which can be found on the Medical Data/Agency Related Files Menu.

9 UNUSED

10 ITEM PUR GST CD

This code determines how GST is calculated from the price as follows:

0 = Exempt
1 = Liabile (Extra - NOT INCLUDED in Buy Price)
2 = Liabile (Already INCLUDED in Buy Price)

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

11 TANK SIZE

For Saskatchewan Medpak customers - this field contains the gas' tank size code which is to print on the SAIL oxygen claim form.

12 D.I.N.

For Saskatchewan Medpak customers - this field contains the gas' D.I.N. number which is to appear on the SAIL oxygen claim form.

13 ALT/FRENCH SEQ

This field is used to store an alternate sequence code for product searches. This can be used as a French version if so desired.

14 COST TYPE CD

*** Furniture System ***

This Code determines the type of cost an item has as follows:

Blank or 'N' - Normal. Calculated during Inventory Receipts
'Z' - This item has a Zero Cost.
'F' - This item is a Kit and the Cost is the Cost of the Components of the Kit plus the amount found in the COST \$ FACTOR Field.
'S' - This item is a Kit and the Cost is the Cost of the Components of the Kit.
'M' - Same as [N]ormal cost except that security will be ignored during order entry and invoicing on the cost field.

In the sales analysis files such as ARSL1 and INSL1, this code is used to allow the correct totalling of prices and costs for the sale of sets.

15 COST \$ FACTOR

*** Furniture System ***

COST \$ FACTOR is only found on Kit Master Items with COST TYPE CD 'F'. The amount in this field is maintained by the Bill of Material Maintenance Program, and is always equal to the Item's Buy Price minus the Extended Buy Price of all the components of the Bill of Material.

16 MATERIAL ID

*** Furniture System ***

'MATERIAL ID' is a one character code that is used to identify the type of material. For example, G=Glass or F=Fabric.

'MATERIAL CD' is a further 3 character code used to identify the material in more detail. For example, BRC=Brocade or DAM=Damask.

NOTE: For Jedbase Reports,

1. The key to the 'Material ID' Record (File ADCTL4) is "4D"+'MATERIAL ID'
2. The key to the 'Material CD' Record (File ADCT0B) is

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

"0B" + 'Material ID' + 'Material CD'

*** Frame Moulding ***

a MATERIAL ID of 'm' is reserved to identify Frame Moulding. If this value is set, and if a non blank MATERIAL CD is present, special frame moulding logic as implemented at Roma Moulding in Sept. 1994 will be used. Much of this logic is processed in the Order overlay program OEENTm. This also controls the updating of moulding sales history file(s) SASLm

Following is a description of moulding pricing as implemented at Roma Moulding in the fall 1994:

When moulding is sold, it is removed from inventory in feet. It is sold in one of three ways:

- 1 - Linear - a specified number of feet is sold and priced per foot.
- 2 - Chop - a size is input, and from this, an inventory reduction qty is calculated. Size is input in inches as described below:
Width inches and fractions by Height inches and fractions ie:
8 1/2 x 10 3/4. From this united inches is calculated by adding together height and width. In above example, this would be
 $8.5 + 10.75 = 19.25$ United Inches.
The United inches are then doubled, and a waste factor (default = 20%) is added. Again in above example: $19.25 * 2 * 1.20 = 46.2$.
This is converted to feet by dividing by 12. Above calculation would result in $46.2/12 = 3.85$ feet.
This is then rounded to next highest 1/4 foot. Above would result in four feet being sold.
- 3 - Join - This is exactly as for chop, but in addition the frame is joined before delivery, and an extra charge incurred.

For Canadian customers, the price is calculated from a price matrix loaded by United Inches, and Moulding Frame codes. This matrix contains join pricing, and calculated prices are reduced for chop sales.

For US Customers, the price is calculated by extending the feet sold by a unit price, and adding on an amount for joining.

17 MATERIAL CD

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For US Customers, the price is calculated by extending the feet sold by a unit price, and adding on an amount for joining.

18 COLOUR CODE

*** Furniture System ***

This is a three character code that identifies the colour of the material. For example, BRN=Brown.

NOTE: For Jedbase reports,

The key to the Colour Code Record (File ADCTLu) is
"uH" + 'COLOUR CODE'

19 U.P.C. CODE

This field may contain either a full 10 digit UPC code (the supplier's) or y

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

P = blanks or Packaging identifier

S = Supplier ID

N = Product Number

C = Calculated Check Digit.

20 SPIFF2 TYPE

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17, 1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16, 2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if

promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

21 SHIPPING CATGY

This field is used to identify shipping rate categories by Bedford Furniture Follows:

This field is used to look up the Shipping Rate File (OESHR) category for Shipping Rates.

Values Include:

- 1 = Mattress or Box Spring
- 2 = Metal Beds / Assorted Other Products
- 3 = Upholstery (Stationary)
- 4 = Sofa Beds / Electric Beds

QUIDRI - This field is used for COUNTRY OF ORIGIN

22 CARTON QTY

*** Furniture System ***

This is the number of units of this item than are normally found in a single carton. The system uses this field for informational purposes only. For example, if chairs are packed two per carton, the pick list would inform the picker that 10 chairs would be found in 5 cartons.

Automatic Reorder Programs

If a value is present here, P.O.s generated are adjusted to reflect the quantity in a carton. For example, if the carton quantity is 5 and 8 units are required, 2 Cartons will be ordered.

23 QTY BREAK CAT'Y

Combined quantity break pricing is a feature which allows quantity break pricing to be given on combined quantities of different products, rather than specific quantities of individual products.

Example: Assume that quantity break pricing is to be given if 25 units are sold.

Normal Quantity Break Pricing - Quantity break pricing only given if 25 units of a specific product are sold.

Combined Quantity - Quantity break pricing only given if 25 units

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Break Pricing are sold; however, the 25 units may be a mix of several different products.

This feature may be used by establishing Quantity Break Category Codes (if category codes are not assigned, it is assumed that normal quantity break pricing is to be used). These category codes can be established by:

Product Class In the Product Class File, a category code may be assigned to those product classes/sub classes for which combining of quantities is to be allowed. ALL products in the product classes so designated will have their quantities combined for pricing purposes. Several product classes may share the same category code if desired.

Specific Products In the Inventory Additional Data File, category codes may be assigned to specific products. All products with the same category code will have their quantities combined for pricing purposes. Several products may share the same category code if desired, and any codes assigned to specific products will override any product class codes.

In either of the above two scenarios, quantity break levels and pricing are maintained on an individual product basis.

Combined Quantity Pricing File This file may be used to set up a table of different category codes, along with a description of each code and the appropriate quantity break levels and prices for each category. These codes may then be carried over into either the Product Class File or the Inventory Additional Data File.

This file could be used if the SAME quantity break levels and prices apply to ALL products in the same category. This would allow pricing to be maintained by category rather than by individual product.

This file could also be used simply to establish a master table of all category codes/descriptions for informational purposes, while still maintaining levels and prices by individual product.

If the Combined Quantity Break Pricing feature is used, quantity break pricing is not automatically given on a line by line basis. Rather, an automatic recalculation of each line is done at the end of the order, once all quantities have been input.

24 UPDATE INCOM?

Are the Previous 36 Monthend Committed Quantities to be maintained for this Product in file INCOM.

25 ALLOW ON POS WD

If set to 'Y'es, this product is allowed to be ordered on POS 'WD' (Orders with Deposit) Sale Types.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

26 ITEM TAX RATE #

For any tax jurisdictions, where more than one tax rate applies depending upon the product, a rate code may be loaded for products not using the standard rate. This code will be used to lookup the rate for that item. An example of this is the Province of Quebec, which in 1992 introduced a separate tax rate for services, different from that of goods.

27 PACKAGING GROUP

For hazardous or dangerous goods, this field may contain a packaging group to which the product belongs. This can be printed on the order/invoice documents.

28 MSDS Y/N

(INFORMATIONAL ONLY)

This field identifies whether or not a Material Safety Data Sheet (M.S.D.S.) is required for this product.

N No M.S.D.S. bulletin required for this product.
Y An M.S.D.S. bulletin must be retained on file for this product.

29 WHMIS Y/N

(INFORMATIONAL ONLY)

This field identifies whether the product is W.H.M.I.S. regulated.

N Not WHMIS regulated. In this case, an M.S.D.S. bulletin may be provided to customers, on request, but is not mandatory.
Y WHMIS regulated. In this case, an M.S.D.S. bulletin must accompany the FIRST shipment of product and an updated M.S.D.S. bulletin must be provided every three years.
Additionally, the M.S.D.S. bulletin number must appear on the first packing slip/invoice (this bulletin number is loaded in the Hazardous Products File).

30 DANG Y/N

(INFORMATIONAL ONLY)

This field identifies whether or not the product is regulated for Transportation of Dangerous Goods information.

N Not regulated.
Y Regulated. Dangerous Goods information must appear on ALL

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

packing slips, invoices and/or credit memos. This information includes:

Transportation of Dangerous Goods Information	>	Loaded in the Product Comments/Description File ('DE' type)
UN Code	>	
Class	>	Loaded in the Hazardous
Sub Division	>	Products File
M.S.D.S. Description	>	
Packaging Group	>	Loaded in the Inventory
Unit Weight	>	Additional Data File

31 ASSOC. PROD. NO

This field can optionally be used to load an associated product number (e.g., a deposit charge product number, core product number, etc.).

During order entry/invoicing, whenever the main product number is used, a line will automatically be added to the order, for the associated product #. If, for some reason, the associated product is not required on a particular order, the quantities can be overridden to zero, or the line can be deleted after it has first been accepted.

Note: The Associated Product # must already exist in the Master inventory file.

Several 'main' product numbers may share the same 'associated' product number.

If Associated Product Quantities are loaded, the qty defaulted for the associated product will be the quantity ordered of the original product multiplied by the value here.

32 PROD NO PAD

This pads the BMX Product, Order number + Line number, Invoice # + Order number + Line number, or PO number + Doc Code + Document No + Line number portion of the key to 20 characters.

33 WIDTH

In the furniture manufacturing system, for upholstery, this field identifies the units of material to be used per set of this product. (Note: - Above Replaced by Field in File PWCODU - March 1995)
For Frame Mouldings, this field contains the width of the frame.

34 UM WIDTH

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If a units per set value has been established, this field defines the unit of measure for that quantity (ie YD = Yards).

If frame moulding width is used, this is the unit of measure for that width.

35 UPDATE SAMIS ?

If the system parameter regarding the maintenance of this file is set to [Y]es, sales to any items where the flag indicating that records in this file are to be updated for that product, will be recorded in the miscellaneous items sales file.

36 ITEM STATUS

Indicates status of this product for informational purpose or special processing. Effective NOV 3 2005, this field is controlled by file INSTA.

Valid Values include:

A = Active	B=Back to School
I = Inactive	K=Catalogue Item
n = Non-Stocked	P=Price Sensitive (See Below re Kitchen Table)
S = Special	T=Tender Item
O = Obsolete	V=Very Special
N = New	X=Discontinued (by us - not supplier)
C = Current	U=UnSupported
c = Clearance	M=Monitored Item
R = Regular	G=Furniture

D = Discontinued (at ALL branches - both non-main AND main)
d = Discontinued (at all non-main inventory branches, but not at main inventory branch)

E = Item will be discontinued as soon as all Inventory is gone. Effective Dec. 2004, the month end program for Inventory will change all items with status code E to status code I if inventory has been depleted to zero at all branches.

F = (COVOFF special) - Available in limited quantities
Y = (COVOFF special) - Dated item
k = (COVOFF special) - in current 1999 catalogue but will not be included in the year 2000 catalogue

x = Expense Inventory - identifies items that although they have a cost, they are not really inventory items and on the stock status report although unit costs will print, the value will not be included in the total.
(Implemented June 22 2004 - SWIHER)

r = Replaced by Part Number found in this record as REPLACEMENT PRD. this value allows users of a Bill of Materials to specify a code that will be used to replace this product once all stock is used

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

up. (ie: a revised version of a raw material) 2000/09/12 QUIDRI

** 'd' option NOT supported in Weldpak

** See also the Multi-Location Extra Data File, where ITEM STATUS can be set to 'd' for multi-locations

Programmer's Note: See special Edit Program INFM07 (1600-1699) for list of valid codes

AUTOMATIC REORDER SYSTEM

NOTE: Item's with status codes of I or D will be ignored by these programs.

For Kitchen Table, Item Status code P is used to ID those produce items that are set up for pricing purpose only, but are not selected on the Buying or Orderig Reoprts.

37 PIECE GOODS Y/N

For future use - this field will be used to identify products sold in pieces, or parts of pieces. (ie Carpet - Fabric - etc.)

38 ASK LABEL QTY?

unless this field is set to 'Y'es, order lines will assume a label quantity equal to the total quantity ordered of the product on the line. Otherwise, the order entry screen will ask for a label quantity.

New option added Oct 10, 2002.

Value of 0 or 1 indicates 0 or 1 label for this product automatically is set!

39 SKIP SEARCH ?

If set to [Y]es, when the called product search program (INVEN3 is being used, unless explicitly requested by pass parameter, this record will not be included in the search.

40 PO QTY BRK CAT

Quantity Break Pricing in the Purchase Order System may be based on the quantity of an individual product or on the combined quantities of different products in the same PO Quantity Break Category on the same order.

The price of a line will be obtained as follows:

- (1) Use any special price in Supplier Price File (POPRI)
- (2) Look for record in POPRQ with Blank PO QTY BRK CAT and PRODUCT NO
- (3) Look for record in POPRQ with PO QTY BRK CAT + Blank PRODUCT NO

NOTE: The PO QTY BREAK CAT comes from INVE1 or if blank from INP.C

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Example: Assume that quantity break pricing is to be given if 25 units are sold.

Normal Quantity Break Pricing - Quantity break pricing only given if 25 units of a specific product are sold.

Combined Quantity Break Pricing - Quantity break pricing only given if 25 units are sold; however, the 25 units may be a mix of several different products.

Product Class In the Product Class File, a category code may be assigned to those product classes/sub classes for which combining of quantities MAY be allowed.

Specific Products In the Inventory Additional Data File, category codes may be assigned to specific products. All products with the same category code MAY have their quantities combined for pricing purposes. Several products may share the same category code if desired, and any codes assigned to specific products will override any product class codes.

This file could be used if the SAME quantity break levels and prices apply to ALL products in the same category. This would allow pricing to be maintained by category rather than by individual product.

On records with a non-blank PO QTY BRK CAT, set this flag to 'Y' to indicate that the total quantity of all items on the order that are in the same Category is to be used in determining the Price and/or Discount to apply to each line. If the flag is set to 'N', the quantity of each line is used to determine its own price/discount. This flag is irrelevant on records that have a blank category and a non-blank PRODUCT NO.

If the Combined Quantity Break Pricing feature is used, quantity break pricing is not automatically given on a line by line basis. Rather, an automatic recalculation of each line is done at the end of the order, once all quantities have been input.

 41 SURCHARGE CD

SURCHARGE PCT (System Control Record - ADCTLB) This is a percentage to be added to the price of certain items when they are invoiced. It is primarily intended to handle unusually frequent currency fluctuations.

SURCHARGE CD This field is found in both the Product Class File (INP.C) and the Inventory Additional Data File (INVE1).

Prod Class File This is set to an '*' to indicate that all items in the product/sub class are to be surcharged.

Invty Extra Data File This field may be set to 'N' to indicate that a particular item is not

to be surcharged, even though it may be in a product class which is being surcharged.

Order Entry/
Invoice Entry

Surcharge is added to the price of an item (on NEW lines only) immediately after the price is accepted (ie: as soon as the operator presses [CR] at the price field).

If the price is subsequently changed, no further surcharge is calculated. However, the item is still assumed to be surcharged and this will be indicated on the invoice.

Credit Memos/
Bulk Billing/
Order Confirmation

No automatic surcharge calculations are done in these procedures.

Back orders

The surcharge, if any, is left as originally calculated during intial order or invoice entry.

42 AGENCY CUST #

This field contains the Customer Number of the Agency (Government or Private) that is covering the patient.

43 CATEGORY CD

Medpak Customers

This field is used to identify the category into which this product falls with the appropriate Agency. It is used primarily to find the Authorization Number and Expiry Date and the Client Reference Number and Expiry date which may be loaded in the Medpak Customer Agency Reference Numbers file (please see the Medical Data / Agency Related Files Menu for more details). These fields could then be printed on invoices and Agency Summaries.

44 CUSTOM 1

Custom fields to be identified by dictionary overrides if required.

45 CUSTOM 2

Custom fields to be identified by dictionary overrides if required.

46 CUSTOM 3

Custom fields to be identified by dictionary overrides if required.

47 CUSTOM 4

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Custom fields to be identified by dictionary overrides if required.

48 CUSTOM 5

Custom fields to be identified by dictionary overrides if required.

49 CUSTOM 6

50 CUSTOM 7

51 CUSTOM 8

52 CUSTOM 9

53 CUSTOM 10

54 PO COMMODITY CD

PO COMMODITY CD is a 2 character code that is used to group products for customs/import purposes.

TARIFF CD SORT is used as a major group for reporting

TARIFF CD SORT + TARIFF CD REST is the full tariff code for reporting.

DUTY % is used to calculate actual duty charges by product.

DESCRIPTION is a general description of the products included in a Commodity Code for reporting purposes.

This system was developed from specs provided by Rosenthal China (Canada) Ltd.

55 RX REQ'D

MEDPAK

Blank or 'N' Product can be purchased without a prescription

'Y' Product cannot be purchased without a prescription

This field is informational only. If desired, it CAN be incorporated into existing reports (e.g., product pricing labels).

56 LAST PO DATE

57 BUYER OP CODE

The buyer code on an inventory item should be set to the operator code for the person that normally buys this product, if there is one. This is used in selecting products for automatic purchase requisitions. If this field is left blank, it will be selected for any buyer that runs the PO requisition program. As well, a buyer may select all products when running this program, by selecting [F1] at buyer code during the execution of this program.

58 COST PERCENTAGE

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

For certain products, it may be desirable to calculate cost as a percentage of selling price, rather than to use an average, or standard cost. This for example may be required for Weldpak rental, repairs, recharging, etc. If this feature is desired, the cost percentage is to be loaded here. This will only be used if the unit cost on the product is zero.

59 SKIP ROP EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent
B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

60 SKIP OOS EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent
B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

61 SKIP OH- EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

62 SKIP PRI EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent
B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

63 SKIP COS EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent
B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

64 SKIP GP% EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

65 SKIP B/O EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent
B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

66 SKIP C/C EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent
B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

67 SKIP LOS EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

68 GUAR'TD MARGIN%

If a supplier has guaranteed that you will receive a certain gross margin % of product, that guaranteed margin percentage may be loaded in either:

- a) the Inventory Additional Data File
- b) the Customer Contract Price File (anything loaded in this file will override the value loaded in the previous file)

This guaranteed margin percentage can be used to AUTOMATICALLY calculate the actual supplier rebate dollar amount (amount per unit which supplier will rebate to you on sales which fall below this guaranteed margin percentage).

The 'Create Supplier Rebates from Guaranteed Margin' program, found on the sales analysis menu, will calculate this rebate amount and insert it in the supplier rebate amount field of the contract price file.

This rebate amount is calculated as follows:

Cost MINUS Selling Price PLUS (Selling Price TIMES Margin % DIVIDED BY 100)

Following are examples, based on a guaranteed margin of 40%:

Cost \$10.00	Sell \$ 8.00	10.00 - 8.00 + (8.00*40/100)	= \$5.20 Rebate
10.00	12.00	10.00 - 12.00 + (12.00*40/100)	= 2.80 Rebate
10.00	20.00	10.00 - 20.00 + (20.00*40/100)	= -2.80 Rebate = 0 (Negative = 0)

To use this feature:

- 1) Load Margin percentage as described above
 - 2) At month end, PRIOR TO running the Supplier Rebate Report, run the 'Create Supplier Rebates from Guaranteed Margin' program
 - 3) If desired, you may manually override any supplier rebate amounts calculated in the Contract Price File
 - 4) Run the Supplier Rebate Report
-

69 SKIP MUP EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

PRI = Price Over-ride
 COS = Zero Cost
 GP% = Price below Minimum Gross Profit PerCent
 B/O = Back Order
 C/C = Cost Change (created during invty receiving only)
 LOS = Lost Sale
 MUP = Markup Exception
 MGP = Price above Maximum Gross Profit PerCent

70 MINIMUM MARKUP%

 MINIMUM GROSS PROFIT % and MINIMUM MARKUP %

MINIMUM GROSS PROFIT %:

In the System Control Record: this field contains the minimum gross profit percentage allowed, before items are to be reported on the Below Minimum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or non-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

MINIMUM MARKUP % (OVER COST):

A minimum markup % (GP\$ divided by cost \$) can also be maintained in the system control record, overridden in either Product Class File or Inventory Extra Data File and reported on the Below Minimum Markup over Cost Exception report. This report prints Markup % over cost (with the column heading "MK %").

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
----------------	---------------------------

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

71 ORDER LABELS

This field is used in the furniture manufacturing system to identify those customers or products, where order labels are to be produced. For such customers or products, if a record exists in file INVCC (construction codes), a record will be written for the order lines in the label control file OELAB. A label quantity equal to the qty ordered will be used, unless the flag in INVE1 indicates that a label quantity must be keyed with the order.

Y - Write a record in File OELAB

S - Same as Y but writes Sears Format type to label record.

y - No Record in OELAB but line item labels will be printed from OEPRO2 (default in customer extra data file)

N - No order labels of any kind for this customer. (If set Piece Counts in Doc Print System will not be updated.)

If blank in the product file, customer value will be used.

unless this field is set to 'Y'es, order lines will assume a label quantity equal to the total quantity ordered of the product on the line. Otherwise, the order entry screen will ask for a label quantity.

New option added Oct 10, 2002.

Value of 0 or 1 indicates 0 or 1 label for this product automatically is set!

72 KIT PRINT CODE

If this product is part of a kit (K type Bill of Materials), and if this item added to an order by a kit explosion (Kit Level >0) then this flag identifies whether or not this line is to be printed on the order or invoice, only if the selling price is zero (else it will print).

Y = always print.

N = Never print unless price not equal to zero.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

O = Print on orders/quotes/transfers only unless price not zero.
I = Print on Invoices/Credits Only unless price not zero.

73 IDEAL TURNS

This field describes the Ideal Turns desired for a supplier or product. This field is used by the automatic re-order system in calculating Purchase Orders for a product. Any value stored in the Inventory Extra Data file over-rides that in the supplier file.

74 MAXIMUM

There are 3 different Maximum Fields in the Inventory Master and Inventory Extra Data Files. They are used as follows:

MAXIMUM/IDEAL in Inventory Master File (INVEN).

If the automatic Reorder System Versions 2 & 3 are used, this is a calculated Ideal inventory Level for this product. It should not be changed with File Maintenance, as it will be recalculated the next time a PO is created. If the PO calculation is not being used, this is an informational field, which is being shown on a number of older Inventory Reports.

MAXIMUM in Inventory Extra Data File (INVE1).

This field is maintained by users of the Automatic PO Reorder system versions 2 & 3 to load an actual maximum stock level for this product. Orders will not be allowed such that this maximum will be exceeded.

MAXIMUM in Inventory Master File (INVEN).

This is a logical Field only, displaying the value stored in the Inventory Extra Data File (INVE1) described above.

75 WASTE %AGE

When calculating frame moulding requirements based on a frame size, the waste %age is a factor in the formula to determine the qty of moulding required.

Following is the formula being used:

Qty in feet required = United Inches X 2 * 100+ waste %age / 100

United Inches is sum of Frame Height, and Frame Width in Inches.

Effective Mar 21, 1995, the above formula is only used if the new United Inches Table (ADCT1m) does not contain a record for the United inches/Moulding Width combination ordered.

Effective July 5, 2000, a flag will be available determining whether to use the formula, or the United Inches table.

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

76 O'RIDE COMM CD

77 SIZES FLAG

If set to [Y]es, this product is available in various sizes, and a portion of the product code designates the size. That portion of the product code designating the size is defined in the system control record.

If size is a component of the product code, the location of the product code can be determined by the start position code, and the length of the size code.

Start code values include 1 to 9, or A,B & C for 10 11 and 12. Also, code L indicates that the size code is stored as the last non blank character(s) of the product code.

The length of the size code may be any value from 1 to 6.

78 LABOUR ITEM?

If set to [Y]es, this product is actually a labour charge. If automobile service logic is in use, mechanic code will be prompted for these items.

Effective April 2005, this field if set to [Y]es, will also be used to ID Labour Items within a Bill of Materials. (QUIDRI INBMX2 INFM09)

79 MARKUP COST BAS

This field may contain an optional cost on which markup pricing is to be based. Any cost loaded in this field is maintained through file maintenance only - there are NO programs which automatically maintain this field.

To use this field, see the MARKUP COST field in you system control record (ADCTLA).

If your system is set to calculate markup pricing based on this field, and this field is set to zero, BUY PRICE from the master inventory file will be used instead.

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
----------------	---------------------------

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

80 COMM RATE TYPE

This field determines whether the commission rate is a %age or a rate per unit of sale. Possible values include:

% or blank = %age of sale or gross profit (as per parameter).
\$ = rate per unit of sale.

81 SPIFF MIN PRICE

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17, 1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16, 2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

82 SPIFF1 PRICE+/-

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

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The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

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FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

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ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCTLR period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

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Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

83 SPIFF2 MIN PRC

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17,1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16,2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

- ADCTL* - set spiff type code to 'r'
- INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.
- ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.
- ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

84 SPIFF2 PRICE+/-

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17, 1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16, 2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

85 BIN INVENTORY?

If set to [Y]es, Inventory for this product is maintained by Bin. Note: selected MRP Programs only update bin inventory, and updating these products elsewhere will result in out of balance bin inventory.

86 AVAILABILITY CD

87 PALLET QTY

This field may contain either a full 10 digit UPC code (the supplier's) or your own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

- P = blanks or Packaging identifier
- S = Supplier ID
- N = Product Number
- C = Calculated Check Digit.

88 PALLET UPC CODE

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

This field may contain either a full 10 digit UPC code (the supplier's) or your own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

P = blanks or Packaging identifier
 S = Supplier ID
 N = Product Number
 C = Calculated Check Digit.

 89 COMM BASE PRICE

 90 INV PRODUCT NO

If not blank, any item on an invoice for this product will be summarized under the product code stored here.

For the Bib Tread Micheling production interface, this field is used to Identify what number is to be billed when a specific Michelin part number is produced as a retread. If blank, it will be inventoried and billed under it's own product code, but if not blank, it will be inventoried and billed under the product code stored here.

 91 STD COST M/L/O

In manufacturing environments, it may be desirable to maintain standard Cost components for updating to the general ledger. If so desired, file INLC1S may be used to store individual cost components. These will be used to Update the General Ledger, based on separate GL account Fields for each of the 3 components:

Direct Materials Cost	= M	INVE1 Records will identify Standard
Direct Labour	= L	Cost type of each INBMX component so
Factory Overhead	= O	that Standard Costs may be Built Up

Note: if Cost used from INVEN/INLOC is different from the total of these 3 items, the difference will be posted to Material Cost.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

For ROYMAT 97/01/23

Effective 00/03/06 if no GL accounts in Components Fields of INP.C (S2\$(92,24)) then no GL Update.

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank Average Costing to be used.
'Y' Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2, 2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

 The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

Example: Product initially set up with unit cost of \$10.00 per unit.
 Receive 100 @ \$10.00
 Sell 20
 Receive 100 @ \$11.00
 Sell 20

 If standard costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.00 per unit, for a total valuation of \$1600.00.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

If average costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.55 per unit, for a total valuation of \$1688.00.

The average cost would have changed at the time of the second receipt based on:

On hand quantity before receipt	= 80 x 10.00	\$ 800.00
Second receipt	= 100 x 11.00	\$1100.00
Net after posting second receipt	= 180	\$1900.00
New avg. cost until next receipt	= \$1900.00/180	= \$10.55

92 MIN. ORDER QTY

If not zero, this product can only be ordered in quantities greater than or equal to then minimum value stored here.

Note: - for Quik Drive - if sufficient stock is available, orders will be allowed below the minimum. If the order exceeds the minimum, but the difference between available stock and the ordered qty is less than the minimum, the order will only be allowed by override.

93 SKIP EXPLOSION

If this Product is on a Bill of Materials, and the Skip Explosion flag is set [Y]es, this item will not be exploded in selected Materials Requirements Programs. This is useful for products such as plated screws, which are produced from plain screws, where normal explosions would result in a requirement being generated for both the plated and unplated screw, where only the plated was required.

94 STOCKKEEPING UM

Each product to be set up in the master inventory file must have an appropriate unit of measure associated with it. This unit of measure must first be set up in the unit of measure validation file, then the unit of measure control file (where conversion factors for different between different units of measure are stored), then carried over into the inventory file.

The unit of measure validation file simply contains each unit of measure code which may be required, along with its description.

See also the unit of measure control file and the price unit & purchase unit fields in the master inventory file.

In various files throughout the system, any fields which relate to unit of measure (i.e. PRICING UNIT, BUY UNIT, COMPONENT UNIT, etc.) must have UNIT OF MEASURE set up as their synonym for key change purposes (this last note is a programming consideration only).

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

95 DUTY ON EXPORT?

Implemented for Roma Moulding May 1997.

Identifies items on which duty is charged when exported to the U.S.A.

This is used in printing of Transfers orders.

96 ALLOW OH NEG?

If set to [N]o, Inventory Items will not be allowed to go below zero during invoice processing. This is a global parameter, that may be overridden by product.

97 CASE QUANTITY

Discounts and Qty Breaks in file INDSC are applied differently according to flag in the record. Values are N, Y, or Q.

N assumes the original method of applying chain discounts.

Y is the method that assumes discount 1 is based on the minimum QTY and Discount 2 is applied instead of 1 if Case Qty is purchased.

Q added for QUIDRI Nov 2004 assumes that 1 of up to 8 discounts is selected based on the qty purchased. (See File INDSC6).

Case Quantity is maintained by product. This field defines the number of units of this product in a case. In order to define case discounts, records may be loaded in File INDSC by Customer Discount Code and Product, defining the case discount available for that combination.

Effective October 1997, a new option is available in the discounts file. If the DISC 2 = CASE? Flag is set to [Y]es, rather than chain discounting, Discount 1 will be the regular discount percent, and discount 2 will be the Case discount percent. The third discount will be ignored.

A flag is available in the customer master file to skip this discounting. If set to [Y]es, this discount will not be calculated.

This field is not available in Weldpak/Medpak.

98 DESC FLAG

This field is used to change the meaning of the alternate description field.

If set to F, it is assumed that this is an alternate language (ie French) description, that is only used if the Customer's language code is not the same as the installation language code. In this case, the alternate description is picked up as the line item description during order/invoice processing.

If set to [2], this description is used as well as the main description for the product when printing orders or invoices using the document print system.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

If set to [3], or [4] a 3rd and 4th line of description is available.
Implemented Sept. 24,2001 (ROMMOU).

99 QTY ASSOC. PROD

This field can optionally be used to load an associated product number (e.g., a deposit charge product number, core product number, etc.).

During order entry/invoicing, whenever the main product number is used, a line will automatically be added to the order, for the associated product #. If, for some reason, the associated product is not required on a particular order, the quantities can be overridden to zero, or the line can be deleted after it has first been accepted.

Note: The Associated Product # must already exist in the Master inventory file.

Several 'main' product numbers may share the same 'associated' product number.

If Associated Product Quantities are loaded, the qty defaulted for the associated product will be the quantity ordered of the original product multiplied by the value here.

100 FOR CUSTOMER CD

If not blank, this product is used only for the specified Customer Code.

101 CARTONS REQ'D

102 MFR PART NO

This field contains the manufacturer's part number for this product.

If used, it is automatically loaded to INXRF, and no duplicates are allowed.

103 PHYS COUNT CODE

104 SKIP COMMITTED

If set to [Y]es for this customer or product, committed will not be updated on any order lines including this customer or product.

This option added January 13, 1998 - not available in Weldpak.

105 ERA-CERTIS UNIT

ERA-CERTIS from ERA Environmental requires product coding and multipliers as

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

follows:

CODE	Description	Multipliers	Stored As Needed	(SEE EREMPI)
5 Gal	5 Gallons			
55 Gal	55 Gallons			
Gal	1 Gallons			
L	1 Liter			
Ml	1 Milliliter			
OZ	Fluid Ounce			
Pt	Pint			
Qt	Quart			
G	Gram			
Kg	Kilogram			
Oz	Ounce (AVDP)			
LB	Pound			
Ton	Ton			

106 ERA-CERTIS MULT

ERA-CERTIS from ERA Environmental requires product coding and multipliers as follows:

CODE	Description	Multipliers	Stored As Needed	(SEE EREMPI)
5 Gal	5 Gallons			
55 Gal	55 Gallons			
Gal	1 Gallons			
L	1 Liter			
Ml	1 Milliliter			
OZ	Fluid Ounce			
Pt	Pint			
Qt	Quart			
G	Gram			
Kg	Kilogram			
Oz	Ounce (AVDP)			
LB	Pound			
Ton	Ton			

107 PO BUY PRICE

Implemented April 2000 (ROMMOU)

PO BUY PRICE and PO CURRENCY CD if present are used to implement special logic in the PO system as follows:

1) The PO BUY Price is converted based on the Exchange Rate determined by The PO CURRENCY CD and is used instead of the Buy Price as the PO Price.

2) When PO's are received, the PO Update Program will accrue AP based upon the AP CURRENCY CD instead of the currency used on the PO.

Changed Sept. 2005 - PO Buy Price is used, but exchange rates now use standard

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

exchange files.

108 PO CURRENCY CD

Implemented April 2000 (ROMMOU)

PO BUY PRICE and PO CURRENCY CD if present are used to implement special logic in the PO system as follows:

- 1) The PO BUY Price is converted based on the Exchange Rate determined by The PO CURRENCY CD and is used instead of the Buy Price as the PO Price.
- 2) When PO's are received, the PO Update Program will accrue AP based upon the AP CURRENCY CD instead of the currency used on the PO.

Changed Sept. 2005 - PO Buy Price is used, but exchange rates now use standard exchange files.

109 AP CURRENCY CD

Implemented April 2000 (ROMMOU)

PO BUY PRICE and PO CURRENCY CD if present are used to implement special logic in the PO system as follows:

- 1) The PO BUY Price is converted based on the Exchange Rate determined by The PO CURRENCY CD and is used instead of the Buy Price as the PO Price.
- 2) When PO's are received, the PO Update Program will accrue AP based upon the AP CURRENCY CD instead of the currency used on the PO.

Changed Sept. 2005 - PO Buy Price is used, but exchange rates now use standard exchange files.

110 ASSIGN SERIAL #

Certain products may be assigned serial numbers, and have bar coded labels printed using those serial numbers. In this case, when serial numbers are assigned, an INSER record will be created, and when the bar coded labels are scanned as received, a flag will be set to indicate this.

Serial numbers may be assigned Globally by company, or Individually by product, depending upon the setting of a flag in the Product Extra Data file.

If set to [Y]es, the Product's serial numbers will be assigned by product and not exceed 6 digits, else a 12 digit globally assigned number will be used (from ADCTS#).

If set to [S]upplier, or left blank, this product's bar code labels are normally preprinted by the supplier and already affixed to the product. In this case, no labels will be printed for PO's, unless specifically requested.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

If Serialized Products are received by the SCanned Receive Program, the INSR# records will be flagged [Y]es as scanned when scanned, and this flag will be Changed to [U]pdated when added to a PO Receipt. The PO Update program will then remove all Updated Records.

111 LAST SERIAL NO

Certain products may be assigned serial numbers, and have bar coded labels printed using those serial numbers. In this case, when serial numbers are assigned, an INSER record will be created, and when the bar coded labels are scanned as received, a flag will be set to indicate this.

Serial numbers may be assigned Globally by company, or Individually by product, depending upon the setting of a flag in the Product Extra Data file.

If set to [Y]es, the Product's serial numbers will be assigned by product and not exceed 6 digits, else a 12 digit globally assigned number will be used (from ADCTS#).

If set to [S]upplier, or left blank, this product's bar code labels are normally preprinted by the supplier and already affixed to the product. In this case, no labels will be printed for PO's, unless specifically requested.

If Serialized Products are received by the SCanned Receive Program, the INSR# records will be flagged [Y]es as scanned when scanned, and this flag will be Changed to [U]pdated when added to a PO Receipt. The PO Update program will then remove all Updated Records.

112 LAST PRICE UPDT

Updated by PUUPD0 or Manually - Contains the last date on which prices were updated.

113 CF PRICE/U INCH

114 MAT PRICE TYPE

115 USE FORMULA ?

For moulding Chop/Join length calculation. If set to [Y]es, the old formula will be used.

When calculating frame moulding requirements based on a frame size, the waste %age is a factor in the formula to determine the qty of moulding required.

Following is the formula being used:

Qty in feet required = United Inches X 2 * 100+ waste %age / 100

United Inches is sum of Frame Height, and Frame Width in Inches.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Effective Mar 21, 1995, the above formula is only used if the new United Inches Table (ADCT1m) does not contain a record for the United inches/Moulding Width combination ordered.

Effective July 5, 2000, a flag will be available determining whether to use the formula, or the United Inches table.

116 CGA VALVE #

Contains a code describing the Compressed Gas Association Valve Number for a Cylinder.

117 REPLACEMENT PRD

Indicates status of this product for informational purpose or special processing. Effective NOV 3 2005, this field is controlled by file INSTA.

Valid Values include:

A = Active	B=Back to School
I = Inactive	K=Catalogue Item
n = Non-Stocked	P=Price Sensitive (See Below re Kitchen Table)
S = Special	T=Tender Item
O = Obsolete	V=Very Special
N = New	X=Discontinued (by us - not supplier)
C = Current	U=UnSupported
c = Clearance	M=Monitored Item
R = Regular	G=Furniture

D = Discontinued (at ALL branches - both non-main AND main)

d = Discontinued (at all non-main inventory branches, but not at main inventory branch)

E = Item will be discontinued as soon as all Inventory is gone. Effective Dec. 2004, the month end program for Inventory will change all items with status code E to status code I if inventory has been depleted to zero at all branches.

F = (COVOFF special) - Available in limited quantities

Y = (COVOFF special) - Dated item

k = (COVOFF special) - in current 1999 catalogue but will not be included in the year 2000 catalogue

x = Expense Inventory - identifies items that although they have a cost, they are not really inventory items and on the stock status report although unit costs will print, the value will not be included in the total.

(Implemented June 22 2004 - SWIHER)

r = Replaced by Part Number found in this record as REPLACEMENT PRD. this value allows users of a Bill of Materials to specify a code

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

that will be used to replace this product once all stock is used up. (ie: a revised version of a raw material) 2000/09/12 QUIDRI

** 'd' option NOT supported in Weldpak

** See also the Multi-Location Extra Data File, where ITEM STATUS can be set to 'd' for multi-locations

Programmer's Note: See special Edit Program INFM07 (1600-1699) for list of valid codes

AUTOMATIC REORDER SYSTEM

NOTE: Item's with status codes of I or D will be ignored by these programs.

For Kitchen Table, Item Status code P is used to ID those produce items that are set up for pricing purpose only, but are not selected on the Buying or Orderig Reoprts.

118 UPDATE BMX COMM

Determines whether or not [I] Bills of Material will be exploded, and all raw materials updated as to committed during order entry and invoicing. If set to [N]o, it is assumed some type of work order system will be maintaining the raw materials committed inventory.

If set to [Y]es or left blank, explosions will take place. If set to [N]o, they will not.

If set to [B]oth, both a Work Order and Order processing are to affect raw materials, and in this case the BMX update On Hand Flag determines whether or not these are updated by Order processing.

If set to [c], Committed will be updated for all orders, but on hand will not be touched. For Roma Moulding, if order has been scheduled, On Hand will be updated. NOTE: JAN 2005 - Roma Should NOT use this flag any longer as it conflicts with the scheduling program BXPPO3 and causes RM inventory to be deducted at Scan and again at invoicing.

If set to [C], Committed will be updated for orders entered, but not reduced when they are invoiced. In this case, committed will be reduced by inventory production posting, or work orders for customer orders. The customer order number must be input for this production posting. An uncommitted qty will be updated in file OELN1, so that Committed rebuilds can determine which orders were produced. In this case, file OEBMX will be updated for all orders, regardless of the setting of the update BMX flag.

[F] is same as [C] but production programs (BXPPO3) do not update Finished Goods on Hand. (Roma - Sept 2002 - re Purchased PreCut Frames)

119 LABOUR HRS/UNIT

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

This field is used in application MR production reporting.

120 INTERCO PRICE R

If InterCompany Updates are used, this flag will determine what type of Intercompany updates they are. Options include:

[I]nterCompany - this is where the company issuing the invoice is invoicing the 2nd company. GL entries in the 2nd company are posted to the purchases journal, and treated exactly as an A/P purchase. Note: Effective October 1999, this method is being changed to post an additional entry to offset the A/R and A/P entries in the two companies, with entries to an Intercompany Control account. The InterCompany control account is defined in the Customer Class file.

[C]entralized Billing. this is where the first company is invoicing customers on behalf of the 2nd company. In this case, entries are made in such a way that the 1st company has a receivable for the entire sale, and the entire sale is posted to Intercompany sales, while the 2nd company remits GST and any sales taxes, and gets credit for the sale. Note: Effective October 1999 Cash Posting will also make entries between companies, such that the centralized billing control account will reflect the actual AR for the 2nd company. Each Invoice paid in the central company will have intercompany entries made to keep in balance. InterCompany Control GL accounts are found in the Branch and Product Class Files.

The above 2 methods were implemented for Bedford Furniture in mid 1997.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

[I]ntercompany type transactions.

1)	Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)		
	Billing Company (BB)	2nd Company (BC)	
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and
			GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

[C]entralized Billing Transactions

1)	Process AR Invoice (ie Whouse CA/RG/WP/VC)		
	Billing Company (BB)	2nd Company (BC)	

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

 Centralized Accounts Payable System

1) Process AP Invoice

Billed Company (BB)

2nd Company (BC)

Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

 [Q]uik Drive Intercompany Billing - Developed February 1998

This method is used by Quik Drive to handle Canadian Customer Orders which are consolidated and shipped from their US warehouse to a Canadian distribution centre, and then forwarded to the individual customers. This method works as follows.

All the Canadian customers are maintained in both the US and Canadian Customer Files. Warehouse code restriction is used in the customer file to differentiate US and CA customers.

All orders are entered and processed in the US company. The CA warehouse code is set up to update main location inventory, as is the US warehouse code. This allows inventory control to accurately reflect US and Canadian orders.

Canadian pricing is set up in file INWQP - Branch Override Pricing. Intercompany Cost is obtained from file INLC1 for branch CA.

When a canadian shipment is being prepared, all orders are released in the same way as US orders.

When Canadian invoices are processed, an additional consolidated invoice will be printed combining all the Canadian invoices on file.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

When these invoices are updated, all the normal GL entries and sales analysis updates, etc. will be updated to the Canadian company. Additional updates will be done to the US company based on the inter company accounts defined in the Product class file.

[R]oma Moulding Inter Company - Developed Aug 2001

For this type, during the invoice update, if the Product Class flag is set to this value, an invoice will be created for each branch in the from company/branch to the to company. One invoice per update/branch will be created.

A price and cost for intercompany transactions will be maintained by Product Class, with an override by product.

121 INTERCO COST R

If InterCompany Updates are used, this flag will determine what type of Intercompany updates they are. Options include:

[I]nterCompany - this is where the company issuing the invoice is invoicing the 2nd company. GL entries in the 2nd company are posted to the purchases journal, and treated exactly as an A/P purchase. Note: Effective October 1999, this method is being changed to post an additional entry to offset the A/R and A/P entries in the two companies, with entries to an Intercompany Control account. The InterCompany control account is defined in the Customer Class file.

[C]entralized Billing. this is where the first company is invoicing customers on behalf of the 2nd company. In this case, entries are made in such a way that the 1st company has a receivable for the entire sale, and the entire sale is posted to Intercompany sales, while the 2nd company remits GST and any sales taxes, and gets credit for the sale. Note: Effective October 1999 Cash Posting will also make entries between companies, such that the centralized billing control account will reflect the actual AR for the 2nd company. Each Invoice paid in the central company will have intercompany entries made to keep in balance. InterCompany Control GL accounts are found in the Branch and Product Class Files.

The above 2 methods were implemented for Bedford Furniture in mid 1997.

Following is a summary of how Intercompany entries are implemented at Bedford Furniture as of October 1999.

[I]ntercompany type transactions.

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

1) Process AR Invoice (ie to BEDCAL - Whouse TO - Customer Class CA/RG/WP/VC)

Billing Company (BB)		2nd Company (BC)	
Credit	InterCompany Sales/Taxes	Debit	Intercompany Purchases Expense and GST Input Tax Credit
Debit	Intercompany Control	Credit	Intercompany Control

[C]entralized Billing Transactions

1) Process AR Invoice (ie Whouse CA/RG/WP/VC)

Billing Company (BB)		2nd Company (BC)	
Debit	Accounts Receivable	Debit	Centralized Billing AR Control
Credit	Centralized Billing Ctl	Credit	Sales/Taxes

2) Process AR Cash Receipt

Debit	Bank	Credit	Centralized Billing AR Control
Credit	Accounts Receivable	Debit	Intercompany Control
Credit	Intercompany Control		
Debit	Cetralized Billing Ctl		

Centralized Accounts Payable System

1) Process AP Invoice

Billed Company (BB)		2nd Company (BC)	
Credit	Accounts Payable	Credit	Centralized A/P Control
Debit	Centralized A/P Control	Debit	Expense and GST Input Tax Credits

2) Process AP Cheque

Credit	Bank	Debit	Centralized A/P Control
Debit	Accounts Payable	Credit	Intercompany Control
Credit	Centralized A/P Control		
Debit	Intercompany Control		

[Q]uik Drive Intercompany Billing - Developed February 1998

This method is used by Quik Drive to handle Canadian Customer Orders which are consolidated and shipped from their US warehouse to a Canadian distribution centre, and then forwarded to the individual customers. This method works as follows.

All the Canadian customers are maintained in both the US and Canadian Customer Files. Warehouse code restriction is used in the customer file to

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

differentiate US and CA customers.

All orders are entered and processed in the US company. The CA warehouse code is set up to update main location inventory, as is the US warehouse code. This allows inventory control to accurately reflect US and Canadian orders.

Canadian pricing is set up in file INWQP - Branch Override Pricing. Intercompany Cost is obtained from file INLC1 for branch CA.

When a canadian shipment is being prepared, all orders are released in the same way as US orders.

When Canadian invoices are processed, an additional consolidated invoice will be printed combining all the Canadian invoices on file.

When these invoices are updated, all the normal GL entries and sales analysis updates, etc. will be updated to the Canadian company. Additional updates will be done to the US company based on the inter company accounts defined in the Product class file.

[R]oma Moulding Inter Company - Developed Aug 2001

For this type, during the invoice update, if the Product Class flag is set to this value, an invoice will be created for each branch in the from company/branch to the to company. One invoice per update/branch will be created.

A price and cost for intercompany transactions will be maintained by Product Class, with an override by product.

122 DESC 3

This field is used to change the meaning of the alternate description field.

If set to F, it is assumed that this is an alternate language (ie French) description, that is only used if the Customer's language code is not the same as the installation language code. In this case, the alternate description is picked up as the line item description during order/invoice processing.

If set to [2], this description is used as well as the main description for the product when printing orders or invoices using the document print system.

If set to [3], or [4] a 3rd and 4th line of description is available. Implemented Sept. 24,2001 (ROMMOU).

123 DESC 4

This field is used to change the meaning of the alternate description field.

If set to F, it is assumed that this is an alternate language (ie French) description, that is only used if the Customer's language code is not the same

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

as the installation language code. In this case, the alternate description is picked up as the line item description during order/invoice processing.

If set to [2], this description is used as well as the main description for the product when printing orders or invoices using the document print system.

If set to [3], or [4] a 3rd and 4th line of description is available. Implemented Sept. 24,2001 (ROMMOU).

124 SHEET SET PRICE

BEDFORD - for certain mattress sets, which are sold with a set of sheets included, this field contains the price of the set of sheets. Nothing is done with this field in order/invoice entry; however, special processing is done in the invoice print program (U-INV-LH) to show the sheet set on a separate line.

eg: product # 0089517 - selling price is 505.00/unit
sheet set price loaded is \$75.00/unit

Order Entry/Invoicing screen will only show product 0089517 with a price of \$505.00

Invoice print program will show:

0089517	price = \$430.00	(reduced by sheet set)
WDU39SHEET	price = 75.00	
	Total:	505.00

Note: May only work for products which have a WOOD CODE loaded

125 STANDARD COST

The Standard Cost Field in your system control record indicates whether you wish to use standard or average costing for inventory valuation purposes.

'N' or Blank Average Costing to be used.
'Y' Standard Costing to be used.

If average costing is used, a separate standard cost field is available in the Inventory extra data file, allowing the user to generate reports comparing standard costs to actuals from average costing. This field was added May 2,2002 for QUIDRI, and has been incorporated in certain standard reports.

Effective March 2008, this field is also available for tire retreaders, to store the STANDARD retread cost for a retreaded tire. This is the cost before any plant profit is added.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Both Situations: The 'Buy Price' field in the master inventory file tracks your supplier's normal price, as per his price list.

The 'Last Cost' field in the master inventory file tracks the cost at which the last shipment was received. This is informational only.

Standard Costing: The 'Unit Cost' field in the master inventory file contains a STANDARD cost. All inventory valuations are based on this standard cost. This cost is NOT automatically updated as a result of inventory receivings. The only way that this standard cost can be changed is through file maintenance.

Average Costing: The 'Unit Cost' field contains an AVERAGE cost. This average cost is AUTOMATICALLY updated each time an inventory receiving is done. Sales of product will relieve the inventory based on the average cost in effect at the time of the sale. Inventory Valuation reports are based on this average cost.

Example: Product initially set up with unit cost of \$10.00 per unit.
 Receive 100 @ \$10.00
 Sell 20
 Receive 100 @ \$11.00
 Sell 20

If standard costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.00 per unit, for a total valuation of \$1600.00.

If average costing is used, the month end inventory valuation report would indicate an on hand quantity of 160 @ \$10.55 per unit, for a total valuation of \$1688.00.

The average cost would have changed at the time of the second receipt based on:

On hand quantity before receipt	=	80 x 10.00	\$ 800.00
Second receipt	=	100 x 11.00	\$1100.00
Net after posting second receipt	=	180	\$1900.00
New avg. cost until next receipt	=	\$1900.00/180 = \$10.55	

126 WARRANTY MONTHS

Input the number of months this product is warranted for or the number of months before the product needs to be renewed. Can be used to specify licensing periods for software etc.

127 SKIP REBATES

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

This field contains a Co-op/Volume Rebate rate as a percentage of sales that available to this customer for advertising expense, or as a Volume Rebate.

If set to a negative number, no rebate is allowed for this customer.

This Rebate will not apply to any product flagged as [Y]es to skip Rebates. This feature was added to the Product Extra Data File and Style File June 26,2002 (REFINT).

Rebate Types include:

I Customer deducts rebates from Invoice payment
i Same as I but no automatic cash posting updates
M Customer gets monthly credit
Q Customer gets quarterly credit
A Customer gets annual credit
C Customer gets Quarterly Check for rebates
m Customer gets Monthly Check for rebates.

This field is used in the Co-Op report (SACOP), which also uses a designated product to identify Co-Op credits given, as well as any A/P disbursements to a supplier with exactly the same Code as this Customer.

The ADCTL= file for program SACOP contains the default company wide percentage. D9\$(1,5) This may be overridden by individual customer.

SKIP ZERO RATE If set to [S], and if no CO-OP rate stored for Company or Customer, the Customer is skipped.

D9\$(6,1)

CO-OP ITEM 1-4 Defines up to 4 product codes that are being used to apply Co-Op Credits

D9\$(7,12)

D9\$(19,12)

D9\$(31,12)

D9\$(43,12)

CO-OP GL Defines CO-OP GL account

D9\$(55,6)

CO-OP PRD CLS Defines a Product Class used to Apply CO-OP credits.

D9\$(61,6)

Extra GL Defines up to 4 more accounts where CO-OP might be adjusted (ie Tax accounts)

D9\$(67,6)

...

D9\$(85,6)

128 UM CUBES

Contains the Unit of Volume or Weight used for this product.

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Units are from file INUOM.

For Example KG=Kilogram CF=Cubic Feet M3=Cubic Metre etc

129 UM WEIGHT

130 LENGTH

This field may contain a suggested re-order quantity. This is information only, for inventory reporting purposes.

131 UM LENGTH

132 DEPTH

133 UM DEPTH

134 NMFC ITEM#

Contains National Motor Freight Association Classification Data, including Item Number, Sub Number, and Class.

135 NMFC SUB #

Contains National Motor Freight Association Classification Data, including Item Number, Sub Number, and Class.

136 NMFC CLASS

Contains National Motor Freight Association Classification Data, including Item Number, Sub Number, and Class.

137 MFR # CONT'D

138 HARM TARIFF CODE

Contains the product's harmonized tariff code used for customs clearance purposes.

139 PRICE UPDT CAT

One of the ways in which future price updates can be processed is by Price Update Category (PRICE UPDT CAT).

This can be used when groups of products have the SAME price level discounting structure (ie: all products in the same group have the same discounts off Price 0).

It is implied that the Price 0 against which the discounts are to be applied will be input in the Future Price Update Program.

This feature can be used as follows:

Selector 71 Price Update Category File

This file contains a record for each different category. Each record contains discounts to be used to calculate new Prices 1 through 4 (eg: a value of 10 indicates 10% discount).

*** NOTE: While values loaded in this file are discount percentages, when the future price updating takes place, it will actually calculate and store PRICES in the inventory master file.

Selector 15 Inventory Additional Data File

or

Selector 154 This file contains the PRICE UPDATE CAT field.

All products using the same discounting structure can be assigned to the same category code.

Selector 71 a) Future Price Update by Vendor/Price Update Category

This program is used to load the new Future Price 0.

At the same time, it will automatically calculate the new future prices 1 through 4 based on the discount percentages assigned to the price update category to which the product has been assigned.

b) Future Prices By Vendor Report

This program should be run to verify the prices calculated.

c) Future Prices by Vendor Update

Run this program when the future prices are ready to be updated to the inventory master file.

140 EXCLUDE SLS HIS

This flag exists in:

- a) product class file
- b) customer file
- c) product file

As invoices are updated, all lines are updated to the a/r invoice DETAIL history files (ARINV/ARLIN) as well as various SUMMARY sales analysis file.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Product Classes or Customers or Products with this flag set to [Y]es will be excluded from updates to the SUMMARY files.

This feature was added to the standard updates on September 12, 2003. Any updates after that date, or sales history rebuilds after that date will take this flag into account.

Sales analysis reports from the detail files can also take this flag into account; however, these detail reports will be modified over time (as time permits), or upon request.

141 ETA

This field contains an ETA for this product. The field may be updated manually or is updated automatically by the PO system if an expected date is entered for a product.

142 WASTE MAT CODE1

Products containing waste material which could potentially end up being recycled (eg: paper bag packaging, metal, corrugated cardboard, etc.) can be sold to one of two types of customers:

- a) Customers who rely on the government blue box recycling program to dispose of any recyclable waste (eg: small businesses, retail, etc.)
- b) Customers who have their own, privately paid for, program in place to dispose of recyclable material.

The Ontario Government has introduced the Blue Box Stewardship Program to have companies who sell items containing waste material share in the cost of the blue box program on sales to category (a) customers.

They require that the following information be reported to them, for those products which contain waste material, sorted by waste material code.

Total quantity of each waste type sold
Total weight of each waste type sold which is destined for residential blue box collection.

To track this information:

- a) Government Waste Material Codes File (Selector 57)
Set up codes to identify different recyclable waste (eg: 1 litre plastic jug, 4 litre plastic jug, cardboard box 12x12x18, etc) & the weight per unit of the waste material (in kilograms)

Each waste material code must also be assigned to one of the following type categories, for government reporting purposes.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

ME = Metal GL = Glass PL = Plastic PA = Paper TE = Textile

- b) Inventory Additional Data File (Waste Mat Code Field)
Each product which contains potential recyclable waste material is assigned to UP TO five of the codes established above (eg: a case of oil contains plastic jugs (one waste code) and is packaged in cardboard (a second waste code). Multiple products may share the same waste code(s), on the assumption the weight of the waste material is the same for all products.
- c) Customer Additional Data File (Govt Recycle Field)
Each customer is flagged as either relying on the government recycling program or as having their own program in place.
Blank or Y - relies on government recycling program
N - has their own program in place

A report is available to be run as necessary, which includes the data required by the government.

143 WASTE MAT CODE2

Products containing waste material which could potentially end up being recycled (eg: paper bag packaging, metal, corrugated cardboard, etc.) can be sold to one of two types of customers:

- a) Customers who rely on the government blue box recycling program to dispose of any recyclable waste (eg: small businesses, retail, etc.)
- b) Customers who have their own, privately paid for, program in place to dispose of recyclable material.

The Ontario Government has introduced the Blue Box Stewardship Program to have companies who sell items containing waste material share in the cost of the blue box program on sales to category (a) customers.

They require that the following information be reported to them, for those products which contain waste material, sorted by waste material code.

Total quantity of each waste type sold
Total weight of each waste type sold which is destined for residential blue box collection.

To track this information:

- a) Government Waste Material Codes File (Selector 57)
Set up codes to identify different recyclable waste (eg: 1 litre plastic jug, 4 litre plastic jug, cardboard box 12x12x18, etc) & the weight per unit of the waste material (in kilograms)

Each waste material code must also be assigned to one of the

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

following type categories, for government reporting purposes.

ME = Metal GL = Glass PL = Plastic PA = Paper TE = Textile

- b) Inventory Additional Data File (Waste Mat Code Field)
Each product which contains potential recyclable waste material is assigned to UP TO five of the codes established above (eg: a case of oil contains plastic jugs (one waste code) and is packaged in cardboard (a second waste code). Multiple products may share the same waste code(s), on the assumption the weight of the waste material is the same for all products.
- c) Customer Additional Data File (Govt Recycle Field)
Each customer is flagged as either relying on the government recycling program or as having their own program in place.
Blank or Y - relies on government recycling program
N - has their own program in place

A report is available to be run as necessary, which includes the data required by the government.

144 WASTE MAT CODE3

Products containing waste material which could potentially end up being recycled (eg: paper bag packaging, metal, corrugated cardboard, etc.) can be sold to one of two types of customers:

- a) Customers who rely on the government blue box recycling program to dispose of any recyclable waste (eg: small businesses, retail, etc.)
- b) Customers who have their own, privately paid for, program in place to dispose of recyclable material.

The Ontario Government has introduced the Blue Box Stewardship Program to have companies who sell items containing waste material share in the cost of the blue box program on sales to category (a) customers.

They require that the following information be reported to them, for those products which contain waste material, sorted by waste material code.

Total quantity of each waste type sold
Total weight of each waste type sold which is destined for residential blue box collection.

To track this information:

- a) Government Waste Material Codes File (Selector 57)
Set up codes to identify different recyclable waste (eg: 1 litre plastic jug, 4 litre plastic jug, cardboard box 12x12x18, etc) & the weight per unit of the waste material (in kilograms)

Each waste material code must also be assigned to one of the following type categories, for government reporting purposes.

ME = Metal GL = Glass PL = Plastic PA = Paper TE = Textile

- b) Inventory Additional Data File (Waste Mat Code Field)
Each product which contains potential recyclable waste material is assigned to UP TO five of the codes established above (eg: a case of oil contains plastic jugs (one waste code) and is packaged in cardboard (a second waste code). Multiple products may share the same waste code(s), on the assumption the weight of the waste material is the same for all products.
- c) Customer Additional Data File (Govt Recycle Field)
Each customer is flagged as either relying on the government recycling program or as having their own program in place.
Blank or Y - relies on government recycling program
N - has their own program in place

A report is available to be run as necessary, which includes the data required by the government.

145 WASTE MAT CODE4

Products containing waste material which could potentially end up being recycled (eg: paper bag packaging, metal, corrugated cardboard, etc.) can be sold to one of two types of customers:

- a) Customers who rely on the government blue box recycling program to dispose of any recyclable waste (eg: small businesses, retail, etc.)
- b) Customers who have their own, privately paid for, program in place to dispose of recyclable material.

The Ontario Government has introduced the Blue Box Stewardship Program to have companies who sell items containing waste material share in the cost of the blue box program on sales to category (a) customers.

They require that the following information be reported to them, for those products which contain waste material, sorted by waste material code.

Total quantity of each waste type sold
Total weight of each waste type sold which is destined for residential blue box collection.

To track this information:

- a) Government Waste Material Codes File (Selector 57)
Set up codes to identify different recyclable waste (eg: 1 litre

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plastic jug, 4 litre plastic jug, cardboard box 12x12x18, etc) & the weight per unit of the waste material (in kilograms)

Each waste material code must also be assigned to one of the following type categories, for government reporting purposes.

ME = Metal GL = Glass PL = Plastic PA = Paper TE = Textile

- b) Inventory Additional Data File (Waste Mat Code Field)
Each product which contains potential recyclable waste material is assigned to UP TO five of the codes established above (eg: a case of oil contains plastic jugs (one waste code) and is packaged in cardboard (a second waste code). Multiple products may share the same waste code(s), on the assumption the weight of the waste material is the same for all products.
- c) Customer Additional Data File (Govt Recycle Field)
Each customer is flagged as either relying on the government recycling program or as having their own program in place.
Blank or Y - relies on government recycling program
N - has their own program in place

A report is available to be run as necessary, which includes the data required by the government.

146 WASTE MAT CODE5

Products containing waste material which could potentially end up being recycled (eg: paper bag packaging, metal, corrugated cardboard, etc.) can be sold to one of two types of customers:

- a) Customers who rely on the government blue box recycling program to dispose of any recyclable waste (eg: small businesses, retail, etc.)
- b) Customers who have their own, privately paid for, program in place to dispose of recyclable material.

The Ontario Government has introduced the Blue Box Stewardship Program to have companies who sell items containing waste material share in the cost of the blue box program on sales to category (a) customers.

They require that the following information be reported to them, for those products which contain waste material, sorted by waste material code.

Total quantity of each waste type sold
Total weight of each waste type sold which is destined for residential blue box collection.

To track this information:

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

- a) Government Waste Material Codes File (Selector 57)
 Set up codes to identify different recyclable waste (eg: 1 litre plastic jug, 4 litre plastic jug, cardboard box 12x12x18, etc) & the weight per unit of the waste material (in kilograms)

Each waste material code must also be assigned to one of the following type categories, for government reporting purposes.

ME = Metal GL = Glass PL = Plastic PA = Paper TE = Textile

- b) Inventory Additional Data File (Waste Mat Code Field)
 Each product which contains potential recyclable waste material is assigned to UP TO five of the codes established above (eg: a case of oil contains plastic jugs (one waste code) and is packaged in cardboard (a second waste code). Multiple products may share the same waste code(s), on the assumption the weight of the waste material is the same for all products.
- c) Customer Additional Data File (Govt Recycle Field)
 Each customer is flagged as either relying on the government recycling program or as having their own program in place.
 Blank or Y - relies on government recycling program
 N - has their own program in place

A report is available to be run as necessary, which includes the data required by the government.

147 SERVICE MONTHS

148 ALLOW PR OV'RD?

This flag controls whether price overrides are allowed during order entry/invoicing. It can be set for an entire product class, or by individual product.

Blank or Y Price overrides are allowed
 N Price overrides are not allowed.

Note: If you set a product class to N but want to allow overrides on specific products within that product class, you must set those products to Y (not blank)

Programmer

Note: OE/WEENT6 see April 30/2004 mods (by product - YORTOW)
 OE/WEENT6 see Feb 24/2005 mods (by prod class - WESCAN)

149 COUNTRY OF ORIG

Contains the 2 digit code assigned to the country of origin of this product customs documents.

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150 NAFTA ELIGIBLE?

151 UPDATE INDRM?

If this product represents a container, such as a drum, or pallet, etc. A flag can be set to update the File INDRM by Customer and ShipTo with the number of containers shipped or returned on this invoice.

It is expected that a product code will be set up for each type of container, and for each price to be charged or credited. Controls will be put in place such that no Customer will be allowed to return for credit more containers than they have paid a deposit on.

Implemented AUGust 2005 - ONTIND.

152 PRICE FLAG

This field has the following values, and is used to generate warning messages during order entry.

- P Request Current Pricing from Manager or Account Rep
- S Request Special Pricing from Manager or Account Rep.

Implemented Sept. 2005 - Case & Drum.

153 BULK OIL FLAG

This field identifies any product that is delivered in Bulk. This is used to identify bulk deliveries, to allow the production of bulk delivery tickets, and any other special logic required.

Implemented Sept 2005 - Case N Drum.

154 SURCHARGE FLAG

File INCONQ is used to maintain Equipment Contracts, where a product has been loaned, or conditionally sold to a customer, and in return, that customer pays a surcharge on the purchase of the Bulk Product on that contract, or all Bulk Products. If a product number is present, only that product is surcharged.

Contract types are identified as:

- C = Conditional Sale - on this type, once the customer surcharges total the contract amount, the surcharges stop.
- L= Equipment Loan

Contract Status Codes include:

- A - Active
- C - Closed
- P - Paid
- R - Renewed

The Surcharge may either be applied as a separate line item, SURCHARGE TYPE A,

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which requires a SURCHARGE PRD# or as an add on to selling price of the Bulk Item, SURCHARGE TYPE \$.

For all types, the system will keep track of surcharge sales, and a Yearly Purchase quota of Bulk products. Surcharges will stop once the Total Amount Charged is equal to the Equipment Value.

Implemented Oct 2005 - Case and Drum.

155 SKIP PRINT IF 0

If this flag is set to [Y]es in the Inventory Master file, when orders are entered for this product, if the price is zero, the line will not be printed on documents.

When processing orders and Invoices, at the end of each line item, the operator may key [F11] to override the operation of this parameter, for each of 4 document types. If set to [Y]es, this line item is not to be printed on the document in question.

These documents include:

Order, Invoice, Quote, Order Acknowledgement.

156 INFO FILE NAME

This field, if presents contains the name of a file containing detailed info and/or images of this product. The file must exist in the product images directory (by default dos/prod_info), and must include a suffix that is associated with a windows program (ie .pdf .txt .doc .wpd .xls .qpr - etc.)

If present, if pdf quotes are emailed to a customer or prospect, the image or document will also be attached (all items on the quote).

It will also be available for display by mouse selection from the inventory inquiry.

Effective October 27 2007, multiple space separated file names may be included.

157 PFX UPC

This field may contain either a full 10 digit UPC code (the supplier's) or your own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

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Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

P = blanks or Packaging identifier
S = Supplier ID
N = Product Number
C = Calculated Check Digit.

158 SPIFF3 TYPE

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17,1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

Effective Jan 16,2008, the minimum price fields described above are ignored. Rather, the minimum price will be the list price, determined by customer price code, from the product master file. As well, new optional difference from list fields have been added. Minimum price will be determined as the list price determined per above + the difference from list field.

At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17,1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

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At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

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FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

160 SPIFF3 PRICE+/-

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

Effective January 17, 1996, for the Furniture Manufacturing software (ie: Bedford), minimum price fields have been added for both spiff rates. In either case, the minimum price must be achieved in order for spiff to be calculated.

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At the same time, a 3rd set of spiff fields were added for salesman spiffs, to be awarded to the salesman handling the customer's account.

Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

In August 2001, a new spiff code of 'r' has been added. This is a simplified spiff system, designed for ROYMAT. It does NOT look at the 'SPIFF 2' fields at all and there are no G/L implications. It works as follows:

ADCTL* - set spiff type code to 'r'

INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.

ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.

ADCTLR/ - OPTIONALLY, if spiff applies for specific

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

- a) when invoice register is printed, if no promo spiff applies (OEIRG2, which is run by OEIRG1)
- b) on line in order entry programs (call to INPROM) if promo spiff applies.

A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

161 BIBTREAD EXPORT

If set to [Y]es, this product will be included in the export process to the Tread Michelin system.

162 J1\$(707,6)

163 PFX PALLET UPC

This field may contain either a full 10 digit UPC code (the supplier's) or your own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

- P = blanks or Packaging identifier
 - S = Supplier ID
 - N = Product Number
 - C = Calculated Check Digit.
-

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

164 PO LABELS Y N ?

In the Inventory Extra Data File:

If set to [Y]es, Labels are required for this product when placed on a PO. This is used if you need your own labels for this product, for bar code or other purposes. This is generally required if the product is not already bar coded, or is missing info you require.

If set to [Y]es, a separate field is used to designate how many labels are required per qty ordered on the PO.

In the document print program, a field is set, defining the name of the program to be called to print these labels. The default is INBARD, which can also be called from INBAR1 to print labels on demand.

The printer used to print these labels should be defined in ADCTL\ for program INBAR1.

Implemented April 2008 - Case and Drum.

165 PO LABELS PER

In the Inventory Extra Data File:

If set to [Y]es, Labels are required for this product when placed on a PO. This is used if you need your own labels for this product, for bar code or other purposes. This is generally required if the product is not already bar coded, or is missing info you require.

If set to [Y]es, a separate field is used to designate how many labels are required per qty ordered on the PO.

In the document print program, a field is set, defining the name of the program to be called to print these labels. The default is INBARD, which can also be called from INBAR1 to print labels on demand.

The printer used to print these labels should be defined in ADCTL\ for program INBAR1.

Implemented April 2008 - Case and Drum.

166 ENV RATE CODE

To handle environmental surcharges and disposal fees, the following fields are available to be loaded for those products against which the surcharges/fees are to be applied.

.
** Inventory Master File: **

.
Surcharge product code(s) - maximum six characters - is set up. Inventory flag should be set to non inventory, applicable tax codes should be assigned and the price should be loaded as the per unit rate to be charged.

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

**. Inventory Extra Data File-for those products affected: **.

ENV RATE CODE This field contains the product code (six characters max) of the surcharge to be applied to this product.

This allows for multiple surcharges on a single invoice, for various products which may have different surcharges. At the end of each invoice, the surcharge will be totalled by rate code and added to the invoice (eg: oil will have a separate surcharge versus small filters versus large filters versus solvents versus aerosols, etc.)

Note: Provincial sales tax liable versus exempt. If multiple items on the same order are subject to the same surcharge (eg: different oils) - if some of the items are provincial tax liable and others are exempt - two separate surcharge lines will be created - one taxable and one exempt.

ENV PROV/STATE This field identifies the province or state to which the surcharge applies. If left blank, the surcharge will apply to ALL customers in ALL provinces/states.

NOTE: This ties in to the province code found in the ADDITIONAL CUSTOMER DATA FILE (not that which is (sometimes) loaded in the Master Customer file)

ENV PROV/STATE1-3 If the surcharge applies to more than one province or state, additional province/state codes may be loaded.

When generating the product code for this surcharge, the state/province code will be added to the six digit rate code defined.

ENV QTY/SALES QTY This field identifies the quantity per unit sold of the product, to be used for the surcharge calculation.
Example: if a product is sold as 12 x 1 litres per case & surcharge is per litre, this field would be set to 12.
Example: if a product is sold as 12 x 946 ml (.946 litres) and the surcharge is per litre, this field would be set as 12 x .946 = 11.35
Example: if a product is packaged per US gallon & the surcharge is per litre, this field would be set to 3.785

**. Customer Extra Data File: **.

Ensure customers have the appropriate PROV/STATE Code loaded.

If a customer is to be totally exempt of the surcharges, set the SKIP ENV CHARGE

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

field to yes.

** Supplier Master File ** (added September 2009)

If a supplier charges the environmental surcharge on products described above, a flag in the supplier file is set to [Y]es, and similar logic to that on customer invoices is applied to supplier PO's.

167 ENV PROV/STATE

168 J1\$(728,1)

169 ENV QTY/SLS QTY

170 MAXIMUM GP %

In the System Control Record: this field contains the maximum gross profit percentage allowed, before items are to be reported on the Above Maximum Gross Profit Exception Report (automatically generated as a result of sales invoicing).

In the Product Class File: A non-blank (or non-zero) value overrides the value loaded in the system control record, for all products in that specific product/sub class.

In the Inventory Extra Data File: A non-blank (or no-zero) value will override the value loaded in either the system control record or the product class, for that specific product only.

NOTE: Gross Profit Percentages on exception reports (and sales analysis reports) are always calculated as GP% based on sales (GP \$ divided by sales \$), rather than markup % over cost (GP \$ divided by cost \$)

171 SKIP MGP EXC

If set to [Y]es, the exception notice specified will not be issued for this product. Following are the exception notices that may be skipped:

ROP = Re-Order
OOS = Out of Stock
OH- = Negative On Hand
PRI = Price Over-ride
COS = Zero Cost
GP% = Price below Minimum Gross Profit PerCent
B/O = Back Order
C/C = Cost Change (created during invty receiving only)
LOS = Lost Sale
MUP = Markup Exception
MGP = Price above Maximum Gross Profit PerCent

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

172 ENV PROV/STATE1

173 ENV PROV/STATE2

174 ENV PROV/STATE3

175 J1\$

176 STOCKED DATE

This field is used by the inventory re-order calculation program. It contains the date on which this product was first stocked.

As well, the order release program will substitute this date for the order due date if this date is greater than the order due date. (000323 - quidri)

177 ITEM ROP

*** Furniture System ***

This field contains the Reorder Point for this item required to cover sales of the item when it is not sold as part of a set. The actual reorder point of the item will be ITEM ROP plus the total requirements generated by the ROP of any sets of which this item is a component.

178 SET ON HAND

*** Furniture System ***

In Set Master Records ('USE BMX' flag in INVEN Record is 'K'), this field is the maximum number of complete sets which can be put together from the components of the kit.

In Component Records, this is the number of units of the component that are required to put together the number of sets specified in the SET ON HAND Field of the Set Master Record.

This field is automatically updated by the system as inventory is received and sold.

179 SPIFF \$ / UNIT

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

If this flag is set to 'M' for manufacturer then Spiffs refer to spiffs that will be paid out to your customers salespeople. The system will track these

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

Spiffs in the Spiff coupon file. In addition if this flag is set to 'm' then special logic will be used throughout the system regarding furniture mfg. programs installed at Bedford Furniture, and Regal Bedding.

In this case the customer SPIFF APPLIES field determines whether Spiffs are applicable for a particular customer. The field must be set to 'Y' for Spiffs to be calculated.

If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

Note: - much of the current logic in use by the furniture manufacturing system (IE: Bedford Furniture) expected this code to be set to 'm'. On May 31, 1994, a new flag was added to replace spiff flag for this additional logic.

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Programmer Note: Until August 2001, it appears that only spiff codes M or m (per ADCTL*) were supported. Does not look like code R has been used at all by any customer.

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- INVE1 - by product, load spiff \$/unit. OPTIONALLY, can also load minimum price (net of discount) at which product must be sold in order for spiff to apply.
- ARCS1 - by customer, set the spiff applies field to 'N' for those customers to whom spiffs DO NOT apply.
- ADCTLR/ - OPTIONALLY, if spiff applies for specific
ADCT1R period of time only, can load the spiff \$/unit here instead. If record is only for promotional spiff, but no promotional price applies, leave promo price and cost at zero and set promo discount to 999.

Type 'r' spiffs are processed as follows:

Records get created in file OEDESL:

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A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

180 COMMISS. % FIN

*** Furniture System ***

This is the Finance Order Commission Percent.

181 SPIFF2 \$ / UNIT

Spiffs are handled differently depending on how the system control record Spiff flag is set. (See Q6\$(356,1) in JF389 file layout).

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If this flag is set to 'R' for retailer or reseller then Spiffs refer to Spiff amounts that your salespeople will earn from your supplier. SPIFF \$ earned are

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

reported on the salesman's commission report.

The SPIFF \$ / UNIT can be loaded on the Flier Price Record, in which case, it overrides the one loaded on the inventory record.

The SPIFF2 \$ / UNIT field found in the additional inventory record is used in conjunction with the SPIFF2 TYPE field. If a value is loaded in this field then the resulting spiff value is updated to the Spiff coupon file using the Spiff type as part of the key to differentiate between separate Spiff types been monitored simultaneously. SPIFF 2 Type Code may be loaded in the Product Extra Data File, or the Customer Extra Data File. The Customer value takes precedence over the product value.

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A Spiff Report has been added to the sales analysis menu (Selector 126). For any invoice which has at least one spiff item on it, ALL items on that invoice will be reported.

182 UNIT VOLUME

This field is used to track the number of cubic feet that the packaged item takes up. This is used in Bill of Lading programs.

This field is used to track the unit weight of the packaged item. This can be used in printing packing slip or bill of lading programs.

For DANGEROUS GOODS, this field can also be used to load the weight of the product in kilograms. The total weight of ALL dangerous goods (in kilograms) can be combined & printed on packing slips, invoices, etc.

For VOLUME GAS items, where the volume per cylinder is constant, this field contains the volume per cylinder (see Volume Flag field in Gas Products File)

For NON-VOLUME GAS items, where the volume per cylinder is constant, this field may be used to store the volume per cylinder, which in turn may be used to calculate volume sold for sales analysis purposes.

For Furniture Mfg (Reflections) the unit weight and cubes are by carton. Therefore the carton quantity is divided into the unit weight. As well, the weight is by style, and if the base for the style is separate, a 2nd weight for the base is stored. (Weight and Cubes)

183 UNIT WEIGHT

This field is used to track the unit weight of the packaged item. This can be used in printing packing slip or bill of lading programs.

For DANGEROUS GOODS, this field can also be used to load the weight of the product in kilograms. The total weight of ALL dangerous goods (in kilograms)

 FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

can be combined & printed on packing slips, invoices, etc.

For VOLUME GAS items, where the volume per cylinder is constant, this field contains the volume per cylinder (see Volume Flag field in Gas Products File)

For NON-VOLUME GAS items, where the volume per cylinder is constant, this field may be used to store the volume per cylinder, which in turn may be used to calculate volume sold for sales analysis purposes.

For Furniture Mfg (Reflections) the unit weight and cubes are by carton. Therefore the carton quantity is divided into the unit weight. As well, the weight is by style, and if the base for the style is separate, a 2nd weight for the base is stored. (Weight and Cubes)

184 OUR TRUCK RATE

This field is used to track a preset freight charge for delivery of a product using our own trucks. This field is not used at present.

185 EPPA RATE

The EPPA RATE field identifies whether or not the product is eligible for an Environmental Protection (EPPA) rebate.

NOTE: This feature is NOT SUPPORTED in Weldpak/Medpak!

Programmer Note: If this feature is used, note the following flags which MUST BE SET AS DESCRIBED.

ADCTLA (OR *)	Input Misc must be set to 'N'
ADCTLA	PST on Misc must be set to 'N'
	GST on Misc must be set to '0'
ADCTLP	PST on Misc must be set to 'N'

Left at zero Product not eligible.

Not zero (S/B LOADED AS A NEGATIVE VALUE) If not zero, this product is eligible and this field contains the rebate amount. This rebate amount should be loaded in the same unit of measure as the product's normal selling price (e.g., if product priced per litre, rebate amount should be loaded per litre; if product priced per pail, rebate amount should be loaded per pail, etc.)

During order processing, this rate will be multiplied by the quantity shipped to determine the EPPA rebate amount for that line.

All EPPA rebate amounts calculated on an order will automatically be accumulated and stored in the 'Miscellaneous'

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

box.

NOTE: If EPPA rebates are used, the 'Miscellaneous' box can only be used for EPPA rebates.

Taxes will be calculated on any EPPA amount based on the customer's tax code and the tax codes of the item(s) for which rebate amounts have been calculated.

186 VENDOR NO

X7\$=[VENDOR NO,INVEN]

This field can be used to load a code identifying the vendor from whom this item is purchased. This can be used to obtain inventory reports sorted by vendor. It can also be used for bulk cost and/or price change programs which are available (these would allow you to do bulk price/cost changes for one specific vendor only, or a range of vendors).

With reference to the bulk price/cost changes programs: if you purchase different types of products from the same vendor, which are subject to price/cost changes at different times, you may use more than one code to identify that vendor (e.g. ABCCOM or ABC CO). All products for which bulk price/cost changes are to be done at one time could have ABCCOM loaded as the vendor, while products for which bulk price/cost changes are to be loaded at another time could have ABC CO loaded as the vendor code.

Consistency is strongly recommended.

187 PROD CLASS

X7\$=[PROD CLASS,INVEN]

Each product to be set up in the master inventory file must belong to a product class (and optionally a sub class). This product class/sub class must first be loaded in the product class file.

The product class/sub class is used to group products together for sales analysis, inventory reporting and pricing purposes.

The product class would identify the MAJOR GROUP to which a product belongs. Optionally, within the major group, SUB CLASSES can also be defined. This would be determined by the level to which you would like your reports broken down.

For example: if you have products which are considered as safety equipment, you might want to set up a product class for safety equipment. Optionally, if you wanted your products broken down within this product class (e.g., protective clothing versus eye face & head gear versus miscellaneous), you could set up sub classes for each category of safety equipment.

Many products can be set up with the same product class/sub class, but any one

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

product can only have one product class/sub class.

WELDPAK/MEDPAK only: The following product classes (with no sub classes) are required for LEASE & RENTAL/DEMURRAGE products:

-
Product Class YLA
Product Class REN
-

Optionally, the following product class would also be required (no sub class) if delivery charges are included in sales, but are to be shown separately on sales analysis reports (see Weldpak screen of system control record)

-
Product Class del

188 SUB CLASS

X7\$=[SUB CLASS,INVEN]

Each product to be set up in the master inventory file must belong to a product class (and optionally a sub class). This product class/sub class must first be loaded in the product class file.

The product class/sub class is used to group products together for sales analysis, inventory reporting and pricing purposes.

The product class would identify the MAJOR GROUP to which a product belongs. Optionally, within the major group, SUB CLASSES can also be defined. This would be determined by the level to which you would like your reports broken down.

For example: if you have products which are considered as safety equipment, you might want to set up a product class for safety equipment. Optionally, if you wanted your products broken down within this product class (e.g., protective clothing versus eye face & head gear versus miscellaneous), you could set up sub classes for each category of safety equipment.

Many products can be set up with the same product class/sub class, but any one product can only have one product class/sub class.

WELDPAK/MEDPAK only: The following product classes (with no sub classes) are required for LEASE & RENTAL/DEMURRAGE products:

-
Product Class YLA
Product Class REN
-

Optionally, the following product class would also be required (no sub class) if delivery charges are included in sales, but are to be shown separately on sales analysis reports (see Weldpak screen of system control

FILE NO: 149 JF149 NAME: INVE1 Inventory Extra Data File

record)

-

Product Class del

189 DESCRIPTION

X7\$=[DESCRIPTION,INVEN]

In the regular inventory file, this contains the description of the product being loaded. This is in the default language of the installation if more than one language is required, while the alternate language is stored in the inventory extra data file. For an english installation the description would be english & the alternate French, and for a French installation the opposite would be true.

In the gas/equipment product file:

For Gases: This description would be for the CONTENTS of the cylinder (exactly as you would like it to print out on any invoices to your customers). The description of the actual cylinder will already have been loaded in the master cylinder file.

For Equipment: This description would be whatever you would like to appear on any invoice to a customer, whenever the piece of equipment is first shipped out on an invoice.

1.-COMPANY CD	—		
2.-PRODUCT NO	_____		
3. QTY BREAK	5	_____	34. !PRICE/DISC
4. QTY BREAK	6	_____	35. !PRICE/DISC
5. QTY BREAK	7	_____	36. !PRICE/DISC
6. QTY BREAK	8	_____	37. !PRICE/DISC
7. QTY BREAK	9	_____	38. !PRICE/DISC
8. QTY BREAK	10	_____	39. !PRICE/DISC
9. QTY BREAK	11	_____	40. !PRICE/DISC
10. QTY BREAK	12	_____	41. !PRICE/DISC
11. QTY BREAK	13	_____	42. !PRICE/DISC
12. QTY BREAK	14	_____	43. !PRICE/DISC
13. QTY BREAK	15	_____	44. !PRICE/DISC
14. QTY BREAK	16	_____	45. !PRICE/DISC
15. QTY BREAK	17	_____	46. !PRICE/DISC
16. QTY BREAK	18	_____	47. !PRICE/DISC
17. QTY BREAK	19	_____	48. !PRICE/DISC

1.-COMPANY CD —	
2.-PRODUCT NO —	
18. QTY BREAK 20 —	49. !PRICE/DISC 20 —
19. QTY BREAK 21 —	50. !PRICE/DISC 21 —
20. QTY BREAK 22 —	51. !PRICE/DISC 22 —
21. QTY BREAK 23 —	52. !PRICE/DISC 23 —
22. QTY BREAK 24 —	53. !PRICE/DISC 24 —
23. QTY BREAK 25 —	54. !PRICE/DISC 25 —
24. QTY BREAK 26 —	55. !PRICE/DISC 26 —
25. QTY BREAK 27 —	56. !PRICE/DISC 27 —
26. QTY BREAK 28 —	57. !PRICE/DISC 28 —
27. QTY BREAK 29 —	58. !PRICE/DISC 29 —
28. QTY BREAK 30 —	59. !PRICE/DISC 30 —
29. QTY BREAK 31 —	60. !PRICE/DISC 31 —
30. QTY BREAK 32 —	61. !PRICE/DISC 32 —
31. QTY BREAK 33 —	62. !PRICE/DISC 33 —
32. QTY BREAK 34 —	63. !PRICE/DISC 34 —
33. QTY BREAK 35 —	64. !PRICE/DISC 35 —

FILE NO: 290 JF290 NAME: INQPR Inventory Additional Prices

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 PRODUCT NO

Each product in the master inventory file will have its own unique code assigned. Up to 12 characters/digits may be used. If you wish to access a product using your supplier's part number, and this part number is longer than 12 characters, you may use the inventory cross reference file to cross reference your supplier's part number to yours. In this event, procedures such as order entry/invoicing, purchase order entry, etc. will allow you to input either your part number or your supplier's part number.

WELDBAK/MEDPAK CUSTOMERS - see also the Gas/Equipment Product file for conventions used when setting up product numbers for controlled cylinders/equipment.

In application programs such as order entry, invoicing, inventory inquiries, etc., refer to help prompts at the bottom of the screen for product lookup options available.

3 QTY BREAK 5

If quantity break pricing applies to this product, up to 19 different quantity break levels may be established (Qty Break 1 through 4 in the master inventory file and Qty Break 5 through 19 in the additional pricing file - if required).

These fields are used to determine at what level(s) quantity breaks are to be given. When loading selling prices, Price 0 would be standard price, Price 1 would relate to Quantity Break 1, etc.

Example:

	Price 0 = 100.00
Qty Break 1 = 10	Price 1 = 99.00
Qty Break 2 = 50	Price 2 = 98.00
Qty Break 3 = 80	Price 2 = 97.00

In this example, quantities from 1 through 9 would be billed at \$100.00, quantities from 10 through 49 would be billed at \$99.00, etc.

Note: The Additional Pricing File is new as of November 8, 1990

4 QTY BREAK 6

FILE NO: 290 JF290 NAME: INQPR Inventory Additional Prices

Refer to documentation for 'QTY BREAK 5'

5 QTY BREAK 7

Refer to documentation for 'QTY BREAK 5'

6 QTY BREAK 8

Refer to documentation for 'QTY BREAK 5'

7 QTY BREAK 9

Refer to documentation for 'QTY BREAK 5'

8 QTY BREAK 10

Refer to documentation for 'QTY BREAK 5'

9 QTY BREAK 11

Refer to documentation for 'QTY BREAK 5'

10 QTY BREAK 12

Refer to documentation for 'QTY BREAK 5'

11 QTY BREAK 13

Refer to documentation for 'QTY BREAK 5'

12 QTY BREAK 14

Refer to documentation for 'QTY BREAK 5'

13 QTY BREAK 15

Refer to documentation for 'QTY BREAK 5'

14 QTY BREAK 16

Refer to documentation for 'QTY BREAK 5'

15 QTY BREAK 17

Refer to documentation for 'QTY BREAK 5'

16 QTY BREAK 18

Refer to documentation for 'QTY BREAK 5'

17 QTY BREAK 19

FILE NO: 290 JF290 NAME: INQPR Inventory Additional Prices

Refer to documentation for 'QTY BREAK 5'

18 QTY BREAK 20

Refer to documentation for 'QTY BREAK 5'

19 QTY BREAK 21

Refer to documentation for 'QTY BREAK 5'

20 QTY BREAK 22

Refer to documentation for 'QTY BREAK 5'

21 QTY BREAK 23

Refer to documentation for 'QTY BREAK 5'

22 QTY BREAK 24

Refer to documentation for 'QTY BREAK 5'

23 QTY BREAK 25

Refer to documentation for 'QTY BREAK 5'

24 QTY BREAK 26

Refer to documentation for 'QTY BREAK 5'

25 QTY BREAK 27

Refer to documentation for 'QTY BREAK 5'

26 QTY BREAK 28

Refer to documentation for 'QTY BREAK 5'

27 QTY BREAK 29

Refer to documentation for 'QTY BREAK 5'

28 QTY BREAK 30

Refer to documentation for 'QTY BREAK 5'

29 QTY BREAK 31

Refer to documentation for 'QTY BREAK 5'

30 QTY BREAK 32

FILE NO: 290 JF290 NAME: INQPR Inventory Additional Prices

Refer to documentation for 'QTY BREAK 5'

31 QTY BREAK 33

Refer to documentation for 'QTY BREAK 5'

32 QTY BREAK 34

Refer to documentation for 'QTY BREAK 5'

33 QTY BREAK 35

Refer to documentation for 'QTY BREAK 5'

34 PRICE/DISC 5

For each item, up to 20 prices may be stored (Price 0 through 4 in the master inventory file and Price 5 through 19 in the Additional Pricing File - if required).

These could be accessed through appropriate quantity breaks (if applicable), or customer price codes (see price code field in the master customer file).

If the price loaded in any field is a negative number, it is assumed to be a mark up % on the COST specified in the system control record. Default is the BUY PRICE. For example: if an item is loaded with a price of -10.0, and the BUY PRICE is \$300.00, selling price on that item will automatically be calculated as \$330.00 until such time as your BUY PRICE changes.

Note: The Additional Pricing File is new as of November 8, 1990.
Markup price on cost option other than BUY PRICE added Jan 25 1991.

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$$100 / (100 - \text{desired gross profit percentage})$$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33

FILE NO: 290 JF290 NAME: INQPR Inventory Additional Prices

47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

35 PRICE/DISC 6

Refer to documentation for 'PRICE 5'

36 PRICE/DISC 7

Refer to documentation for 'PRICE 5'

37 PRICE/DISC 8

Refer to documentation for 'PRICE 5'

38 PRICE/DISC 9

Refer to documentation for 'PRICE 5'

39 PRICE/DISC 10

Refer to documentation for 'PRICE 5'

40 PRICE/DISC 11

Refer to documentation for 'PRICE 5'

41 PRICE/DISC 12

Refer to documentation for 'PRICE 5'

42 PRICE/DISC 13

Refer to documentation for 'PRICE 5'

43 PRICE/DISC 14

Refer to documentation for 'PRICE 5'

44 PRICE/DISC 15

FILE NO: 290 JF290 NAME: INQPR Inventory Additional Prices

Refer to documentation for 'PRICE 5'

45 PRICE/DISC 16

Refer to documentation for 'PRICE 5'

46 PRICE/DISC 17

Refer to documentation for 'PRICE 5'

47 PRICE/DISC 18

Refer to documentation for 'PRICE 5'

48 PRICE/DISC 19

Refer to documentation for 'PRICE 5'

49 PRICE/DISC 20

Refer to documentation for 'PRICE 5'

50 PRICE/DISC 21

Refer to documentation for 'PRICE 5'

51 PRICE/DISC 22

Refer to documentation for 'PRICE 5'

52 PRICE/DISC 23

Refer to documentation for 'PRICE 5'

53 PRICE/DISC 24

Refer to documentation for 'PRICE 5'

54 PRICE/DISC 25

Refer to documentation for 'PRICE 5'

55 PRICE/DISC 26

Refer to documentation for 'PRICE 5'

56 PRICE/DISC 27

Refer to documentation for 'PRICE 5'

57 PRICE/DISC 28

FILE NO: 290 JF290 NAME: INQPR Inventory Additional Prices

Refer to documentation for 'PRICE 5'

58 PRICE/DISC 29

Refer to documentation for 'PRICE 5'

59 PRICE/DISC 30

Refer to documentation for 'PRICE 5'

60 PRICE/DISC 31

Refer to documentation for 'PRICE 5'

61 PRICE/DISC 32

Refer to documentation for 'PRICE 5'

62 PRICE/DISC 33

Refer to documentation for 'PRICE 5'

63 PRICE/DISC 34

Refer to documentation for 'PRICE 5'

64 PRICE/DISC 35

Refer to documentation for 'PRICE 5'

1.-COMPANY CD	—
2.-PRODUCT NO	_____
3.-W'HOUSE CD	—
4.-WH BIN LOC	_____

6. ON HAND	_____
------------	-------

FILE NO: 175 JF175 NAME: INBIN Inventory Multiple Locations File

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 PRODUCT NO

Each product in the master inventory file will have its own unique code assigned. Up to 12 characters/digits may be used. If you wish to access a product using your supplier's part number, and this part number is longer than 12 characters, you may use the inventory cross reference file to cross reference your supplier's part number to yours. In this event, procedures such as order entry/invoicing, purchase order entry, etc. will allow you to input either your part number or your supplier's part number.

WELDKPAK/MEDPAK CUSTOMERS - see also the Gas/Equipment Product file for conventions used when setting up product numbers for controlled cylinders/equipment.

In application programs such as order entry, invoicing, inventory inquiries, etc., refer to help prompts at the bottom of the screen for product lookup options available.

3 W'HOUSE CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

4 WH BIN LOC

This field can contain a code identifying a warehouse bin

FILE NO: 175 JF175 NAME: INBIN Inventory Multiple Locations File

location in which this product can be found. If the same product could be found in multiple bin locations and your system control record indicates that you are maintaining file INBIN, then the main location where the product is stored would be loaded here and other locations would be loaded in the bin locations file. These bin locations display on inventory inquiries, etc.

5 L1\$

6 ON HAND

In the master inventory file, this field contains the on hand quantity of this item for your main location (see inventory locations file). In the multi location file, this field contains the on hand quantity of this item for any particular non-main location. This field is updated immediately, as soon as any transaction affecting inventory quantity is posted (inventory receipts, invoicing, etc.)

This field is never cleared out unless you physically run the Clear On Hands to Zero program.

See also help documentation on 'Future' fields in this file.

This is a system maintained field.

7 L0(1)

8 L0(2)

9 L0(3)

10 L0(4)

11 L0(5)

FILE NO: 169 JF169 NAME: INHAZA Hazardous Products File (Product List)

For products which are considered hazardous, this file contains some fields which are operator maintained and some fields which are automatically updated as a result of sales of these hazardous goods to customers. In order to set a product up as being hazardous, it is only necessary to maintain the following fields:

- Company Code
- Product Number
- UN Code
- Class
- Subdivision
- MSDS Number
- MSDS Description

As updates are issued to the MSDS Bulletin, simply load the following fields:

- MSDS Revision Number
- MSDS Revision Date

On the FIRST sale of a hazardous product to a customer, a hazardous goods exception will be created, to inform you that you should forward the MSDS bulletin to the customer. Subsequent sales of the same hazardous product to the same customer will not cause this exception to be created. If there is a revision to the MSDS Bulletin, simply loading the MSDS Revision Number and Revision Date will cause the exception to be created again on the FIRST sale after the revision information was loaded.

On all sales of hazardous goods, the system will automatically keep track of the last five shipments.

--

See also the MSDS OR PRODUCT NUMBER flag in your system control record for more information as to how sales of hazardous goods are to be tracked.

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 PRODUCT NO

The hazardous products file contains a list of products which are considered hazardous, and for each, a list of all customers who have purchased that product.

When initially setting up a hazardous product, input the hazardous product number in this field.

3 MUST BE BLANK

FILE NO: 169 JF169 NAME: INHAZA Hazardous Products File (Product List)

If accessing this file through Hazardous Products by Customer File Maintenance, this field will contain the customer code for which maintenance is to be done.

4 1ST MTH SHIPPED

1ST MTH SHIPPED This field contains the first posting month in which the hazardous product was shipped to a particular customer.

ORIGINAL ORDER These fields contain the original order # and invoice #
ORIGINAL INVOICE on which the first shipment occurred (new fields as of June 27, 2008)

This is a system maintained field.

5 LAST INVOICE NO

The last five invoice numbers will automatically be recorded as invoices containing the hazardous product are updated.
This is a system maintained field.

6 2ND LAST SHIPMT

The last five invoice numbers will automatically be recorded as invoices containing the hazardous product are updated.
This is a system maintained field.

7 3RD LAST SHIPMT

The last five invoice numbers will automatically be recorded as invoices containing the hazardous product are updated.
This is a system maintained field.

8 4TH LAST SHIPMT

The last five invoice numbers will automatically be recorded as invoices containing the hazardous product are updated.
This is a system maintained field.

9 5TH LAST SHIPMT

The last five invoice numbers will automatically be recorded as invoices containing the hazardous product are updated.
This is a system maintained field.

10 UN CODE

When setting up a record for a hazardous product, load its United Nations Code here.

11 CLASS

FILE NO: 169 JF169 NAME: INHAZA Hazardous Products File (Product List)

This field contains the hazardous good's Dangerous Goods Class Code.

12 SUBDIVISION1

This field contains the hazardous good's Dangerous Goods Subdivision Code (if applicable).

13 PACKAGING GROUP

For hazardous or dangerous goods, this field may contain a packaging group to which the product belongs. This can be printed on the order/invoice documents.

14 SUBDIVISION2

This field contains the hazardous good's Dangerous Goods Subdivision Code (if applicable).

15 SUBDIVISION3

This field contains the hazardous good's Dangerous Goods Subdivision Code (if applicable).

16 H1\$(58,2)

17 ENGLISH MSDS NO

This field contains the Material Safety Data Sheet number for the hazardous product. A separate sheet is provided in each of English & French.

18 MSDS DESC

This field contains a description of the M.S.D.S. bulletin.

19 MSDS ISSUE DATE

This field contains the date on which the M.S.D.S. Bulletin was originally issued.

20 MSDS REV NO

As M.S.D.S. bulletins are revised, input the revised bulletin number in this field.

21 MSDS REV DATE

As M.S.D.S. bulletins are revised, input the revision date

FILE NO: 169 JF169 NAME: INHAZA Hazardous Products File (Product List)

here.

22 SEND MSDS

This field is only accessible if the file is accessed through either of the following two programs:

- Hazardous Products by Customer File Maintenance
- M.S.D.S. by Customer File Maintenance

--

- 'Y' (or blank) - sales of hazardous products to this customer should be included on the hazardous goods exception report.
- 'N' - not necessary to send M.S.D.S. bulletins to this customer, therefore not necessary that sales be included on the hazardous goods exception report.

23 LAST INV DATE

The dates of the last five shipments are automatically recorded as invoices containing the hazardous product are updated.

This is a system maintained field.

24 2ND LAST INV DT

The dates of the last five shipments are automatically recorded as invoices containing the hazardous product are updated.

This is a system maintained field.

25 3RD LAST INV DT

The dates of the last five shipments are automatically recorded as invoices containing the hazardous product are updated.

This is a system maintained field.

26 4TH LAST INV DT

The dates of the last five shipments are automatically recorded as invoices containing the hazardous product are updated.

This is a system maintained field.

27 5TH LAST INV DT

The dates of the last five shipments are automatically recorded as invoices containing the hazardous product are updated.

This is a system maintained field.

28 FRENCH MSDS NO

This field contains the Material Safety Data Sheet number for the hazardous product. A separate sheet is provided in each of English & French.

FILE NO: 169 JF169 NAME: INHAZA Hazardous Products File (Product List)

29 EXPIRY DATE

Contains the expiry date for the MSDS bulletin. This field is used for determining when new notices must be mailed to customers who have purchased this product.

30 FLAMMABLE (F/N)

Identifies whether or not this product is flammable:

F = Flammable
N = Non-Flammable

31 SKIP HAZ SURCHG

This field contains a 3 character product code to be used for charging a hazardous goods handling surcharge. If this field is not blank, a hazardous goods surcharge line item will be added to any order on which any hazardous goods item appears, unless the product's hazardous goods record indicates that the surcharge is to be skipped.

If the user does not want to charge this surcharge, the line created by virtue of this parameter should not be deleted, as it will simply be added to the order again. Rather, the quantity or price should be changed to zero on the line added by the system. To prevent a charge for any specific customer, a contract price of zero should be set up for this item.

Effective Sept 1998, a minimum invoice amount can be specified, before the surcharge will be applied. IE: if minimum is \$50, no surcharge will be applied on invoices where sales value is less. (ISLOXY)

Effective March 2000, a maximum haz \$ charge per invoice can be loaded.
Note: This ONLY APPLIES if the hazardous goods surcharge is calculated as a percentage of the net invoice amount, rather than loaded as a fixed price. See file ADCTL= (WEENT0/03 record) for details of this feature.

32 CREATED ERMSDS

33 MSDS DESC 2

34 H1\$

35 LAST QTY SHIP'D

The quantities of the last five shipments are automatically recorded as invoices containing the hazardous product are updated.
This is a system maintained field.

36 2ND LAST QTY

FILE NO: 169 JF169 NAME: INHAZA Hazardous Products File (Product List)

The quantities of the last five shipments are automatically recorded as invoices containing the hazardous product are updated. This is a system maintained field.

37 3RD LAST QTY

The quantities of the last five shipments are automatically recorded as invoices containing the hazardous product are updated. This is a system maintained field.

38 4TH LAST QTY

The quantities of the last five shipments are automatically recorded as invoices containing the hazardous product are updated. This is a system maintained field.

39 5TH LAST QTY

The quantities of the last five shipments are automatically recorded as invoices containing the hazardous product are updated. This is a system maintained field.

40 H0(5)

41 H0(6)

42 H0(7)

43 H0(8)

44 H0(9)

45 DESCRIPTION

X7\$=[DESCRIPTION,INVENW]

In the regular inventory file, this contains the description of the product being loaded. This is in the default language of the installation if more than one language is required, while the alternate language is stored in the inventory extra data file. For an english installation the description would be english & the alternate French, and for a French installation the opposite would be true.

In the gas/equipment product file:

For Gases: This description would be for the CONTENTS of the cylinder (exactly as you would like it to print out on any invoices to your customers). The description of the actual cylinder will already have been loaded in the master cylinder file.

For Equipment: This description would be whatever you would like to appear on any invoice to a customer, whenever the piece of equipment is first shipped out on an invoice.

1.-COMPANY CD —

2.-XREF ITEM NO _____

3.-PRODUCT NO _____
4.-OPTIONAL FABRIC _____

FILE NO: 162 JF162 NAME: INXRF ITEM NUMBER XREFERENCE FILE (27)

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 XREF ITEM NO

This field contains the cross reference number which will be used to access a product number from the master inventory file, in situations where a cross reference is required.

Examples of use include:

- When you have structured your part numbers to suit your internal requirements but you still wish to be able to use a supplier's or customer's part number.
- When you wish to access a product by a product number which is longer than the 12 character maximum allowed in the master inventory file.
- When you wish to access a product by a shorter number than has been set up in the master inventory file (e.g., quick reference on commonly used products).

Procedures such as order entry/invoicing will allow you to input either the actual product number as it exists in the master inventory file, or this cross reference number.

NOTE: You may have MANY cross reference numbers to call up the SAME product number, but any cross reference number can ONLY be used once.

-
Allowed: Cross Reference 12345678 - to call up product FM98765
 Cross Reference ABC - to call up product FM98765
-
Not Cross Reference 12345678 - to call up product FM98765
Allowed: Cross Reference 12345678 - to call up product XY98763

This field may contain either a full 10 digit UPC code (the supplier's) or your own five digit UPC product code.

If used, this field is automatically loaded to INXRF as a cross reference, and no duplicates are allowed.

Effective May 8,2001 the UPC codes will automatically be assigned based on parameters in ADCTLB.

Effective March 2007 changes as follows apply:

Previously, UPC code digit 1 was skipped as all supplier codes assumed to start with 0. A new 3 digit prefix has been added, defaulting as 2 spaces and a zero. This allows supplier codes in UPC starting with other than zero, and also allows

FILE NO: 162 JF162 NAME: INXRF ITEM NUMBER XREFERENCE FILE (27)

the extra 2 digits for 14 digit UPC Codes. Structure is as follows:

PP SSSSSS NNNNN C where:

P = blanks or Packaging identifier
S = Supplier ID
N = Product Number
C = Calculated Check Digit.

3 PRODUCT NO

This field must contain a VALID product number which already exists in the master inventory file. It is this product's record which will be accessed when the cross reference number is input during procedures such as order entry/invoicing.

4 OPTIONAL FABRIC

In the furniture manufacturing system as implemented at Bedford Furniture and Braemore Convertibles, the product file is used to store raw material items as well as finished goods items.

Currently two types of raw materials are maintained. These use following product code structures:

FAxxxxx - identifies Fabric where xxxxx is the Fabric Code
WDxxxx - identifies wood for bedding, where xxxx is the unique wood code
STxxxxxxxxxxx - identifies sets where a Bill of Materials exists

Also maintained are dummy product codes for specific reasons as follows:

SZxxxxxxxxxxx - identifies product sizes (ie 60 = Queen Size mattress)
xxxxxxxxxxxxx - Piece Work Codes for piece work ticket operations

Effective Fall 1998, WOOD CODE may also be used as 2nd fabric code for Furniture Manufacturing (ie: Reflections)

This field can also be used to track tire size (MCTIRE) if Vehicle Service Data Flag is set - Q6\$(413,1)

1.-COMPANY CD	—
2.-PRODUCT NO	_____
3.-W'HOUSE CD	—

4. WH BIN LOC	_____
---------------	-------

5.~UNIT COST	_____
6.!LAST COST	_____
7.!COST FACTOR	_____
32. LAST LANDED	_____
8.!BUY PRICE	_____

9. REORDER PT.	_____
10. REORDER QTY	_____
11. MAXIMUM/IDEAL	_____

1.-COMPANY CD	—	19. ON HAND	_____
2.-PRODUCT NO	_____	20. ON ORDER	_____
3.-W'HOUSE CD	—	21. COMMITTED	_____
_____		22. IN TRANSIT	_____
12. LAST ORDER	_____	30. IN BOND	_____
_____		31. BACK ORDERED	_____
_____		_____	
13. MTD SLS QTY	_____	23. MTD REC'PTS	_____
14. MTD SALES \$	_____	24. MTD ADJ'MTS	_____
15. MTD COST \$	_____	26. MTD DIRECTS	_____
_____		_____	
16. YTD SLS QTY	_____	29. YTD DEMAND	_____
17. YTD SALES \$	_____	25. FUTURE SLS	_____
18. YTD COST \$	_____	27. FUTURE REC	_____
_____		28. FUTURE ADJ	_____

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

If multiple warehouse locations have been set up (see inventory locations file), this file contains a record for each product stored in a warehouse location OTHER THAN the main location (see main location flag in inventory locations file). Records for the main location are stored in the master inventory file.

This file is automatically updated by any inventory transaction type programs (e.g., inventory receipts, inventory transfers, invoicing, etc.).

During initial set up, it is not normally necessary to access this file.

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 PRODUCT NO

Each product in the master inventory file will have its own unique code assigned. Up to 12 characters/digits may be used. If you wish to access a product using your supplier's part number, and this part number is longer than 12 characters, you may use the inventory cross reference file to cross reference your supplier's part number to yours. In this event, procedures such as order entry/invoicing, purchase order entry, etc. will allow you to input either your part number or your supplier's part number.

WELDPAK/MEDPAK CUSTOMERS - see also the Gas/Equipment Product file for conventions used when setting up product numbers for controlled cylinders/equipment.

In application programs such as order entry, invoicing, inventory inquiries, etc., refer to help prompts at the bottom of the screen for product lookup options available.

3 W'HOUSE CD

Each inventory location is assigned its own unique code. If a location is considered to be the main location, all inventory transactions for that location are stored in the master inventory file. If a location is considered to be a non-main location, all transactions for that location are stored in the multi location file. In programs such as order entry/invoicing, this represents the warehouse out of which goods are to be shipped.

In the master customer or ship to file, if multiple warehouses are used and a customer is to be restricted to one warehouse only, input the code of that warehouse. If the customer may purchase from any warehouse, leave this field blank. (NOTE: System Parameter Q6\$(210,1)=0 ALLOWS overrides to this)

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

In the product class file, the warehouse code for each product/sub class is optional. It is only necessary to load records for individual warehouses if the G/L accounts to be affected are different for each warehouse.

In programs which ask for the warehouse code, input the appropriate warehouse code to be affected by the transaction being posted.

4 WH BIN LOC

This field can contain a code identifying a warehouse bin location in which this product can be found. If the same product could be found in multiple bin locations and your system control record indicates that you are maintaining file INBIN, then the main location where the product is stored would be loaded here and other locations would be loaded in the bin locations file. These bin locations display on inventory inquiries, etc.

5 UNIT COST

This is your COST per unit. This cost is used for all gross profit calculations and all cost of sales and inventory value calculations. This can be either an average cost or a standard cost depending on how your system control record has been loaded.

If the unit cost loaded on a product is negative, during order processing, this will be treated as a % of price to calculate Unit Cost.

WELDPAK/MEDPAK CUSTOMERS:

- 1) For YLA part numbers, load the ANNUAL cost of the lease (your cost, not what is charged to customers). Leases generated for a 12 month term will pick up this cost. However, leases generated for non-annual terms will pick up the pro-rated cost (eg: 6 mth lease will pick up 1/2 the cost, 24 mth lease will double the cost, etc.). This is useful for sales analysis purposes so that gross profit margins on leases will be accurate.
- 2) For REN part numbers, load the MONTHLY cost you are charged by your supplier. If you are charged a daily rate, convert it to a monthly rate. When rental/demurrage billing is done to your customers, if you are charging your customers on a 'M'ontly basis, this cost will be used. If you are charging your customers on a 'D'aily basis, the cost on your invoice to your customer will be prorated to a daily cost.

This cost is a landed Canadian cost (buy price multiplied by cost factor). When initially loading new products, the last cost field and the buy price field will default to whatever is loaded here. During inventory receipts, the unit cost & last cost will automatically be recalculated, depending on the cost at which the goods were actually received. The buy price will NOT be updated during inventory receipts, unless you request that it be.

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

NOTE: If using the average costing method, a weighted average cost is recalculated during inventory receipts, based on the pre-receipt on hand quantity multiplied by pre-receipt average cost, PLUS quantity received on that receipt multiplied by cost received at.

-
example:

-
Previous: 10 @ 10.00 = \$100.00 (\$10.00 average cost)
Receive 10 @ 12.00 = \$120.00
New Average would be calculated as quantity of 20 @ total cost
of \$220.00 = new average cost of \$11.00 per unit.

-
If all 20 are sold before any further receipts are done, then the cost on the NEXT receipt will be the new starting point for average cost calculations.

6 LAST COST

This is the cost used on the last inventory receipt posted. This cost may be used in replacement cost calculations. This is a non factored cost (cost factor not included) and this cost is displayed as the default in inventory receipts posting. See also the unit cost field.

7 COST FACTOR

This field contains a factor to be used when posting inventory receipts. The factor is used to calculate the new unit cost (either average or standard cost), when multiplied by the cost at which goods were received. This factor could include such things as freight, duty and exchange. For example if an item has an exchange rate of 20%, a duty rate of 25%, and a freight rate of 3%, the cost factor would be 1.5450.

Note that the P.O. Receiving Programs will automatically update this cost factor under certain conditions:

- a) If the currency code of the supplier has an exchange factor other than 1, this is taken into account.
- b) If a discount is applied on the P.O. Receiving field, this is taken into account.
- c) If a surcharge (negative discount) is applied on the P.O. Receiving, this is taken into account.
- d) If freight/duty factors are applied on the P.O. Receiving, these are taken into account.

8 BUY PRICE

This field contains your supplier's quoted price to you, in his currency. This is used by the PO purchase order system to indicate the cost to

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

be used during purchase order entry.

Also, during inventory receipts (if PO system not used), you can optionally specify whether this buy price is to be updated each time goods are received.

If markup pricing is used (see price fields), it is on this cost that the markup is calculated.

9 REORDER PT.

This field may contain the point at which this item is to appear on certain inventory reports, such as the inventory reorder exception notice.

10 REORDER QTY

This field may contain a suggested re-order quantity. This is information only, for inventory reporting purposes.

11 MAXIMUM/IDEAL

There are 3 different Maximum Fields in the Inventory Master and Inventory Extra Data Files. They are used as follows:

MAXIMUM/IDEAL in Inventory Master File (INVEN).

If the automatic Reorder System Versions 2 & 3 are used, this is a calculated Ideal inventory Level for this product. It should not be changed with File Maintenance, as it will be recalculated the next time a PO is created. If the PO calculation is not being used, this is an informational field, which is being shown on a number of older Inventory Reports.

MAXIMUM in Inventory Extra Data File (INVE1).

This field is maintained by users of the Automatic PO Reorder system versions 2 & 3 to load an actual maximum stock level for this product. Orders will not be allowed such that this maximum will be exceeded.

MAXIMUM in Inventory Master File (INVEN).

This is a logical Field only, displaying the value stored in the Inventory Extra Data File (INVE1) described above.

12 LAST ORDER

Contains the last date an order or invoice was posted to this item.

13 MTD SLS QTY

Contains the number of units sold of this item during the

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

current accounting period.
This is cleared to zero when the Month End Close Inventory program is run.
This is a system maintained field.

14 MTD SALES \$

Contains the dollar value of sales of this item during the current accounting period.
This value is cleared to zero when the Month End Close Inventory program is run.
This is a system maintained field.

15 MTD COST \$

Contains the dollar cost of goods sold in the current accounting period.
This is cleared to zero when the Month End Close Inventory Program is run.
This is a system maintained field.

16 YTD SLS QTY

Contains the number of units sold of this item in the current fiscal year.
This is cleared to zero when the Close Inventory Program is run for the final month of your fiscal year.
This is a system maintained field.

17 YTD SALES \$

Contains the dollar value of goods sold during the current fiscal year.
This is cleared to zero when the Close Inventory Program is run for the final month of your fiscal year.
This is a system maintained field.

18 YTD COST \$

Contains the dollar cost of goods sold during the current fiscal year.
This is cleared to zero when the Close Inventory program is run for the final month of your fiscal year.
This is a system maintained field.

19 ON HAND

In the master inventory file, this field contains the on hand quantity of this item for your main location (see inventory locations file). In the multi location file, this field contains the on hand quantity of this item for any particular non-main location.
This field is updated immediately, as soon as any transaction affecting inventory quantity is posted (inventory receipts, invoicing, etc.)

This field is never cleared out unless you physically run the Clear On Hands to Zero program.

See also help documentation on 'Future' fields in this file.

This is a system maintained field.

20 ON ORDER

Contains the quantity of this item currently on order from suppliers or on Work Orders. A separate field is maintained in INLC1 for the work order portion of inventory on order quantity.

This is a system maintained field.

21 COMMITTED

This field contains the quantity of this item committed for customer open orders or back orders. As the open/back order is confirmed, the quantity is removed from committed and on hand is reduced accordingly. This includes any raw materials committed to work orders. A separate field is maintained in INLC1 for the work order portion of committed.

This is a system maintained field.

22 IN TRANSIT

Contains the quantity of this product currently in transit from a supplier. This field is only updated if the Inventory In Transits posting procedure is used.

This is a system maintained field.

23 MTD REC'PTS

Contains the quantity of this item that has been received from suppliers during the current accounting month. This field is cleared to zero when the Month End Close Inventory program is run.

This is a system maintained field.

24 MTD ADJ'MTS

Contains the quantity of this item added or subtracted from inventory through inventory adjustments posting during the current accounting month. This field is cleared to zero when the Month End Close Inventory program is run.

This is a system maintained field.

25 FUTURE SLS QTY

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

If invoices are processed to a 'future' posting month, the sales quantity will be posted to this field instead of the MTD Sales quantity field (on hand will still be reduced). This allows a facility to calculate true month end 'on hand' quantities on the current month end inventory reports (if future transactions are not to be included, any future sales would be added back in to the on hand. If futures are included, future sales would not be added back in to the on hand).

Once the Month End Close Inventory program is run (where the future month now becomes the current month); during the first accounting database update run AFTER the month end, any quantity in this field is removed and added into the MTD Sales quantity field.

Example: Start with current on hand of 10
Current Mth Sale of 1 results on new O/H of 9
Future Mth Sale of 1 results in new O/H of 8

-
When current month end inventory reports are run, if futures are not included, month end on hand quantity would print as 9. If futures are included, month end on hand quantity would print as 8.

This is a system maintained field.

26 MTD DIRECTS

This field contains the month to date total of units shipped to customers via direct shipments (shipped directly from your supplier to your customer).

This field is cleared to zero with the month end Close Inventory program is run.

This is a system maintained field.

27 FUTURE REC

If inventory receipts are done into a 'future' month, this field contains the quantity of goods received in that future month. The 'on hand' quantity would be updated immediately by these receipts. This allows a facility to have true month end 'on hand' quantities reflected on current month end inventory reports (if future transactions are not included, any future month receipts would be backed out of the on hand quantity. If future transactions are included, future month receipts would not be backed out of the on hand quantity).

When the month end Close Inventory program is run (future month will now become current month); during the first accounting database update AFTER the month end, any quantities in this field will be removed and added into the MTD receipts field.

Example: Start with current on hand of 10

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

Current Mth receipts of 10 results in new O/H of 20

Future Mth receipts of 5 results in new O/H of 25

-

When month end reports for current month are printed, if futures are not included, month end on hand would print as 20.

If futures are included, month end on hand would print as 25.

This is a system maintained field.

28 FUTURE ADJ

If any inventory adjustments are made into a 'future' month, this field contains the quantity adjusted in that future month. The 'on hand' field is affected immediately by such transactions.

This allows a facility to have true month end 'on hand' quantities reflected on current month end inventory reports (if future transactions are not to be included, any future month adjustments are added back in to or deducted from on hand. If future transactions are included, future month adjustments are not added back in or deducted from on hand).

When the Close Inventory program is run for the current month (future month will then become current); during the first accounting database update AFTER the month end, any quantities in this field are removed and added to or subtracted from the MTD adjustments field.

Example: Start with current on hand of 20
Current month adjustment of -1 results in new O/H of 19
Future month adjustment of +2 results in new O/H of 21

-

When month end reports for current month are printed, if futures are not to be included, month end on hand would print as 19. If futures are included, month end on hand would print as 21.

This is a system maintained field.

29 YTD DEMAND

Contains the current year to date demand for the item. This is the sum of all orders and post-bill quantities entered. Cancelled orders and credit returns are not included. Lost sales could be calculated for an item by comparing ytd sales plus committed to this number.

This field is cleared to zero when the Close Inventory program is run for the final month of your fiscal year.

This is a system maintained field.

30 IN BOND

Contains the quantity of this item currently stored in a bonded warehouse.

This field is only updated if the Inventory In Bond posting program is used.

FILE NO: 151 JF151 NAME: INLOC INVENTORY MULTI-LOCATION FILE (41)

This is a system maintained field.

31 BACK ORDERED

This field contains the quantity of this item currently on back order for customers. (This figure is also included in the 'committed' quantity).

This is a system maintained field.

32 LAST LANDED CST

```
X7$="###,##0.00-",X7=NUM(Q6$(105,1));PRECISIONX7;IFX7<=2      X7$=STR(NUM(E$(32,10
))*NUM(E$(42,6)):X7$) ELSE      X7$=X7$(X7-2+1),X7$=X7$(1,LEN(X7$)-1)+Z7
$(1,X7-2)+"-",      X7$=STR(NUM(E$(32,10))*NUM(E$(42,6)):X7$)
```

1.-COMPANY CD	—
2.-DOCUMENT TYPE	-

4.-FG PRODUCT NO	_____
6.-BMX TYPE	-
7.-RM FILE F OR R	-
8.-RM PRODUCT NO	_____

10. QUANTITY / UNIT	_____
---------------------	-------

FILE NO: 154 JF154 NAME: INBMXY BILL OF MATERIAL DETAIL ('Y')

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 DOCUMENT TYPE

This specifies the Type of Bill of Material and has the same values as the USE BMX field in the Inventory Master Files (INVEN and INRAW).

They are: Y=F/G BofM (auto update of INVEN in Order Entry/Invoicing)

: K=F/G Kit (eg. Furniture System)

: F=F/G BofM (new style)

: R=Raw Mat'l BofM

: O=Order Entry Line Item I=Production B of M

: P=P.O. Work Order Line Item H=Invoice line history

: p=Furniture System P.O. Line

: o=Furniture System Order Line

: S=Furniture Mfg System Sets - used to print set components on
Bill of Lading

WELDPAK/MEDPAK NOTE: Only the 'Y' type is supported.

3 FG FILE F OR R

It specifies whether this Bill of Material is for a Finished Goods (i.e. a record in the file INVEN) or for another Raw Material (i.e. a record in the file INRAW). This field is set to F on DOCUMENT TYPE 'K' and 'Y', and is set to F or R as appropriate on the other DOCUMENT TYPES.

The Open Order Line Bills of Mat'l (Type 'O') have this field set to 'O'.

The P.O. Work Order Line Bills (Type 'P') have this field set to 'P'.

The Invoice History Bills of Mat'l (Type 'H') have this field set to 'H'.

4 FG PRODUCT NO

This field contains the key of the Finished Good (INVEN) or Raw Material (INRAW) item which this B of M is for. See field F/G OR RAW.

WELDPAK/MEDPAK NOTE: This field contains the Part Number for the Complete Kit (as set up in the master inventory file)

5 PROD NO PAD

This field must be of length 20-C(68). This will pad the record key in this record type to the same length as if it included a 20 character product no.

FILE NO: 154 JF154 NAME: INBMXY BILL OF MATERIAL DETAIL ('Y')

6 BMX TYPE

*** NOTE: The Bill of Material also uses this field as a B of M sequencing field to allow faster access to and change of the B of M for custom production. It is restricted to the letters A-Z.

WELDBAK/MEDPAK NOTE: Ignore this field.

7 RM FILE F OR R

This specifies if the R/M PRODUCT NO is in the Finished Goods File (F=INVEN) or Raw Material File (R=INRAW).

WELDBAK/MEDPAK NOTE: always leave set to 'F'

8 RM PRODUCT NO

Contains the product number of the raw material (or finished good if this is a set) used in the bill of materials.

WELDBAK/MEDPAK NOTE: This field contains the part number of each individual part required to make up the kit (as previously set up in the master inventory file)

9 N1\$

10 QUANTITY / UNIT

Contains the quantity of this component to be used to produce one unit of the finished good or sub-assembly.

WELDBAK/MEDPAK NOTE: This field contains the quantity of this individual part which is used to make up the complete kit.

11 NO(1

12 NO(2

13 NO(3

14 NO(4

15 NO(5

16 NO(6

17 NO(7

This section contains special pricing/discounting files.

Because these files are based on customer/product combinations, they cannot be loaded until both your Inventory Files and Customer Files have been loaded.

Special Pricing Files are broken down into two categories:

General These are special pricing files available to ALL customers. These general files are found on the A/R File Maintenance Menu or the Inventory File Maintenance Menu:

-
- Customer Contract Price file (special pricing or discounting, by individual product)
-
- Customer Price Brackets by P/C (special price brackets for general categories (product classes))
-
- Customer Discounts by P/C (special discounts for general categories (product classes))

- Promotional Pricing File (special pricing on specific products, for specific periods of time)

Weldpak/Medpak These are special pricing files available to WELDPAK/MEDPAK customers only. These files are found on the Cylinder/Medical Equipment File Maintenance Menu. These include:

-
- Gas Delivery Rates File (special delivery rates for CYLINDERS)
-
- Special Rental Rates by Gas Group (special rental/demurrage rates by GAS GROUP)
-
- Customer Rental/Demurrage/Lease Term/Rates (special rental/demurrage or lease rates by INDIVIDUAL GAS PRODUCT)
-
- Special Lease Term Standard Rates (standard lease rates for terms other than 12 months)

01.-COMPANY CD	—			05.~RECORD TYPE	—
02.-CUSTOMER NO	_____	_____	_____	06.^PRICE CODE	—
03.-OPTIONAL SHIPTO	_____	_____	_____	07.^ITEM GST CD	—
04.-PRODUCT NO	_____	_____	_____	08.^ITEM TAX CD	—

09.^MIN QTY	_____	10.~CONTRACT PRICE	_____	23. FUT	_____
11. QTY BREAK 1	_____	12. CONTRACT PRICE1	_____	24. FUT	_____
13. QTY BREAK 2	_____	14. CONTRACT PRICE2	_____	25. FUT	_____
15. QTY BREAK 3	_____	16. CONTRACT PRICE3	_____	26. FUT	_____
17. QTY BREAK 4	_____	18. CONTRACT PRICE4	_____	27. FUT	_____

19. START CENTURY	—	20. START DATE	_____	30. ADDIT'L DISC %	_____
21.^EXPIRY CENTURY	—	22. EXPIRY DATE	_____	31. DISC START DATE	_____
28.^FUT EXPIRY CEN	—	29. FUTURE EXP DATE	_____	32. DISC END DATE	_____
33. QUOTED BY	_____	34.^ENTERED BY	_____	35. DATE QUOTED	_____
36.*CUSTOMER PROD #	_____				
37.^QTY BREAK CAT'Y	_____				

01.-COMPANY CD	—
02.-CUSTOMER NO	_____
03.-OPTIONAL SHIPTO	_____
04.-PRODUCT NO	_____

38. GUAR'TD MARGIN%	_____
39. SUPPLIER REBATE	_____
40.^COST - REBATE ?	—
41. COMMISSION RATE	_____
42.^DISCOUNTABLE?	—
43. ADD LEN DISC?	—

44. ON LINE CREATE?	—
45. SUPP REB DISC	_____

51. CONTRACT	YTD	\$	_____
52. CONTRACT	TOT	\$	_____

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 CUSTOMER NO

This field contains the customer number, Salesman Number or Customer Class for whom the contract price is to apply. If several Customers have the same Master A/R Customer Number then the Contract Price(s) may be loaded only once against the Master A/R Number.

NOTE: Added Feb 2000 (ROMMOU). This field may also contain a Salesman Number for whom this contract applies.

NOTE: Customer Class Added Jan 2004 - SWIHER

3 OPTIONAL SHIPTO

4 PRODUCT NO

This field contains the product number to which the contract price is to apply.

Optionally, effective October 27, 1993, you may also load a record with a BLANK product number, to indicate special pricing for ALL PRODUCTS. In this case, the contract price loaded would apply to all products with the exception of any SPECIFIC products for which a record has been loaded (this option would only make sense for MARKUP over cost pricing, or DISCOUNT off list pricing).

Effective Oct 2005, a blank product code can also be used in File INCONQ to identify Equipment Surcharges on all Bulk Products (J1\$(668,1)) for this Customer.

5 CONTRACT PRICE

This field can be used in four ways (see also help at the RECORD TYPE field!)

- 1) The customer's actual contract price for the specific product being loaded can be entered here.
- 2) If a negative value is loaded, mark up pricing is assumed, based on the product's COST in the master inventory file. For example, -10.0 will indicate this customer's contract price is COST plus 10% (NOTE: This could be based on UNIT COST, LAST COST or BUY PRICE or MARKUP COST BASE from the inventory extra data file, depending on how your system control record is set.

FILE NO: 153 JF153 NAME: INCON CONTRACT PRICING FILE (43)

- 3) This field can be used to indicate that the contract is actually a contract DISCOUNT off list price. In this case, the discount field would have to be set to yes. For example, a value of 10.0 in this field, with the discount field set to yes would indicate a contract discount of 10% off list (price 0) for this particular customer/product.
- 4) For Equipment Surcharge contracts, this field acts as a \$ amount surcharge on Bulk Product Sales. Implemented Oct 2005 for Case and Drum.

NOTE: If you wish to set up this product as NO CHARGE for this customer, load a zero contract price (with the appropriate expiry date) and leave the price code field BLANK. If any value is loaded in the price code field, it will take precedence over the no charge price.

6 EXPIRY DATE

This field contains the date ON WHICH the contract price expires. Any order entry/invoicing done on or after this date will either use the future price loaded in the next field, or will revert back to standard pricing if no future contract price is loaded.

7 FUTURE PRICE

This field contains the new price to be used when the current contract price expiry date is reached, or when the future price update program is run.

8 FUTURE EXP DATE

This field contains the date ON WHICH the future contract price is to expire.

NOTE: IF the contract price record is being maintained to load a special price code level only (both current & future price = zero AND price code field set to a value other than blank) - then THIS field cannot be used. All expiry dates must be loaded in the CURRENT expiry date field in this scenario.

Reason: Logic in order entry programs automatically assumes that if 'future price' equals zero, contract price must be expired & all information from contract price file (including special price code) will be ignored!

9 ITEM GST CD

This field indicates how G.S.T. is to be calculated for this item. It will automatically default to the product's GST CD as loaded in the master inventory file, but may be overridden if desired. Refer to help documentation on the ITEM GST CD field in the master inventory file for further details.

 FILE NO: 153 JF153 NAME: INCON CONTRACT PRICING FILE (43)

 10 SUPPLIER REBATE

This field contains the 'PER UNIT' rebate received from your supplier on sales of this item. If not zero, this field is used by the Monthly Supplier Rebates Report (only available if your system control record indicates that ARINV history is being maintained).

If a supplier has guaranteed that you will receive a certain gross margin % on a product, that guaranteed margin percentage may be loaded in either:

- a) the Inventory Additional Data File
- b) the Customer Contract Price File (anything loaded in this file will override the value loaded in the previous file)

This guaranteed margin percentage can be used to AUTOMATICALLY calculate the actual supplier rebate dollar amount (amount per unit which supplier will rebate to you on sales which fall below this guaranteed margin percentage).

The 'Create Supplier Rebates from Guaranteed Margin' program, found on the sales analysis menu, will calculate this rebate amount and insert it in the supplier rebate amount field of the contract price file.

This rebate amount is calculated as follows:

Cost MINUS Selling Price PLUS (Selling Price TIMES Margin % DIVIDED BY 100)

Following are examples, based on a guaranteed margin of 40%:

Cost \$10.00	Sell \$ 8.00	10.00 - 8.00 + (8.00*40/100)	= \$5.20 Rebate
10.00	12.00	10.00 - 12.00 + (12.00*40/100)	= 2.80 Rebate
10.00	20.00	10.00 - 20.00 + (20.00*40/100)	= -2.80 Rebate = 0 (Negative = 0)

To use this feature:

- 1) Load Margin percentage as described above
- 2) At month end, PRIOR TO running the Supplier Rebate Report, run the 'Create Supplier Rebates from Guaranteed Margin' program
- 3) If desired, you may manually override any supplier rebate amounts calculated in the Contract Price File
- 4) Run the Supplier Rebate Report

 11 RECORD TYPE

If Blank or 'N' The value loaded in the contract price field is an actual Contract Price.

** note ** In the contract price file only, this field should also be left blank if you wish to load a contract MARK UP over cost.

FILE NO: 153 JF153 NAME: INCON CONTRACT PRICING FILE (43)

- If set to 'Y' The value loaded in the contract price field is actually a contract DISCOUNT off LIST price
- If set to 'y' The value loaded in the contract price field is actually a contract DISCOUNT off NET price. Net price will be calculated based on price/discount applied to the order, then this contract discount will be applied.
- If set to '\$' The value loaded in the contract price field is a DOLLAR AMOUNT to be deducted from list price or added to list price. See help at the contract price field for further details.
- If set to 'D' Same as \$, except the dollar amount is applied to net price, not list price (net price calculated in same way as described in code 'y')
- If set to 'C' The contract price field contains a contract price AND a discount is to be applied against this contract price. Discount percentage to be applied is as loaded in the master customer file.
- If set to 'P' This record contains neither special prices or discounts, but is used to store the customer's number for your product code only.
- If set to 'S' This record contains neither special prices or discounts, but is used to store a salesman product combination for specialized sales reporting re promotional commission rates, etc.
- If set to 'W' This record contains neither special prices or discounts. This record is loaded simply to flag that a warning message is to be displayed during order entry programs, alerting the operator that special pricing must be obtained from management.
- If set to 'X' This record contains neither special prices or discounts. This record is loaded simply to flag that this product is not allowed to be sold to this customer. Order entry will be prevented.
- If set to 'Q' This record Identifies Equipment contracts, where a customer has Supplier provided equipment, and he is being surcharged on Bulk sales for that equipment. Implemented Oct 2005 for Case and Drum.
- If value 0 to 9 This indicates that the price can be found in Propduct Promo File ADCTLR using the Price number 0 to 9 set, regardless of the Quantity Ordered. This option is NOT supported in Weldpak for YLA and REN contract prices.

See also help documentation at the Contract Price Field!!!

12 MIN QTY

This field can be used in one of two ways:

- a) it may contain the minimum quantity (per order) which the customer must purchase in order to qualify for the contract price loaded in a previous field.
- b) it may contain the minimum quantity (per order) which the customer must purchase in order to qualify for the price BRACKET loaded in the price code field (in this case, the contract price fields are left at zero).

eg: min qty = 4 contract price = \$1.00 applies if 4 purchased
min qty = 4 contract price = 0 price code = 2 indicates
that if a minimum of 4 are purchased PRICE CODE 2 will apply

13 PRICE CODE

This field contains the price bracket to be used if the customer purchases the minimum quantity specified in the previous field. This will only apply if the contract price fields are left at zero. Valid brackets are from 0 through 9 and A to Z (relating to Price 0 through 4 in the master inventory file and Price 5 through 35 in the additional pricing file)

14 ITEM TAX CD

This field determines the item's Provincial/State tax status:

- '0' - item is exempt of provincial/state tax.
- '1' - item is subject to provincial/state tax (charged extra based on price)

For liable items, the rate to be charged is based on the customer's tax code.

15 COST - REBATE ?

If a supplier rebate has been loaded for this contract AND this field is set to 'Y', then the cost on any invoice for this contract will be calculated as follows: average cost from master inventory file LESS rebate amount. Thus, any gross profits calculated for this contract will be based on rebated cost rather than average cost. Additionally, the inventory and cost of sales accounts in the general ledger will be affected by the rebated cost.

If this feature is used, note that the average cost of the product in the master inventory file WILL NOT be recalculated. Thus, your inventory stock status report will continue to be calculated based on average cost, while your general ledger inventory control and cost of sales accounts will be affected by

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the rebated cost. Therefore, your stock status report will not balance with your inventory G/L control account & month end journal entries will be required. Refer to menu documentation on SUPPLIER REBATE REPORT for details of the journal entry. Please make sure you understand the implications (stock status vs inventory G/L prior to implementing this feature).

Example:

Assume that a product record exists with a List Selling Price of \$87.53 and a Cost of \$45.74.

Also assume that a specific customer has a Contract Price on this product of \$45.70 (supplier rebate = \$10.00)

-

IF THIS FEATURE IS USED:

-

An invoice to this customer would result in the following:

-

Sale Amount = \$45.70

Cost Amount = \$35.74 (cost on this particular invoice is reduced by rebate amount)

Sales Analysis: Gross Profit Based on rebated cost (35.74) rather than average cost (45.74).

Inventory File: The average cost of the product remains at \$45.74 (it is not recalculated based on this one sale at a rebated cost, as recalculating this average would adversely affect future sales to non-contract price customers).

General Ledger: The inventory control account in the general ledger is affected based on the rebated cost. Future sales to non-contract price customers are affected based on the true average cost of \$45.74.

Stock Status Report: The stock status report (month end inventory valuation report) is produced from the master inventory file. Therefore, it is still based on the true average cost of \$45.74.

-

When comparing the stock status report to the inventory control account in the general ledger, there will be a discrepancy and a journal entry will be required in order to bring the G/L in line with the stock status report.

MTH END JOURNAL ENTRY: Refer to menu documentation on the Suppliers Rebate Report (found on sales analysis menu)

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for details of journal entry required.

-

Advantages: Sales analysis reports reflect a more realistic gross profit.

Disadvantages: G/L adjustments are required; however, these are easily identified from the supplier rebates report.

-

IF THIS FEATURE IS NOT USED:

-

Sales Analysis: Gross profits based on average cost (\$45.74) rather than rebated cost (\$35.74).

-

Inventory File: No difference (average cost still not recalculated).

-

G/L: Affected by average cost, rather than rebated cost.

-

Stock Status: Affected by average cost, therefore should balance to inventory control account in the G/L.

-

Advantages: Because the G/L is not affected by the rebated cost, no journal entries will be required to bring the G/L in line with the stock status report.

Disadvantages: Gross profits on sales analysis reports are based on the higher average cost, thus reflecting a lower gross profit. Manual adjustments would be required to the sales analysis reports.

16 QUOTED BY

Contains a 10 character field that allows the user to enter the name of the person who quoted the price stored in this record. This is an informational field only.

NOTE: For special lease rates, if the special rate was created directly through order entry/invoicing, this field will contain the value 'WEENTB' and the operator code field will contain the operator code who generated the order/invoice.

17 ENTERED BY

This field tracks the ACTUAL operator code (X\$(28,3)) who has added or changed the record. This is updated by the special edit program when the ok to update

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 y/n question has been answered with a yes.

 18 GUAR'TD MARGIN%

If a supplier has guaranteed that you will receive a certain gross margin % of product, that guaranteed margin percentage may be loaded in either:

- a) the Inventory Additional Data File
- b) the Customer Contract Price File (anything loaded in this file will override the value loaded in the previous file)

This guaranteed margin percentage can be used to AUTOMATICALLY calculate the actual supplier rebate dollar amount (amount per unit which supplier will rebate to you on sales which fall below this guaranteed margin percentage).

The 'Create Supplier Rebates from Guaranteed Margin' program, found on the sales analysis menu, will calculate this rebate amount and insert it in the supplier rebate amount field of the contract price file.

This rebate amount is calculated as follows:

Cost MINUS Selling Price PLUS (Selling Price TIMES Margin % DIVIDED BY 100)

Following are examples, based on a guaranteed margin of 40%:

Cost \$10.00	Sell \$ 8.00	10.00 - 8.00 + (8.00*40/100)	= \$5.20 Rebate
10.00	12.00	10.00 - 12.00 + (12.00*40/100)	= 2.80 Rebate
10.00	20.00	10.00 - 20.00 + (20.00*40/100)	= -2.80 Rebate = 0 (Negative = 0)

To use this feature:

- 1) Load Margin percentage as described above
- 2) At month end, PRIOR TO running the Supplier Rebate Report, run the 'Create Supplier Rebates from Guaranteed Margin' program
- 3) If desired, you may manually override any supplier rebate amounts calculated in the Contract Price File
- 4) Run the Supplier Rebate Report

 19 EXPIRY CENTURY

In some files, as part of Y2K conversion, the century was added to the date. Now that we are well into the 21st century, in many cases that century can be defaulted to 20 and not displayed. An example is file INCON.

 20 FUT EXPIRY CENT

In some files, as part of Y2K conversion, the century was added to the date. Now that we are well into the 21st century, in many cases that century can be defaulted to 20 and not displayed. An example is file INCON.

21 COMMISSION RATE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

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Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File contains sales person's normal commission rate

Customer File contains the special commission rate to apply to the specific customer

Additional Customer Data File contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2
doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override

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by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

 22 DISCOUNTABLE?

If set to 'N', the contract price is not allowed to be discounted further during order entry/invoicing programs.

Note: If the contract price record loaded is actually a contract discount (DISCOUNT? field set to 'Y'), this field MUST BE LEFT BLANK!

Programming

Note: See mods to OEENT6/WEENT6 (1600 routine) re this field.

 23 DATE QUOTED

 24 CUSTOMER PROD #

If a customer has his own code for your products, these codes may be loaded with contract prices. If no special price is maintained for the customer, the code DISCOUNT? or P# must be set to [P], indicating that this record is only there to track customer codes for your products.

A flag is maintained in the customer extra data file determining whether these product numbers must be stored with each order entered for the customer. This may be for printing on invoices, shipping documents, bar coded labels, etc.

 25 SUPP REB DISC

This OPTIONAL field can be used to load a supplier rebate DISCOUNT. This can be used in those situations where supplier rebate is a discount off COST, as opposed to a fixed dollar amount rebate.

This is used by the supplier rebate report and, optionally (if the cost minus rebate flag is set to yes), it is also taken into account in the order entry/invoicing programs.

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All standard rules relating to supplier rebates apply, including necessity of making month end journal entries if the cost minus rebate flag is set to yes (refer to help documentation on Supplier Rebates Report Program).

** NOTE: Only ONE type of supplier rebate can be loaded for each contract, EITHER a supplier rebate discount OR an actual supplier rebate \$\$ amount!!

26 ON LINE CREATE?

If this flag is set to 'Y', it means the contract price was created on line during order/entry invoicing

27 ADD LEN DISC?

For Moulding items Only.
Contract prices can be created on line, as a result of records loaded in file ADCTLY.

Example: Sale type record loaded in ADCTLY for corner samples. When sale done under that sale type, if is the FIRST sale of a particular corner sample (eg: 1047-COR), a discount record is automatically created on line in the contract price file for the actual moulding itself (1047), with an expiry date based on the the # of days loaded in the ADCTLY record.

Normally, until November 2001, any such discount records written to the contract price file would automatically apply to all sales of the moulding - whether length, chopped or joined.

NEW: In November 2001, a new feature was added such that these discount records can (optionally) only apply to LENGTH - not chops/joins. At the same time, the discount will be an ADDITIONAL discount on top of any length discounts already established for the customer.

TO USE: ADCTLY set the ADDIT. LEN DISC? flag to 'Y'

On the first sale of a moulding after the ADCTLY record is set up, a contract discount record will automatically be written to the contract price file (written by program INCON3). This field in the contract price file will also be set to 'Y'.

As subsequent orders for the moulding are processed, if this flag in the contract price file is set to 'Y', the discount will only apply on sales of LENGTH items.

Sales of the same moulding in either chopped or joined format will be subject to any normal discounting, excluding the special discount from the contract price file.

28 QTY BREAK 1

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If quantity break pricing applies to this product, up to 19 different quantity break levels may be established (Qty Break 1 through 4 in the master inventory file and Qty Break 5 through 19 in the additional pricing file - if required).

These fields are used to determine at what level(s) quantity breaks are to be given. When loading selling prices, Price 0 would be standard price, Price 1 would relate to Quantity Break 1, etc.

Example:

	Price 0 = 100.00
Qty Break 1 = 10	Price 1 = 99.00
Qty Break 2 = 50	Price 2 = 98.00
Qty Break 3 = 80	Price 2 = 97.00

In this example, quantities from 1 through 9 would be billed at \$100.00, quantities from 10 through 49 would be billed at \$99.00, etc.

Note: The Additional Pricing File is new as of November 8, 1990

29 QTY BREAK 2

If quantity break pricing applies to this product, up to 19 different quantity break levels may be established (Qty Break 1 through 4 in the master inventory file and Qty Break 5 through 19 in the additional pricing file - if required).

These fields are used to determine at what level(s) quantity breaks are to be given. When loading selling prices, Price 0 would be standard price, Price 1 would relate to Quantity Break 1, etc.

Example:

	Price 0 = 100.00
Qty Break 1 = 10	Price 1 = 99.00
Qty Break 2 = 50	Price 2 = 98.00
Qty Break 3 = 80	Price 2 = 97.00

In this example, quantities from 1 through 9 would be billed at \$100.00, quantities from 10 through 49 would be billed at \$99.00, etc.

Note: The Additional Pricing File is new as of November 8, 1990

30 QTY BREAK 3

If quantity break pricing applies to this product, up to 19 different quantity break levels may be established (Qty Break 1 through 4 in the master inventory file and Qty Break 5 through 19 in the additional pricing file - if required).

These fields are used to determine at what level(s) quantity breaks are to be given. When loading selling prices, Price 0 would be standard price, Price 1

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would relate to Quantity Break 1, etc.

Example:

	Price 0 = 100.00
Qty Break 1 = 10	Price 1 = 99.00
Qty Break 2 = 50	Price 2 = 98.00
Qty Break 3 = 80	Price 2 = 97.00

In this example, quantities from 1 through 9 would be billed at \$100.00, quantities from 10 through 49 would be billed at \$99.00, etc.

Note: The Additional Pricing File is new as of November 8, 1990

31 QTY BREAK 4

If quantity break pricing applies to this product, up to 19 different quantity break levels may be established (Qty Break 1 through 4 in the master inventory file and Qty Break 5 through 19 in the additional pricing file - if required).

These fields are used to determine at what level(s) quantity breaks are to be given. When loading selling prices, Price 0 would be standard price, Price 1 would relate to Quantity Break 1, etc.

Example:

	Price 0 = 100.00
Qty Break 1 = 10	Price 1 = 99.00
Qty Break 2 = 50	Price 2 = 98.00
Qty Break 3 = 80	Price 2 = 97.00

In this example, quantities from 1 through 9 would be billed at \$100.00, quantities from 10 through 49 would be billed at \$99.00, etc.

Note: The Additional Pricing File is new as of November 8, 1990

32 CONTRACT PRICE1

This field can be used in four ways (see also help at the RECORD TYPE field!)

- 1) The customer's actual contract price for the specific product being loaded can be entered here.
- 2) If a negative value is loaded, mark up pricing is assumed, based on the product's COST in the master inventory file. For example, -10.0 will indicate this customer's contract price is COST plus 10% (NOTE: This could be based on UNIT COST, LAST COST or BUY PRICE or MARKUP COST BASE from the inventory extra data file, depending on how your system control record is set.
- 3) This field can be used to indicate that the contract is actually a

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contract DISCOUNT off list price. In this case, the discount field would have to be set to yes. For example, a value of 10.0 in this field, with the discount field set to yes would indicate a contract discount of 10% off list (price 0) for this particular customer/product.

- 4) For Equipment Surcharge contracts, this field acts as a \$ amount surcharge on Bulk Product Sales. Implemented Oct 2005 for Case and Drum.

NOTE: If you wish to set up this product as NO CHARGE for this customer, load a zero contract price (with the appropriate expiry date) and leave the price code field BLANK. If any value is loaded in the price code field, it will take precedence over the no charge price.

33 CONTRACT PRICE2

This field can be used in four ways (see also help at the RECORD TYPE field!)

- 1) The customer's actual contract price for the specific product being loaded can be entered here.
- 2) If a negative value is loaded, mark up pricing is assumed, based on the product's COST in the master inventory file. For example, -10.0 will indicate this customer's contract price is COST plus 10% (NOTE: This could be based on UNIT COST, LAST COST or BUY PRICE or MARKUP COST BASE from the inventory extra data file, depending on how your system control record is set.
- 3) This field can be used to indicate that the contract is actually a contract DISCOUNT off list price. In this case, the discount field would have to be set to yes. For example, a value of 10.0 in this field, with the discount field set to yes would indicate a contract discount of 10% off list (price 0) for this particular customer/product.
- 4) For Equipment Surcharge contracts, this field acts as a \$ amount surcharge on Bulk Product Sales. Implemented Oct 2005 for Case and Drum.

NOTE: If you wish to set up this product as NO CHARGE for this customer, load a zero contract price (with the appropriate expiry date) and leave the price code field BLANK. If any value is loaded in the price code field, it will take precedence over the no charge price.

34 CONTRACT PRICE3

This field can be used in four ways (see also help at the RECORD TYPE field!)

- 1) The customer's actual contract price for the specific product being loaded can be entered here.
- 2) If a negative value is loaded, mark up pricing is assumed, based on the

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product's COST in the master inventory file. For example, -10.0 will indicate this customer's contract price is COST plus 10% (NOTE: This could be based on UNIT COST, LAST COST or BUY PRICE or MARKUP COST BASE from the inventory extra data file, depending on how your system control record is set.

- 3) This field can be used to indicate that the contract is actually a contract DISCOUNT off list price. In this case, the discount field would have to be set to yes. For example, a value of 10.0 in this field, with the discount field set to yes would indicate a contract discount of 10% off list (price 0) for this particular customer/product.
- 4) For Equipment Surcharge contracts, this field acts as a \$ amount surcharge on Bulk Product Sales. Implemented Oct 2005 for Case and Drum.

NOTE: If you wish to set up this product as NO CHARGE for this customer, load a zero contract price (with the appropriate expiry date) and leave the price code field BLANK. If any value is loaded in the price code field, it will take precedence over the no charge price.

35 CONTRACT PRICE4

This field can be used in four ways (see also help at the RECORD TYPE field!)

- 1) The customer's actual contract price for the specific product being loaded can be entered here.
- 2) If a negative value is loaded, mark up pricing is assumed, based on the product's COST in the master inventory file. For example, -10.0 will indicate this customer's contract price is COST plus 10% (NOTE: This could be based on UNIT COST, LAST COST or BUY PRICE or MARKUP COST BASE from the inventory extra data file, depending on how your system control record is set.
- 3) This field can be used to indicate that the contract is actually a contract DISCOUNT off list price. In this case, the discount field would have to be set to yes. For example, a value of 10.0 in this field, with the discount field set to yes would indicate a contract discount of 10% off list (price 0) for this particular customer/product.
- 4) For Equipment Surcharge contracts, this field acts as a \$ amount surcharge on Bulk Product Sales. Implemented Oct 2005 for Case and Drum.

NOTE: If you wish to set up this product as NO CHARGE for this customer, load a zero contract price (with the appropriate expiry date) and leave the price code field BLANK. If any value is loaded in the price code field, it will take precedence over the no charge price.

36 FUTURE PRICE 1

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This field contains the new price to be used when the current contract price expiry date is reached, or when the future price update program is run.

37 FUTURE PRICE 2

This field contains the new price to be used when the current contract price expiry date is reached, or when the future price update program is run.

38 FUTURE PRICE 3

This field contains the new price to be used when the current contract price expiry date is reached, or when the future price update program is run.

39 FUTURE PRICE 4

This field contains the new price to be used when the current contract price expiry date is reached, or when the future price update program is run.

40 QTY BREAK CAT'Y

Combined quantity break pricing is a feature which allows quantity break pricing to be given on combined quantities of different products, rather than specific quantities of individual products.

Example: Assume that quantity break pricing is to be given if 25 units are sold.

Normal Quantity Break Pricing - Quantity break pricing only given if 25 units of a specific product are sold.

Combined Quantity Break Pricing - Quantity break pricing only given if 25 units are sold; however, the 25 units may be a mix of several different products.

This feature may be used by establishing Quantity Break Category Codes (if category codes are not assigned, it is assumed that normal quantity break pricing is to be used). These category codes can be established by:

Product Class In the Product Class File, a category code may be assigned to those product classes/sub classes for which combining of quantities is to be allowed. ALL products in the product classes so designated will have their quantities combined for pricing purposes. Several product classes may share the same category code if desired.

Specific Products In the Inventory Additional Data File, category codes may be assigned to specific products. All products with the same category code will have their quantities combined for pricing purposes. Several

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products may share the same category code if desired, and any codes assigned to specific products will override any product class codes.

In either of the above two scenarios, quantity break levels and pricing are maintained on an individual product basis.

Combined This file may be used to set up a table of different category codes, Quantity along with a description of each code and the appropriate quantity Pricing break levels and prices for each category. These codes may then be File carried over into either the Product Class File or the Inventory Additional Data File.

This file could be used if the SAME quantity break levels and prices apply to ALL products in the same category. This would allow pricing to be maintained by category rather than by individual product.

This file could also be used simply to establish a master table of all category codes/descriptions for informational purposes, while still maintaining levels and prices by individual product.

If the Combined Quantity Break Pricing feature is used, quantity break pricing is not automatically given on a line by line basis. Rather, an automatic recalculation of each line is done at the end of the order, once all quantities have been input.

41 ADDIT'L DISC %

If an additional discount is required above the contract price, it may be loaded here. As well, a start and end date for this discount must be loaded.

Implemented March 8, 2004 at Swiss Herbal.

42 DISC START DATE

If an additional discount is required above the contract price, it may be loaded here. As well, a start and end date for this discount must be loaded.

Implemented March 8, 2004 at Swiss Herbal.

43 DISC END DATE

If an additional discount is required above the contract price, it may be loaded here. As well, a start and end date for this discount must be loaded.

Implemented March 8, 2004 at Swiss Herbal.

44 START CENTURY

If not blank, the contract price stored in this record will not take effect until the date loaded here. This will be checked against order date.

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45 START DATE

If not blank, the contract price stored in this record will not take effect until the date loaded here. This will be checked against order date.

46 SEE INCONQ

47 CONTRACT YTD \$

File INCONQ is used to maintain Equipment Contracts, where a product has been loaned, or conditionally sold to a customer, and in return, that customer pays a surcharge on the purchase of the Bulk Product on that contract, or all Bulk Products. If a product number is present, only that product is surcharged.

Contract types are identified as:

C = Conditional Sale - on this type, once the customer surcharges total the contract amount, the surcharges stop.

L= Equipment Loan

Contract Status Codes include:

A - Active C - Closed P - Paid R - Renewed

The Surcharge may either be applied as a separate line item, SURCHARGE TYPE A, which requires a SURCHARGE PRD# or as an add on to selling price of the Bulk Item, SURCHARGE TYPE \$.

For all types, the system will keep track of surcharge sales, and a Yearly Purchase quota of Bulk products. Surcharges will stop once the Total Amount Charged is equal to the Equipment Value.

Implemented Oct 2005 - Case and Drum.

48 CONTRACT TOT \$

File INCONQ is used to maintain Equipment Contracts, where a product has been loaned, or conditionally sold to a customer, and in return, that customer pays a surcharge on the purchase of the Bulk Product on that contract, or all Bulk Products. If a product number is present, only that product is surcharged.

Contract types are identified as:

C = Conditional Sale - on this type, once the customer surcharges total the contract amount, the surcharges stop.

L= Equipment Loan

Contract Status Codes include:

A - Active C - Closed P - Paid R - Renewed

The Surcharge may either be applied as a separate line item, SURCHARGE TYPE A, which requires a SURCHARGE PRD# or as an add on to selling price of the Bulk Item, SURCHARGE TYPE \$.

For all types, the system will keep track of surcharge sales, and a Yearly Purchase quota of Bulk products. Surcharges will stop once the Total Amount Charged is equal to the Equipment Value.

Implemented Oct 2005 - Case and Drum.

49 SEE INCONQ

50 B9\$

51 NAME

X7\$=[NAME,ARCUS]

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

52 SHIP TO NAME

X7\$=[SHIP TO NAME,ARSHP]

For each ship to location, up to four lines of name and address, plus a separate postal code, may be maintained.

In the order processing programs, you may do a database name and address lookup, and transfer this to the sold to or ship to name & address. This is done as follows:

At the name filed key # to do a lookup. Find the record you want and exit with F4.

When the order screen re-appears - key [CR] and that address will be loaded.

53 DESCRIPTION

X7\$=[DESCRIPTION,INVEN]

The Description field contains a description of the Cylinder/Equipment Code being loaded, in the default language of the system installation.

In situations where more than one language is required, the Alternate Description contains a description of the Cylinder/Equipment Code in the alternate language.

Eg: If two languages are required (English and French), with the default for the installation being English, load the English description in the Description field and the French description in the Alternate field.

If the default for the installation is French, load the French description in the Description field and the English description in the alternate field.

A program is available to automatically create the part numbers required for rental/demurrage and lease invoicing (part numbers will be assigned as RENxxx and YLAXxx, where xxx represents the cylinder/equipment code). The descriptions for these REN and YLA part numbers will be assigned based on the Descriptions loaded in the Cylinder Master File.

1.-COMPANY CD	—	6. NAME	_____
2.-CUSTOMER NO	_____	7. SHIP TO NAME	_____
3.-OPTIONAL SHIPTO	_____	8. DESCRIPTION	_____
4.-OPT P/C-MFR CD	_____		
5.-OPT S/C-MFR CD	_____		

9.^PRICE CODE	—
---------------	---

12.	PR CD START DT	_____
13.	PR CD END DATE	_____
14.^REVERT TO PR CD	—	

10.^COMMISSION TYPE	—
11. COMMISSION RATE	_____

FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

This file can optionally be used to assign a customer to a specific price level from the master inventory file, for specific product/sub class combinations.

It can also be used to override Commission.

Effective March 25, 1999, This file will optionally contain a Price code start and End date. As well, if dates are not met, a revert to Price code is maintained.

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 CUSTOMER NO

This is the unique code by which each customer is accessed within a company. It is recommended that customer numbers be assigned in alphabetical order with gaps sufficiently large to permit addition of new numbers as new customers are loaded. Using an alphabetic lead character same as the first character of the customer's name is also permitted.

Examples of how customer codes might be assigned are as follows:

ABC Manufacturing Company Ltd.	-	ABCMAN
Smith's Garage	-	SMIGAR
Mr. Joe Smith	-	SMIJOE
Mr. John Smith	-	SMIJOH
Dept. of Transport, Kingston	-	DOTKIN
Dept. of Transport, Ottawa	-	DOTOTT

In application programs such as order entry, invoicing, A/R inquiries, etc., refer to help prompts displayed at the bottom of the screen for various customer lookup options available.

3 OPTIONAL SHIPTO

4 OPT P/C-MFR CD

These two fields contain the product class AND sub class on which the customer in question is to have a different price assigned than that loaded in the master customer file (see help documentation on price code field in master customer file and pricing fields in master inventory file).

As of September 1990 the sub class field is now OPTIONAL. If it is left blank all records in the specified Product Class will be affected.

5 OPT S/C-MFR CD

FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

These two fields contain the product class AND sub class on which the customer in question is to have a different price assigned than that loaded in the master customer file (see help documentation on price code field in master customer file and pricing fields in master inventory file).

As of September 1990 the sub class field is now OPTIONAL. If it is left blank all records in the specified Product Class will be affected.

6 NAME

X7\$=[NAME,ARCUS]

Up to 4 lines of 30 characters each of the sold to name and address may be loaded.

7 SHIP TO NAME

X7\$=[SHIP TO NAME,ARSHP]

For each ship to location, up to four lines of name and address, plus a separate postal code, may be maintained.

In the order processing programs, you may do a database name and address lookup, and transfer this to the sold to or ship to name & address. This is done as follows:

At the name filed key # to do a lookup. Find the record you want and exit with F4.

When the order screen re-appears - key [CR] and that address will be loaded.

8 DESCRIPTION

X7\$=[DESCRIPTION,INP.C]

For reporting purposes, this field contains the description of the product/sub class being loaded.

9 PRICE CODE

This field represents the price code at which this customer's pricing is to begin. Valid values are from 0 through 9 and A through Z (these relate to Price 0 through 35 in the master inventory file and the additional pricing file).

If this customer uses quantity break pricing, the price code determines at which price level this customer's pricing should begin. If quantity breaks are not used, the price code determines which specific price level is to be used. Contract pricing overrides any prices determined by this price code, and operator overrides may be used on any specific order.

Note: The additional pricing file (INQPR) is new as of November 8, 1990. Prior to that date, only price codes 0 through 4 were applicable. Effective June 29, 1998 - this was increased from 19 to 35 prices.

FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

If a customer is loaded with a price code greater than 4, but no prices have been loaded above code 4 in the additional pricing file, price level 4 will automatically be used.

Note: - if the price selected is zero, the next lowest non zero price will be

- If the price code is ' ' then no price code override will take place

Note: Special Pricing by Customer

Q6\$(320,1)="F" REFINT

Use Branch Code to determine price US = 2 & 3 TO = 0 & 1

Use higher code first - if zero use lower one

If set (last digit of product is zero) no price on components unless set price is zero.

10 COMMISSION TYPE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.
NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).
NOTE1: A negative value indicates no commission to paid on sales to the customer in question.
- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.

FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus

 FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION RATE The bonus commission rate to be used.

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2 doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5 doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S'	Commissions are calculated based on the sale amount.
'G'	Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.
'B'	Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.
's'	Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and

 FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received). The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
 Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

11 COMMISSION RATE

Commission rates for each salesman are stored in the salesman file. Additionally, overriding commission rates may also be stored in other files as indicated below.

Processing of commission during order entry/invoicing is as follows:

- Rate from salesman file picked up first (file ARSMN)
 - NOTE: A zero value indicates commission not normally paid, but can be overridden by values in following files.
 - NOTE1: A NEGATIVE value indicates commission NEVER paid to the salesman & no overrides will ever occur, REGARDLESS of values loaded in following files.
- A non-zero rate in the customer file (ARCUS) overrides the salesman file.

FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

NOTE: If an expiry date exists for this rate and if the order date is greater than the expiry date, this rate is ignored (see Commission Expiry Date in the Additional Customer Data File).

NOTE1: A negative value indicates no commission to paid on sales to the customer in question.

- For customers with multiple shipping locations, any non-zero commission rates loaded in the Ship To File (ARSHP) overrides the rate from the customer file.
- Any non-zero rate in the Customer Price Brackets/Commissions File (INPRI) overrides any previous rates.
- Any non-zero rate in the inventory file (INVEN) overrides previous rates.
NOTE: A negative value in the inventory file indicates no commission to be paid on the item in question.
- Any non-zero rate in the Sales Commissions by Product Class File (ADCTL%) overrides any previous rates.
- The Ship Via Information file may also contain an adjustment amount (either positive or negative). If present, this adjustment is reflected in the calculated commission rate.
- Any non zero rate in the customer/product contract pricing file (INCON) overrides any previous rates.

COMMISSION TYPES (OPTIONAL IN REGULAR DISTRIBUTION PACKAGE
NOT AVAILABLE IN WELDPAK/MEDPAK PACKAGE)

Commission types are applied in the following sequence:

ANY FILE Commission type of [Z] indicates that the rate stored in the file is the commission rate to be used regardless of the rules on subsequent files, based on the precedence described below.(00/03/30)

Salesman A commission type of 'N' indicates that the salesman's commission rate is 'N'on overridable by any other rate. (2000/02/10 - Bedford)

A/R Cust# If the A/R Customer no has a commission type code of 'N', the A/R customer's commission rate is to be used and is 'N'on overridable. (2000/02/10 Bedford)

Customer A customer Commission Type of 'N' indicates that the customer's commission rate is 'N'on overridable by an item's commission rate, unless the item has a negative (non-commissionable) rate loaded.

Item If the item's commission type is blank AND a commission rate has been loaded for the item AND the customer has a commission type of 'A', then the rate stored in the customer file becomes an

FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

Adjustment amount to be subtracted from the item's commission rate, to calculate the actual commission rate to use.

If the item's commission type is 'F', the above commission adjustment will not take place.

An item commission type of 'N' is an alternate method of indicating that the item is non-commissionable.

The method of calculation (either based on sales or gross profit) is determined by the Commission Calculation flag in your system control record.

BONUS COMMISSION (in the salesman file) can be used to establish a bonus commission rate which will become the salesman's standard rate once YTD sales have exceeded a specific value.

BONUS SALES \$ A non-zero value indicates point at which bonus commission rate is to take effect. Once the salesman's YTD Sales \$ exceed this value, the bonus commission rate will take effect. (YTD sales \$ are updated each time invoices are updated).

BONUS COMMISSION The bonus commission rate to be used.
RATE

NOTE: This is subject to the usual overrides by customer, product, etc.

The Commission Expiry Date Field in the Additional Customer Data File can be used for those situations where you wish to apply a special commission rate for a certain period of time. An example of use is where a sales person is entitled to a special commission rate on sales to NEW customers for a two or three month period.

To use this feature:

Salesman File	contains sales person's normal commission rate
Customer File	contains the special commission rate to apply to the specific customer
Additional Customer Data File	contains the expiry date of the special commission rate. Any orders processed after this expiry date will revert to the standard commission rate.

This field is also available in the Ship To file, where if present and less than or equal to the order date, it prevents application of special commission rate (and type) from that file.

Programmer Note: see 930805 mods to JF131 Jf131 OEENT2/WEENT2

 FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

doc code ARCOMX and AR0035

see 940214 mods to JF133 JF361 OEENT5/WEENT5
doc code ARCOMX

If commissions are used, the Commission Calculation field in your System Control Record indicates how commissions are to be calculated:

Left Blank or 'S' Commissions are calculated based on the sale amount.

'G' Commissions are calculated based on invoice gross profit, using the product's unit cost as the cost source.

'B' Commissions are calculated based on invoice gross profit, using the product's buy price rather than its unit cost.

's' Same as 'S', but commission rates are recalculated based on list price. For example, if list price is \$150, and calculated commission rate is 2%, commission amount would be \$3.00. If price charged is \$200.00, commission rate would be reduced to 1.5% to result in same \$3.00 commission. This is used to handle situation where price includes freight or other charges for certain branches/customers (REGBED), and commission is not payable on the extra charge. Note: variable commission decimal places in line item files should be set to 2 if this option is used.

If average costing is being used, the product's unit cost is actually an average cost (recalculated each time goods are received).
The buy price in the master inventory file is usually a supplier's quoted catalogue price and is not automatically recalculated unless specifically requested.

This field contains a commission code by product class, with optional override by product, that when combined with the price code used on an order, will be used to look up special commission rates in file ADCT0c. This commission logic will only be applied after all other logic is processed, and will only be used if other commission rules have not already created a zero commission condition.

This file contains commission rates, and values regarding commission deductions if discounts are given. For example:

Base Comm Rate = 15.0 Deduct Rate = 2.0 Per Disc = 5.0 Minimum Disc = 10.0
Min Comm Rate = 4.0

Discount %	>= 0.0	and	< 10.0	- Commission =	15.0
	>= 10.0		< 15.0		13.0
	>= 30.0		< 35.0		5.0
	>= 35.0		< 40.0		4.0

etc....

FILE NO: 160 JF160 NAME: INPRI SPECIAL PRICE CODES and COMMISSION RATES

12 PR CD START DT

Effective March 25, 1999, This file will optionally contain a Price code start and End date. As well, if dates are not met, a revert to Price code is maintained.

13 PR CD END DATE

Effective March 25, 1999, This file will optionally contain a Price code start and End date. As well, if dates are not met, a revert to Price code is maintained.

14 REVERT TO PR CD

Effective March 25, 1999, This file will optionally contain a Price code start and End date. As well, if dates are not met, a revert to Price code is maintained.

15 INPRI UNUSED

01.-COMPANY CD	—
02.-DISC CODE	—
804.-P/C - MFR CODE	—
05.-OPT S/C-MFR CD	—

09. DISC % 1	—
11. DISC % 2 / CASE	—
13. DISC % 3	—
10. MINIMUM QTY	—
06. DISC 2 = CASE ?	—

07. START DATE	—
08. EXPIRY DATE	—
17. ADDIT CASE QTY	—
15. ADDIT CASE DISC	—

FILE NO: 157 JF157 NAME: INDSCO CUST CATGY/P-C/MFR CODE DISCOUNTS

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 DISC CODE

This code is used to obtain discount and/or rebate rates by product class from the product class discount file.

A discount matrix would first have to be established in the product class discount file. For example:

Discount Code 1 -	Product Class ABC	Sub Class 001 = 10%
	Product Class XYZ	Sub Class 001 = 15%
	Product Class GAS	Sub Class 001 = 5%

Discount Code 2 -	Product Class ABC	Sub Class 001 = 15%
	Product Class GAS	Sub Class 001 = 10%

In the master customer file, any customers who fall into the matrix for discount code 1 would have code 1 loaded in their record; those who fall into the matrix for code 2 would have code 2 loaded, etc.

In the above example, only products which belong to the product/sub classes specified would have automatic discounts calculated. Products in product/sub classes other than those indicated would not automatically have discounts calculated.

Matrixes can also be established for all products within a product class (regardless of their sub class), simply by leaving the sub class field blank.

Note that overriding is always allowed during order entry/invoicing, providing that the product in question is considered discountable.

Note also that only one discount code can be assigned to each customer.

3 BLANK

4 P/C - MFR CODE

This field contains the product class for which the discount matrix is being established.

Alternatively, this field may contain the first 3 characters of a manufacturer's code as used in the inventory master file if a discount matrix is to be established based on Manufacturer's code instead of product class/sub class. The last 3 characters of the manufacturer's code would be

 FILE NO: 157 JF157 NAME: INDSCO CUST CATGY/P-C/MFR CODE DISCOUNTS

 entered in the field OPT S/C-MFR CD.

 5 OPT S/C-MFR CD

This field contains the sub class within the product class, for which the discount matrix is being established. If this field is left blank, the discount matrix will apply to ALL products within the product class only (regardless of their sub class).

Alternatively, this field may contain the last 3 characters of a manufacturer's code as used in the inventory master file if a discount matrix is to be established based on manufacturer's code instead of product class/sub class. The first three characters of the manufacturer's code must be entered in the P/C - MFR CODE field.

 6 DISC % 1

The Customer/Product/Class/Mfr Discounts file has varying layouts, depending upon how it is used. The following documentations should be read completely, to understand all the possible combinations.

In Novemeber 2004, file INDSC6 was added, allowing up to 8 discounts, each based on a quantity break. The discounts would be taken from the price code specified in the customer file, and based upon the discount code, and product class being purchased. (QUIDRI AU - price 3 = Retail)

FOR NON WELDPAK/MEDPAK CUSTOMERS: UP TO three discounts off list price may be maintained. If more than one discount percentage is loaded, these discounts will be chained and a net discount percentage will be calculated from these chained discounts (e.g. if discount percentages of 50.0, 20.0 and 10.0% are loaded, a net discount of 64% will be calculated for any line of an order containing a product in the product/sub class for which chained discounts have been loaded).

Example: Assume that a product has a list price of \$10.00. Using the above discount percentages, the 64% net discount is arrived at as follows:

```

-
$10.00 x 50% = $5.00 (price now down to $5.00)
$ 5.00 x 20% = $1.00 (price now down to $4.00)
$ 4.00 x 10% = $0.40 (price now down to $3.60, which is a 64%
                        discount off original list price of $10.00)
  
```

If a NEGATIVE discount is loaded, the result will be a markup ON TOP OF LIST PRICE.

--
 Discounts and Qty Breaks in file INDSC are applied differently according to the flag in the record. Values are N, Y, or Q.

N assumes the original method of applying chain discounts.

Y is the method that assumes discount 1 is based on the minimum QTY and Discount 2 is applied instead of 1 if Case Qty is purchased.

Q added for QUIDRI Nov 2004 assumes that 1 of up to 8 discounts is selected

FILE NO: 157 JF157 NAME: INDSC0 CUST CATGY/P-C/MFR CODE DISCOUNTS

based on the qty purchased. (See File INDSC6).

Case Quantity is maintained by product. This field defines the number of units of this product in a case. In order to define case discounts, records may be loaded in File INDSC by Customer Discount Code and Product, defining the case discount available for that combination.

Effective October 1997, a new option is available in the discounts file. If the DISC 2 = CASE? Flag is set to [Y]es, rather than chain discounting, Discount 1 will be the regular discount percent, and discount 2 will be the Case discount percent. The third discount will be ignored.

A flag is available in the customer master file to skip this discounting. If set to [Y]es, this discount will not be calculated.

This field is not available in Weldpak/Medpak.

--

WELDKPAK/MEDPAK CUSTOMERS: Chained discounts are NOT APPLICABLE. This file may be used for three different purposes only, as follows:

- 1) Discount off LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a POSITIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.
- 2) Markup on top of LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a NEGATIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.
- 3) Markup on top of COST (as loaded in master inventory file).
 - For this purpose, load a NEGATIVE discount in the Discount #2 field.
 - ignore the Discount #1 and Discount #3 fields.
 - NOTE: This could be a markup on top of UNIT COST, LAST COST or BUY PRICE, depending on how your system control record is set.

In both cases, if minimum qty is not zero, the qty ordered must be equal to or greater than this qty.

7 DISC % 2 / CASE

The Customer/Product/Class/Mfr Discounts file has varying layouts, depending upon how it is used. The following documentations should be read completely, to understand all the possible combinations.

In Novemeber 2004, file INDSC6 was added, allowing up to 8 discounts, each based on a quantity break. The discounts would be taken from the price code specified in the customer file, and based upon the discount code, and product class being purchased. (QUIDRI AU - price 3 = Retail)

FOR NON WELDKPAK/MEDPAK CUSTOMERS: UP TO three discounts off list price may be maintained. If more than one discount percentage is loaded, these discounts will be chained and a net discount percentage will be

FILE NO: 157 JF157 NAME: INDSCO CUST CATGY/P-C/MFR CODE DISCOUNTS

calculated from these chained discounts (e.g. if discount percentages of 50.0, 20.0 and 10.0% are loaded, a net discount of 64% will be calculated for any line of an order containing a product in the product/sub class for which chained discounts have been loaded).

Example: Assume that a product has a list price of \$10.00. Using the above discount percentages, the 64% net discount is arrived at as follows:

-
\$10.00 x 50% = \$5.00 (price now down to \$5.00)
\$ 5.00 x 20% = \$1.00 (price now down to \$4.00)
\$ 4.00 x 10% = \$0.40 (price now down to \$3.60, which is a 64%
discount off original list price of \$10.00)

If a NEGATIVE discount is loaded, the result will be a markup ON TOP OF LIST PRICE.

--
Discounts and Qty Breaks in file INDSC are applied differently according to the flag in the record. Values are N, Y, or Q.

N assumes the original method of applying chain discounts.
Y is the method that assumes discount 1 is based on the minimum QTY and Discount 2 is applied instead of 1 if Case Qty is purchased.
Q added for QUIDRI Nov 2004 assumes that 1 of up to 8 discounts is selected based on the qty purchased. (See File INDSC6).

Case Quantity is maintained by product. This field defines the number of units of this product in a case. In order to define case discounts, records may be loaded in File INDSC by Customer Discount Code and Product, defining the case discount available for that combination.

Effective October 1997, a new option is available in the discounts file. If the DISC 2 = CASE? Flag is set to [Y]es, rather than chain discounting, Discount 1 will be the regular discount percent, and discount 2 will be the Case discount percent. The third discount will be ignored.

A flag is available in the customer master file to skip this discounting. If set to [Y]es, this discount will not be calculated.

This field is not available in Weldpak/Medpak.

--
WELDPAK/MEDPAK CUSTOMERS: Chained discounts are NOT APPLICABLE. This file may be used for three different purposes only, as follows:

- 1) Discount off LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a POSITIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.
- 2) Markup on top of LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a NEGATIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.

 FILE NO: 157 JF157 NAME: INDSC0 CUST CATGY/P-C/MFR CODE DISCOUNTS

- 3) Markup on top of COST (as loaded in master inventory file).
- For this purpose, load a NEGATIVE discount in the Discount #2 field.
 - ignore the Discount #1 and Discount #3 fields.
 - NOTE: This could be a markup on top of UNIT COST, LAST COST or BUY PRICE, depending on how your system control record is set.

In both cases, if minimum qty is not zero, the qty ordered must be equal to or greater than this qty.

8 DISC % 3

The Customer/Product/Class/Mfr Discounts file has varying layouts, depending upon how it is used. The following documentations should be read completely, to understand all the possible combinations.

In November 2004, file INDSC6 was added, allowing up to 8 discounts, each based on a quantity break. The discounts would be taken from the price code specified in the customer file, and based upon the discount code, and product class being purchased. (QUIDRI AU - price 3 = Retail)

FOR NON WELDPAK/MEDPAK CUSTOMERS: UP TO three discounts off list price may be maintained. If more than one discount percentage is loaded, these discounts will be chained and a net discount percentage will be calculated from these chained discounts (e.g. if discount percentages of 50.0, 20.0 and 10.0% are loaded, a net discount of 64% will be calculated for any line of an order containing a product in the product/sub class for which chained discounts have been loaded).

Example: Assume that a product has a list price of \$10.00. Using the above discount percentages, the 64% net discount is arrived at as follows:

-

\$10.00 x 50% = \$5.00	(price now down to \$5.00)
\$ 5.00 x 20% = \$1.00	(price now down to \$4.00)
\$ 4.00 x 10% = \$0.40	(price now down to \$3.60, which is a 64% discount off original list price of \$10.00)

If a NEGATIVE discount is loaded, the result will be a markup ON TOP OF LIST PRICE.

--
Discounts and Qty Breaks in file INDSC are applied differently according to the flag in the record. Values are N, Y, or Q.

N assumes the original method of applying chain discounts.
Y is the method that assumes discount 1 is based on the minimum QTY and Discount 2 is applied instead of 1 if Case Qty is purchased.
Q added for QUIDRI Nov 2004 assumes that 1 of up to 8 discounts is selected based on the qty purchased. (See File INDSC6).

Case Quantity is maintained by product. This field defines the number of units of this product in a case. In order to define case discounts, records may be loaded in File INDSC by Customer Discount Code and Product, defining the case

FILE NO: 157 JF157 NAME: INDSC0 CUST CATGY/P-C/MFR CODE DISCOUNTS

discount available for that combination.

Effective October 1997, a new option is available in the discounts file. If the DISC 2 = CASE? Flag is set to [Y]es, rather than chain discounting, Discount 1 will be the regular discount percent, and discount 2 will be the Case discount percent. The third discount will be ignored.

A flag is available in the customer master file to skip this discounting. If set to [Y]es, this discount will not be calculated.

This field is not available in Weldpak/Medpak.

--

WELDKPAK/MEDPAK CUSTOMERS: Chained discounts are NOT APPLICABLE. This file may be used for three different purposes only, as follows:

- 1) Discount off LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a POSITIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.
- 2) Markup on top of LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a NEGATIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.
- 3) Markup on top of COST (as loaded in master inventory file).
 - For this purpose, load a NEGATIVE discount in the Discount #2 field.
 - ignore the Discount #1 and Discount #3 fields.
 - NOTE: This could be a markup on top of UNIT COST, LAST COST or BUY PRICE, depending on how your system control record is set.

In both cases, if minimum qty is not zero, the qty ordered must be equal to or greater than this qty.

9 MINIMUM QTY

The Customer/Product/Class/Mfr Discounts file has varying layouts, depending upon how it is used. The following documentations should be read completely, to understand all the possible combinations.

In November 2004, file INDSC6 was added, allowing up to 8 discounts, each based on a quantity break. The discounts would be taken from the price code specified in the customer file, and based upon the discount code, and product class being purchased. (QUIDRI AU - price 3 = Retail)

FOR NON WELDKPAK/MEDPAK CUSTOMERS: UP TO three discounts off list price may be maintained. If more than one discount percentage is loaded, these discounts will be chained and a net discount percentage will be calculated from these chained discounts (e.g. if discount percentages of 50.0, 20.0 and 10.0% are loaded, a net discount of 64% will be calculated for any line of an order containing a product in the product/sub class for which chained discounts have been loaded).

FILE NO: 157 JF157 NAME: INDSC0 CUST CATGY/P-C/MFR CODE DISCOUNTS

Example: Assume that a product has a list price of \$10.00. Using the above discount percentages, the 64% net discount is arrived at as follows:

-
\$10.00 x 50% = \$5.00 (price now down to \$5.00)
\$ 5.00 x 20% = \$1.00 (price now down to \$4.00)
\$ 4.00 x 10% = \$0.40 (price now down to \$3.60, which is a 64%
discount off original list price of \$10.00)

If a NEGATIVE discount is loaded, the result will be a markup ON TOP OF LIST PRICE.

--

Discounts and Qty Breaks in file INDSC are applied differently according to the flag in the record. Values are N, Y, or Q.

N assumes the original method of applying chain discounts.

Y is the method that assumes discount 1 is based on the minimum QTY and Discount 2 is applied instead of 1 if Case Qty is purchased.

Q added for QUIDRI Nov 2004 assumes that 1 of up to 8 discounts is selected based on the qty purchased. (See File INDSC6).

Case Quantity is maintained by product. This field defines the number of units of this product in a case. In order to define case discounts, records may be loaded in File INDSC by Customer Discount Code and Product, defining the case discount available for that combination.

Effective October 1997, a new option is available in the discounts file. If the DISC 2 = CASE? Flag is set to [Y]es, rather than chain discounting, Discount 1 will be the regular discount percent, and discount 2 will be the Case discount percent. The third discount will be ignored.

A flag is available in the customer master file to skip this discounting. If set to [Y]es, this discount will not be calculated.

This field is not available in Weldpak/Medpak.

--

WELDPAK/MEDPAK CUSTOMERS: Chained discounts are NOT APPLICABLE. This file may be used for three different purposes only, as follows:

- 1) Discount off LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a POSITIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.
- 2) Markup on top of LIST PRICE (as loaded in master inventory file)
 - For this purpose, load a NEGATIVE discount in the Discount #1 field.
 - ignore the Discount #2 and Discount #3 fields.
- 3) Markup on top of COST (as loaded in master inventory file).
 - For this purpose, load a NEGATIVE discount in the Discount #2 field.
 - ignore the Discount #1 and Discount #3 fields.
 - NOTE: This could be a markup on top of UNIT COST, LAST COST or BUY PRICE, depending on how your system control record is set.

Additional Case Qty/Discount These fields can be OPTIONALLY loaded to indicate yet another quantity level at which a further discount is to be applied.

14 ADDIT CASE DISC

For Non-Weldpak customers only, the Additional Case Qty and Additional Case Discount fields can be optionally loaded. These fields will only apply if the Disc2 = Case field is set to 'Yes'.

Example of use: 25% is the normal discount
 30% is allowed if case quantity is purchased
 40% is allowed if additional quantity (greater than case quantity) is purchased

In this case:

Discount #1 Normal discount to be applied.

Discount #2 discount to apply if case quantity is purchased
 (case quantity is loaded per item in the additional inventory data file)

Additional Case Qty/Discount These fields can be OPTIONALLY loaded to indicate yet another quantity level at which a further discount is to be applied.

15 D1\$

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S011 WYSE60T5

Operator Name - INVENTORY CONTROL

14:06:00

1. Inventory Inquiry.....	19. Print Transfers Packing Slips....
2. Computerized KardeX.....	36. Transfers Status Report.....
3. Inventory On Order Posting.....00	20. Inter-Company Transfer Pgms S145
4. Inventory Receipts Posting.....RC	21. Production Scheduling.....
5. Inventory Adjustments Posting..AD	22. Inventory Requirements Report....
6. Change Inventory Costs.....CC	23. Post Prod'n via B of M's.....PP
7. Inventory In Transit Posting...IT	24. Inventory Posting Register(s)....
8. Inventory In Bond Posting.....BO	25. Inventory Posting Update/Clear...
9. Post From In Transit To In Bnd.BT	26. Inventory Posting Journal.....
10. Inv. Receipts From In Transit..TR	34. Inventory Posting History Report.
11. Inv. Receipts From In Bond.....BI	27. Inventory Purchases Report/Inq'y.
12. Inventory Transfers Posting....XF	28. Open P/O's From Inventory Post...
13. Transfers Order Entry.....XE	29. Furniture Manufacturing Pgms..S79
14. Transfers Change Program.....CX	30. Price Changes.....S71
15. Post/Change Transfer Shipments...	31. Update Inventory From Sales Hist.
16. Transfer Receipts Entry.....XR	32. Perpetual Physical Inventory..S43
17. Bulk Transfer Receipts.....BX	33. Additional Programs/Reports...S33
18. New Transfers Entered Register...	35. Clear On Hands for Physical.....

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains programs which allow you to handle inventory control. Procedures contained on this menu include:

Inventory/Kardex inquiries: these may be run at any time.

Posting Inventory On Order: This procedure is optional. Whether or not it is used is determined by a flag in your system control record (USE I/P PO'S). This procedure is NOT used if your system control record indicates that you are using the P.O. purchase order system which is located on a different menu.

Posting Inventory Receipts: This procedure is used to post goods as they are received. This may be used regardless of whether or not the previous procedure is used. This procedure would not be used if your system control record indicates that you are using the P.O. purchase order system.

Posting Inventory Adjustments: This procedure can be used to make adjustments to your 'on hand' quantities. Note that this procedure HAS NO EFFECT ON AVERAGE COSTING!

Posting Inventory Transfers: Inventory transfers between multiple warehouses can be posted in two ways:

- The inventory transfer posting program which relieves the 'FROM' warehouse and increases the 'TO' warehouse stock IMMEDIATELY. If this procedure is used the only hard copy record produce is the inventory posting register.
- The transfers order entry procedure, which will produce a packing slip which can be forwarded to the 'TO' warehouse along with the shipment. Refer to documentation on the individual programs involved for more details.

Printing/Clearing Inventory Posting: These procedures simply print registers for any of the transactions posted

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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through any of the inventory posting programs (with the exception of the transfers order entry programs). The Clear program simply clears the transactions from the inventory postings file (it will only clear transactions for which the registers have previously been printed).

Future Prices Maintenance

This procedure allows you to post price increases in advance. Refer to help documentation on the individual programs for more details.

This menu also contains selections which allow you to access other inventory control related menus.

1	Inventory Inquiry.....	N		034	D	ININQ0	IN	1	3	01
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This program allows you to do an inventory inquiry on any product. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

2	Computerized Kardex.....	N			D	INAUD2	IN	1	4	02
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This program allows you to a computerized kardex inquiry on any product. It may be run as desired. Information displayed on this inquiry comes from the inventory audit file, which is only maintained if the AUDIT TRAIL flag is set to yes in your system control record.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	Inventory On Order Posting.....00	N	OO	030	D	JRSCR6	IN	1	5	03
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This program is only used if the USE I/P PO's flag is set to yes in your system control record. It is used to post goods 'on order' from your supplier. If this program is used, inventory inquiries will show quantity on order from your supplier (if applicable). If using this method, then as goods are received (through the inventory receipts posting program), you must refer to the original document number and line number, as input in the On Order

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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Posting procedure. Also, if using this method, a report showing all outstanding items on order at any time is available (refer to the Open PO's from Inventory Posting Program).

If you do not want to track items from the 'on order' stage, but simply want to track them from the 'receipts' stage, set the USE I/P PO's flag to no and simply use the Inventory Receipts Posting program as goods are received.

Any time this program is used, a record of the on order posting is available on the Inventory Postings Register.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4	Inventory Receipts Posting.....RC	N	RC	031	D	JRSCR6	IN	1	6	04		
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This program is used to post goods as they are received into stock. It can be used to receive against an order previously posted through the On Order Posting program, or to receive goods not previously posted through the On Order Posting program. (If posting receipt of an order previously posted through the On Order procedure, you must refer to the original document number and line number(s) being received - refer to On Order Postings documentation).

If your inventory postings are linked to the G/L (INV GL UPDATE flag is set to yes in your system control record), you will be prompted for the G/L account to be affected by the receipt. This is normally an inventory clearing account - it will be credited and the item's actual inventory account (from the product class file) will be debited. In this case, when posting the accounts payable invoice at a later date, you would then credit accounts payable and debit this clearing account, rather than the inventory account (otherwise the inventory account will be debited twice for this receipt).

The receipt of inventory items should be posted as soon as the goods are received, in order to update your on hands immediately. However, as the accounts payable invoice for this receipt is received, it should be matched up against the inventory receipt to ensure that the cost at which goods were received matches the cost shown on the invoice. If there is a discrepancy, another entry should be made through the inventory receipts posting program. Two lines are required: the first line is a negative receipt of the original quantity at the original cost (from the inventory posting register). The second line is a positive receipt of the original quantity at the cost shown on the accounts payable invoice. This will ensure that the average costing in your master inventory file is properly updated.

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Any time this program is used, a record of the posting is available on the Inventory Posting Register.

NOTE: If you are using the On Order Postings procedure, you cannot do two receipts against the same order on the same day, without FIRST printing & clearing the inventory postings for the first receipt before attempting to post the second receipt. Otherwise, the second receipt will overwrite the first.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

5 Inventory Adjustments Posting..AD	N AD 032	D JRSCR6 IN	1	7	05
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This program can be used to make any necessary adjustments to the on hand quantity of any item. NOTE THAT THIS PROGRAM DOES NOT AFFECT AVERAGE COSTING (Inventory Receipts posting is the only program which affect average costing).

This program can also be used to load actual quantities from a physical inventory count. If using this program to load an actual count, several things must be taken into consideration:

- 1) Prior to using this program to load an actual count, you may wish to run the Clear On Hand for Physical Program. This program will go through the inventory master file (or the multi location file) and change the on hand for all items to zero.
 - Advantages: You would then only have to post those items for which there was an actual count done.
 - Disadvantages: The next stock status report would show proper closing balances, but all opening balances would show as zero; thus, no variance information is available. If this is a concern, it is recommended that you use the Physical Count Programs.
- 2) If you do not wish to run the Clear On Hand for Physical Program first, you may still load actual counts, as long as the first three characters of your document number are 'ACT'.
 - Advantages: Only those items where the count is different than the pre-count on hand quantity would have to be loaded. You load the actual count and the program automatically figures out the necessary adjustment (plus or minus), based on the count quantity loaded versus the pre-count on hand. The stock status report printed after using this method

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP R	RW LI	DOC NE	SFX
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Disadvantages: will show the proper closing balance, but will also include the pre-count opening balance. If more than one operator will be posting the count, then each operator should use a unique document number (provided the first three characters are 'ACT'). If there is a possibility that the same product could be encountered more than once, on different count sheets, then it is recommended that you use the separate physical count programs; otherwise the second count quantity will overwrite the first.

Any time this program is used, a record of the posting is available on the Inventory Posting Register.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

6 Change Inventory Costs.....CC	N	CC	043	D	JRSCR6	IN	1	8	06
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This program can be used to automatically update all costs (buy price, last cost and unit cost, as well as cost factor) for a specific product. These costs will be updated in either the master inventory file or the multi location file, depending on which warehouse code you select, and depending on whether the warehouse code has been designated as a main location or not.

This program can be used in situations where costing for any product(s) is out of line with what it should realistically be. You will be prompted to input the buy cost (your supplier's quoted price, in your supplier's currency) and the cost factor (this factor could include such things as freight, duty, exchange, etc). The program will then automatically update costing information in either of the two files mentioned above as follows:

Buy Price - whatever you input above
 Cost Factor - whatever you input above
 Last Cost - same as buy price (last cost is always shown in supplier's currency)
 Unit Cost - your actual landed cost (buy price multiplied by cost factor)

Once this program has been run, the new unit (average) cost will be used by all invoicing programs, stock status report programs, etc.

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 Note, if you have multiple warehouse locations AND your branch costing flag is set to 'No' in your system control record, then it is only necessary to run this program for your main location. While you may run it for other locations,

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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invoicing programs, etc., will still only use the unit (average) cost from the main location. If the branch costing flag is set to 'yes' in your system control record, then you should run this program for each location, if applicable.

Any time this program is used, a record of the change will be recorded on the Inventory Posting Register.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

7	Inventory In Transit Posting...IT	N	IT	036	D	JRSCR6	IN	1	9	07
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This program is optional. It can be used to post quantities of product(s) which are in an 'in transit' state (have been shipped by your supplier, but have not yet arrived). This program can be used regardless of whether you are using the On Order Postings Program or not.

If you originally used the On Order Posting program, input the quantity to be transferred to 'In Transit' and the quantity to be removed from 'On Order'. If you are not using the On Order Posting program, skip the quantity to be removed from 'On Order' field.

If using this program, then as goods are received, you would use either the Post from In Transit to In Bond or the Post Inventory Receipts from In Transit programs to receive the goods, rather than the regular Inventory Receipts program.

Any time this program is used, a record of entries made is recorded on the Inventory Postings Register.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

8	Inventory In Bond Posting.....BO	N	BO	037	D	JRSCR6	IN	1	10	08
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This program is optional. It can be used to record goods which have been received into a bonded warehouse, but which are not yet available for shipment. This program can be used regardless of whether the order was originally posted through the On Order Postings program or not.

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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If using this program, then as goods are to be released from the bonded warehouse to your general warehouse, you must use the Inventory Receipts from In Bond program rather than the regular Inventory Receipts posting program.

Any time this program is used, a record of entries posted is available on the Inventory Postings Register.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9	Post From In Transit To In Bnd.BT											
		N	BT	038	D	JRSCR6	IN	1	11	09		

This program is optional. It is only used if you originally used the 'In Transit' posting program and only if you have bonded warehouses. This program will remove the quantity from 'In Transit' and place it 'In Bond'. As goods are released from the bonded warehouse, you would use the Inventory Receipts from In Bond program rather than the regular Inventory Receipts posting program.

Any time this program is used, a record of entries made is available on the Inventory Postings Register.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

10	Inv. Receipts From In Transit..TR											
		N	TR	039	D	JRSCR6	IN	1	12	10		

This program is optional. It is only used to receive into stock goods which were originally posted as 'In Transit'.

Any time this program is used, a record of entries made is available on the Inventory Postings Register.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP RW	LI NE	DOC SFX
11	Inv. Receipts From In Bond.....BI			N BI	040	D	JRSCR6	IN	1 13	11

This program is optional. It is only used if you have bonded warehouses, and if you originally posted quantities through the In Bond Posting Program. This program will release the goods from the bonded warehouse and receive them into your general warehouse.

Any time this program is used, a record of entries posted is available on the Inventory Postings Register.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Inventory Transfers Posting....XF			N XF	033	D	JRSCR6	IN	1 14	12
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This program can be used to transfer goods from one warehouse to another. It is used in situations where a transfers document (packing slip) is NOT required. If a transfer document is required, use the Transfers Order Entry programs instead.

Note: When inputting the quantity to be transferred, it is not necessary to input this as a negative. This program will AUTOMATICALLY deduct the quantity input from the 'FROM' warehouse and increase the quantity input in the 'TO' warehouse.

Any time this program is used, a record of entries posted is available on the Inventory Postings Register.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

13	Transfers Order Entry.....XE			N XE		D	OEENTO	OE	1 15	13
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Transfers Order Entry can be used to transfer inventory between warehouses, in cases where an actual transfer document (packing slip) is desired. In order to use, records must be loaded in the master customer file for any warehouse into which you expect to be able to transfer inventory (customer code = warehouse code).

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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GENERAL NOTE: Transferring of serial # controlled products is NOT supported.

WELDPAK/MEDPAK NOTE: This program can be used to transfer cylinders/medical equipment as well as regular inventory.

Full Cylinders - the field normally used for cylinders shipped to a customer is used to store the # of full cylinders to be transferred

For volume gases - you must input both the volume of gas being transferred as well as number of cylinders (volume input in the quantity ordered field)

Empty Cylinders - the field normally used for cylinder returns from a customer is used to store the number of empty cylinders to be transferred (if applicable)

Procedures to use are as follows:

1) Transfers Order Entry:

This program will immediately relieve the stock out of the 'FROM' warehouse but will not yet affect the stock in the 'TO' warehouse. It is from this procedure that the actual packing slip will be produced. The packing slip may be printed through the 'print immediate' option, or from a separate menu entry.

WH Code Warehouse Code 'FROM' which goods are to be transferred
 Customer Code Warehouse Code 'TO' which goods are to be transferred

2) Transfers Receipt Entry:

Use this program to acknowledge receipt of the goods at the 'TO' warehouse. Simply call up the order number generated through the previous step. As each line is processed, it will automatically update the stock at the 'TO' warehouse. At the same time, a flag will be set in the order header record to indicate that the transfer is now complete (no changes are allowed once this flag has been set).

3) Inventory Posting Registers (Streamed or Individual) - MANDATORY:

Records are written into the Inventory Postings File (transaction type = transfers) when the transfers receipt entry program is used. Printing of the posting register for these transfers is mandatory, as the next

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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program (also mandatory) only affects those transfers for which the register has been printed.

4) Clear/Update Inventory Postings File - MANDATORY:

If your system control record has the INVTY GL UPDATE flag set to 'Y', this program will make the necessary G/L entries to credit the 'FROM' warehouse inventory and debit the 'TO' warehouse inventory.

If the transfers order entry procedures were used to post cylinder (or medical equipment) transfers between warehouses, this program will also update the cylinder inventory files (WEREG and WEINV).

In ALL cases (GL linked or not, cylinder transfers or just normal inventory transfers), a final flag is set (in the inventory postings file) to indicate that all necessary files have now been updated.

It is necessary to retain records on file until this flag has been set, thus, this program is mandatory.

5) Accounting Database Update:

The NEXT time an accounting database update is run, transfer records will be removed from the order processing and inventory postings file (providing that the previous step has been run).

OPTIONAL PROGRAMS:

1) Transfers Change Program

This program can be used to make any necessary changes to a transfer order, providing that the transfer does not yet have the completed status flag set.

2) New Transfers Entered Register

This program simply provides a one line summary of each transfer order (similar to the open order register, back orders register, etc.) If your system control record has the 'ORDER REGISTER REQUIRED' flag set to no, this program is optional. If the flag is set to yes, this program is mandatory is must be run before the transfer receipt can be run.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

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 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP RW	LI NE	DOC SFX
14	Transfers Change Program.....CX			N CX			D OEENTO	OE	1 16	15

Refer to menu documentation on Transfers Order Entry.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

15	Post/Change Transfer Shipments...			N T			D OEMOV0	IN	1 17	
----	-----------------------------------	--	--	-----	--	--	----------	----	------	--

16	Transfer Receipts Entry.....XR			N XR			D OEENTO	OE	1 18	14
----	--------------------------------	--	--	------	--	--	----------	----	------	----

See Doc'n for Entry 14

17	Bulk Transfer Receipts.....BX			N BX			D OEENTO	IN	1 19	BX
----	-------------------------------	--	--	------	--	--	----------	----	------	----

The Bulk Transfer Receipts Program can be used to automatically receive ALL outstanding transfer orders, without having to receive each one individually.

Note: In order to use this program, the BULK BILL LOGIC flag must be set to 'S' (see ADCTL* file - first screen)

18	New Transfers Entered Register...			Y X	003		D JRSCR6	OE	1 20	16
----	-----------------------------------	--	--	-----	-----	--	----------	----	------	----

See Doc'n for Entry 14

19	Print Transfers Packing Slips....			Y X			D OEPDF0	OE	41 3	17
----	-----------------------------------	--	--	-----	--	--	----------	----	------	----

See Doc'n for Entry 14

20	Inter-Company Transfer Pgms S145			N			D S145	IN	41 5	CX
----	----------------------------------	--	--	---	--	--	--------	----	------	----

To handle situations where goods are sold between related companies, and where it is desired to move the inventory between the companies, customer records for intercompany transactions will be designated with intercompany transfers Company and Branch Codes.

Processing will occur as follows:

Shipping Company Processes an order/invoice in the normal fashion, against

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

the customer code established for inter company transfers.

Shipping Company Inventory is relieved
 Receiving Company In Transit is updated

Receiving Company The posting of the receipt of goods by the receiving company cannot be done until such time as the invoice created by the shipping company has been UPDATED.

Information for posting of the receipt is derived from history (ARDESe) and an intercompany update flag is set once the receiving has been done.

When the goods are physically received at the receiving company, a special transfer receipts program (OEXFR0) will be run by the RECEIVING company. It will:

relieve in transit in the receiving company
 update on hand in the receiving company

Credit A/R in the Shipping Company
 Debit Inter company account in the Shipping company

Debit Inventory in the receiving company
 Credit inter company account in the receiving company

ADCTL= record for Intercompany Transfers Receiving Program (OEXFR0 - Sel. 11)

From INTERCO GL Account number Debited in FROM (Shipping) Company
 D9\$(1,6)

To INTERCO GL Account Number Credited in To (Receiving) Company
 D9\$(7,6)

To INVENTORY GL Account Number Debited in To (Receiving) Company
 D9\$(13,6)

Note: Above works fine as long as the intercompany G/L account is the SAME in all companies. However, if situations (eg: QUIDRI and MCTIRE) exist where intercompany account in the receiving company is different depending on what the shipping company is (eg: at QUIDRI --> from CD to US intercompany account is 2400, but from AU to US is account 2401), then records MUST be loaded in this file as follows:

Company Code = SHIPPING COMPANY

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 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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W'house Code = RECEIVING COMPANY

G/L accts = G/L accts to affect for the particular combination loaded.

eg: QUIDRI 3 companies exist. US CD and AU
 6 records required. US to CD CD to US
 US to AU AU to US
 AU to CD CD to AU

eg: MCTIRE 3 companies exist. MT OR and CA
 6 ways to transfer MT to OR OR to MT
 setup so far. MT to CA CA to MT
 OR to CA CA to OR

ADDITIONAL NOTES RE MCTIRE (EFFECTIVE 050428)

They are also doing intercompany transfers From Main Branch in shipping company to Non main branch in receiving company - or - shipping from non main branch in shipping company to main branch in receiving company.

In order for this to work the following must be setup:

a) ADCTL=: Company Code = INTERCO XFR CO (From ARCS1 record of customer setup to trigger the interco transfer - should be the same as the receiving company code)

W'house Code = INTERCO XFR BR (from ARCS1 record of customer setup to trigger the interco transfer).

G/L accts = G/L accts to affect for the particular combination loaded.

b) INLCN: Setup record for INTERCO XFR BR. Make sure to blank out GL UPD BR CD and CONTROL # WH fields and LOAD real warehouse code to be updated in UPDATE INV LOC field.

c) ADCTLH: Load a record with COMPANY CODE = INTERCO XFR CO and W'HOUSE CD = INTERCO XFR BR. GST account affected by transfer receipt (in receiving company) is picked up here - different. for MCTIRE than GST account affected by their sales. This applies to all intercompany transfer branches regardless of whether they are main or non-main.

Refer to branches GW and WG on Mctire system for how these records are setup for tranfers from Guelph branch in MT company to WA branch in CA company and vice versa.

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 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
21	Production Scheduling.....			N			D	S208	BX	41	6	PS

Production scheduling allows the user to add individual orders onto a production schedule, and then print that schedule sorted by product code, listing each order for that product. A slot number will be assigned to each order. This represents a physical location where individual items for an order will be collected once produced. To use these programs effectively, only as many orders as there are slots available should be put on a schedule. As well, it is assumed that orders are segregated to include like items that are produced in a specific area. No automatic control is provided for this.

When an order is scheduled, it will be updated with a status code as specified in ADCTLA, (see Documentation Code WOINST below), and with the schedule number. This will show on open order inquiries.

This is the initial status code to be assigned to a Work Order when entered. Any open orders put on a work order will be assigned the same status code when the Work Order is entered, and will be assigned the same status code as the work order each time the work order status changes.

This same value will be assigned to orders put on a production schedule using the production scheduling program (BXP00)

As well, another parameter is used to define the printed status for a Work Order.

22	Inventory Requirements Report....			N	IN		D	MRVEN2	IN	41	7	
23	Post Prod'n via B of M's.....PP			N	PP	031	D	JRSCR6	BX	41	8	18

This program is optional. It is only used to post production of finished goods from raw materials (those products set up in the master inventory file with a BMX flag set to 'I').

The following is a description of the various types of Bill of Materials Explosion (BMX) options supported in the Jedron software package.

'Y' Type

This type of BMX is used during the selling cycle only (order entry/invoicing). It is used in situations where individual products are packaged together to make up a specialized KIT. The kit itself is generally not a regularly stocked item; however the products which make up the kit could still be received and sold individually as well as in kit form.

To use this feature:

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Master Inventory File: Establish a product number for the KIT & set the 'Use BMX' flag to 'Y'.

The 'Use BMX' flag should be left at 'N' for the individual products which make up the kit. This will allow these products to be received and sold individually.

Bill of Materials File: Establish a record for the KIT and each individual product required to make up the kit, identifying the quantity of each individual product required for the kit.

When selling a kit, use the product number for the KIT. The only thing which will appear on the invoice is the product number, description & quantity of the KIT; however, the inventory files will be updated as follows:

Kit: On hand quantity is NOT affected. MTD/YTD sales statistics (units, sales dollars and cost dollars) ARE affected by total number of kits sold.

Individual Products: On hand quantity IS affected. The total number of each product required to make up the kit is deducted from your on hand. MTD/YTD units sold - affected by total quantity of each product used to make up the kit. MTD/YTD Sales and Cost \$ - NOT affected. Sales and Cost dollars are only tracked under the complete kit product number.

WELDPAK/MEDPAK NOTE: This option is NOT supported for controlled cylinders or equipment.

'I' Type

This type of BMX is used by the Post Production via Bill of Materials program, found on the Inventory Control menu. It is used in situations where raw materials are received into stock individually and you then wish to make up a finished good from these raw materials.

Both the raw materials and the finished good are regularly stocked items and inventory inquiries on either should

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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reflect accurate on hand quantities.

This type of Bill will also be used by the order processing programs. It will normally only update committed, unless a flag is set to also update On Hand.

To use this feature:

System Control Record: Two flags must be set in this file - 'Invty BOM Update' and 'Invty BOM Cost'. Help documentation is available in the System Control Record on these two fields.

Master Inventory File: Establish a product number for the finished good, setting the 'Use BMX' flag to 'I'.

The 'Use BMX' flag should be left at 'N' for the individual raw materials.

Bill of Materials File: Establish a record for the finished good and EACH raw material required to make up the finished good, identifying the quantity of each raw material required for the production of the finished good.

To post production of the finished good, use the 'Post Production via Bill of Materials' program, found on the Inventory Control menu. Simply input the quantity produced of the finished good. The inventory files will be affected as follows:

Finished Good: On hand quantity INCREASED by total quantity of finished goods produced (this is stored in the 'receipts' field).

Raw Materials: On hand quantity of each raw material DECREASED by total quantity of that product required in the production of the finished good (this is stored in the 'adjustments' field).

NOTE: In the selling cycle, the finished good and the raw materials are treated completely separately. Thus, a sale of

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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the finished good only affects the on hand and sales statistics of the finished good, and a sale of any of the raw materials only affects the on hand and sales statistics of the raw material.

Additionally, because this type of BMX is only affected by the program mentioned earlier, you may also do inventory receipts of the finished good directly from your supplier, if desired, without affecting the raw materials.

WELDPAK/MEDPAK
NOTE:

This option CAN be used to fill controlled cylinders from bulk tanks (e.g. oxygen).

A product number is required for the bulk gas (BMX flag left at 'N'). Product numbers are required for the controlled cylinders which can be filled from the bulk tank (BMX flag set to 'I').

=====
 The following BMX types are still under development and are not yet fully implemented:

'F' Type

This type of BMX is intended to be used during the selling cycle only (order entry/invoicing). When selling a finished good, the cost assigned to that finished good is actually the combined costs of all the individual products which make up the finished good.

When the invoice is printed, only the finished good appears on the invoice.

Further testing is required in terms of how the inventory files are affected by this type of BMX sale, before it will be fully implemented.

In inventory posting and purchase order entry programs, the finished good and the individual products which make up the finished goods are treated completely separate.

'K' Type

This type of BMX is intended to be used in a 'kit

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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explosion' fashion.

When a sale is made for the complete kit, the selling price and cost used will be that of the kit. However, additional lines will automatically be created for the individual parts of the kit as well (quantity equal to that of the complete kit, but selling price and cost of zero). This will allow for the invoice to be printed showing all individual components of the kit.

Further testing is required in terms of how the inventory files are affected by this type of BMX sale before it can be fully implemented.

To use this feature:

Master Inventory File Establish a product number for the kit and set the 'Use BMX' flag to 'K'.

The Use BMX flag should be left at 'N' for the individual products which make up the kit.

Bill of Materials File Establish a record for the KIT and each individual product required to make up the kit, identifying the quantity of each individual product required.

'R' This type of BMX is intended for Raw Material Inventory which will use a separate raw material inventory file. This has not yet been implemented!

=====
 Programmers Note:

The following BMX record types are automatically created during various procedures and are used for BMX history purposes.

BMX records for these types should not be created through file maintenance procedures:

- 'O' Type automatically created during invoicing (re type F and K).
- 'o' type automatically created during invoicing (re type F and K).
- 'H' Type history record automatically created when invoices are updated (from O and o types).
- 'P' Type automatically created during P.O. entry (re type F and K).
- 'p' Type automatically created during P.O. entry (re type F and K).

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

24	Inventory Posting Register(s)....	N		029	D	INPSR0	IN	41	9	19	
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As entries are posted through any of the inventory postings programs on this menu, they are recorded in an Inventory Postings file. This program provides a printout of any postings done. All types of entries posted are included on this report, with page breaks between each type (e.g., On Order, Receipts, Adjustments, etc).

Any time inventory postings are done, these registers should be printed. The inventory postings file should then be cleared. The file can be cleared in one of two ways:

- a) Clear Inventory Postings File Program. This program allows you to manually clear records from the file.
- b) Accounting Database Update Program. When this program is run to update sales invoices, it automatically clears records from the file.

In both cases, only those records for which the Inventory Postings Registers have been printed will be cleared.

The month end 'Close Inventory' program will check this file to see if there are any transactions still on file for the month being closed. If any are found, you must run this program and the Clear Inventory Postings program before you can continue with your month end.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

25	Inventory Posting Update/Clear...	Y	NU		D	INUPD0	IN	41	10	21	
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This program will clear records from the Inventory Postings File.

Additionally, if your inventory postings are linked to the general ledger, it will also make G/L entries for you (these entries will automatically affect each product's inventory account, as specified in the product class file. The offsetting entry will be posted to the inventory clearing account specified in

Menu Number 011 (JM011) INVENTORY CONTROL
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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any of the inventory postings programs).

If your inventory postings are linked to the G/L, refer to help documentation in your System Control Record (INV GL UPDATE field) for details of how the G/L will be affected.

NOTE: This program allows you to manually clear records from the file.

 When the Accounting Database Update program is run, to update sales invoices, it also automatically clears the file.

 In both cases, only those records for which the Inventory Posting Registers have been printed will be cleared.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

26	Inventory Posting Journal.....		N	J	051		D	ADJNL2	IN	41	11	22
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 This program is only used if your inventory postings are linked to the general ledger. It will provide a printout of all journal entries made as a result of using the inventory postings programs, for the posting month specified. This report is generally only printed at month end.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

27	Inventory Purchases Report/Inq'y.							D	INAUDR	IN	41	13	RP
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 This program be run as desired, to find out what products have been purchased from various suppliers for the range of dates specified.

This program uses the inventory audit file (INAUD) as its source. Only those transactions not yet purged from the inventory file will be available on this report.

All inventory RECEIVINGS (whether processed through the Purchase Order System, or through the Inventory Receipts posting program) are included on this report.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

Menu Number 011 (JM011) INVENTORY CONTROL
 Password / Level Application Code IN Documentation Code JM1100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
28	Open P/O's From Inventory Post...		N				D	INP.00	IN	41	14	23

This program is only used if you are using the On Order Postings procedure. It will provide a report of any outstanding orders which have not yet been received. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

29	Furniture Manufacturing Pgms..S79		N				D	S79	FM	41	15	
30	Price Changes.....S71		N				D	S071	IN	41	16	24

This selection accesses a menu of various price change programs. These programs are useful in changing inventory prices, costs, buy prices and contract prices.

31	Update Inventory From Sales Hist.		N				D	INADJ1	IN	41	17	
32	Perpetual Physical Inventory..S43		N				D	S43	PI	41	18	27

This option will take you to the 'Physical Counts' menu.

33	Additional Programs/Reports...S33		N				D	S33	IN	41	19	28
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This option will take you to the Inventory Additional Reports menu, where reports such as stock status, inventory sales history, etc. are located.

34	Inventory Posting History Report.		N				D	INPSH0	IN	41	12	
35	Clear On Hands for Physical.....		Y				D	S180	IN	41	20	PI

This menu includes programs that Clear On Hands for Inventory Items so that Physical Counts may be posted using Inventory Posting.

Only used if Physical Inventory system not being used.

36	Transfers Status Report.....		N				D	OEXFR2	OE	41	4	
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S033 WYSE60T5 Operator Name - Addit. Invty Programs/Reports 14:06:00

- | | |
|---------------------------------------|--|
| 1. Inventory Serial # Programs..... | 19. Inventory Price Lists..... |
| 2. FIFO Costing System.....S56 | 20. Price List by Discount Code..... |
| 3. Serial # Sales by Product/Cust... | 21. Generate Price List Data File.... |
| 4. Ser # Sales For a Specific Period | 22. Copy Files UNIX to DOS Disc..... |
| 5. FUTURE USE..... | 23. Sales Histry/Additional Rpts..S127 |
| 6. Inventory Reorder Report..... | 24. Inventory List by Product CLass.. |
| 7. Stock Status Report..... | 25. Inventory On Hand by Bin Loc..... |
| 8. Multi-Location Invty Report..S127 | 26. Slow Moving Inventory Report..... |
| 9. Inventory Audit Trail..... | 27. Excess Inventory Report..... |
| 10. Inventory Tracking Report..... | 28. Re-Order Calculation Programs.S42 |
| 11. Inventory Value Change Audit..... | 29. FST Content Report (GST)..... |
| 12. Cost Change Report..... | 30. Lot Number History Report..... |
| 13. Wood/Fabric Committed Report..... | 31. ** PURGE Programs.....S122 |
| 14. Order Fill Rate Report..... | 32. Inventory Audit - Selected Types. |
| 15. Inventory Label Programs.....S104 | 33. Inventory Audit By Order Number.. |
| 16. Production Usage Report..... | 34. Inventory Posting History Report. |
| 17. Sales/Inventory Rpt.....(INSL1) | 35. On Hand Updates by Transaction Ty |
| 18. Inventory Ranking Report..... | 36. Inventory Audit Trail by Order... |

Menu Number 033 (JM033) Addit. Invty Programs/Reports
 Password / Level Application Code IN Documentation Code JM3300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains various reports/inquiries including:

- Serial Number Inquiries/Reports: Various programs that allow you to inquire on the whereabouts of specific serial number controlled products. NOTE: NOT APPLICABLE TO WELDPAK/MEDPAK CUSTOMERS.
- Stock Status Reports Inventory valuation reports for all/selected warehouses. Note that information for your main warehouse is all produced from the master inventory file (INVEN), while information for the non-main locations is produced from the multi locations file (INLOC). Both files are found on the Inventory File Maintenance menu.
-
Whether or not a warehouse is considered main or non-main location is determined by a flag in the Inventory Locations File, which is found on your Control Files Menu.
- Audit Trail Reports Various reports available from the inventory audit file (INAUD). Whether or not this file is updated is determined by a flag in your System Control Record, found on the Control Files Menu.
- Bulk Price Change Programs Programs which allow you to do bulk price changes for specific ranges of products, product classes or vendors. Refer to documentation on the individual programs for more details.
- Inventory Sales History Reports Reports available from the Inventory Sales History File (INSL1). Whether or not this file is being maintained is determined by a flag in your System Control Record.

1	Inventory Serial # Programs.....		N				D S118	SE	1	3	SE
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Menu Number 033 (JM033) Addit. Invty Programs/Reports
 Password / Level Application Code IN Documentation Code JM3300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Certain products may be assigned serial numbers, and have bar coded labels printed using those serial numbers. In this case, when serial numbers are assigned, an INSEER record will be created, and when the bar coded labels are scanned as received, a flag will be set to indicate this.

Serial numbers may be assigned Globally by company, or Individually by product, depending upon the setting of a flag in the Product Extra Data file.

If set to [Y]es, the Product's serial numbers will be assigned by product and not exceed 6 digits, else a 12 digit globally assigned number will be used (from ADCTS#).

If set to [S]upplier, or left blank, this product's bar code labels are normally preprinted by the supplier and already affixed to the product. In this case, no labels will be printed for PO's, unless specifically requested.

If Serialized Products are received by the SCannded Receive Program, the INSR# records will be flagged [Y]es as scanned when scanned, and this flag will be Changed to [U]pdated when added to a PO Receipt. The PO Update program will then remove all Updated Records.

2	FIFO Costing System.....S56						N		D S56	FI	1 4 FI
---	-----------------------------	--	--	--	--	--	---	--	-------	----	--------

This option takes you to the FIFO (first in/first out) costing menu.

Refer to your system control record (FIFO COSTING flag) to determine if this system is applicable to you.

Refer to general help (?0) on the FIFO COSTING MENU for details of how the file is updated.

NOTE: Currently (September 1990), this is not available for WELDPAK/MEDPAK customers.

3	Serial # Sales by Product/Cust...						N		D SASER0 SR	1 5 03
---	-----------------------------------	--	--	--	--	--	---	--	-------------	--------

This program is used to provide a screen display or hard copy report showing full detail of all serial numbered items sold to all customers. The report is broken down by product number/serial number referencing all customers sold to, order number, invoice number, invoice date, posting month and type (ie: Invoice or Credit Memo). This report may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

Menu Number 033 (JM033) Addit. Invty Programs/Reports
 Password / Level Application Code IN Documentation Code JM3300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
4	Ser # Sales For a Specific Period		N			D	SASER1	SR	1	6	04

This program is identical to the one above, except that the operator will be asked to specify a Posting Month and only detail for that posting period will display. This report may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

5	FUTURE USE.....		N			D		zz	1	7	
6	Inventory Reorder Report.....		N	018		D	INROPO	IN	1	8	05

This program will provide a hard copy report which can be used to assist in the decision making process regarding purchasing of inventory. It will print on hand, committed, available, on order, reorder point, suggested reorder quantity, maximum, last cost and current cost.

Note: This report can only be obtained if the reorder points, reorder quantities and minimums/maximums have been loaded in the Master Inventory File (Screen 2).

This program does not perform any type of automatic reorder calculations or automatically create a purchase order. If such automatic calculations are desired, refer to the Inventory Reorder Calculation program on this menu.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Stock Status Report.....		N			D	INS.S0	IN	1	9	06
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This program will print an inventory valuation report for all branches showing opening on hand, month to date sales quantities, receipts and adjustments, closing on hand, unit cost and on hand value. Warehouse bin locations and Vendor Numbers will also print if this information has been loaded in the Master Inventory file. This report should be printed as part of month end procedures in order to determine the month end inventory valuation.

NOTE: Effective July 1993, this report has been enhanced to include 12 months sales (cost of those sales) from the Inventory Sales History File, as well as inventory turns (sales cost divided by on hand value). This 'turns' figure represents how many times product has turned over in the last twelve months. The higher

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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the number, the better the turnover.

Ideally, this report should balance to your inventory control account(s) in the general ledger. However, this is not always the case. Many factors can affect the two not being in balance to each other. These include:

a) receivings which may have been posted in the current month, but for which the accounts payable invoice has not yet been received and/or posted. These receivings would cause the stock status report to reflect a higher value than the general ledger. Conversely, receivings which may have been posted in the NEXT month but for which the accounts payable invoice may have been posted into the current month would cause the stock status report to reflect a lower value than the general ledger.

** If you are using the PO system, linked to the general ledger, this posting month mismatch would not be a factor.

b) Costing discrepancies between the inventory receiving and the accounts payable invoice.

** If you are using the PO system, linked to the general ledger, these discrepancies are easily spotted in the accruals sub ledger

c) Inventory adjustments which may have been posted without a corresponding general ledger entry.

** If your inventory postings system is linked to the general ledger all postings automatically update the appropriate inventory account per the product's product class, with the offset to the clearing account specified.

d) Contract price sales where supplier rebates are an issue (refer to COST - REBATE field in contract price file and Supplier Rebates report for more details).

e) Incorrect costing of products in the master inventory file.

** Manually changing costs through file maintenance will affect the stock status report but will not automatically affect the G/L.

f1) Incorrect G/L accounts in various G/L interface files.

Examples: An inventory related product class may have an improper 'Inventory G/L Account' loaded in the Product Class File. Thus, all sales of products in this product class will affect the improper G/L account (for the cost portion of the sale).

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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A non-inventory related product class may have 'Inventory' and 'Cost of Sales' G/L accounts loaded, when it really should not. For example, product classes set up for Rental/Demurrage or Yearly Leases should have both the Inventory & Cost of Sales Accounts set as Not Applicable. No tangible goods are being removed from inventory; therefore, any costs associated with products in these product classes cannot affect an inventory G/L account. These costs will affect the cost of sales account - however, this should be done through the accounts payable invoice posting procedure.

- f2) Overriding G/L accounts in the Customer Class File (re specific customer classes)
- g) Overriding costs on sales invoices (particularly if the System Control Record is set not to recalculate average costs as a result of invoicing procedures).
- Example: Product set up with a zero cost. An invoice for this product is processed with cost overridden to \$1.00. The G/L will be affected based on the overridden cost, but the month end stock status report will still reflect the zero cost.
- h) Entries posted to inventory account(s) in G/L through procedures such as on line or batch journal entries. These would affect the G/L only but would not be reflected on the stock status report.
- i) Inventory transfers between branches (or inter company), where the transfer is started on one month (affecting the shipping warehouse immediately) but not completed until the following month (affecting the receiving warehouse and the general ledger in the following month)
- j) Multi Branch situations where different inventory G/L accounts are used for different branches and the Use Branch Costing Flag is set to No. If different inventory G/L accounts are used, the branch costing flag should be set to YES.

At month end, prior to running the stock status report, ensure that:

- a) all invoices/credit memos for the current month have been updated.
 b) all inventory receivings have been posted and updated.
 c) all a/p invoices for the receivings have been posted/updated (or

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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- d) accrued for if not yet received).
- d) all inventory postings have been printed/updated.
- e) any necessary journal entries (eg: re supplier rebates) have been posted.

After running the stock status report and checking it to ensure that there are no glaring inaccuracies (these should be corrected if found), compare it against your inventory control account(s) in the general ledger. Further journal entries may still be required in order to bring the general ledger in line with the stock status report (affecting appropriate inventory and cost of sales accounts).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

8	Multi-Location Invty Report..S127		N				D S127		IN	1 10	07
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This report is the same as the above (Stock Status Report), except it will print for all warehouses/branches other than the main location. Note that items stocked in two or more locations will be grouped together on the report, but will have a separate line for each location.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

9	Inventory Audit Trail.....		N				D INAUD0		IN	1 11	08
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This report will only be available if the Audit Trail Flag in the system control record (ADCTLA) has been set to 'Y'. This program provides a report of every inventory transactions such as sales, receipts, adjustments, transfers, etc. for all or a range of products. A screen display may be obtained at any time through the Computerized Kardex program on the Inventory Control Menu.

For each transaction printed, a document number (order number, invoice number, receipt number, etc), transaction type (order, sale, receipt, etc) will print. Additionally each transactions effect on the on hand, on order, committed, in transit, in bond, and back order will print.

Note: It will be necessary to purge transactions from the Audit File periodically. How often this is done is dependent on how many months of detail you wish to maintain. Prior to purging any detail, it is recommended that the inventory audit report be printed. This hard copy audit report, combined with any current transactions in the file, are used to provide complete audit

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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trails. The Purge/Renumber Inventory Audit File program is used to purge the inventory audit trail transactions.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

10	Inventory Tracking Report.....		N				D	INAUD1	IN	1	12 09
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This report is also printed from the inventory audit file and may only be obtained if the AUDIT TRAIL flag in the system control file (ADCTLA) is set to 'Y'. Unlike the Inventory Audit Trail Report, this report will only print transactions for a selected activity (ie: effect on the on hand, on order, back order, etc) for all or a range of products.

Programmer Note: This program can be used to help isolate problems in the inventory audit file (eg, transactions where the inventory audit file has not been updated correctly). Any such transactions are flagged with an '*'.

A program called INFIX3 (found on Selector 77) was written on June 28/93, to correct INAUD records. This program was specifically written to correct records as a result of an 'inventory transfers posting' bug.

While the program cannot automatically be used as a fix for any other kind of INAUD problems, it could probably be used as a 'model' program for any other fix program which may be required.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

11	Inventory Value Change Audit.....		N				D	INAUDU	IN	1	13
12	Cost Change Report.....		N				D	INAUDB	IN	1	14
13	Wood/Fabric Committed Report.....		N				D	OEW.F0	FM	1	15
14	Order Fill Rate Report.....		N				D	OEBKG3	IN	1	16
15	Inventory Label Programs.....S104		N				D	S104	IN	1	17
16	Production Usage Report.....		N				D	INPS12	BX	1	18
17	Sales/Inventory Rpt.....(INSL1)ep		N				D	INSL15	IN	1	19

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 Password / Level Application Code IN Documentation Code JM3300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
18	Inventory Ranking Report.....		N			D	INABC0	IN	1	20	15	

This report can be used to provide a report of inventory items, ranked by sales, cost or on hand value. This may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

19	Inventory Price Lists.....		N			D	INPRL1	IN	41	3	18	
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This program can be used to produce an Inventory Price List for specific customers on all or a range of products. Any special pricing loaded for the customer for any products would reflect on this report. Refer to the Inventory File Maintenance Menu for special pricing files and further documentation. Report sequence may be run by product number, vendor number (provided vendor numbers have been loaded in the Master Inventory file) or product class. This may be run as desired.

NOTE: If this report is run for ALL price brackets, it will also include any prices loaded in the Inventory Additional Pricing File.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

20	Price List by Discount Code.....		N			D	INPRL2	IN	41	4		
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21	Generate Price List Data File....		N			D	INVEND	IN	41	5		
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22	Copy Files UNIX to DOS Disc.....		N			D	JRDOS3	IN	41	6		
----	----------------------------------	--	---	--	--	---	--------	----	----	---	--	--

23	Sales Histry/Additional Rpts..S127		N			D	S127	IN	41	7	19	
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This report is only available if the UPDATE INSL1 flag is set to yes in the system control record. This program will provide a report for every item sold in each branch. It will show sales quantities for all posting months of the fiscal year specified. This may be run as desired.

NOTE If your order entry/invoicing programs request both warehouse code AND sales branch, please note that this file is updated by sales branch, not warehouse code. Thus, balancing this report against figures from the master inventory or multi location files will not be possible, as these two files are updated based on warehouse code, not sales branch.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

24	Inventory List by Product Class..		N				D	INALT1	IN	41	8 21
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This program can be used to provide an inventory list for all or selected products, sorted by product class. It will print the product number, description, on hand quantity, unit cost and list price.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

25	Inventory On Hand by Bin Loc.....		Y	IN			D	INVEN8	IN	41	9
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26	Slow Moving Inventory Report.....		N				D	INVEN2	IN	41	10 22
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This program can be used to produce a report of slow moving inventory products. It will scan the Master Inventory file and produce a report for those products which there has not been a sale within the number of days that you specify.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

27	Excess Inventory Report.....		N				D	INSL11	IN	41	11 23
----	------------------------------	--	---	--	--	--	---	--------	----	----	-------

This program can be used to provide a listing of products where the on hand value is in excess of the amount you specify, or where the number of months stock on hand is in excess of the value specified.

D9\$(1,1) PROD OR SALES ID's whether this report is to include or not include production in inventory calculations, and to print an output version that shows production figures rather than sales figures. (ROMMOU - 00/01/18)
 P=Product S or blank = Sales

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

28	Re-Order Calculation Programs.S42		Y				D	S42	PO	41	12 RO
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains programs associated with the automatic calculation of reorder points and quantities, and the creation of purchase orders or re-order reports.

29	FST Content Report (GST).....		N				D	INVEN6	IN	41	13	25
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This program has been written in anticipation of the G.S.T. coming into effect January 1, 1991.

It should be run as part of the December, 1990 month end. It will show the FST content of all products on hand in inventory at that time.

If, at the time you run this report, you have already started processing invoices for January 1991, you might want to include your 'future sales' on this report. If this is done, the on hand column will add back in the January 1991 sales, to reflect your true on hand position as at the end of December 1990.

The only items which will show a figure in the FST Content column are those with the following FST codes:

Code 3 - FST Included based on Price (the FST Base column will show your price)
 Code 4 - FST Included based on Cost (the FST Base column will show your cost)
 Code 5 - FST Included (FST Rate column & FST Base column will show actual FST dollar content/unit)
 Code 6 - Same as Code 5

Any item with an FST code of 0 is FST exempt.

Any item with an FST code of 1 or 7 is FST Extra (based on price)

Any item with an FST code of 2 is FST Extra (based on cost)

These items are included in the on hand value column, but nothing will appear in the FST content column.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

30	Lot Number History Report.....		N				D	OELOTO	IN	41	14	LR
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This program allows you to obtain a screen or hard copy listing of the information contained in the Lot Number History File. Note that this file is only updated if:

a) Your system control record indicates that Lot Number History is being maintained.

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b) The products for which lot number history is desired have the Lot Number flag set in the master inventory file.

This program may be run as desired. It may be run for specific products only and/or specific lot numbers only, ranges of products/lot numbers or for everything on file.

See also the Print/Purge Lot Number History Program.

31	** PURGE Programs.....S122		N				D S122		IN 41	15	
32	Inventory Audit - Selected Types.		N				D INAUD5		IN 41	16	
33	Inventory Audit By Order Number..		N				D INAUD6		IN 41	17	
34	Inventory Posting History Report.		N				D INPSH0		IN 41	18	
35	On Hand Updates by Transaction Ty		N				D INAUDF		IN 41	19	
36	Inventory Audit Trail by Order...		N				D INAUDE		IN 41	20	

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S043 WYSE60TOperator Name - PERPETUAL PHYSICAL INVENTORY SYSTEM 14:06:00

1. Purge Physical Counts Files.....
2. Rebuild Invty Future Sales-IT Qty
3. Save Pre-Physic. On Hand in INPOH
4. Clear Cylinder File Quantities...
5. Print Invty Count Sheet (No Sort)
6. Print Invty Count Sheets (Sorted)
7. Count Sheets - by Prod #.....
8. Count Sheets by Bin/Prod #.....
9. Count Labels By Bin With Tag Nos.
10. Count Sheets Bin/P Cls/Prod #....
11. Count Sheets- PC/SC/Prod #.....
12. Count Sheets-Vendor/Prod #.....
27. Physical Inventory Tag - SATO/ZEB
28. Scan Physical from RF Terminal...
13. Input Physical Inventory by Tag..
14. Scanned Bar Code Programs.....
26. Generate INPHM from RGIS Counts..
15. Print Physical Count by Product..
16. Print Physical Count by Tag.....
17. Print Cylinder Counts (by Prod)..
18. Print Physical Variance by Prod #
19. Phys. Variance by P/C or Vendor..
20. Physical Count Comparison Report.
21. Physical Count Exception Reports.
22. Physical Count SERIAL # Excepts..
23. Update Physical Var to Inventory.
24. Stock Status Report.....
25. Maintain Physical Count Codes....
29. Physical Count Audit Trail.....
30. Reverse Physical Updates.....

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains programs which can be used to post physical inventory counts to the system.

SOME THINGS TO NOTE ABOUT THIS PROCEDURE:

- a) A full data backup should be done and kept aside until the entire procedure has been completed to your satisfaction. This backup should be done IMMEDIATELY BEFORE running the 'Update Variances' program.
- b) The best time to run these programs is at month end, AFTER all inventory transactions (receipts, sales, etc.) have been posted and PRIOR TO running the A/R & Inventory month end procedures (all mth end procedures can be done except the final two 'Close' programs (Close Orders, A/R & Sales - Close Inventory)
- c) To avoid any potential 'full file' messages, check the file sizes prior to starting. To accomplish this, print a disk storage status report and check the following files:

INPOH INPHM INPHC JA170

These files should have AVAILABLE records equal to (or greater than) the total USED records in files INVEN and INLOC (master inventory file and multi-location file which is used for warehouses other than your main warehouse).

NOTE: Files INPOH, INPHC and JA170 should show NO USED records (these files should be empty). If they do show any used records, this indicates the physical count files were not purged at the end of your last count. In this case, run the 'Purge Physical Counts' program, which will automatically clear these files (for the posting month specified).

File INPHM may show USED records, even though the other files are empty. This will happen if, while running the 'Purge Physical Counts' program, you select the option NOT TO PURGE this particular file. (This option is required if you intend to run the 'Physical Count Comparison' program which compares the current count against a previous count).

Once the above has been done, you may proceed as follows:

- 1) Rebuild Inventory Future Sales Quantity (precautionary step only).
 - This program simply reads through the outstanding orders/ invoices file and checks to see if there are any invoices which have been posted to a 'FUTURE' posting month. It then reads

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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through the master inventory file (or multi location file if applicable) and makes sure the 'FUTURE SALES' quantity fields in these files agree with the future sales found in the outstanding invoices file. This program should be run as a matter of course, simply to avoid any unpleasant surprises.

- 2) Save Pre-Physical On Hand in INPOH
- This program will read through the inventory files (INVEN and/or INLOC) and transfer the current (pre-physical) 'on hand' quantities into INPOH. This information is required in order for the variances between the pre-physical on hand and the actual counts to be properly calculated and updated back to the inventory files in a later step.
 - This program is also required in order that you may continue processing 'future month' invoices and receipts while the count procedures are being performed. If this program is not run and you continue processing future transactions, the results on the FINAL inventory valuation report will not be what you anticipate.
 - Once this program has completed, it will automatically allow you to run a stock status report (inventory valuation report based on pre-physical quantities).
- 3) Clear Cylinder File Quantities (WELDPAK/MEDPAK ONLY)
- This program is only required by Weldpak/Medpak customers and only under the following circumstances:
 - a) cylinders are being counted at the same time as other inventory.
 - b) the summary cylinder inventory file is being used (this file tracks 'fulls on hand', 'empties on hand', 'cylinders at customers' and 'cylinders out for refilling'). A report from this file is available on the cylinder control menu. Running this program will clear out the 'fulls on hand' and 'empties on hand' fields in this file. New counts will then be posted and updated back to this file in a later step.
- 4) Print Inventory Count Sheets
- Several options are available for printing count sheets:
 - a) Print Inventory Count Sheets (No Sort)
 - b) Print Inventory Count Sheets (Sorted by Product Class)
 - c) Count SHEETS by Bin with Tag Numbers
 - d) Count LABELS by Bin with Tag Numbers

(a) and/or (b) above can be used if tag number control is not an issue. These two options will allow you to print count sheets without any tag numbers. Please note, however, that the physical count input program normally requires tag numbers. In order to circumvent

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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the necessity of inputting tag numbers, a record would have to be established in the 'Special Control Number File' (found on the System Control Files menu). This record should be loaded prior to running count sheets or inputting counts. The format of this record must be as follows:

Company Code = your company code
 Whouse Code = warehouse code(s) for which counts will be done
 (or warehouse code(s) from which control numbers are to be assigned - based on value loaded in the Control # warehouse field in the inventory locations file)
 Series ID = PC (Physical Count)
 Number ID = 01 (Jedron pre-determined code)
 Series Desc = Ongoing Physical Inventory
 Number Desc = Tag Numbers
 Number Length= S/B 6 digits

By establishing this record, you will be allowed to bypass the tag number prompt while inputting physical counts.

** The Inventory Count SHEET by bin/tag number can be used if tag number control is an issue but you do not have pre-printed tags. This will produce a count sheet sorted by bin location (new page after each bin location). When running this count sheet, there will be an [F6] option to create an INPHM cross index lookup. It is strongly recommended that this option be used. By creating this lookup index, physical count input will be strictly by tag number (the product number assigned to the tag number will automatically be displayed). If this option is not chosen, input will consist of BOTH tag number and product number. Input by tag number only is FASTER and more controlled.

** The Inventory Count LABELS by bin/tag can be used if tag number control is an issue and you do have pre-printed tag forms. Similar options are available as in the Inventory Count SHEETS program. Note that this print program has been based on one particular format and modifications may be required to suit your tags/labels.

** NOTE: Use EITHER the Inventory Count Sheet Program or the Inventory Count Label program - do not use BOTH.

With both the Inventory Count SHEETS and the Inventory Count LABELS, you can control how tag numbers are to be assigned if desired. This is accomplished by loading a record in the 'Special Control Numbers' file in the following format:

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Company Code = your company code
 W'house Code = warehouse code(s) for which counts are done
 (or warehouse code(s) from which control
 numbers are to be assigned - based on value
 loaded in control # warehouse field in the
 inventory locations file)
 Series ID = PC (Physical Count)
 Number ID = 00 (Jedron pre-determined ID)
 Series Desc = Ongoing Physical Count System
 Numbers Desc = Tag Numbers
 Number Length = S/B 6 digits

If this control record is not established, the starting tag
 number will always default to 000001 (although this is
 overridable).

5) Input Physical Inventory by Tag

- This program is used to load the actual counts. Things to
 note are as follows:

a) Tag Number

- If tag numbers are not an issue and you have set up
 the special control number record (Number ID = 01),
 you will be allowed to bypass this field. A system
 assigned tag number will be displayed. You will then
 have to input the product number and its count.
- If tag numbers are an issue and you have created the
 tag number cross index, simply key in the appropriate
 tag number. The product number assigned to that tag
 will automatically be displayed. If the cross index
 was not created, you will have to input both the tag
 number and the product number.

b) Products Counted which did not appear on the original count sheets.

- If, during the course of the count, products are discovered
 which did not appear on the count sheets (products which
 did not already exist in the inventory file, or products
 which did exist but for which the inventory flag was set
 to indicate that they were non-inventory items), counts
 can still be loaded for these products.

You may manually assign tag numbers to these products
 (input both tag number and product number when loading
 count), or you may run the count sheets again (for these
 specific products only) to have the system assign tag
 numbers; then input as per the system assigned tag number.
 If either option is chosen, the products in question must
 first either be set up in the master inventory file, or
 their inventory flags in the master inventory file must

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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be set to acknowledge that they are in fact inventory items.

c) Cylinder File (Weldpak/Medpak only)

- The following input will be asked for for all CONTROLLED cylinders/equipment.
 - a) Count quantity for the master inventory file
 - b) Fulls quantity for the cylinder inventory file
 - c) Empties quantity for the cylinder inventory file

For non-volume items, (a) and (b) will normally be the same figure. For these items, since they are controlled by cylinder (or by piece of medical equipment) the count in the inventory file and the fulls in the cylinder inventory file would be the same.

For volume items (volume flag = V, e.g., acetylene), (a) would be the volume of gas to be posted to the inventory file.

(b) would be the number of fulls to be posted to the cylinder file.

(c) would be the number of empties to be posted to the cylinder file.

For all controlled items; if you do not wish to affect the cylinder inventory file simply input '0' in both (b) and (c) above. Any values loaded in these fields will be ADDED to any values found in the cylinder summary file at the time the physical inventory is updated.

d) Correcting Errors

- If a count has been posted incorrectly, simply key in the original tag number to recall the product and make the necessary correction(s).

6) Print Physical Count (to verify quantities loaded)

- A verification report may be produced in one of two ways:
 - a) by product number
 - b) by tag number
- If counts were loaded by tag number, it is recommended that the verification report be printed in the same sequence.

7) Print Cylinder Counts (Weldpak/Medpak only)

- This report should be printed to verify the 'fulls' and 'empties' which are to be updated to the cylinder inventory file.
- This report will also include the total CYLINDER VALUE

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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of all fulls and empties counted. (The stock status report will print the actual GAS VALUE)

- 8) Variance Reports
- Variance reports can be printed either by product number, or sorted by product class. These reports will indicate the 'pre-physical' on hands/costs, the 'actual' on hands/costs and the variances which will be updated back to the inventory files in order that they will reflect the actual counts.
 - These reports (particularly by product class) can assist you in determining what G/L entries will be required in order to bring the G/L in line with the inventory files.
- 8a) Print Physical Count Exception Reports
Print Physical Count Serial # Exceptions
- These reports will highlight any exceptions which may need to be dealt with prior to updating the variance.
- 9) Physical Count Comparison Report.
- The FIRST time the physical count programs are being used, this program can be bypassed. In SUBSEQUENT physical counts, if you wish to compare the NEXT count against the PREVIOUS count, you may run this program (see note in the Purge Physical Counts Files program).
- 10) Update Physical Variances to Inventory
- This program will actually update the variances to the master inventory and cylinder inventory files. See previous notation re data backup prior to running this program.
- 11) Stock Status Report
- This program will provide you with a FINAL inventory valuation report, based on the actual counts loaded.
 - NOTE: This stock status report COULD show costs which are different than the costs on the physical variance reports. This could happen as a result of 'future' receipts being posted while the count procedures are being run (at higher or lower costs than the cost picked up at the time the save pre-physical counts program was run. This would result in average costs being recalculated & it is the new average costs which would be picked up on this final stock status report). If this is a concern, use one of the variance reports instead as a basis for true inventory value at time of count.
- 12) Purge Physical Counts Files

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
1	Purge Physical Counts Files.....		N				D	INPHP0	PI	1	3	11

This program will purge completed (updated) counts from the physical counts file and should only be done once you have Updated the Physical Variance to Inventory. Once this final procedure has been completed, you may proceed with normal month end procedures.

Do not purge INPHM if you intend to run the Physical Count Comparison Report.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Rebuild Invty Future Sales-IT Qty		N				D	OEFIX6	PI	1	4	
3	Save Pre-Physic. On Hand in INPOH		Y				D	INPOH0	PI	1	5	01

The best time to run the following programs is at MONTH END, after all inventory transactions for the month have been completed (receipts, invoicing, etc.) and before starting with your month end procedures.

While the physical count is being loaded, you may process inventory transactions for the FOLLOWING MONTH (invoicing, etc.). Simply override the posting month to the next month in invoicing programs. This will ensure that these transactions will not be taken into account when you run your stock status reports (unless you specify that you wish futures to be included), as these transactions are stored in separate 'FUTURE' fields in the master inventory file. stored in the 'FUTURE' fields will be transferred to the appropriate 'MTD' fields.

Once you are satisfied that all inventory related transactions have been completed for the month, run the Save Pre-Physical On Hand to INPOH program. This program reads the inventory and/or multi location files and copies the on

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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hand quantities to a physical inventory count file (INPOH). This program is important to run, as it is used to show variances between on hand before and after physical count. This program will also automatically prompt you to print a stock status report when it is complete.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4	Clear Cylinder File Quantities...		N				D	INPOH1	WE	1	6	18
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This program is strictly for WELDPAK and MEDPAK applications. It clears out the fulls and empties in house from the cylinder file. This is a preparatory program necessary if you will be doing cylinder counts.

5	Print Invty Count Sheet (No Sort)		Y				D	INCNT0	PI	1	8	02
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This program will read through the master inventory file and provide count sheets for all products, indicating each product's current on hand balance. A count and recount column are provided. This particular count sheet is unsorted therefore it prints in product number sequence. You may wish to use this count sheet print if you have pre-printed tags or cards, as this count sheet does not assign tag numbers.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

6	Print Invty Count Sheets (Sorted)		N				D	INCNT1	PI	1	9	03
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This program is same as above, except count sheets printed through this program will be sorted by product class/sub class. Therefore, all products within each product/sub class are grouped together.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Count Sheets - by Prod #.....		N	B4			D	INVENZ	PI	1	10	04
---	-------------------------------	--	---	----	--	--	---	--------	----	---	----	----

This program will read through the master inventory file and provide count sheets sorted by product no. within bin location. Bin locations

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

are loaded in the Master Inventory file. If more than one bin location exists for a particular product, the main bin location would be loaded in the Master Inventory file, any other bin locations could be loaded in Additional Bin Locations on the Inventory File Maintenance Menu. Refer to documentation on Additional Bin Locations for more information.

This program will request a starting tag number and will assign tag numbers sequentially. These tag numbers are required by the Input Physical Inventory program. You also have the following options in this program: A) create a lookup index B) do not create a lookup index

- A) CREATE LOOKUP INDEX: If you create a lookup index, the program will automatically assign the product number to the tag number. When inputting the counts in the Input Physical Inventory program, the operator will be able to key in a starting tag number (ie 000001) and the program will automatically bring up the associated product number. The operator will be prompted for physical count quantity only. The program will then automatically call up the next sequential tag number/product number (ie tag # 000002 and it's associated product number). The only time the operator needs to input a new tag number is if the next tag number being input is not in sequential order.
- B) DO NOT CREATE A LOOKUP INDEX: If no lookup index is created, this program will still print a tag number for each product number and bin location, however the tag number will not be assigned to the product number. Therefore, when inputting the counts in the Input Physical Inventory program, the operator must manually key in each tag number, product number and physical count for each tag. No automatic tag number call up will occur.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

8 Count Sheets by Bin/Prod #.....	N BA	D INVENZ PI	1 11 14
-----------------------------------	------	-------------	---------

This program will read through the master inventory file and provide count sheets sorted by product no. within bin location.

This program differs from 'Count Sheets by Bin/Tag No's (1)' in that this program will allow you to retrieve count sheets for an individual bin or for a range of bins.

Bin locations are loaded in the Master Inventory file. If more than one bin location exists for a particular product, the main bin location would be loaded

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

in the Master Inventory file, any other bin locations could be loaded in Additional Bin Locations on the Inventory File Maintenance Menu. Refer to documentation on Additional Bin Locations for more information.

This program will request a starting tag number and will assign tag numbers sequentially. These tag numbers are required by the Input Physical Inventory program. You also have the following options in this program: A) create a lookup index B) do not create a lookup index

- A) CREATE LOOKUP INDEX: If you create a lookup index, the program will automatically assign the product number to the tag number. When inputting the counts in the Input Physical Inventory program, the operator will be able to key in a starting tag number (ie 000001) and the program will automatically bring up the associated product number. The operator will be prompted for physical count quantity only. The program will then automatically call up the next sequential tag number/product number (ie tag # 000002 and it's associated product number). The only time the operator needs to input a new tag number is if the next tag number being input is not in sequential order.
- B) DO NOT CREATE A LOOKUP INDEX: If no lookup index is created, this program will still print a tag number for each product number and bin location, however the tag number will not be assigned to the product number. Therefore, when inputting the counts in the Input Physical Inventory program, the operator must manually key in each tag number, product number and physical count for each tag. No automatic tag number call up will occur.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9 Count Labels By Bin With Tag Nos.	N	D	INPCL1	PI	1	12	13
-------------------------------------	---	---	--------	----	---	----	----

This program prints inventory labels with tag numbers.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Programmer's note:

 These labels are produced by the document forms system. To create a new form:

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

Choose the next unused section number (starting at 30), and load an 'ADCT0P' record (with DOCUMENT type = 'PHY'). At present, all new labels will be maintained in the standard document S-PHY-S1.

10	Count Sheets Bin/P Cls/Prod #....	N	BC				D	INVENZ	PI	1	13	CS
----	-----------------------------------	---	----	--	--	--	---	--------	----	---	----	----

This program provides inventory count sheets (with tag numbers), sorted by bin location, product class and product number.

Page breaks are done after each bin location/product class.

NOTE: Tag Numbers

When running this program, you have the option of 'F6 to create lookup indices'.

If this option is chosen, input of the counts will speed up. It will only be necessary to input the tag number (the associated product number will automatically be pulled up).

If this option is not chosen, input of the counts will require that you input both the tag number AND the product number.

11	Count Sheets- PC/SC/Prod #.....	N	PC				D	INVENZ	PI	1	14	PC
----	---------------------------------	---	----	--	--	--	---	--------	----	---	----	----

This program will read through the master inventory file and provide count sheets sorted by product no. within each product/sub class.

This program will request a starting tag number and will assign tag numbers sequentially. These tag numbers are required by the Input Physical Inventory program. You also have the following options in this program: A) create a lookup index B) do not create a lookup index

- A) CREATE LOOKUP INDEX: If you create a lookup index, the program will automatically assign the product number to the tag number. When inputting the counts in the Input Physical Inventory program, the operator will be able to key in a starting tag number (ie 000001) and the program will automatically bring up the associated product number. The operator will be prompted for physical count quantity only. The program will then automatically call up the next sequential tag number/product number (ie tag # 000002 and it's associated product number). The only time the operator needs to input a new tag number is if the next tag number being input is not in sequential order.
- B) DO NOT CREATE A LOOKUP INDEX: If no lookup index is created, this program will still print a tag number for each product number and bin location,

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

however the tag number will not be assigned to the product number. Therefore, when inputting the counts in the Input Physical Inventory program, the operator must manually key in each tag number, product number and physical count for each tag. No automatic tag number call up will occur.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Count Sheets-Vendor/Prod #.....		N	VR		D	INVENZ	PI	1	15	
13	Input Physical Inventory by Tag..		N			D	INPHM0	PI	1	18	05

This program is used to load your physical counts, by tag number. If you did not print the count sheet by bin/tag number, you will have to manually assign a tag number to each product. Otherwise, you may use the tag number from the count sheet. Refer to documentation on Counts Sheets by Bin with Tag Numbers for more information.

Note: A count must be input for all products, even if the counted quantity matches the pre-physical on hand quantity. If no count is input, the program will assume you have zero on hand and when the Update Physical Variance to Inventory program is run, it will update the appropriate variance to bring your on hand to zero in the master file.

Note: If products are found in locations, which were not accounted for on the count sheets, you may input an unused tag number to load the count for that product. When the variances are printed/updated, the combined total of ALL tags for each product will be taken into account.

Note: If, during the count, you come across products which did not appear on the count sheet (i.e., product did not exist in master file), simply load that product into the master file and then input its count. You will have to manually assign a tag number to the product (suggestion - use product number as tag number, as this will avoid possible duplication of a tag number which may have already been previously assigned to another product).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
14	Scanned Bar Code Programs.....			N		D	S109	PI	1	19	
15	Print Physical Count by Product..			N		D	INPHM1	PI	41	3	06

This program will print a report of the physical count, sorted by product number. For each product, it will indicate the description, warehouse code, tag number, unit of measure and counted quantity. If a product was counted on more than one tag, all tags will be shown together. This program can be used to verify physical counts input.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

16	Print Physical Count by Tag.....			N		D	INPHM2	PI	41	4	07
----	----------------------------------	--	--	---	--	---	--------	----	----	---	----

This program will print a report of the physical count, sorted by the tag number. For each tag, it will indicate the product number, description, warehouse code, unit of measure and counted quantity. This report is used to verify the counts input.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

17	Print Cylinder Counts (by Prod)..			N		D	INPHC0	WE	41	5	17
----	-----------------------------------	--	--	---	--	---	--------	----	----	---	----

WELDPAK/MEDPAK ONLY!!

This OPTIONAL report will display cylinder counts by product, for a specified range of products.

Effective October 25, 1993, these cylinder counts are already included on the 'Physical Count by Product' or 'Physical Count by Tag' reports. The only extra information which this report will include is the cylinder replacement value (as stored in the master cylinder file).

18	Print Physical Variance by Prod #			N		D	INPHM3	PI	41	7	08
----	-----------------------------------	--	--	---	--	---	--------	----	----	---	----

This program will print a report of the variance between the

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

saved on hand (pre-physical) and the counted quantity for each product, in product number sequence.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

19	Phys. Variance by P/C or Vendor..		N				D	INPHM4	PI	41	8 09
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	------

This program will print a report of the variance between the saved on hand (pre-physical) and the counted quantity for each product number. This report will group all products in a product/sub class together. Additionally, a sub total is printed after each sub class, showing the inventory and cost of sales G/L account for that product/sub class. This will assist in determining any journal entries which may be required to bring the general ledger in line with the actual count.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

20	Physical Count Comparison Report.		N				D	INPHM5	PI	41	10 12
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	-------

This report was designed to compare two physical counts. If you desire to run this report you should not purge the file INPHM, when running the program 'purge physical counts'.

The report compares two posting months when counts were made and gives current and previous columns for costs, quantity counted, and extension. You are prompted for months to compare, warehouse, tag sort or product sort, from and to product and tag, and what cost you want to base the extension on.

Example : You do full physical counts every six months. Your previous physical count was done in April of 1991 (posting month 0491). The current month is October of 1991 (posting month 1091).

The two months of comparison are ...

 Current Month: 1091

 Previous Month: 0491

In April of 1992 (posting month 0492) then two months of comparison are ...

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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Current Month: 0492
 Previous Month: 1091

Once the count has been updated for April of 1992 then the file INPHM can be purged for 0491 (ie. run the 'Purge Physical Counts' program for month 0491 and answer 'Y' to purge INPHM question).

Note 1: In the case where purchase unit of measure and price unit of measure differ, a conversion is performed based on what is loaded in the unit of measure control file.

Note 2: You must have two counts on file in order to get a relevant comparison.

Note 3: The report must be run for every warehouse individually.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

21 Physical Count Exception Reports.	N	D	INPEX0	PI	41	12	19
--------------------------------------	---	---	--------	----	----	----	----

This program prints out the following exceptions :

- 1) Any Product that has had ON HAND saved but no count has been entered for that product. The physical count update program will update a 0 to ON HAND. The update assumes that if no count was entered that there aren't any to count.
- 2) Any product that has a count entered but no ON HAND saved. The update program will assume that the prephysical quantity was zero and update the full amount counted to inventory ON HAND.
- 3) Any products that, at the time that the prephysical ON HAND was saved, had future transactions (that is, future invoices and/or future inventory receipts or adjustments). These future transactions are automatically added onto the saved ON HAND so that the stock status report can give a true valuation of stock at the end of that month. Please note that these Future transactions will be added onto counted amounts in the variance and update programs so that an accurate variance can be calculated and updated.

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
 Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
22	Physical Count SERIAL # Excepts..			N			D	INPEXS	PI	41	13
23	Update Physical Var to Inventory.			Y			D	INPHU0	PI	41	15 10

This program should only be run ONCE for a specific posting month and range of product, and only when you are satisfied with the variance reports. This program will update to the inventory and multi location files, the variance between the saved on hand (pre-physical) and the counted quantity. The inventory audit file will also be updated, if the Inventory Audit Flag in the system control record (ADCTLA) has been set to yes.

Note: This program only updates the on hand in the inventory and multi location files. It does not post to the general ledger. You can use the Physical Variance Report by Product Class printed in the previous step to determine if any G/L entries are required.

Once you have run this program, it is recommended that you print a final Stock Status Report which can be run from the Additional Inventory Programs Menu.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

24	Stock Status Report.....			N	PC		D	INS.S0	PI	41	17 20
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This Stock Status report, as opposed to the one on S33, is slightly different in that it will use the pre-physical cost saved when the 'Save Pre-Physical On Hand in INPOH' program was executed.

25	Maintain Physical Count Codes....			N	I23		D	JRJFM0	PI	41	18
26	Generate INPHM from RGIS Counts..			N			D	INPHM8	PI	1	20 RG

This Program is used to Update Physical Counts obtained from the RGIS counting service to the Physical Inventory System.

(QUIDRI - DEC 2000)

27	Physical Inventory Tag - SATO/ZEB			N			D	INTAGS	PI	1	16
28	Scan Physical from RF Terminal...			N			D	INPHMB	PI	1	17
29	Physical Count Audit Trail.....			N			D	INPHA0	PI	41	19

Menu Number 043 (JM043) PERPETUAL PHYSICAL INVENTORY SYSTEM
Password / Level Application Code PI Documentation Code JM4300

#	DESCRIPTION	PWORD	P	PA	FILE	T	PROGRM	AP	RW	LI	DOC
		LEVEL	R	RM	SCR	'N	Y			NE	SFX
30	Reverse Physical Updates.....	!REVSE	N				D	INPHUF	PI	41	20

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S056 WYSE60T5

Operator Name - FIFO Costing System

14:06:00

1. FIFO Cost Report.....
2. Change FIFO Costs.....
3. Rebuild On Hand & Avg Cost

Menu Number 056 (JM056) FIFO Costing System
 Password / Level Application Code FI Documentation Code JM5600

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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The programs on this menu are related to a FIRST IN FIRST OUT file (INFFO). This file is only updated if the 'FIFO COSTING' flag is set to yes in your system control record.

Regardless of whether INFFO is used or not, the master inventory file (& multi location file, if applicable) will still always maintain either the AVERAGE or STANDARD cost for each product (refer to 'STANDARD COST' field in your system control record).

If INFFO is being used, then a separate record is maintained for each receipt, with the following information. As goods are sold (or adjusted out of stock), the on hand field in this file will automatically be updated on a FIRST IN/FIRST OUT basis.

--

Product Number	The product received
Warehouse Code	warehouse code into which product was received
Date	The date on which the product was received
Receipt #	The first receipt of the product on any given date will default to '00'. Any subsequent receipts of the same product on the same date (whether against the same purchase order, or against a different purchase order) will be flagged as '01', '02', etc.
P.O. #	Your purchase order number (If using the inventory receipts posting program found on the inventory control menu, this field will contain whatever you assign as the 'Document Number' for each receipt - this could be your purchase order number, or supplier's packing slip number, etc).
Receiving Document	Your receiving reference number (if using the inventory receipts posting program found on the inventory control menu, this field will contain whatever you assign as the 'Receiving Reference Number').
Original Quantity Received	This field will contain the quantity received on that particular receipt.
On Hand	This field is updated by all transactions which affect the product's on hand (e.g., receipt, sale, transfer, positive or negative adjustment,

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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etc.).

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** See below for more details on this field **

Unit Cost

This field contains the cost at which each receipt was posted. This is the LANDED cost (i.e., cost input at time of receipt multiplied by any cost factor used at time of receipt).

--

NOTE RE ON HAND FIELD:

When an inventory receipt is posted, this field will be updated with the same value as the original quantity received field. As goods are sold, the on hand will be reduced on a first in/first out basis. To illustrate:

-

Product #	Qty Received	On Hand	Unit Cost
Rec #1	100	100	1.00
Rec #2	100	100	1.25

-

A sale of 25 would reduce the on hand of Rec #1 from 100 to 75.

-

A subsequent sale of 26 would reduce the on hand of Rec #1 to 0, and would then reduce the on hand of Rec #2 to 99.

--

If the FIFO cost report is run after the first sale of 25, it would indicate a total on hand value of \$200.00 (75 @ \$1.00 and 100 @ \$1.25).

-

If the FIFO cost report is run after the subsequent sale of 26, it would indicate a total on hand value of \$123.75 (99 @ \$1.25).

1 FIFO Cost Report.....	N	D	INFF01	22	4	01
-------------------------	---	---	--------	----	---	----

This program provides a screen or hard copy report from the FIRST IN/FIRST OUT file (INFFO). It may be run as desired.

Refer to general help on this menu (?0) for details of how this file is updated.

For each receipt of each product, this program reports the original quantity received, quantity still on hand, cost at which receipt was posted and total value of quantity still on hand. A grand total is provided for each warehouse.

Menu Number 056 (JM056) FIFO Costing System
 Password / Level Application Code FI Documentation Code JM5600

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

2	Change FIFO Costs.....		N		173	D	JRJFM0		22	5	02	
---	------------------------	--	---	--	-----	---	--------	--	----	---	----	--

This program allows you to do file maintenance on any record in the FIRST IN/FIRST OUT FILE.

Fields which may be changed for each record include:

- Purchase Order #
- Receiving Reference #
- Original Quantity Received
- On Hand
- Unit Cost

Note that any changes made here do not affect the master inventory (and/or multi location file, if applicable) unless you run the Rebuild On Hand and Average Cost program also found on this menu.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

3	Rebuild On Hand & Avg Cost		N			D	INFFO0		22	6	03	
---	----------------------------------	--	---	--	--	---	--------	--	----	---	----	--

This program can be run to rebuild the 'on hand' and 'average cost' in the master inventory file (and/or multi location file, if applicable), from the information contained in INFFO.

This should only be run in situations where there is doubt about the integrity of the average cost in the master files, and only after verifying the contents of INFFO.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S010 WYSE60T5 Operator Name - ORDER Processing

14:06:00

1. Quotation Entry.....QU	19. Reprint Order Sets.....
2. New Quotes Register.....	20. Order Shipment Release Verify....
3. Enter New Orders.....OE	21. New Order Bookings Register.....
4. Enter Manual Orders.....MO	22. Delivery Scheduling/Manifests.S68
5. Enter Return Authorizations....RA	23. Create/Print/Change/Cancel B/L's.
6. Create Orders from Inv History.AO	24. UnInvoiced Bill of Lading List...
7. Order Duplication/Quote->Order.DP	25. Picking List by Warehouse Loc....
8. Create Return Auth from Hist...AR	26. Confirm/Invoice Shipped Orders.CN
9. Rental Equip-PU/Man Ord/Retn.S140	27. Bulk Order Confirmation.....BB
10. Change Open/Back Orders/Quotes.CH	28. Bulk Bill from Bill of Lading..BL
11. Change Order Type.....	29. Bulk Bill Release/Verify Ord's BV
12. Open/Back Order Release.....	30. New Back Orders Register.....
13. Cancel Print/Rel Status of Orders	31. Shipping Labels (1 Per Order)....
14. Order Line Item Changes.....	32. Printed Order List.....
15. Print Order Sets By Order No.....	33. Open Order Movement Posting.....
16. Print Back Orders Pre-invoice....	34. Receive Customer R/A's.....
17. Print Back Orders Pre-update....	35. Received R/A's not Credited Rpt..
18. Print Order Sets By Customer.....	36. Invoicing/Update Programs.....S51

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This is the menu from which quotations, orders and/or back orders can be processed, through the order entry cycle. This cycle includes:

QUOTATIONS:

Input the quote through Quotations entry.

Print the quote (either immediately, or separately through the Print Order Sets program).

If the quote is accepted, two options are available for further processing:

a) create an ORDER from the quote through the Order Duplication program. The original quote will be retained on file under the original quote number and a new order number will be assigned to the order created. This ORDER can be invoiced at a later time through the Confirm/Invoice Shipped Orders program.
 Note: Until January 27, 1992, this was the only option available.

b) Effective January 27, 1992, direct invoicing of the quotation is possible through the Confirm/Invoice Shipped Orders program. If this option is chosen, the original quotation will be removed from the quotes file.

If any changes are required to a quote (or if it is to be cancelled), use the Change Open/Back Orders program.

NEW ORDERS:

Input the order through Enter New Orders.

Print the order through Print Order Sets program.

If any changes are required to an order (or if it is to be cancelled), use the Change Open/Back Orders program.

As items are shipped, use the Confirm Shipped Orders or Bulk Order Confirmation program to invoice the order.

-

Note: Once an order has been confirmed (invoiced); it is no longer accessible from this menu. The invoice created by the confirmation can be printed or changed from the Invoicing Menu.

BACK ORDERS:

Back orders are automatically created and thus do not have to be manually input. Once a back order has been created all other steps for processing that back order are the same as for new orders.

-

A back order is created as follows (dependent on how your system control record is set up. If the Cancel Back Orders flag is set to 'No', back orders will be created. If the flag is set to 'yes' no back orders will ever be created).

-

If an INVOICE has a quantity in the back ordered field, as that invoice is updated the back order for that quantity

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

will automatically be updated to the back order file, under the original order number. As that back order is processed, a different invoice number will be assigned to the back order (this applies to the first and subsequent back orders of any original order).

--
 Refer to menu documentation on each individual program for more details.

1	Quotation Entry.....	QU						D	OEENTO	OE	1	3 01
---	----------------------	----	--	--	--	--	--	---	--------	----	---	------

This program can be used to input customer quotations. It does not affect your inventory at all, unless and until the quotation is turned into an order or invoiced.

Quotation numbers can be manually assigned, or system generated (dependent on the Assign Quote # flag in your system control record).

An existing quotation can be changed (or cancelled) through the Change Orders program.

If a quotation is accepted, two options are available for further processing of the quotation:

- 1) An ORDER can be created from the original quotation, through the Create Orders from Quotes (Order Duplication) program. The original quotation will be kept on file under the original quote number, and a new ORDER # will be assigned to the order.

This ORDER can later be invoiced through the Confirm/Invoice Shipped Orders program. As of April 1997, this option requires ADCTL= parameter D9\$(35,1) to be set to [Y]es.

NOTE: Until January 27, 1992 - this option was the only option available.

- 2) Effective January 27, 1992, direct invoicing of an accepted quotation is allowed. Use the Confirm/Invoice Shipped Orders program to invoice the quotation. (see above re D(\$ parameter)

NOTE: If this option is chosen, the original quotation will be removed from the quotations file.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	New Quotes Register.....							D	OEREG0	OE	1	4 02
---	--------------------------	--	--	--	--	--	--	---	--------	----	---	------

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This program will print a one line summary register of any quotations which have been input. This could include all quotations currently on the system, or only those quotations for which the register has never been printed before.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	Enter New Orders.....OE	N	OE		D	OEENT0	OE	1	5	03		
---	-------------------------	---	----	--	---	--------	----	---	---	----	--	--

This program can be used to input any new orders which are to be shipped at a later date. A system assigned order number will be assigned to each order.

As each line is input on the order your 'committed' inventory will be affected. Your actual 'on hand' inventory will not yet be reduced until such time as the order is confirmed; however your 'available' inventory will reflect any committed quantities (available = on hand less committed).

Any changes to an existing order can be made through the change orders program.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4	Enter Manual Orders.....MO	N	MO		D	OEENT0	OE	1	6			
---	----------------------------	---	----	--	---	--------	----	---	---	--	--	--

5	Enter Return Authorizations....RA	N	RA		D	OEENT0	OE	1	7	04		
---	-----------------------------------	---	----	--	---	--------	----	---	---	----	--	--

This program allows you to input a return authorization entry, authorizing your customer(s) to return goods. It uses the standard data entry screen. A system assigned authorization order number will be assigned. When you input the quantity authorized for return, you will be prompted whether or not you wish to update your on hand inventory. If you answer yes, your on hand will not be updated immediately - rather, it will be updated at the time you CONFIRM the return authorization order. Also, at that time, a credit note will automatically be created for the customer. This credit note can be accessed from the invoicing menu.

--
 When entering the return authorizat on order, you will be prompted for an invoice number. Two options are available:

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Input nothing When the credit memo is generated, it will be updated to the customer's account under the return authorization order number.

Input original invoice number If you know the original invoice number for which the return authorization order is being generated, you may input it. In this case, when the credit memo for the return authorization is generated, it will be updated to the customer's account as a credit against his original invoice number.

When entering the quantity for which the return authorization is being generated, it is not necessary to input the quantity as a negative. Because this program is linked to a credit memo, a negative is assumed.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

6 Create Orders from Inv History.AO	N AO	D OEENT0 OE	1	8 AO
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This program can be used to create a new open order from a previously updated invoice.

You must specify the order number/invoice number (from history) from which this new order is to be created.

The next sequential order number will be assigned to this newly created order and, once created, it can be accessed through the Order Change Program for further processing.

NOTE: Order quantities and discounts (if applicable) will be copied as per the original invoice.

Selling Price/Cost will be copied as per the original invoice, unless your selling price/cost has changed since the original invoice was done, in which case current selling price/cost will be assigned to the order.

CAUTION: If this procedure is being used to re-create an order because of errors on the original order (eg: order processed with wrong discounts) and a back order has already been created against the original order, it may be necessary to cancel the original back order and destroy any shipping documents which may already have been printed for the back order.

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

7	Order Duplication/Quote->Order.DP		N	DP			D	OEENTO	OE	1	9	05
---	-----------------------------------	--	---	----	--	--	---	--------	----	---	---	----

This program is used to turn a quotation into an order. It allows you to DUPLICATE the quotation. You will be prompted for the quotation number and the customer(s) for whom you wish to duplicate it.

--
 An ORDER NUMBER will be assigned for each customer for whom the quotation has been duplicated. This order is then processed in the same way as any other new order. Note that at this time, the quantity on the order will affect your 'committed' inventory, but will not yet reduce your 'on hand' until time as the order is confirmed. However, your 'available' inventory will reflect any committed quantities (available = on hand less committed).

--
 The original quotation will NOT be removed from the quotes file. If it is no longer required, use the change orders program to cancel it.

--
 NOTE: This program can also be used to DUPLICATE an existing order for one or more customers. As with quotations which have been duplicated, the original order will not be removed from the order files.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

8	Create Return Auth from Hist...AR		N	AR			D	OEENTO	OE	1	10	AR
---	-----------------------------------	--	---	----	--	--	---	--------	----	---	----	----

This program can be used to create a new return authorization from a previously updated invoice.

You must specify the order number/invoice number (from history) from which this new return authorization is to be created.

The next sequential order number will be assigned to this newly created return authorization and, once created, it can be accessed through the Order Change Program for further processing.

NOTE: Order quantities and discounts (if applicable) will be copied

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

as per the original invoice.

Selling Price will be copied as per the original invoice, but the current costs will be used.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9	Rental Equip-PU/Man Ord/Retn.S140		N			D	S140	RN	1	11	RN
---	-----------------------------------	--	---	--	--	---	------	----	---	----	----

The Equipment Rental System can be used to invoice rental equipment.

This system is available to ALL users (including Weldpak/Medpak users).

Weldpak/Medpak Note:

This is not to be confused with the existing rental/lease billing programs for CONTROLLED cylinders/medical equipment. There is NO CHANGE to how these are handled.

Files Involved:

INVEN Product must be loaded in the master inventory file first, with the 'allow rentals' flag set to 'Y'. Product Class/Sub Class/Pricing//Costing loaded here would be that to be used if product is being sold rather than rented.

RNEQU Product must also have a record loaded in the Rental Equipment File. This file contains information such as the hourly/daily/weekly/monthly rental rates for the product, an (optional) alternate product number to be used when selling this product instead of renting it and product class/sub class to be used when renting the product.

ADFAS/ADFAI Based on a Fixed Asset Flag set in the Rental Equipment File, these files may be used when Rental Items are sold. Original and Depreciated Values are found here.

If the RNEQU Fixed Asset Flag is set to [Y]es, this Rental Item is maintained as a fixed asset. When sold, the product cost will be obtained as the depreciated cost from the Fixed assets system, and the fixed asset system will be updated re the sale.

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

In this case, GL updates will occur as follows:

The Sales GL account will be set to the Fixed Asset account Number. It will be credited by the total Value of the Fixed Asset prior to any accumulated Depreciation.

The Cost GL Account will be set to the Fixed Asset Depreciation account Number. It will be debited by the total accumulated Depreciation for this asset.

The Inventory GL account will be the Gain on Sale of Fixed Assets account. It will be credited with the Sales - Cost Value of this sale.

These GL accounts will be obtained from the product class record as per the INVEN record product class, not the rental Record Product Class.

RNSER/RNSEA Rental Equipment Serial Number Files (see serial number flag in Rental Equipment File)

ADCTLA/ADCTLY The Rental Equipment System requires the use of sale types. Thus, a flag must be set in your system control record indicating that sale types are being maintained, and sale type codes must be loaded in the Sale Type File. Those sale type codes being used for rental equipment billing must have the rental prebill flag set to 'Y'.

Several procedures are included in the Rental System:

Rental Pickup (RP)

This procedure is used to enter an order for rental when a customer initially picks up the rental equipment. If serial numbers are maintained, they must be entered on the rental order. Rental orders may include rental lines (for products where the Rental Allowed flag is set to [Y]es) as well as lines for any other inventory sales, etc.

If rental equipment entered through this procedure is not returned, any weekly or monthly rental item on this order will be billed on each weekly or monthly anniversary date of the equipment being picked up.

Rental Pre-Billing (RL)

This procedure works much as rental pickup, except that an initial rental invoice is produced. The invoice once updated creates a backorder for all rental items, which are then re-invoiced by automatic rental billing on the weekly or monthly anniversary dates.

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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Rental Return (RR)

When equipment is returned, this procedure is used to process the return and invoice any remaining rental charges up to the return date.

Rental Post Billing (RB)

This is used to bill 'after the fact' rentals, with no subsequent re-billing.

Rental Credit Memos (RC)

This is used to create credits for previous rental invoices.

Note: For ALL rental orders, invoices or credits, the standard order and invoice change programs (CH or CI) may be used.

10	Change Open/Back Orders/Quotes.CH		N	CH		D	OEENTO	OE	1	12	06	
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This program is used to make changes to (or cancel) any existing quotations, orders or back orders.

--
 Note that if the order or back order being changed was already previously printed, it MUST be re-printed.

--
 Note also that once an order, back order or quotation has been confirmed, it can no longer be changed through this program. Any further changes required must be done through the Invoice Change Program on the invoicing menu.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

11	Change Order Type.....		N			D	OETYP0	OE	1	13	07	
----	------------------------	--	---	--	--	---	--------	----	---	----	----	--

This program is simply used to change the status of an open order to a back order, or vice versa.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Open/Back Order Release.....		N			D	OEREL0	OE	1	14	08	
----	------------------------------	--	---	--	--	---	--------	----	---	----	----	--

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This program can be used to release products which are on order, or on back order.

It will check through the open/back order files for the product(s) specified) and fill the orders on a first come first served basis (starting with the first order number on which the product in question is found).

There are various options to include/exclude orders/lines such as From/To Product No, Vendor, Due Date, Order Type (Open or Backorder). Orders that have already been printed are always excluded. To avoid releasing more quantity than is available, the program takes into account any quantity already released against excluded orders.

For example:

The following orders for widgets currently exist on the system; however, all widgets are out of stock:

Order Number	Product Number	Quantity on Order
000001	Widgets	25
000002	Widgets	25
000003	Widgets	25

Total widgets on open or back order = 75

If 70 units are then received into stock, and this program is run, the 70 widgets will be distributed as follows:

Order Number	Product Number	Quantity Released
000001	Widgets	25
000002	Widgets	25
000003	Widgets	20

Re order number 000003, the remaining 5 widgets will be back ordered again until such time as a further receipt of widgets occurs.

If changes to the distribution are necessary, these may be made through the Change Orders program. To cancel the release of a product, call up the line and, when the program prompts 'OK to proceed', use the F8 option before answering yes or no. When cancelling a release, the quantity originally released then cancelled, will be put back into available inventory.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
13	Cancel Print/Rel Status of Orders			N			D	OEREL4	OE	1	15	
14	Order Line Item Changes.....			N	LO		D	OEENT0	OE	1	16	
15	Print Order Sets By Order No.....			Y			D	OEPRO0	OE	1	17	09

This program is used to print order sets in batches, sorted by order number.

You will not be able to CONFIRM an order until this step has been done (unless your System control record indicates that it is not necessary to print order sets).

You can use this program to print only those orders which have not yet been printed, or you can use it to reprint orders previously printed.

If you are using the Open/Back Order Release program, you would normally only include those orders/lines which have been released. If you are not using the Open/Back Order Release program, you would include all orders/lines.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

16	Print Back Orders Pre-invoice....			Y	BO		D	OEPRO0	OE	1	18	10
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This program is only available for use if custom modifications have been made for you, which allow the creating of back orders prior to invoicing (normally, back orders are not actually created until such time as an order with a back order on it has been CONFIRMED and UPDATED).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

17	Print Back Orders Pre-update.....			Y	BI		D	OEPRO0	OE	1	19	11
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This program can be used to print back orders which have been created, but for which the database update has not yet been run.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

18	Print Order Sets By Customer.....			Y	CU		D	OEPRO0	OE	1	20	12
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Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This program can be used to print order sets, sorted by customer number.

You will not be able to CONFIRM an order until this step has been done (unless your System control record indicates that it is not necessary to print order sets).

You can use this program to print only those orders which have not yet been printed, or you can use it to reprint orders previously printed.

If you are using the Open/Back Order Release program, you would normally only include those orders/lines which have been released. If you are not using the Open/Back Order Release program, you would include all orders/lines.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

19 Reprint Order Sets.....	Y	RP	D	OEPRO0	OE	41	3	13
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This program can be used to re-print order sets which were previously printed.

Note that it cannot be used to print an order set which was previously printed, then CHANGED. As soon as it was changed, the original printed flag would have been set back to NO. Thus, it would have to be printed again through the normal Print Order Sets program.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

20 Order Shipment Release Verify....	Y		D	OEREL5	OE	41	4	RV
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This program is used by the shipper to verify that products shipped are actually those released. This program can only be used to verify released orders, and it is assumed that a bar code reader will be used to simplify the verification process. Verified orders will be flagged as such.

Orders that have been verified may be invoiced through either regular invoice confirmation, or by Bulk Billing Release Verified Orders.

21 New Order Bookings Register.....	Y	OO	D	OEREG0	OE	41	5	14
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This program provides a one line summary of each new order on

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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the system. It can include all open orders currently on the system, or only those orders for which the REGISTER has never been printed before.

This register must be printed before you can confirm an order (unless your System control record indicates that printing of this register is not mandatory).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22	Delivery Scheduling/Manifests.S68ve		N				D S68		DY 41	6	68
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The programs on this menu are used to:

- 1) Schedule orders for delivery by assigning sequence codes within various delivery routes from the customer extra data file. These routes may be overridden within the delivery scheduling program, and optionally, the master files may be updated.
- 2) Print a drivers trip report including scheduling details per route.
- 3) Print a hazardous goods manifest.
- 4) Clear the scheduling files after reports have been printed.

23	Create/Print/Change/Cancel B/L's.		Y				D OEB.L2	OE 41		7	
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24	UnInvoiced Bill of Lading List...		N				D OEBBF0	OE 41		8	
----	-----------------------------------	--	---	--	--	--	----------	-------	--	---	--

25	Picking List by Warehouse Loc....		N				D OEP.L0	OE 41		9	15
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This program can be used to obtain a picking list, sorted by warehouse location (this is dependent on the warehouse location having been loaded in the master inventory file, or the multi location file). This list will include product number, description, order number, line number, quantity on order and unit of measure.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

26	Confirm/Invoice Shipped Orders.CN		N	CN			D OEENT0	IV 41		10	16
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This program can be used to CONFIRM (invoice) orders and/or

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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return authorizations, on an individual basis.

As an order is confirmed, the quantity is removed from 'committed' and now reduces your 'on hand'. If you are confirming a return authorization, your 'on hand' is increased (assuming you specified that your on hand was to be affected by the return at the time you input the return authorization order).

As orders are confirmed, they are removed from the open order files and transferred to the invoice files (as an invoice or, in the case of a return authorization, as a credit memo). If any further changes are required, they would have to be done through the invoicing menu.

When using this program, you will be asked whether the entire order was shipped complete. If you answer yes, it will automatically ship each line on the order (any lines not shipped complete can be overridden). If you answer no, it will then ask if most items were shipped complete. A yes response to this second question will cause it to ship all lines; a no response will cause it to back order all lines (again, any lines which require change can be overridden).

NOTE: If your cost on any of the items being confirmed has changed since the order was originally created, this procedure will change the cost of these items to reflect the current cost.

This does not affect the selling price, simply the cost.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

27 Bulk Order Confirmation.....BB N BB D OEENTO IV 41 11 17

This program can be used to CONFIRM (invoice) orders and/or return authorizations, PROVIDING THAT THERE ARE NO BACK ORDERS INVOLVED.

This program automatically assumes that all items on all orders to be confirmed, were shipped in full.

You will be prompted for each order number, the date each order was shipped and any freight charges to be applied against each order. Once all orders to be confirmed have been input, the program will automatically confirm and invoice them all.

As they are confirmed, the quantities are removed from 'committed' and now automatically reduce your 'on hand'. At the same time, the orders are removed from the order files and transferred to the invoicing files.

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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Any further processing would have to be done from the invoicing menu.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

28	Bulk Bill from Bill of Lading..BL		N	BL			D	OEENTO	IV	41	12	
29	Bulk Bill Release/Verify Ord's BV		N	BV			D	OEENTO	OE	41	13	RV

See Doc'n for Entry 20

30	New Back Orders Register.....			BO			D	OEREG0	OE	41	14	18
----	-------------------------------	--	--	----	--	--	---	--------	----	----	----	----

This program provides a one line summary of any back orders currently on the system. It can include all back orders which currently exist, or only those for which this REGISTER has never previously been printed.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

31	Shipping Labels (1 Per Order)....						D	OEHDR1	OE	41	15	19
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This program can be used to print shipping labels, for any open orders currently on the system. These labels include the order number, name and address of the customer for each order. You can specify the range of order numbers for which labels are to be produced, and you may also specify how many labels are required for each order.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

32	Printed Order List.....						D	OEHDR4	OE	41	16	
----	-------------------------	--	--	--	--	--	---	--------	----	----	----	--

33	Open Order Movement Posting.....						D	OEMOV0	OE	41	17	MV
----	----------------------------------	--	--	--	--	--	---	--------	----	----	----	----

This program will change the status of an order to any status that is set up in the order status table (ADCTOR). If the status indicates that furniture manufacturing system cutting list numbers and raw materials inventory

Menu Number 010 (JM010) ORDER Processing
 Password / Level Application Code OE Documentation Code JM1000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

is to be updated, this will be done by this program.

34	Receive Customer R/A's.....		N	R			D	OEMOV0	OE	41	18
35	Received R/A's not Credited Rpt..		N				D	OEHDR6	OE	41	19
36	Invoicing/Update Programs.....S51		N				D	S51	OE	41	20

S051 WYSE60T5 Operator Name - INVOICE Processing 14:06:00

- | | |
|---------------------------------------|---------------------------------------|
| 1. Pre-bill Invoicing.....PR | 13. Rental Equipment - Pre-Billing.RL |
| 2. Create Invoices from Inv Hist..AI | 14. Rental Equipment - Pickup..... |
| 3. Postbill Invoice Entry.....PB | 15. Rental Equipment - Manual Ord.... |
| 4. Confirm/Invoice Shipped Orders.CN | 16. Rental Equipment - Return..... |
| 5. Bulk Order Confirmation.....BB | 17. Rental Equipment - PostBilling... |
| | 18. Rental Equipment - Credit Memo... |
| 6. Point of Sale Invoicing.....PS | 19. Change Invoices/Credit Memos...CI |
| 7. Sales Posting - no invoice.....SP | 20. Invoice Line Item Changes..... |
| 8. Enter Credit Memos.....CM | 21. Print Invoices/Credit Memos..... |
| 9. Create Credit Memos from Histry.AC | 32. Create 810 Edi Invoice..... |
| 10. UnInvoiced Bill of Lading List... | 22. Reprint Invoices from History.... |
| 11. Bulk Bill from Bill of Lading..BL | 23. Print EDI Quick Response File Cpy |
| 12. Bulk Bill Release/Verify Ord's BV | 24. Print Summary Invoices..... |
| 29. Invoice Status Changes..... | 25. Cancel Summary Invoices..... |
| 31. Spiff System.....S120 | 26. Summary Billing Report..... |
| 33. UNLOCK Locked Order or Invoice... | 27. Shipments Distribution Report.... |
| 34. Print Customs Documents <- B/L... | 28. Change Shipments Report Data..... |
| 35. Export Bills of Lading to ProShip | 30. REGISTERS/UPDATE/ADDIT. REP S98 |

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This is the menu from which invoices are generated directly, bypassing the order entry stage. (Refer to the order processing menu for details of processing orders and backorders through the order entry cycle). Once generated, daily reports and updates are also run from this menu.

1	Pre-bill Invoicing.....PR		N	PR		D	OEENTO	IV	1	3	01
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This procedure is used to generate a packing slip & invoice simultaneously (on the same document). This procedure is mainly used for over the counter sales.

Some things to note about this program:

-
 The order number & invoice number are system generated and will both be the same number.

-
 This program checks the AVAILABLE quantity (AVAILABLE = current on hand less committed). If you input a QUANTITY ORDERED which is greater than the QUANTITY AVAILABLE, the program will automatically back order any quantity over the AVAILABLE quantity. You will have the option of accepting this back order, or cancelling any back order (simply by overriding the BACK ORDERED field to zero). If you accept the back ordered quantity, refer to the order processing menu for details of processing back orders.

-
 Your inventory will be reduced immediately, on a line by line basis. However, no other files are updated until the actual accounting database update program is run.

-
 Refer also to general help on this menu (?0) for more information.

ESCAPE - NOT ALLOWED
 Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Create Invoices from Inv Hist..AI		N	AI		D	OEENTO	IV	1	4	
---	-----------------------------------	--	---	----	--	---	--------	----	---	---	--

3	Postbill Invoice Entry.....PB		N	PB		D	OEENTO	IV	1	5	02
---	-------------------------------	--	---	----	--	---	--------	----	---	---	----

This program is used to invoice after the fact (i.e., from driver delivery slips).

Some things to note about this program are as follows:

The order number input is your driver's delivery slip number. A system

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

generated invoice number will automatically be assigned. When the invoice is updated, both the order number and invoice number will be updated to the Shipping Number Control file.

Because this program is used for after the fact billings (goods have already been delivered), it does not do any inventory checking and will allow you to ship any quantity, even if your actual AVAILABLE FOR SHIPMENT (AVAILABLE - current on hand less committed) quantity is less than the quantity ordered.

Your inventory on hand is reduced immediately, on a line by line basis. However, no other files are updated until the actual accounting database program is run.

Refer also to general help on this menu (?0) for more information.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4	Confirm/Invoice Shipped Orders.CN		N	CN		D	OEENTO	IV	1	6	CO	
---	-----------------------------------	--	---	----	--	---	--------	----	---	---	----	--

This program can be used to CONFIRM (invoice) orders and/or return authorizations, on an individual basis.

As an order is confirmed, the quantity is removed from 'committed' and now reduces your 'on hand'. If you are confirming a return authorization, your 'on hand' is increased (assuming you specified that your on hand was to be affected by the return at the time you input the return authorization order).

As orders are confirmed, they are removed from the open order files and transferred to the invoice files (as an invoice or, in the case of a return authorization, as a credit memo). If any further changes are required, they would have to be done through the invoicing menu.

When using this program, you will be asked whether the entire order was shipped complete. If you answer yes, it will automatically ship each line on the order (any lines not shipped complete can be overridden). If you answer no, it will then ask if most items were shipped complete. A yes response to this second question will cause it to ship all lines; a no response will cause it to back order all lines (again, any lines which require change can be overridden).

NOTE: If your cost on any of the items being confirmed has changed since the order was originally created, this procedure will change the cost of these items to reflect the current cost.

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This does not affect the selling price, simply the cost.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

5	Bulk Order Confirmation.....BB		N	BB			D	OEENTO	IV	1	7	17
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This is the program which will actually update your invoices, to various files on the system. These include:

- A/R Files
- G/L Files
- Sales Analysis Files
- History Files (if applicable)
- Cylinder/Equipment Control Files (summary file, detail transaction file and lease file - WELDPAK/MEDPAK customers only).

Until such time as this program is run for a specific invoice, that invoice will not be included on any reports or inquiries from the above files.

NOTE: The only files not affected by this update are inventory files (e.g. master inventory file, multi location file, inventory audit file), as these files would have been updated immediately as each line was input on any invoice.

If an invoice has been posted to a FUTURE posting month, the only files affected by updating that invoice are the A/R files and the G/L files. Once a month end has been done, and that FUTURE month is now your CURRENT month, the remaining files will automatically be updated during the first update of the future (now current) month.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

6	Point of Sale Invoicing.....PS		N	PS			D	OEENTO	PS	1	9	03
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This procedure is very similar to PRE-BILLING, with the following exceptions:

- a) It automatically assumes that you are generating a CASH SALE invoice

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

(unless you manually override this).

- b) It automatically assumes you wish to print the invoice immediately (unless you manually override this).

Refer to menu documentation on Pre-Bill Invoicing for more details.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

7 Sales Posting - no invoice.....SP	N SP	D OEENT0 IV	1 10 04
-------------------------------------	------	-------------	---------

This procedure is very similar to POST BILLING, with the exception that it assumes you do not require a hard copy of the invoice. Any sale posted through this procedure will automatically have the invoice printed flag set to yes.
 Refer to menu documentation on post billing for more information.

Refer also to general help on this menu (?0) for more information.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

8 Enter Credit Memos.....CM	N CM	D OEENT0 IV	1 11 05
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This procedure is used to issue a credit memo against a previously issued invoice.

The order number (which is actually a credit memo number) is system assigned. In the header portion of the credit memo, just before you enter the line item portion, you will be asked to input an invoice number. Two options are available:

- a) Input original invoice number if you input the original invoice number to which the credit is to be applied, the credit will be updated to the accounts receivable file under the original invoice number (the credit memo number will display on the aged trial balance for reference purposes only).

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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b) Input nothing In this case, the credit will be updated to the accounts receivable file under the credit memo number.

--

In the line items portion, it is NOT necessary to input the quantity as a negative. This program automatically assumes a credit.

--

For inventory items (inventory flag = 0 in the master inventory file), after each line is input you will be asked whether you want to update your inventory on hand:

Y return item to stock.
 N do not return item to stock (e.g., if issuing a credit for damaged goods, etc).

--

If a credit is being issued as a price adjustment only, this should be done as two lines, in order to keep your gross profit accurate on sales reports, etc.

First line input quantity as a DEBIT and input the ORIGINAL price charged. Update inventory = no.

Second line input quantity as a CREDIT and input the PRICE WHICH SHOULD HAVE BEEN CHARGED. Update inventory = no.

The following applies ONLY if you are using WELDPAK/MEDPAK software:

CUSTOMERS USING THE DEFERRED REVENUE FEATURE MUST USE THIS PROCEDURE TO CANCEL LEASES.

Refer to help documentation on the following menu items for details of the Deferred Revenue Feature:

Cyl/Med Equipment Files Menu	Lease File Maintenance Gas/Med Equipment Product File
Cyl/Med Equipment Initial Load Menu	Initial Load of Lease Balances Initial Leases Report (Deferred)
Cyl/Med Equipment Control Menu	Automatic Lease Renewals Monthly Lease Revenue Report
Invoicing Menu	General help (?0) on that menu

Refer also to general help on this menu (?0) for more information.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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done without guidance from LTL Technologies Inc.
 personnel.

9	Create Credit Memos from Histry.AC			N	AC			D	OEENTO	IV	1	12 06
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This program can only be used if your system control record indicates that you are maintaining A/R history files.

It will automatically create a credit memo for any invoice (providing the invoice (a) has already been updated and (b) is still in the history file). You will be prompted for the original order number and the original invoice number. The program will then automatically issue a credit against that invoice. If you wish to make any changes, use the change invoice procedure.

Refer also to general help on this menu (?0) for more information.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

10	UnInvoiced Bill of Lading List...			N				D	OEBBF0	IV	1	13
11	Bulk Bill from Bill of Lading..BL			N	BL			D	OEENTO	IV	1	14
12	Bulk Bill Release/Verify Ord's BV			N	BV			D	OEENTO	IV	1	15 RV

This program is used by the shipper to verify that products shipped are actually those released. This program can only be used to verify released orders, and it is assumed that a bar code reader will be used to simplify the verification process. Verified orders will be flagged as such.

Orders that have been verified may be invoiced through either regular invoice confirmation, or by Bulk Billing Release Verified Orders.

13	Rental Equipment - Pre-Billing.RL			N	RL			D	OEENTO	RN	41	3 RN
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The Equipment Rental System can be used to invoice rental equipment.

This system is available to ALL users (including Weldpak/Medpak users).

Weldpak/Medpak Note:

This is not to be confused with the existing rental/lease billing programs for

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

CONTROLLED cylinders/medical equipment. There is NO CHANGE to how these are handled.

Files Involved:

INVEN Product must be loaded in the master inventory file first, with the 'allow rentals' flag set to 'Y'. Product Class/Sub Class/Pricing//Costing loaded here would be that to be used if product is being sold rather than rented.

RNEQU Product must also have a record loaded in the Rental Equipment File. This file contains information such as the hourly/daily/weekly/monthly rental rates for the product, an (optional) alternate product number to be used when selling this product instead of renting it and product class/sub class to be used when renting the product.

ADFAS/ADFAI Based on a Fixed Asset Flag set in the Rental Equipment File, these files may be used when Rental Items are sold. Original and Depreciated Values are found here.

If the RNEQU Fixed Asset Flag is set to [Y]es, this Rental Item is maintained as a fixed asset. When sold, the product cost will be obtained as the depreciated cost from the Fixed assets system, and the fixed asset system will be updated re the sale.

In this case, GL updates will occur as follows:

The Sales GL account will be set to the Fixed Asset account Number. It will be credited by the total Value of the Fixed Asset prior to any accumulated Depreciation.

The Cost GL Account will be set to the Fixed Asset Depreciation account Number. It will be debited by the total accumulated Depreciation for this asset.

The Inventory GL account will be the Gain on Sale of Fixed Assets account. It will be credited with the Sales - Cost Value of this sale.

These GL accounts will be obtained from the product class record as per the INVEN record product class, not the rental Record Product Class.

RNSER/RNSEA Rental Equipment Serial Number Files (see serial number flag in Rental Equipment File)

ADCTLA/ADCTLY The Rental Equipment System requires the use

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

of sale types. Thus, a flag must be set in your system control record indicating that sale types are being maintained, and sale type codes must be loaded in the Sale Type File. Those sale type codes being used for rental equipment billing must have the rental prebill flag set to 'Y'.

Several procedures are included in the Rental System:

Rental Pickup (RP)

This procedure is used to enter an order for rental when a customer initially picks up the rental equipment. If serial numbers are maintained, they must be entered on the rental order. Rental orders may include rental lines (for products where the Rental Allowed flag is set to [Y]es) as well as lines for any other inventory sales, etc. If rental equipment entered through this procedure is not returned, any weekly or monthly rental item on this order will be billed on each weekly or monthly anniversary date of the equipment being picked up.

Rental Pre-Billing (RL)

This procedure works much as rental pickup, except that an initial rental invoice is produced. The invoice once updated creates a backorder for all rental items, which are then re-invoiced by automatic rental billing on the weekly or monthly anniversary dates.

Rental Return (RR)

When equipment is returned, this procedure is used to process the return and invoice any remaining rental charges up to the return date.

Rental Post Billing (RB)

This is used to bill 'after the fact' rentals, with no subsequent re-billing.

Rental Credit Memos (RC)

This is used to create credits for previous rental invoices.

Note: For ALL rental orders, invoices or credits, the standard order and invoice change programs (CH or CI) may be used.

14 Rental Equipment - Pickup.....	N	RP					D	OEENT0	RN	41	4	RN
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Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

The Equipment Rental System can be used to invoice rental equipment.

This system is available to ALL users (including Weldpak/Medpak users).

Weldpak/Medpak Note: This is not to be confused with the existing rental/lease billing programs for CONTROLLED cylinders/medical equipment. There is NO CHANGE to how these are handled.

Files Involved:

INVEN Product must be loaded in the master inventory file first, with the 'allow rentals' flag set to 'Y'. Product Class/Sub Class/Pricing//Costing loaded here would be that to be used if product is being sold rather than rented.

RNEQU Product must also have a record loaded in the Rental Equipment File. This file contains information such as the hourly/daily/weekly/monthly rental rates for the product, an (optional) alternate product number to be used when selling this product instead of renting it and product class/sub class to be used when renting the product.

ADFAS/ADFAI Based on a Fixed Asset Flag set in the Rental Equipment File, these files may be used when Rental Items are sold. Original and Depreciated Values are found here.

If the RNEQU Fixed Asset Flag is set to [Y]es, this Rental Item is maintained as a fixed asset. When sold, the product cost will be obtained as the depreciated cost from the Fixed assets system, and the fixed asset system will be updated re the sale.

In this case, GL updates will occur as follows:

The Sales GL account will be set to the Fixed Asset account Number. It will be credited by the total Value of the Fixed Asset prior to any accumulated Depreciation.

The Cost GL Account will be set to the Fixed Asset Depreciation account Number. It will be debited by the total accumulated Depreciation for this asset.

The Inventory GL account will be the Gain on Sale of Fixed Assets account. It will be credited with the Sales - Cost Value of this sale.

These GL accounts will be obtained from the product class record as per the

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

INVEN record product class, not the rental Record Product Class.

RNSER/RNSEA Rental Equipment Serial Number Files (see serial number flag in Rental Equipment File)

ADCTLA/ADCTLY The Rental Equipment System requires the use of sale types. Thus, a flag must be set in your system control record indicating that sale types are being maintained, and sale type codes must be loaded in the Sale Type File. Those sale type codes being used for rental equipment billing must have the rental prebill flag set to 'Y'.

Several procedures are included in the Rental System:

Rental Pickup (RP)

This procedure is used to enter an order for rental when a customer initially picks up the rental equipment. If serial numbers are maintained, they must be entered on the rental order. Rental orders may include rental lines (for products where the Rental Allowed flag is set to [Y]es) as well as lines for any other inventory sales, etc.

If rental equipment entered through this procedure is not returned, any weekly or monthly rental item on this order will be billed on each weekly or monthly anniversary date of the equipment being picked up.

Rental Pre-Billing (RL)

This procedure works much as rental pickup, except that an initial rental invoice is produced. The invoice once updated creates a backorder for all rental items, which are then re-invoiced by automatic rental billing on the weekly or monthly anniversary dates.

Rental Return (RR)

When equipment is returned, this procedure is used to process the return and invoice any remaining rental charges up to the return date.

Rental Post Billing (RB)

This is used to bill 'after the fact' rentals, with no subsequent re-billing.

Rental Credit Memos (RC)

This is used to create credits for previous rental invoices.

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	WORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Note: For ALL rental orders, invoices or credits, the standard order and invoice change programs (CH or CI) may be used.

15	Rental Equipment - Manual Ord....			N	RM		D	OEENT0	RN	41	5	RN
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The Equipment Rental System can be used to invoice rental equipment.

This system is available to ALL users (including Weldpak/Medpak users).

Weldpak/Medpak Note: This is not to be confused with the existing rental/lease billing programs for CONTROLLED cylinders/medical equipment. There is NO CHANGE to how these are handled.

Files Involved:

INVEN Product must be loaded in the master inventory file first, with the 'allow rentals' flag set to 'Y'. Product Class/Sub Class/Pricing//Costing loaded here would be that to be used if product is being sold rather than rented.

RNEQU Product must also have a record loaded in the Rental Equipment File. This file contains information such as the hourly/daily/weekly/monthly rental rates for the product, an (optional) alternate product number to be used when selling this product instead of renting it and product class/sub class to be used when renting the product.

ADFAS/ADFAI Based on a Fixed Asset Flag set in the Rental Equipment File, these files may be used when Rental Items are sold. Original and Depreciated Values are found here.

If the RNEQU Fixed Asset Flag is set to [Y]es, this Rental Item is maintained as a fixed asset. When sold, the product cost will be obtained as the depreciated cost from the Fixed assets system, and the fixed asset system will be updated re the sale.

In this case, GL updates will occur as follows:

The Sales GL account will be set to the Fixed Asset account Number. It will be credited by the total Value of the Fixed Asset prior to any accumulated Depreciation.

The Cost GL Account will be set to the Fixed Asset Depreciation account Number.

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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It will be debited by the total accumulated Depreciation for this asset.

The Inventory GL account will be the Gain on Sale of Fixed Assets account. It will be credited with the Sales - Cost Value of this sale.

These GL accounts will be obtained from the product class record as per the INVEN record product class, not the rental Record Product Class.

RNSER/RNSEA Rental Equipment Serial Number Files (see serial number flag in Rental Equipment File)

ADCTLA/ADCTLY The Rental Equipment System requires the use of sale types. Thus, a flag must be set in your system control record indicating that sale types are being maintained, and sale type codes must be loaded in the Sale Type File. Those sale type codes being used for rental equipment billing must have the rental prebill flag set to 'Y'.

Several procedures are included in the Rental System:

Rental Pickup (RP)

This procedure is used to enter an order for rental when a customer initially picks up the rental equipment. If serial numbers are maintained, they must be entered on the rental order. Rental orders may include rental lines (for products where the Rental Allowed flag is set to [Y]es) as well as lines for any other inventory sales, etc.

If rental equipment entered through this procedure is not returned, any weekly or monthly rental item on this order will be billed on each weekly or monthly anniversary date of the equipment being picked up.

Rental Pre-Billing (RL)

This procedure works much as rental pickup, except that an initial rental invoice is produced. The invoice once updated creates a backorder for all rental items, which are then re-invoiced by automatic rental billing on the weekly or monthly anniversary dates.

Rental Return (RR)

When equipment is returned, this procedure is used to process the return and invoice any remaining rental charges up to the return date.

Rental Post Billing (RB)

This is used to bill 'after the fact' rentals, with no subsequent re-billing.

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Rental Credit Memos (RC)

This is used to create credits for previous rental invoices.

Note: For ALL rental orders, invoices or credits, the standard order and invoice change programs (CH or CI) may be used.

16	Rental Equipment - Return.....			N	RR		D	OEENT0	RN	41	6	RN
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The Equipment Rental System can be used to invoice rental equipment.

This system is available to ALL users (including Weldpak/Medpak users).

Weldpak/Medpak Note: This is not to be confused with the existing rental/lease billing programs for CONTROLLED cylinders/medical equipment. There is NO CHANGE to how these are handled.

Files Involved:

INVEN Product must be loaded in the master inventory file first, with the 'allow rentals' flag set to 'Y'. Product Class/Sub Class/Pricing//Costing loaded here would be that to be used if product is being sold rather than rented.

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In this case, GL updates will occur as follows:

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

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These GL accounts will be obtained from the product class record as per the INVEN record product class, not the rental Record Product Class.

RNSER/RNSEA Rental Equipment Serial Number Files (see serial number flag in Rental Equipment File)

ADCTLA/ADCTLY The Rental Equipment System requires the use of sale types. Thus, a flag must be set in your system control record indicating that sale types are being maintained, and sale type codes must be loaded in the Sale Type File. Those sale type codes being used for rental equipment billing must have the rental prebill flag set to 'Y'.

Several procedures are included in the Rental System:

Rental Pickup (RP)

This procedure is used to enter an order for rental when a customer initially picks up the rental equipment. If serial numbers are maintained, they must be entered on the rental order. Rental orders may include rental lines (for products where the Rental Allowed flag is set to [Y]es) as well as lines for any other inventory sales, etc.

If rental equipment entered through this procedure is not returned, any weekly or monthly rental item on this order will be billed on each weekly or monthly anniversary date of the equipment being picked up.

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This procedure works much as rental pickup, except that an initial rental invoice is produced. The invoice once updated creates a backorder for all rental items, which are then re-invoiced by automatic rental billing on the weekly or monthly anniversary dates.

Rental Return (RR)

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

When equipment is returned, this procedure is used to process the return and invoice any remaining rental charges up to the return date.

Rental Post Billing (RB)

This is used to bill 'after the fact' rentals, with no subsequent re-billing.

Rental Credit Memos (RC)

This is used to create credits for previous rental invoices.

Note: For ALL rental orders, invoices or credits, the standard order and invoice change programs (CH or CI) may be used.

17 Rental Equipment - PostBilling...			N	RB		D	OEENTO	RN	41	7	RN
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Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

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RNSER/RNSEA Rental Equipment Serial Number Files (see serial number flag in Rental Equipment File)

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If rental equipment entered through this procedure is not returned, any weekly or monthly rental item on this order will be billed on each weekly or monthly anniversary date of the equipment being picked up.

Rental Pre-Billing (RL)

This procedure works much as rental pickup, except that an initial rental

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

invoice is produced. The invoice once updated creates a backorder for all rental items, which are then re-invoiced by automatic rental billing on the weekly or monthly anniversary dates.

Rental Return (RR)

When equipment is returned, this procedure is used to process the return and invoice any remaining rental charges up to the return date.

Rental Post Billing (RB)

This is used to bill 'after the fact' rentals, with no subsequent re-billing.

Rental Credit Memos (RC)

This is used to create credits for previous rental invoices.

Note: For ALL rental orders, invoices or credits, the standard order and invoice change programs (CH or CI) may be used.

18 Rental Equipment - Credit Memo...	N	RC	D	OEENT0	RN	41	8	RN
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The Equipment Rental System can be used to invoice rental equipment.

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Files Involved:

INVEN Product must be loaded in the master inventory file first, with the 'allow rentals' flag set to 'Y'. Product Class/Sub Class/Pricing//Costing loaded here would be that to be used if product is being sold rather than rented.

RNEQU Product must also have a record loaded in the Rental Equipment File. This file contains information such as the hourly/daily/weekly/monthly rental rates for the product, an (optional) alternate product number to be used when selling this product instead of renting it and product class/sub class to be used when

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

renting the product.

ADFAS/ADFAI

Based on a Fixed Asset Flag set in the Rental Equipment File, these files may be used when Rental Items are sold. Original and Depreciated Values are found here.

If the RNEQU Fixed Asset Flag is set to [Y]es, this Rental Item is maintained as a fixed asset. When sold, the product cost will be obtained as the depreciated cost from the Fixed assets system, and the fixed asset system will be updated re the sale.

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RNSER/RNSEA

Rental Equipment Serial Number Files (see serial number flag in Rental Equipment File)

ADCTLA/ADCTLY

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Several procedures are included in the Rental System:

Rental Pickup (RP)

This procedure is used to enter an order for rental when a customer initially picks up the rental equipment. If serial numbers are maintained, they must be entered on the rental order. Rental orders may include rental lines (for products where the Rental Allowed flag is set to [Y]es) as well as lines for any other inventory sales, etc.

If rental equipment entered through this procedure is not returned, any weekly

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

or monthly rental item on this order will be billed on each weekly or monthly anniversary date of the equipment being picked up.

Rental Pre-Billing (RL)

This procedure works much as rental pickup, except that an initial rental invoice is produced. The invoice once updated creates a backorder for all rental items, which are then re-invoiced by automatic rental billing on the weekly or monthly anniversary dates.

Rental Return (RR)

When equipment is returned, this procedure is used to process the return and invoice any remaining rental charges up to the return date.

Rental Post Billing (RB)

This is used to bill 'after the fact' rentals, with no subsequent re-billing.

Rental Credit Memos (RC)

This is used to create credits for previous rental invoices.

Note: For ALL rental orders, invoices or credits, the standard order and invoice change programs (CH or CI) may be used.

19 Change Invoices/Credit Memos...CI	N CI	D OEENT0 IV 41 9 07
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This program is used to make changes to any existing invoices or credit memos (providing they have not yet been updated).

Any type of invoice can be changed, regardless of whether it was generated through post billing, pre billing, order confirmation, etc. Once an invoice has been changed, it MUST be re-printed. The only exception to this is an invoice originally posted through the SALES POSTING (NO INVOICE) procedure.

Refer to help prompts available throughout this program.

Refer also to general help on this menu (?0) for more information.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
20	Invoice Line Item Changes.....			N	LI		D	OEENTO	IV	41	10	
21	Print Invoices/Credit Memos.....			Y			D	OEPRI0	IV	41	11	08

This program is used to print (or re-print) invoices and/or credit memos (providing they have not yet been updated).

NOTE: If any 'sales error' messages are encountered while printing invoices, make note of the order number in question. Then run the 'Fix Order/Invoice Sales Error' program on the Utilities Menu before reprinting the invoice.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22	Reprint Invoices from History....			Y	HI		D	OEPRI0	IV	41	13	09
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This program can only be used if your system control record indicates that you are maintaining A/R history files. It can be used to reprint invoices/credits which have already been updated, providing that they are still in the history files.

If any 'sales error' messages are encountered when reprinting invoices from history, run the 'Fix Sales History Sales Errors' program on the Utilities menu then reprint the invoice(s) in question.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

23	Print EDI Quick Response File Cpy			Y	QR		D	OEPDF0	ED	41	14	
----	-----------------------------------	--	--	---	----	--	---	--------	----	----	----	--

24	Print Summary Invoices.....			Y	HI	SUMMY	D	OEPDF0	IV	41	15	08
----	-----------------------------	--	--	---	----	-------	---	--------	----	----	----	----

This program is used to print (or re-print) invoices and/or credit memos (providing they have not yet been updated).

NOTE: If any 'sales error' messages are encountered while printing invoices, make note of the order number in question. Then run the 'Fix Order/Invoice Sales Error' program on the Utilities Menu before reprinting the invoice.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect

Menu Number 051 (JM051) INVOICE Processing
 Password / Level Application Code IV Documentation Code JM5100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
the data in any of your files.											
25	Cancel Summary Invoices.....		N				D	ARINV9	IV	41	16
26	Summary Billing Report.....		N				D	ARSUM0	IV	41	17
27	Shipments Distribution Report....		N				D	OESHP1	IV	41	18
28	Change Shipments Report Data.....		N	SH			D	OEENT0	IV	41	19
29	Invoice Status Changes.....		N		IV		D	OEMOV0	IV	1	16
30	REGISTERS/UPDATE/ADDIT. REP S98		N				D	S98	IV	41	20
31	Spiff System.....S120		N				D	S120	FM	1	17
32	Create 810 Edi Invoice.....		N				D	ED8100	ED	41	12
33	UNLOCK Locked Order or Invoice...		N				D	OEFIX9	SY	1	18
34	Print Customs Documents <- B/L...		N	CI			D	OEPDF0	IV	1	19
35	Export Bills of Lading to ProShip		N				D	OEB.L6	OE	1	20

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S012 WYSE60T5 Operator Name - ACCOUNTS RECEIVABLE FUNCTIONS

14:06:00

1. Credit Hold/Release.....	19. A/R A.T.B.....
2. Credit Hold Report.....	20. A/R A.T.B. - Sort by Del'y Route.
3. Credit Management Comments.....	21. A/R A.T.B. - Sort by Salesman....
4. Tickle Dated Credit Comments Rprt	22. A/R A.T.B. - Sort by Cust. Class.
5. Purge Credit Manager Comments....	23. A/R A.T.B. - from History.....
6. Accounts Receivable Inquiry.....	24. A/R Statements.....
7. Batch Cash Posting.....	25. A/R Statements (Reprint fr Hist).
8. Batch Cash Report.....	26. A/R Transactions Sorted List....
9. Bank Deposit Slip Print.....	27. View Faxed A/R Statement Log....
10. Bank Deposit Summary Report.....	28. Service Charge Control Files..S99
11. Batch Cash Update.....	29. Service Charge Updates.....
12. Projected Cash Receipts Report...	30. Print Interest Journal.....
13. Print Cash Receipts Journal.....	31. Change Invoice Aging Dates.....
14. On Line A/R Entries (Sub & G/L)..	32. A/R Open Item History.....
15. Adjustments Journal.....	33. Additional A/R Functions.....S25
16. Sales Journal.....	34. EDI A/R Payments Cash Posting....
17. Print A/R Journal Header Totals..	35. Exception Report.....
18. Maintain Customer Messages.....	36. More Addit. A/R Functions....S146

Menu Number 012 (JM012) ACCOUNTS RECEIVABLE FUNCTIONS
 Password / Level Application Code AR Documentation Code JM1200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains the day to day accounts receivable programs.
 These include:

- Credit Hold and/or Credit Release programs
- A/R Inquiries & aged trial balances
- Bank Deposits Posting programs
- Service Charge Programs
- etc.

1	Credit Hold/Release.....		N				D	ARCRH0	AR	1	3 02
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This program can be used to put orders on hold or release orders which have been automatically put on credit hold. This would happen if you have loaded credit limits in the Master Customer file and during order/invoice processing a customer has exceeded his credit limit. The program will display all orders/invoices on hold and the total amount of the invoice. You may release one order or all. You may also put a specific order or all orders on hold.

This program will also display the customer's A/R Balance, Outstanding Order Value, YTD Sales and Last Year's Total Sales.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Credit Hold Report.....	3	N				D	ARCRH1	AR	1	4 03
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This program will provide a screen or hard copy report of orders/customers on credit hold.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	Credit Management Comments.....	1	N	CM	ARCUS	D	ADCMT1	AR	1	5 04
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This program can be used to input credit management comments for specific customers. This is available for viewing in such programs as the A/R Inquiry, Credit Hold/Release program, etc.

Menu Number 012 (JM012) ACCOUNTS RECEIVABLE FUNCTIONS
 Password / Level Application Code AR Documentation Code JM1200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
ESCAPE - NOT ALLOWED	Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.											
4	Tickle Dated Credit Comments Rprtrt		N				D	ADCMT3	AR	1	6	TD

As credit manager comments are input against a customer, a tickle date is assigned to those comments.

This report can be run to follow up on those tickle dated comments. It can be run for all or a range of customers, for a range of tickle dates.

Credit Manager (CM) comments can be loaded one of two ways:

- a) The Credit Manager Comments program found on the A/R functions menu.
- b) Through the A/R inquiry program (using the [F6] for comments option)

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

5	Purge Credit Manager Comments....		N				D	ADCMT3	AR	1	7	
6	Accounts Receivable Inquiry.....		N				D	ARRIN0	AR	1	8	05

This program provides a screen display of all outstanding transactions (invoices/credit memos, adjustments, payments) for any customer. Note that when an invoice has been fully paid, it will be removed from the live A/R files during the next month end run.

Once an invoice has been purged by month end procedures, you will only be able to view it through this program by using the F8 for history option (available in the Customer Number prompt. NOTE: This option is only available if your System Control Record indicates that you are maintaining A/R Open Item History (Maintain ARJHL flag is set to yes).

The TYPE column of the display indicates the journal into which each transaction was posted (ie: INV or C/M indicates sales journal, PMT indicates receipts journal, ARJ indicates A/R adjustments journal, B/F indicates opening balance journal).

This program will also allow you to change a customers credit limit, and will

Menu Number 012 (JM012) ACCOUNTS RECEIVABLE FUNCTIONS
 Password / Level Application Code AR Documentation Code JM1200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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allow you to add/change a message for the customer. This message is for internal use & displays automatically anytime a customer's code is input during order entry/invoicing, inquiries, etc.

If the customer's A/R balance which displays at the top of the screen does not agree with the total of the individual transactions, you may run the 'Rebuild Customer A/R Balances' program found on the Utilities Menu.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Batch Cash Posting.....	N		017	D	ARC.P0	AR	1	9	06	
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This program is used to post cash receipts in batches. Note this program can be used to post payments on account and it can also be used to post receipts which do not affect accounts receivable at all (ie: a rebate cheque from the government). You also have the ability to do simple A/R adjustments, such as writing off a short payment.

This program will display outstanding invoices/credit memos. You also have the ability to do an A/R Inquiry for a particular customer within this program.

Individual customer totals as well as batch totals are displayed at the bottom of the screen for verification purposes.

Note: This program does not update the general ledger or the customer files until the Batch Cash Report has been printed and verified and the Batch Cash Update has been run. Until the Batch Cash Update has been run, you may change /delete any entries posted.

Some examples of cash posting entries are as follows:

-
- 1) Customer paying full amount of invoice.
-
- Assume invoice #123456 exists for \$100.00. Cheque has been received for \$100.00.
-
- Cheque amount - input \$100.00. Discount = 0.
- Call up invoice #123456. \$100.00 will automatically display in payment field. [F4] to accept this. \$100.00 will automatically be applied to invoice and posted to bank. Because this balances to cheque amount input in header, screen will clear & allow you to post the next receipt.
-
- G/L ENTRY: CREDIT A/R (100.00) DEBIT BANK 100.00

Menu Number 012 (JM012) ACCOUNTS RECEIVABLE FUNCTIONS
 Password / Level Application Code AR Documentation Code JM1200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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future time to clear off the remaining balance from his account.

-

G/L ENTRY: CREDIT A/R (99.00) DEBIT BANK 99.00
 or CREDIT A/R (101.00) DEBIT BANK 101.00

5) Customer takes an allowable cash discount:

-

Assume outstanding invoice #123456 in the amount of \$100.00. Cheque has been received for \$98.00 (\$2.00 discount taken).

-

Cheque amount - input \$98.00. Discount = \$2.00.
 Call up invoice #123456. One of two things will happen:

-

a) \$100.00 will display in payment field (this will happen if invoice was originally posted as an opening balance, or was posted through A/R Entries type programs). Override this amount to \$98.00. In the discount field, input the \$2.00 discount, then [F4] to accept line. \$100.00 will be cleared off customer's account, \$2.00 will be posted to cash discount account and \$98.00 will be posted to the bank.

-

b) \$98.00 will display in the payment field and \$2.00 will display in the discount field (this will happen if the invoice was a system generated invoice & the customer for whom it was generated has a terms code in his master customer file which has a discount percentage assigned). In this case, just [F4] to accept what is displayed. The same postings will be made as in (a) above.

G/L ENTRY: CREDIT A/R (100.00) DEBIT DISCOUNT 2.00
 DEBIT BANK 98.00

6) \$100.00 cheque is received which does not apply to accounts receivable (i.e. a tax rebate cheque).

-

At customer number press [F1]. This will allow you to bypass the A/R portion of the screen. Cheque amount - \$100.00. Discount = 0. The cursor will immediately drop to the G/L account field; input the G/L account to which the cheque is to be applied. In the miscellaneous field, input the amount to be applied (100.00). \$100.00 will automatically be posted to the G/L account specified and to the bank.

-

Note: The cheque could be applied to more than one G/L account if desired. Input the amount for each G/L account to be affected until the full \$100.00 has been applied (post each entry on a separate line).

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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-
 G/L ENTRY: CREDIT TAX ACCOUNT (100.00) DEBIT BANK 100.00

7) Deposit \$500.00 re cash sales.

-
 This assumes that you have been using the cash sale feature in invoicing. In this case, when the cash sales invoices were updated, rather than debiting accounts receivable and crediting the appropriate sales accounts, they would have debited a cash clearing account and credited the appropriate sales accounts. Therefore, because A/R was not affected when the invoices were updated, you will not want to affect A/R when posting the cash to the bank.

-
 Customer number - press [F1] to bypass the A/R portion of the screen. Cheque # = actual cheque number(s) or the word CASH if posting actual cash (green folding stuff). Cheque amount = \$500.00. Discount = 0.

-
 Cursor will immediately drop down to the G/L account field. Input the cash clearing G/L account. Then go over to the miscellaneous field and input the \$500.00. If desired, you may use the description field to input customer's name, etc. The \$500.00 will automatically post against the cash clearing account and the bank.

-
 G/L ENTRY: CREDIT CASH CLEARING (500.00) DEBIT BANK 500.00.

NOTE: If the customer's A/R balance which displays at the bottom of the screen (when customer number is input) does not agree with the total of the individual outstanding invoices, you may run the 'Rebuild Customer A/R Balances' program on the Utilities Menu.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

8 Batch Cash Report..... Y BT 013 D ARJNL0 AR 1 10 07

This program MUST be run after posting cash receipts in the Batch Cash Posting program or after running the Match A/R Open Items For Clear program.

It will print a report of all entries posted referencing customer, invoice number and amount. A G/L breakdown will also print for each entry. This report should be verified for accuracy before running the Batch Cash Update. If any errors are detected, you may go back into the Batch Cash Posting program

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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to make any changes/deletions, however if you do so, this report must be printed again, in order to update.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

9	Bank Deposit Slip Print.....		Y		042	D	ARDEP0	AR	1	11	08	
---	------------------------------	--	---	--	-----	---	--------	----	---	----	----	--

This program can be used to print a bank deposit slip based on entries posted through Batch Cash Posting. Note that this program is only useful to you if you post your receipts before you actually deposit them. If you wish to use this, it must be run prior to running the Batch Cash Update.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

10	Bank Deposit Summary Report.....		Y			D	ARC.P2	AR	1	12		
----	----------------------------------	--	---	--	--	---	--------	----	---	----	--	--

11	Batch Cash Update.....		Y	BU	013	D	ARJNL0	AR	1	13	09	
----	------------------------	--	---	----	-----	---	--------	----	---	----	----	--

This program will update the accounts receivable and general ledger files from information posted through either the Batch Cash Posting or Match A/R Open Items For Clear programs. In order for the entries to update, the Batch Cash Report must have been printed.

Note that entries posted through the Batch Cash Posting program will update to the Receipts Journal (journal code 'R'). Any entries created through the Match A/R Open Items For Clear program will update to the A/R Adjustments Journal (journal code 'r').

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Projected Cash Receipts Report...		N			D	ARSBL2	AR	1	14		
----	-----------------------------------	--	---	--	--	---	--------	----	---	----	--	--

13	Print Cash Receipts Journal.....		N	R		D	ADJNL2	AR	1	15		
----	----------------------------------	--	---	---	--	---	--------	----	---	----	--	--

14	On Line A/R Entries (Sub & G/L)..		N			D	ARADJ0	AR	1	16	11	
----	-----------------------------------	--	---	--	--	---	--------	----	---	----	----	--

This program can be used to post accounts receivable type

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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journal entries (ie: write off an invoice to Bad Debts; correct a payment incorrectly applied to the wrong invoice number, etc). This program is on line, therefore updating the subledger and the general ledger immediately.

If you don't feel comfortable with updating directly, you may use the Batch A/R Entries program instead. Using the Batch A/R Entries program allows you to print a Batch Entries report and verify it for accuracy, before running the Batch Journal Update. In this case, the subledger and general ledger are not affected until such time as the Batch Journal Update is run.

This program will default to the A/R Adjustments (r) Journal Code. However, this may be overridden if you wish to use this program to make journal entries to a different journal. Valid journal codes used throughout the accounts receivable system are as follows:

- R - Receipts Journal
- S - Sales Journal
- r - A/R Adjustments Journal
- s - Cash Sales Journal
- I - Interest Charges Journal
- O - Opening Balances Journal

For every entry posted to the receivables subledger, the program will automatically post the identical entry to the A/R control account in the general ledger. This is normal.

Two totals display at the bottom of the screen. The 'Total Amount' is the general ledger side (this should ALWAYS revert to ZERO after both sides of an entry have been made, to reflect a balanced entry). The 'Total A/R' is a running total of the receivables subledger entries.

The following is an example of two entries, to indicate what you can expect to see:

Line	Date	GL Acct	Inv #	Amount	SL	Acc'nt	Aging
----	----	-----	-----	-----	--	-----	-----
001	Date	A/R Acct	123456	10.00	R	Cust'mr	Date
001	Date	A/R Acct	123456	10.00	G		***
002	Date	EXP Acct	123456	10.00CR	G		
002	Date	A/R Acct	999999	20.00	R	Cust'mr	Date
003	Date	A/R Acct	999999	20.00	G		***
004	Date	EXP Acct	999999	20.00-	G		
Total Amount			0.00	Total A/R		30.00	

For each entry you posted to the receivables sub ledger (SL = R), the system would automatically have posted the identical entry to the general ledger (SL =

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#	DESCRIPTION	WORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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G). This automatic entry is highlighted with '***'. Your second entry would then have been to the appropriate expense account (sales, bad debt, etc.) in the general ledger only.

You will notice from the above example that there were two lines written to the 'R' sub ledger file (lines 1 and 2), but there were actually four lines written to the 'G' general ledger file (lines 1 through 4). This is because the sub ledger entries and the general ledger entries are kept in two completely separate files on the system.

To correct a sub ledger entry, you must always call up the sub ledger line number (i.e. sub ledger line #1, not general ledger line #1). When you correct the sub ledger, the system will automatically make a correcting entry to the control account in the general ledger. If you have to correct an expense entry, you must call up the general ledger line number (expense entry would originally only have been posted to general ledger).

When at the line number field in this program, prompts at the bottom of the screen will display options available. Any option chosen which is NOT preceded with the letter 'G' deals with the subledger side. Any option chosen, which IS preceded with the letter 'G' deals with the general ledger side.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

15 Adjustments Journal.....	N r	D ADJNL2 AR	1 17 99
-----------------------------	-----	-------------	---------

This program provides a hard copy printout of all entries which have been posted to the various journals, in a specific month. This includes any entries updated from various update programs (i.e., invoices updated to the sales journal through the accounting database program on the invoicing menu, payments updated through the Batch Cash Update program, etc.), as well as any entries posted directly to the journals through the A/R Entries program.

This program will prompt for a posting month. Once the posting month is keyed, the program will display all Receivable type journals which have been used in this posting period (ie: 'S' Sales Journal; 'r' A/R Adjustments Journal; 'R' Receipts Journal, 'O' Opening Balance Journal) The program assumes you will be printing the one journal code displayed and it therefore defaults to that journal code. However, you may print any or all journals 'used' in that posting period, simply by entering the respective journal codes which you would like printed (press ENTER after specifying each journal code).

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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NOTE: This program will only print the SUB LEDGER side of entries posted into the journal(s) selected. These entries will also appear on the A/R Aged Trial Balance.

-
 To see the GENERAL LEDGER side of entries posted to the journal(s) selected, use the Journal Print Program found on the general ledger menu.

--
 NOTE: Journals may be printed as desired. However, they MUST BE PRINTED AS PART OF YOUR A/R MONTH END PROCEDURES. If not printed, the A/R Month End Close Program will display a warning message.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

16 Sales Journal.....	N Ss	D	ADJNL2	AR	1	18	99
-----------------------	------	---	--------	----	---	----	----

See Doc'n for Entry 15

17 Print A/R Journal Header Totals..	N AR	D	ADSRCH	AR	1	19	AR
--------------------------------------	------	---	--------	----	---	----	----

This program will print totals in the A/R journals for the selected month(s). In most cases, the journal totals will not be zero, as they reflect a running total of entries posted to the sub ledger only (not the G/L).

NOTE: For any month which has already been closed, the totals will only reflect those open items still outstanding (not the actual total for the month).

-
 For the current month, this program can be used to see the total postings to a specific journal, whether or not the journal(s) have been printed, etc.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

18 Maintain Customer Messages.....	N	129	D	JRJFM0	AR	1	20	26
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This program can be used to store messages for specific customers. These messages will display in any of the programs where the customer's code is input (ie: invoicing programs, cash posting, etc). These

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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messages are for internal use only and will not print on any invoices or hard copy reports. This program may also be accessed through the A/R Inquiry program.

This message may be changed and/or deleted at any time, simply by re-entering this program.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

19	A/R A.T.B.....							N	AR		D	ARATB0	AR	41	3	16
----	----------------	--	--	--	--	--	--	---	----	--	---	--------	----	----	---	----

This program is used to print an aged listing of all outstanding accounts receivable transactions. The report will print customer code, name, phone and fax numbers, credit limit, terms, salesman and YTD sales. Each transaction will reference the posting month in which it was done and the type (ie: INV - Invoice; C/M - Credit Memo; ARJ - A/R Adjustment; PMT - Payment; B/F - Balance Forward).

This report may be run as desired, however MUST be printed in full detail, open item, as part of the month end procedures.

This report only includes entries UP TO & INCLUDING the posting month specified. Thus, if you have already started processing a future month, but only wish to print this report for the current month, simply specify the current posting month and all future month entries will be ignored.

FUTURES COLUMN: You might occasionally notice a figure showing in this column. This is an entry posted in a posting month UP TO & INCLUDING the current month, but which had an entry date FUTURE TO the aging date selected.

-
To illustrate:
-

Assume you have specified the March POSTING MONTH, and an aging date of MARCH 31ST. If a customer has an entry posted in the March POSTING MONTH, but with an APRIL date, this entry will appear in the futures column. For aging purposes ONLY, it does not yet fall into any of the aging categories (current, over 30, over 60, etc.). This entry is however included in the customer's overall A/R balance.

Several options are available when running this program. These are explained

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

below:

Days or Months Aging: This determines whether you want aging to be based on days or months. The difference between the two is not too obvious if you are printing the report using the last day of the month for aging purposes; however, it quickly becomes apparent if you are printing an aged trial balance in the middle of a month.

-
To illustrate:

-
Assume you are printing the aged trial balance, specifying an aging date of March 15th. If you select 'days' aging, all entries within 30 days prior to March 15th are considered current. However, if you select 'months' aging, only those entries dated in the month of March are considered 'current'. Any entry dated in February would automatically fall into the 'over 30' category. Thus, an entry dated February 28th would be considered as 'over 30', even though it is really only 15 days prior to the aging date specified.

Detail or Summary: This option allows you to specify whether you want a full detail listing (all entries for each customer will be listed), or just a summary listing (one line summary for each customer).

Open/Net Open: This option only applies if you are printing a detail listing. Open item lists ALL transactions for each invoice number, whereas Net Open item only prints the net balance of each invoice.

-
To illustrate:

-
Invoice # 123456 Invoice Amount \$100.00
 Invoice # 123456 Payment Amount (25.00)

-
If you specify 'Open Item', both the invoice transaction and the payment transaction will print.
 If you specify 'Net Open Item' only the net balance of \$75.00 will print, with no indication of how this net balance was arrived at.

Overdue Days: If you want a full listing, skip this field. If you only want to include those customers with balances over 60 days or balances over 90 days, etc., input 60 or 90. In this case, only those customers who meet the criteria will be selected; however, all transactions for those customers

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

will print (including any current transactions).

Balance Forward: If you choose this option, any entries in posting months PRIOR TO the posting month specified will not be listed in detail. Rather, they will print as one opening balance figure only. The only detail which will print are the current month entries.

 BALANCING A/R AGED TRIAL BALANCE TO THE GENERAL LEDGER CONTROL ACCOUNT:
 --

When this listing is printed at Month End, the 'Closing Balance' shown on the last page should agree with the 'Account Balance' of the A/R control account in the general ledger. To verify, compare the A/R Aged Trial Balance against the G/L Trial Balance (obtained from the general ledger menu). If the two figures do not agree, the problem should be rectified before continuing with the A/R month end.

FUTURES: As mentioned above, figures may occasionally appear in the futures column (on DETAILED A.T.B.'s).
 -
 On SUMMARY A.T.B.'S, futures amounts are not shown for each individual customer (although they are included in the customer's balance due column). Futures are however, listed in the 'branch' and 'company' totals.
 -
 In the case of summary A.T.B.'s, a figure will appear to the left of the 'Amount Including Futures' column. This figure is actually the customer's YTD SALES.

Aged summaries by journal code may be produced by one or more of:

- 'C' customer
- 'S' salesman (or customer class depending on report sequencing)
- 'B' branch
- 'D' division (if in use) - not yet supported (92-08-18)
- 'M' company
- 'G' grand total - not yet supported (92-08-18)

Note: If any summary is requested, the journal codes to be summarized will also be requested.

A typical use is to provide an aged summary of 'I'nterest (to assist in write-offs if required). In this example, you may specify summary by 'M' (company). You will then be prompted for journal codes to be summarized (you may accept all or specify 'I' for interest only).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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the data in any of your files.

20	A/R A.T.B. - Sort by Del'y Route.	N	DR		D	ARATB0	AR	41	4	DR		
----	-----------------------------------	---	----	--	---	--------	----	----	---	----	--	--

This program will print an aged trial balance in the same manner as the A/R Aged Trial Balance program, except that it will be sorted by delivery route. Delivery route is found in the Additional Customer Data File.

Refer to documentation on the A/R Aged Trial Balance for more information.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

21	A/R A.T.B. - Sort by Salesman....	N	SL		D	ARATB0	AR	41	5	18		
----	-----------------------------------	---	----	--	---	--------	----	----	---	----	--	--

This program will print an aged trial balance in the same manner as the A/R Aged Trial Balance program, except that it will be sorted by salesman, and customer within salesman. Refer to documentation on A/R Aged Trial Balance for more information.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22	A/R A.T.B. - Sort by Cust. Class.	N	CC		D	ARATB0	AR	41	6	19		
----	-----------------------------------	---	----	--	---	--------	----	----	---	----	--	--

This program will print an aged listing of all outstanding accounts receivable transactions in the same manner as the A/R Aged Trial Balance. However this report will be sorted by customer class, and customer within customer class. Refer to documentation on A/R Aged Trial Balance for more information.

Note: This report would only apply if Customer Classes have been set up for customer records in the Master Customer File.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

23	A/R A.T.B. - from History.....	N	HI		D	ARATB0	AR	41	7	17		
----	--------------------------------	---	----	--	---	--------	----	----	---	----	--	--

This program can be used to print an aged listing of all accounts receivable transactions from history (previous posting

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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months which would already be closed). This report is only available if the MAINTAIN ARHJL flag is set to yes in your System Control Record.

Information which will print on this report is identical to the A/R Aged Trial Balance, except that it will only include transactions which would have been purged by the month end close.

The aged trial balance from history can be printed for any past posting month, provided that the history information has not been purged through the Purge A/R Open Item History program. This purge is located on the Month/Year End Procedures Menu.

This report may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

24 A/R Statements..... Y AR 064 D ARSTM0 AR 41 8 20

This program will print A/R Statements for those customers whose statement flag is set to yes in the Master Customer File. These should be printed as part of the month end procedures.

Options available are explained below:

- Days or Months Aging Refer to menu documentation on the A/R Aged Trial Balance for details of this prompt.
- Zero or Negatives Y - include customers with zero or negative balances
 N - do not include customers with zero or negative balances
 C - include customers with credit balances, but not customers with zero balances
- Select 0 - print statements for everyone
 1 - print statements only for customers whose balances are over 30 days
 2 - only customers whose balances are over 60 days
 3 - only customers whose balances are over 120 days
- Message: A ONE LINE message may be input for each aging category. Any customer in the current category will have the CURRENT message printed on their statement. Any customer in the 30 day category will have the 30 DAY message printed on their statement, etc.
- REPRINTS: A/R statement reprints is executed from the Additional A/R

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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functions screen.

Note: A/R Open Item History must be maintained and Statement format chosen must be 'DOCUMENT FORMS'.

Selection of cleared transactions from history:
 =====

A group of transactions for a single invoice are selected for printing if any transaction is for the reprint posting month or later. Of the group an individual transaction is printed if it is for the reprint posting month or earlier.

"CURRENT CHEQUES" are not shown on a reprint statement.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

25	A/R Statements (Reprint fr Hist).		Y	RP	064	D	ARSTM0	AR	41	9	20
----	-----------------------------------	--	---	----	-----	---	--------	----	----	---	----

See Doc'n for Entry 24

26	A/R Transactions Sorted List.....		N			D	ARLIS0	AR	41	10	LS
----	-----------------------------------	--	---	--	--	---	--------	----	----	----	----

This program provides a listing of all A/R transactions, for the customer selected, sorted by ENTRY DATE.

It scans both the A/R History File and the A/R Open Item File and reports on ALL transactions for the customer.

This could be useful in situations where your customer's account reconciliation does not match your account reconciliation and you wish to provide your customer with a report in date sequence in order that they can trace any errors they may have made at their end.

NOTE: Re history file - the report only includes history which is still in the history file. History which has been purged is no longer available.

NOTE1: This program relies on the A/R cross index files (ARSBL & ARHSL) being accurate. If there is any doubt about the integrity of the cross index files, run the rebuild A/R Indices Program (Selector 47) for both the history & current files.

27	View Faxed A/R Statement Log.....		N			D	FXA.R0	FX	41	11	
----	-----------------------------------	--	---	--	--	---	--------	----	----	----	--

28	Service Charge Control Files..S99		N			D	S99	IT	41	12	21
----	-----------------------------------	--	---	--	--	---	-----	----	----	----	----

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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If you wish to apply service charges to customers with outstanding balances over 30 days, your A/R month end procedure will include running the Service Charge Update Program. However, before you can run the service charge update program for the first time, some parameters must first be established in this file. Once established, it would normally not be necessary to access this file again, unless you wish to change some of the parameters (e.g. service charge percentages).

You may input different service charge percentages for each aging period in this file. You may also input a minimum A/R balance on which to charge interest and/or a minimum service charge to be charged. NOTE: IF ANY CUSTOMERS ARE TO BE CHARGED SPECIAL RATES OTHER THAN THOSE LOADED HERE, THESE SPECIAL RATES MAY BE LOADED IN THE CUSTOMER ADDITIONAL DATA FILE.

When running the service charge update program monthly, you may either have the program produce an actual invoice, or simply make an entry on the customer's account. This is controlled by the 'INVOICE Y/N' field within this file. If invoices are to be created, they must be printed and updated before the service charge will actually appear on the customer's statement. If no invoice is to be produced, the service charge entry will automatically be posted to the customer's account, in the (I)nterest journal.

See also documentation on terms file as it controls whether or not interest is to be charged on credit balances.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

29 Service Charge Updates.....	N	014	D	ARS.CO	IT	41	13	22
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This program will calculate the actual service charges, based on the information loaded in the Maintain Service Charge Control program.

This program is run on a monthly basis and should be run prior to printing A/R Statements.

Entries created through this program will debit accounts receivable, and credit the interest g/l account specified in the Service Charge control file.

If you are not actually producing invoices, a report will be printed highlighting those customers for whom service charges were calculated. If you are producing invoices, they will have to be printed and updated from the invoicing menu before your statements are printed.

--
 NOTE: This program will only process those customers for whom the

Menu Number 012 (JM012) ACCOUNTS RECEIVABLE FUNCTIONS
 Password / Level Application Code AR Documentation Code JM1200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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SERVICE CHARGE FLAG IS SET TO YES in the master customer file.

See also documentation on maintainin service charge control, and the terms file as they both have a bearing on how interest is calculated.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

30	Print Interest Journal.....		N	I	051		D	ADJNL2	IT	41	14	23
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This program will print a hard copy report of entries posted to the Interest Journal, through either the Service Charge Update program or through the A/R Entries program.

This report may be run as desired, however MUST be printed as part of your month end procedures.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

31	Change Invoice Aging Dates.....		N				D	ARCDD0	AR	41	15	25
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This program can be used to change invoice aging dates, if desired.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

32	A/R Open Item History.....		N				D	ARHSL0	AR	41	16	27
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This program provides a screen display of accounts receivable transactions (invoices, credit memos, payments, adjustments, etc) for any customer, from history (previous posting months which would already be closed. This inquiry is only available if the MAINTAIN ARHJL flag is set to yes in your System Control Record.

Information which will display on this inquiry is identical to that of the A/R Inquiry, except the transactions are those which would have been purged through the month end close programs.

Menu Number 012 (JM012) ACCOUNTS RECEIVABLE FUNCTIONS
 Password / Level Application Code AR Documentation Code JM1200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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The inquiry may be restricted to one specific journal for one or a range of customers. This can be helpful if for example you wish to verify a payment received. You could restrict the inquiry to only display transactions posted into the Receipts Journal.

The inquiry from history may be obtained provided that the history information has not been purged through the Purge A/R Open Item History program on the Month/Year End Procedures Menu. (Refer to the Month/Year End Menu for more

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

33	Additional A/R Functions.....S25		N				D S25		AR 41	17	AD	
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This option takes you to a separate menu which contains additional A/R function programs.

34	EDI A/R Payments Cash Posting....		N	ED			D ARC.P0		ED 41	18	EC	
----	-----------------------------------	--	---	----	--	--	----------	--	-------	----	----	--

This program will automatically create records in the cash posting file, from an EDI file received from the bank.

Before this program can be used, programs would have to be written to receive the EDI file and to convert the data in the file to a format readable by this program.

35	Exception Report.....		Y				D OEEXC0		ED 41	19		
----	-----------------------	--	---	--	--	--	----------	--	-------	----	--	--

36	More Addit. A/R Functions....S146		N				D S146		AR 41	20		
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TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S025 WYSE60T5 Operator Name - ADDITIONAL A/R FUNCTIONS

14:06:00

- | | |
|---------------------------------------|---------------------------------------|
| 1. AR Open Bal Entry (Sub Ldgr Only) | 14. A/R Customer Labels..... |
| 2. Opening Balance Journal..... | 15. A/R Cust Labels (with options) |
| 3. Batch A/R Entries (Sub Led. & GL) | 16. A/R Cust Labels (By Hist. Sales) |
| 4. Batch Journal Entries Register... | 17. Customer Labels - Laser Sheet.... |
| 5. Batch Journal Entries Update..... | 18. A & P Weekly Summary Statements.. |
| 6. Print only - Daily Control Totals | 19. CUSTOM PROGRAMS..... |
| 7. A/R Trial Balance for Creditel... | 20. CUSTOM PROGRAMS..... |
| 8. Match A/R Open Items For Clear... | 21. CUSTOM PROGRAMS..... |
| 9. Match Credits To Oldest Invoices. | 22. Update N&A Database re Cash Sales |
| 10. On Line A/R Entries (Sub & G/L).. | 23. Input Sears Payment Report..... |
| 11. Set Printed Flag on A/R Journals. | 24. Sears Payment Reconciliation Rprt |
| 12. Purge Zero Balances (Optional)... | 25. Purge Sears Payment Reconcil'tion |
| 13. A/R Selected Invoices from Histor | 26. Sears Confirmed Asn Payment Rep'T |
| 32. Cash Flow Report..... | 27. Purge File ARSRS1..... |
| 33. Overdue Invoice Report..... | 28. A/R ATB For Credit Agencies..... |
| 34. Reverse Open Items (ie: Interest) | 29. Sales Journals Balancing Report.. |
| 35. Salesman Aged Receivables Report. | 30. Restart A/R Days Calculation..... |
| 36. List/Email/Fax Overdue Invoices.. | 31. Fix Corruption/Cust Messages File |

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
This menu contains additional A/R function programs.											
1	AR Open Bal Entry (Sub Ldgr Only)		N		089	D	AROPN0	AR	1	3	01

This program is generally only used to load initial opening balances to the accounts receivable sub ledger. It does NOT post to the general ledger. The G/L opening balance for the A/R control account must be loaded separately. The posting month will automatically default to one month prior to the current month. It is recommended that opening balances be loaded into a prior month, in order to simplify balancing.

When loading opening balances you have the following options:

- 1) The simplest way is to post every outstanding invoice/credit memo for all customers. This will take longer, however will cause less confusion in the future when trying to apply payments.
- 2) You can load one outstanding balance for each customer, however, this could cause confusion in the future if any disputes on these invoices occur, or when trying to apply payments.
- 3) The other option is to load all invoices/credit memos which are current as one balance, over 30 days as one figure, over 60 days as one figure, etc for each customer. Again, this method may cause confusion with future postings.

NOTE: If you use this method, you will have to assign a different invoice number to each different aging period. Otherwise, the system will automatically age them all the same.

JOURNAL CODES:

The program will prompt for the journal code in which you wish to post your entry. The easiest approach is to post all invoices/credit memos and payments (note, it is not necessary to post payments, you may simply post what is still outstanding on the invoice) into the Opening Balance Journal, which is journal code 'O'. If you are posting payments and wish to separate these from invoices/credit memos, you may post all invoices/credit memos into the Sales Journal (journal code 'S') and all payments into the Receipts Journal (journal code 'R').

If you wish to verify information loaded through this program, you may do so by printing an Accounts Receivable Aged Trial Balance (on this menu). If any errors are detected, the A/R Aged Trial Balance will reference line number and journal code for every transaction posted through this program. This can be helpful while trying to make corrections.

If any errors are detected on the Aged Trial Balance, you may come back into this program to make your corrections.

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ADDITIONAL USAGE OF THIS PROGRAM:

Because this program does not affect the general ledger, it can also be used in situations where correcting entries to the sub ledger ONLY are required.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Opening Balance Journal.....	N	O				D	ADJNL2	AR	1	4	99
---	------------------------------	---	---	--	--	--	---	--------	----	---	---	----

This program provides a hard copy printout of all entries which have been posted to the various journals, in a specific month. This includes any entries updated from various update programs (i.e., invoices updated to the sales journal through the accounting database program on the invoicing menu, payments updated through the Batch Cash Update program, etc.), as well as any entries posted directly to the journals through the A/R Entries program.

This program will prompt for a posting month. Once the posting month is keyed, the program will display all Receivable type journals which have been used in this posting period (ie: 'S' Sales Journal; 'r' A/R Adjustments Journal; 'R' Receipts Journal, 'O' Opening Balance Journal) The program assumes you will be printing the one journal code displayed and it therefore defaults to that journal code. However, you may print any or all journals 'used' in that posting period, simply by entering the respective journal codes which you would like printed (press ENTER after specifying each journal code).

NOTE: This program will only print the SUB LEDGER side of entries posted into the journal(s) selected. These entries will also appear on the A/R Aged Trial Balance.

-
 To see the GENERAL LEDGER side of entries posted to the journal(s) selected, use the Journal Print Program found on the general ledger menu.

--
 NOTE: Journals may be printed as desired. However, they MUST BE PRINTED AS PART OF YOUR A/R MONTH END PROCEDURES. If not printed, the A/R Month End Close Program will display a warning message.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	Batch A/R Entries (Sub Led. & GL)	N	BT	r			D	ADJ.E0	AR	1	5	49
---	-----------------------------------	---	----	---	--	--	---	--------	----	---	---	----

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This program allows you to make journal entries in 'batch' mode, rather than 'on line'. This is recommended for operators who are not totally familiar or comfortable with the general ledger.

Entries made through this program must first be printed & verified (batch journal entries register), then updated (batch journal entries update).

Any batch which is not in balance (grand total not equal to zero) will be flagged on the batch journal entries register & will NOT BE UPDATED when the batch journal entries update is run unless & until the out of balance situation has been corrected.

This program can be used to make entries which affect the general ledger only, and it can also be used to make entries to affect any subledger (i.e. accounts receivable or accounts payable sub ledger).

Entries posted through this program are stored in a temporary file (ADGLB) and any changes, additions, deletions, etc. to any batch are allowed until such time as that batch is updated.

NOTE: Any entries posted to the BANK account DO NOT affect the outstanding cheque file. Therefore, any bank entry where an actual cheque has been issued should be posted through regular accounts payable procedures. Any bank entries where no cheque is involved may be posted here.

Prompts display at the bottom of the screen to indicate what information is required in each field. The sub ledger code for each line will automatically default, depending on the G/L account input. This is determined by the sub ledger code assigned to each G/L account in the G/L Extra Data file (e.g., A/R control account would have a sub ledger code of 'R', as any entries to this account are to affect the accounts receivable sub ledger in addition to the general ledger. The A/P control account would have a sub ledger code of 'P', as any entries to this account are to affect the accounts payable sub ledger in addition to the general ledger. All other accounts would have a sub ledger code of 'G', as any entries to these accounts are to affect the general ledger only).

NOTE: REFER TO GENERAL HELP DOCUMENTATION ON THIS MENU (?0) FOR DETAILS ON HOW YOU CAN MAKE ENTRIES TO THE A/R OR A/P CONTROL ACCOUNTS IN THE G/L ONLY (WITHOUT AFFECTING SUB LEDGER), IF REQUIRED.

Certain fields are only accessed if the G/L account has a sub ledger code of 'R' or 'P'. These include: customer code (or vendor code), aging date, stats account and units fields.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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done without guidance from LTL Technologies Inc.
 personnel.

4	Batch Journal Entries Register...		Y	r			D	ADGLB0	AR	1	6	50
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This program is run to obtain a printout of any entries posted through the Batch Journal Entries program.

This report should be verified and filed for audit purposes.

Note that any batch which is not in balance (grand total not equal to zero) will be flagged on this report. Any such imbalances MUST BE corrected before the batch will be eligible to be updated.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

5	Batch Journal Entries Update.....		Y	UP	r		D	ADGLB0	AR	1	7	51
---	-----------------------------------	--	---	----	---	--	---	--------	----	---	---	----

This program is run to update the general ledger (and/or sub ledgers if applicable), for any entries posted through the Batch Journal Entries program.

Batches flagged as out of balance on the Batch Journal Entries Register will NOT BE UPDATED.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

6	Print only - Daily Control Totals		N				D	ADCTLE	AR	1	8	30
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This program can be run to obtain a recap of daily Accounting Database Updates (Refer to the Invoicing Menu for more information), by G/L account. It can be set to print automatically immediately after the Accounting Database Update by setting the DAILY TOTALS flag to yes.

The report will list a daily total (most recent update), MTD total (current posting month) and YTD total.

This program is ONLY available for use if the Daily Totals flag is set to yes in your system control record.

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	A/R Trial Balance for Creditel...		Y	C1		D	ARATB2	AR	1	9	31	
---	-----------------------------------	--	---	----	--	---	--------	----	---	---	----	--

This selection produces a report for Creditel.

8	Match A/R Open Items For Clear...		N			D	ARCLR0	AR	1	10	10	
---	-----------------------------------	--	---	--	--	---	--------	----	---	----	----	--

See Doc'n for Entry 4

9	Match Credits To Oldest Invoices.		N			D	ARCLR1	AR	1	11	34	
---	-----------------------------------	--	---	--	--	---	--------	----	---	----	----	--

This program allows you to match up unmatched credits with unmatched debits. The program will scan A/R customer balances for any CREDITS which are not posted to any specific invoice. If any are found, it will post those credits to the OLDEST non zero balance invoices, until the credit amount is used up.

The program doesn't post directly to A/R - it creates a batch posting record first. You will then have to print the Batch Cash Report and run the Batch Cash Update program before the A/R is actually affected. Note that these entries will be created in the A/R adjustments journal, not the receipts journal.

 Example: The following is Customer ABC's A/R balances...

Invoice	Aging Date	Journal	Invoice Total
123456	Aug 2,1990	INV	100.00
123456	Sep 5,1990	PMT	50.00 CR
456789	Apr 8,1990	INV	25.00
460000	Jun 6,1990	INV	60.00
470000	Sep 7,1990	INV	99.00
470010	Nov 1,1990	C/M	125.00 CR

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX	
Total							109.00					

Since CREDIT 123456 is matched with invoice 123456 it will NOT BE distributed to the unmatched invoices. However, C/M 470010 will be distributed to all unmatched (or partially matched) invoices, STARTING WITH THE OLDEST, until the total credit amount from C/M 470001 (125.00 CR) is distributed. The following entries will be posted to A/R once this program is run & the batch is updated.

Invoice	Aging Date	Journal	Invoice Total
123456	Aug 2,1990	INV	100.00
123456	Sep 5,1990	PMT	50.00 CR
123456	Aug 2,1990	ARJ	40.00 CR
456789	Apr 8,1990	INV	25.00
456789	Apr 8,1990	ARJ	25.00 CR
460000	Jun 6,1990	INV	60.00
460000	Jun 6,1990	ARJ	60.00 CR
470000	Sep 7,1990	INV	99.00
470010	Nov 1,1990	C/M	125.00 CR
470010	Nov 1,1990	ARJ	125.00
Total			109.00

In the above example, the adjusting entries will be posted in the following order:

- (1) Invoice 456789 (April) is the oldest, therefore full amount of this invoice is cleared (25.00 CR).
- (2) Invoice 460000 (June) is the next oldest, therefore full amount of this invoice is cleared (60.00 CR).
- (3) Invoice 123456 (August) is the next oldest. In this case, the invoice has an outstanding balance of \$50.00, but there is only \$40.00 of the credit memo left to be distributed. Therefore, only (40.00 CR) is applied against this invoice.
- (4) The credit memo itself is fully cleared (125.00 DR).

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
See Doc'n for Entry	5											
11	Set Printed Flag on A/R Journals.	SURE?	N				D	ARJNL9	AR	1	13	PF
12	Purge Zero Balances (Optional)...		Y	ZR	57		D	AREND0	AR	1	14	24

This program can be run to purge fully paid invoices from the system, prior to running the actual month end programs. This program is generally only recommended for use in situations where the A/R files are full and there is not enough disk space left to expand the files. Fully paid invoices will be removed from the file, thus freeing up space.

Purged detail should be printed and kept with the month end A/R Aged Trial Balance, as these purged invoices will not appear on the Aged Trial Balance.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

13	A/R Selected Invoices from Histor		N				D	ARINV6	AR	1	15	
14	A/R Customer Labels.....		N				D	ARLAB2	AR	41	3	
15	A/R Cust Labels (with options)		Y				D	ARLAB0	AR	41	4	28

This program can be used to print customer addresses on labels for mailing purposes.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

16	A/R Cust Labels (By Hist. Sales)		N				D	ARLAB1	AR	41	5	
17	Customer Labels - Laser Sheet....		N				D	ARLAB3	AR	41	6	
18	A & P Weekly Summary Statements..		N				D	APSUM0	AR	41	7	AP

This field contains the customer's store number if any - it may Be Used For Reporting, Including:

A&P WEEKLY SUMMARY STATEMENTS (SELECTOR 25)

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program provides TWO reports, based on specifications provided by The Great A & P Company.

Statement A sorted by A&P Store #/invoice date/invoice #
 - summary report for each invoice showing invoice amount before GST, GST amount and total including GST
 A&P store numbers must be loaded in the customer ship to file.

Statement B sorted by Product UPC Code
 - summary report for each product showing total quantity purchased, cost per unit (after discounts), and extended cost.
 Product UPC Codes must be loaded in the Inventory Additional Data File

19	CUSTOM PROGRAMS.....	N			D	25.17	zz	41	8		
20	CUSTOM PROGRAMS.....	N			D	25.18	zz	41	9		
21	CUSTOM PROGRAMS.....	N			D	25.20	zz	41	10		
22	Update N&A Database re Cash Sales	N			D	ARINV2	AR	41	11	NA	

This program scans invoice history, and extracts cash sales transactions to update the Jedbase name & address database file (JRPHO). The customer numbers used for cash sales may be input by the user. Pre-defaulted are the codes 'CASH' and 'DEP'.

Record keys assigned for JRPHO would normally be the telephone number input on the sale. If none was entered, the postal code will be used. If none was entered, the customers name will be used to generate a code. Records will only be selected if they have a name other than the customer record's name, and if an address is included.

23	Input Sears Payment Report.....	N			D	ARSRS0	OB	41	12		
24	Sears Payment Reconciliation Rprt	N			D	ARSRS1	OB	41	13		
25	Purge Sears Payment Reconcil'tion	N	XX		D	ARSRS1	OB	41	14		
26	Sears Confirmed Asn Payment Rep'T	N			D	AREDI2	sr	41	15		
27	Purge File ARSRS1.....	N			D	ARSRS2	sr	41	16		

Menu Number 025 (JM025) ADDITIONAL A/R FUNCTIONS
 Password / Level Application Code AR Documentation Code JM12ad

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
28	A/R ATB For Credit Agencies.....			Y			D	ARATB2	AR	41	17	
29	Sales Journals Balancing Report..			N			D	OEBAL0	AR	41	18	29
<p>This program can be run if the sub ledger side of the sales journal is out of balance to the general ledger side of the journal. It will list a breakdown of all entries to all G/L accounts in the journal. These can be compared to the daily Accounting Database Update summaries (Refer to the Invoicing Menu for more information), to assist in locating the problem.</p>												
<p>ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.</p>												
30	Restart A/R Days Calculation.....			N			D	ARDAYS	AR	41	19	
31	Fix Corruption/Cust Messages File			N			D	ADCTLM	AR	41	20	
32	Cash Flow Report.....			N			D	ADJNL3	AR	1	16	
33	Overdue Invoice Report.....			N			D	ARSBL3	AR	1	17	
34	Reverse Open Items (ie: Interest)			N			D	ARS.C2	AR	1	18	
35	Salesman Aged Receivables Report.			N			D	ARSBL4	AR	1	19	
36	List/Email/Fax Overdue Invoices..			N			D	ARSBL5	AR	1	20	

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S013 WYSE60T5 Operator Name - INQUIRIES AND ORDER REPORTS 14:06:00

1. Open/Back Order Reporting.....S16
2. Customer A/R Inquiries.....
3. Inventory Inquiries.....
4. Single Line Inventory Inquiry....
5. Branch/Consignment Inventory.....
6. Orders, Invoices & History by Cus
7. Orders/Inv by Cust with Line Det.
8. Orders, Invoices & History by Ord
9. Orders, Invoices & History by Itm
10. Order/Inv/History Inqy (OE/ARINV)
11. Order Details/RECEIVED Xfr Orders
12. Product Sales by Customer Inquiry
13. Cust Purchases by STYLE NUMBER...
14. Sales History Inquiry (ARSL1)
15. Item Pricing Inquiry by Customer.
16. Special Prices By Customer.....
17. MSDS Hazardous Goods Cust Inquiry
18. Unupdated Invoices Report/Inquiry
19. Credit Manager Comment Listing...
20. Order/Invoice Change Log.....
21. Raw Materials Committed Inventory
22. Bill of Materials Invty Inquiry..
23. Invoice History Detail by Ship No
24. PO Inquiry by PO Number.....
25. Vehicle History Report/Inquiry...
26. Delivery requirements by Store...

Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains frequently used inquiry programs. These inquiries may be run any time desired.

The inquiries on this menu might also be located on other menus as well. For example, the Customer A/R Inquiry is also located on the Accounts Receivable menu.

Because these inquiries are frequently used, they are also directly accessible from many application programs, simply by keying '!' at any field. Application programs where the '!' feature may be used include (partial list only):

Order Entry/Invoicing (any field)
 Batch Cash Posting (any field)
 A/R Entries (any field)
 Any menu (at the 'Selection' prompt)

1	Open/Back Order Reporting.....S16		N			D	S16	OE	1	3	01	
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This option takes you to another menu, where hard copy reports of some of the inquiries found on this menu are located.

2	Customer A/R Inquiries.....		N			D	ARRINO	AR	1	5	02	
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This program provides a screen display of all outstanding transactions (invoices/credit memos, adjustments, payments) for any customer. Note that when an invoice has been fully paid, it will be removed from the live A/R files during the next month end run.

Once an invoice has been purged by month end procedures, you will only be able to view it through this program by using the F8 for history option (available in the Customer Number prompt. NOTE: This option is only available if your System Control Record indicates that you are maintaining A/R Open Item History (Maintain ARJHL flag is set to yes).

The TYPE column of the display indicates the journal into which each transaction was posted (ie: INV or C/M indicates sales journal, PMT indicates receipts journal, ARJ indicates A/R adjustments journal, B/F indicates opening balance journal).

This program will also allow you to change a customers credit limit, and will allow you to add/change a message for the customer. This message is for internal use & displays automatically anytime a customer's code is input during order entry/invoicing, inquiries, etc.

If the customer's A/R balance which displays at the top of the screen does not

Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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agree with the total of the individual transactions, you may run the 'Rebuild Customer A/R Balances' program found on the Utilities Menu.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	Inventory Inquiries.....	N		034	D	ININQ0	OE		1	7	03
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This program allows you to do an inventory inquiry on any product. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

4	Single Line Inventory Inquiry....	N	1L		D	ININQ0	OE		1		8
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5	Branch/Consignment Inventory....ir	N			D	INLOC1	OE		1		9
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6	Orders, Invoices & History by Cus	N			D	OEINQ0	OE		1	11	04
---	-----------------------------------	---	--	--	---	--------	----	--	---	----	----

This program allows you to inquire on any outstanding orders, back orders, invoices which have not yet been updated, or history (invoices which have already been updated), for any specific customer.

NOTE: history inquiries are only available if your system control record indicates that A/R invoice history is being maintained (USE ARINV and UPDATE ARINX flags are set to yes).

-
 You may only do history inquiries providing the order in question is still in history (A/R invoice history files are purged periodically).

Refer to prompts at the bottom of the screen which allow you to automatically flip back & forth between inquiries by customer, order number or product number, without having to exit each program and enter the next one from the menu.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Orders/Inv by Cust with Line Det.	N	LD		D	OEINQ0	OE		1		12
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Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
8	Orders, Invoices & History by Ord			N			D	OEINQ1	OE	1	13	05

This program allows you to inquire on any outstanding orders, back orders, invoices which have not yet been updated, or history (invoices which have already been updated).

NOTE: history inquiries are only available if your system control record indicates that A/R invoice history is being maintained (USE ARINV and UPDATE ARINX flags are set to yes).

-
 You may only do history inquiries providing the order in question is still in history (A/R invoice history files are purged periodically).

Refer to prompts at the bottom of the screen which allow you to automatically flip back & forth between inquiries by customer, order number or product number, without having to exit each program and enter the next one from the menu.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

9	Orders, Invoices & History by Itm			N			D	OEINQ2	OE	1	14	06
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This program allows you to inquire on an outstanding orders, back orders, invoices which have not yet been updated or history (invoices which have already been updated), by product number.

NOTE: history inquiries are only available if your system control record indicates that A/R invoice history is being maintained (USE ARINV and UPDATE ARINX flags are set to yes).

-
 You may only do history inquiries providing the order in question is still in history (A/R invoice history files are purged periodically).

Refer to prompts at the bottom of the screen which allow you to automatically flip back & forth between inquiries by customer, order number or product number, without having to exit each program and enter the next one from the menu.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect

Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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the data in any of your files.

10	Order/Inv/History Inqy (OE/ARINV)		N				D	OEINQ5	OE	1	16	07
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This program provides a screen inquiry of outstanding orders, back orders, invoices not yet updated, or history (invoices already updated), SORTED BY CUSTOMER PURCHASE ORDER NUMBER.

At the P.O. number field, input the customer's P.O. number for which the inquiry is desired. If you wish to see all the details of the p.o., input the p.o. number followed by [F1].

NOTE: history inquiries are only available if your system control record indicates that A/R invoice history is being maintained (USE ARINV and UPDATE ARINX flags are set to yes).

-

You may only do history inquiries providing the order in question is still in history (A/R invoice history files are purged periodically).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

11	Order Details/RECEIVED Xfr Orders		N				D	OEXFRD	OE	1	17	
----	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	--

12	Product Sales by Customer Inquiry		N				D	ARLIN1	SA	1	19	08
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This program allows you to do a HISTORY inquiry for a specific customer, for a specific product. The inquiry includes information such as:

invoice number
 invoice date
 quantity shipped
 price
 discount
 FST and PST codes

NOTE: history inquiries are only available if your system control record indicates that A/R invoice history is being maintained (USE ARINV and UPDATE ARINX flags are set to yes).

-

You may only do history inquiries providing the order in question is still in history (A/R invoice

Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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history files are purged periodically).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

13	Cust Purchases by STYLE NUMBER...		N				D	ARLINB	FM	1	20	
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14	Sales History Inquiry (ARSL1)		N	025			D	SAINQ0	SA	41	3	09
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This program provides sales analysis information for any specific customer. Information displayed includes month and year to date quantity, sales and gross profit %.

The level to which this will be broken down (e.g., by product class/sub class only, or broken down to the product number level) is dependent on how the HISTORY TYPE flag is set in the master customer file.

This inquiry is available for all customers, as it comes from ARSL1 -- a standard sales analysis file which is automatically updated, regardless of whether you are maintaining A/R Invoice history or not.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

15	Item Pricing Inquiry by Customer.		N				D	OEINQ3	IN	41	5	10
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This program displays pricing for any customer, on any product. If special pricing for the customer/product has been loaded (e.g. in the contract prices file, or customer price brackets file), this will be highlighted.

Additionally, if your system control record indicates that you are maintaining A/R Invoice history (USE ARINV and UPDATE ARINX flags set to yes), it will also display the last several invoices on which the product was invoiced to the customer, and the prices charged on those invoices.

This program takes the customer's and product's tax status into account. For example, if doing an inquiry on an FST EXEMPT customer, for an FST INCLUDED ITEM, the net price shown will be net of FST.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP R	RW 41	LI 6	DOC NE	SFX SFX
16	Special Prices By Customer.....	9		N	024	D	INCP10	IN	41	6	11	

This program displays special pricing only, for a specific customer. The only file it looks at is the contract pricing file.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

17	MSDS Hazardous Goods Cust Inquiry			N		D	INH3Z3	HZ	41	8	12	
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If you are tracking sales of hazardous goods to customers, the hazardous goods by customer file automatically keeps track of the last five shipments of the hazardous good(s) to each customer.

This inquiry provides details of those last five shipments (customer number & name, MSDS or Product Number, Invoice #, Date of Invoice & Quantity Shipped).

This file will track sales either by MSDS bulletin number, or by individual product number - dependent on how the MSDS OR PROD NO flag is set in your system control record.

NOTE: The system automatically tracks sales of hazardous goods if you have loaded a record in the hazardous products file for each hazardous product. Refer to the inventory control menu for more information.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

18	Unupdated Invoices Report/Inquiry			N		D	OEIN21	IV	41	10	13	
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This report or Inquiry provides a list of all unupdated invoices in the selected posting month(s). It optionally allows the inclusion of any future invoices that have been partially updated to the General Ledger and Accounts Receivable (but not yet updated as to Sales Analysis, Back Orders, etc.

Summaries are provided on this report by Salesman & Future or InterSystem Update Invoices within a posting month.

Note that the Futures / Inter System Updates Flag has following values:

During invoicing, if a future month is being processed, this flag is set to 'X'. When the invoice is updated, if the invoice is for a posting month FUTURE to the current posting month, this flag is set to 'Y'. When the future invoice is updated, A/R & G/L files are updated; however, statistical information (e.g. sales analysis files), will not be updated until

Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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such time as the posting month for this invoice equals the current posting month for the system. One or more month ends may be necessary before this happens.

For inter system updates, this flag is set to 'I'. Inventory files for intersystem updates on the master system will be updated in the update program as future invoices are.

19	Credit Manager Comment Listing...		N				D	ADCMTR	AR	41	11	CM
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This program allows you to obtain a screen or hard copy listing of any 'Credit Manager' comments loaded for any/all customers.

It may be run as desired.

Note that these credit manager comments for any customer can be loaded directly into the Credit Manager Comments File (found on A/R Functions Menu), or they can be loaded while in the A/R inquiry program (accessible from various menus, as well as through the '!' feature in any program).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

20	Order/Invoice Change Log.....		N				D	OEAUD0	OE	41	12	CL
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The Order/Invoice Change Log is available to you if your system control record indicates that it is being maintained.

As orders/invoices are created or changed, a log is maintained in file OEDES ('O' type records). When updated, these log records are copied to the ARDES history file.

This log tracks:

- date & time of creation or change
- operator code
- procedure code
- changes to order sub-total
- changes to order grand-total

Cash sale invoices are flagged with an '*'.

This program can be run:

Standalone - for unupdated orders or already updated invoices

Streamed - This report is automatically included in your Streamed Daily Registers (unupdated orders only)

Menu Number 013 (JM013) INQUIRIES AND ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.												
21	Raw Materials Committed Inventorytt		N				D	OERAW1	MR	41	14	
22	Bill of Materials Invty Inquiry..		N				D	INBMXI	BX	41	15	
23	Invoice History Detail by Ship No		N				D	OEINQ4	OE	41	17	
24	PO Inquiry by PO Number.....		N				D	POINQ0	PO	41	18	
25	Vehicle History Report/Inquiry...		N				D	ARLINV	SV	41	19	
26	Delivery requirements by Store...		N				D	OEHDR7	OE	41	20	

- 1. Open Order Report By Customer....
- 2. Open Order Report By Salesman....
- 3. Open Order Report by Product.....
- 4. Orders by Class/Prod/Comp/WH/Due.
- 5. Orders by Prd Class/Prod/Due Date
- 6. Open Order Report By Due Date....
- 7. Open/Back Orders by Vendor.....
- 8. Commission Report - Open Orders..
- 9. Orders/Invoices not Ready to Prnt
- 10. Open Orders - Return Auths. Only.
- 11. Faxed/Emailed Documents Report...
- 12. Open Orders Sorted by Value.....
- 13. Open Order Report by Style.....
- 25. Open Order Report by Wood Code...
- 14. List Future Posting Month Invoice
- 18. Open Orders Selected Order/Cust..
- 19. Custom Frame Orders Report.....
- 20. Orders Released & Not Prted/Invcd
- 21. Order Availability by Warehouse..
- 22. Summarize Orders by Customer/Styl
- 23. Re-Routed Orders report.....
- 24. Order Costing Worksheet.....
- 26. Transfers Status Report.....
- 15. Custom Report 1.....
- 16. Custom Report 2.....
- 17. Custom Report 3.....

Menu Number 016 (JM016) OPEN / BACK ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1600

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains various open/back order reports which may be run any time desired.

NOTE: The reports available from this menu come from the open order/invoice files only (OEHDR, OEINV & OELIN). No history files are involved, thus these reports are available for use by all customers, regardless of whether you are maintaining A/R invoice history or not.

1	Open Order Report By Customer....	N		005	D	OE	CUS0	OE	1	4	01	
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This report provides a printout of outstanding orders, SORTED BY CUSTOMER.

NOTE: The reports available from this menu come from the open order/invoice files only (OEHDR, OEINV & OELIN). No history files are involved, thus these reports are available for use by all customers, regardless of whether you are maintaining A/R invoice history or not.

You may choose to include only open orders, back orders, transfers, quotations, or all of the above. (Goods have been put on order or back order, but have not yet been shipped/invoiced). You may also choose to include unupdated invoices if desired (goods have been shipped/invoiced, but the invoice has not yet been updated).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

2	Open Order Report By Salesman....	N	SM	005	D	OE	CUS0	OE	1	5	02	
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This program provides a printout of outstanding orders, SORTED BY SALESMAN.

NOTE: The reports available from this menu come from the open order/invoice files only (OEHDR, OEINV & OELIN). No history files are involved, thus these reports are available for use by all customers, regardless of whether you are maintaining A/R invoice history or not.

You may choose to include only open orders, back orders, transfers, quotations, or all of the above. (Goods have been put on order or back order, but have not yet been shipped/invoiced). You may also choose to include unupdated invoices if desired (goods have been shipped/invoiced, but the invoice has not yet been updated).

Menu Number 016 (JM016) OPEN / BACK ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1600

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	Open Order Report by Product.....	N		006	D	OEITM2	OE		1	6	03	
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This program provides a listing of outstanding orders, SORTED BY PRODUCT NUMBER.

NOTE: The reports available from this menu come from the open order/invoice files only (OEHDR, OEINV & OELIN). No history files are involved, thus these reports are available for use by all customers, regardless of whether you are maintaining A/R invoice history or not.

You may choose to include only open orders, back orders, transfers, quotations, or all of the above. (Goods have been put on order or back order, but have not yet been shipped/invoiced). You may also choose to include unupdated invoices if desired (goods have been shipped/invoiced, but the invoice has not yet been updated).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

4	Orders by Class/Prod/Comp/WH/Due.	N			D	OEITM3	OE		1	7		
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5	Orders by Prd Class/Prod/Due Date	N	DD		D	OEITM2	OE		1	8	04	
---	-----------------------------------	---	----	--	---	--------	----	--	---	---	----	--

This program provides a listing of outstanding orders, SORTED BY PRODUCT NUMBER AND DUE DATE.

NOTE: The reports available from this menu come from the open order/invoice files only (OEHDR, OEINV & OELIN). No history files are involved, thus these reports are available for use by all customers, regardless of whether you are maintaining A/R invoice history or not.

You may choose to include only open orders, back orders, transfers, quotations, or all of the above. (Goods have been put on order or back order, but have not yet been shipped/invoiced). You may also choose to include unupdated invoices if desired (goods have been shipped/invoiced, but the invoice has not yet been updated).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

6	Open Order Report By Due Date....	N		007	D	OEDUE0	OE		1	9	05	
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Menu Number 016 (JM016) OPEN / BACK ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1600

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program provides a printout of outstanding orders, SORTED BY DUE DATE.

NOTE: The reports available from this menu come from the open order/invoice files only (OEHDR, OEINV & OELIN). No history files are involved, thus these reports are available for use by all customers, regardless of whether you are maintaining A/R invoice history or not.

You may choose to include only open orders, back orders, transfers, quotations, or all of the above. (Goods have been put on order or back order, but have not yet been shipped/invoiced). You may also choose to include unupdated invoices if desired (goods have been shipped/invoiced, but the invoice has not yet been updated).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Open/Back Orders by Vendor.....		N				D	OELIN0	OE	1	10	06
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This program provides a printout of outstanding orders, SORTED BY VENDOR. This is dependent on vendor codes having been loaded for each item in the master inventory file.

NOTE: The reports available from this menu come from the open order/invoice files only (OEHDR, OEINV & OELIN). No history files are involved, thus these reports are available for use by all customers, regardless of whether you are maintaining A/R invoice history or not.

You may choose to include only open orders, back orders, transfers, quotations, or all of the above. (Goods have been put on order or back order, but have not yet been shipped/invoiced). You may also choose to include unupdated invoices if desired (goods have been shipped/invoiced, but the invoice has not yet been updated).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

8	Commission Report - Open Orders..		N				D	OECOM2	OE	1	11	CO
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This program is the same as the 'Monthly Salesman's Commission Detail Report' found on the sales analysis menu, with the following exception: This report is produced from outstanding open orders, whereas the report on the

Menu Number 016 (JM016) OPEN / BACK ORDER REPORTS
 Password / Level Application Code OE Documentation Code JM1600

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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sales analysis menu is produced from invoice history files.

9	Orders/Invoices not Ready to Prntt		N				D	OEHDR2	OE	1	12	NR
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This program can be used to obtain a screen or hard copy listing of orders (or invoices) which have been flagged as 'NOT READY TO PRINT', through the order entry or invoicing cycle.

Any invoices flagged as such will never be updated until such time as they have been printed.

This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

10	Open Orders - Return Auths. Only.		N				D	OEOGRA	OE	1	13	
11	Faxed/Emailed Documents Report...		N	FX			D	OEDESJ	OE	1	14	
12	Open Orders Sorted by Value.....		N	VL			D	OECUS0	OE	1	15	
13	Open Order Report by Style.....		N				D	FMITR0	FM	1	16	
14	List Future Posting Month Invoice		N				D	OEFUT1	OE	1	18	
15	Custom Report 1.....		N				D	S16CU1	zz	41	18	
16	Custom Report 2.....		N				D	S16CU2	zz	41	19	
17	Custom Report 3.....		N				D	S16CU3	zz	41	20	
18	Open Orders Selected Order/Cust..		N	OR			D	OECUS0	OE	41	4	
19	Custom Frame Orders Report.....		N				D	OEDECF	OE	41	5	
20	Orders Released & Not Prted/Invcd		N				D	OELIN1	OE	41	6	
21	Order Availability by Warehouse..		N				D	OELIN4	OE	41	7	21

This program will look for orders that cannot be shipped in the branch entered, and will show other branch inventory. An asterisk on a line indicates it can be shipped elsewhere - an * in the branch total for the order indicates the entire order can be shipped from that branch! It processes orders in number sequence, and calculates committed on an order by order basis.

Menu Number 016 (JM016) OPEN / BACK ORDER REPORTS
Password / Level Application Code OE Documentation Code JM1600

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N Y	PROGRM	AP	RW	LI	DOC NE SFX
22	Summarize Orders by Customer/Styl			N			D FMSTY7	FM	41	8	
23	Re-Routed Orders report.....			N			D OEHDR9	OE	41	9	
24	Order Costing Worksheet.....			N			D OELIN6	OE	41	10	
25	Open Order Report by Wood Code...			N	WC		D FMITR0	OE	1	17	
26	Transfers Status Report.....			N			D OEXFR2	OE	41	11	

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S014 WYSE60T5 Operator Name - SALES & BOOKINGS ANALYSIS 14:06:00

1. Prospects-Budgets-Forecasts..S116	18. ~ Customer Sales by Month (ARSL1)
2. Vendor & More Sales Analysis S126	19. ~ Cust/Salesman Ranking...(ARCUS)
3. Sales Histry Detail Inq'y..(ARSL1)	20. ~ Sales by Rep/Prod Class.(ARSL2)
4. Customer Sales/GP per Hour.....	21. CUSTOM SALES REPORT.....
Reports From Summary Files	22. ~ Sales: Qty/\$\$/WITH GP%(ARSL1/7)
5. Monitored Products Reporting.....	23. ~ Sales: Qty/\$\$/NO GP%..(ARSL1/7)
6. Additional Sales Reports.....	24. CUSTOM SALES REPORT.....
7. Sales History Graphs.....	25. ^ Sales Spread Mth by Mth.(SASL1)
8. ~ Mthly Commiss. (Summy)..(ARSMN)	26. ^ Sales Yearly Spread.....(SAMTH)
9. ~ Full Detail Analysis....(ARSL1)	27. ^ Sales by AR Cust/Q'rtr..(SASL1)
10. ~ Sls by Prod Class/Cust..(ARSL1)	28. Multiple Sort Sales.....(SASL1)
11. ~ Prod Cls/Sub Cls Sales..(ARSL1)	29. Multiple Sort Sales.(2).(SASL1)
12. ~ Cust. Sales Analysis....(ARCUS)	30. ~ By Cust/Pr Cls/Sub Cls..(ARSL5)
13. ~ Product Sales Analysis..(INVEN)	31. ~ Product Class Sales...(ARSL6/8)
14. ~ 5 Year Sales Analysis...(SACUS)	32. ** WELDPAK SALES REPORTS.....S166
15. ~ Sales by Rep/Customer.(ARSL1/7)	33. ** ADDIT. SUMMARY FILE RPTS..S115
16. ~ Sls/Profit by Rep/Cust..(ARSL1)	34. ** DETAIL FILE REPORTS.....S114
17. ~Customer Sales Mth by Mth(ARSL1)	35. ** ADDIT. DETAIL/SPIFF RPTS..S126

Menu Number 014 (JM014) SALES & BOOKINGS ANALYSIS
 Password / Level Application Code SA Documentation Code JM1400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains various sales analysis inquiries and reports. These inquiries/reports are available from either:

ARSL1 A common sales analysis file available to ALL customers. The level of sales analysis maintained in this file is determined by the HISTORY TYPE flag in the master customer file (could be different for each customer) and/or the DETAIL HISTORY flag in the master inventory file. For example, you might have all customers set up with a history flag of 0 (maintain sales analysis to the product class/sub class level only), but you might have certain products which have the Detail History flag set to yes. In this case, sales analysis inquiries/reports display/print to the product class/sub class level only, except for the items mentioned above, where sales analysis would display/print right down to the product number level.

ARINV/ARLIN/ARHLS A/R Invoice history files which are ONLY UPDATED IF THE MAINTAIN ARINV AND ARHLS FLAGS ARE SET TO YES IN YOUR SYSTEM CONTROL RECORD.

OEBKG An Order Bookings file which is ONLY UPDATED IF THE USE OEBKG FLAG IS SET TO YES IN YOUR SYSTEM CONTROL RECORD.

ADCTLY A sale type file which is ONLY USED IF THE INPUT SALE TYPE FLAG IS SET TO YES IN YOUR SYSTEM CONTROL RECORD
 NOTE: This file is not used by Weldpak/Medpak.

SABUD This file is only used if budgets have been loaded in the budgets by salesman/product class/sub class file.

INSL1 This file is ONLY UPDATED IF THE USE INSL1 FLAG IS SET TO YES IN YOUR SYSTEM CONTROL RECORD.

SACUS This file is ONLY UPDATED IF THE USE SACUS FLAG IS SET TO YES IN YOUR SYSTEM CONTROL RECORD.

ARSMN A salesman summary file available to ALL customers.

ARCUS Master customer file available to ALL customers.

INVEN Master inventory file available to ALL customers.

INLOC Multi location inventory file, ONLY USED IF you have multiple warehouse locations.

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NOTE: Gross profit percentages shown on ALL sales analysis

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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reports are gross profit percentages based on sales, not gross margins based on cost. This is a standard accounting practice which is always used to calculate gross profit percentages on financial statements, as well.

Thus, GP %s are always calculated as GP \$ divided by sales \$ (not GP \$ divided by cost \$).

For Markup Pricing: Following is the calculation to determine by what percentage cost must be marked up, in order to achieve a selling price which will result in the desired gross profit percentage.

$100 / (100 - \text{desired gross profit percentage})$

Example: $100 / (100 - 30) = 1.43$ or 43%

The following partial chart may be helpful

Cost Mark Up %	Results in Gross Profit %
53.85	35
51.52	34
49.25	33
47.06	32
44.93	31
42.86	30
40.85	29
38.89	28
36.99	27
35.14	26
33.33	25
31.58	24
29.87	23
28.21	22
26.58	21
25.00	20

~ Identifier

For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

^ Identifier For menu entries flagged with a '^'; the file(s) from which this report is produced is not affected by month end procedures. Thus, the report may be produced for a specific month, even after that month has been closed.

Note however, that this file is affected by a separate 'purge' program. Thus, reports for a specific posting month will no longer be available once that month has been purged from the file.

1	Prospects-Budgets-Forecasts..S116		N			D	S116	SA	1	3	
2	Vendor & More Sales Analysis S126		N			D	S126	SA	1	4	
3	Sales Histry Detail Inq'y..(ARSL1)		N		025	D	SAINQ0	SA	1	5	03

This program provides sales analysis information for any specific customer. Information displayed includes month and year to date quantity, sales and gross profit %.

The level to which this will be broken down (e.g., by product class/sub class only, or broken down to the product number level) is dependent on how the HISTORY TYPE flag is set in the master customer file.

This inquiry is available for all customers, as it comes from ARSL1 -- a standard sales analysis file which is automatically updated, regardless of whether you are maintaining A/R Invoice history or not.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

4	Customer Sales/GP per Hour.....		N			D	PMHIS7	PM	1	6	
5	Reports From Summary Files		N			H		SA	1	7	
6	Monitored Products Reporting.....		N			D	S134	SA	1	8	
7	Additional Sales Reports.....		N			D	S138	SA	1	9	
8	Sales History Graphs.....		N			D	S170	SA	1	10	04

Menu Number 014 (JM014) SALES & BOOKINGS ANALYSIS
 Password / Level Application Code SA Documentation Code JM1400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This inquiry comes from ARSL1.

It provides an on screen bar graph of sales history information for selected customers. It can be based on customer totals only, or broken down by product class, product class/sub class, or product class/sub class/item. Refer to menu documentation (?0) for more information on ARSL1.

The graph can be produced based on units sold, sales dollars, cost dollars, gross profit dollars or gross profit percent.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

9 ~ Mthly Commiss. (Summy)..(ARSMN)	N	D ARSMN0 SA	1 11 07
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This report comes from ARSMN. This is the salesman file which is automatically updated each time invoices are updated. It provides a SUMMARY of month to date/year to date sales and commission information, assuming that commission rates have been loaded in the salesman file, customer file and/or the master inventory file.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

10 ~ Full Detail Analysis....(ARSL1)	N	D ARSL10 SA	1 12 08
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This report comes from ARSL1. Refer to menu documentation (?0) for more information on ARSL1.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of

Menu Number 014 (JM014) SALES & BOOKINGS ANALYSIS
 Password / Level Application Code SA Documentation Code JM1400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

This report is sorted by salesman and customer. It includes MTD and YTD sales dollars, and gross profits, as well as last year MTD and last year YTD comparisons.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

11 ~ Sls by Prod Class/Cust..(ARSL1)	N	D	SAC.C0	SA	1	13	09
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See Doc'n for Entry 3

12 ~ Prod Cls/Sub Cls Sales..(ARSL1)	N	D	ARSL14	SA	1	14	10
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This report comes from ARSL1. Refer to menu documentation (?0) for more information on ARSL1.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

This report is sorted by product class and sub class only. It includes MTD and YTD sales dollars, gross profit percent, etc.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

13 ~ Cust. Sales Analysis....(ARCUS)	N	D	SACSA0	SA	1	15	11
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Menu Number 014 (JM014) SALES & BOOKINGS ANALYSIS
 Password / Level Application Code SA Documentation Code JM1400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This report is produced from the master customer file. It provides a SUMMARY of MTD and YTD sales dollars, gross profit dollars and gross profit percentages.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

14 ~ Product Sales Analysis..(INVEN)	N	D	SAPSA0	SA	1	16	12
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This report is produced from the master inventory file and the multi location file (if used). It provides a SUMMARY of MTD and YTD sales dollars, cost dollars and gross profit percentages.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

15 ~ 5 Year Sales Analysis...(SACUS) &	N	D	SACS11	SA	1	17	5Y
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This program produces a report from the data stored in the master

Menu Number 014 (JM014) SALES & BOOKINGS ANALYSIS
 Password / Level Application Code SA Documentation Code JM1400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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customer record for the current year to date sales data, and from the customer extra data file for the last 4 years sales totals. It is sorted by Salesman number.

16 ~ Sales by Rep/Customer.(ARSL1/7)			N				D	SACSS0	SA	1	18	13
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This report comes from ARSL1. Refer to menu documentation (?0) for more information on ARSL1.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

This report is sorted by customer and salesman. It includes MTD and YTD sales dollars, as well as last year MTD and last year YTD sales dollars for each customer.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

17 ~ Sls/Profit by Rep/Cust..(ARSL1)an			N				D	SACSS1	SA	1	19	AV
--	--	--	---	--	--	--	---	--------	----	---	----	----

This report comes from ARSL1. Refer to menu help (?0) for more information on this file.

This report contains MTD, YTD, Last Year MTD and Last Year YTD sales dollars and gross profit dollars.

It also contains an 'Avg Days' column, which indicates the average number of days it takes each customer to pay their outstanding invoices.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

Programmers Note: Avg Days column comes from Customer Additional Data File (PMTS * DAYS field divided by TOTAL PAYMENTS field).

This report will only include those customers who have sales history records in ARSL1. Thus, any customers who might have records in ARCS1, but not ARSL1, will not be included on this report.

The 'Avg Days Total by Salesman' is arrived at by re-calculating this (above calculation) at total time.

The two fields mentioned above are updated when A/R Month End is done, thus figures in this column are always one month behind.

18	~Customer Sales Mth by Mth(ARSL1)	N					D ARSL17 SA	1	20	14		
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This report comes from ARSL1. Refer to menu documentation (?0) for more information on ARSL1.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

The report is sorted by salesman and customer. It includes monthly units sold, monthly sales dollars, montly cost dollars, OR monthly gross profit. YTD and Last year to date figures are also included.

Menu Number 014 (JM014) SALES & BOOKINGS ANALYSIS
 Password / Level Application Code SA Documentation Code JM1400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.												
19	~ Customer Sales by Month (ARSL1)		N			D	ARSL11	SA	41	3		
20	~ Cust/Salesman Ranking...(ARCUS)		N			D	SACUSR	SA	41	4		
21	~ Sales by Rep/Prod Class.(ARSL2)		N			D	ARSL20	SA	41	5		
22	CUSTOM SALES REPORT.....		N			D	CUSLS1	zz	41	6		
23	~ Sales: Qty/\$\$/WITH GP%(ARSL1/7)		N			D	ARSL13	SA	41	7	17	

This report comes from ARSL1. Refer to menu documentation (?0) for more information on ARSL1.

~ Identifier For menu entries flagged with a '~'; if the report is required on a monthly basis, it must be run as part of your A/R Month End procedures (prior to running the actual month end close).

The file(s) from which this report is produced is affected by the month end close. Month To Date fields are cleared and rolled over into Year To Date. While YTD fields will be maintained for the entire year, MTD fields start over at zero at the beginning of each month.

This report provides a comparison of MTD and YTD versus last year MTD and last year YTD units, sales dollars and gross profit percent.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

24	~ Sales: Qty/\$\$/NO GP%..(ARSL1/7)		N	XG		D	ARSL13	SA	41	8	17	
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See Doc'n for Entry 23

25	CUSTOM SALES REPORT.....		N			D	CUSLS2	zz	41	9		
26	^ Sales Spread Mth by Mth.(SASL1)		N			D	SASL10	SA	41	10	SP	

This program is available to you if your system control record indicates that sales analysis file SASL1 is being maintained.

Menu Number 014 (JM014) SALES & BOOKINGS ANALYSIS
 Password / Level Application Code SA Documentation Code JM1400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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It allows you to produce a sales analysis report in spread format, either based on calendar year or fiscal year (if different than calendar year).

The report may include unit sales, dollar sales or both. Various sort options are available.

This report may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

27	^ Sales Yearly Spread.....(SAMTH)		N				D SAMTH1	SA	41	11		
28	^ Sales by AR Cust/Q'rtr..(SASL1)		N				D SASL11	SA	41	12		
29	Multiple Sort Sales.....(SASL1)		N				D SASL12	SA	41	13		
30	Multiple Sort Sales.(2).(SASL1)		N				D SASL16	SA	41	14		
31	~ By Cust/Pr Cls/Sub Cls..(ARSL5)		N				D ARSL50	SA	41	15		
32	~ Product Class Sales...(ARSL6/8)		N				D ARSL60	SA	41	16		
33	** WELDPAK SALES REPORTS.....S166		N				D S166	WE	41	17		
34	** ADDIT. SUMMARY FILE RPTS..S115		N				D S115	SA	41	18		
35	** DETAIL FILE REPORTS.....S114		N				D S114	SA	41	19		
36	** ADDIT. DETAIL/SPIFF RPTS..S126		N				D S126	SA	41	20		

S055 WYSE60T5Operator Name - ACCOUNTS PAYABLE FILES & REPORTS

14:06:00

- | | |
|---------------------------------------|---------------------------------------|
| 1. Vendor File Maintenance..... | 19. Cheque Reports: Various..... |
| 2. Vendor: Accounts Payable Comments | 20. Detailed Bank Reconciliation Rpt. |
| 3. Vendor Case Translate Name & Addr | 21. Invoice Register by Vendor..... |
| 4. Vendor List / Inquiry..... | 22. A/P Selected Invoices Report..... |
| 5. Vendor List - Full Detail..... | 23. Outstanding Employee Advance Rpt. |
| 6. LABELS - Supplier..... | 24. Outstanding Prepaid Expense Rpt.. |
| 7. LABELS (LASER) - Vendor..... | 25. GST Credit Report..... |
| 8. Supplier Type File Maintenance... | 26. Auto Clear Supplier A/P Balances. |
| 9. Supplier Type File List..... | 27. Batch A/P Entries (Sub Led. & GL) |
| 10. A/P Vendor Ranked Purchases Rpt.. | 28. Batch Journal Entries Register... |
| 11. A/P Cash Requirements Report..... | 29. Batch Journal Entries Update..... |
| 12. A/P: Open Item Inquiry..... | 30. Online A/P Entries..... |
| 13. A/P: Open Item ATB..... | 31. Currency File Maintenance S137 |
| 14. A/P: Purchase Journal..... | 32. Restart A/P Days Calculation..... |
| 15. A/P: Disbursements Journal..... | 33. Supplier A/P History & Chq Summ'y |
| 16. A/P: Adjustments Journal | 34. Additional A/P Programs.....S92 |
| 17. Print A/P Journal Header Totals.. | 35. Cash Flow Report..... |
| 18. Invoices Due For Payment Report.. | 36. Invoice Distribution Report/Exprt |

Menu Number 055 (JM055) ACCOUNTS PAYABLE FILES & REPORTS
 Password / Level Application Code NP Documentation Code JM5500

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains the master file for accounts payable purposes, as well as reports which can be run against the master file.

Refer to your user's manual (general section) for details of the following:

- standard options available while in file maintenance, for any file.
- standard function key usage throughout the system.

1	Vendor File Maintenance.....	N		640	D	JRJFM0	NP	1	3	01
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This file is used to set up new vendors, change information on existing vendors, or delete vendors which are no longer required. Refer to help documentation available within the file.

Note that some of the fields in this file are only relevant if the P.O. purchase order system is being used (see your System Control Record). If the P.O. system is not being used, any data loaded into these fields will be informational only. Note that these P.O. related fields are found on the second screen of this file.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Vendor: Accounts Payable Comments	N	AP	ADSMT	D	ADCMT1	NP	1	4	02
---	-----------------------------------	---	----	-------	---	--------	----	---	---	----

This program allows you to maintain comments which pertain to specific suppliers. These comments will be available for viewing during such procedures as A/P invoice posting, etc. (refer to prompts displayed at the bottom of the screen, which will indicate when these comments are available for viewing).

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

3	Vendor Case Translate Name & Addr	N			D	ADSMT2	NP	1	5	03
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This program may be run to case translate suppliers' name and address

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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information from uppercase to a combination of upper/lower case, or vice versa.

It may be run for specific suppliers only, a range of suppliers, or all suppliers.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4	Vendor List / Inquiry.....		N				D	ADSMT0	NP	1	6 04
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This program provides a 'short form' listing of information loaded into the master vendor file. This listing does not include those fields which relate to the purchase order system. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

5	Vendor List - Full Detail.....		N				D	POSUP0	NP	1	7 05
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This program provides a 'full detail' listing of information loaded into the vendor master file, including those fields which relate strictly to the purchase order system. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

6	LABELS - Supplier.....		N				D	APLAB2	NP	1	8
---	------------------------	--	---	--	--	--	---	--------	----	---	---

7	LABELS (LASER) - Vendor.....		N				D	APLAB3	NP	1	9
---	------------------------------	--	---	--	--	--	---	--------	----	---	---

8	Supplier Type File Maintenance...		N	662			D	JRJFM0	NP	1	10
---	-----------------------------------	--	---	-----	--	--	---	--------	----	---	----

9	Supplier Type File List.....		N	R0 662			D	JRJFM0	NP	1	11
---	------------------------------	--	---	--------	--	--	---	--------	----	---	----

10	A/P Vendor Ranked Purchases Rpt..		Y				D	NPRPT1	NP	1	12 06
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This program provides a report listing MTD, YTD and last year total purchases (ranked from highest to lowest dollar value). It can be produced either sorted by currency code, or unsorted.

Menu Number 055 (JM055) ACCOUNTS PAYABLE FILES & REPORTS
 Password / Level Application Code NP Documentation Code JM5500

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Value by which the report is to be ranked can be:

'M' - month to date
 'Y' - year to date
 'L' - last year total
 'N' - no ranking required

If several vendors (subsidiaries) have their invoices posted to a master vendor (see A/P Supplier Code field in master vendor file), you may choose to have the report produced in one of two ways:

- all subsidiary purchases accumulated under the master vendor only
- all subsidiary purchases reported separately.

This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

11 A/P Cash Requirements Report.....	Y	D	NPRPT2	NP	1	13	07
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This program provides a listing of ALL outstanding invoices for each vendor; indicating invoice number, invoice date, due date, currency, original invoice amount & amount still outstanding.

This report can be run as desired. It might be helpful in deciding what invoices you wish to pay, before using any of the payment selection programs found on the accounts payable menu.

This report is aged based on the current terminal date. Aging is done on a 'months' aging basis, rather than 'days' aging. Thus, if this report is run on the 5th of June, only those invoices dated in the month of June are considered to be current. Any invoice dated in the month of May would fall into the over 30 days category, any invoice dated in the month of April would fall into the over 60 days category, etc.

When running this report, you have the option of choosing to have all invoices for each vendor listed separately, or just listing the net amount outstanding to any vendor.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

12 A/P: Open Item Inquiry.....	N	105	D	NPPIN0	NP	1	14	08
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program allows you to do an on screen inquiry of any current outstanding invoices for any vendor (or, optionally, any historical fully paid invoices if your system control record indicates that you are maintaining A/P OPEN ITEM history files). Prompts at the bottom of the screen indicate how to access current or historical information.

Any entry posted through any of the invoice posting procedures will show as a PUR(chase), while any entry posted through any of the cheque posting procedures will show as a DIS(bursement).

For easier reading, purchases are shown as debits and disbursements are shown as credits (although actual entries in sub ledger and general ledger are posted in reverse).

Aging is automatically based on months aging, rather than days aging (days aging is an option available when printing out the aged trial balance). Thus, based on your current system date, any invoice dated within the current month will be considered current, any invoice dated in the previous month falls into the over 30 days category, etc.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

13 A/P: Open Item ATB.....	N	107	D	NPA.P0	NP	1	15	09
----------------------------	---	-----	---	--------	----	---	----	----

This program allows you to obtain an aged listing of current (or optionally, historical) A/P transactions, sorted by vendor.

This report can be printed in full detail (each transaction for each vendor is listed) or summary (summary vendor balance only) format.

Aging may be based on days or months aging. These differ, as follows:

Months aging All transactions within current month (based on aging date specified) are considered current. All transactions in previous month are considered over 30 days, etc. Thus, if an aged trial balance is printed with an aging date of June 15th, any transaction dated in the month of June is current, but a transaction dated May 31st is over 30 days.

Days aging All transactions within 30 days prior to the aging date are considered current. Transactions dated 31-60 days prior to aging date are over 30, etc.

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

14 A/P: Purchase Journal..... N P 108 D ADJNL2 NP 1 16 10

This program provides a hard copy printout of all entries which have been posted to the various journals, in a specific month. This includes any entries updated from various update programs (i.e., invoices updated to the purchases journal through invoice update program, cheques updated to disbursements journal through cheque update program, etc.), as well as entries posted directly to the journals through the A/P Journal entries program.

This program will prompt for a posting month. Once the posting month is keyed, the program will display all Payables type journals which have been used in this posting period (ie: 'P' Purchases Journal, 'C' Disbursements Journal), etc. The program assumes you will be printing the one journal code displayed and it therefore defaults to that journal code. However, you may print any or all of the journals 'used' in that posting month, simply by entering the respective journal codes which you would like printed (press [CR] after specifying each journal code).

NOTE: This program will only print the SUB LEDGER side of entries posted into the journal(s) selected. These entries will also appear on the A/P Aged Trial Balance.

-
 To see the GENERAL LEDGER side of entries posted to the journal(s) selected, use the Journal Print Program found on the general ledger menu.

--
 NOTE: Journals may be printed as desired. However, they MUST BE PRINTED AS PART OF YOUR A/p MONTH END PROCEDURES. If not printed, the A/P Month End Close Program will display a warning message.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

15 A/P: Disbursements Journal..... N C 108 D ADJNL2 NP 1 17 99

This program provides a hard copy printout of all entries which have been posted to the various journals, in a specific month. This includes any entries updated from various update programs (i.e., invoices updated to the purchases journal through invoice update program, cheques updated to disbursements journal through cheque update program, etc.), as well as entries posted directly to the journals through the A/P Journal entries program.

Menu Number 055 (JM055) ACCOUNTS PAYABLE FILES & REPORTS
 Password / Level Application Code NP Documentation Code JM5500

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

This program will prompt for a posting month. Once the posting month is keyed, the program will display all Payables type journals which have been used in this posting period (ie: 'P' Purchases Journal, 'C' Disbursements Journal), etc. The program assumes you will be printing the one journal code displayed and it therefore defaults to that journal code. However, you may print any or all of the journals 'used' in that posting month, simply by entering the respective journal codes which you would like printed (press [CR] after specifying each journal code).

NOTE: This program will only print the SUB LEDGER side of entries posted into the journal(s) selected. These entries will also appear on the A/P Aged Trial Balance.

-

To see the GENERAL LEDGER side of entries posted to the journal(s) selected, use the Journal Print Program found on the general ledger menu.

--

NOTE: Journals may be printed as desired. However, they MUST BE PRINTED AS PART OF YOUR A/p MONTH END PROCEDURES. If not printed, the A/P Month End Close Program will display a warning message.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

16 A/P: Adjustments Journal	N p	108	D	ADJNL2	NP	1	18	10
-----------------------------------	-----	-----	---	--------	----	---	----	----

This program provides a hard copy printout of all entries which have been posted to the various journals, in a specific month. This includes any entries updated from various update programs (i.e., invoices updated to the purchases journal through invoice update program, cheques updated to disbursements journal through cheque update program, etc.), as well as entries posted directly to the journals through the A/P Journal entries program.

This program will prompt for a posting month. Once the posting month is keyed, the program will display all Payables type journals which have been used in this posting period (ie: 'P' Purchases Journal, 'C' Disbursements Journal), etc. The program assumes you will be printing the one journal code displayed and it therefore defaults to that journal code. However, you may print any or all of the journals 'used' in that posting month, simply by entering the respective journal codes which you would like printed (press [CR] after specifying each journal code).

NOTE: This program will only print the SUB LEDGER side of entries posted into the journal(s) selected. These entries will also appear on the A/P Aged Trial Balance.

-

Menu Number 055 (JM055) ACCOUNTS PAYABLE FILES & REPORTS
 Password / Level Application Code NP Documentation Code JM5500

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

To see the GENERAL LEDGER side of entries posted to the journal(s) selected, use the Journal Print Program found on the general ledger menu.

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NOTE: Journals may be printed as desired. However, they MUST BE PRINTED AS PART OF YOUR A/p MONTH END PROCEDURES. If not printed, the A/P Month End Close Program will display a warning message.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

17 Print A/P Journal Header Totals..	N	AP					D	ADSRCH	NP	1	19	15
--------------------------------------	---	----	--	--	--	--	---	--------	----	---	----	----

This program will print totals in the A/P journals for the selected month(s). In most cases, the journal totals will not be zero, as they reflect a running total of entries posted to the sub ledger only (not the G/L).

NOTE: For any month which has already been closed, the totals will only reflect those open items still outstanding (not the actual total for the month).

-

For the current month, this program can be used to see the total postings to a specific journal, whether or not the journal(s) have been printed, etc.

This program is only available for use if your system control record indicates that A/P is being maintained in separate files (APJNL).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

18 Invoices Due For Payment Report..	N		135				D	NPREQ0	NP	1	20	27
--------------------------------------	---	--	-----	--	--	--	---	--------	----	---	----	----

This program may be run as desired. It simply provides a cash requirements report, for all or a selected range of vendors, including invoices with due dates up to and including the due date specified. This can assist in determining invoices which should be included for payment when any of the Payment Select programs are run.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

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 Password / Level Application Code NP Documentation Code JM5500

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
19	Cheque Reports: Various.....		N			D	NPOCR0	NP	41	3	28

This program can be run as desired. It produces various cheque reports, using the A/P TRANSACTION HISTORY files as the source.

Reports which can be produced include:

'O' outstanding cheque register
 'A' cheque audit report
 'M' missing cheque number report
 'C' cleared cheque register
 'R' cheque register

These reports may be produced for:

- a specific bank account only, or all bank accounts.
- a specific range of cheque numbers, or all.
- a specific range of dates, or all.
- a specific posting month only, or all.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

20	Detailed Bank Reconciliation Rpt.		N			D	NPCLR2	NP	41	4	
21	Invoice Register by Vendor.....		N			D	NPTRX7	NP	41	5	29

This program may be run as desired. It produces a listing of invoices posted & updated, sorted by vendor. It uses the A/P TRANSACTION HISTORY files as the source for these reports.

This report may be produced for a specific range of suppliers, or all.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22	A/P Selected Invoices Report.....		N			D	NPTRX3	NP	41	6	
23	Outstanding Employee Advance Rpt.		N			D	NPRPT5	NP	41	7	19

This selection prints a report on all invoices in the New Accounts Payable Open Item File which start with the letters 'ADV-'. The report is sorted by supplier and shows debits and credits in separate columns.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
24	Outstanding Prepaid Expense Rpt..			N			D	NPRPT3	NP	41	8 20
	See Doc'n for Entry 12										
25	GST Credit Report.....			N			D	NPRPT6	NP	41	9 23
26	Auto Clear Supplier A/P Balances.			Y			D	NPAUTC	NP	41	10
27	Batch A/P Entries (Sub Led. & GL)			N	BT	p	D	ADJ.E0	NP	41	11 24

The GST Credit Report is produced from the General Ledger Journal Detail for a specified number of Posting Months for a list of G/L Accounts that is entered when the program is run. It is available for both Old and New Accounts Payable users.

This program allows you to make journal entries in 'batch' mode, rather than 'on line'. This is recommended for operators who are not totally familiar or comfortable with the general ledger. Entries made through this program must first be printed & verified (batch journal entries register), then updated (batch journal entries update).

Any batch which is not in balance (grand total not equal to zero) will be flagged on the batch journal entries register & will NOT BE UPDATED when the batch journal entries update is run unless & until the out of balance situation has been corrected.

This program can be used to make entries which affect the general ledger only, and it can also be used to make entries to affect any subledger (i.e. accounts receivable or accounts payable sub ledger).

Entries posted through this program are stored in a temporary file (ADGLB) and any changes, additions, deletions, etc. to any batch are allowed until such time as that batch is updated.

NOTE: Any entries posted to the BANK account DO NOT affect the outstanding cheque file. Therefore, any bank entry where an actual cheque has been issued should be posted through regular accounts payable procedures. Any bank entries where no cheque is involved may be posted here.

Prompts display at the bottom of the screen to indicate what information is required in each field. The sub ledger code for each line will automatically default, depending on the G/L account input. This is determined by the sub ledger code assigned to each G/L account in the G/L Extra Data file (e.g., A/R control account would have a sub ledger code of 'R', as any entries to this account are to affect the accounts receivable sub ledger in addition to the

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 Password / Level Application Code NP Documentation Code JM5500

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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general ledger. The A/P control account would have a sub ledger code of 'P', as any entries to this account are to affect the accounts payable sub ledger in addition to the general ledger. All other accounts would have a sub ledger code of 'G', as any entries to these accounts are to affect the general ledger only).

NOTE: REFER TO GENERAL HELP DOCUMENTATION ON THIS MENU (?0) FOR DETAILS ON HOW YOU CAN MAKE ENTRIES TO THE A/R OR A/P CONTROL ACCOUNTS IN THE G/L ONLY (WITHOUT AFFECTING SUB LEDGER), IF REQUIRED.

Certain fields are only accessed if the G/L account has a sub ledger code of 'R' or 'P'. These include: customer code (or vendor code), aging date, stats account and units fields.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

28 Batch Journal Entries Register...			Y		p		D	ADGLB0	NP	41	12	25
--------------------------------------	--	--	---	--	---	--	---	--------	----	----	----	----

This program is run to obtain a printout of any entries posted through the Batch Journal Entries program.

This report should be verified and filed for audit purposes.

Note that any batch which is not in balance (grand total not equal to zero) will be flagged on this report. Any such imbalances MUST BE corrected before the batch will be eligible to be updated.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

29 Batch Journal Entries Update.....			Y	UP	p		D	ADGLB0	NP	41	13	26
--------------------------------------	--	--	---	----	---	--	---	--------	----	----	----	----

This program is run to update the general ledger (and/or sub ledgers if applicable), for any entries posted through the Batch Journal Entries program.

Batches flagged as out of balance on the Batch Journal Entries Register will NOT BE UPDATED.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

30 Online A/P Entries..... N AP 111 D ADJ.E0 NP 41 14 OL

This is an 'on line' type journal entry program which will affect the general ledger and/or the accounts payable sub ledger.

Some things to note about this program:

- a) Because it is an on line type program, entries posted affect the sub ledger and general ledger immediately. The only audit trail provided is a printout of the journal into which the entries are posted.
- b) This program affects the A/P and G/L files only (APJNL and ADJNL). It DOES NOT affect the A/P Transaction History files, nor does it affect the outstanding cheque file.
- c) Entries posted through this program must be posted in proper accounting format (e.g., accounts payable is a liability account - to increase the liability post entry as a credit, to decrease liability post entry as a debit).

-
 This differs from the batch type entry programs on this menu. For example when using the invoice posting procedures, it is not necessary to post an invoice as a credit; the invoice update procedure automatically converts the invoice amount into the proper accounting format when it updates the A/P and G/L files.

- d) Each entry posted through this program requires a proper offsetting entry in order to reflect a balanced general ledger entry. If an entry is posted to your accounts payable control account, it will automatically affect both the sub ledger and the general ledger (example provided below). A proper offsetting entry to some other account is still required.

--
 Input is as follows:

- Company Code Input your company code
- Posting Month Input the posting month into which the entry is to be posted (defaults to current posting month)
- Journal Code This will default to 'p' (A/P Adjustments). Other possible journal codes include:
 -
 'P' (Purchases)
 'C' (Disbursements)
- Batch Reference # A reference number may be input if desired. This allows

Menu Number 055 (JM055) ACCOUNTS PAYABLE FILES & REPORTS
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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the ability to print the journal in reference number sequence (see journal print programs), if desired.

Branch Code Input the branch code into which entries are to be posted.

LINE ITEM ENTRY: Due to screen width considerations, each line is actually split into two lines on the screen. Refer to prompts at the bottom of the screen to determine input required in each field.

The first line is always accessed, regardless of the G/L account used on that line. The second line is only accessed if the G/L account used is your accounts payable control account.

Line # When inputting a new line [CR] past this field. A line number will be assigned. Refer to prompts at the bottom of the screen for details on how to inquire on previously input lines (note you will be able to inquire on sub ledger lines or on general ledger lines).

Date Input date of the transaction.

G/L Account Input the G/L account to be affected by the transaction.

SL If the G/L account specified is your accounts payable control account, this will default to 'P' (payables sub ledger). If the account specified is not your sub ledger control account, this will default to 'G' (general ledger only).

Open Item Input the invoice number against which this transaction is to be posted.

Amount Input the amount of the transaction.

Description Input an optional description of the transaction. This will be carried forward into the sub ledger and general ledger files & will be available for viewing in programs such as the A/P Open Item Inquiry.

SECOND LINE The following fields are only accessed if the G/L account specified is your accounts payable control account.

SL Account Input the vendor code against which the transaction is to be applied.

Menu Number 055 (JM055) ACCOUNTS PAYABLE FILES & REPORTS
 Password / Level Application Code NP Documentation Code JM5500

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Aging Date Input the date to be used for aging purposes on the A/P Aged Trial Balance.

Due Date Input the due date up to which a cash discount may be taken, if applicable.

C/D Amount Input the cash discount amount which may be taken, if applicable. Note: If the entry to the A/P control account is loaded is a credit, the cash discount amount should be loaded as a debit & vice versa.

Units This field is only required if you are reporting units in addition to dollars on your financial statements.

An example of entries posted through this program is as follows (for illustration purposes, only the key fields are shown):

Line #	G/L Account	SL	Open Item	Amount	SL Account
000001	A/P Control	P	123456	-200.00	Vendor Number
000001	A/P Control	G	123456	-200.00	*****
000002	Expense	G	123456	200.00	*****
	Total Amount of Entry =			0	

In the above example, two lines were posted by the operator (line 1 to the 'P'ayables sub ledger and line 2 to the 'G'eneral ledger). Line 1 to the 'G'eneral ledger was an automatic entry posted by the program, in order to keep the control account in the general ledger in balance with the sub ledger. This is due to the fact that sub ledger entries are written into the A/P files (APJNL) while the general ledger entries are written into the G/L files (ADJNL).

Because each transaction posted actually requires at least two entries, line numbers will quickly appear to be out of sequence (within the respective files, however, they do actually remain in sequence). When using the journal print programs on this menu, only the sub ledger side of entries will print. When printing the same journals from the general ledger menu, the general ledger side of entries posted will print.

For proper audit trail purposes, changes or deletions of existing lines should be handled through reversing entries.

When posting transactions through this program, two totals display at the bottom of the screen:

Total Amount this is the total of the general ledger side. This should always total zero to reflect a balanced G/L entry.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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Total A/P this is the total of the sub ledger side. This will be a running balance of all entries posted to the sub ledger side of the journal during that month.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

31	Currency File Maintenance	S137		N	049	D	S137	NP	41	15	30	
----	---------------------------	------	--	---	-----	---	------	----	----	----	----	--

Perform File Maintenance on File 'ADCTLC' Company/Currency Code File. This file is required by the Purchase Order and Accounts Payable systems and contains a code for each different currency type, along with exchange factors and G/L accounts to be affected by each currency type.

Three Currency Control Files Exist:

ADCTLC	Currency Control by COMPANY
ADCT8C	Currency Control by WAREHOUSE (BRANCH)
ADCT1C	Currency Control by VENDOR

The Currency Control File 'ADCTLC' is used primarily by the New Accounts Payable and Purchase Order Systems and contains a description of the currency, various general ledger accounts and the current exchange factor to be used for converting this currency into the user's home currency.

Files 'ADCT8C' and 'ADCT1C' are used by NEW Accounts Payable and contain OPTIONAL currency records by Warehouse or by Vendor. These are used if you require different G/L accounts and/or exchange rates for certain branches or vendors.

Note: When creating records in either of these two files ALL relevant fields (including exchange factors) must be input! NONE of the data from file ADCTLC will be used if an ADCT8C or ADCT1C record exists.

Note 1: Files ADCT8C and ADCT1C are NOT SUPPORTED in the Purchase Order System.

Note 2: Order in which these files are looked at by the A/P programs is as follows:

ADCT1C - if record loaded by vendor data from this record is used
 ADCT8C - if record loaded by branch data from this record is used

Menu Number 055 (JM055) ACCOUNTS PAYABLE FILES & REPORTS
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
ADCTLN - if no vendor or branch record loaded, data from this record is used.											
32	Restart A/P Days Calculation.....		N			D	APDAYS	NP	41	16	
33	Supplier A/P History & Chq Summ'y		N			D	APHSL0	NP	41	17	
34	Additional A/P Programs.....S92		N			D	S92	NP	41	18	
35	Cash Flow Report.....		N			D	ADJNL3	NP	41	19	
36	Invoice Distribution Report/Expirt		N			D	NPTRX5	NP	41	20	

2.-SUPPLIER TYPE -

3. SUPPL TYPE NM _____

4.^AP PAY SELECT ? -

FILE NO: 662 JF662 NAME: ADCTL3 Supplier Type Master File (17)

This file contains valid Supplier Types which are allowed in the supplier master file. These are pre-defined as follows:

blank - regular supplier
T - temporary supplier only
P - production supplier

This file is pre-loaded & no further file maintenance should be necessary.

1 '3'

2 SUPPLIER TYPE

This code is used by New A/P and Purchase Order Systems to identify Supplier Type. Currently, three values are used:

'blank' = Regular supplier

'T' = Temporary supplier.

'P' = Production Supplier. Used for Production Work Order Entry.

This option can only be selected if the Work Order System is being used (see ADCTLA parameter USE WORK ORDER YN).

These and other supplier types are loaded in file ADCTL3.

3 SUPPL TYPE NM

4 AP PAY SELECT ?

The A/P Payment Select parameter is available to users of the 'NEW' accounts payable system, who wish to be able to use the A/P Payment Select programs to issue cheques for Advances, Prepaid Expenses, On Account Payments and/or payments against any invoice number which has not yet been posted to the supplier's account.

Once the cheque is issued and updated, these 'invoices' will remain in the outstanding Open Item Payables until such time as an actual invoice is posted to the supplier's account to offset the earlier payment.

Possible values for this parameter are as follows:

blank or 0 = Not allowed at all (can only pay invoices already posted to supplier's account)

Pre-Pay Values:

1 = Invoice Number must start with 'PPD-' (for prepaid)

2 = Invoice Number must start with 'ONA-' (for on account)

3 = Invoice Number must start with 'ADV-' (for advances)

8 = Invoice Number must start with PPD-, ONA-, or ADV-

9 = Invoice Number may start with anything

This parameter is found in the following files:

System Control Record Value to be established for your company overall

FILE NO: 662 JF662 NAME: ADCTL3 Supplier Type Master File (17)

(ADCTLA)

Supplier Type File
(ADCTL3)

Value to be established for specific types of suppliers (the supplier type code would then be loaded into the supplier file for those suppliers for which this is desired)

NOTES:

- (1) These transactions will go onto the Vendor's Open Item until they are selected on a subsequent check. For example, an employee advance will normally be 'deducted' when a check is written for the next expense report.
- (2) Prepaid Expenses ('PPD-') are automatically put 'ON HOLD' by the Cheque Update so that they will remain outstanding on the vendor's account until the invoice which was prepaid is received and posted. At this time, the user should remove the HOLD.
- (3) Access to these 'Special Invoice Numbers' can be password protected by loading records into the 'Application Data Entry Password' File. The APPLICATION CD is 'AP' and the FUNCTION ID is 'PPD', 'ONA', or 'ADV'. The W'HOUSE CD should be left blank.

5 H4\$(32,69)

01.-COMPANY CD	—	88. PO CONTACT	_____
02.-SUPPLIER CODE	_____	89. AP CONTACT	_____
		90. QA CONTACT	_____

03. SUPPLIER NAME	_____	295^ENV SURCHARGE?	—
04. SUPP ADDRESS	_____		
05. SUPP ADDRESS	_____		
06. ADDRESS 3	_____	.~PROV/STATE	
07.^POSTAL CODE	_____	10.^PO FAX	_____
08.^TELEPHONE	_____	30.^SKIP CASH REQ	—
09.^FAX PHONE NO	_____	11.^PO TEL	_____
17.^W'HOUSE CD	—	31.^SUPPLIER STATUS	—
18.^A/P SUPPLIER CD	_____	12. ADD'L FAX#	_____
19.^LANGUAGE CD	—	140~FAX SEND TIME	_____
20. TERMS IN DAYS	_____	13. FAX DEST BRANCH	—
21. CASH DISCOUNT %	_____	15. INTL PFX	_____
22.^TERMS CODE	—	16. 800 NO	_____
23. EMAIL	_____	24.^CURRENCY CODE	—
		32. ACCT OPEN DATE	_____
		25.^GL EXP	_____
		33.^EFILE STATUS	—
		26.*ALPHA CODE	_____
		34.^CERT OF INS.	—
		27.~SUPPLIER TYPE	—
		35.^NAFTA CERT OR	—
		28. SUPPLIER CLASS	_____
		36.^OTHER CERT OR	—

01.-COMPANY CD —	49.^PREPAID Q/\$/L —	50.^MIN ORDER Q/\$/L —
02.-SUPPLIER CODE —	51. PREPAID VALUE —	52. MIN ORDER —

37. FOB —	53.^HOLD BACK PC —
38. SHIP VIA —	54. DATE LAST TRANS —
39.^FREIGHT SUPP CD —	55. MTD A/P PUR —
40.^BROKER SUPP CD —	56. YTD AP PURC —
41.^COUNTRY CODE —	57. LYTOT PURCHASES —
VERSION 3 RE-ORDER VALUES	58. FUT PURCHASES —
42. SHIPPING DAYS —	59. MTD PURCH ORIG\$ —
43. LEAD TIME DAYS —	60. YTD PURCH ORIG\$ —
44. SAFETY STK DAYS —	61. FUT PURCH ORIG\$ —
45. DAYS TO NXT ORD —	62. MTD PURCHASES —
46.^REORDER CD —	63. YTD PURCHASES —
47. OPTIMUM ORD QTY —	64. LYTOT ORIG\$ —
48. IDEAL TURNS —	65. SHIP INSTR —
	66.^PO STD COMM NO —

01.-COMPANY CD —
02.-SUPPLIER CODE —

79.^PO COST —

67. DUTY/TAX PCT —
68. FRT/BRK PCT —

801 MULTI-BRANCH NO —
812 BANK INSTIT CD —
823 BANK TRANSIT NO —

69.^SUPP TAX CODE —
70.^INTERNATIONAL? —

71. DUNS NUMBER —
72. DUNS SUFFIX —

076^US FUND MESG —

73. ISO SYSTEM 1 —
74. ISO SYSTEM 2 —
75. ISO SYSTEM 3 —
76.^ISO COMPLAINTS —
77.^ISO NON-CONFORM —
78.^ISO DEL PERFORM —

834^CASH FLOW PAY —
84. GST# START —
85. GST # END —
86.^GST ON PURCH YN —
87.^PST ON PURCH YN —

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 SUPPLIER CODE

This field contains the unique code by which each supplier is to be identified. This may be an alpha or numeric code. Alpha codes are generally recommended as they are easier to remember. If alpha codes are being used, an easy way of structuring codes is to take the first three letters of the first name and the first three letters of the second name. In situations where codes are similar, the last character(s) of the code may be reserved for numerics. Examples of use include:

ABC Company = ABCCOM
XYZ Ottawa = XYZOTT
XYZ Montreal = XYZMON

3 SUPPLIER NAME

For each supplier stored on the system, a name, three lines of address and a postal code will be maintained. These should be loaded exactly as you wish them to print out on system generated cheques.

4 SUPP ADDRESS #1

For each supplier stored on the system, a name, three lines of address and a postal code will be maintained. These should be loaded exactly as you wish them to print out on system generated cheques.

5 SUPP ADDRESS #2

For each supplier stored on the system, a name, three lines of address and a postal code will be maintained. These should be loaded exactly as you wish them to print out on system generated cheques.

6 CITY NAME

7 PROV/STATE

8 ADDRESS 3

For each supplier stored on the system, a name, three lines of address and a postal code will be maintained. These should be loaded exactly as you wish them to print out on system generated cheques.

9 POSTAL CODE

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

A postal code should be loaded (with a space in the 4th character) for each customer (or supplier). If the customer/supplier is not Canadian, any 7 digit number may be loaded (e.g. U.S. zip code).

10 TELEPHONE

A telephone number may be loaded (no dashes or spaces). The area code need only be loaded if available. This field is a cross reference to the customer number field & lookups by telephone number may be done during such procedures as order processing/invoicing. For this reason, it is important that consistency be maintained when loading telephone numbers.

In the supplier file this field is informational only.

In both cases, if a telephone number is loaded it will display when the 'PHONE' feature is used at any menu.

11 W'HOUSE CD

This feature allows restriction of processing A/P invoices for this vendor to a specific branch only - if a valid branch code is input.

For users of the NEW accounts payable system, this feature is only activated if your system control record has the 'AP WH RESTRICTION' field set to yes.

12 A/P SUPPLIER CD

This field contains the code of the supplier to which invoices from this vendor are to be updated. This is useful in situations where purchases may be made from several subsidiaries of one vendor, but all invoices are to be paid to the head office. Purchases will be tracked under the individual subsidiaries, but all invoices will be posted to the head office account and only one cheque will be issued.

This feature is used by NEW accounts payable only.

13 OPEN PO# FOR OE

This field is used for automatic purchase orders (CAR DEALER SOFTWARE ONLY!)

14 LANGUAGE CD

E = English, F = French, B = Both.

This field indicates which product description to print on any documents issued to this customer. It is also used to determine the language of any 'literals' on these same documents. If a customer is set as 'F', but a particular product has no French description loaded, the English description will be used regardless of this flag.

If your system is set up as an English system, then the master inventory file

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

would contain the English description for each product. The Additional Inventory Data file would contain the French description for any product, if applicable. If your system is set up as a French system, descriptions would be loaded in reverse.

A Non Blank value in the ship to file will override the master customer file value.

15 TERMS IN DAYS

This field contains the number of days to add to the accounts payable invoice date in order to calculate the invoice due date (see also AP AGE BY field in your system control record).

This due date will automatically be calculated & displayed during A/P invoice posting procedures; however this may be overridden at that time if desired. The due date calculated by this method is always a fixed number of days to be added on to the invoice date. See also the 'Terms Code' field for another method of Due Date Calculation.

The purpose of having due dates calculated is to allow you to use the Payment Selection by Due Date programs.

16 CASH DISCOUNT %

The Cash Discount % field in the supplier master file contains the normal cash discount percentage allowed to you by your supplier, if an invoice is paid by its due date. The cash discount amount is automatically calculated & displayed during A/P invoice posting procedures; however, the cash discount amount is not posted to the general ledger until such time as the cheque selection process is completed (whether or not cash discounts are actually to be taken can be overridden at that time).

17 MTD A/P PURCH

Contains the total purchases invoiced by the supplier in the current posting month. This field is cleared to zero when the month end Close A/P program is run. This is a system maintained field.

18 YTD AP PURCH

Contains the total purchases invoiced by the supplier in the current fiscal year. This is cleared to zero when the Close A/P program is run for the FINAL Month of your fiscal year. This is a system maintained field.

19 PO CONTACT NAME

This field may contain a purchasing contact name. This is

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

informational & will display if the 'PHONE' feature is used at any menu.

20 FOB

In the master customer file, the normal FOB point for the customer may be stored here. This can be overridden during order entry/invoicing.

In the master vendor file, the normal FOB point for the vendor may be stored here. This field is only required if your system control record indicates that the PO purchase order system is being used.

21 SHIP VIA

The normal method of shipment from the supplier may be stored here. This may be overridden for a specific purchase order. This field is only required if your system control record indicates that the PO purchase order system is being used.

22 CURRENCY CODE

The vendor's currency code may be loaded here. This must be a va

23 COST FCTR TYPE

This field contains the Duty/Tax Factor TYPE, or the Freight/Brokerage Factor TYPE for this supplier (for purchase order purposes only).

Valid types are:

% duty/tax or freight/brokerage to be input as a percent per UNIT.
\$ duty/tax or freight/brokerage to be input as an actual dollar amount per UNIT.
L duty/tax or freight/brokerage to be input as an actual dollar amount per LINE.
With this option only, it is possible to specify different cost factor types for duty/tax versus freight/brokerage.

NOTE: Re 'L'

- 1) if partial receipts are done, the per line charge originally specified will be applied each time a receipt is done. If this is not what is desired, the values must be overridden each time a receipt is done.
- 2) Since the per line charge is divided by quantity received to determine a unit cost, some rounding errors may occur.

Note that in FILES where this field is found, it is only required if your system control record indicates that the PO Purchase Order system is being

used.

24 GL EXPENSE ACCT

If invoices posted to this supplier normally affect a specific G/L account (e.g., inventory or telephone expense, etc.), that G/L account number may be loaded here.

During A/P invoice posting procedures, this G/L account will automatically display as the default expense account; however this may be overridden if desired.

25 PREPAID Q/\$/L

Used to identify whether amount of an order required to have freight prepaid is based on quantity ordered, cost of purchase, or value at list price.

26 MIN ORDER Q/\$/L

The 'MINIMUM ORDER Q/\$/L' and 'MINIMUM ORDER' fields in the supplier master can be used to identify the minimum po value which the supplier will accept.

Q/\$/L Minimum based on QUANTITY or COST or Value of items at LIST price

MIN ORDER The actual quantity, cost or list value

Note: Currently, only the automatic re-order program (VERSION 3) looks at these fields and only for the \$ option.

Programmer note: See POREQ0 lines 4032 and 105

27 SHIPPING DAYS

This field contains the number of days it normally takes for merchandise to arrive after being shipped from this supplier.

This field is only required if your system control record indicates that the PO purchase order system is being used.

28 PREPAID VALUE

Contains the minimum order amount required in order for freight to be prepaid.

This field is used by the PO purchase order system.

This is a system maintained field.

29 LEAD TIME DAYS

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

This field contains the normal number of days lead time this supplier requires to fill an order.

This field is only required if your system control record indicates that the PO purchase order system is used.

This field can be overridden as described below:

This field can be used in either of 2 ways to specify this products lead time, overriding the value stored in the supplier file.

The first method is to store a numeric value here, which defines the products lead time in days.

The second method is to load the product lead time file with codes that are then loaded in products affected, and the lookup will access the lead time from that file.

If this field is not blank in the product master, and if the value exists in the lead time file, that will be used. Otherwise, if the value is numeric, that will be used.

This field may contain the number of days leads time required to obtain this item from your supplier. It is used by the PO purchase order system.

30 DUTY/TAX PCT

OPTIONAL fields which can be loaded, for the PO System only.

Duty/Tax % Default Duty/Tax percentage to be applied to each line of a P.O. can optionally be loaded here.

Freight/Brokerage % Default Freight/Brokerage percentage to be applied to each line of a P.O. can optionally be loaded here.

NOTE: These fields are found in the supplier file, the PO Product Class File (ADCTLp) and the Supplier Part #/Price File (POPRI)

Any value loaded in POPRI will take precedence over the value in the supplier file (for that particular product)

Programming Note: Until February 2002, these fields were NON-DISPLAY fields and not used by the PO system. See POENT6 mods made on February 13,2002 to use these fields from the supplier file and further mods made on May 10/2002 re POPRI overrides

31 FRT/BRK PCT

OPTIONAL fields which can be loaded, for the PO System only.

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

Duty/Tax % Default Duty/Tax percentage to be applied to each line of a P.O. can optionally be loaded here.

Freight/Brokerage % Default Freight/Brokerage percentage to be applied to each line of a P.O. can optionally be loaded here.

NOTE: These fields are found in the supplier file, the PO Product Class File (ADCTLp) and the Supplier Part #/Price File (POPRI)

Any value loaded in POPRI will take precedence over the value in the supplier file (for that particular product)

Programming Note: Until February 2002, these fields were NON-DISPLAY fields and not used by the PO system. See POENT6 mods made on February 13,2002 to use these fields from the supplier file and further mods made on May 10/2002 re POPRI overrides

32 DATE LAST TRANS

This is a system maintained field.

33 MIN ORDER

The 'MINIMUM ORDER Q/\$/L' and 'MINIMUM ORDER' fields in the supplier master can be used to identify the minimum po value which the supplier will accept.

Q/\$/L Minimum based on QUANTITY or COST or Value of items at LIST price

MIN ORDER The actual quantity, cost or list value

Note: Currently, only the automatic re-order program (VERSION 3) looks at these fields and only for the \$ option.

Programmer note: See POREQ0 lines 4032 and 105

34 LYTOT PURCHASES

Contains the total purchases invoiced by the supplier in the LAST fiscal year.

This is a system maintained field.

35 FUT PURCHASES

This field contains the value of any purchases posted to 'future' months. This is cleared to zero when the month end Close A/P program is run and any value in this field is added into MTD purchases.

This is a system maintained field.

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

36 MTD PURCH ORIG\$

This field contains the value of any current month purchases, in the supplier's currency. This is cleared to zero when the month end Close A/P program is run.

This is a system maintained field.

37 YTD PURCH ORIG\$

This field contains the value of any purchases in the current fiscal year, in the supplier's currency. This is cleared to zero when the Close A/P program is run for the FINAL month of your fiscal year.

This is a system maintained field.

38 FUT PURCH ORIG\$

This field contains the value of any purchases posted to 'future' months, in your supplier's currency. This field is cleared to zero when the month end close A/P program is run and any value in this field is transferred to the MTD purchases in original dollars field.

This is a system maintained field.

39 MTD PURCHASES

Contains the total purchases invoiced by the supplier in the current posting month.

This field is cleared to zero when the month end Close A/P program is run.

This is a system maintained field.

40 YTD PURCHASES

Contains the total purchases invoiced by the supplier in the current fiscal year.

This is cleared to zero when the Close A/P program is run for the FINAL Month of your fiscal year.

This is a system maintained field.

41 LYTOT ORIG\$

This field contains the value of LAST YEAR TOTAL purchases in your supplier's currency.

This is a system maintained field.

42 FREIGHT SUPP CD

This field contains the code of the supplier to whom freight charges are normally posted. This field is only required if your system control record indicates that the PO purchase order system is being used.

43 BROKER SUPP CD

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

This field contains the code of the supplier to whom brokerage charges are normally posted. This field is only required if your system control record indicates that the PO purchase order system is being used.

44 800 NO/TELEX

A telex or 800 toll free number number may be loaded here if available. This is informational only.

45 SHIP INSTR

This field may contain any shipping instructions which relate to this supplier. This is only required if your system control record indicates that the PO purchase order system is being used.

These shipping instructions are restricted in length. They will automatically display during PO entry programs.

If more space is required, you may load a record in the PO Standard Comments File (refer to documentation on this file, found on the PO File Maintenance & Rebuilds Menu).

46 FAX PHONE NO

A fax telephone number may be loaded if available. This will display if the 'PHONE' feature is used at any menu.

This Number is split into 3 sections where the first 10 are any International Calling prefixes, the next 10 are area code and 7 digit telephone, while 3rd 5 character field used for any extensions, etc.

If telephone calls (including fax calls) require prefixes (ie: for international dialing) they are stored here.

47 ADD'L FAX#

A fax telephone number may be loaded if available. This will display if the 'PHONE' feature is used at any menu.

This Number is split into 3 sections where the first 10 are any International Calling prefixes, the next 10 are area code and 7 digit telephone, while 3rd 5 character field used for any extensions, etc.

If telephone calls (including fax calls) require prefixes (ie: for international dialing) they are stored here.

48 PO STD COMM NO

 FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

This contains the Number of a P.O. Standard Comment that is always to be printed on P.O.'s for this supplier. It may include instructions on shipping, customs, or other instructions.

This standard comment would first have to be loaded in the PO Standard Comment File, found on the PO File Maintenance & Rebuilds menu.

This field is only required if your system control record indicates that the PO purchase order system is being used.

 49 HOLD BACK PCT

This field is available for use within the NEW Accounts Payable Invoice posting system. See also the USE A/P Holdback field in your system control record, which must be set appropriately before this feature can be used.

It can be used for either a HOLD BACK or an automatic calculation of SUPPLIER REBATE

Positive Value from 0.1 to 99.9 indicates a HOLD BACK percentage to be used for this supplier. When an invoice is posted through the A/P invoice posting procedure, it will have TWO entries updated to the supplier's account.

Example: Assume invoice #12345 posted for \$100.00
Assume hold back of 10%

During the invoice update, two entries will be updated.

Invoice 12345 for \$90.00
Invoice 12345H for \$10.00

During Cheque Run procedures, you will be able to select the \$90.00 portion to be paid on one run and, when ready to pay the hold back portion, it may be selected on a separate cheque run.

Negative Amount A negative value from -0.1 to -9.9 indicates that a
new Nov/2007 SUPPLIER REBATE is to be automatically calculated, which
can then be deducted from a future cheque run.

Example: Assume invoice # 12345 posted for \$100.00
Assume -5% supplier rebate

Again, two entries will be updated to the supplier's account.

Invoice 12345 \$100.00
Invoice 12345H < 5.00>

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

** Programmer's Due to lack of available fields in file APTRX, if this
** Note field is being used for supplier rebate, the actual
rebate amount is calculated and stored in the lot # field
of APTRX.

See 07/11/27 mods to POENTI POENTQ NPTRX1 NPTRX6

50 ALPHA CODE

The supplier alpha code allows access to the supplier file by something other than the supplier number. This may be used in invoice posting or inquiry functions if the supplier's number is not readily available.

When adding new suppliers to the file, this will automatically default to the first ten characters of the supplier's name. There may be times when you wish to override this. Bear in mind that the NAME should be loaded exactly as you would like it to appear on a cheque, but the alpha code should be loaded in such a way that it will be meaningful to you if you need to use it to look up the vendor's code (for example, if a name is loaded as THE SMITH CORPORATION, the alpha code will automatically default to 'THE SMITH '. A more logical alpha lookup code might be 'SMITH CORP'. This would avoid your having to look for this supplier under the T's instead of the S's).

51 SUPPLIER TYPE

This code is used by New A/P and Purchase Order Systems to identify Supplier Type. Currently, three values are used:

'blank' = Regular supplier

'T' = Temporary supplier.

'P' = Production Supplier. Used for Production Work Order Entry.

This option can only be selected if the Work Order System is being used (see ADCTLA parameter USE WORK ORDER YN).

These and other supplier types are loaded in file ADCTL3.

52 SUPPLIER CLASS

This field will be used for reporting purposes only.

It can be used to group different types of suppliers. For example, stationery suppliers versus inventory suppliers, etc.

53 GST# START

This is the Supplier's GST Registration Number that should appear on all invoices from the supplier. The GST REGIST NO is printed on the GST Credit Report.

GST# START First 10 characters of GST/Business Registration # can be loaded here

GST # END Up to 5 additional characters of the GST/Business

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

Registration # can be loaded here

54 GST ON PURCH YN

'N' Supplier does not charge GST on their invoices. A/P Invoice posting procedure will not ask for a GST amount to be distributed to the A/P GST Credit G/L account and the A/P invoice register will not print an error message if there is no entry to the GST Credit Account

'Y' Supplier does charge GST.

'y' (MONOIL) - supplier allows cash discount but only on cost of material, not on the GST amount. In this case, GST amount must be input in the header portion of the A/P invoice posting procedure.

Effective July 2006, an additional flag is available re PST charged on purchases. If PST is charged, it is included in the default GST calculation.

55 DUNS NUMBER

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

56 DUNS SUFFIX

The DUN & BRADSTREET BUSINESS INFORMATION code consists of two parts:
'DUNS NUMBER' 9-digits
'DUNS SUFFIX' 4-digits

It is frequently used in EDI to mutually identify trading partners.

These fields are contained in INLCN, ARCS1, ARSHP, and ADSMT. (Note, they are not currently in ARSHPW - Weldpak SHIP-TO file).

57 OPTIMUM ORD QTY

58 IDEAL TURNS

This field describes the Ideal Turns desired for a supplier or product. This field is used by the automatic re-order system in calculating Purchase Orders for a product. Any value stored in the Inventory Extra Data file over-rides that in the supplier file.

59 SAFETY STK DAYS

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

60 INTERNAL

61 DIVISION

62 CHG MKTG FEES?

63 BOARD ADV(Y/N)?

64 TRUCKER (Y/N)?

Indicates whether (Y) or not (N) this supplier is a trucker.

65 TERMS CODE

For Accounts Payable purposes, the terms code may be used strictly to control the automatic calculation of the 'Due for Payment Date' or the 'Cash Discount Allowed Up To Date', using PROX terms (ie: due date may change, based on actual invoice date. Example: October invoices dated on or before the 25th may be due on November 10th. October invoices dated after the 25th may be due on December 10th). Any cash discount amount calculated (if applicable) is based on the cash discount percentage loaded.

If the terms code field is left blank, then due date calculation is strictly based on what is loaded in the 'terms in days field'. Otherwise, due date calculation is based on a call to program 'ARDUE0'.

To use this feature, valid terms codes must first be loaded in the Terms Code File (as many codes as are required may be established and each code may have different parameters if necessary). These terms codes are then carried over into the supplier file.

Note: The terms code file used is the same file as is used for loading A/R Customer Terms Codes and is found on the Accounts Receivable Files Menu.

This terms code file also contains cash discount information, but this cash discount information is only relevant to those codes established for accounts receivable purposes.

PROGRAM A separate file layout for A/P Terms Codes may be created if
NOTE: necessary (see file ADCTL=, POENTO 'NP TERM FILE KY', help documentation code PDPOEN).

66 DAYS TO NXT ORD

This field is used by Version 3 Re-Order System and represents the normal number of days between issuing of purchase orders for items from this supplier.

67 REORDER CD

The REORDER CD is used by Version 3 Re-Order System to determine the weight t

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

be given to sales in the following periods:

- Current Month
- Current 3 Months (incl Current Month)
- Previous 3 Months
- Current 12 Months (incl Current Month)
- Next 3 Months Last Year (for seasonal items).
- Next 3 months forecast
- Next 12 months forecast

** NOTE: The system does not use the Re-Order Code in the Inventory Record except to skip the item if it has REORDER CD = 'N', unless the program parameters record (ADCTL=) for program POREQ0 is set to do so.

68 CUSTOM 1

69 CUSTOM 2

Custom fields to be identified by dictionary overrides if required.

70 CUSTOM 3

Custom fields to be identified by dictionary overrides if required.

71 CUSTOM 4

Custom fields to be identified by dictionary overrides if required.

72 AP CONTACT NAME

73 CERT OF INS.

In the supplier file, a series of flags will be maintained, identifying whether or not each of the following certificates have been received from that supplier:

- Certificate or Insurance
- NAFTA Certificate of Origin
- Other Certificate of Origin

These flags are set to [Y]es if the certificate has been received.

74 NAFTA CERT ORIG

In the supplier file, a series of flags will be maintained, identifying whether or not each of the following certificates have been received from that supplier:

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

Certificate or Insurance
NAFTA Certificate of Origin
Other Certificate of Origin

These flags are set to [Y]es if the certificate has been received.

75 OTHER CERT ORIG

In the supplier file, a series of flags will be maintained, identifying whether or not each of the following certificates have been received from that supplier:

Certificate or Insurance
NAFTA Certificate of Origin
Other Certificate of Origin

These flags are set to [Y]es if the certificate has been received.

76 ACCT OPEN DATE

77 TOTAL PAYMENTS

Contains the total payments received from this account. This is divided into PAYMTS * DAYS to get average outstanding days. This is updated by AR month end.

This is a system maintained field.

78 PMTS * DAYS

This is a SYSTEM MAINTAINED field, updated by the Close Orders, A/R & Sales programs. Each PAYMENT received is multiplied by the number of days outstanding since the original invoice aging date. This is used in average # of outstanding days calculations.

Note that only PAYMENTS affect this field. A/R and other adjustments do not.

This is a system maintained field.

79 EMAIL ADDRESS

80 GST # END

This is the Supplier's GST Registration Number that should appear on all invoices from the supplier. The GST REGIST NO is printed on the GST Credit Report.

GST# START First 10 characters of GST/Business Registration # can be loaded here

GST # END Up to 5 additional characters of the GST/Business Registration # can be loaded here

81 FAX DEST BRANCH

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

The VSIFAX system allows multiple fax destinations. This field allows the selection of different destinations. For example, Bedford Furniture operators in Calgary will use the fax destination tied to the phone line there, while Toronto users will use the Toronto fax line.

When Printing certain documents, an optional selection will be allowed for Fax Destinations, and only customers for that destination will be selected.

If this method is going to be used, it would be mandatory to load those destinations by Customer, Supplier, etc.

The fax destination control file will allow selection of separate printers for each specified destination. This allows multiple copies of the 'faxspool' program to be run, each selecting a different destination.

82 INTL PFX PHONE#

If telephone calls (including fax calls) require prefixes (ie: for international dialing) they are stored here.

A fax telephone number may be loaded if available. This will display if the 'PHONE' feature is used at any menu.

This Number is split into 3 sections where the first 10 are any International Calling prefixes, the next 10 are area code and 7 digit telephone, while 3rd 5 character field used for any extensions, etc.

83 SKIP CASH REQ

If set to [Y]es, this supplier will be skipped on the Cash Requirements Report

84 SUPPLIER STATUS

Blank = Active
I = Inactive

85 PO FAX NUMBER

If not blank, this Fax number will be used for faxing PO's, rather than the supplier's regular fax number.

A separate Telephone number may also be stored for Purchasing

86 PO TELEPHONE NO

If not blank, this Fax number will be used for faxing PO's, rather than the supplier's regular fax number.

A separate Telephone number may also be stored for Purchasing

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

87 SUPP TAX CODE

88 INTERNATIONAL?

This field is used to determine if a Vendor is an International vendor. It is used by some PO print programs to determine if the Harmonized Tarriff Codes from the Inventory Extra Data File need to be printed. Valid values for this field are Y and N.

89 ISO SYSTEM 1

ISO SYSTEM 1
ISO SYSTEM 2
ISO SYSTEM 3

These 3 fields that can be used to enter the ISO systems which the vendor has qualified for. Example: 9001:2000

90 ISO SYSTEM 2

ISO SYSTEM 1
ISO SYSTEM 2
ISO SYSTEM 3

These 3 fields that can be used to enter the ISO systems which the vendor has qualified for. Example: 9001:2000

91 ISO SYSTEM 3

ISO SYSTEM 1
ISO SYSTEM 2
ISO SYSTEM 3

These 3 fields that can be used to enter the ISO systems which the vendor has qualified for. Example: 9001:2000

92 ISO COMPLAINTS

Enter the number of ISO compliance related complaints that have been registered for the vendor.

93 ISO NON-CONFORM

This field is used to track of the number of the vendor's products that have been found to not conform to the ISO standards.

94 ISO DEL PERFORM

This field is used to rate the vendor's delivery performance with regards to the ISO Standards. The field can be blank if the vendor is not yet rated or may contain a rating ranging from 0 to 5 where 0 is the poorest rating and 5 is the best rating.

95 PO COST

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

When entering a new purchase order, the default cost to use on the PO is a product's Buy Price. Setting this flag allows the Unit Cost or the Last Cost to be used as the default instead.

In either case, the default cost used can still be overridden if necessary and the overridden cost will take precedence.

Left Blank Use the standard default (BUY PRICE)
set to '3' Use BUY PRICE as default
set to '0' Use UNIT COST as default
set to '1' Use LAST COST as default

This was originally done as an ADCTL= option under program POENT0 in August 2003 and was added to Supplier master file in March 2005 - both scenarios were requested by Wescan.

96 QA CONTACT

97 EFILE STATUS

If invoices for this supplier are to be electronically filed, this flag is used to identify whether efilings take place [B]efore or [A]fter the invoice is posted.

If electronic invoices are received from this supplier, the flag on the supplier would normally be set to [B]efore, as it is assumed you would manually file the documents as received, and then post the invoices later. The invoice posting program will verify their presence while posting is done.

If electronic invoices are produced using DSS software on the scanner, the flag should be set to [A]fter. In this case, after posting and updating invoices, all invoices to be processed are scanned using the DSS software to a temporary directory (dos/efiles/ap/unposted). The DSS AP posting program on S355 then splits the scanned file into separate pdf documents, and allows the user to specify invoice numbers for each. These are then validated as having been posted, and are moved to the appropriate suppliers efiles.

98 COUNTRY CODE

99 PST ON PURCH YN

'N' Supplier does not charge GST on their invoices. A/P Invoice posting procedure will not ask for a GST amount to be distributed to the A/P GST Credit G/L account and the A/P invoice register will not print an error message if there is no entry to the GST Credit Account

'Y' Supplier does charge GST.

'y' (MONOIL) - supplier allows cash discount but only on cost of material, not on the GST amount. In this case, GST amount must be input in the header portion of the A/P invoice

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

posting procedure.

Effective July 2006, an additional flag is available re PST charged on purchases. If PST is charged, it is included in the default GST calculation.

100 FAX SEND TIME

If left blank, faxes sent to this customer will be sent immediately. If not blank, a value on the 24 hour clock must be entered. Example: a value of 1800 indicates faxes will be scheduled for 6 PM or later the evening it's queued.

101 MULTI-BRANCH NO

This field is informational only. It may contain a bank branch number if direct deposits are done.

102 BANK INSTIT CD

103 BANK TRANSIT NO

This field is informational only. It may contain a bank transit number if direct deposits are done.

104 CASH FLOW PAYDY

This field is used on the cash flow report. For those suppliers paid on a fixed date each month (ie credit card companies, utilities, etc.) this field is loaded with that day (1-31).

105 ENV SURCHARGE?

To handle environmental surcharges and disposal fees, the following fields are available to be loaded for those products against which the surcharges/fees are to be applied.

.
** Inventory Master File: **

.
Surcharge product code(s) - maximum six characters - is set up. Inventory flag should be set to non inventory, applicable tax codes should be assigned and the price should be loaded as the per unit rate to be charged.

.
** Inventory Extra Data File-for those products affected: **

.
ENV RATE CODE This field contains the product code (six characters max) of the surcharge to be applied to this product.

This allows for multiple surcharges on a single invoice, for various products which may have different surcharges. At the end of each invoice, the surcharge will be totalled by rate code and added to the invoice (eg: oil will have a separate surcharge versus small filters versus large

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

filters versus solvents versus aerosols, etc.)

Note: Provincial sales tax liable versus exempt. If multiple items on the same order are subject to the same surcharge (eg: different oils) - if some of the items are provincial tax liable and others are exempt - two separate surcharge lines will be created - one taxable and one exempt.

ENV PROV/STATE This field identifies the province or state to which the surcharge applies. If left blank, the surcharge will apply to ALL customers in ALL provinces/states.

NOTE: This ties in to the province code found in the ADDITIONAL CUSTOMER DATA FILE (not that which is (sometimes) loaded in the Master Customer file)

ENV PROV/STATE1-3 If the surcharge applies to more than one province or state, additional province/state codes may be loaded.

When generating the product code for this surcharge, the state/province code will be added to the six digit rate code defined.

ENV QTY/SALES QTY This field identifies the quantity per unit sold of the product, to be used for the surcharge calculation.
Example: if a product is sold as 12 x 1 litres per case & surcharge is per litre, this field would be set to 12.
Example: if a product is sold as 12 x 946 ml (.946 litres) and the surcharge is per litre, this field would be set as 12 x .946 = 11.35
Example: if a product is packaged per US gallon & the surcharge is per litre, this field would be set to 3.785

** Customer Extra Data File: **

Ensure customers have the appropriate PROV/STATE Code loaded.

If a customer is to be totally exempt of the surcharges, set the SKIP ENV CHARGE field to yes.

** Supplier Master File ** (added September 2009)

If a supplier charges the environmental surcharge on products described above, a flag in the supplier file is set to [Y]es, and similar logic to that on customer invoices is applied to supplier PO's.

106 US FUND MSG

Flag to Determine if the words US FUNDS need to appear

FILE NO: 640 JF640 NAME: ADSMT SUPPLIER MASTER (25)

below the cheque amount on an Accounts payable cheque.

Y = print US FUNDS

N or Blank = Do no print

107 C5\$

S050 WYSE60T5 Operator Name - ACCOUNTS PAYABLE FUNCTIONS

14:06:00

- | | |
|---------------------------------------|---------------------------------------|
| 1. File Maintenance/Reports.....S55 | 16. Cheque Print: Regular Cheques.... |
| 32. PDA Expense Imports..... | 17. Cheque Print: Manual Cheques..... |
| 2. Invoice Post: By P.O.....AP... | 31. Cheque Print: Direct Deposits.... |
| 3. Invoice Post: Miscellaneous.AM... | 18. Liq. Carbonic SL600 Disburse. Rpt |
| 4. Invoice Post: By Waybill....AW... | 19. Cheque Post: Register..... |
| 5. Invoice Post: Register..... | 20. Fix Post Mth for UNUPDATED Chqs.. |
| 34. Fix Post Mth-UNUPDATED Inv Batch. | 21. Cheque Post: Database Update..... |
| 6. Invoice Post: Database Update.... | 22. Create ASCII File for Cheques.... |
| 7. Invoice Post: Status Report..... | 23. Cheque Clearing (Reconcile Bank). |
| 8. Create Debit Memos..... | 33. Update Cleared Cheques < Bank NS. |
| 9. Create Debit Memos (WELDPAK)..... | 35. Input Cheque Mailing Dates..... |
| | 24. A/P: Chg Invoice/Aging/Due Dates. |
| 10. Payment Select: Clear File..... | 25. Accounts Payable Daily Stream.... |
| 11. Payment Select: Manual Cheques... | 26. Cancel: A/P Cheque..... |
| 12. Payment Select: By Vendor..... | 27. Cancel: A/P Invoice..... |
| 13. Payment Select: By Due Date..... | 28. Set A/P Batch Complete Flag..... |
| 14. Payment Select: Report..... | 29. Hold/Release Invoice..... |
| 15. Credit Card Authorization Report. | 30. Hold Invoice Report..... |

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	WORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This menu contains the programs required to post & update accounts payable invoices, cheques and debit memos. It also contains programs required to cancel invoices/cheques which have already been updated. Also available is an 'on line' type accounts payable journal entry type program.

Most of the programs on this menu are 'batch entry' type programs which require audit registers to be run prior to actually updating the entries.

Each program is documented separately; however, the following is a summary of procedures to follow for various functions:

POSTING INVOICES:

- 1) Invoice Post: Miscellaneous
- 2) Invoice Post: Register
- 3) Invoice Post: Database Update

-

Note: If you are using the P.O. purchase order system, you may also use the following programs:

-

- Invoice Post: by P.O.
- Invoice Post: by Waybill

POSTING MANUAL CHEQUES:

- 1) Payment Select: Clear File
- 2) Payment Select: Manual Cheques
- 3) Payment Select: Report
- 4) Cheque Print: Manual Cheques (optional)
- 5) Cheque Post: Register
- 6) Cheque Post: Database Update

-

Whether or not printing of manual cheques (audit copy only) is required is determined by a flag in your System Control Record.

POSTING INVOICE &
 MANUAL CHEQUE SIMULTANEOUSLY

- 1) Invoice Post: Miscellaneous
- 2) Invoice Post: Register
- 3) Invoice Post: Database Update
- 4) Payment Select: Report
- 5) Cheque Print: Manual Cheques (optional)
- 6) Cheque Post: Register
- 7) Cheque Post: Database Update

-

This method can be used in situations where the manual cheque has been issued before the invoice itself has been posted to the system. It allows you to post the details of the cheque at the same time as the invoice is posted (thus bypassing the Payment Select: Manual Cheques

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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step. All other steps are still required).
 The Invoice Post: Update will only update the
 invoice portion of the entry. The Cheque Post:
 Update will update the cheque portion of the
 entry.

SYSTEM GENERATED CHEQUES:

- 1) Payment Select: Clear File
- 2) Payment Select: by Vendor (or by Due Date)
- 3) Payment Select: Report
- 4) Cheque Print: Regular Cheques
- 5) Cheque Post: Register
- 6) Cheque Post: Update

CANCELLING A PREVIOUSLY
 UPDATED CHEQUE

- 1) Cancel: A/P Cheque
- 2) Payment Select: Report
- 3) Cheque Post: Register
- 4) Cheque Post: Database Update

CANCELLING A PREVIOUSLY
 UPDATED INVOICE

- 1) Cancel: A/P Invoice
- 2) Invoice Post: Register
- 3) Invoice Post: Database Update

ISSUING A DEBIT MEMO
 TO A SUPPLIER

- 1) Create Debit Memos
- 2) Print Debit Memo **
- 3) Streamed Daily Registers **
- 4) Accounting Database Update **

-

** These programs are run from A/R invoicing
 menu rather than accounts payable menu. See
 program documentation.

MONTH END PROCEDURES: Refer to menu help on Close Accounts Payable,
 on your month end menu.

1	File Maintenance/Reports.....S55	N					D S55	NP	1	3	01
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This option takes you to the A/P file maintenance menu where
 new suppliers can be added, changes can be made to existing suppliers, etc.
 This menu also contains several reports (due to space considerations, these
 could not be included on this menu).

2	Invoice Post: By P.O.....AP...	N	AP				D POENT0 zz		1	5	AC
---	--------------------------------	---	----	--	--	--	-------------	--	---	---	----

This program is only used by those users using the PO Purchase
 Order System, and only if FULL PO accruals are being done (see PO Accrual Type
 field in your system control record).

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
3	Invoice Post: Miscellaneous.AM...			N	AM		D	POENT0	NP	1	6 03

For customers NOT using the P.O. purchase order system, this program is used to post all accounts payable invoices. For customers USING the purchase order system, this program can be used to post miscellaneous invoices which do not relate to purchase orders.

On the initial parameters screen, the following two fields may be skipped completely. This same screen is used for both purchase orders & accounts payable entry & these two fields only relate to RECEIVING purchase orders:

Inquiries Only
 Simple Receiving Screen

Batch# When starting a new batch, [CR] past this field. To make corrections to an existing batch (not yet updated), input the batch number to be corrected followed by [F1].

Supplier Input the supplier code for which the invoice is being posted.

Invoice # Input the invoice number being posted.

Date Input the date of the invoice.

Amount Input the invoice amount, in the original currency (the vendor's currency code & the exchange rate for that currency code will have been displayed as soon as the supplier code was input).

Supp/Duty This field does not relate to this procedure. It will automatically default to the invoice amount.

Brokerage This field does not relate to this procedure & is automatically skipped.

Freight This field does not relate to this procedure & is automatically skipped.

Due Date The due date up to which you are entitled to take a cash discount will automatically display here. This is determined by the 'terms in days' loaded in the supplier master file. This may be overridden if desired.

C/D Amt The cash discount amount will automatically be calculated & displayed here. This is based on the 'cash discount %' loaded in the supplier master file. This may be overridden if desired.

-
 NOTE: This cash discount amount will not be posted to the general

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ledger at the time the invoice is updated. It is simply retained on file & is looked at by the payment selection programs. If, at the time cheques are generated, you decide to take the discount, it will be updated to the general ledger when the cheque is updated.

Aging Date The aging date of the invoice will automatically be calculated & displayed here. This is determined by the 'A/P Age By' flag in your System Control Record.

Desc. An optional description of the invoice may be input here.

Cheque Date This field is not used if you are planning to obtain a system generated cheque for this invoice at a later date. It is only used if:

-
- a) you want to obtain an IMMEDIATE system generated cheque
- b) you have already paid this invoice on a MANUAL cheque
-

Refer to menu help (?0) for summary of procedures to follow in either of these cases.

Cheque # If a MANUAL cheque has already been issued, input the manual cheque number.

-
 NOTE: This method of posting the invoice & manual cheque simultaneously should only be used if BOTH the invoice & the cheque are to affect the same accounting period (posting month). You will only be prompted for one posting month when initially coming into this program & both entries will be updated to the same month.

Hold Back Percent This field will only display if your system control record indicates 'A/P Hold Back' = yes. In this case, any hold back percentage loaded in the supplier master file will display. This may be overridden for any specific invoice if desired.

Distrib. The amount to be distributed to the general ledger will automatically display here. If the vendor's currency code has an exchange factor other than 1.00000, this will automatically be converted to Canadian dollars (invoice amount multiplied by exchange factor).

Once the header portion of the invoice has been input, you will then be taken into the G/L distribution portion, as follows:

Line To enter a new distribution line, [CR] past this field. A line number will be automatically assigned. To change an existing distribution line, input its line number.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

G/L If a default expense account has been loaded for this vendor in the supplier master file, this will automatically be displayed. This may be accepted ([CR]) or overridden if desired. If no default expense account has been loaded for this vendor, input the first G/L account to which this invoice is to be distributed.

Amount Input the amount to be distributed to the G/L account specified, in Canadian funds. Any foreign exchange amount, if applicable, will automatically be posted to the foreign exchange account for that particular currency code (see Currency Control File).

 TO CHANGE ENTRIES ALREADY POSTED, BUT NOT YET UPDATED:

Input batch number to be changed followed by [F1]. Call up supplier code & invoice number to be changed/deleted (see prompts displayed at bottom of screen). If you make changes to the header portion of the invoice (changes which affect dollar value), you will automatically enter the G/L distribution portion of the invoice again. If you do not make any changes to the header, but do wish to make changes to the G/L distribution portion; go through the header portion anyways. At the 'Are You Finished With This Invoice' prompt, answer no - this will allow you to access the distribution lines & make any changes.

If any changes are made to an existing batch, the batch register must be reprinted.

The following example indicates how an invoice with an exchange factor other than 1.0000 will be updated when the batch is updated (assume \$100.00 U.S. invoice, with exchange factor of 1.25):

Credit Accounts Payable	(100.00)
Debit Expense	125.00
Credit Foreign Exchange	(25.00)
Total Balanced Entry =	0

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4 Invoice Post: By Waybill....AW...	N AW	D POENT0	zz	1	7
5 Invoice Post: Register.....	Y	D NPTRX1	NP	1	8 05

This program provides an audit report of entries posted through

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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any of the Invoice Post procedures. This register MUST be printed before the batch is eligible to be updated.

This program can also be used to reprint the register for a batch which has already been updated (provided that your System Control Record indicates that A/P history is being maintained, and provided that the batch in question still exists in the A/P history files. See the Purge A/P Transactions File program on your month end menu for details of how many months of history are maintained).

Reprint The only time this question is answered yes is when reprinting a register for a batch which has already been updated. A batch which has not yet been updated can be reprinted as many times as necessary without answering yes to this question.

Update # The only time this field is used is when reprinting a register for a batch which has already been updated. Skipping this field will only print registers for batches not yet updated.

-
 Refer to the Invoice Post: Status Report program to find the update number for any particular batch.

If the register for any batch does not print, see the Invoice Post: Status Report to determine how the 'Batch Complete' flag is set. If set to no, the register for the batch cannot be printed until the 'Set A/P Batch Complete Flag' program is run.

Any batch will have this flag set to no if:

- a) someone is currently working on the batch
- b) the batch has been exited improperly.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

6 Invoice Post: Database Update....	Y UP	D NPTRX1 NP	1 10 06
-------------------------------------	------	-------------	---------

This program is used to update the accounts payable subledger and the general ledger for any entries posted through any of the Invoice Post programs or the cancel A/P Invoice procedure (note this does not include debit memos. Refer to menu help (?0) for details on how debit memos are updated.

In order for a batch to be eligible for updating, two conditions must be met:

- a) batch complete flag must be set to 'Y'
- b) register printed flag must be set to 'Y'

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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Refer to the Invoice Post: Status Report which displays both flags.

If the batch complete flag is not set to yes, refer to the Set A/P Batch Complete Flag program. If the register printed flag is not set to yes, simply run the Invoice Post: Register for the batch in question.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

7	Invoice Post: Status Report.....	N					D NPTRX2	NP	1	11	07	
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This program may be run as desired. It provides a status report of invoice batches. For each batch, it will display the following information:

- a) Posting month into which batch was posted.
- b) Procedure Code (AM - miscellaneous posting, AP - p.o. posting, AW - waybill posting, AX - cancel invoice procedure)
- c) Register Printed Flag
- d) Batch Completed Flag
- e) Update Number for that batch (this will display as 0 for any batch which has not yet been updated).
- f) The total number of lines in the batch
- g) The accounts payable amount of the batch
- h) The G/L distribution amount
- i) Any out of balance amount (if applicable)

NOTE: It is recommended that this report be run PRIOR TO running MONTH END procedures, simply to ensure that all batches for the month in question have been updated (check the 'Update Number' column. Any batch which shows a '0' in this column has NOT YET BEEN updated and SHOULD BE updated prior to running any month end reports).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

8	Create Debit Memos.....	N	DM				D OEENT0	NP	1	12	08	
---	-------------------------	---	----	--	--	--	----------	----	---	----	----	--

This program allows you to create a debit memo to be posted to a supplier's account. An example of when this might be used is if an invoice has already been posted to the supplier, but some or all of the goods on that invoice are being returned.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program uses the same screen as A/R Invoicing (post billing, pre-billing, etc). Some things to note are as follows:

- Customer Number The supplier to whom the debit memo is being issued must be set up in BOTH the supplier master file and the customer master file (same code assigned in both files).
- Invoice Number In the header portion of the debit memo, you will be prompted for the invoice number against which this debit memo is to be applied. Two options are available:
- - a) input nothing - the debit memo will be updated to the vendor's account under the system assigned debit memo number.
 - b) input invoice - if you input the vendor's invoice number, the debit memo will be updated to his account under this number. The system assigned debit memo number will get carried over as a description only which will display on A/P open item inquiries.
- Update On Hand When a valid product number is used on the debit memo; at the end of each line, you will be asked whether or not you wish to have your on hand inventory updated for this product. If yes - inventory on hand will be reduced. If no - no affect on your on hand inventory.
- Price The price which displays is the standard selling price of the product. You may override this to reflect what you actually want to charge back to your supplier. This is what is used to update the accounts payable.
- Cost The average cost of the product will be displayed. If you want to have your average cost RECALCULATED based on the return of the product to your supplier, following is required:
- a) system control record - the 'INVOICING AVG' field must be set to either Y or C. If in doubt, check first.
 - b) You must override the COST on the invoice to reflect the unit cost of the item being returned (probably the same as the selling price).
- Average cost recalculation will ONLY HAPPEN if your on hand inventory is actually being reduced.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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WELDPAK NOTE: If issuing a debit memo for controlled cylinders, there will NOT be any entries written into the customer cylinder files. The only cylinder files which will be affected are WEINV and WEREG (and only if the on hand inventory is to be reduced)

--
 Once the debit memo has been created, it can be printed and/or changed from the A/R invoicing menu.

The debit memo will actually be updated to the supplier's account when the normal A/R end of day invoicing procedures are run (streamed daily registers & accounting database update).

When the debit memo is updated, it is updated to the Purchases Journal rather than the Sales Journal. The G/L Entries will be as follows:

- Debit Accts Payable for full amount of debit memo (quantity x selling price)
- Credit Inventory for cost amount of debit memo (quantity x cost)
- Credit Cost of Sales for difference between selling price and cost

The debit memo will be posted to the A/P subledger, not the A/R subledger.
 --

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9	Create Debit Memos (WELDPAK).....	N	DM		D	WEENT0	WE	1	13	08
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See Doc'n for Entry 8

10	Payment Select: Clear File.....	N			D	NPCHQ2	NP	1	15	10
----	---------------------------------	---	--	--	---	--------	----	---	----	----

Prior to using the Payment Select: by Vendor (or by Due Date) programs, this program should be run first simply to clear out any entries which may have been left over from the last cheque run (e.g., invoices which were originally selected for payment, but for which the full cheque generation cycle was not completed).

This avoids any problems on the next cheque run.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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personnel.

11	Payment Select: Manual Cheques...			N	MA	98		D	NPSEL0	NP	1	16	11
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This procedure is used to post details of MANUAL cheques which have been issued to your suppliers. Refer to menu help (?0) for a summary of all the steps necessary to complete this cheque posting cycle. Also refer to menu help for details of how to post an invoice and a MANUAL cheque simultaneously.

Currency Code Input the currency code in which the cheque was issued.

G/L Accounts The accounts payable, bank and cash discount G/L accounts will automatically be displayed. These are taken from the Currency Control File, based on the currency code for each vendor.

Branch Code Input the branch code against which the cheque is to be posted.

Cheque Date Input the date of the manual cheque.

Vendor Input the supplier code against which the cheque is to be posted.

Cheque # Input the manual cheque number.

Invoice # Input the invoice number(s) paid on this cheque, or refer to prompts at the bottom of the screen for details of how to bring up the first & subsequent unpaid invoices.

Due Date The due date assigned at the time of posting the invoice will automatically display.

Invoice Amount The original invoice amount (in supplier's currency) will automatically display. This field cannot be changed.

C/D Amount The cash discount amount (if applicable) calculated at the time of posting the invoice will automatically display. This may be overridden (e.g., if you did not take the discount at all, or took a different discount).

Payment Amount This will automatically display as the invoice amount less any cash discount amount taken. This may be overridden if desired (e.g., if only partially paying the invoice).

If you have selected an invoice for inclusion on this manual cheque and wish to

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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make any changes to the payment amount, or deselect the invoice from the cheque completely, refer to prompts at the bottom of the screen.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12 Payment Select: By Vendor.....	N	98	D	NPSEL0	NP	1	17	12
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This program can be used to select invoices for inclusion on a system generated cheque. This program is used in situations where you wish to issue system generated cheques to specific vendor(s) only.

The Payment Select: Clear File program should be run prior to running this program.

Currency Code Input the currency code for which cheques are to be issued, or [CR] for all.

G/L Accounts The accounts payable, bank and cash discount G/L accounts will automatically display as loaded in the Currency Control File, based on each vendor's currency code.

Branch Code Input the branch code against which the cheques are to be updated.

Payment Type I - only invoices for which an immediate cheque was requested (at time of invoice posting) will be selected
 R - only invoices for which a regular cheque was requested (at time of invoice posting) will be selected.

NOTE: For both immediate & regular type cheques, this program will only pick up invoices which have been UPDATED (Invoice Post: Update program has been run).

Cheque Date Input the date to appear on the entire batch of cheques.

Vendor Input the vendor code(s) for which cheques are to be created.

Invoice Number Input the invoice number(s) to be included on the cheque, or refer to prompts at the bottom of the screen for instructions on picking up first & subsequent unpaid invoices.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Within each vendor, you will also have the option of selecting all invoices due ON OR BEFORE a specified due date. Refer to prompts at the bottom of the screen to use this option.

Depending on how the 'AP PAY SELECT' flag is set in your system control record, you may also have the option of selecting an invoice for inclusion on a cheque, even though the invoice itself may not yet have been posted. Note that if this option is allowed, it does not negate the need of having to post the invoice through regular invoice posting procedures at a later date.

Due Date	The due date calculated at the time of posting the invoice will automatically display.
Invoice Amount	The invoice amount (in supplier's currency) will automatically display. This field cannot be accessed.
C/D Amount	Any cash discount amount calculated at the time of posting the invoice will automatically display. This may be overridden if desired.
Payment Amount	This will automatically display as the net of the invoice amount less any cash discount amount. This may be overridden if desired (e.g., if only partially paying the invoice).

CHANGES TO CHEQUE RUN:

If an invoice has been selected for inclusion on a cheque & you then wish to make any changes, refer to prompts at the bottom of the screen which will allow you to change or de-select the invoice from this cheque run.

NOTE: Any changes made through this program only affect this cheque run; they do not actually affect the INVOICE AMOUNT as posted to the supplier's account. If changes to the actual invoice are required, several options are available:

NOTE: Prior to using any of the following options, you must first de-select the invoice you want to change from this cheque run!!!

After using one of the following options, you can then re-include the invoice on the cheque run (if applicable)

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Options:

- a) Use Cancel A/P invoice procedure to cancel invoice, then re-post it with desired amount. This option can also be used if you have posted an invoice to the wrong supplier. Cancel it from the wrong supplier and re-post to the correct supplier.
- b) Use A/P 'on line' journal entries program to make necessary adjustment to invoice amount. Note that this option does not update the A/P history files.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

13 Payment Select: By Due Date..... N DD 098 D NPSEL0 NP 1 18 13

This program is used to select for payment ALL invoices for ALL vendors, with due dates UP TO & INCLUDING the due date specified. This may be run for one specific currency code only (only vendors in that currency code will be included on the cheque run), or it may be run for all currency codes.

CHANGES TO CHEQUE RUN: Any changes to the cheque run can be made through the Payment Select: By Vendor Program.

Refer to documentation for that program (in particular, the section dealing with CHANGES).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

14 Payment Select: Report..... N D NPSPL1 NP 1 19 14

This program should be run AFTER any of the Payment Select programs have been run and BEFORE the cheques are actually printed.

It will print a listing of all invoices which have been selected for inclusion in the cheque run.

CHANGES TO CHEQUE RUN: Changes to the cheque run can be made through the Payment Select: By Vendor program.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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Refer to program documentation for that program
 (in particular, the section dealing with CHANGES)

Once cheques have been PRINTED (therefore, cheque numbers have been assigned), it is too late to make any changes to the cheque run. In this case, the cheque must be updated and cancelled through the Cancel A/P cheque procedure, before it can be re-issued.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

15	Credit Card Authorization Report.		N				D	NPSPL2	zz	1	20	
----	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	--

16	Cheque Print: Regular Cheques....		Y	099			D	NPCHK0	NP	41	3	15
----	-----------------------------------	--	---	-----	--	--	---	--------	----	----	---	----

This program is used to print actual cheques. This includes either 'I'mmediate type cheques or 'R'egular type cheques, generated through either the Payment Select: by Vendor or Payment Select: by Due Date programs.

--
 Note that cheques should NOT be printed until the Payment Select: Report has been printed & verified. If a cheque has been printed and you then discover that a change is required, you must UPDATE the cheque, cancel it through the A/P Cancel Cheque procedure, then re-issue it.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

17	Cheque Print: Manual Cheques.....		Y	MA 099			D	NPCHK0	NP	41	4	16
----	-----------------------------------	--	---	--------	--	--	---	--------	----	----	---	----

This program is only used if your System Control Record indicates that an audit copy of manual cheques is required.

This program will print an audit copy of any manual cheques on stock tab rather than actual cheque forms.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	personnel.										
18	Liq. Carbonic SL600 Disburse. Rptbu		N				D	LC	SL60	LC	41 6 33

** LIQUID CARBONIC ONLY **

The following reports are required to be submitted to Liquid Carbonic Head Office, for those distributors who are sub-divisions of Liquid Carbonic.

- 1) SL500 Sales Report
- 2) SL700 Purchases Report
- 3) SL600 Disbursements Report

All three reports rely on the G/L Extra Data File having your Head Office Location Code and Head Office G/L accounts properly loaded.

Reports are found on the following menus:

- SL500 Report Found on the Financial Statement Menu (Selector 44)
- Printed at month end, after all A/R transactions for the month have been completed and updated.
 - Report includes the 'Sales/Cost of Sales' and 'Miscellaneous' sections. The 'Summary of Accounts Receivable' section must be manually completed.
- SL700 Report Found on the Accounts Payable Menu (Selector 50)
- Printed at month end, after all A/P invoices and credit memos have been posted.
 - Note: This report only includes those transactions posted through the A/P Invoice Posting Programs.
 - Report includes all A/P invoice batches posted for the month in question, including any invoices cancelled through the Cancel A/P Invoice procedure.
 - Report provides G/L breakdown to various G/L accounts (A/P, GST, expense accounts, etc.)
- SL600 Report Found on the Accounts Payable Menu (Selector 50)
- Printed each time a cheque run is processed (AFTER cheques themselves have been printed and PRIOR to updating the cheques. Report is no longer available once cheques have been updated!!)

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

- Report includes all cheques posted through the A/P Cheque Procedure programs, including any cheques cancelled through the Cancel A/P cheque procedure.
- Report provides G/L breakdown for each cheque (A/P, Bank and possibly cash discount taken)

19	Cheque Post: Register.....		Y				D	NPCHQ0	NP	41	7 17
----	----------------------------	--	---	--	--	--	---	--------	----	----	------

Once cheques have been printed, this register MUST be printed before the cheques can be updated.

This program can also be used to reprint a cheque register for a specific cheque run which has already been updated (providing that your System Control Record indicates A/P history is being maintained & the entries for the cheque run in question are still in the history files. Refer to the Purge A/P Transactions File program on your month end menu for details of how long history is maintained).

Reprint register The only time this is answered yes is if you are reprinting a register for a previously updated cheque run. The cheque run (not yet updated) may be reprinted as often as desired, without answering yes to this question.

Reprint Update # This field is only required of reprinting a register for a previously updated cheque run. The update number for which the reprint is desired must be input here.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

20	Fix Post Mth for UNUPDATED Chqs..		N				D	NPCHQ4	NP	41	8 FX
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	------

This program allows you to correct posting months for cheques which have NOT YET BEEN updated, in the event that the wrong posting month was selected.

Note: Cheque numbers must already have been assigned before this program can be run. Therefore, it can't be run until AFTER cheques have been printed but BEFORE the cheques are updated.

21	Cheque Post: Database Update.....		Y	UP			D	NPCHQ0	NP	41	9 18
----	-----------------------------------	--	---	----	--	--	---	--------	----	----	------

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program actually updates the accounts payable sub ledger and the general ledger for any cheques posted through any of the Payment Select programs (or the Cancel A/P Cheque procedure).

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 A cheque is not eligible for updating unless:

- a) the cheque itself has been printed
- b) the cheque post register has been printed.

If any cash discounts were taken, this is when the G/L entry for the cash discount will be posted.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

22	Create ASCII File for Cheques....		N				D	NPHIS0	NP	41	10
23	Cheque Clearing (Reconcile Bank).		N		103		D	NPCLR0	NP	41	11 19

This program is used for bank reconciliation purposes. As A/P cheques are updated through the Cheque Post: Database Update program, a record for each cheque is written into the outstanding cheque file (NPCLR - refer to Cheque Reports: Various program for details of how to get reports from this file).

As these cheques clear through the bank, this program is used to indicate this fact.

Cheques can be cleared individually, or in ranges of cheque numbers (bear in mind that ALL cheques in the range of cheque numbers specified will automatically be cleared). If a cheque is cleared in error, simply input the cheque number again and change the cleared amount to zero.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

BANK RECONCILIATION PROCEDURES

- 1) From bank statement, post any service charges, automatic bank withdrawals,

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

etc.

- 2) Run Cheque Clearing program to post any cheques which have cleared the bank.
- 3) Print outstanding cheque register
Optionally, you may also print a cleared cheque register if desired.
- 4) Print G/L detail for the bank account (general ledger menu)
 - Make note of the final bank balance (from G/L detail report).
 - Add back in the total of any OUTSTANDING cheques (from outstanding cheque register).
 - Subtract any outstanding deposits (deposits posted to system in current month which did not actually go through bank until following month).
 - Add back in the total of any deposits showing on the bank statement which do not show in the G/L (deposits which went through the bank on the current statement, but which were not posted to the system until the following month).
 - The total of the above calculations should equal the balance on your bank statement.

Things to check for if G/L bank balance does not reconcile to bank statement balance:

- a) Post dated cheques which the bank cleared anyways (i.e., cheques dated February, but cleared through bank on January statement).
 - subtract these cheques from the total mentioned above. Then, call the bank and give them hell for clearing post dated cheques.
- b) Cheques which cleared the bank at a different amount than originally posted.
 - a G/L entry may be required for these.

24 A/P: Chg Invoice/Aging/Due Dates.	N	D NPCDD0 NP 41 14 25
--------------------------------------	---	----------------------

This program can be used in situations where an A/P invoice was assigned a 'due date' at time of invoice posting, was updated with this due date, but you now wish to change its due date.

This can be used to correct errors made at time of posting the invoice, or in

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

situations where a dispute has arisen over an invoice & you wish not to pay the invoice until a later date. Changing its due date will cause the invoice NOT to be included when the Payment Select: by Due Date program is run (providing it is run for due dates prior to this invoice's due date).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

25	Accounts Payable Daily Stream....		Y				D	NPSTR1	NP	41	15	30
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	----	----

This program may be run if desired. It allows you to stream some of the accounts payable programs used on a daily basis, rather than running them individually.

Programs which may be included in this stream include:

- Invoice Post: Register
- Invoice Post: Database Update
- Invoice Post: Status Report
- Cheque Print: Manual Cheques (if applicable)
- Payment Select: Report
- Cheque Post: Register
- Cheque Post: Database Update

Any or all of these programs may be included in the stream. If you wish to include a program, input your company code beside that program name. If you wish to exclude a specific program, do not input your company code beside that program name.

When accessing this program, you will be asked for the date/time on which the streamed programs are to start running. After selecting all programs to be included, a message will print at the bottom of the screen, indicating the waiting time before the stream will actually start running.

At this point, if the programs have NOT YET started, you may cancel the procedure by pressing the Escape key followed by [F4].

However, if the programs have STARTED, then:

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
26	Cancel: A/P Cheque.....			N			D	NPCHQ1	NP	41	16	31

This program is used to cancel an A/P cheque which has ALREADY BEEN UPDATED. Refer to help documentation in payment select and cheque print programs for advice on cancelling a cheque before it has been updated.

When using this program, you will be prompted for the details of the cheque, including the update number on which the cheque was originally updated.

Refer to general menu help (?0) for summary of procedures to follow if this program is used.

Note that this program uses the A/P TRANSACTION HISTORY files as the source for determining what reversing entries will be required for this cancellation. Therefore, this procedure can only be used providing that the cheque in question is still in these files (refer to month end menu for details of purging these files).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

27	Cancel: A/P Invoice.....			N			D	NPTRX6	NP	41	17	32
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This program is used to cancel an A/P invoice which HAS ALREADY BEEN UPDATED. Refer to help documentation on invoice posting programs for details of how to cancel an invoice not yet updated.

When running this program, you will be prompted for details of the invoice, including the batch number on which it was originally posted.

Refer to menu help (?0) for summary of procedures to follow if this program is used.

Note that this program accesses the A/P TRANSACTION HISTORY files in order to determine the reversing entries which will be required when this cancellation is posted. Therefore, this procedure can only be used providing that the invoice in question is still in the A/P TRANSACTION HISTORY files (see month end menu for details of purging these files).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
	personnel.											

28	Set A/P Batch Complete Flag.....		N				D NPTRX4	NP	41	18	36	
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This program is used to set the batch complete flag to yes for any invoice posting batch where the flag has been left at 'no' (Invoice Post: Status Report shows completed status for each batch). A batch cannot be printed or updated unless this flag is set to yes.

A batch will have this flag set to no if:

- someone is currently working in the batch
- the invoice posting procedure has been exited improperly.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

29	Hold/Release Invoice.....		N				D NPSEL2	NP	41	19	21	
----	---------------------------	--	---	--	--	--	----------	----	----	----	----	--

This program allows you to obtain an aged listing of current (or optionally, historical) A/P transactions, sorted by vendor.

This report can be printed in full detail (each transaction for each vendor is listed) or summary (summary vendor balance only) format.

Aging may be based on days or months aging. These differ, as follows:

Months aging All transactions within current month (based on aging date specified) are considered current. All transactions in previous month are considered over 30 days, etc. Thus, if an aged trial balance is printed with an aging date of June 15th, any transaction dated in the month of June is current, but a transaction dated May 31st is over 30 days.

Days aging All transactions within 30 days prior to the aging date are considered current. Transactions dated 31-60 days prior to aging date are over 30, etc.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

Menu Number 050 (JM050) ACCOUNTS PAYABLE FUNCTIONS
 Password / Level Application Code NP Documentation Code JM5000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
30	Hold Invoice Report.....			N			D	NPRPT4	NP	41	20 22
31	Cheque Print: Direct Deposits....		Y	DD	099		D	NPCHK0	NP	41	5 15
See Doc'n for Entry 16											
32	PDA Expense Imports.....			N			D	S353	NP	1	4
33	Update Cleared Cheques < Bank NS.			N			D	NPCLRS	AP	41	12
34	Fix Post Mth-UNUPDATED Inv Batch.			N	1		D	APFIX0	NP	1	9
35	Input Cheque Mailing Dates.....			N			D	NPCLR3	NP	41	13

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S019 WYSE60T5

Operator Name - GENERAL LEDGER

14:06:00

1. General Ledger Account Maint.....	15. Close General Ledger Posting Mnth
2. GL Extra Data File Maintenance...	16. Clear Specific Journal Detail....
3. Update GL Account Types.....	17. Clear Specific GL Account Detail.
4. GL Acct/Extra Data FM - SPECIAL..	18. Clear GL Detail to Specified Mnth
5. Copy Chart of Accounts.....	19. Generate Closing Entries.....
6. Chart Of Accounts List.....	20. Purge A Fiscal Year.....
7. Case Convert Account Descriptions	21. Trial Balance - Print or Display
	22. GL Trial Balance in Spread Format
8. Batch Journal Entries.....	23. GL Trial Balance Work Sheet F'mat
9. Batch Journal Entries Register...	24. G/L Detail - Print or Display.Y2K
10. Batch Journal Entries Update.....	25. Sub Ledger Back Up to G/L Detail.
	26. GL Detail by Sub Ledger Account..
11. On Line Journal Entries.....	27. Acct Inquiry - Multi Company
12. Journal Print.....	28. Sub Ledger Balancing Report.....
	29. Actual vs Budget vs Last Year....
13. Print G/L Journal Header Totals..	30. GL Summary by Journal.....
14. Finding Missing Journal Lines....	31. Process Financial Statements S44
32. Fixed Asset System S52	33. Additional GL Functions S20

Menu Number 019 (JM019) GENERAL LEDGER
 Password / Level 6 Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains programs which allow you to set up new G/L accounts in your chart of accounts, make entries to the general ledger (and subledgers if necessary), as well as various reports/inquiries which are available from the master G/L files (ADJNL, ADGNL, ADJX2, ADSUM and ADG.L)

JOURNAL CODES: Entries posted to the general ledger (and subledgers) can be posted through various types of journals (sales, receipts, disbursements, adjustments, etc). Refer to your Control Files Menu for a complete list of journal codes available on the the system.

SUB LEDGERS: Refer to your Control Files Menu for a complete list of sub ledgers available on the system. Note that the most common sub ledgers are:

-
- 'R' - accounts receivable sub ledger
- 'P' - accounts payable sub ledger
- 'G' - general ledger
-

The G/L Extra data file contains the sub ledger to be affected by entries to any particular G/L account.

POSTING MONTH: The fiscal period to which entries are to be posted. For example:

-
 If your fiscal year is the same as calendar year, then entries to affect fiscal period June would be posted to posting month 06YY (YY = year in which fiscal year ends)

-
 If your fiscal year is different than calendar year (for example: June 1 to May 31), then entries to affect fiscal period June would be posted to posting month 01YY (YY represents year in which fiscal year ends).

-
 Thirteen period fiscal years are handled.

BALANCING SUB LEDGERS TO GENERAL LEDGER The G/L Extra Data file controls which (sub) ledger to affect by entries to each specific G/L account. For example, if an account is set up with an 'R' sub ledger, then any entry posted to this account will automatically affect both the accounts receivable sub ledger and the control account in the general ledger. This ensures the sub ledger & general ledger remain in balance. Situations do arise, however, which require that entries to such accounts be made only to the sub ledger, or only to the general ledger. The following is a description of how such entries can be made.

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Menu Number 019 (JM019) GENERAL LEDGER

Password / Level 6

Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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**** ACCOUNTS RECEIVABLE ACCOUNT: ****

-

To affect the sub ledger only, with no effect on the general ledger, use the Load A/R Open Items Program found on the Accounts Receivable Menu. This is generally used when opening A/R balances are first loaded on the system, where opening G/L balances are to be loaded at a later time. The program mentioned above is the ONLY program on the system which will affect the A/R sub ledger only without affecting the general ledger.

-

To affect the general ledger only, with no effect on the sub ledger, three steps are involved. This is generally done when it is desired to load G/L opening balances only (A/R opening balances were previously loaded as described in previous paragraph). The first step involves accessing the A/R control account in the G/L Extra Data file and changing its sub ledger code from an 'R' to a 'G'. The second step involves posting the entry to this account (with the appropriate offsetting entry to some other account), through either the batch journal entries or on line journal entries procedures. The third (VERY IMPORTANT) step involves accessing the A/R Control account in the G/L Extra Data file and changing its sub ledger code back to an 'R'.

-

NOTE: While this control account has a temporary sub ledger code of 'G', it is strongly recommended that other operators not be allowed to use any programs which require use of the A/R control account (e.g., bank deposit entries, A/R entries, etc.).

-

Security restrictions can be used to ensure that only authorized operators are allowed to manipulate the sub ledger codes for G/L accounts.

**** ACCOUNTS PAYABLE ACCOUNT **** (if new A/P system used)

-

To affect the sub ledger only, without affecting the general ledger, use the A/P invoice posting procedure found on the Accounts Payable menu. At the G/L distribution portion of the entry, input the A/P control account instead of the normal G/L account to which the invoice would be applied. This procedure is generally used when loading initial A/P opening balances, where the G/L opening balances are to be loaded at a later date.

-

To affect the general ledger only, without affecting the sub ledger, three steps are involved. This is generally

Menu Number 019 (JM019) GENERAL LEDGER
 Password / Level 6 Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP R	RW LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	---------	----------	-----------	-----

done when loading G/L opening balances, where A/P opening balances were previously loaded as described in the previous paragraph). The first step involves accessing the A/P control account in the G/L Extra Data file and temporarily changing its sub ledger code from a 'P' to a 'G'. The second step involves making the necessary entry (with the appropriate offsetting entry to some other G/L account) through either the batch journal entries or on line journal entries procedures. The third (VERY IMPORTANT) step is accessing the A/P control account in the G/L Extra Data file and changing its sub ledger code back to a 'P'.

-
 NOTE: While the A/P control account has a temporary sub ledger code of 'G', it is recommended that other operators not be allowed to access any programs requiring use of the A/P control account (A/P entry programs, etc.).

-
 Security restrictions can be established, to avoid allowing unauthorized operators to use these procedures.

Note that the general ledger is automatically fed by various procedures throughout the system. Examples include:

Accounting Database Update on invoicing menu automatically posts entries into sales (and/or cash sales) journals as daily batches of invoices are updated.

Cash Posting Update on accounts receivable menu automatically posts entries into the receipts journal as daily bank deposits are updated. If the Match A/R Open Items for Clear program has been run, entries are posted into the A/R Adjustments journal.

Invoice Update and Cheque Update programs on the accounts payable menu automatically write entries to either the purchases or disbursements journal.

Batch journal entries update program on this menu writes entries into the journal(s) specified at time batch journal entries were posted.

'On line' type journal entry programs include:

Accounts Receivable Entry on A/R menu.
 Accounts Payable Journal Entry on A/P menu.
 On Line Journal Entries program on G/L menu.

Refer to your user's manual (general section) for details of the following:

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 Password / Level 6 Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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- a) standard options available while in file maintenance, for any file.
 b) standard function key usage throughout the system.

1	General Ledger Account Maint.....	N		210	D	JRJFM0	GL		1	3	03
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This file contains all valid G/L account numbers to be used throughout the system. You'll notice that the G/L Extra Data File (which is the next file on this menu) is automatically linked to the file.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	GL Extra Data File Maintenance...	N		211	D	JRJFM0	GL		1	4	04
---	-----------------------------------	---	--	-----	---	--------	----	--	---	---	----

This file contains additional information required by the system, on each G/L account. Important fields to note are as follows:

Sub Led Code: When loading the Accounts Receivable G/L account, the subledger code must be a 'R'. This will ensure that all entries to the A/R G/L account post both to the subledger and the control account. When loading the Accounts Payable G/L account, the subledger code must be a 'P'. This will ensure that all entries to the A/P G/L account post both to the subledger and the control account. Any accounts which do not have to post to a subledger, should be loaded with a 'G'.

Branch Rest: If a G/L account is to be restricted to a specific branch/warehouse, you must input the branch/warehouse to restrict processing to.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

3	Update GL Account Types.....	N			D	ADGLX2	GL		1	5	
---	------------------------------	---	--	--	---	--------	----	--	---	---	--

4	GL Acct/Extra Data FM - SPECIAL..	N			D	ADMST2	GL		1	6	05
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This program allows you to maintain the master chart of accounts and Extra Data files simultaneously. Refer to documentation on G/L

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Account Maintenance and G/L Extra Data File for more information.
 *** NOTE *** This procedure is only allowed to be used by companies that are using GL MASTER COMP or DIVISION START/DIVISION LENGTH (see ADCTLA parameters). If you set-up a new company to use this program, please insure that all current fields in ADGLX are included and modify program if necessary.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

5	Copy Chart of Accounts.....		N				D	ADMST1	GL	1	7 06
---	-----------------------------	--	---	--	--	--	---	--------	----	---	------

This program allows you to copy the chart of accounts from one company to another, or from one division to another within the same company. Duplicate account numbers can optionally be replaced.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

6	Chart Of Accounts List.....		N				D	ADMST6	GL	1	8 07
---	-----------------------------	--	---	--	--	--	---	--------	----	---	------

This program allows you to obtain a screen or hard copy listing of your General Ledger Chart of Accounts list. It will pick up information from both the Master Chart of Accounts File and the G/L Extra Data file. This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Case Convert Account Descriptions		N				D	ADMST4	GL	1	9 08
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	------

This program may be run to case convert the descriptions of G/L accounts, from uppercase to a combination of upper/lower case, or vice versa. It may be run for specific G/L accounts only, a range of G/L accounts, or all G/L accounts.

8	Batch Journal Entries.....		N	BT			D	ADJ.E0	GL	1	11 09
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Menu Number 019 (JM019) GENERAL LEDGER

Password / Level 6

Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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This program allows you to make journal entries in 'batch' mode, rather than 'on line'. This is recommended for operators who are not totally familiar or comfortable with the general ledger.

Entries made through this program must first be printed & verified (batch journal entries register), then updated (batch journal entries update).

Any batch which is not in balance (grand total not equal to zero) will be flagged on the batch journal entries register & will NOT BE UPDATED when the batch journal entries update is run unless & until the out of balance situation has been corrected.

This program can be used to make entries which affect the general ledger only, and it can also be used to make entries to affect any subledger (i.e. accounts receivable or accounts payable sub ledger).

Entries posted through this program are stored in a temporary file (ADGLB) and any changes, additions, deletions, etc. to any batch are allowed until such time as that batch is updated.

NOTE: Any entries posted to the BANK account DO NOT affect the outstanding cheque file. Therefore, any bank entry where an actual cheque has been issued should be posted through regular accounts payable procedures. Any bank entries where no cheque is involved may be posted here.

Prompts display at the bottom of the screen to indicate what information is required in each field. The sub ledger code for each line will automatically default, depending on the G/L account input. This is determined by the sub ledger code assigned to each G/L account in the G/L Extra Data file (e.g., A/R control account would have a sub ledger code of 'R', as any entries to this account are to affect the accounts receivable sub ledger in addition to the general ledger. The A/P control account would have a sub ledger code of 'P', as any entries to this account are to affect the accounts payable sub ledger in addition to the general ledger. All other accounts would have a sub ledger code of 'G', as any entries to these accounts are to affect the general ledger only).

NOTE: REFER TO GENERAL HELP DOCUMENTATION ON THIS MENU (?0) FOR DETAILS ON HOW YOU CAN MAKE ENTRIES TO THE A/R OR A/P CONTROL ACCOUNTS IN THE G/L ONLY (WITHOUT AFFECTING SUB LEDGER), IF REQUIRED.

Certain fields are only accessed if the G/L account has a sub ledger code of 'R' or 'P'. These include: customer code (or vendor code), aging date, stats account and units fields.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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personnel.

9	Batch Journal Entries Register...		Y				D	ADGLB0	GL	1	12	10
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	----

This program is run to obtain a printout of any entries posted through the Batch Journal Entries program.

This report should be verified and filed for audit purposes.

Note that any batch which is not in balance (grand total not equal to zero) will be flagged on this report. Any such imbalances MUST BE corrected before the batch will be eligible to be updated.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

10	Batch Journal Entries Update.....		Y	UP			D	ADGLB0	GL	1	13	11
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This program is run to update the general ledger (and/or sub ledgers if applicable), for any entries posted through the Batch Journal Entries program.

Batches flagged as out of balance on the Batch Journal Entries Register will NOT BE UPDATED.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

11	On Line Journal Entries.....		N	AR	050		D	ADJ.E0	GL	1	15	12
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This program can be used to make ON LINE entries to the general ledger and/or sub ledgers. Entries posted through this procedure affect the G/L and/or sub ledger files immediately. The only audit trail provided is a printout of the appropriate journal into which entries were posted.

This program should only be used if you are familiar with and comfortable with the general ledger. If not, it is strongly recommended that the batch journal entries procedure be used instead.

Entry format is similar to that of batch journal entries with a few exceptions:

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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- a) a batch number is not automatically assigned, as the entries being posted are 'live' entries.
- b) Any entry posted to a sub ledger control account (e.g. A/R or A/P account) will automatically display two entries (the first is the sub ledger entry, the second is the general ledger entry to the control account). This is normal. The appropriate offsetting entry to some other G/L account is still required.
- c) Because this is an 'on line' type program, ONE SIDED entries are allowed. (batch journal entry procedures do not allow one sided entries).

Prompts display at the bottom of the screen, indicating what information is being requested in each field. Certain fields are only accessed if the G/L account to which the entry is being posted is an A/R or A/P control account. These include: customer number (or supplier number), aging date, due date, cash discount (or stats) and units.

The following examples illustrate how entries will appear on the screen:

Example 1 (entries to the G/L only, no sub ledger involved):

Line #	Date	G/L Account	SL	Open Item	Amount	Description
00001	Date	Sales Acct	G	Reference #	1.00	Description
00002	Date	Write Off	G	Reference #	(1.00)	Description

Both entries are posted by the operator. Sequential line numbers are assigned.

Example 2 (entry to the A/R sub ledger & general ledger):

Line #	Date	G/L Account	SL	Open Item	Amount	Description	Customer
00001	Date	A/R Control	R	Invoice #	1.00	Description	Customer
00001	Date	A/R Control	G	Invoice #	1.00	Description	
00002	Date	Write Off	G	Invoice #	(1.00)	Description	

In this case, two entries are posted by the operator and one entry is automatically posted by the system. The two entries posted by the operator are: line 00001 to the 'R' sub ledger and line 00002 to the 'G' sub ledger. Line 00001 to the 'G' sub ledger is automatically posted by the system. This is normal. Line numbers are not necessarily sequential, for the following reason. The 'R' sub ledger entry is being written into the master A/R transaction file (ARJNL), while the 'G' sub ledger entries are being written into the master G/L transaction file (ADJNL). For every entry to the 'R' sub ledger, at least two entries are posted to the 'G' sub ledger. Thus, line numbers very quickly appear out of sequence. This is also normal (within the appropriate files - ARJNL and ADJNL - line numbers are actually in sequence; however, this is not immediately obvious unless the actual journals are printed out).

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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For audit purposes, it is recommended that lines not be changed or deleted. Rather, reversing entries should be posted to make any necessary corrections.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Journal Print.....					N		D	ADJNL2	GL	1 16 13
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This program can be used to obtain a printout of entries posted to any or all journals during the specified posting month. These journals will include any entries posted as a result of various update programs available throughout the system (accounting database update for daily batches of sales invoices, cash posting updates for daily bank deposits, batch journal entries updates, etc.), as well as any entries posted directly to the journal(s) through on line journal entry type programs.

The journals printed from this menu include the G/L side of any entries only. If the A/R sub ledger or the A/P sub ledger was affected by entries to any of these journals, the sub ledger side of the journals would be printed from the Accounts Receivable or Accounts Payable Menus.

When accessing this program, as soon as you input the posting month for which journals are to be printed, it will automatically display ALL the journals which have been accessed during that particular month. You may print any or all of these journals. (NOTE: It is mandatory that ALL journals be printed prior to Closing the General Ledger at month end; however, at any time during the month, you may selectively print journals).

When printing journals, they may be printed in line # sequence, or reference number sequence. Reference number would include such things as: database update number (for invoices updated through accounting database update program), batch number (for entries posted through batch journal entries procedures), etc. Any entries posted directly through 'on line' type procedures will not have reference numbers unless you manually input a reference number at the time of making the entry.

At month end, it is recommended that journals be printed in line number sequence. However, interim reports may be printed in any sequence desired (example: if you wish to reprint the sales journal for a specific update number only, this is possible).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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the data in any of your files.

13	Print G/L Journal Header Totals..		N				D	ADSRCH	GL	1	18	14
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If your general ledger trial balance or general ledger detail is out of balance (grand total not equal to zero), this program can be run to assist in determining exactly which journal(s) are in an out of balance situation.

Journals can become out of balance if programs are interrupted or exited improperly.

This program will scan through the master G/L transaction file (ADJNL) and report any out of balance journal(s).

NOTE: If a journal is out of balance, a ONE SIDED entry will be required to correct this (once journal has been printed and necessary entry has been isolated).

-
 You must use the ON LINE journal entries program, rather than the batch journal entries program to make the necessary correction (refer to help documentation on these two programs. Also refer to general help on this menu (?0)).

-
 If an out of balance journal is to be corrected, the entry should be made into the same journal which originally was out of balance.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

14	Finding Missing Journal Lines....		N				D	ADFIND	GL	1	19	FI
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This program can be used to find any line numbers that have been deleted from a journal, or perhaps lost in case of file corruption.

In the latter case, it is suggested indexes be rebuilt first, which also rebuilds journal header totals, and then this program be run for out of balance journals only. Note: posting months or journals that have been purged may still have journal data for uncleared sub ledger items, and therefore journal totals will appear out of balance.

15	Close General Ledger Posting Mnth		N				D	ADENDX	GL	41	3	99
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This is the final step in the general ledger month end

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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procedure. Refer to the 'G/L Month End Summary' for details of all steps involved in the G/L month end.

NOTE: This program simply rolls over the G/L posting month. It does not summarize or purge any G/L detail.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

16 Clear Specific Journal Detail.... !WHY?? Y D ADSUM0 GL 41 4 15

This program can be used to SUMMARIZE detail in your G/L for SPECIFIC journals only. This is not normally required unless disk space is a consideration.

You will not be able to summarize detail for a month which has not yet been closed (see Close G/L program on month end menu).

The following is an example of what will happen if this program is run:

Assume entries have been posted to various G/L accounts in the SALES journal and in the RECEIPTS journal.

Sales journal:	Posting Month 0190	Account 400	\$100.00
		Account 401	\$200.00
		Account 402	\$300.00
		Account 400	\$400.00
		Account 401	\$500.00
		Account 402	\$600.00

Receipts journal:	Posting Month 0190	Account 400	(50.00)
		Account 401	(100.00)
		Account 400	(100.00)

G/L Detail Print or Inquiry on account 400, prior to running this program would show:

Account 400	Posting Month 0190	Sales	\$100.00
		Sales	\$400.00
	0190 Sales Journal Total		\$500.00
	Posting Month 0190	Receipts	(50.00)
		Receipts	(100.00)

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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0190 Receipts Journal Total (150.00)

0190 Posting Month Total \$350.00

If the SALES journal is summarized, G/L Detail Print or Inquiry on account 400 would then show:

Account 400	0190 Summarized Entries (Sales)										\$500.00
	0190 Receipts										(50.00)
	0190 Receipts										(100.00)
	0190 Receipts Journal Total										(150.00)
	0190 Posting Month Total										\$350.00

The detail entries which previously existed in the sales journal would be removed & replaced with a ONE LINE SUMMARY figure only. The detail entries which previously existed in the receipts journal would still be available for viewing (this would apply to all accounts with entries in the sales journal, not just account 400).

See also the Clear Detail to Specified Month program.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

17 Clear Specific GL Account Detail. !WHY?? Y GL D ADSUM0 GL 41 5 16

This program can be run to SUMMARIZE G/L detail for SPECIFIC G/L accounts only. This is not normally required unless disk space is a consideration.

This program will summarize all detail for the specified G/L account(s) only; however, it will summarize these accounts in all journals in which entries have been posted.

To illustrate:

Assume entries posted to account 400 as follows:

0190	Sales Journal	\$100.00
	Sales Journal	\$200.00

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	Sales Journal										\$300.00
0190	Sales Journal Total										\$600.00
0190	Receipts Journal										(50.00)
	Receipts Journal										(10.00)
	Receipts Journal										(40.00)
0190	Receipts Journal Total										(100.00)
0190	Posting Mth Total										\$500.00

If this program is run for account 400, a G/L detail inquiry/print after the summarization would show as follows:

Account 400 0190 \$500.00
 Summarized Entries

All details relating to this account would be removed and replaced with a one line summary figure only. Any entries to other G/L accounts in the same journals would still be available for viewing.

See also the Clear Detail to Specific Month program.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

18 Clear GL Detail to Specified Mnth !WHY?? Y GL 062 D ADEND0 GL 41 6 17

This program will summarize G/L detail for ALL accounts, in ALL journals, up to and including the posting month specified.

This program is normally run on a periodic basis, dependent on how many months of detail you wish to maintain on your system at any one time (some customers prefer to summarize G/L detail monthly, or every three months, every six months, or perhaps only once a year). How often you summarize is dependent on how much disk space you have available.

G/L detail for a specific month cannot be summarized unless the G/L has been closed for that month (see Close G/L program on month end menu).

This program SHOULD NOT BE RUN unless you have printed out your G/L detail for the month(s) in question prior to summarizing.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program removes all the individual transaction lines for each account, in each journal and replaces them with a one line summary for each posting month. Once detail has been summarized, it is no longer available for viewing. The G/L detail printed prior to running this program becomes your hard copy audit report.

Refer to the Clear Detail field in the G/L Extra Data file for additional information.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

19	Generate Closing Entries.....	SECURE	N	084	D	ADC.E0	GL	41	7	18
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This program is only run at year end, after all final year end adjustments have been made (write offs, etc.).

This program will make automatic entries to your 'income statement' accounts, clearing each account to zero and transferring its balance to the 'retained earnings' account specified. This eliminates the need of making these closing entries manually through batch or on line journal entries.

The entries made by this program are automatically posted to journal code 'U' (closing entries journal). Special processing is done with entries posted to this journal code (ability to have G/L trial balances INCLUDE or NOT INCLUDE closing entries).

Note that balance sheet accounts should not be closed out.

Note also that this program should be run for the FINAL POSTING MONTH of your fiscal year. Therefore, your final month should not be closed until this program has been run.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

20	Purge A Fiscal Year.....	!WHY??	N	085	D	ADYND0	GL	41	8	19
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This program summarizes detail (or previously summarized entries) up to and including the fiscal year specified.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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If this program is run, all entries for the fiscal years up to & including the one specified will be stored as a one line summary figure in posting month '00' of the NEXT fiscal year.

This allows the ability to see the opening balance for the NEXT fiscal year on G/L Detail inquiries.

NOTE: Once this program has been run for a specified fiscal year, that fiscal year is NO LONGER AVAILABLE FOR FINANCIAL STATEMENT PURPOSES. Therefore, this program should not be run as long as you still wish to report a fiscal year on financial statements. (Financial statements CAN be formatted to include: current year, last year and one year previous to last year). Which options you have chosen for your financial statements will determine how often this program can be run.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

21 Trial Balance - Print or Display	N	052	D	ADT.B0	GL	41	9	20
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This program allows you to obtain a screen or hard copy listing of your general ledger trial balance, up to & including the posting month specified. Two columns appear on this trial balance: Current Month and Account Balance. Current month = posting month specified. Account balance = totals for all months up to & including current month.

This program may be run for all or a range of G/L accounts.

A summary option is available, as follows:

If your accounts are structured in such a way that one or more characters of the G/L account have special significance, you may wish to have a summary on these one or more characters. For example:

400 = Sales	Assume the first two digits have special
401 = Sales	significance.
402 = Sales	
410 = Sales	
411 = Sales	
412 = Sales	

If a summary trial balance is selected (starting at the first digit, for two

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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characters), each account will still be listed individually on the trial balance, but a summary total of the '40' accounts and the '41' accounts will appear at the end of the trial balance.

You may also optionally select whether or not you wish to have zero activity accounts appear on the trial balance (zero activity = both the current month and account balance columns are zero).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22	GL Trial Balance in Spread Format		N				D	ADSUM2	GL	41	10	21
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This program can be used to obtain a G/L trial balance, for all or a range of accounts, up to a specified posting month.

This is different than the normal G/L trial balance in that, rather than just displaying a 'current month' and 'account balance' column, it will display an opening balance for the year, plus individual amounts for each month (up to the month selected) as well as the 'account balance' (opening balance plus all individual months).

Note that a column is available for closing entries. The only time a figure will show in this column is if the 'Generate Closing Entries' program has been run (refer to menu help on this program).

This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

23	GL Trial Balance Work Sheet F'mat		N				D	ADSUM4	GL	41	11	22
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This program may be run to obtain a G/L trial balance in work sheet format, for all or a range of accounts, up to the posting month specified.-

This is different than the normal trial balance in that, rather than just displaying a 'current month' and 'account balance' column, this will display 'current period', 'last period', 'current year average period', 'last year average period', 'current year to date' and 'last year to date'.

This program may be run as desired.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

24	G/L Detail - Print or Display.Y2K					N		D	ADGLD3	GL	41	12	23
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This program may be run to obtain a screen or hard copy listing of G/L detail, for all or a range of accounts, for all or a range of posting months.

For each account, this will include an opening balance (as at the beginning of the first posting month selected), individual detail entries posted to the various journals (if more than one entry has been posted to a specific journal, there will also be a total of the entries in that journal), a total for each posting month, and a closing balance (as at the end of the last posting month selected).

This will include entries posted to ALL journals through various automatic update programs, as well as entries posted through 'on line' type journal entry programs.

Note than any entries which appear in posting month '00' of any fiscal year, are entries from previous fiscal years which have been summarized (refer to menu help on Purge Fiscal Year program).

This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

25	Sub Ledger Back Up to G/L Detail.					N		D	ADSBL9	GL	41	13	23
----	-----------------------------------	--	--	--	--	---	--	---	--------	----	----	----	----

See Doc'n for Entry 24

26	GL Detail by Sub Ledger Account..					N		D	ADGLD2	GL	41	14	
----	-----------------------------------	--	--	--	--	---	--	---	--------	----	----	----	--

27	Acct Inquiry - Multi Company					N		D	ADINQ0	GL	41	15	24
----	------------------------------	--	--	--	--	---	--	---	--------	----	----	----	----

If you have multiple companies on your system, this program allows you to do G/L account inquiries for all or a range of accounts, for all or selected companies.

This program will not list individual transactions for each company, but rather will only show a summary balance for each company. If details of individual

Menu Number 019 (JM019) GENERAL LEDGER
 Password / Level 6 Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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transactions within each company are required, refer to the G/L Detail Print/Display program.

This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

28 Sub Ledger Balancing Report.....	N	D	ADBAL0	GL	41	16	25
-------------------------------------	---	---	--------	----	----	----	----

If a sub ledger is out of balance to its control account in the general ledger, this program can be run to assist in determining where the out of balance situation has occurred.

This program will provide a list of all detail G/L entries for the account(s) selected. This list, used in conjunction with the A/R or A/P aged trial balance can assist in the balancing process.

Other methods of finding out of balance situations are also available. These include:

- a) Running the Print Journal Headers program (if the G/L trial balance itself is out of balance - refer to menu help on this program).
- b) Printing the sub ledger side of each journal (from either the A/R or A/P menus), then printing the G/L side of the same journals (from the G/L menu) and comparing the two to find which journal is out of balance. Once you have determined which journals do not balance to each other, it is then possible to check entries in the journals to find discrepancies.

-
 Example:

-
 Sales Journal: A/R side (printed from A/R menu)

line	00001	G/L Account = A/R	Amount	100.00	Invoice #	Customer Number
	00002	A/R		200.00	Invoice #	Customer Number
	00003	A/R		300.00	Invoice #	Customer Number

-
 A/R side Journal Total 600.00

-
 Sales Journal: G/L side (printed from G/L menu)

line	00001	G/L Account = A/R	Amount	600.00	Update #	000001
	00002	Sales		(550.00)	Update #	000001
	00003	P.S.T.		(50.00)	Update #	000001
	00004	C.O.S.		250.00	Update #	000001

Menu Number 019 (JM019) GENERAL LEDGER
 Password / Level 6 Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
00005	Inventory				(250.00)	Update	#	000001			
-	G/L side Journal Total				0						

While the G/L side of the journal should balance to zero, the amount posted to the A/R account should balance to the A/R side of the same journal. If it does not, it is then possible to find which particular update is out of balance by referring back to the daily invoice registers and daily accounting database update summaries.

This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

29 Actual vs Budget vs Last Year....					Y			D	ADBUD2	GL	41 17 26
--------------------------------------	--	--	--	--	---	--	--	---	--------	----	----------

This program can be used to obtain a printout of current year actuals versus last year, current year actuals versus budget, or current year actuals versus current year budget versus last year actuals.

Note that budgets will only appear if they have been loaded (see Budget File Maintenance on the Financial Statements menu).

This program can be run for all or a range of accounts. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

30 GL Summary by Journal.....					N			D	ADJNL1	GL	41 18
31 Process Financial Statements S44					N			D	S44	GL	41 19 27

This selection takes you to the financial statements processing menu.

32 Fixed Asset System	S52				N			D	S52	FA	1 20 28
-----------------------	-----	--	--	--	---	--	--	---	-----	----	---------

This selection takes you to the Fixed Assets menu.

33 Additional GL Functions	S20				N			D	S20	GL	41 20 29
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Menu Number 019 (JM019) GENERAL LEDGER

Password / Level 6

Application Code GL Documentation Code JM1900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This selection takes you to a menu with additional G/L functions (such as maintaining standard journal entries, etc.).

2.-COMPANY CD	—
3.-DIVISION CODE	—

4. DIVISION NAME	_____
------------------	-------

FILE NO: 229 JF229 NAME: ADCTLK Division Master File

1 K

Contains a fixed Value, usually a prefix, which identifies this record among other records within a file containing Multiple record types (ie: ADCTL JRCTL)

2 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

3 DIVISION CODE

If the General Ledger is divisionalized, this field contains the code (which is a part of the GL account number as described by ADCTLA parameters) identifying a division.

4 DIVISION NAME

5 D1\$(41,159)

6 DRAKE SPECIAL

This field is reserved for special Drake processing. Please do not use them in the standard without talking to Roger. Thanks. I may want to bring some or all of the features that use these fields back to our standard system.

7 D0(0)

8 D0(1)

9 D0(2)

10 D0(3)

11 D0(4)

12 D0(5)

13 D0(6)

14 D0(7)

15 D0(8)

16 D0(9)

1.-COMPANY CD	—
---------------	---

3.-GEN LED ACCOUNT	————
4. ACC DESCRIPTION	—————

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 SUB LED CODE

3 GEN LED ACCOUNT

This field contains a unique code for each account required in the general ledger. If your G/L is divisionalized (refer to G/L parameters screen of your system control record, then the appropriate character(s) of the account number must contain the division code. If you have multiple companies on the system and wish to draw G/L accounts from a master company, then all accounts must first be loaded into the master company before they can be loaded for other companies.

4 ACC DESCRIPTION

This field contains a description of the account being maintained.

Programmers note: While this file primarily contains G/L records only, it can also contain records for other sub ledgers.
(such as time sub ledger used by Jedron internal programs)

01.-COMPANY CD — |

02.-GEN LED ACCOUNT —————

04.^CLEAR DETAIL ? —

05.^BANK ACCOUNT ? —

06. BANK ACCOUNT NO —————

07. NEXT CHEQUE NO —————

08.^SUB LED CODE —

09.^STATS SL REQ'D —

10.^NA/DIR/IN ' DI' —

11.~BUILD EXP CODE —————

12.^BRANCH RESTRICT —

13.^ALLOW UNITS ? —

14.^INVENTORY YN? —

15.^GL ACCOUNT TYPE —

16.^CREDIT OR DEBIT —

17.^MEASURE UNIT —

18.^CURRENCY CODE —

19.^DISALLOW ENTRY? —

20.^DUMMY ACCOUNT? —

21. HEAD OFF LOC CD —————

22. HEAD OFF GL ACC —————

FILE NO: 211 JF211 NAME: ADGLX GL EXTRA DATA FILE (37)

1 COMPANY CD

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

2 GEN LED ACCOUNT

This field contains a unique code for each account required in the general ledger. If your G/L is divisionalized (refer to G/L parameters screen of your system control record, then the appropriate character(s) of the account number must contain the division code. If you have multiple companies on the system and wish to draw G/L accounts from a master company, then all accounts must first be loaded into the master company before they can be loaded for other companies.

3 ACC DESCRIPTION

X7\$=[ACC DESCRIPTION,ADMST]

This field contains a description of the account being maintained.

Programmers note: While this file primarily contains G/L records only, it can also contain records for other sub ledgers.
(such as time sub ledger used by Jedron internal programs)

4 CLEAR DETAIL ?

This field identifies whether detail for this particular account is to be removed from the G/L detail file (ADJNL) and summarized in the G/L Summarized Entries file (ADG.L) whenever the Clear G/L Detail program is run.

'Y' or blank indicates that detail for this account is to be summarized.
'N' indicates that detail for this account is only cleared when the Clear G/L Detail program is run for the FINAL month of your fiscal year.
'X' indicates that detail for this account is NEVER to be summarized.

5 BANK ACCOUNT ?

This field identifies whether or not this particular G/L account is considered to a bank account. This is verified by procedures such as the batch cash posting (bank deposits posting) and A/P cheque posting programs.

6 SUB LED CODE

7 NA/DIR/IN ' DI '

For Building and Job Cost systems each G/L account must be set

FILE NO: 211 JF211 NAME: ADGLX GL EXTRA DATA FILE (37)

up to indicate whether or not it is a Direct Expense account, an Indirect Expense account or if it is not applicable to Costing Allocation. Valid Values in the NA/DIR/IN field are ' ' - not applicable 'I' - Indirect 'D' - Direct For Building companies the appropriate Building expense code must be entered for either Direct or Indirect G/L accounts.

This field is only required if your system control record indicates that job costing programs are used (specialized application).

*** COLD SPRINGS ONLY - HOG PURCHASES *** 930512

Set this flag to 'H' and Invoice Posting will ask for Units and Weight Purchased during GL Distribution Entry which will be updated to Hog Purchases File 'HPRCH' by Invoice Update.

8 BUILD EXP CODE

For Building and Job Cost systems each G/L account must be set up to indicate whether or not it is a Direct Expense account, an Indirect Expense account or if it is not applicable to Costing Allocation. Valid Values in the NA/DIR/IN field are ' ' - not applicable 'I' - Indirect 'D' - Direct For Building companies the appropriate Building expense code must be entered for either Direct or Indirect G/L accounts.

This field is only required if your system control record indicates that job costing programs are used (specialized application).

*** COLD SPRINGS ONLY - HOG PURCHASES *** 930512

Set this flag to 'H' and Invoice Posting will ask for Units and Weight Purchased during GL Distribution Entry which will be updated to Hog Purchases File 'HPRCH' by Invoice Update.

9 BRANCH RESTRICT

If a valid branch code is input, entries to this specific G/L account are only allowed through that branch.

10 GL ACCOUNT TYPE

This flag determines the account type as follows:

'Blank' or 'B'	=	Balance Sheet Account optionally, can break down further as:
'A'	=	Asset Account
'L'	=	Liability Account
'C'	=	Capital Account
'R'	=	Retained Earnings
'I'	=	Income Account
'E'	=	Expense Account
'D'	=	Cost of Sales

FILE NO: 211 JF211 NAME: ADGLX GL EXTRA DATA FILE (37)

Balance Sheet accounts are expected to have balances carried forward from one year to the next.

Income Statement (income, expense & cost of sale accounts) are expected to be cleared to zero at each year end, with their balances transferred to the retained earnings account. The Generate Closing Entries program makes these entries but it only generates closing entries for accounts flagged as I/E/D.

Additionally, the financial statement programs use this flag to decide how to consolidate companies which have different year ends.

11 NEXT CHEQUE NO

If the account being maintained has been specified as a bank account, this field contains the next system cheque number to be assigned to any vendor whose currency code has this bank account associated with it (see vendor master file and currency control file). This field is only used if your system control record has the 'AP CHEQUE # FROM' field set to 'G'.

*** This parameter is NOT used by the Old Accounts Payable System.

12 CREDIT OR DEBIT

This field identifies whether entries to this account are normally posted as credits or debits.

General rule of thumb is:

Asset Accounts	Debit
Liability Accounts	Credit
Capital Accounts	Credit
Retained Earnings	Credit
Income	Credit
Cost of Sales	Debit
Expense	Debit

Exceptions can occur. For example, you may be eligible to take supplier early payment discounts. You may track this in your expenses section, as a REDUCTION of expenses. Expenses are normally debits, but this account would be flagged as a credit.

It is IMPORTANT that accounts have the proper value loaded here, as programs such as the budget loading programs look at this flag.

Programmer Note: Until Feb/99, this field was defaulting to a 'D'. This is not a valid default. Whether D or C is loaded here is dependent on the type of account being loaded.

13 MEASURE UNIT

FILE NO: 211 JF211 NAME: ADGLX GL EXTRA DATA FILE (37)

If you desire the ability to have financial statements reported in units as well as dollars, this field contains the unit of measure code for which entries to this account are to be summarized into the file ADACU for financial statement purposes.

This would have to be a valid unit of measure which exists in both the unit of measure validation file and the unit of measure control file (see help documentation in those files).

14 CURRENCY CODE

Pre-determined currency codes include: 'C' - Canadian, 'U' - U.S. This currency code will be required in the supplier master file. The NEW accounts payable system and P.O. purchase order system will update the appropriate G/L accounts as loaded for each currency code.

If other currency codes are required, these may also be loaded in the currency control file, then carried over into the supplier master file (see the currency code field in the vendor file for an example of when other currency codes may be required).

Note that accounts payable cheque number sequencing (Additional System Control record) only handles codes C and U. If additional codes are used, and separate series of cheque numbers are required by each currency's bank account, your System control record should indicate that cheque numbers are to come from the G/L Extra Data File rather than the Additional System Control record.

Currency code is also loaded into the general ledger extra data file. If present, and if financial statements are to be prepared using exchange rates (ie: consolidated statements) this field is used to obtain the exchange rate to be used.

15 DISALLOW ENTRY?

This field if set to 'Y'es, will prevent the account being used by any of the manual journal entry procedures in the GL, AP, or AR system. This can be used to prevent entry to accounts no longer being used, but retained for historical purposes, or for accounts only to be updated by interface to other programs, etc.

16 DUMMY ACCOUNT?

If it is desired to set up 'dummy' GL Accounts for budgeting, or financial statement calculation purposes, or to maintain sub ledgers that really are not meant to be included in any GL figures, such as Jedron's internal W.I.P., this field would be set to [Y]es. These accounts will not be included in GL trial balances, or Detail print, unless specified.

17 HEAD OFF LOC CD

For situations where this company is part of a group of

FILE NO: 211 JF211 NAME: ADGLX GL EXTRA DATA FILE (37)

companies, and the companies head office uses a chart of accounts other than what is used here, these fields contain head office GL Account data.

NOTE: For Liquid Carbonic Distributors - these fields are also required for the 'Imprest Fund Report' found on the accounts payable menu.

NOTE1: For Liquid Carbonic Distributors - these fields are also required for the 'SL500' report. For the 'SL500' report, see also the Head Office GL #2 field.

18 HEAD OFF GL ACC

For situations where this company is part of a group of companies, and the companies head office uses a chart of accounts other than what is used here, these fields contain head office GL Account data.

NOTE: For Liquid Carbonic Distributors - these fields are also required for the 'Imprest Fund Report' found on the accounts payable menu.

NOTE1: For Liquid Carbonic Distributors - these fields are also required for the 'SL500' report. For the 'SL500' report, see also the Head Office GL #2 field.

19 ALLOW UNITS ?

If set to [Y]es in file ADCTLA, then as sales invoices are updated, inventory quantities are updated to the 'Units' field in the master G/L file (ADJNL). This appears to affect only those lines in the G/L which contain the cost of sales and inventory G/L accounts. This is useful for financial statement purposes, if you wish to have the ability to report financial statements in both units and/or dollars.

If left blank or set to 'N', units will not be updated. Additionally, the units field will not be accessible during journal entry type programs.

If set to [Y]es in file ADGLX, Units entry will be allowed for this GL Account, regardless of ADCTLA setting.

20 BANK ACCOUNT NO

This field can contain the customer's bank account number and Bank Branch ID if available.

21 STATS SL REQ'D

If not blank, this field identifies a Sub Ledger code. If present, when making journal entries to this account, a sub ledger account must be keyed and validated, in the STATS ACCOUNT field, even though the entry does not get posted to a sub ledger.

FILE NO: 211 JF211 NAME: ADGLX GL EXTRA DATA FILE (37)

Implemented Nov 6 2005 - Journal Entry program only.

22 INVENTORY YN?

If set to [Y]es, this is an Inventory Sub Ledger control account. When an inventory items is set up or changed, the inventory flag is checked against GL interface files and validated.

Implemented Dec 2005 - MCTIRE.

23 M3\$

S020 WYSE60T5 Operator Name - ADDITIONAL G/L FUNCTIONS

14:06:00

- | | |
|---------------------------------------|---------------------------------------|
| 1. Maintain Division Master File.... | 30. 'Other' Sub Led Clearing Entries. |
| 2. Division Master File List..... | 17. Sub-Ledger Inquiry..... |
| 3. Branch Restrict a Division..... | 18. Aged Sub Ledger Report..... |
| 4. Maintain Standard Entries..... | 19. Sub Ledger History Report..... |
| 5. List Standard Entries..... | 20. Sub Led Report by SL/GL or GL/SL. |
| 6. Run Standard Entries..... | |
| 7. Monthly Distr. Type Maintenance.. | |
| 8. Monthly Distr. Type Master List.. | 21. Investment Portfolio Programs.... |
| 9. Update Monthly Distr. from Type.. | 22. FUTURE..... |
| 10. Maintain Monthly Distributions... | 32. FUTURE..... |
| 11. List Monthly Distributions..... | 33. FUTURE..... |
| 12. Run Monthly Distributions..... | 34. FUTURE..... |
| 13. Create GL Transmission File..... | 23. AR Print Journal Header Totals... |
| 14. Import GL Data from GL Transmiss. | 24. AP Print Journal Header Totals... |
| 29. GST & Sales Tax Audit Reporting.. | 25. Purge Other S/L History..... |
| 31. 'PREVIEW' PAYROLL SYSTEM GL UPD'T | 26. Print Update Summary From G/L.... |
| 15. Maintain Additional Sub-Led Accts | 27. Create Exchange Converted J/E's.. |
| 16. List Sub Ledger Accounts..... | 28. GL Rpt & Ascii Dump for Head Off. |

Menu Number 020 (JM020) ADDITIONAL G/L FUNCTIONS
 Password / Level 9 Application Code GL Documentation Code JM2000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains programs which allow you to maintain/run standard entries or standard distributions, as well as programs which relate to sub ledgers other than the commonly used sub ledgers (Receivables, Payables & General Ledger).

Standard entries & standard distributions differ slightly, as follows:

Standard entries are recurring entries to specific G/L accounts, for specific dollar amounts.

Standard distributions are recurring entries to specific G/L accounts, based on allocating percentages of other G/L accounts.

1	Maintain Division Master File....	N		229	D	JRJFM0	DI	1	3	DF
---	-----------------------------------	---	--	-----	---	--------	----	---	---	----

If your general ledger is to be divisionalized (as determined by the Division Start, Division Length and Master Company fields in the system control record), this file contains the description to be assigned to each division.

For example, if your G/L accounts are to be loaded as six digit numbers, with the last two digits used to represent different branches, your system control record would show the division start as '5' (starting at fifth position of G/L account number) and division length of 2 (2 digits used to represent branch). The master company field in the system control record is only required if you have multiple companies and wish to ensure that all G/L accounts are loaded in the master company before they can be loaded in other companies.

This file would then just contain the two digit code for each branch, as well as the description.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Division Master File List.....	N			D	ADCTLk	DI	1	4	DL
---	--------------------------------	---	--	--	---	--------	----	---	---	----

This program provides a screen display or hard copy listing of divisions set up in the Division Master File.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

Menu Number 020 (JM020) ADDITIONAL G/L FUNCTIONS
 Password / Level 9 Application Code GL Documentation Code JM2000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
3	Branch Restrict a Division.....		N				D	ADGLX0	DI	1	5	DR

This program can be used to restrict specific divisionalized G/L accounts to specific branches. This would eliminate entries being posted to these G/L accounts through branches other than that to which they are assigned.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4	Maintain Standard Entries.....		N		227		D	JRJFM0	GL	1	6	01
---	--------------------------------	--	---	--	-----	--	---	--------	----	---	---	----

See Doc'n for Entry 1

5	List Standard Entries.....		N				D	ADS.E0	GL	1	7	02
---	----------------------------	--	---	--	--	--	---	--------	----	---	---	----

See Doc'n for Entry 2

6	Run Standard Entries.....		N		086		D	ADSTE0	GL	1	8	03
---	---------------------------	--	---	--	-----	--	---	--------	----	---	---	----

This program is run to actually post the standard entries to the general ledger and/or sub ledgers. It may be run for specific entry numbers only, or for all. This allows the ability to post some entries at the beginning of the month, some in mid month and some at month end, if desired.

As this program is run, it will automatically update the 'LAST POSTING MONTH DONE' field in the Standard Entries file. Thus, there is no danger that the same standard entry will be posted twice in the same month.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

7	Monthly Distr. Type Maintenance..		N		241		D	JRJFM0	GL	1	9	
---	-----------------------------------	--	---	--	-----	--	---	--------	----	---	---	--

8	Monthly Distr. Type Master List..		N	R0	241		D	JRJFM0	GL	1	10	
---	-----------------------------------	--	---	----	-----	--	---	--------	----	---	----	--

9	Update Monthly Distr. from Type..		Y				D	ADDIS1	GL	1	11	
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	--

Menu Number 020 (JM020) ADDITIONAL G/L FUNCTIONS
 Password / Level 9 Application Code GL Documentation Code JM2000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
10	Maintain Monthly Distributions...		N		225	D	JRJFM0	GL	1	12	07	

This file can be used in situations where standard monthly G/L distributions are made FROM one G/L account TO one or more other G/L accounts, on a percentage basis. When loading records into this file, the LAST record loaded in any string should have a zero percentage loaded (for rounding purposes, to ensure that any fractional rounding is applied to the last account).

Example: Transfer FROM account 400 TO accounts 401 (75%) & 402 (25%)

-
 These records should be loaded as follows:
 -

a) FROM account	400	b) FROM account	400
TO account	401	TO account	402
%	75	%	0

-

When the monthly distributions are updated, the program will assume that 75% is to be applied to account 401 and any remainder (in this case 25%) is to be applied to account 402.

When records have been loaded into this file, a report is available to ensure that each distribution balances to 100% (see next option on menu).

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

11	List Monthly Distributions.....		N			D	ADMDL0	GL	1	13	08	
----	---------------------------------	--	---	--	--	---	--------	----	---	----	----	--

This program can be run as desired. It simply scans the monthly distributions file & reports the total percentage of each distribution loaded. This should be run as new distributions are loaded, to ensure each distribution totals 100%.

ESCAPE - ALLOWED

Escaping out of this program will not adversely affect the data in any of your files.

12	Run Monthly Distributions.....		N		088	D	ADDIS0	GL	1	14	09	
----	--------------------------------	--	---	--	-----	---	--------	----	---	----	----	--

This program is run to actually make the G/L entries required,

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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based on the distribution percentages loaded in the monthly distributions file.

It can be run for one specific 'FROM' account, or for a range of 'FROM' accounts, or for all 'FROM' accounts loaded in the file.

Entries will automatically be written into the general adjustments journal (journal code = 'G').

This program cannot be run for 'future' posting months.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

13	Create GL Transmission File.....	N					D	ADSUM5	IS	1	15
14	Import GL Data from GL Transmiss.on	N					D	ADSUM6	IS	1	16
15	Maintain Additional Sub-Led Accts	N		231			D	JRJFM0	GS	1	19 10

If using sub ledgers other than the common ones (receivables, payables and general ledger), this file may be used to set up the codes to be used within these non-common sub ledgers. Refer to help documentation within the file.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

16	List Sub Ledger Accounts.....	N					D	ADMSTA	GS	1	20 11
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This program allows you to obtain a listing of codes set up in the Additional Sub Ledger Control Accounts file. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

17	Sub-Ledger Inquiry.....	N					D	ADSIN0	GS	41	4 12
----	-------------------------	---	--	--	--	--	---	--------	----	----	------

This program allows you to do an on screen inquiry for any of

Menu Number 020 (JM020) ADDITIONAL G/L FUNCTIONS
 Password / Level 9 Application Code GL Documentation Code JM2000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

the non-standard sub ledger entries which may have been posted.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

18	Aged Sub Ledger Report.....	N					D	ADSBL0	GS	41	5 13
----	-----------------------------	---	--	--	--	--	---	--------	----	----	------

This program allows you to obtain an 'aged' listing of any entries posted to non-standard sub ledgers.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

19	Sub Ledger History Report.....	N	HI				D	ADSBL0	GS	41	6
----	--------------------------------	---	----	--	--	--	---	--------	----	----	---

20	Sub Led Report by SL/GL or GL/SL.	N					D	ADSBL1	GL	41	7
----	-----------------------------------	---	--	--	--	--	---	--------	----	----	---

21	Investment Portfolio Programs....	N					D	S172	RK	41	10
----	-----------------------------------	---	--	--	--	--	---	------	----	----	----

22	FUTURE.....	N					D		zz	41	11
----	-------------	---	--	--	--	--	---	--	----	----	----

23	AR Print Journal Header Totals...	N	AR				D	ADSRCH	AR	41	15 14
----	-----------------------------------	---	----	--	--	--	---	--------	----	----	-------

This program will print totals in the A/R journals for the selected month(s). In most cases, the journal totals will not be zero, as they reflect a running total of entries posted to the sub ledger only (not the G/L).

NOTE: For any month which has already been closed, the totals will only reflect those open items still outstanding (not the actual total for the month).

-
 For the current month, this program can be used to see the total postings to a specific journal, whether or not the journal(s) have been printed, etc.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

24	AP Print Journal Header Totals...	N	AP				D	ADSRCH	AP	41	16 99
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Menu Number 020 (JM020) ADDITIONAL G/L FUNCTIONS
 Password / Level 9 Application Code GL Documentation Code JM2000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

This program will print totals in the A/P journals for the selected month(s). In most cases, the journal totals will not be zero, as they reflect a running total of entries posted to the sub ledger only (not the G/L).

NOTE: For any month which has already been closed, the totals will only reflect those open items still outstanding (not the actual total for the month).

-
 For the current month, this program can be used to see the total postings to a specific journal, whether or not the journal(s) have been printed, etc.

This program is only available for use if your system control record indicates that A/P is being maintained in separate files (APJNL).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

25	Purge Other S/L History.....							D	ADPUR1	GS	41	17
26	Print Update Summary From G/L....							D	ADPUP0	IV	41	18
27	Create Exchange Converted J/E's.. E							D	ADGLC0	GL	41	19
28	GL Rpt & Ascii Dump for Head Off.te							D	ADFSG4	GL	41	20 AF

Program ADFSG4 prints a GL Trial Balance sorted by GL ACCOUNT TYPE (eg. Asset, Liability, Income, Expense) showing Month-to-Date and Year-to-Date for current and previous fiscal year. In addition, the year-to-date balances are shown adjusted for the Head Office Fiscal Year. This is done by manipulating the closing entries for all Expense and Income Accounts and then adjusting the Retained Earnings Account appropriately. The retained earnings account should be specified in an ADCTL= Record to eliminate possible errors when program is run. The program also creates a flat ascii file 'GLDUMPxx' (where xx is Company Code) with a single 256 character record for each account. The current layout is documented in lines 2600 to 2699 of program ADFSG4. This file can then be transferred to the Head Office via uucp or via pcu to a PC and then to diskette.

*** NOTE ***

It will be necessary to make a change to the name of the file so that Head Office can readily identify the source and month of the data.

*** WARNING ***

For the program to calculate the Head Office YTD and Last YTD properly, all GL

Menu Number 020 (JM020) ADDITIONAL G/L FUNCTIONS
 Password / Level 9 Application Code GL Documentation Code JM2000

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
Accounts must have a valid GL ACCOUNT TYPE loaded in the GL Extra Data Record (ADGLX) and, in particular, Expense and Income accounts must have type E and I respectively.												
29	GST & Sales Tax Audit Reporting..		N			D	ARTAX0	GL	1	17		
30	'Other' Sub Led Clearing Entries.		N			D	ADSBLE	GS	41	3		
31	'PREVIEW' PAYROLL SYSTEM GL UPD'T		N			D	PRVWGL	GL	1	18		
32	FUTURE.....		N			D		zz	41	12		
33	FUTURE.....		N			D		zz	41	13		
34	FUTURE.....		N			D		zz	41	14		

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S044 WYSE60T5 Operator Name - FINANCIAL STATEMENT PROCESSOR 14:06:00

- | | |
|---------------------------------------|---------------------------------------|
| 1. Financial Statement Formatter.... | 17. Fin. Stmt. Copy Ctrl. File Maint. |
| 2. Print Fin Statement Format Info.. | 18. Fin. Stmt. Copy Ctrl. File List.. |
| 3. Verify Statement Gl Accounts..... | 19. Create Fin. Stmts from Copy Ctrl. |
| 4. Copy Fin. Statement Formats..... | |
| 5. Compare Two Financial Statements. | 20. Prepare Financial Statements..... |
| 6. Set Up or Cancel Consolidation... | 21. Print Financial Statements..... |
| | 22. Print Fin Statement Accounts Used |
| 7. Budget File Maintenance..... | 23. Print Trial Balance in F/S Seq'ce |
| 8. Forecast File Maintenance..... | 24. Print Fin. Statement Account Detl |
| 9. Budget/Forecast Calculation&Mtce. | |
| 10. Create Budget from previous Year. | 25. Move Column to Last Year Type 'R' |
| 11. Copy Budget to Forecast..... | 26. Print Old Version F/S Format..... |
| 12. Budget/Forecast File Listing..... | 27. Limited Function F/S Formatter... |
| 13. Delete Budgets/Forecasts for Year | 28. Liq. Carbonic SL500 Control File. |
| 14. Budget Variance Report..... | 29. Liquid Carbonic SL500 Report..... |
| | 30. GL Acct/Financial Statement Xref. |
| 15. Maintain Statement 'Plugs'..... | 31. Export Financial Statement..... |
| 16. Units Budget & Forecast (Std F/M) | 32. Import Year's Budget from Text Fl |

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR

Password / Level 9

Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains the programs required to format, prepare & print financial statements.

Several of the programs on this menu are strictly used to help in the formatting process. These include programs to copy financial statement formats, verify G/L accounts, etc.

Once a statement has been formatted, it is only necessary to run the 'Prepare Financial Statements' program whenever a financial statement is desired. This 'prepare' program optionally allows you to specify that the statement be printed immediately after it has been prepared. If you choose not to print it immediately, then the 'Print Financial Statements' program would be used when you are actually ready to print it.

The information which appears on financial statements comes from information in the various G/L files (ADSUM, ADG.L, ADJNL). It is not possible to 'plug' in figures on the financial statements only. Journal entries would be required.

Whenever the 'Prepare Financial Statements' program is run, it will read the various G/L files & summarize the data from these files into a temporary file (ADACT) used for financial statement purposes only. This does not actually summarize the data in your live G/L files; it simply transfers summary figures into ADACT.

1	Financial Statement Formatter....		N				D	ADFSF0	FS	1	3	01
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This is the program which is used to put together the format you would like for your financial statements. Help documentation is available within the program itself.

For each page of each statement, two types of formatting are done:

header formatting: to set up the parameters to apply to the entire page.
When setting up a new page, you will automatically be taken into this section first. When recalling an existing page, keying the page number followed by [F1] allows you to access/change existing parameters for that page.

line formatting: to format the individual lines for that page.
When setting up new lines, you specify the line numbers on which you want information to appear. When recalling existing lines, simply keying in the line number will allow you to access/change existing information for that line.

Statement ID: Each statement is assigned its own ID (e.g. I for income

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR

Password / Level 9

Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

statement, B for balance sheet, etc.). Multiple pages are allowed within each statement. Note however that column types specified must be consistent within all pages of any particular statement (e.g., you cannot have 'current month' versus 'year to date' on one page and 'year to date' versus 'last year to date' on another page.

Totals:

Up to 299 totals may be assigned to any one statement. Totals are used to calculate totals for previous lines (with adding register cleared to zero after calculation has been done). They can also be used to calculate totals, using previous totals as the basis for calculation.

Note: total numbers do not refer to line numbers, rather they refer to actual totals. Therefore, the first total command would be total #1, the second total command would be total #2, etc., regardless of which line this total command is used on.

Totals may be carried FORWARD within a statement, but a total from a later page cannot be brought BACK to a previous page.

2	Print Fin Statement Format Info..		N				D	ADFSF1	FS	1	4
3	Verify Statement Gl Accounts.....		N				D	ADVFY0	FS	1	5 02

This program is a FORMATTING tool. It can be used to help you in determining whether or not all necessary G/L accounts have been included on the format for any individual statement ID (e.g., income statement should contain all sales, cost of sales & expense accounts; balance sheet should include all accounts).

This report will report any POTENTIAL errors (accounts which have been ommitted, accounts which have been duplicated, etc.).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

4	Copy Fin. Statement Formats.....		N				D	ADFSC0	FS	1	6 03
---	----------------------------------	--	---	--	--	--	---	--------	----	---	------

This program is a FORMATTING tool. It can be used to copy an existing statement ID to a new statement ID (which does not already exist). This is useful in situations where:

- you may already have one format for monthly purposes, but wish to use a slightly different format for quarterly statements (perhaps different column

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

7	Budget File Maintenance.....		N		97		D	ADBUD0	FS	1	10	05
---	------------------------------	--	---	--	----	--	---	--------	----	---	----	----

This program can be used to load budgets for specific G/L accounts, for specific fiscal years.

If any budget 'column types' have been selected when formatting a financial statement, the budget figures to appear on the financial statement will come from here.

There is also a program available on the general ledger menu (actual versus budget versus last year) which looks at figures loaded here.

When loading budget figures into this file, please note the following:

- If the G/L account is normally a credit account (e.g., a sales or liability account), the budget figure should be loaded as a credit in order that it will appear properly on financial statements.
- Budget figures may be loaded into each period individually, or any figure may be duplicated for a specified number of budget periods:
 - a) Preceding the figure with XD will duplicate that figure X number of times (e.g., 5D600 will duplicate the 600.00 figure for 5 periods)
 - b) Preceding the figure with D will duplicate that figure for the REMAINING budget periods.

This program does not handle seasonality factors. If this is a concern, see the Budget Calculation & Maintenance program.

Budgets: Normally set up once a year, for the entire fiscal year, and are not normally changed once established.

Forecasts: Normally set up for the entire fiscal year, but could change, dependent on activity during the year.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	personnel.										
8	Forecast File Maintenance.....		N	FC			D	ADBUD0	FS	1	11 06

This program can be used to load forecasts for specific G/L accounts, for specific fiscal years.

If any forecast 'column types' have been selected in formatting a financial statement, the forecast figures to appear on the statement will come from here.

There is also a program available on the general ledger menu (actual versus budget versus last year) which looks at figures loaded here.

When loading forecast figures into this file, please note the following:

- If the G/L account is normally a credit account (e.g., a sales or liability account), the forecast figure should be loaded as a credit in order that it will appear properly on financial statements.
- Forecast figures may be loaded into each period individually, or any figure may be duplicated for a specified number of periods:
 - a) Preceding the figure with XD will duplicate that figure X number of times (e.g., 5D600 will duplicate the 600.00 figure for 5 periods)
 - b) Preceding the figure with D will duplicate that figure for the REMAINING forecast periods.

This program does not handle seasonality factors. If this is a concern, see the Budget Calculation & Maintenance program.

Budgets: Normally set up once a year, for the entire fiscal year, and are not normally changed once established.

Forecasts: Normally set up for the entire fiscal year, but could change, dependent on activity during the year.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9	Budget/Forecast Calculation&Mtce.		N		075		D	ADB.F0	FS	1	12 07
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program may be used to load budgets/forecasts for specific G/L accounts, for specific fiscal years. Features of this program include:

- ability to load figures based on seasonality factors.
- ability to allocate percentages of other accounts' budgets/forecasts, as the budget/forecast for any specific account.

Forecast Type:

- [CR] - allows you to load figures for each period individually
- ' S ' - allows you to load the TOTAL ANNUAL budget/forecast & will automatically spread this figure over all periods.
- 'SS' - used in conjunction with SEASONAL loading (see notes below)
- ' R ' - allows you to load a figure which will automatically be repeated for each period.
- ' % ' - allows you to allocate a percentage of one or more G/L accounts to the G/L account which is currently being maintained (budgets for the G/L accounts FROM WHICH percentages are to be allocated must have been previously loaded).

Example of % feature:

Assume you have already loaded an annual budget of \$12,000 for G/L account #1 and \$24,000 for G/L account #2. Then load the budget for G/L account #3, using the % option. If you specify 10%, and specify accounts 1 and 2 as the accounts from which the percentage is to be taken, the annual budget for account #3 will automatically be calculated as \$3,600 (10% of 12,000 + 24,000).

Up to 15 accounts may be specified as accounts from which percentages are to be taken.

SEASONALITY:

If seasonality factors are a consideration, budgets are loaded in two steps. The first step involves setting up the seasonal table & the second step involves loading the actual budgets for each account.

Two examples of seasonal weighting are as follows:

Example 1:

Fiscal year is split into 4 quarters, each consisting of 4-4-5 week periods.

Step 1: At G/L account field input word 'SEASON'. Skip the forecast type

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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field. In each period, load the number of weeks (e.g., period 1 = 4 weeks, period 2 = 4 weeks, period 3 = 5 weeks, etc.).

Step 2: Once the seasonal table has been established. Load each G/L account with a forecast type of 'SS'. Load the annual budget for each account This will automatically be spread among all periods, taking 4-4-5 week periods into account.

Example 2:

Each period represents a percentage of the entire year.

Step 1: Load seasonal table as described above, inputting into each period the percentage applicable, until 100% has been reached.

Step 2: Load each G/L account with a forecast type of 'SS'. Load the annual budget for the account. This will automatically be spread over all periods, with the appropriate percentage allocated to each period.

Budgets: Normally set up once a year, for the entire fiscal year, and are not normally changed once established.

Forecasts: Normally set up for the entire fiscal year, but could change, dependent on activity during the year.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

10 Create Budget from previous Year.	N	D	ADBUD4	FS	1	13	08
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This program can be used to set up budgets for the specified fiscal year, using a previous year's information.

Input the fiscal year FROM WHICH source data is to be taken and the fiscal year FOR WHICH budgets are to be created.

Indicate whether the budgets being created are to be taken from the source year's forecast (F) or the source year's actual figures (A).

Input the percentage increase/decrease for each period.

Input the range of G/L accounts for which new budgets are to be created or [CR] for all.

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

11	Copy Budget to Forecast.....		N			D	ADBUD5	FS	1	14	
----	------------------------------	--	---	--	--	---	--------	----	---	----	--

12	Budget/Forecast File Listing.....		Y			D	ADBUD1	FS	1	15	09
----	-----------------------------------	--	---	--	--	---	--------	----	---	----	----

This program may be run as desired, to obtain a listing of budgets/forecasts loaded through any of the budget/forecast maintenance programs described earlier

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

13	Delete Budgets/Forecasts for Year		N			D	ADBUD3	FS	1	16	10
----	-----------------------------------	--	---	--	--	---	--------	----	---	----	----

Once the budget/forecast for a specific fiscal year is no longer required, this program may be run to remove those entries from the budgets file.

Because you have the ability to report current year, last year and one year previous to last year on your financial statements; how often you run this program will depend on how many years you have chosen to report.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

14	Budget Variance Report.....		Y			D	ADBUD2	FS	1	17	11
----	-----------------------------	--	---	--	--	---	--------	----	---	----	----

This program can be used to obtain a printout of current year actuals versus last year, current year actuals versus budget, or current year actuals versus current year budget versus last year actuals.

Note that budgets will only appear if they have been loaded (see Budget File Maintenance on the Financial Statements menu).

This program can be run for all or a range of accounts. It may be run as

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

15	Maintain Statement 'Plugs'.....	N		G50	D	JRJFM0	FS		1	19		
16	Units Budget & Forecast (Std F/M)	N		ADBUU	D	JRJFM0	FS		1	20	12	

If your system control record indicates that that 'units' in addition to 'dollars' are required for financial statement purposes (see G/L Units and F/S Units fields), this program can be used to load budgets in 'UNITS'. Any figures loaded into this file are stored in a file called ADBUU (budget in units), rather than ADBUD (budget in dollars).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

17	Fin. Stmt. Copy Ctrl. File Maint.	N		233	D	JRJFM0	FS	41	3	13		
----	-----------------------------------	---	--	-----	---	--------	----	----	---	----	--	--

This program (& the following two programs) can be used in situations where you wish to make duplicate copies of existing statements, without affecting the original statement. These are FORMATTING tools.

Features of these programs include the ability to create multiple statements for different divisions, without having to key in each statement individually. If your G/L is divisionalized (see Division Start & Division Length fields in your system control record, as well Division File on General Ledger Menu), you may set up one statement for ONE division only, then use this statement as a base to create identical statements for other divisions.

Statement ID Input the statement ID which is to be created.

Start Page Input the starting page number of the statement to be created.

Division Code Input the division code FOR WHICH the statement is to be created, if applicable (if your G/L is not divisionalized, you may still use this program to create duplicate copies of a statement, without specifying a division code).

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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of Pages Input the number of pages which are to be created
 (original statement could potentially have several pages
 of which you only wish to copy a few pages).

From Company Input the company code FROM WHICH an existing
 statement is to be copied.

From Statement Input the existing statement ID FROM WHICH the copy is
 to be made.

From Page # Input the existing page number FROM WHICH the copy is to
 be made.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely
 affect data in your files. It should not be
 done without guidance from LTL Technologies Inc.
 personnel.

18 Fin. Stmt. Copy Ctrl. File List..		N	R0	233		D	ADCTLh	FS	41	4	14
--------------------------------------	--	---	----	-----	--	---	--------	----	----	---	----

This program simply provides a listing of information loaded
 into the Copy Control File. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect
 the data in any of your files.

19 Create Fin. Stmts from Copy Ctrl.		Y				D	ADFSC1	FS	41	5	15
--------------------------------------	--	---	--	--	--	---	--------	----	----	---	----

This program will actually create the duplicate statements,
 based on information loaded into the COPY CONTROL file.

It will display all the copy control records which have been set up. You may
 choose to create copies for all the records shown, or you may remove those not
 required from the list.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely
 affect data in your files. It should not be
 done without guidance from LTL Technologies Inc.
 personnel.

20 Prepare Financial Statements.....		N		053		D	ADFS00	FS	41	7	16
--------------------------------------	--	---	--	-----	--	---	--------	----	----	---	----

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Once statements have been formatted, this is the only program which must be run any time a financial statement is desired. This program will read data from the G/L files & summarize this data into a file called ADACT (ADACU if you are reporting units instead of dollars). It will then merge the data from ADACT with your format & use this data to print the actual statement.

When running this program, you have the option of PRINTING immediately after the statement has been PREPARED, or you may skip this option & choose to print it later through the 'Print Financial Statements' program.

Summarize G/L	<p>If you are preparing the statement, for the FIRST time, for the POSTING MONTH specified, this question will automatically default to yes.</p> <p>-</p> <p>If you run this program subsequently for the SAME PERIOD, you will have the option of summarizing the G/L again, or not:</p> <p>-</p> <p>- If there have been any changes to the data in the G/L which would affect the subsequent statement, you would want to answer yes to this question (e.g., further entries posted after the first prepare was done).</p> <p>-</p> <p>- If there have been no changes to the data in the G/L but you are simply preparing it again because you have made changes to the format, or because you prepared it the first time in regular format & now wish to prepare it in SPREAD format, it is not necessary to summarize the G/L again.</p>
Print Immediately	<p>If you choose to print immediately, you will be prompted for the printer on which to print & the date which is to be printed.</p> <p>If you choose not to print immediately, you may then use the 'Print Financial Statements' program to obtain the printout at a later time.</p>
Date	<p>The date will automatically display, based on your posting month. This date will appear on any lines where any of the date type commands were used.</p>
Print Zero Lines	<p>Y - include all lines even if there has been no activity (lines with no activity will have '---' printed under the appropriate columns.</p> <p>N - only include those lines where there has been activity.</p>
Spread Format	<p>If you choose to prepare the statement in spread format, the figures printed on the statement will be broken</p>

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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down into each individual period for the fiscal year, rather than 'MTD versus YTD only', etc. In this case, you will have the following options:

-
- B - Print budgets only
- F - Print future month budgets only
- A - Print actuals only
- C - Print forecasts only
- G - Print future month forecasts only
-

Note: The same statement may be prepared in two ways:

-
- a) regular format - where columns will print exactly as formatted (i.e., MTD, YTD, etc).
- b) spread format - where figures will be printed for each individual period.
-

To accomplish this, run the PREPARE program first answering no to the spread format question. Then PRINT the regular format statement. Then run the PREPARE/PRINT programs a second time, answering yes to the spread format question (it is not necessary to summarize again on the second pass).

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

21 Print Financial Statements.....	N PR 054	D ADFP00	FS 41	8 17
------------------------------------	----------	----------	-------	------

This program can be used for several purposes:

- a) To print a financial statement for which the 'PREPARE' program was previously run, where you did not select the immediate print option.
- b) To reprint a statement which has previously been printed.
- c) To print format information for a statement (will not include dollar amounts, but will give you a listing of how each line was formatted - e.g., commands used, G/L accounts specified, etc.).
- d) To print format information for a statement as above, but also include the dollar amounts for each line.

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

See also the 'Prepare Financial Statements' program.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22	Print Fin Statement Accounts Used		N				D	ADFS00	FS	41	9	18
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	---	----

This program may be run as desired. It will give you a listing of ALL G/L accounts included on one or more statements. It does not include any G/L accounts which may have been omitted (see Verify G/L Accounts program for this listing).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

23	Print Trial Balance in F/S Seq'ce		N				D	ADFS01	FS	41	10	19
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	----	----

This program can be run to obtain a G/L trial balance in financial statement sequence format. It only includes G/L accounts actually specified on the statement(s).

This differs slightly from the normal G/L Trial Balance program found on the General Menu, as follows:

The normal G/L trial balance program is strictly printed in numerical order. This trial balance will print in the same order in which your statement was formatted (thus, if a G/L account was set up in the wrong section of your chart of accounts, but was included in the correct section of your financial statement, that is where it will appear on this trial balance).

When running this program, you will be asked whether or not you wish to summarize the G/L. If you answer no, it will simply pick up the figures written into ADACT (or ADACU), the LAST TIME the 'Prepare Financial Statements' program was run. If you answer yes, it will resummarize your G/L into ADACT, then use these figures.

If any line(s) on your statement format include multiple G/L accounts, this trial balance will list each individual account as well as the total for that line.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be

Menu Number 044 (JM044) FINANCIAL STATEMENT PROCESSOR
 Password / Level 9 Application Code FS Documentation Code JM4400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	done without guidance from LTL Technologies Inc. personnel.										
24	Print Fin. Statement Account Detl		N				D	ADFS0	FS	41	11
25	Move Column to Last Year Type 'R'		N				D	ADFSG2	FS	41	13
26	Print Old Version F/S Format.....		Y				D	ADFL00	FS	41	14
27	Limited Function F/S Formatter...		N	ST			D	ADFSF0	FS	41	15
28	Liq. Carbonic SL500 Control File.		N		L00		D	JRJFM0	LC	41	16
29	Liquid Carbonic SL500 Report.....		N				D	LCSL50	LC	41	17 LC

** LIQUID CARBONIC ONLY **

The following reports are required to be submitted to Liquid Carbonic Head Office, for those distributors who are sub-divisions of Liquid Carbonic.

- 1) SL500 Sales Report
- 2) SL700 Purchases Report
- 3) SL600 Disbursements Report

All three reports rely on the G/L Extra Data File having your Head Office Location Code and Head Office G/L accounts properly loaded.

Reports are found on the following menus:

- SL500 Report Found on the Financial Statement Menu (Selector 44)
- Printed at month end, after all A/R transactions for the month have been completed and updated.
 - Report includes the 'Sales/Cost of Sales' and 'Miscellaneous' sections. The 'Summary of Accounts Receivable' section must be manually completed.
- SL700 Report Found on the Accounts Payable Menu (Selector 50)
- Printed at month end, after all A/P invoices and credit memos have been posted.
 - Note: This report only includes those transactions posted through the A/P Invoice Posting Programs.
 - Report includes all A/P invoice batches posted for

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	the month in question, including any invoices cancelled through the Cancel A/P Invoice procedure.										
	- Report provides G/L breakdown to various G/L accounts (A/P, GST, expense accounts, etc.)										
SL600 Report	Found on the Accounts Payable Menu (Selector 50)										
	- Printed each time a cheque run is processed (AFTER cheques themselves have been printed and PRIOR to updating the cheques. Report is no longer available once cheques have been updated!!)										
	- Report includes all cheques posted through the A/P Cheque Procedure programs, including any cheques cancelled through the Cancel A/P cheque procedure.										
	- Report provides G/L breakdown for each cheque (A/P, Bank and possibly cash discount taken)										
30	GL Acct/Financial Statement Xref.		N				D	ADMST0	FS	41	18
31	Export Financial Statement.....		N				D	ADFSFL	FS	41	19
32	Import Year's Budget from Text Fl		N				D	ADBUD6	FS	41	20

Field Name COMPANY CD Documentation Code AR0001 Program Line 01010

Each company to be set up is assigned its own unique code in the master company file (ADCOM). In other files, this field should contain the code of the company for which records are to be added, changed, etc. In application programs, this field should contain the code of the company for which the application is being run.

Field Name STATEMENT ID Documentation Code AD0100 Program Line 01210

This is the unique character by which each type of financial statement is to be identified (e.g., I = income statement, B = balance sheet, etc.). Multiple pages within each statement are allowed.

Field Name PAGE ID Documentation Code AD0101 Program Line 01310

This is the number by which each page in the financial statement is identified. The sequence of these numbers determines the sequence in which the pages will be prepared and printed.

Note that spread type reports require a separate record to be stored for each line on the statement. This is done by substituting the first digit of page number with \$FF\$ (hex value) in the first character of page no. Therefore, if this format is to be used, the page number first character should not vary! (i.e. - all pages of statement have same first digit of page number, e.g. 01 to 09 OR 10 to 19, 20 to 29, A0 to A9, B0 to B9, etc.). This should not be a major problem as page numbers need not be numeric. Therefore using page numbers 00 to 0Z would give 36 pages and still allow spread report capability. If pages are inadvertently set up with the same 2nd character (ie: 05 and 15), spread reports for those pages will not be correct!

Field Name FS LINE # Documentation Code FSLINE Program Line 01510

When formatting a new line, simply input the line number on which you want your information to print. (example, if you want your company name to print on line 1, a blank line on line 2, and some other description on line 3), format line 1 for the company name and line 3 for the description. It is not necessary to specify that line 2 will be a blank line. This is automatically assumed due to the fact that nothing was input on line 2.

The program will allow you to format up to 88 lines per page. How many lines you will actually want to format is dependent on your printer capabilities. If statements are to be printed on 11" paper, maximum lines per page would be as follows:

- a) printer set to print 6 lines per inch = 66 lines
- b) printer set to print 7 lines per inch = 77 lines
- c) printer set to print 8 lines per inch = 88 lines

These maximums are based on printing from top edge to bottom edge, with no top or bottom or margins. If you want margins, reduce the number of lines per page

accordingly.

If you decide to insert lines after a page has been formatted, the above should be considered.

NOTE: Any line which has been formatted using a NON-PRINTING command (see command field), will not actually take up a line on printout.

Field Name COMMAND Documentation Code AD0103 Program Line 01810

This is the command to be taken on each line of the financial statement. Each line must contain a valid command, as follows (note that commands identified as 'non-print' will not appear on the actual printout):

DIV	If your general ledger is divisionalized, this command will allow you to specify a list of divisions which are to be used for this page of the statement. These must be valid division codes as set up in the Division Codes file on the G/L menu.
CLR	This line will contain a list of TOTAL ranges to be passed forward to another range of totals, then cleared.
CN	This command will print your company name (as loaded in company file) uncentered, in general description column.
CCN	Same as above, except company name will print centered between left and right margins specified.
DN	If your G/L is divisionalized, this command will print the division name (as loaded in Division Codes file) - uncentered, in the 'general description' column.
CDN	Same as above, except division name will print centered between left and right margins specified.
D	This command allows you to key in your own description for this line. It will print uncentered in the 'general description' column.
CD	Same as above, except description will print centered between left and right margins specified.

SUB COMMANDS AVAILABLE WITH 'D' OR 'CD' COMMANDS:

When keying in your description, you may include the following as part of each description:

!NN	- print elapsed number of months since start of fiscal year.
!MM	- converts & prints posting month in calendar month format.
!YY	- converts & prints fiscal year in calendar year format.

!MMYY - combination of !MM and !YY.

These sub commands are based on the fiscal year start month as set up in your System Control Record. They are not actually entered in the 'Command' field, but rather are included as part of the actual description which is entered in the 'Description' field.

Example: assume your fiscal year starts in January (01) and that statements are being prepared for month of August 1990 (0890).

Command = CD

Description = For !NN Months Ending !MMYY

When financial statement is printed, this line will print as follows (centered between left and right margins):

For 8 Months Ending August 1990.

DATE	Will print STATEMENT date, in the general desc. column
CDATE	Same as above but centered between left and right margins
NOW / CNOW	Same as DATE/CDATE except prints actual terminal date/time when statement was printed.
H1 or H2	For each column type specified in the header of each page (e.g., 0 = MTD, 1 = YTD, etc.), you will have the ability to key in a column heading. Up to two lines of column heading are available for each column. If both lines are required, use the H1 command on the first line and the H2 command on the second line. This command will print the column heading over each column - uncentered.
HC1 or HC2	Same as above, except column headings will be centered over each column on printout.
	Once this command has been input, you will then be prompted for the actual column headings for each column.
	Sub commands are also available for use with the 'H' or 'HC' commands (see example explained earlier under 'D' and 'CD' commands).
A	This is an AMOUNT line. This command is used on lines where you will be specifying actual G/L account(s) to be included on that line.
A\$	Same as above, except that on printout, the amount will be printed with a leading \$ symbol.
A- or A\$-	Same as above, except that on printout, the sign of

the line will be reversed and this reversal will be taken into account in any calculations (example: if a G/L account is specified as a 'debit' balance account and it does actually have a debit balance, using the A- command will cause the program to think this account actually has a credit balance. Therefore, any amount on this line would actually be subtracted from other 'debit' lines rather than added to other 'debit' lines. (See also the debit/credit field for a way of just having the sign of the line reversed, without actually affecting any calculations).

SA Print amount, underscored (as of Oct/91, this is only supported for NEC 3510 and Hewlett Packard Laser Printers)

AN This is a NON-PRINTING AMOUNT command. It works in the same way as the 'A' command, except that this line will not actually print on the statement (the G/L account(s) specified on this line may be required for a later calculation).

An example of use is as follows:

```
Line 1 Command AN  G/L Accts 400 to 450 (Range of accts)
Line 2 Command AN  G/L Accts 460 to 499 (Range of accts)
Line 3 Command T01 This line is a total of the previous
                    two lines, but only this line
                    will actually print. This might be
                    done in situations where you wish to
                    pick up all accounts between 400 to
                    499 (excluding 451 to 459).
```

Txx This is a TOTALLING command. This command can be used to total all previous lines (since the last total command), or it can be used to create a new total using previously defined totals as the basis for this new total. Each total is assigned its own total number (up to 299 totals may be assigned per statement). The first total on a statement would be T01, the second would be T02, etc., regardless of what line numbers these totals exist on. Once the total has been calculated, the adding register is cleared to zero. In this way, the next time a total command is used, it will only total all lines AFTER this total line.

Examples:

```
Line 1  Command A    G/L Account 400
Line 2  Command A    G/L Account 401
Line 3  Command T01  Total of previous two lines.
                    Adding register cleared to zero after
                    this total is calculated.
```

Line 4 Command A G/L Account 500
 Line 5 Command A G/L Account 501
 Line 6 Command T02 Total of previous two lines only.
 Adding register cleared to zero
 after this total is calculated.

Line 7 Command T03 G/L #1 = 1, G/L #2 = 2
 In this case, the total for this
 line is calculated by taking the
 two previously defined totals &
 adding them together. The two
 previously defined total numbers
 would be loaded in the fields where
 G/L account(s) for this line would
 normally be loaded. Adding
 register is cleared to zero after
 this total has been calculated.

TSxx Print total, underscored (as of Oct/91, this is only
 supported on NEC 3510 and Hewlett Packard Laser Printers)

TDxx Print total, double underscored (as of Oct/91, this is only
 supported on NEC 3510 and Hewlett Packard Laser Printers)

TNxx Same as Txx command, except that this will be a
 NON-PRINTING Line.

For both Txx and TNxx commands, if the command is followed
 by an '*', the adding register will not be cleared to zero
 after the total has been calculated.

AT This command is a combination of an AMOUNT and a TOTAL
 command. It can be used in situations where you want to
 bring in one or more previously defined total numbers on
 this line, then input more 'A' type lines, followed by
 a total of the 'AT' and subsequent 'A' lines. For
 example:

Line 1 Command A G/L Account 400
 Line 2 Command A G/L Account 401
 Line 3 Command T01 total of previous two lines only.
 Adding register cleared to zero.

Line 4 Command A G/L Account 500
 Line 5 Command A G/L Account 501
 Line 6 Command T02 total of previous two lines only.
 Adding register cleared to zero.

Line 7 Command AT G/L #1 = 1, G/L #2 = 2.
 sub total of total #1 and total #2.
 Adding register NOT CLEARED TO ZERO

Line 8 Command A G/L Account = 600
 Line 9 T03 total of the 'AT' line and the

subsequent 'A' line. Adding register cleared to zero.

- AT\$ Same as AT command, except that on printout, amount will be preceded by a leading \$ symbol.
- AT- or AT\$- Same as AT command, except that sign of the line will be reversed and this reversal will be taken into account in any calculations (see explanation of this under the A- command).
- PRNTx (where x represents any desired character). This command will print the desired character under each column of the financial statement (except the general description column). Examples of use are '-' or '=' for single or double underlining under each column.
- %BASE This NON-PRINTING command is used to specify G/L acct(s) against which percentages for this statement are based. Note that these G/L accounts can be loaded in one of two ways (only applicable if header of statement indicates that percentages are to be used):
- 1) When formatting the header for this page, G/L account(s) may be loaded at that time. Refer to help documentation while in the header portion.
 - 2) If G/L account(s) have not been loaded in the header, they may be loaded on a separate line of the statement using this command.
- NOTE: The %BASE command requires a line of its own immediately BEFORE the first line on which percentages are to be included.
- If one section of your statement has percentages based on sales, and a later section is to have percentages based on cost of sales, then two %BASE lines are required (one before the sales section, indicating the sales G/L accounts and one before the cost of sales section, indicating the cost of sales G/L accounts). If this second %BASE command is not used, then all percentages for the entire statement will be based on sales.

Field Name PERCENTAGES Documentation Code AD0120 Program Line 01810

In the Statement header, 0 or "" indicates no percent calculations are required for this page. 1 indicates %ages are required. If required a percent of the calculation base will print beside each numeric column selected. The percentage base is made up of a series of GL accounts, each of which must be loaded into

the financial statements over flow file with an overflow type code of B.

Note: For consolidated statements, a %BASE command must be used in addition to setting this flag. Otherwise, only the company being prepared will be included in the base, as consolidation info only is found in detail records.

Effective Sept. 2004. A new value '2' indicates percentages are based on Total Numbers Rather than GL Accounts. (QUIDRI)

NOW This command will print the current terminal date and time (current date/time is determined at time statement is actually printed). This will print uncentered, in the 'general description' column.

CNOW Same as above, except centered between left and right margins specified.

%CALx or %CLNx (where x represents number of decimal places required). This command can be used to calculate percentages which are not to be included in any subsequent totals. This percentage is calculated by taking the first total number specified, multiplied by 100, then divided by the second total number specified. Note: CLN is used to avoid printing

An example of use would be to allow you to calculate gross profit percentages for individual categories.

Line 1	Command A	G/L - Sales Category 1
2	A	G/L - Sales Category 2
3	T01	Total Sales
Line 4	Command A	G/L - Cost of Sales Category 1
5	A	G/L - Cost of Sales Category 2
6	T02	Total Cost of Sales
Line 7	Command A	G/L - Sales & C.O.S. Category 1
8	A	G/L - Sales & C.O.S. Category 2
9	T03	Total Gross Profit (\$)

To calculate gross profit percentages for each category you would then require a separate section as follows:

Line 10	Command AN	G/L - Sales Category 1
11	TN04	Total Sales Category 1
12	AN	G/L - Cost of Sales Category 1
13	TN05	Total Cost of Sales Categ. 1
14	TN06	Total Gross Profit \$ (G/L #1 = 4, G/L #2 = 5)
15	%CAL0	Gross Profit % Category 1 (G/L #1 = 6, G/L #2 = 4)

The only line of this section which will actually print

is line 15 (all other lines use NON-PRINTING commands). The G/L fields do not actually contain G/L accounts, but rather, previously defined totals. The order in which total numbers are loaded on the %CAL line is important as the calculation is strictly based on first total number specified (gross profit dollars), multiplied by 100, then divided by second total number specified (total sales for category 1).

If the gross profit percentage is required for category 2, follow the same steps as outlined above, incrementing the total numbers.

/CALx or /CLNx same as %CALx except that calculation performed is dividing 1st total specified by second specified.

*CALx or *CLNx same as /CALx except that total one is multiplied by total 2.

Field Name ACTUAL DESC. Documentation Code FSDESS Program Line 02010

Input the actual description which you would like to appear in the 'general description' column of the financial statement. Each line may have its own description.

Note: On lines where an 'A' type command has been used, if nothing is input in the description field, the description of the first G/L account for this line (which will be loaded in the G/L #1 field) will automatically become the description for this line.

-

On lines where 'total' type commands have been used, it is not necessary to input a description to print for that line, unless desired.

-

This has no bearing on what will print in the actual columns (i.e. MTD, YTD, etc.), it simply determines the general description to print for this line.

Field Name Documentation Code FSDCMD Program Line 02010

Within descriptions (and column headings) the following date commands may be inserted. They will be replaced by the appropriate dates when the statement is printed.

!MM Prints current month
 !MMYY Prints current month and year
 !YY Prints current year
 !LL Prints last year
 !MMLL Prints current month last year

For example: For Period Ending !MMYY would become
 For Period Ending March 1997 (for that fiscal period)

Descriptions may also have imbedded positioning commands to handle indentations or columns within description lines for proportional fonts.

[@x] Positions remainder of line x-1 columns from the beginning of the description column. Multiple [@x] commands may be used. x may be any value from 1 to the length of the description.

Field Name COL. HEADINGS Documentation Code COLHEA Program Line 02011

On a line where you have used one of the 'column heading' commands, you will be asked to input:

a) The 'description' column heading. Anything input in this field will automatically print above the 'description column'. Generally, it is easier to skip this input, but rather use the description column field which is available on all other types of lines (amount lines, total lines, etc). This allows you better control of exactly what will print in the description column.

b) Headings for each of the column types you have selected. (if you have selected two column types, you will be asked for the headings for column 1 and column 2 only - if you have selected three column types, you will also be asked for the heading for column 3, etc.).

-
This heading should relate to the COLUMN TYPES you selected for each column.

-
Example: if you specified: Column #1 = Column Type 0 (MTD)
 Column #2 = Column Type 1 (YTD)

-
the heading for column 1 should read MTD and the heading for column 2 should read YTD, etc.

-
Refer to help documentation in the COMMAND field, for a description of sub-commands available when a 'column heading' type command has been used.

Field Name DEBIT OR CREDIT Documentation Code AD0104 Program Line 02110

Valid entries in this field are as follows:

'D' - the G/L account(s) or total number(s) to be included on this line are normally expected to be in a debit balance situation.

'C' - the G/L account(s) or total number(s) to be included on this line are normally expected to be in a credit balance situation.

-
If the amount calculated for this line is opposite to what is indicated in this field, that amount will be bracketed (e.g., if an account is specified as a 'D'ebit account but it actually has a 'C'redit balance, in any given month, the amount for that line, for that month, will be

bracketed.

'+' If this field contains a '+', this line will only be printed if the amount calculated for this line is greater than zero.

'-' If this field contains a '-', this line will only be printed if the amount calculated for this line is less than zero.

-
NOTE: When defining a line as a + or - type line, the COLUMN TYPE (not column number) against which the +/- value is to be tested must be specified (e.g., if testing value against YTD, the column type code representing YTD must be specified).

NOTE: As of 91/02/26 the above is no longer true. Each column is now tested individually, and only those columns that meet the +/- criteria will be printed. Therefore, it is possible to have the same line print twice on a statement, with different columns printing values on each line.

-
An example of where the +/- feature might be used is on your balance sheet, where you might wish to have the bank account appear in either the assets section or the liabilities section, depending on whether it is in a debit or credit balance.

-
A line for the bank account would be formatted in BOTH the assets and liabilities sections. These lines would be formatted as follows:

-
For this example, assume that column types 1 (current YTD) and 3 (last year YTD) have been specified in the header for this page.

-
Assets Section: Command A G/L = Bank Acct D/C = + Column 1
Liabilities Section: Command A G/L = Bank Acct D/C = - Column 1

-
In this example, you are requesting that the bank appear in the assets section if it is in a debit balance, and in the liabilities section if it is in a credit balance. In both cases, the column type against which the value is to be tested is current YTD (column type = 1)

Field Name FS CONSOLIDATE? Documentation Code FSCONS Program Line 02210

This field is only required if you have multiple companies, and this statement is to be a consolidation of two or more companies.

Valid values are:

Left blank This is not to be a consolidated statement. Only the company for which it is being formatted is to be included.

'R' This is a consolidated statement, for a range of company codes. The starting & ending company codes will be loaded in the next two fields.

'O' This is a consolidated statement, for more than two companies, but the company codes are not in a RANGE. The first & second

company code will be loaded in the next two fields, with additional companies loaded as 'OVERFLOWS'.

NOTE: During initial formatting of a statement, it is not necessary to access this field. There is a separate program available to set up a consolidated statement. However, this field may be accessed if desired, to make any necessary changes to a statement which has already been set up as a consolidated statement.

-
It is understood that G/L accounts within the various companies will be used for similar purposes (e.g., account 400 would be a sales account in all companies to be consolidated, not a sales account in one company and a cost of sale account in another company).

Field Name G/L #1 Documentation Code GL1ST Program Line 02610

This field will contain either a G/L account number, or a total number, depending on the command used for this line.

On 'A'mount type lines, which expect G/L account numbers, it will contain the first G/L account to be included on this line.

On 'T'otal type lines two options are available:

- a) If you simply wish to add together all previously defined amount lines, calculate a total, then clear the adding register - skip this field.
- b) If you are defining a new total, which is to be calculated based on previous totals, input the first total number on which this new total is to be based.

-
Example re option a):
 Line 1 Command = A G/L #1 = 400
 Line 2 Command = A G/L #1 = 401
 Line 3 Command = T01 G/L #1 - skip this field
 -
 Line 3 will automatically print a total of the two previous lines, then clear the adding register.

-
Example re option b):
 Line 1 Command = A G/L #1 = 400
 Line 2 Command = A G/L #1 = 401
 Line 3 Command = T05 G/L #1 - skip this field
 -
 Line 4 Command = A G/L #1 = 500
 Line 5 Command = A G/L #1 = 501
 Line 6 Command = T06 G/L #1 - skip this field
 -
 Line 7 Command = T07 G/L #1 = 5, G/L #2 = 6
 -
 In this example, lines 3 and 6 will print exactly as outlined in the previous example. However, line

7 will calculate a new total (total #7), using previously defined total numbers 5 and 6 to arrive at the figure for total 7. In this case, the TOTAL numbers are loaded in the G/L account fields, rather than actual G/L account numbers.

NOTE: Any line may consist of only one G/L account (or total number), or it may consist of several. The G/L #1 field always contains the FIRST account or total number to be included on this line. See G/L #2 field for additional accounts or totals.

Field Name G/L #2 Documentation Code NXTG-L Program Line 02610

This field will contain either a G/L account number, or a total number, depending on the command used for this line.

On 'A'mount type lines, which expect G/L account numbers, it will contain the second G/L account number to be included on this line (if line only includes one G/L account, loaded in previous field, then skip this field).

On 'T'otal type lines, where a new total is being calculated using previously defined total numbers, it will contain the second total number on which the new total is to be based (if this new total is simply based on one previously defined total, loaded in previous field, then skip this field).

In either case, if more than two G/L account numbers or total numbers are required, the next field (O/R indicator) will be required.

On calculation lines, if it is desired to use a constant value rather than a total number in this part of the calculation, an [F1] switch is provided here to allow this. Allowable constants are in the range -99999 to 999999 (numeric)

Field Name G/L #2 Documentation Code NXTG-L Program Line 02710

This field will contain either a G/L account number, or a total number, depending on the command used for this line.

On 'A'mount type lines, which expect G/L account numbers, it will contain the second G/L account number to be included on this line (if line only includes one G/L account, loaded in previous field, then skip this field).

On 'T'otal type lines, where a new total is being calculated using previously defined total numbers, it will contain the second total number on which the new total is to be based (if this new total is simply based on one previously defined total, loaded in previous field, then skip this field).

In either case, if more than two G/L account numbers or total numbers are required, the next field (O/R indicator) will be required.

or on an individual line), the same base will be used for the entire statement unless another line with the %BASE command (& different G/L accounts) is set up later in the statement.

Field Name DIVISION CODE Documentation Code INDVCD Program Line 04810

If this branch also represents a GL Division, the division code in question is stored here.

Field Name DIVISION CODE Documentation Code GLDVCD Program Line 04810

 If the General Ledger is divisionalized, this field contains the code (which is a part of the GL account number as described by ADCTLA parameters) identifying a division.

Field Name +/- COLUMN TYPE Documentation Code FS0115 Program Line 06315

 Enter the COLUMN TYPE against which this +/- testing is to be done (the same column type must be used for the entire page of the statement).

Valid column types against which values can be tested are:

- | | |
|------------------------------------|---|
| 0 = current period actual | 1 = current year to date |
| 2 = last year current period | 3 = last year to date |
| 4 = Previous year current period | 5 = previous year to date |
| 6 = current period budget | 7 = year to date budget. |
| 8 = last year total actual | 9 = variance between two previous columns |
| A = total year budget | B = YTD average month. |
| C = Last YTD average month | D = Previous year average month. |
| E = Last Year total average month. | F = Last Month (to date). |
| G = Last month actual | H = Current Quarter to Date |
| I = Last Year Quarter to Date | J = Previous Year Quarter to Date. |
| K = Current Period Forecast | L = Year To Date Forecast |
| M = Total Year Forecast | N = Year To Date W/O Open Bal |
| O = Previous Quarter Total. | P = Previous Quarter total to date. |
-

S018 WYSE60T5 Operator Name - MONTH/YEAR END PROCEDURES

14:06:00

- 1. Missing Shipping Number List.....
- 2. Shipping/Invoice Number Xref.....
- 3. Maintain Shipping No Used File...
- 4. Printed/Released not Billed List.
- 5. Shipping Number Audit Report.....
- 23. Source Document Reconciliation...
- 24. Source Document Control Report...
- 6. State/Provincial/GST Tax Report..
- 25. Env. Surcharges Billed Out.....
- 26. Env. Surcharges on PO's.....
- 7. Send Message to All Users.....
- 8. Set Month End Lock(s).....
- 9. Close Orders, A/R, & Sales.....
- 10. Close Inventory.....
- 11. Close Accounts Payable.....
- 12. Close Other Sub-Ledgers.....
- 13. Close General Ledger.....
- 14. Print Jedbase F/M Audit Trail....
- 15. Clear Jedbase F/M Audit Trail....
- 16. Commission Report By Salesman....
- 17. Invoice History by Customer.....
- 18. Print AR & Invty Mth End Summary.
- 19. Print A/P Mth End Summary.....
- 20. Print G/L Mth End Summary.....
- 21. ** PURGE PROGRAMS.....S122
- 22. A/R PRE Month End Check List....

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES
 Password / Level 9 Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains programs used for month end purposes, as well as programs used to purge some of the history files available on the system.

With regard to history files, the following is a list of the history files available on the system. The programs to purge these history files are found on the menus indicated.

Please note that whether or not these history files are maintained on your system is dependent on various flags in your System CONTROL record (with the exception of the operator audit trail file which is controlled by a flag in your System INSTALLATION record).

File Name	Description	Purge Program found where
OEBKG	Order Bookings File	Month end menu (not applicable to Weldpak/Medpak customers)
SACUS	Customer/Branch Sales Analysis File	No purge program available
OESNO	Shipping # Control	Month end menu
INAUD	Inventory Audit Trail	Inventory Control Menu (Additional Programs & Reports)
INSL1	Inventory Sales Analysis	Inventory Control Menu (Additional Programs & Reports)
NPHIS/NPCLR/ NPINV/APTRX	A/P Transaction History Files	Month end menu
APHJL/APHSL	A/P Open Item History	Month end menu
ARINV/ARLIN/ ARHLS	A/R Sales Invoice History	Month end menu
ARHJL/ARHSL	A/R Open Item History	Month end menu
JRAUD	File Maintenance Audit	Month end menu
JROPT	Operator Audit Trail	Jedbase RUN TIME menu (Jedbase menus selection)
WEDET	Cylinder Detail Transaction File	Cylinder Control Menu (Weldpak/Medpak customers only)

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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How often history files are purged is dependent on how many months of detail you wish to maintain; which is in turn dependent on disk capacity.

Running the Display Available Disk Space program (Jedbase RUN TIME menu: operating system functions selection - or JRFREE from any menu) will report how much disk space is available on your system at any time. If the total number of free megabytes drops below 25% of your formatted disk, it is time to start thinking about purging history.

1	Missing Shipping Number List.....		N				D	OESNO0	IV	1	3 01
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	------

This program can be run as part of your A/R Month End procedures (although this is not necessary, as it can also be run as a standalone procedure).

This program produces a report, using the shipping number control file as its source. Refer to your system control to determine whether or not this file (OESNO) is used. If used, this file is updated every time the accounting database update program is run (A/R invoicing menu).

This report will highlight shipping numbers which are missing from the file, in order that they can be tracked down.

Example: Assume the following records exist in this file:

Shipping Number	Used on Invoice Number
000001	123456
000002	198765
000004	124957
000005	129999
000008	134578

This report would indicate that the following shipping numbers are missing from the file (not accounted for):

Shipping Number	000003
	000006
	000007

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

2	Shipping/Invoice Number Xref.....		Y				D	OESNO1	IV	1	4 02
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	------

This program can be run as part of your A/R Month End

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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procedures (although this is not necessary, as it can also be run as a standalone procedure).

This program produces a report, using the shipping number control file as its source. Refer to your system control record to determine if this file (OESNO) is used or not. If used, this file is updated every time the accounting database update program is run (A/R invoicing menu).

This report will highlight shipping numbers contained in the file and the invoice number(s) on which they were used.

Example: Assume the following records exist in this file:

Shipping Number	Used on Invoice Number
000001	123456
000002	198765
000004	124957
000005	129999
000008	134578

This report would indicate the above information. It would not include any of the missing shipping numbers (000003, 000006, 000007); however, '*s' would appear on the report wherever there is a gap between shipping numbers.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3 Maintain Shipping No Used File...	N	OESNO	D	JRJFM0	IV	1	5	03
-------------------------------------	---	-------	---	--------	----	---	---	----

This program allows you to load records into the shipping number control file manually, if necessary.

An example of where this might be used is if you have VOIDED shipping numbers and you would like to record these voided shipping numbers (you may use whatever you like as the invoice number to which the shipping number was assigned). This would eliminate these voided shipping numbers from appearing on the Missing Shipping Number report.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES
 Password / Level 9 Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
4	Printed/Released not Billed List.			Y			D	OEHDR0	OE	1	6 05

This program simply provides a listing of outstanding ORDERS which have been shipped (order has been printed & shipping number has been assigned) but which have not yet been invoiced

This may assist in accounting for some of the shipping numbers which may be appearing on the missing shipping number list (because the shipping number control file is not updated until such time as the order is updated).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

5	Shipping Number Audit Report.....			N			D	OESN11	IV	1	7
6	State/Provincial/GST Tax Report..			N			D	ARINV1	IV	1	10 06

This program may be run as part of your A/R month end procedures if desired (although this is not necessary, as it can be run as a standalone program as well). This program uses the A/R Invoice History files as its source and may therefore be run for any posting month which has not yet been purged from these history files.

For all customers who are PST liable (customer PST code = 1), this report will list each invoice for the posting month specified, indicating the sales amount, any FST charged EXTRA, freight amount, miscellaneous amount and PST charged, as well as the invoice total.

For customers who are PST exempt (customer PST code = 0), no invoice details will be included; however, they are included in the summary by customer PST code at the end of the report.

Note that the PST charged which is listed for each liable customer only includes any PST automatically calculated in the PST box of any invoice. If a product number exists for PST adjustment purposes, any PST adjustments made using this product number are included in the 'sales amount' column.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Send Message to All Users.....			N	ME		D	JRWALL	SY	1	13
8	Set Month End Lock(s).....			N	Q00		D	JRJFM0	SY	1	14 ME

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This file is maintained by a user before an applications month end is started for the following applications:

- AR = Accounts Receivable
- IN = Inventory
- AP = Accounts Payable (Old and New)

The Lock Flag must simply be set to [Y]es.

The month end program will reset the flag to [N]o when complete, as well as recording other information about the month end.

While the flag is set to [Y]es for an application, any attempt to start a program within that application will result in a warning, and ask if continuing is desired. If so, and optional password might be required if stored in ADCTLi (KEY = "CC SYMONTH END")

9	Close Orders, A/R, & Sales.....	Y	AR	062	D	AREND0	AR	1	16	08
---	---------------------------------	---	----	-----	---	--------	----	---	----	----

This is the last step in the A/R month end process. Refer to the 'A/R & Inventory Month End Summary' for details of all programs used in the month end process.

ESCAPE - NOT ALLOWED
 Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

10	Close Inventory.....	Y	IN	062	D	INEND0	IN	1	17	09
----	----------------------	---	----	-----	---	--------	----	---	----	----

This is the final step in the inventory month end process. Refer to the 'A/R & Inventory Month End Summary' for details of all programs which make up the month end process.

ESCAPE - NOT ALLOWED
 Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

11	Close Accounts Payable.....	Y	AP	062	D	ADEND0	AP	1	18	10
----	-----------------------------	---	----	-----	---	--------	----	---	----	----

This is the final program in the Accounts Payable month end process. Refer to the 'Summary of A/P Month End Procedures' for details of all

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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programs which make up the A/P month end.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Close Other Sub-Ledgers.....		Y				D	ADEND0	GL	1	19	11
----	------------------------------	--	---	--	--	--	---	--------	----	---	----	----

This program is used to close sub ledgers OTHER THAN:

accounts receivable/inventory
 accounts payable
 general ledger

This program is only used if you are using sub ledgers other than those mentioned above.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

13	Close General Ledger.....		N				D	ADENDX	GL	1	20	12
----	---------------------------	--	---	--	--	--	---	--------	----	---	----	----

This is the final step in the general ledger month end procedure. Refer to the 'G/L Month End Summary' for details of all steps involved in the G/L month end.

NOTE: This program simply rolls over the G/L posting month. It does not summarize or purge any G/L detail.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

14	Print Jedbase F/M Audit Trail....		Y				D	JRAUD1	JR	41	3	13
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This program is only required if your system control record indicates that the file maintenance audit file is to be maintained.

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program produces a report from this file, including information such as:

- file maintained
- field within the file which was maintained
- value of the field before maintenance was done
- value of the field after maintenance was done
- code of the operator who performed the maintenance function

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

15	Clear Jedbase F/M Audit Trail....		N	CL		D	JRAUD1	JR	41	4	14
----	-----------------------------------	--	---	----	--	---	--------	----	----	---	----

This program is only required if your system control record indicates that the file maintenance audit file is to be maintained.

This program is run to purge records from this file when they are no longer required. The 'Print file maintenance audit trail program' should be run prior to purging.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

16	Commission Report By Salesman....		Y			D	SASCRO	IV	41	6	15
----	-----------------------------------	--	---	--	--	---	--------	----	----	---	----

This report is only required if you pay commissions to any or all of your salespeople (see salesman file, customer file and master inventory file - commission fields).

This report may be run as part of your A/R month end, or it may be run as a standalone procedure. It uses the A/R Invoice History files as its source; therefore, it may be run for any posting month which has not yet been purged from the A/R history files.

This commission report will be sorted by salesman and customer. It may be run in summary format or full detail (details of each invoice will be included).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

17	Invoice History by Customer.....		N			D	ARINV3	IV	41	8	V3
----	----------------------------------	--	---	--	--	---	--------	----	----	---	----

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES
 Password / Level 9 Application Code SY Documentation Code JM1800

#	DESCRIPTION	WORD P PA	FILE T	PROGRM AP	RW	LI	DOC
		LEVEL R RM	SCR'N Y			NE	SFX

This program may optionally be run prior to running the 'Purge A/R Invoice History' program.

It will provide invoice history, sorted by customer, for the range of customers and posting months selected.

The information contained on this report is the same information available on the 'Orders/Invoices/History Inquiry by CUSTOMER'. Once the purge has been run, the information for the months purged will no longer be available on the inquiry; thus, this report may be run if you wish to retain a hard copy on file.

NOTE: A page break is done after each customer!

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

18 Print AR & Invty Mth End Summary.	N	ARm	D	JRSTRO	AR	41	10	AR
--------------------------------------	---	-----	---	--------	----	----	----	----

SUMMARY OF A/R AND INVENTORY MONTH END PROCEDURES

NOTE: Weldpak/Medpak users should refer to separate documentation for A/R and Inventory Month End Procedures.

While month end procedures are being run, A/R & Inventory processing for the following month may continue. Users will simply have to change the 'POSTING MONTH' to that of the following month.

*** PRIOR TO STARTING MONTH END PROCEDURES ***

The following steps should be run to ensure that all daily activity for the month in question has been properly completed. Running these steps will avoid problems later in the month end process (the final two 'close' programs will warn if any steps have been missed, but by that time you will already have printed all month end reports. If any steps have been missed, you may have to re-print some/all month end reports in order to obtain accurate figures.

1) All daily invoicing and credit memos should be completed & updated.

If in doubt as to whether or not all invoicing has been updated, run the 'Unupdated Invoices Report/Inquiry' program for the month in question. Any invoices which appear on this report as un-updated must be updated prior to proceeding with month end. This program is found on the 'Inquiries & Order Reports' menu.

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	Note:										
	Any invoices flagged as 'Not Ready to Print' must first be unflagged and printed before they can be updated.										
2)	All cash posting for the month should have been completed & updated. If in doubt, print a cash posting report for the month in question, using the 'all dates' or 'all batches' option. If anything appears on this report, a cash posting update must be done prior to proceeding with month end procedures. The cash posting report and cash posting update programs are found on the 'A/R Functions' menu.										
3)	All inventory postings should be completed, printed & purged. If in doubt, run the 'Inventory Postings Registers - Streamed' program. If anything appears on this report run the 'Clear Inventory Postings File' program. These programs are found on the 'Inventory Control' menu.										
4)	All PO Receivings must be printed and updated. If in doubt, print a PO Receipts Detail Register. If anything appears on this report, run the PO Accounting Database Update program. These programs are found on the PO menu.										
5)	Any necessary A/R adjustments should be completed. If using the 'Batch A/R Entries' programs (found on Additional A/R Functions Menu) run a Batch A/R Entries register, using the ALL DATES option. If any transactions appear on this register, they should be updated prior to proceeding.										
6)	Balance Cash Sales (if applicable). If cash sale invoicing has been done throughout the month, two things should be checked.										
	a) If a customer code has been established strictly for processing cash sales, check this customer's A/R balance. It should be zero to indicate that all cash sale invoices were properly processed.										
	b) The cash clearing account in the General Ledger should also be checked. It too should have a zero balance. This account gets debited when cash sale invoices are updated and should have offsetting credits posted through the Cash Posting Procedure when the cash sales are deposited to the bank. A debit balance indicates more cash sale invoices were done than were deposited to the bank. A credit balance indicates more deposits were posted than invoices were done.										

*** MONTH END PROCEDURES ***

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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- 1) Run the 'Service Charge Updates' program (if applicable). This program is found on the 'A/R Functions' menu.
- 2)
 - a) Print a FULL DETAIL/OPEN ITEM A/R Aged Trial Balance. The 'A/R A.T.B.' program is found on the 'A/R Functions' menu.
 - b) Balance the aged trial balance to your accounts receivable control account in the general ledger. The CLOSING BALANCE on the aged trial balance should agree with the ACCOUNT BALANCE of the general ledger control account. To perform this step, you will need to run a General Ledger Trial Balance for the A/R control account. Use the 'Trial Balance - Print or Display' program found on the 'General Ledger' menu.

NOTE: Several 'A/R A.T.B.' programs are available to you, depending on how you want the information sorted.

A full detail/open item aged trial balance is recommended for audit purposes. However, if you also require a summary aged trial balance, this may be produced separately.

- 3) On the 'Accounts Receivable Functions' menu, run the 'Print A/R Statements' program.

NOTE: This program may be run at this point, or it may be run after the actual 'close' program.

If run at this point, all transactions (including payments received during the current month) will appear.

If run after the actual 'close' program, only those invoices still outstanding at that time will appear.

- 4) On the 'Sales Analysis' menu, run any sales reports required.

NOTE: The reports on this menu come from various files, some of which are affected by the 'close' program and some of which are not affected by the 'close' program.

Reports from those files which ARE affected MUST BE run at this time; otherwise month to date figures will be lost. These reports are flagged on the sales analysis menu with an '~' symbol.

Reports from those files which are NOT AFFECTED can be run at any time (even after the actual 'close' program has

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES
 Password / Level 9 Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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been run). These reports are flagged on the sales analysis menu with a '^' symbol.

- 5) For audit purposes, the A/R side of ALL journals used during the month MUST BE printed. Use any one of the journal print programs found on the 'A/R Functions' menu to print these.

As soon as you input your posting month, all journals used during the month will be highlighted at the bottom of the screen. Input each journal code ([CR] after each one) and they will all print out sequentially. The G/L only question should be answered no.

NOTE 1: System control record (ADCTL*) contains an AR JOURNAL PRINT flag. If this flag is set to 'N', this step is not mandatory.

NOTE 2: The A/R side of any journal will only reflect how the A/R sub ledger was affected. It will not reflect any of the offsetting general ledger entries.

If you wish to see the offsetting general ledger entries, print the journals again from the General Ledger menu, using the journal print program. In this case the G/L Only question should be answered yes.

- 6) From the 'Additional Inventory Programs & Reports' menu, print the 'Stock Status Report' (for your main warehouse) and the 'Multi Location Report' (for non main warehouses - if applicable).

- 7) ** MONTH END DATA BACKUP **

This backup should be run IMMEDIATELY PRIOR TO running the final two 'close' programs. Two or three tapes should be set aside in reserve for these month end backups & should be rotated.

The importance of the month end data backup is twofold:

- a) In the event of a system crash during the 'close' programs, the data can be restored & the 'close' programs can be re-started.
- b) In the event that a required report was overlooked, the backup can be restored at a later date and the report can be re-printed.

- 8) On the 'Month/Year End Procedures' menu, run the following two programs (All users must STAY OUT OF any Accounts Receivable or Inventory Related programs while running this step).

- a) Close Orders, A/R & Sales

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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b) Close Inventory

Run the 'Close Orders' program first. Once it has finished processing, run the 'Close Inventory' program.

**** WARNING MESSAGES WHICH MAY DISPLAY DURING CLOSE ORDERS, A/R & SALES:

a) Following journals not printed - entries will not clear

- The list of journal codes displayed (for the posting months displayed) have not been printed, or had additional entries posted to them since they were originally printed. If you do not reprint the journals, any fully paid invoices will not be removed from the system.

b) Cash Posting File needs to be printed & cleared

- One or more bank deposits for the month in question have not been completed. Print a cash posting report and run the Cash Posting Update program to update these. Note that you will have to manually adjust your A/R ATB by the amount of these bank deposits.

c) There are unposted entries to the G/L

- Entries have been posted through the Batch A/R Entries program, but have not been updated. Run a Batch A/R Entries Register and run the Update Batch A/R Entries program for these. Note that you will have to manually adjust your A/R ATB by the amount of these entries.

d) Invoices for above order numbers/posting months NOT updated

- There are unupdated invoices on file. Run the Streamed Daily Registers and the Accounting Database Update program to update these.

NOTE: All invoices (including any posted to FUTURE months must be updated before you will be allowed to continue)

The 'Close Orders' program will remove fully paid A/R invoices from the outstanding A/R files (transferring this information to A/R Open Item History files if used). It will then roll over month to date figures into year to date fields in various files & clear month to date fields to zero for the new month.

**** WARNING MESSAGES WHICH MAY DISPLAY DURING CLOSE INVENTORY PROGRAM

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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a) Inventory Posting Branch xx type y Document zzzzzz not updated

- The Inventory Postings Registers have not been printed and cleared. Run the Inventory Posting Registers (Streamed) and the Clear/Update Inventory Postings program to clear these.

b) Must update all PO Receipts for current or prior month

- Some PO Receipts have not been completed. Run the PO Receipts Detail Register and the PO Accounting Database Update programs to complete these.

The Close Inventory program will roll over month to date information into year to date fields in various files & clear month to date fields to zero, for the new month.

*** YEAR END PROCEDURES ***

Year end procedures for accounts receivable & inventory are no different than normal month end procedures.

*** OPTIONAL PROGRAMS WHICH MAY BE RUN AT MONTH END ***

Inventory Sales History Report	Found on the 'Additional Inventory Programs & Reports' menu.
Inventory Audit Reports	Found on the 'Additional Inventory Programs & Reports' menu.
Shipping Number Reports	Found on the 'Month/Year End Procedures' menu

*** OPTIONAL PURGES WHICH MAY BE RUN AS PART OF MONTH END ***

Purge Shipping Number Control	Found on 'Month/Year End Procedures' menu
Purge A/R Invoice History	Found on 'Month/Year End Procedures' menu
Purge A/R Open Item History	Found on 'Month/Year End Procedures' menu
Purge/Renumber Invty Audit File	Found on 'Additional Inventory Programs & Reports' menu

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
19	Print A/P Mth End Summary.....		N		APm	D	JRSTR0	AP	41	11	AP

SUMMARY OF ACCOUNTS PAYABLE MONTH END PROCEDURES

While month end procedures are being run, A/P invoice postings & cheque runs for the following month may continue. Users will simply have to change the 'POSTING MONTH' to that of the following month.

Accounts payable is a separate module and does not have to be closed at the same time as accounts receivable/inventory.

*** PRIOR TO STARTING MONTH END PROCEDURES ***

The following steps should be run to ensure that all daily activity for the month has been properly completed. Running these steps will avoid problems later in the month end process (the actual 'close' program will warn of steps which may have been missed, but by that time you will already have printed all month end reports. If any steps have been missed, you may have to re-print some/all month end reports in order to obtain accurate figures).

- 1) All invoices for the month in question should be posted and updated. If in doubt, run the 'Invoice Post: Status Report' for ALL batches for the month in question (completed status = any and printed status = any). The database update # column of this report should contain a valid update number (other than zero), indicating the update number on which that batch was updated. Any batch which shows a zero in this column has not been updated & should be updated prior to proceeding with month end. This program is found on the 'Accounts Payable Functions' menu.
- 2) All cheques for the month in question should be posted and updated. If in doubt, print a 'Cheque Post: Register' for the month in question. If anything appears on this report, cheques have been issued but not yet updated. These should be updated prior to proceeding with month end. This program is found on the 'Accounts Payable Functions' menu.

*** MONTH END PROCEDURES ***

- 1) For audit purposes, the A/P side of ALL journals used during the month MUST BE printed. Use any one of the journal print programs found on the 'Accounts Payable Files & Reports' menu.

As soon as you input your posting month, all journals used during the month will be highlighted at the bottom of the screen. Input

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES
 Password / Level 9 Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP RW	LI NE	DOC SFX
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each journal code ([CR] after each one) and they will all print out sequentially. The G/L only question should be answered no.

NOTE: System control record (ADCTL*) contains an AP JRNL PRINT flag. If set to 'N', this step is not mandatory.

- 2)
 - a) From the 'Accounts Payable Files & Reports' menu, print an 'A/P: Open Item ATB'.
 - b) Balance the aged trial balance (ATB) to your accounts payable control account in the general ledger. The CLOSING BALANCE on the ATB should agree with the ACCOUNT BALANCE of the general ledger control account. To perform this step, you will need to run a General Ledger Trial Balance for the A/P control account. Use the 'Trial Balance - Print or Display' program found on the 'General Ledger' menu.

- 3) From the 'Accounts Payable Files & Reports' menu, print your GST Credit Report.

This report is produced from the general ledger side of the PURCHASES journal only. It will list all invoices against which any GST amounts were posted. This can be used for GST claim purposes.

- 4) On the 'Month/Year End Procedures' menu, run the 'Close Accounts Payable' program.

NOTE: While this program is running, all other users MUST STAY OUT OF ANY ACCOUNTS PAYABLE RELATED PROGRAMS!!!

This program will purge all fully paid invoices from the outstanding A/P files. Optionally, it will transfer details of these fully paid invoices to your A/P Open Item History files (if being used). It will also roll over any month to date information into year to date fields in the supplier master file & clear the month to date fields to zero, to start fresh for the new month. Finally, it will purge records from the Accounts Payable Transaction History files (if used).

*** YEAR END PROCEDURES ***

No different than normal month end procedures.

*** OPTIONAL PROGRAMS WHICH MAY BE RUN AT MONTH END ***

A/P Vendor Ranked Found on the 'Accounts Payable Files & Reports' menu
 Purchases Report

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES
 Password / Level 9 Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
Cheque Reports: Various	Found on the 'Accounts Payable Files & Reports' menu										
Invoice Register by Vendor	Found on the 'Accounts Payable Files & Reports' menu										
*** OPTIONAL PURGES WHICH MAY BE RUN AT MONTH END ***											
Purge A/P Trans- action Files	Found on the 'Month/Year End Procedures' menu.										
Purge A/P Open Item History	Found on the 'Month/year End Procedures' menu.										
20 Print G/L Mth End Summary.....		N		GLm	D	JRSTR0	GL	41	12	GL	

SUMMARY OF G/L MONTH END & YEAR END PROCEDURES

While general ledger month end procedures are being run, transaction postings for the following month may continue. Users will simply have to change the 'POSTING MONTH' to that of the following month.

The general ledger is a separate module and does not have to be closed at the same time as accounts receivable/inventory and/or accounts payable.

*** PRIOR TO STARTING MONTH END PROCEDURES ***

- 1) Accounts Receivable/Inventory and Accounts Payable month end procedures should already have been completed for the month in question.
- 2) All necessary journal entries (e.g., from bank statements, etc.) should be completed.
- 3) If the 'batch journal entries' program is used to make journal entries (instead of 'on line journal entries'), all batches should be completed & updated. If in doubt, print a 'Batch Journal Entries Register'. If anything appears on this report, a 'Batch Journal Entries' update must be done. These two programs are found on the 'general ledger' menu.
- 4) Bank reconciliation should be completed. Refer to help documentation on the 'Cheque Post: Cheque Clearing' program found on the 'Accounts Payable Functions' menu for details of steps involved.

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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5) Run the 'Print Journal Header Totals' program, found on the 'General Ledger' menu to ensure that all journals are balanced. Any journal which is not in balance (journal total not equal to zero) should be corrected prior to proceeding.

*** MONTH END PROCEDURES ***

1) For audit purposes, the G/L side of ALL journals used during the month MUST BE printed. Use the 'Journal Print' program found on the 'General Ledger' menu. When the posting month is input, all journals used will be highlighted. Select all of these ([CR] after each one) and they will all print sequentially. The G/L only question should be answered yes.

NOTE: If your system control record has the GL DETAIL PRINT FLAG set to 'Y', then it is not necessary to print the journals. Printing the G/L detail itself (for ALL accounts and ALL journals) will set the journal printed flags to yes.

2) For audit purposes, print the general ledger detail. Use the 'G/L Detail - Print or Display' program found on the 'General Ledger' menu.

This report recaps all entries to all journals. However, it is sorted by G/L account first, then by journal code.

3) Print the general ledger trial balance. Use the 'G/L Trial Balance - Print or Display' program found on the 'General Ledger' menu.

4) Print your financial statements. Use the 'Prepare Financial Statements' program found on the 'Financial Statements Processing' menu.

5) If you are using OTHER sub ledgers (in addition to or instead of accounts receivable and/or accounts payable), any balancing for this sub ledger should be completed and the 'Close Other Sub Ledgers' program should be run for the sub ledger in question. This program is found on the 'Month/Year End Procedures' menu.

6) On the 'Month/Year End Procedures' menu, run the 'Close General Ledger' program.

NOTE: This program simply rolls over the general ledger posting month. It does not actually summarize any of your general ledger detail (refer to 'Clear Detail' programs available on the 'General Ledger' menu which do the actual summarization).

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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*** YEAR END PROCEDURES ***

It will probably be necessary to keep the final month of your fiscal year OPEN for some time after your actual year end, to allow for all necessary year end adjusting entries.

This will not interfere with processing for the new fiscal year. As long as the final month of the previous fiscal year is still open, the 'POSTING MONTH' will continue to default to '12YY' in any general ledger programs. Users may simply override this posting month to continue posting into the new year.

- 1) Accounts Receivable/Inventory and Accounts Payable month end procedures should already have been completed for the final month.
- 2) Run the 'Generate Closing Entries' program found on the 'General Ledger' menu, to zero out all income statement accounts and transfer their balances to the retained earnings account.
- 3) Post any 'year end adjusting entries' as provided by your auditors.
- 4) Print the G/L side of ALL journals (see note above). This will include the Closing Entries journal.
- 5) Print the G/L trial balance (see note above). You will have the ability to include/exclude closing entries on this trial balance.
- 6) Print the G/L detail (see note above).
- 7) Print your financial statements (see note above).
- 8) OTHER sub ledgers (see note above) should be closed.
- 9) On the 'Month/Year End Procedures' menu, run the 'Close General Ledger' program.

CLOSING ENTRIES VERSUS YEAR END ADJUSTING ENTRIES:

Closing entries 'Income statement' accounts are used to determine the profit/loss for any particular fiscal year. At year end, these are zeroed out in order that you may start producing financial statements for the following year even though year end adjusting entries may not yet have been done. If these closing entries are not posted, profit/loss on financial statements for the following year will continue to carry forward figures from the previous year.

Year End Adjusting These are entries required after a review of the books

Menu Number 018 (JM018) MONTH/YEAR END PROCEDURES

Password / Level 9

Application Code SY Documentation Code JM1800

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
<p>Entries by your auditors. These typically include such things as depreciation, writing off bad debts, etc.</p>											
21	** PURGE PROGRAMS.....S122		N				D S122	SY	41	14	
22	A/R PRE Month End Check List....		N				D OEMTH0	SY	41	16	
23	Source Document Reconciliation...		N				D ARINVS	SV	1	8	
24	Source Document Control Report...		N				D ARINXV	TI	1	9	
25	Env. Surcharges Billed Out.....		N				D ARENV0	SY	1	11	
26	Env. Surcharges on PO's.....		N				D POENV0	SY	1	12	

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S047 WYSE60T5 Operator Name - USER UTILITY PROGRAMS 14:06:00

- | | |
|--|--|
| 1. Rebuild A/R Indices..... | 18. Rebuild Cash Posting Cross Index. |
| 2. Rebuild GL Indices..... | 19. Rebuild Customer A/R Balances.... |
| 3. Rebuild A/P Indices..... | 20. Rebuild Customer Order Value |
| 4. Fix/Del J/E in wrong Comp/Jnl/Mth | 21. List/Delete Inactive Customer.S59 |
| 5. Rebuild Comm.-W/O O/O-Xfr IT Ver1 | 22. Rebuild ARINX from ARINV/ARLIN... |
| 30. Rbld PO O/O I/T & Commit'd Stream | 23. Rebl'd Sales Hist. fr. ARINV/ARLIN |
| 6. Rebuild Committed Log Report..... | 24. Consolidate Customer Sales Anal.. |
| 7. Rebuild Invty Future Sales-IT Qty | 25. Rebuild ADSUM/GLJ/W<ADG.L & ADJNL |
| 8. Rebuild Print Indices (OEIN1/2).. | 26. Rebuild ADG.L from ADSUM & ADJNL. |
| 9. Rebuild Indices (OEIN3/4-AR7-BX4) | 27. File Dump of ADSUM to see Detail. |
| 10. Remove OELIN/LN1/DES rec's no hdr | 28. Change Accounting Fiscal Year.... |
| 11. Fix Order/Invoice Sales Errors... | 29. ** EVA'S Fix Programs.....S95 |
| 12. Fix Order/Inv/Hist Commission %'s | 31. Fix AR & WIP Branch & AR Cust No. |
| 13. Fix Sales History Sales Errors... | 32. Remove un-needed ADCTL records... |
| 14. Copy Records Between Companies... | 33. Delete Entries from a Journal.... |
| 15. Rebuild Inventory Sales..... | 34. VERIFY OPEN ORDERS <-> LINES..... |
| 16. Rebuild Serial # Status Codes.... | 35. WELDKPAK Rebuilds, Fixes, etc..S48 |
| 17. Rebl'd Invty O/H & Cost fr Ser. #s | 36. Addit. Fixes/Rebuilds.S77/125/136 |

Menu Number 047 (JM047) USER UTILITY PROGRAMS

Password / Level 9

Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains a series of programs used to rebuild various error conditions within the system.

1	Rebuild A/R Indices.....	RON	Y				D	ARRBLD	SY	1	3 01
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This program is run to rebuild cross index files (ARGNL, ARJX2, ARSBL) from the master current A/R transaction file (ARJNL). These cross index files are used to allow quicker processing of A/R inquiries, aged trial balances, etc.

These cross index files can become corrupted if any program which affects the A/R subledger is interrupted or exited improperly. If this happens, inquiries and reports may not necessarily include all transactions which actually exist in the master A/R file, or may show strange transactions such as the same invoice appearing under two different customers.

Programs which affect the A/R subledger include:

- Accounting Database Update
- Batch Cash Posting Update
- Load A/R Open Items
- A/R Entries
- Service Charge Calculation
- Batch Journal Entries (if entries posted to A/R account)

This program will automatically rebuild the cross index files for ALL posting months which exist in ARJNL. While this is running, operators may continue using any of the above programs.

If you wish to rebuild a specific posting month only, use the Selective Rebuild program instead.

When accessing this program, an option is available to rebuild the A/R OPEN ITEM history cross index file (ARHSL) from ARHJL, instead of the current A/R files as mentioned above. The problems mentioned above would be identical, except that they would only occur when doing inquiries/reports on history instead of current transactions.

Once this program has been started, it cannot be interrupted, as the first thing it does is ERASE the cross index files, then recreate them from the master file.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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personnel.

2	Rebuild GL Indices.....	RON	Y				D	ADRBLD	SY	1	4 02
---	-------------------------	-----	---	--	--	--	---	--------	----	---	------

This program is run to rebuild cross index files from the master G/L transaction file. These cross index files are used to allow quicker processing of G/L inquiries, aged trial balances, etc.

It will rebuild ADGNL and ADJX2 from master file ADJNL.

These cross index files can become corrupted if any program which affects the general ledger is interrupted or exited improperly. If this happens, inquiries and reports may not necessarily include all transactions which actually exist in the master G/L file, or may show strange transactions such as the same entry appearing under two different G/L accounts.

Programs which affect the general ledger include:

- Accounting Database Update
- Batch Cash Posting Update
- Service Charge Calculation
- Batch Journal Entries
- Any 'on line' type journal entry program (A/R Entries, A/P Journal entries, On Line Journal Entries)
- A/P Invoice Updates
- A/P Cheque Updates
- Generate Closing Entries
- etc.

This program will automatically rebuild the cross index files for ALL posting months which exist in ADJNL. While this is running, operators may continue using any of the above programs.

If you wish to rebuild a specific posting month only, use the Selective Rebuild program instead.

Once this program has been started, it cannot be interrupted, as the first thing it does is ERASE the cross index files, then recreate them from the master file.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

3	Rebuild A/P Indices.....		N				D	APRBLD	SY	1	5 03
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Menu Number 047 (JM047) USER UTILITY PROGRAMS

Password / Level 9

Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program is run to rebuild cross index files from the master current A/P transaction file. These cross index files are used to allow quicker processing of A/P inquiries, aged trial balances, etc.

Depending on which accounts payable system you are using (original or new), this program will either rebuild ADGNL, ADJX2 & ADSBL from ADJNL, or it will rebuild APGNL, APJX2 and NPSBL from APJNL.

These cross index files can become corrupted if any program which affects the A/P subledger is interrupted or exited improperly. If this happens, inquiries and reports may not necessarily include all transactions which actually exist in the master A/P file, or may show strange transactions such as the same invoice appearing under two different customers.

Programs which affect the A/P subledger include:

- Accounting Database Update (debit memos only)
- A/P Invoice Updates
- A/P Cheque Updates
- A/P Journal entries (on line)
- Batch journal entries (if entries affecting A/P are posted)

This program will automatically rebuild the cross index files for ALL posting months which exist in ADJNL/APJNL. While this is running, operators may continue using any of the above programs.

If you wish to rebuild a specific posting month only, use the Selective Rebuild program instead.

When accessing this program, an option is available to rebuild the A/P OPEN ITEM history cross index file (APHSL) from APHJL, instead of the current A/P files as mentioned above. The problems mentioned above would be identical, except that they would only occur when doing inquiries/reports on history instead of current transactions.

Once this program has been started, it cannot be interrupted, as the first thing it does is ERASE the cross index files, then recreate them from the master file.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4 Fix/Del J/E in wrong Comp/Jnl/Mth

N

D ADFIX1 SY 1 6 05

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program can be used to move entries which exist in either the A/R, A/P or G/L files from one posting month to another.

This is useful in situations where entries have inadvertently been posted or updated to one month, but really belong to another month.

Company Code The company code into which the entries were originally posted/updated

Journal Code Journal code into which entries were originally posted/updated

From Posting Mth Posting month into which entries were originally posted/updated

From Line/To Line Range of line numbers on which entries were originally posted/updated (***) SEE NOTE BELOW)

To Posting Mth Posting month into which entries are to be transferred

To Company Code Company code to which entries are to be transferred

To Journal Code Journal code to which entries are to be transferred

--

NOTE: If transferring entries posted to either the accounts receivable or accounts payable sub ledger, then you must also transfer the general ledger side of the entries. In this case, the program would be run in two steps - first to transfer the sub ledger side, then to transfer the general ledger side.

-

To determine the line numbers on either the sub ledger or general ledger side, print the appropriate journal from BOTH the sub ledger menu and the general ledger menu.

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This program only affects the files mentioned. It DOES NOT affect any sales analysis files (e.g. ARSL1, ARINV, ARLIN, INSL1, etc.). Thus, if running this program to reverse entries posted as a result of the ACCOUNTING DATABASE UPDATE, note that the sub ledger and general ledger will reflect the entries in the correct posting month, but all sales analysis reports will still reflect the entries in the original month into which they were updated. The only true way to ensure that sales analysis reports and sub ledger/general ledger files reflect the entries in the same period, is to issue credit memos in the original posting month then re-invoice in the correct month.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP RW	LI NE	DOC SFX
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affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

5	Rebuild Comm.-W/O O/O-Xfr IT Ver1	RON	Y				D	INFIX0	SY	1 7 06
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This program rebuilds the 'committed' and 'back ordered' quantity for all products in the master inventory file (INVEN) and/or the multi location file (INLOC), using the outstanding orders files (OEHDR/OELIN) as its source.

It will clear all 'committed' & 'back ordered' quantities; then recreate these quantities from the files indicated above.

This program can be run in situations where inventory inquiries show 'committed' or 'back ordered' quantities which you do not feel are accurate.

A report will be produced indicating any corrections made.

It is recommended that operators stay out of order processing programs while this is being run.

If your system control record indicates that the Production Work Order System is used, run the 'Rebuild Committed - Version 2' program instead of this one.

If program parameters are set appropriately (ADCTL= D9\$(1,1)=Y), a log file and report are available after the rebuild has been run.

This Field determines whether or not On Order and In Transit are also updated by this program for Work Orders and/or Transfer Orders.

If [Y]es, Both Fields will be added to. It is assumed that the PO On Order In Transit rebuild has been run immediately prior to this program to rebuild those values from the PO system.

If [X] this program will clear the Transfers field, and update it with all Transfer Orders. This assumes that no PO's are in Transit or PO In Transit is not used.

If set to [N]o, Only committed And back orders Will Be Rebuilt.

If [x] - same as X but only In Transit is rebuilt.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
	personnel.											
6	Rebuild Committed Log Report.....		N			D	INFIXL	SY	1	9	06	
	See Doc'n for Entry									5		
7	Rebuild Invty Future Sales-IT Qty		N			D	OEFIX6	SY	1	10	08	

This program rebuilds 'Future' sales fields in the master inventory file (INVEN) and/or the multi location file (INLOC), using the outstanding invoices files (OEINV/OELIN) as its source.

If invoices are posted to a posting month FUTURE to your current month, the sales are posted to the future sales fields until such time as your current month end is done. At that time, as MTD fields are being cleared, anything in 'future' fields is transferred to MTD.

This program will clear all future fields, then recreate the future figures from the source files.

It can be run in situations where you do not feel that figures in the 'future' fields in the inventory files are accurate.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

8	Rebuild Print Indices (OEIN1/2)..		Y			D	OEFIX4	SY	1	11	09	
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This program rebuilds the order print cross index file (OEIN1) from the current outstanding orders/back orders file (OEHDR). It also rebuilds the invoice/credit memo print cross index file (OEIN2) from the current outstanding invoices/credit memos file (OEINV).

As orders/back orders are created, a record is written into OEIN1 indicating the order number, index number and the order's printed flags (two flags - one to indicate whether or not the order itself has been printed and one to indicate whether or not the register for the order/backorder has been printed).

As invoices/credit memos are created, a record is written into OEIN2 indicating the order number, index number and the invoice/credit memo's printed flags (three flags - one to indicate whether the invoice/credit memo itself has been printed, one to indicate whether or not the invoice/credit memo register

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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has been printed and one to indicate whether or not the detail sales/fst register has been printed).

These cross index files can become scrambled if orders/invoices are exited improperly.

This program can be run anytime there is doubt about the integrity of these files (example: order numbers are duplicated on either the new order bookings register, back orders register, invoice register or credit memo register). If there is doubt about the integrity of these files, this rebuild should be run PRIOR to running the ACCOUNTING DATABASE PROGRAM.

Operators may continue to use the order processing/invoicing programs while this rebuild is being run.

Generally, this program should be run in conjunction with the Rebuild Order/Invoice Inquiry Indexes program.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9	Rebuild Indices (OEIN3/4-AR7-BX4)		Y				D	OEFIX0	SY	1	12	10
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This program rebuilds order/invoice inquiry cross index files (OEIN3/OEIN4) from the master outstanding order/invoice files (OEHDR/OEINV/OELIN).

These cross index files are accessed to allow quicker processing of inquiries on outstanding orders/invoices (e.g., inquiries by customer number, inquiries by product number, inquiries by order number). These cross index files can become scrambled if orders/invoices are exited improperly.

This program can be run anytime there is doubt about the integrity of these cross index files (example, inquiries on one customer brings up orders belonging to another customer, etc.).

Operators may continue to use the order processing/invoicing programs while this rebuild is being run.

Generally, this program should be run in conjunction with the Rebuild Order/Invoice Print Indexes program.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

10	Remove OELIN/LN1/DES rec's no hdr h		N				D	OEFIX7	SY	1	13	LD
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This program can be run to remove any records from the order/invoice line item file (OELIN) and the order/invoice comments file (OEDES), in the event that header records for the orders/invoices in question no longer exist in the order/invoice header files (OEHDR/OEINV).

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

11	Fix Order/Invoice Sales Errors...		N				D	OEFIX1	SY	1	14	11
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As orders/invoices are created, records are being written into header summary files (OEHDR/OEINV) as well as a detail line item file (OELIN). As each line is created, the details for that line are written to OELIN and the figures from that line are added to whatever figures have already been stored in the summary header files.

If an order/invoice is exited improperly, there could be a discrepancy between the totals of the individual detail lines and the summary figure stored in the header files.

If this occurs, two things will happen:

- When running the order/invoice print program, a message will display on the screen indicating that there is a SALES ERROR on the order/invoice in question. Make note of the order number, then press [CR] to allow the print program to continue.
- This same SALES ERROR message will print on the order/invoice itself.

This program can be run to correct the sales error situation. It will read the detail lines file and recreate the totals in the header file from these detail lines. The order/invoice can then be re-printed.

In the case of invoices, if this program is not run PRIOR to running the Accounting Database Update program, posting errors can occur on the update.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Fix Order/Inv/Hist Commission %'s		Y				D	OEFCO0	SY	1	15	FC
----	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	----

This program will allow the user to process a selected order or invoice or all orders and invoices currently on file, and re-allocate the commission to be applied to an order according to the current commission rates and parameters set up in the system control record, the customer records and product records. This program will replace any existing commission rates in the appropriate line item record with the new commission % rate.

13	Fix Sales History Sales Errors...		N				D	OEFIX5	SY	1	16	12
----	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	----

This program is identical to the 'Rebuild Order/Invoice Sales Errors' program, except that it fixes sales errors on invoices which have already been UPDATED. Thus, it recalculates the summary totals in the history header file (ARINV) from the history detail lines file (ARLIN).

Refer to documentation on the Rebuild Order/Invoice Sales Errors program for more details.

In this case, the 'SALES ERROR' messages would appear when re-printing an invoice from HISTORY.

This program can be used in situations where the rebuild was not run prior to UPDATING the invoice.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

14	Copy Records Between Companies...	RON	N				D	JRCPY0	SY	1	17	13
----	-----------------------------------	-----	---	--	--	--	---	--------	----	---	----	----

This program would only be used by customers who have multiple companies. It allows you to copy records from one company to another (for example, copy information about one customer from one company code to a second company code).

File Name/Number You must know the name or number of the file for which you wish to transfer records. This can be determined in

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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several ways:

-
- a) While in file maintenance on the file in question, you will notice the file number/name displayed in the upper left corner of the screen.
-
- b) Use the 'FILES' option at any menu to obtain a listing of all files on the system.

From Company The company code under which the record already exists

To Company The company code to which record is to be copied

Record Key Depending on file used, this might be customer number, product number, etc.

--

NOTE: When copying a record from one company to another, ALL information which exists in the 'From' company record will be copied. Example:, if copying a customer record which has MTD and/or YTD figures in the 'From' company, these figures will also be copied over into the 'To' company record.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

15 Rebuild Inventory Sales.....	Y	D	INFIX1	SY	1	18	14
---------------------------------	---	---	--------	----	---	----	----

This program can be used to rebuild sales figures in the master inventory file (INVEN) and/or the multi location file (INLOC), using the inventory audit trail file (INAUD) as its source.

Fields which will be rebuilt include MTD sales quantity, MTD sales dollars and MTD cost dollars.

Non-inventory items (inventory flag in master inventory file = 1) are ignored.

This program simply adds to any values which may already exist in the fields specified; it does not clear these fields and recreate them.

This program would normally only be run for a specific range of invoice numbers, in the event of a problem encountered during invoicing where these invoices did not automatically affect the inventory files.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program should not be run unless you are absolutely sure that the invoices in question DID NOT affect the inventory files. If there is doubt about the integrity of sales figures in the inventory files, the 'Rebuild Sales Analysis Files from ARINV/ARLIN' program should probably be used instead.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

16	Rebuild Serial # Status Codes....		N				D	INSERT3	SY	1	19	15
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This program is only required if you are using serial number control (see serial number control flag in master inventory file).

It will ensure that the status codes for serial number controlled items are properly set in the Inventory Serial Number File (INSERT) and it will also remove invalid records from the Order Entry Serial Number File (OESER).

Valid status codes in the Inventory Serial Number file include:

- 'blank' - this product is a shippable item
- 'A' - this product has been adjusted out of stock
- 'C' - this product is already committed on an invoice, which has not yet been updated
- 'T' - this product has been transferred out of the warehouse for which this record exists.

This program can be used in situations where there is doubt about the integrity of these status codes (example: unexpected problems are encountered when attempting to invoice a serial number controlled product).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

17	Rebld Invty O/H & Cost fr Ser. #s		N				D	INSERT2	SY	1	20	16
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This program is only used by those customers with serial number controlled items (see serial number control flag in master inventory file).

It is used to recalculate the on hand quantity, average cost and inventory value in the master inventory file (INVEN) and/or multi location file (INLOC)

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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using the inventory serial number file (INSER) as its source.

This program may be run in situations where there is doubt about the validity of the on hand quantities and/or average costs of serial number controlled items.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

18	Rebuild Cash Posting Cross Index.	RON	N				D ARFIX1	SY 41	3	17
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This program will rebuild the cash posting cross index file (ARCIN) from the master cash posting file (ARC.P).

This cross index file is used for quicker processing of the bank deposit slip program which can optionally be sorted by customer.

This cross index file can become scrambled if the cash posting program is exited improperly.

Operators should not use the Cash Posting or Match A/R Open Items for Clear programs while this rebuild is running.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

19	Rebuild Customer A/R Balances....		N				D ARFIX2	SY 41	4	18
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This program is used to rebuild the summary A/R balance which is stored in the master customer file.

As any entries affecting a customer's A/R balance are posted/updated throughout various programs, detail records are written into the master A/R transaction file (ARJNL), but a summary total of the customer's A/R balance is also updated in the master customer file.

This summary total displays in programs such as the A/R inquiry, cash posting program (at bottom of screen), etc.

If this summary total is not correct (e.g., does not agree to the total of the

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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detail records stored in ARJNL), this program can be run to rebuild the summary totals in the customer file, using ARJNL as its source.

NOTE: This program can be run as desired; however, the summary total in the master customer file is AUTOMATICALLY rebuilt everytime an A/R month end is done.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

20	Rebuild Customer Order Value	RON		N			D	OEFIX3	SY	41	5 19
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This program rebuilds the 'order value' field in the master customer file, using the outstanding orders files (OEHDR/OEINV/OELIN) as its source.

As orders are created, detail records are written into the order files, but a summary of the outstanding orders is also maintained in the master customer file. This displays as 'unshipped dollars' in the A/R inquiry program.

If this summary total does not agree with the total of outstanding orders as shown in any of the order inquiry programs, this program can be run to rebuild the summary total from the detail records.

It will first clear the 'order value' field, then recreate it from the detail records.

Prior to running this, it is recommended that the 'Rebuild Order/Invoice Inquiry Indices' program be run first.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

21	List/Delete Inactive Customer.S59	JEDRON		N			D	S59	SY	41	6 20
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This program can be used to obtain a list of customers eligible for deletion from the master customer file. Optionally, it can also be run to perform the actual deletion.

Criteria for inclusion on this list include:

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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MTD/YTD fields in master customer file = zero
 No outstanding records in master A/R transaction file for this customer
 No outstanding orders/back orders in outstanding order/invoice files
 No leases on file (Weldpak/Medpak only)
 No cylinder balances (Weldpak/Medpak only)

NOTE: If run in Delete Mode, customers eligible for deletion will be removed IMMEDIATELY from the master customer file and other associated files (ship to file, special pricing files, etc.).

If you wish to review the list prior to actually deleting customers, it is recommended that you run this program from the 'Key Change List Files' menu (Selector 59).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

22	Rebuild ARINX from ARINV/ARLIN...		N				D ARFIX3	SY	41	7	21
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This program is used to rebuild ARINX, which is a cross index file associated with the A/R Invoice History Files (ARINV/ARLIN).

These cross index records are used for quicker processing of various inquiry programs & sales reports available from history (refer to your system control record for specific details of where each type of cross index record is used).

This program can be run to rebuild any or all of the cross index types which are maintained in ARINX.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

23	Rebld Sales Hist. fr. ARINV/ARLIN	JEDRON	N				D SAFIX4	SY	41	8	22
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REBUILD SALES HISTORY FILES FROM ARINV/ARLIN (SELECTOR 47)

This program can be used to rebuild figures in various sales analysis files on the system (for example: ARSL1, INSL1, ARCUS, INVEN, etc) from the A/R Invoice History files (ARINV/ARLIN).

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This is generally required when an error has been encountered during an ACCOUNTING DATABASE UPDATE (invoicing menu), which updates all of these files at various points. If the update is interrupted, then restarted, it is quite possible that some files have been updated while others have not been, or that some files end up getting updated twice for the same invoice. This will cause balancing problems at month end, as sales reports from the various files will not balance to each other.

NOTE: Prior to running this program, any invoices currently in the outstanding invoice files (OEINV/OEIN2) should be updated, and no invoicing should be done while this program is running (due to fact that some files - e.g. INVEN, are updated on line rather than during database update.

Invoices which have not yet been updated, or invoices flagged as 'future' invoices will be ignored by this rebuild (See Find Unprinted Invoices Program on this menu, to determine if there are any un-updated or future invoices on file).

Several options are available when running this program:

- a) Rebuild current month only
- b) Rebuild current year only (from first posting mth of this fiscal year to whatever current posting mth is)
- c) Rebuild everything (reads everything which currently exists in ARINV/ARLIN).

Option (a) can always be used, as current month would not yet have been purged.

Option (b) can only be used as long as the A/R Invoice History Files have not been purged for the current year. If any posting months of the current year have been purged, running this program would cause YTD figures in other files to reflect only those months which still exist in ARINV/ARLIN.

Option (c) can only be used as long as ARINV/ARLIN have never been purged.

NOTE: Files flagged by "*" are maintained by Fiscal Year. If ALL months are selected for FROM-TO posting months these files will be rebuilt as far back as history is maintained in ARINV/ARHLS. Note: If ARINV/ARHLS has been purged partway through a fiscal year inconsistent results will be achieved.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

24	Consolidate Customer Sales Anal..		N				D	SACON0	SY	41	9 23
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If customers have been deleted from the master customer file directly through file maintenance, historical files would still contain records relating to that customer.

This program will MERGE records for customers which have been deleted into the customer code specified.

Note: This program will only affect one particular sales analysis file ARSL1. No other historical files are affected by it.

A more correct method of deleting customers is as follows:

- a) In the master customer file, set up a dummy record to cover 'deleted customers'.
- b) If desired, use the List Inactive Customers program to produce a listing of customers who are eligible for deletion (see documentation on that program for details).
- c) Run the Key Change program to MERGE customers who are to be deleted into the dummy customer for 'deleted customers'. This will ensure that ALL figures in ALL historical files will be merged together & will ensure that all sales analysis reports, etc. will remain accurate.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

25	Rebuild ADSUM/GLJ/W<ADG.L & ADJNL		N				D	ADSUMR	SY	41	10 24
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This program is only used if your system control record indicates that the file ADSUM is being updated. If used, then every time entries are made to the general ledger through any of the various update programs or any of the 'on line' type journal entry programs, a summary record is stored in ADSUM for the G/L account affected. This allows for faster processing of G/L trial balances, financial statements, etc.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This file could become corrupt if a program is exited improperly (example: G/L detail on a specific G/L account shows one figure but G/L trial balance for that account shows a different figure).

This program will recreate the summary records in ADSUM for all or a range of posting months.

Posting months which can be specified are as follows:

00YY - to recreate opening balance figures
 01YY through 13YY - to recreate figures for actual posting months
 14YY - to recreate closing entries figures

Prior to running this program, it is recommended that the 'Rebuild G/L Indices' program be run first.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

26	Rebuild ADG.L from ADSUM & ADJNL.		N				D	ADG.LR	SY	41	11	C
27	File Dump of ADSUM to see Detail.		N				D	ADSUM3	SY	41	12	26

This program is only used if your system control record indicates that file ADSUM is being updated.

It can be used to print a listing of the contents of this file, showing the summary figures being stored for each G/L account, for each period.

This can be used in situations where there is doubt about the accuracy of the figures being stored in this file. Comparing the summary figures in this file against the actual G/L detail reports for specific months can assist in isolating problems in order that manual corrections can be made to the figures in this file.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

28	Change Accounting Fiscal Year....	9		Y			D	S86	SY	41	13	FY
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This menu contains the programs required to modify a company's accounting fiscal year.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Version 2 change works as follows:

Step 1 - create file ADKEY with old/new posting months for 0001 to 1299

Step 2 - run a specialized key change that works like any other key change except that a copy of each file being changed is created and compressed and named XXXXXCC.Z where XXXXX is file name and CC is company code being changed. For files where posting month is part of the key, the file is renamed to XXXXXCC and all record are written to a new version of the file. This means any other companies must be manually copied from the old file.

Step 3 - Copy back records from other companies on files where posting month is part of the key.

Step 4 - Rebuild all accounting file cross indexes (as well as history)

Step 5 - Rebuild ADSUM from ADJNL

Step 6 - Generate Pseudo closing entries in old year end month.

Step 7 - Rebuild all sales history.

Step 8 - Change posting months and fiscal year start month in ADCOM and ADCTLA

WARNING: - if ADG.L has any history at all, it is not fixed, and still must be!!

29	** EVA'S Fix Programs.....S95	N					D S95	SY 41	14		
30	Rbld PO O/O I/T & Commit'd Stream	N		COM			D JRSTRO	SY 1	8		
31	Fix AR & WIP Branch & AR Cust No.	N					D ARFIX4	SY 41	15	AW	

This program scans the accounts receivable sub ledger files (and work in process sub ledger files, if used). If any entries for a customer are posted to a branch which does not match the customer's branch restriction code (if branch restriction has been specified in the master customer file), those entries will be moved to the applicable branch code.

As well - if the Customer's AR number is not the same as his customer no, the invoice will be changed to match the AR number.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 047 (JM047) USER UTILITY PROGRAMS
 Password / Level 9 Application Code SY Documentation Code JM4700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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personnel.

32	Remove un-needed ADCTL records...	JEDRON	N				D	ADCTLX	SY	41	16	AD
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This program can be run to remove records from the various ADCTL system control files, for company codes NOT BEING USED.

This program should only be run on the advice of Jedron personnel.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

33	Delete Entries from a Journal....		N				D	ADJNLX	SY	41	17	DE
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This program can be run to delete entries from a specified journal code.

You must know the line numbers of the journal which are to be deleted.

If the entries being deleted affect both a sub ledger (e.g.: receivables or payables), and the general ledger, you must delete the appropriate entries from the the sub ledger and the general ledger. (The line numbers will not necessarily be the same on both sides).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

34	VERIFY OPEN ORDERS <-> LINES.....		N				D	OECHK0	OE	41	18	
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35	WELDPAK Rebuilds, Fixes, etc..S48		N				D	S48	SY	41	19	WE
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This option takes you to a menu which contains various rebuild and fix programs relating to WELDPAK/MEDPAK only.

36	Addit. Fixes/Rebuilds.S77/125/136		N				D	S77	SY	41	20	
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S058 WYSE60T5

Operator Name - Preset Key Changes

14:06:00

- | | |
|---------------------------------------|--|
| 1. BULK Customer/Prod Key Chgs...S59 | Salesrep/Cust/Ship To Key Changes |
| 2. BULK Sales Hist/Prod Cls Chgs.S91 | 15. Maintain Key Changes List.(ARSM2) |
| 3. BULK Supplier Key Changes.....S91 | 16. Update File ARSM2 re Hist<>Cust.. |
| 4. Rebuild Dictionary Before Key Chg | 17. Print Contents of ARSM2..... |
| | 18. Run Key Changes from ARSM2..... |
| 5. Customer Key Changes..... | 19. Clear Contents of ARSM2..... |
| 6. Change Saleman Codes..... | 20. Update History - Current Salesman |
| 7. Move Sales Hist for Sls/Cust..... | 21. Update Hist - Curr Salesman/SlsBr |
| 8. Change Prod/Sub Classes..... | 22. Update History splits per current |
| 9. Chg Prod/Sub Class by Prod....S91 | 23. Reblid Sales Hist. fr. ARINV/ARLIN |
| 10. Change Product Codes..... | |
| 11. Chg Photofinishing Prod Codes.... | Salesrep/Customer Key Changes |
| 12. Change Gen Ledger Accts.....S93 | 27. Maintain Key Change File ARSM4... |
| 13. Supplier Key Changes..... | 28. Print Contents of ARSMN4..... |
| 14. Change Ship To Numbers.....S59 | 29. Salesman Key Changes per Customer |
| 24. Fiscal Year Change..... | 30. Clear Contents of ARSM4..... |
| 25. Maintain PC Key Change File..... | |
| 26. Product Class Key Changes..... | |

Menu Number 058 (JM058) Preset Key Changes
 Password / Level Application Code SY Documentation Code JMKC00

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains a series of pre-defined key change program entries. All these programs use the standard Jedbase key change program, using its capability to pre-define parameters. This makes it easier to change file keys, without knowing the specific parameters required to run the key change program.

Key Change Definition: Changing a key in all files on the system, using the master file as the base.

-

Example:

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re-assigning customer codes (in cases where customer code was originally assigned incorrectly), or merging customer codes (in cases where same customer has been set up under two or more different customer codes).

PRIOR TO RUNNING
 ANY KEY CHANGE:

The following programs should be run prior to running any key change:

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- a) Create JRDIC records from layouts.
 At the file # prompt, press [F6] for all files/full dictionary rebuild.
 (This program is found on the JEDBASE RUN TIME MENU: FILES & DOCUMENTATION SELECTION).
- b) a regular data backup

-

Note: The Create JRDIC records program will simply ensure that your file dictionary is clean. This will avoid problems during the actual key change.

Once a key change procedure has been started, then:

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

1	BULK Customer/Prod Key Chgs...S59	N		D S59	SY	1	3	LF
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This option takes you to a separate menu (documented separately), containing programs which can be used to renumber, merge or delete customers IN BULK.

Menu Number 058 (JM058) Preset Key Changes
 Password / Level Application Code SY Documentation Code JMKC00

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
2	BULK Sales Hist/Prod Cls Chgs.S91			N		D	S91	SY	1	4	
3	BULK Supplier Key Changes.....S91			N		D	S91	SY	1	5	
4	Rebuild Dictionary Before Key Chg			N	al	D	JRFIL8	SY	1	6	
5	Customer Key Changes.....			Y	PS	ARCUS	D	JRKEY0	SY	1	8 CU

This program is used to renumber customer codes, or to merge together two or more customer accounts.

It can be used in situations where:

- a customer's name has been changed, requiring a customer code change.
- the same customer has inadvertently been set up under more than one customer code and you wish to merge the two together.
- inactive customers are to be merged into a single 'deleted customers' account.

Renumbering or merging ensures that the customer codes are changed/merged in ALL files on the system, including those files not normally accessible through regular file maintenance. This ensures that all historical reports remain accurate.

6	Change Saleman Codes.....			Y	PS	ARSMN	D	JRKEY0	SY	1	9 SM
---	---------------------------	--	--	---	----	-------	---	--------	----	---	------

This program is used to merge or renumber salesman codes. ALL customers with the old salesman code will be changed to have the new salesman code.

See also the 'Move Sales Histry for Sls/Cust' if you just want to change codes for specific customers.

7	Move Sales Hist for Sls/Cust.....			Y	PS	ARSM1	D	JRKEY0	SY	1	10 SC
---	-----------------------------------	--	--	---	----	-------	---	--------	----	---	-------

This program is used to reassign salespeople for specific customers, and to move sales history accordingly.

8	Change Prod/Sub Classes.....			Y	PS	INP.C	D	JRKEY0	SY	1	11 pc
---	------------------------------	--	--	---	----	-------	---	--------	----	---	-------

This program can be used to re-assign product and sub classes. ALL products in the product/sub classes specified will automatically be re-assigned.

See also the Change Prod/Sub Classes (by Product) program which allows you to

Menu Number 058 (JM058) Preset Key Changes
 Password / Level Application Code SY Documentation Code JMKC00

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

re-assign product/sub classes for specific products only.

9	Chg Prod/Sub Class by Prod....S91		N				D S91	SY	1	12	PC
---	-----------------------------------	--	---	--	--	--	-------	----	---	----	----

This program is used to re-assign product/sub classes for specific products.

10	Change Product Codes.....		Y	PS	INVEN	D	JRKEY0	SY	1	13	IN
----	---------------------------	--	---	----	-------	---	--------	----	---	----	----

This program is used to renumber product codes, or to merge two or more product records. This can be used in situations where a product is set up with two codes inadvertently, and it is required to merge the two together, or to merge inactive products into a single deleted product record to preserve any history outstanding.

11	Chg Photofinishing Prod Codes....		Y	PS	PHPRD	D	JRKEY0	PH	1	14	
----	-----------------------------------	--	---	----	-------	---	--------	----	---	----	--

12	Change Gen Ledger Accts.....S93		N				D S93	SY	1	15	GL
----	---------------------------------	--	---	--	--	--	-------	----	---	----	----

This program is used to renumber General Ledger account codes.

13	Supplier Key Changes.....		Y	PS	ADSMT	D	JRKEY0	SY	1	16	SU
----	---------------------------	--	---	----	-------	---	--------	----	---	----	----

This program is used to renumber supplier codes, or to merge together two or more suppliers.

It can be used in situations where:

- a supplier's name has been changed, requiring that his code be renumbered
- the same supplier has inadvertently been set up under more than one supplier code and you wish to merge the two together
- inactive suppliers are to be merged into a single 'deleted suppliers' account.

Renumbering or merging ensures that the suppliers codes are changed/merged in ALL files on the system, including those files not normally accessible through regular file maintenance. This ensures that all historical reports will remain accurate.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 058 (JM058) Preset Key Changes
 Password / Level Application Code SY Documentation Code JMJC00

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N Y	PROGRM AP	RW	LI NE	DOC SFX
14	Change Ship To Numbers.....S59			Y		D	S59	AR	1	17 SH
15	Salesrep/Cust/Ship To Key Changes			N		H		SY	41	3
16	Maintain Key Changes List.(ARSM2)			N	ARSM2	D	JRJFM0	SY	41	4
17	Update File ARSM2 re Hist<>Cust..			N		D	ARSM21	SY	41	5
18	Print Contents of ARSM2.....			N		D	ARSM20	SY	41	6
19	Run Key Changes from ARSM2.....			Y	PS ARSM2	D	JRKEY0	SY	41	7
20	Clear Contents of ARSM2.....			N	XX	D	ARSM20	SY	41	8
21	Update History - Current Salesman			N		D	ARINVB	zz	41	9 AS

Program SAFIX3 is used by those who want all sales re-assigned to the current salesman for a customer or ship to, regardless of who the salesman was when the original sale was made. In this case, the following steps should be taken:

As salespeople are re-assigned, the changes should be made in the customer, and/or ship to files. Note, that if a salesman is changed in the master customer record, if the same previous salesman exists in any of that customer's ship to records, you will be prompted whether or not to change the ship to.

Once all master file changes have been made, the Program SAFIX3 (currently on S58.21) should be run. This updates all open orders, unupdated invoices, and Historical invoices, with the current salesman assigned. This program also updates any changes to Sales Branches assigned to Customers and Ship To's.

When that has completed, the program SAFIX4 (currently on S58.23) needs to be run. While it is running, no daily invoice updates can be run, as the program first clears, and then rebuilds summary sales history files. These same files are updated by the daily invoicing update.

When running this program, you may select all or only a range of posting months, and you should select all of the sales history files that include SALESMAN NO or SALES BRANCH as part of their key. These include:

SASL1 INSL1 SACUS if Sales Branches have Changed.
 ARSMN OEBKG ARSL1 ARSL2 ARSL3 ARSL7 SASL1 if Salesman has Changed.

22	Update Hist - Curr Salesman/SlsBr			N		D	SAFIX3	SY	41	10
23	Update History splits per current	!	SPLIT	N		D	ARDESC	SY	41	11
24	Rebld Sales Hist. fr. ARINV/ARLIN	JEDRON	N			D	SAFIX4	SY	41	12 22

Menu Number 058 (JM058) Preset Key Changes
 Password / Level Application Code SY Documentation Code JMKC00

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
25	Fiscal Year Change.....		N				D S86	SY	1	18	
26	Maintain PC Key Change File.....		N		K00		D JRJFM0	SY	1	19	
27	Product Class Key Changes.....		Y	PS	INPCK	D	JRKEY0	SY	1	20	
28	Salesrep/Customer Key Changes		N			H		SY	41	14	
29	Maintain Key Change File ARSM4...		N		C14		D JRJFM0	SY	41	15	
30	Print Contents of ARSMN4.....		N				D ARSM40	SY	41	16	
31	Salesman Key Changes per Customer		Y	PS	ARSM4	D	JRKEY0	SY	41	17	
32	Clear Contents of ARSM4.....	ARSM40	N	XX			D ARSM40	SY	41	18	

S059 WYSE60T5 Operator Name - KEY CHANGE LIST FILES

14:06:00

Customer File Key Changes

Inventory File Key Changes

- 1. List Inactive Custs (No Key Chgs)
- 2. List Inact. Custs/Create Key Chgs
- 3. Maintain Customer Key Change File
- 4. List Customer Key Change File....
- 5. Rebuild Dictionary Before Key Chg
- 6. Cust. Key Changes from List File.
- 7. Delete Customer Key Change File..

- 11. Create Inventory key Change File.
- 12. Maintain Inventory Key Chng File.
- 13. List Inventory Key Change File...
- 14. Rebuild Dictionary Before Key Chg
- 15. Invty Key Changes from List File.
- 16. Delete Inventory Key Change File.

MANIPULATE ARKEY IF NECESSARY

MANIPULATE INKEY IF NECESSARY

- 8. Copy ALL recs from ARKEY to arkey
- 9. Copy batches from arkey to ARKEY.
- 10. Labels for Deleted Customers.....

- 17. Copy ALL recs from INKEY to inkey
- 18. Copy batches from inkey to INKEY.

SHIP TO FILE

- 19. Generate Ship to Key Change File.
- 20. Maintain Ship to Change File.....
- 21. List Ship To Key Change File.....
- 22. Change Ship To Numbers.....
- 23. Delete Ship to Key Change File...

Menu Number 059 (JM059) KEY CHANGE LIST FILES
 Password / Level Application Code SY Documentation Code JM5900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Customer Key Change programs are used to renumber or merge customers together.

The REGULAR customer key change program (found on the Preset Key Changes Menu) would generally be used when you wish to renumber or merge a few specific customers at a time.

The procedures found on THIS menu can be used to renumber or merge a large number of customers. The list of customers to be renumbered/merged can be created in advance, and the actual key change can be run when convenient.

The programs on this menu can be used in one of two ways:

1) To automatically create a listing of ALL customers eligible for deletion; these will later be merged into one customer code set up for 'Deleted Customers'. Programs for this method should be run in the following order:

- a) Create Customer Key Change File
- b) Maintain Customer Key Change File (optional)
- c) List Customer Key Change File (optional)
- d) Customer Key Changes from Key Change File
- e) Delete Customer Key Change File

Each program is documented separately.

2) To manually create, in advance, a list of customers for which the Key Change Program is to be run. Then, when convenient, run the actual key change program to renumber or merge the customers. Programs for this method should be run in the following order:

- a) Maintain Customer Key Change File
- b) List Customer Key Change File (optional)
- c) Customer Key Changes from Key Change File
- d) Delete Customer Key Change File

Each program is documented separately.

1	Customer File Key Changes	N			H			SY	1	3	
2	List Inactive Custs (No Key Chgs)	N	Y		D	ARCUS2		SY	1	5	CF

This program determines customers who are eligible for deletion. It may be run one of two ways:

- a) List/No Key Changes - simply produces a report. No further action.

Menu Number 059 (JM059) KEY CHANGE LIST FILES
 Password / Level Application Code SY Documentation Code JM5900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

b) List/Create Key Changes - Produces a report & further action taken as follows:

- i) writes records for eligible customers into a key change file (ARKEY) against which key changes can be run.
- ii) optionally, writes records for these customers into a separate file (JRPHO) in the event you wish to be able to produce mailing labels for these deleted customers at some future time. Phone number lookups for these deleted customers would also still be available. A record in control file ADCTL= (ARCUS2/00) determines whether or not this file is to be updated.

Criteria for eligibility include:

- MTD and YTD sales = zero
- No outstanding A/R open items
- No outstanding orders or back orders
- No cylinder/equipment balances (Weldpak/Medpak only)
- No lease balances (Weldpak/Medpak only)
- No cancelled leases in cancelled lease file that have not yet been printed on the cancelled lease report (Weldpak/Medpak only)
- No cylinder transactions for last 12 months (Weldpak/Medpak only)

NOTE: Because of the criteria specified above, it is possible that some customers may be flagged as eligible for deletion, even though you do not really want to delete these specific customers.

- e.g.:
- Newly created customers to whom there has not yet been any activity.
 - Medical agencies to whom no activity is posted, but who are required to be retained on file for 'split billing' purposes.

To avoid deleting these customers, see the 'Maintain Customer Key Changes File' program, where any modifications to the list can be made before the actual deletion (key change) program is run.

Prior to running this program, a customer code should be established in the master customer file for 'Deleted Customers' (cust code = ZZZZZZ). All customers to be deleted will have any historical information merged into this customer code.

This program will NOT delete the customers immediately. It will simply create a list of eligible customers in the 'Customer Key Changes' file (file ARKEY). Once this file has been created, you may review it and make any desired modifications before running the actual key change procedure to delete those customers who have been flagged as eligible.

Menu Number 059 (JM059) KEY CHANGE LIST FILES
 Password / Level Application Code SY Documentation Code JM5900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

It is suggested that the programs on this menu be run in the following sequence:

- a) Create Customer Key Change File (flags eligible customers)
- b) Maintain Customer Key Changes File (allows you to make any desired changes, deletions, etc).
- c) List Customer Key Changes File (optional - simply produces a final listing of those customers eligible for deletion)
- d) Customer Key Changes from List File (performs the actual deletions, merging all eligible customers into one 'deleted' customer code)
- e) Delete Customer Key Changes File (clears out the contents of file ARKEY).

3	List Inact. Custs/Create Key Chgs		N	Y			D	ARCUS2	SY	1	6	CF
---	-----------------------------------	--	---	---	--	--	---	--------	----	---	---	----

See Doc'n for Entry 2

4	Maintain Customer Key Change File		N		114		D	JRJFM0	SY	1	7	MF
---	-----------------------------------	--	---	--	-----	--	---	--------	----	---	---	----

This program can be used to:

- a) Modify the list of records created as a result of the 'Create Key Change List' program.

For example, you may decide that you do not wish to delete one of the records flagged as eligible for deletion, in which case you must remove that record from this file.

- b) Manually create your own list of records for which you wish to run the key change program.

This file simply contains the code of the record for which the key change is to be run, as well as the code to which the record is to be renumbered or merged.

5	List Customer Key Change File....es		N				D	ARKEY0	SY	1	8	LF
---	-------------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This program simply provides a listing of the contents of the Key Changes List File.

It may be run as desired.

6	Rebuild Dictionary Before Key Chg		N	al			D	JRFIL8	SY	1	9	
---	-----------------------------------	--	---	----	--	--	---	--------	----	---	---	--

7	Cust. Key Changes from List File.		Y	PS	ARKEY	D	JRKEY0	SY		1	10	KC
---	-----------------------------------	--	---	----	-------	---	--------	----	--	---	----	----

Menu Number 059 (JM059) KEY CHANGE LIST FILES
 Password / Level Application Code SY Documentation Code JM5900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

This program performs the actual key changes, using the Key Change List File (ARKEY or INKEY) previously established

Key Change Definition: Changing a key in all files on the system, using the master file as the base.

Example:

Renumbering customer or inventory codes (in cases where they were established incorrectly)

Merging two customer or inventory codes together (where same customer or product has been set up under two or more codes and you only wish to keep one of the codes)

Deleting several customer or inventory codes, merging any historical data under one code specifically set up for 'deleted' customers or products

When you run this program, the list of codes already pre-loaded into file ARKEY or INKEY will automatically be displayed.

Once the key change procedure has been started, then:

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

8	Delete Customer Key Change File..	N	XX				D	ARKEY0	SY	1	11	DF
---	-----------------------------------	---	----	--	--	--	---	--------	----	---	----	----

This program should be run to clear out the contents of the Key Change List File (ARKEY or INKEY) when it is no longer required.

Note that this file does NOT automatically get cleared when the Key Changes from Key Change List File program is run.

9	MANIPULATE ARKEY IF NECESSARY	N					H		SY	1	13	
---	-------------------------------	---	--	--	--	--	---	--	----	---	----	--

10	Copy ALL recs from ARKEY to arkey	N					D	ARKEY2	SY	1	15	
----	-----------------------------------	---	--	--	--	--	---	--------	----	---	----	--

11	Copy batches from arkey to ARKEY.	N					D	ARKEY1	SY	1	16	
----	-----------------------------------	---	--	--	--	--	---	--------	----	---	----	--

Menu Number 059 (JM059) KEY CHANGE LIST FILES
 Password / Level Application Code SY Documentation Code JM5900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
12	Labels for Deleted Customers.....		N			D	JRPHO1	SY	1	18	PH

This program can be used to produce mailing labels for customers who have been deleted from the master customer file but for whom information has been retained on the system in a separate file (JRPHO).

Note that these customers would only be retained in file JRPHO if:

a) The program 'List Inactive Customers/Create Key Changes' has been run.

and

b) A record has been loaded in control file ADCTL= (ARCUS2/00) to indicate that deleted customers are to be retained on the system in file JRPHO.

13	Inventory File Key Changes		N			H		SY	40	3	
14	Create Inventory key Change File.		N			D	INVENk	SY	40	4	IF

The Create Inventory Key Change Program can be run to produce a list of products ELIGIBLE for deletion. It may be run for specific products only, a range of products, or all products.

Criteria for eligibility include:

- MTD & YTD statistics = zero (master inventory file & multi-location file)
- On Hand, On Order and Committed = zero
- No orders or invoices done since date specified
- No sales activity in Inventory Sales Analysis File for current fiscal year, or previous fiscal year.

NOTE: Weldpak/Medpak users should not that this program will only affect non controlled items (hard goods). It will NOT affect controlled cylinders/medical equipment.

The program will NOT key change the products immediately. Rather, it will simply write a record into the Inventory Key Changes File (INKEY) for all products which it has determined are eligible for deletion.

The Inventory Key Changes file should then be reviewed PRIOR to running the actual key changes program in the event that any changes or deletions from the list are required (eg: A product may be flagged as eligible for deletion, but you may choose not to have it deleted for your own reasons, simply by removing

Menu Number 059 (JM059) KEY CHANGE LIST FILES
 Password / Level Application Code SY Documentation Code JM5900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

its record from the inventory key change file).

It is recommended that the programs be run in the following sequence:

- a) Create Inventory Key Change File (flags eligible products)
- b) Maintain Inventory Key Changes File (allows you to make any desired changes, deletions, etc).
- c) List Inventory Key Changes File (optional - simply produces a FINAL listing of those products eligible for deletion)
- d) Inventory Key Changes From List File (performs the actual deletions, merging all eligible products into one 'deleted' product code)
- e) Delete Inventory Key Changes File (clears out the contents of file INKEY).

Effective Jan 15, 2006, a new option has been added to select only those products with an ITEM STATUS that is included on a status list. By default, this list includes I (inactive) O (obsolete) D (discontinued) and X (discontinued by us)

15	Maintain Inventory Key Chng File.	N			INKEY	D	JRJFM0	SY	40	5	MF
----	-----------------------------------	---	--	--	-------	---	--------	----	----	---	----

See Doc'n for Entry 4

16	List Inventory Key Change File...	N				D	INKEY0	SY	40	6	LF
----	-----------------------------------	---	--	--	--	---	--------	----	----	---	----

See Doc'n for Entry 5

17	Rebuild Dictionary Before Key Chg	N	al			D	JRFIL8	SY	40	7	
----	-----------------------------------	---	----	--	--	---	--------	----	----	---	--

18	Invty Key Changes from List File.	Y	PS		INKEY	D	JRKEY0	SY	40	8	KC
----	-----------------------------------	---	----	--	-------	---	--------	----	----	---	----

See Doc'n for Entry 7

19	Delete Inventory Key Change File.	N	XX			D	INKEY0	SY	40	9	DF
----	-----------------------------------	---	----	--	--	---	--------	----	----	---	----

See Doc'n for Entry 8

20	MANIPULATE INKEY IF NECESSARY	N				H		SY	40	11	
----	-------------------------------	---	--	--	--	---	--	----	----	----	--

21	Copy ALL recs from INKEY to inkey	N				D	INKEY2	SY	40	12	
----	-----------------------------------	---	--	--	--	---	--------	----	----	----	--

22	Copy batches from inkey to INKEY.	N				D	INKEY1	SY	40	13	
----	-----------------------------------	---	--	--	--	---	--------	----	----	----	--

23	SHIP TO FILE	N				H		SY	40	15	
----	--------------	---	--	--	--	---	--	----	----	----	--

Menu Number 059 (JM059) KEY CHANGE LIST FILES

Password / Level

Application Code SY Documentation Code JM5900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	Y	PROGRM	AP	RW	LI	DOC NE	SFX
24	Generate Ship to Key Change File.		N					D ARKY10	AR	40	16	SH	
25	Maintain Ship to Change File.....		N		C17			D JRJFM0	AR	40	17	SH	
26	List Ship To Key Change File.....		N					D ARKY11	SY	40	18		
27	Change Ship To Numbers.....		Y	PS	ARKY1	D		JRKEY0	AR	40	19	SH	
28	Delete Ship to Key Change File...		N	XX				D ARKY11	SY	40	20		

FILE MANAGEMENT

This section deals with file expansion. It is recommended that you review this THOROUGHLY before attempting any file expansions on your own.

The best way to determine what, if any, files may require expansion is to print a DISK STORAGE STATUS REPORT. Any files which have less than 20% available space left will be highlighted with ***'s on the right hand side of the report.

The best time to expand files is while other users are NOT currently using the system. This is particularly important for customers with older versions of BASIC (any level number lower than 7.3.4), or older versions of the Jedron/Weldpak software package. Older versions of the Jedron/Weldpak software package did not automatically close the appropriate channels and older levels of BASIC did not check to ensure that the appropriate channels were closed.

By printing the disk storage status report and running any necessary file expansion procedures while other users are NOT USING the system, potential problems are avoided.

If the above recommendations are not observed and a full file is encountered while in the middle of running a program, it is recommended that you obtain advice from Jedron personnel prior to running file expansion procedures. Procedures may vary, dependent on what was stated in the previous paragraphs.

NOTE: If specific files are filling up on a regular basis, it could be due to the fact that you are not running purge programs which are available for these files. In this case, it is recommended that you obtain advice from Jedron personnel in order to determine whether you should in fact be running the purge programs or whether you do still require the information contained in these files. For example, some of the history files require that the full current year be maintained on file if you are running any of the reports available against these files. Other history files do not require the entire current year; how much history you maintain in these files is dependent on your requirements.

NOTE: Whether or not file expansion procedures should be run is not only dependent on available FILE sizing, but is also dependent on available DISK space. For example, if a file currently takes up 7 MB of disk space and expanding it would cause it to require 8 MB of disk space, but you only have 6 MB left, problems will be encountered if you attempt to expand this file. A program is available through Jedbase Run Time Operating System Functions (Display Available Disk Space) which will inform you of how much disk space is available. It is strongly recommended that this program be run prior to attempting to expand any file(s). If you are not sure how to interpret this information, Jedron personnel can provide advice.

EXPANDING FILES:

Once you are ready to run the expansion procedures, a BASIC program is available to do this. It is accessible several ways:

- a) by keying in *T at any menu (if permission allowed)
- b) by keying 'BASIC' at any menu. Then, when the 'ready (>)' prompt is displayed, by keying in 'RUN "**TPSD"'.
- c) this program can also be set up on a menu for you, for direct access.

When the program is accessed, the following will display on your screen:

'FILE TRANSFER AND EXPAND'

File Name:

	Old	New
Key Size		
Record Size		
Total Records		
Disc #		

Once the file name to be expanded is input, its current values will display in the 'Old' Column. The new values will be entered in the 'New' Column.

IMPORTANT NOTE: The ONLY value to be changed is the 'total records'. Other values should be left as originally displayed (inadvertently changing the key size and/or record size could have serious adverse affects).

When changing the 'total records' you will want to ensure that the new value keyed in is GREATER THAN the old value displayed (as a general rule of thumb, files should not be expanded more than 10% greater than the original size unless you are sure that you will definitely require a greater number of records). Inadvertently keying in a 'new' value which is LOWER THAN the 'old' value could cause you to lose existing records from the file.

'COPYING' This message will display once you have input the 'new' total records value. It will display until the procedure is complete, at which time the following message will display:

'NEW NAME OR CR TO REPLACE' At this point, you have two options:

-
- 1) Press [CR]. This will automatically replace the old file with an updated (expanded) version. Before using this option, take

a quick look at the old & new values to ensure they are correct. This is your LAST CHANCE to change your mind.

-
2)

Input a new name (other than the original) and then press [CR]. If this option is chosen, a completely new file will be created but the original file will still remain intact (in its original unexpanded form). This option is useful if you realize that you made an error in inputting 'new' values. You can safely start the procedure over.

NOTE: If this option is chosen and you accidentally input a NEW name which is the same as a currently existing file/program, you will not be allowed to use this name. A general rule of thumb is to assign the new name as follows:

- a) Same as original, with a 1 character suffix at the end (recommendation is: XXXXX# where XXXXX is original name and # is the one character suffix).
- b) Same as original, but in lower case (e.g., if original file was XXXXX, new one might be xxxxx).

You will want to keep track of the new file name created, as it will have to be removed from your system (in order to avoid taking up disk space unnecessarily).

Many files on your system have other files associated with them. Therefore, if the main one is expanded, the other related files must also be expanded. The following is a list of the most common such files, with some notations:

FILE NAME	DESCRIPTION	NOTATIONS
ARJNL	A/R transaction database	If this file is expanded, you must also expand ARGNL, ARJX2 and ARSBL (all files automatically reduced when A/R month end closing is run).

AFTER expanding all the above files, you should then run the 'Rebuild A/R Indices' program found on the User Utilities Menu.

ADJNL	G/L transaction database	<p>If this file is expanded, you must also expand ADGNL and ADJX2. (all files automatically reduced when Clear G/L Detail program is run). (see also ADSBL/APSBL)</p> <p>AFTER expanding all the above files, you should then run the 'Rebuild G/L Indices' program found on the User Utilities Menu.</p>
ADSBL/ APSBL	A/P Sub Ledger Cross Index	<p>If file ADJNL is being expanded as a result of accounts payable entries, you will also have to expand whichever of these two files your system is set up to use).</p>
APJNL	A/P transaction database	<p>If this file is expanded, you must also expand APGNL, APJX2 and NPSBL. (all files automatically reduced when A/P month end closing is run).</p> <p>AFTER expanding all the above files, you should then run the 'Rebuild A/P Indices' program found on the User Utilities Menu.</p>
ARCUS	Customer Master File	<p>If this file is expanded, you must also expand JB130 and JC130.</p> <p>THEN, run the 'Rebuild Cross Index Files' program found on the JEDBASE Files & Documentation Menu (file name to be rebuilt is ARCUS. Weldpak/Medpak users should rebuild file ARCUSW).</p>
INVEN	Inventory Master File	<p>If this file is expanded, you must also expand JA150 and JC150.</p> <p>THEN, run the 'Rebuild Cross Index Files' program found on the JEDBASE Files & Documentation Menu (file name to be rebuilt is INVEN. Weldpak/Medpak users should rebuild file INVENW).</p>
INVE1	Additional Inventory File	<p>If this file is expanded, you must also expand JA149.</p>
ADSMT	Supplier Master File	<p>If this file is expanded, you must also expand JB640 and JC640.</p>

THEN, run the 'Rebuild Cross Index Files' program found on the JEDBASE Files & Documentation Menu (file name to be rebuilt is ADSMT).

ADMST	G/L Chart of Accounts	If this file is expanded, you must also expand ADGLX.
OEINV	A/R Invoice Header File	If this file is expanded, you must also expand OEIN2. (see also OEIN3 & OEGENERAL)
OEHDR	A/R Order Header File	If this file is expanded, you must also expand OEIN1. (see also OEIN3 & OEGENERAL)
OEIN3	Invoice/Order Cross Index	If either OEINV or OEHDR has been expanded, this file should also be expanded. It should always be set up for the same number of records as the SUM OF OEHDR and OEINV.
OELIN	A/R Order/Invoice Lines	If this file is expanded, you must also expand OEIN4. (see also OEGENERAL)
OE NOTE:	General Notation	OE files are automatically reduced when either: a) outstanding orders/back orders are CONFIRMED (reduces OEHDR & OEIN1) b) outstanding invoices/credits are UPDATED (reduces OEINV, OEIN2, OEIN3, OELIN & OEIN4). Exception: if future month invoicing is being done before current month is closed, future invoices will not be removed until A/R month end closing is run.
OE NOTE1:	General Notation	If any 'OE' files have been expanded, run the following rebuilds on the User Utilities Menu: - Rebuild Ord/Invoice Print Indices - Rebuild Ord/Invoice Inqy Indices
ARINV	A/R Invoice History Header	If this file needs expansion, you might also want to check if the following files also need expansion: ARLIN - A/R Invoice History Lines

ARINX - A/R Invoice History Cross Index

These three files will not necessarily be set up for the same number of records, but each time one is updated the others are updated as well. Therefore, if you expand one by 10% expand the others by 10% as well. (Purge program available. If sales analysis reports from invoice history are being used, must maintain entire current year)

ARHLS	A/R Inv History Summary	This file is only written to when the purge for the A/R Invoice History Files is run. Prior to running the purge, you may wish to check this file to ensure space is available. Note that this file is only written to if your system control record indicates that you are maintaining this summary file (this is required if you are running any of the sales analysis reports from A/R invoice history AND you wish to purge some of the current year detail. Updating this summary file will still allow you to maintain proper YTD figures on the sales reports).
APHJL	A/P Open Item History	If this file is expanded, you must also expand APHSL. (Purge Program available)
ARHJL	A/R Open Item History	If this file is expanded, you must also expand ARHSL. (Purge Program available)
APTRX NPINV NPHIS NPCLR	} } A/P Transaction Files }	These files are automatically purged when A/P month end closing is run (a minimum number of months of detail is automatically maintained in each file). A separate purge program is also available which can be run independently & which allows you to override minimum number of months of detail to be kept.

INPOH	Ongoing Physical Inventory File	If you expand this file, you must also expand INPHM, JA170 and INPHC (all files automatically purged when purge ongoing physical inventory files program is run).
POHDR	Purchase Order Header File	If you expand this file, you must also expand POIN1 and POIN3.
POLIN	Purchase Order Line Items	If you expand this file, you must also expand POIN4.
PQHDR	PQ Purchase Order Header	If you expand this file, you must also expand PQIN3.
PQLIN	PQ Purchase Order Lines	If you expand this file, you must also expand PQIN4.
ARC.P	Batch Cash Posting File	If you expand this file, you must also expand ARCIN.
INHAZ	Hazardous Products File	If you expand this file, you must also expand JA168. Note that JA168 may be larger than INHAZ. If you expand one by 10%, expand the other by 10%.
INBMX	Bill of Materials File	If you expand this file, you must also expand JA272.

The following is a list of some files which do not have other files associated with them, but for which purge programs are available:

FILE NAME	DESCRIPTION	NOTATIONS
INAUD	Inventory Audit Trail	A purge program is available (up to posting month which you specify). Detail should be printed prior to purging.
INSL1	Inventory Sales History	A purge program is available (up to fiscal year which you specify). You may wish to print inventory sales history report prior to purging.
WEDET	Cylinder Detail Transactions	A purge program is available (up to posting month which you specify). Detail should be printed prior to purging.

OESNO	Shipping # Control File	A purge program is available (refer to help documentation on purge program for details).
JRAUD	Jedbase File Maint. Audit	A purge program is available. You may wish to print detail prior to purging.

REPORT GENERATION USING THE 'LIST' OPTION IN FILE MAINTENANCE

This option is a powerful tool which allows you to define and save your own custom reports, at any time.

This option is available within file maintenance for EVERY file on the system, including those on which file maintenance is not normally done (e.g., history files which are automatically updated by various procedures such as invoicing, etc.).

This tool can be accessed two ways:

- a) For files on which normal file maintenance is done on a regular basis, choose option 5 (List) while in the file maintenance procedure.
- b) For files not normally accessed, refer to the Jedbase Run Time Menu - Files & Documentation Option - Report Generation Selection. In this case, you will have to specify the name or number of the file for which you wish to generate a custom report. Details of how file names/numbers can be located are described later.

This documentation will be broken down into two sections:

- a) An explanation of the various prompts and options available.
- b) Using the various prompts and options to create a sample report.

Terminology:	Field	One element within a record. For example, 'POSTAL CD' is a field within the customer record.
	Record	All the fields which make up the database for one particular customer, or one particular salesman, etc.
	File	All the records which make up the database for all customers, all salesmen, etc.
	Alpha Field	An alpha field is one on which mathematical calculations would never be done. An alpha field may consist of either alphabetic characters or numeric digits (e.g., postal code).
	Numeric Fields	A numeric field is one on which mathematical calculations could potentially be done. It will never contain alphabetic characters.
	Precision	Number of decimal places required for a field (numeric fields only).

SECTION 1 - EXPLANATION OF PROMPTS & OPTIONS:

The following prompts display when the 'List' option is accessed:

[F8] for existing Allows you to retrieve & run a previously saved report.

When a report is initially defined, you will have the option of saving it (last step in the process). This option is useful if you have defined a report which you will want to run again in future, without having to re-define all the parameters.

The next time you access the 'List' option, you will be able to use this option to recall & run the previously saved report.

If this option is chosen, an [F1] to List prompt will display. This displays all previously saved reports so that you may select the one which you want to retrieve.

+ [F2] for other This option is used if you want to include a field from
File a different file on the report which you are creating.
 If this option is chosen, you must specify the field
 name, exactly as it exists in the other file, followed by
 [F2]. For example; if you are creating a report against
 a file which contains a customer's code, but not his name
 and you would like to have his name included on the report,
 this field can be brought into the report from the file
 which does contain his name.

+ [F6] for Calc This option allows you to create a TEMPORARY new column
 for your report, using calculations from other existing
 fields. For example; if you are creating a report against
 a file which contains sales dollars & cost dollars, but not
 gross profit dollars, you can define a new column for
 gross profit dollars which will be a calculation of sales
 dollars minus cost dollars.

Note: If the report being generated is a one-time only report, the temporary column would not be saved on any future reports. If the report being defined is saved for later use (see prompt described later), the temporary column will appear on the report every time it is run.

Calculation symbols which can be used are as follows:

+	Add	-	Subtract
/	Divide	*	Multiply
<	Less Than	>	Greater Than
=	Equals	<>	Not Equal To
<=	Less Than or Equal To	>=	Greater Than or Equal To

Arguments which can be used are as follows:

IF	OR
AND	ELSE

[F7] Begin Column This option can be used to stack information vertically within a column, rather than printing it horizontally across the page. For example; if you are creating a report which contains a customer's name and address, you may wish to have the name/address stacked rather than printing as separate columns across the page.

Examples:	Non Stacked:	Name	Address
	Stacked:	Name	Address

[F5] for Display This option allows you to re-display the fields of the file you are currently working on (or any other file if desired), in a slightly different format than they are normally displayed. The following information is displayed for each field:

Field #	Field Name	Field Length	Precision (if applicable)
---------	------------	--------------	---------------------------

This information can be helpful when using the 'Select Logic' prompt described later, because logic is specified differently for alpha versus numeric fields.

Select Field
Name/Number

When you are ready to select the fields which are to be included on your report, input the field names exactly as they appear on the screen, or use their corresponding field numbers. Press [CR] after each selection.

Example: If you wish to include field # 7, which has a name of 'POSTAL CD' on your report, you may input either 'POSTAL CD' or '7' followed by [CR].

Note: You may select fields in any order you wish for your report. The order in which they are selected determines the order in which they will print on the report.

As you select each field, you will notice the following:

- a) The fields you have selected will be highlighted on the screen.
- b) The bottom left corner of the screen will display 'Output Size'. This figure tells you the print

width of your report and this figure will increase after each field selection is made.

Note: Unless you have a printer which is capable of handling more than 132 characters across the page, you should not allow this figure to go beyond 131.

Field Name/Number with [F1] If you have selected a field in error, you may remove it from your report by entering its name/number again, followed by [F1].

[F4] to End Once you have selected all the fields required for your report, press [F4] to end the field selection process and go on to the next step.

Once all fields have been selected (whether from the file being worked on, or brought in from another file, or new fields created as a result of calculations on existing fields), the following set of prompts will display:

Company Code Input the company code for which the report is to be run.

From Several options are available to you at this point:

[CR] If you wish to produce the report for all records on file, press [CR] for all.

Range If you wish to produce the report for a single range of records, input the starting code within the range followed by [CR].

In this case, you will then be prompted for 'To' where you will input the ending code within the range.

Example: From 'A' To 'K'
All records from A to K will be included on the report.

F1 for Key List If you wish to produce the report for specific records only, press [F1] to allow input of the codes for which you want the report produced. This is useful if you want to produce a report for specific customers only or specific products only, whose codes do not fall within any kind of range.

Example: 'A' 'D' 'F'
Only records A, D and F will be included on the report.

F2 for From/To List This option allows you to produce the report for multiple ranges of records. You will be prompted for the first and subsequent ranges.

Example: From 'A' To 'C' From 'F' To 'J'
Only records from A to C and from
F to J will be included on the report.

Title You may input a title which is to print on the report if desired. If you will be saving your report for future use, a title is recommended (it will display if you do a lookup of saved reports).

[F2] Auto selects the file number & its description as your title.

[F1] Use this to suppress titles if generating a label print program.

Do You Want Comments Printed On Report This option only displays if the file for which you are generating the report has a file maintenance comment record loaded (in file ADCTLz). This allows you to automatically include any special comments loaded for any record (e.g., Credit Manager Comments for any customer, etc.).

If yes, you may then individually specify the type(s) of comments to be included, or have an automatic list of all valid type(s) selected for you (you may de-select those not desired). Valid types include 'CM' for Credit Manager Comments, 'DE' for Customer/Product Description Comments, etc.

Select Logic This option can be used to define specific criteria must be met in order for a record to be included on the report. If you do not wish to define any special logic, press [CR] to bypass this prompt (all records within the file will automatically be included on the report). If you do wish to define logic, review the examples below:

a) F17="XXX"

Example assumes that field 17 contains salesman number & that you only wish to generate a report for those customers assigned to salesman "XXX".

b) F7(1,3)="M1C" OR F7(1,3)="M2C"

Example assumes that field 7 contains postal code & you only wish to generate a report for those customers whose postal code begins with "M1C" or "M2C".

This type of logic can be used to position yourself anywhere within a field. To further illustrate:

Field Position:	1	2	3	4	5	6	7
	M	1	C		2	T	1

The letter M is located in the first position of the field. The number 2 is located in the fifth position.

Logic such as F7(5,3)="2T1" would indicate that only those records where the three characters starting at the fifth position = 2T1 are to be selected for the report.

Logic such as F7(4,1)<>" " would indicate that only those records where the one character starting at the fourth position is not equal to a blank space are to be selected for the report.

- c) F17 ="XXX" AND F33<5000
Example assumes field 17 contains salesman number, field 33 contains MTD sales dollars & that you only wish to generate a report for customers assigned to salesman XXX, whose MTD sales are less than \$5,000.00

Using AND/OR Arguments in Logic Selection:

A couple of things should be noted:

- a) F7(1,3)="M1C" AND F7(1,3)="M2C"
If the above logic is selected, no records would be selected for inclusion on your report. This is because a customer cannot have a postal code beginning with "M1C" and also beginning with "M2C". A customer's postal code can only begin with one OR the other.
- b) F17="XXX" OR F33<5000
If the above logic is selected, a report will be produced; however, you might not get the results you anticipated.

In this case, the report would be based on all records where either the salesman number equals "XXX" (even if MTD sales are greater than \$5,000.00) OR where MTD sales are less than \$5,000.00 (even if the salesman number is something other than "XXX").

'INVALID RETRIEVAL LOGIC'

In the examples described above, you will notice that the values for some fields have been enclosed in quotation marks, while the values for other fields have not.

Whether or not values should be enclosed in quotation marks is dependent on whether the field is an alpha field (yes) or a numeric field (no).

'Invalid Retrieval Logic' message will display if the above rule has not been followed. If this occurs, re-input logic again (with or without the quotation marks).

NOTE: You may also optionally use field NAMES instead of field NUMBERS when specifying logic. In this case, the field name must be enclosed in square brackets. Example:

```
[SALESMAN NO]="XXX"  
[POSTAL CODE](1,3)="M1C"
```

Cross Index
Sort (If
Applicable)

This prompt only appears if the file against which you are generating your report has cross indexes associated with it.

This allows you to have your report automatically sorted in cross index sequence, without having to use the 'Sort' option described later.

If this option is available in the file against which you are creating your report, you may use the [F1] key to display a list of the cross indexes applicable to that file.

Example: The master customer file has two cross indexes (alpha code and telephone number). Use of this option allows automatic sorting by one or the other.

Sort

This option can be used to sort your report, by something other than the key, or by something other than the cross index (if applicable).

If no sorting is required, the report will automatically be produced in key sequence (e.g., an unsorted report from the customer file will automatically print in customer code sequence, an unsorted report from the inventory file will automatically print in product number sequence, etc.).

If you wish to sort your report, simply specify the field number(s) by which the report is to be sorted. Multiple

level sorting (major to minor) is allowed.

Example: To produce a customer file report, sorted by salesman and MTD sales dollars, input the salesman field number and the MTD sales dollars field number. Press [CR] after each field.

Once all sort fields have been specified, press [F4] to go on to the next prompt.

Sub Totals

This option would only be used if:

- a) The report contains numeric columns.
- b) You have used the 'Sort' option above.

As with the sort option, multi level sub totals are allowed.

Input for this option is similar to that of the sort option. Input the field number(s) to be sub-totalled in major to minor sequence, pressing [CR] after each field. When all sub total breaks have been specified, press [F4] to go on to the next prompt.

[F8] for Summary Report

This is an option available while at the sub total prompt. If you select this option, you will still be required to specify the fields which are to be sub totalled; however, the final report will only include the sub total lines and not the individual lines which made up the sub total.

To illustrate:

Regular Sub Totals	Salesman	Customer	MTD Sales
	XXX	ABC	1,000.00
		DEF	2,000.00
		SubTotal	3,000.00
	ZZZ	AAA	1,500.00
		BBB	3,000.00
		SubTotal	4,500.00
		GRAND	7,500.00
Summary	XXX	SubTotal	3,000.00
Sub Totals	ZZZ	SubTotal	4,500.00
		GRAND	7,500.00

The individual customer detail does not appear on the summary report.

Include Field Numbers This option allows you to specify whether or not you wish field numbers (as well as column headings) to print on your report.

OK To Continue Several options are available at this point.

Y Run the report immediately, without saving it. If the same report is required in future, you will have to re-define the parameters for it.

N This will cancel all parameters selected and return you to the Company Code prompt.

The following options (if applicable) should be used BEFORE answering yes or no.

X + [F6] This option allows you to specify the number of blank lines required between each record (X represents the number of blank lines). This is useful if you wish to have your report double spaced.

[F9] This option allows you to separate each record by a row of dashes. It automatically inserts a row of '-----s' after each record printed.

If you have selected this option & then wish to cancel it, simply press [F6] to cancel.

[F8] to Save This option allows you to save your report parameters. This will allow you to produce the same report at any future time, without having to re-define all its parameters.

If you choose this option, you will be asked to assign a code under which it is to be saved (one alpha or numeric character).

You will also be asked for the disk name on which the report is to be saved. All reports should be saved on the CUSTOM disk.

You will have the option of running the saved report immediately if desired.

Once a report has been saved, you will be able to use the [F8] for existing option described earlier, any time you wish to run the report in future.

Name + This option allows you to create a UNIX file

[F7] for unix from the database of the file you are currently working on. This file could then be imported into Word Perfect or Q-Office word processing, for mailing list purposes.

Input the name of the file to be created, followed by [F7].

Field Separator:

Press [F2] if the file is to be used with Word Perfect.

Select any character or symbol to be used as the field separator if the file is to be used with Q-Office.

!M982R3!

CREATING A SAMPLE REPORT USING THE OPTIONS DESCRIBED EARLIER

** SECTION 2 **

This section will outline the steps necessary to create a sample report, using as many of the options and features as possible.

This sample report is being produced from the master customer file. It will include Salesman Number and Salesman Name, Customer Number, Customer Name/Address, MTD Sales dollars, MTD Gross Profit dollars and MTD Gross Profit percentage.

This sample report will be sorted by salesman and MTD Sales \$. Sub totals will be provided after each salesman.

In order to have the salesman name appear on the report, we will be importing this field from the salesman file.

In order to have the GP % field appear on the report, we will be creating a new field, calculated based on existing fields.

The following is a partial listing of the two files which will be used to create this report.

File #	Field #	Field Name	Field Length	Precision
File #130 (Customer File)	1	COMPANY CD	2	N/A
	2	CUSTOMER NO	6	N/A
	3	NAME	30	N/A
	4	ADDRESS 1	30	N/A
	5	ADDRESS 2	30	N/A
	6	ADDRESS 3	30	N/A
	7	POSTAL CD	7	N/A
	17	SALESMAN NO	3	N/A
	33	MTD SALES \$	10	2
	34	MTD GP \$	10	2
File #132 (Salesman File)	1	COMPANY CD	2	N/A
	2	SALESMAN NO	3	N/A
	3	SALESMAN NAME	30	N/A

A couple of things should be noted at this point:

When generating reports where you will be importing data from other files, you must know the name or number of the second file with which you will be working.

There are several ways of finding this:

- a) Go into file maintenance on the files you will require for your report. You will notice that the file number and name will display in the upper left corner of the screen.

- b) You may also use the 'Print List of Files' program found on the Jedbase Files & Documentation Menu, to get a full listing of all file numbers on the system.

Once you have determined the file numbers required, you may wish to print out the file maintenance screens for these files, using the 'Print Jedbase File Maintenance Screens' program on the Jedbase Files & Documentation Menu. This will give you a printout of the field names which will be required from those files.

If you are going to be generating a report against a file not normally accessed, using the 'Report Generation' program found on the Jedbase Files & Documentation Menu, you must specify the file name or number against which you wish to generate the report. Printing the List of Files as above will provide you with this information.

To create the sample report, access file maintenance on the Master Customer File and choose the 'List' option.

NOTE: All future references to field numbers are based on the sample file layouts described above. The field numbers may be different when you call up the file on your system. In this case, simply substitute the appropriate field numbers as they appear on your screen.

Select Field Select field [17], followed by [CR], in order to have salesman number print as the first column of your report.

Select Field Select field [2], followed by [CR], in order to have the customer number print as the second column of your report.

Field Name + [F2] In order to bring in a field from another file, you must input its field name, exactly as it appears in the other file, followed by [F2]. Thus, to have the salesman's name print on the report:

Input [SALESMAN NAME] followed by [F2].

Is Field To Be Printed on Report When importing a field from another file, you will have the option of specifying whether or not that field is actually required to be printed on your report.

An example of where a field might NOT be printed is if you are importing the field simply to be able to do calculations based on that field. Calculations are discussed later.

For this sample, we will want the field to be printed.

Begin a Stacked Press [F7] to begin a stacked column. This will allow

Column you to specify the field numbers which are to be printed vertically in a column, rather than as separate columns across the page.

You will be prompted for the size of the column, including the number of blank spaces required between this and the next column. Reviewing the file layouts provided above, you will notice that the widest field length within the name/address group is 30 characters. Therefore, allow for at least [31] characters, in order to have at least 1 blank space between this and the next column.

Once you have determined the column size, select field numbers [3], [4], [5], [6] and [7], pressing [CR] after each.

End Stacked Column Once you have selected all the name and address fields, press [F7] a second time to end the stacked column.

If other stacked columns are required, repeat the procedure outlined above.

Select Field Select field numbers [33] and [34], pressing [CR] after each. This includes the MTD Sales dollars and MTD Gross Profit dollars in the report.

Field Name + [F6] In order to create a column for a non-existent field, you will have to assign a column heading followed by [F6]. Thus, to create a Gross Profit % column for this report:

Input [GP %] followed by [F6]. GP % will become your actual column heading on the report.

Calculation The calculation required to come up with the gross profit percentage is gross profit dollars divided by sales dollars multiplied by 100. This calculation is input as follows:

[F34/F33*100] (field 34 divided by field 33 times 100)

NOTE: This does not necessarily have to be a numeric calculation. The field being created could actually be an alpha value of some sort.

For example, you could specify the calculation as [F7(1,3)] in which case the new column would simply print the first three characters of whatever is contained in field 7.

Another example is a calculation input as [IF F34<5000 THEN "TOO LOW"]. In this example, the new column would print the comment TOO LOW,

for all records where MTD Gross Profit dollars are less than \$5,000.00.

Field Length Input the number of digits required for the gross profit percentage column, including any decimal points plus a negative sign (-).

Example: If you want to allow for 999.99 + or -, you will require a field length of 7.

of Decimal Places Input the number of decimal places you will require for the column.

Recalculate Totals If you wish to have your gross profit percentage recalculated on any sub-total and grand total lines, you should answer yes to this question. Otherwise, the gross profit percentage printed on any sub-total and grand total lines will simply be a total of previous lines.

To illustrate:

	Sales \$	GP \$	GP % (*)	GP % (**)
Line 1	500.00	100.00	20	20
Line 2	500.00	200.00	40	40
Total	1000.00	300.00	60	30

The totals for the first GP % column (*) were not re-calculated, thus the total line GP % simply shows a total of the individual lines.

The totals for the second GP % column (**) were recalculated, thus the total line GP % has been based on total gross profit dollars divided by total sales dollars.

NOTE: Total recalculation is only a consideration when percentages are involved.

NOTE: When using this field name + [F6] option, a message will display at the bottom of the screen Last Field was 'Your Column Heading (Field XX)'.

You may wish to make note of the field number which has been assigned to this new field, in the event that you wish to create any other new fields, calculated based on the results of this field.

[F4] to End All the necessary fields for your report have now been selected. You may now press [F4] to go on to the next

section of prompts.

Company Code Input the company code for which you wish to have your report produced.

From If you want to produce this report for all customers on file, press [CR]. Otherwise, use one of the options described in Section 1.

Title Input a title to be printed on the top of each page of this report.

Select Logic If you do not require any logic, press [CR] to bypass this prompt. If you do require logic, review the options described in Section 1.

Cross Index
Sequence For this sample report, we will not be taking advantage of this feature. While we do want a sorted report, it will not be sorted by either of the cross indexes available. Refer back to Section 1 for more details.

Hard Copy Y/N How you answer this question determines whether you will obtain a hard copy of the report, or whether it will simply display on the screen.

 Take a look at the 'Output Size' displayed at the bottom of the screen. In order to have your report displayed to the screen, the output size cannot exceed 131 characters.

Sort Y/N In order to have this report sorted, first by salesman and then by MTD dollars, input field numbers [17] and [33], pressing [CR] after each.

 Once you have chosen all the fields by which the report is to be sorted, press [F4] to end this section and go on to the next prompt.

Sub Totals Y/N In order to have this report sub-totalled by salesman, or [F8] for input field number [17] followed by [CR]. Then press summary sub totals [F4] to end this section and go on to the next prompt.

 Refer to Section 1 for more details on summary versus regular sub totals.

Include Field
Numbers You can optionally choose to have field numbers included in your column headings.

OK to Continue Before answering this question, input [1] followed by [F6] to specify that you would like one blank line between each record. This will make the report easier to

read.

Then you can decide whether you want to run it immediately or whether you would like to save it for future use.

Refer to Section 1 for more details on saving and retrieving reports.

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S021 WYSE60T5

Operator Name - PAYROLL MASTER MENU

14:06:00

- | | |
|---------------------------------------|---------------------------------------|
| 1. Employee File Maintenance..... | 19. Tax Tables/WCB Tables.....S23 |
| 2. Employee Additional Data File.... | 20. Earnings Record Maintenance..... |
| 3. Employee File Reports.....S70 | 21. Current YTD Earnings - Detail.... |
| 4. Employee Deductions Report..... | 22. Insurable Earnings File..... |
| 5. Emp TaX Ben, Ext Tax, Td1 Rpt.... | 23. Insurable Earnings Dates..... |
| 6. U.I.C. Parameter Inquiry..... | 24. Insurable Earnings List..... |
| 7. Union File Maintenance..... | 25. Delete Payroll Employee..... |
| 8. Union File Report..... | 26. Monthly Deduction Summary..... |
| 9. G/L Interface File By Company.... | 27. Departmental Reports and more.S70 |
| 10. G/L Interface File by Branch.... | 28. Terminate/Rehire Update..... |
| 11. G/L Interface Inquiry..... | 29. Reconcile Payroll Cheques..... |
| 12. Company Information..... | 30. Outstanding Cheque List..... |
| 13. Branch Override Info..... | 31. Delete Reconciled Cheques..... |
| 14. Department/GL Interface by Compny | 32. Enter Misc. Cheques..... |
| 15. Department/GL Interface by Branch | 33. PROCESS PAY/SEPARATION SLIPS..S22 |
| 16. Department Inquiry..... | 34. PAYROLL YEAR END PROCEDURES...S23 |
| 17. Maintain Sub Departments..... | 35. Create PREMP Records from PWEMP.. |
| 18. Maintain Position Codes..... | 36. Salary Update Program..... |

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains various files associated with the payroll system, as well as various reports & inquiries which may be run as required (e.g.: - print separation slips - terminate or rehire employees - etc.).

From this menu, you will also be able to access the Current Period Payroll Processing programs, Payroll Month End Program and Payroll Year End Procedures).

Control Files required in order to run the payroll system are as follows:

File Name	Description	Found Where
ADCTLA	System Control Record	Control Files Menu
PRNUM	Company Information	Payroll Master Selector
PRGLI	Payroll G/L Interface	Payroll Master Selector
PRDEP	Payroll Department File	Payroll Master Selector
PRUNI	Payroll Union File	Payroll Master Selector
PREMP	Employee Master File	Payroll Master Selector
PRCAR	Earnings Record File	Payroll Master Selector (optional)
PRTAX	Tax Table File	Payroll Master Selector
PRTAXQ	Quebec Tax Table File	Payroll Master Selector
PRPTX	Provincial Tax Parameters	Payroll Master Selector

NOTE: PRCAR This file is automatically updated each time a payroll run is done. It is from this file that the T4 file is created when the payroll year end procedures are run. If starting to use the payroll system part way through a calendar year, you may wish to load the historical records for the first part of the year, to avoid having to manipulate the T4 file at year end.

PRTAX PRTAXQ These files are updated as new taxation
 PRPTX booklets are received.

1	Employee File Maintenance.....	1	N	088	D	JRJFM0	PR	1	3	01
---	--------------------------------	---	---	-----	---	--------	----	---	---	----

This file is used to load new employees onto the system or to make any necessary changes to an existing employee.

If you wish to delete an employee from the system, note the following:

- 1) Ensure that the employee's final T-4 slip has been printed prior to deleting.

Menu Number 021 (JM021) PAYROLL MASTER MENU
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
2)	Run the 'Delete Employee' program. This will ensure that the employee's historical data is removed from ALL pertinent files (not just the master employee file).										

If the employee is being terminated in the midst of a calendar year, simply run the 'Terminate/Rehire Update' program. This program will not actually remove the employee from any files; however, it will set his employee status to 'I' for inactive. Thus, the employee will not be included on any further payroll runs.

Once the payroll year end procedures have been completed & the final T-4 slip has been printed, you may then proceed with the steps outlined above for deleting the employee.

Refer to your user's manual (general section) for details of the following:

- a) standard options available while in file maintenance, for any file.
- b) standard function key usage throughout the system.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Employee Additional Data File....			N	078	D	JRJFM0	PR	1	4	
3	Employee File Reports.....S70	1		N		D	S70	PR	1	5	RP

Three standard reports are available from the employee master file (the list option in file maintenance can be used to generate any custom reports you desire). These standard reports include:

- Employee File Report This report will print a listing of employee static information (name, address, S.I.N. number etc).
- Employee Deductions Report This report will print a listing of employee deductions (dental, bonds, etc.).
- Tax Ben/Extra Tax/TD1 Report This report will print a listing of taxable benefits, extra tax and TD1 information for each employee.

These reports may be run as desired.

Menu Number 021 (JM021) PAYROLL MASTER MENU
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
4	Employee Deductions Report.....		Y				D PREMP1	PR	1	6	RP	
	See Doc'n for Entry									3		
5	Emp Tax Ben, Ext Tax, Tdl Rpt....		Y				D PREMP2	PR	1	7	RP	
	See Doc'n for Entry									3		
6	U.I.C. Parameter Inquiry.....		N				D PRUIC0	PR	1	8	09	

This program provides a screen or hard copy listing of the UIC parameters from the tax table file. It also displays the UIC percentage which will be used to determine the UIC deduction. This may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

7	Union File Maintenance.....		N		083		D JRJFM0	PR	1	9	10	
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In the master employee file, a union code will be requested for each employee.

If unions are involved, codes for each union must first be loaded in this file.

If no unions are involved, this file may be ignored.

NOTE: This file is present as a starting point only. If unions are involved, program customization would be required in order to meet the requirements of the union(s) in question.

The standard payroll package, without any program customizations to handle union requirements, ignores any dues, union deductions, etc. loaded in this file.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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personnel.

8	Union File Report.....		N				D	PRUNIO	PR	1	10 11
---	------------------------	--	---	--	--	--	---	--------	----	---	-------

This program provides a listing of codes loaded in the union file. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

9	G/L Interface File By Company....		N	099			D	JRJFM0	PR	1	11 14
---	-----------------------------------	--	---	-----	--	--	---	--------	----	---	-------

This file contains various G/L accounts which will be CREDITED during the payroll update program. These accounts must be loaded prior to running the first payroll.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

10	G/L Interface File by Branch....		N	089			D	JRJFM0	PR	1	12 15
----	----------------------------------	--	---	-----	--	--	---	--------	----	---	-------

This program provides a listing of accounts loaded in the Payroll G/L Interface file. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

11	G/L Interface Inquiry.....		N				D	PRGLIO	PR	1	13
----	----------------------------	--	---	--	--	--	---	--------	----	---	----

12	Company Information.....		N	094			D	JRJFM0	PR	1	14 16
----	--------------------------	--	---	-----	--	--	---	--------	----	---	-------

This file contains company related information. It must be loaded prior to running the first payroll. Information includes:

Last Good Cheque # - input the LAST manual cheque number used. The payroll cheque print program will use this field to determine the NEXT sequential cheque number to use.

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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- If you are also using the accounts payable system, you may wish to use a SEPARATE series of cheque numbers for payroll cheques.

Address Information

- Input the company's address, as it is to be printed on T-4 slips.

Employer RCT #

- For T-4 purposes.

Posting Month

- Input the first posting month in which payroll processing will commence (YYMM format). This field will be automatically updated each time you do a payroll month end.

-
Note re posting month:

-
Posting months relate to FISCAL YEAR (not necessarily the same as CALENDAR YEAR). Thus:

-
If FISCAL YEAR starts in January 1990

-
Calendar Mth January 1990 = Posting Mth 9001
 Calendar Mth December 1990 = Posting Mth 9012

-
If FISCAL YEAR starts in June 1990

-
Calendar Mth June 1990 = Posting Mth 9101
 Calendar Mth December 1990 = Posting Mth 9107
 Calendar Mth May 1991 = Posting Mth 9112

-
Posting month is simply the accounting period into which entries are to be posted. The YY portion of posting month is always based on when the FISCAL YEAR ends.

UIC Comp Factor

- This field contains the factor to be used to compute the company's portion of UIC.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

13 Branch Override Info.....	N	077	D	JRJFM0	PR	1	15
------------------------------	---	-----	---	--------	----	---	----

14 Department/GL Interface by Compny	N	085	D	JRJFM0	PR	1	16 17
--------------------------------------	---	-----	---	--------	----	---	-------

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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In the master employee file, each employee must be assigned to a department (i.e., administration, warehouse, etc). Each department must first be loaded in this file.

This file also contains the wages and benefits G/L accounts for each department.

At least one department must be set up.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

15	Department/GL Interface by Branch	N		P25	D	JRJFM0	PR		1	17	
16	Department Inquiry.....	N			D	PRDEP0	PR		1	18	18

This program provides a listing of all departments loaded in the Department File. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

17	Maintain Sub Departments.....	N		P23	D	JRJFM0	PR		1	19	
18	Maintain Position Codes.....	N		P24	D	JRJFM0	PR		1	20	
19	Tax Tables/WCB Tables.....S23	N			D	S23	PR	41	3		TX

This option takes you to a separate menu, where Tax tables and Worker's Compensation tables are maintained.

20	Earnings Record Maintenance.....	N		087	D	JRJFM0	PR	41	4	19	
----	----------------------------------	---	--	-----	---	--------	----	----	---	----	--

This is a system maintained file (automatically updated from every payroll run). It contains a record for each cheque issued to each employee and tracks information such as regular hours/pay, overtime hours/pay, deductions taken, etc. Information from this file is used to print history reports and to create the T-4 file at the end of the year.

NOTE: Regardless of what your fiscal year is (refer to menu help documentation on the 'Company Information' file), T-4 slips are

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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always created based on calendar year.

NOTE1: If starting to use the payroll system in the middle of a calendar year, you may wish to manually load each employee's history data in order that the year end programs can create an accurate T4 record for each employee.

This historical data may be loaded in one of two ways:

a) By manually loading records into this file for each employee (either one individual record for each manual cheque issued, or one lump sum record for the total of all manual cheques issued).

If UIC history is also desired, manual records would also have to be loaded into the UIC Earnings and UIC Dates Files.

b) By using the procedures outlined on the Current Payroll Processing Menu. This method would automatically update the Earnings Record File, as well as the UIC Earnings & UIC Dates Files.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

21 Current YTD Earnings - Detail....	N	EL	131	D	PRRPTB	PR	41	5	21
--------------------------------------	---	----	-----	---	--------	----	----	---	----

This program will print a detailed report for EACH cheque issued to EACH employee during the calendar year. It is similar to the payroll journal which is printed for each payroll run, except that it includes all cheques issued & updated throughout the year. If a detailed year end report is desired, this report should be printed prior to running the payroll year end procedures.

22 Insurable Earnings File.....	N	084	D	JRJFM0	PR	41	6	IE
---------------------------------	---	-----	---	--------	----	----	---	----

The Insurable Earnings File and the Insurable Dates File contain insurable earnings information for each employee. These are automatically updated from each payroll run processed and track information for the previous 52 pay periods.

This information is used by the 'Print Separation Slips' program.

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

23	Insurable Earnings Dates.....	N		080	D	JRJFM0	PR	41	7	IE		
----	-------------------------------	---	--	-----	---	--------	----	----	---	----	--	--

See Doc'n for Entry 22

24	Insurable Earnings List.....	Y			D	PRRPT2	PR	41	8	23		
----	------------------------------	---	--	--	---	--------	----	----	---	----	--	--

This program provides a listing of insurable earnings information for each employee. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

25	Delete Payroll Employee.....	N			D	PRDEL0	PR	41	9	24		
----	------------------------------	---	--	--	---	--------	----	----	---	----	--	--

This program can be used to delete an employee who is no longer active. This program will remove that employee's information from all relevant history files, as well as removing the employee from the employee master file.

Note the following:

- 1) Do not delete an employee until the employee's final T-4 slip has been printed.
- 2) Prior to running this program, the employee's status must be set to 'I' for inactive. You can use the 'Terminate/Rehire Update' program to set this flag.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

26	Monthly Deduction Summary.....	Y		118	D	JRSCR6	PR	41	10	25		
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This program scans through the payroll journals file, for the CALENDAR MONTH specified, and prints a report of all deductions for each

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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employee.

Note that this report CANNOT be used to determine remittances for Tax, UIC, CPP/QPP, etc., for the following reason:

This report simply indicates actual amounts deducted from each employee. It does not include the company's portion (e.g., if \$10.00 UIC is deducted from employee, company's portion is \$10.00 x 1.4; thus total remittance is \$10.00 + \$14.00 = \$24.00).

To determine the actual remittances, refer to the 'Payroll G/L Update Summary' provided each time a payroll is updated; or refer to the G/L trial balance or G/L detail report for the payroll liability accounts. These reports will include the company's portion, as well as the employee's portion.

NOTE: Posting Month versus Calendar Month

Posting Month = based on your fiscal year (may be different than calendar year). Used to determine into which accounting period G/L entries are to be posted.

Calendar Month = based on calendar year. Used to determine actual dates to print on cheques.

This file is not updated with posting month information; it only contains the calendar dates on which cheques were issued.

Therefore, when running this report, you must specify the calendar month for which it is desired. All cheques issued during the calendar month specified will be included.

This may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

27 Departmental Reports and more.S70	Y	D S70	PR 41 11 26
--------------------------------------	---	-------	-------------

This program scans through the payroll journals and prints a payroll summary, sorted by department, for specific months, a range of months, or all months for which records still exist in the payroll journal file.

Note that this report is based on CALENDAR MONTHS, which are not necessarily the same as fiscal year POSTING MONTHS.

This may be run as desired.

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

28	Terminate/Rehire Update.....	N		126	D	PRENT7	PR	41	12	29		
----	------------------------------	---	--	-----	---	--------	----	----	----	----	--	--

This program can be run when an employee is terminated, or when a previously terminated employee is to be rehired.

If terminating an employee in the middle of a calendar year, run this program to set that employee's status code to 'I' (inactive). This will prevent that employee from being picked up on any future payroll runs (refer also to menu help documentation on 'Employee File Maintenance' and 'Delete Payroll Employee').

If a previously terminated employee is being rehired, run this program to set that employee's flag back to 'A' (active). This will ensure that the employee is picked up on future payroll runs. Note that this can only be done if the employee has not already been deleted through the 'Delete Payroll Employee' program. If already deleted, simply set the employee back up through Employee File Maintenance.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

29	Reconcile Payroll Cheques.....	N			D	PRENT0	PR	41	13	32		
----	--------------------------------	---	--	--	---	--------	----	----	----	----	--	--

This program is used to reconcile payroll cheques, as they have cleared the bank.

NOTE: Whether or not this program is used is determined by a flag in your System Control Record (PR USE AP RECONCILIATION). If this flag is set to yes, payroll cheques are written to the same outstanding cheque file as A/P cheques. In this case payroll cheque reconciliation would be done through the same program as A/P cheque reconciliation.

PAYROLL BANK RECONCILIATION PROCEDURES

1) From bank statement, post any service charges, automatic bank withdrawals, etc.

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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- 2) Run Payroll Cheque Clearing Program to post any cheques which have cleared the bank.
- 3) Print Payroll outstanding cheque register.
Optionally, you may also print a Payroll Reconciled Cheque Register if desired.
- 4) Print G/L detail for the Payroll Bank Account (General Ledger Menu).
 - Make note of the final bank balance (from G/L detail report).
 - Add back in the total of any OUTSTANDING cheques (from outstanding cheque register).
 - Subtract any outstanding deposits (deposits posted to system in current month which did not actually go through bank until following month).
 - The total of the above three calculations should equal the balance on your bank statement.

Things to check for if G/L bank balance does not reconcile to bank statement balance:

- a) Post dated cheques which the bank cleared anyways (i.e., cheques dated February, but cleared through bank on January statement).
 - subtract these cheques from the total mentioned above. Then, call the bank and give them hell for clearing post dated cheques.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

30 Outstanding Cheque List.....	Y	133	D	JRSCR6	PR	41	14	33
---------------------------------	---	-----	---	--------	----	----	----	----

This program can be used to print a list of all outstanding payroll cheques, or a list of cheques which have been reconciled.
 Refer to menu help on 'Reconcile Payroll Cheques' to determine whether or not this program is available to you.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

Menu Number 021 (JM021) PAYROLL MASTER MENU
 Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
31	Delete Reconciled Cheques.....		N				D PRENT3	PR	41	15	34	

This program is used to remove reconciled cheques from the payroll outstanding cheque file when they are no longer required for any reports.

Refer to menu help documentation on 'Reconcile Payroll Cheques' to determine if this program is available to you.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

32	Enter Misc. Cheques.....		N	092			D JRJFM0	PR	41	16	35	
----	--------------------------	--	---	-----	--	--	----------	----	----	----	----	--

This program is used to post manually issued cheques into the PAYROLL OUTSTANDING CHEQUE FILE.

Refer to menu help documentation on 'Reconcile Payroll Cheques' to determine if this file is available to you.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

33	PROCESS PAY/SEPARATION SLIPS..S22		N				D S22	PR	41	17	28	
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This entry takes you to the menu from which regular payroll runs are processed.

34	PAYROLL YEAR END PROCEDURES...S23		N				D S23	PR	41	18	36	
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This option takes you to the PAYROLL YEAR END procedures menu.

NOTE: Regardless of your fiscal year, payroll year end procedures are ALWAYS run at the end of each CALENDAR YEAR (AFTER the final payroll for December has been updated and PRIOR TO running any payrolls for January).

35	Create PREMP Records from PWEMP..		N				D PWEMP2	PW	41	19		
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Menu Number 021 (JM021) PAYROLL MASTER MENU
Password / Level 9 Application Code PR Documentation Code JM2100

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
36	Salary Update Program.....		N				D	PR	41	20	

01.-COMPANY CD	—		18. BANK CUST CODE	_____	
			19. DATA CENTRE CD	_____	
			20. RETURN INST'ION	_____	
02. LAST GOOD CHEQ	_____		21. RETURN TRANSIT#	_____	
03. NEXT DIR DEP #	_____		22. RETURN ACCOUNT#	_____	
			23. BANK uuname	_____	
			24.^LOGON PASSWORD	_____	
04.^RRSP DED FIELD#	—		25. BANK uucp PATH	_____	
05.^RRSP BEN FIELD#	—		26. SIGNON CUST CD	_____	
			27. LAST FILE	_____	28. LAST DD JUL _____
06.^TAX CALC METHOD	—				
31. AREA CODE	_____				
07. COMPANY NAME	_____				
08. T4 ADDRESS 1	_____				
09. T4 ADDRESS 2	_____				
10. POSTAL CODE	_____	13.^POSTING MONTH	_____	16. RCT#/BUS	_____
11.^TELEPHONE	_____	14.^POST MTH=DATE ?	—	17. BUS # END	_____
12.^VAC ON BONUS	—	15. E.I COMP FACTOR	_____		

FILE NO: 094 JF094 NAME: PRNUMC PAYROLL COMPANY INFORMATION

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 LAST FOLIO-REG

3 LAST FOLIO-MAN

4 LAST GOOD CHEQ

LAST GOOD CHEQUE This field contains the LAST good cheque number printed. It is automatically updated at the end of a payroll cheque run so that, should a restart of the cheque print program be necessary, you may start at the original cheque number.

NEXT DIRECT DEPOSIT NUMBER For users of the direct deposit system, this field may OPTIONALLY contain the NEXT good direct deposit control number to be printed on direct deposit earning slips (program PRRPT8).

If left blank, the LAST GOOD CHEQUE number field will be used instead.

5 COMPANY NAME

Your company name and address should be loaded, exactly as it should appear on the year end 'T4' slips.

6 T4 ADDRESS 1

Your company name and address should be loaded, exactly as it should appear on the year end 'T4' slips.

7 T4 ADDRESS 2

Your company name and address should be loaded, exactly as it should appear on the year end 'T4' slips.

8 POSTAL CODE

Your company name and address should be loaded, exactly as it should appear on the year end 'T4' slips.

9 AREA CODE

Your area code should be loaded in this field (for inclusion on the year end 'T4' slips).

10 TELEPHONE

FILE NO: 094 JF094 NAME: PRNUMC PAYROLL COMPANY INFORMATION

Your telephone number should be loaded, for inclusion on the year end 'T4' slips.

11 RCT#/BUS # ST

Your RCT # (as provided by the federal government) should be loaded here for inclusion on the year end T4 slips.

NOTE: Effective January 1/97, the RCT # will be replaced with a business number. The first 9 characters of the Business # may be loaded in this field. The remaining 6 characters may be loaded in the Business # End Field.

12 POSTING MONTH

When initially loading this file, load the first posting month into which payroll postings are to be made (automatically posted each time the pay end update program is run).

NOTE: This should be loaded in YYYY format.

Posting month relates to FISCAL YEAR, which may be different than CALENDAR year.

Example: If fiscal year runs from January 1 - December 31, 1992

Posting Month	9201	=	January 1992
	9206	=	June 1992
	9212	=	December 1992

If fiscal year runs from June 1/92 to May 31/93

Posting Month	9301	=	June 1992
Posting Month	9306	=	November 1992
Posting Month	9312	=	May 1993

Fiscal Years are always established based on the year in which your fiscal year ENDS.

13 E.I COMP FACTOR

The E.I. (employment insurance) factor used to compute the COMPANY'S portion of E.I. should be loaded here. The default factor is 1.4, unless your company has been assigned a non standard factor.

This is used in the Payroll Update and Reverse Payroll Cheque programs, to create the appropriate G/L entries for the EI BENEFIT & total EI LIABILITY amounts.

14 BANK CUST CODE

FILE NO: 094 JF094 NAME: PRNUMC PAYROLL COMPANY INFORMATION

This is the customer code assigned by the bank for this company. This is used by the direct deposit file creation program.

A second SIGNON Customer Code is maintained in case multiple companies share the same signon. (Ie: Reflections / SEC) (March 30,1999)

15 DATA CENTRE CD

Contains the code of the data centre to which direct deposit data will be sent

16 RETURN INST'ION

Contains data pertaining to the return account for any direct deposit unposted item will be returned. This would be the originator's bank account.

17 RETURN TRANSIT#

Contains data pertaining to the return account for any direct deposit unposted item will be returned. This would be the originator's bank account.

18 RETURN ACCOUNT#

Contains data pertaining to the return account for any direct deposit unposted item will be returned. This would be the originator's bank account.

19 BANK uuname

If Direct Deposits are sent via uucp - this is the bank's uuname.

20 BUS # END

Your RCT # (as provided by the federal government) should be loaded here for inclusion on the year end T4 slips.

NOTE: Effective January 1/97, the RCT # will be replaced with a business number. The first 9 characters of the Business # may be loaded in this field. The remaining 6 characters may be loaded in the Business # End Field.

21 LOGON PASSWORD

This is the sign on password transmitted in the data file sent to the bank. A uucp password must be assigned separately as part of the uucp Systems file connection script.

22 RRSP DED FIELD#

If any of the extra deductions fields in the Employee Master File is used as RRSP deduction, this field indicates which field is being used. Currently, this value is restricted to:

 FILE NO: 094 JF094 NAME: PRNUMC PAYROLL COMPANY INFORMATION

For RRSP contributed by the employee (deduction from payroll - taxable income reduced by this amount):

05 = Deduction 1 Field
 06 = Deduction 2 Field
 07 = Deduction 3 Field

If the company is contributing to an employee's RRSP, this field describes the Taxable benefit field in which the employer's contribution is being stored. Currently, this value is restricted to:

For RRSP contributed by the employer (a NON-TAXABLE benefit):

10 = Car Taxable Benefit (only if no Car taxable Benefit Required) --
 11 = Taxable benefit 02
 12 = Taxable benefit 03

Example 1: Gross per pay period = \$1,000.00
 RRSP Deduction = \$ 100.00
 RRSP Company Contribution = \$ 0.00

Taxable Income = \$ 900.00

Example 2: Gross per pay period = \$1,000.00
 RRSP Deduction = \$ 100.00
 RRSP Company Contribution \$ 20.00 (Non Taxable Benefit)

Taxable Income = \$ 900.00

 23 RRSP BEN FIELD#

If any of the extra deductions fields in the Employee Master File is used as RRSP deduction, this field indicates which field is being used. Currently, this value is restricted to:

For RRSP contributed by the employee (deduction from payroll - taxable income reduced by this amount):

05 = Deduction 1 Field
 06 = Deduction 2 Field
 07 = Deduction 3 Field

If the company is contributing to an employee's RRSP, this field describes the Taxable benefit field in which the employer's contribution is being stored. Currently, this value is restricted to:

For RRSP contributed by the employer (a NON-TAXABLE benefit):

10 = Car Taxable Benefit (only if no Car taxable Benefit Required) --
 11 = Taxable benefit 02
 12 = Taxable benefit 03

 FILE NO: 094 JF094 NAME: PRNUMC PAYROLL COMPANY INFORMATION

Example 1: Gross per pay period = \$1,000.00
 RRSP Deduction = \$ 100.00
 RRSP Company Contribution = \$ 0.00

Taxable Income = \$ 900.00

Example 2: Gross per pay period = \$1,000.00
 RRSP Deduction = \$ 100.00
 RRSP Company Contribution \$ 20.00 (Non Taxable Benefit)

Taxable Income = \$ 900.00

24 BANK uucp PATH

This contains the full pathname of the directory to which payroll data is to be sent at the bank processing this data.

25 SIGNON CUST CD

This is the customer code assigned by the bank for this company. This is used by the direct deposit file creation program.

A second SIGNON Customer Code is maintained in case multiple companies share the same signon. (Ie: Reflections / SEC) (March 30,1999)

26 LAST FILE CR #

For Bank of Nova Scotia Direct Deposit, this field contains a number that is incremented each time a file is created for transmission. This Number is sent as characters 21-24 of the A record type.

27 LAST DD JUL DT

If Direct Deposit is run, this field is updated with the Julian Date of the Direct deposit file created.

28 NEXT DIR DEP #

LAST GOOD CHEQUE This field contains the LAST good cheque number printed. It is automatically updated at the end of a payroll cheque run so that, should a restart of the cheque print program be necessary, you may start at the original cheque number.

NEXT DIRECT DEPOSIT NUMBER For users of the direct deposit system, this field may OPTIONALLY contain the NEXT good direct deposit control number to be printed on direct deposit earning slips (program PRRPT8).

If left blank, the LAST GOOD CHEQUE number field will be

used instead.

29 TAX CALC METHOD

Effective Nov. 13 2003, a new parameter re calculating taxes has been implemented. There are 2 methods of calculating taxes, and for employees on a fixed salary, the results should be the same regardless of the tax calculation. Employees with variable incomes due to bonuses, commissions, etc will be calculated differently depending on the method selected.

This parameter is found in: Payroll Company Information File (System Wide) Employee Master File (override per employee)

Blank or A This method assumes that taxes are calculated on a taxable income projected for the entire year. The projected annual taxable income is computed and taxes are then calculated as follows:

Tax = C/P*Y-T where

C=current pay period

P=Periods paid in year

Y=Projected Taxes to pay for the Year in Total and

T=Taxes already paid Year to Date

P Per Pay tax calculation. This method simply computes annual taxable income based on current pay (gross) multiplied by # of pay periods in the year and applies the tax formulae on that annual taxable income. No special projections are taken into account for bonuses, commission, etc.

30 VAC ON BONUS

If set to [Y]es, Vacation pay accruals will be calculated for bonus payments Implemented Nov 2003 - ARRFUR.

31 POST MTH=DATE ?

If set to [Y]es , Updates to the GL may be split between posting months based on the actual dates worked from time input. For hourly paid employees, this will be pro-rated based upon the earnings for each posting month in the period, calculated from the time input file. For salaried employees, the earnings will be pro-rated based on the pay period days in each posting month. This will include all days, including weekends and statutory holidays.

Implemented for KITTAB Dec 2005.

32 C1\$(329,6)

FILE NO: 094 JF094 NAME: PRNUMC PAYROLL COMPANY INFORMATION

33 C1\$

01.-COMPANY CD	—
02.-BRANCH CODE	—
03.^COMPANY TO UPDT	—

04.^FED TAX GL ACCT	———
05.^E.I G/L ACCOUNT	———
06.^CPP G/L ACCOUNT	———
07.^MEDICAL G/L	———
08.^DENTAL G/L ACC	———
09.^LIFE INS G/L AC	———
10.^PENSION G/L ACC	———
11.^BONDS G/L ACCT	———
12.^DED 1 G/L ACCT	———
13.^DED 2 G/L ACCT	———
14.^DED 3 G/L ACCT	———
15.^DED 4 G/L ACCT	———
16.^BANK G/L	———

17.^PROV TAX GL ACC	———
18.^QPP G/L ACCOUNT	———
19. PPIP LIAB ACCT	———
20.^WORKERS G/L ACC	———
21.^AL EHT G/L ACC	———
22.~BC EHT G/L ACC	———
23.~MA EHT G/L ACC	———
24.~NB EHT G/L ACC	———
25.~NEF EHT G/L ACC	———
26.~NS EHT G/L ACC	———
27.^ONT EHT G/L ACC	———
28.~PEI EHT G/L ACC	———
29.~QUE EHT G/L ACC	———
30.~SA EHT G/L ACC	———
31.~YU EHT G/L ACC	———

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 BRANCH CODE

3 UNUSED G/L ACCT

4 UNUSED G/L ACC

5 FED TAX GL ACCT

This field contains the G/L account to which Federal Tax deducted will be CREDITED during the pay end update.

This includes both:

- a) Federal Tax deduction as automatically calculated
- b) Any 'Extra Federal Tax' deduction as loaded in the employee master file.

It is from this account that the remittance for Federal Tax is made.

NOTE: For employees paid from the province of Quebec, see also the Provincial Tax G/L account field.

6 E.I G/L ACCOUNT

This field contains the G/L account for E.I payable, which will be CREDITED during the pay end update. The amount posted to this account will be as follows:

Employee portion = amount deducted from employee
plus Employer portion = amount deducted from employee x 1.4
(or whatever E.I factor is loaded in the
Company Information File - PRNUM)

It is from this account that the E.I. remittance will be made.

Note that the debit for the employer's expense will be posted to the Benefits account specified in the Department File (PRDEP)

7 CPP G/L ACCOUNT

This field contains the CPP payables account which will be CREDITED during the pay end update. The amount posted to this account is as follows:

Employee portion = amount deducted from employee
plus Employer portion = same as amount deducted from employee

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

It is from this account that the CPP remittance will be made.

Note that the debit for the employer's expense will be posted to the Benefits account loaded in the Department File (PRDEP)

NOTE: For employees paid from the province of Quebec, see also the QPP G/L Account field.

8 MEDICAL G/L

This field contains the G/L account to which any medical benefits payable will be CREDITED during the pay end update.

This account is affected by:

- a) any 'medical deduction' stored in the employee master file
- b) any 'medical taxable benefits' stored in the employee master file

It is from this account that the company's remittance will be made.

Note that the debit entry for the company's expense will be posted to the benefits account specified in the Department File (PRDEP).

9 DENTAL G/L ACC

This field contains the account to which any dental deduction will be CREDITED during the pay end update.

This account is affected by any 'dental deduction' stored in the employee master file.

It is from this account that the company's dental remittance will be made.

10 LIFE INS G/L AC

This field contains the account to which any life insurance deduction will be CREDITED during the pay end update.

This account is affected by any 'life insurance deduction' in the employee master file.

It is from this account that the company's life insurance remittance will be made.

11 PENSION G/L ACC

This field contains the account to which any pension deduction will be CREDITED during the pay end update.

This account is affected by any 'pension deduction' loaded in the employee master file.

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

It is from this account that the company's pension remittance will be made.

12 BONDS G/L ACCT

This field contains the account to which any bonds deduction will be CREDITED during the pay end update.

This account is affected by any 'bonds deduction' stored in the employee master file.

It is from this account that the company's bonds remittance will be made.

13 DED 1 G/L ACCT

This field contains the account to which anything loaded in the appropriate deduction field will be credited to during the pay end update.

14 DED 2 G/L ACCT

This field contains the account to which anything loaded in the appropriate deduction field will be credited to during the pay end update.

15 DED 3 G/L ACCT

This field contains the account to which anything loaded in the appropriate deduction field will be credited to during the pay end update.

16 DED 4 G/L ACCT

This field contains the account to which anything loaded in the appropriate deduction field will be credited to during the pay end update.

17 BANK G/L

This field contains the account to which the NET PAY will be CREDITED during the pay end update.

This could be an actual bank G/L account number, or a net payroll clearing G/L account number. If a net payroll clearing account is loaded, a manual G/L entry will be required to offset this against the actual bank account.

18 PROV TAX GL ACC

For Quebec only Provincial Tax and QPP liability accounts should be loaded. These will be credited during the payroll update program.

19 QPP G/L ACCOUNT

For Quebec only Provincial Tax and QPP liability accounts should be loaded. These will be credited during the payroll update program.

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

20 PPIP LIAB ACCT

For Quebec (effective January 2006)

PPIP LIAB ACCT (G/L Interface by Company or Branch) This field contains the liability account to which the PPIP will be credited. This includes both the amount deducted from the employee and the employer's portion.

PPIP EXP ACCT (Dept File) This field contains the expense account to which the employer's portion will be debited.

21 WORKERS G/L ACC

In the Payroll G/L Interface File, this field contains the liability account to which Worker's Compensation calculated will be CREDITED during the pay end update. The amount posted to this account is calculated as follows:

Gross Wages multiplied by Worker's Compensation Rate

Gross Wages = gross salary plus any taxable benefits.

It is from this account that the Worker's Compensation remittance will be made.

In the Payroll Department field, this field contains the expense account to which the Employer's benefit will be DEBITED during the pay end update.

Programmers Note: As of April 1/92, worker's compensation is not yet fully implemented!! G/L accounts have been established in PRGLI and PRDEP. Program variables have been established to handle the entries, but nothing is yet being done with these variables.

A table must still be established before any calculations can actually be done.

22 AL EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here. Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate found in either the Provincial Health Rates File ** OR ** the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

23 BC EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here.

Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate found in either the Provincial Health Rates File ** OR ** the Provincial Health Company Override File.

G/L Entries posted: Credit Liability Account found in Payroll G/L Interface File
Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

24 MA EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here.

Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate found in either the Provincial Health Rates File ** OR ** the Provincial Health Company Override File.

G/L Entries posted: Credit Liability Account found in Payroll G/L Interface File
Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

25 NB EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here.

Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate found in either the Provincial Health Rates File ** OR **

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

26 NEF EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here.

Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate
found in either the Provincial Health Rates File ** OR **
the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

27 NS EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here.

Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate
found in either the Provincial Health Rates File ** OR **
the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

28 ONT EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here.

Employer Health Tax is calculated and updated to the general ledger during the pay end update.

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate
found in either the Provincial Health Rates File ** OR **
the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on
whether a zero or non zero EHT % rate is loaded.

29 PEI EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then
the G/L account to which the amount calculated should be posted is entered
here.
Employer Health Tax is calculated and updated to the general ledger during the
pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate
found in either the Provincial Health Rates File ** OR **
the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on
whether a zero or non zero EHT % rate is loaded.

30 QUE EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then
the G/L account to which the amount calculated should be posted is entered
here.
Employer Health Tax is calculated and updated to the general ledger during the
pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate
found in either the Provincial Health Rates File ** OR **
the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on
whether a zero or non zero EHT % rate is loaded.

31 SA EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then
the G/L account to which the amount calculated should be posted is entered

FILE NO: 089 JF089 NAME: PRGLI PAYROLL G/L INTERFACE FILE-BRANCH

here.
Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate
found in either the Provincial Health Rates File ** OR **
the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

32 YU EHT G/L ACC

If a Health Tax Rate has been loaded for this province, then the G/L account to which the amount calculated should be posted is entered here.
Employer Health Tax is calculated and updated to the general ledger during the pay end update.

Calculated as: Gross PLUS Taxable Benefits multiplied by EHT % rate
found in either the Provincial Health Rates File ** OR **
the Provincial Health Company Override File.

G/L Entries Credit Liability Account found in Payroll G/L Interface File
posted: Debit Expense Account found in Payroll Department File

EHT is automatically calculated on ALL earnings or on NO earnings, depending on whether a zero or non zero EHT % rate is loaded.

33 COMPANY TO UPDT

34 G8\$

1. -KEY	_____		
3. ANNUAL INCOME1	_____	13. R FACTOR1	_____ 23. K FACTOR1 _____
4. ANNUAL INCOME2	_____	14. R FACTOR2	_____ 24. K FACTOR2 _____
5. ANNUAL INCOME3	_____	15. R FACTOR3	_____ 25. K FACTOR3 _____
6. ANNUAL INCOME4	_____	16. R FACTOR4	_____ 26. K FACTOR4 _____
7. ANNUAL INCOME5	_____	17. R FACTOR5	_____ 27. K FACTOR5 _____
8. ANNUAL INCOME6	_____	18. R FACTOR6	_____ 28. K FACTOR6 _____
31. EHT MED %	_____	52. RRSP MAX DEDUCT	_____
32. CPP EXEMPTION	_____	53. FED TD1 EXEMPT	_____
54. MAX EI DEDUCT.	_____	57. MAX CPP/QPP DED	_____
55. MAX CPP EARNING	_____	58. CPP/QPP%	_____
56. MAX EI EARNINGS	_____	59. EI %	_____
		60. CAN EMPLOY CREDIT	_____

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

1 KEY

2 00\$

3 ANNUAL INCOME1

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

4 ANNUAL INCOME2

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

5 ANNUAL INCOME3

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

6 ANNUAL INCOME4

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

7 ANNUAL INCOME5

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

8 ANNUAL INCOME6

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

9 ANNUAL INCOME7

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

10 ANNUAL INCOME8

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

11 ANNUAL INCOME9

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

12 ANNUAL INCOME10

This element comes from TABLE4 of your MCnn tax booklet under the heading INCOME LIMITS. The numeric in the variable name refers to the line in the table.

13 R FACTOR1

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

14 R FACTOR2

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

15 R FACTOR3

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

16 R FACTOR4

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

17 R FACTOR5

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

18 R FACTOR6

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

19 R FACTOR7

This element comes from TABLE4 of your MCnn tax booklet under

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

the heading R. The numeric in the variable name refers to the line in the table.

20 R FACTOR8

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

21 R FACTOR9

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

22 R FACTOR10

This element comes from TABLE4 of your MCnn tax booklet under the heading R. The numeric in the variable name refers to the line in the table.

23 K FACTOR1

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

24 K FACTOR2

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

25 K FACTOR3

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

26 K FACTOR4

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

27 K FACTOR5

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

28 K FACTOR6

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

29 K FACTOR7

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

30 K FACTOR8

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

31 EHT MED %

Effective October 1992, this field is now obsolete. Replaced by the Provincial Health Rates File (see also Payroll G/L Interface File)

32 CPP EXEMPTION

This element comes from TABLE4 of your MCnn tax booklet under the heading K. The numeric in the variable name refers to the line in the table.

33 UNUSED 1

34 UNUSED 2

35 UNUSED 3

36 UNUSED 4

37 UNUSED 5

38 UNUSED 6

39 UNUSED 7

40 UNUSED 8

41 UNUSED 9

42 UNUSED 10

43 UNUSED 11

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

44 UNUSED 12

45 UNUSED 13

46 UNUSED 14

47 UNUSED 15

48 UNUSED 16

49 UNUSED 17

50 UNUSED 18

51 UNUSED 19

52 RRSP MAX DEDUCT

If any of the extra deductions fields in the Employee Master File is used as RRSP deduction, this field indicates which field is being used. Currently, this value is restricted to:

For RRSP contributed by the employee (deduction from payroll - taxable income reduced by this amount):

05 = Deduction 1 Field
06 = Deduction 2 Field
07 = Deduction 3 Field

If the company is contributing to an employee's RRSP, this field describes the Taxable benefit field in which the employer's contribution is being stored. Currently, this value is restricted to:

For RRSP contributed by the employer (a NON-TAXABLE benefit):

10 = Car Taxable Benefit (only if no Car taxable Benefit Required) --
11 = Taxable benefit 02
12 = Taxable benefit 03

Example 1: Gross per pay period = \$1,000.00
RRSP Deduction = \$ 100.00
RRSP Company Contribution = \$ 0.00

Taxable Income = \$ 900.00

Example 2: Gross per pay period = \$1,000.00
RRSP Deduction = \$ 100.00
RRSP Company Contribution \$ 20.00 (Non Taxable Benefit)

Taxable Income = \$ 900.00

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

53 FED TD1 EXEMPT

FED TD1 EXEMPTION This field contains the BASIC federal TD1 exemption in the Federal Tax Table File (file PRTAX)

PROV TD1 EXEMPTION This field contains the BASIC provincial TD1 exemption for each province, except Quebec, in the Provincial Tax Table File (file PRTAXP)

QUE TD1 EXEMPTION This field contains the BASIC provincial TD1 exemption for Quebec only, in the Quebec Tax Table File (file PRTAXQ)

54 MAX EI DEDUCT.

MAX ANNUAL EI DEDUCTION: Maximum ANNUAL deduction. Once reached, no further EI deductions will be taken.

Note: Effective January 2006, this field is found in both the Federal Tax Table File (all provinces excluding Quebec) and the Provincial Tax Table File (employees in Quebec).

MAX ANNUAL CPP EARNINGS: Maximum ANNUAL earnings to which CPP/QPP applies.
- see note below Note: Deductions are actually taken based on this amount MINUS the annual CPP exemption
eg: max earnings of 39100 minus 3500 exemption
= deductions taken on 35,600

MAX ANNUAL EI EARNINGS: Maximum ANNUAL earnings to which EI applies
- see note below

Note re Max Earnings: Currently, these fields are found only in the Federal Tax Table File as the maximum earnings are the same for all provinces, including Quebec

55 MAX CPP EARNING

MAX ANNUAL EI DEDUCTION: Maximum ANNUAL deduction. Once reached, no further EI deductions will be taken.

Note: Effective January 2006, this field is found in both the Federal Tax Table File (all provinces excluding Quebec) and the Provincial Tax Table File (employees in Quebec).

MAX ANNUAL CPP EARNINGS: Maximum ANNUAL earnings to which CPP/QPP applies.
- see note below Note: Deductions are actually taken based on

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

eg: this amount MINUS the annual CPP exemption
max earnings of 39100 minus 3500 exemption
= deductions taken on 35,600

MAX ANNUAL EI EARNINGS: Maximum ANNUAL earnings to which EI applies
- see note below

Note re Max Earnings: Currently, these fields are found only in the
Federal Tax Table File as the maximum earnings
are the same for all provinces, including Quebec

56 MAX EI EARNINGS

MAX ANNUAL EI DEDUCTION: Maximum ANNUAL deduction. Once reached, no
further EI deductions will be taken.

Note: Effective January 2006, this field is found in
both the Federal Tax Table File (all provinces
excluding Quebec) and the Provincial Tax Table
File (employees in Quebec).

MAX ANNUAL CPP EARNINGS: Maximum ANNUAL earnings to which CPP/QPP applies.
- see note below Note: Deductions are actually taken based on
eg: this amount MINUS the annual CPP exemption
max earnings of 39100 minus 3500 exemption
= deductions taken on 35,600

MAX ANNUAL EI EARNINGS: Maximum ANNUAL earnings to which EI applies
- see note below

Note re Max Earnings: Currently, these fields are found only in the
Federal Tax Table File as the maximum earnings
are the same for all provinces, including Quebec

57 MAX CPP/QPP DED

This element comes from your MCnn tax booklet under maximum
contribution for the entire year, in the section pertaining to CPP employee's
contribution formula.

This is the maximum amount of CPP/QPP to be deducted from the employee over the
course of the calendar year. Once this maximum has been reached, no further
CPP/QPP deductions will be made.

58 CPP/QPP%

This element comes from your MCnn tax booklet under as the % in
the formula for CPP calculation.

FILE NO: 081 JF081 NAME: PRTAX TAX TABLE CONTROL (FEDERAL)

59 EI %

This field contains the E.I. percentage rate.

Note: Effective January 2006, this field is found in both the Federal Tax Table File (all provinces except Quebec and the Provincial Tax Table File (Quebec)

Note re Quebec: Rate to be used is based on the province of EMPLOYMENT, not necessarily the same as province of RESIDENCE.

Employer based in Ontario
Employee resides in Quebec (or Ontario)/works in Ontario
- use Ontario's rates
Employee resides in Quebec (or Ontario)/works in Quebec
- use Quebec rates

Employee File: must assign employee to appropriate PROVINCE CODE!

60 CAN EMPLOY CREDIT

61 00(59)

62 00(60)

63 00(61)

64 00(62)

65 00(63)

66 00(64)

67 00(65)

68 00(66)

69 00(67)

70 00(68)

71 00(69)

72 00(70)

73 00(71)

74 00(72)

1. -UNUSED _____	2. UNUSED _____
------------------	-----------------

4. Q1(1) _____	12. Q1(9) _____	20. Q1(17) _____
5. Q1(2) _____	13. Q1(10) _____	21. Q1(18) _____
6. Q1(3) _____	14. Q1(11) _____	22. Q1(19) _____
7. Q1(4) _____	15. Q1(12) _____	23. Q1(20) _____
8. Q1(5) _____	16. Q1(13) _____	24. Q1(21) _____
9. Q1(6) _____	17. Q1(14) _____	25. Q1(22) _____
10. Q1(7) _____	18. Q1(15) _____	26. Q1(23) _____
11. Q1(8) _____	19. Q1(16) _____	27. Q1(24) _____

70. Q1(67) _____	72. Q1(69) _____
74. Q1(71) _____	
75. Q1(72) _____	

FILE NO: 096 JF096 NAME: PROBS OBSOLETE - CAN RE-USE FOR SMTHING ELSE

1 UNUSED KEY

2 UNUSED

3 UNUSED.

4 Q1(1)

5 Q1(2)

6 Q1(3)

7 Q1(4)

8 Q1(5)

9 Q1(6)

10 Q1(7)

11 Q1(8)

12 Q1(9)

13 Q1(10)

14 Q1(11)

15 Q1(12)

16 Q1(13)

17 Q1(14)

18 Q1(15)

19 Q1(16)

20 Q1(17)

21 Q1(18)

22 Q1(19)

23 Q1(20)

24 Q1(21)

25 Q1(22)

26 Q1(23)

FILE NO: 096 JF096 NAME: PROBS OBSOLETE - CAN RE-USE FOR SMTHING ELSE

27 Q1(24)

28 Q1(25)

29 Q1(26)

30 Q1(27)

31 Q1(28)

32 Q1(29)

33 Q1(30)

34 Q1(31)

35 Q1(32)

36 Q1(33)

37 Q1(34)

38 Q1(35)

39 Q1(36)

40 Q1(37)

41 Q1(38)

42 Q1(39)

43 Q1(40)

44 Q1(41)

45 Q1(42)

46 Q1(43)

47 Q1(44)

48 Q1(45)

49 Q1(46)

50 Q1(47)

51 Q1(48)

52 Q1(49)

FILE NO: 096 JF096 NAME: PROBS OBSOLETE - CAN RE-USE FOR SMTHING ELSE

53 Q1(50)

54 Q1(51)

55 Q1(52)

56 Q1(53)

57 Q1(54)

58 Q1(55)

59 Q1(56)

60 Q1(57)

61 Q1(58)

62 Q1(59)

63 Q1(60)

64 Q1(61)

65 Q1(62)

66 Q1(63)

67 Q1(64)

68 Q1(65)

69 Q1(66)

70 Q1(67)

71 Q1(68)

72 Q1(69)

73 Q1(70)

74 Q1(71)

75 Q1(72)

01.-COMPANY CD	—	03.^COMPANY TO UPDT	—
02.-DEPARTMENT CD	—	04. DEPT DESC	_____

05.^WAGES G/L ACCT	_____	12.^C.P.P. BEN G/L	_____
06.^COMM WAGES GL	_____	13.^E.I. BEN G/L	_____
07.^SICK PAY WAGES	_____	14.^E.H.T. BEN G/L	_____
08.^BONUS WAGES	_____	15.^WORKERS COMP GL	_____
09.^OVERTIME WAGES	_____	16.^TAX BEN 2 GL	_____
10.^OTHER PAY1 GL	_____	17.^TAX BEN 3 GL	_____
11. PPIP EXP GL ACC	_____		

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 DEPARTMENT CD

Department codes are established to segregate employees for G/L and reporting purposes (e.g., administration versus warehouse, etc.).

Wages and Benefits expenses are tracked separately by department (although any payroll liabilities accrued are tracked in common liability accounts).

At least one department code is required in this file, as the Department Code field in the employee master file is a mandatory field.

Effective Nov 2005, 2 new files, PRDEPS and PRDEPP have been added as tables, and optional fields within the employee file. This is used for integration with the HRT Time and Attendance system. (KITTAB)

3 DEPT DESC

This field contains a verbal description of the department code (e.g. Administration, Warehouse, etc.).

4 WAGES G/L ACCT

This field contains the expense account to which the gross pay (before any deductions) will be DEBITED during the pay end update.

A separate account may be specified for each department if desired.

5 C.P.P. BEN G/L

This field contains the expense account to which the EMPLOYER'S PORTION of CPP/QPP, UIC & EHT Benefits are DEBITED during the pay end update.

The amount posted to this account is as follows:

CPP or QPP Portion = amount deducted from employee x 1

UIC portion = amount deducted from employee x 1.4
(or whatever UIC factor is loaded in the
company information file - PRNUM)

EHT portion = Gross salary x EHT percentage rate
(found in Payroll Tax Table File).
Gross = gross plus taxable benefits.

If only one G/L account is required, the same G/L account should be loaded in all the benefit fields.

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

6 E.I. BEN G/L

This field contains the expense account to which the EMPLOYER'S PORTION of CPP/QPP, UIC & EHT Benefits are DEBITED during the pay end update.

The amount posted to this account is as follows:

CPP or QPP Portion = amount deducted from employee x 1

UIC portion = amount deducted from employee x 1.4
(or whatever UIC factor is loaded in the
company information file - PRNUM)

EHT portion = Gross salary x EHT percentage rate
(found in Payroll Tax Table File).
Gross = gross plus taxable benefits.

If only one G/L account is required, the same G/L account should be loaded in all the benefit fields.

7 E.H.T. BEN G/L

This field contains the expense account to which the EMPLOYER'S PORTION of CPP/QPP, UIC & EHT Benefits are DEBITED during the pay end update.

The amount posted to this account is as follows:

CPP or QPP Portion = amount deducted from employee x 1

UIC portion = amount deducted from employee x 1.4
(or whatever UIC factor is loaded in the
company information file - PRNUM)

EHT portion = Gross salary x EHT percentage rate
(found in Payroll Tax Table File).
Gross = gross plus taxable benefits.

If only one G/L account is required, the same G/L account should be loaded in all the benefit fields.

8 WORKERS COMP GL

In the Payroll G/L Interface File, this field contains the liability account to which Worker's Compensation calculated will be CREDITED during the pay end update. The amount posted to this account is calculated as follows:

Gross Wages multiplied by Worker's Compensation Rate

Gross Wages = gross salary plus any taxable benefits.

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

It is from this account that the Worker's Compensation remittance will be made.

In the Payroll Department field, this field contains the expense account to which the Employer's benefit will be DEBITED during the pay end update.

Programmers As of April 1/92, worker's compensation is not yet fully
Note: implemented!! G/L accounts have been established in PRGLI
and PRDEP. Program variables have been established to handle
the entries, but nothing is yet being done with these
variables.

A table must still be established before any calculations
can actually be done.

9 TAX BEN 2 GL

For Customer DRYICE. Refer to PRUPD1 documentation - D9\$(1,1) for further
details.

ADCTL= record (PRUPD1/00) used by the Payroll Update Program.

TAXBEN2 CUSTOM: Blank/N = Not Used Y = Used (DRYICE)
D9\$(1,1) If set to 'Y', then following additional entries will be
made in the Payroll Update Program.

RRSP Taxable Benefit (Taxable Benefit #2)

Credit DEDUCTION 1 GL Acct (from PRGLI)
Debit Tax Benefit #2 GL (from PRDEP)

If blank or no - Taxable Benefit 2 is not updated to G/L
at all.

Custom coding in PRUPD1 to handle DRYICE situation.
Potential program modifications required if other customers
wish to update taxable benefit # 2 to the G/L, for other
purposes.

WORK COMP BY GROUP: Blank/N = Not Used Y = Used
D9\$(2,1)

If set to 'Y', worker's compensation tables are loaded
in the Worker's Compensation Table by Group rather than
the Worker's Compensation Table by Company. The payroll
update program will use the assessments and rates from
this file instead (in this case, each employee is
assigned to the appropriate group)

TAXBEN3 CUSTOM Blank/N = Not Used Y = Used (ISLOXY & MONOIL)
D9\$(3,1)

If set to 'Y', then additional G/L entries will be posted
as follows, as each payroll cheque is updated.

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

Group Insurance Taxable Benefit (Tax Benefit #3)

Debit Tax Benefit #3 GL account (from PRDEP)
Credit Medical G/L account (from PRGLI)

If blank or no, taxable benefit #3 is NOT UPDATED to G/L at all!!

Custom coding in PRUPD1 to handle ISLOXY/MONOIL situation
Potential modifications required if other customers wish to use same feature for other purposes.

REG/DIRECT DEP?
D9\$(4,1)

Done for ROYMAT where payroll run is sometimes a 'DIRECT DEPOSIT' run and sometimes a 'REGULAR' run.

Changes made to:

Cheque Print: Will ask if printing actual cheques
Program (regular run) or earning slips only (direct deposit run).
If printing earning slips only, cheque # assigned to EACH earning slip will be the cheque date! If printing regular cheques, cheque # will be assigned to each cheque from payroll cheque # control file (PRNUMC)

Pay End Update Will ask if updating a regular run or
Program: a direct deposit run. If a direct deposit run two changes will occur:

- a) NO entries to outstanding chq files
- b) SINGLE entry to bank acct in G/L

WAGES GL CUSTOM
D9\$(5,1)

Done for YORTOW. If set to 'Y', commission and sick pay portions of total gross will be debited to separate wages gl accounts.

NOTE: There is already a 'commission pay' field in the payroll files and a 'commission pay' edit code in the time card input programs.

However, there is no 'sick pay' field or edit code.

'Other Pay 2' MUST BE RESERVED for sick pay purposes in order to use this feature.

WORKCOMP ANCILL?
D9\$(6,1)

Done for ROYMAT. If set to 'Y', some employees are

 FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

considered as ancillary employees for worker's compensation purposes and the earnings of these employees is allocated to the various Worker's Comp Groups on a pro-rata basis. Assessment for each group is based on earnings of that group plus the pro rata portion of the ancillary employees earnings.

Refer to documentation code PRWRAN for full details as to how this works and how to set up files.

DEF. POST MTH
D9\$(7,1)

Left blank - posting month will default to month of the cheque date (original)
P - posting month will default to month of the pay end date (new - KITTAB - Nov/2006)

EHT BY COMPANY:
DHT D9\$(8,1)

If set to Y, EHT is calculated based on ENTIRE company, not by individual employee.

EHT D9\$(9,6)

Contains the minimum annual threshold. Once this threshold is reached (gross plus taxable benefits), EHT is automatically to be calculated on any amounts above the minimum.

EHT D9\$(15,6)
EHT D9\$(21,6)

Contains the EHT LIABILITY G/L account to be affected.
Contains the EHT EXPENSE G/L account to be affected.

D9\$(27,4)

Unused - could potentially be used for something else in future. Only 4 characters left in the '00' record and I needed 6 for the rate, so decided to load a new '01' record with the rate.

EHT D9\$(31,6)

Contains the EHT rate to be applied (eg: 1.5425)

 10 TAX BEN 3 GL

Customized for ISLOXY. Refer to PRUPD1 documentation - D9\$(3,1) for further details.

ADCTL= record (PRUPD1/00) used by the Payroll Update Program.

TAXBEN2 CUSTOM:
D9\$(1,1)

Blank/N = Not Used Y = Used (DRYICE)
If set to 'Y', then following additional entries will be made in the Payroll Update Program.

RRSP Taxable Benefit (Taxable Benefit #2)

Credit DEDUCTION 1 GL Acct (from PRGLI)
Debit Tax Benefit #2 GL (from PRDEP)

If blank or no - Taxable Benefit 2 is not updated to G/L

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

at all.

Custom coding in PRUPD1 to handle DRYICE situation. Potential program modifications required if other customers wish to update taxable benefit # 2 to the G/L, for other purposes.

WORK COMP BY GROUP: Blank/N = Not Used Y = Used

D9\$(2,1)

If set to 'Y', worker's compensation tables are loaded in the Worker's Compensation Table by Group rather than the Worker's Compensation Table by Company. The payroll update program will use the assessments and rates from this file instead (in this case, each employee is assigned to the appropriate group)

TAXBEN3 CUSTOM

D9\$(3,1)

Blank/N = Not Used Y = Used (ISLOXY & MONOIL)

If set to 'Y', then additional G/L entries will be posted as follows, as each payroll cheque is updated.

Group Insurance Taxable Benefit (Tax Benefit #3)

Debit Tax Benefit #3 GL account (from PRDEP)

Credit Medical G/L account (from PRGLI)

If blank or no, taxable benefit #3 is NOT UPDATED to G/L at all!!

Custom coding in PRUPD1 to handle ISLOXY/MONOIL situation Potential modifications required if other customers wish to use same feature for other purposes.

REG/DIRECT DEP?

D9\$(4,1)

Done for ROYMAT where payroll run is sometimes a 'DIRECT DEPOSIT' run and sometimes a 'REGULAR' run.

Changes made to:

Cheque Print: Program Will ask if printing actual cheques (regular run) or earning slips only (direct deposit run). If printing earning slips only, cheque # assigned to EACH earning slip will be the cheque date! If printing regular cheques, cheque # will be assigned to each cheque from payroll cheque # control file (PRNUMC)

Pay End Update Program: Will ask if updating a regular run or a direct deposit run. If a direct deposit run two changes will occur:

- a) NO entries to outstanding chq files
- b) SINGLE entry to bank acct in G/L

WAGES GL CUSTOM
D9\$(5,1)

Done for YORTOW. If set to 'Y', commission and sick pay portions of total gross will be debited to separate wages gl accounts.

NOTE: There is already a 'commission pay' field in the payroll files and a 'commission pay' edit code in the time card input programs.

However, there is no 'sick pay' field or edit code.

'Other Pay 2' MUST BE RESERVED for sick pay purposes in order to use this feature.

WORKCOMP ANCILL?
D9\$(6,1)

Done for ROYMAT. If set to 'Y', some employees are considered as ancillary employees for worker's compensation purposes and the earnings of these employees is allocated to the various Worker's Comp Groups on a pro-rata basis. Assessment for each group is based on earnings of that group plus the pro rata portion of the ancillary employees earnings.

Refer to documentation code PRWRAN for full details as to how this works and how to set up files.

DEF. POST MTH
D9\$(7,1)

Left blank - posting month will default to month of the cheque date (original)
P - posting month will default to month of the pay end date (new - KITTAB - Nov/2006)

EHT BY COMPANY:
DHT D9\$(8,1)

If set to Y, EHT is calculated based on ENTIRE company, not by individual employee.

EHT D9\$(9,6)

Contains the minimum annual threshold. Once this threshold is reached (gross plus taxable benefits), EHT is automatically to be calculated on any amounts above the minimum.

EHT D9\$(15,6)
EHT D9\$(21,6)

Contains the EHT LIABILITY G/L account to be affected.
Contains the EHT EXPENSE G/L account to be affected.

D9\$(27,4)

Unused - could potentially be used for something else in future. Only 4 characters left in the '00' record and I needed 6 for the rate, so decided to load a new '01' record with the rate.

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

EHT D9\$(31,6) Contains the EHT rate to be applied (eg: 1.5425)

11 COMM WAGES GL

Originally done for YORTOW but can be used by anyone.

Commission/Sick Pay/Bonus Wages Gl fields contain gl accounts to which these portions of gross wages will be debited. Any remaining balance will be debited to the regular wages gl account loaded.

eg: total gross = 500.00
includes:
commission = 50.00
sick pay = 100.00 ** SEE NOTE 2
bonus = 75.00

Commission Wages = debit 50.00
Sick Pay Wages = debit 100.00
Bonus Wages = debit 75.00
Regular Wages = debit 275.00

NOTE 1: File ADCTL= (PRUPD1/00 record) must have the WAGES GL CUSTOM field set to 'Y'.

NOTE 2: If this option is used, OTHER PAY 2 field must be reserved for Sick Pay as the payroll system does not currently handle sick pay separately and program modifications were made on the assumption that sick pay would be loaded into Other Pay 2.

12 SICK PAY WAGES

Originally done for YORTOW but can be used by anyone.

Commission/Sick Pay/Bonus Wages Gl fields contain gl accounts to which these portions of gross wages will be debited. Any remaining balance will be debited to the regular wages gl account loaded.

eg: total gross = 500.00
includes:
commission = 50.00
sick pay = 100.00 ** SEE NOTE 2
bonus = 75.00

Commission Wages = debit 50.00
Sick Pay Wages = debit 100.00
Bonus Wages = debit 75.00
Regular Wages = debit 275.00

NOTE 1: File ADCTL= (PRUPD1/00 record) must have the

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

WAGES GL CUSTOM field set to 'Y'.

NOTE 2: If this option is used, OTHER PAY 2 field must be reserved for Sick Pay as the payroll system does not currently handle sick pay separately and program modifications were made on the assumption that sick pay would be loaded into Other Pay 2.

13 BONUS WAGES

Originally done for YORTOW but can be used by anyone.

Commission/Sick Pay/Bonus Wages Gl fields contain gl accounts to which these portions of gross wages will be debited. Any remaining balance will be debited to the regular wages gl account loaded.

eg: total gross = 500.00
includes:
commission = 50.00
sick pay = 100.00 ** SEE NOTE 2
bonus = 75.00

Commission Wages = debit 50.00
Sick Pay Wages = debit 100.00
Bonus Wages = debit 75.00
Regular Wages = debit 275.00

NOTE 1: File ADCTL= (PRUPD1/00 record) must have the WAGES GL CUSTOM field set to 'Y'.

NOTE 2: If this option is used, OTHER PAY 2 field must be reserved for Sick Pay as the payroll system does not currently handle sick pay separately and program modifications were made on the assumption that sick pay would be loaded into Other Pay 2.

14 OVERTIME WAGES

If not blank, Earnings and Deductions specified will be posted to the identified GL accounts.

Implemented for Swiss Herbal March 2004 for tracking overtime, and Car Allowance (OTHER PAY 1)

15 OTHER PAY1 GL

If not blank, Earnings and Deductions specified will be posted to the identified GL accounts.

Implemented for Swiss Herbal March 2004 for tracking overtime, and Car Allowance (OTHER PAY 1)

FILE NO: 085 JF085 NAME: PRDEP PAYROLL DEPARTMENT FILE

16 PPIP EXP GL ACC

For Quebec (effective January 2006)

PPIP LIAB ACCT This field contains the liability account to which the
(G/L Interface PPIP will be credited. This includes both the amount
by Company or deducted from the employee and the employer's portion.
Branch)

PPIP EXP ACCT This field contains the expense account to which the
(Dept File) employer's portion will be debited.

17 G6\$

18 COMPANY TO UPDT

19 MORE G6\$-FL P25

1.-COMPANY CD —
2.-UNION CODE —

3. UNION NAME _____

5. VAC PAY % _____
6. WRK DUE HR/RATE _____
7. UNION DUES _____

FILE NO: 083 JF083 NAME: PRUNI UNION MASTER FILE

This file is present on the system as a starting point only. If unions are a consideration, program customization would be required in order to meet the requirements of the union in question.

The standard payroll package, without any program customizations to handle union requirements, will ignore any dues, union deductions, etc., loaded in this file.

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 UNION CODE

This is a five character code used to denote different unions. Any coding method (alpha or numeric) is acceptable but, for ease in remembering, you may wish to use the number of the local.

If you wish to set up a special code for management, you may also use this file, but refer to the union as ADMIN or MGMT or something similar.

3 UNION NAME

This field contains a descriptive name of the union.

4 UNUSED

5 VAC PAY %

This field contains the vacation pay percentage for the union. This percentage should be expressed as follows:

2 % = 2.0
3-1/2 % = 3.5, etc.

6 WRK DUE HR/RATE

This field contains a dollar amount to be applied as a work due for every hour which the employee works.

For example, if the employee works 21 hours and the work due rate is 65 cents per hour, then the union deduction would be 21 x .65.

7 UNION DUES

This field represents a per pay period union due deduction (in dollars and cents).

8 unused

FILE NO: 083 JF083 NAME: PRUNI UNION MASTER FILE

9 unused 1

10 unused 2

11 unused 3

01.-COMPANY CD —
02.-EMPLOYEE CODE —

24. PREV HRLY RATE —
25. PREV SALARY —

03. SURNAME	_____	26. REGULAR HOURS	_____
04. FIRST NAME/INIT	_____	27.~HOURLY RATE	_____
05. ADDRESS LINE 1	_____	28.~SALARY AMOUNT	_____
06. ADDRESS LINE 2	_____	29. LAST REVIEW DT	_____
07. CITY	_____	30.^TAX CALC METHOD	—
08.^PROV —	09.~PROVINCE CODE —	31. BIRTH CENTURY	—
11.^COUNTRY —	10.~PROV OF EMPLOY —	32. BIRTH DATE	_____
12. POSTAL CODE	_____	33. HIRED DATE	_____
13.*TELEPHONE	_____	34. TERM/LYOFF DATE	_____
14. OHIP NUMBER	_____	15. OHIP CONT'D	_____
16.~SOCIAL INS. NO.	_____	20. PAYWEEK GROUP	—
17.^BRANCH CODE	—	21.^PAY TYPE	—
18.^DEPARTMENT CD	—	22.^EMP STATUS	—
19.^SUB DEPARTMENT	—	23.^MEDICAL TYPE	—
		35. REHIRED DATE	_____
		36.^DENTAL TYPE	—
		37.^LIFE INS TYPE	—
		38.^C.P.P. LIABLE	—
		39.^E.I. LIABLE	—

01.-COMPANY CD	—	40. MULTI-BRANCH NO	_____
02.-EMPLOYEE CODE	_____	41. BANK INSTIT CD	— 43.^EMP SUPPLIER _____
		42. BANK TRANSIT NO	_____
44. JOB DESCRIPTION	_____	45.^POSITION CODE	—
46.^RECORD SEC LVL	-	59. MEDICAL DED	_____
47. TX EXMPTION/PAY	_____	60. DENTAL DED	_____
48. EMAIL ADDRESS	_____	61. LIFE INS DE	_____
49. QUEBEC TAX BEN	_____	62. PENSION DED	_____
50.^SEX M/F	-	63. BONDS DEDUC	_____
51.~COMMISSION AM	_____	64. DEDUCTION 1	_____
52. PROV TAX REDUCT	_____	65. DEDUCTION 2	_____
53.^UNION CODE	—	66. DEDUCTION 3	_____
54.^WORK/COMP LIA	-	67. DEDUCTION 4	_____
55.^WORK COMP GRP	—	68. BONDS BAL	_____
56. FLAT TAX % RATE	—	69. CAR TX BEN1	_____
57. TD1X ANN SALAR	_____	70. FED TX BEN2	_____
58. TD1X ANN EXPEN	_____		
		71. FED TX BEN3	_____
		72. EXTRA FED T	_____
		73. EXTRA PROV	_____
		74. ACCRUED VAC	_____
		75. VACATION %	_____
		76. OVERTIME FA	_____
		77. FED TD1 EX	_____
		78.~PROV TD1 EX	_____
		86.^ALLOW DIR. DEP?	-

01.-COMPANY CD	—
02.-EMPLOYEE CODE	_____

79.^2ND/CELL PHONE	_____
80.^3RD/EMERG PHONE	_____
81. EMERG CONTACT	_____
82.~BADGE NUMBER	_____
83.~CLOCK NUMBER	_____

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 EMPLOYEE CODE

This field contains a code to uniquely identify each employee. Codes may be assigned in an alpha or numeric format.

Alpha examples: SSSSII Where SSSS are the first four letters of the surname and II are the initials or first two letters of first name.

 SSSFFF Where SSS are the first three letters of the surname and FFF are the first three letters of the first name.

In either case, if you have two employees with the same surname and initials, you may use a numeric suffix to differentiate the two.

Example: SSSFF1 versus SSSFF2 etc.
 SSSSI1 versus SSSSI2 etc.

3 SURNAME

4 FIRST NAME/INIT

This field contains the employee's name. The name as loaded in this field will be printed on both the payroll cheques and T4 slips for this employee.

5 ADDRESS LINE 1

Up to 3 lines of address information may be loaded for each employee. A separate field is used for the postal code.

6 ADDRESS LINE 2

Up to 3 lines of address information may be loaded for each employee. A separate field is used for the postal code.

7 CITY

Up to 3 lines of address information may be loaded for each employee. A separate field is used for the postal code.

8 PROV

9 POSTAL CODE

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

This field contains the employee's postal code or zip code. For Canadian postal codes, the 4th character should be a space.

10 TELEPHONE

This field contains the employee's telephone number. It allows for up to 10 digits (3 for area code and 7 for actual telephone number).

Do not load blank spaces or hyphens.

11 MULTI-BRANCH NO

This field is informational only. It may contain a bank branch number if direct deposits are done.

12 BANK INSTIT CD

13 BANK TRANSIT NO

This field is informational only. It may contain a bank transit number if direct deposits are done.

14 OHIP NUMBER

This field is informational only.

For Ontario residents, this should contain the employee's OHIP eligibility number.

For residents of other provinces or states, it may contain the appropriate health card number.

If the Ohip number is longer than 8 digits, put then 9th and subsequent digits in the OHIP CONT'D field.

15 SOCIAL INS. NO.

This field contains the employee's social insurance number. A validation check is done to ensure a valid number is input.

16 BIRTH DATE

This field contains the employee's birthdate (YYMMDD format). It is required by the payroll calculation programs for Canada Pension Plan deduction purposes.

In order for CPP to be deducted:

- a) employee's age (compared against the payroll run date) must be greater than 18 and less than 70.

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

b) Additionally, the CPP liable flag must be set to yes. If set to no, CPP will not be deducted regardless of whether employee's age falls within the range for which it would normally be deducted.

** If an employee is less than 70 years of age but is already receiving early CPP benefits, they are no longer required to contribute to the Canada Pension Plan. In this case, the CPP Liable Flag must be set to 'N' to prevent further CPP deductions from being taken.

Note: Currently (Feb/96), employee's age is NOT a factor in determining whether or not UIC is to be deducted! Whether or not UIC is to be deducted is strictly controlled by the UIC liable flag.

17 HIRED DATE

This field contains the employee's date of hire in YYMMDD format.

NOTE: If an employee is terminated, then rehired & if the Terminate/Rehire Update program has been run, this field will automatically be updated with the rehire date.

18 TERM/LYOFF DATE

This field contains the employee's termination date in YYMMDD format.

This field may be manually maintained, or automatically maintained through the Terminate/Rehire Update program.

See also the employee status field.

19 LAST REVIEW DT

This field is informational only. It may contain the employee's last review date, in YYMMDD format.

20 JOB DESCRIPTION

21 RECORD SEC LVL

The field name RECORD SEC LVL is a reserved field name with special purpose. present in a Jedbase record, Jedbase file maintenance will not allow access to this record if the operator is not a super user, and the operator's security level is lower than the level stored here. Jedbase reports will also skip the record.

22 TX EXMPTION/PAY

This field can be used for those employees who have been authorized by Revenue

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

Canada (in writing) to have their FEDERAL income tax deductions REDUCED at source.

This field would contain the exemption PER PAY PERIOD. This is calculated as follows:

Annual Exemption Divided by # of Pay Periods REMAINING in year
(as authorized by
Revenue Canada)

Note that it is the employee's responsibility to obtain written authorization from Revenue Canada for subsequent years or for any changes to amounts previously authorized.

23 QUEBEC TAX BEN

This field is for employees in the province of Quebec only (see province code field).

It CAN be used to record an extra amount on which Quebec PROVINCIAL tax is to be deducted AND on which Quebec QPP contributions are to be calculated (this is a pseudo taxable benefit field. It is not recorded in the general ledger anywhere, it is simply an additional amount used in the calculation of provincial tax and QPP to be deducted).

Example: A group insurance benefit paid by the company which covers life insurance, medical and dental coverage.

Of the amount paid by the company

\$10.00 covers life insurance

\$40.00 covers medical and dental

TAXES: The employee pays FEDERAL tax only on the \$10.00 life insurance portion

The employee pays PROVINCIAL tax on the entire \$50.00 paid by the company.

QPP: The employee's QPP deduction also takes this extra amount into account.

The \$10.00 benefit for federal tax is loaded in one of the regular taxable benefit fields.

The \$40.00 additional benefit for provincial tax and QPP deductions is loaded in THIS field.

NOTE: The amount loaded in this field is the additional amount PER PAY PERIOD!

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Modified for Swiss Herbal Oct 2003 as their amount is per month!

24 SEX M/F

25 WORK COMP GRP

WORKERS COMPENSATION BY GROUP

If worker's compensation is an issue AND you have different assessment rates for different groups of employees, the following must be done:

- 1) Load the Worker's Compensation by Group Table
- 2) In the employee master file, for those employees for whom worker's compensation must be remitted:
 - a) Set the Worker's Compensation Liable Flag to Yes
 - b) Load the appropriate group code for each employee
- 3) Program Defaults Control File (File ADCTL=). In the PRUPD1/00 record, set the Worker's Comp by Group Flag to 'Y'

The Payroll Update Program will automatically calculate the appropriate worker's compensation amount for each employee. This will be posted to the G/L as follows:

Credit - Liability Account from the Payroll G/L Interface File
Debit - Expense Account from the Payroll Department File

26 FLAT TAX % RATE

This field can optionally be used to load a flat tax percentage rate (eg: 50 = 50%)

If loaded, the calculate net pay program will automatically calculate tax as gross for the pay period times the percentage rate loaded.

Note: Not yet supported for QUEBEC (Jan 5/99)

27 BIRTH CENTURY

28 COMMISSION AMT

This field in the employee master file can OPTIONALLY be used to load a STANN commission amount to be included on EACH pay for SALARIED employees. Any amount loaded here will automatically be copied to the payroll current pay file when the Set Up Current Pay program is run.

Commission for hourly employees must be input through the time card input program.

 FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

 29 PROV TAX REDUCT

PAYROLL - PROVINCIAL TAX REDUCTION

Effective January 2001 - for employees in the province of MANITOBA, this field may optionally contain the provincial tax reduction amounts for the employee, if applicable. This same field will be used as override to Minimum in file PRTAXP effective Jan 2004 for ALL provinces replacing hard code for ONTARIO.

Left blank basic provincial tax reduction (\$225 for 2001) will be used

Not blank Any other amount loaded will be used instead of the basic amount. Note that if used, the amount loaded here should be the sum of all reductions. Eg: for 2001, reduction amounts include:
 \$225.00 for a dependent spouse
 \$300.00 for a dependent child under 18 years of age
 etc.
 Thus, if an employee has a dependent spouse and two dependent children under 18 years of age, the amount to load in this field would be 225+300+300= total reduction of \$825.00

 30 REHIRED DATE

 31 PROV OF EMPLOY

PROVINCE CODE: In employee master file, province code field contains province code which is to be used for PROVINCIAL TAX calculation purposes and to determine whether the employee pays into the Canada Pension Plan (CPP) or the Quebec Pension Plan (QPP).

PROV OF EMPLOY: This field contains the code of the province in which the employee WORKS. Employer Health Tax (if applicable) is based on this. Also, effective January 2006, Quebec's PPIP insurance plan is based on this. This can be used in situations where, for example, employee resides in Ontario but works in Quebec (or vice versa).

Valid codes: 01 - Alberta 05 - Newfoundland 09 - Quebec
 02 - B.C. 06 - Nova Scotia 10 - Saskatchewan
 03 - Manitoba 07 - Ontario 11 - Yukon & NWT
 04 - New Brunswick 08 - P.E.I.

See also Provincial Tax File.

 32 PREV HRLY RATE

PREV HOURLY RATE When the Salary Update Program (Selector 21) is run, in

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

PREV SALARY addition to updating the employee master file with the new hourly rate and/or salary amount, it will also keep track of the old hourly rate and/or salary amount in these fields.

33 PREV SALARY

PREV HOURLY RATE When the Salary Update Program (Selector 21) is run, in addition to updating the employee master file with the new hourly rate and/or salary amount, it will also keep track of the old hourly rate and/or salary amount in these fields.

34 TD1X ANN SALARY

Contains the annual salary amount and expenses as declared on form TD1X for commissioned employees. If not zero, these amounts will be used to calculate annual income for tax calculation purpose.

35 TD1X ANN EXPENS

Contains the annual salary amount and expenses as declared on form TD1X for commissioned employees. If not zero, these amounts will be used to calculate annual income for tax calculation purpose.

36 EMAIL ADDRESS

37 TAX CALC METHOD

Effective Nov. 13 2003, a new parameter re calculating taxes has been implemented. There are 2 methods of calculating taxes, and for employees on a fixed salary, the results should be the same regardless of the tax calculation. Employees with variable incomes due to bonuses, commissions, etc will be calculated differently depending on the method selected.

This paramater is found in: Payroll Company Information File (System Wide) Employee Master File (override per employee)

Blank or A This method assumes that taxes are calculated on a taxable income projected for the entire year. The projected annual taxable income is computed and taxes are then calculated as follows:

Tax = C/P*Y-T where

- C=current pay period
P=Periods paid in year
Y=Projected Taxes to pay for the Year in Total and
T=Taxes already paid Year to Date

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P Per Pay tax calculation. This method simply computes annual taxable income based on current pay (gross) multiplied by # of pay periods in the year and applies the tax formulae on that annual taxable income. No special projections are taken into account for bonuses, commission, etc.

=====

38 COUNTRY CODE

The country in which the employee is located. Use the alphabetic country codes as outlined in the International Standard (ISO) 3166 - Codes for the Representatoin of Names of Countries. Always CAN for Canada and USA for the United States of America.

39 EMP SUPPLIER CD

If this employee is also maintained in the supplier file for Expenses, and other items that are paid by direct deposit, this field must contain this employee's supplier code.

40 SUB DEPARTMENT

Department codes are established to segregate employees for G/L and reporting purposes (e.g., administration versus warehouse, etc.).

Wages and Benefits expenses are tracked separately by department (although any payroll liabilities accrued are tracked in common liability accounts).

At least one department code is required in this file, as the Department Code field in the employee master file is a mandatory field.

Effective Nov 2005, 2 new files, PRDEPS and PRDEPP have been added as tables, and optional fields within the employee file. This is used for integration with the HRT Time and Attendance system. (KITTAB)

41 POSITION CODE

Department codes are established to segregate employees for G/L and reporting purposes (e.g., administration versus warehouse, etc.).

Wages and Benefits expenses are tracked separately by department (although any payroll liabilities accrued are tracked in common liability accounts).

At least one department code is required in this file, as the Department Code field in the employee master file is a mandatory field.

Effective Nov 2005, 2 new files, PRDEPS and PRDEPP have been added as tables, and optional fields within the employee file. This is used for integration with the HRT Time and Attendance system. (KITTAB)

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42 2ND/CELL PHONE

This field contains the employee's telephone number. It allows for up to 10 digits (3 for area code and 7 for actual telephone number).

Do not load blank spaces or hyphens.

43 3RD/EMERG PHONE

This field contains the employee's telephone number. It allows for up to 10 digits (3 for area code and 7 for actual telephone number).

Do not load blank spaces or hyphens.

44 EMERG CONTACT

This field contains the employee's telephone number. It allows for up to 10 digits (3 for area code and 7 for actual telephone number).

Do not load blank spaces or hyphens.

45 BADGE NUMBER

This is an optional badge number field. If the HRT Time and Attendance system is linked, this field is automatically generated as the next available sequential number starting at 000001 to 999999.

46 CLOCK NUMBER

This field will identify the HRT clock number to which this employee has access.

47 PAYWEEK GROUP

This field allows different groups within a company to be paid at different intervals. Implemented Sept/2006 - KITTAB

Example1: all employees may be paid on a bi-weekly basis, but group 1 and group 2 could be paid in alternating weeks. eg: KITTAB - different stores - some paid one week, others paid next week.

Example2: separate pay run may be done for hourly, salaried and commissioned employees. Employees could be assigned to group H S or C.

48 OHIP CONT'D

This field is informational only.

For Ontario residents, this should contain the employee's OHIP eligibility number.

For residents of other provinces or states, it may contain the appropriate

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

health card number.

If the Ohip number is longer than 8 digits, put then 9th and subsequent digits in the OHIP CONT'D field.

49 B1\$

50 REGULAR HOURS

For hourly paid employees, this field should contain the # of regular hours per PAY PERIOD (see pay type field).

For salaried employees, this field is informational only.

51 HOURLY RATE

For hourly paid employees, this field contains the normal hourly rate.

For salaried employees, it is not necessary to load an hourly rate unless you wish to have the ability to process overtime pay runs on an hourly basis. In this case, load the normal hourly rate - the payroll input programs will convert to time and half or double time as required.

52 SALARY AMOUNT

For salaried employees, this field contains the employee's regular salary amount per PAY PERIOD (see pay type field).

53 UNION CODE

If unions are not a consideration, this field may be bypassed completely.

If unions are a consideration, this field contains the appropriate union code (as previously loaded in the unions file).

NOTE: If unions are a consideration, program customizations will be necessary to handle the union requirements.

The standard payroll package, without any program customizations for union requirements, will ignore any working dues, union deductions, etc., loaded in the unions file.

54 ALLOW DIR. DEP?

If set to [N]o, and the direct deposit earnings slip program is run, this employee will be skipped, and his cheques must be printed.

If set to [Y]es and the cheque print program is run, this employee will be skipped, and his cheques must be sent via direct deposit.

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

55 UNUSED

56 PROVINCE CODE

PROVINCE CODE: In employee master file, province code field contains provin
code which is to be used for PROVINCIAL TAX calculation
purposes and to determine whether the employee pays into the
Canada Pension Plan (CPP) or the Quebec Pension Plan (QPP).

PROV OF EMPLOY: This field contains the code of the province in which the
employee WORKS. Employer Health Tax (if applicable) is based
on this. Also, effective January 2006, Quebec's PPIP insurance
plan is based on this.
This can be used in situations where, for example, employee
resides in Ontario but works in Quebec (or vice versa).

Valid codes: 01 - Alberta 05 - Newfoundland 09 - Quebec
 02 - B.C. 06 - Nova Scotia 10 - Saskatchewan
 03 - Manitoba 07 - Ontario 11 - Yukon & NWT
 04 - New Brunswick 08 - P.E.I.

See also Provincial Tax File.

57 BRANCH CODE

58 DEPARTMENT CD

This field contains the department code to which the employee
belongs. This must be a valid code as previously loaded in the Payroll
Departments File.

This is required by the payroll update program in order to properly post the
wages and benefits in the general ledger.

59 WORK/COMP LIA

This field determines whether or not this employee's earnings are subject to
Worker's Compensation Calculations.

"Y" = Earning are subject to calculation.

" " or "N" = Earning are not subject to calculation.

Note: The calculation is NOT a deduction from the employee's cheque. It
is simply a calculation of the amount of worker's compensation which
must be remitted by the employer.

This calculation is done in two places:

- a) The Pay End Update Program
 - Credits the Worker's Compensation Liability Account

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

- Debits the Worker's Compensation Expense Account

- b) The Cheque Reversal Program
- Reverses the above entries

Note1: Worker's Compensation calculations are ONLY performed if a record exists in the Worker's Compensation Table File. If no record is loaded in this file for your company; then worker's compensation is completely ignored regardless of the flag in the employee file!

See help documentation on the Worker's Compensation File for more details as to exactly how the calculation is performed.

60 PAY TYPE

This field indicates the pay type for this employee:

Valid Types:

W - Weekly	52 Pay Periods
B - Bi Weekly	26 Pay Periods
S - Semi Monthly	24 Pay Periods
M - Monthly	12 Pay Periods
m - Monthly Salary and other pays	12 Regular Pay Periods

This Pay Type implemented Nov 2003. (arrfur)
Used for employees that are paid a regular salary every month, but also will receive commission and/or bonus checks on a regular or irregular basis When counting elapsed pay periods, only cheques with a salary amount will be counted.

See also 'Regular Hours', 'Hourly Rate' and 'Salary Amount' fields.

61 EMP STATUS

This field contains a status code for each employee:

'A' Active
'I' Inactive
'L' Temporarily Laid Off (Effective July 2003)

Note: Only active employees are included in the payroll processing programs. If an employee is terminated part way through a calendar year, his/her status should be changed to 'I' in order that they are not included on any future payrolls; however, the employee should not be deleted from the employee master file until such time as year end procedures have been run.

See Terminate/Rehire Update program and Delete Payroll Employee program.

62 MEDICAL TYPE

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Valid types are:

'S'	Single
'F'	Family
'X'	Exempt
'N'	Not Applicable

63 DENTAL TYPE

Valid types are:

'S'	Single
'F'	Family
'X'	Exempt
'N'	Not Applicable

64 LIFE INS TYPE

Valid types are:

'S'	Single
'F'	Family
'X'	Exempt
'N'	Not Applicable

65 C.P.P. LIABLE

This field indicates whether or not CPP should be deducted for this employee:

'Y'	Deduct CPP
'N'	Do not deduct CPP

NOTE: CPP deductions automatically start when an employee reaches 18 and do not stop until the employee reaches 70 years of age.

Employees who are under 70, but who are already receiving CPP benefits are no longer required to contribute to the Canada Pension Plan. In this case, this field should be set to 'N' to prevent further CPP deductions from being taken.

66 E.I. LIABLE

This field indicates whether or not the employee is liable for E.I. (employment insurance) deductions.

'Y'	Employee is liable
'N'	Employee is not liable

All employees should be set to liable, unless they are shareholders in the

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

company.

The payroll calculation programs will take age into consideration when calculating E.I deductions regardless of the value of this field.

67 MEDICAL DEDUCT

This field contains any amount deducted for medical insurance purposes.

68 DENTAL DED \$

This field contains a dental deduction if applicable. Any amount stored here is automatically posted to the dental deduction G/L account (Payroll G/L Interface File).

69 LIFE INS DED \$

This field contains a life insurance deduction if applicable. Any amount stored here is automatically posted to the Life Insurance G/L account (Payroll G/L Interface File).

70 PENSION DED \$

This field contains a pension deduction if applicable. Any amount stored here is automatically posted to the Pension Deduction G/L account (Payroll G/L Interface File).

Note: Taxable Income is REDUCED by any amount stored in this field and tax is calculated accordingly on each payroll run.

Other options are also available regarding RRSP deductions, effective spring of 1997. See help documentation in the Payroll Company Information for further details of other options available.

71 BONDS DEDUCTION

This field contains a bonds deduction if applicable. Any amount stored here is automatically posted to the bonds deduction G/L account (Payroll G/L Interface File).

See also the Bonds Balance field.

72 DEDUCTION 1

Deduction 1 and Deduction 2 fields may be used to load any other deductions if applicable. Any amounts stored in either field will automatically be posted to the Deduction 1/2 G/L account (see Payroll G/L Interface File).

73 DEDUCTION 2

FILE NO: 088 JF088 NAME: PREMP EMPLOYEE MASTER FILE

Deduction 1 and Deduction 2 fields may be used to load any other deductions if applicable. Any amounts stored in either field will automatically be posted to the Deduction 1/2 G/L account (see Payroll G/L Interface File).

74 DEDUCTION 3

This field may be used to store another deduction if desired. Any amount stored here is automatically posted to the Deduction 3/4 G/L account (Payroll G/L Interface File).

75 DEDUCTION 4

76 BONDS BAL

This field contains the REMAINING bonds balance left to be deducted from the employee.

This field is automatically reduced each time a payroll is run (by the amount of the bonds deduction loaded in Bonds Deduction field). When the bonds balance amount is less than the bonds deduction amount, the final deduction will be based on the remaining bonds balance.

At that time, both the bonds deduction field and the bonds balance field will automatically be cleared to zero.

77 CAR TX BEN1

This field may contain a car taxable benefit amount if applicable. This amount is NOT posted anywhere in the G/L; it is strictly used in the Calculate Net Pay Program as an extra amount for which tax is to be deducted (taxable benefit!!)

The T4 file may be manually manipulated with regard to car taxable benefits, prior to printing the actual T4 slips.

NOTE: The only time this field could be used as a NON-TAXABLE benefit field is for company paid RRSP purposes. Refer to help documentation in the Payroll Company Information File for further details.

78 FED TX BEN2

This field may contain another taxable benefit amount, if applicable.

Normally, this amount is NOT posted anywhere in the G/L. It is strictly used in the Calculate Net Pay program as an extra amount against which tax is to be applied.

NOTE 1 The only time this field could be used as a NON-TAXABLE benefit field is for company paid RRSP purposes. Refer to help documentation in the Payroll Company Information File for further details.

NOTE 2 The amount in this field COULD also be posted to the G/L, if desired. In this case:

- a) File ADCTL=: The PRUPD1/00 record must have the TAXBEN2 CUSTOM and/or TAXBEN3 CUSTOM fields set to Y.
- b) File PRDEP: Tax Benefit 2 and/or Tax Benefit 3 G/L accounts must be loaded.

Refer to help documentation in above two files for details as to how this could be used.

79 FED TX BEN3

This field may contain another taxable benefit amount, if applicable.

Normally, this amount is NOT posted anywhere in the G/L. It is strictly used in the Calculate Net Pay program as an extra amount against which tax is to be applied.

NOTE 1 The only time this field could be used as a NON-TAXABLE benefit field is for company paid RRSP purposes. Refer to help documentation in the Payroll Company Information File for further details.

NOTE 2 The amount in this field COULD also be posted to the G/L, if desired. In this case:

- a) File ADCTL=: The PRUPD1/00 record must have the TAXBEN2 CUSTOM and/or TAXBEN3 CUSTOM fields set to Y.
- b) File PRDEP: Tax Benefit 2 and/or Tax Benefit 3 G/L accounts must be loaded.

Refer to help documentation in above two files for details as to how this could be used.

80 EXTRA FED TAX

This field may contain an additional amount of Federal Tax to be deducted if desired. The payroll calculation program will calculate the appropriate amount of Federal Tax to deduct and will then add this amount into the deduction.

81 EXTRA PROV TAX

This field may contain an additional Provincial Tax deduction amount if desired (Quebec).

The payroll calculation program will automatically calculate the appropriate provincial tax deduction, then add this amount into the deduction.

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82 ACCRUED VAC.

This field contains the amount of vacation pay accrued to date. This is automatically updated by the payroll update program (based on percentage loaded in the vacation percentage field).

A 'Release Accrued Vacation Pay' program is available to issue separate vacation pay cheques if desired.

83 VACATION %

This field contains the percentage to use to calculate accrued vacation pay.

All percentages should be loaded in whole number and decimal form. For example, 4 percent should be loaded as 4.0, 4-1/2 percent should be loaded as 4.5, etc.

84 OVERTIME FACTOR

This field contains the factor to be used to calculate overtime pay if applicable. The default is 1.5%.

This is used by the time card input program when inputting overtime hours.

85 FED TD1 EXEMPT

This field contains the employee's FEDERAL TD1 Exemption (dollar amount), as the annual TD1 exemption forms.

This can be set to 999999 if federal tax is NEVER to be automatically calculated. Note however that you will still have the ability of manually applying federal tax through the time card input program.

86 PROV TD1 EXEMPT

This field contains the employee's PROVINCIAL TD1 exemption (dollar amount), per the annual TD1 exemption forms.

Note: Until 2000, this field only applied to employees in the province of Quebec.
Effective 2001, this field applies to employees in all provinces and should contain the appropriate exemption established for each province.

This field can be set to 999999 if Provincial tax is NEVER to be automatically calculated. Note however that you will still have the ability of manually applying provincial tax through the time card input program.

1.-COMPANY CD	—	21. OTHER PAY 3	_____	52. PPIP DEDUCT	_____
2.-EMPLOYEE CO	_____	22. OTHER PAY 4	_____	41. NET PAY	_____
3.-CHEQUE DAT	_____	23. GROSS PAY	_____		
4.-CHEQUE NO	_____	24. TAX FED	_____	50. EXTRA F+P	_____
5. REGULAR HRS	_____	25. TAX PROV	_____		
6. O/TIME HRS	_____	26. E.I.	_____		
7. DBLTIME HRS	_____	27. CPP	_____		
8. STAT HRS	_____	28. QPP	_____		
9. VACAT. HRS	_____	29. MEDICAL DED	_____		
10. RETRO HRS	_____	30. DENTAL DED	_____		
11. REGULAR PAY	_____	31. LIFE INS DE	_____		
12. O/TIME PAY	_____	32. PENSION DED	_____		
13. DBLTIME PAY	_____	33. BONDS DED \$	_____		
14. STAT PAY	_____	34. DEDUCTION 1	_____		
15. BONUS	_____	35. DEDUCTION 2	_____	54.^DIRECT DEP	—
16. COMMISSION	_____	36. DEDUCTION 3	_____		
17. VAC PAY	_____	37. DEDUCTION 4	_____		
18. RETRO PAY	_____	38. CAR TAX BEN1	_____		
19. OTHER PAY 1	_____	39. FED TAX BEN2	_____		
20. OTHER PAY 2	_____	40. FED TAX BEN3	_____		

1.-COMPANY CD	—		
2.-EMPLOYEE CO	_____		
3.-CHEQUE DAT	_____		
4.-CHEQUE NO	_____		
42. E.I EARN.	_____		
43. CPP EARN.	_____		
44. QPP EARN.	_____	53. UNUSED 6	_____
60.^VAC TIME OFF	-	55. UNUSED 7	_____
45. ACCRUED VAC	_____	56. UNUSED 8	_____
46. MAN/# PAY P	_____	57. UNUSED 9	_____
		58. UNUSED 10	_____
47. QUEBEC TAX BEN	_____	59. UNUSED 11	_____
51. PPIP EARNINGS	_____		
		62. OTHER HRS 1	_____
		63. OTHER HRS 2	_____
		64. OTHER HRS 3	_____
		65. OTHER HRS 4	_____
48. WORKERS COMP	_____		
49. PAY TYP THS RUN	_____		

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 EMPLOYEE CODE

This field contains a code to uniquely identify each employee. Codes may be assigned in an alpha or numeric format.

Alpha examples: SSSSII Where SSSS are the first four letters of the surname and II are the initials or first two letters of first name.

 SSSFFF Where SSS are the first three letters of the surname and FFF are the first three letters of the first name.

In either case, if you have two employees with the same surname and initials, you may use a numeric suffix to differentiate the two.

Example: SSSFF1 versus SSSFF2 etc.
 SSSSI1 versus SSSSI2 etc.

3 CHEQUE DAT

This file will contain a detailed record for each cheque issued to the employee during the calendar year.

Each cheque will have a unique cheque date/cheque number combination.

4 CHEQUE NO

This file will contain a detailed record for each cheque issued to the employee during the calendar year.

Each cheque will have a unique cheque date/cheque number combination.

5 REGULAR HRS

This field contains the number of regular hours worked during the pay period in question.

This normally only applies to hourly paid employees.

6 O/TIME HRS

This field contains the number of overtime hours worked during the pay period in question.

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

This normally only applies to hourly paid employees.

7 DBLTIME HRS

This field contains the number of double time hours worked during the pay period in question.

8 STAT HRS

This field contains the number of hours worked during a statutory holiday, during the pay period for the cheque in question.

9 VACAT. HRS

The OTHER HOURS 1-4 fields may OPTIONALLY contain hours relating to the OTHER PAY 1-4 fields (eg: if using OTHER PAY 2 to track sick pay and you wish to track sick pay hours as well, OTHER HOURS 2 would contain the hours).

Whether or not other hours are to be tracked is based on flags in file ADCTL= (the PRENT1/00 record).

10 RETRO HRS

The OTHER HOURS 1-4 fields may OPTIONALLY contain hours relating to the OTHER PAY 1-4 fields (eg: if using OTHER PAY 2 to track sick pay and you wish to track sick pay hours as well, OTHER HOURS 2 would contain the hours).

Whether or not other hours are to be tracked is based on flags in file ADCTL= (the PRENT1/00 record).

11 REGULAR PAY

This field contains the regular pay (dollars) paid to the employee during the pay period in question.

12 O/TIME PAY

This field contains any overtime pay (dollars) paid to the employee on the cheque in question.

13 DBLTIME PAY

This field contains any double time pay (dollars) paid to the employee during the pay period in question.

14 STAT PAY

This field contains any statutory pay (dollars) paid to the employee during the pay period in question.

15 BONUS

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

This field contains any bonus amount paid to the employee during the pay period in question.

16 COMMISSION

This field contains any commission amount paid to the employee during the pay period in question.

17 VAC PAY

This field contains any vacation pay paid to the employee during the pay period in question.

18 RETRO PAY

This field contains any retroactive amount paid to the employee during the pay period in question.

19 OTHER PAY 1

The Other Pay fields contain any other amounts paid to the employee during the pay period in question.

These would include anything posted to the 'Other Pay' types in the 'Time Card Input' program.

20 OTHER PAY 2

The Other Pay fields contain any other amounts paid to the employee during the pay period in question.

These would include anything posted to the 'Other Pay' types in the 'Time Card Input' program.

21 OTHER PAY 3

The Other Pay fields contain any other amounts paid to the employee during the pay period in question.

These would include anything posted to the 'Other Pay' types in the 'Time Card Input' program.

22 OTHER PAY 4

The Other Pay fields contain any other amounts paid to the employee during the pay period in question.

These would include anything posted to the 'Other Pay' types in the 'Time Card Input' program.

23 GROSS PAY

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

This field contains the gross amount paid to the employee during the pay period in question.

This would include any regular pay, overtime pay, other hours pay, etc.

24 TAX FED

This field contains the amount of Federal Tax deducted from the employee on the cheque in question.

NOTE: For Quebec employees, see also the 'TAX PROVINCIAL' field.

25 TAX PROV

This field contains any Provincial Tax (Quebec) deducted from the employee.

26 E.I.

This field contains the amount of E.I. (Employment Insurance) deducted.

27 CPP

This field contains the amount of CPP deducted from the employee on the cheque in question.

NOTE: Once the maximum CPP deductions for the year have been taken, subsequent cheques will not reflect any further CPP deductions.

The maximum yearly deduction is found in the Tax Table File (CPP/QPP maximum).

NOTE: For Quebec employees, see the QPP field instead of the CPP field.

The CPP deduction is calculated as follows:

ANNUAL gross (gross per period multiplied by # of pay periods), minus the CPP exemption (as per the tax table file), multiplied by CPP percentage (as per the tax table file), divided by # of pay periods in the year = CPP deduction per pay period.

28 QPP

For Quebec employees, this field contains the amount of QPP deducted from the employee on the cheque in question.

NOTE: Once the maximum QPP deductions for the year have been taken, subsequent cheques will not reflect any further QPP deductions.

The maximum yearly deduction is found in the Tax Table File

(CPP/QPP maximum).

The QPP deduction is calculated as follows:

ANNUAL gross (gross per period multiplied by # of pay periods), minus the QPP exemption (as per the tax table file), multiplied by QPP percentage (as per the tax table file), divided by # of pay periods in the year = QPP deduction per pay period.

29 MEDICAL DED \$

This field contains any amount deducted for medical insurance purposes.

30 DENTAL DED \$

This field contains any amount deducted for dental insurance purposes.

31 LIFE INS DED \$

This field contains any amount deducted for life insurance purposes.

32 PENSION DED \$

This field contains any amount deducted for pension purposes.

33 BONDS DED \$

This field contains any amount deducted for bonds.

34 DEDUCTION 1

The Deduction 1 through 4 fields contain any other deductions taken on the cheque in question.

35 DEDUCTION 2

The Deduction 1 through 4 fields contain any other deductions taken on the cheque in question.

36 DEDUCTION 3

The Deduction 1 through 4 fields contain any other deductions taken on the cheque in question.

37 DEDUCTION 4

The Deduction 1 through 4 fields contain any other deductions taken on the cheque in question.

 FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

 38 CAR TAX BEN1

This field contains any taxable benefit amount re car. This is not an actual deduction but is used to calculate the amount of tax to be deducted.

 39 FED TAX BEN2

This field is available for taxable benefits. Note taxable benefits are not updated to the G/L, and are used in government deduction calculations only (Gross income = wages + taxable benefits).

 40 FED TAX BEN3

This field is available for taxable benefits. Note taxable benefits are not updated to the G/L, and are used in government deduction calculations only (Gross income = wages + taxable benefits).

 41 NET PAY

This field contains the net amount actually paid to the employee. This is calculated by taking the gross pay minus any deductions.

 42 E.I EARN.

This field contains the amount on which the E.I. (employment insurance - formerly UIC) deduction is calculated).

This consists of the employee's gross earnings, up the ANNUAL maximum (see tax table file for maximum earnings)

The E.I. deduction is calculated as E.I. Earnings x E.I. % (see tax table file for percentage).

NOTE: Under certain conditions, taxable benefits might need to be taken into account. See following documentation - D9\$(5,1)/(6,1)/(7,1) re this.

PRENT6/00 RECORD IN FILE ADCTL= (Calculate Net Pay Program)

DEDUCTIONS *W1 If payroll being spread over more than one period,
D9\$(1,1) any deductions are normally multiplied by # of periods
for which payroll is being processed.

Set this flag to 'N' if you do not wish deductions to be multiplied by # of pays.

Note: This does not apply to tax/PPP/UIC deductions. It only applies to those deductions taken after tax/cpp/uic have been calculated.

SPEC PAY TYPE
D9\$(2,1)

Normally, deductions (eg: tax and CPP) are calculated based on the PAY TYPE loaded in the employee master file. If this flag is set to 'Y', you will have the option of processing a payroll run using a special pay type for the entire run.

For example: KITTAB - hourly employees are normally paid 'B'i-weekly. However, vacation cheque runs are done twice a year, each run covering one week's worth of vacation pay. In this case, the entire cheque run should have deductions calculated based on 'W'weekly criteria instead of 'B'i-weekly. This ensures that enough CPP is deducted so there will be no shortfall owing by the employee or the company at the end of the year. Note that as the entire run will be processed as 'W'weekly, too much tax will likely be deducted from the employee; however, this will be recouped when tax returns are filed.

CALC TAX ON BONUS
D9\$(3,1)

If left blank or set to 'N' - original method of calculating tax on bonus applies. Note that potential exists for too little tax to be deducted in this method, although it appears that most clients already manually adjust tax calculations on significant bonuses.

If set to 'Y', new method of calculating tax on bonus applies which takes into account bonus on current cheque and/or any bonuses already paid on previous cheques in the current year.

Example 1: Current Pay = \$1,000.00 regular pay
Plus = \$2,000.00 bonus
No Previous Bonuses paid in current year
Semi- Monthly Pay Periods (24 per year)

Annual Taxable Calculated as:

\$1,000.00 x 24 = \$24,000.00
Plus 2,000.00 (bonus paid this cheque)

Annual Taxable = \$26,000.00

Tax on this cheque and all subsequent cheques is calculated based on \$26,000.00 instead of \$24,000.00

Example 2: Current Pay = \$1,000.00 regular pay
No Bonus on current cheque
Previous bonus of \$2,000 already paid
Semi-monthly pay (24 periods per year)

Annual Taxable calculated as:

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

\$1,000.00 x 24 = \$24,000.00
Plus 2,000.00 (previously paid bonus)
Annual Taxable = \$26,000.00

CAL VAC ON OTH If set to 'N' - do NOT include any of the other pay fields
D9\$(4,1) in the calculation of vacation pay (done for DRYICE)

eg: reg pay = 500.00
other pay = 100.00
gross pay = 600.00

if blank - vacation pay accrual is calculated as
\$600.00 multiplied by appropriate percentage.

if 'N' - vacation pay accrual is calculated as
\$500.00 multiplied by appropriate percentage.

TAX BEN TO EI EARN? E.I. deductions are calculated based on E.I. earnings.
D9\$(5,1) E.I. earnings = gross only EXCLUDING taxable benefits
D9\$(6,1) EXCEPT under certain conditions.
D9\$(7,1)

Example: If a Taxable Benefit field is used for an RRSP
taxable benefit which is for an RRSP which is NOT
a LOCKED IN plan, then than taxable benefit
should included for E.I. calculations. In this
case E.I. is calculated based on gross PLUS
the taxable benefit.

If any of your taxable benefit fields are being used for
the purpose described above, set the appropriate flag to
yes. The Calculate Net Pay Program will then include that
taxable benefit in the E.I. calculations.

43 CPP EARN.

This field contains the employee's CPP earnings.

This is calculated as gross pay plus any taxable benefits.

Once the maximum yearly CPP deduction has been taken, subsequent cheques will
not reflect any further CPP earnings.

NOTE: For employees paid from the province of Quebec, refer to the QPP
Earnings field instead.

NOTE: The CPP Annual Exemption is IGNORED when recording CPP earnings.
It is only taken into account when calculating CPP deductions.

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

44 QPP EARN.

For Quebec employees, this field contains the employee's QPP earnings.

This is calculated as gross pay PLUS any regular taxable benefits PLUS any Quebec Extra Taxable Benefit amount loaded in the employee master file.

Once the maximum yearly QPP deduction has been taken, subsequent cheques will not reflect any further QPP earnings.

45 ACCRUED VAC.

This field contains the amount of vacation pay accrued on the cheque in question (based on percentage loaded in the master employee file)

46 MAN/# PAY PER

This field will contain either:

- 999.00 - to indicate that the cheque in question was a manually issued cheque, posted to the system through the 'Enter Manual Pays' program.
- # of pay periods - if the time card input program was used to post some type of earnings (e.g., commission, bonus, etc.), this field will indicate the number of pay periods for which taxes, etc., were calculated.

47 QUEBEC TAX BEN

This field is for employees in the province of Quebec only (see province code field).

It CAN be used to record an extra amount on which Quebec PROVINCIAL tax is to be deducted AND on which Quebec QPP contributions are to be calculated (this is a pseudo taxable benefit field. It is not recorded in the general ledger anywhere, it is simply an additional amount used in the calculation of provincial tax and QPP to be deducted).

Example: A group insurance benefit paid by the company which covers life insurance, medical and dental coverage.

Of the amount paid by the company

\$10.00 covers life insurance

\$40.00 covers medical and dental

TAXES: The employee pays FEDERAL tax only on the \$10.00 life insurance portion

 FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

The employee pays PROVINCIAL tax on the entire \$50.00 paid by the company.

QPP: The employee's QPP deduction also takes this extra amount into account.

The \$10.00 benefit for federal tax is loaded in one of the regular taxable benefit fields.

The \$40.00 additional benefit for provincial tax and QPP deductions is loaded in THIS field.

NOTE: The amount loaded in this field is the additional amount PER PAY PERIOD!

Modified for Swiss Herbal Oct 2003 as their amount is per month!

48 WORKERS COMP

This field contains the amount of worker's compensatoin to be remitted. See employee file for further details of when/how this is calculated.

49 PAY TYP THS RUN

This field will only contain a value if the 'Calculate Net Pay' program was using a special pay type for the payroll run.

If pay type X specified	this field will be left at zero
If pay type W specified	this field will = 52
If pay type B specified	this field will = 26
If pay type S specified	this field will = 24
If pay type M specified	this field will = 12

Value for each pay type correlates to the values as specified by Revenue Canada.

See documentation code PRENT6 - D9\$(2,1) - for further details.

PRENT6/00 RECORD IN FILE ADCTL= (Calculate Net Pay Program)

DEDUCTIONS *W1 D9\$(1,1) If payroll being spread over more than one period, any deductions are normally multiplied by # of periods for which payroll is being processed.

Set this flag to 'N' if you do not wish deductions to be multiplied by # of pays.

Note: This does not apply to tax/PPP/UIC deductions. It only applies to those deductions taken after tax/cpp/uic have been calculated.

SPEC PAY TYPE
D9\$(2,1)

Normally, deductions (eg: tax and CPP) are calculated based on the PAY TYPE loaded in the employee master file. If this flag is set to 'Y', you will have the option of processing a payroll run using a special pay type for the entire run.

For example: KITTAB - hourly employees are normally paid 'B'i-weekly. However, vacation cheque runs are done twice a year, each run covering one week's worth of vacation pay. In this case, the entire cheque run should have deductions calculated based on 'W'weekly criteria instead of 'B'i-weekly. This ensures that enough CPP is deducted so there will be no shortfall owing by the employee or the company at the end of the year. Note that as the entire run will be processed as 'W'weekly, too much tax will likely be deducted from the employee; however, this will be recouped when tax returns are filed.

CALC TAX ON BONUS
D9\$(3,1)

If left blank or set to 'N' - original method of calculating tax on bonus applies. Note that potential exists for too little tax to be deducted in this method, although it appears that most clients already manually adjust tax calculations on significant bonuses.

If set to 'Y', new method of calculating tax on bonus applies which takes into account bonus on current cheque and/or any bonuses already paid on previous cheques in the current year.

Example 1: Current Pay = \$1,000.00 regular pay
Plus = \$2,000.00 bonus
No Previous Bonuses paid in current year
Semi- Monthly Pay Periods (24 per year)

Annual Taxable Calculated as:

\$1,000.00 x 24 = \$24,000.00
Plus 2,000.00 (bonus paid this cheque)

Annual Taxable = \$26,000.00

Tax on this cheque and all subsequent cheques is calculated based on \$26,000.00 instead of \$24,000.00

Example 2: Current Pay = \$1,000.00 regular pay
No Bonus on current cheque
Previous bonus of \$2,000 already paid
Semi-monthly pay (24 periods per year)

Annual Taxable calculated as:

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

\$1,000.00 x 24 = \$24,000.00
Plus 2,000.00 (previously paid bonus)
Annual Taxable = \$26,000.00

CAL VAC ON OTH If set to 'N' - do NOT include any of the other pay fields
D9\$(4,1) in the calculation of vacation pay (done for DRYICE)

eg: reg pay = 500.00
other pay = 100.00
gross pay = 600.00

if blank - vacation pay accrual is calculated as
\$600.00 multiplied by appropriate percentage.

if 'N' - vacation pay accrual is calculated as
\$500.00 multiplied by appropriate percentage.

TAX BEN TO EI EARN? E.I. deductions are calculated based on E.I. earnings.
D9\$(5,1) E.I. earnings = gross only EXCLUDING taxable benefits
D9\$(6,1) EXCEPT under certain conditions.
D9\$(7,1)

Example: If a Taxable Benefit field is used for an RRSP taxable benefit which is for an RRSP which is NOT a LOCKED IN plan, then than taxable benefit should included for E.I. calculations. In this case E.I. is calculated based on gross PLUS the taxable benefit.

If any of your taxable benefit fields are being used for the purpose described above, set the appropriate flag to yes. The Calculate Net Pay Program will then include that taxable benefit in the E.I. calculations.

50 EXTRA F+P TAX

51 PPIP EARNINGS

PPIP EARNINGS For Employees whose province of employment is Quebec,
BOX 56 OF T4 this field contains the Provincial parental Insurance
Plan Earnings (effective January 2006)

PPIP DEDUCTIONS For Employees whose province of employment is Quebec,
BOX 55 OF T4 this field contains the Provincial Parental Insurance
Plan Deduction (effective January 2006)

Deductions are calculated in a similar fashion as E.I.

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

and stop once maximum annual PPIP earnings have been reached.

Quebec Tax Table File

PPIP MAX EARNINGS Contains the maximum earnings up to which deductions are to be made.

PPIP THRESHOLD Contains the income threshold (annual) below which deductions are not to apply

PPIP RATE 1 ** Contains the percentage rate to be used for the employee's portion.

PPIP MAX 1 ** Contains the maximum annual deduction for the employee's portion

PPIP RATE 2 ** Contains the percentage rate to be used for the employer's portion.

PPIP MAX 2 ** Contains the maximum annual deduction for the employer's portion.

** The employee's portion will be deducted from each cheque. The employer's portion will be calculated and posted to the general ledger during the pay end update program.

52 PPIP DEDUCTION

PPIP EARNINGS For Employees whose province of employment is Quebec, BOX 56 OF T4 this field contains the Provincial parental Insurance Plan Earnings (effective January 2006)

PPIP DEDUCTIONS For Employees whose province of employment is Quebec, BOX 55 OF T4 this field contains the Provincial Parental Insurance Plan Deduction (effective January 2006)

Deductions are calculated in a similar fashion as E.I. and stop once maximum annual PPIP earnings have been reached.

Quebec Tax Table File

PPIP MAX EARNINGS Contains the maximum earnings up to which deductions are to be made.

PPIP THRESHOLD Contains the income threshold (annual) below which deductions are not to apply

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

PPIP RATE 1 ** Contains the percentage rate to be used for the employee's portion.

PPIP MAX 1 ** Contains the maximum annual deduction for the employee's portion

PPIP RATE 2 ** Contains the percentage rate to be used for the employer's portion.

PPIP MAX 2 ** Contains the maximum annual deduction for the employer's portion.

** The employee's portion will be deducted from each cheque. The employer's portion will be calculated and posted to the general ledger during the pay end update program.

53 UNUSED 6

54 DIRECT DEPOSIT

0 old cheque print program was used to create this cheque
(old program with none of the coding to handle direct deposits, etc)
1 this cheque was sent as a direct deposit
2 this cheque was printed as a cheque, not a direct deposit
9 this PRCAR record was created via the 3000 subroutine of PRUPD0
(active employee not included on this cheque run, but need to
record zero earnings/hours for this cheque run, for record of
employment purposes). E.I. files PRUIC/PRUID are only properly
updated by payroll update (or properly rebuilt by rebuild program)
if there is a record for each pay period!!!

55 UNUSED 7

56 UNUSED 8

57 UNUSED 9

58 UNUSED 10

59 UNUSED 11

60 VAC TIME OFF

This field indicates whether or not any vacation pay paid on this cheque was time taken off. If not, the vacation pay is treated in the same fashion as a bonus for payroll averaging.

Implemented August 2005 - Arrow Furniture.

FILE NO: 087 JF087 NAME: PRCAR INDIVIDUAL EARNINGS STATEMENT

61 UNUSED 12

62 OTHER HRS 1

The OTHER HOURS 1-4 fields may OPTIONALLY contain hours relating to the OTHER PAY 1-4 fields (eg: if using OTHER PAY 2 to track sick pay and you wish to track sick pay hours as well, OTHER HOURS 2 would contain the hours).

Whether or not other hours are to be tracked is based on flags in file ADCTL= (the PRENT1/00 record).

63 OTHER HRS 2

The OTHER HOURS 1-4 fields may OPTIONALLY contain hours relating to the OTHER PAY 1-4 fields (eg: if using OTHER PAY 2 to track sick pay and you wish to track sick pay hours as well, OTHER HOURS 2 would contain the hours).

Whether or not other hours are to be tracked is based on flags in file ADCTL= (the PRENT1/00 record).

64 OTHER HRS 3

The OTHER HOURS 1-4 fields may OPTIONALLY contain hours relating to the OTHER PAY 1-4 fields (eg: if using OTHER PAY 2 to track sick pay and you wish to track sick pay hours as well, OTHER HOURS 2 would contain the hours).

Whether or not other hours are to be tracked is based on flags in file ADCTL= (the PRENT1/00 record).

65 OTHER HRS 4

The OTHER HOURS 1-4 fields may OPTIONALLY contain hours relating to the OTHER PAY 1-4 fields (eg: if using OTHER PAY 2 to track sick pay and you wish to track sick pay hours as well, OTHER HOURS 2 would contain the hours).

Whether or not other hours are to be tracked is based on flags in file ADCTL= (the PRENT1/00 record).

1.-COMPANY CD	—	19. PAYS BACK #17	—————	37. PAYS BACK #35	—————
-2.-EMPLOYEE CODE	—————	20. PAYS BACK #18	—————	38. PAYS BACK #36	—————
-3. PAYS BACK #1	—————	21. PAYS BACK #19	—————	39. PAYS BACK #37	—————
-4. PAYS BACK #2	—————	22. PAYS BACK #20	—————	40. PAYS BACK #38	—————
-5. PAYS BACK #3	—————	23. PAYS BACK #21	—————	41. PAYS BACK #39	—————
-6. PAYS BACK #4	—————	24. PAYS BACK #22	—————	42. PAYS BACK #40	—————
-7. PAYS BACK #5	—————	25. PAYS BACK #23	—————	43. PAYS BACK #41	—————
-8. PAYS BACK #6	—————	26. PAYS BACK #24	—————	44. PAYS BACK #42	—————
-9. PAYS BACK #7	—————	27. PAYS BACK #25	—————	45. PAYS BACK #43	—————
-0. PAYS BACK #8	—————	28. PAYS BACK #26	—————	46. PAYS BACK #44	—————
-1. PAYS BACK #9	—————	29. PAYS BACK #27	—————	47. PAYS BACK #45	—————
-2. PAYS BACK #10	—————	30. PAYS BACK #28	—————	48. PAYS BACK #46	—————
-3. PAYS BACK #11	—————	31. PAYS BACK #29	—————	49. PAYS BACK #47	—————
-4. PAYS BACK #12	—————	32. PAYS BACK #30	—————	50. PAYS BACK #48	—————
-5. PAYS BACK #13	—————	33. PAYS BACK #31	—————	51. PAYS BACK #49	—————
-6. PAYS BACK #14	—————	34. PAYS BACK #32	—————	52. PAYS BACK #50	—————
-7. PAYS BACK #15	—————	35. PAYS BACK #33	—————	53. PAYS BACK #51	—————
-8. PAYS BACK #16	—————	36. PAYS BACK #34	—————	54. PAYS BACK #52	—————

1.-COMPANY CD	—				
2.-EMPLOYEE CODE	—————	71. HOURS BACK#17	—————	89. HOURS BACK#35	—————
55. HOURS BACK#1	—————	72. HOURS BACK#18	—————	90. HOURS BACK#36	—————
56. HOURS BACK#2	—————	73. HOURS BACK#19	—————	91. HOURS BACK#37	—————
57. HOURS BACK#3	—————	74. HOURS BACK#20	—————	92. HOURS BACK#38	—————
58. HOURS BACK#4	—————	75. HOURS BACK#21	—————	93. HOURS BACK#39	—————
59. HOURS BACK#5	—————	76. HOURS BACK#22	—————	94. HOURS BACK#40	—————
60. HOURS BACK#6	—————	77. HOURS BACK#23	—————	95. HOURS BACK#41	—————
61. HOURS BACK#7	—————	78. HOURS BACK#24	—————	96. HOURS BACK#42	—————
62. HOURS BACK#8	—————	79. HOURS BACK#25	—————	97. HOURS BACK#43	—————
63. HOURS BACK#9	—————	80. HOURS BACK#26	—————	98. HOURS BACK#44	—————
64. HOURS BACK#10	—————	81. HOURS BACK#27	—————	99. HOURS BACK#45	—————
65. HOURS BACK#11	—————	82. HOURS BACK#28	—————	100 HOURS BACK#46	—————
66. HOURS BACK#12	—————	83. HOURS BACK#29	—————	101 HOURS BACK#47	—————
67. HOURS BACK#13	—————	84. HOURS BACK#30	—————	102 HOURS BACK#48	—————
68. HOURS BACK#14	—————	85. HOURS BACK#31	—————	103 HOURS BACK#49	—————
69. HOURS BACK#15	—————	86. HOURS BACK#32	—————	104 HOURS BACK#50	—————
70. HOURS BACK#16	—————	87. HOURS BACK#33	—————	105 HOURS BACK#51	—————
		88. HOURS BACK#34	—————	106 HOURS BACK#52	—————

FILE NO: 084 JF084 NAME: PRUIC INSURABLE EARNING FILE (53)

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 EMPLOYEE CODE

This field contains a code to uniquely identify each employee. Codes may be assigned in an alpha or numeric format.

Alpha examples: SSSSII Where SSSS are the first four letters of the surname and II are the initials or first two letters of first name.

 SSSFFF Where SSS are the first three letters of the surname and FFF are the first three letters of the first name.

In either case, if you have two employees with the same surname and initials, you may use a numeric suffix to differentiate the two.

Example: SSSFF1 versus SSSFF2 etc.
 SSSSI1 versus SSSSI2 etc.

3 PAYS BACK #1

This file tracks UIC earnings for 52 pay periods (pay periods could be weekly, semi-monthly, etc., dependent on pay type field in employee master file).

For each of the 52 periods, this file will contain the UIC earnings for that period.

UIC earnings = gross pay plus any taxable benefits, up to the UIC maximum for the type of pay period (see UIC maximums per pay period in Tax Table File).

4 PAYS BACK #2

See Pays Back # 1 field.

5 PAYS BACK #3

See Pays Back # 1 field.

6 PAYS BACK #4

See Pays Back # 1 field.

7 PAYS BACK #5

FILE NO: 084 JF084 NAME: PRUIC INSURABLE EARNING FILE (53)

See Pays Back # 1 field.

8 PAYS BACK #6

See Pays Back # 1 field.

9 PAYS BACK #7

See Pays Back # 1 field.

10 PAYS BACK #8

See Pays Back # 1 field.

11 PAYS BACK #9

See Pays Back # 1 field.

12 PAYS BACK #10

See Pays Back # 1 field.

13 PAYS BACK #11

See Pays Back # 1 field.

14 PAYS BACK #12

See Pays Back # 1 field.

15 PAYS BACK #13

See Pays Back # 1 field.

16 PAYS BACK #14

See Pays Back # 1 field.

17 PAYS BACK #15

See Pays Back # 1 field.

18 PAYS BACK #16

See Pays Back # 1 field.

19 PAYS BACK #17

See Pays Back # 1 field.

20 PAYS BACK #18

FILE NO: 084 JF084 NAME: PRUIC INSURABLE EARNING FILE (53)

See Pays Back # 1 field.

21 PAYS BACK #19

See Pays Back # 1 field.

22 PAYS BACK #20

See Pays Back # 1 field.

23 PAYS BACK #21

See Pays Back # 1 field.

24 PAYS BACK #22

See Pays Back # 1 field.

25 PAYS BACK #23

See Pays Back # 1 field.

26 PAYS BACK #24

See Pays Back # 1 field.

27 PAYS BACK #25

See Pays Back # 1 field.

28 PAYS BACK #26

See Pays Back # 1 field.

29 PAYS BACK #27

See Pays Back # 1 field.

30 PAYS BACK #28

See Pays Back # 1 field.

31 PAYS BACK #29

See Pays Back # 1 field.

32 PAYS BACK #30

See Pays Back # 1 field.

33 PAYS BACK #31

FILE NO: 084 JF084 NAME: PRUIC INSURABLE EARNING FILE (53)

See Pays Back # 1 field.

34 PAYS BACK #32

See Pays Back # 1 field.

35 PAYS BACK #33

See Pays Back # 1 field.

36 PAYS BACK #34

See Pays Back # 1 field.

37 PAYS BACK #35

See Pays Back # 1 field.

38 PAYS BACK #36

See Pays Back # 1 field.

39 PAYS BACK #37

See Pays Back # 1 field.

40 PAYS BACK #38

See Pays Back # 1 field.

41 PAYS BACK #39

See Pays Back # 1 field.

42 PAYS BACK #40

See Pays Back # 1 field.

43 PAYS BACK #41

See Pays Back # 1 field.

44 PAYS BACK #42

See Pays Back # 1 field.

45 PAYS BACK #43

See Pays Back # 1 field.

46 PAYS BACK #44

FILE NO: 084 JF084 NAME: PRUIC INSURABLE EARNING FILE (53)

See Pays Back # 1 field.

47 PAYS BACK #45

See Pays Back # 1 field.

48 PAYS BACK #46

See Pays Back # 1 field.

49 PAYS BACK #47

See Pays Back # 1 field.

50 PAYS BACK #48

See Pays Back # 1 field.

51 PAYS BACK #49

See Pays Back # 1 field.

52 PAYS BACK #50

See Pays Back # 1 field.

53 PAYS BACK #51

See Pays Back # 1 field.

54 PAYS BACK #52

See Pays Back # 1 field.

55 HOURS BACK#1

56 HOURS BACK#2

57 HOURS BACK#3

58 HOURS BACK#4

59 HOURS BACK#5

60 HOURS BACK#6

61 HOURS BACK#7

62 HOURS BACK#8

63 HOURS BACK#9

FILE NO: 084 JF084 NAME: PRUIC INSURABLE EARNING FILE (53)

64 HOURS BACK#10

65 HOURS BACK#11

66 HOURS BACK#12

67 HOURS BACK#13

68 HOURS BACK#14

69 HOURS BACK#15

70 HOURS BACK#16

71 HOURS BACK#17

72 HOURS BACK#18

73 HOURS BACK#19

74 HOURS BACK#20

75 HOURS BACK#21

76 HOURS BACK#22

77 HOURS BACK#23

78 HOURS BACK#24

79 HOURS BACK#25

80 HOURS BACK#26

81 HOURS BACK#27

82 HOURS BACK#28

83 HOURS BACK#29

84 HOURS BACK#30

85 HOURS BACK#31

86 HOURS BACK#32

87 HOURS BACK#33

88 HOURS BACK#34

89 HOURS BACK#35

FILE NO: 084 JF084 NAME: PRUIC INSURABLE EARNING FILE (53)

90 HOURS BACK#36

91 HOURS BACK#37

92 HOURS BACK#38

93 HOURS BACK#39

94 HOURS BACK#40

95 HOURS BACK#41

96 HOURS BACK#42

97 HOURS BACK#43

98 HOURS BACK#44

99 HOURS BACK#45

100 HOURS BACK#46

101 HOURS BACK#47

102 HOURS BACK#48

103 HOURS BACK#49

104 HOURS BACK#50

105 HOURS BACK#51

106 HOURS BACK#52

1.	-COMPANY CD	—	19.	PAY DATE #17	—————37.	PAY DATE #35	—————
-2.	-EMPLOYEE CODE	—————	20.	PAY DATE #18	—————38.	PAY DATE #36	—————
-3.	PAY DATE #1	—————	21.	PAY DATE #19	—————39.	PAY DATE #37	—————
-4.	PAY DATE #2	—————	22.	PAY DATE #20	—————40.	PAY DATE #38	—————
-5.	PAY DATE #3	—————	23.	PAY DATE #21	—————41.	PAY DATE #39	—————
-6.	PAY DATE #4	—————	24.	PAY DATE #22	—————42.	PAY DATE #40	—————
-7.	PAY DATE #5	—————	25.	PAY DATE #23	—————43.	PAY DATE #41	—————
-8.	PAY DATE #6	—————	26.	PAY DATE #24	—————44.	PAY DATE #42	—————
-9.	PAY DATE #7	—————	27.	PAY DATE #25	—————45.	PAY DATE #43	—————
-0.	PAY DATE #8	—————	28.	PAY DATE #26	—————46.	PAY DATE #44	—————
-1.	PAY DATE #9	—————	29.	PAY DATE #27	—————47.	PAY DATE #45	—————
-2.	PAY DATE #10	—————	30.	PAY DATE #28	—————48.	PAY DATE #46	—————
-3.	PAY DATE #11	—————	31.	PAY DATE #29	—————49.	PAY DATE #47	—————
-4.	PAY DATE #12	—————	32.	PAY DATE #30	—————50.	PAY DATE #48	—————
-5.	PAY DATE #13	—————	33.	PAY DATE #31	—————51.	PAY DATE #49	—————
-6.	PAY DATE #14	—————	34.	PAY DATE #32	—————52.	PAY DATE #50	—————
-7.	PAY DATE #15	—————	35.	PAY DATE #33	—————53.	PAY DATE #51	—————
-8.	PAY DATE #16	—————	36.	PAY DATE #34	—————54.	PAY DATE #52	—————

FILE NO: 080 JF080 NAME: PRUID U.I.C. PAYROLL DATE FILE (36)

1 COMPANY CD

This field represents the key to the company file. Multiple companies may be used .

2 EMPLOYEE CODE

This field contains a code to uniquely identify each employee. Codes may be assigned in an alpha or numeric format.

Alpha examples: SSSSII Where SSSS are the first four letters of the surname and II are the initials or first two letters of first name.

 SSSFFF Where SSS are the first three letters of the surname and FFF are the first three letters of the first name.

In either case, if you have two employees with the same surname and initials, you may use a numeric suffix to differentiate the two.

Example: SSSFF1 versus SSSFF2 etc.
 SSSSI1 versus SSSSI2 etc.

3 PAY DATE #1

This file tracks UIC dates for 52 pay periods (pay periods could be weekly, semi-monthly, etc., dependent on pay type field in employee master file).

For each of the 52 periods, this file will contain the cheque date for that period.

See also - UIC Earnings File which contains actual UIC earnings for each of the 52 periods.

4 PAY DATE #2

See Pay Date # 1 field.

5 PAY DATE #3

See Pay Date # 1 field.

6 PAY DATE #4

See Pay Date # 1 field.

7 PAY DATE #5

FILE NO: 080 JF080 NAME: PRUID U.I.C. PAYROLL DATE FILE (36)

See Pay Date # 1 field.

8 PAY DATE #6

See Pay Date # 1 field.

9 PAY DATE #7

See Pay Date # 1 field.

10 PAY DATE #8

See Pay Date # 1 field.

11 PAY DATE #9

See Pay Date # 1 field.

12 PAY DATE #10

See Pay Date # 1 field.

13 PAY DATE #11

See Pay Date # 1 field.

14 PAY DATE #12

See Pay Date # 1 field.

15 PAY DATE #13

See Pay Date # 1 field.

16 PAY DATE #14

See Pay Date # 1 field.

17 PAY DATE #15

See Pay Date # 1 field.

18 PAY DATE #16

See Pay Date # 1 field.

19 PAY DATE #17

See Pay Date # 1 field.

20 PAY DATE #18

FILE NO: 080 JF080 NAME: PRUID U.I.C. PAYROLL DATE FILE (36)

See Pay Date # 1 field.

21 PAY DATE #19

See Pay Date # 1 field.

22 PAY DATE #20

See Pay Date # 1 field.

23 PAY DATE #21

See Pay Date # 1 field.

24 PAY DATE #22

See Pay Date # 1 field.

25 PAY DATE #23

See Pay Date # 1 field.

26 PAY DATE #24

See Pay Date # 1 field.

27 PAY DATE #25

See Pay Date # 1 field.

28 PAY DATE #26

See Pay Date # 1 field.

29 PAY DATE #27

See Pay Date # 1 field.

30 PAY DATE #28

See Pay Date # 1 field.

31 PAY DATE #29

See Pay Date # 1 field.

32 PAY DATE #30

See Pay Date # 1 field.

33 PAY DATE #31

FILE NO: 080 JF080 NAME: PRUID U.I.C. PAYROLL DATE FILE (36)

See Pay Date # 1 field.

34 PAY DATE #32

See Pay Date # 1 field.

35 PAY DATE #33

See Pay Date # 1 field.

36 PAY DATE #34

See Pay Date # 1 field.

37 PAY DATE #35

See Pay Date # 1 field.

38 PAY DATE #36

See Pay Date # 1 field.

39 PAY DATE #37

See Pay Date # 1 field.

40 PAY DATE #38

See Pay Date # 1 field.

41 PAY DATE #39

See Pay Date # 1 field.

42 PAY DATE #40

See Pay Date # 1 field.

43 PAY DATE #41

See Pay Date # 1 field.

44 PAY DATE #42

See Pay Date # 1 field.

45 PAY DATE #43

See Pay Date # 1 field.

46 PAY DATE #44

FILE NO: 080 JF080 NAME: PRUID U.I.C. PAYROLL DATE FILE (36)

See Pay Date # 1 field.

47 PAY DATE #45

See Pay Date # 1 field.

48 PAY DATE #46

See Pay Date # 1 field.

49 PAY DATE #47

See Pay Date # 1 field.

50 PAY DATE #48

See Pay Date # 1 field.

51 PAY DATE #49

See Pay Date # 1 field.

52 PAY DATE #50

See Pay Date # 1 field.

53 PAY DATE #51

See Pay Date # 1 field.

54 PAY DATE #52

See Pay Date # 1 field.

S022 WYSE60T5Operator Name - CURRENT PERIOD PAYROLL PROCESSING

14:06:36

- 1. Print Payroll Worksheet.....
- 2. Set Up Current Pay.....
- 3. Time Card, Misc Pay & Ded Input..
- 4. Print Time Card & Misc Pays/Ded..
- 5. Update Time & Misc Pays/Deduct...
- 6. Release Accrued Vacation.....
- 7. Calculate Net Pay.....
- 8. Enter Manual Pay / Adjustments...
- 9. Manually Adjust Calculations.....
- 10. Current Pay Period Journal.....
- 11. Print Payroll Cheques.....
- 12. Print Cheques (Micro Encoded)....
 ** DIRECT DEPOSIT **
- 13. Earnings Slips / Direct Dep File.
- 30. List Dir. Deposit File-Scotia (s)
- 14. Queue Direct Deposit File (UUCP).
- 15. Send Direct Deposit File (UUCP).
- 16. Receive/Print Dir Dep Reports....
- 17. Print Cheque Register.....
- 18. Pay End Update.....
- 28. Reverse Out A Payroll Cheque.....
- 19. Current YTD Earnings - Detail....
- 20. Current YTD Earnings - Summary...
- 29. YTD/Projected Earnings/Deductions
- 21. Print Time Card Labels.....
- 22. Custom Payroll Reports.....
 ** SEPARATION SLIPS **
- 23. Separation Slips (old - no hours)
- 24. Rebuild E.I. Hours from History..
- 25. Separation Slips (includes hours)
- 26. PAYROLL MONTH END.....
- 27. Update Birth Century to Emp. File
- 31. Restore Updated Payroll Test Comp

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This is the menu from which normal payroll runs are processed (weekly, bi-weekly, etc).

Programs should be run in the same order as they appear on the menu.

NOTE 1: If you wish to process a TEST run (whether for all or a selected range of employees), proceed with all steps up to & including the 'Print Payroll Journals' program. Do not proceed with the actual pay end update. This will enable you to see exactly how the payroll cheques will be calculated & printed.

-
Once you have run the test, cancel all entries posted as follows:

-
Go back into the Set Up Current Pay program. As soon as you input your company code, a warning message will display that there are current records on file & continuing will delete them. [CR] to continue at this point, in order that they will be deleted. Then, input the same payroll date as was used for the test run. You will then be prompted whether or not you wish to include the first salaried employee. Simply press [F4] at this point to exit the program. All test records will be removed.

NOTE 2: The same procedure as outlined above can be used to cancel a live run, providing that the PAY END UPDATE has not yet been run. This might be useful in the event that errors are detected.

-
In this case, if you have already printed the actual cheques, you might also wish to go back into the 'Company Information File' (see Payroll Master Menu) to reset your starting cheque number.

NOTE 3: If you wish to cancel a payroll cheque which has been printed and updated, use the 'Reverse Payroll Cheque' program found on the Payroll Year End Menu.

NOTE 4: TO LOAD HISTORICAL RECORDS

If you are starting to use the payroll system part way through a calendar year, you may wish to load the details of any cheques manually issued up to that point.

This may be accomplished by posting details of each

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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cheque (for each employee) individually, or by posting one dummy cheque record for each employee, comprising the totals of ALL cheques issued manually.

If posting each cheque individually, the following steps must be completed for EACH PAY PERIOD before starting the next pay period. If posting one dummy cheque record, the following steps need only be run once.

- 1) Set Up Current Pay - To establish date. At first employee prompt, F4 to exit.
- 2) Enter Manual Pay - Post details of cheque(s)
- 3) Print Payroll Journals - To verify postings. If any errors are detected, go back to Enter Manual Pay to correct. Then re-print journal.
- 4) Print Cheque Register - Provides a summary register of cheques posted.
- 5) Pay End Update - Will update the details of the cheques.

NOTE: In addition to updating the appropriate Payroll Files, Step 5 will also update the G/L. If you have already made manual G/L entries for the manual payrolls, you may have to reverse the G/L entries generated by the update.

1	Print Payroll Worksheet.....		Y				D	PRWKS0	PR	1	3 01
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This program is optional. It will print a worksheet listing of all employees specified, their salaries and/or hourly wages and department codes. Columns included are Regular and overtime hours, special/other pay and extra deductions. This might be helpful in organizing information before starting the actual payroll run.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

2	Set Up Current Pay.....		N				D	PRENTS	PR	1	4 02
---	-------------------------	--	---	--	--	--	---	--------	----	---	------

This program sets up the current payroll run date (date which is to be printed on the payroll cheques).

Additionally, it will determine whether or not salaried employees are to be included on the cheque run. If not, only hourly employees will be included.

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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- Print Cheques
 - Print Cheque Register
 - Pay End Update
 (Time Card programs are not required UNLESS extra information is to be posted - e.g., bonus, extra deductions, etc).
 -
 To process a payroll run for BOTH HOURLY & SALARIED employees, run all programs. The set up current pay program will include all salaried employees. The time card input programs are used to process the hourly paid employees. All other steps are as outlined above.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

3	Time Card, Misc Pay & Ded Input..	N		109	D	PRENT1	PR	1	5	03
---	-----------------------------------	---	--	-----	---	--------	----	---	---	----

This program is used to load time card and miscellaneous pay information for all employees:

Hourly Paid Employees Two types of information may be input on one line (e.g., regular pay & bonus). However, overtime must be processed as two lines (one line for regular hours and one line for overtime hours).

Salaried Employees Input in this program is only necessary when processing pay information other than regular salary (e.g., bonus, vacation pay, etc.). A valid edit type will be required.

Commissioned Employees Employees on straight commission must be processed through this program, using the appropriate edit type for commission.

Input in this program is as follows:

Line Number When inputting a new line, [CR] past this field. To recall a line, input its line number. At this point, you may make the necessary changes, or [F1] to delete the line.

Department Code This will display from the master employee file. This may be overridden if necessary.

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Edit Type Valid edit types include the following (refer to prompts at the bottom of the screen for information on how to obtain a full listing of valid edit type codes):
 -
 Bonus Commission Vacation Pay
 Extra Deductions Extra Taxable Benefits
 etc.

Earnings/Deductions If inputting anything other than hours, this field is used to input the earning/deduction amount. Deductions must be input as a negative.

Shift Valid values are:
 -
 [CR] - regular shift
 1 - overtime
 2 - double time
 3 - statutory holiday

Hours Input the hours being posted for the employee. For salaried employees, this field will be skipped completely. For hourly employees, you may skip this field if the pay information being processed does not include any hours (e.g. a bonus).

Rate The employee's rate will automatically display. If the shift code used was for overtime, the rate displayed will be the employee's regular rate multiplied by the overtime factor loaded in the employee master file.

Earnings The program will display earnings, based on the hours input, at the bottom of the screen.
 -
 If a valid edit code was entered in the edit type field, the applicable earnings to be posted to that code should be entered here.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

4 Print Time Card & Misc Pays/Ded..	N	D PRINR1 PR	1	6	04
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Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This program provides a report of anything posted in the 'Time Card Input' program.

This report MUST be printed prior to running the 'Update Time Card' program. If any changes are required, use the 'Time Card Input' program to change or delete lines.

If nothing was posted through the 'Time Card Input' program, this program can be skipped.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

5	Update Time & Misc Pays/Deduct...		N				D	PRUTM0	PR	1	7 05
---	-----------------------------------	--	---	--	--	--	---	--------	----	---	------

Once the Time Card Report has been printed and verified for accuracy, this update must be run. It will update the current period payroll file with all hourly and miscellaneous pay entries. This is necessary in order for the 'Calculate Net Pay' program to work properly.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

6	Release Accrued Vacation.....		N	121			D	PRVAC0	PR	1	8 06
---	-------------------------------	--	---	-----	--	--	---	--------	----	---	------

This program is only required if you wish to release an employee's accrued vacation.

Vacation pay is only accrued if a valid percentage (other than zero) is loaded in the vacation % field of the employee master file.

This program can be used to release only previously accrued vacation pay (excluding this payroll) or it can also release vacation pay accrued during this payroll run.

Input is as follows:

Include Vacation for Current Period 'Y' - vacation pay accrued for this payroll run will be added to the previously accrued

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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vacation for the employee.

'N' - only previously accrued vacation pay will be released.

Employee Code

[F1] for auto selection. This will bring up first and subsequent employees for whom vacation pay is to be released. Name and total vacation accrual will display.

-
To release vacation pay for specific employees only, simply input the individual employee codes.

OK

'Y' - release vacation pay as displayed.

'N' - do not release vacation pay.

[F3]- allows you to back up to the vacation pay field and input the actual amount to be released.

During the pay end update, the employee's file will be updated accordingly (the employee's accrued vacation will be reduced by the amount released).

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

7 Calculate Net Pay.....	N	D PRENT6 PR	1	9	07
--------------------------	---	-------------	---	---	----

This program is used to calculate each employee's NET PAY for the current pay run.

Type of Run

- O - Deduct OHIP and all regular deductions
- B - Deduct OHIP, union dues and all regular deductions
- R - Deduct regular deductions only
- N - Deduct tax, CPP and UIC only

-
NOTE: Regular deductions are all deductions specified in the employee file, except OHIP.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
8	Enter Manual Pay / Adjustments...		N				D PRENT4	PR	1	10	08

This program may be used to enter manual cheques, or to make any necessary pay adjustments.

If an employee is paid in between regular payroll periods, then a normal payroll run may be done FOR THAT EMPLOYEE ONLY. In this case, it is not necessary to use this program.

If a manual cheque has already been calculated and prepared for an employee, then this program should be used to enter all pay and deduction information pertaining to that cheque. The cheque number and date of the manual cheque should also be entered.

If the employee HAS NOT ALREADY BEEN INCLUDED in the current run, then his/her manual pay information can be entered at any time after the Set Up Current Pay program has been run.

If it is necessary to enter details of a manual cheque for an employee who HAS BEEN INCLUDED in the current run, then the current payroll must be completed and the manual pay should be processed in a completely separate run.

Manually entered information will then be included in the payroll journal, cheque register and the pay end update programs. The system will NOT print a cheque for any manually entered pay.

To enter manual pay information on its own, the following steps must be followed:

- Set up current pay for the manual cheque date, excluding ALL employees (inclusion of any employee assumes that you will be issuing a computer generated cheque). To exclude all employees, either answer 'no' to the question asked for each employee, or press 'F4' to return to the menu at the first question for the first employee.
- Enter manual pay/adjustments for the employee(s) involved.
- Print payroll journal.
- Print cheque register.
- Pay end update.
- If necessary, any previously issued cheque should be changed to reflect the adjustment.

Note that all appropriate files will be updated by this procedure, including the cheque reconciliation file, earnings history files, UIC files, general ledger files and the accrued vacation field in the employee file.

When using this program, you will be prompted for the cheque date and cheque number. Additionally, all pay and deductions fields will be displayed. You

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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will be prompted to input each field number requiring change. Care must be taken to ensure that all fields are accurately entered, including gross pay and accrued vacation.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9	Manually Adjust Calculations.....	ADJUST	N		082	D	JRJFM0	PR	1	11	
10	Current Pay Period Journal.....		N	PJ		D	PRRPTB	PR	1	12	09

This program provides a printout of current payroll information for each employee, as calculated during the current payroll run. This includes regular hours, gross pay, taxes, all deductions, etc.

This must be printed prior to actually printing cheques.

If any errors are detected on the journal, the entire payroll run may be cancelled and re-started. To cancel, go back into the 'Set Up Current Pay' program. As soon as you input your company code, a warning message will display advising that there are current payroll records on file. If you press [CR] it will delete all existing records and you may then start over.

NOTE: If you are processing a computerized payroll for the first time and are attempting to verify the deductions calculated by the computer against any previous manual calculations, you may notice some discrepancies.

The reason for this is that the Federal Government actually supplies two different payroll deduction guides - one for companies doing manual payrolls and one for companies doing computerized payrolls.

The guide for manual payrolls works calculates deductions on an 'averaging' basis, while the guide for computerized payrolls uses different formulas to arrive at the deductions to be made for each pay period.

For example: if an employee earns a salary which will cause him or her to be liable for the maximum CPP deduction, the manual guide will average this maximum deduction over the # of pay periods in the calendar year. Because the computerized guide uses a different formula, it calculates the actual amount to be deducted per pay period, until the maximum amount

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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has been reached. Thus, CPP deductions will not necessarily apply for the entire year. Once the maximum has been reached, no further CPP deductions will be calculated.

The Jedron payroll package uses the formulae provided in the Guide to Computerized Payrolls.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

11	Print Payroll Cheques.....		Y		115	D	PRRPT5	PR	1	13	10
----	----------------------------	--	---	--	-----	---	--------	----	---	----	----

This program is used to print the actual payroll cheques. An option is available to restart the cheque print, in the event of a paper jam.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Print Cheques (Micro Encoded)....		Y			D	PRRPT6	PR	1	14	14
----	-----------------------------------	--	---	--	--	---	--------	----	---	----	----

This program is used to print the actual payroll cheques. This program should be used when printing to Micro Encoded Cheques with pre-printed cheque numbers. An option is available to restart the cheque print, in the event of a paper jam.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

13	** DIRECT DEPOSIT **		N			H		PR	1	15	
----	----------------------	--	---	--	--	---	--	----	---	----	--

14	Earnings Slips / Direct Dep File.		N			D	PRRPT8	PR	1	16	
----	-----------------------------------	--	---	--	--	---	--------	----	---	----	--

15	Queue Direct Deposit File (UUCP).		N	PR		D	JRUUCP	PR	1	18	
----	-----------------------------------	--	---	----	--	---	--------	----	---	----	--

16	Send Direct Deposit File (UUCP).	PR		N	PR	D	JRUTRY	PR	1	19	
----	----------------------------------	----	--	---	----	---	--------	----	---	----	--

17	Receive/Print Dir Dep Reports....	PR		N	RP	D	JRUTRY	PR	1	20	
----	-----------------------------------	----	--	---	----	---	--------	----	---	----	--

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
18	Print Cheque Register.....			N			D	PRRPT7	PR	41	3 11

This program will print a register of the cheques created during the current payroll run.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

19	Pay End Update.....			Y	117		D	PRUPD0	PR	41	4 12
----	---------------------	--	--	---	-----	--	---	--------	----	----	------

This program updates the general ledger and payroll history files.

G/L All entries are automatically updated to the payroll journal (journal code - 'B'). The G/L accounts affected are determined by what is loaded in the Payroll G/L Interface File and the Payroll Department File (see payroll master menu).

Posting Month You will be prompted for the posting month to which G/L entries are to be updated. This will default to your current posting month (see Payroll Company Information File). This posting month is automatically rolled over when the Payroll Month End program is run (see payroll master menu).

-
 Note re posting month:
 -
 Posting month determines which accounting period of your fiscal year is to be affected. It is based on your fiscal year (not necessarily the same as calendar year). Thus:
 -
 If Fiscal Year runs from January 1 1991 to December 31 1991
 -
 Calendar Month Jan 1991 = Posting Month 0191
 Calendar Month Jun 1991 = Posting Month 0691
 Calendar Month Dec 1991 = Posting Month 1291
 -
 If Fiscal Year runs from June 1 1990 to May 31 1991
 -
 Calendar Month June 1990 = Posting Month 0191
 Calendar Month Dec 1990 = Posting Month 0791
 Calendar Month May 1991 = Posting Month 1291

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

-
 The fiscal year portion of posting month is based on the year in which your fiscal year ENDS.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

20	Current YTD Earnings - Detail....	N	EL	131	D	PRRPTB	PR	41	8	21
----	-----------------------------------	---	----	-----	---	--------	----	----	---	----

21	Current YTD Earnings - Summary...	N	EY		D	PRRPTB	PR	41	9	13
----	-----------------------------------	---	----	--	---	--------	----	----	---	----

This program provides a printout of year to date payroll information for each employee, as calculated during all payroll runs. This includes regular hours, gross pay, taxes, all deductions, etc.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22	Print Time Card Labels.....	Y			D	PRTLBO	PR	41	12
----	-----------------------------	---	--	--	---	--------	----	----	----

23	Custom Payroll Reports.....	Y			D	CUSTPR	CU	41	13
----	-----------------------------	---	--	--	---	--------	----	----	----

24	** SEPARATION SLIPS **	N			H		PR	41	14
----	------------------------	---	--	--	---	--	----	----	----

25	Separation Slips (old - no hours)	Y			D	PRNSP0	zz	41	15	SS
----	-----------------------------------	---	--	--	---	--------	----	----	----	----

This program is used to print separation slips for terminated employees, for UIC purposes.

Note that there are two versions of this program:

- one is to be used if you are still using pre-October 1988 forms
- one is to be used if you are using the new forms issued in October 1988

Termination Code Input the appropriate UIC termination code (A to K)

Comment Line 1-3 Input up to three lines of comments to appear on the separation slip

Adjust # of Wks
 (0,1,2) This field applies if your payroll runs are bi-weekly or semi-monthly and a terminated employee's last day

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
 Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

worked falls before the pay period end. This field is used to subtract the number of weeks NOT TO BE included.
 -
 0 - subtract nothing
 1 - subtract 1 week
 2 - subtract 2 weeks

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

26	Rebuild E.I. Hours from History..		N				D	PRUICF	PR	41	16
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	----

27	Separation Slips (includes hours)		N				D	PRNSP1	PR	41	17 SS
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	-------

This program is used to print separation slips for terminated employees, for UIC purposes.

Note that there are two versions of this program:

- one is to be used if you are still using pre-October 1988 forms
- one is to be used if you are using the new forms issued in October 1988

Termination Code Input the appropriate UIC termination code (A to K)

Comment Line 1-3 Input up to three lines of comments to appear on the separation slip

Adjust # of Wks (0,1,2) This field applies if your payroll runs are bi-weekly or semi-monthly and a terminated employee's last day worked falls before the pay period end. This field is used to subtract the number of weeks NOT TO BE included.
 -
 0 - subtract nothing
 1 - subtract 1 week
 2 - subtract 2 weeks

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

28	PAYROLL MONTH END.....	9		N			D	PREND0	PR	41	18 27
----	------------------------	---	--	---	--	--	---	--------	----	----	-------

29	Update Birth Century to Emp. File			N			D	PREMP5	PR	41	19
----	-----------------------------------	--	--	---	--	--	---	--------	----	----	----

30	Reverse Out A Payroll Cheque.....			Y			D	PRRCQ0	PR	41	6 07
----	-----------------------------------	--	--	---	--	--	---	--------	----	----	------

Menu Number 022 (JM022) CURRENT PERIOD PAYROLL PROCESSING
Password / Level 9 Application Code PR Documentation Code JM2200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	Y	PROGRM	AP	RW	LI	DOC NE	SFX
See Doc'n for Entry 7													
31	YTD/Projected Earnings/Deductions			N				D	PRDISP	PR	41	10	
32	List Dir. Deposit File-Scotia (s)			N				D	PRDIR0	PR	1	17	
33	Restore Updated Payroll Test Comp	JEDRON		N				D	PRCAR3	SY	41	20	

TERMINAL U8

LTL DEMO SYSTEM

08/12/18

S023 WYSE60T5 Operator Name - PAYROLL YEAR END & TAX TABLES

14:06:36

YEAR END PROCEDURES

17. Federal Tax Table File.....
18. Tax & C.P.P. Constants Report....
19. Prov. Tax Table (Includes Quebec)
20. Prov. Health Tax by Company.....
21. Worker's Comp Table (by Company).
22. Worker's Comp Table (by Group)...
23. Worker's Comp History Report.....
26. Workers Comp Earnings Maintenance
24. Reverse Out A Payroll Cheque.....
28. T4 Electronic Filing Maintenance.
29. Run T4 Electronic Filing.....
27. Create PRCUR <- PRCAR re tax diff

1. Print Payroll Year End Procedures

2. Current YTD Earnings - Detail....

3. Current YTD Earnings - Summary...

4. Hist'y Earnings Record-Detail....

5. Hist'y Earnings Record-Summary...

6. Print Payroll YTD Report.....

7. T4 File Update.....

8. Year End Purge.....

9. Update Employee TD1 Exemptions...

10. Print T4 Journal.....

11. T4 File Maintenance.....

12. T4 File Report (by Branch).....

13. T4's - dot matrix - unsupported..

14. T4's - Laser - Form Imbedded....

15. Print Quebec Releve 1 Slips.....

25. Payroll T4 Summary Info Report...

16. Purge Payroll History File.....

Menu Number 023 (JM023) PAYROLL YEAR END & TAX TABLES

Password / Level 9

Application Code PR Documentation Code JM2300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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PAYROLL YEAR END PROCEDURES:

Procedures:

- regardless of your fiscal year, payroll year end is tied in to calendar year end, not fiscal year end.
- are found on Selector 23 (payroll year end menu)
- must be run AFTER final pay for December has been UPDATED
- must be run PRIOR to running first pay for January

- 1) Print Current YTD Earnings (DETAIL - optional but recommended)
- 2) Print Current YTD Earnings (SUMMARY - optional but recommended)
- 3) T4 File Update
- 4) Print T4 Journal (Should balance to Payroll YTD History Report)
- 5) Year End Purge (**NOTE** - this must be run PRIOR to running first payroll for January!!!)
- 6) Update Employee TD1 Exemptions.
Before running the first payroll in the new year, run this program to update the federal and provincial exemptions in the employee master file. Note that this program only handles the 'BASIC' exemptions. For any employees who have additional exemptions (spousal, children, etc.), you will have to maintain these manually in the employee master file.
- 7) IF APPLICABLE - load the new percentages to be used for Provincial Health Tax. Note that it may not be possible to update this rate until such time as you have received new rates from your Provincial Health Agency or Ministry.
Note: These should be loaded in the Provincial Health Tax COMPANY OVERRIDE file.
- 8) IF APPLICABLE - update the Worker's Compensation Table (by company or by group, depending on which one is being used).
- 9) E.I. Compensation Factor - If the standard compensation factor changes, or if your company has been assigned non-standard factors, update these in the Payroll Company Information File (Selector 21).

The following programs are available AFTER the previous programs have been run and once you are ready to print your T4 slips for the year in question:

- 1) T4 file maintenance - IF NECESSARY, you can go into the T4 file to manipulate the data (eg: split out taxable benefits, etc.)

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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2) Print T4 Slips - effective 2004, only the laser version of this program is supported as the Government is no longer producing dot matrix forms.
 - These forms must be printed to a laser printer.
 - Simply load blank paper into the printer. The form itself is imbedded into the print program and will be printed with the appropriate data filled in.

1	YEAR END PROCEDURES		N			H		PR	1	3		
2	Print Payroll Year End Procedures		N		PRY	D	JRSTRO	PR	1	4	00	
See Doc'n for Entry 1												
3	Current YTD Earnings - Detail....		N	EL	131	D	PRRPTB	PR	1	5	EL	

This program will print a detailed report for EACH cheque issued to EACH employee during the calendar year. It is similar to the payroll journal which is printed for each payroll run, except that it includes all cheques issued & updated throughout the year. If a detailed year end report is desired, this report should be printed prior to running the payroll year end procedures.

4	Current YTD Earnings - Summary...		N	EY		D	PRRPTB	PR	1	6		
5	Hist'y Earnings Record-Detail....		N	HY		D	PRRPTB	PR	1	7		
6	Hist'y Earnings Record-Summary...		N	HS		D	PRRPTB	PR	1	8		
7	Print Payroll YTD Report.....		N			D	PRPYH0	PR	1	9	01	

This report SHOULD be printed as part of the payroll year end. It is similar to the Earnings Record List, except that it is just a summary report for EACH cheque issued to EACH employee throughout the year, rather than a detailed report.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

8	T4 File Update.....		N		116	D	JRSCR6	PR	1	10	02	
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

This program MUST be run as part of payroll year end procedures. It will clear any previous year records from the T4 file and create new T4 file records for this calendar year. This program MUST be run BEFORE running the Year End Purge. It can be run as many times as required as long as the YEAR END PURGE PROGRAM has not been run (each time it is run it clears out the T4 file and recreates it from the Earnings Detail file).

Note: This file is not cleared by the YEAR END program and it contains all information required for the T4 slips. It will remain on the system until it is cleared when the operator runs this program 1 year later.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

9 Year End Purge.....	N	D	PRYND0	PR	1	11	06
-----------------------	---	---	--------	----	---	----	----

Once satisfied that the T4 journal is correct, and PRIOR to running the first payroll of the new year, this purge MUST be run. It will remove ALL historical earnings records for the company selected!

Any year to date or detailed employee reports must be run prior to running this purge, as they will no longer be available once the purge has been completed. THIS PURGE PROGRAM SHOULD ONLY BE RUN ONCE AT YEAR END FOR EACH COMPANY!!

NOTE: The T4 file will not be purged by this program and the T4 information can be altered and printed as required by the other programs on this menu. Information in the T4 file will remain on the system until the following year, when the next T4 File Update is run.

RE Employee file: Once the year end purge has been run then terminated employees are no longer required by the payroll system. These may be deleted by the delete payroll employee program unless they are going to be rehired in the foreseeable future

RE T4 Requirments: The T4 file has all necessary information required to print the T4 slips, and does not require any employee information from any other source.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

10 Update Employee TD1 Exemptions...	Y	D	PRTD10	PR	1	12
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Menu Number 023 (JM023) PAYROLL YEAR END & TAX TABLES
 Password / Level 9 Application Code PR Documentation Code JM2300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
11	Print T4 Journal.....		N				D	PRT4JN	PR	1	13 03

This report should be run after running the T4 file update program. It should balance to the Payroll YTD History Report. If it does not, call Jedron for advice.

12	T4 File Maintenance.....		N	095			D	JRJFM0	PR	1	14 04
----	--------------------------	--	---	-----	--	--	---	--------	----	---	-------

If necessary, any changes to any employee's T4 record can be made prior to printing the actual T4 slips. (Example: if the employee's address changes between the time you ran the T4 file update program and the time the actual T4 slips are printed, or if you wish to add in information re car allowances, etc., if these things are not handled through your regular payroll processing).

13	T4 File Report (by Branch).....		N				D	PRT4F0	PR	1	15 05
----	---------------------------------	--	---	--	--	--	---	--------	----	---	-------

Once blank T4 slips have been received and all T4 information is correct in the T4 file then the T4 slips should be printed using this program. Note that it is not necessary to print T4 slips as part of year end procedures - the year end procedures will simply update the T4 file in order to allow the T4's to be printed when required.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

14	T4's - dot matrix - unsupported..		Y				D	PR4PR2	zz	1	16
15	T4's - Laser - Form Imbedded.....		Y				D	PR4PRL	PR	1	17
16	Print Quebec Releve 1 Slips.....		Y				D	PR4PR1	PR	1	18
17	Purge Payroll History File.....	!SURE?	N				D	PRYPR0	PR	1	20
18	Federal Tax Table File.....		N	081			D	JRJFM0	PR	41	3 08

This file must be updated as new MC booklets are provided by the Federal Government.

Annual Income Information for these fields is taken from Table 4 ('Income Limits')

R Factor Information for these fields is taken from

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	Table 4 ('R')										
K Factor	Information for these fields is taken from Table 4 ('K')										
UIC Hr W B S M 10M 13P 22P Y	Information for these fields is taken from the Table of Insurable Earnings ('Hours') - W - Weekly B - Biweekly S - Semi monthly M - Monthly 10M - 10 months 13P - 13 pays 22P - 22 pays Y - Yearly										
Minimum	Information for these fields is taken from the Table of Insurable Earnings ('Minimum Hours')										
Maximum	Information for these fields is taken from the Table of Insurable Earnings ('Maximum Earnings')										
CPP/QPP Maximum	Information for this field is taken from 'Maximum Contribution for the year', in the section pertaining to CPP - Employee's Contribution Formula.										
CPP/QPP %	Information for this field comes from the section pertaining to percentages in the formula for CPP calculation.										
UIC %	Information for this field comes from the MC booklet, as the percentage used to calculate the employee's premium ('UIC section').										
ESCAPE - NOT ALLOWED	Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.										
19 Tax & C.P.P. Constants Report....			Y				D	PRTAX0	PR	41	4 09

This program provides a report of the various income brackets and their associated R&K factors. This report should be compared to Tax Table

Menu Number 023 (JM023) PAYROLL YEAR END & TAX TABLES
 Password / Level 9 Application Code PR Documentation Code JM2300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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4 in the MC Booklet, to ensure accuracy.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

20	Prov. Tax Table (Includes Quebec)	N		62	D	JRJFM0	PR	41	6		
21	Prov. Health Tax by Company.....	N		079	D	JRJFM0	PR	41	8		
22	Worker's Comp Table (by Company).	N		PRWCB	D	JRJFM0	PR	41	10	15	

This file contains the yearly maximum assessment amount & the assessment percentage rate to use for Worker's Compensation calculations.

NOTE: If no record exists in this file, it is assumed that this feature is not being used and no G/L distributions will be calculated.

NOTE 1: Worker's Compensation Assessments/rates can be loaded overall by company, or by groups.

NOTE 3: Affected employees must have the worker's compensation flag set to 'Y' in the employee master file. Additionally, if calculations by GROUP are done, each employee must be assigned to the appropriate group.

G/L distributions are calculated/posted during the pay end update program, as follows:

Assessment amount (gross plus taxable benefits) multiplied by the assessment percentage rate.

Credit Liability account specified in Payroll G/L Interface File
 Debit benefit account specified in Payroll Department File

23	Worker's Comp Table (by Group)...	N		PRWC1	D	JRJFM0	PR	41	11		
24	Worker's Comp History Report.....	N			D	PRWOR0	PR	41	12		
25	Reverse Out A Payroll Cheque.....	Y			D	PRRCQ0	PR	41	15	07	

This program is not part of year end procedures, but has been put on this menu simply because it is not normally accessed by users other than those with appropriate security clearance. It can be used, as required, to

Menu Number 023 (JM023) PAYROLL YEAR END & TAX TABLES
 Password / Level 9 Application Code PR Documentation Code JM2300

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
26	Payroll T4 Summary Info Report...		N				D PRT4SM	PR	1	19	
27	Workers Comp Earnings Maintenance		N		064		D JRJFM0	PR	41	13	
28	Create PRCUR <- PRCAR re tax diff		N				D PRFIX0	PR	41	20	
29	T4 Electronic Filing Maintenance.		N		P51		D JRJFM0	PR	41	17	16

T4's can be electronically filed with CRA. All valid company information must be loaded in the T4 Electronic Filing Maintenance file prior to generating the electronic T4 file for submission.

Steps for electronic filing:

1. Load information in the T4 Electronic Filing Maintenance file
2. Generate the electronic submission using Run T4 Electronic Filing program
3. Validate the electronic file using a validating XML parser and the schemas available on the cra website -OR- send the file to LTL Technologies for validation.
4. Submit the electronic file on CD Rom or Diskette to CRA

For further information on how to submit an electronic media file, call 1-800-665-5164 or refer to the following website:

<http://www.cra-arc.gc.ca/eservices/magmedia/filers/instructions/media-e.html>

PROGRAMMER'S NOTES:

Steps to prepare for annual T4 filing:

1. Download the Schemas for the filing year. These can change every year so they must be downloaded annually.

Website: www.cra-arc.gc.ca/eservices/magmedia/programmers

Save the schemas to /usr/basic/payroll/20??T4Schemas (??= Filing year ie 07)

2. Also print off from the above website the layouts of the T619 record and the T4 Return record. Make a note of any changes since the last filing year.
3. Modify PRT4FL - Generate Electronic T4 File program according to any changes noted in step 2.
4. Run PRT4FL - Generate Electronic T4 File program to generate the T4 XML file

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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or bring customer's file onto our system for validation.

5. Using XML Notepad which is an XML Parser with Valiation and can be found on Microsoft's download site (freeware) validate the T4 XML file. This will check for any errors in the file layout or for things like field values not being correct or missing.

QUICK NOTES ON HOW TO USE XML NOTEPAD:

Click on View > Schemas > File > Add Schema

-browse for the schema which should be found in /usr/basic/payroll/20??T4Schemas/layout.xsd and add it. Make sure it's the only schema in the list

Click on File > Open

-browse for T4 XML file which should be in /usr/basic/payroll

The bottom part of the XML Notepad screen will tell you about any errors in your file. If there are errors, you have to make corrections to the data or to PRT4FL depending on the error. Once the corrections have been made, generate the T4 XML file again and using XML Notepad, click on File > Reload. Do this until no errors are found.

30 Run T4 Electronic Filing.....	N	D PRT4FL PR 41 18 16
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See Doc'n for Entry 29

S027 WYSE60T5Operator Name - P.O. FILE MAINTENANCE & REBUILDS

14:06:36

- | | |
|---------------------------------------|---------------------------------------|
| 1. Supplier Master File Maint..... | 17. List PO/WO's with Source Doc Flag |
| 2. Supplier Master File List..... | 18. Find Receipts with Posting Errors |
| 3. Supplier PO Ship From Addresses.. | 19. 'Source Doc't Update Error' Fix.. |
| 4. Purchasing - Supplier Comments... | 20. POFIX6: Fix High Line on PO/WO's. |
| 36. Maintain Inventory PO Data Only.. | 21. PO/WO Flags report..... |
| 5. Inventory Master File Maintenance | 22. PO/WO Flags/Dates by DocCd DocNum |
| 6. Supplier Part No / Price Maint... | 23. Copy INP.C Records to ADCTLp..... |
| 7. Supplier Part No / Price List.... | 24. PO/WO Prod Class Maint. (ADCTLp). |
| 8. Vendor Product / UPC Code List... | 25. Print PO Prod Classes/GL Accounts |
| 9. Currency File Maintenance....S137 | 26. PO/WO Standard Comment File Maint |
| 10. PO Inventory Extra Data File..... | 27. PO/WO Standard Comment File List. |
| 11. POFIX1 - Fix PO/WO TotalsF1 | 28. Purchase Order Comments..... |
| 12. Purge Completed PO Documents..... | 29. Maintain Combined Price Category. |
| 13. Purge Completed WO Documents..... | 30. Combined Categories Price List... |
| 14. Rebuild Purchase History From Rec | 31. List/Update Future Combined price |
| 15. POFIX0: Rebuild PO/WO Index Files | 32. P.O. Commodity Code File Maint... |
| 16. POFIX2 - Fix On Order/In Transit. | 33. P.O. Commodity Code File List.... |
| 34. CUSTOM PROGRAM..... | 35. CUSTOM PROGRAM..... |

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains files which are required by the P.O. purchase order system. It also contains various purchase order rebuild programs.

Note that the following files must first be set up prior to using the PO system:

a) SYSTEM CONTROL RECORD (fields found on PO parameters menu)

- PO Used
- PO Accrual Type
- Home Currency Code
- PO Use POINV
- PO Print Program Fields
- PO Print Document Fields
- Use Work Orders
- PO Waybill

b) ADDITIONAL SYSTEM CONTROL RECORD

This file contains some G/L accounts required by the PO system (only if PO Accruals are being done)

c) PRODUCT CLASS FILE

- Inventory G/L account debited when PO receipts are updated
- Inventory Receipts credited when PO receipts are updated
- Clearing account

Refer to your user's manual (general section) for details of the following:

- a) standard options available while in file maintenance, for any file.
- b) standard function key usage throughout the system.

1 Supplier Master File Maint.....	N	640	D	JRJFM0	PO	1	3	01
-----------------------------------	---	-----	---	--------	----	---	---	----

This file is used to set up new vendors, change information on existing vendors, or delete vendors which are no longer required. Refer to help documentation available within the file.

Note that some of the fields in this file are only relevant if the P.O. purchase order system is being used (see your System Control Record). If the P.O. system is not being used, any data loaded into these fields will be

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 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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informational only. Note that these P.O. related fields are found on the second screen of this file.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

2	Supplier Master File List.....		Y				D	POSUP0	PO	1	4	02
---	--------------------------------	--	---	--	--	--	---	--------	----	---	---	----

This program provides a 'full detail' listing of information loaded into the vendor master file, including those fields which relate strictly to the purchase order system. It may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	Supplier PO Ship From Addresses..		N		s00		D	JRJFM0	PO	1	5	
---	-----------------------------------	--	---	--	-----	--	---	--------	----	---	---	--

4	Purchasing - Supplier Comments...		N	PO	ADSMT	D	ADCMT1	PO		1	6	03
---	-----------------------------------	--	---	----	-------	---	--------	----	--	---	---	----

This program allows you to maintain comments which pertain to specific suppliers.

Currently (Sept. 1991), these comments are only available for viewing in this program.

Refer to the 'PO/WO Standard Comment File' for supplier comments which are to be printed on any/all documents for that supplier.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

5	Inventory Master File Maintenance		N		150		D	JRJFM0	IN	1	8	IM
---	-----------------------------------	--	---	--	-----	--	---	--------	----	---	---	----

This file contains static information for each product.

--

IN ORDER TO SET UP A PRODUCT IN THE MASTER INVENTORY FILE:

--

1) ensure that a valid product class exists in the

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

product class file

- 2) ensure that a valid FST rate code exists in the FST Rates file
- 3) ensure that a valid unit of measure exists (both in the unit of measure validation file and the unit of measure control file)

PRICING HIERARCHY:

When setting up new products, you will notice there are 5 different price fields (Price 0 through Price 4). If no special pricing methods are used, simply load your selling price in Price 0 and ignore prices 1 through 4).

If quantity break pricing is used, load your list price in Price 0 and your quantity break pricing in Prices 1 through 4 (note that prices in Prices 1 through 4 will relate to quantity breaks loaded in the Quantity Break 1 through 4 fields).

If customer bracket pricing is used, load the different bracket prices in Prices 0 through 4. Then load the customer's price bracket in the master customer file (price code field).

During normal invoicing procedures, the following pricing hierarchy is followed:

The list price from the master inventory file will be used first. If quantity break pricing is used, this will automatically take precedence once the quantity has been input. If customer bracket pricing is used, the customer's bracket pricing will take next precedence. Customer discounting will override anything displayed up to this point, followed by any promotional pricing loaded and then any customer contract pricing. Finally, manual price overrides will take precedence over anything else.

--
 NOTE: This file contains static information (product number, description, pricing, etc.) which is accessed by all programs regardless of which warehouse you are running the program for.
 -
 It also contains information which relates to your MAIN LOCATION only (e.g., on hand, MTD/YTD sales information, etc.). This type of information for NON-MAIN locations is stored in the multi location file (if applicable).
 -
 Whether or not a warehouse is classified as your main location is determined by the 'Main Location' flag in the inventory locations file.

Inventory Master File Cross Indexes:

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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The Inventory Master Files (INVEN INVE1) contain cross indexes that are used for product searches. These include:

File JA150 Word Cross Index

This file contains each Products ALPHA CODE, as well as all non-common words ON any line of description for that product.

File JB150 Product Class Cross Index

This file is used to sequence certain reports, and searches, by Product Class, without having to sort the Product File.

File JC150 Vendor Index

This file is used to sequence certain reports, and searches, by Vendor Code, without having to sort the Product File.

If for any reason any of these cross index files have data errors, when running reports using them, you may be warned that the cross index files need rebuilding. In this case, the cross index rebuild should be run from S982.22 selecting file INVEN (or INVENW if Weldpak) first, and then again for file INVE1. The defaults should be used at all prompts except for file name, unless it is specifically desired to change them.

Please be aware, that indexes are cleared first, and then rewritten, so that if anyone is searching, or trying to run a report that uses these indexes, they will be incomplete until the rebuild is finished. For that reason, it is suggested they are run after normal business hours.

6 Supplier Part No / Price Maint...	N	053	D	JRJFM0	PO	1	9	04
-------------------------------------	---	-----	---	--------	----	---	---	----

This file is OPTIONAL. It can be used in situations where the same product can be purchased from multiple suppliers.

While the product is loaded in the MASTER INVENTORY FILE under one product number only (primary vendor) and with one buy price only, you may load a cross reference record in this file for other suppliers from whom the product is purchased. This information may include:

- The product number under which each supplier tracks the product (this can be printed on your purchase order instead of your product number)
- The price at which the product is purchased from each individual supplier.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
	done without guidance from LTL Technologies Inc. personnel.											
7	Supplier Part No / Price List....		Y				D	POPRI0	PO	1	10	05
	See Doc'n for Entry									2		
8	Vendor Product / UPC Code List...		N				D	POPRI1	PO	1	11	
9	Currency File Maintenance....S137		N		049		D	S137	PO	1	12	06

Perform File Maintenance on File 'ADCTLC' Company/Currency Code File. This file is required by the Purchase Order and Accounts Payable systems and contains a code for each different currency type, along with exchange factors and G/L accounts to be affected by each currency type.

Three Currency Control Files Exist:

ADCTLC Currency Control by COMPANY
 ADCT8C Currency Control by WAREHOUSE (BRANCH)
 ADCT1C Currency Control by VENDOR

The Currency Control File 'ADCTLC' is used primarily by the New Accounts Payable and Purchase Order Systems and contains a description of the currency, various general ledger accounts and the current exchange factor to be used for converting this currency into the user's home currency.

Files 'ADCT8C' and 'ADCT1C' are used by NEW Accounts Payable and contain OPTIONAL currency records by Warehouse or by Vendor. These are used if you require different G/L accounts and/or exchange rates for certain branches or vendors.

Note: When creating records in either of these two files ALL relevant fields (including exchange factors) must be input! NONE of the data from file ADCTLC will be used if an ADCT8C or ADCT1C record exists.

Note 1: Files ADCT8C and ADCT1C are NOT SUPPORTED in the Purchase Order System.

Note 2: Order in which these files are looked at by the A/P programs is as follows:

ADCT1C - if record loaded by vendor data from this record is used
 ADCT8C - if record loaded by branch data from this record is used

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#	DESCRIPTION	WORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	---------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

ADCTLG - if no vendor or branch record loaded, data from this record is used.

10	PO Inventory Extra Data File.....		N		057	D	JRJFM0	PO	1	13	07	
----	-----------------------------------	--	---	--	-----	---	--------	----	---	----	----	--

This file is OPTIONAL. It contains information by PRODUCT, such as lead time, quantity breaks, etc.

At present (August 1990), this file is not used by any of the purchase order programs; therefore, any data loaded in this file is informational only.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

11	POFIX1 - Fix PO/WO TotalsF1		N	F1		D	POENT0	PO	1	14	08	
----	-----------------------------------	--	---	----	--	---	--------	----	---	----	----	--

This is a 'rebuild' type program.

It will recalculate summary totals for selected OPEN purchase orders, received purchase orders and/or work orders, from their detail lines. (Summary totals stored in POHDR, detail lines stored in POLIN)

Purchase Orders/Work Orders Considered OPEN as long as any outstanding quantities remain.

Received Orders Remain OPEN until such time as the P.O. Accounting Database Update is run.

In addition to recalculating summary totals, this program will automatically convert ALL open documents to the foreign exchange rate in effect at the time this program is run (see Currency File). THIS COULD HAVE AN IMPLICATION ON RECEIVED ORDERS WHICH HAVE NOT YET BEEN UPDATED!

Exception: If your system control record indicates that you are using the Override Exchange Rate Feature, exchange rates on any open documents will be left as originally designated.

Typically, this program would only be run if:

- a) PROGRAM changes have been made to the way PO programs perform costing calculations.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

b) A PO has been improperly exited and the summary totals contained in the header record no longer agree with the detail line records.

NOTE: It is not mandatory that this program be run as a result of changes to the foreign exchange rate.

As individual PO's are received, the receipt is automatically posted at the exchange rate in effect at the time. Any outstanding items on that PO would remain at the exchange rate originally used; however, subsequent receipts against that PO would be posted at the exchange rate in effect at the time of the subsequent receipts.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

12	Purge Completed PO Documents.....	N	PO		D	POPUR0	PO	1	15	09
----	-----------------------------------	---	----	--	---	--------	----	---	----	----

See Doc'n for Entry 5

13	Purge Completed WO Documents.....	N	WO		D	POPUR0	PO	1	16	10
----	-----------------------------------	---	----	--	---	--------	----	---	----	----

This program removes WORK ORDER documents from the various work order files when they are no longer required.

Note that once documents have been removed, they are no longer accessible on any W.O. inquiries, reports, etc. If disk space is not a concern, it is not necessary to run this program unless desired.

Only those documents which have a 'completed' or 'cancelled' status are purged by this program. Only those documents completed or cancelled X # of days before the 'purge to' date specified qualify for purging (X defaults to 15 days for each document type, but this may be overridden for any/all types if desired).

Document types affected by this program are (any or all types may be purged):

B	Blanket W.O.'s
S	Suggested W.O.'s
P	Production W.O.'s
R	Received W.O.'s

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

NOTE: The 'cancelled' flag is set if the work order is cancelled through any of the Work Order Change procedures.

The 'completed' flag is set during the Work Order Accounting Database Update program.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

14	Rebuild Purchase History From Rec							D	POBUY0	PO	1 17
15	POFIX0: Rebuild PO/WO Index Files							D	POFIX0	PO	1 18 11

This is a 'rebuild' type program.

It can be used to rebuild the following cross index files which are associated with the master purchase order files. Any/all of these cross index files can be rebuilt.

Cross index files can become corrupt if purchase order programs are improperly exited. Inquiries/report programs use these cross index files for faster processing. Strange results can occur if cross index files are corrupt.

The cross index files rebuilt by this program are:

POIN1	Unprinted documents index										Keeps track of whether or not all relevant documents have been printed.
POIN3	Cross Index by Vendor										Used in any inquiries/reports sorted by vendor.
POIN4	Cross Index by Item										Used in any inquiries/reports sorted by item (product number).

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

16	POFIX2 - Fix On Order/In Transit.							D	POFIX2	PO	1 19 12
----	-----------------------------------	--	--	--	--	--	--	---	--------	----	---------

This is a 'rebuild' type program.

Menu Number 027 (JM027) P.O. FILE MAINTENANCE & REBUILDS
 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	--------	-------------	----	----	----------	------------

It will rebuild the 'on order' and 'in transit' fields in the master inventory file, from the outstanding lines on all open P.O.'s. These fields can become corrupt if purchase order programs are improperly exited.

The In Transit is also rebuilt from outstanding (un-received) Warehouse Transfer Orders that have been entered via the Order Entry System (procedure XE).

The 'on order' and 'in transit' fields are displayed during normal inventory inquires. If there is any doubt about the integrity of these two fields, this rebuild may be run as desired.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

17	List PO/WO's with Source Doc Flag		Y				D	POFIX5	PO	41	3 13
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	------

This program is a report only. It will list all Purchase Order (and/or Work Order) documents for which the 'Source Document Being Updated by Another Task' flag is set.

This flag is set while a document is being worked on (to avoid access to the document by other operators while one operator has it open). If properly exited, the flag is unset in order that further processing of the document may occur. If improperly exited, this flag may be left set and further processing of the document is not allowed.

Messages such as 'Source document being updated by another task' or 'Source document update error' will be generated in the purchase order entry/update programs for any such documents.

A separate program (Source Document Update Error Fix) is available to properly set this flag. This program may be simply be run as desired in order to obtain a listing of those documents for which this fix may be necessary.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

18	Find Receipts with Posting Errors		N				D	POFIXA	PO	41	4
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	---

19	'Source Doc't Update Error' Fix..		N				D	POFIX3	PO	41	5 14
----	-----------------------------------	--	---	--	--	--	---	--------	----	----	------

Menu Number 027 (JM027) P.O. FILE MAINTENANCE & REBUILDS
 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

This is a 'rebuild' type program.

It is used to properly set the 'Source document being used by another task' or 'Source document update error' flag, so that further processing of the document may occur.

This flag is set while the document is being worked on (to avoid access to the document by other operators while one operator is working in it). If properly exited, the flag is unset. If improperly exited, the flag may remain set and further processing of the document will not be allowed until this fix is run.

Messages such as 'Source document being updated by another task' or 'Source document update error' will display during purchase order entry/update programs. If this happens (and the document is not in fact being worked on by another operator at the time), run this fix program to allow further processing to take place.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

20	POFIX6: Fix High Line on PO/WO's.										
			Y					D	POFIX6	PO	41 6 15

This is a 'rebuild' type program.

When entering purchase orders (or work orders), details of each line are being written into the PO line item file. The PO header file also keeps track (summary) of the highest line number used on each document.

If a document is improperly exited, the header may not have been properly updated with the highest line number. (Example: the detail line item file may contain 6 detail lines, but the header record may show a lower number for the highest line number. If you then recall the document, perhaps to add additional lines, these new lines may overwrite existing lines).

This program will correct the header record, in order that the summary highest line number it contains agrees with the actual detail lines. This program should be run anytime a document is improperly exited during the line item entry portion.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

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 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	personnel.										
21	PO/WO Flags report.....		N	RA	040		D	JRJFM0	PO	41	7 16

This is a report program, which can be run any time desired.

It simply provides a report on all documents in the PO header file, identifying the following flags:

- Company Code
- PO #
- Document Code (P = Open PO, R = Received, etc.)
- WO Highest Line (highest line # - work orders only)
- Receiving #
- FF (Future Flag)
- CC (Currency Code)
- Supplier Code
- Posting Month
- Warehouse Code
- DB (Database Update run Y/N)
- OS (Order Status)
- DS (Direct Ship Y/N)
- ED Extra Description Flag
- UF (Updating Flag)
- SD (Source Document Code)
- Source Doc #
- DD (Destination Document Code)
- Destination Doc #
- CF (Cost Factor Type)
- PD (PO Document Printed Y/N)
- RP (Register Printed Y/N)
- BD (Buying Copy Document Printed Y/N)
- RD (Receiving Document Printed Y/N)
- RT (Receipt Type)
- Posting Month (Receiving)
- TI RE (# of times received)
- Operator Code
- ST (Supplier Type)
- DBase Update # (Database Update #)
- PO Highest Line #
- Order Date
- Date Received

This report was created and saved using the 'List' option available during file maintenance.

From/To Key List If you wish to produce a report for all documents on

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

file, simply press [CR]. Otherwise, input the starting and ending document numbers for which you want the report.

Select Logic

If you do not wish to specify any special logic, simply press [CR]. If you do wish to specify logic, note the following examples of how logic should be specified:

F2="123456"

In this example, only those records where the document number (field #2) = 123456 will be reported. This would include all records for that document (the original purchase order, any receipts against the purchase order, etc.).

F3 = "P"

In this example, only those records where the document code (field 3) = P (outstanding PO) will be reported.

Refer to the 'JEDBASE RUN TIME MANUAL' for a complete description of the 'List' option (including further details of the logic selection rules).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

22 PO/WO Flags/Dates by DocCd DocNum N RB 040 D JRJFM0 PO 41 8 17

This is a report program which may be run as desired.

It simply provides a listing of all purchase order (or work order) documents on file, highlighting the following flags. This report is sorted by document code rather than by purchase order number. Thus, all open PO's would be grouped together, followed by all received PO's, etc.

DC (Doc Code P = PO, R = Received, etc)
 Document #
 P.O. #
 PD (PO Document printed Y/N)
 RP (Register Printed Y/N)
 BD (Buying Document Printed Y/N)
 RD (Receiving Document Printed Y/N)
 RT (Receipt Type)
 Order Date
 Ship Date
 Dated Needed
 Dated Expected

Menu Number 027 (JM027) P.O. FILE MAINTENANCE & REBUILDS
 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Date Expedited

Date Received

Invoice Date

Date Confirmed

Date Completed

DB (Database Update Run Y/N)

OS (Order Status)

UF (Updating Flag)

SD (Source Document Code)

Source Document #

DD (Destination Document Code)

Destination Doc #

Supplier Code

Customer Number

Posting Month

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

23 Copy INP.C Records to ADCTLp..... N D POP.C0 PO 41 9 18

When initially starting to use the Purchase Order System, all product classes (found in the product class file on the Inventory File Maintenance menu) must be copied into a separate product class file for P.O. purposes only (this PO product class file has some additional G/L accounts, which are not found in the normal product class file).

This program will copy these product classes to the PO product class file for you.

Three copy options are available:

'P' Copy each product class only
 'C' Copy each product class and sub class
 'W' Copy each product class and sub class, for each warehouse

'C' and 'W' options are only useful for those users who are using the FULL PO ACCRUALS system (see PO ACCRUAL TYPE field in your system control record).

See documentation on the 'PO/WO Product Class Maintenance' for further details.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc.

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 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
personnel.												

24	PO/WO Prod Class Maint. (ADCTLp).		N		147	D	JRJFM0	PO	41	10	19	
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This program allows you to do file maintenance on the 'PO/WO product class file'.

File ADCTLp records may be loaded with any or all of the fields in the key blank. The records are looked up when needed by Inventory Posting or the PO System via a call to INP.C5 which looks for records in the following sequence.

PROD CLASS = PPP SUB CLASS = SSS W'HOUSE CD = WW BLANKS = -

1. PPPSSSWW
2. PPPSSS--
3. PPP---WW
4. ---SSSWW
5. PPP-----
6. ---SSS--
7. -----WW
8. -----

Note that ALL General Ledger Accounts are taken from the first record found in the above sequence. Do not leave any accounts blank on a record.

When initially starting to use the P.O. system, all records from the regular product class file (found on the inventory file maintenance menu) MUST be copied into the PO/WO product class file. A separate program is available on this menu to do this copying for you.

Once the copy program has been run, you may access the PO/WO product class file to maintain the PO/WO related fields (not found in the regular product class file).

These fields include:

Inventory Purchases G/L Account **
 Bond Inventory Account
 Bond Purchases G/L Account
 Bond Issues G/L Account
 Duty/Tax Percent
 Freight/Broker Percent
 Price Variance G/L Account
 Duty/Tax G/L Account
 Duty/Tax Variance G/L Account **
 Broker G/L Account **
 Broker Variance G/L Account **

Menu Number 027 (JM027) P.O. FILE MAINTENANCE & REBUILDS
 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Freight G/L Account **
 Freight Variance G/L Account

** indicates that these G/L accounts may already have been loaded in your 'Additional System Control Record'. It is not necessary to input anything in these fields unless you wish to override the G/L accounts already loaded in the control record for specific product classes.

It appears that none of the G/L accounts loaded in this file are required, unless using 'F'ull PO accruals.

A record MUST exist in this file for all product classes, regardless of whether or not G/L account overrides are required.

As new product classes are set up in future, they may manually be added directly to this file.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

25	Print PO Prod Classes/GL Accounts		N				D	ADCTLp	PO	41	11
26	PO/WO Standard Comment File Maint		N	SO			D	PONOT1	PO	41	12 20

This program allows you to enter standard comments, which are to appear on any/all of the Purchase Order (or work order) documents for a specific SUPPLIER (OPTIONAL).

- 1) Each standard comment is assigned a standard comment number. Appropriate text is then loaded against this comment number.
- 2) The supplier(s) to which this standard comment applies must then have this standard comment number loaded in the supplier file (PO STD COMM NO field)

When entering comments, you may specify on which (any/all) documents these comments are to be printed.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

Menu Number 027 (JM027) P.O. FILE MAINTENANCE & REBUILDS
 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
27	PO/WO Standard Comment File List.			N			D	PONOT2	PO	41	13	21

This is a report program which may be run as desired. It simply provides a listing of any standard comments loaded in the PO/WO standard comments file.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

28	Purchase Order Comments.....			N			PODES D	JRJFM0	PO	41	14	22
----	------------------------------	--	--	---	--	--	---------	--------	----	----	----	----

This program allows you to do manual file maintenance on the PO Comments File (for any specific purchase order).

This file contains those comments input during purchase order (or work order) entry programs. These comments can also be changed by recalling the document during any of the 'change' procedures on the Purchase Order menu.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

29	Maintain Combined Price Category.			N		054	D	JRJFM0	PO	41	15	QC
----	-----------------------------------	--	--	---	--	-----	---	--------	----	----	----	----

This program is used to maintain the Purchase Order Supplier Combined Price/Discount File.

Quantity Break Pricing in the Purchase Order System may be based on the quantity of an individual product or on the combined quantities of different products in the same PO Quantity Break Category on the same order.

The price of a line will be obtained as follows:

- (1) Use any special price in Supplier Price File (POPRI)
- (2) Look for record in POPRQ with Blank PO QTY BRK CAT and PRODUCT NO
- (3) Look for record in POPRQ with PO QTY BRK CAT + Blank PRODUCT NO

NOTE: The PO QTY BREAK CAT comes from INVE1 or if blank from INP.C

Example: Assume that quantity break pricing is to be given if 25 units are sold.

Normal Quantity Break Pricing	- Quantity break pricing only given if 25 units of a specific product are sold.
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Menu Number 027 (JM027) P.O. FILE MAINTENANCE & REBUILDS
 Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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Combined Quantity Break Pricing - Quantity break pricing only given if 25 units are sold; however, the 25 units may be a mix of several different products.

Product Class In the Product Class File, a category code may be assigned to those product classes/sub classes for which combining of quantities MAY be allowed.

Specific Products In the Inventory Additional Data File, category codes may be assigned to specific products. All products with the same category code MAY have their quantities combined for pricing purposes. Several products may share the same category code if desired, and any codes assigned to specific products will override any product class codes.

This file could be used if the SAME quantity break levels and prices apply to ALL products in the same category. This would allow pricing to be maintained by category rather than by individual product.

On records with a non-blank PO QTY BRK CAT, set this flag to 'Y' to indicate that the total quantity of all items on the order that are in the same Category is to be used in determining the Price and/or Discount to apply to each line. If the flag is set to 'N', the quantity of each line is used to determine its own price/discount. This flag is irrelevant on records that have a blank category and a non-blank PRODUCT NO.

If the Combined Quantity Break Pricing feature is used, quantity break pricing is not automatically given on a line by line basis. Rather, an automatic recalculation of each line is done at the end of the order, once all quantities have been input.

30 Combined Categories Price List...	N	D	POPRQ1	zz	41	16	PL
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This program may be used to obtain price lists by 'Category', as per records loaded in the Combined Category Pricing File.

31 List/Update Future Combined price	N	D	POPRQ0	zz	41	17	LU
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This program may be used to simply obtain a listing of any 'Current' and 'Future' prices loaded in the Combined Quantity Pricing File, or it may be run to actually update any future prices into the current prices.

'L' Run in list only mode.

'U' Run in update mode. Any future prices will be transferred into the appropriate current price fields, overwriting existing current prices. Additionally, the future prices will then be cleared to

Menu Number 027 (JM027) P.O. FILE MAINTENANCE & REBUILDS
Password / Level Application Code PO Documentation Code JM2700

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
	zero.											
32	P.O. Commodity Code File Maint...		N		059		D	JRJFM0	PO	41	18	
33	P.O. Commodity Code File List....		N	R0	059		D	JRJFM0	PO	41	19	
34	CUSTOM PROGRAM.....		N				D	CUPRO1	PO	1	20	
35	CUSTOM PROGRAM.....		N				D	CUPRO2	PO	41	20	
36	Maintain Inventory PO Data Only..		N		I64		D	JRJFM0	PO	1	7	

S024 WYSE60T5 Operator Name - P.O. & WORK ORDER SYSTEM

14:06:36

- | | |
|---------------------------------------|---------------------------------------|
| 1. PO/WO File Maint. & Rebuilds..S27 | 13. Receive a PO/WORP |
| 2. PO/WO Inquiries & ReportsS29 | 14. Receive Without a PO/WORO |
| 3. Suggested PO/WO EntrySO | 15. Received PO/WO Change.....RC |
| 4. Suggested PO/WO ChangeSC | 16. PO: Print OPEN PO Documents.. |
| 5. Blanket PO/WO EntryBO | 17. PO: Print RECEIVED PO Documents.. |
| 6. Blanket PO/WO from Suggested...BS | 18. PO: Print RECEIVED PO (Hist'y)... |
| 7. Blanket PO/WO Change.....BC | 19. PO: Print Summary Registers... |
| 8. PO/WO Entry.....PO | 20. PO: Print Receipts Detail Reg. |
| 9. PO/WO from SuggestedPS | 21. PO: Received PO Flags Report..... |
| 10. PO/WO from BlanketPB | 22. PO: GL Update or Update Reprint.. |
| 34. Request for Quotation Entry..... | 32. Create GL Batch JE for PO Fix.... |
| 35. Create PO from RFQ..... | 23. ADDITIONAL PO/WO PROGRAMS.....S69 |
| 11. PO/WO/RFQ Change.....PC | 24. PO Inquiry by PO Number..... |
| | 25. In Bond/Rejected Inventory Report |
| 12. PO Post to In TransitPT | 26. Adjust PO Receipts In Bond/Reject |
| 29. Generate Bar Code Serial For PO.. | 27. In Bond/Rejected Register..... |
| 30. Scan Received Items PTC960 etc... | 28. PO: Print Rejected PO Documents.. |
| 31. Receive Customer R/A's..... | 33. Receipt Cost Changes Closed PO's. |

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains the programs required for normal day to day purchase order (or work order processing).

Individual programs are documented separately; however, the following is a summary of procedures:

SUGGESTED P.O.'s	Suggested PO Entry Suggested PO Change PO from Suggested										
BLANKET PO's	Blanket PO Entry Blanket PO from Suggested Blanket PO Change PO from Blanket										
ACTUAL PO's	PO Entry PO from Suggested PO from Blanket PO Change										
POST PO TO IN TRANSIT	This program is optional. It allows you to post the fact that goods on a PO have been shipped by your supplier but not yet received by you. This 'In Transit' quantity is available when doing a normal inventory inquiry.										
RECEIVING GOODS	Receive a PO Receipt without a PO Received PO Change										
END OF DAY PROCEDURES	Document Print										mandatory - unless you have been printing documents immediately throughout the day
	Summary Register										optional
	Receipts Detail Register										mandatory - a detailed listing of all receivings
	Acctg Database Update										mandatory - only those PO's for which appropriate documents & the Receipts Detail Register have been printed are eligible to be updated
PURGING PO's	The accounting database update program does not purge (remove) any records from the various PO files.										
	If disk space is not a concern, you may retain these records on file for historical purposes. They will still										

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP R	RW LI	DOC NE	SFX
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be available for various PO reports and inquiries.

When you no longer require the historical records (or when disk space is a concern), a separate purge program (program & documentation found on the PO File Maintenance & Rebuilds Menu) is available to remove records no longer required.

Note that this purge program will only purge those records flagged as 'complete' or 'cancelled'. The 'complete' flag is automatically set when the PO Accounting Database Update program is run. The 'cancelled' flag is set if a document is cancelled through any of the Change procedures.

1	PO/WO File Maint. & Rebuilds..S27		N			D	S27	PO	1	3	01
---	-----------------------------------	--	---	--	--	---	-----	----	---	---	----

This option takes you to the menu where Purchase Order (or work order) file maintenance and rebuild type programs are found.

2	PO/WO Inquiries & ReportsS29		Y			D	S29	PO	1	4	02
---	-----------------------------------	--	---	--	--	---	-----	----	---	---	----

This option takes you to the menu where Purchase Order (or Work Order) Inquiries and Report programs are found.

3	Suggested PO/WO EntrySO		N	SO		D	POENT0	PO	1	5	03
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This procedure is optional. It can be used in those situations where you wish to build a purchase order for a supplier over a period of time, adding to it or changing it as required.

When the suggested PO is entered, a suggested order number (SO #) is assigned.

This procedure does not have any effect on your inventory (i.e., inventory inquiries will not yet show that anything is on order). It simply allows you to input suggested order quantities and produce a suggested PO document showing price calculations, etc.

A hard copy may be produced immediately, or it may be requested in the 'PO: Print Documents' program (documents input throughout the day are printed in batches).

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
---	---

Source Document Update Error	Same as above
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Rate has Changed. Please Wait While Source PO Costs Fixed.	On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.
--	---

4 Suggested PO/WO Change	SC	N	SC	D	POENT0	PO	1	6	04
--------------------------------	----	---	----	---	--------	----	---	---	----

This procedure allows you to make changes to any previously input suggested order, or to cancel those suggested orders no longer required.

The originally assigned suggested order number (SO #) is required.

Changes allowed include:

- changing an existing line (line number required)
- adding additional lines
- deleting individual lines
- deleting the entire suggested order

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
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Source Document Update Error	Same as above
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Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

5	Blanket PO/WO Entry	BO									
			N	BO			D	POENT0	PO	1	7 05

This procedure is optional. It can be used in those situations where you have issued a blanket order with a supplier for fixed quantities of product to be supplied over a period of time.

When the blanket order is initially input, for the entire quantity covered, a blanket order (BO #) is assigned.

This procedure has no effect on your inventory (e.g., inventory inquiries will not yet show anything on order). It simply allows you to input the entire order and produce a blanket order document showing price calculations, etc.

A separate program (PO from Blanket) is available to actually create the purchase order(s) as required.

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
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Source Document Update Error	Same as above
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Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

6	Blanket PO/WO from Suggested...	BS									
			N	BS			D	POENT0	PO	1	8 06

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

This procedure is optional. It allows you to create a Blanket PO from a previously input suggested PO, without having to re-input the entire document.

If this procedure is used, you must specify the suggested order (SO#) for which a blanket order (BO) is to be created.

The original suggested order will remain on file and can still be accessed through the Suggested PO Change program. the blanket order will have its own number assigned, referring to the original suggested order number.

This procedure has no effect on your inventory (e.g., inventory inquiries will not show that anything has been placed on order). It simply allows you to create a blanket order without a lot of manual input.

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
---	---

Source Document Update Error	Same as above
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Rate has Changed. Please Wait While Source PO Costs Fixed.	On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.
--	---

7 Blanket PO/WO Change.....BC	N BC	D POENT0 PO 1 9 07
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This program allows you to change or delete blanket orders, as required.

If this procedure is used, the blanket order number (BO #) is required in order to access the document.

Changes allowed include:

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

- changing existing lines (line number required)
- adding new lines
- deleting individual lines
- deleting the entire order

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task (Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.

Source Document Update Error Same as above

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

8 PO/WO Entry.....PO	N PO	D POENT0 PO	1 10 08
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This program is used to post a purchase order onto the system (see also PO from Suggested and PO from Blanket for alternate methods of producing purchase orders).

Manually input or system assigned purchase order numbers (PO #) are allowed.

This program does affect your inventory (inventory inquiries will reflect the fact that product is 'on order').

Up to three different types of physical documents can be produced for each PO. These include:

- actual P.O. to be forwarded to your supplier
- a buyer's copy to be retained by the purchasing agent for follow up
- a receiving copy which can be given to the receiver

Flags in your Additional System Control record indicate whether or not printing of any/all of these documents is mandatory, optional, not required, etc.

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

[?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task (Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.

Source Document Update Error Same as above

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

10 PO/WO from BlanketPB N PB D POENT0 PO 1 12 10

This is an alternate method of producing a purchase order, from a previously input blanket order (BO), without having to re-input the entire document.

You will be prompted for the blanket order number for which a PO is to be created (an actual PO # will be assigned). You will then be asked if you wish to process all lines of the original blanket order, or specific lines only.

For each line processed, you then simply tell the system how many of the original blanket order quantity are to be released on this order.

This same procedure is followed the next time you wish to release any of the original blanket order quantity.

The original blanket order is kept on file, but the quantity outstanding on the blanket order is automatically reduced (until it reaches zero quantity outstanding), each time this procedure is used.

Refer also to PO Entry documentation for details of physical documents which can be produced.

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task (Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.

Source Document Update Error Same as above

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

11	PO/WO/RFQ Change.....PC		N	PC		D	POENT0	PO	1	15	11	
----	-------------------------	--	---	----	--	---	--------	----	---	----	----	--

This procedure can be used to make any necessary changes to actual PO's, whether manually input through PO Entry, or automatically created through either the PO from Suggested or PO from Blanket procedures.

In order to access a document through this procedure, you will be required to input the actual PO # assigned to that document.

Changes allowed include:

- changing existing lines (line number required)
- adding new lines
- deleting individual lines
- deleting the entire PO

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task (Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.

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#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

Source Document Update Error Same as above

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

12	PO Post to In TransitPT										
			N	PT			D	POENT0	PO	1	17	12

This is an optional procedure. It can be used to post the fact that goods are now 'in transit' from your supplier. This might be useful in situations such as when goods are ordered from overseas and you must monitor the status of these orders more closely.

To use this program, you will be asked to input the PO # for which the status of 'in transit' is to be flagged. You will then be asked if you wish to process all lines of the PO, or specific lines only.

For each line processed, the entire quantity ordered will automatically be flagged as 'in transit'. If the line has only been partially shipped, you may use the 'adjust in transit' column to make any necessary adjustments.

This program affects your inventory. Any quantity flagged as being in transit will be deducted from the 'on order' column and transferred to the 'in transit' column on any inventory inquiries (the sum of the two columns will equal the total quantity on order from your supplier but not yet received). This is simply a status change.

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task (Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.

Source Document Update Error Same as above

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
13	Receive a PO/WO			RP				D	POENT0	PO 41	3 13

This program is used to receive (or partially receive) goods for previously input purchase orders.

You will be prompted for the PO # against which the receipt is to be posted. A receiving order number (RO #) will then be assigned. You will then be allowed to receive all lines, or specific lines only.

For each line processed, the entire original order quantity will automatically be received. You will then have the opportunity to recall specific lines and make any necessary changes if required (e.g., if only partially received, or if more received than originally ordered, etc.).

This program affects your inventory. Your inventory 'on hand' is increased and your 'on order' and 'in transit' (if applicable) are automatically reduced. If you are using average costing, this will also be re-calculated (based on previous on hand quantity times previous average cost, and taking into account quantity received and cost received at on this document).

For orders which are only partially received, the original PO # will remain on file with the outstanding quantity. Each subsequent receipt posted against the PO will be assigned its own receiving number (RO #).

The only physical document produced for received PO's is a 'buyer's copy', which is a detailed breakdown of costing, etc. for each receipt. A flag in your Additional System Control record indicates whether printing of this document is optional, mandatory, not required, etc. This document can be printed immediately or through the PO: Document Print program (batches).

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error
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Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

and press 'CR' to continue.

Source Document Update Error Same as above

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

14	Receive Without a PO/WO	RO		N	RO		D	POENT0	PO	41	4	14
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This procedure is optional. It can be used to receive goods for which an original PO was NEVER previously entered into the system.

Because this program assumes that no PO exists from which to receive, it will not ask you for a PO #. It will simply assign a receiving order number (RO #).

You will then be asked to input the goods received, quantities received, costs, etc.

This program affects your inventory. Your 'on hand' quantity is increased, but your 'on order' and 'in transit' quantities are not affected (these would only be affected if receiving a previously input PO).

If you are using average costing, this will also be affected (re-calculated, based on previous quantity on hand at previous average cost, and taking into account the quantity received on this document, at the cost it was received at).

Refer also to the 'Receive a PO' program documentation for details of physical documents which can be produced.

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
---	---

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	Source Document Update Error										Same as above
	Rate has Changed. Please Wait While Source PO Costs Fixed.										On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.
15	Received PO/WO Change.....RC		N	RC			D	POENT0	PO	41	5 15

This program can be used to make any changes to a previously received PO, providing that the received PO has NOT YET BEEN UPDATED (once updated, recalling that document through this program will automatically put you into an inquiry only mode).

When using this program, you will be asked to input both the original PO # and the receiving number (RO #) which is to be changed.

Changes allowed include:

- changing 'on hand' quantity
- changing 'on order' quantity
- changing 'in transit' quantity

Examples of use might be:

- original order was for 100 and original receipt was for 100 but you have determined that the original receipt quantity was incorrect.
- original order was for 100 and receipt was for 75 (leaving 25 outstanding). You have determined that the remaining 25 will not be received and you would like to cancel these from 'on order'.

Any changes made affect your inventory 'on hand', 'on order' and/or 'in transit' quantities on regular inventory inquiries.

NOTE1: On line help is available through this program, simply by pressing [?] followed by [CR] while in any input field.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error
--	---

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

and press 'CR' to continue.

Source Document Update Error Same as above

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

16 PO: Print OPEN	PO Documents..		Y	PO			D	POPRO0	PO	41	6 16
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This program can be used to print out Purchase Order Documents in batches. This could include any documents which were not printed immediately throughout the day, or re-prints of previously printed documents.

This program allows you to print physical documents for the different TYPES of Purchase Order Documents. These include:

TYPE	DESCRIPTION	COMMENTS
S	Suggested PO's	The only physical document produced for these is a Buyer's copy.
B	Blanket PO's	The only physical document produced for these is a Buyer's copy.
P	Actual PO's	The physical documents produced for these are: 'P' - Physical PO to be forwarded to supplier. 'B' - Buyers copy which can be retained by purchasing agent for follow up. 'R' - Receiving form which can be given to the receiver for matching up to the actual receipt.
R	Received PO's	The only physical document produced for these is a Buyer's copy (detailed breakdown of the receiving, showing costing, factors, etc.)

NOTE: Whether or not any of the physical documents are required for each TYPE of purchase order is determined by flags in your system control record. Printing of physical documents could be mandatory, optional, not required, etc.

When using this program, you must print the physical documents for each TYPE separately.

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

Document # Input in this field varies, depending on the PO TYPE for which documents are to be printed.

Blanket	Document # = Blanket PO # (BO #)
Suggested	Document # = Suggested Order # (SO #)
P.O.	Document # = Actual PO # (PO #)
Received	Document # = Receiving Order # (RO #) (not the PO #)

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
---	---

Source Document Update Error	Same as above
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Rate has Changed. Please Wait While Source PO Costs Fixed.	On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.
--	---

17 PO: Print RECEIVED PO Documents..	Y RO	D POPRO0 PO 41	7 16
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See Doc'n for Entry 16

18 PO: Print RECEIVED PO (Hist'y)...	Y HI	D POPRO0 PO 41	8 16
--------------------------------------	------	----------------	------

See Doc'n for Entry 16

19 PO: Print Summary Registers...	Y PO	D POREG0 PO 41	9 17
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This program is optional. It allows you to print SUMMARY registers for the different TYPES of PO documents. These types include:

B	Blanket Orders
S	Suggested Orders
P	Actual PO's
R	Received PO's

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

If this program is used, the register for each TYPE must be printed separately.

This register includes information on each document, such as:

The document # and its status
 The supplier for whom it was issued
 Various dates (order date, received date, completed date, etc.)
 summary dollar figures (in supplier's currency & landed)

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
---	---

Source Document Update Error	Same as above
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Rate has Changed. Please Wait While Source PO Costs Fixed.	On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.
--	---

20 PO: Print Receipts Detail Reg.	Y PO	D POREG3 PO 41 10 18
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This program provides a DETAILED register of all RECEIVINGS. This register must be run in order for a received PO to be eligible for inclusion when the accounting database update is run.

This register provides a detailed breakdown for each line received, including information such as:

The PO # and Receiving Order (RO #)
 The product number and description
 Date received
 Quantity Received
 Buy Price (per unit, in supplier's currency)
 Extended Price (quantity received x buy price - in supplier's currency)
 Exchange Factor
 GST % and amount
 PST % and amount
 Supplier Total (this includes any exchange, plus GST, plus PST)

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

Duty/Tax Factor

Freight/Broker Factor

* Landed Cost Total (includes exchange, PST, Duty/Tax, Freight/Broker)

* Landed Cost Per Unit (landed cost total divided by quantity received)

* Landed Costs DO NOT INCLUDE GST

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task	(Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.
---	---

Source Document Update Error	Same as above
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Rate has Changed. Please Wait While Source PO Costs Fixed.	On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.
--	---

SWISS HERBAL REMEDIES PO / GL UPDATING

Swiss is updating GL accruals Sub Ledger A from PO's and AP during AP posting, when they do the distribution, the debit will be to an account using SL A - the distribution amount must be exactly equal to the PO amount or it won't be accepted and they'll have to back up and cancel the invoice

They will need to correct the PO receipt prior to posting the invoice, or get a corrected invoice

To make sure they don't update the PO until the AP invoice is posted, I am not allowing a PO detail register to print if there is no AP Accruals posted and I have linked the PO register and update to the AP update this avoids issues re cost corrections on closed PO receipts

21 PO: Received PO Flags Report..... N RR 040 D JRJFM0 PO 41 11 RP

This program is optional. It simply provides a listing of the various flags for Received (but not yet updated) PO's. The printed flags for these must all indicate 'Y' before they are eligible to be updated.

See also the 'PO Flags Report' and the 'PO Flags/Dates Report' found on the PO

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

File Maintenance & Rebuilds menu, for more generalized PO flags reports.

22	PO: GL Update or Update Reprint..	N	PO	169	D	POUPD0	PO	41	12	19		
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This program updates RECEIVED purchase orders. Only those received orders for which the following steps have been completed will be included in the update:

- a) Necessary physical documents printed (PO: Print Documents Program)
- b) Receipts Detail Register has been printed (PO: Receipts Detail Reg.)
- c) All necessary serial numbers (if applicable) have been entered

The following updates are performed by this program:

- 1) PO header file (POHDR)
 - Database Update Flag set to 'Y' to indicate update has been run.
 - Database Update # field is updated with update # on which the PO was updated.
 - Order Status is changed to 'C' to indicate that the PO is now complete.
 - Completed date is updated with date on which update was run.
- 2) PO line item file (POLIN)
 - For each line of the PO, the database update flag is set to 'Y' to indicate that the line has been updated.
- 3) Inventory Serial Number File (INSER)
 - For any products with serial numbers, the serial numbers received will be updated to this file.
- 4) General Ledger Files (ADJNL, ADSUM)
 - If your system control record has the 'INV GL UPDATE' flag set to 'Y', entries will be posted to the General Ledger. These will be posted into journal code 'Y' (PO Receipts). The entries will be posted as a debit to the appropriate inventory g/l account(s) and a credit to the purchases clearing account. A Purchase Order Database Update G/L Summary will be produced, indicating the actual line numbers on which the entries were posted.
 - If your system control record does not have the 'INV GL UPDATE' flag set to 'Y', no actual entries will be posted to the General Ledger. However, a Purchase Order Database Update G/L Summary page will still be produced to indicate the entries which would have been posted if the flag was set to 'Y'. Entries on this summary will all show line number 00000. This summary could be used as a backup for any manual G/L entries you wish to make.

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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G/L accounts to be updated will be taken from either the Additional System Control Record, Product Class File or the PO Product Class File. If necessary G/L accounts have not been loaded in these files, the update program will arbitrarily assign G/L account numbers as follows:

xx represents warehouse code
 OHINxx Inventory
 OHPUxx Inventory Purchases Clearing
 BDINxx Bond Inventory
 BDPUxx Bond Purchases Clearing
 BDISxx Bond Issues
 OHPVxx Price Variance
 DUGLxx Duty/Tax
 DUVRxx Duty/Tax Variance
 BRGLxx Broker
 BRVRxx Broker Variance
 FRGLxx Freight
 FRVRxx Freight Variance

- 5) PO Accrued A/P Detail File (APACT)
 - Entries will only be posted to this accruals file if your system control record indicates that PO accruals are being done.

ESCAPE - NOT ALLOWED Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

The following are some standard messages which may display and the solutions:

Source Document Being Updated by Another Task (Document # will be displayed). The document has been improperly exited. On another terminal go to the PO Files & Rebuilds Menu. Run the 'Source Document Update Error Fix' program. Then return to the terminal with the error and press 'CR' to continue.

Source Document Update Error Same as above

Rate has Changed. Please Wait While Source PO Costs Fixed. On another terminal, go to the PO Files & Rebuilds Menu. Run the 'Fix PO/WO Totals Program'. Then return to the terminal with the message and press 'CR' to continue.

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

SWISS HERBAL REMEDIES PO / GL UPDATING

Swiss is updating GL accruals Sub Ledger A from PO's and AP during AP posting, when they do the distribution, the debit will be to an account using SL A - the distribution amount must be exactly equal to the PO amount or it won't be accepted and they'll have to back up and cancel the invoice

They will need to correct the PO receipt prior to posting the invoice, or get a corrected invoice

To make sure they don't update the PO until the AP invoice is posted, I am not allowing a PO detail register to print if there is no AP Accruals posted and I have linked the PO register and update to the AP update this avoids issues re cost corrections on closed PO receipts

23	ADDITIONAL PO/WO PROGRAMS.....S69		N				D S69		PO 41	14		
24	PO Inquiry by PO Number.....		N				D POINQ0		PO 41	15		
25	In Bond/Rejected Inventory Report		N				D PODESx		PO 41	16	RJ	

If using IN Bond as a quality control measure, the following procedute is used:
 (QUIDRI - June 2000)

- 1) PO's are received to In Bond, rather than On Hand.
- 2) After quality control, Quantities are either Accepted or Rejected. The In Bond/Reject program allows the user to accept to On Hand, Reject, or Leave in Bond the quantities received to In Bond. It posts these quantities to the Inventory posting registers as In Bond Issues. Any rejected quantities will be issued to the RJ (Rejected) Warehouse. These can then be adjusted out, or debit memos issued as required.
- 3) A special Receiving Document Format can be set up to print rejected Documents. These must be identified as such by the FOR REJECTED PO flag in ADCT0J document Header.

26	Adjust PO Receipts In Bond/Reject		N				D POADJ0		PO 41	17	RJ	
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If using IN Bond as a quality control measure, the following procedute is used:
 (QUIDRI - June 2000)

- 1) PO's are received to In Bond, rather than On Hand.
- 2) After quality control, Quantities are either Accepted or Rejected. The In Bond/Reject program allows the user to accept to On Hand,

Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	Reject, or Leave in Bond the quantities received to In Bond. It posts these quantities to the Inventory posting registers as In Bond Issues. Any rejected quantities will be issued to the RJ (Rejected) Warehouse. These can then be adjusted out, or debit memos issued as required.										
3)	A special Receiving Document Format can be set up to print rejected Documents. These must be identified as such by the FOR REJECTED PO flag in ADCT0J document Header.										

27	In Bond/Rejected Register.....		Y	A			D	INPSR0	PO	41	18	RJ
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If using IN Bond as a quality control measure, the following procedute is used:
 (QUIDRI - June 2000)

- 1) PO's are received to In Bond, rather than On Hand.
- 2) After quality control, Quantities are either Accepted or Rejected. The In Bond/Reject program allows the user to accept to On Hand, Reject, or Leave in Bond the quantities received to In Bond. It posts these quantities to the Inventory posting registers as In Bond Issues. Any rejected quantities will be issued to the RJ (Rejected) Warehouse. These can then be adjusted out, or debit memos issued as required.
- 3) A special Receiving Document Format can be set up to print rejected Documents. These must be identified as such by the FOR REJECTED PO flag in ADCT0J document Header.

28	PO: Print Rejected PO Documents..		Y	RJ	*	URJ	D	POPPO0	PO	41	19	RJ
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If using IN Bond as a quality control measure, the following procedute is used:
 (QUIDRI - June 2000)

- 1) PO's are received to In Bond, rather than On Hand.
- 2) After quality control, Quantities are either Accepted or Rejected. The In Bond/Reject program allows the user to accept to On Hand, Reject, or Leave in Bond the quantities received to In Bond. It posts these quantities to the Inventory posting registers as In Bond Issues. Any rejected quantities will be issued to the RJ (Rejected) Warehouse. These can then be adjusted out, or debit memos issued as required.
- 3) A special Receiving Document Format can be set up to print rejected Documents. These must be identified as such by the FOR REJECTED PO flag in ADCT0J document Header.

29	Generate Bar Code Serial For PO..		Y				D	POSER0	PO	1	18	
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Menu Number 024 (JM024) P.O. & WORK ORDER SYSTEM
 Password / Level Application Code PO Documentation Code JM2400

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
30	Scan Received Items PTC960 etc...			N			D INSR#0	SE	1	19	
31	Receive Customer R/A's.....			N R			D OEMOV0	OE	1	20	
32	Create GL Batch JE for PO Fix....			N PO			D ADGLB2	PO	41	13	FX

This program allows you to rebuild PO updates based on current product class interfaces.

In order to do this, you run the PO Update program, S24.22 and at Company Code use the [F1] option to reprint. Then select the range of update numbers to reprint, and make sure the Update Fix Flag is set to [Y]es.

You Then run this program to create Batch Journal Entries for any differences between current GL interfaces, and the previous updates.

33	Receipt Cost Changes Closed PO's.			N CC			D POENT0	PO	41	20	CC
----	-----------------------------------	--	--	------	--	--	----------	----	----	----	----

This program is used to change Received Cost Information on Open or Closed PO receipts.

Implemented Dec. 2004 - SWIHER

34	Request for Quotation Entry.....			N QU			D POENT0	PO	1	13	
35	Create PO from RFQ.....			N QP			D POENT0	PO	1	14	

S029 WYSE60Operator Name - P.O. & WORK ORDER REPORTS & INQUIRIES

14:06:36

- | | |
|---------------------------------------|---------------------------------------|
| 1. PO Inquiry by PO Number..... | 14. Inventory Purchases Report/Inq'y. |
| 27. PO's by Supplier-or FOR Customer. | 15. Vendor Purchases Ranking Report.. |
| 28. PO Inquiry by Product..... | |
| 29. Purchases by Supplier/Manufacture | 16. PO Cash Requirements Report..... |
| 2. PO Details by Supplier/PO/Prod... | |
| | 17. PO History AUDIT Report..... |
| 3. PO/WO Rpt: Supplier / PO No / Lin | 18. In Transit Report for Customs.... |
| 4. PO/WO Rpt: Item No / Due Dt / Lin | 19. In Transit Receiving Report |
| 5. PO/WO Rpt: Document No / Line.... | 20. PO Expediting Report..... |
| 6. PO/WO Inq: Supplier / PO No / Lin | 21. CUSTOM Reports..... |
| 7. PO/WO Inq: Item No / Due Dt / Lin | 22. PO Delivery Performance by Vendor |
| 8. PO/WO Inq: Document No / Line.... | 23. Open/Received PO's by Branch..... |
| 9. P.O. Valuation by Supplier Inq'y. | 24. In Bond/Rejected Inventory Report |
| 10. PO/WO Buyer's Rpt: Item Sequence. | 25. PO in Transit - Letter/Credit Rpt |
| 11. PO/WO Buyer's Rpt: Vendor Sequenc | 26. Detailed Purchased Product Report |
| 12. PO Accrued Purchases Report.... | 30. Received Purchase Orders Report.. |
| 13. PO Accrued Purchases Audit Report | 31. Last Purchase Report by Product.. |

Menu Number 029 (JM029) P.O. & WORK ORDER REPORTS & INQUIRIES
 Password / Level Application Code PO Documentation Code JM2900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains various report and inquiry programs available to users of the Purchase Order/Work Order Systems.

These may be run as desired.

1	PO Inquiry by PO Number.....	N					D	POINQ0	PO	1	4	Q0
---	------------------------------	---	--	--	--	--	---	--------	----	---	---	----

This program allows you to inquire on a purchase order, and any subsequent receivings against that purchase order.

2	PO Details by Supplier/PO/Prod...	N					D	POINQ5	PO	1	8	Q4
---	-----------------------------------	---	--	--	--	--	---	--------	----	---	---	----

This program allows you to obtain a screen or hard copy listing of details for a specific purchase order.

It is an audit of the original purchase order and all subsequent receivings.

It may be run for all products on the purchase order, or specific products only.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

3	PO/WO Rpt: Supplier / PO No / Lin	N					D	PORPT2	PO	1	10	01
---	-----------------------------------	---	--	--	--	--	---	--------	----	---	----	----

This program is a DETAIL report, sorted by supplier, order number and line number.

It may be run for any/all order types, any/all status codes and any/all suppliers.

This program will include details of all documents not yet purged from the Purchase Order/Work Order Files (see purge program documentation on the PO File Maintenance & Rebuilds Menu).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

4	PO/WO Rpt: Item No / Due Dt / Lin	N					D	PORPT6	PO	1	11	02
---	-----------------------------------	---	--	--	--	--	---	--------	----	---	----	----

This program is a DETAIL report, sorted by product number, due

Menu Number 029 (JM029) P.O. & WORK ORDER REPORTS & INQUIRIES
 Password / Level Application Code PO Documentation Code JM2900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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date and P.O. line number.

It may be run for any/all order types, any/all status codes and any/all products.

This program will include details of all documents not yet purged from the Purchase Order/Work Order Files (see purge program documentation on the PO File Maintenance & Rebuilds Menu).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

5	PO/WO Rpt: Document No / Line....					N		D	PORPT7	PO	1 12 03
---	-----------------------------------	--	--	--	--	---	--	---	--------	----	---------

This program is a DETAIL report, sorted by document number and line number.

It may be run for any/all order types, any/all status codes and any/all documents.

This program will include details of all documents not yet purged from the Purchase Order/Work Order Files (see purge program documentation on the PO File Maintenance & Rebuilds Menu).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

6	PO/WO Inq: Supplier / PO No / Lin					N		D	POINQ2	PO	1 13 04
---	-----------------------------------	--	--	--	--	---	--	---	--------	----	---------

This program is a DETAIL inquiry, sorted by supplier, order number and line number.

It may be run for any/all order types, any/all status codes and any/all suppliers.

This program will include details of all documents not yet purged from the Purchase Order/Work Order Files (see purge program documentation on the PO File Maintenance & Rebuilds Menu).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect

Menu Number 029 (JM029) P.O. & WORK ORDER REPORTS & INQUIRIES
 Password / Level Application Code PO Documentation Code JM2900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----------	------------

the data in any of your files.

7	PO/WO Inq: Item No / Due Dt / Lin		N				D POINQ6	PO	1	14	05
---	-----------------------------------	--	---	--	--	--	----------	----	---	----	----

This program is a DETAIL inquiry, sorted by item number, due date and line number.

It may be run for any/all order types, any/all status codes and any/all suppliers.

This program will include details of all documents not yet purged from the Purchase Order/Work Order Files (see purge program documentation on the PO File Maintenance & Rebuilds Menu).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

8	PO/WO Inq: Document No / Line....		N				D POINQ7	PO	1	15	06
---	-----------------------------------	--	---	--	--	--	----------	----	---	----	----

This program is a DETAIL inquiry, sorted by document number and line number.

It may be run for any/all order types, any/all status codes and any/all products.

This program will include details of all documents not yet purged from the Purchase Order/Work Order Files (see purge program documentation on the PO File Maintenance & Rebuilds Menu).

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

9	P.O. Valuation by Supplier Inq'y.		N				D POINQ3	PO	1	16	07
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This program is a P.O. valuation inquiry. It can be run in DETAIL or SUMMARY for any/all suppliers.

This program will include details of all documents not yet purged from the Purchase Order/Work Order Files (see purge program documentation on the PO File Maintenance & Rebuilds Menu).

Menu Number 029 (JM029) P.O. & WORK ORDER REPORTS & INQUIRIES
 Password / Level Application Code PO Documentation Code JM2900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
---	-------------	----------------	--------	----------	-------------	---------	-------------	----	----	----	-----------	-----

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

10	PO/WO Buyer's Rpt: Item Sequence.		Y				D	PORPT3	PO	1	17	08
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This program is a report which can be run in DETAIL or SUMMARY, for any/all suppliers and any/all products. It is sorted in product number sequence.

Selection criteria include:

A	Include All Products
N	Only include those products where product availability is less than 0
R	Only include those products where product availability is less than the product's reorder point (a reorder point quantity must be loaded in the master inventory file for this option)

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

11	PO/WO Buyer's Rpt: Vendor Sequenc		Y	VE			D	PORPT3	PO	1	18	09
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This program is a report which can be run in DETAIL or SUMMARY, for any/all suppliers and any/all products. It is sorted in supplier sequence.

Selection criteria include:

A	Include All Products
N	Only include those products where product availability is less than 0
R	Only include those products where product availability is less than the product's reorder point (a reorder point quantity must be loaded in the master inventory file for this option)

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

12	PO Accrued Purchases Report....		Y				D	NPACT0	PO	1	19	
----	---------------------------------	--	---	--	--	--	---	--------	----	---	----	--

13	PO Accrued Purchases Audit Report		Y				D	NPACT1	PO	1	20	
----	-----------------------------------	--	---	--	--	--	---	--------	----	---	----	--

Menu Number 029 (JM029) P.O. & WORK ORDER REPORTS & INQUIRIES
 Password / Level Application Code PO Documentation Code JM2900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
14	Inventory Purchases Report/Inq'y.			N			D	INAUDR	PO	41	4 RP

This program be run as desired, to find out what products have been purchased from various suppliers for the range of dates specified.

This program uses the inventory audit file (INAUD) as its source. Only those transactions not yet purged from the inventory file will be available on this report.

All inventory RECEIVINGS (whether processed through the Purchase Order System, or through the Inventory Receipts posting program) are included on this report.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

15	Vendor Purchases Ranking Report..			Y			D	NPRPT1	PO	41	5 12
----	-----------------------------------	--	--	---	--	--	---	--------	----	----	------

This program provides a report listing MTD, YTD and last year total purchases (ranked from highest to lowest dollar value). It can be produced either sorted by currency code, or unsorted.

Value by which the report is to be ranked can be:

- 'M' - month to date
- 'Y' - year to date
- 'L' - last year total
- 'N' - no ranking required

If several vendors (subsidiaries) have their invoices posted to a master vendor (see A/P Supplier Code field in master vendor file), you may choose to have the report produced in one of two ways:

- a) all subsidiary purchases accumulated under the master vendor only
- b) all subsidiary purchases reported separately.

This program may be run as desired.

ESCAPE - ALLOWED Escaping out of this program will not adversely affect the data in any of your files.

16	PO Cash Requirements Report.....			N			D	PORPT8	PO	41	7
17	PO History AUDIT Report.....			N			D	POHIS0	PO	41	9

Menu Number 029 (JM029) P.O. & WORK ORDER REPORTS & INQUIRIES
 Password / Level Application Code PO Documentation Code JM2900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
18	In Transit Report for Customs....			N CU			D POITR1	PO	41	10	17

Program POITR1 prints one of two reports:

- (1) Pass Parameter 'CU' = A 3 part report to be sent to Canada Customs to expedite the clearing of container load shipments.
- (2) Pass Parameter 'RR' = A Receiving Report for Internal use that shows all items in In Transit Shipment with Quantities and Landed Costs.

Set PO IN TRANS SYS to 'Y' if you want to use the special P.O. In Transit Posting Sub-System. When used, the In Transit Posting Procedure creates records in a special file POTRA. This file is then used to produce special reports for customs and for semi-automated receiving later. A record PO/IT must be created in the ADCTL# Control # File to control In Transit Numbers. Also, the Customs Commodity Code in INVE1 is used to perform costing.

Set to 'L' to use a version of the above that controls PO's in transit by Letter of Credit Numbers. Implemented 2001/01 at Quik Drive.

PO COMMODITY CD is a 2 character code that is used to group products for customs/import purposes.

TARIFF CD SORT is used as a major group for reporting

TARIFF CD SORT + TARIFF CD REST is the full tariff code for reporting.

DUTY % is used to calculate actual duty charges by product.

DESCRIPTION is a general description of the products included in a Commodity Code for reporting purposes.

This system was developed from specs provided by Rosenthal China (Canada) Ltd. The PO In Transit Number is assigned sequentially from an ADCTL# Record with a Key = Company Code / Blank Warehouse Code / PO / IT.

19	In Transit Receiving Report			N RR			D POITR1	PO	41	11	17
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See Doc'n for Entry 18

20	PO Expediting Report.....			N			D POHDR0	PO	41	12	
----	---------------------------	--	--	---	--	--	----------	----	----	----	--

21	CUSTOM Reports.....			N			D	zz	41	13	
----	---------------------	--	--	---	--	--	---	----	----	----	--

22	PO Delivery Performance by Vendor			N			D POLIN0	PO	41	14	
----	-----------------------------------	--	--	---	--	--	----------	----	----	----	--

23	Open/Received PO's by Branch.....			N			D POLIN1	PO	41	15	
----	-----------------------------------	--	--	---	--	--	----------	----	----	----	--

24	In Bond/Rejected Inventory Report			N			D PODESx	PO	41	16	
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25	PO in Transit - Letter/Credit Rpt			N			D POTRA0	PO	41	17	
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26	Detailed Purchased Product Report			N			D POLIN2	PO	41	18	
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Menu Number 029 (JM029) P.O. & WORK ORDER REPORTS & INQUIRIES
Password / Level Application Code PO Documentation Code JM2900

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N Y	PROGRM	AP	RW	LI NE	DOC SFX
27	PO's by Supplier-or FOR Customer.			N			D POINQS	PO	1	5	
28	PO Inquiry by Product.....			N			D POINQP	PO	1	6	
29	Purchases by Supplier/Manufacture			N			D POLIN3	PO	1	7	
30	Received Purchase Orders Report..			N			D POHDR2	PO	41	19	
31	Last Purchase Report by Product..			N			D POIN41	PO	41	20	

S042 WYSE60T5 Operator Name - Automatic Re-order Programs

14:06:36

Re-Order System - Version 1

Re-Order System - Version 3

1. Re-Order Calculation Program.....

6. Fiscal Month Start Day File Maint

7. Fiscal Mth Start Day List.....

Re-Order System - Version 2

8. Re-Order Code Weight File Maint..

2. PO Requisitions Calc/Order.....

9. Re-Order Code Weight List.....

3. Re-Order Rpt (Calculated ROP)....

10. Maintain Product Lead Times.....

4. Maintain Product Sales Forecast..

5. Explode Product Sales Forecasts..

11. Create Purchase Orders.....

12. Re-Order Calc. Only (No PO's)....

13. Create W'hs Transfer REGULAR.....

14. Warehouse Re-Order Report.....

15. Create W'hs Transfer WELDPAK.....

16. Manual PO's and Changes.....

Menu Number 042 (JM042) Automatic Re-order Programs
 Password / Level Application Code PO Documentation Code JM4200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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This menu contains 3 different versions of assisted Purchasing programs.

Version 1 is used to report and optionally update the inventory master file with re-order information.

Version 2 extends that by also optionally automatically creating PO's, which can then be manually changed and submitted.

Version 3 provides additional factors in the calculations that are made, but basically does the same things as version 2.

This program is used to calculate reorder points and quantities and to optionally update the master inventory file

This program may be run in print only mode, which does no file updating, or in print & update mode, which prints a report and updates the inventory master file.

This program uses sales history based on the weights defined in the parameter screen to calculate an average daily sales number for each product. It then uses this, and lead time, and min/max stocking levels to determine the re-order point & quantity.

A thorough understanding of the operation of this program should be acquired before running it. It may be necessary to customize the weighting factors and reorder formulas based on history available, and the nature of your business. It is mandatory that the product master file be updated with all the codes and factors affecting the calculations done by this program.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

This program is used to calculate re-order quantities, and then create purchase orders from these calculations.

Calculations are determined as follows:

- 1 - Last 10 months sales (not including current month) are obtained from INSL1
- 2 - This Quantity is divided by .8 to determine an approximate annual usage
- 3 - The desired turns for the selected supplier are divided into this quantity to determine an ideal on hand level. (See Ideal Turns in file ADSMT)
- 4 - On Hand + On Order less committed is subtracted from this ideal to calculate the re-order qty. If package size is not 1, this is rounded up to the next full package. (see Carton Qty in file INVE1)
- 5 - If the resultant quantity is greater than zero, the item is selected, and a record written to file POREQ.

Menu Number 042 (JM042) Automatic Re-order Programs
 Password / Level Application Code PO Documentation Code JM4200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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INCLUDE GASES If set to 'N' controlled cylinders are NEVER to be
 D9\$(3,1) included on reports (WESCAN)

PROD REORDER CD If set to [Y]es, Reorder code will be by product, not by
 supplier.

This program is used to calculate and report Re-order requirements, and if
 desired, to create A PO for those requirements.

The reorder calculation is done by calculating a weighted average days sales,
 and then using that value as follows:

Re-Order Quantity

1) Ideal on hand - on hand + committed - (on order + in transit)

 Ideal on hand calculated as:

 Avg Days Sales * (# days to next order + lead time + # days safety stock)

 Avg Days Sales are calculated by looking at a total of 15 months of
 sales (percentages taken from the Re-Order Code Weight File)

 Current month % * current month sales / # of days in current month
 PLUS

 Current 3 mth % * current 3 mth sales / # of days in current 3 months
 PLUS

 Prev. 3 mth % * previous 3 mth sales / # of days in prev. 3 months
 PLUS

 Curr. 12 mth % * current 12 mth sales / # of days in current 12 months
 PLUS

 Next 3 mth LY % * next 3 mth LY sales / # of days in next 3 months LY

1a) If on hand <0 then if (on order + in transit)=0, then re-order
 quantity = (1) above plus on hand + (optional) in transit

2) If re-order quantity <>0 then re-order qty = lead time x avg days
 sales.

3) If on hand + (optional) in transit < 0 then if on order + in transit
 =0, reorder quantity = reorder quantity + on hand + (optional) in
 transit.

4) If product has re-order code of 'N', then quantity to be re-ordered
 will be enough to satisfy: on hand - on order - committed

5) If MAXIMUM loaded in INVE1, then unless product has re-order code of
 N M or n then if reorder qty + on hand + (on order + in transit) -

Menu Number 042 (JM042) Automatic Re-order Programs
 Password / Level Application Code PO Documentation Code JM4200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
	committed > maximum loaded in INVE1, then re-order quantity becomes maximum from INVE1 - on hand - (on order + in transit) + committed										
6)	if MINIMUM from INVEN <>0 then if re-order qty calculated so far will still bring stock to less than minimum, re-order qty calculated will be adjusted to enough to bring it up to minimum levels.										
7)	If carton quantity loaded in INVE1, then re-order quantity calculated so far will be adjusted to reflect carton quantity. eg: if quantity of 8 has been calculated as re-order quantity, but carton quantity is 5 - it will be adjusted up to 10 (2 cartons).										
8)	If product has re-order code of X then if a maximum has been loaded for that product in INVE1, then if re-order quantity calculated so far will still bring on hand to less than maximum, it will be adjusted to bring it up to maximum.										
9)	If product has re-order code of 'n', re-order quantity will automatically become zero.										
1	Re-Order System - Version 1		N			H		PO	1	3	
2	Re-Order Calculation Program.....		Y			D	INSTK0	PO	1	5	24

This program is used to calculate reorder points and quantities and to optionally update the master inventory file

This program may be run in print only mode, which does no file updating, or in print & update mode, which prints a report and updates the inventory master file.

This program uses sales history based on the weights defined in the parameter screen to calculate an average daily sales number for each product. It then uses this, and lead time, and min/max stocking levels to determine the re-order point & quantity.

A thorough understanding of the operation of this program should be acquired before running it. It may be necessary to customize the weighting factors and reorder formulas based on history available, and the nature of your business. It is mandatory that the product master file be updated with all the codes and factors affecting the calculations done by this program.

ESCAPE - NOT ALLOWED

Escaping out of this program could adversely affect data in your files. It should not be done without guidance from LTL Technologies Inc. personnel.

3	Re-Order System - Version 2		N			H		PO	1	7	
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Menu Number 042 (JM042) Automatic Re-order Programs
 Password / Level Application Code PO Documentation Code JM4200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
4	PO Requisitions Calc/Order.....at			Y 2P			D POREQ0	PO	1	9	RQ	

This program is used to calculate re-order quantities, and then create purchase orders from these calculations.

Calculations are determined as follows:

- 1 - Last 10 months sales (not including current month) are obtained from INSL1
- 2 - This Quantity is divided by .8 to determine an approximate annual usage
- 3 - The desired turns for the selected supplier are divided into this quantity to determine an ideal on hand level. (See Ideal Turns in file ADSMT)
- 4 - On Hand + On Order less committed is subtracted from this ideal to calculate the re-order qty. If package size is not 1, this is rounded up to the next full package. (see Carton Qty in file INVE1)
- 5 - If the resultant quantity is greater than zero, the item is selected, and a record written to file POREQ.

Note: The Calculated Re-Order Quantity will be modified to reflect Minimums and Maximums loaded for products as follows:

If the resultant Quantity calculated would bring the on hand below the minimum specified, The re-order quantity will be increased to bring the on hand to that minimum.

If the resultant quantity calculated would bring the on hand above the maximum specified, the re-order quantity will be reduced to bring the on hand to that maximum.

The operator may now add lines, or change lines on the requisition. Once satisfied, the operator may end, and create a PO. This PO may be further modified through PO change.

Record selection also includes the following options:

If desired, a selected buyer code (from INVE1) only will select.

If the Product Reorder Code is set to 'N'ever Order, the record will be skipped.

Lines may be added regardless of the above selection.

Note: If ideal turns for a supplier varies by type of product purchased (ie: Lincoln Electrodes different from Lincoln Machines), different purchase groups may be established by setting up multiple codes for the same supplier (with a common A/P Supplier Code).

Note: Inventory file (INVEN) is updated as follows:

Menu Number 042 (JM042) Automatic Re-order Programs
 Password / Level Application Code PO Documentation Code JM4200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI NE	DOC SFX
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- 1 - ReOrder Qty updated with Qty Ordered
 2 - Maximum updated with Ideal On Hand Calculated

Note: Inventory Extra Data file (INVE1) is updated as follows:

- 1 - Last PO Date updated with PO Date.

5	Re-Order Rpt (Calculated ROP)....de	N	2R		D	POREQ1	PO		1	10	
6	Maintain Product Sales Forecast..	N		I07	D	JRJFM0	PO		1	12	
7	Explode Product Sales Forecasts..	N			D	INBMX6	BX		1	13	
8	Re-Order System - Version 3	N			H		PO		41	3	
9	Fiscal Month Start Day File Maint	N		575	D	JRJFM0	PO		41	5	FS

The start dates are used by the Version 3 Re-Order System to determine the number of days in each fiscal period which are in turn used to pro-rate the sales data as necessary.

10	Fiscal Mth Start Day List.....	N	R0	575	D	JRJFM0	PO		41	6	
11	Re-Order Code Weight File Maint..	N		576	D	JRJFM0	PO		41	8	WT

The REORDER CD is used by Version 3 Re-Order System to determine the weight to be given to sales in the following periods:

- Current Month
- Current 3 Months (incl Current Month)
- Previous 3 Months
- Current 12 Months (incl Current Month)
- Next 3 Months Last Year (for seasonal items).
- Next 3 months forecast
- Next 12 months forecast

** NOTE: The system does not use the Re-Order Code in the Inventory Record except to skip the item if it has REORDER CD = 'N', unless the program parameters record (ADCTL=) for program POREQ0 is set to do so.

12	Re-Order Code Weight List.....	N	R0	576	D	JRJFM0	PO		41	9	
13	Maintain Product Lead Times.....	N		I73	D	JRJFM0	IN		41	11	LT

This field can be used in either of 2 ways to specify this products lead time,

Menu Number 042 (JM042) Automatic Re-order Programs
 Password / Level Application Code PO Documentation Code JM4200

#	DESCRIPTION	PWORD LEVEL	P R	PA RM	FILE SCR	T 'N	PROGRM Y	AP	RW	LI	DOC NE	SFX
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overriding the value stored in the supplier file.

The first method is to store a numeric value here, which defines the products lead time in days.

The second method is to load the product lead time file with codes that are then loaded in products affected, and the lookup will access the lead time from that file.

If this field is not blank in the product master, and if the value exists in the lead time file, that will be used. Otherwise, if the value is numeric, that will be used.

This field may contain the number of days leads time required to obtain this item from your supplier. It is used by the PO purchase order system.

14	Create Purchase Orders.....	Y	3P		D	POREQ0	PO	41	13			
15	Re-Order Calc. Only (No PO's)....	N	3R		D	POREQ0	PO	41	14			
16	Create W'hs Transfer REGULAR.....	N	3p		D	POREQ0	zz	41	16			
17	Warehouse Re-Order Report.....	N	3r		D	POREQ0	PO	41	17			
18	Create W'hs Transfer WELDPAK.....	N	3w		D	POREQ0	zz	41	18			
19	Manual PO's and Changes.....	N			D	S24	PO	41	20			

'INVALID RETRIEVAL LOGIC'	1130
A/R FILE MAINTENANCE	337,338,339,340,341,342
ACCOUNTS PAYABLE FILES & REPORTS	927,928,929,930,931,932,933,934,935 936,937,940,941
ACCOUNTS PAYABLE FUNCTIONS	971,974,975,976,978,979,980,982,983 984,985,986,987,988,989,990,991
ACCOUNTS RECEIVABLE FUNCTIONS	871,872,873,876,877,879,880,881,884 885,886,887,888,889
ADCOM COMPANY FILE (21)	98
ADCTL* COMPANY PARAMETERS 'A' CONTINUED	244
ADCTL3 Supplier Type Master File (17)	942
ADCTL@ Customer Special Tax Codes	454
ADCTLA COMPANY PARAMETERS & CONTROL NO'S	110
ADCTLB ADDITIONAL CONTROL NUMBERS (17-98)	217
ADCTLC CURRENCY CONVERSION FILE (17-978)	313
ADCTLF GST/FST RATE FILE (17-975)	558
ADCTLG Company GL Interface / Misc Param	233
ADCTLH GL INTERFACE FILE BY BRANCH	307
ADCTLK Division Master File	1013
ADCTLP State / Province Tax Rate File	359
ADCLT TERMS FILE (17-973)	365
ADCTLU UNIT OF MEASURE CONTROL FILE	565
ADCTLW Branch Control File	300
ADDITIONAL A/R FUNCTIONS	891,892,894,895,896,897,898,899
ADDITIONAL CONTROL NUMBERS (17-981)	217
ADDITIONAL G/L FUNCTIONS	1025,1026,1027,1028,1029,1030,1031
ADGLX GL EXTRA DATA FILE (37)	1017
ADMST CHART OF ACCOUNTS MASTER FILE	1015
ADSMT SUPPLIER MASTER (25)	947
ARCS1 Additional Customer Data File	401
ARCUS MASTER CUSTOMER FILE (20)	374
ARSHP SHIP TO FILE (23)	460
ARSMN SALESMAN FILE (22)	343
Addit. Invty Programs/Reports	799,800,801,804,805,806,807,808,809
Additional Customer Data File	401
Additional Inventory Files	505,506,507,511,512,513,514,515
Automatic Re-order Programs	1329,1331,1332
BILL OF MATERIAL DETAIL ('Y')	727
Branch Control File	300
CHART OF ACCOUNTS MASTER FILE	1015
COMPANY FILE (21)	98
COMPANY PARAMETERS & CONTROL NO'S.	110
COMPANY PARAMETERS 'A' CONTINUED	244
CONTRACT PRICING FILE (43)	732
CREATING A SAMPLE REPORT USING THE OPTIO	1134
CURRENCY CONVERSION FILE (17-978)	313
CURRENT PERIOD PAYROLL PROCESSING	1253,1255,1256,1257,1258,1260,1261 1262,1263,1264,1265
CUST CATGY/P-C/MFR CODE DISCOUNTS	766
Company GL Interface / Misc Parameters	233
Customer Special Tax Codes	454
Division Master File	1013
EMPLOYEE MASTER FILE	1201
FIFO Costing System	830,831
FILE MAINTENANCE - STANDARD OPTIONS	37
FILE MANAGEMENT	1116
FINANCIAL STATEMENT PROCESSOR	1033,1034,1035,1036,1037,1039,1040

FINANCIAL STATEMENT PROCESSOR	1041,1042,1044,1045,1046,1047
FINISHED GOODS INVENTORY MASTER	570
FUNCTION KEYS - GENERAL	35
File 049 ADCTLC CURRENCY CONVERSION FILE	313
File 080 PRUID U.I.C. PAYROLL DATE FILE	1245
File 081 PRTAX TAX TABLE CONTROL (FEDER	1172
File 083 PRUNI UNION MASTER FILE	1196
File 084 PRUIC INSURABLE EARNING FILE (1237
File 085 PRDEP PAYROLL DEPARTMENT FILE	1185
File 087 PRCAR INDIVIDUAL EARNINGS STAT	1220
File 088 PREMP EMPLOYEE MASTER FILE	1201
File 089 PRGLI PAYROLL G/L INTERFACE FI	1163
File 094 PRNUMC PAYROLL COMPANY INFORMAT	1155
File 096 PROBS OBSOLETE - CAN RE-USE FO	1181
File 125 ADCTLH GL INTERFACE FILE BY BRA	307
File 130 ARCUS MASTER CUSTOMER FILE (20	374
File 131 ARCS1 Additional Customer Data	401
File 132 ARSMN SALESMAN FILE (22)	343
File 133 ARSHP SHIP TO FILE (23)	460
File 134 ADCTLP State / Province Tax Rat	359
File 135 ADCTLT TERMS FILE (17-973)	365
File 137 ADCTLG Company GL Interface / M	233
File 139 ADCTL@ Customer Special Tax Cod	454
File 148 ADCTLW Branch Control File	300
File 149 INVE1 Inventory Extra Data Fil	613
File 150 INVEN FINISHED GOODS INVENTORY	570
File 151 INLOC INVENTORY MULTI-LOCATION	717
File 152 INLCN INVENTORY LOCATIONS FILE	61
File 153 INCON CONTRACT PRICING FILE (4	732
File 154 INBMXY BILL OF MATERIAL DETAIL	727
File 156 ADCTLF GST/FST RATE FILE (17-97	558
File 157 INDSC0 CUST CATGY/P-C/MFR CODE	766
File 158 INP.C PRODUCT CLASSES FILE	517
File 159 ADCTLU UNIT OF MEASURE CONTROL	565
File 160 INPRI SPECIAL PRICE CODES and	755
File 162 INXRF ITEM NUMBER XREFERENCE F	713
File 169 INHAZA Hazardous Products File	705
File 175 INBIN Inventory Multiple Locat	702
File 205 INUOM UNIT OF MEASURE VALIDATI	563
File 210 ADMST CHART OF ACCOUNTS MASTER	1015
File 211 ADGLX GL EXTRA DATA FILE (37)	1017
File 229 ADCTLK Division Master File	1013
File 290 INQPR Inventory Additional Pri	694
File 389 ADCTL* COMPANY PARAMETERS 'A' C	244
File 390 ADCOM COMPANY FILE (21)	98
File 391 ADCTLA COMPANY PARAMETERS & CON	110
File 392 ADCTLB ADDITIONAL CONTROL NUMBE	217
File 640 ADSMT SUPPLIER MASTER (25)	947
File 662 ADCTL3 Supplier Type Master Fil	942
GENERAL LEDGER	996,997,999,1001,1002,1003,1004,1005 1006,1007,1008,1009,1010,1011
GENERAL OVERVIEW	3
GL EXTRA DATA FILE (37)	1017
GL INTERFACE FILE BY BRANCH	307
GST/FST RATE FILE (17-975)	558
Hazardous Products File (Product List)	705
INBIN Inventory Multiple Locations File	702

INBMXY BILL OF MATERIAL DETAIL ('Y')	727
INCON CONTRACT PRICING FILE (43)	732
INDIVIDUAL EARNINGS STATEMENT	1220
INDSC0 CUST CATGY/P-C/MFR CODE DISCOUNTS	766
INHAZA Hazardous Products File (Product	705
INLCN INVENTORY LOCATIONS FILE (42)	61
INLOC INVENTORY MULTI-LOCATION FILE (41	717
INP.C PRODUCT CLASSES FILE	517
INPOH Ongoing Physical Inventory	1122
INPRI SPECIAL PRICE CODES and COMMISSIO	755
INQPR Inventory Additional Prices	694
INQUIRIES AND ORDER REPORTS	901,902,903,904,905,906,907,908
INSURABLE EARNING FILE (53)	1237
INUOM UNIT OF MEASURE VALIDATION FILE	563
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