

**Inventory/Warehouse Procedures Training Guide**

The following training guide is a quick start guide for Inventory/Warehouse Procedures.

# MDS Inventory/Warehouse Procedures Training Guide



**Notes:**

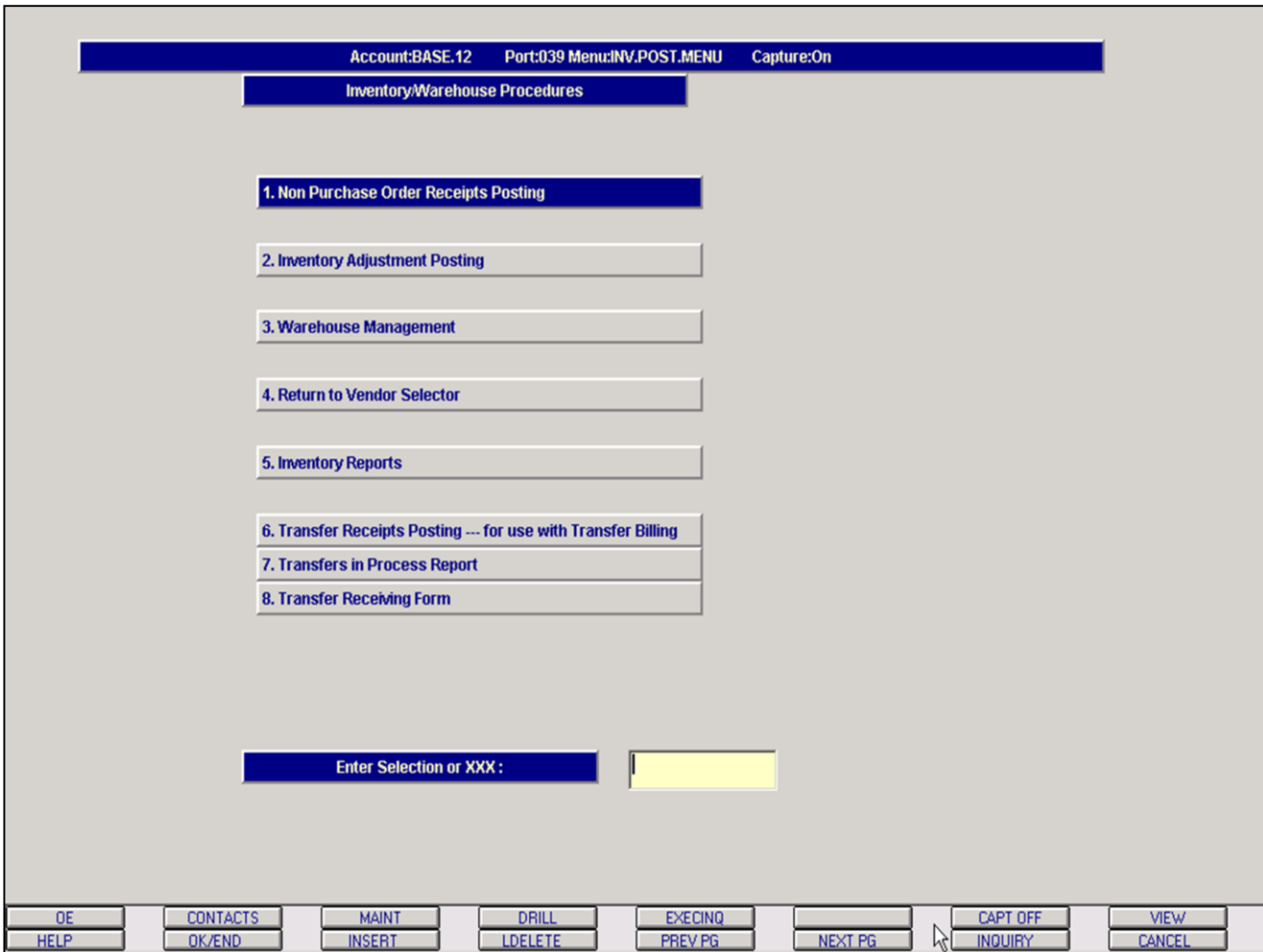
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**Master File Maintenance Function Keys**

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

**HELP** - The HELP function is available by clicking on the 'HELP' icon or by pressing the <F1> function key. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the master file, a detailed description of the field and its use will be displayed.

**OK/END** - The OK/END function is available by clicking on the 'OK/END' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function key acts an 'accept' within a program. It will also takes you back a menu within menus.

**INSERT** - The INSERT function is available by clicking on the 'INSERT' icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text.

**Notes:**

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Account:BASE.12		Port:039 Menu:INV.POST.MENU		Capture:On			
Inventory/Warehouse Procedures							
1. Non Purchase Order Receipts Posting							
2. Inventory Adjustment Posting							
3. Warehouse Management							
4. Return to Vendor Selector							
5. Inventory Reports							
6. Transfer Receipts Posting --- for use with Transfer Billing							
7. Transfers in Process Report							
8. Transfer Receiving Form							
Enter Selection or XXX :				<input type="text"/>			
OE HELP	CONTACTS OK/END	MAINT INSERT	DRILL LDELETE	EXECINQ PREV PG	NEXT PG	CAPT OFF INQUIRY	VIEW CANCEL

**Master File Maintenance Function Keys (continued)**

**LDELETE** – The LINE DELETE function is available by clicking on the 'LDELETE' icon or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

**PREV PAGE** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the NEXT PG function to move back and forth between the screens.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the PREV PG function to move back and forth between the screens.

**INQUIRY** – The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key. This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number, if the operator clicks on the 'INQUIRY' icon or 'F7' is pressed the inquiry can be made to display products on file (to eliminate duplication). If you click on the 'INQUIRY' icon or press the 'F7' function key at another field, for example, product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

**Notes:**  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CANCEL** – The Cancel function is available by

clicking on the 'Cancel' icon or by pressing the 'F8' function key. This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

**Notes:**

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# Parameter File

## Parameter File Settings

- What type of costing are you using?
- Is lot logic being used?
- During receipts posting should on order be reduced?

### Parameter File Settings

**11. COST.SRC** – Cost Source

- 1 = Standard cost PM(5)
- 2 = Last Cost Paid PM(6)
- 3 = Average Cost PM(55)

**19. LOT.REDUCE-QBO** – Only used for lot line in Verification

- Y = Reduce Backorder on over shipment
- N = Do not reduce backorder on over shipment

**20. LOT.COST.IND** – Lot Costing Indicator – Determines if cost is done at lot level

**22. TRANS.SHIPPING** – Trans Warehouse Shipping Logic

- Y = Used
- N = Not used

**25. LOT.IND** – Lot Logic Indicator (Y/N)

**27. RCPT.IND** – Receipt Posting Indicator

- Y = Reduce on order
- N = Do not reduce on order

**28. AVG.CST.IND** – Average Cost Indicator

- 0 = Cost not entered at rcpts posting
- 1 = No average cost, use entered cost
- 2 = No average cost, use entered cost/qty
- 3 = Average cost, use entered cost
- 4 = Average cost, use entered cost/qty

**29. INV.TRN#** - Next inventory transaction number

**Notes:**

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# Parameter File

## Parameter File Settings Continued

- During receiving maintenance do you want to recalculate average cost?
- Is the Scale system being used?

### Parameter File Settings (continued)

- 42. RCM.AVG.CST.IND** – Receiving Maintenance average cost recalculation option  
 0 = Do not recalculate average cost  
 1 = Recalculate average cost from 'Fifo' file  
 2 = Recalculate average cost from 'Lifo' file
- 43. SCALE** – Scale System  
 V = Verification  
 S = Shipping station  
 N = Not used
- 52. RECEIPTS** – Receipts Indicator  
 Y = Allow manual override of received qty on PO to be different than amount put in inventory
- 55. RCPT.WHSLOC** – Warehouse location entered at receipts posting (Y or Null)
- 56. PROD.RCPT** – Prod.Rcpt indicator – If 'Y' Prod.Rcpt file is updated at receipts posting time.
- 57. RCPT.XREF** – Rcpt.Xref indicator – If 'Y' Rcpt.Xref file is updated at receipts posting time.
- 59. UPD.TRANS** – Warehouse Transfers – Immediate update of receiving warehouse (Y/N)
- 60. WTRANS.COST** – Use cost entry for warehouse transfers

### Notes:

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# Parameter File

## Parameter File Settings Continued

- How many days to retain inventory audit transactions?
- If lot logic is being used, are they being entered during order entry or verification?
- Is the freight system interface being used?

**Notes:**

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### Parameter File Settings (continued)

- 72. RECAST** – Enable recosting and/or repricing of a release at bulk verification  
 0 or Null = Do not recost/price  
 1 = Recost only  
 2 = Reprice only  
 3 = Recost and reprice
- 73. VE.UPD** – Run bulk verification update at verification  
 Y = Yes (skip bulk verification in EOD)  
 N or Null = No
- 76. INV.AUDIT.DYS** – Number of days inventory audit MR0 transactions should be retained.
- 78. INV.HIST.TRN#** - Next inventory transaction number for Inv.Hist file
- 82. DEAD.INVENTORY.DAYS** – Number of days since last sale to consider inventory as dead
- 98. LOT.VER** – Lots during verification  
 Y = Lot info entered during Verification time  
 N or Null = Lot info entered at Order Entry time
- 105. PUB.COST.SRC** – Published Rebate Cost Source – This is the cost used to calculate against the contract cost to get the rebate amount  
 1 = Standard cost PM(5)  
 2 = Last cost paid PM(6)  
 3 = Average cost PM(55)
- 128. FREIGHT.SYS.USED** – Freight system interface used (Y/N)
- 131. AUTO.SHIP.FLAG** – Auto ship flag in use (Y/N)
- 135. AUTO.TRANS.SHIP.FLG**  
 Y = Auto select warehouse that can fill full qty  
 N = Display qty for all warehouses then select

Account:39 BASE.12    Port:039 Menu:MENU    Capture:On

Master Distribution System    Release 12.70

Main System Selector

1. Order Entry and Invoicing	15. End of Day Processing
2. Order Entry Reports	16. End of Month Processing
3. Accounting Registers	17. End of Year Processing
4. Accounts Receivable	18. Inquiries
5. Price Maintenance/Price Books	19. Utilities
6. Costing/Inventory Evaluation	20. Recall Generator
7. Purchasing	21. Special Programs
8. Inventory/Warehouse Procedures	22. Electronic Mail
9. Physical Inventory Procedures	23. Purge and Fix Programs
10. Inventory Management	24. EDI Menu
11. Sales Analysis	25. Service Menu
12. File Maintenance	26. Raw Materials
13. Accounts Payable	27. Tele-Marketing Menu
14. General Ledger	

Enter Selection or END :   

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

**Main Menu**

Inventory/Warehouse Procedures is on the Main System Selector

**Notes:**

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Account:39 BASE.12 Port:039 Menu:CO.MAINT Capture:On																																	
Company Related Files																																	
<table border="1"> <tr><td>Maintain</td></tr> <tr><td>1. Company</td></tr> <tr><td>2. Bank</td></tr> <tr><td>3. Warehouse</td></tr> <tr><td>4. Operator</td></tr> <tr><td>5. Finder</td></tr> <tr><td>6. Sequence Control</td></tr> <tr><td>7. General Ledger Control</td></tr> <tr><td>8. Aging</td></tr> <tr><td>9. Credit Memo Reason Code</td></tr> <tr><td>10. Chargeback Code</td></tr> <tr><td>11. Rate of Exchange</td></tr> <tr><td>12. Order Source</td></tr> <tr><td>13. Credit Card Control</td></tr> <tr><td>14. Miscellaneous Code Maintenance</td></tr> <tr><td>15. Picking Frequency Setup</td></tr> <tr><td>16. Drug Type File Maintenance</td></tr> </table>	Maintain	1. Company	2. Bank	3. Warehouse	4. Operator	5. Finder	6. Sequence Control	7. General Ledger Control	8. Aging	9. Credit Memo Reason Code	10. Chargeback Code	11. Rate of Exchange	12. Order Source	13. Credit Card Control	14. Miscellaneous Code Maintenance	15. Picking Frequency Setup	16. Drug Type File Maintenance	<table border="1"> <tr><td>Listing</td></tr> <tr><td>17. Company</td></tr> <tr><td>18. Bank</td></tr> <tr><td>19. Warehouse</td></tr> <tr><td>20. Operator</td></tr> <tr><td>21. Finder</td></tr> <tr><td>22. Current Fiscal Month Check</td></tr> <tr><td>23. Credit Memo Reason Code</td></tr> <tr><td>24. Chargeback</td></tr> <tr><td>25. Rate of Exchange</td></tr> <tr><td>26. Order Source</td></tr> <tr><td>27. Credit Card Control</td></tr> <tr><td>28. Miscellaneous Code Listing</td></tr> <tr><td>29. Picking Frequency</td></tr> <tr><td>30. Drug Type File Listing</td></tr> </table>	Listing	17. Company	18. Bank	19. Warehouse	20. Operator	21. Finder	22. Current Fiscal Month Check	23. Credit Memo Reason Code	24. Chargeback	25. Rate of Exchange	26. Order Source	27. Credit Card Control	28. Miscellaneous Code Listing	29. Picking Frequency	30. Drug Type File Listing
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HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL																										

### Warehouse Setups

#### Company File Maintenance - Warehouse Maintenance

This file defines each of the warehouses used by the MDS client.

*See File Maintenance training guide for the complete Warehouse Maintenance instructions.*

**Notes:**

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MDS Warehouse Maintenance

Warehouse Number

13.PICK Form	4	WAREHOUSE PRINTER
14.PACK Form	4	WAREHOUSE PRINTER
15.PO Form	CAPTURE	CAPTURE
16.BOL Form		
17.PITAG Form	CAPTURE	CAPTURE
18.ProForma Form	CAPTURE	CAPTURE
19.PO EMail Reply		
20.PF EMail Reply		
21.Pick Ticket Email		
22.Ship Method		
23.Replen Method	3	
24.Location Format	AA-NNNN-NN	
25.Location Match	0X	
26.Cutoff Time		
27.Management Type	L	
28.Bulk Redirection	Y	
29.Receiving Method	P	
30.POS Receipt Message 1	HANDLE WITH CARE	
31.POS Receipt Message 2	DELIVER TO BACK DOOR ONLY	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

PAGE 2 OF 2

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Warehouse Setups**  
**Company File Maintenance – Warehouse Maintenance (continued)**

**Location Format** – Enter the format of the warehouse location field for this warehouse. This will be used as the mask in programs that prompt for warehouse location. Example: AA-NNNN-NN – means 2 alpha, 4 numeric and 2 numeric.

**Location Match** – Enter the match for the warehouse location, this will be used to validate location entry. Example: 2A-4N-2N – means 2 alpha, 4 numeric and 2 numeric. If you do not want to validate the format then enter a '0X'.

**Management Type** – Enter the type of warehouse management for this warehouse. L = Location system in use. N = No warehouse management for this warehouse.

**Bulk Redirection** – If the bulk redirection is turned on then large orders (in case pack size) will be redirected away from the primary location to the first backup location.

**Receiving Method** – Used to determine the default location in Purchase Order and Transfer Receipts. In all cases the location can be overridden in these procedures. P = Primary Location, S = Solid Case Pick Location and B = Bulk Location

**Notes:**

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Account:39 BASE.12 Port:039 Menu:INV.POST.MENU Capture:On

Inventory/Warehouse Procedures

1. Non Purchase Order Receipts Posting

2. Inventory Adjustment Posting

3. Warehouse Management

4. Return to Vendor Selector

5. Inventory Reports

6. Transfer Receipts Posting --- for use with Transfer Billing

7. Transfers in Process Report

8. Transfer Receiving Form

Enter Selection or XXX :

DE CONTACTS MAINT DRILL EXECINQ CAPT OFF VIEW  
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

### Inventory/Warehouse Procedures Menu

From the main system selector go into Inventory/Warehouse Procedures

**Notes:**

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Inventory		Receipts		Posting	
Date	06/05/03				
Company #	01 THE SYSTEMS HOUSE	NOT FOR ONLINE PO RECEIPTS:			
Whse	001 NEW YORK	USE PO RECEIPTS POSTING INSTEAD.			
Receiver #	003445				

1.LN#	Product Number Description	Whse Loc Vendor#	Stk U/M	Quantity Std Cost	Pur U/M	PO/Ref
1.	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			0 0.00		
2.				0 0.00		
3.				0 0.00		
4.				0 0.00		

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
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**Non Purchase Order Receipts Posting**

**Overview**

Allows for the posting of receipts quantities in lieu of the purchase order system.

**DATE** – Input the date of the receipt or hit <ENTER> for system date. This date is used to date the transaction in the Inventory Audit file.

**COMPANY#** – Enter the 2 digit company number. You may also use the F7 function key or click on the 'INQUIRY' icon to choose from a list of valid companies. If you hit <ENTER> it will default to company 01.

**WHSE** – Enter the warehouse number. If you hit <ENTER> it will default to warehouse 001.

**RECEIVER#** - Enter through the receiver number and the system will assign the next receiver number.

**Notes:**

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Inventory      Receipts      Posting

Date: 06/05/03

Company #: 01 THE SYSTEMS HOUSE      NOT FOR ONLINE PO RECEIPTS:

Whse: 001 NEW YORK      USE PO RECEIPTS POSTING INSTEAD.

Receiver #: 003445

1.LN#	Product Number Description	Whse Loc Vendor#	Stk U/M	Quantity Std Cost	Pur U/M	PO/Ref
1.	XXXXXXXXXXXXXXXXXXXXXX			0 0.00		
2.				0 0.00		
3.				0 0.00		
4.				0 0.00		

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Non Purchase Order Receipts Posting (continued)**

The names or headings for these fields are located in the circled area and are listed below:

Top Row

- LN#** - Line number
- Product Number** - Product number
- Whse Loc** - Warehouse location
- Stk U/M** - Stocking unit of measure
- Quantity** - Quantity received
- Pur U/M** - Purchasing unit of measure

Second Row

- Description** - Product description
- Vendor#** - Vendor number
- Std Cost** - Standard cost
- PO/Ref** - Purchase order reference

**Notes:**

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Inventory      Receipts      Posting

Date: 06/05/03

Company #: 01 THE SYSTEMS HOUSE      NOT FOR ONLINE PO RECEIPTS:

Whse: 001 NEW YORK      USE PO RECEIPTS POSTING INSTEAD.

Receiver #

1.LN#      Product      Description      /Ref

Inquiry List

Settings Help

MDS PRODUCT LOOKUP USING THE FOLLOWING CRITERIA

ITEM#: 92

ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
VEND#    P/C UM DESCRIPTION			DISCONTINUED	VENDOR	ITEM#	
9250	33.33	10.00	15.00	0	0	0
KENDALL 008 EA CURAFIL Gelwound Dressing				9250		
ALL-C-1801-1	50.00	5.00	10.00	0	1-	2
A1000 001 EA TEST						
APB001	30.00	7.00	10.00	92	80	23
A1000 001 EA TEST APB001						
APB002	50.00	6.00	12.00	93	81	20
A1000 001 EA TEST APB002						
APB003	40.00	12.00	20.00	40	28	20
A1000 001 EA TEST APB003						
APB004	0.00	34.00	0.00	15	10-	45
A1000 001 EA TEST APB004						

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Non Purchase Order Receipts Posting (continued)**

**Partial Product Lookup**

There are multiple options when entering a product.

You can manually enter the product number or enter part of the product number as shown. Once entering part of the product number the product lookup box will appear and the operator can select the needed product.

**Notes:**

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Inventory		Receipts		Posting	
Date	06/05/03				
Company #	01 THE SYSTEMS HOUSE			NOT FOR ONLINE PO RECEIPTS:	
Whse	001 NEW YORK			USE PO RECEIPTS POSTING INSTEAD.	
Receiver #	003444				

1.LN#	Product Number	Whse Loc	Stk	Quantity	Pur
	Description	Vendor#	U/M	Std Cost	U/M PO/Ref
1.	XXXXXXXXXXXXXXXXXXXXXXXXXX			0	
				0.00	
2.				0	
				0.00	
3.				0	
				0.00	
4.				0	
				0.00	

ITEM#	
DESCRIPTION	
VENDOR#	
PRODUCT CLASS	
CUSTOMER ITEM#	

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
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**Non Purchase Order Receipts Posting (continued)**

**Product Inquiry**

At the product number prompt you can click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box.

Searchable criteria include partial product numbers, descriptions, vendor numbers, product classes and customer item numbers.

**Notes:**

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Inventory		Receipts		Posting	
Date	06/05/03				
Company #	01 THE SYSTEMS HOUSE	NOT FOR ONLINE PO RECEIPTS:			
Whse	001 NEW YORK	USE PO RECEIPTS POSTING INSTEAD.			
Receiver #	003444				

1.LN#	Product Number Description	Whse Loc Vendor#	Stk U/M	Quantity Std Cost	Pur U/M	PO/Ref
1.	9250 CURAFIL Gelwound Dressing	A-003 KENDALL	EA	3 10.00	EA	
2.				0 0.00		
3.				0 0.00		
4.				0 0.00		

Enter Line# to Change, or 0 to Accept : XXXXXX

HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Non Purchase Order Receipts Posting (continued)**

**Line Item Entry**

**Whse Loc** – Enter the warehouse location that this product is stocked in. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all locations and the operator can select the needed location.

**Vendor#** - Enter the vendor number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which will display all vendors and the operator can select the needed vendor.

**Stk U/M** – The stocking unit of measure will display from the Product Master file.

**Quantity** – Enter the received quantity. A positive or negative number can be input.

**Pur U/M** – The purchasing unit of measure will display from the Product Master file.

**Std Cost** – The costing will appear or you can enter a different cost.

**PO/Ref** – Enter a reference number associated with the inventory posted on each entry line. This is an optional field.

**Notes:**

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Inventory		Receipts		Posting	
Date	06/05/03				
Company #	01 THE SYSTEMS HOUSE	NOT FOR ONLINE PO RECEIPTS:			
Whse	001 NEW YORK	USE PO RECEIPTS POSTING INSTEAD.			
Receiver #	003444				

1.LN#	Product Number Description	Whse Loc Vendor#	Stk U/M	Quantity Std Cost	Pur U/M	PO/Ref
1.	9250 CURAFIL Gelwound Dressing	A-003 KENDALL	EA	3 10.00	EA	
2.				0 0.00		
3.				0 0.00		
4.				0 0.00		

Enter Line# to Change, or 0 to Accept : XXXXXX

**Non Purchase Order Receipts Posting (continued)**

**Line Item Entry - Accept**

**Enter Line# to Change, or 0 to Accept:**

When all the products have been entered, use the 'OK/END' function is available by clicking on the 'OK/END' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>.

To remove a line item altogether, simply enter the line number at the prompt and when the cursor is on the correct line item, use the 'LDELETE' function by clicking on the icon or by pressing 'F4'. This function removes the entire line item from the non purchase order receipt.

**Enter Line# to Change, or 0 to Accept**

Enter a Zero (0) to accept the receipt as entered for enter a Line Number to return to an item and make desired changes.

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
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**Notes:**

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Inventory		Receipts		Posting	
Date	06/05/03				
Company #	01 THE SYSTEMS HOUSE	NOT FOR ONLINE PO RECEIPTS:			
Whse	001 NEW YORK	USE PO RECEIPTS POSTING INSTEAD.			
Receiver #	003444				

1.LN#	Product Number Description	Whse Loc Vendor#	Stk U/M	Quantity Std Cost	Pur U/M	PO/Ref
1.	9250 CURAFIL Gelwound Dressing	A-003 KENDALL	EA	3 10.00	EA	
2.				0 0.00		
3.				0 0.00		
4.				0 0.00		

Is this screen correct ? (Y/N):

**Non Purchase Order Receipts Posting (continued)**

**Line Item Entry – Accept (continued)**

**Is this screen correct? (Y/N):**

Enter 'Y' if you are complete with this receipt.

If you enter 'N' the transaction is not saved and brings the user back to the date prompt to enter a new receipt.

**Notes:**

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Inventory		Adjustment	Posting	
Date	06/06/03			
Company #	01 THE SYSTEMS HOUSE			
Whse	001 NEW YORK			
Authorize #				
1.LN#	Product Number Description	Quantity	Stk U/M	Reason Code
1.	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
2.				
3.				
4.				

HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

### Inventory Adjustment Posting

#### Overview

Allows for the posting of inventory adjustments with updates to on hand and adjustments month-to-date and year-to-date in the Product Detail file. This procedure also allows posting of lot inventory if the location system is not in use and updates the Inventory Audit file. The cost used will be based on the cost indicator in the Parameter file.

**Date** – Input the date of the receipt or hit <ENTER> for system date. This date is used to date the transaction in the Inventory Audit file.

**Company#** – Enter the 2 digit company number. You may also use the ' F7' function key or click on the 'INQUIRY' icon to choose from a list of valid companies. If you hit <ENTER> it will default to company 01.

**Whse** – Enter the warehouse number. If you hit <ENTER> it will default to warehouse 001.

**Authorize#** - Enter the authorization number or hit <ENTER> to bypass this field.

#### Notes:

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Inventory      Adjustment      Posting

Date      06/06/03

Company #      01      THE SYSTEMS HOUSE

Whse      001      NEW YORK

Authorize #      \_\_\_\_\_

1.LN#	Product Number Description	Quantity	Stk U/M	Reason Code
1.	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
2.				
3.				
4.				

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Inventory Adjustment Posting (continued)**

The names or headings for these fields are located in the circled area and are listed below:

Top Row

- LN#** - Line number
- Product Number** – Product number
- Quantity** – Quantity received
- Stk U/M** – Stocking unit of measure
- Reason Code** –Reason code

Second Row

- Description** – Product description

**Notes:**

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Inventory      Adjustment      Posting

Date: 06/06/03  
 Company #: 01 THE SYSTEMS HOUSE  
 Whse: 001 NEW YORK  
 Authorize #

1.LN#      Product

ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
VEND#    P/C UM DESCRIPTION			DISCONTINUED	VENDOR	ITEM#	
9250	33.33	10.00	15.00	6	6	
KENDALL 008 EA CURAFIL Gelwound Dressing						9250
9251	50.00	10.00	20.00			
KENDALL 008 EA CURAFIL Gel Wound Dressin						
9252	40.00	15.00	25.00			
KENDALL 008 EA CURAFIL Gel wound dressin						9252
9390	16.67	25.00	30.00			
KENDALL 008 EA CURAFOAM Wound Dressing						9390
9391	27.27	40.00	55.00			
KENDALL 008 EA CURAFOAM Wound Dressing						9391
9392	40.00	15.00	25.00			
KENDALL 008 EA CURAFOAM Wound Dressing						9392

**Inventory Adjustment Posting (continued)**

**Partial Product Lookup**

There are multiple options when entering a product.

You can manually enter the product number or enter part of the product number as shown above. Once entering part of the product number the product lookup box will appear and the operator can select the needed product.

**Notes:**

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		Inventory	Adjustment	Posting
Date	06/06/03			
Company #	01 THE SYSTEMS HOUSE			
Whse	001 NEW YORK			
Authorize #				
1.LN#	Product Number	Quantity	Stk U/M	Reason Code
	Description			
1.	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
2.				
3.				
4.				

OK Cancel

ITEM#

DESCRIPTION

VENDOR#

PRODUCT CLASS

CUSTOMER ITEM#

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Inventory Adjustment Posting (continued)**

**Product Inquiry**

At the product number prompt you can click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box.

Searchable criteria include partial product numbers, descriptions, vendor numbers, product classes and customer item numbers.

**Notes:**

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Inventory      Adjustment      Posting

Date: 06/06/03

Company #: 01 THE SYSTEMS HOUSE

Whse: 002 CHICAGO

Authorize #: \_\_\_\_\_

1.LN#	Product Number	Quantity	Stk U/M	Reason Code
1.	9250 CURAFIL Gelwound Dressing	7	EA	XX
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

CODE	DESCRIPTION	INU .ADJ .GL#
01	PILFERAGE	1152-00
02	MISCOUNT	
03	UNKNOWN LOSS	
04	DAMAGED	1400-00
05	BENJI-TEST-DESC	1152-00

**Inventory Adjustment Posting (continued)**

**Line Item Entry**

**Quantity** – Enter the adjusted quantity. A positive or negative number can be input.

**Stk U/M** – The stocking unit of measure will display from the Product Master file.

**Reason Code** – Enter the inventory reason code. At this prompt you can click on the 'INQUIRY' icon or press on the drop down box or the 'F7' function and the operator can select the needed reason code.

**Notes:**

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Inventory		Adjustment		Posting	
Date	06/06/03				
Company #	01 THE SYSTEMS HOUSE				
Whse	002 CHICAGO				
Authorize #					
1.LN#	Product Number	Quantity	Stk U/M	Reason Code	
	Description				
1.	9250 CURAFIL Gelwound Dressing	7	EA	02	MISCOUNT
2.					
3.					
4.					
Enter Line# to Change, ADD or 0 to Accept			XXXXXX		

HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

### Inventory Adjustment Posting (continued)

#### Line Item Entry - Accept

#### Enter Line# to Change, or 0 to Accept:

When all the products have been entered, use the 'OK/END' function by clicking on the 'OK/END' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>.

To add a product either type 'ADD' or enter the line number at the prompt to go to and enter the product.

To remove a line item altogether, simply enter the line number at the prompt and when the cursor is on the correct line item, use the 'LDELETE' function by clicking on the icon or by pressing 'F4'. This function removes the entire line item from the non purchase order receipt.

#### Enter Line# to Change, or 0 to Accept

Enter a Zero (0) to accept the receipt as entered or enter a Line Number to return to an item and make desired changes.

**Notes:**

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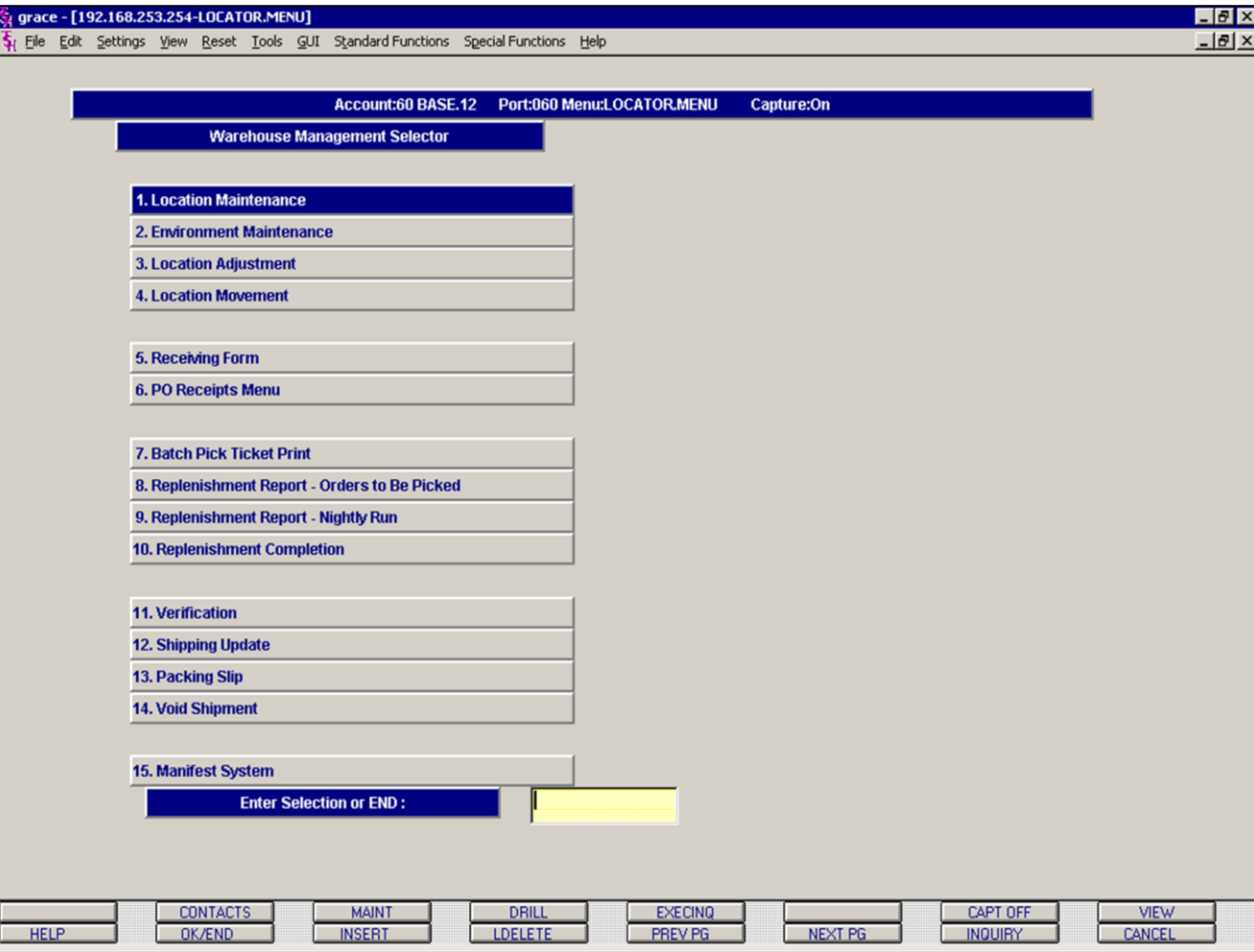


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**Warehouse Management Menu**

From the main system selector go into Inventory/Warehouse Procedures and then Warehouse Management.

**Notes:**

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**Location Master Maintenance**

**Overview**

This procedure contains a single entry for each location in each warehouse.

The Location file describes the physical nature of each location, and will indicate if a product is stored in that location or not. This file does not contain quantities.

**Warehouse** – Enter the warehouse number. If you hit <ENTER> it will default to warehouse 001

**Location** – Enter the warehouse location code that this product is stocked in. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all locations and the operator can select the needed location if not a new entry.

After entering the location the program will prompt:

**001A-017 not on file, Create it (Y/N)** – Enter 'Y' to create the location.

LOCATION    MASTER    FILE

Warehouse    001    NEWYORK

Location    A-017

1.Physical Location

2.Environment Code

3.Type

4.Size

5.Limit    0

6.Levels    0

7.Products

		OnHand

Note    Environment    and    Type    cannot  
be    changed    if    this    Location  
is    not    empty.

001A-017 not on file, Create it (Y/N)

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Notes:**

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**Location Master Maintenance (continued)**

**Physical Location** – The actual physical location in the warehouse. This is an optional field.

**Environment Code** – Type of location, i.e., standard warehouse, freezer, etc.

**Type** – Enter the type of location. P = Primary Pick Location, B = Backup or Secondary Location and O = Overflow Location

**Size** – The actual size of the location. This is an optional field.

**Limit** – The actual weight limit for this location. This is an optional field.

**Levels** – The number of levels in this location. This is an optional field.

**Products** – This field is a display only. It will list products that are currently in this location.

**Enter Line# to Change, Delete to Delete or 0 to Accept:**

When entry of this location is complete, enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE' or click on the 'CANCEL' icon to delete this entry.

LOCATION    MASTER    FILE

Warehouse    001    NEW YORK

Location    A-017

1.Physical Location    FIRST ASILE ROW 17

2.Environment Code    01    STD WAREHOUSE

3.Type    P

4.Size    \_\_\_\_\_    Note    Environment    and    Type    cannot

5.Limit    0    be    changed    if    this    Location

6.Levels    0    is    not    empty.

7.Products    \_\_\_\_\_    OnHand


ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

XXXXXX

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Notes:**

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ENVIRONMENT FILE MAINTENANCE

ENVIRONMENT CODE : 01

1.DESCRPTION : STD WAREHOUSE

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
------	--------	--------	---------	---------	---------	---------	--------

**Environment Maintenance (continued)**

**Enter Line# to Change, Delete to Delete or 0 to Accept:**

When entry of this code is complete, enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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**Location Adjustment**

**Overview**

This procedure allows the user to adjust quantities in a specific location.

**Warehouse** – Enter the warehouse number.

Location	Adjustment	Posting
Warehouse	:	001 NEW YORK
Product Number	:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Current Location	:	
On Hand in Warehouse		0
On Hand in Location		
1.Adjustment Quantity		0
2.Reason Code		

HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Notes:**

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Location Adjustment (continued)

Partial Product Lookup

There are multiple options when entering a product.

You can manually enter the product number or enter part of the product number as shown. Once entering part of the product number the product lookup box will appear and the operator can select the needed product.

Location      Adjustment      Posting

Warehouse

Product

Current

On Hand in War

On Hand in Loca

1.Adjustment Quantit

2.Reason Code

**Inquiry List**      Settings      Help

MDS PRODUCT LOOKUP USING THE FOLLOWING CRITERIA

ITEM#:92

ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
VEND#	P/C	UM	DESCRIPTION	DISCONTINUED	VENDOR	ITEM#
9231	20.00	2.000	2.500	0	0	0
KENDALL	008	EA	CURASORB Calcium Dressing		9231	
9232	20.00	4.000	5.000	0	0	0
KENDALL	008	EA	CURASORB Calcium Dressing		9232	
9233	12.50	3.500	4.000	0	0	0
KENDALL	008	EA	CURASORB Calcium Dressing		9233	
9236	14.29	3.000	3.500	0	0	0
KENDALL	008	EA	CURASORB Calcium Dressing		9236	
9238	16.67	2.500	3.000	0	0	0
KENDALL	008	EA	CURASORB Calcium Dressing		9238	
9239	11.11	4.000	4.500	0	0	0
KENDALL	008	EA	CURASORB Calcium Dressing		9239	

←      OK      Cancel      →

HELP      OK/END      INSERT      LDELETE      PREV PG      NEXT PG      INQUIRY      CANCEL

Notes:

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**Location Adjustment (continued)**

**Product Inquiry**

At the product number prompt you can click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box.

Searchable criteria include partial product numbers, descriptions, vendor numbers, product classes and customer item numbers.

Location	Adjustment	Posting
Warehouse	:	001 NEW YORK
Product Number	:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Current Location	:	
On Hand in Warehouse	:	0
On Hand in Location	:	
1.Adjustment Quantity	:	0
2.Reason Code	:	

OK Cancel

ITEM#

DESCRIPTION

VENDOR#

PRODUCT CLASS

CUSTOMER ITEM#

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Notes:**

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**Location Adjustment (continued)**

**Location Lookup**

**Current Location** - Enter the location. You can also click on the 'INQUIRY' icon or press the 'F7' function key which will display all locations for the specific product and the operator can select the needed location.

Once location is entered the program will display the on hand in warehouse and on hand in location.

Location	Adjustment	Posting
Warehouse	: 001	NEW YORK
Product Number	: 9250	CURAFIL Gel Wound Dress.
Current Location	: AA-NNNN-NN	
On Hand in Warehouse		
On Hand in Location		
1.Adjustment Quantity		0
2.Reason Code		

Location	Lot#
A-003	6

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Notes:**

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**Location Adjustment (continued)**

**Adjustment Quantity** - Enter the adjusted quantity. A positive or negative number can be input.

**Reason Code** – Enter the inventory reason code. At this prompt you can click on the 'INQUIRY' icon or press on the drop down box or the 'F7' function and the operator can select the needed reason code.

**Enter Line# to Change, Delete to Delete or 0 to Accept:**

When entry of this adjustment is complete, enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Location	Adjustment	Posting
Warehouse		: 001 NEW YORK
Product	Number	: 9250 CURAFIL Gel Wound Dress.
Current	Location	: A-003
On Hand in Warehouse		0
On Hand in Location		
1.Adjustment Quantity		-1
2.Reason Code		04 DAMAGED
ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :		XXXXXX

HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Notes:**

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**Location Movement (continued)**

**Overview**

This procedure allows the user to make location changes.

**Warehouse** – Enter the warehouse number.

Location	Movement	Posting
Warehouse		: 001 NEW YORK
Product	Number	: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Current	Location	:
On Hand in Warehouse		0
On Hand in Location		
1.New Location		
2.Quantity Moved		0
3.Reason Code		

Enter Line# to Change , "0" to Accept this Vendor , "ADD" to add a Voucher

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Notes:**

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**Location Movement (continued)**

**Partial Product Lookup**

There are multiple options when entering a product.

You can manually enter the product number or enter part of the product number as shown above. Once entering part of the product number the product lookup box will appear and the operator can select the needed product.

Location Movement Posting

Warehouse Product Current

On Hand in War On Hand in Loc

1.New Location  
2.Quantity Moved  
3.Reason Code

Enter Line# to Change

**Inquiry List**

Settings Help

**MDS PRODUCT LOOKUP USING THE FOLLOWING CRITERIA**

ITEM#:92

ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
VEND# P/C UM DESCRIPTION			DISCONTINUED	VENDOR	ITEM#	
9231	20.00	2.000	2.500	0	0	0
KENDALL 008 EA CURASORB Calcium Dressing				9231		
9232	20.00	4.000	5.000	0	0	0
KENDALL 008 EA CURASORB Calcium Dressing				9232		
9233	12.50	3.500	4.000	0	0	0
KENDALL 008 EA CURASORB Calcium Dressing				9233		
9236	14.29	3.000	3.500	0	0	0
KENDALL 008 EA CURASORB Calcium Dressing				9236		
9238	16.67	2.500	3.000	0	0	0
KENDALL 008 EA CURASORB Calcium Dressing				9238		
9239	11.11	4.000	4.500	0	0	0
KENDALL 008 EA CURASORB Calcium Dressing				9239		

← OK Cancel →

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Notes:**

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**Location Movement (continued)**

**Product Inquiry**

At the product number prompt you can click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box.

Searchable criteria include partial product numbers, descriptions, vendor numbers, product classes and customer item numbers.

Location	Movement	Posting
Warehouse		: 001 NEW YORK
Product	Number	: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Current	Location	:
On Hand in Warehouse		0
On Hand in Location		
1.New Location		
2.Quantity Moved		0
3.Reason Code		

OK Cancel

ITEM#

DESCRIPTION

VENDOR#

PRODUCT CLASS

CUSTOMER ITEM#

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Notes:**

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**Location Movement (continued)**

**Location Lookup**

**Current Location** - Enter the location. You can also click on the 'INQUIRY' icon or press the 'F7' function key which will display all locations for the specific product and the operator can select the needed location.

Once location is entered the program will display the on hand in warehouse and on hand in location.

Location	Movement	Posting				
Warehouse	:	001 NEW YORK				
Product	Number	: 9250 CURAFIL Gel Wound Dress.				
Current	Location	: AA-NNNN-NN				
<table border="1"> <thead> <tr> <th>Location</th> <th>Lot#</th> </tr> </thead> <tbody> <tr> <td>A-003</td> <td>P 21</td> </tr> </tbody> </table>			Location	Lot#	A-003	P 21
Location	Lot#					
A-003	P 21					
On Hand in Warehouse						
On Hand in Location						
1.New Location						
2.Quantity Moved		0				
3.Reason Code						

**Notes:**

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**Location Movement (continued)**

**New Location** – Enter the new location.

**Quantity Moved** - Enter the quantity you are moving from one location to another.

**Reason Code** – Enter the inventory reason code. At this prompt you can click on the 'INQUIRY' icon or press on the drop down box or the 'F7' function and the operator can select the needed reason code.

**Enter Line# to Change, Delete to Delete or 0 to Accept:**

When entry of this movement is complete, enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Location	Movement	Posting
Warehouse		: 001 NEW YORK
Product	Number	: 9250 CURAFIL Gel Wound Dress.
Current	Location	: A-003
On Hand in Warehouse		21
On Hand in Location		21
1.New Location		A-007
2.Quantity Moved		10
3.Reason Code		07 TRANSFER

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

XXXXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Notes:**

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PURCHASE ORDER NUMBER: 01400000      VENDOR#: A1000      VENDOR NAME: G & A WHOLESALERS

LN#	ITEM NUMBER	MFC#	OPEN P/O	RPLN	PROBLEM/
			QTY UM PICK LOC	FLAG BACKUP LOC(S)	DSCRPNCY
9	103	103MFC103103103	60 EA A-100	B-100	_____
	BROWN PLASTIC DESK			A-002	_____
				B-006	_____
					_____
					TOTAL QTY RECVD _____
10	406		60 EA		_____
	ULTRA BROWN DESK TOP				_____
					TOTAL QTY RECVD _____

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

CHECKED BY \_\_\_\_\_

**Receiving Form**

**Overview**

Selection of this entry will print a receiving form sorted by required date and then by vendor. One form will be printed for each purchase order showing open lines only.

**PURCHASE ORDER RECEIVING FORM  
HIT <NL> TO CONTINUE OR 'END'?**

A response of 'RETURN' will print the receiving forms. A response of 'END' will return you to the purchase order selector.

**Notes:**

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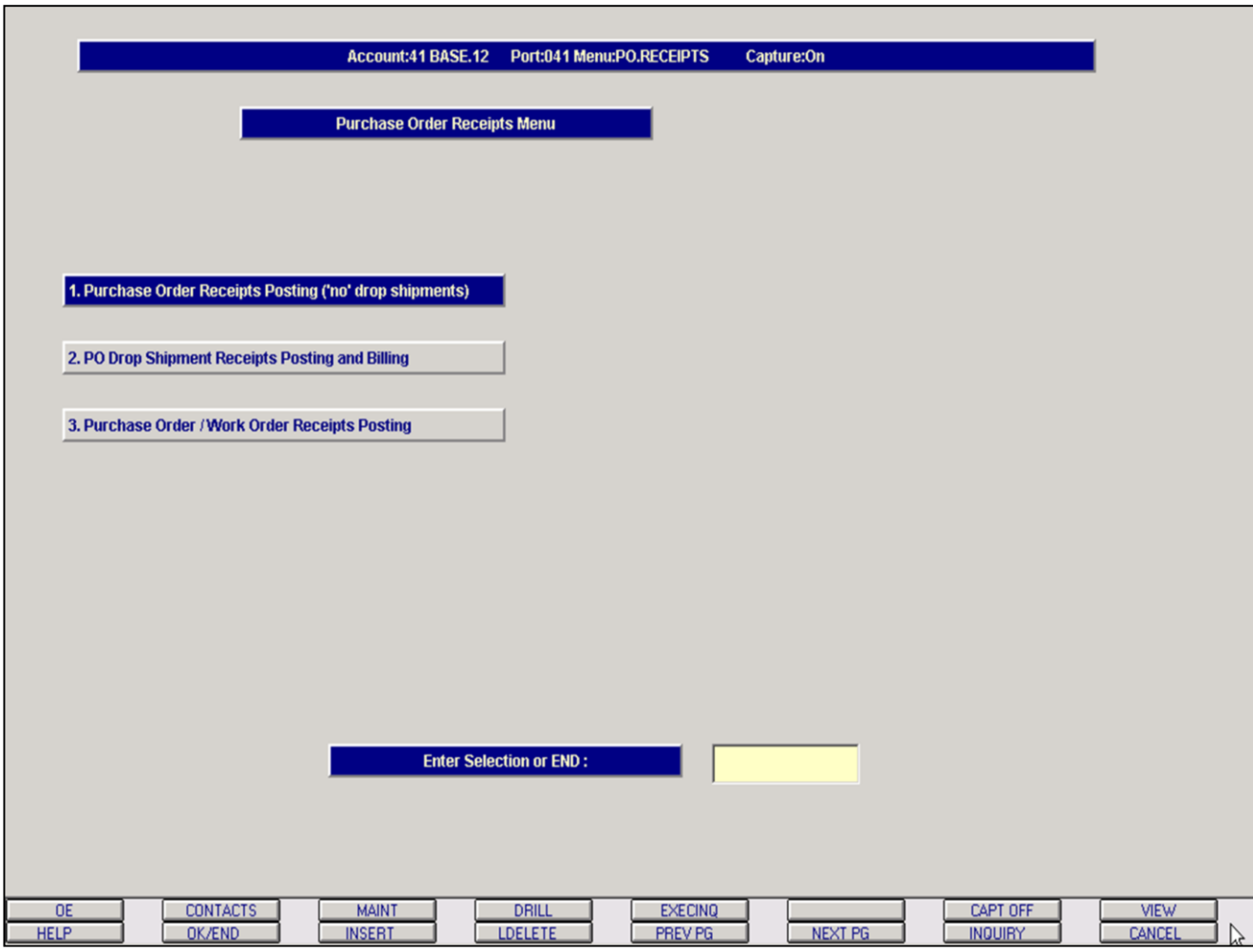


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### PO Receiving Menu

#### Overview

The receipts module is divided into three separate programs.

1. **Purchase Order Receipts Posting (no drop shipments)** - When orders arrive, they need to be reconciled with the original Purchase Orders to be sure the correct products and quantities are included in the shipment. Sometimes single orders are arriving from multiple locations in separate shipments. The MDS Receipts process allows for variations of this sort.

2. **PO Drop Shipment Receipts Posting and Billing** – This option is used when a PO has been entered for a Drop Shipment. It allows posting of a receipt for the shipment even though the ordered items have been delivered to a destination other than this warehouse. It is tied to the billing system and will generate an invoice for the delivered products and will create a voucher (invoice) on the Accounts Payable side.

3. **Purchase Order / Work Order Receipts Posting** – This option is used with the Work Order System. If work order materials are sent to an outside vendor, use this option to receive goods in. For more information on this option, please see Work Order System documentation.

The PO Receipts Posting module can also be accessed from the Purchasing Selector menu.

#### Notes:

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Purchase Order Receiving Logon

1.Operator

2.Company

3.Warehouse

4.Received Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

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Purchase Order Receipts Posting ('no' drop shipments) - Logon

As with the other modules in Purchasing you need to first logon using the correct Operator, Company and Warehouse combination to proceed.

**Operator** – Enter the operator code.

**Company** – Enter the company number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all companies and the operator can select the needed company.

**Warehouse** – Enter the warehouse number. If you hit <ENTER> it will default to warehouse 001. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all warehouses and the operator can select the needed warehouse.

**Received Date** – Enter the date of this receipts or hit <ENTER> for today's date.

The program will then prompt:

Enter Line# to Change, Delete to Delete or 0 to Accept:

When entry of this movement is complete, enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Purchase Order	Receiving	Detail	Company	01	THE SYSTEMS HOUSE
Receiver#	003458		Warehouse	001	NEW YORK
PO Number	NNNNNN	Date	06/18/03	Currency	0.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.								
2.								
3.								
4.								

Totals	:							0.00
All	Lines							
								Freight : 0.00
								Miscellaneous : 0.00

Do You Want to Receive this PO Complete ? (Y/N) :

**Purchase Order Receipts Posting ('no' drop shipments) – Detail Screen**

Upon entry into the Detail Screen, the Company and Warehouse will be populated from the Logon Screen.

**Receiver#** - The cursor is initially displayed in the Receiver# field. This field can be assigned by either the MDS system or by the user. To have the system assign a number, press the <ENTER> key.

**PO Number** – Enter the purchase order number.

Once the purchase order number is entered the system will prompt:

**Do You Want to Receive this PO Complete? (Y/N)**

If all of the contents of the PO have arrived with this shipment, enter 'Y'; If only a partial shipment has been received, enter 'N'.

**Notes:**

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Purchase Order	Receiving	Detail	Company	01	THE SYSTEMS HOUSE
Receiver#	003457		Warehouse	001	NEW YORK
PO Number	129516	Date	06/23/03	Currency	US 1.000000

Product	Number	PO	Stk	Location	Loc	Qty	Comp			
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext.	Cost
1.	100			CURAFIL Gel Wound Dress	EA	100	EA	10.000	100	1000.000
2.	75			CURASORB Calcium Dress	EA	75	EA	40.000	75	3000.000
3.										
4.										
<b>Totals :</b>						175			4000.00	
<b>All Lines</b>										
								<b>Freight</b>	0.00	
								<b>Miscellaneous</b>	0.00	

Enter PO Line#,P for Prod#,M for Misc,F for Freight,0 to Accept PO :

**Purchase Order Receipts Posting ('no' drop shipments) – Detail Screen (continued)**

Here is an example of a PO "received complete" ('Y' was entered at the prompt). MDS auto-fills all of the data in the areas squared off in the example.

Changes can still be made to the specific line items, by entering either the Line# or the Product#. You can also enter **Freight** and **Miscellaneous** charges to the Receiver at this time by entering 'F' or 'M', respectively, to move the cursor directly to those fields.

**Notes:**

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Purchase Order	Receiving	Detail	Company	01	THE SYSTEMS HOUSE
Receiver#	003457		Warehouse	001	NEW YORK
PO Number	129516	Date	06/23/03	Currency	US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.	9250	100		50	EA		EA	
2.	9232	75			EA		EA	
3.								
4.								

Totals	:							0.00
All	Lines							

Freight	:			0.00
Miscellaneous	:			0.00

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
------	--------	--------	---------	---------	---------	---------	--------

**Purchase Order Receipts Posting ('no' drop shipments) – Detail Screen (continued)**

Here is an example of a PO "partially received" ('N' was entered at the prompt). In this case MDS is expecting manual entry of data for the products received.

**In this example we will receive the 50 each in Line Item 1.**

MDS prompts for the **Line** number or the **Product** number. Entering either will take you to the product.

The user has the ability to receive either in the Purchasing or Stocking Unit of Measure.

**RecPrch UM** – The program will first stop at the Purchasing Unit of Measure.

**Stk UM** – If no purchasing unit of measure is entered, the program will then stop at the Stocking Unit of Measure.

**Notes:**

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Purchase Order	Receiving	Detail	Company	01	THE SYSTEMS HOUSE
Receiver#	003457		Warehouse	001	NEW YORK
PO Number	129516	Date	Currency	US	1.000000
06/23/03					

LN#	Product	Number	OrdQty	TotRcvd	Loc	Qty	Comp
					Ext.		Cost
1.	9250		100		/ EA		
2.	9232		75		/ EA		
3.					/		
4.					/		
Totals :							0.00
All Lines							0.00
							0.00

**Inquiry List**

Settings Help

LOC LOOKUP

PRODUCT LOCATIONS

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A-003

A-007

OK Cancel

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
------	--------	--------	---------	---------	---------	---------	--------

**Purchase Order Receipts Posting ('no' drop shipments) – Detail Screen (continued)**

**Location** – Enter the warehouse location code that this product is stocked in or hit <return> to default to the Primary Location.

You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all locations and the operator can select the needed location.

**Notes:**

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Purchase Order	Receiving	Detail	Company	01	THE SYSTEMS HOUSE
Receiver#	003457		Warehouse	001	NEW YORK
PO Number	129516	Date	Currency	US	1.000000
		06/23/03			

Product Number	OrdQty	TotRcvd	IntrQty	RecP
1. 9250	100			CURAFIL C
2. 9232	75			CURASOR
3.				
4.				

Totals :	
All Lines	

Total Received		50
Location	Quantity	
1 A-003	25	
2 A-007	25	
3		
4		
5		
6		
7		
Total		50

Enter Line# or 0 to Accept:

Miscellaneous

**Purchase Order Receipts Posting ('no' drop shipments) – Detail Screen (continued)**

**Location Qty** – Enter the location quantity, if receiving against multiple locations. This quantity entered will default against the Primary Location. If you are using the default location then hit <enter>.

Then enter the additional locations and location quantities being received.

You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all locations and the operator can select the needed location.

**Enter line# or 0 to Accept:**

Enter line number to change, a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

**Cost** – Once the location has been accepted, the cursor advances to the Cost field. Entering through this field will cause it to auto-fill with the appropriate figure from the Cost file. The Cost per Unit of Measure fields will auto-fill accordingly. If the cost is adjusted, the Cost per Unit of Measure will adjust as well.

**Notes:**

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Purchase Order	Receiving	Detail	Company	01	THE SYSTEMS HOUSE
Receiver#	003457		Warehouse	001	NEW YORK
PO Number	129516	Date	06/24/03	Currency	US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.	9250			CURAFIL Gel Wound Dress	Multiple			25
	100			50 EA		50 EA	10.000/	EA 500.000
2.	9232			CURASORB Calcium Dressi				
	75			EA		EA	/ EA	
3.								
4.								
Totals :				50				500.00
All Lines								
				Freight	:			0.00
				Miscellaneous	:			0.00

Enter PO Line#,P for Prod#,M for Misc,F for Freight,0 to Accept PO :

XXXXXX

**Purchase Order Receipts Posting ('no' drop shipments) – Detail Screen (continued)**

When the cost has been entered, the cursor advances to the final field required to receive this line item. If this line is received complete the Comp field will auto-fill as C for Complete. When it's a partial receipt it will remain blank.

**Enter PO Line#, P for Prod#, M for Misc, F for Freight, 0 to Accept PO:**

When the line item has been received, MDS prompts to receive additional line items, enter Freight or Miscellaneous costs or accept the Receiver as entered. To accept the Receiver, enter zero (0) and hit <ENTER>.

**Notes:**

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<b>Purchase Order</b>	<b>Receiving</b>	<b>Detail</b>	<b>Company</b>	01	THE SYSTEMS HOUSE
<b>Receiver#</b>	003457		<b>Warehouse</b>	001	NEW YORK
<b>PO Number</b>	129516	<b>Date</b>	06/24/03	<b>Currency</b>	US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.	9250			CURAFIL Gel Wound Dress	Multiple		25	500.000
	100			50	EA	50	EA	10.000 / EA
2.	9232			CURASORB Calcium Dressi				
	75				EA		EA	/ EA
3.								
4.								

<b>Totals</b>	:			50			500.00
<b>All Lines</b>							

<b>Freight</b>	:		0.00
<b>Miscellaneous</b>	:		0.00

Are the Received Quantities for this PO Correct ? (Y/N):

**Purchase Order Receipts Posting ('no' drop shipments) – Detail Screen (continued)**

When a PO has been received either Completely or Partially, MDS prompts:

**Are the Received Quantities for this PO Correct (Y/N):**

An answer of N (No) will permit you to return to any line on the Receiver Detail screen and make adjustments to make the quantities correct.

An answer of Y (Yes) will clear the screen of all PO data and allow you to enter additional POs against this receiver. If no additional POs are being entered, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

**Notes:**

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Purchase Order Receipts Totals

Receiver Number 003457

1.PO	Number	Open Qty	Rec Stock	Cost	Misc	Freight
1.	129516	175	50	500.00		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
<b>Totals</b>			50	500.00	0.00	0.00

0 to Accept Receiver, PO to Change POs, CANCEL to Cancel :

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Notes:**

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**Purchase Order Receipts Posting ('no' drop shipments) – Total Screen**

**0 to Accept Receiver, PO to Change Pos, Cancel to Cancel:**

Enter 0 to accept this receiver.

Enter the Line# that the PO you want to change is on. Example in this case, if you enter Line# 1 then the system will prompt:

**Do you want to Change PO 129516? (Y/N):**

If you enter Y (Yes) the program will bring you back to the Detail Screen giving the user the ability to make changes.

If you enter N (No) the user will remain on the Total Screen.

To cancel the entire receiver, type CANCEL

# PICKING TICKET

THE SYSTEMS HOUSE  
1033 ROUTE 46 EAST  
CLIFTON, NJ 07013

Tel: 201-777-8050  
Fax: 973-777-3063

Page: 1

Order Number  
01134532001

\*REPRINT( 1)\*

**Bill-to: IDEAL**  
IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

**Ship-to:** 001 SY  
IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

Order Date:	12/12/03	Salesman:	HOUSE ORDERS
Required Date:	12/12/03	Ship Via:	FEDERAL EXPRESS
Cancel Date:		Route:	
Order Taker:	SY PERTIG	Customer Order #:	314-17182
		Caller:	JOE SMITH

Special Instructions:

Line	Location	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM
1	A-100	390 FRILLS STICK UP EVERGRN	1	02	1	02	0	23.74	02



Picked By: \_\_\_\_\_  
Checked By: \_\_\_\_\_

### Batch Pick Ticket Print

### Overview

This process is used to print Pick Tickets in batch mode. All pick tickets that have not been printed will print when this process is run.

### ORDER PRINT PROGRAM

**HIT <NL> TO CONTINUE OR 'END'**

Hit <enter> to continue.

**ENTER SHIPPING WAREHOUSE OR 'END'**

Enter the warehouse number for the pick tickets to print for or END to cancel out of this print process.

### Notes:

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# Replenishment Overview

## Orders to be Picked - Daily Replenishment

### Replenishment Overview

The replenishment process is initiated by the need to replenish the stock in the primary pick locations (primary and solid) used during order selection. To be effective, the replenishment process must be run before picking is initiated.

Replenishment occurs at two different points during the day:

#### 1. **Orders to be Picked (Daily Replenishment)** -

Prior to each picking run, each pick location (primary and solid) is examined to determine which locations are in need of replenishment.

If the requirements is less than the minimum, replenishment is recommended to bring the pick location up to the maximum.

This process selects the Release.Xref file with a Stat.Code = 'P' and not verified.

Requirement = On Hand – Required for this Pick Run – Unverified Order in process + Transfers

### Notes:

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# Replenishment Overview (continued)

## Nightly Replenishment

### Replenishment Overview (continued)

2. **Nightly Run** - In the evening, all pick locations (primary and solid) are brought up to a maximum stocking levels.

This process selects the Prod.Det records with backup quantity greater than 0 with Primary needed greater than 0.

Requirement = Primary Maximum – Primary On Hand. In this process, the transfer quantity is rounded up rather than down.

In both cases, transfer orders are always issued in a multiple of a solid case. The replenishment quantity will be the greater of:

Pick Location Maximum Quantity less Requirement (rounded down to a solid case) or one case.

#### Notes:

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PAGE 1 \*\*\* REPLENISHMENT REPORT \*\*\* 15:05:21 05/26/04  
SEQ.ID: 002672

PRODUCT #	DESCRIPTION	FROM LOCATION	QTY	TO LOCATION	PICK QTY	OVF
9252	CURAFIL Gel Wound dress.	NO BACKUP	14	A-003	0	
9251	CURAFIL Gel Wound Dress.	NO BACKUP	8	A-003	0	

**Replenishment Report – Orders to be Picked**

**Overview**

This report should be run prior to each picking run, each pick location (primary and solid) is examined to determine which locations are in need of replenishment.

**Warehouse**

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or 'Specific Warehouse'.

**Press 'RETURN' to process the report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 1 \*\*\* REPLENISHMENT REPORT \*\*\* 13:11:01 06/25/03  
SEQ.ID: 002647

PRODUCT #	DESCRIPTION	FROM LOCATION	QTY	TO LOCATION	PICK QTY	OVF
9251	CURAFIL Gel Wound Dress.	A-007	5	A-003	60	
9252	CURAFIL Gel Wound dress.	A-007	3	A-003	36	
9804	ULTEC Pro Alginate	A-007	2	A-003	50	

**Replenishment Report – Nightly Run**

**Overview**

All Pick locations are brought up to maximum stocking levels.

When the report is initiated the system will prompt:

**Delete Items Not Yet Accepted (Y/N):**

If there is any previous replenishments the user can delete them by entering 'Y'.

This replenishment pick report shows the product, from location, case quantity, to location and the quantity to pick. The SEQ.ID number on the top of this report will be used as a turn-around document to record the transfer.

**Press 'RETURN' to process the report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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REPLENISHMENT      ACCEPTANCE

Transfer ID      002653

Ln	Product #	From Loc	Quantity	To Loc
1.	107	A-007	6	A-100
2.	9251	A-007	5	A-003
3.	9252	A-007	3	A-003
4.	9804	A-007	2	A-003
5.				
6.				
7.				
8.				
9.				
10.				

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :



HELP      OK/END      INSERT      LDELETE      PREV PG      NEXT PG      INQUIRY      CANCEL

**Notes:**

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**Replenishment Completion**

**Overview**

The entry of the Transfer number (SEQ.ID number) will transfer the inventory from one location to the other location, and update the Inventory Audit file. This program will display all open transfers, and allow the operator to select the transfers that have been completed.

**Transfer ID** – Enter the SEQ.ID Number listed on the top left corner of your replenishment report.

All products, from location, case quantity to move and to location will display. The program will prompt:

**Enter Line# to Change, Delete to Delete, 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.



TIME/DATE: 12:37:04pm 06 Apr 2004 BATCH PICKING REPORT  
WAREHOUSE: 001

WARE LOC	ITEM NUMBER	DESCRIPTION	QUANTITY	UM
WARE LOC TOTALS			2	
A-300	FLEXOPLAST	LIGHTWEIGHT BANDAGE	40	EA
ITEM TOTALS			40	
WARE LOC TOTALS			40	
A-456	E-C046D	SILK BLK BRD	2	EA
ITEM TOTALS			2	
A-456	E-C004D	SILK BLK BRD	2	EA

**Batch Pick Report**

**Overview**

The report displays by warehouse all products, locations and quantity to be picked.

**Warehouse** – Enter the warehouse number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which will display all warehouses and the operator can select the needed warehouse.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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**MDS Verification Logon Screen**

1.Operator

2.Company

3.Ship Warehouse

4.Invoice Date

5.Quick Verify

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT :

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
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**Notes:**

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**Verification – Invoicing - Logon**

**Overview**

After the picking process has been completed, verification – invoicing is used for the entry of picking discrepancies and the invoicing process for units shipped. The remaining quantities will either remain on the file as backorders for subsequent processing or be canceled.

**Operator** – Enter the operator code.

**Company** – Enter the company number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all companies and the operator can select the needed company.

**Ship Warehouse** – Enter the shipping warehouse number. If you hit <ENTER> it will default to warehouse 001. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all warehouses and the operator can select the needed warehouse.

**Invoice Date** – Enter the invoice date or hit <ENTER> for today's date.

**Quick Verify** – This option allows the operator to quickly verify – invoice the release with no shipment changes. Hit <ENTER> for full prompting during this session. Enter 'Y' to quickly verify the releases with no shipment changes.

The program will then prompt:

**Enter Line# to Change, Abort to Cancel, 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry

MDS Verification Header Input

OE CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK **RELEASE#** 133630-001

DT 07/24/03

BILL TO	CUSTOMER	Country	1.SHIP TO	Country
1030	MICHAEL GREEN MD		MICHAEL GREEN MD	
1412 WEST 37th ST			1412 WEST 37th STREET	
SUITE# 200			SUITE# 200	
NEW YORK NY 11021			NEW YORK NY 11021	

2.SHIP DT 07/24/03 12.ROUTE STOP

3.COMM % 4.00

4.AS OF DT

5.SALESMAN 011 BENJIP

6.SHIP VIA 01 UPS

7.TERMS 01 2/10 NET 30

8.SPEC INS

9.ORD SRC 01 MAIL

10.CUST PO# 17717

11.M/BILL N

**ENTER LINE# TO CHANGE, 0 TO ACCEPT OR ABORT :** XXXXXX

MDS INQ. AR INQ. INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Verification – Invoicing – Header Screen**

**Release#** - Enter the release number you are verifying – invoicing.

If there is Customer notes setup for this customer they will display at this time. Hit <ENTER> to clear the notes box off the screen.

All of the header screen data entered on the order is displayed. Any changes made to this information will only affect this invoice.

**Enter Line# to Change, 0 to Accept or Abort:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Once a 0 to accepts is entered the user will be prompted:

**Bypass Detail (Y/<RETURN>)?**

If there are no changes to the line items, or no lot information to be entered, the line screen may be bypassed by entering 'Y'. Hit <ENTER> to proceed to the line item screen.

**Notes:**

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MDS	Verification	Header	Input	RELEASE#
OE	CO	01	THE SYSTEMS HOUSE	WHSE
				001
				NEW YORK
				DT
				07/24/03
				RELEASE#
				133630-001

BILL	CUSTOMER				
TO	1030	Country	1.SHIP	TO	Country
MICHAEL GREEN MD			MICHAEL GREEN MD		
1412 WEST 37th ST			1412 WEST 37th STREET		
SUITE# 200			SUITE# 200		
NEW YORK	NY	11021	NEW YORK	NY	11021

2.SHIP DT	07/24/03	12.ROUTE		STOP	
3.COMM %	4.00				
4.AS OF DT					
5.SALESMAN	011	BENJIP			
6.SHIP VIA	01	UPS			
7.TERMS	01	2/10 NET 30			
8.SPEC INS					
9.ORD SRC	01	MAIL			
10.CUST PO#	17717				
11.M/BILL	N				

ENTER LINE# TO CHANGE, 0 TO ACCEPT OR ABORT : XXXXXX

**Verification – Invoicing – Header Screen (continued)**

**Verification Header Function Keys**

**MDS INQ** - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the main MDS Inquiry Menu.

**ARINQ** – The ARINQ is available by clicking on the 'ARINQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

MDS INQ	AR INQ	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
HELP	OK/END						

**Notes:**

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Account:BASE.12    Port:078 Menu:INQUIRIES011    Capture:On

Master Distributor System - Inquiries

<p><b>Order Inquiries :</b></p> <ul style="list-style-type: none"> <li>1. Customer Order Summary</li> <li>2. Detailed Order Inquiry</li> <li>3. Customer Open Order/Detail</li> <li>4. Item Open Order/Detail</li> <li>5. Detail Release Inquiry</li> <li>6. Shipped Orders</li> </ul>	<p><b>Product / Inventory Inquiries:</b></p> <ul style="list-style-type: none"> <li>14. Stock Status Inquiry</li> <li>15. Inventory Inquiry</li> <li>16. Inventory Transaction - by Customer</li> <li>17. Inventory Transaction - by Product</li> <li>18. Lot Inventory Inquiry</li> <li>19. Customer/Product Price Lookup</li> <li>20. Inventory Availability</li> </ul>
<p><b>A/R and A/P Inquiries:</b></p> <ul style="list-style-type: none"> <li>7. Summary A/R</li> <li>8. Open A/R</li> <li>9. A/R Check Detail</li> <li>10. A/P Vendor Detailed Payables</li> <li>11. A/P Check Detail</li> <li>12. A/P Detailed Voucher</li> <li>13. G/L Journal Entry</li> </ul>	<p><b>PO Inquiries:</b></p> <ul style="list-style-type: none"> <li>21. Detail Open PO</li> <li>22. Open PO by Item</li> <li>23. Vendor Open PO</li> <li>24. Purchase Orders Due-In By Date</li> <li>25. Detail In Transit Inquiry (Specific)</li> <li>26. Detail In Transit Inquiry (ALL PO's)</li> <li>27. In Transit By Item Inquiry</li> <li>28. Miscellaneous Inquiries</li> </ul>

Enter Selection or END :

HELP
CONTACTS  
OK/END
MAINT  
INSERT
DRILL  
LDELETE
EXECING  
PREV PG
            
NEXT PG
CAPT OFF  
INQUIRY
VIEW  
CANCEL

**Verification – Invoicing – Header Screen (continued)**

**MDS INQ function Key**

The user has the ability to access any authorized inquiry on the MDS Inquiry Menu.

*See the Inquiries training guide for details.*

**Notes:**

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**Summary Accounts Receivables**

<b>Company#</b>	01	THE SYSTEMS HOUSE	<b>Salesman</b>	011	BENJI P
<b>Customer#</b>	1030		<b>Cust Class</b>	01	DEALER
		MICHAEL GREEN MD	<b>Cust Type</b>	01	RETAIL
		1412 WEST 37th STREET	<b>Cred Limit</b>		1000
		SUITE# 200	<b>Cred Hold</b>	N	
			<b>Contact</b>		
		NEWYORK NY 11021	<b>Phone</b>		

**1.Customer Comments**

<b>Open Invoice\$</b>	1109.60	<b># Open Invoices</b>	3	<b>Last Invoice Date</b>	12/31/02
<b>Open Order\$</b>	7643.51	<b># Open Orders</b>	19	<b>Old Invoice Date</b>	06/13/00
<b>Total Open\$</b>	8753.11	<b>Avg. Payment Days</b>		<b>Last order Date</b>	07/24/03
		<b>Last Pay Amount</b>		<b>Last Payment Date</b>	11/29/73

**Accounts Receivable Aging**

Aging Credits Against Oldest Items					
Future	Current	31-60	61-90	91-120	121-150
					1010.00
					99.60

	<b>Order\$</b>	<b>Sales\$</b>	<b>GrossProfit\$</b>	<b>Payment\$</b>
<b>Month to Date</b>	3924.00			
<b>Year to Date</b>	4824.00			

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: XXXXXX

**Verification – Invoicing – Header Screen (continued)**

**ARINQ function Key**

The summary accounts receivable inquiry displays the current accounts receivable balance (AGED), summary sales information, last order, invoice dates, etc.

The open accounts receivable inquiry can be accessed through this inquiry.

*See the Accounts Receivable training guide for details.*

**Notes:**

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MDS Verification Line Input REL# 133630-001  
 CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty / UM	Invoice Price / UM	Cancel Disc%	Cost / UM	Hold
1	9251 CURAFIL Gel Wound Dress.	25 / EA	20.000 / EA	25	10.000 / EA	
2	9777 Infant Feeding Tube	10 / EA	27.000 / EA	10		
3						
4						
5						

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG

**Verification – Invoicing – Detail Screen**

**Overview**

This section is used to change the quantity to be shipped due to a change made in the warehouse. The remaining quantity of a partially shipped line, may be canceled by the entry of the cancel quantity in the cancel column. If <ENTER> is hit at the CANCEL quantity, the remaining quantity will be backordered.

Each line item defaults to Pick Qty equaling Invoice Qty.

If the entire release has been shipped and there is no shipping discrepancies the user can enter a Zero (0) to accept or click on the 'OK/END' icon to accept this entry.

**Notes:**

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grace - [192.168.253.254-555.VE.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9251 CURAFIL Gel Wound Dress.	25	/ EA	25 20.000 / EA		10.000 / EA
2	9777 Infant Feeding Tube	10	/ EA	10 27.000 / EA		
3						

**Verification – Invoicing – Detail Screen (continued)**

**Enter Line# to Change, or 0 to Accept:**

Enter the line# to make the needed shipping changes too.

The program will then prompt:

**Do you want to Substitute on Line XXX (Y/<Return>)?**

Hit <ENTER> to continue to the line item for shipping changes if you are not substituting the item.

Enter 'Y' to enter a substitute item. Depending on how you have the Substitute pricing indicator setup in the Product Master file will determine the pricing for the substitute item. An 'O' will use the price from the original product, an 'S' will use the price from the substitute product, and an 'L' will use the lowest of the two prices.

In the above sample, the top screen shows the original item and pricing and the bottom screen shows the substitute item and it's pricing.

grace - [192.168.253.254-555.VE.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9252 CURAFIL Gel Wound dress.	25	/ EA	25 25.000 / EA		15.000 / EA
2	9777 Infant Feeding Tube	10	/ EA	10 27.000 / EA		
3						

**Notes:**

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grace - [192.168.253.254-555.VELINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9252 CURAFIL Gel Wound dress.	25 / EA		15 25.000 / EA		15.000 / EA <input checked="" type="checkbox"/>
2	9777 Infant Feeding Tube	10 / EA		10 27.000 / EA		/ EA <input type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>
5						<input type="checkbox"/>

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL  
HELP OK/END INSERT LDELETE PREV PG NEXT PG

**Verification – Invoicing – Detail Screen (continued)**

In this sample we are choosing Line# 1 to make shipping changes too.

**Product Description** - Can be overridden and will only appear on the invoice and will not update to the Product Master file.

**Invoice Qty** – Enter the quantity that you are invoicing.

**Cancel Qty** - The remaining quantity may be canceled by the entry of the cancel quantity in this column. If <ENTER> is hit at this field, the remaining quantity will be backordered.

In this sample we are invoicing 15 and backordering the remaining quantity of 10.

**Price** – Hit <ENTER> for the pricing to default or the user can override the pricing by entering a different price.

**Pricing UM** – Hit <ENTER> and pricing unit of measure will display. This field can be overridden if Alternate unit of measure is being used.

**Disc%** - If you are discounting this line item, then enter the discount percent, if not hit <ENTER>.

**Cost** – Hit <ENTER> and the cost for this item will display. This field can be overridden.

**Hold** – If this item does not met the companies requirements for gross profit percent then this line item will be flagged on price hold and a 'Y' will be displayed. This flag can be overridden by entering a 'N' in this field to take this item off price hold.

**Notes:**

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grace - [192.168.253.254-555.VE.LINE.INPUT011\$21]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

1.Customer Item#

2.Location A-003

3.Taxable Y

4.Commission% 4.00

5.Bill as Ordered

6.Vendor# KENDALL

7.Drug Form#

Enter Line# to Change,0 to Accept:

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG

**Verification – Invoicing – Detail Screen (continued)**

**More** – Enter a plus sign (+) in this field to display additional data.

**Customer Item#** - If there is a customer item number setup then it will be displayed.

**Location** – The primary warehouse location for this item will display and can be overridden.

**Taxable** – The taxable indicator will be displayed and can be overridden.

**Commission%** - The commission percent for this item will be displayed and can be overridden.

**Vendor#** - The vendor number from the Product Master file will display.

**Drug Form#** - Enter the drug form number. This will be used in Arcos reporting required by DEA.

**Enter Line# to Change, 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes

**Notes:**

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**Verification – Invoicing – Detail Screen (continued)**

In this sample we are choosing Line# 1 to add a comment too.

Enter the line# and the COMMENTS function is available by clicking on the 'COMMENTS' icon or by pressing Shift 'F5' function key.

A comments pop up box will appear for the user to enter the needed text. This comment will print directly under line#1 item.

When you are finished entering your text, the program will prompt:

**Enter 0 to Accept, C to change or Delete:**

The user can enter 'C' to make desired changes.

Enter 'DELETE' to delete this comment.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The program will then prompt:

**Enter 'P' Pick, 'I' Invoice, 'B' Both or 'N' None:**

Enter a 'P' if you want this comment to print on the pick ticket. Enter a 'I' if you want this comment to print on the invoice. Enter a 'B' if you want this comment to print on the pick ticket and invoice. And enter a 'N' if you only want this comment to appear in the inquiry when accessing this Release record.

**Notes:**

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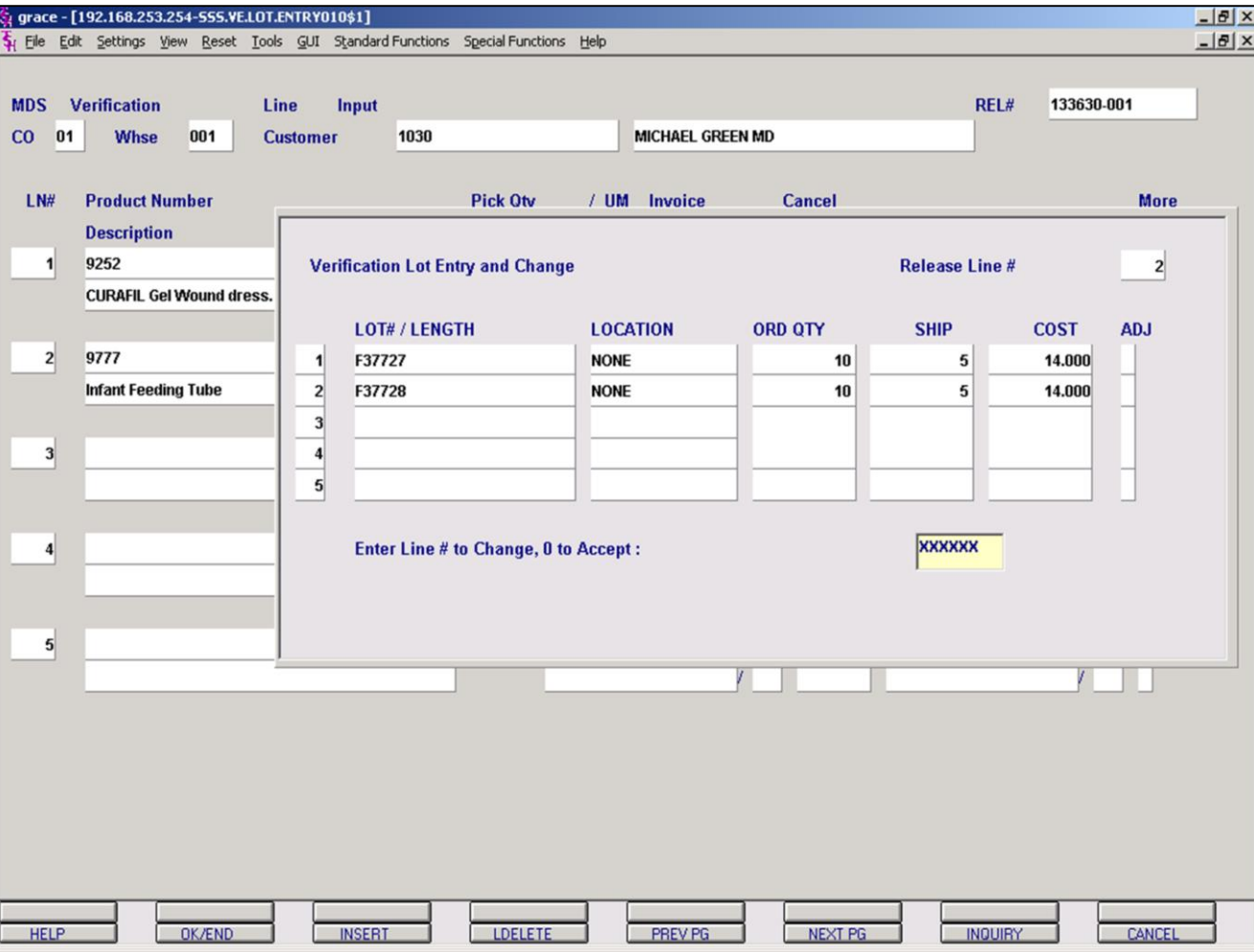
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**Verification – Invoicing – Detail Screen (continued)**

Parameter(98) determines whether or not lot determination occurs at the point of order entry, or verification. In this sample Parameter(98) is set to 'Y', which means lot processing occurs at verification.

In this sample we are choosing Line# 2, to make shipping changes too.

After entering the line# 2 the lot entry box appears.

**Lot#/Length** – Enter a valid lot number or length code. A length code (L###) will cause the quantity ordered to be multiplied by the length code. In this sample we are entering a lot number.

**Location** – The warehouse location is a required field. If you <ENTER>, the program uses a warehouse location of 'NONE'. If no such lot record is on file, the operator is prompted to enter another lot/warehouse combination.

**ORD QTY** – Quantity ordered

**Ship** – Enter the quantity being shipped from this specific lot.

The user has the ability to enter multiple lots if needed. In this sample were are using two lots.

**Enter Line# to Change, 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the

**Notes:**  
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\_\_\_\_\_  
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\_\_\_\_\_  
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`CANCEL' icon to delete this entry.

**Notes:**

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grace - [192.168.253.254-555.VELINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9252 CURAFIL Gel Wound dress.	25 / EA		15 25.000 / EA		15.000 / EA
2	9777 Infant Feeding Tube	10 / EA		10 27.000 / EA		
3						
4						
5						

XXX

MDS INQ AR INQ GROUP SERIALS INQUIRY CANCEL  
HELP OK/END INSERT LDELETE PREV PG NEXT PG

**Verification – Invoicing – Detail Screen (continued)**

**Verification Detail Function Keys**

**MDS INQ** - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the main MDS Inquiry Menu.

**ARINQ** – The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

**LOTS** – The LOTS function is available by clicking on the 'LOTS' icon or by pressing the Shift 'F4' function key. This will display the entered lot information.

**COMMENTS** – The COMMENTS function is available by clicking on the 'COMMENTS' icon or by pressing the Shift 'F4' function key. This is after the line item number has been selected.

**Notes:**

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grace - [192.168.253.254-555.VELINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9252 CURAFIL Gel Wound dress.	25	/ EA	15 25.000 / EA		15.000 / EA
2	9777 Infant Feeding Tube	10	/ EA	10 27.000 / EA		/ EA
3			/			
4			/			
5			/			

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG

**Verification – Invoicing – Detail Screen (continued)**

**Enter Line# to Change, or 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

**Notes:**

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grace - [192.168.253.254-YE.LINE.PICK.POPUP011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

On Line Item  Product 9252 CURAFIL Gel Wound dr

**Locations are out of balance with Shipped QTY, Please Adjust**

Original Pick Qty  Actual Ship Qty

Case Qty

Ln#	Location	Orig Pick Qty	Actual Ship Qty
1.	A-003	1	1
2.	A-007	24	24
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Enter Line# to Change , '0' to Accept or 'EXIT' to Exit:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Verification – Invoicing – Detail Screen (continued)**

**Location of Balance Screen**

If the location selected does not have enough quantity the program will prompt:

**Locations are out of balance with Shipped QTY, Please Adjust**

**Notes:**

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grace - [192.168.253.254-YE.LINE.PICK.POPUP011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

On Line Item  Product  CURAFIL Gel Wound dr

Locations are out of balance with Shipped QTY, Please Adjust

Original Pick Qty  Actual Ship Qty

Case Qty

Ln#	Location	Orig Pick Qty	Actual Ship Qty
1.	A-003	1	
2.	A-007	24	15
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Verification – Invoicing – Detail Screen (continued)**

**Location Out of Balance Screen (continued)**

In this sample, I went up to line# 1 and changed Actual Ship Qty from 1 to 0 and on line#2 I changed Actual Ship Qty from 24 to 15.

**Enter Line# to change, 0 to Accept or Exit to Exit:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

**Notes:**

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grace - [192.168.253.254-555.VE.TOT.INPUT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

CO 01 WHSE 001 CUSTOMER 1030 MICHAEL GREEN MD

RELEASE TOTALS	LINES	SHIP QTY	DOLLARS
	2	35	770.00

1. TRADE DISC% 0.00 0.00

2. CHARGE FREIGHT Y

3. SHIP VIA 01 UPS

4. SHIP ZONE

5. FREIGHT 7.50

6. TAX JURIS 1 NEW JERSEY

TAX % 6.000 ON 0.00 0.00

7. MISC CHARGE 0.00

8. CASH DISC% 2.00 15.40

TOTAL 777.50

9. SALESMAN 011 BENJIP COMMISSION % 4.00

10. ACT. FRT. 7.50

11. PICKER

12. PACKER

13. WEIGHT

14. CARTONS

15. RESID/COMM C

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : XXXXXX

MDS INQ AR INQ DETAIL CANCEL HEADER NEXT PG INQUIRY CANCEL

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Verification – Invoicing – Total Screen

**Trade Disc%** - The trade discount percent is displayed from the order and can be overridden. Only items flagged as discountable in the Product Master file will be included in the trade discount amount.

**Charge Freight** – The charge freight is display from the Customer Master record.

**Ship Via** – The ship method from the header screen is displayed and can be overridden. The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key.

**Ship Zone** – The ship zone is displayed based on the ship via selected and can be overridden. The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key.

**Freight** – The system has the ability to store and calculate freight charges associated with customer's shipment. The calculation is based on the shipping zone of the customer and the weight or value of the shipment. The calculated freight is displayed and can be overridden. The freight can also be manually entered.

**Tax Juris** – The tax jurisdiction is validated to the Tax.Rate file from the Release record.

**Tax%** - The tax percentage is displayed from the Release record. Override will only affect this release.

Notes:

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grace - [192.168.253.254-555.VE.TOT.INPUT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

CO 01 WHSE 001 CUSTOMER 1030 MICHAEL GREEN MD

RELEASE TOTALS	LINES	SHIP QTY	DOLLARS
	2	35	770.00

1. TRADE DISC% 0.00 0.00

2. CHARGE FREIGHT Y

3. SHIP VIA 01 UPS

4. SHIP ZONE

5. FREIGHT 7.50

6. TAX JURIS 1 NEW JERSEY

TAX % 6.000 ON 0.00 0.00

7. MISC CHARGE 0.00

8. CASH DISC% 2.00 15.40

TOTAL 777.50

9. SALESMAN 011 BENJIP COMMISSION % 4.00

10. ACT. FR. 7.50

11. PICKER

12. PACKER

13. WEIGHT

14. CARTONS

15. RESID/COMM C

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : XXXXXX

MDS INQ AR INQ DETAIL CANCEL HEADER NEXT PG INQUIRY CANCEL

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Verification – Invoicing – Total Screen (continued)**

The tax amount is computed based upon the tax jurisdiction stored in the original Release record and the value of the items on this release. The tax base will include all taxable items. Any product classes that have a tax matrix for the customer's tax jurisdiction will be excluded from the tax base. The percentage, taxable amount and tax amount are displayed.

**Misc Charge** – A miscellaneous charge and description may be added to the release if necessary.

**Cash Disc%** - The cash discount will be calculated and the discount percentage and amount will be displayed.

**Salesman** – The salesman from the Customer Detail record will be displayed. If the salesman number should be changed, enter a valid salesman number.

**Commission%** - The commission percent from the Salesman record will be displayed. If the commission percent should be changed, enter a new commission percent.

**Act.Frt** – Actual freight can be used to calculate the salesmen commission or for comparison of freight paid vs. freight charged.

**Picker/Packer** – Enter the code for the individual who picked and packed the merchandise.

**Weight** – The weight of the products will be displayed or can be entered.

**Cartons** – Enter the number of cartons for this shipment or hit <ENTER>.

**Resid/Comm** – This will default from the Customer Master record. 'R' is for residential and 'C' is for a commercial customer.

**Notes:**

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grace - [192.168.253.254-555.VE.TOT.INPUT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

CO 01 WHSE 001 CUSTOMER 1030 MICHAEL GREEN MD

RELEASE TOTALS	LINES	SHIP QTY	DOLLARS
	2	35	770.00

1. TRADE DISC% 0.00 0.00

2. CHARGE FREIGHT Y

3. SHIP VIA 01 UPS

4. SHIP ZONE

5. FREIGHT 7.50

6. TAX JURIS 1 NEW JERSEY

TAX % 6.000 ON 0.00 0.00

7. MISC CHARGE 0.00

8. CASH DISC% 2.00 15.40

TOTAL 777.50

9. SALESMAN 011 BENJIP COMMISSION % 4.00

10. ACT. FRT. 7.50

11. PICKER 13. WEIGHT 15. RESID/COMM C

12. PACKER 14. CARTONS

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : XXXXXX

MDS INQ AR INQ DETAIL CANCEL HEADER  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Verification – Invoicing – Total Screen (continued)**

**Enter Line# to Change, 0 to Accept Order:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

A packing slip will print If Parameter 118 is set to a 'Y'.

**Notes:**

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grace - [192.168.253.254-555.VE.TOT.INPUT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

CO 01 WHSE 001 CUSTOMER 1030 MICHAEL GREEN MD

RELEASE TOTALS	LINES	SHIP QTY	DOLLARS
	2	35	770.00

1. TRADE DISC% 0.00 0.00

2. CHARGE FREIGHT Y

3. SHIP VIA 01 UPS

4. SHIP ZONE

5. FREIGHT 7.50

6. TAX JURIS 1 NEW JERSEY

TAX % 6.000 ON 0.00 0.00

7. MISC CHARGE 0.00

8. CASH DISC% 2.00 15.40

TOTAL 777.50

9. SALESMAN 011 BENJIP COMMISSION % 4.00

10. ACT. FRT. 7.50

11. PICKER

12. PACKER

13. WEIGHT

14. CARTONS

15. RESID/COMM C

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : XXXXXX

MDS INQ AR INQ DETAIL CANCEL HEADER NEXT PG INQUIRY CANCEL

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Verification – Invoicing – Total Screen (continued)**

**Verification Total Function Keys**

**MDS INQ** - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the main MDS Inquiry Menu.

**ARINQ** – The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

**DETAIL** – The DETAIL function is available by clicking on the 'DETAIL' icon or by pressing the Shift 'F3' function key. This will bring the operator back to the detail line input screen.

**CANCEL** – The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the Shift 'F4' function key. This will cancel this verification function.

**HEADER** – The HEADER function is available by clicking on the 'HEADER' icon or by pressing the Shift 'F5' function key. This will bring the operator back to the header screen.

**Notes:**

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Acrobat Reader - [ORD.01133721001.pdf]

File Edit Document View Window Help

158%

# PACKING LIST

Page: 1

**Order Number**

01133721001

\*REPRINT( 1)\*

<b>Bill-to: 1030</b>  MICHAEL GREEN MD 1412 WEST 37th STREET SUITE# 200 NEW YORK NY 11021	<b>Ship-to:</b> 001 SY  MICHAEL GREEN MD 1412 WEST 37th STREET SUITE# 200 NEW YORK NY 11021
--	--

Order Date:	08/14/03	Salesman:	BENJI P
Required Date:	08/14/03	Ship Via:	UPS
Cancel Date:		Customer Order #:	1478
Order Taker:	SY FERTIG	Caller:	GRACE

Special Instructions:

Line	Location	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM
1	A-003	9250 CURAFIL Gel Wound Dress. Dressing 1/2 ounce	10	EA	10	EA	0	150.00	EA

1 of 1 8.5x11 in

**Verification - Packing Slip**

Parameter (118) determines whether or not the packing slip prints at verification time. In this instance Parameter (118) is set to 'Y', which means the packing slip will print at verification time.

**Notes:**

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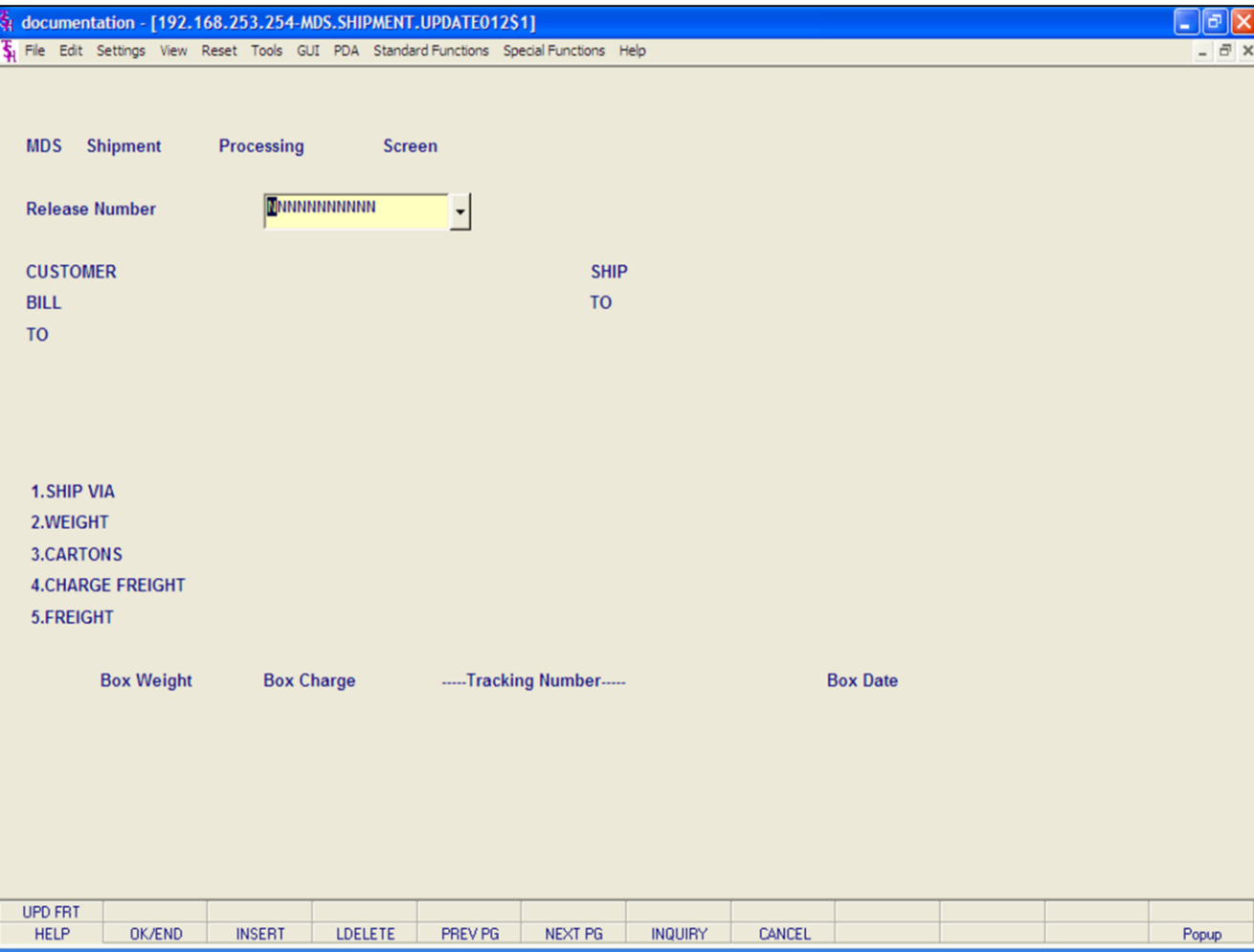
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### Shipping Update

#### Overview

The Shipping Update is used to update the MDS system with freight information downloaded from the UPS Wordship System. To use this feature, Parameter 128 must be set to "Y". Also Parameter 43 (Scale), needs to be set to either "V" (Verification) or "S" (Shipping Station).

If Parameter 43 is set to "V", the user will automatically be forwarded to the Shipping Update module.

If Parameter 43 is set to "S" the user will need to manually access the Shipping Update module from the menu.

#### Notes:

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documentation - [192.168.253.254-MDS.SHIPMENT.UPDATE012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

MDS Shipment Processing Screen

Release Number 01132475001

CUSTOMER ALCO SHIP TO ALCO SUPPLY COMPANY  
 BILL ALCO SUPPLY COMPANY TO ALCO SUPPLY COMPANY  
 TO 10 MAIN STREET TO 10 MAIN STREET  
 WAYNE NJ 07315 WAYNE NJ 07315

1.SHIP VIA 10 UPS NEXT DAY  
 2.WEIGHT 1.0  
 3.CARTONS 1  
 4.CHARGE FREIGHT Y  
 5.FREIGHT 14.75

	Box Weight	Box Charge	-----Tracking Number-----	Box Date
1.	1.00	14.75	1Z0678860140280387	11/26/03
2.				
3.				

Enter Line# to Change, 0 or END to Invoice : XXXXXX

UPD FRT	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup
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Shipping Update (continued)

Release Number - The Release number can be inputted different ways:

1. With Parameter 43 = "V", the user is automatically forwarded to the Shipping Update **AND** if the package(s) for this release was already processed through the UPS Worldship system, the release number and all information on this screen will be filled out.
2. With Parameter 43 = "V", the user is automatically forwarded to the Shipping Update **AND** if the package(s) for this release have **NOT** been processed through the UPS Worldship system, the release number will be displayed along with the message:

Release XXXXXXXXXXXX has no Freight Record, Continue (Y/N)?

Enter "Y" and hit <ENTER> to continue. This will display the information that is stored in the release record.

At this point, the UPS Worldship system update for this release needs to be completed.

To update the freight information from the UPS Worldship system, the user can click on the icon 'UPD FRT' or hit the Shift 'F1' function key. This will update the screen with the shipping information from UPS Worldship.

Notes:

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documentation - [192.168.253.254-MDS.SHIPMENT.UPDATE012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

MDS Shipment Processing Screen

Release Number 01132475001

CUSTOMER ALCO SHIP TO ALCO SUPPLY COMPANY  
 BILL ALCO SUPPLY COMPANY TO ALCO SUPPLY COMPANY  
 TO 10 MAIN STREET 10 MAIN STREET  
 WAYNE NJ 07315 WAYNE NJ 07315

1.SHIP VIA 10 UPS NEXT DAY  
 2.WEIGHT 1.0  
 3.CARTONS 1  
 4.CHARGE FREIGHT Y  
 5.FREIGHT 14.75

	Box Weight	Box Charge	-----Tracking Number-----	Box Date
1.	1.00	14.75	1Z0678860140280387	11/26/03
2.				
3.				

Enter Line# to Change, 0 or END to Invoice : XXXXXX

UPD FRT HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Popup

### Shipping Update

### Function Keys

**UPD FRT** - The UPDATE FREIGHT function is available by clicking on the 'UPD FRT' icon or by pressing the Shift 'F2' function key. This will update the freight information from the UPS Worldship system.

### Notes:

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### Invoice

Page: 1

THE SYSTEMS HOUSE  
1033 ROUTE 46 EAST  
CLIFTON, NJ 07013

Tel: 973-777-8050  
Fax: 973-777-3063

<b>Inv Number</b> 01502167	** REPRINT ( 2 ) **
-------------------------------	---------------------

<b>Bill-to: IDEAL</b> IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015	<b>Ship-to:</b> 001 SY IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015
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Invoice Date: 12/04/03	Salesman: SY Feitig
Ship Date: 12/04/03	Ship Via: FEDERAL EXPRESS
Our Order No: 01134466001	Customer Order #: 85244-641
	Terms: 2/10 NET 30

Special Instructions:

Line	Item Number / Description	Ordered	UM	Shipped	UM	EO Qty	Unit Price	UM	Extension
1	INFO-E NO FRILLS STICK UP EVERGRN	24	EA	24	02	0	18.52	02	37.03
	SUB TOTAL								37.03
	FREIGHT								25.00
	INVOICE TOTAL								62.03

Cartons: 0      Weight: 8.0      \* Non-Taxable

**Shipping Update (continued)**

**Invoice Print**

If the customer is flagged to print invoices online, in the Customer Master file, the invoice will print immediately, otherwise, the invoice will not be printed until the End Of Day is ran.

**Notes:**

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documentation - [192.168.253.254-ORDER.REPRINT01051]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Order Reprint/Inquiry by Customer

Company#  #

Customer#

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O	Number	Order Amt
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Select Un Select Group On Group Off All on All off PRINT  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

### Pick Slip/Pack Slip Reprint Inquiry

#### Overview

This routine allows the user to reprint, fax, and/or e-mail pick tickets and packing slips.

There are 3 ways to display the Orders to reprint:

1. By customer number.
2. Inputting a range of release numbers.
2. Inputting the release number.

#### Notes:

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documentation - [192.168.253.254-ORDER.REPRINT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Order Reprint/Inquiry by Customer**

Company# 01 THE SYSTEMS HOUSE

Customer# IDEAL

IDEAL DISTRIBUTION CO

10 CLIFTON BLVD.

CLIFTON NJ 07015

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01134807001	02/13/04	321324		1,880.00
2.	OE	01134806001	02/13/04	20-29421		2,874.50
3.	OE	01134805001	02/13/04	98233		145.00
4.	OE	01134795001	02/11/04	37413		36.24
5.	OE	01134794002	02/11/04	1324		6,555.57
6.	OE	01134794001	02/11/04	1324		6,555.57
7.	OE	01134793001	02/11/04	1		3,018.78
8.	OE	01134792001	02/11/04	6541324		2,040.70
9.	RE	01134769001	01/29/04	1244		326.08
10.	RE	01134645001	01/12/04	1		595.50

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Customer Number**

**Company** - Enter the 2 digit company number. You may also use the 'F7' function key, click on the "INQUIRY" icon or click on the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Customer** - Enter the specific customer number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to display the lookup box. The system will display the customer number and name.

From here a list of orders that can be reprinted are displayed.

You will need to select an Order to reprint.

**To select an order using the mouse** - Click on the actual order number. Or, you may click on the line number that the order is on, then click on the 'SELECT' icon to highlight order number. You may select multiple order to reprint.

**To select an order using the keyboard functions** - Type the line number the order is on and hit <ENTER>. Once there, then hit the Shift 'F1' function key (labeled SELECT), this will highlight the order number and bring you down one line. Once done selecting orders to reprint, hit the 'F2' function key.

**Notes:**

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documentation - [192.168.253.254-ORDER.REPRINT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Order Reprint/Inquiry by Customer**

Company# 01 THE SYSTEMS HOUSE

Customer# IDEAL

IDEAL DISTRIBUTION CO

10 CLIFTON BLVD.

CLIFTON NJ 07015

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01134807001	02/13/04	321324		1,880.00
2.	OE	01134806001	02/13/04	20-29421		2,874.50
3.	OE	01134805001	02/13/04	98233		145.00
4.	OE	01134795001	02/11/04	37413		36.24
5.	OE	01134794002	02/11/04	1324		6,555.57
6.	OE	01134794001	02/11/04	1324		6,555.57
7.	OE	01134793001	02/11/04	1		3,018.78
8.	OE	01134792001	02/11/04	6541324		2,040.70
9.	RE	01134769001	01/29/04	1244		326.08
10.	RE	01134645001	01/12/04	1		595.50

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Customer Number**

**To unselect an order using the mouse** - Just click on the highlighted order you no longer want to reprint.

**To unselect an order using the keyboard functions** - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift 'F2' function key. Hit the 'F2' function key to return to the bottom of the screen.

**To select all orders listed and reprint:** Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift 'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

**To deselect all orders chosen to reprinted:** To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift 'F6' function key.

After you have selected the order(s) to be reprinted:

**Notes:**

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documentation - [192.168.253.254-ORDER.REPRINT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Order Reprint/Inquiry by Customer**

Company# 01 THE SYSTEMS HOUSE  
 Customer# MAR  
 MICHAEL MARCOWITZ  
 4360 KENNEDY B  
 BROOKLYN

Range of Release#

Line	Tnx	Order #	Order Amt
1.	OE	01131772001	2.49
2.	OE	01131766001	595.38
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Enter line number to toggle print on/off  
 Enter Order# to Reprint: XXXXXXXXXXXX

**Inquiry List**

Settings Help

- Bypass Print
- Print Order
- Fax Order
- Email Order
- Fax & Print
- Email & Print

Add

OK Cancel

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Customer Number**

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

**Bypass Print** - If selected the order will not be reprinted.

**Print** - Click on 'PRINT ORDER' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax Order**
- Email Order**
- Fax & Print**
- Email & Print**

**Notes:**

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documentation - [192.168.253.254-REPORT.MASTER.FAX012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	ORD.01131772001	
8.Message		
9.Deliver to		
10.To Company	MICHAEL	

Enter Line# to change or 0 to send FAX: XXXXXX

1 re

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	-------

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Customer Number**

**Printing Options - FAX**

**Click on 'FAX ORDER' then click on 'OK'.**

Note: to Fax & Print an Invoice, you would follow the steps on this page.

**FAX Phone Number** - This number comes from the Customer Master file, if present.

**Coversheet** - 'Y' or 'N' if a coversheet should be sent with this fax.

**COVERSHEET INFORMATION**

**Company Name** - Your company name.

**Sender Name** - The operator's name.

**Sender Phone** - The company's phone number, from the Company file.

**Sender FAX** - The company's fax number, from the Company file.

**Subject** - The invoice number is referenced.

**Message** - You can enter a message which will appear on the coversheet. If you leave this blank, the message will read: "See attached report pages(s)".

**Deliver To** - The A/R contact, from the Customer Master file.

**To Company** - The customer's name from the Customer Master file.

**ENTER LINE# TO CHANGE OR '0' TO SEND FAX:**

Enter line number to change or '0' to send the fax.

**TYPE '0' AND HIT <ENTER>**

**Notes:**

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documentation - [192.168.253.254-REPORT.MASTER.EMAIL012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

**Email Information Entry**

1.Email Address JOHN.SMITH@ABC.COM

2.Sender Address support@tshinc.com

3.Subject ORD.01131772001

4.Message

ORD.01131772001

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

Enter Line# to change or END to send EMAIL:

8.					
9.					
10.					

1 record(s) selected to SELECT list #0.□.□

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	-------

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Customer Number**

**Printing Options - EMAIL**

**Click on 'EMAIL ORDER' then click on 'OK'.**

Note: to Email & Print an Order, you would follow the steps on this page.

**Email Address** - The customer's e-mail address from the Customer Master file.

**Sender Address** - The company's pick ticket e-mail reply address.

**Subject** - The order number is referenced.

**Message** - The order and company information is referenced.

**ENTER LINE# TO CHANGE OR END TO SEND EMAIL:**

Enter line number to change or type 'END' to send e-mail.

**Notes:**

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documentation - [192.168.253.254-ORDER.REPRINT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Order Reprint/Inquiry by Customer**

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Release#

Starting 01131766001

Ending 01131772001

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01131772001	01/17/03	85021-211		2.49
2.	OE	01131766001	01/16/03	3214-447-22		595.38
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Range of Release Numbers**

**Company** - Enter the 2 digit company number. You may also use the 'F7' function key, click on the "INQUIRY" icon or click on the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Customer** - Hit <ENTER> to bypass entry. The system will now forward you to the "Starting" prompt.

**Range of Release#**

**Starting** - Enter the starting release number you wish to reprint, then hit <ENTER>.

**Ending** - Enter the ending release number you wish to reprint, then hit <ENTER>.

The releases in that range will now be listed, as well as highlighted.

If you need to make any changes to releases that were selected:

**To unselect an order using the mouse** - Just click on the highlighted order you no longer want to reprint.

**To unselect an order using the keyboard functions** - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift 'F2' function key. Hit the 'F2' function key to return to the bottom of the screen.

After you have selected the order(s) to be reprinted:

**Notes:**

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documentation - [192.168.253.254-ORDER.REPRINT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Order Reprint/Inquiry by Customer**

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Release#

Starting 01131766001

Ending 01131772001

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01131772001	01/17/03	85021-211		2.49
2.	OE	01131766001	01/16/03	3214-447-22		595.38
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Range of Release Numbers**

**To select all orders listed and reprint:** Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift 'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

**To deselect all orders chosen to reprinted:** To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift 'F6' function key.

After you have selected the order(s) to be reprinted:

**Notes:**

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documentation - [192.168.253.254-ORDER.REPRINT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Release#

Line	Tnx	Order #	Order Amt
1.	OE	01131772001	2.49
2.	OE	01131766001	595.38
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

**Inquiry List**

Settings Help

- Bypass Print
- Print Order
- Fax Order
- EEmail Order
- Fax & Print
- EEmail & Print

Add

OK Cancel

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Range of Release Numbers**

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

**Bypass Print** - If selected the order will not be reprinted.

**Print** - Click on 'PRINT ORDER' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax Order**
- Email Order**
- Fax & Print**
- Email & Print**

**Notes:**

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documentation - [192.168.253.254-REPORT.MASTER.FAX012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	ORD.01131772001	
8.Message		
9.Deliver to		
10.To Company	MICHAEL	

Enter Line# to change or 0 to send FAX: XXXXXX

1 re

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	-------

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Range of Release Numbers**

**Printing Options - FAX**

**Click on 'FAX ORDER' then click on 'OK'.**

Note: to Fax & Print an Invoice, you would follow the steps on this page.

**FAX Phone Number** - This number comes from the Customer Master file, if present.

**Coversheet** - 'Y' or 'N' if a coversheet should be sent with this fax.

**COVERSHEET INFORMATION**

**Company Name** - Your company name.

**Sender Name** - The operator's name.

**Sender Phone** - The company's phone number, from the Company file.

**Sender FAX** - The company's fax number, from the Company file.

**Subject** - The invoice number is referenced.

**Message** - You can enter a message which will appear on the coversheet. If you leave this blank, the message will read: "See attached report pages(s)".

**Deliver To** - The A/R contact, from the Customer Master file.

**To Company** - The customer's name from the Customer Master file.

**ENTER LINE# TO CHANGE OR '0' TO SEND FAX:**

Enter line number to change or '0' to send the fax.

**TYPE '0' AND HIT <ENTER>**

**Notes:**

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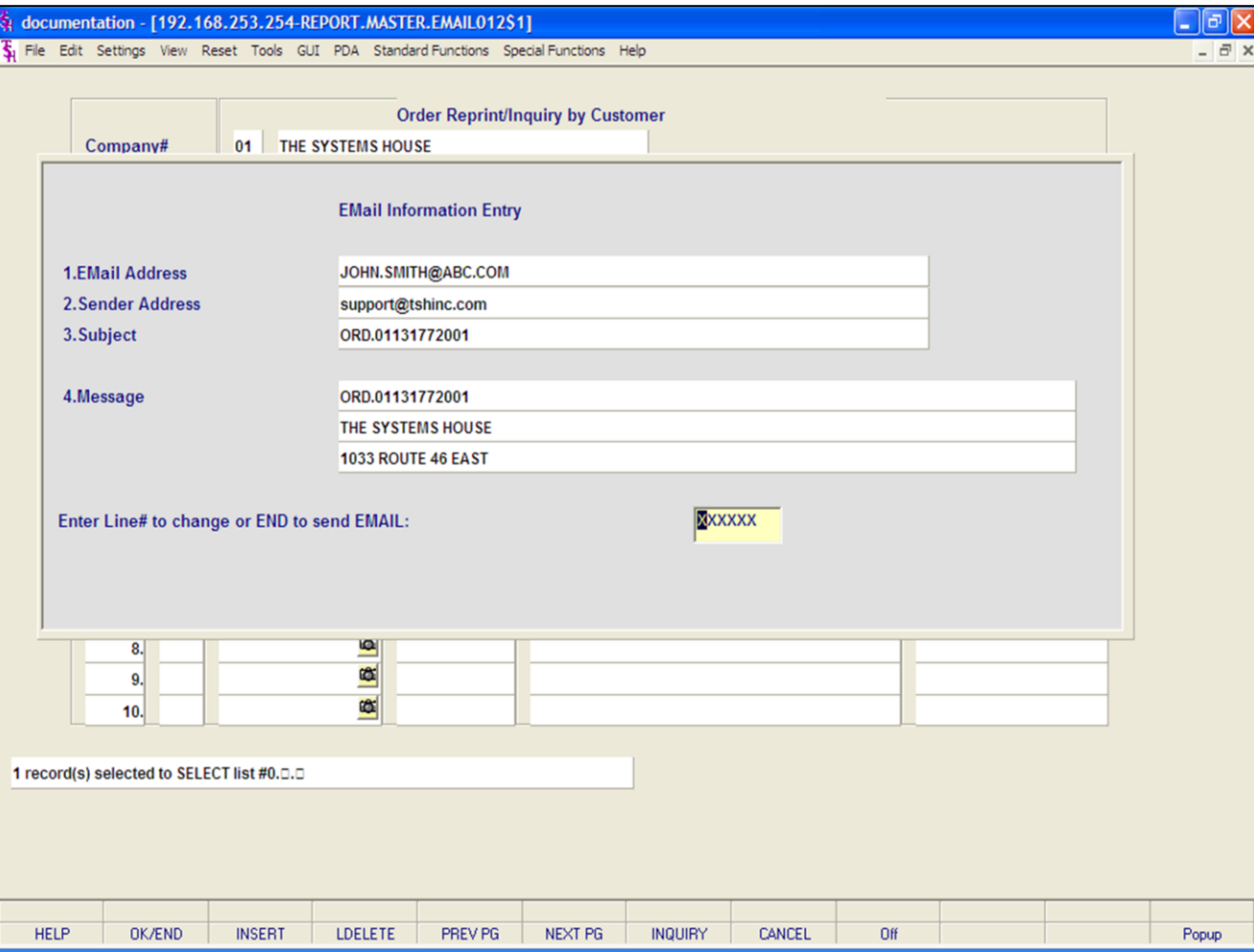
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**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Range of Release Numbers**

**Printing Options - EMAIL**

**Click on 'EMAIL ORDER' then click on 'OK'.**

Note: to Email & Print an Order, you would follow the steps on this page.

**Email Address** - The customer's e-mail address from the Customer Master file.

**Sender Address** - The company's pick ticket e-mail reply address.

**Subject** - The order number is referenced.

**Message** - The order and company information is referenced.

**ENTER LINE# TO CHANGE OR END TO SEND EMAIL:**

Enter line number to change or type 'END' to send e-mail.

**Notes:**

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Documentation - [192.168.253.254-ORDER.REPRINT.UTUST]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Order Reprint/Inquiry by Customer**

Company# 00

Customer#

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint:

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popu

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Release Number**

**Company** - Hit <ENTER> to bypass entry.

**Starting**- Hit <ENTER> to bypass entry.

The system will now forward you to the bottom of the screen.

**Enter Order# to Reprint** - Enter the release number in this field and hit <ENTER>.

**Notes:**

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documentation - [192.168.253.254-ORDER.REPRINT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Order Reprint/Inquiry by Customer**

Company# 00

Customer#

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01131772001	01/17/03	85021-211		2.49
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Release Number**

The release number entered, if valid, will now be displayed. You may enter more than 1 release number to reprint.

If you need to make any changes to releases that were selected:

**To unselect an order using the mouse** - Just click on the highlighted order you no longer want to reprint.

**To unselect an order using the keyboard functions** - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift 'F2' function key. Hit the 'F2' function key to return to the bottom of the screen.

**To select all orders listed and reprint:** Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift 'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

**To deselect all orders chosen to reprinted:** To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift 'F6' function key.

**Notes:**

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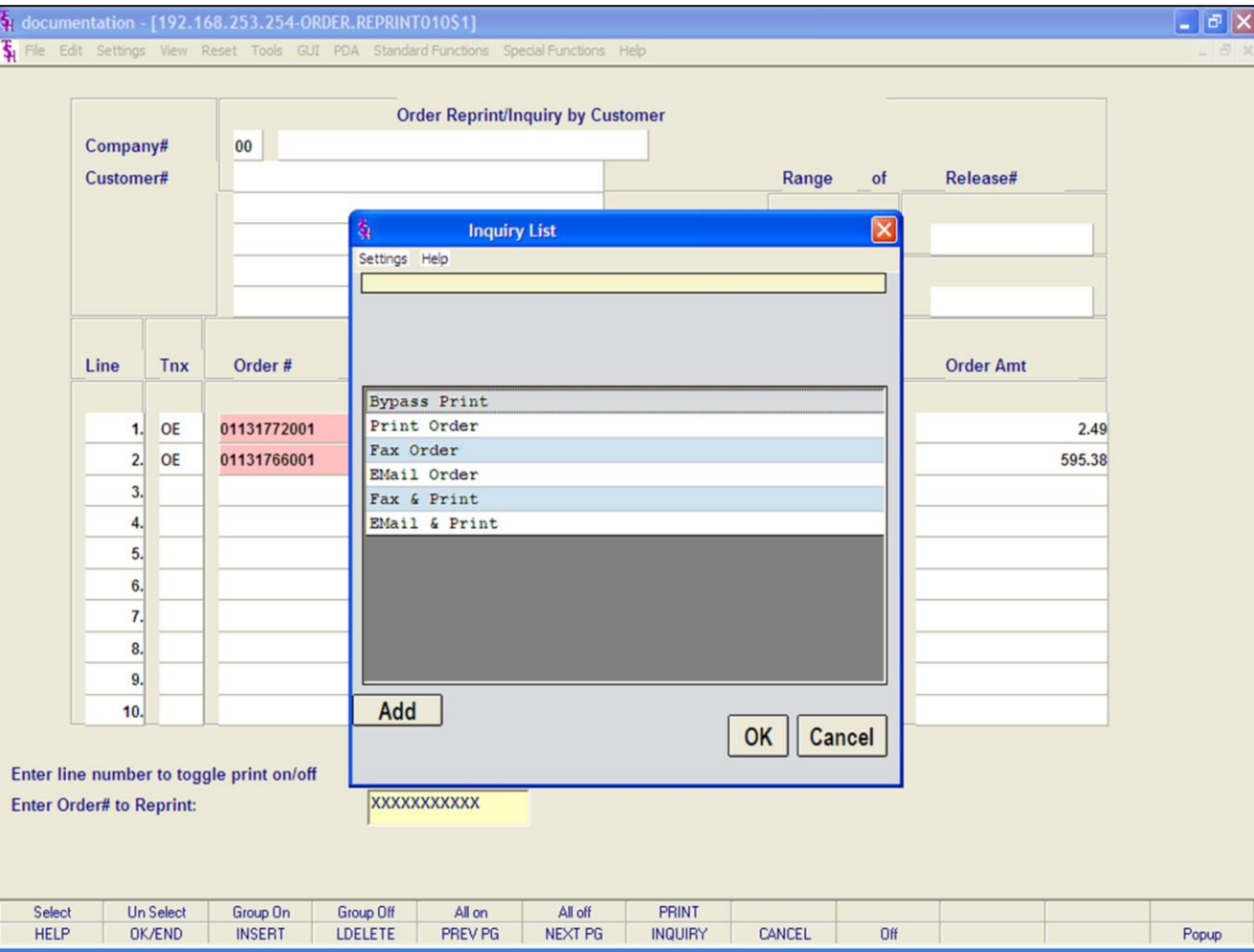
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**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Release Number**

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

**Bypass Print** - If selected the order will not be reprinted.

**Print** - Click on 'PRINT ORDER' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

**Fax Order**

**Email Order**

**Fax & Print**

**Email & Print**

**Notes:**

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documentation - [192.168.253.254-REPORT.MASTER.FAX012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	ORD.01131772001	
8.Message		
9.Deliver to		
10.To Company	MICHAEL	

Enter Line# to change or 0 to send FAX: XXXXXXX

1 re

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	-------

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Release Numbers**

**Printing Options - FAX**

**Click on 'FAX ORDER' then click on 'OK'.**

Note: to Fax & Print an Invoice, you would follow the steps on this page.

**FAX Phone Number** - This number comes from the Customer Master file, if present.

**Coversheet** - 'Y' or 'N' if a coversheet should be sent with this fax.

**COVERSHEET INFORMATION**

**Company Name** - Your company name.

**Sender Name** - The operator's name.

**Sender Phone** - The company's phone number, from the Company file.

**Sender FAX** - The company's fax number, from the Company file.

**Subject** - The invoice number is referenced.

**Message** - You can enter a message which will appear on the coversheet. If you leave this blank, the message will read: "See attached report pages(s)".

**Deliver To** - The A/R contact, from the Customer Master file.

**To Company** - The customer's name from the Customer Master file.

**Notes:**

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**ENTER LINE# TO CHANGE OR '0' TO SEND FAX:**

Enter line number to change or '0' to send the fax.

**TYPE '0' AND HIT <ENTER>**

documentation - [192.168.253.254-REPORT.MASTER.EMAIL012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

**Email Information Entry**

1.Email Address JOHN.SMITH@ABC.COM

2.Sender Address support@tshinc.com

3.Subject ORD.01131772001

4.Message

ORD.01131772001

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

Enter Line# to change or END to send EMAIL:

8.					
9.					
10.					

1 record(s) selected to SELECT list #0.□.□

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	-------

**Pick Slip/Pack Slip Reprint Inquiry (continued)**

**By Release Number**

**Printing Options - EMAIL**

**Click on 'EMAIL ORDER' then click on 'OK'.**

Note: to Email & Print an Order, you would follow the steps on this page.

**Email Address** - The customer's e-mail address from the Customer Master file.

**Sender Address** - The company's pick ticket e-mail reply address.

**Subject** - The order number is referenced.

**Message** - The order and company information is referenced.

**ENTER LINE# TO CHANGE OR END TO SEND EMAIL:**

Enter line number to change or type 'END' to send e-mail.

**Notes:**

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**Packing Slip Form**

Acrobat Reader - [ORD.01133721001.pdf]

File Edit Document View Window Help

158%

# PACKING LIST

Page: 1

**Order Number**

01133721001

THE SYSTEMS HOUSE  
1033 ROUTE 46 EAST  
CLIFTON , NJ 07013

Tel: 201-777-8050  
Fax: 973-777-3063

\*REPRINT( 1)\*

<b>Bill-to:</b> 1030	<b>Ship-to:</b> 001 SY
MICHAEL GREEN MD 1412 WEST 37th STREET SUITE# 200 NEW YORK NY 11021	MICHAEL GREEN MD 1412 WEST 37th STREET SUITE# 200 NEW YORK NY 11021

Order Date: 08/14/03	Salesman: BENJI P
Required Date: 08/14/03	Ship Via: UPS      Route:
Cancel Date:	Customer Order #: 1478
Order Taker: SY FERTIG	Caller: GRACE

Special Instructions:

Line	Location	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM
1	A-003	9250 CURAFIL Gel Wound Dress. Dressing 1/2 ounce	10	EA	10	EA	0	150.00	EA

1 of 1    8.5x11 in

**Notes:**

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MDS Shipping - Void Package

Tracking# 1Z0678860140192928

Weight 1.0

Freight Amount 14.75

Release # 01133458001

Enter DELETE to VOID Shipment :

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Popup
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	-------

**Verification – Invoicing – Logon**

**Overview**

The Void Shipment is used to void the UPS tracking number and the FRT.AUDIT record on the MDS system only. Once you void the shipment on MDS the operator has to void the tracking number on UPS Wordship System.

**Tracking#** - Enter the tracking number you want to void.

**Weight** – Displayed from the FRT.AUDIT record.

**Freight Amount** – Displayed from the FRT.AUDIT record.

**Release#** – Displayed from the FRT.AUDIT record

**Enter DELETE to VOID Shipment:**

Enter 'DELETE' to void the shipment.

**ARE YOU SURE YOU WANT TO DELETE (Y/N)**

Enter a Y\*\*\* to void the shipment or 'N' not to void.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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Account:36 BASE.12 Port:036 Menu:MANIFEST.MENU Capture:On

Manifest System Menu

1. Unmanifested Releases Report

2. Manifest Maintenance

3. Manifest Printing

4. Truck Route Maintenance

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

**Manifest System Menu**

From the main system selector go into Inventory/Warehouse Procedures, Warehouse Management and then Manifest System.

**Notes:**

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03:28:21pm 02 Apr 2004

UNMANIFESTED RELEASES REPORT  
BY DELIVERY STOP

PAGE

RELEASE....	A.CUST.NO....	CUST.NAME.....	SHIP.DATE	ROUTE	DELIVERY.ST
01135107001	1030	MICHAEL GREEN MD	04/01/04	111	1
01135115001	1010	ST. MICHAELS HOSPITAL	04/02/04	111	2
***					

2 records listed.

**Unmanifested Releases Report**

This report will display any releases that have not been assigned to a manifest.

**UNMANIFESTED RELEASES REPORT**

**Hit RETURN to continue or 'END':**

Hit <ENTER> to begin processing the report or type 'END' to return to the Manifest System menu.

**ENTER TRUCK ROUTE, 'ALL', OR 'END':**

Enter a specific truck route or enter 'ALL' for all truck routes.

**ENTER SHIP DATE (MM/DD/YY):**

Enter a ship date.

**SORT BY (1) SHIP DATE OR (2) DELIVERY STOP:**

The operator has an option to sort the report by ship date or delivery stop. Enter 1 to sort by ship date or enter 2 to sort by delivery stop.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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**Daily Manifest Maintenance**

Truck Route   Ship Date

LN#	RELEASE#	Customer	Route	Stop	SHIP DATE
1	01135107001	1030 MICHAEL GREEN MD	111 MONDAY DELIVERY	1	04/02/04
2	01135115001	1010 ST. MICHAELS HOSPITAL	111 MONDAY DELIVERY	2	04/02/04
3					
4					
5					
6					
7					

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup
------	--------	--------	---------	---------	---------	---------	--------	----	--	--	-------

**Manifest Maintenance**

**Truck Route** – Enter the truck route, press on the 'F7' function key or click on the drop down box and select the truck route.

**Automatically select Unmanifested items for XXX (Y):**

If you want the system to select all the unmanifested items for the selected truck route enter 'Y'.

**Ship Date** – Enter the ship date.

All releases associated with the selected truck route and ship date will be displayed.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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**Daily Manifest Maintenance**

Truck Route   Ship Date

LN#	RELEASE#	Customer	Route	Stop	SHIP DATE
1	NNNNNNNNNN				
2					
3					
4					
5					
6					
7					

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Manifest Maintenance (continued)**

**Truck Route** – Enter the truck route, press on the 'F7' function key or click on the drop down box and select the truck route.

**Automatically select Unmanifested items for XXX (Y):**

If you want to manually enter the unmanifested items for the selected truck route enter 'N'.

**Ship Date** – Enter the ship date.

Enter all releases associated with the selected truck route, press on the 'F7' function key or click on the drop down box and select the release.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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11:16:41am 27 May 2004          SHIPPING MANIFEST          PAGE 1
                                FOR ROUTE: 111 DELIVERY DATE: 04/02/04
                                MONDAY DELIVERY

RELEASE    CUSTOMER          P.O. NUMBER    STOP SKID  CTNS  PKGS  RECEIVED BY

01135107001 1030              7757          1  _____  _____  _____  _____
           MICHAEL GREEN MD
           LOCATION: _____ DATE: _____

01135115001 1010              1254          2  _____  _____  _____  _____
           ST. MICHAELS HOSPITAL
           LOCATION: _____ DATE: _____

```

**Manifest Printing**

This report displays the release records and customers that are bring shipped for each truck route and stop.

**Truck Route or 'ALL'** – Enter a specific truck route or 'ALL' for all truck routes.

**Manifest Date** – Enter the manifest date

**(A)ll or (U)printed Only** – Enter 'A' for all truck routes or 'U' for unprinted truck routes.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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Delivery ROUTE Maintenance

Delivery Route

111

1.Description

MONDAY DELIVERY

2.Comments

MORNING DELIVERY

ENTER LINE # TO CHANGE, ADD TO ADD STOPS, DELETE TO DELETE,0 TO ACCEPT :



HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	--	--	-------

Notes:

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Delivery Route Maintenance

The delivery route file describes the truck routes and corresponding stops for delivery.

Delivery Route – Enter the delivery route number.

Description – Enter the description of the delivery route.

Comments – This is an optional field giving the operator the ability to enter free from text.

ENTER LINE# TO CHANGE, ADD TO ADD STOPS, DELETE TO DELETE, 0 TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes or enter 'ADD' to add additional comments.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Account:34 BASE.12    Port:034 Menu:RETURN.VENDOR.MENU    Capture:On

Return to Vendor Selector

1. Return to Vendor Entry

2. Return to Vendor Maintenance

3. Reprint Vendor Return Pick Ticket/PO

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Return to Vendor Menu**

From the main system selector go into Inventory/Warehouse Procedures and then Return to Vendor Selector.

**Notes:**

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# Return to Vendor

## ■ Overview

### Return to Vendor

#### Overview

The program allows the operator to create a return to vendor order for merchandise that will be returned to the vendor.

The return to vendor entry procedure will generate a Vend.Return record. If the return to vendor order is processed as a one-step, an accounts payable voucher will be created.

A return to vendor order form is generated when the operator uses the one pass or two pass entry mode.

A return to vendor pick ticket is only generated in the return to vendor entry module when the operator uses the one pass mode.

**Notes:**

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# Return to Vendor

- One Pass Processing
- Two Pass Processing and Maintenance Mode

## Notes:

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## Return to Vendor (continued)

### One Pass Processing

One pass processing is an alternate method of performing the return to vendor order entry function. In this method, return to vendor maintenance is not used.

The return to vendor order is created. The return to vendor order is processed to Accounts Payable, and an Accounts Payable voucher number is assigned. The negative voucher created is put on inventory hold.

One pass processing provides an option to print and/or fax a vendor purchase order document.

In the Vend.Return file, the cancel indicator field will display as 'U', for updated to the Accounts Payable system. Once the return to vendor order is processed to the Accounts Payable system, the operator is not able to maintain the return to vendor order.

### Two Pass Processing and Maintenance Mode

In the maintenance mode, the program allows the operator to maintain return to vendor orders. The Vend.Return record is maintained.

The 'CANCEL' option will cancel the entire return to vendor order.

The following three fields are mandatory to process the return to vendor order to Accounts Payable:

Terms Date  
Vendor RMA  
Print Pick Document = 'Y'

**Return to Vendor Entry Logon**

1.Operator

2.Company

3.Warehouse

4.Return Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup
------	--------	--------	---------	---------	---------	---------	--------	----	--	--	-------

**Return to Vendor Entry - Logon**

**Operator** – Enter the operator code.

**Company** – Enter the company number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all companies and the operator can select the needed company.

**Warehouse** – Enter the warehouse number. If you hit <ENTER> it will default to warehouse 001. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all warehouses and the operator can select the needed warehouse.

**Return Date** – Enter the return date or hit <ENTER> for today's date.

The program will then prompt:

**Enter Line# to Change, End to End, Abort to Cancel, or 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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Return to Vendor Entry Header Input

Company 01 THE SYSTEMS HOUSE Warehouse 001 NEW YORK

Return Number Date 04/06/04 Ship To

Vendor#

Inquiry List

Settings Help

MDS VENDOR LOOKUP USING THE FOLLOWING CRITERIA

Name :MED

VENDOR	NAME	ADDRESS 1	ADDRESS 2	ST	ZIP	TELEPHONE
BEIE	BEIERSDORF MEDICAL	36 MAIN STREET				
		MELVILLE NY,NJ			11747	800-428-9991
SHERW0	SHERWOOD MEDICAL	1001 COMMERCE PARK	BLDG A3			
		BRANCH FALLS ,FF			59923	800-559-9874

Add

OK Cancel

1.Destination

2.Reason

3.PurchAgnt

4.Ship Via

5.Spec Inst

6.Terms

7.TermsDate

MDS Inqs OperVend

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Of

**Return to Vendor Entry – Header Screen (continued)**

**Vendor Lookup (continued)**

Once the vendor lookup is initiated the operator can either select the appropriate vendor or click on the 'Add' button to add a new vendor. See File Maintenance training guide for vendor maintenance instructions.

Once the vendor is selected the operator will be prompted:

**IS THIS THE CORRECT VENDOR (CR/N)?**

If 'N' is entered, the operator will be re-prompted to enter a vendor number.

Hit <ENTER> to proceed to the next field.

**Notes:**

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Return to Vendor Entry Header Input

Company 01 THE SYSTEMS HOUSE Warehouse 001 NEW YORK

Return Number \_\_\_\_\_ Date 04/06/04

Vendor# \_\_\_\_\_ Ship To \_\_\_\_\_

SHERWOOD MEDICAL  
1001 COMMERCE PARK  
BLDG A3  
BRANCH FALLS,FF 5:

Inquiry List

Settings Help

Enter Destination

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Vendor

Company

Warehouse

Customer

Vendor Shipto

Manual Name & Address

Same Warehouse

Add

OK Cancel

1. Destination  
2. Reason  
3. PurchAgnt  
4. Ship Via  
5. Spec Inst

6. Terms  
7. TermsDate

0.000000

Is this the correct Vendor (CR/N) ?

MDS Inqs	OpenVend									
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Entry – Header Screen (continued)**

**Destination** - Since the ship-to destination can be a different location, the user must select one. If the vendor, company, warehouse, customer, vendor ship-to, or same warehouse is chosen, the program will verify the entry against the respective files. If manual name & address is selected, no verification is done. The manual name & address allows the operator to input the ship-to name and address.

Select one of the available options. If you hit enter the system will default to vendor.

**Notes:**

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**Return to Vendor Entry Header Input**

<b>Company</b> 01 THE SYSTEMS HOUSE		<b>Warehouse</b> 001 NEW YORK	
<b>Return Number</b> 530		<b>Date</b> 04/06/04	
<b>Vendor#</b> SHERWO SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS,FF 59923		<b>Ship To</b> SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS FF 59923	
<b>1.Destination</b>	SHERWO	<b>8.Ship Date</b>	04/07/04
<b>Vendor</b>	SHERWOOD MEDICAL	<b>9.Due Date</b>	04/06/04
<b>2.Reason</b>	04 DAMAGED	<b>10.Ret Date</b>	04/06/04
<b>3.PurchAgnt</b>		<b>11.Department</b>	
<b>4.Ship Via</b>	01 UPS	<b>Currency</b>	US U.S. DOLLARS
<b>5.Spec Inst</b>		<b>12.Curr Rate</b>	1.000000
<b>6.Terms</b>	02 NET 30	<b>13.Ret Type</b>	P
<b>7.TermsDate</b>	05/06/04	<b>14.Fax#</b>	973-777-1483
		<b>15.Vendor RMA</b>	7757
		<b>16.App Date</b>	04/06/04
		<b>17.App By</b>	SAM

Enter line# to change, DELETE to Delete or 0 to Accept: XXXXXX

MDS Inqs	OpenVend										
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Return to Vendor Entry – Header Screen (continued)**

**In this example we are doing a one pass return to vendor.**

**Reason** – Enter a valid reason code, click on the down arrow next to the Reason field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of reason codes, just double click on the correct reason code.

**PurchAgnt** – Enter a purchasing agent. This is an optional field.

**Ship Via** – Enter a valid ship via, click on the down arrow next to the Ship Via field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of ship via's, just double click on the correct ship via.

**Spec Inst** – Enter special instructions. This is an optional field.

**Terms** – Enter a valid terms code, click on the down arrow next to the Terms field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of terms codes, just double click on the correct terms code.

**Terms Date** – Enter the terms date, click on the down arrow next to the Terms Date field to display the calendar and double click on the correct date or hit enter to bypass.

**This field is required if the operator is using the one pass mode to process the return.**

**Ship Date** – Enter the ship date or click on the down arrow next to the Ship Date field to display the calendar and double click on the correct date.

**Due Date** – Enter the due date for the return to vendor or click on the down arrow next to the Due Date field to display the calendar and double click on the correct date.

**Ret Date** – Enter the return date, 'RETURN' for the date from the Return to Vendor Logon screen, or click on the down arrow next to the Ret Date field to display the calendar and double click on the correct date.

**Department** – Enter the department or hit 'RETURN' to bypass this field. This is an optional field.

**Currency** – The currency code will display from the Vendor Master file.

**Curr Rate** – The currency rate will display and can be overridden.

**Notes:**

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**Return to Vendor Entry Header Input**

<b>Company</b> 01 THE SYSTEMS HOUSE		<b>Warehouse</b> 001 NEW YORK	
<b>Return Number</b> 530		<b>Date</b> 04/06/04	
<b>Vendor#</b> SHERWO SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS,FF 59923		<b>Ship To</b> SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS FF 59923	
<b>1.Destination</b>	SHERWO	<b>8.Ship Date</b>	04/07/04
<b>Vendor</b>	SHERWOOD MEDICAL	<b>9.Due Date</b>	04/06/04
<b>2.Reason</b>	04 DAMAGED	<b>10.Ret Date</b>	04/06/04
<b>3.PurchAgnt</b>		<b>11.Department</b>	
<b>4.Ship Via</b>	01 UPS	<b>Currency</b>	US U.S. DOLLARS
<b>5.Spec Inst</b>		<b>12.Curr Rate</b>	1.000000
		<b>13.Ret Type</b>	P
<b>6.Terms</b>	02 NET 30	<b>14.Fax#</b>	973-777-1483
<b>7.TermsDate</b>	05/06/04	<b>15.Vendor RMA</b>	7757
		<b>16.App Date</b>	04/06/04
		<b>17.App By</b>	SAM

Enter line# to change, DELETE to Delete or 0 to Accept: XXXXXX

MDS Inq	OpenVend									
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Return to Vendor Entry – Header Screen (continued)**

**In this example we are doing a one pass return to vendor.**

**Ret Type** – Enter the process code of the return order. Enter 'F' for fax, 'P' for phone or 'E' for EDI.

**Fax#** - The fax number is displayed from the Vendor Master file or the user can manually enter a vendor's fax number.

**Vendor RMA** – Enter the Vendor RMA number. **This field is required if the operator is using the one pass mode to process the return.**

**App Date** – Enter the date the approval was received, or click on the down arrow next to the App Date field to display the calendar and double click on the correct date.

**App By** – Enter the person approving the return order. This is an optional field.

**Enter Line# to change, Delete to Delete or 0 to accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'DELETE', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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**Is the Return Order correct to this point (CR/N)?**

Hit enter if the return order is correct. If you enter 'N' the program will re-prompt for the vendor number.

Return to Vendor Line Item Entry Return# 000531

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
	Description					Location	
1	AAAAAAA						
2							
3							
4							

OK Cancel

ITEM#

DESCRIPTION

VENDOR#

PRODUCT CLASS

CUSTOMER ITEM#

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
					0					

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Entry – Detail Screen**

Now that all of the header information has been entered an accepted. On this screen, you will input a list of the actual products being return to the vendor.

**Product Lookup**

The product validation routine establishes the correct product. Enter the product number. If the product number is not valid, the system will display an error message.

If the operator is unaware of the product number, the system gives multiple options for looking up the product number.

The operator can press the 'F7' function key, click on the 'INQUIRY' icon, or click on the down arrow next to the field to initiate the lookup routine or enter part of the vendor number to initiate the lookup routine.

**Notes:**

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Return to Vendor Line Item Entry Return# 000531

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
1							
2							
3							
4							

**Inquiry List** [X]

Settings Help

MDS PRODUCT LOOKUP USING THE FOLLOWING CRITERIA

ITEM#:AQUA

ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
VEND# P/C UM DESCRIPTION			DISCONTINUED	VENDOR	ITEM#	
AQUA-01/01	25.00	9.00	12.00	175	38-	62
PARKER 502 EA 20G STER. OVERWRAPPED						
AQUA-01/02	15.89	4.50	5.35	7	5-	50
PARKER 502 EA AQUASONIC 60G DOPPLER GEL						
AQUA-01/08	60.00	2.00	5.00		12-	
PARKER 502 EA 0.25 LITER ULTRASND GEL						
AQUA-01/32	20.00	12.00	15.00			
PARKER 017 EA 1 LTR SONIC/DISPENSER						
AQUAPHOR	00.00	1.12	0.02	92	11	112
BEIE 502 EA AQUAPHOR MOISTURIZING FAST HEAL OINTMENT						
AQUAPHOR-12	58.95	2.50	6.09	55	40	35
BEIE 502 EA AQUAPHOR MOISTURIZING FAST HEALING OINTMEN						

UM ONHAND        X UNIT

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Entry – Detail Screen (continued)**

**Product Lookup (continued)**

Once the product lookup is initiated the operator can either select the appropriate product or click on the 'Add' button to add a new product.

*See File Maintenance training guide for Product Maintenance instructions.*

**Notes:**

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Return to Vendor Line Item Entry

Co# 01 Vendor SHERWO

LN# Product# Description

1

2

3

4

Product Notes Date Whse

Product	Notes	Date	Whse
Returns have to pre-approved		04/01/04	001

Press any key to Continue : X Page 1 of 1

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	12			24	36		04/11/00	1	1	1

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup
------	--------	--------	---------	---------	---------	---------	--------	----	--	-------

Return to Vendor Entry – Detail Screen (continued)

Description – this field is pre-filled after the product number is entered or selected. The product’s description is retrieved from the Product Master file.

Product Notes - are available as a place to include reminder notices. They can be added, changed or deleted in File Maintenance.

See File Maintenance training guide for Product Notes Maintenance instructions.

Notes:

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Return to Vendor Line Item Entry Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description		Location					
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA			/ EA		
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	12			24	36		04/11/00	1	1	1

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Return to Vendor Entry – Detail Screen (continued)**

The cursor advances to the **Return/UM** fields. The Return/UM fields are separate fields that work together to identify the total quantity of the item to be returned.

MDS first prompts for a quantity and then a unit of measurement for that quantity.

Note: The acceptable units of measurement for MDS are pre-defined in the Unit of Measure file.

**Notes:**

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Return to Vendor Line Item Entry Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description						Location	
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA			/ EA		
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	12			24	36		04/11/00	1	1	1

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		PopUp

**Return to Vendor Entry – Detail Screen (continued)**

**Stock Status Box**

When an item is added to the return authorization, a stock status inquiry for that item appears automatically and is displayed at the bottom of the screen.

- UM** – Unit of measure. All quantities in this status inquiry reflect this unit of measure.
- ONHAND** – Actual quantity currently in inventory.
- INPICK** – Quantity currently in the pick process, to fill a customer’s orders.
- BCKORD** – Quantity currently back ordered in customer’s orders.
- ON ORD** – Quantity currently reflected in open purchase orders.
- AVAIL** – Quantity available for customers to order at this time. The number is calculated as follows:

ONHAND – INPICK – BCKORD + ON ORD

- IN TRANS** – Quantity currently in-transit to you, but not received into inventory as of yet.
- NEXT PO** – This reflects the date of the oldest outstanding purchase order for this product.
- CASE** – Reflects the quantity in a Case.
- BOX** – Reflects the quantity in a Box.
- UNIT** – Reflects the quantity in the default unit of measure.

**Notes:**

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Return to Vendor Line Item Entry Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product# Description	Return/UM	Curr	Source	Cost/UM	Code	Stat
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA		
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	12			24	36		04/11/00	1	1	1

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Entry – Detail Screen (continued)**

MDS pre-fills the SOURCE field according to a Parameter. To override the cost that appears, the operator must enter an 'O' in this field and would be able to enter a custom cost.

- S – Standard Cost** – Cost is set in the Product Master file.
- A – Average Cost** – A running average is stored for a given product. The average is updated with the actual cost from every receipt for that product.
- R – Current Cost** – The most recent cost is stored for a given product. The current cost is updated with actual cost from the most recent receipt for that product.
- F – Foreign** – Indicates that a foreign exchange cost file is being used.
- V – Vendor** – Indicates that there is a price break schedule that is being used to determine cost. This schedule is located in the Vend.Cost.1 file and is product specific.
- C – Contract** – Indicates a contract price is being used.
- O – Operator Override** – This is the only code an operator can enter into the SOURCE field. It indicates the price and/or cost has been overridden.

**Notes:**

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Return to Vendor Line Item Entry Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description						Location	
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA	04	G
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	12			24	36		04/11/00	1	1	1

Enter line# to maintain or 0 to accept: XXXXXX

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Entry – Detail Screen (continued)**

**Code** – The inventory reason code will be displayed from the Header screen. The operator can enter a inventory reason code per line item. The operator can also click on the 'INQUIRY' icon, press the 'F7' function key or click on the drop down box next to the CODE field and select the needed inventory reason code.

**Stat** – Enter the status of the product being returned. Enter a 'D' for defective or 'G' for good.

**Location** – Enter the location of the product, if the location system is being used. The operator can also click on the 'INQUIRY' icon, press the 'F7' function key or click on the drop down box next to the LOCATION field and select the needed location.

**Notes:**

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Return to Vendor Line Item Entry Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description						Location	
1	AQUAPHOR-HEAL	1 / EA		R	6.70 / EA	04	G
FAST HEALING OINTMENT							
2							
3							
4							

COMMENTS LINE # 1

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

UM ONHAND INPICK BCKORD ON ORD A BOX UNIT

EA 12 24 1 1

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popou

**Return to Vendor Entry – Detail Screen (continued)**

**Comment**

Comments are attached to a specific product line number. When entering a product, either click on the 'COMMENT' icon or press Shift 'F4' function key. A comment box will appear showing which product line number your attaching this comment to. After entering your comment hit <ENTER> and a message will appear:

**ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:**

If you enter '0' to accept, a message appears:

**Enter (RO) to print on Return Order or (N)one:**

If 'RO' is entered, this comment will print on the return authorization form.

If 'N' for none is entered, the comment will not print on the return authorization form, but will appear in the return authorization inquiries.

**Notes:**

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Return to Vendor Line Item Entry

Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
1	AQUAPHOR-HE FAST HEALING			R	6.70/ EA	04	G
2							
3							
4							

UM ONHAND INPICK BCKORD ON ORD AVAIL IN TRANS NEXT PO CASE BOX UNIT

EA 12 24 36 04/11/00 1 1 1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT Inv Trans

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Return to Vendor Entry – Detail Screen (continued)

Text Entry

The entry of the letter 'T' at the item number prompt allows the entry of a multiple line message by the operator. The screen in this example displays the text entry pop-up box. This text will print on the return authorization form.

After entering a text message, click on the 'OK' button to save or 'CANCEL' to cancel.

Notes:

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Return to Vendor Line Item Entry Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description						Location	
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA	04	G
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	12			24	36		04/11/00	1	1	1

Enter line# to maintain or 0 to accept: XXXXXX

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Return to Vendor Entry – Detail Screen (continued)**

**Function Keys**

**MDS INQ** - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift 'F1' function key. This will bring the user to the main MDS Inquiry Menu.

**STOCK ST** - The STOCK STATUS INQUIRY function is available by clicking on the 'STOCK ST' icon or by pressing the Shift 'F2' function key. This will bring the user to the Stock Status Inquiry.

**OPEN PO** - The OPEN PO function is available by clicking on the 'OPEN PO' icon or by pressing the Shift 'F3' function key. This will bring the user to the Open PO by Item Inquiry.

**COMMENT** - The COMMENT function is available by clicking on the 'COMMENT' icon or by pressing the Shift 'F4' function key. This will allow the user to add/maintain a comment on a line.

**IMAGE** - The IMAGE function is available by clicking on the 'IMAGE' icon or by pressing the Shift 'F5' function key. If an image is loaded on the system, the corresponding image for a specific product will display on the screen.

**PRODTEXT** - The PRODUCT TEXT function is available by clicking on the 'PRODTEXT' icon or by pressing the Shift 'F6' function key. This will display any product text information for a product.

**INVTRANS** – The INVTRANS function is available by clicking on the 'INVTRANS' icon or by pressing the Shift 'F6' function key. This will bring the user to the Inventory History Transaction by Product Inquiry.

**Notes:**

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Return to Vendor Line Item Entry

Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL

Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description							Location
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA	04	G
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	12			24	36		04/11/00	1	1	1

Enter line# to maintain or 0 to accept:

XXXXXX

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

Notes:

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Return to Vendor Entry – Detail Screen (continued)

Enter Line# to maintain or 0 to accept:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.



Return to Vendor		Total Input	
Company	01 THE SYSTEMS HOUSE	Warehouse	001
Vendor	SHERWO SHERWOOD MEDICAL	Ret Num	000532
		Date	04/06/04

Return	Order	Totals	Lines	Quantity	Dollars	
			2	1	6.70	U.S. DOLLARS
1.	Restock Charge	0.00			0.00	
2.	Freight Cost				0.00	
3.	Miscellaneous Cost				0.00	
	Total				6.70	
4.	Print Pick Document (Y/N)				Y	

Enter Line# to Change or 0 to Accept : XXXXXX

HELP	OK/END	DETAIL INSERT	HEADER LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup
------	--------	------------------	-------------------	---------	---------	---------	--------	----	--	--	-------

**Return to Vendor Entry – Total Screen**

**Restock Charge** – Enter the restocking charge, if any. The first column is for a restock percentage, the second column is for a restock dollar amount.

**Freight Cost** – Enter the freight cost, if any.

**Miscellaneous Cost** – Enter any miscellaneous cost.

**Print Pick Document (Y/N)** – The default is 'N'. If the operator enters a 'Y' and the accepts the order, the system will print a pick document and will also update the Prod.Det file and all Accounts Payable files.

**Enter Line# to Change or 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

**Notes:**

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Return to Vendor		Total Input	
Company	01 THE SYSTEMS HOUSE	Warehouse	001
Vendor	SHERWO SHERWOOD MEDICAL	Ret Num	000532
		Date	04/06/04

Return	Order	Totals	Lines	Quantity	Dollars	
			2	1	6.70	U.S. DOLLARS
1.	Restock Charge	0.00			0.00	
2.	Freight Cost				0.00	
3.	Miscellaneous Cost				0.00	
					-----	
			Total		6.70	
4.	Print Pick Document (Y/N)					Y

Enter Line# to Change or 0 to Accept :

HELP	OK/END	DETAIL INSERT	HEADER LDELETE	PREV PG	NEXT PG	INQUIRY	ANCEL	Of			Popup
------	--------	------------------	-------------------	---------	---------	---------	-------	----	--	--	-------

**Return to Vendor Entry – Total Screen**

**Function Keys**

**DETAIL** - The DETAIL function is available by clicking on the 'DETAIL' icon or by pressing the Shift 'F3' function key. This will bring the user to the Order Entry Line Items screen.

**HEADER** - The HEADER function is available by clicking on the 'HEADER' icon or by pressing the Shift 'F4' function key. This will bring the user to the Order Entry Header screen.

**Notes:**

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Return to Vendor Maintenance Logon

1.Operator

2.Company

3.Warehouse

4.Return Date

XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup
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Notes:

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Return to Vendor Maintenance - Logon

**Operator** – Enter the operator code.

**Company** – Enter the company number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all companies and the operator can select the needed company.

**Warehouse** – Enter the warehouse number. If you hit <ENTER> it will default to warehouse 001. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all warehouses and the operator can select the needed warehouse.

**Return Date** – Enter the return date or hit <ENTER> for today's date.

The program will then prompt:

Enter Line# to Change, End to End, Abort to Cancel, or 0 to Accept:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Return to Vendor Maintenance Header Input**

<b>Company</b> 01 THE SYSTEMS HOUSE		<b>Warehouse</b> 001 NEW YORK	
<b>Return Number</b> 532		<b>Date</b> 04/06/04	
<b>Vendor#</b> SHERWO SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS,FF 59923		<b>Ship To</b> SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS FF 59923	
<b>1.Destination</b>	SHERWO	<b>8.Ship Date</b>	04/07/04
<b>Vendor</b>	SHERWOOD MEDICAL	<b>9.Due Date</b>	04/06/04
<b>2.Reason</b>	04 DAMAGED	<b>10.Ret Date</b>	04/06/04
<b>3.PurchAgnt</b>		<b>11.Department</b>	
<b>4.Ship Via</b>	01 UPS	<b>Currency</b>	US U.S. DOLLARS
<b>5.Spec Inst</b>		<b>12.Curr Rate</b>	1.000000
		<b>13.Ret Type</b>	P
<b>6.Terms</b>	02 NET 30	<b>14.Fax#</b>	973-777-1483
<b>7.TermsDate</b>	05/06/04	<b>15.Vendor RMA</b>	7757
		<b>16.App Date</b>	04/06/04
		<b>17.App By</b>	SAM

Enter line# to change, DELETE to Delete or 0 to Accept: XXXXXX

MDS Inqs	OpenVend										
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

### Return to Vendor Maintenance – Header Screen

#### Overview

This program provides the ability to modify existing return to vendor orders. The operation of the program is identical to Return to Vendor Entry, and uses the same screens and options. The program prompts the operator for an return number, and upon input and validation, displays the Vend.Return record. Using this routine, it allows changes to all aspects of the return to vendor order.

**Reminder: In this example we did a one pass return to vendor.**

#### One Pass Processing verses Two Pass Processing

The following fields are mandatory to process the return to vendor order to Accounts Payable: Terms Date, Vendor RMA and Print Pick Document = 'Y'. If these fields were not inputted during Return to Vendor Entry (one pass processing), then they would be done during Return to Vendor Maintenance (two pass processing).

**Enter Line# to Change, End to End, Abort to Cancel, or 0 to Accept:**

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry .

**Is the Return Order correct to this point (CR/N)?**

Enter 'RETURN' to advance to the detail screen.

**Notes:**

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Return to Vendor Line Item Maintenance Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description						Location	
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA	04	G
2	AAAAAAA	/			/		
3		/			/		
4		/			/		

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA					0					

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Maintenance – Detail Screen**

As soon as you advance to the detail screen, the program automatically brings you to the next available detail line. At this point the operator can add another product to this return to vendor order. If you do not want to enter a new item the operator can either click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> . And the program will bring you to the bottom prompt.

**Enter line number to maintain or 0 to accepts:**

If no changes are being made on the detail screen the operator can enter 0 to accept to advance you to the total screen.

**Notes:**

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Return to Vendor Line Item Maintenance Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product# Description	Return/UM	Curr	Source	Cost/UM	Code	Stat
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA	04	G
2	M CANCELLED LINE	/			/		
3		/			/		
4		/			/		

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	7		12	50	45		10/10/03	1	1	1

Enter line# to maintain or 0 to accept: XXXXXX

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Maintenance – Detail Screen (continued)**

**Line Change**

To make any change to a line, you need to be at the bottom of the Line Items Screen, at the prompt. Enter the line number to change. This will bring you to the product description field. Hit the <ENTER> key until you get to the field that you need to change.

After making the change, hit <ENTER> through all remaining fields to return to the bottom of the Line Items Screen, at the prompt.

**Deleting a Line**

To delete a line from the return to vendor order, follow the instructions above to go to the specific line. Then either click on the 'LDELETE' button or with your keyboard hit the 'F4' function key to delete the line. In Return to Vendor Maintenance, when a line is deleted, the line will read: "M CANCELLED LINE".

**In this example I added a product to line 2 and deleted the product.**

**Notes:**

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Return to Vendor Line Item Maintenance

Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return	to	Vendor	Lot Entry	Return Line#
Description		and Change			Qty Ret Line	
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	Prod#		TS-HUM1		3
2	M CANCELLED LINE					12
3	TS-HUM1 HUMULIN 10ML					12
4						

	LOT# / LENGTH	LOCATION	RET QTY
1	Z7734-773	A-101	12
2			
3			
4			
5			

Enter Line # to Change, 0 to Accept :

XXXXXXXX

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	55	1	10		44			12	1	1

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Return to Vendor Maintenance – Detail Screen (continued)**

**Lot Entry**

**In this example, we added a lot product to line 3.**

Once the lot product is entered, the system will display a lot entry box.

- LOT#/LENGTH** – Enter the product’s lot number.
- LOCATION** – Enter the location where the product is stocked.
- RET QTY** – Enter the quantity being returned.

**Enter Line# to Change 0 to Accept:**

The user can enter Line Number to make desired changes.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry and bring the user back to the detail screen.

**Notes:**

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Co#	01	Vendor	SHERWO	SHERWOOD MEDICAL	Whse#	001	
LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
	Description					Location	
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA	04	G
2	M CANCELLED LINE	/			/		
3	TS-HUM1 HUMULIN 10ML	1 / CS		R	17.50 / EA	04	G
4		/			/		

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	55	1	10		44			12	1	1

Enter line# to maintain or 0 to accept: XXXXXX

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		PopUp

**Return to Vendor Maintenance – Detail Screen (continued)**

**Function Keys**

**MDS INQ** - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift 'F1' function key. This will bring the user to the main MDS Inquiry Menu.

**STOCK ST** - The STOCK STATUS INQUIRY function is available by clicking on the 'STOCK ST' icon or by pressing the Shift 'F2' function key. This will bring the user to the Stock Status Inquiry.

**OPEN PO** - The OPENPO function is available by clicking on the 'OPEN PO' icon or by pressing the Shift 'F3' function key. This will bring the user to the Open PO by Item Inquiry.

**COMMENT** - The COMMENT function is available by clicking on the 'COMMENT' icon or by pressing the Shift 'F4' function key. This will allow the user to add/maintain a comment on a line.

**IMAGE** - The IMAGE function is available by clicking on the 'IMAGE' icon or by pressing the Shift 'F5' function key. If an image is loaded on the system, the corresponding image for a specific product will display on the screen.

**PRODTEXT** - The PRODUCT TEXT function is available by clicking on the 'PRODTEXT' icon or by pressing the Shift 'F6' function key. This will display any product text information for a product.

**INVTRANS** – The INVTRANS function is available by clicking on the 'INVTRANS' icon or by pressing the Shift 'F6' function key. This will bring the user to the Inventory History Transaction by Product Inquiry.

**Notes:**

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Return to Vendor Line Item Maintenance Return# 000532

Co# 01 Vendor SHERWO SHERWOOD MEDICAL Whse# 001

LN#	Product#	Return/UM	Curr	Source	Cost/UM	Code	Stat
Description							Location
1	AQUAPHOR-HEAL FAST HEALING OINTMENT	1 / EA		R	6.70 / EA	04	G
2	M CANCELLED LINE	/			/		
3	TS-HUM1 HUMULIN 10ML	1 / CS		R	17.50 / EA	04	G
4		/			/		

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	55	1	10		44			12	1	1

Enter line# to maintain or 0 to accept: XXXXXX

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTXT	Inv Trans				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Return to Vendor Maintenance – Detail Screen (continued)**

**Enter Line# to maintain or 0 to accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry and advance to the total screen.

The user can also enter Line Number to make desired changes.

**Notes:**

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Return to Vendor		Total Input	
Company	01 THE SYSTEMS HOUSE	Warehouse	001
Vendor	SHERWO SHERWOOD MEDICAL	Ret Num	000532
		Date	04/06/04

Return	Order	Totals	Lines	Quantity	Dollars	
			3	2	216.70	U.S. DOLLARS
1.	Restock Charge	0.00			0.00	
2.	Freight Cost				0.00	
3.	Miscellaneous Cost				0.00	
	<b>Total</b>				216.70	
4.	Print Pick Document (Y/N)					N

Enter Line# to Change or 0 to Accept : XXXXXX

HELP	OK/END	DETAIL INSERT	HEADER LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup
------	--------	------------------	-------------------	---------	---------	---------	--------	----	--	-------

**Return to Vendor Maintenance – Total Screen**

**Print Pick Document (Y/N)** – The default is 'N'. If the operator enters a 'Y' and the accepts the order, the system will print a pick document and will also updates the Prod.Det file and all Accounts Payable files.

**One Pass Processing verses Two Pass Processing**

The following fields are mandatory to process the return to vendor order to Accounts Payable: Terms Date, Vendor RMA and Print Pick Document = 'Y'. If these fields were not inputted during Return to Vendor Entry (one pass processing), then they would be done during this routine, Return to Vendor Maintenance (two pass processing).

**Enter Line# to Change or 0 to Accept:**

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry .

**Enter Line# to Change or 0 to Accept:**

**Notes:**  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Return to Vendor Total Input

Company 01 THE SYSTEMS HOUSE Warehouse 001 Ret Num 000532  
 Vendor SHERWO SHERWOOD MEDICAL Date 04/06/04

Return Order Totals

1. Restock Charge  
 2. Freight Cost  
 3. Miscellaneous Cost  
 4. Print Pick Document (Y/N)

Inquiry List

Settings Help

U.S. DOLLARS

**Bypass Print**

Print Vendor Return PO

**Fax Vendor Return PO**

EEmail Vendor Return PO

**Fax & Print**

**EEmail & Print**

Add

OK Cancel

Enter Line# to Change or 0 to Accept :

HELP	OK/END	DETAIL INSERT	HEADER LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup
------	--------	------------------	-------------------	---------	---------	---------	--------	----	--	--	-------

**Return to Vendor Maintenance – Total Screen**

Once the operator enters '0' to accept, the system will display multiple options for the return to vendor order:

**Bypass Print** – If the operator does not want to reprint the return to vendor order just hit 'ENTER' to bypass the print.

**Print Vendor Return PO** – If the operator wants to reprint the return to vendor order select this option.

**Fax Vendor Return PO** – If the operator wants to fax the return to vendor order select this option.

**Email Vendor Return PO** – If the operator wants to email the return to vendor order select this option.

**Fax & Print** – If the operator wants to fax and print the return to vendor order select this option.

**Email & Print** – If the operator wants to email and print the return to vendor order select this option.

**Notes:**

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VR Reprint/Inquiry

Company# 01 THE SYSTEMS HOUSE

Vendor#

Range of VR Number

Starting 01000532

Ending 01000533

Line	VR Number	VR Date
1.	01000532	04/06/04
2.	01000533	04/19/04
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Enter line number to toggle print on/off : XXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT PO	PRINT PT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Reprint Vendor Return Pick Ticket/PO**

**By Range of Return to Vendor Numbers**

**Company#** - Enter the company number. You can also click on the 'INQUIRY' icon, press the 'F7' function key, or click on the drop down box next to the 'COMPANY' field which displays all companies and the operator can select the needed company.

**Vendor#** - Enter the vendor number. You can also click on the 'INQUIRY' icon or press the 'F7' function key to search for the needed vendor. If you are not reprinting using the vendor number hit 'ENTER' in this filed.

**Range of VR Number**

**Starting** - Enter the starting return to vendor order number, then hit 'ENTER'.

**Ending** - Enter the ending return to vendor order number, then hit 'ENTER'.

The return to vendor orders in that entered range will now be listed.

**Notes:**

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**Reprint Vendor Return Pick Ticket/PO**

**By Range of Return to Vendor Numbers**

If you need to make any changes to return to vendor orders that were selected:

To unselect an return to vendor order, just click on the VR Number you no longer want to reprint.

In the split screen examples above, the top screen shows two return to vendor orders that were inputted into my range to print. In the second screen, the second VR Number has been unselected.

If the operator wanted to select the second VR Number just click on the VR Number field to select.

If the operator wanted to select all VR's then click on the 'All On' icon, or press the Shift 'F5' function key to select all vendor return orders.

**VR Reprint/Inquiry**

Company# 01 THE SYSTEMS HOUSE

Vendor#

Range of VR Number

Starting 01000532

Ending 01000533

Line	VR Number	VR Date
1.	01000532 <input checked="" type="checkbox"/>	04/06/04
2.	01000533 <input checked="" type="checkbox"/>	04/19/04
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Enter line number to toggle print on/off :

Select HELP Un Select OK/END Group On INSERT Group Off LDELETE All on PREV PG All off NEXT PG PRINT PD INQUIRY PRINT PT CANCEL Off Popup

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**VR Reprint/Inquiry**

Company# 01 THE SYSTEMS HOUSE

Vendor#

Range of VR Number

Starting 01000532

Ending 01000533

Line	VR Number	VR Date
1.	01000532 <input checked="" type="checkbox"/>	04/06/04
2.		04/19/04
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Enter line number to toggle print on/off :

Select HELP Un Select OK/END Group On INSERT Group Off LDELETE All on PREV PG All off NEXT PG PRINT PD INQUIRY PRINT PT CANCEL Off Popup

**Notes:**

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VR Reprint/Inquiry


Company# 01 THE SYSTEMS HOUSE

Vendor#

Range of VR Number

Starting 01000532

Ending 01000533

Line	VR Number	VR Date
1.	01000532 	04/06/04
2.		04/19/04
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Enter line number to toggle print on/off : XXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT PO	PRINT PT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup

**Reprint Vendor Return Pick Ticket/PO**

**By Range of Return to Vendor Numbers**

**Return to Vendor Purchase Order**

The Return to Vendor Purchase Order is the form the operator would send to their vendor with the returned merchandise.

**Return to Vendor Picking Ticket**

The Return to Vendor Picking Ticket is the form used for the warehouse to pick the merchandise for return.

Once you have selected the return to vendor orders to be reprinted, the operator has two options for reprinting:

**PRINT PO** – You can click on the 'PRINT PO' icon or press the 'F7' function key and click on 'OK' to print the Return to Vendor Purchase Order.

**PRINT PT** – You can click on the 'PRINT PT' icon or press the 'F8' function key and click on 'OK' to print the Return to Vendor Picking Ticket.

**Notes:**

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VR Reprint/Inquiry

Company# 01 THE SYSTEMS HOUSE

Vendor#

Range of VR Number

Line	VR Number	VR Date
1.	01000532	04/06/04
2.		04/19/04
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Inquiry List

Settings Help

Bypass Print

Print RTV

Fax RTV

EEmail RTV

Fax & Print

EEmail & Print

Add    OK    Cancel

Enter line number to toggle print on/off : XXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT PO	PRINT PT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Reprint Vendor Return Pick Ticket/PO**

**By Range of Return to Vendor Numbers**

Once the operator chooses the needed print option the following options are displayed:

**Bypass Print** – If selected the return to vendor order will not be reprinted.

**Print RTV** – Click on 'Print RTV' then click 'OK'. The return to vendor order will be sent to Report Capture.

**Notes:**

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VR Reprint/Inquiry

Company# 01 THE SYSTEMS HOUSE

V


FAX Information Entry

1.FAX Phone Number 9737771483

2.Coversheet (Y/N) Y

L

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	Grace	
5.Sender Phone	973-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	VR.01000533	
8.Message		
9.Deliver to	Rachel	
10.To Company	Sherwood Medical	

Enter Line# to change or 0 to send FAX: 

1 re

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup
------	--------	--------	---------	---------	---------	---------	--------	----	--	--	-------

### Reprint Vendor Return Pick Ticket/PO

#### By Range of Return to Vendor Numbers

Fax RTV – Click on 'Fax RTV' then click 'OK'.

Once the faxing option is selected the system will prompt for the Fax Information Entry.

**FAX Phone Number** – The number comes from the Vendor Master file and can be overridden.

**Coversheet** – 'Y' or 'N' if a coversheet should be sent with this fax. The following fields need to be filled in for the coversheet:

**Company Name** – Enter the operator's company name.

**Sender Name** – Enter the operator's name.

**Sender Phone** – The company's phone number will be displayed and can be overridden.

**Sender Fax** – The company's fax number will be displayed and can be overridden.

**Subject** – The return to vendor order number is referenced.

**Message** – The operator can enter a message to appear on this coversheet. If this is left blank the message will read "See attached report page(s)".

**Deliver to** – The contact from the Vendor Master file will be displayed and can be overridden.

**To Company** – The Vendors name from the Vendor Master file will display and can be overridden.

#### Enter Line# to change or 0 to send Fax:

The operator can enter Line Number to make desired changes.

Enter a Zero (0) to accept and to send the fax.

Enter 'ABORT', click on the 'ABORT' icon, or press the 'F8' function key to abort out of this faxing option.

**Notes:**

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VR Reprint/Inquiry

Company# 01 THE SYSTEMS HOUSE

EMail Information Entry

1.Email Address

2.Sender Address

3.Subject

4.Message

Enter Line# to change or END to send EMAIL:

8.			
9.			
10.			

1 record(s) selected to SELECT list #0.0.0

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of			Popup
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**Reprint Vendor Return Pick Ticket/PO**

**By Range of Return to Vendor Numbers**

**Email RTV** – Click on 'EMail RTV' then click 'OK'.

Once the Email option is selected the system will prompt for the Email Information Entry.

**Email Address** – The Vendor's email address will be display from the Vendor Master file and can be overridden.

**Sender Address** – The company's email address will display and can be overridden.

**Subject** – The return to vendor number is referenced and can be overridden.

**Message** – The return to vendor number and company information is referenced and can be overridden.

**Enter Line# to change or End to send EMAIL:**

The operator can enter Line Number to make desired changes.

Enter a Zero (0), type 'END', click on the 'END' icon or press the 'F2' function key to send the email.

Enter 'ABORT', click on the 'ABORT' icon, or press the 'F8' function key to abort out of this email option.

**Notes:**

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### PICKING TICKET RETURN TO VENDOR

Page: 1

THE SYSTEMS HOUSE  
1033 ROUTE 46 EAST  
CLIFTON , NJ 07013

Tel: 201-777-8050  
Fax: 973-777-3063

**Return Number**  
01000533

\*REPRINT( 5)\*

<b>Bill-to:</b> SHERWO A/R#:
SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS, FF 59923

<b>Ship-to:</b> 001 SyF
SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS FF 59923

Return Date:	04/19/04	Reason:	DAMAGED
Ship Date:	04/19/04	Ship Via:	UPS
Approval Date:		RMA Number:	

Special Instructions:	
-----------------------	--

Line	Location	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Cost	UM
1		AQUA-01/01 20G STER. OVERWRAPPED	2	EA	2	EA		9.00	EA

**Notes:**

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**Reprint Vendor Return Pick Ticket/PO**

**Return to Vendor Picking Ticket**

The Return to Vendor Picking Ticket is the form used for the warehouse to pick the merchandise for return.

# Return to Vendor

Page: 1

THE SYSTEMS HOUSE  
1033 ROUTE 46 EAST  
CLIFTON , NJ 07013

Return Number
01000532

Tel: 201-777-8050  
Fax: 973-777-3063

\*REPRINT( 1) \*

To: SHERWO	A/R#:
SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS, FF 59923	

Ship To:	Operator: SyF
SHERWOOD MEDICAL 1001 COMMERCE PARK BLDG A3 BRANCH FALLS FF 59923	

Return Date:	04/06/04	Warehouse:	NEW YORK
Ship Via:	UPS	RMA Number	7757
Telephone:	800-559-9874	Approval Date	04/06/04
FAX#:	973-777-1483	Approved By	SAM

Special Instructions:	
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Line	Item Number / Description	Order	U/M	Unit Cost	U/M	Extension
1	AQUAPHOR-HEAL FAST HEALING OINTMENT DAMAGED	1	EA	6.70	EA	6.70
3	TS-HUM1 HUMULIN 10ML DAMAGED	1	CS	210.00	CS	210.00

**Notes:**

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**Reprint Vendor Return Pick Ticket/PO**

**Return to Vendor Purchase Order**

The Return to Vendor Purchase Order is the form the operator would send to their vendor with the returned merchandise.

Account:50 BASE.12 Port:050 Menu:INV.REPORTS Capture:On

**Inventory Reports System**

**Transaction Registers**

- 1. In-Transit Posting Register
- 2. Receipts Posting Register
- 3. Inventory Adjustment Register
- 4. Transfer Register
- 5. Inventory Transaction Audit Report
- 6. Product Activity Report
- 7. Consignment Return Register

**Inquiries**

- 15. Inventory by Vendor Inquiry
- 16. Inventory Transaction - by Customer
- 17. Inventory Transaction - by Product
- 18. Lot Availability Inquiry
- 19. Availability Detail Report
- 20. Availability Detail Inquiry
- 21. Availability Summary Report

**Inventory Status Reports**

- 8. Stock Status--Sales Report
- 9. Low Stock Reports
- 10. Excess Inventory Report
- 11. Purchasing Report by Vendor
- 12. Weeks Supply Analysis
- 13. Lot Availability Report
- 14. Intransit Listing
- 22. Arcos Acquisitions Transaction Rpt
- 23. Arcos Dispositions Transaction Rpt
- 24. Lot Expiration Date Report

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of		Popup

**Inventory Reports System Menu**

From the main system selector go into Inventory/Warehouse Procedures and then Inventory Reports

**Notes:**

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INVENTORY IN TRANSIT POSTING LISTING

REF.NO..	DATE....	OPER	TRANS.NO	PRODUCT/DESCRIPTION.....	QTY.....
000806	12/02/03	SyF	17143	102 BLUE PLASTIC DESK	10

\*\*\* 10

INVENTORY IN TRANSIT POSTING LISTING

REF.NO..	DATE....	OPER	TRANS.NO	PRODUCT/DESCRIPTION.....	QTY.....
000807	12/02/03	SyF	17144	102 BLUE PLASTIC DESK	10

\*\*\* 10

**In-Transit Posting Register**

The in-transit report will print a listing of all the transactions posted using inventory in-transit posting. This report uses the Inventory Audit file.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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Receipts Posting Register

Date 28 Apr 2004

Page 11

REF.NO.	DATE1	OP.	VENDOR#	V.NAME	TRANS.NO	DS	PRODUCT/DESCRIPTION	QTY	P	UM	COST	UM	VALUE	PO#	RCVR#
003530	090403	SyF	3M	3M CORP.	16731	DS	3M-350L STERIL LATEX GLOVES LG	1,000	EA	EA	19.00	EA	19000.00	01129600	003530
													----- 19000.00		

Receipts Posting Register

The inventory receipts report will print a listing of all transactions posted using inventory receipts posting. This report uses the Inventory Audit file.

Date

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

Warehouse

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or 'Specific Warehouses'.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:

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Adjustments Posting Listing

Date 20 Apr 2004 Page 5

AUTHORIZE.	DATE...	OPER	REAS.	CD	REASON.....	TRANS.NO	A.	PROD.NO.....	BAL.	BEF.	BAL.	AFT.	QTY.....
	02/10/04	SyF	01		PILFERAGE	17521		ARNKCF14	10,079		15		-10,064
	02/10/04	SyF	01		PILFERAGE	17522		ARNKCF14	15		10,079		10,064

**Inventory Adjustment Register**

The inventory adjustment register will print a list of all transactions posted using inventory adjustment posting. This report uses the Inventory Audit file.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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Warehouse 002 CHICAGO

Transfer Report

A.PROD.NO.....	DESC.....	DATE....	REL.NO.....	TRNS.I
101	RED PLASTIC DESK	03/28/03	003371	
101	RED PLASTIC DESK	03/28/03	003371	
Total Item 101				

**Transfer Register**

The inventory transfer register will print a list of all transactions posted using inventory transfer posting. This report uses the Inventory Audit file.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE: 40 INVENTORY ACTIVITY REPORT BY BRANCH BY PRODUCT CLASS 23 Apr 2004

WHSE: 001

A. PROD. NO.	DESC.	DATE	TNX	BAL. BEF.	QTY.	REF. NO.	AUTH. CODE	REAS. CD	TRANSFR. NO	OPER
***										
9251	CURAFIL Cel Wound Dress.	06/25/03	ADJ	0	120			01		SyF
9251	CURAFIL Cel Wound Dress.	06/25/03	ADJ	120	100			01		SyF
***										
9252	CURAFIL Cel Wound dress.	06/25/03	ADJ	0	80			01		SyF
9252	CURAFIL Cel Wound dress.	06/25/03	ADJ	80	80			01		SyF
9252	CURAFIL Cel Wound dress.	09/03/03	ADJ	160	3			01		SyF
9252	CURAFIL Cel Wound dress.	09/03/03	ADJ	163	7			01		SyF

**Product Activity Report**

The inventory product activity report will print a list of all transactions that have affected inventory from the first date to the last date input by branch and product class.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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WAREHOUSE 001 NEW YORK                      CONSIGNMENT RETURN REPORT                      RUN 23 Apr 2004    PAGE    1

A. PROD. NO.	DESC.	DATE	REL. NO.	A. CUST. NO.	QTY.	OPER
101	RED PLASTIC DESK	04/20/04	01135190001	UNC	1	KPL
101	RED PLASTIC DESK	04/20/04	01135196001	UNC	1	KPL
TOTAL ITEM 101					2	

**Consignment Return Register**

The consignment return report will print a list of all consignments returned per product.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 12 INVENTORY STOCK STATUS BY BRANCH BY PRODUCT CLASS DATE: 04/23/04

WHSE: 001--NEW YORK

ITEM NO	BEGIN!	RECEIPTS!	SALES!	RETURNS!	ADJUSTS!	CONSIGN!	ON !	EXPECTED!	COMMITD!	SLS\$	YTD!	VALUE
PRODUCT DESCRIPTION	! & PROD!	MTD !	!& TRANS!	& RENT!	HAND!	!	!	!	SOLD	YTD!		
-----												
*** PRODUCT CLASS: 017		0		0		0		1876			248	
	329		0		0		329		180		57	14658.86
AQUAPHOR-CAUZE	!	!	!	!	!	!	!	!	!	!	0!	
MOISTURIZING CAUZE	113!	0!	0!	0!	0!	0!	113!	0!	1!	0!		248.60
EUCERIN	!	!	!	!	!	!	!	!	!	!	0!	
CLEANSING BAR	83!	0!	0!	0!	0!	0!	83!	0!	10!	0!		55.61
-----												
*** PRODUCT CLASS: 018		0		0		0		0			0	
	196		0		0		196		11		0	304.21

**Stock Status Report - - Sales Report**

The stock status report will print the beginning balance, receipts sales, returns, adjustments, on hand, on order, on backorder and sales by units and dollars year-to-date. If the product is a kit or discontinued or stock status indicator is set to 'N', the product will not appear on the report

**Product#**

In this field the operator has the choice of selecting 'All Products', 'Product Range' or 'Specific Product'.

**Prod Class**

In this field the operator has the choice of selecting 'All Prod Class', 'Prod Class Range' or 'Specific Prod Class'.

**Vendor#**

In this field the operator has the choice of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendors'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 19                      LOW STOCK REPORT BY WAREHOUSE BY VENDOR                      DATE 05/17/04

WAREHOUSE: 001--NEW YORK

PRODUCT NUMBER

PRODUCT DESCRIPTION	SELL	ON	VEND	CUST	AVAIL	ROP	ROR	BUY	LAST	LAST	RECP	SALES	SALES#	VALUE
	UM	HAND	ON ORD	BACKORD				UM	ORD	RECP	YTD	YTD	YTD	
VENDOR: KENDALL    Kendall Healthcare														
MIN FREIGHT 0														
-----														
9090														
CURAFORM Wound Dressing	EA	0	0	1	-1	0		1 EA	12/04		0	0	0	0
9222														
Infant Feeding Tube	EA	-5	0	0	-5	0		5 EA	07/10		0	0	0	-400
9252														
CURAFIL Gel Wound dress.	EA	-15	0	0	-15	30		49 EA	09/03		0	175	2917	-2250
VENDOR TOTAL ***		-20	0	1	-21						0	175	2917	-2650

**Low Stock Report**

The Inventory low stock report will print a listing of all items that have reached the reorder point. No discontinued products, kit products or products with the stock status indicator set to 'N' will print.

**Product#**

In this field the operator has the choice of selecting 'Regular' or 'Blanket Products'.

**Vendor#**

In this field the operator has the choice of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendors'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 2 EXCESS INVENTORY REPORT -- BASED ON 24 MONTHS DATE 05/17/04

WHSE 001--NEW YORK  
PC 001--ROOM DEODORIZERS

PRODUCT NUMBER	PRODUCT DESCRIPTION	UM	ON HAND	VENO ON ORD	BACKORD	AVAIL	SALES 12 MO	SALES# 12 MO	VALUE	DESIRED QTY	EXCESS	EXCESS VALUE
35MM-1	35M CAMERA	EA	13	0	0	13	0	0	195	0	13	195
401	RJ PROD	EA	975	3	0	975	2	40	9750	4	971	9710
464	NUT	C	979999	0	9980	970019	0	0	6566	0	970019	6499
465												

**Excess Inventory Report - - Based on ## Months**

The excess inventory report calculates the excess inventory in quantity and in dollar value. Kit products and products with the stock status indicator set to "N" will not print on the report.

**Number of Months**

In this field the operator may enter the number of months to use for the excess inventory calculation. Allowable entries are 01 through 36. The number input will be used to calculate the excess inventory for that period.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 2 PURCHASING REPORT BY WAREHOUSE BY VENDOR DATE 05/17/04

WHSE: 001--NEW YORK

VENDOR: 3M 3M CORP. HIGH FREIGHT 0

PRODUCT NUMBER

PRODUCT NO	SELL	ON	VEND	CUST	AVAIL	ROP	ROA	BUY	LAST	LAST	RECPT	SALES	SALES#	VALUE	QTY
	UM	HAND	ON ORD	BACKORD				UM	ORD	RECP	YTD	YTD	YTD		LV
3M-350L	EA		200		256			74 EA	01/29		0		37478		5149
STERIL LATEX GLOVES LG		56		0		204				02/10		1203		1064	
VENDOR TOTAL ***		56		0								0		37478	5149
			200		256							1203		1064	

**Purchasing By Vendor Report**

The purchasing by vendor report will print all items purchased from a particular vendor. The on hand, on order, on backorder and available quantities are displayed.

**Vendor#**

In this field the operator has the choice of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendors'.

**All Items or Items Below ROP (A/R)**

Enter 'RETURN' for all items. Enter 'R' for just those items below ROP.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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WHSE 001 --NEW YORK STOCK AVAILABILITY REPORT BASED ON 6 MONTHS USAGE THROUGH DECEMBER 05/17/04 PAGE 3

PRODUCT NUMBER

PRODUCT DESCRIPTION	ONHAND	INPICK	BACKORD	AVAIL 26 WEEKS	# WEEKS	VENDOR	# WEEKS
				AVERAGE	INV	ON ORD	INV
WFSU-E							
NO FRILLS STICK UP EVRGRN	101	85	16	-1728	0	-1728	3456 1728
WFSU-HD							
NO FRILLS STICK UP HUYDTY	147	110	0	37	0	37	0 37
WFSU-L							
NO FRILLS STICK UP LEMON	30	11	0	19	0	19	0 19

**Weeks Supply Analysis**

The weeks supply analysis report will calculate stock availability based upon six months usage.

**Enter Last Period to be included (1-12)**

In this field the operator may enter the last period for the report. Allowable entries are 01 through 12. The number input will be used as the last period for the report.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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RUN - 17 May 2004      INVENTORY ANALYSIS REPORT FOR WAREHOUSE - 002 CHICAGO      PAGE - 1

PRODUCT	DESCRIPTION	UN	SOLD OVER THE PAST YEAR				STILL IN STOCK		
			UNITS SOLD		CUMULATIVE		UNITS	VALUE	CUMULATIVE
			IN PAST	COST PER	EXTENDED	% OF ALL	NOW IN	OF STOCK	% OF TOTAL
UN	12 MONTHS	UNIT	COST	SALES	STOCK	AT COST	INVENTORY		
E-C5500	NYLON BLK BRD	EA	7986	161.24	1287662.64	10.389	999	161078.76	37.40
E-TP462	TEMP CARDIAC PACING WIRE	EA	3795	292.82	1111251.90	19.355	0	0.00	37.40
E-C5750	NYLON BLK BRD	EA	6885	159.55	1098501.75	28.218	5	797.75	37.59
E-C5760	NYLON BLK BRD	EA	6455	159.55	1029895.25	36.527	0	0.00	37.59
E-TP460	TEMP CARDIAC PACING WIRE	EA	2774	295.44	819550.56	43.139	0	0.00	37.59
E-TP450	TEMP CARDIAC PACING WIRE	EA	2832	288.37	794007.84	49.545	0	0.00	37.59
E-TP452	TEMP CARDIAC PACING WIRE	EA	2738	288.37	767653.06	55.739	0	0.00	37.59
E-C0670	SILK BLK BRD	EA	5392	137.33	740483.36	61.713	0	0.00	37.59
E-C0630	SILK BLK BRD	EA	5872	135.67	688118.24	67.265	0	0.00	37.59
E-C0040	SILK BLK BRD	EA	3972	133.47	530142.84	71.542	999	133336.53	68.55
E-C0460	SILK BLK BRD	EA	3816	135.55	517258.80	75.716	999	135414.45	100.00
E-C0540	SILK BLK BRD	EA	4811	127.89	512966.79	79.854	0	0.00	100.00
E-C0660	SILK BLK BRD	EA	3723	137.33	511279.59	83.979	0	0.00	100.00

**Inventory Analysis Report**

The objective of the inventory analysis report is to identify items in the product line that can be eliminated. This report shows an entry for every stocked item in this branch. The items are listed from highest sales (units x cost) to lowest sales. This report also shows the current inventory investment for each item listed and a running cumulative percent of the total inventory investment that has been accounted for to this point.

**Warehouse#**

In this field the operator has the choice of entering the warehouse number or using the inquiry function to select a warehouse location.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 3          ** INVENTORY BY VENDOR 01:40:57pm 17 May 2004

VEND#  WHSE  ITEM NO      ITEM.DESC.....  SELL  COST RETAIL...  ON  . AVAIL.  VEND  ROP.....  DISC
                               UN.                HAND..      ON ORD      IND.

11250  001  117155-065  ADVANTAGE MENS BOOT      PR    44.39   0.00    65   554   495    100  N
11250  001  117155-070  ADVANTAGE MENS BOOT      PR    44.39   0.00    85   479   400    100  N
11250  001  117155-075  ADVANTAGE MENS BOOT      PR    44.39   0.00    70   565   500    100  N
11250  001  117155-100  ADVANTAGE MENS BOOT      PR    44.39   0.00    72   271   200    100  N
11250  001  117155-105  ADVANTAGE MENS BOOT      PR    44.39   0.00    85   282   200    100  N
11250  001  117155-120  ADVANTAGE MENS BOOT      PR    44.39   0.00    12   211   200     50  N
11250  001  117155-125  ADVANTAGE MENS BOOT      PR    44.39   0.00    20   219   200     50  N

      ***

11250  002  117155-065  ADVANTAGE MENS BOOT      PR    44.39   0.00     0    -1     0     0  N
11250  002  117155-070  ADVANTAGE MENS BOOT      PR    44.39   0.00     0     0     0     0  N
11250  002  117155-075  ADVANTAGE MENS BOOT      PR    44.39   0.00     0     0     0     0  N
11250  002  117155-100  ADVANTAGE MENS BOOT      PR    44.39   0.00     0     0     0     0  N
11250  002  117155-105  ADVANTAGE MENS BOOT      PR    44.39   0.00     0    -1     0     0  N
    
```

**Inventory By Vendor Inquiry**

The inventory by vendor inquiry report will indicate all items purchased from a particular vendor and their prices. Kit products and products set up with the stock status indicator set to a 'N' will not print.

**Vendor#**

In this field the operator has the choice of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendors'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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MDS for Windows Version 7.10.4 [192.168.253.254 INY.HIST.CUST.INQ010s1]

File Edit Settings View Reset Tools GLT FDA Standard Functions Special Functions Help

**Inventory Transaction History by Customer**

Customer# 1010 ST. MICHAELS HOSPITAL  
 Salesman# 001 Sy Fellig  
 Product # ('A' for All) A

Ln#	Item Number Description	Date	Trx	Release# DropShip	Quantity		Price	Um Cost
					Sc I	Stock		
1	DD329431 SYR INSULIN.3CC 29X1/2"	04/02/04	INV	01135115001		-1	3995	DX
				ND	BX	BX		28.88
2								
3								
4								
5								
6								

Enter END to exit PREV PG or NEXT PG: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off PopUp

**Inventory Transactions Inquiries - - By Customer**

The inventory transaction by customer inquiry will provide a listing of all items billed to a specific customer. All billing transactions will be displayed (invoices, invoice voids, credit memos, and credit memo voids).

**Customer#**

In this field the operator has the choice of entering the customer number or using the 'INQUIRY' function to select the correct customer from a list.

**Salesman#**

In this field the salesman name and number are displayed from the Customer Detail file.

**Product#**

In this field the operator has the choice of entering 'A' for all, a specific product number or using the 'INQUIRY' function to select the correct product from a list.

**Notes:**

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MDS for Windows Version 7.10.4 [192.168.253.254 INV.HIST.CUST.INQ010s1]

File Edit Settings View Reset Tools GLT FDA Signature Functions Special Functions Help

**Inventory Transaction History by Customer**

Customer# 1010 ST. MICHAELS HOSPITAL  
 Salesman# 001 Sy Fortig  
 Product # ('A' for All) A

Ln#	Item Number Description	Date	Trx	Release# DropShip	Quantity		Price	Um Cost
					Sel	Stock		
1	DD329431 SYR INSULIN.3CC 29X1/2"	04/02/04	INV	01135115001		-1	3995	DX
				ND	BX	BX		28.88
2								
3								
4								
5								
6								

Enter END to exit PREV PG or NEXT PG: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off PopUp

**Inventory Transactions Inquiries - - By Customer (continued)**

The inventory transaction by customer inquiry will provide a listing of all items billed to a specific customer. All billing transactions will be displayed (invoices, invoice voids, credit memos, and credit memo voids).

**Field definitions are as follows:**

- Ln#**- Line number for this inquiry.
- Item#** - Item number and description are displayed.
- Date** – Date of the transaction.
- TNX** – Transaction Type, INV=invoice, CM=credit memo, I/V=invoice voids, and C/V=credit memo voids.
- Release#** – Release number.
- Drop Ship** – Drop shipment indicator ND = Non drop ship, DS = drop ship
- Quantity** – Transaction Quantity.
- Sell UM** – The selling unit of measure is displayed from the Product Master file.
- Stock UM** – The stocking unit of measure is displayed from the Product Master file.
- Price** – Price per pricing multiple.
- UM** – Selling unit of measure.
- Cost** – Cost per selling unit of measure

**Enter END to exit, PREV PG or NEXT PG**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to end.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the inquiry.

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-INV.HIST.PROD.INQ010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory Transaction History by Product**

Product# 105 ULTRA BLUE PLASTIC DESK  
Warehouse or ALL ALL

Ln#	Customer/Vendor Number Customer/Vendor Name	Date DropShip	Tnx	Release/Ref P/O Number	Quantity		Price	Um Cost
					Sell	Stock		
1	A1000 G_A WHOLESALERS	05/13/04 DS	INV	01135251001	-12		495.55	1
					1	1	366.25	
2	A1000 G_A WHOLESALERS	05/13/04 DS	POR	003791 01130061	12			1
						1	366.25	
3	D1000 DESK WHOLESALER'S INC.	05/13/04 ND	PRA	003790 01130059	2			1
						1	410.00	
4	D1000 DESK WHOLESALER'S INC.	05/13/04 ND	PRA	003790 01130059	-2			1
						1	425.00	
5	D1000 DESK WHOLESALER'S INC.	05/13/04 ND	POR	003790 01130059	2			1
						1	425.00	
6								1
7								1

Enter 'END' to EXIT, 'NEXT PG' or 'PREV PG'

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Inventory Transactions Inquiries - - By Product**

The inventory transaction by product inquiry will display all the transactions for a particular product

**Product#**

In this field the operator has the choice of entering a specific product number or using the 'INQUIRY' function to select the correct product from a list.

**Field definitions are as follows:**

**Product#** - Product number and description are displayed.

**Warehouse** - Warehouse number and name are displayed.

**Customer/Vendor** - Customer or vendor name and number.

**Date** - Date of the transaction.

**Drop Ship** - Drop shipment indicator ND = Non drop ship, DS = drop ship

**TNX** - Transaction Type, INV=invoice, CM=credit memo, I/V=invoice voids, and C/V=credit memo voids.

**Release/Ref** - Release or reference number.

**PO Number** - Purchase order number.

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-INV.HIST.PROD.INQ010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory Transaction History by Product**

Product# 105 ULTRA BLUE PLASTIC DESK  
Warehouse or ALL ALL

Ln#	Customer/Vendor Number Customer/Vendor Name	Date DropShip	Tnx	Release/Ref P/O Number	Quantity		Price Um Cost
					Sell	Stock	
1	A1000 G_A WHOLESALERS	05/13/04 DS	INV	01135251001	-12 1	1	495.55 / 366.25
2	A1000 G_A WHOLESALERS	05/13/04 DS	POR	003791 01130061	12 1	1	/ 366.25
3	D1000 DESK WHOLESALER'S INC.	05/13/04 ND	PRA	003790 01130059	2 1	1	/ 410.00
4	D1000 DESK WHOLESALER'S INC.	05/13/04 ND	PRA	003790 01130059	-2 1	1	/ 425.00
5	D1000 DESK WHOLESALER'S INC.	05/13/04 ND	POR	003790 01130059	2 1	1	/ 425.00
6							/
7							/

Enter 'END' to EXIT, 'NEXT PG' or 'PREV PG' XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Inventory Transactions Inquiries - - By Product (continued)**

**Field definitions are as follows (continued):**

- Quantity** – Transaction Quantity.
- Sell UM** – The selling unit of measure is displayed from the Product Master file.
- Stock UM** – The stocking unit of measure is displayed from the Product Master file.
- Price** – Price per pricing multiple.
- UM** – Selling unit of measure.
- Cost** – Cost per selling unit of measure

**Enter END to exit, PREV PG or NEXT PG**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to end.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the inquiry.

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-LOT.INQ010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Lot Inventory Availability**

Warehouse: 001 NEW YORK      Item Number: 135MM-L      Description: 135MM TELEPHOTO LENS

PRICE1: 400.00 2      350.00 3      300.00 4      275.00      Earliest Delivery

Qty 1: 1 2      4 3      12 4      999999

Avail	On Hand	In Pick	On B/O	In Use	Adj Qty	Trn Qty	In Work	On P/O
50	50							

LN#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost
1	001	85242	B-100	10		10	200.00
2	001	85243	B-100	10		10	200.00
3	001	85244	B-100	20		20	200.00
4							
5							
6							
7							
8							
9							
10							

Enter END to exit, PREV PG or NEXT PG :     

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off      Popup

**Lot Availability Inquiry**

The lot availability inquiry displays all lots of available material for a particular product. The operator may view the inventory of a single warehouse, or all. View selectivity is also allowed by lot size, so that the program will display only those lots that have a quantity (or length) greater than or equal to the size needed. A proposed selling price may be entered which is compared to a minimum acceptable gross profit for the product.

**Warehouse**

In this field the operator has the choice of entering 'A' for All warehouses, a specific warehouse, or selecting the appropriate warehouse from the list.

**Item Number**

In this field the operator has the choice of entering an item number or using the 'INQUIRY' function to select an item.

**Enter the proposed price or <RETURN> to continue**

Enter the proposed price or hit 'RETURN' to see all lots.

**Enter the quantity needed or <RETURN> for all**

Enter the specific quantity that is needed. Hit 'RETURN' for all lots or enter 'END' to return to the product number prompt.

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-LOT.INQ010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Lot Inventory Availability**

<b>Warehouse</b>		<b>Item Number</b>		<b>Description</b>	
001	NEW YORK	135MM-L		135MM TELEPHOTO LENS	
<b>PRICE1</b>	400.00	2	350.00	3	300.00
<b>Qty 1</b>		1	2	4	3
				12	4
					999999
<b>Earliest Delivery</b>					

<b>Avail</b>	<b>On Hand</b>	<b>In Pick</b>	<b>On B/O</b>	<b>In Use</b>	<b>Adj Qty</b>	<b>Trn Qty</b>	<b>In Work</b>	<b>On P/O</b>
50	50							

LN#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost
1	001	85242	B-100	10		10	200.00
2	001	85243	B-100	10		10	200.00
3	001	85244	B-100	20		20	200.00
4							
5							
6							
7							
8							
9							
10							

Enter END to exit, PREV PG or NEXT PG :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Lot Availability Inquiry (continued)**

**Enter 'G' for greater than or 'L' for less than quantity needed (G/L)**

Enter 'G' to show quantities greater than needed or 'L' to show quantities less than needed.

**Field definitions are as follows:**

**PRICE1**  
Price from price pointer 1, price breaks from the Product Price Maintenance File.

**PRICE2**  
Price from price pointer 2, price breaks from the Product Price Maintenance File.

**PRICE3**  
Price from price pointer 3, price breaks from the Product Price Maintenance File.

**PRICE4**  
Price from price pointer 1, price breaks from the Product Price Maintenance File.

**QTY1**  
Quantity break for price pointer 1.

**QTY2**  
Quantity break for price pointer 2.

**QTY3**  
Quantity break for price pointer 3.

**QTY4**  
Quantity break for price pointer 4.

**Avail**  
Total quantity available.

**On Hand**  
Total quantity on hand.

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-LOT.INQ010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Lot Inventory Availability**

Warehouse		Item Number				Description		
001 NEWYORK		135MM-L				135MM TELEPHOTO LENS		
PRICE1	400.00	2	350.00	3	300.00	4	275.00	Earliest Delivery
Qty 1		1	2	4	3	12	4	999999
Avail	On Hand	In Pick	On B/O	In Use	Adj Qty	Trn Qty	In Work	On P/O
50	50							
LN#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost	
1	001	85242	B-100	10		10	200.00	
2	001	85243	B-100	10		10	200.00	
3	001	85244	B-100	20		20	200.00	
4								
5								
6								
7								
8								
9								
10								

Enter END to exit, PREV PG or NEXT PG : XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Lot Availability Inquiry (continued)**

**Field definitions are as follows (continued):**

- In Pick**  
Total quantity in pick.
- On B/O**  
Total quantity on back order.
- In Use**  
Quantity committed to product posting.
- Adj Qty**  
Adjustment quantities entered during order entry / verification.
- Trn Qty**  
Transfer quantity.
- In Work**  
Quantity of finished goods that will be produced through raw materials.
- On P/O**  
Total quantity on purchase orders.
- Ln#**  
Line number.
- Whse**  
Warehouse number.
- Lot# / Length**  
Lot or serial number.
- Location**  
Location number.
- On Hand**  
Quantity on hand for a specific component

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-LOT.INQ010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Lot Inventory Availability**

<b>Warehouse</b>		<b>Item Number</b>		<b>Description</b>	
001	NEW YORK	135MM-L		135MM TELEPHOTO LENS	
<b>PRICE1</b>	400.00	2	350.00	3	300.00 4
<b>Qty 1</b>		1 2	4 3		12 4
					275.00 Earliest Delivery
					999999

<b>Avail</b>	<b>On Hand</b>	<b>In Pick</b>	<b>On B/O</b>	<b>In Use</b>	<b>Adj Qty</b>	<b>Trn Qty</b>	<b>In Work</b>	<b>On P/O</b>
50	50							

LN#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost
1	001	85242	B-100	10		10	200.00
2	001	85243	B-100	10		10	200.00
3	001	85244	B-100	20		20	200.00
4							
5							
6							
7							
8							
9							
10							

Enter END to exit, PREV PG or NEXT PG : XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Lot Availability Inquiry (continued)**

**Field definitions are as follows (continued):**

**In Pick**  
Quantity in pick for a specific component.

**Available**  
Quantity available for a specific component.

**Lot Cost**  
Lot cost for a specific component.

**Enter END to exit, PREV PG or NEXT PG**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to end.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the inquiry.

**Notes:**

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14:53:03 05/17/04 AVAILABILITY DETAILED REPORT PAGE 2

WHSE 001 NEW YORK

ON	MAY		JUN		JUL		AUG		SEP		OCT	
HAND	1-15	16-30	1-15	16-30	1-15	16-30	1-15	16-30	1-15	16-30	1-15	16-30
047	EA	SHOWER CURTAIN HOOKS										
20	VENDOR ON ORDER 2016											
	CUSTOMER ORDERS											
	BALANCE	2036	2036	2036	2036	2036	2036	2036	2036	2036	2036	2036
050	EA	SOAP DISPENSER										
5	VENDOR ON ORDER 864											
	CUSTOMER ORDERS											
	BALANCE	869	869	869	869	869	869	869	869	869	869	869

**Availability Detail Report**

This report will show availability for all products that are not discontinued, kit products or have the stock status indicator set to a 'N'.

**Report Header Date**

Enter the date of the report as MM/DD/YY

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-555.AVAIL.INQ012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory    Availability**

1.Prod # 852      2.Whse # 001  
FOREIGN PRODUCT      NEW YORK

3.Date 01/01/04      Unit Meas EA

Avail Dates	On Hand	Vend On Ord	Cust. Orders	Balance
Jan 1-15		10	1	9
15-30				10
Feb 1-15				10
15-30				10
Mar 1-15				10
15-30				10
Apr 1-15				10
15-30				10
May 1-15				10
15-30				10
Jun 1-15				10
15-30				10

Enter Line Number to Change, 0 to exit.      XXXXXX

INV INQ      HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off      Popup

**Availability Detail Inquiry**

This inquiry provides the projected on hand of a product from a specific warehouse for the next six months. The inquiry takes in account the current on hand, adds in the quantity on vendor order then subtracts open customer orders. Drop Ship PO's are not included in the inquiry.

**Prod#-** In this field the operator has the choice of entering a specific product number or using the 'INQUIRY' function to select the correct product from a list.

**Unit Meas** – the stock unit of measure is displayed from the Product Master file when the product is selected.

**Whse#** - In this field the operator has the choice of entering a specific warehouse number or selecting the appropriate warehouse from the list.

**Date#** - Enter the beginning date of the inquiry as MM/DD/YY.

**Notes:**

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MDS for Windows Version 7.10.4 - [192.168.253.254-555.AVAIL.INQ012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory    Availability**

1.Prod # 852      FOREIGN PRODUCT      2.Whse # 001      NEW YORK

3.Date 01/01/04      Unit Meas EA

Avail Dates	On Hand	Vend On Ord	Cust. Orders	Balance
Jan 1-15		10	1	9
15-30				10
Feb 1-15				10
15-30				10
Mar 1-15				10
15-30				10
Apr 1-15				10
15-30				10
May 1-15				10
15-30				10
Jun 1-15				10
15-30				10

Enter Line Number to Change, 0 to exit.      XXXXXX

INV INQ      HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off      Popup

**Availability Detail Inquiry (continued)**

**Field definitions are as follows:**

**Avail Dates** – The beginning date and the following six months are displayed in a monthly/biweekly format.

**On Hand** – The quantity of the product on hand.

**Vend on Order** – The quantity of the item on order from the vendor.

**Cust. Order** – The number of customer orders for the item.

**Balance** – Remaining amount of the item on hand (On hand quantity + vendor order quantity – customer order = balance).

**Enter Line Number to Change, 0 to exit.**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to end.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the inquiry.

**Notes:**

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15:32:21 05/17/04

WHSE 001 NEW YORK

AVAILABILITY SUMMARY REPORT PAGE 2

ON	MAY		JUN		JUL		AUG		SEP		OCT	
	1-15	16-30	1-15	16-30	1-15	16-30	1-15	16-30	1-15	16-30	1-15	16-30
0	EA	1										
BALANCE	29	29	29	29	29	29	29	29	29	29	29	29
047	EA	SHOWER CURTAIN HOOKS										
20 BALANCE	2036	2036	2036	2036	2036	2036	2036	2036	2036	2036	2036	2036
050	EA	SOAP DISPENSER										
5 BALANCE	869	869	869	869	869	869	869	869	869	869	869	869
051	EA	LOTION DISPENSER										
60 BALANCE	204	204	204	204	204	204	204	204	204	204	204	204

**Availability Summary Report**

The availability summary report will show the availability for all products in summary form. This report will exclude all kits, discontinued products and products with the stock status indicator set to a 'N'.

**Report Header Date**

Enter the date of the report as MM/DD/YY

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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24 May 2004                ARCOS TRANSACTION REPORTING                PG: 1
DRUG ENFORCEMENT ADMINISTRATION
CO: 01 THE SYSTEMS HOUSE
WHSE: 001 NEW YORK
PERIOD: 05/15/04 TO 05/25/04
LAST ARCOS REBUILD: 10:34:18 24 MAY 2004

"ACQUISITIONS":
=====
-----
REPORTING      NATIONAL      ASSOCIATE      DEA      TRANS
REGISTRANT    THX    DRUG CODE    QUANTITY  UM  REGISTRATION#  FORM#    LOT NUMBER  DATE    REFERENCE#
-----
                POR                10  BX  BB7574886    GMS. TXT                05/24/04  003798
    
```

**Arcos Acquisitions Transaction Report**

The arcos acquisitions transaction report will show a listing of all acquisitions.

**Warehouse**

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or ' Specific Warehouse'.

**Enter Begin Date**

Enter the beginning date to use for this report as MM/DD/YY

**Enter End Date**

Enter the ending date to use for this report as MM/DD/YY

**Rebuild Arcos File**

Enter 'Y' for yes or 'N' for no to rebuild the Arcos file. Rebuilding the Arcos file will create a file containing reporting information that is required quarterly for the Arcos unit of the FDA. Rebuilding the file ensures that all FDA regulated transactions are reported appropriately.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

**Notes:**

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Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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24 May 2004                ARCOS TRANSACTION REPORTING                PG: 1
                           DRUG ENFORCEMENT ADMINISTRATION
                           CO: 01 THE SYSTEMS HOUSE
                           WHSE: 001 NEW YORK
                           PERIOD: 05/15/04 TO 05/25/04
                           LAST ARCOS REBUILD: 10:19:00 24 MAY 2004

                           "DISPOSITIONS":
                           =====
    -----
REPORTING   NATIONAL      ASSOCIATE   DEA          TRANS
REGISTRANT  TXN   DRUG CODE   QUANTITY  UM  REGISTRATION#  FORM#   LOT NUMBER  DATE   REFERENCE#
    -----
           INV                2  BX  BB7574886   CMS.TXT                05/24/04  01135305001
    -----
    
```

**Arcos Acquisitions Transaction Report**

The arcos dispositions transaction report will show a listing of all dispositions.

**Warehouse Options**

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or ' Specific Warehouse'.

**Enter Begin Date**

Enter the beginning date to use for this report as MM/DD/YY

**Enter End Date**

Enter the ending date to use for this report as MM/DD/YY

**Rebuild Arcos File**

Enter 'Y' for yes or 'N' for no to rebuild the Arcos file. Rebuilding the Arcos file will create a file containing reporting information that is required quarterly for the Arcos unit of the FDA. Rebuilding the file ensures that all FDA regulated transactions are reported appropriately.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

**Notes:**

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Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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19 May 2004

\*\*\*\*\* EXPIRATION DATE REPORTING \*\*\*\*\*

PAGE 5

CUTOFF DATE AS OF: "02/01/89"

PRODUCT NUMBER	PRODUCT DESCRIPTION	LOT NUMBER	QTY	COST	VALUE	EXP DATE	DAYS	LST DATE
DEA01	DEA DRUG TYPE 01		977	0.00	0.00		0	
DEA99	DEA PRODUCT 99		975	0.00	0.00		0	
DEALOT	DEA LOT ITEM		0	0.00	0.00	12/31/67	0	12/31/67
9222	Infant Feeding Tube		0	0.00	0.00	12/31/67	0	12/31/67
9250	CURAFIL Gel Wound Dress. Dressing 1/2 ounce		1 35	0.00 0.00	0.00 0.00		0 0	
9251	CURAFIL Gel Wound Dress. Dressing 1 oz 12 tubes		220	0.00	0.00		0	
9252	CURAFIL Gel Wound dress. Dressing 3 oz 12 Tubes		5 -20	0.00 0.00	0.00 0.00		0 0	
9804	ULTEC Pro Alginate Hydrocolloid Dress. 8"x8"		150	0.00	0.00		0	

**Lot Expiration Date Reports**

This inventory product report will print a report of products displaying their lot numbers, quantities, cost / value and expiration information.

**Warehouse**

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or ' Specific Warehouse'.

**Product#**

In this field the operator has the choice of selecting 'All Products', 'Product Range', or 'Specific Product'.

**Expiration Date**

Enter the expiration date of the product to use for this report as MM/DD/YY the date entered will be the cutoff date of the report.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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INVENTORY AVAILABILITY REPORT - BRANCH: 001 NEW YORK DATE: 05/20/04 PAGE: 1

```

*PROD# 135MM-L          PROD.DESC 135MM TELEPHOTO LENS  AVAIL: 50 TRANSFERS:  ONORDER:
COST: 200.00           B/O: 0
                        ADJ: 0

```

```

KLOT# / LENGTH  LOCATION  QTY AVL  COST *LOT# / LENGTH  LOCATION  QTY AVL  COST *LOT# / LENGTH  LOCATION  QTY AVL  COST
*****
K
*
K85242      B-100      10  200.00*85243      B-100      10  200.00*85244      B-100      20  200.00
*****

```

```

*PROD# 35MM          PROD.DESC 35MM CAMERA  AVAIL: 592 TRANSFERS:  0 ONORDER:  0
COST: 200.00         B/O: 0
                        ADJ: 0

```

```

KLOT# / LENGTH  LOCATION  QTY AVL  COST *LOT# / LENGTH  LOCATION  QTY AVL  COST *LOT# / LENGTH  LOCATION  QTY AVL  COST
*****
K
*
KABC      A-101      292  200.00*DEF      A-201      296  200.00*
*****

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**Notes:**

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**Lot Availability Report**

The lot availability reports show all lot products by warehouse, the lot# and available quantity.

**(1) With costs or (2) without costs**

Enter '1' to display the products with their cost or '2' to display the products without their cost.

**Warehouse**

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or ' Specific Warehouse'.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

PAGE 1                    \*\*\*OPEN INTRANSIT LISTING\*\*\*                    09:40:31    05/18/04

PO#            PRODUCT#    PRODUCT DESC                    ORDER QTY    REC. QTY    INTR. QTY    DUE DATE    EXTENDED VALUE

-----

01128987	BW-600	WIRE	1	0	1	11/20/02	200.00
01129069	CHAIR	CHAIR SWIVEL	1	0	1	02/23/02	1000.00
01129093	101	RED PLASTIC DESK	6	0	6	01/08/03	60.00
01129094	101	RED PLASTIC DESK	6	0	6	01/06/03	60.00
01129274	101	RED PLASTIC DESK	20	0	12	12/16/03	144.00
01129662	105	ULTRA BLUE PLASTIC DESK	12	0	12	09/22/03	3900.00

**Intransit Listing**

The intransit listing report will print a listing of all the transactions posted using inventory intransit posting. This report uses the Inventory Audit File

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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Warehouse Transfer Receipts Posting Logon

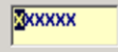
1.Operator

2.Company

3.Warehouse

4.Recv Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:



HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of				Popup
------	--------	--------	---------	---------	---------	---------	--------	----	--	--	--	-------

Notes:

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Transfer Receipts Posting --- for use with Transfer Billing - Logon

Overview

Transfer receipts posting created two Inventory Audit records. The on hand in the receiving warehouse is increased and the on hand in the shipping warehouse is decreased. This procedure is used to post the receipt of inventory in the receiving warehouse. This program is only used if transfer entry is being used and the Parameter record (59), immediate update of transfer inventory, is flagged as 'N', two step (Update at Transfer Receipts). To bypass this procedure the Parameter record (59) needs to be flagged as 'Y', One step (Update at Verification).

**Operator** – Enter the operator code.

**Company** – Enter the company number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all companies and the operator can select the needed company.

**Warehouse** – Enter the receiving warehouse number. If you hit <ENTER> it will default to warehouse 001. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all warehouses and the operator can select the needed warehouse.

**Recv Date** – Enter the receiving date or hit <ENTER> for today's date.

The program will then prompt:

Enter Line# to Change, End to End Abort to Cancel, 0 to Accept:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry



**Warehouse Transfer Receipt Posting**

Receiver# 003797 Company 01 THE SYSTEMS HOUSE  
 Transfer# 135301001 Date 05/21/04 Warehouse 002 CHICAGO

Ln#	Product	Location	Ord Qty	Tot Rec	Rec Qty	Cost	C
1.	SPEX	A-101	25		25	15.00	C
2.							
3.							
4.							

Transfer Totals      25      375.00

Enter Transfer Line# to Change or 0 to Accept Transfer:      XXXXXX

RCV CMLT	HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of	Popup
----------	------	--------	--------	---------	---------	---------	---------	--------	----	-------

**Transfer Receipts Posting --- for use with Transfer Billing - Detail Screen**

This section is used to enter the quantity to be received in the warehouse. The remaining quantity of a partially received line, may be flagged as complete, or remain open.

**Receiver#** - Hit enter to assign the next sequential receiver number. The operator also has the option of entering a receiver number.

**Transfer#** - Enter the transfer order number.

**Enter Transfer Line# to Change, or 0 to Accept:**

Enter the transfer line# to make the needed receiving changes too.

**Product** – The product number will display.

**Location** – Enter the warehouse location.

**Ord Qty** – The ordered quantity will display.

**Rec Qty** – Enter the quantity that you are receiving.

**Cost** – Hit enter to default to the cost entered during Transfer Entry. The operator can override the cost at this time.

**C** – If the receive quantity is the same as the ordered quantity this will be flagged as 'C' for complete. The operator has the option of flagging a line 'C' for complete if the received quantity is less than the ordered quantity and wants to close out the line.

**Notes:**

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**Warehouse Transfer Receipt Posting**

Receiver# 003797      Company 01 THE SYSTEMS HOUSE  
 Transfer# 135301001      Date 05/21/04      Warehouse 002 CHICAGO

Ln#	Product	Location	Ord Qty	Tot Rec	Rec Qty	Cost	C
1.	SPEX	A-101	25		25	15.00	C
2.							
3.							
4.							

**Transfer Totals**      25      375.00

Enter Transfer Line# to Change or 0 to Accept Transfer:

<b>RCV CMPLT</b>	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
------------------	--------	--------	---------	---------	---------	---------	--------	-----	-------

**Transfer Receipts Posting --- for use with Transfer Billing - Detail Screen (continued)**

**Enter Transfer Line# to Change, 0 to Accept:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry

**Detail Function Key**

**RCV CMPLT** - The RCV CMPLT function is available by clicking on the 'RCV CMPLT' icon or by pressing the Shift 'F1' function key. This will flag all products received complete.

**Notes:**

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**Warehouse Transfers Receipts Totals**

Receiver Number  Company   
 Warehouse

LN#	Transfer	Open Qty	Orig Qty	Total Rcv	Received	Cost
1.	135301001	0	25	25	25	15.00
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

Totals    This    Receipt       

Enter 0 to Accept, Line# to Change, ADD to add POs, or CANCEL to Cancel:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Of#		Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	--	-------

**Transfer Receipts Posting --- for use with Transfer Billing - Total Screen**

Once 0 to accept is entered on the Detail Screen the operator will be prompted to enter a new Transfer# or click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to advance to the Total Screen.

The Total Screen will display all the Transfers for this specific receipt.

**Enter 0 to Accept, Line# to Change, ADD to add Pos, or CANCEL to Cancel:**

If a line number is entered the system will prompt:

**Do you want to Change PO 135301001? (Y/N):**

If the operator enters 'Y' the program will bring you back to the Detail Screen to make needed changes.

If the operator enters 'ADD' the program will bring you back to the Detail Screen to the Transfer# prompt, at this point the operator can enter another transfer number.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry

**Notes:**

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TRANSFER NUMBER: 01135301001      VENDOR#: GRACE      VENDOR NAME: US VENDOR

LN#	ITEM NUMBER	TRN UM	QTY OPEN	WHSE LOC	QTY ON HAND	REPLEN FLAG	B/O	-----QTY TRANSFERRED-----	PURCHASING	STOCKING
1	SPEX TURTLE PELLETS	EA	25		155	000	11	EA _____ / EA _____		

**Transfer Receiving Form**

This report will display transfer number, release date and vendor. Once form will be printed for each transfer showing open lines only.

**Transfer#**

In this field the operator has the choice of selecting 'All Transfers', 'Transfer Range' or 'Specific Transfer'.

**Press 'RETURN' to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 2 \*\*\*\*\* TRANSFER IN PROCESS REPORT \*\*\*\*\* DATE 01:51:00pm 21 May 2004

CO#	TRN.WHS	WHSE	ORD #	A.CUST.NO....	A.PROD.DESC.....	ORD.QTY	INTRANS.QTY	RCVD.TD	IN.PICKING	VALUE...
01	002	001	200034	001	ACME					
					ARMKSU-RE	1	1	0		11.28
					REFRIG STICK UP					
			***			1	1	0	0	11.28
			***			1	1	0	0	11.28
			***			1	1	0	0	11.28
***						26	26	0	0	386.28
						26	26	0	0	386.28

2 records listed.

**Transfers in Process Report**

This report list all the transfer billing records with open quantities. This report will indicate all warehouse transfers that have been verified and updated, but not received in the warehouse.

**Press <RETURN> to process the report, Line# to change or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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