The Systems House, Inc.

Customer Master Training Guide

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Customer Master Training Guide

This guide describes how to create and maintain new customer numbers, billing and shipping addresses for customers, salesman and commission info, along with customer groups, customer classes, and other customer specific details.

From the main system selector go into File Maintenance, and then the Customer Related Files Menu.

Account:39 BASE.12   Port:039 Menu:CUST.MAINT   Capture:On

Customer Related Files

Maintain

1. Alpha Customer
2. Change Alpha Cust#
3. Customer / Ship to
4. Country Code Maintenance
5. State Code Maintenance
6. Salesman
7. Customer Type
8. Customer Class
9. Customer Group
10. Service Charge
11. Tax Rate
12. Terms
13. Territory
14. Shipping Menu
15. Mailing System
16. Prospect Master
17. Order Template Menu
18. Commission Type
19. Facility
20. GPO

Listing

21. Alpha Customer
22. Country
23. State Code
24. Salesman
25. Customer Type
26. Customer Class
27. Customer Group
28. Service Charge
29. Tax Rate
30. Terms
31. Territory

32. Mailing System
33. Prospect Master
34. Label Menu
35. Commission Type
36. Facility
37. GPO

Enter Selection or END :

| CONTACTS | MAINT | DRILL | EXECINQ | REPORTS | CAPT OFF | VIEW | CRM.MENU | VRM.MENU | | |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL | Off | | Popup |

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The Systems House, Inc.

Customer Related File Maintenance Function Keys

The first 12 function keys on your keyboard (F1-F12) 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 acts as an "accept" within a record.

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. For example, if in the master file and you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

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 can be used simultaneously with the PREV PG function to move back and forth between the screens.

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Account:54 BASE.12   Port:054 Menu:CUST.MAINT   Capture:On

Customer Related Files

Maintain

1. Alpha Customer
2. Change Alpha Cust#
3. Customer / Ship to
4. Country Code Maintenance
5. State Code Maintenance
6. Salesman
7. Customer Type
8. Customer Class
9. Customer Group
10. Service Charge
11. Tax Rate
12. Terms
13. Territory
14. Shipping Menu
15. Mailing System
16. Prospect Master
17. Order Template Menu
18. Commission Type
19. Facility
20. GPO

Listing

21. Alpha Customer
22. Country
23. State Code
24. Salesman
25. Customer Type
26. Customer Class
27. Customer Group
28. Service Charge
29. Tax Rate
30. Terms
31. Territory

32. Mailing System
33. Prospect Master
34. Label Menu
35. Commission Type
36. Facility
37. GPO

Enter Selection or END :

| CONTACTS | MAINT | DRILL | EXECINQ | REPORTS | CAPT OFF | VIEW | CRM.MENU | VRM.MENU | |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL | Off | | Popup |

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Customer Related File Maintenance Function Keys

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 can 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.

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.

Off – The Off function is available by clicking on the **'Off'** icon or by pressing the 'F9' function at any menu. This function will disconnect your session from WinMDS.

Popup – The Popup function is available by clicking on the **'Popup'** icon or by pressing the 'F12' function key. This function will bring up a custom menu with personally specified menu options.

Account:54 BASE.12	Port:054 Menu:CUST.MAINT	Capture:On

Customer Related Files

Maintain

1. Alpha Customer
2. Change Alpha Cust#
3. Customer / Ship to
4. Country Code Maintenance
5. State Code Maintenance
6. Salesman
7. Customer Type
8. Customer Class
9. Customer Group
10. Service Charge
11. Tax Rate
12. Terms
13. Territory
14. Shipping Menu
15. Mailing System
16. Prospect Master
17. Order Template Menu
18. Commission Type
19. Facility
20. GPO

Listing

21. Alpha Customer
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27. Customer Group
28. Service Charge
29. Tax Rate
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31. Territory
32. Mailing System
33. Prospect Master
34. Label Menu
35. Commission Type
36. Facility
37. GPO

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Customer Related File Maintenance Function Keys

The top row function keys on your keyboard <Shift>+(F1-F8) are reserved for special functions in the MDS master file maintenance programs.

These function keys change in each of the programs that you are in. For example, Product File Price Maintenance's top row of function keys will be different than Batch Price Changes – by Vendor's top row of function keys.

CONTACTS - The CONTACTS function is available by clicking on the **'CONTACTS'** icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts inquiry.

MAINT - The MAINTENANCE function is available by clicking on the **'MAINT'** icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

DRILL - The DRILL function is available by clicking on the **'DRILL'** icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down menu.

EXECINQ - The EXECUTIVE INQUIRY is available by clicking on the **'EXECINQ'** icon or by pressing the Shift+'F5' function key. This will bring the user to the Executive Inquiry.

REPORTS – The REPORTS module is available by clicking on the **'REPORTS'** icon or by pressing the Shit+'F6' function key.

CAPT OFF - The CAPTURE OFF function is available by clicking on the **'CAPT OFF'** icon or by pressing the Shift+'F7' function key. This will disable all available reports from going to Report Capture.

VIEW - The VIEW function is available by clicking on the **'VIEW'** icon or by pressing the Shift+'F8' function key. This will forward the user to Report Capture and display all reports previously ran.

CRM.MENU – The CRM.MENU function is available by clicking on the **'CRM.MENU'** icon or by pressing the Shift+'F9' function key. This will forward the user to the Customer Relationship Management menu.

VRM.MENU – The VRM.MENU function is available by clicking on the **'VRM.MENU'** icon or by pressing the Shift+'F10' function key. This will forward the user to the Vendor Relationship Management menu.

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ALPHA CUSTOMER MAINTENANCE

CUST NAME   KESSLER

1. CUST NO   100197

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

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

Notes:

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Alpha Customer Maintenance

This file contains the alphanumeric customer 'Number' which is used as the primary access method to obtain the customer master and detail records. All customer numbers sharing the same acronym are stored in value marked attribute 1. The various input programs access these values sequentially until the correct customer is located. This program is used to add an additional external number to the customer number for an existing customer. It can also be used to add internal customers to access existing alpha customers.

CUST NAME – At the customer name prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

CUST NO - Enter the internal number for the customer. The internal customer number is unique to the customer. The external number is the number commonly known and used by the MDS user. The internal number is the system assigned number. You can have more than one customer number.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

The Systems House, Inc.

ALPHA   CUSTOMER   NUMBER   MAINTENANCE

OLD ALPHA CUST #   KESSLER

INTERNAL CUST #   100197

NEW ALPHA CUST #   [............]

r1r

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

Change Alpha Cust# Maintenance

OLD ALPHA CUST# - Enter the old alpha customer number. You can enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

INTERNAL CUST# - Displays the current internal number listed for the customer.

NEW ALPHA CUST# - Enter the new alpha customer number that will replace the old alpha customer number.

ENTER 0 OR 'END' TO ACCEPT, 'ABORT' TO CANCEL

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 cancel out.

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The Systems House, Inc.

Customer / Ship-to Maintenance

1. Customer Master Maintenance

2. Customer Detail Maintenance

3. Ship-To Maintenance

4. Customer Notes Maintenance

5. Customer Product Order Notes Maintenance

Enter Selection or END :

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Customer/ Ship-to Maintenance

This file is used to create and edit detailed information pertaining to the customer. This includes customer master maintenance, customer detail maintenance, ship-to maintenance, customer notes maintenance, and customer product order notes maintenance information.

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Customer Master   8

The Systems House, Inc.

Customer Master Maintenance

| Customer Master Maintenance | | Internal # | 100197 | Created | 07/02/01 |

Customer#   KESSLER

1.Name	KESSLER REHAB GROUP	22.Spec Prc Cont#		
2.Address 1	100 CENTRAL AVE	23.Shipto Code	R	
3.Address 2		24.Ship Method	01	UPS
4.Address 3		25.Ship Zone		
5.City	EAST ORANGE	26.Terms Code	01	NET 30
6.State	NJ Country	27.Taxable	N	
7.Zip Code	07002 8.Res/Comm C	28.Tax Juris		NJ NEW JERSEY
9.DEA Code		29.Tax Exempt #		
10.A/R Contact		30.Service Chg	Y # Days 90	
11.Telephone	973-628-3150	31.Credit Method	00	
12.Fax Number	973-621-2242	32.Credit Limit	10000	
13.EMail		33.Credit Days		
14.Master A/R		34.Credit Hold	N	
15.Cust Class	01 HOSPITALS	35.Accept B/O	Y	
16.Cust Type	02 DOCTORS,CLINICS	36.Accept Partial	Y	
17.Cust Group		37.Accept Subs	Y	
18.Territory		38.Department		
19.Spec Inst		39.Prc Hld Exempt	N	
20.Purch Cont		40.ALC Priority		
21.Purch Phone		41.Inactive Flag		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 5

| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | NOTES INQUIRY | CANCEL | Off | | Userfile Popup |

Customer Master Maintenance

Customer# - At the customer number prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Name – Enter the name of the customer.

Address 1 – Enter the first line of the address.

Address 2 – Enter the second line of the address.

Address 3 – Enter the third line of the address.

City – Enter the city for the address.

State – Enter the two digit state. This is a required field and is validated against a state code table. For non-US addresses, use state code 'FF'.

Country – Enter the 3 digit country code for this address. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the country.

Zip Code – Enter the zip code for this customer primary address. You may enter the 5 digit zip code or the 5 plus 4 digit zip code. Acceptable formats: NNNNN or NNNNN-NNNN

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Customer Master Maintenance

Customer Master Maintenance		Internal # 100197	Created 07/02/01

Customer# KESSLER

1.Name	KESSLER REHAB GROUP	22.Spec Prc Cont#	
2.Address 1	100 CENTRAL AVE	23.Shipto Code	R
3.Address 2		24.Ship Method	01 UPS
4.Address 3		25.Ship Zone	
5.City	EAST ORANGE	26.Terms Code	01 NET 30
6.State	NJ Country	27.Taxable	N
7.Zip Code	07002 8.Res/Comm C	28.Tax Juris	NJ NEW JERSEY
9.DEA Code		29.Tax Exempt #	
10.A/R Contact		30.Service Chg	Y # Days 90
11.Telephone	973-628-3150	31.Credit Method	00
12.Fax Number	973-621-2242	32.Credit Limit	10000
13.EMail		33.Credit Days	
14.Master A/R		34.Credit Hold	N
15.Cust Class	01 HOSPITALS	35.Accept B/O	Y
16.Cust Type	02 DOCTORS,CLINICS	36.Accept Partial	Y
17.Cust Group		37.Accept Subs	Y
18.Territory		38.Department	
19.Spec Inst		39.Prc Hld Exempt	N
20.Purch Cont		40.ALC Priority	
21.Purch Phone		41.Inactive Flag	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX   PAGE 1 OF 5

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

Customer Master Maintenance

Res/Comm – Enter 'R' if this is a residential address and a 'C' if this is a commercial address. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays the residential or commercial options for the user to select.

DEA Code - Enter this customer's DEA code. The DEA code is the second letter of the DEA number. (This is usually the FIRST letter of the LAST name of the DEA license holder. For example: The DEA Code for Dr. Mark Green would be "G".)

A/R Contact – Enter the accounts receivable contact name. The character limit is 20. This name, if entered, will be displayed on the accounts receivable credit manager inquiry.

Telephone - Enter the accounts receivable telephone number.

Fax Number - Enter the accounts receivable fax number.

Email - Enter primary email address for this customer. If you have Report Capture email functionality on your MDS system, the default customer email address will come from this field.

Master A/R – At the master accounts receivable prompt, you can enter the master accounts receivable account number. If accounts receivable transactions generated by this account are to be posted to a customer's central billing office, or to a parent company, the customer ID of the central office or parent is entered here. The customer ID entered must already exist on the Customer Master file. You can enter the account number (13 character limit), enter the beginning master accounts receivable number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

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Customer Master Maintenance

Customer Master Maintenance		Internal #	100197	Created	07/02/01

Customer# KESSLER

1.Name	KESSLER REHAB GROUP
2.Address 1	100 CENTRAL AVE
3.Address 2	
4.Address 3	
5.City	EAST ORANGE
6.State	NJ Country
7.Zip Code	07002 8.Res/Comm C
9.DEA Code	
10.A/R Contact	
11.Telephone	973-628-3150
12.Fax Number	973-621-2242
13.EMail	
14.Master A/R	
15.Cust Class	01 HOSPITALS
16.Cust Type	02 DOCTORS,CLINICS
17.Cust Group	
18.Territory	
19.Spec Inst	
20.Purch Cont	
21.Purch Phone	

22.Spec Prc Cont#	
23.Shipto Code	R
24.Ship Method	01 UPS
25.Ship Zone	
26.Terms Code	01 NET 30
27.Taxable	N
28.Tax Juris	NJ NEW JERSEY
29.Tax Exempt #	
30.Service Chg	Y # Days 90
31.Credit Method	00
32.Credit Limit	10000
33.Credit Days	
34.Credit Hold	N
35.Accept B/O	Y
36.Accept Partial	Y
37.Accept Subs	Y
38.Department	
39.Prc Hld Exempt	N
40.ALC Priority	
41.Inactive Flag	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 5

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

Customer Master Maintenance

Cust Class – Enter the 2 digit numeric customer class. The customer class code entered must already exist on the customer class file in Customer Class maintenance. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select the appropriate customer class.

Cust Type – Enter the 2 digit numeric Customer Type. The customer type code entered must already exist on the Customer Type file in customer type maintenance. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select the appropriate customer type.

Cust Group – Enter the 3 digit alpha-numeric group. The Customer Group code entered must already exist on the Customer Group file in customer group maintenance. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select the appropriate customer group.

Territory - Enter the territory that this customer is in. The territory code is previously established in the territory maintenance program. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select from the available territories.

Spec Inst – Enter special instructions for this customer. Enter '0' To Accept, 'C' To Change or 'Delete' to Delete.

Purch Cont - Enter the purchasing contact for this customer. This is the person doing the purchasing at the customer site.

Purch Phone – Enter the purchasing contact phone number.

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Customer Master Maintenance

Spec Prc Cont# - Enter the special price account number. Enter the customer number of the account you would like to match pricing with.

Shipto Code – Enter the default ship-to code for the account. This field is used by the order entry subsystem to determine the ship-to information. (It may, of course, be changed by the operator during order processing.) Valid values are:

'S' - will print the word "SAME" as the ship-to

'R' - repeat the sold to as the ship-to

Or use a specific 6 digit ship-to code created in Ship-To Maintenance. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens a menu for the user to select the appropriate code.

Ship Method - Enter a valid ship method code previously set up in Ship Code Maintenance, for this account. Order Entry will automatically pick up this ship method and combined with ship zone and rate, calculate the correct shipping charges for the order. In addition, an override is available to change ship code on order entry from default entered here. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select the appropriate ship method.

Ship Zone – Enter the ship zone (Range 0 to 999). Combined with the Ship.Method, it is the key to the Ship.Rate file. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select the appropriate ship zone.

Terms Code – Enter the default terms code for this customer. This field is validated against the Terms file. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select from the list of term codes.

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The Systems House, Inc.

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The Systems House, Inc.

Customer Master Maintenance

| Customer Master Maintenance | | Internal # | 100197 | Created | 07/02/01 |

Customer#   KESSLER

1.Name	KESSLER REHAB GROUP	22.Spec Prc Cont#	
2.Address 1	100 CENTRAL AVE	23.Shipto Code	R
3.Address 2		24.Ship Method	01 UPS
4.Address 3		25.Ship Zone	
5.City	EAST ORANGE	26.Terms Code	01 NET 30
6.State	NJ Country	27.Taxable	N
7.Zip Code	07002 8.Res/Comm C	28.Tax Juris	NJ NEW JERSEY
9.DEA Code		29.Tax Exempt #	
10.A/R Contact		30.Service Chg	Y # Days 90
11.Telephone	973-628-3150	31.Credit Method	00
12.Fax Number	973-621-2242	32.Credit Limit	10000
13.EMail		33.Credit Days	
14.Master A/R		34.Credit Hold	N
15.Cust Class	01 HOSPITALS	35.Accept B/O	Y
16.Cust Type	02 DOCTORS,CLINICS	36.Accept Partial	Y
17.Cust Group		37.Accept Subs	Y
18.Territory		38.Department	
19.Spec Inst		39.Prc Hld Exempt	N
20.Purch Cont		40.ALC Priority	
21.Purch Phone		41.Inactive Flag	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 5

| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | NOTES INQUIRY | CANCEL | Off | | Userfile Popup |

Customer Master Maintenance

Taxable - Enter 'Y' or 'N' for taxable/non-taxable items. If 'Y' is selected, you must enter a tax jurisdiction that applies for this customer.

Tax Juris – Enter a tax jurisdiction for this customer. This field is used to find the tax percentage from the TAX.RATE or TAX.MATRIX file. You can click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select from the list of term codes.

Tax Exempt# - Enter the tax exempt number if applicable.

Service Chg – Enter 'Y' or 'N' if this customer will have a service charge. This field controls the automatic calculation of service charges on overdue A/R items during the service charge calculation update.

#Days – Enter the amount of days the service charge will take affect after.

Credit Method – Enter a credit method code. This code indicates the method of credit check for this account. The first digit of the code may have either of the following meanings:

0 - Credit check against master A/R account. If digit 1 is 0 but there is not a master A/R then credit check is performed against this individual account (same as if 1 =1). If the first digit is 1 credit check is performed against the individual account.

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Customer Master Maintenance

Customer Master Maintenance

Field	Value
	Internal # 100197 Created 07/02/01
Customer#	KESSLER
1.Name	KESSLER REHAB GROUP
2.Address 1	100 CENTRAL AVE
3.Address 2	
4.Address 3	
5.City	EAST ORANGE
6.State	NJ Country
7.Zip Code	07002 8.Res/Comm C
9.DEA Code	
10.A/R Contact	
11.Telephone	973-628-3150
12.Fax Number	973-621-2242
13.EMail	
14.Master A/R	
15.Cust Class	01 HOSPITALS
16.Cust Type	02 DOCTORS,CLINICS
17.Cust Group	
18.Territory	
19.Spec Inst	
20.Purch Cont	
21.Purch Phone	

Field	Value
22.Spec Prc Cont#	
23.Shipto Code	R
24.Ship Method	01 UPS
25.Ship Zone	
26.Terms Code	01 NET 30
27.Taxable	N
28.Tax Juris	NJ NEW JERSEY
29.Tax Exempt #	
30.Service Chg	Y # Days 90
31.Credit Method	00
32.Credit Limit	10000
33.Credit Days	
34.Credit Hold	N
35.Accept B/O	Y
36.Accept Partial	Y
37.Accept Subs	Y
38.Department	
39.Prc Hld Exempt	N
40.ALC Priority	
41.Inactive Flag	

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

XXXXXX PAGE 1 OF 5

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

Notes:

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Customer Master Maintenance

The second digit of the code is defined as follows:

0 - Unlimited credit. No credit check is performed

1 - Check A/R balance against credit limit

2 - Check the sum of A/R balance plus value of open orders against credit limit

3 – Check the date of the oldest open invioce against the maximum allowable days (from Company Master)

4- Numbers 1 and 3 are performed

5- Numbers 2 and 3 are performed

Credit Limit - Enter the dollar value credit limit for the account.

Credit Days – Enter the number of days for credit checking if this customer has special credit days for credit checking.

Credit Hold – Enter 'Y' or 'N' if this customer can be placed on credit hold. A 'Y' in this field means no orders for this customer can be entered. If a flag is changed from 'N' to 'Y' for an existing account, any orders entered prior to the switch will not be affected by the change. However, any new orders entered after the change will be placed on credit hold.

Accept B/O – Enter 'Y' or 'N' if this customer accepts backorders. A 'N' in this field means that the order entry sub-system will cancel any quantities which would normally become backorders for this customer.

Accept Partial - Enter 'Y' or 'N' if this customer accepts partial shipment. A 'N' in this field means that the order entry will put the entire quantity for a line into either the "to be picked" category or the "backorder" category.

Customer Master Maintenance

Customer Master Maintenance		Internal #	100197	Created	07/02/01

Customer# KESSLER

1.Name	KESSLER REHAB GROUP	22.Spec Prc Cont#		
2.Address 1	100 CENTRAL AVE	23.Shipto Code	R	
3.Address 2		24.Ship Method	01	UPS
4.Address 3		25.Ship Zone		
5.City	EAST ORANGE	26.Terms Code	01	NET 30
6.State	NJ Country	27.Taxable	N	
7.Zip Code	07002 8.Res/Comm C	28.Tax Juris	NJ NEW JERSEY	
9.DEA Code		29.Tax Exempt #		
10.A/R Contact		30.Service Chg	Y # Days 90	
11.Telephone	973-628-3150	31.Credit Method	00	
12.Fax Number	973-621-2242	32.Credit Limit	10000	
13.EMail		33.Credit Days		
14.Master A/R		34.Credit Hold	N	
15.Cust Class	01 HOSPITALS	35.Accept B/O	Y	
16.Cust Type	02 DOCTORS,CLINICS	36.Accept Partial	Y	
17.Cust Group		37.Accept Subs	Y	
18.Territory		38.Department		
19.Spec Inst		39.Prc Hld Exempt	N	
20.Purch Cont		40.ALC Priority		
21.Purch Phone		41.Inactive Flag		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 5

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

Customer Master Maintenance

Accept Subs - Enter 'Y' or 'N' if this customer accepts substitute products. A 'N' in this field will inhibit both automatic and manual review substitutions during order entry.

Department – Enter the customer's department number.

Prc Hld Exempt – Enter 'Y' or 'N' if this customer is price hold exempt. If price hold logic is used during order entry, this field will control whether a price hold determination will be done for this account. (See order entry documentation for an explanation of price hold logic.)

ALC Priority – Enter the allocation priority code for this customer. Allocation priority used in the allocation programs

Range 0 to 9 with 0 being the highest. This field controls the allocation of new receipts for all open backorders. Within a given priority level, backorders are filled on the basis of age, oldest first.

Inactive Flag – Enter a 'Y' if this customer is inactive, otherwise, enter 'N' for an active customer. Default is 'N'. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down box to search for the available options.

Dea# - Enter the DEA number. Optional DEA number used for doctors wishing to purchase drugs. Optional 2 alpha 7 numeric character field.

Dea Exp – Enter the expiration date for this customers Dea license number.

Drug Type – Enter the types of drugs that this customer is permitted to purchase. Note that this method of customer account access allows a 2 character A/N. Order Entry will validate against this file when a customer has an order to purchase drugs. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down box to search for the drug type.

Notes:
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The Systems House, Inc.

Customer	Master	Maintenance		Internal#	100197	
Customer#	KESSLER					

42.Dea#		55.Freight Class				
43.Dea Exp Date		56.Charge Freight	Y			
44.Drug Type	1.	57.Frt Surcharge %		0.00		
	2.	58.Frt Surcharge $		0.00		
45.License #		59.Frt Min Dol		0		
46.Med Data Sht	N	60.EDI Cust#				
47.Monthly Bill	N	61.Recv 850.EDI	N			
48.Serv Co#	01	62.Send 855 EDI	N			
49.Serv Whse	001	63.Send 856 EDI	N			
50.Hospital ID#		64.Send 810 EDI	N			
51.Admin Fee %	0.00	65.Cust.PO #	Y			
52.Label Fee	0.00	66.Wild Card				
53.Facility		67.DUNS Number				
54.Credit Card Data		68.Dunning Flag	N			

Type		Card#		Exp		Verify#
		Name :		Corp		
Type		Card#		Exp		Verify#
		Name :		Corp		
Type		Card#		Exp		Verify#
		Name :		Corp		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 2 OF 5

| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | NOTES INQUIRY | CANCEL | Off | | Userfile Popup |

Notes:

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Customer Master Maintenance

License # – Enter the hospital or doctor's license number to purchase drugs.

Med Data Sht - Enter 'Y' or 'N' if this customer should receive a medical data sheet which contains product information.

Monthly Bill - Enter a 'Y' or 'N' if this customer will be billed monthly. Entering a 'Y' in this field indicates that the customer is a monthly billing customer. All invoices for this customer will only be produced once a month normally at month end. If 'N' is entered the customer will be invoiced in the normal fashion.

Service Co# - Enter the company number for the company that serves this customer.

Serv Whse - Enter the warehouse number for the warehouse that services this customer.

Hospital ID# - Enter the identification number of the hospital.

Admin Fee % - Enter the admin fee percent to be charged on each invoice for this customer.

Label Fee - Enter the label fee to be charged to this customer.

Facility – Enter the facility.

Credit Card Data - Enter the credit card type such as AMEX, VISA, M/C, etc. The Type must be a valid value in the Credit Card Control file. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list of credit card options.

Type – Enter the credit type such as AMEX, VISA, M/C, etc. The type must be a valid value in the credit card control file.

Card # - Enter the credit card number to use for this customer.

The Systems House, Inc.

Customer	Master	Maintenance		Internal#	100197

Customer#   KESSLER

Field	Value	Field	Value
42.Dea#		55.Freight Class	
43.Dea Exp Date		56.Charge Freight	Y
44.Drug Type	1.	57.Frt Surcharge %	0.00
	2.	58.Frt Surcharge $	0.00
45.License #		59.Frt Min Dol	0
46.Med Data Sht	N	60.EDI Cust#	
47.Monthly Bill	N	61.Recv 850.EDI	N
48.Serv Co#	01	62.Send 855 EDI	N
49.Serv Whse	001	63.Send 856 EDI	N
50.Hospital ID#		64.Send 810 EDI	N
51.Admin Fee %	0.00	65.Cust.PO #	Y
52.Label Fee	0.00	66.Wild Card	
53.Facility		67.DUNS Number	
54.Credit Card Data		68.Dunning Flag	N

Type	Card#	Exp	Verify#
	Name :	Corp	
Type	Card#	Exp	Verify#
	Name :	Corp	
Type	Card#	Exp	Verify#
	Name :	Corp	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 2 OF 5

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

Customer Master Maintenance

Exp – Enter the expiration date in MMYY format as it appears on the credit card for the customer.

Verify# - Enter the credit card verification number for this customer's credit card number. This value is used to authenticate the credit card number when charges are placed for the credit card.

Name – Enter the name as it appears on the credit card.

Corp – Enter a 'Y' if this is a corporate or purchasing card. Default is 'N'.

Freight Class - Enter the freight class for this customer. This freight class will be fed to the freight class field at order entry time. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list of freight classes.

Charge Freight – Enter 'Y' or 'N' to charge this customer freight. The freight charge flag is used to flag those customers who you charge freight.

Frt Surcharge % - Enter the freight surcharge percent. The freight surcharge percent field allows the operator to enter an amount of the surcharge for freight. If a percentage amount is entered here it will be calculated with any other freight charge amount that has been manually entered at the time of Verification, One step, and Credit Memo entry.

Frt Surcharge $ - Enter the freight surcharge dollar amount. Enter a dollar amount to be added as a freight surcharge for this customer's orders, otherwise leave blank.

Frt Min Dol - Enter the freight order minimum dollars to be used to calculate if freight should be charged. If this field is blank, the freight order minimum in the Company record will be used.

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Customer Master Maintenance

| Customer | Master | Maintenance | | Internal# | 100197 |

Customer#   KESSLER

42.Dea#		55.Freight Class	
43.Dea Exp Date		56.Charge Freight	Y
44.Drug Type	1.	57.Frt Surcharge %	0.00
	2.	58.Frt Surcharge $	0.00
45.License #		59.Frt Min Dol	0
46.Med Data Sht	N	60.EDI Cust#	
47.Monthly Bill	N	61.Recv 850.EDI	N
48.Serv Co#	01	62.Send 855 EDI	N
49.Serv Whse	001	63.Send 856 EDI	N
50.Hospital ID#		64.Send 810 EDI	N
51.Admin Fee %	0.00	65.Cust.PO #	Y
52.Label Fee	0.00	66.Wild Card	
53.Facility		67.DUNS Number	
54.Credit Card Data		68.Dunning Flag	N

Type		Card#		Exp		Verify#	
		Name :		Corp	
Type		Card#		Exp		Verify#	
		Name :		Corp	
Type		Card#		Exp		Verify#	
		Name :		Corp	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 2 OF 5

| | | | | | | NOTES | | | | | Userfile |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL | Off | | | Popup |

EDI Cust # - Enter the EDI number for this customer. When transmitting purchase orders, or orders through EDI (Electronic Data Interchange) customers will be given a specific ID number to identify the orders when they're being transmitted. This number should be entered in this field.

Recv 850.EDI – Enter 'Y' or 'N' if you will be receiving EDI 850 (PO's) for this customer.

Send 855 EDI – Enter 'Y' or 'N' if the system should send EDI 855 (PO Acknowledgement) to this customer.

Send 856 EDI – Enter 'Y' or 'N' if the system should send EDI 856 (Advance Ship Notices) through EDI to this customer.

Send 810 EDI – Enter 'Y' or 'N' if the system should send an 810 (Invoice) through EDI to this customer.

Cust PO # - Enter 'Y' or 'N' if the customer purchase order field will be required during order entry. The customer purchase order appears on the order entry header page.

Wildcard – Enter a wildcard for this customer. This is a free form field which can be used for additional customer identification. When using customer lookup, the Wild Card data will be searched as name.

DUNS Number -   Enter the customer's DUNS number for use with E-Procurement functions on the website.

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Customer Master Maintenance

Dunning Flag - Enter a 'N' in this field to indicate that dunning letters are not desired for this account. See Dunning System documentation for more details.

Call Day - Enter a call day number (1-7) which corresponds to the day of the week that this customer prefers to get their deliveries. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to select from the days of the week.

Primary Route - Enter the primary route for this customer to be used with the manifest system. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select from the available routes.

Stop – Enter the stop number for the primary route for this customer. Stop number may be up to 99999, and must be a number.

Secondary Route - Enter the secondary route for this customer to be used with the manifest system. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select from the available routes.

Stop – Enter the stop number for the secondary route for this customer. Stop number may be up to 99999, and must be a number.

Pack Slip Template - Enter the name of the special packing slip template to use for printing of the packing slip for this customer. Leaving this field blank will cause the pack slip program to print using the default pack slip form. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select from the available templates.

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The Systems House, Inc.

Customer Master Maintenance

Pack Slip Price - Enter a 'Y' for printing unit prices on picking ticket or 'N' for not printing prices on picking ticket for this customer.

Pack Slip Copies - Enter the number of copies of the packing slip to be printed. Leaving this field blank will cause the pack slip program to print the number of copies that is in the operators current default.

Invoice at Packing - Enter a 'Y' in this field to have the invoice print at the packing station after verification.

Print Order Conf - Enter 'Y' if you want to print an order confirmation for this customer. Default is 'N'.

Invoice Copies – Enter the number of invoice copies to print. This field is used only in custom situations were multiple invoices are needed. Enter a range 0 to 9.

Intl Customer Flag - Enter a 'Y' to print the international product description on an invoice. Default is 'N'.

Combined Statement - Enter a 'Y' and the monthly statement print will print a backup invoice for each item on the statement along with the statement.

Sort Invoice - This is used to sort and subtotal the invoice by product class. There is an account 1 and an account 2 in the product class maintenance. Enter 1 to sort the invoice by the account 1 code, enter 2 to sort the invoice by the account 2 code for this customer. Enter N if the invoice should not sort by product class. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up menu for you to select from the available options.

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The Systems House, Inc.

Customer Master Maintenance

Pickslip - Enter a 'Y' if a copy of the picking ticket should be faxed to this customer automatically.

Packslip - Enter a 'Y' if a copy of the packing slip should be faxed to this customer automatically.

Invoice - Enter a 'Y' if a copy of the invoice should be faxed to this customer automatically.

Pickslip – email - Enter a 'Y' if a copy of the picking ticket should be emailed to this customer automatically.

Packslip - email - Enter a 'Y' if a copy of the packing slip should be emailed to this customer automatically.

Invoice - **email** - Enter a 'Y' if a copy of the invoice should be emailed to this customer automatically.

GPO - Enter the GPO's (Group Purchasing Organizations) that this customer belongs to. This information is used when assigning and evaluating contracts and rebates. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up menu for you to select from the available options.

Customer Serv Rep - Enter the Operator ID for the customer service representative.

Additional Contacts - Enter the contact name, email address, description, phone number, extension and fax number for this additional contact. The numbers will keep scrolling as you fill in additional contacts.

Percent Usage - Enter the Percentage of Average Monthly Usage to recommend at RemoteNet order entry. Whole number only. e.g."90" represents 90 percent.

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The Systems House, Inc.

Customer Master Maintenance

Display Pricing - Enter 'Y' if pricing is to be displayed during RemoteNet order entry.

Req Date Flag - Enter 'Y' if the required date field is a required field during RemoteNet order entry. Default is 'N'.

Dept No. Flag - Enter 'Y' if the department number field is a required field during RemoteNet order entry. Default is 'N'.

Customer PO Flag - Enter Y if the Customer PO number field is a required field during RemoteNet order entry.

Req # Flag - Enter Y if the Requisition Number field is a required field during RemoteNet order entry.

Ordered-By Flag - Enter 'Y' if the Ordered By field is a required field during RemoteNet order entry.

You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up menu for you to select from the available options.

Association Codes - Enter an association code value from 01 to 99. Use code 99 if you wish customers to view and order all products. This value is used in conjunction with the Product Association Code to restrict a customer from ordering products on the RemoteNet website.

Authenticate Flag - Enter a 'Y' if you wish all website users for this customer to be authenticated using a PIN code and website "cookie". Default is 'N'.

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Customer Master Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Do you want to go to the User Screen (Y):

If you have custom fields within this menu, you can enter a 'Y' to bring you into your personalized User Screen where more data may be entered for this record. The Userfile function is available when you enter a zero (0) to accept at the prompt, clicking on the 'Userfile' icon or by pressing the Shift+'F12' function key. This will forward the user to their special entry menu.

Customer Master Maintenance   Internal#   100197

Customer#   KESSLER

Remote   Net   Info/Flags
69.Percent Usage
70.Display Pricing
71.Req Date Flag
72.Dept No. Flag
73.Customer PO Flag
74.Req # Flag
75.Ordered-By Flag
76.Association Codes

77.Authenticate Flag

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 5 OF 5

| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | NOTES INQUIRY | CANCEL | Off | | | Userfile Popup |

Notes:

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The Systems House, Inc.

CUSTOMER DETAIL MAINTENANCE

COMPANY	01	TSH MEDICAL SUPPLY
CUST #	KESSLER	KESSLER REHAB GROUP

1.SALESMAN	004 INHOUSE SALES			
2.STATEMENT	Y			
3.CREDIT LIM	0	18.INVOICE COMPLETE	N
4.PRICE POINT		19.DELETE FLAG	
5.DISC POINT			
6.COMM POINT			
7.COMM %	0.00		
8.TOTAL DISC	0.00		
9.INCLUDE S1	Y		
10.INCLUDE S3	Y		
11.INCLUDE S4	Y		
12.INCLUDE S5	Y		
13.INCLUDE S6	Y		
14.INCLUDE S7	Y		
15.SALESMAN 2			
16.TEMPLATE#			
17.PRODUCT LINE/SALESMAN			

1.			
2.			
3.			

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

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

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Customer Detail Maintenance

The Customer Detail file contains one record for each customer, for each company that the customer deals with. The file contains basic sales and credit history for the customer.

COMPANY– Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

CUST # - Enter a customer number, or you can also initiate the look-up routine, click on the 'INQUIRY' icon, or press the 'F7' function key which opens the pop-up inquiry box to search for the product.

SALESMAN - Enter the primary salesman number. The primary salesman number is a required field and is validated against the Salesman file. Under normal circumstances, this is the salesman number used during order entry processing.

STATEMENT – Entering an 'N' in this field will prevent printing of A/R Statements for this account.

CREDIT LIM - Enter the dollar value credit limit for the account. The credit limit in this file (CUST.DET) may be used instead of credit limit in the CUST.MAST file, depending on the credit method chosen for this account. See the CUST.MAST documentation for a discussion of the various credit methods available.

PRICE POINT - Enter the price point amount (1-99). The three fields which follow, price point, discount point, and commission point, are all available for customized pricing logic. They can be used as point to various price, commission, and discount fields in the PROD.MAST file or any special files.

CUSTOMER DETAIL MAINTENANCE

COMPANY	01	TSH MEDICAL SUPPLY
CUST #	KESSLER	KESSLER REHAB GROUP

1.SALESMAN	004 INHOUSE SALES			
2.STATEMENT	Y			
3.CREDIT LIM	0	18.INVOICE COMPLETE	N	
4.PRICE POINT		19.DELETE FLAG		
5.DISC POINT				
6.COMM POINT				
7.COMM %	0.00			
8.TOTAL DISC	0.00			
9.INCLUDE S1	Y			
10.INCLUDE S3	Y			
11.INCLUDE S4	Y			
12.INCLUDE S5	Y			
13.INCLUDE S6	Y			
14.INCLUDE S7	Y			
15.SALESMAN 2				
16.TEMPLATE#				

17.PRODUCT LINE/SALESMAN

1.
2.
3.

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

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

Customer Detail Maintenance

DISC POINT - Enter the discount point amount (1-15). This field points to discount in the product or Price Matrix file (1-15).

COMM POINT – Enter the commission point (1-15) for this customer. This field points to the commission % in the product or Price Matrix file.

COMM % - Enter the commission percent for this customer. (This field is used in conjunction with salesman).

TOTAL DISC - Enter the discount percent on the total invoice for this customer.

The six fields which follow control the update to the various sales history files for this account. Thus, they can be used to control the inclusion of this account in the different sales history reports which are generated from the files. All are (Y/N) fields. In each case, 'Y' means that the account will be included in the update and in the subsequent reports. The decision regarding how much sales history to keep for which accounts is a crucial one. It impacts not only the sales history reports, but also the overall system requirements in terms of storage space needed.

INCLUDE S1 – Enter 'Y' if you would like to include the account in the Sales.1 update and in the subsequent Sales.1 reports.

INCLUDE S3 – Enter 'Y' if you would like to include the account in the Sales.3 update and in the subsequent Sales.3 reports.

INCLUDE S4 – Enter 'Y' if you would like to include the account in the Sales.4 update and in the subsequent Sales.4 reports.

INCLUDE S5 – Enter 'Y' if you would like to include the account in the Sales.5 update and in the subsequent Sales.5 reports.

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CUSTOMER DETAIL MAINTENANCE

COMPANY	01	TSH MEDICAL SUPPLY
CUST #	KESSLER	KESSLER REHAB GROUP
1.SALESMAN	004	INHOUSE SALES
2.STATEMENT	Y	
3.CREDIT LIM	0	18.INVOICE COMPLETE N
4.PRICE POINT		19.DELETE FLAG
5.DISC POINT		
6.COMM POINT		
7.COMM %	0.00	
8.TOTAL DISC	0.00	
9.INCLUDE S1	Y	
10.INCLUDE S3	Y	
11.INCLUDE S4	Y	
12.INCLUDE S5	Y	
13.INCLUDE S6	Y	
14.INCLUDE S7	Y	
15.SALESMAN 2		
16.TEMPLATE#		
17.PRODUCT LINE/SALESMAN		
1.		
2.		
3.		

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

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

Customer Detail Maintenance

INCLUDE S6 – Enter 'Y' if you would like to include the account in the Sales.6 update and in the subsequent Sales.6 reports.

INCLUDE S7 – Enter 'Y' if you would like to include the account in the Sales.7 update and in the subsequent Sales.7 reports.

SALESMAN 2 – Enter the second salesman number for the account. The salesman will display in the A/R inquiry but is not used in the normal order entry processing. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu box and allows you to select from the available salesmen.

TEMPLATE# - Enter the template number. If this customer has a specific template created for them, then that template number can be attached to their Customer Master file in this field. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu box and allows you to select from the available templates.

PRODUCT LINE/SALESMAN – Enter a product line and associated salesman for this customer. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu box and allows you to select from the available product lines and salesmen.

INVOICE COMPLETE – Enter 'Y' or 'N' to indicate if this customer will be invoiced complete. If a 'Y' is selected the invoice program will not produce an invoice until the entire order (all releases) have been shipped. Default is 'N'.

DELETE FLAG - Enter 'Y' if this customer will be deleted during the next purge run. Default is 'N'.

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CUSTOMER DETAIL MAINTENANCE

COMPANY	01	TSH MEDICAL SUPPLY
CUST #	KESSLER	KESSLER REHAB GROUP

1.SALESMAN	004	INHOUSE SALES		
2.STATEMENT	Y			
3.CREDIT LIM	0	18.INVOICE COMPLETE	N
4.PRICE POINT		19.DELETE FLAG	
5.DISC POINT			
6.COMM POINT			
7.COMM %	0.00		
8.TOTAL DISC	0.00		
9.INCLUDE S1	Y		
10.INCLUDE S3	Y		
11.INCLUDE S4	Y		
12.INCLUDE S5	Y		
13.INCLUDE S6	Y		
14.INCLUDE S7	Y		
15.SALESMAN 2			
16.TEMPLATE#			

17.PRODUCT LINE/SALESMAN

1.				
2.				
3.				

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

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

Customer Detail Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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Ship To Maintenance

Customer #   KESSLER   KESSLER REHAB GROUP

Ship To #   R

1.Ship To Name	XXXXXXXXXXXXXXXXXXXXXXXX
2.Ship To Addr1	
3.Ship To Addr2	
4.Ship To Addr3	
5.City	
6.State	Country
7.Zip Code	8.DEA Code
9.Ship Method	
10.Ship Zone	
11.Special Instr	
12.Tax Juris.	
13.Tax Exempt #	
14.Service Whse	
15.Admin Fee %	0.00
16.Primary Route	Stop
17.Secondary Route	Stop
18.Attention	

19.Pick Priority	
20.DEA#	
21.DEA Expires	
22.License#	
23.Drug Type	1
	2
	3
24.Phone#	
25.Res/Com	
29.Pack Slip Template	
30.Facility	
31.Inactive Flag	

PAGE 1 OF 2

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

Ship To Maintenance

The customer Ship To file contains different ship to addresses for each customer. Each customer may have up to 999 ship to's on file.

Customer # – At the customer number prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Ship To # - Enter an existing ship to, or enter 'NEW' for a new ship to entry. You can select the "INQUIRY" icon or press the 'F7' function key to display existing ship to's or select 'R' for repeat ship to for this account.

Ship To Name – Enter a name for this ship to address.

Ship To Addr1 - Enter the ship to address.

Ship To Addr1 - Enter the second line of the ship to address.

Ship To Addr1 - Enter the third line of the ship to address.

City – Enter the city of the ship to address.

State – Enter the city of the ship to address.

Country – Enter the country code for this ship to address. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the available country codes.

Zip Code –Enter the zip code of the ship to address

DEA Code - Enter the DEA Code for this ship to address.

Notes:

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_____
_____

Ship To Maintenance

Ship Method - Enter the shipping method most common for this ship to. The program will validate the entry against the Ship Method file. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the available ship methods.

Ship Zone - Enter the shipping zone for the ship method selected. The program will validate this entry against the Ship Zone file.

Special Instr - Enter up to 25 characters of special instructions or miscellaneous customer data in this field.

Tax Juris. – Enter the Tax Jurisdiction Code for this ship to. The program will validate this entry against the Tax Jurisdiction file. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the available tax jurisdiction codes.

Tax Exempt # - Enter the tax exemption number for this customer.

Service Whse – Enter the servicing warehouse for this customer. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the available warehouses.

Admin Fee % - Enter the percent to be added to each invoice for this ship to for an administration charge.

Notes:

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The Systems House, Inc.

Ship To Maintenance

Customer #	KESSLER KESSLER REHAB GROUP
Ship To #	R

1. Ship To Name   XXXXXXXXXXXXXXXXXXXXXXXXXX
2. Ship To Addr1
3. Ship To Addr2
4. Ship To Addr3
5. City
6. State   Country
7. Zip Code   8.DEA Code
9. Ship Method
10. Ship Zone
11. Special Instr
12. Tax Juris.
13. Tax Exempt #
14. Service Whse
15. Admin Fee %   0.00
16. Primary Route   **Stop**
17. Secondary Route   Stop
18. Attention

19. Pick Priority
20. DEA#
21. DEA Expires
22. License#
23. Drug Type   1
   2
   3
24. Phone#
25. Res/Com
29. Pack Slip Template
30. Facility
31. Inactive Flag

PAGE 1 OF 2

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

Ship To Maintenance

Primary Route -   Enter the primary route for this customer. This field is for use with the manifest system. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the available routes.

Secondary Route -   Enter the secondary route for this customer. This field is for use with the manifest system. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the available routes.

Attention - Enter the name to whose attention the shipment should be delivered.

Pick Priority – Enter a numeric pick priority. This field is used as the default pick priority for a release when using the wireless picking system.

DEA# - Enter the DEA number used for customers or doctor's wishing to purchase drugs.

DEA Expires - Enter the expiration date for this DEA license number.

License# - Enter the hospital or doctor's license number.

Drug Type - Enter the types of drugs that this customer is permitted to purchase. Order Entry will validate against this file when a customer has an order to purchase drugs. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the drug types listed.

Notes:

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The Systems House, Inc.

Ship To Maintenance

Phone# - Enter the phone number for this ship to.

Res/Com - Enter 'R` for residential or 'C` for commercial. This field is used for UPS shipping and is required.

Pack Slip Template - Enter the name of the special packing slip template to use for printing of the packing slip for this ship to. Leaving this field blank will cause the packing slip program to print using the default pack slip form. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the available templates.

Facility - Enter the facility code for this ship to.

Inactive Flag - Enter a Y if this ship to is inactive, otherwise enter N for active.

Product Line/Salesman - Enter product line and the associated salesman. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays a drop-down menu for you to select from the salesman listed.

Salesman 1 - Enter first salesman for this ship to.

Salesman 2 - Enter second salesman for this ship to.

Notes:

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Ship To Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Customer #   KESSLER   KESSLER REHAB GROUP
Ship To #   R

26.PRODUCT LINE/SALESMAN

1.
2.
3.
4.
5.
6.
7.
8.
9.

27.SALESMAN 1
28.SALESMAN 2

PAGE 2 OF 2

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

Notes:

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The Systems House, Inc.

Customer Notes Maintenance

The customer notes maintenance allows you to enter notes for a particular customer. Order Entry operators will have the ability to view on screen any customer notes that are specific to this customer. You can also select to allow this to be viewed on all systems, in order entry, or in accounts receivable.

Customer# - At the customer number prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Note - Enter any note(s). Order Entry operators will have the ability to view on screen any Customer Notes that are specific to this customer.

Date - Enter the start date for the customer note. You can hit <ENTER> to fill with the current (system) date.

Output - Enter appropriate output code for where customer notes should be displayed. Allowable entries A, O, and AR. A for All Systems, O for Order Entry, or AR for Accounts Receivable. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up display box select a specific output.

Expires - Enter the date for which to cease displaying and/or printing this customer note. Hit <ENTER> for no expiration date.

Co – Enter what company this note applies to. Enter ALL for All Companies. Default is ALL.

Notes:

_____
_____
_____
_____
_____

Customer Notes Maintenance

Customer Notes Maintenance

1.Line	Note		Date	Output	Expires	Co	Print
	Valid	Output	Codes				
	A	-	All Systems				
	O	-	Order Entry				
	AR	-	Accounts Receivable				

Customer#   KESSLER
KESSLER REHAB GROUP

1.Line	Note	Date	Output	Expires	Co	Print
1.	REVIEW ALL ORDER WITH CREDIT	10/10/06	A		ALL	N
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

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

Print - Enter the code for where these notes are to print. P for Pick Ticket, I for Invoice, or B for Both Pick Ticket and Invoice.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

_____
_____
_____
_____
_____

Customer Product Order Notes Maintenance

Customer Product Order Notes Maintenance

Customer   KESSLER
            KESSLER REHAB GROUP

Product   02-AL
            ANKLE STIRRUP AIRCAST LFT

Print on

Line	Note	Pick Ticket	Invoice
1.	--		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

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

Customer Product Order Notes Maintenance

The customer product order notes maintenance allows you to enter notes for a particular customer and product. Order Entry operators will have the ability to view on screen any customer notes that are specific to this customer. You can also allow the note(s) to be viewed on the pick ticket or invoice.

Customer - At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Product - At the product number prompt you can enter the product number, enter the beginning product number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the product.

Note - Enter any note(s). Order entry operators will have the ability to view on screen any customer product order notes that are specific to this customer and product.

Pick Ticket - Enter 'Y' to print Customer Product Order Notes on the pick ticket or 'N' to not print Customer Order Notes on the pick ticket.

Invoice - Enter 'Y' to print Customer Product Order Notes on the invoice or 'N' to not print Customer Order Notes on the invoice.

Notes:

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_____
_____

Customer Product Order Notes Maintenance

Customer   KESSLER
               KESSLER REHAB GROUP

Product   02-AL
               ANKLE STIRRUP AIRCAST LFT   Print on

Line	Note	Pick Ticket	Invoice
1.	VERIFY MINIMUM SELL QUANTITY OF 12	Y	N
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

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

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

Customer Product Order Notes Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

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The Systems House, Inc.

Customer Master Listing

This listing prints the customer master number, alpha customer number, name and address, taxable indicator, tax jurisdiction code, A/R contact name, phone number, tax class, credit method and credit limit.

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.

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

```
PAGE    1                    *************** CUSTOMER MASTER FILE LISTING    ********              DATE 10:08:51am  16 Oct 2006


CUST.MAST. A.CUST.NO.... NAME AND ADDRESS......... TAXABLE TAX JURIS A/R CONT............ PHONE.NO............ TC CM CRLIM..

100636     BNDA         BAHAMAS NATIONAL       N                                                            01 05       0
                        DRUG AGENCY
                        P.O. BOX 85431

                        NASSAU          FF

100635     FS           FOOD SERVICES          N                                                            01 05       0
                        P.O. BOX 21314

                        NASSAU          FF

100497     GUTMH        GUTTENBURG MUN HOSPITAL  N             IAG                                           01 05  10,000
                        2ND & MAIN

                        GUTTENBURG      IA 52052

100197     KESSLER      KESSLER REHAB GROUP    N             NJ             973-628-3150                     01 00  10,000
                        100 CENTRAL AVE

                        EAST ORANGE     NJ 07002

100631     LMHS         LEE MEMORIAL HOSP      N                                                             01 05       0

                        FT MYERS        FL 30912

100476     MARCOW       MICHAEL MARCOWITZ MD   Y             IAG           718-555-1212                      01 04   5,000
                        4360 KENNEDY BLVD
```

Notes:

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Customer Master   37

The Systems House, Inc.

Customer Detail Listing

This listing prints the customer number, internal customer number, customer name, salesman number, statement indicator, price point, discount percentage, discount point, commission percentage, commission point, creation date and sales year-to-date total.

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.

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

Notes:

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The Systems House, Inc.
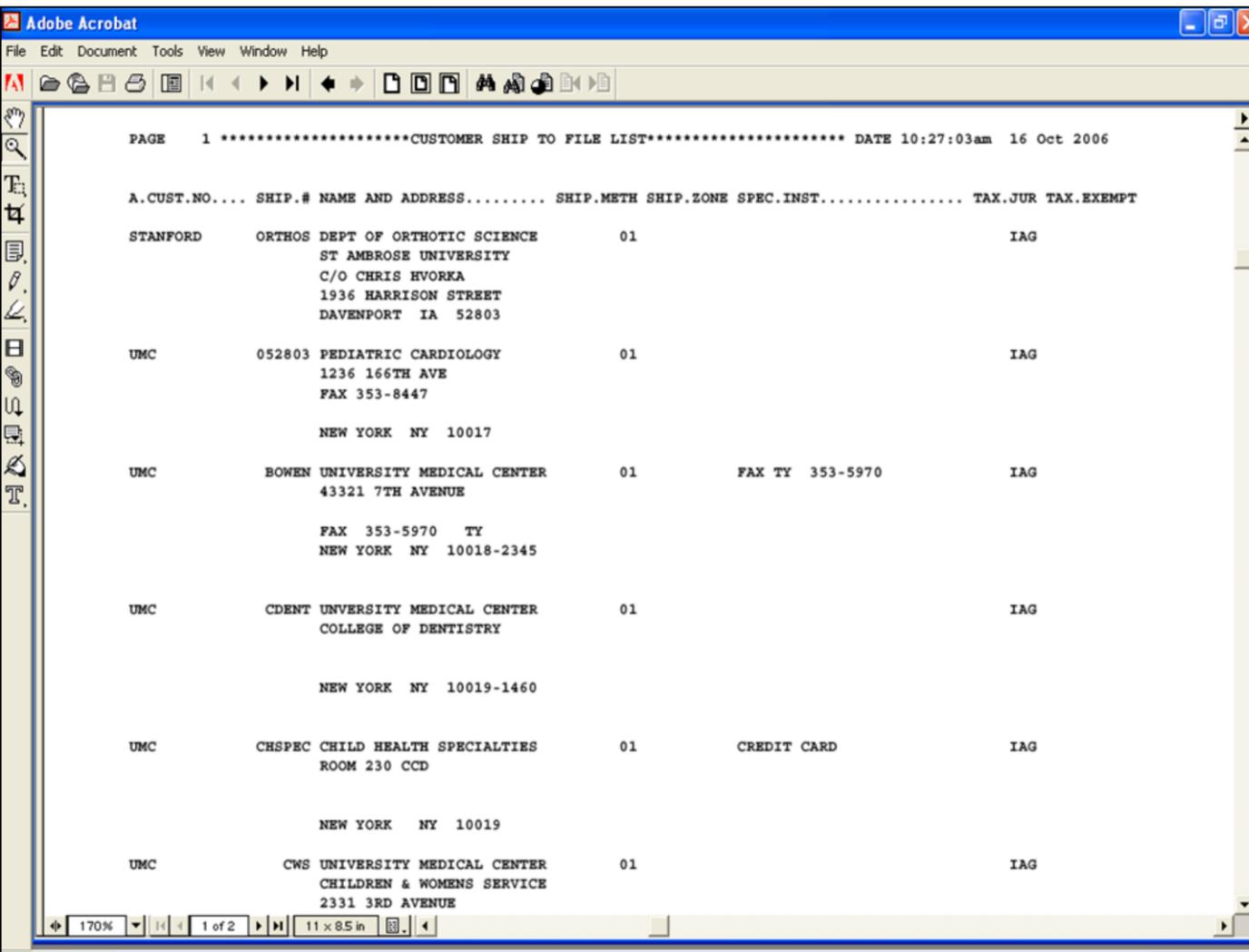
Customer Ship To Listing

This listing prints the alpha customer number, ship number, name and address, ship method, ship zone, special instructions, tax jurisdiction, and tax exempt status.

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.

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

Notes:

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Country Code Maintenance

The country code maintenance allows you to create or edit country codes to be used when entering addresses.

Country Code - Enter a three digit country code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from all available country codes.

Description – Enter the description for the country code.

Freight System Desc – Enter the freight system description for this country code. Use this description to pass country codes to the UPS Worldship system. They must match the Freight system codes exactly to be accepted.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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State Code Maintenance

The state code maintenance allows you to create or edit state codes that will be used with the tele-marketing system.

State Code - Enter a two digit state code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from all available state codes.

Description – Enter the description of the state code.

Time Zone – Enter the time zone for the state code. Allowable entries are 1, 2, 3, and 4. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up dialog box for you to select from all available time zones.

1 – Eastern Time, 2 – Central Time, 3 - Mountain Time, 4 – Pacific Time

Foreign – Enter 'Y' if this state code is a foreign state. Default is 'N'.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:
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SALESMAN MAINTENANCE

Salesman #   [--- ▼]

1. Warehouse
2. Territory
3. Name
4. Address 1
5. Address 2
6. Address 3
7. City
8. State
9. Zip Code
10. Phone Number
11. Email Address
12. Commission %
13. Sales Quota
14. Commissionable
15. Vendor
16. PLine
    GL#

17. Laptop
18. Goal
19. Comm Type

20. P/C   Description   Comm%

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

Salesman Maintenance

The salesman maintenance file contains descriptive information about each salesman and stores basic performance information on each individual. Reports are available throughout the system that will utilize the information stored in this file.

Salesman# - Enter a salesman number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from all available salesman numbers.

Warehouse – Enter the salesman's warehouse assignment. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from all available warehouse's.

Territory – Enter the salesman's two digit territory. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from all available territories.

Name – Enter the name of the salesman.

Address 1 – Enter the first line of the salesman's address.

Address 2 – Enter the second line of the salesman's address.

Address 3 – Enter the third line of the salesman's address.

City – Enter the city of the salesman's address.

State – Enter the two digit alpha state of the salesman's address.

Notes:

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SALESMAN MAINTENANCE

Salesman #	003	LISA FERTIG

1.Warehouse	001	NEW YORK, NY	17.Laptop		
2.Territory			18.Goal		0
3.Name	LISA FERTIG		19.Comm Type		01
4.Address 1	1033 Route 46 East		TEST COMM TYPE 01		
5.Address 2			20.P/C	Description	Comm%
6.Address 3			1.		
7.City	Clifton				
8.State	NJ		2.		
9.Zip Code	07013				
10.Phone Number	973-777-8050		3.		
11.Email Address	lfertig@tshinc.com				
12.Commission %	20.00		4.		
13.Sales Quota	1000000				
14.Commissionable	Y		5.		
15.Vendor					
16.PLine	1.				
GL#					
	2.				

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

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

Salesman Maintenance

Zip Code – Enter the zip code of the salesman's address.

Phone Number – Enter the salesman's phone number.

Email Address – Enter the salesman's email address.

Commission% - Enter the salesman commission percent. Maximum is 4 numeric digits.

Sales Quota – Enter the sales quota for this salesman.

Commissionable – Enter 'Y' if this salesman is commissionable, otherwise enter 'N'.

Vendor – Enter the salesman vendor number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from the list of available vendor's.

PLine – Enter this salesman's product line for commission. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from the list of available product lines. (You can also associate a GL# with the product line for this salesman.

Laptop – Enter 'Y' to download this salesman's data nightly for use in the salesman laptop system.

Notes:

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_____

The Systems House, Inc.

SALESMAN MAINTENANCE

Salesman #	003	LISA FERTIG

1.Warehouse	001	NEW YORK, NY	17.Laptop		
2.Territory			18.Goal		0
3.Name	LISA FERTIG		19.Comm Type		01
4.Address 1	1033 Route 46 East		TEST COMM TYPE 01		
5.Address 2			20.P/C	Description	Comm%
6.Address 3			1.		
7.City	Clifton				
8.State	NJ		2.		
9.Zip Code	07013				
10.Phone Number	973-777-8050		3.		
11.Email Address	lfertig@tshinc.com				
12.Commission %	20.00		4.		
13.Sales Quota	1000000				
14.Commissionable	Y		5.		
15.Vendor					
16.PLine	1.				
GL#					
	2.				

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

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

Notes:

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_____

Salesman Maintenance

Goal – Enter the goal amount for this salesman. The goal amount will be used to determine the amount of commission the salesman will receive. This field is numeric and a whole dollar amount. The default is $0.

Comm Type – Enter the commission type. The commission type field will be used to determine the table used when calculating the salesman's commission. This filed will be validated against the 'Commission Type' file. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from the list of available commission types.

P/C – Enter the two digit product class and commission percent. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down dialog box for you to select from the list of product classes.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

CUSTOMER TYPE MAINTENANCE

CUSTOMER TYPE

1. DESC
2. SALES G/L#
3. COST OF GOODS G/L#
4. SALES RTN GL#

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

Customer Type Maintenance

Customer type codes in customer type maintenance (similar to class codes) can be used to further define your customer base. The codes are user defined and will allow reports to be created and sorted by this code. Customer type codes, once created, are included in the Customer Master file. Example: Use customer type to break out different groups of customers such as retail, wholesale, distributor, etc. In addition, if the General Ledger update by customer type is selected (see Parameter File), this file is used to store the appropriate sales, cost of goods and sales return General Ledger for each customer type.

CUSTOMER TYPE – Enter the two digit numeric customer type code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list box for you to select from the available customer type codes.

DESC – Enter the customer type code description.

SALES G/L# - Enter the sales general ledger number for this customer code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the available general ledger number.

COST OF GOODS G/L# - Enter the cost of goods general ledger number for this customer code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the available general ledger number.

SALES RTN GL# - Enter the sales returns general ledger number for this customer code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the available general ledger number.

Notes:

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The Systems House, Inc.

CUSTOMER TYPE MAINTENANCE

CUSTOMER TYPE   01

1. DESC   HOSPITALS
2. SALES G/L#
3. COST OF GOODS G/L#
4. SALES RTN GL#

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

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

Customer Type Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

_____
_____
_____
_____
_____

CUSTOMER CLASS MAINTENANCE

CUSTOMER CLASS   04

1.DESCRIPTION   PHARMACY
2.FRT MIN DOLLARS   0
3.FRT SURCHARGE %   0.00
4.FRT SURCHARGE $ 0.00

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

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

Customer Class Maintenance

Customer class codes in customer class maintenance can be used to further define your customer base. The codes are user defined and will allow reports to be created and sorted by this code. Customer type codes, once created, are included in the Customer Master file.

CUSTOMER CLASS – Enter a customer class number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list of available customer classes.

DESCRIPTION – Enter a customer class description.

FRT MIN DOLLARS - Enter the order freight minimum dollars to be used to calculate freight for the customer class if freight should be charged. If this field is blank, the freight order minimum in the customer record or company record will be used.

FRT SURCHARGE % - Enter the freight surcharge percent. The customer class allows a percentage amount to be calculated for the freight charge amount, if freight is to be charged.

FRT SURCHARGE $ - Enter the freight surcharge dollar amount. This amount for the customer class is the freight surcharge for customer orders, if freight is to be charged.

Notes:

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CUSTOMER CLASS MAINTENANCE

CUSTOMER CLASS   04

1.DESCRIPTION   PHARMACY

2.FRT MIN DOLLARS   0

3.FRT SURCHARGE %   0.00

4.FRT SURCHARGE $ 0.00

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

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

Customer Class Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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CUSTOMER GROUP MAINTENANCE

CUSTOMER GROUP   002
1.DESC   DOCTORS

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

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

Customer Group Maintenance

Customer group codes (similar to class codes) can be used to further define your customer base. The codes are user defined and will allow reports to be created and sorted by this code. Customer group codes, once created, are included in the Customer Master file.

CUSTOMER GROUP - Enter a three digit numeric customer group number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available customer groups.

DESC – Enter a customer group description.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

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The Systems House, Inc.

SERVICE CHARGE MAINTENANCE

STATE [-- ▾]

1. DESCRIPTION

2. DEFAULT # OF SERVICE CHARGE DAYS

SERV CHG%   DOLLARS

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

Notes:

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Service Charge Maintenance

The service charge maintenance defines the percentage to be used in the service charge calculation for overdue invoices. The service charge rate can vary by state and amount owed. In the base version, for simplification, only a single record with key 'XX' is needed. This service charge rate will be used for all accounts.

STATE – Enter the two digit numeric state. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available state codes.

DESCRIPTION – Enter the service charge description or state name.

DEFAULT # OF SERVICE CHARGE DAYS - Enter the default number of days, by state, before the service charge is instituted.

SERV CHG% - Enter the service charge percent. Use in line with the dollar field.

Example: 10% (service charge) for all items past due with a dollar value up to $ 500.00. The table would look something like this:

SERV CHG%	DOLLARS
10%	500.00
20%	9999999.00

Note that anything past due between $ 501.00 - $ 9999999.00 will be charged a 20% service charge.

DOLLARS – Enter the dollar value past due.

SERVICE CHARGE MAINTENANCE

STATE   NY

1.DESCRIPTION   NEW YORK

2.DEFAULT # OF SERVICE CHARGE DAYS   0

	SERV CHG%	DOLLARS
1.	1.50	500.00
2.	1.00	9999.00
3.	0.00	0.00
4.	1.00	12221.00

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

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

Service Charge Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

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TAX RATE MAINTENANCE

TAX JURISDICTION [----- ▼]

1.TAX %

2.JUR. DESC

3.TAX G/L #

4.CHARGE TAX ON FRT

5.STATE %

6.COUNTY %

7.CITY %

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

Tax Rate Maintenance

The tax rate maintenance contains the tax rate to be charged to taxable customers in each tax jurisdiction.

TAX JURISDICTION – Enter a tax jurisdiction code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available tax jurisdiction codes.

TAX % - Enter the tax percent for this tax jurisdiction.

JUR. DESC - Enter the tax jurisdiction description.

TAX G/L # - Enter the tax general ledger number for this jurisdiction. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the appropriate general ledger number.

CHARGE TAX ON FRT - Enter Y or N to charge tax on freight. All customers who are taxable with this tax jurisdiction will also be charged tax on the freight for all invoices. (Used in the Order Processing System) Default is N.

STATE % - Enter the percentage of the tax from line one that is to be the state tax percent. The total of the state, county and city taxes must equal the tax on line one.

COUNTY % - Enter the percentage of the tax that is the county percent. The total of the state, county and city taxes must equal the tax on line one.

CITY % - Enter the portion of the tax that is the city tax percent. The total of the state, county and city taxes must equal the tax on line one.

Notes:

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TAX RATE MAINTENANCE

TAX JURISDICTION   003I9

1.TAX %

2.JUR. DESC

3.TAX G/L #

4.CHARGE TAX ON FRT

5.STATE %   0.000

6.COUNTY %   0.000

7.CITY %   0.000

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

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

Tax Rate Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

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Customer Master   53

The Systems House, Inc.

TERMS MAINTENANCE

```
TERMS CODE        01
1.DESC            NET 30
2.DISC %          0.00
3.TYPE
4.TERM DAYS       30
5.DUE DAYS        0

6.CUTOFF DATE
7.DUE DATE
8.CC PROMPT       N

9.VALID OVERRIDES
    1   23   CREDIT CARD
    2   30   COD
    3
    4
    5
    6
    7
```

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

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

Terms Maintenance

The terms maintenance defines the various terms offered to customers. Cash discount and invoice due date information is stored in this file.

TERMS CODE - Enter a terms code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available term codes.

DESC – Enter the description for the terms code.

DISC % - Enter the discount percent for this terms code.

TYPE – Enter a term type.

<cr> = regular - Return

P   = prox terms (see #7 Due Date)

Prox term dating also known as end of month dating.

TERM DAYS - Enter the term days for cash discount.

DUE DAYS – Enter the due days - days to as of date. (Maximum 210 days). This field represents the number of additional days this customer is to receive on invoice dating and relates to the aging parameters stored in the Company Master file. For example, if normal terms are net 30, and this customer receives the same terms, then "Due Days" should be loaded with a zero. If, however, the customer receives an additional 30 days (making his effective terms net 60), then "Due Days" should be 30.

CUTOFF DATE – Enter a cutoff date. Cutoff date is used with terms type 'P' only.

Notes:

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TERMS MAINTENANCE

TERMS CODE   01

1.DESC   NET 30
2.DISC %   0.00
3.TYPE
4.TERM DAYS   30
5.DUE DAYS   0

6.CUTOFF DATE
7.DUE DATE
8.CC PROMPT   N

9.VALID OVERRIDES

1	23	CREDIT CARD
2	30	COD
3		
4		
5		
6		
7		

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

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

Terms Maintenance

DUE DATE – Enter a prox due date. If the invoice date is less than or equal to the cutoff date, then the invoice will be due on the following month, on the due date. If greater than the cutoff, then the invoice will be due the following month on the due date.

For Example : Cutoff date = 25 / Due Date = 10

If the invoice is dated Jan 1-25, it is due Feb 10.

If the invoice is dated Jan 25-31, it is due March 10.

CC PROMPT - Enter Y if the system should prompt for credit card info when this terms code is used in order entry. Default is N.

VALID OVERRIDES - Enter the valid override codes which the operator will be allowed to choose from within order entry. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available list of term codes.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

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TERRITORY MAINTENANCE

TERRITORY CODE   01

1.DESC   TERRITORY 01

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

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

Territory Maintenance

The territory maintenance contains the territory descriptions that are used in the Salesman file.

TERRITORY CODE – Enter a two digit numeric territory code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available territory codes.

DESC – Enter the territory code description.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

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The Systems House, Inc.

Account:3548 DEMO.12   Port:548 Menu:SHIP.MAINT   Capture:On

Shipping Related Files

Maintain   Listing

1. Ship Method   6. Ship Method

2. Ship Rate   7. Ship Rate

3. Ship Zone   8. Ship Zone

4. Truck Route   9. Truck Route

5. Freight Class   10. Freight Class

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Shipping Menu

The shipping menu contains shipping related files that define the various shipping methods, shipping rates, and freight classes that may be used by the customer.

Notes:

_____
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Customer Master   57

Shipping Method Maintenance

Shipping   **Method**   **Maintenance**

Shipping Method   03

1.Description   FEDEX
2.Account Number   0450-6078
3.BOL Flag
4.Shipper No.
5.Ship Wait   N
6.Website URL

7.Worldship Desc
8.Saturday Del   N
9.Scale On
10.Carton Counting

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

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

Shipping Method Maintenance

Shipping Method - Enter a two digit numeric shipping method. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available shipping codes.

Description – Enter the shipping method description. i.e, 01 = UPS, 02 = UPS BLUE, RP = RPS

Account Number - Enter your account number with the shipping provider, to be used for this ship method.

BOL Flag – Enter a Y if a bill of lading is required for this shipping method.

Shipper No – Enter a shipper number for this shipping method.

Ship Wait - Enter Y if this ship method should cause the auto ship process to check the picking frequency table. Enter N if no check is to be made by the auto ship process. Default is N.

Website URL - Enter the website URL for this shipper. This is used by the MDS shipping system to display information on tracking packages.

Worldship Desc - Enter the description for this ship method that should be passed to the automated shipping system. This description must match the one used by Worldship in order for it to be accepted.

Saturday Del - Enter Y if this shipping method should pass the Saturday delivery flag to the Worldship system.

Notes:

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Shipping Method Maintenance

Shipping Method 03

1.Description	FEDEX
2.Account Number	0450-6078
3.BOL Flag	
4.Shipper No.	
5.Ship Wait	N
6.Website URL	
7.Worldship Desc	
8.Saturday Del	N
9.Scale On	
10.Carton Counting	

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

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

Shipping Menu

Scale On - Enter Y if scaling is required for this ship method. This is only valid if the shipping system is on (Parameter 128). If Y is not entered then releases will not be flagged for the freight system. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available options.

Carton Counting - Enter N to turn off carton counting for this ship method. This only applies if carton counting is already turned on for the warehouse by setting the default Inv Qty to C for carton counting.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record

Notes:

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The Systems House, Inc.

SHIP RATE FILE MAINTENANCE

| SHIP METHOD | 03 | FEDEX |
| SHIP ZONE | 164 | |

1. CALCULATION TYPE   N
2. STRAIGHT RATE/LB   0.00

3. LN# WEIGHT   RATE
   === ======   ======

1.	0.0	0.00
2.	0.0	0.00
3.	0.0	0.00
4.	0.0	0.00
5.	0.0	0.00
6.	0.0	0.00
7.	0.0	0.00
8.	0.0	0.00
9.	0.0	0.00
10.	0.0	0.00

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

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

Shipping Rate File Maintenance

The shipping rate maintenance is used as the basis of automatic freight calculations in the system. This file is used in conjunction with the ship.method and ship.zone files.

SHIP METHOD – Enter the two digit ship method code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available ship methods.

SHIP ZONE – Enter the three digit numeric ship zone. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available ship methods.

CALCULATION TYPE - Enter a calculation type alpha code. This field controls the type of calculation to be done for this ship method and zone. Valid values are (N,S,R,Q, Y or D):

N - No calculation is performed for this ship method and zone.

S - Step Rate Calculation

R - Single Rate Calculation.

Q - Rate Lookup By Weight.

Y - Straight weight per pound calculation, using the straight rate field.

D - Dollar Amount Lookup By Weight

STRAIGHT RATE/LB – Enter the straight shipping rate per pound.

Notes:

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SHIP RATE FILE MAINTENANCE

SHIP METHOD	03	FEDEX
SHIP ZONE	164	

1. CALCULATION TYPE	N
2. STRAIGHT RATE/LB	0.00

3. LN# WEIGHT   RATE

=== ====== ======

LN#	WEIGHT	RATE
1.	0.0	0.00
2.	0.0	0.00
3.	0.0	0.00
4.	0.0	0.00
5.	0.0	0.00
6.	0.0	0.00
7.	0.0	0.00
8.	0.0	0.00
9.	0.0	0.00
10.	0.0	0.00

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

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

Shipping Rate File Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

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SHIPPING ZONE MAINTENANCE

SHIPPING ZONE   006

1.DESC   TRI-STATE AREA

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

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

Shipping Zone Maintenance

The ship zone file is used to further break down zones within a ship method. For example: you may have multiple zones with ship method UPS or RPS. Ship zone is required when entering the Ship Method file.

SHIPPING ZONE – Enter a three digit numeric shipping zone. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available options.

DESC – Enter the shipping zone description.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

Delivery ROUTE Maintenance

Delivery Route   NJ
1.Description   NJ ROUTE

2.Comments

ENTER LINE # TO CHANGE, ADD TO ADD STOPS, DELETE TO DELETE,0 TO ACCEPT :   Xxxxxx

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

Truck Route Maintenance

The deliver route maintenance is used to define specific delivery routes and instructions pertaining to this route.

Delivery Route – Enter a numeric delivery route with up to a five character maximum. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available delivery routes.

Description - Enter a description for this delivery route.

Comments - Enter any comments you may have regarding this delivery route.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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Freight Class Maintenance

The freight class maintenance allows you to create and manage freight class codes.

Freight Class Code – Enter a freight class code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available freight class codes.

Description – Enter the description for this freight class.

Tier 1, 2 and 3:

Dollars – Enter the dollar amount for this tier.

Charge Freight - Enter Y or N if you want to charge freight at this tier level.

Percent – Enter the percentage of freight to charge.

Local Whse Only - If this flag is set to a Y, this tier will only apply to their local warehouse.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing

Notes:

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The Systems House, Inc.

record
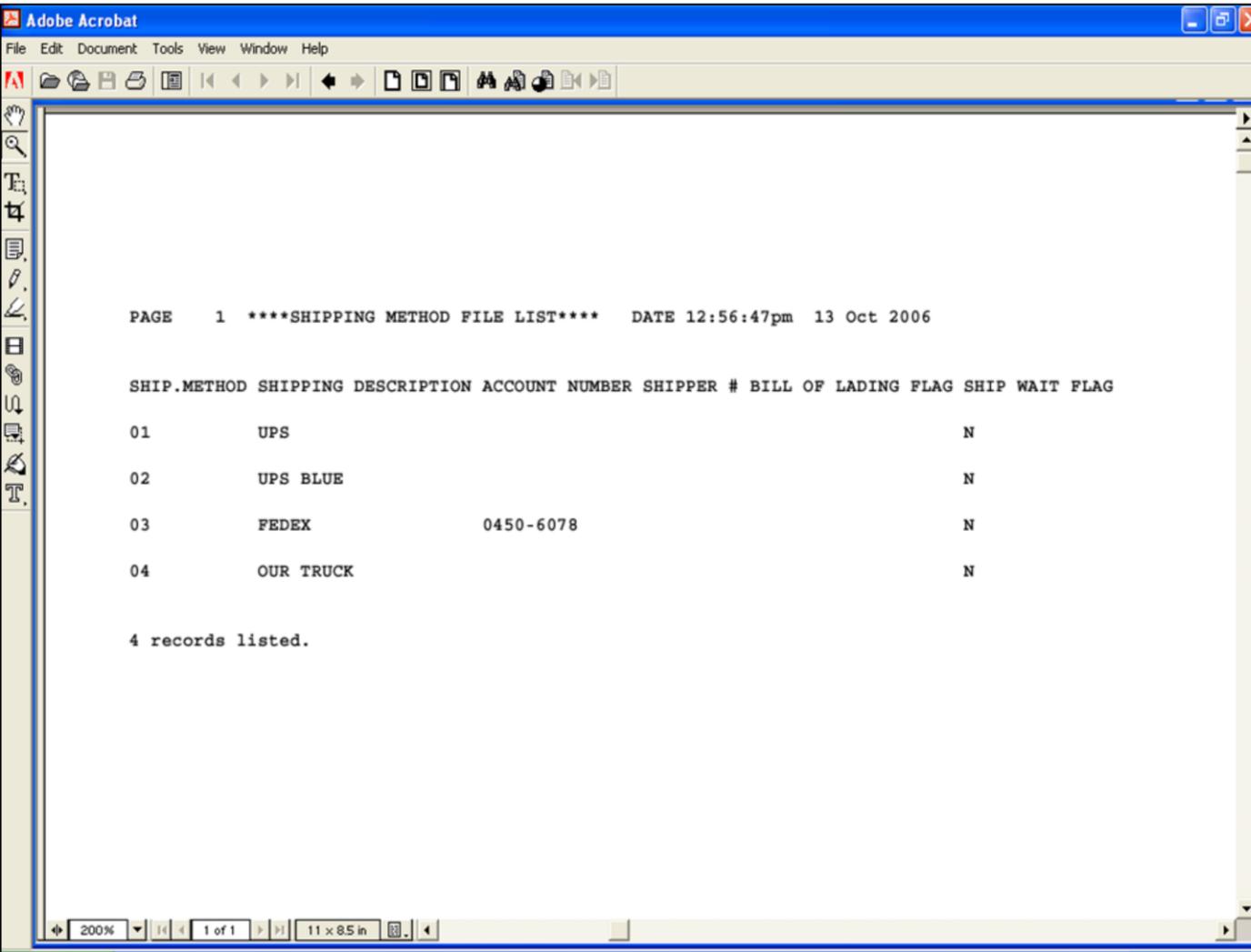
Ship Method Listing

This listing prints the ship method code, shipping description, account number, shipper number, bill of lading flag, and ship wait flag.

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.

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

Within the Adobe Acrobat window:

```
PAGE    1  ****SHIPPING METHOD FILE LIST****    DATE 12:56:47pm  13 Oct 2006


SHIP.METHOD SHIPPING DESCRIPTION ACCOUNT NUMBER SHIPPER # BILL OF LADING FLAG SHIP WAIT FLAG

01          UPS                                                               N

02          UPS BLUE                                                          N

03          FEDEX                 0450-6078                                   N

04          OUR TRUCK                                                         N


4 records listed.
```

Notes:

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The Systems House, Inc.
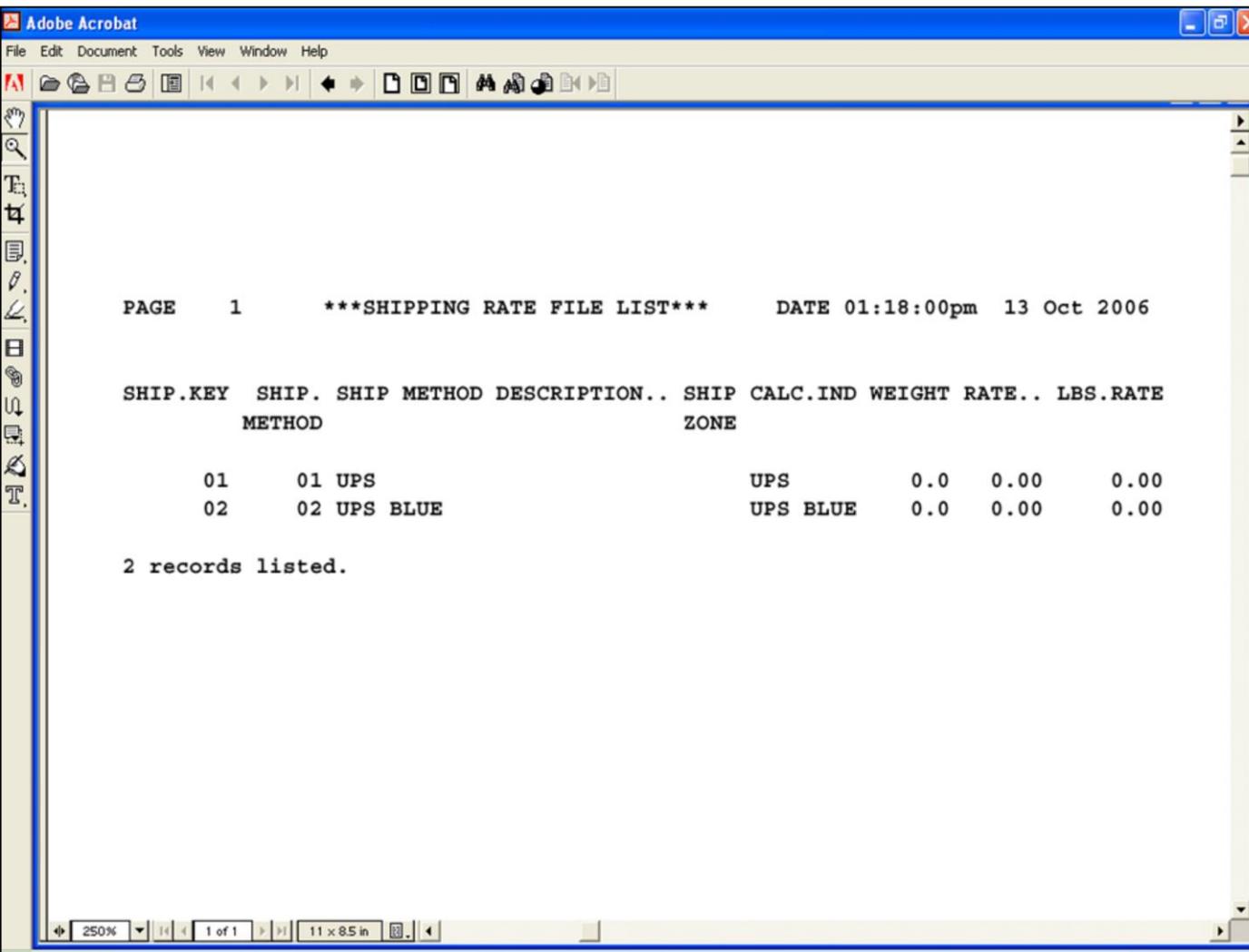
Shipping Rate Listing

This listing prints the ship method key, ship method, ship method description, ship zone, calculation indicator, weight, rate, and lbs rate from the shipping rate file.

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.

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

```
PAGE     1       ***SHIPPING RATE FILE LIST***      DATE 01:18:00pm  13 Oct 2006


SHIP.KEY   SHIP. SHIP METHOD DESCRIPTION..  SHIP CALC.IND WEIGHT RATE.. LBS.RATE
           METHOD                           ZONE

       01      01 UPS                        UPS         0.0   0.00     0.00
       02      02 UPS BLUE                   UPS BLUE    0.0   0.00     0.00

2 records listed.
```

Notes:

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The Systems House, Inc.
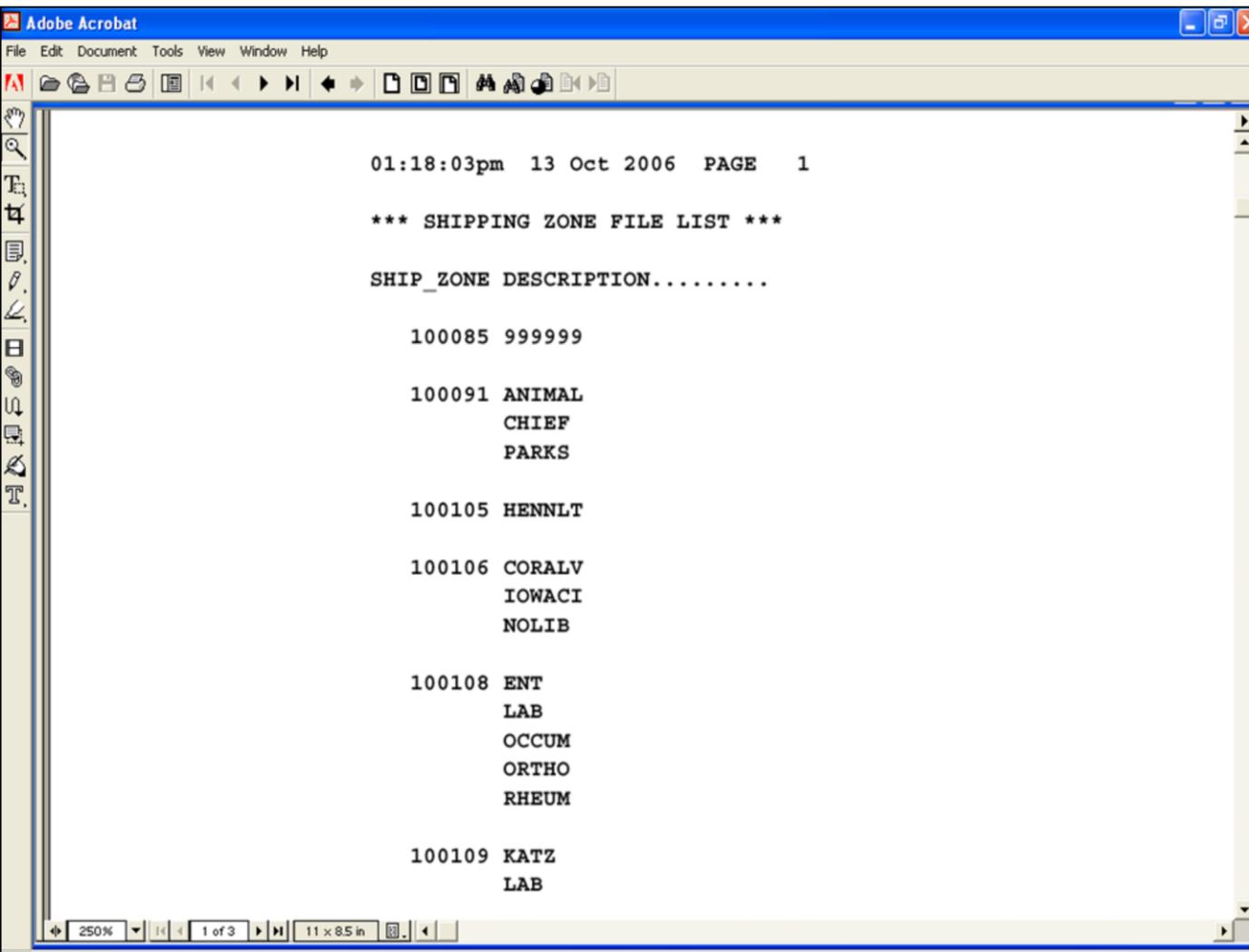
This listing prints the shipping zone code and shipping zone description.

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.

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

```
01:18:03pm  13 Oct 2006   PAGE    1

*** SHIPPING ZONE FILE LIST ***

SHIP_ZONE DESCRIPTION.........

    100085 999999

    100091 ANIMAL
           CHIEF
           PARKS

    100105 HENNLT

    100106 CORALV
           IOWACI
           NOLIB

    100108 ENT
           LAB
           OCCUM
           ORTHO
           RHEUM

    100109 KATZ
           LAB
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Notes:

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The Systems House, Inc.
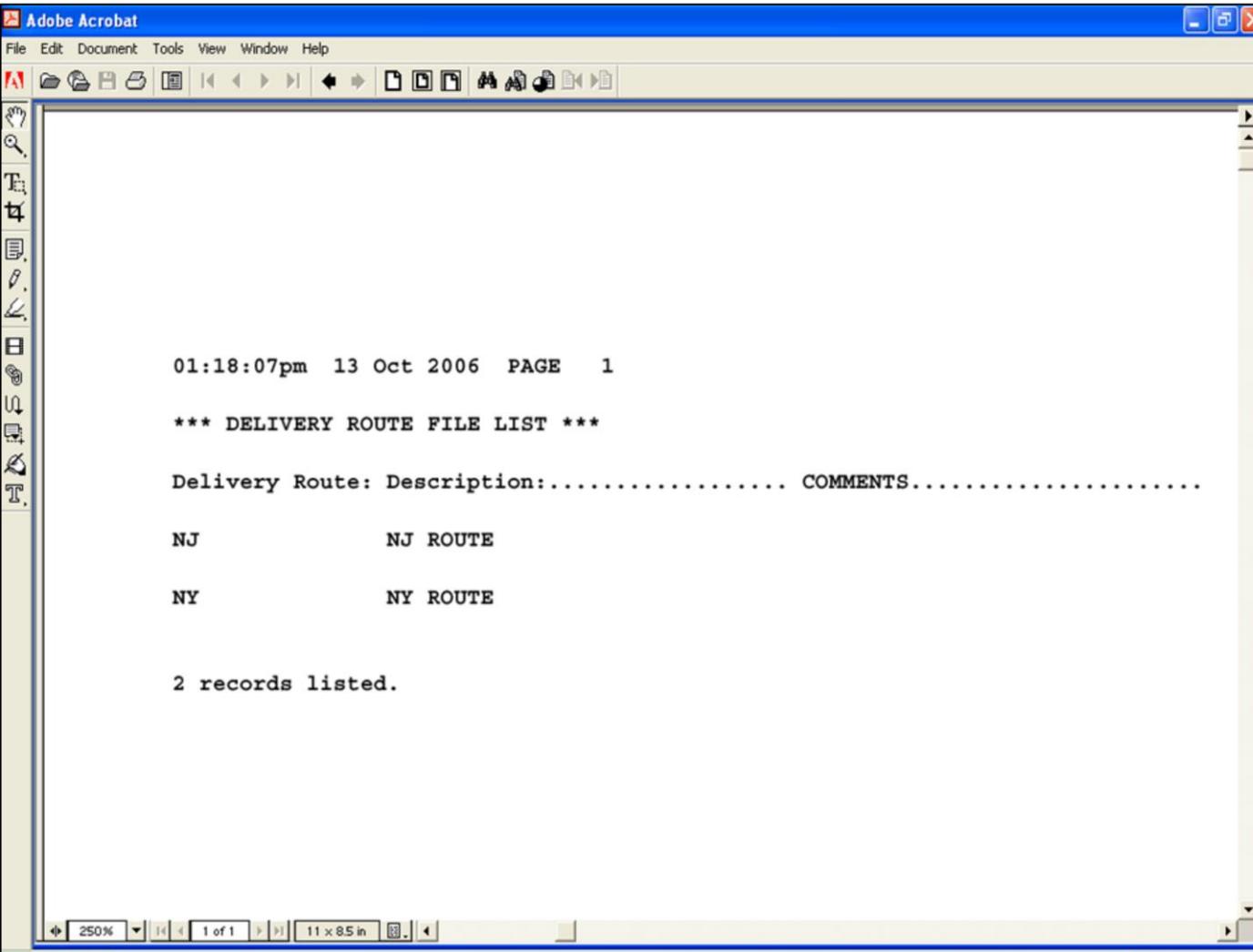
This listing prints the delivery route code, description and comments.

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.

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

```
01:18:07pm  13 Oct 2006   PAGE   1

*** DELIVERY ROUTE FILE LIST ***

Delivery Route: Description:................. COMMENTS.....................

NJ               NJ ROUTE

NY               NY ROUTE


2 records listed.
```

Notes:

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The Systems House, Inc.
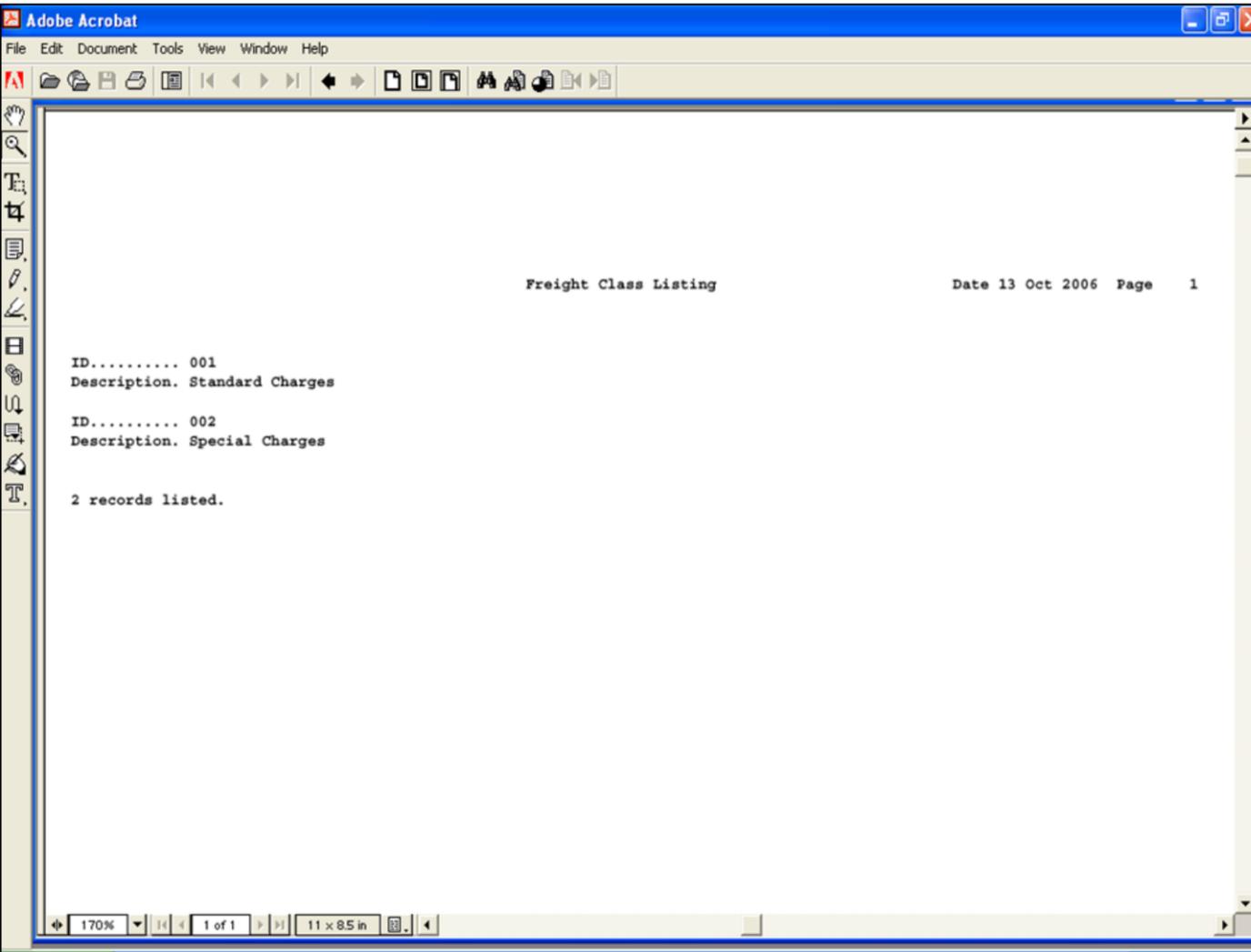
This listing prints the freight class ID number, description and standard charges.

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.

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

Notes:

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The Systems House, Inc.

LABEL MAINTENANCE

LABEL #	0111720
1.SLD TO NA	KAREN THOMAS
2.SLD TO A1	CRANE CHEVROLET
3.SLD TO A2	1039 ROUTE 46 EAST
4.SLD TO A3	
5.CITY	CLIFTON
6.STATE	NJ
7.ZIP	07013
8.A/R CONT	KAREN THOMAS
9.PHONE #	973-888-1010
10.TYPE	AR
11.SOURCE	
12.CUST	Y
13.SLSM INSIDE	003 LISA FERTIG
14.SLSM OUTSIDE	001 SY FERTIG

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

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

Notes:

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Mailing System Maintenance

The Label file is a stand alone file, similar in format to the Customer Master file. It is used when a mailing list separate from the customer master file is to be maintained. Mainly use for possible prospects or for promotions the company might be doing a mass mailing for.

LABEL# - Enter a label number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all label numbers currently available. Maximum 7 characters.

SLD TO NA – Enter the sold to name

SLD TO A1 – Enter the first line of the sold to address.

SLD TO A2 – Enter the second line of the sold to address.

SLD TO A3 – Enter the third line of the sold to address.

CITY – Enter the city of this address.

STATE – Enter the state of this address.

ZIP – Enter the zip code of this address.

A/R CONT– Enter the accounts receivable contact name.

PHONE # – Enter the phone number.

LABEL MAINTENANCE

LABEL #	0111720
1.SLD TO NA	KAREN THOMAS
2.SLD TO A1	CRANE CHEVROLET
3.SLD TO A2	1039 ROUTE 46 EAST
4.SLD TO A3	
5.CITY	CLIFTON
6.STATE	NJ
7.ZIP	07013
8.A/R CONT	KAREN THOMAS
9.PHONE #	973-888-1010
10.TYPE	AR
11.SOURCE	
12.CUST	Y
13.SLSM INSIDE	003 LISA FERTIG
14.SLSM OUTSIDE	001 SY FERTIG

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

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

Mailing System Maintenance

TYPE - Enter a valid customer type.

SOURCE – Enter source of lead or entry.

CUST – Enter Y if this is a customer, otherwise enter N.

SLSM INSIDE – Enter the three digit numeric inside salesman number. (This must be a valid salesman number) You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all salesman numbers currently available.

SLSM OUTSIDE – Enter the three digit numeric outside salesman number. (This must be a valid salesman number) You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all salesman numbers currently available.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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PROSPECT MASTER MAINTENANCE

Ex Prospect#	MARCOW	Internal#	100476	Created	12/13/01

1.Name	MICHAEL MARCOWITZ MD
2.Address1	4360 KENNEDY BLVD
3.Address2	
4.Address3	
5.City	BROOKLYN NY 10023
6.Slsm	002 DAVID FERTIG
7.Business	02 DOCTORS,CLINICS
8.Comments	
9.Phone#	718-555-1212 Ext
10.Fax#	718-555-1213
11.E-Mail	MM@MARKOWITZ.COM
12.WebUrl	12874
13.SIC Code	0100 PHYSICIAN OFFICE
14.Contact1	MICHAEL MARCOWITZ
Title1	N
15.Contact2	
Title2	N
16.Status Cd	CUS CUSTOMER
17.Follow Up	05/21/03 14:00

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Prospect Master Maintenance

With the tele-marketing call detail screen, the operator will have the ability to maintain the customer/prospect information on-line. This will allow the operator to validate and update the customers/prospects information while on the phone with them. Notes in general will be added when appropriate by the salesman.

Ex Prospect # - Enter the external prospect number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the prospect.

Name – Enter the name of the prospect.

Address 1 – Enter the first line of the prospect address.

Address 2 – Enter the second line of the prospect address.

Address 3 – Enter the third line of the prospect address.

City – Enter the city for the address. Enter the two digit state. This is a required field and is validated against a state code table. For non-US addresses, use state code 'FF'. Enter the zip code for this prospect's address. You may enter the 5 digit zip code or the 5 plus 4 digit zip code. Acceptable formats: NNNNN or NNNNN-NNNN

Slsm - Enter a prospect salesman number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available salesmen.

Business - Enter customer class code for the prospect. Customer class code must exist on Customer Class file.

Notes:

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PROSPECT MASTER MAINTENANCE

Ex Prospect#	MARCOW	Internal# 100476	Created 12/13/01
1.Name	MICHAEL MARCOWITZ MD		
2.Address1	4360 KENNEDY BLVD		
3.Address2			
4.Address3			
5.City	BROOKLYN NY 10023		
6.Slsm	002 DAVID FERTIG		
7.Business	02 DOCTORS,CLINICS		
8.Comments			
9.Phone#	718-555-1212 Ext		
10.Fax#	718-555-1213		
11.E-Mail	MM@MARKOWITZ.COM		
12.WebUrl	12874		
13.SIC Code	0100 PHYSICIAN OFFICE		
14.Contact1	MICHAEL MARCOWITZ		
Title1	N		
15.Contact2			
Title2	N		
16.Status Cd	CUS CUSTOMER		
17.Follow Up	05/21/03 14:00		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Notes:

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Prospect Master Maintenance

Comments - Enter comments for this prospect.

Phone # - Enter the prospect telephone number.

Fax # - Enter the prospect fax number.

E-mail - Enter the prospect email address.

WebUrl - Enter the prospect Web URL.

SIC Code - Enter a prospect SIC Code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available SIC codes.

Contact 1 - Enter prospect contact one.

Title1 – Enter the title of prospect contact one.

Contact 2 - Enter prospect contact two.

Title2 – Enter the title of prospect contact two.

Status Cd – Enter a prospect status code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available status codes.

Follow Up - Enter prospect follow-up status date.

The Systems House, Inc.

PROSPECT   MASTER   MAINTENANCE

Ex Prospect#   MARCOW   100476

18.Lead Source   Y

19.Current System

20.Number of Users

21.Sales Dollars   0.00

22.Number of Employees   1

23.Close Date

24.Probability of Close

25.Proposal Date

26.Competition

27.Next Step   N

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 2 OF 2

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

Prospect Master Maintenance

Lead Source - Enter the lead source for this prospect.

Current System - Enter the prospects current system type.

Number of Users - Enter the prospects current system number of users.

Sales Dollars - Enter the dollars this prospect does in sales per year.

Number of Employees - Enter the prospects number of employees.

Close Date - Enter the close date for this prospect.

Probability of Close - Enter the probability percentage that this prospect is going to close.

Proposal Date - Enter the proposal date for this prospect.

Competition - Enter information regarding the competition for this prospect.

Next Step - Enter information regarding the next step for this prospect.

Notes:

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The Systems House, Inc.

PROSPECT   MASTER   MAINTENANCE

Ex Prospect#   MARCOW   100476

18.Lead Source   Y
19.Current System
20.Number of Users
21.Sales Dollars   0.00
22.Number of Employees   1
23.Close Date
24.Probability of Close
25.Proposal Date
26.Competition
27.Next Step   N

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 2 OF 2

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

Prospect Master Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

Order Template Menu

Maintain

File List

1. Template Creation from (SALES.4)

2. Order Template

3. Order Template

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Order Template Menu

The order template maintenance allows you to create, update and manage your order templates for your customers.

Notes:

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Customer Master   76

Order Template Creation from (SALES.4)

1. Company	01	TSH MEDICAL SUPPLY
2. Cust Class	01	HOSPITALS
3. Number of items (Maximum of 150)		150
4. Descending Year to Date (1) Sales$ (2) Quantity		1
5. (1) This Year (2) Last Year		1
6. Template#		0101

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

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

Template Creation from (SALES.4)

Company – Enter the two digit company number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available company codes.

Cust Class – Enter the two digit customer class. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available customer classes.

Number of items (Maximum of 150) – Enter the number of items/products to be included on this template.

Descending Year to Date (1) Sales$ (2) Quantity - Enter one (1) for sales dollars or the number two (2) for quantity descending year to date based on the number of items/products being selected for this template.

(1) This Year (2) Last Year - Select either this year's data by entering (1) or last year's data by entering (2) based on either sales$ or quantity.

Template # - Enter the template number to be created. If the template number already exists on file, you will be asked if you want to override the record. Entry of the template number is without the company number.

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.

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

Notes:

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'CANCEL' icon to delete this entry.

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COMPANY/ORDER TEMPLATE MAINTENANCE

CO# 01   TEMPLATE#   GLOVES

1. DESC   GLOVES TO BUY   2. CUST#

3. PRODUCT#

	PRODUCT#	PRODUCT DESCRIPTION	M/C	TEMP QTY	U/M
1.	484001	GLOVES SENSICARE SM 100/B		2	BX
2.	484002	GLOVES SENSICARE MD 100/B		2	BX
3.	484003	GLOVES SENSICARE LG 100/B		2	BX
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Line# to Change, `ADD` Lines, `0` to Accept, `ABORT` or `DELETE` :   XXXXXX

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

Order Template Maintenance

CO# - Enter the two digit company number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list that displays all available company codes.

TEMPLATE# - Enter the template number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list that displays all available template numbers.

DESC – Enter the template description.

CUST# - Enter the customer number. If entered, it can be used to price ALL the products on the template, , enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

PRODUCT# - Enter the product number for this line of the customers order template, enter the beginning product number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the product.

PRODUCT DESCRIPTION - Displays the product description.

M/C - This field will display and 'M' if this is a master kit item or 'C' if this is a kit component.

TEMP QTY – Enter quantity to be ordered for this template

U/M – Enter the unit of measure for this item. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list that displays all available unit of measures.

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The Systems House, Inc.

COMPANY/ORDER TEMPLATE MAINTENANCE

CO# 01 TEMPLATE# GLOVES

1. DESC GLOVES TO BUY   2.CUST#

3. PRODUCT#   PRODUCT DESCRIPTION   M/C   TEMP QTY   U/M

1.	484001	GLOVES SENSICARE SM 100/B		2	BX
2.	484002	GLOVES SENSICARE MD 100/B		2	BX
3.	484003	GLOVES SENSICARE LG 100/B		2	BX
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Line# to Change, `ADD' Lines, `0' to Accept, `ABORT' or `DELETE' :   XXXXXX

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

Order Template Maintenance

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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Customer Master   79

The Systems House, Inc.


```
04:37:28pm  13 Oct 2006          PAGE:   1


              ORD.TEMPLATE FILE LISTING


CO TEMPLATE#          DESCRIPTION
-- ---------------    --------------------


01 GLOVES             GLOVES TO BUY


**

*


1 records listed.
```

Order Template File Listing

This listing prints by company number, template number and template description.

Company Options:

At this prompt the operator has the option of selecting 'All Companys', 'Company Range' or 'Specific Company'.

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.

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

Notes:

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COMMISSION TYPE MAINTENANCE

Commission Type   00

1.Description   DEFAULT

2.Table

	GP%	Comm%
1.	25.00	5.00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

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

Commission Type Maintenance

Commission type codes are used to store information for calculating salesman commissions. The Commission Type file contains gross profit ranges and associated commission percentages for each range. An individual salesman record is set up to contain the appropriate commission type for that salesman.

Commission Type – Enter a two digit commission type code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list of available commission type codes.

Description – Enter a description for the commission type.

Table – Enter a gross profit percent and commission percent for this commission type.

GP % - Enter a maximum gross profit percent. Maximum Gross Profit percent for this level must be greater than previous gross profit percent.

Comm % - Enter the commission percent for this commission type. This field contains the commission percent to be used if the gross profit falls between the corresponding percentages.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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Facility File Maintenance

Facility Code	12400

1. Facility Name
2. Facility Addr1
3. Facility Addr2
4. Facility Addr3
5. City
6. State   Country
7. Zip Code
8. Phone#
9. Contact Name

10. Chain Code
11. Chain SubCode1
12. Chain SubCode2
13. Chain SubCode3
14. Chain SubCode4

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

Facility File Maintenance
The facility maintenance allows you to create and manage facilities for customer products.

Facility Code - Enter a two digit facility code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list of available facility codes.

Facility Name – Enter a facility name.

Facility Addr1 – Enter the first line of the facility address.

Facility Addr2 – Enter the second line of the facility address.

Facility Addr3 – Enter the third line of the facility address.

City - Enter the city for the facility.

State - Enter the state for the facility.

Country - Enter the country for the facility.

Zip Code – Enter the zip code for the facility.

Phone# - Enter the phone number for the facility.

Contact Name - Enter the contact name for the facility.

Chain Code - Enter a code for this facility if it is part of a chain of facilities. This chain code will be used to facilitate reporting in terms of sales and A/R data.

Chain SubCode1 - Enter a sub-code for this facility if it is part of chain of facilities. This sub-code will be used to facilitate reporting in terms of sales and A/R data.

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The Systems House, Inc.

Facility File Maintenance

Facility Code   12400

1.Facility Name

2.Facility Addr1

3.Facility Addr2

4.Facility Addr3

5.City

6.State   Country

7.Zip Code

8.Phone#

9.Contact Name

10.Chain Code

11.Chain SubCode1

12.Chain SubCode2

13.Chain SubCode3

14.Chain SubCode4

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

Facility File Maintenance

Chain SubCode2 - Enter a sub-code for this facility if it is part of chain of facilities. This sub-code will be used to facilitate reporting in terms of sales and A/R data.

Chain SubCode4 - Enter a sub-code for this facility if it is part of chain of facilities. This sub-code will be used to facilitate reporting in terms of sales and A/R data.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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Customer Master   83

GPO Maintenance

GPO   Maintenance

GPO   1412008

1.Description   FEDERATION OF DEPT. STORES

GPO Maintenance

The GPO maintenance is used to keep a list of group purchasing organizations that your customers may be members of. The GPO can be assigned to a customer in customer maintenance and can also be assign to contracts in contract maintenance.

GPO - Enter a GPO code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list of available GPO's you can select from.

Description – Enter a description for the GPO code.

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 cancel out.

Enter 'DELETE' followed by *** to delete an existing record.

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

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

Notes:

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The Systems House, Inc.
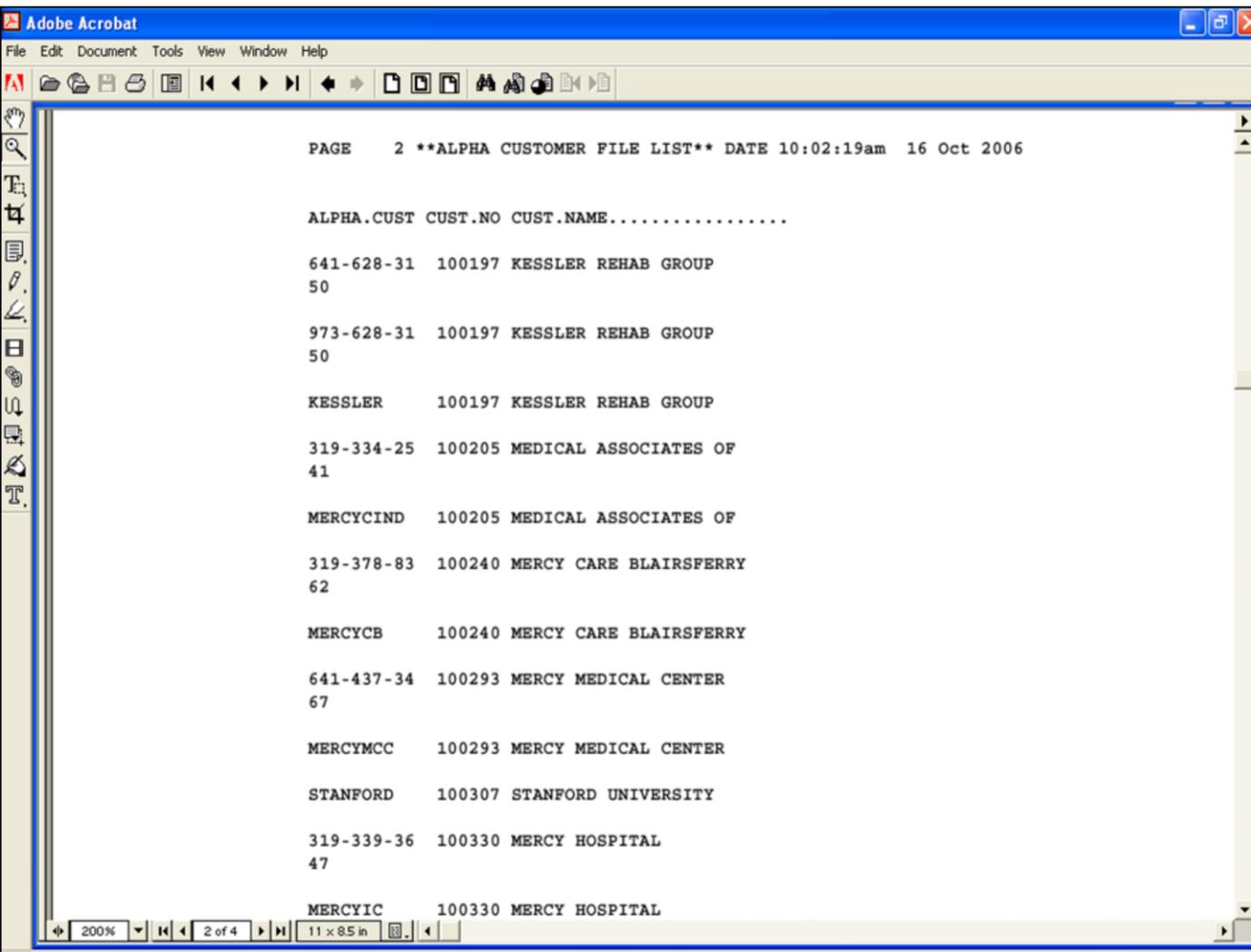
This listing prints the alpha customer number, the internal customer number and the customer name.

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.

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

```
PAGE     2 **ALPHA CUSTOMER FILE LIST** DATE 10:02:19am  16 Oct 2006


ALPHA.CUST CUST.NO CUST.NAME.................

641-628-31  100197 KESSLER REHAB GROUP
50

973-628-31  100197 KESSLER REHAB GROUP
50

KESSLER     100197 KESSLER REHAB GROUP

319-334-25  100205 MEDICAL ASSOCIATES OF
41

MERCYCIND   100205 MEDICAL ASSOCIATES OF

319-378-83  100240 MERCY CARE BLAIRSFERRY
62

MERCYCB     100240 MERCY CARE BLAIRSFERRY

641-437-34  100293 MERCY MEDICAL CENTER
67

MERCYMCC    100293 MERCY MEDICAL CENTER

STANFORD    100307 STANFORD UNIVERSITY

319-339-36  100330 MERCY HOSPITAL
47

MERCYIC     100330 MERCY HOSPITAL
```

Notes:

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The Systems House, Inc.

This listing prints the country code, country description and freight system description.

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.

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

```
PAGE    1 **COUNTRY LIST** DATE 10:31:15am  16 Oct 2006


COUNTRY... COUNTRY.DESC............. Freight System Desc...............................

020        BAHAMAS

001        CANADA

003        CHINA

004        FRANCE

010        ISRAEL

005        ITALY

000        U.S.A.

002        UNITED KINGDOM


8 records listed.
```

Notes:

_____
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_____

The Systems House, Inc.

This listing prints the state code, description, time zone, time zone description and foreign indicator.

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.

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

```
PAGE     1 **STATE LIST** DATE 10:34:37am  16 Oct 2006


STATE.CODE DESC.................... TIME.ZONE TIME.ZONE.DESC. FOREIGN

AL        ALABAMA

AK        ALASKA

AB        ALBERTA                      1 EASTERN TIME    Y

AZ        ARIZONA                      2 CENTRAL TIME

AR        ARKANSAS

CA        CALIFORNIA

CZ        CANAL ZONE

CO        COLORADO                     2 CENTRAL TIME

CT        CONNECTICUT

DE        DELAWARE

DC        DISTRICT OF COLOMBIA

FL        FLORIDA

FF        FOREIGN                                        Y

GA        GEORGIA

GU        GUAM

HI        HAWAII

ID        IDAHO
```

Notes:

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Customer Master   87

The Systems House, Inc.

Salesman Listing

This listing prints the salesman code, warehouse, territory, salesman name and address, phone number, commission percentage, and product classes.

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.

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

Notes:

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The Systems House, Inc.

This listing prints the customer type, customer type description, general ledger number, and general ledger name.

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.

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

```
PAGE    1 **CUSTOMER TYPE LISTING** DATE 10:43:27am  16 Oct 2006


CUST.TYPE. CUST.TP.DESC............. G/L#............ GLNAME...................

01          HOSPITALS

02          DOCTORS,CLINICS

03          NURSING HOMES

04          PHARMACY

05          MISC,SCHOOLS,MFG,ETC

06          DENTISTS

07          CHIROPRACTIC

08          VETERINARY


8 records listed.
```

Notes:

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Customer Master   89

Customer Class Listing

This listing prints the customer class and customer class description.

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.

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

```
PAGE    1 **CUSTOMER CLASS LIST** DATE 10:46:21am  16 Oct 2006


CUST.CLASS DESC.....................

01        HOSPITALS

02        DOCTORS,CLINICS

03        NURSING HOMES

04        PHARMACY

05        MISC,SCHOOLS,MFG,ETC

06        DENTISTS

07        CHIROPRACTIC

08        VETERINARY


8 records listed.
```

Notes:

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Customer Group Listing

This listing prints the customer group and customer group description.

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.

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

```
PAGE    1 **CUSTOMER GROUP LISTING** DATE 10:46:27am  16 Oct 2006


CUST.GROUP DESC.....................

001        HOSPITALS

002        DOCTORS

003        PHARMACY

004        NURSING HOMES

005        MISC,SCHOOLS,MFG,ETC

006        DENTISTS

007        CHIROPRACTIC

008        VETERINARY


8 records listed.
```

Notes:

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The Systems House, Inc.

This listing prints the service charge, description, service charge percentage and dollar break amount.

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.

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

```
PAGE    1 ****STATE SERVICE CHARGE LIST**** DATE 10:46:30am  16 Oct 2006


SC.STATE.. DESCRIPTION.............. SC%... $.BRK.

AP.RPTS                             0.0000

AR.RPTS                             0.0000

CA          CALIFORNIA              0.0100  50000
                                    0.0175 999999

NJ          NEW JERSEY              0.0150  50000
                                    0.0100 999900

NY          NEW YORK                0.0150  50000
                                    0.0100 999900
                                    0.0000
                                    0.0100 122210
                                       0

OE.RPTS                             0.0000

SA.RPTS                             0.0000

TSH                                 0.0000

TTT                                 0.0000

XX                                  0.0200
```

Notes:

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The Systems House, Inc.

Tax Rate Listing

This listing prints the tax rate, tax percentage, tax jurisdiction, description, general ledger number, general ledger description, tax state percentage, county percentage and city percentage.

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.

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

Notes:

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The Systems House, Inc.
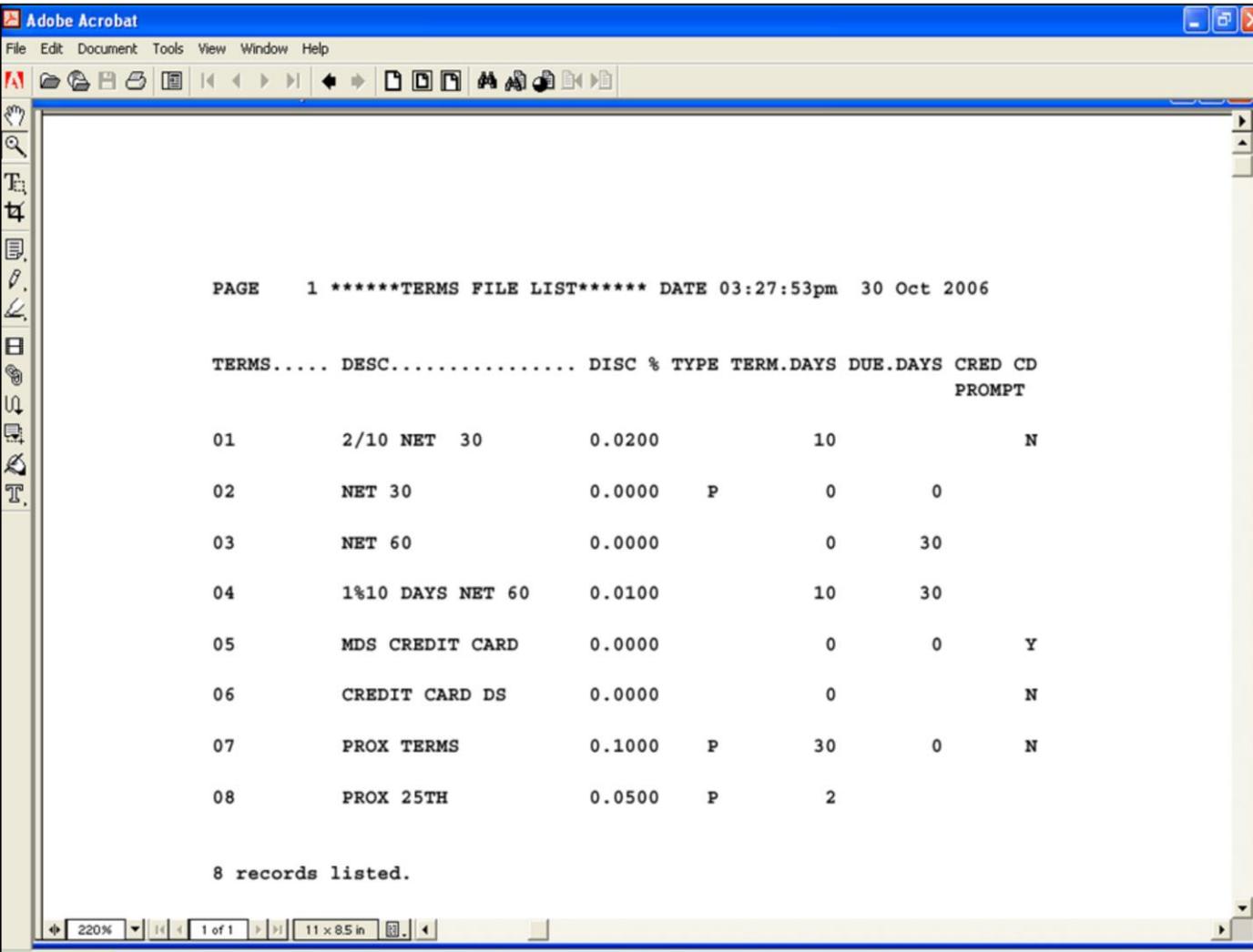
This listing prints the terms code, description, discount percent, type, term days, due days and credit card prompt indicator.

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.

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

```
PAGE    1 ******TERMS FILE LIST****** DATE 03:27:53pm  30 Oct 2006


TERMS..... DESC................ DISC % TYPE TERM.DAYS DUE.DAYS CRED CD
                                                               PROMPT

01          2/10 NET  30        0.0200            10               N

02          NET 30             0.0000    P        0        0

03          NET 60             0.0000             0       30

04          1%10 DAYS NET 60   0.0100            10       30

05          MDS CREDIT CARD    0.0000             0        0       Y

06          CREDIT CARD DS     0.0000             0                N

07          PROX TERMS         0.1000    P       30        0       N

08          PROX 25TH          0.0500    P        2


8 records listed.
```

Notes:

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The Systems House, Inc.

This listing prints the territory code and description.

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.

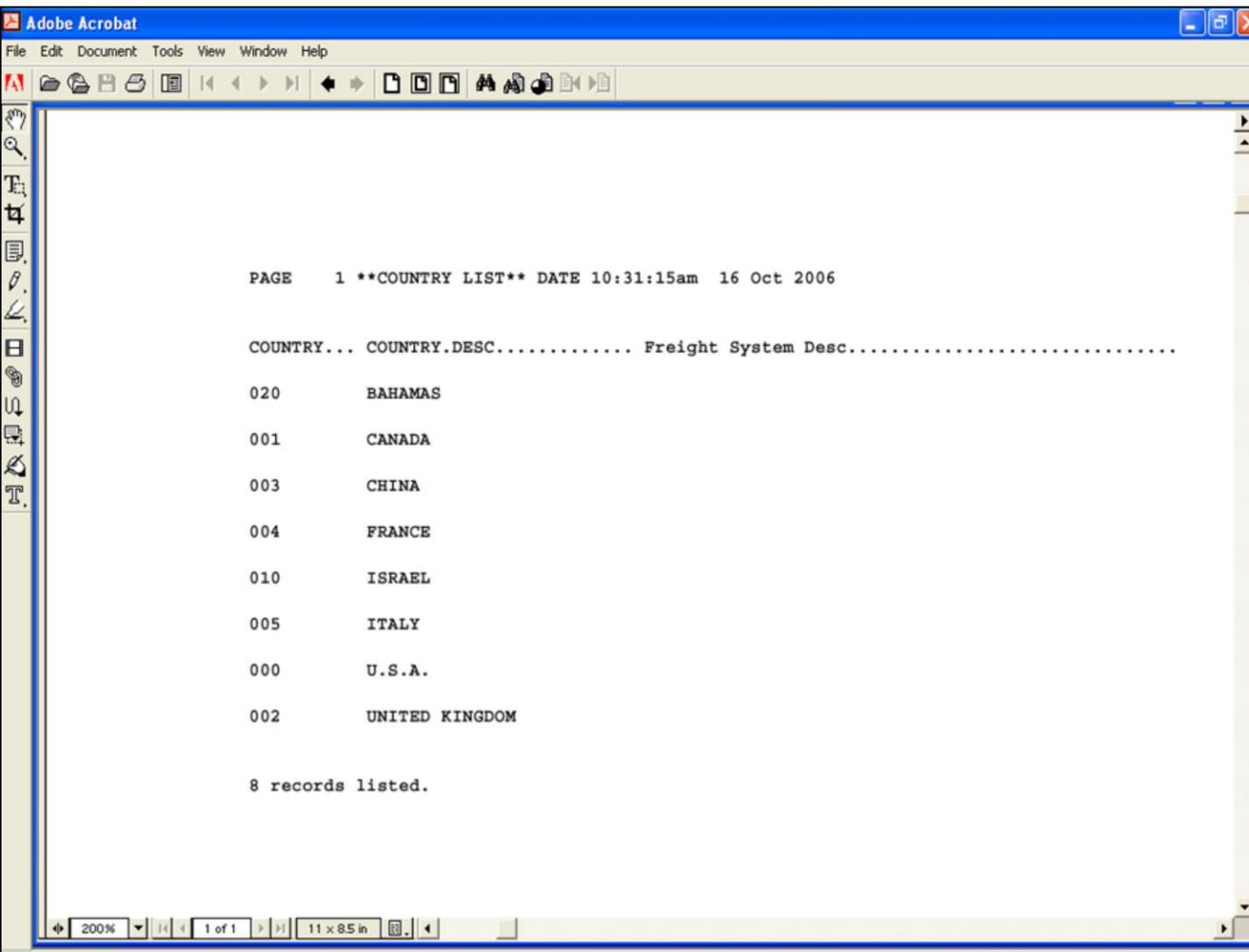Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

```
PAGE    1 **TERRITORY FILE LISTING** DATE 11:01:27am  16 Oct 2006


TERRITORY. DESC....................

01        TERRITORY 01

02        NET 15 DAYS

03        2%/10 DAYS NET 30

04        NET 45 DAYS

05        2% 20 DAYS NET 31

06        1% 30 DAYS

07        1% 10 NET 30 DAYS

08        NET 10 DAYS

09        1% 20 NET 30 DAYS

10        2.5% 10 NET 30 DAYS

11        NET 7 DAYS

12        NET 20 DAYS

13        NET RETURN MAIL

14        NET 25 DAYS

15        1% 15 NET 30
```

Notes:

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The Systems House, Inc.

Mailing System Listing

This listing prints the label, customer number, name and address, A/R contact, phone number, customer type, source, customer indicator, salesman and outside salesman.

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.

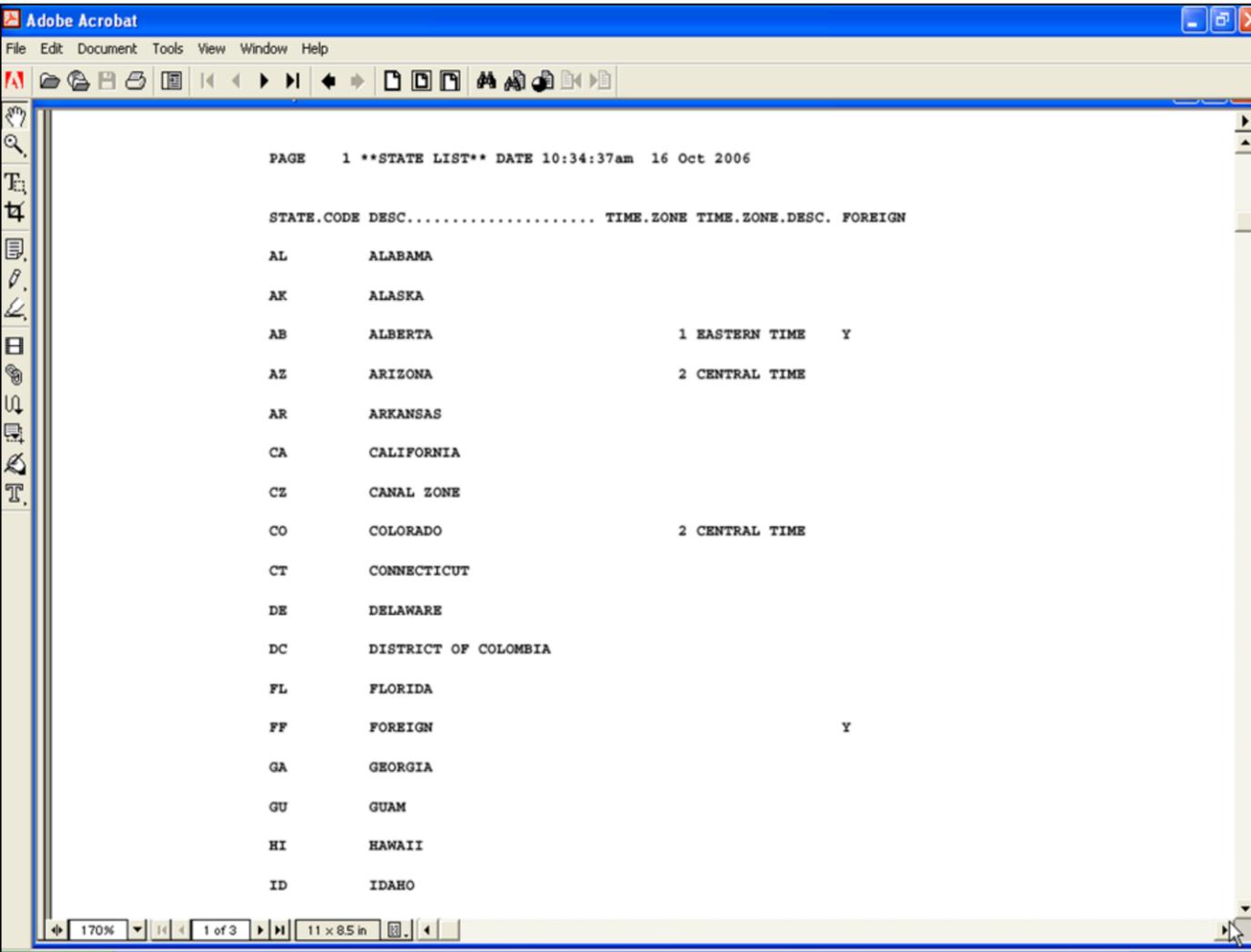Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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The Systems House, Inc.

Prospect Master Listing

This listing prints the prospect master number, alpha prospect number, name and address, contact one, prospect phone number, prospect salesman, status date, status time.

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.

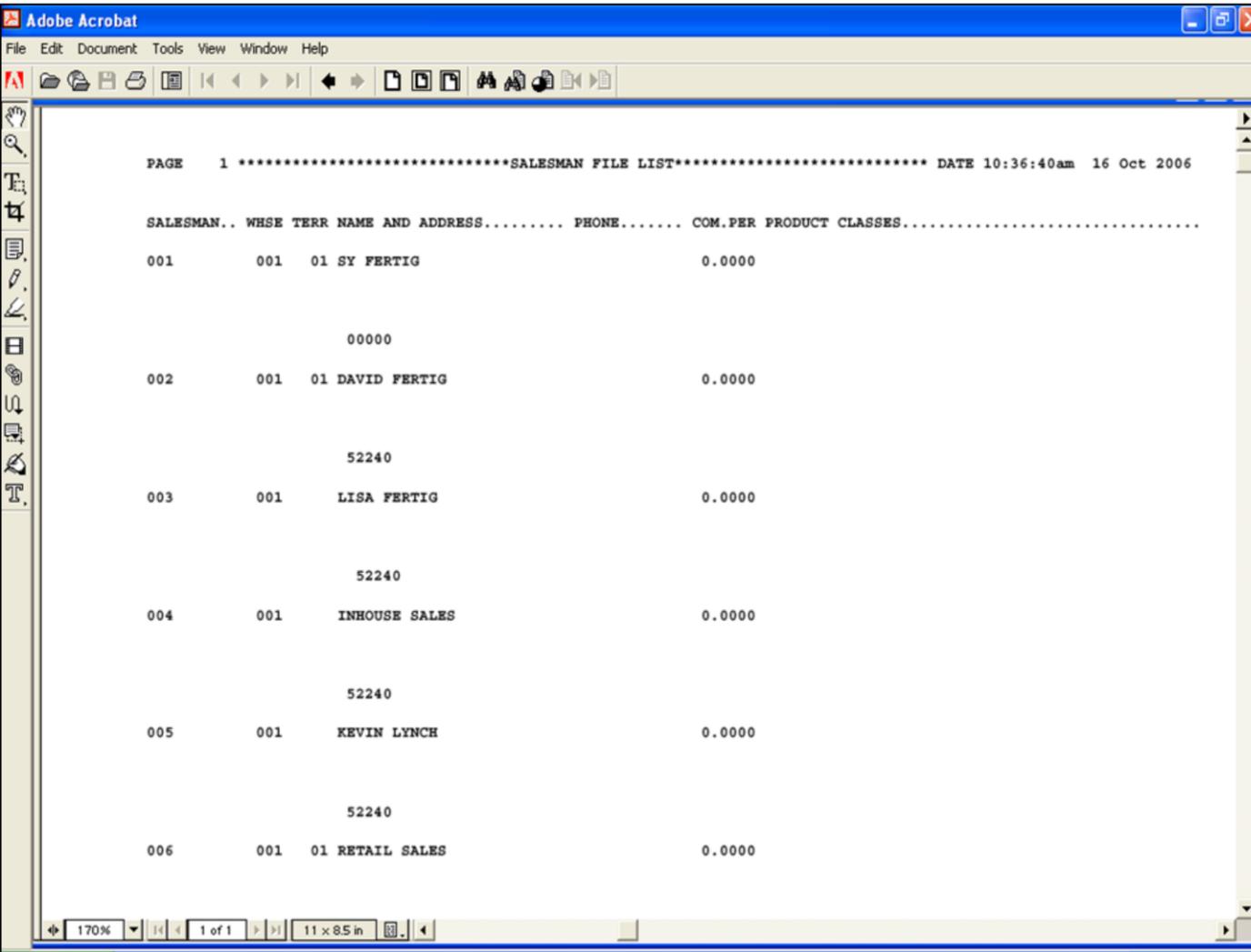Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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Account:3808 DEMO.12   Port:808 Menu:CUST.LABELS   Capture:On

Customer Label Printing Menu

1. Customer Label Print

2. Rolodex Label Print

3. Mailing List Label Print

4. Label Size Setup

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Labels Sort Menu

The customer label sort menu allows you the option of printing labels in the multiple formats:

Customer Label Print

Rolodex Label Print

Mailing List Label Print

Label Size Setup

Notes:

_____
_____
_____
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_____

Cust Labels by Zip

1. Zip Code   All   All

2. Enter Label Size (use F7 for lookup)   5161

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

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

Customer Label Print

Customer Labels by Zip Code

Zip Code - At this prompt the operator has the option of selecting 'All Zip Codes', 'Zip Code Range' or 'Specific Zip Code'.

Enter Label Size (use F7 for lookup) – Enter a label size, or you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list for you to select from the available labels sizes.

After making the appropriate selection and entering 'OK', you must enter label size, you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

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.

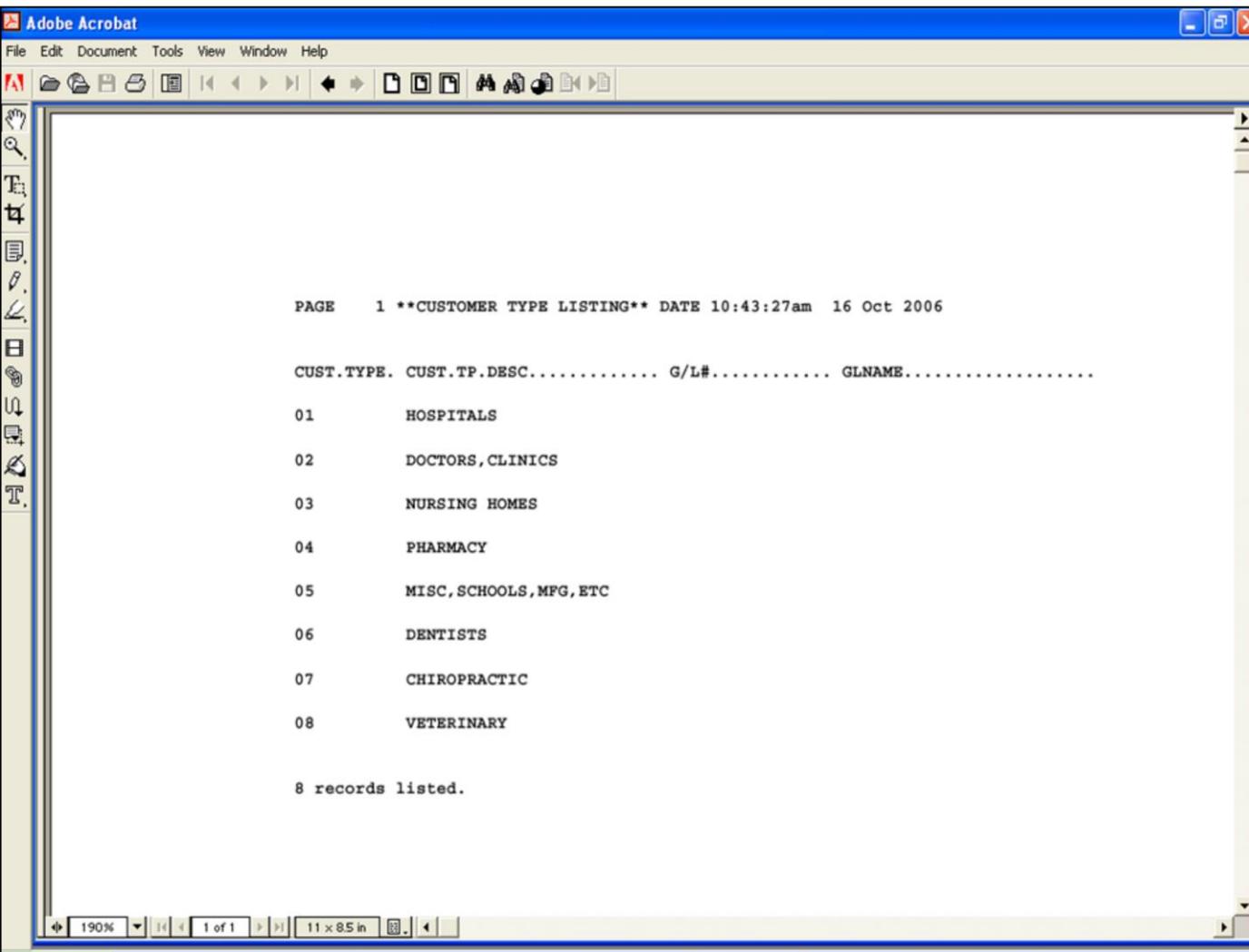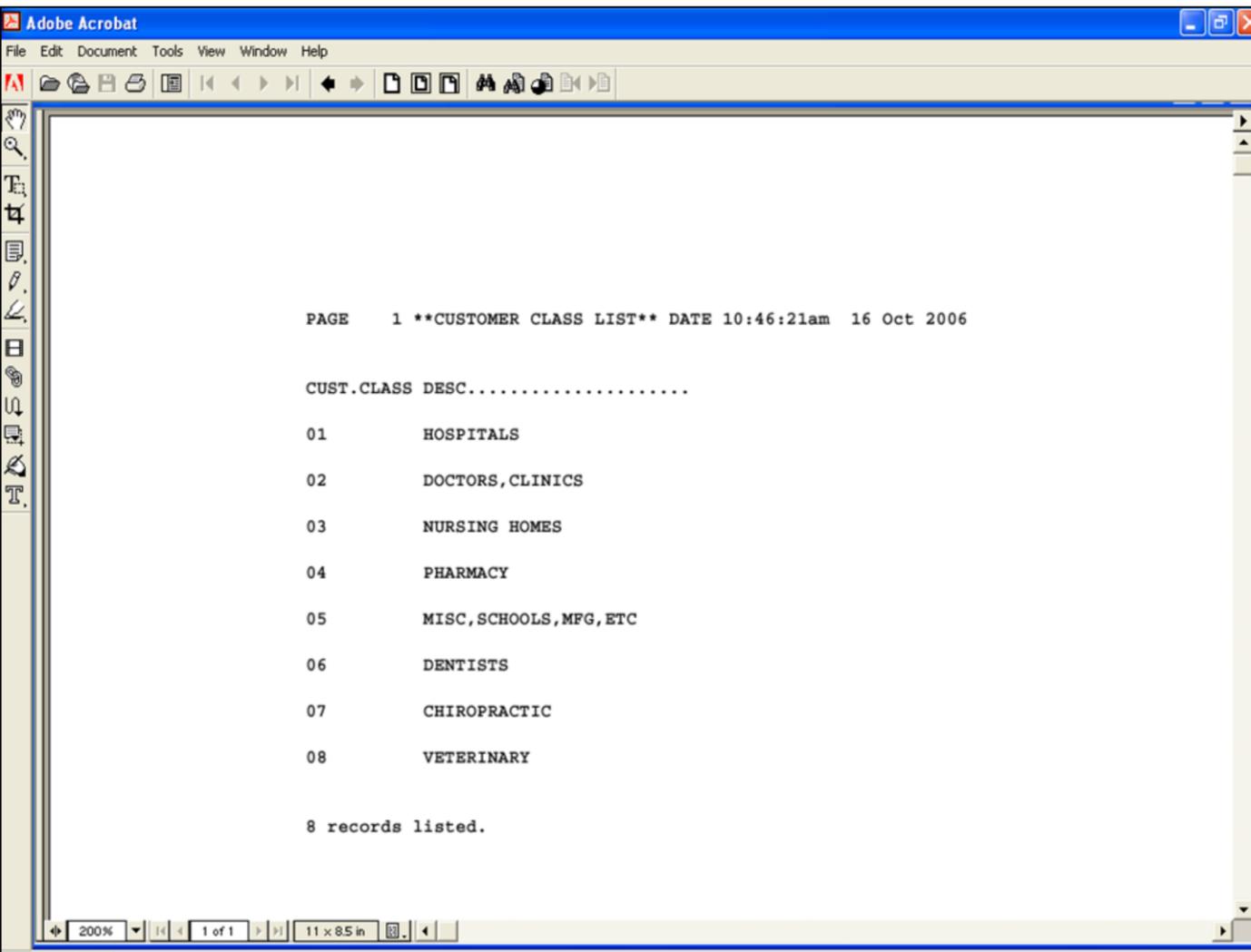Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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Cust Label by Name

1. Enter Label Size (use F7 for lookup)   5160

Customer Labels by Name

Enter Label Size - you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

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.

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

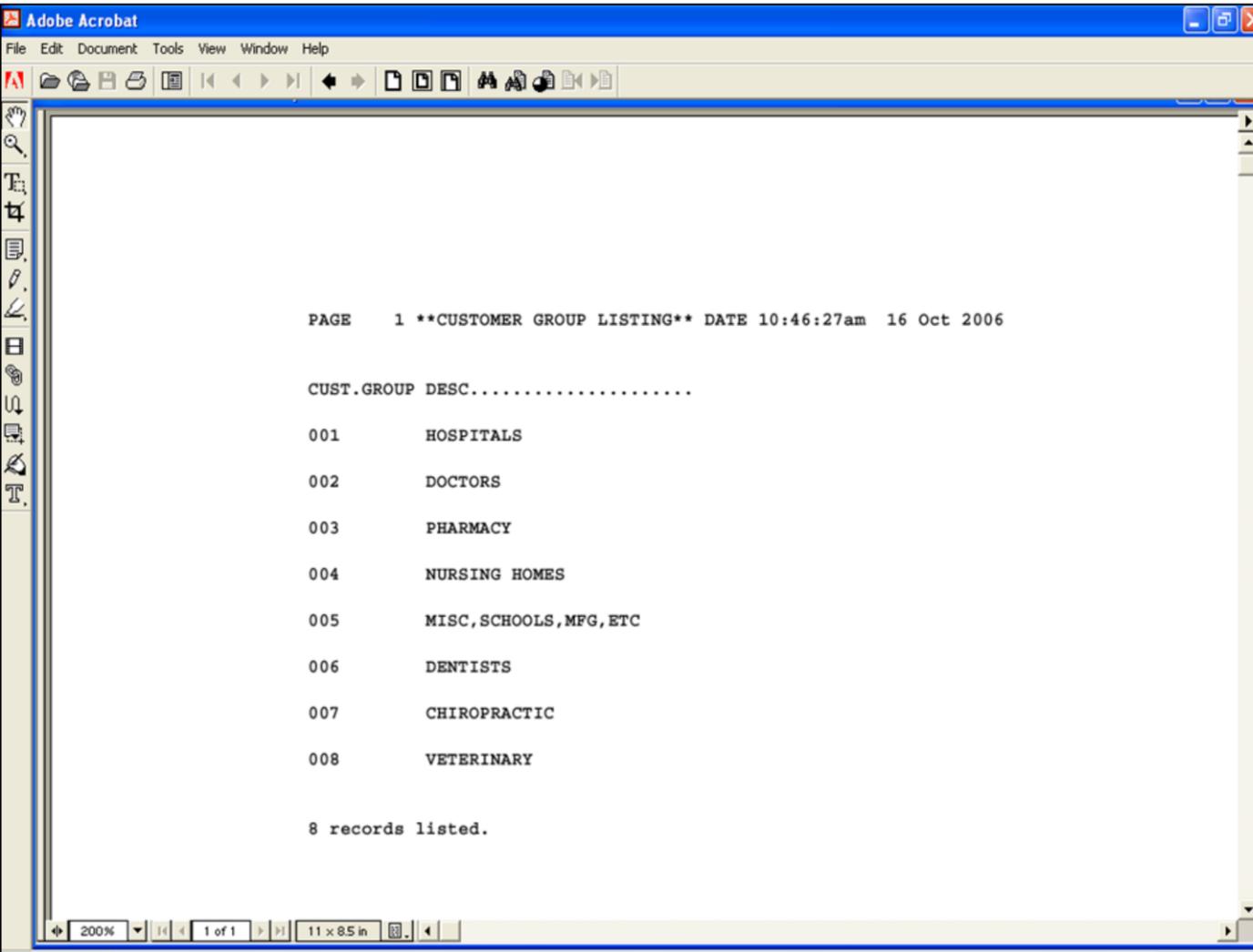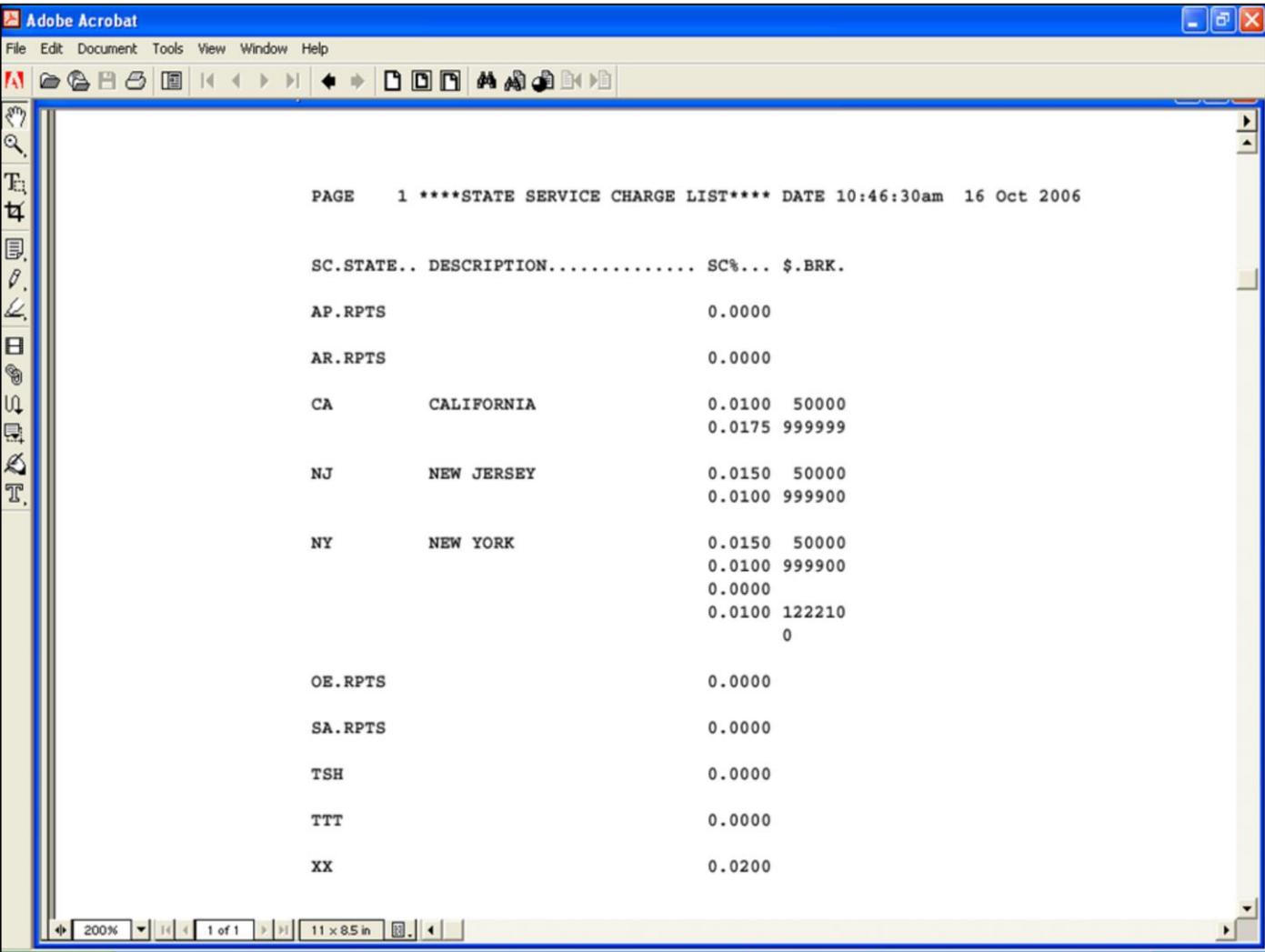Press <RETURN> to Process Report, Line# to Change, or ABORT :   XXXXXX

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

Notes:

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Cust Label by Cust No

1. Customer#   **All**

2. Enter Label Size (use F7 for lookup)   5161

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

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

Customer Labels by Cust No

Customer Labels by Customer Number:
At this prompt the operator has the option of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Customer#- If 'All' is selected, customer labels will print for all customers. If 'Customer Range' or 'Specific Customer' is selected, you will need to enter a customer number, or enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Enter Label Size (use F7 for lookup) – Enter a label size or you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

After making the appropriate selection and entering 'OK', you must enter label size, you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

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.

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

Notes:

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Customer Master   101

Cust Labels by Cust Type

1. Customer Type   All

2. Enter Label Size (use F7 for lookup)   5160

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

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

Show hidden icons

Customer Label by Cust Type

Customer Labels by Customer Type

Customer Type -At this prompt the operator has the option of selecting 'All Customer Types', 'Customer Type Range' or 'Specific Customer Type'.   If 'All' is selected, customer labels will print for all customer types. If 'Customer Range' or 'Specific Customer' is selected, you will need to enter a customer type, or enter the beginning customer type to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Enter Label Size (use F7 for lookup) – Enter a label size or you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

After making the appropriate selection and entering 'OK', you must enter label size, you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

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.

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

Notes:

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Rolodex Label Print

This listing prints all customer contact information labels in a rolodex format.

Enter Label Size (use F7 for lookup) - Enter the label size, or you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

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.

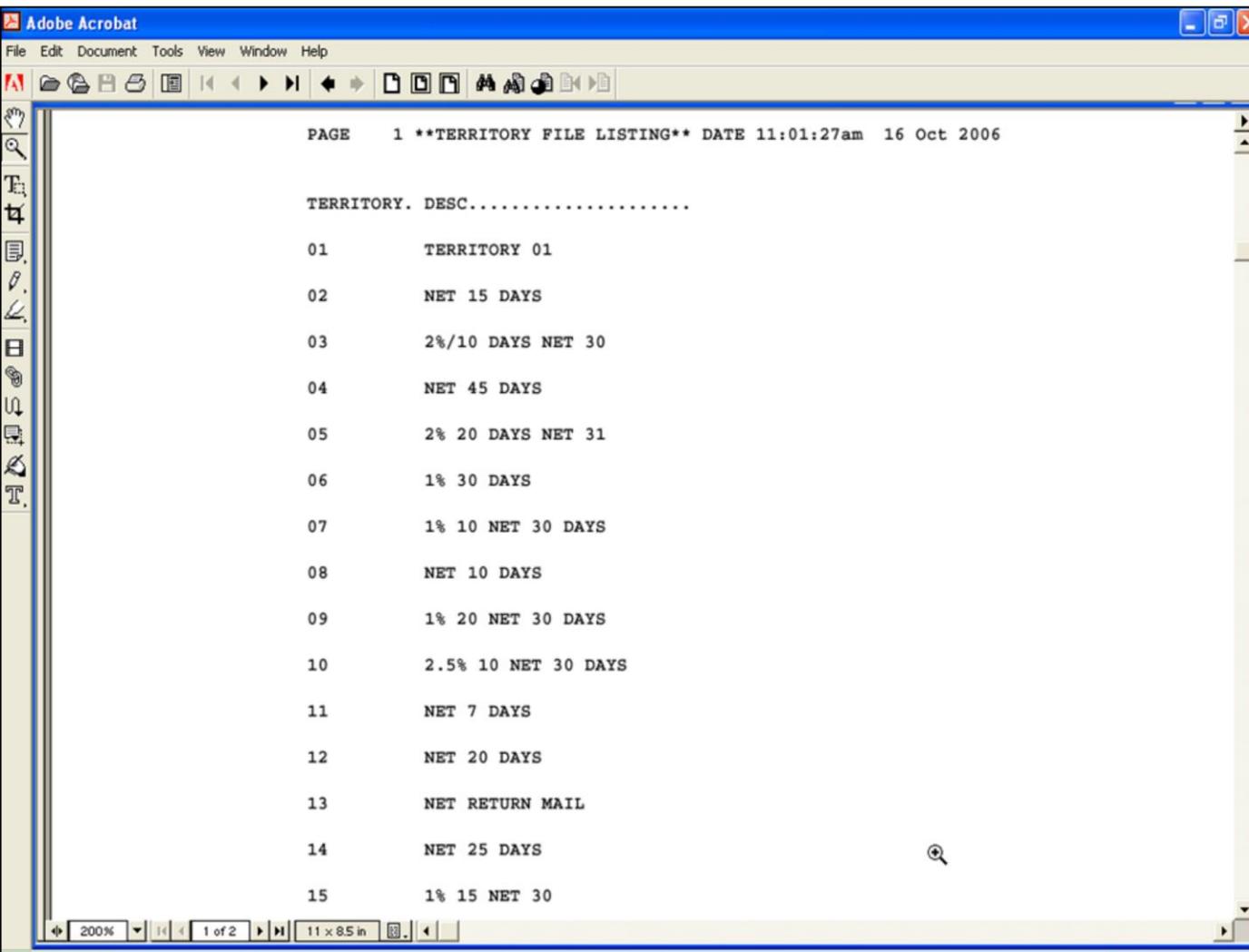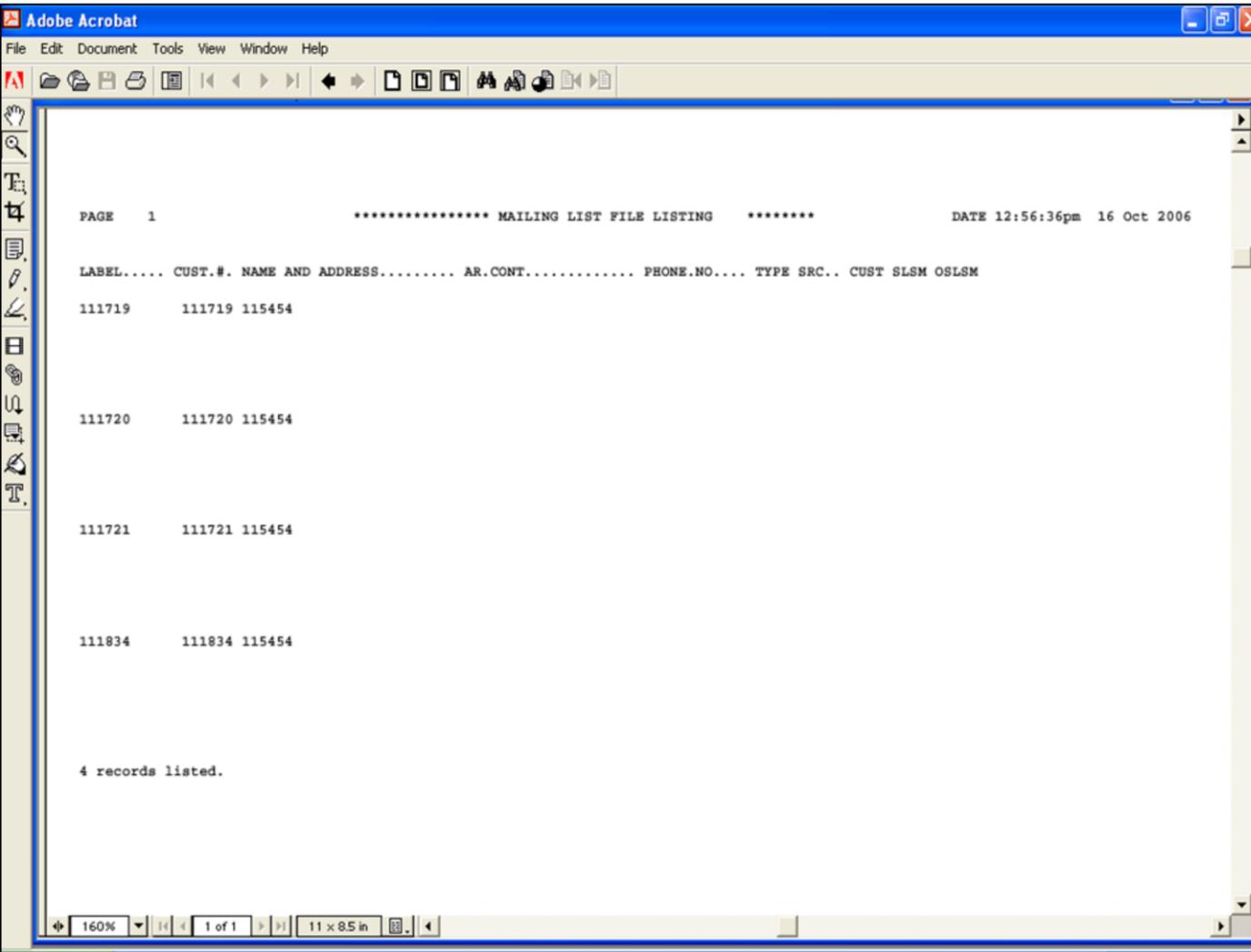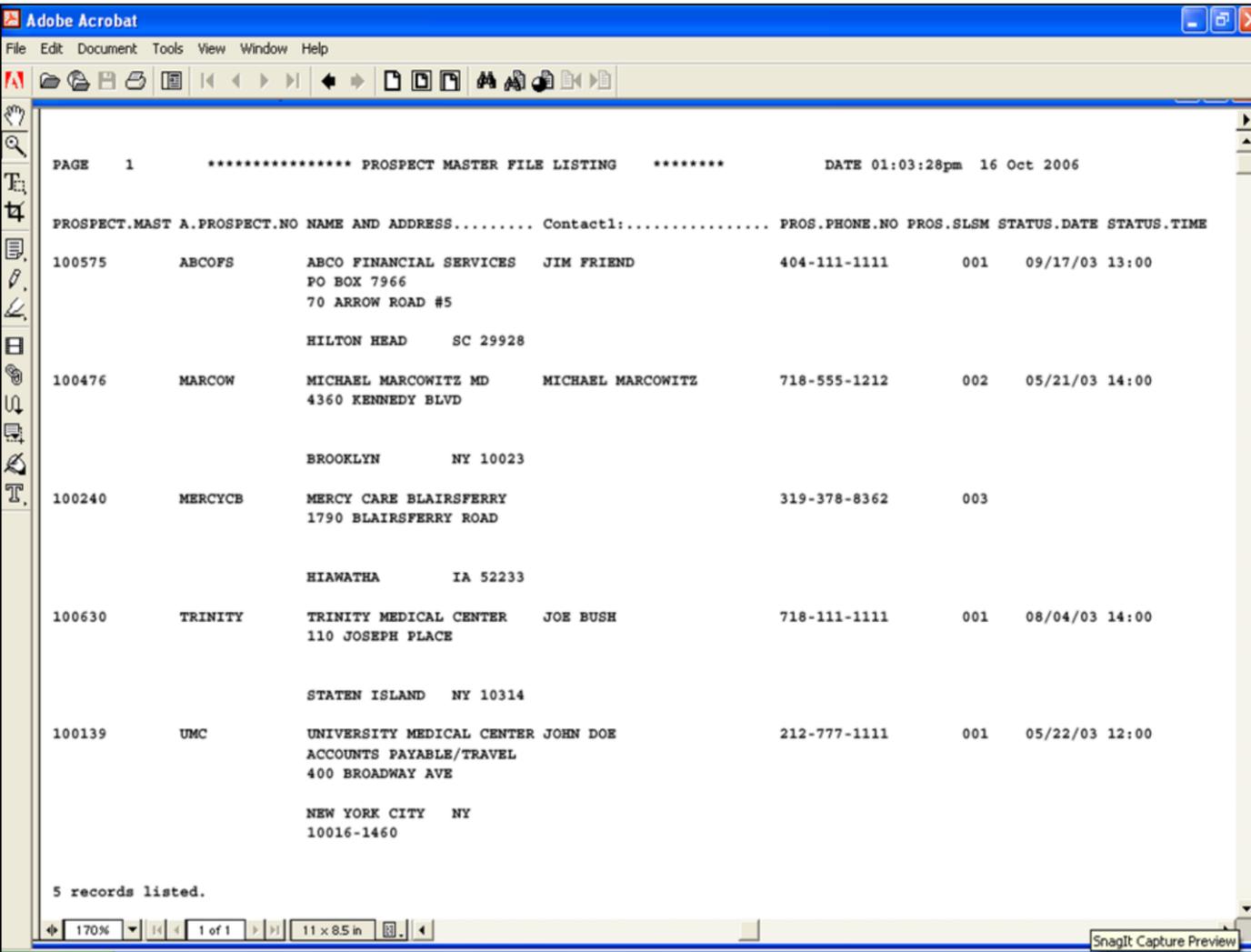Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

```
100636  BNDA                        100635  FS
BAHAMAS NATIONAL                    FOOD SERVICES
DRUG AGENCY                         P.O. BOX 21314
P.O. BOX 85431                      NASSAU  FF
NASSAU  FF                          0

100497  GUTMH                       100197  KESSLER
GUTTENBURG MUN HOSPITAL             KESSLER REHAB GROUP
2ND & MAIN                          100 CENTRAL AVE
GUTTENBURG  IA    52052             EAST ORANGE  NJ    07002
10000                               973-628-3150

100631  LMHS                        100634  MMD
LEE MEMORIAL HOSP                   MATERIAL MANAGEMENT
FT MYERS  FL    30912               DIRECTORATE
0                                   P.O. BOX 2145
                                    NASSAU  FF

100205  MERCYCIND                   100172  MERCYCSA
MEDICAL ASSOCIATES OF               MERCY CARE 2ND AVENUE
INDEPENDENCE                        1444 2ND AVENUE SE
1100 1ST STREET EAST                CEDAR RAPIDS  IA    52403
INDEPENDENCE  IA    50644           319-363-2929

100240  MERCYCB                     100566  MERCYCCR
MERCY CARE BLAIRSFERRY              MERCY CARE CEDAR RAPIDS
1790 BLAIRSFERRY ROAD               411 10TH STREET SE #2300
HIAWATHA  IA    52233               CEDAR RAPIDS  IA    52403
319-378-8362                        10000

100561  MERCYCCP                    100178  MERCYCJA
MERCY CARE CENTER POINT             MERCY CARE JOHNSON AVENUE
900 BANK COURT                      75 SHORT STREET NW
CENTER POINT  IA    52213           CEDAR RAPIDS  IA    52405
319-849-1252                        319-396-6313

100190  MERCYCMAR                   100184  MERCYCVV
MERCY CARE MARION                   MERCY CARE VERNON VILLAGE
3701 KATZ DRIVE                     3933 MT VERNON RD SE
MARION    IA    52302               CEDAR RAPIDS  IA    52403
319-398-6105                        319-363-8148
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Notes:

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Mailing List Labels - by Zip Code

1. Enter Label Size (use F7 for lookup)   5161

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

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

Mailing List Label Print

This listing prints all mailing list customer labels in a selected label size.

Enter Label Size - Enter the label size, or you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for a label size.

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.

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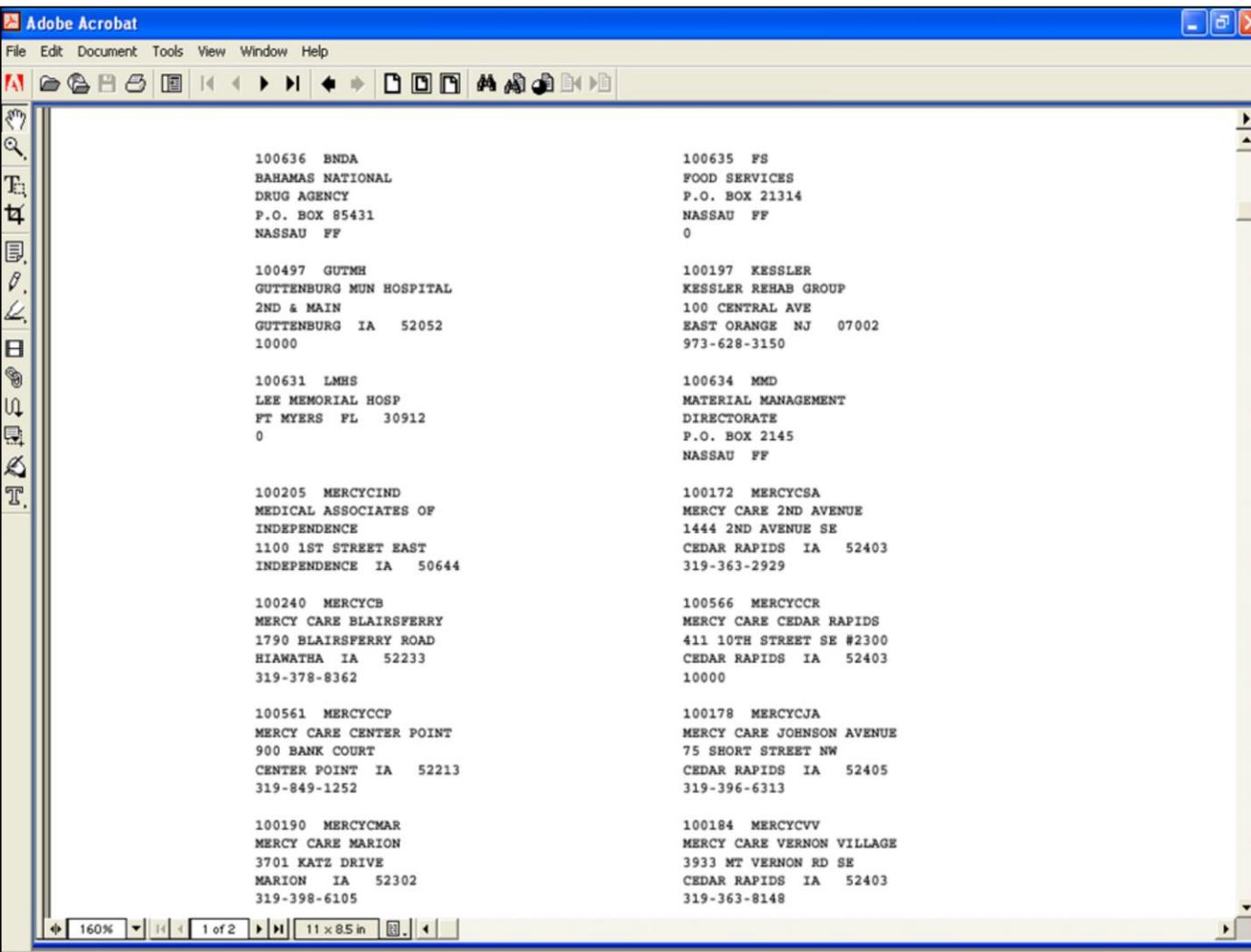
Notes:

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LABEL SETUP FILE

Label ID   5160

1.Label Description   AVERY 5160

2.Count   3
3.Rows   5
4.Skip   1
5.Indent   0
6.Size   30
7.Spaces   4
8.Blank   C

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

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

Label Size Setup

The label setup file allows the operator to specify label characteristics and print formats.

Label ID - Enter the label ID. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list box that displays all label ID's available.

Label Description – Enter a description for this label.

Count - Enter the number of labels to be printed across the page.

Rows – Enter the number of lines to be printed per label.

Skip - Enter the number of blank spaces that will appear vertically between labels.

Indent – Enter the number of spaces from the left edge of the paper to the first label. It can be zero.

Size - Enter the maximum number of characters in a row.

Spaces – Enter the number of blank lines that will appear horizontally between labels.

Blank – Enter 'C' to skip a line if there is no data, leave null to print blank spaces if there is no data.

Example: If a label has a second address line and it is blank for a customer, the label can print one of two ways:

Blank = C
Name
Address Line 1
City, State   Zip

Blank = Null
Name
Address Line 1

City, State   Zip

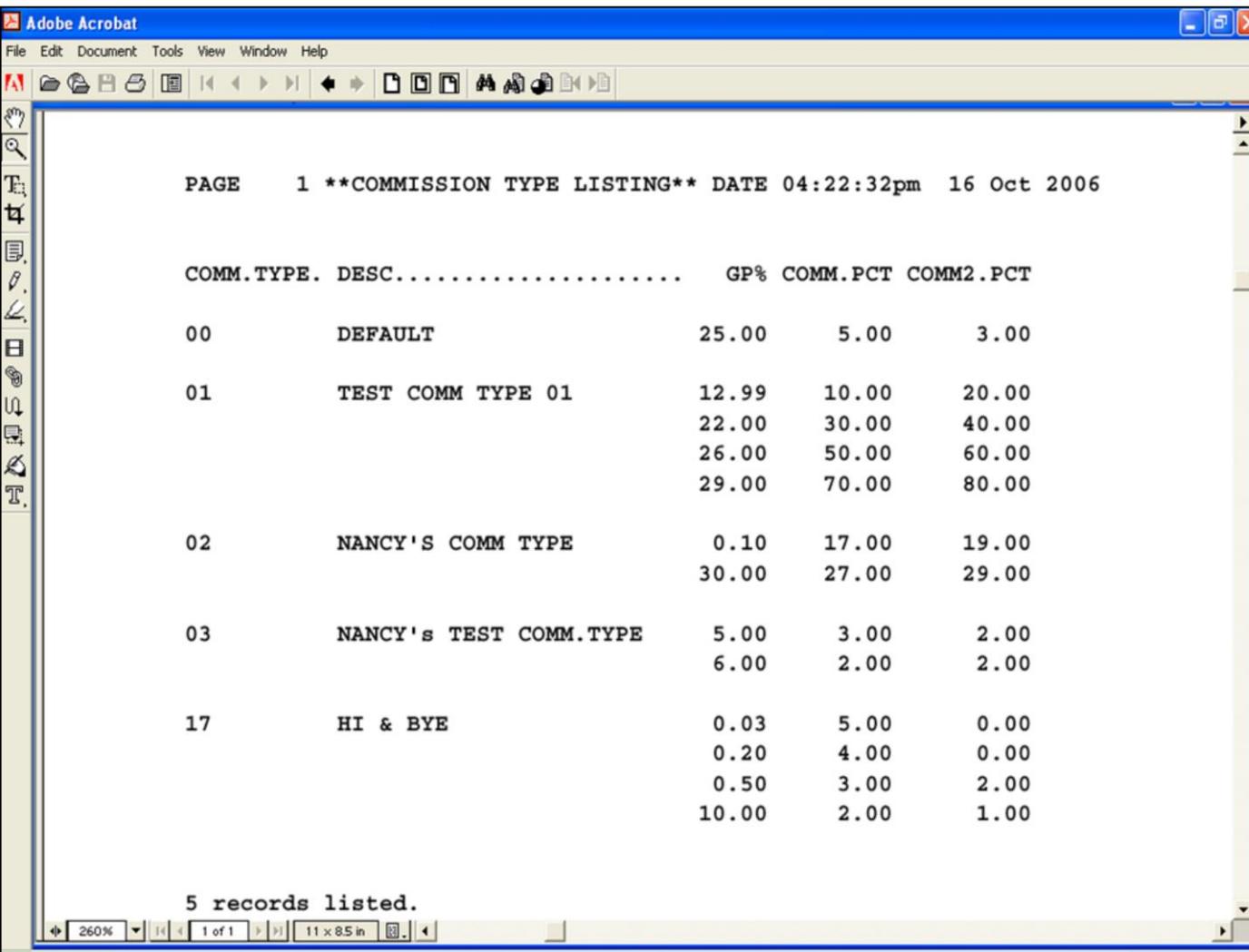**Notes:**

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The Systems House, Inc.

Commission Type Listing

This listing prints the commission type, description, gross profit percent, commission percent, and commission two percent.

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.

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

```
PAGE    1 **COMMISSION TYPE LISTING** DATE 04:22:32pm  16 Oct 2006


COMM.TYPE. DESC.....................   GP% COMM.PCT COMM2.PCT

00           DEFAULT                  25.00      5.00       3.00

01           TEST COMM TYPE 01        12.99     10.00      20.00
                                      22.00     30.00      40.00
                                      26.00     50.00      60.00
                                      29.00     70.00      80.00

02           NANCY'S COMM TYPE         0.10     17.00      19.00
                                      30.00     27.00      29.00

03           NANCY's TEST COMM.TYPE    5.00      3.00       2.00
                                       6.00      2.00       2.00

17           HI & BYE                  0.03      5.00       0.00
                                       0.20      4.00       0.00
                                       0.50      3.00       2.00
                                      10.00      2.00       1.00


 5 records listed.
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Notes:

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The Systems House, Inc.

Facility Listing

This listing prints all facility based information including the facility code, name and address, and the chain code.

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.

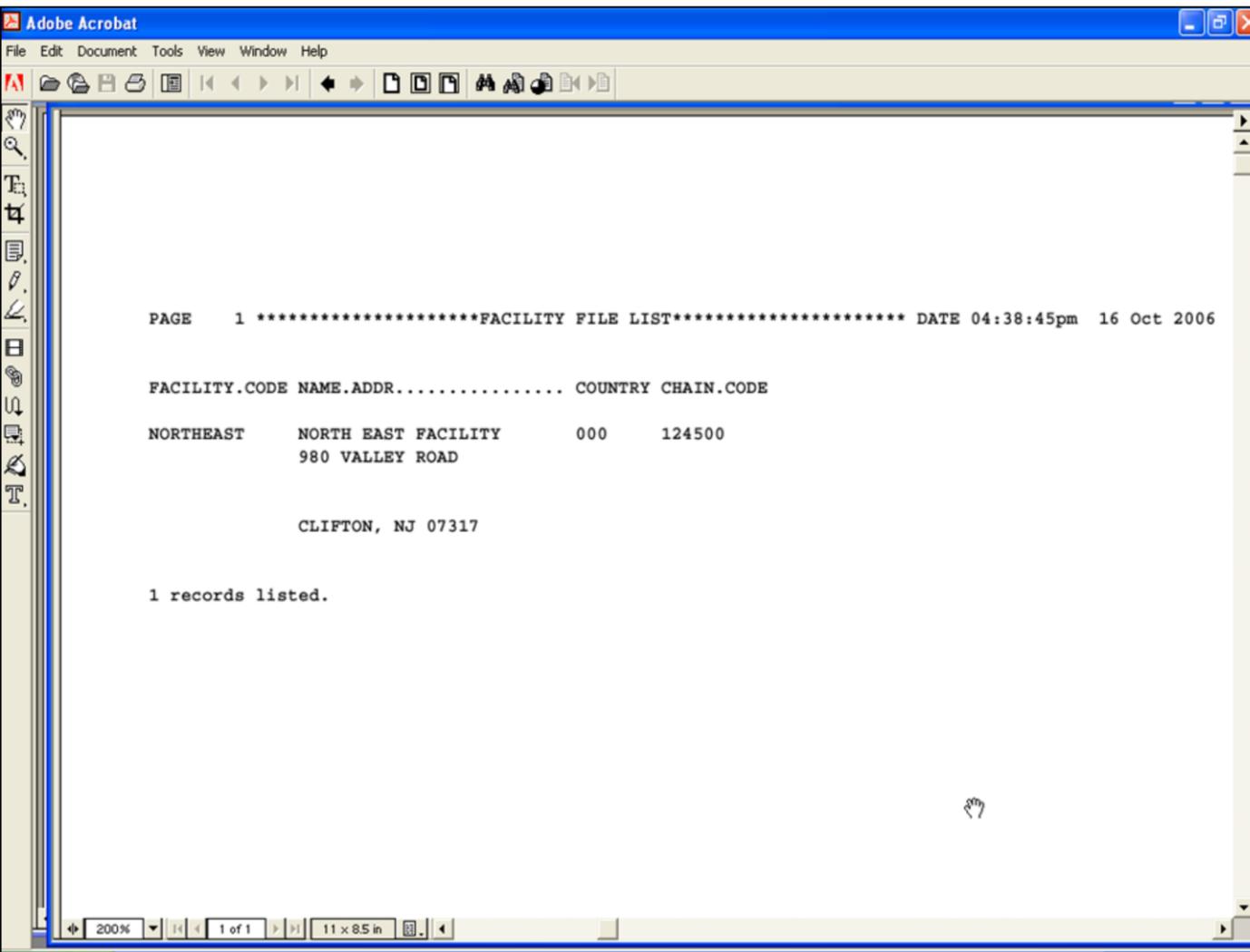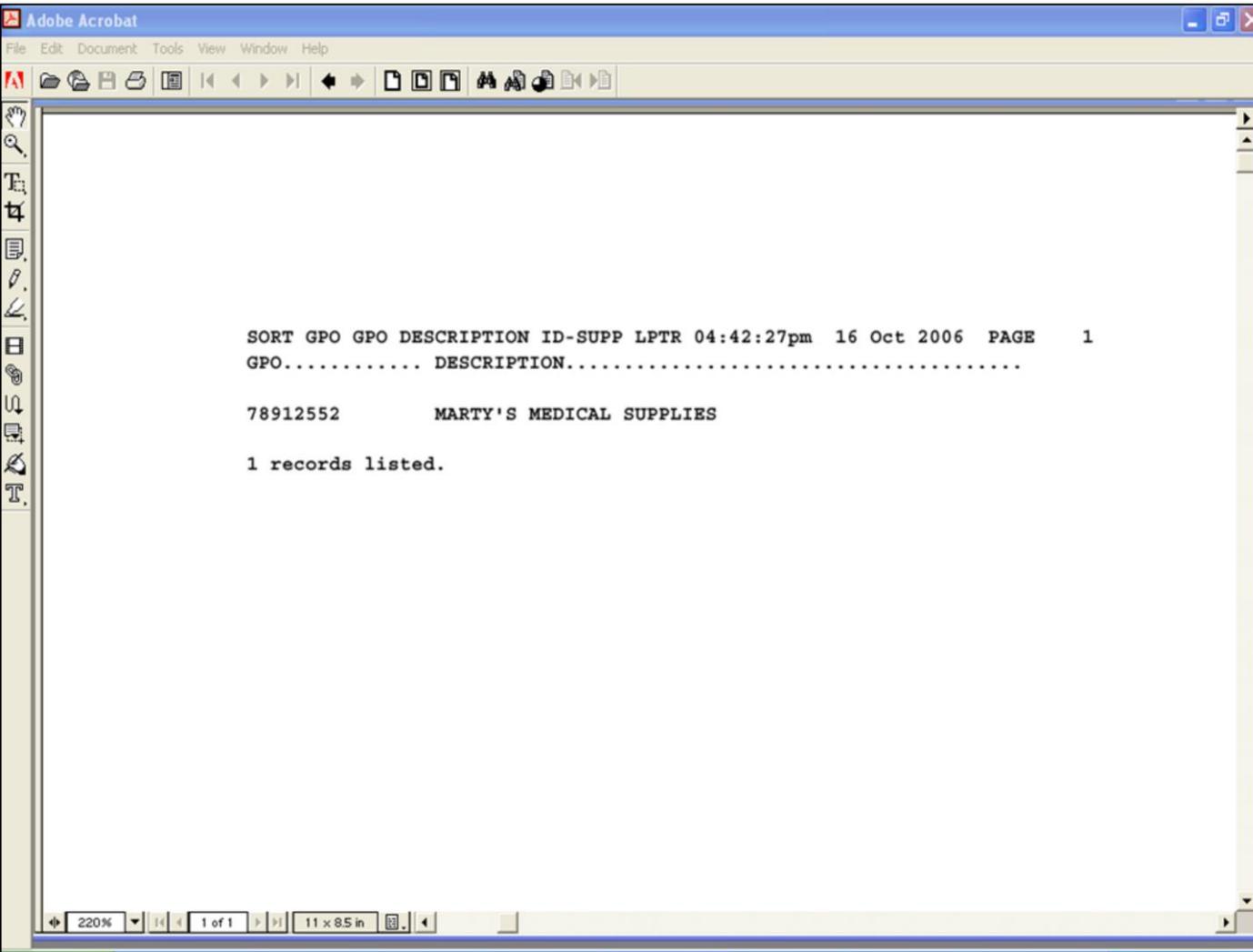Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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Customer Master   107

The Systems House, Inc.

This listing prints the GPO number and description.

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.

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

```
SORT GPO GPO DESCRIPTION ID-SUPP LPTR 04:42:27pm  16 Oct 2006  PAGE    1
GPO............ DESCRIPTION.......................................

78912552          MARTY'S MEDICAL SUPPLIES

1 records listed.
```

Notes:

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The Systems House, Inc.

Where to Get More Information

- To contact support call 973-777-8050 or fax 973-777-3063.
- To access the The System's House website the address is: www.tshinc.com.

Notes:

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Customer Master   109