THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

T A B L E OF C O N T E N T S

CUSTOMER RELATED FILE MAINTENANCE SELECTOR

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┌─────────────────────────────────────────────────────────────────────┬───┬───┐
│ ✳                    Screen Master for Windows                       │ ▼ │ ▲ │
├─────────────────────────────────────────────────────────────────────┴───┴───┤
│ File   Edit   Settings   File Transfer                                       │
│ ┌──────────────────────────────────────────────────────────────────────────┐│
│ │         Account:DEMO.10          Port: 68 Menu:CUST.MAINT                  ││
│ │                     Customer Related Files                                 ││
│ │                                                                            ││
│ │       Maintain                    Listing                  Labels          ││
│ │       ─────────                   ────────                 ──────          ││
│ │                                                                            ││
│ │    1.Alpha Customer            16.Alpha Customer                           ││
│ │    2.Change Alpha Cust#                                                    ││
│ │    3.Customer / Ship to        17.Customer Master       31.Customer        ││
│ │                                18.Customer Detail       32.Customer Rolodex││
│ │                                19.Ship to                                  ││
│ │    4.Salesman                  20.Salesman                                 ││
│ │    5.Customer Type             21.Customer Type                            ││
│ │    6.Customer Class            22.Customer Class                           ││
│ │    7.Service Charge            23.Service Charge                           ││
│ │    8.Tax Rate                  24.Tax Rate                                 ││
│ │    9.Terms                     25.Terms                                    ││
│ │   10.Territory                 26.Territory                                ││
│ │   11.Ship Method               27.Ship Method                             ││
│ │   12.Ship Rate                 28.Ship Rate                               ││
│ │   13.Ship Zone                 29.Ship Zone                               ││
│ │   14.Mailing System            30.Mailing System        33.Mailing System ││
│ │   15.Customer Item #                                                       ││
│ │          Enter Selection or END : █                                        ││
│ └──────────────────────────────────────────────────────────────────────────┘│
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│  OE  ││  VE  ││ MAINT││ EMAIL││ AUDIT││      ││      ││      ││ Brk │
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│ HELP ││ END  ││INSERT││LDELETE││PREV PG││NEXT PG││INQUIRY││ABORT ││     │
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MASTER FILE MAINTENANCE FUNCTION KEYS

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS master file maintenance programs.

They appear on the last line of the screen as follows.

FUNCTION KEY DEFINITION

HELP

The HELP function is available by pressing the F1 function key. Help text is set up 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.

END

The END function is available by pressing the F2 function key. This feature eliminated the need to manually type the word "END" at the end of a program after accepting the data.

INSERT

The INSERT function is available by pressing the F3 function key. The insert mode feature allows insertion of word or numbers into an existing text. Simply bring you cursor to the line or position in which you wish to insert and press F3. For example, if in a master file 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 LDELETE (line delete) function is available by pressing the F4 function key. The LDELETE function allows you to delete a line from the master file, in place of the *, which is used in older versions of the system. Simply bring the cursor to the line or field you wish to delete and press F4.

MASTER FILE MAINTENANCE FUNCTION KEYS

PREV PAGE

The PREV PAGE (previous page) function is available by pressing the F5 key (SHIFT F1 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the NEXT PG (next page function see next item) function to move back and forth between the screens.

NEXT PG

The NEXT PG (next page) function is available by pressing the F6 function key (SHIFT F2 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the PREV PG (previous page function see item above) function to move back and forth between the screens.

INQUIRY

The INQUIRY function is available by pressing the F7 function key (SHIFT F3 for terminals supporting only 4 function keys). 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 F7 is pressed an inquiry can be made to display products on file (to eliminate duplication). If you press the F7 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.

ABORT

The ABORT function is available by pressing the F8 function key (SHIFT F4 for terminals supporting only 4 function keys). 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.

The function keys listing above only apply to master file maintenance programs.

ALPHA CUSTOMER MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                            SSS.BP ALPHA.CUST-MAINT008
SELECTION   MENU-12.2
SELECTION NUMBER   1
FILES ACCESSED   ALPHA.CUST
                            CUST.MAST

OVERVIEW

This program is used to add another external customer number to the customer. Normal customer maintenance does not require this maintenance procedure.

This file contains the alphanumeric customer which is used as the primary or alternate access method to obtain the Customer Master and Detail records. All customer numbers sharing the same alpha customer are stored in the record. The various input programs access these values sequentially until the correct customer is located.

This program can also be used to create an additional external customer number for an existing customer. It can also be used to add internal customers to access existing alpha customer.

ALPHA CUSTOMER MASTER FILE MAINTENANCE

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┌─────────────────────────────────────────────────────────────────────┐
│ 🖈              Screen Master for Windows                    ▼  ▲     │
├─────────────────────────────────────────────────────────────────────┤
│ File   Edit   Settings   File Transfer                                │
│        ALPHA CUSTOMER MAINTENANCE                                     │
│                                                                       │
│                                                                       │
│    CUST NAME: ■────────────                                           │
│    1.CUST NO                                                          │
│                                                                       │
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│ │HELP │ │ END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ ABORT │ │   │ │
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└─────────────────────────────────────────────────────────────────────┘
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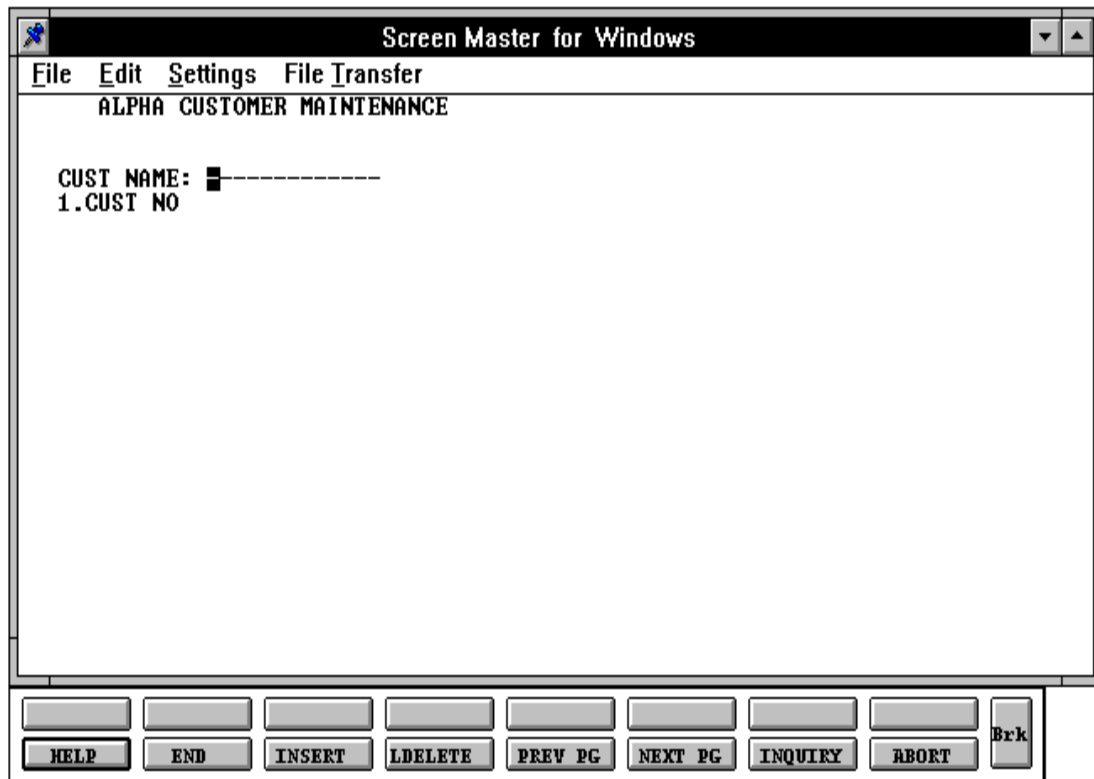
ALPHA CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS
File maintenance field parameters for file Alpha.Cust

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	1	CUST NAME	A	13	External customer number
1	1	CUST NO	AN	13	Internal customer number

The internal number for customer number entered is displayed. The external number is the number commonly known and used by the MDS user. The internal number is the system assigned number.

ALPHA CUSTOMER FILE LISTING

PROK NAME   PROK ALPHA.CUST.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   17
FILES ACCESSED   ALPHA.CUST

OVERVIEW
This program list all customers on file by the alpha customer number. The internal customer number is also displayed.

OPERATING INSTRUCTIONS

ALPHA CUSTOMER FILE LIST

HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

ALPHA CUSTOMER FILE LISTING

ALPHA.CUST	CUST.NO	CUST.NAME
ALCO280	100025	ALCO SUPPLY COMPANY
RAS	100024	RADISON SUPPLY COMPANY
IDEA	100023	IDEAL DISTRIBUTION, INC.
140GMS	100022	GENNINGS INDUSTRIAL
914464	100011	UNIVERSITY MEDICAL CENTER
212CORB	100012	CORBIN CORP

CHANGE ALPHA CUST#

PROGRAM NAME   MDS.BP ALPHA.CH008
SELECTION   MENU-12.2
SELECTION NUMBER   2
FILES ACCESSED   ALPHA.CUST
                                CUST.MAST

OVERVIEW
This program allows the MDS user to change an alpha customer number.

This program is not part of regular maintenance. It is used to change the external alpha customer number in the Customer Master record.

The customer open orders should be checked before the customer number is changed as the order contains both the internal and external customer numbers.

Once changed, the inquiries and reports will reflect the new alpha customer number.

CHANGE ALPHA CUST#

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┌──────────────────────────────────────────────────────────────────┐
│ 🔧          Screen Master for Windows                      ▼  ▲ │
├──────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                              │
├──────────────────────────────────────────────────────────────────┤
│                                                                  │
│                                                                  │
│                                                                  │
│          ALPHA CUSTOMER NUMBER MAINTENANCE                       │
│                                                                  │
│                                                                  │
│          OLD ALPHA CUST #: ■───────────────────                  │
│           INTERNAL CUST #:                                       │
│          NEW ALPHA CUST #:                                       │
│                                                                  │
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                                                                            Brk
  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └────┘
```
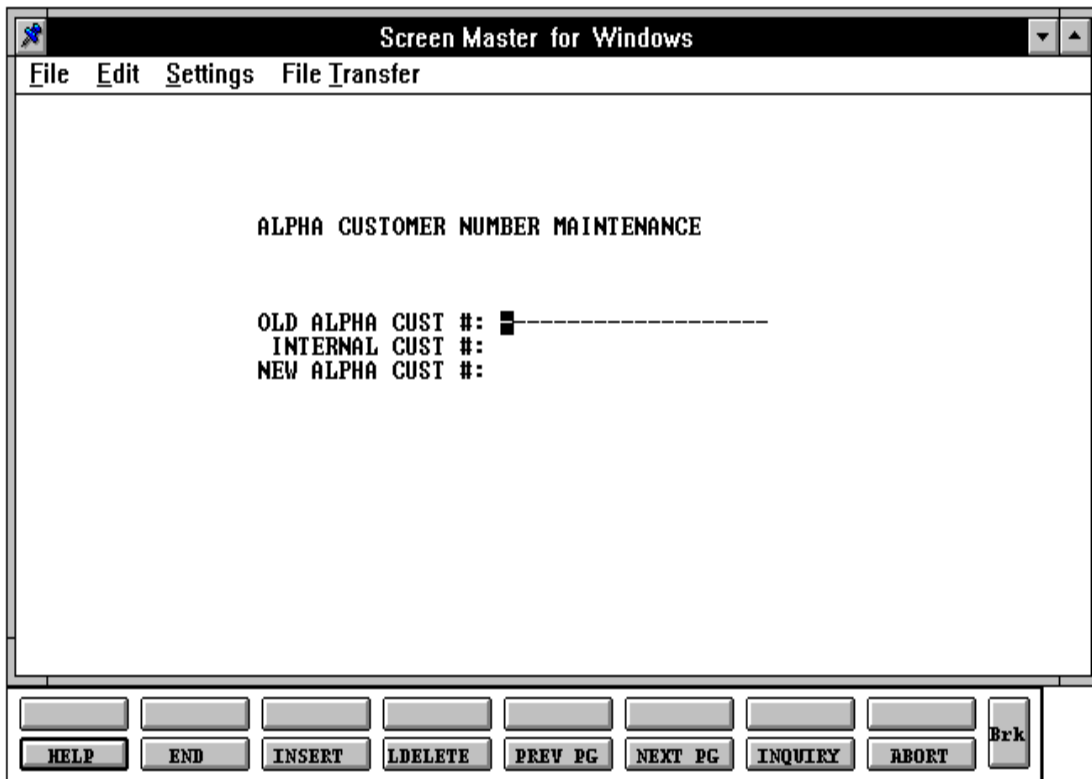
CHANGE ALPHA CUST#

FIELD DESCRIPTIONS

LINE ATTR PROMPT   TYPE SIZE DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	OLD ALPHA CUST #	AN	13	Alpha customer number
					Old alpha customer number. Enter the current external customer number you wish to change.
0	0	INTERNAL CUST #	N	6	Enter the external customer number.
					To find the internal customer number use the alpha customer maintenance program.
0	0	NEW ALPHA CUST #	AN	13	New alpha customer number.
					Enter the new customer number (external).

CUSTOMER/SHIP TO MAINTENANCE SELECTOR

```
┌──────────────────────────────────────────────────────────────────────┐
│ ✖              Screen Master for Windows                        ▼  ▲  │
├──────────────────────────────────────────────────────────────────────┤
│ File   Edit   Settings   File Transfer                                │
│                    CUSTOMER PARAMETER DRIVEN MAINTENANCE               │
│                    ---------------------------------------            │
│                                                                        │
│                                                                        │
│                      1. NEW CUSTOMER                                    │
│                      2. CUSTOMER MASTER                                 │
│                      3. CUSTOMER DETAIL                                 │
│                      4. SHIP-TO                                         │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                 ENTER NUMBER OR <RTN> TO END:  █                       │
│                                                CUST-MAINT8             │
│                                                                        │
├──────────────────────────────────────────────────────────────────────┤
│  ┌────┐ ┌────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌─────┐ Brk │
│  │HELP│ │END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│     │
│  └────┘ └────┘ └──────┘ └───────┘ └───────┘ └───────┘ └───────┘ └─────┘     │
└──────────────────────────────────────────────────────────────────────┘
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CUSTOMER MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                                CUST.MAST-MAINT008
                                SSS.BP,SUBS CUST.MAST.OPEN009
                                SSS.BP,SUBS CUST.MAST.INIT008
                                SSS.BP,SUBS CUST.MAST.READ008
                                SSS.BP,SUBS CUST.MAST.EXIT008
SELECTION   MENU-12.2.3
SELECTION NUMBER   2
FILES ACCESSED   CUSTOMER RELATED FILES

OVERVIEW

One Customer Master record is maintained for each of the client's customers. Generally this file contains all static data relative to that customer such as pricing and discounting information, name and address, and various indicator fields.

The new customer maintenance option is linked for convenience and will allow you to enter the customer master, customer detail and ship-to's. Each customer must have a master record and detail record for each company that the customer does business with.

CUSTOMER MASTER FILE MAINTENANCE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ✖          Screen Master for Windows                              ▼ ▲    │
├─────────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                                   │
│                  CUSTOMER MASTER MAINTENANCE                              │
│                                                                           │
│   EX CUST #: 1010                          INT CUST #: 100077            │
│  1.SLD TO NA ST. MICHAELS HOSPITAL         19.SHIPTO CODE  PED           │
│  2.SLD TO A1 16405 EAST 56TH STREET        20.SHIP METHOD  01    UPS     │
│  3.SLD TO A2                               21.SHIP ZONE                   │
│  4.SLD TO A3                               22.TERMS CODE   01   2/10 NET  30 │
│  5.CITY      NEW YORK                      23.TAXABLE      N              │
│  6.STATE     NY                            24.TAX JURIS         2 NEW YORK CITY │
│  7.ZIP       10036                         25.TAX EXEMPT # CC13233782     │
│  8.A/R CONT                                26.SERV. CHG    N              │
│  9.PHONE #                                 27.CREDIT METH  00             │
│ 10.FAX #                                   28.CREDIT LIM      5000        │
│ 11.MASTER AR                               29.CREDIT HOLD  N              │
│ 12.CUST CLS  01 DEALER                     30.ACCEPT B/O   Y              │
│ 13.CUST TYPE 01 RETAIL                     31.ACCEPT PART  Y              │
│ 14.TERRITORY 02 NORTH EAST                 32.ACCEPT SUBS  Y              │
│ 15.SPEC INST                               33.INV COPIES                  │
│ 16.CONTRACT#                               34.DEPT #                      │
│ 17.PUR CONT                                35.PRC HLD XMPT N              │
│ 18.PUR PHONE                               36.ALC PRIORITY                │
│                                            37.DUNNING FLAG N              │
│                                                                           │
│ ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT   :█    PAGE  1 OF  2 │
│                                                                           │
│  ┌─────┐ ┌─────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌──────┐ ┌───┐ │
│  │     │ │     │ │      │ │       │ │       │ │       │ │       │ │      │ │Brk│ │
│  │HELP │ │ END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │ └───┘ │
│  └─────┘ └─────┘ └──────┘ └───────┘ └───────┘ └───────┘ └───────┘ └──────┘       │
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CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	13	EX CUST #	A	13	Customer ID or account number.

In addition to the external customer identification as entered by the operator, the system will generate a 6-digit "INTERNAL" number. This sequential INTERNAL" Cust.No is used to store data for this account in an efficient way. The operators and users, however, need never concern themselves with this "INTERNAL" number, always referencing the account via one or more of the "EXTERNAL" customer numbers (IDS) that they assign.

In order to allow control of the format of the customer number, the maintenance procedures use two fields from the Company file. These fields can be used to precisely define the format and pattern which will be accepted for a new customer number.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
1	1	SLD TO NA	A	25	Enter the sold to name for the account.
2	2	SLD TO A1	AN	25	Enter the first address line for the sold to.
3	3	SLD TO A2	AN	25	Enter the second address line for the sold to.
4	4	SLD TO A3	AN	25	Enter the third address line for the sold to.
5	5	CITY	A	25	Enter the sold to city name.

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
6	6	STATE	A	2	Enter the 2 alpha -state code for the sold to.

This field is required and is validated against a state code table. For non-US addresses, use state code "FF"

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
7	7	ZIP	N	10	Enter the zip code (9).
8	146	DEA CODE	A	1	Enter the DEA code. The first letter of the last name for DEA validation.
9	8	A/R CONT	A	20	Enter the A/R contact name. (optional)
10	9	PHONE #	N	12	Enter the phone number of A/R contact.
11	53	FAX #	N	12	Enter the fax number of the A/R Contact.
12	14	MASTER AR#	N	13	Enter the master A/R account number.

If A/R 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.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
13	15	CUST CLS	N	2	Enter a valid customer class code (1 - 99).
14	16	CUST TYPE	N	2	Enter a valid customer type code (1 - 99).

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
15	17	TERRITORY	N	2	Enter a valid territory code (1 - 99).
16	24	SPEC INST	A	20	Special instructions.

This free text field is used only for printing on orders and/or invoices.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
17	45	CONTRACT#	N	13	Enter a contract number if valid.
18	19	PUR CONT	A	20	Purchasing contact name.
19	32	PUR PHONE	A	12	Phone number for purchasing contact name.
20	20	SHIPTO CODE	A	1	Default ship-to code for the account.

This field is used by the order entry subsystem to determine the ship-to information. (the ship-to 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.
'NNN'- use a specific ship-To from the Ship-To file.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
21	21	SHIP METHOD	N	2	Ship method code.

Key to the Ship.Method file. Combined with Ship.Zone it is the key to the Ship.Rate file. Enter a valid ship method code for this account. Order entry will automatically pick up this ship method and combined with the ship zone and rate calculate the correct shipping charges for the order. In addition, an override is available in order entry to change ship code from default entered in this field.

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

| 22 | 23 | SHIP ZONE | N | 3 | Enter a shipping zone in conjunction with ship method. |

Combined with the Ship.Method, it is the key to the Ship.Rate file.

| 23 | 22 | TERMS CODE | N | 2 | Enter a terms code. This entry is validated against the Terms file. Enter the default terms code for this customer. |

| 24 | 25 | TAXABLE | A | 1 | Taxable (Y/N) tax indicator. |

If 'Y' is entered a tax jurisdiction code must also be entered.

| 25 | 26 | TAX JURIS | N | 5 | The tax jurisdiction code is used to find tax % from the Tax.Rate or Tax.Matrix file. Note: Tax.Matrix is further subdivided by product class. |

| 26 | 27 | TAX EXEMPT # | AN | 15 | Tax exemption number |

| 27 | 28 | SERV CHRG | A | 1 | Service charges on overdue invoices (Y/N). |

This field controls the automatic calculation of service charges on overdue A/R items during the service charge calculation update procedure. (The number of days before an A/R item becomes overdue is defined in the Company file.)

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE ATTR PROMPT   TYPE SIZE   DESCRIPTION

----

28   33   CREDIT METH   N   2   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 to be performed against the Master A/R account, if present. If digit 1 is 0 but the account has no master A/R number, then the credit check is performed against this individual account (same as if digit 1 = 1).

1 - Credit check to be performed against this individual account only.

The second digit of the credit method code may have any of the following meanings:

0 - Unlimited credit. No 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 invoice against the maximum allowable days (from the Company file)

4 - Numbers 1 and 3 are performed

5 - Numbers 2 and 3 are performed

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

| 29 | 34 | CREDIT LIM | N | 7 | Credit limit. |

Dollars only. Maximum is 9999999. Enter the dollar value credit limit for the account. The credit check program will use this amount (along with other comparisons depending on the credit method selected) to determine whether or not the account is over its limit. This option is used in the order entry module and can be viewed in most accounts receivable inquiries.

| 30 | 35 | CREDIT HOLD | A | 1 | Credit hold indicator (Y/N). |

of

A 'Y' in this field means that all orders entered for this account will automatically be placed on hold, regardless of the result any credit checks. If the flag is changed to credit check 'Y' for an existing account any orders entered prior to the change in credit hold status will not be placed on hold. However, any new orders entered after the flag is changed will be placed on credit hold.

| 31 | 38 | ACCEPT B/O | A | 1 | Accepts back orders (Y/N). |

An 'N' in this field means that the order entry subsystem will cancel any quantities which would normally become backorders.

| 32 | 39 | ACCEPT PART | A | 1 | Accepts partial shipment (Y/N) |

An 'N' in this field means that order entry will put the entire quantity for a line into either the "TO BE PICKED" category or the "BACKORDER" category.

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
33	40	ACCEPT SUBS	A	1	Accepts substitutions (Y/N)

A 'N' in this field will inhibit both automatic and manual review substitutions during order entry.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
34	44	INV COPIES	N	1	Number of invoice copies to print.

| 35 | 46 | DEPT# | AN | 5 | Customer's department number. |

| 36 | 49 | PRC HLD XMPT | A | 1 | Price hold exemption (Y/N). |

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 the order entry documentation for an explanation of price hold logic.)

| 37 | 43 | ALC PRIORITY | N | 1 | Allocation priority |

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

| 38 | 52 | DUNNING FLAG | A | 1 | Dunning flag indicator (Y/N). |

A 'N' in this field indicates that dunning letters are not desired for this account. This field can be used to prepare a list that will be used by a word processor or "RUNOFF" letter.

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
39	71	DEA#	AN	9	DEA number used for doctors wishing to purchase drugs (optional).
40	145	DEA EXP DATE	N	8	DEA expiration date.
41	147	DRUG TYPE	N	2	Enter the types of drugs this doctor is entitled to buy under the DEA number.
42	144	LICENSE NO	AN	15	Enter the license number.
43	148	MED DATA SHEET	A	1	Medical data sheet flag (Y or N).
44	51	CYBIND	N	1	Enter the cycle billing code you wish to use for this customer (1-9).
45	72	SERV CO#	N	2	Service company number.
46	73	SERV WHSE	N	3	Service warehouse number.
47	142	HOSPITAL ID#	N	7	Enter the hospital ID number.
48	136	# BEDS THIS YEAR	N	4	Enter the number of beds this year.
49	137	# BEDS LAST YEAR	N	4	Enter the number of beds last year.
50	138	# BEDS PREV YEAR	N	4	Enter the number of beds for the previous year.

CUSTOMER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

51	139	# ADMISSIONS THIS YEAR	N	4	Enter the number of admissions this year.
52	140	# ADMISSIONS LAST YEAR	N	4	Enter the number of admissions last year.
53	141	# ADMISSIONS PREV YEAR	N	4	Enter the number of admissions previous year.
54	142	ADMIN FEE PCT	N	5	Enter the admission fee percent.
55	66	LABEL FEE	N	6	Enter the label fee.

CUSTOMER MASTER FILE LISTING

PROK NAME   PROK CUST.MAST.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   18
FILES ACCESSED   CUST.MAST

OVERVIEW
This reports lists customer master information.

OPERATING INSTRUCTIONS

CUSTOMER MASTER FILE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

CUSTOMER MASTER FILE LISTING

* * * * * * * CUSTOMER MASTER FILE LISTING * * * * * * *   D A T E
                                                                              11:31:28AM

17 JUL 1997

CUST.MAST	A.CUST.NO	NAME AND ADDRESS	ST	TYP	TX	TX JR	AR.CONT	PHONE NO.	TC	AR.BAL	CM	CRLIM
IDEAL	100002	2300 SWANSON BLVD.	01	6.25	104	MR. JONES	914-782-1212	01	1 2 2 5 . 0 0 00.00		01
		RYE NY 17563									
ACME	100005	39 FRANKLIN TURNPIKE	02	7.25	105	G. SWITT	212-563-9960	01	2 7 5 2 . 5 2 00.00		02
		NEW YORK, NY 10023									
AJAX	100012	752 ASHFORD ROAD	11	8.25	111	S. BEER	201-981-5837	02	1200.00 00.00	02	02
		CLIFTON, NJ 07013									

CUSTOMER DETAIL MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                             CUST.DET-MAINT008
                             CUST.MAST.OPEN009
                             CUST.DET.WRITE008
SELECTION   MENU-12.2.3
SELECTION NUMBER   3
FILES ACCESSED   CUSTOMER RELATED FILES

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

CUSTOMER DETAIL MASTER FILE MAINTENANCE

```
┌──────────────────────────────────────────────────────────────────┬──┬──┐
│ ⚒              Screen Master for Windows                          │▼ │▲ │
├──────────────────────────────────────────────────────────────────┴──┴──┤
│ File   Edit   Settings   File Transfer                                  │
│                    CUSTOMER DETAIL MAINTENANCE                           │
│    COMPANY:   01 THE SYSTEMS HOUSE                                       │
│    CUST #:    1010                  ST. MICHAELS HOSPITAL                │
│   1.SALESMAN      001 JIM BRANCA                                         │
│   2.STATEMENT     Y                                                      │
│   3.CREDIT LIM       5000          18.INVOICE COMPLETE N                 │
│   4.PRICE POINT                    19.DELETE FLAG      N                 │
│   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   :█                 │
├─────────────────────────────────────────────────────────────────────────┤
│ ┌─────┐ ┌─────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌──────┐ Brk │
│ │HELP │ │ END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │     │
│ └─────┘ └─────┘ └──────┘ └───────┘ └───────┘ └───────┘ └───────┘ └──────┘     │
└─────────────────────────────────────────────────────────────────────────┘
```

CUSTOMER DETAIL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	COMPANY	N	2	Company number
0	0	CUST #	N	13	Customer ID
1	1	SALESMAN	N	3	Primary salesman - (1-999)

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.

2	24	STATEMENT	A	1	Statements indicator (Y/N).

A "N" in this field will prevent printing of statements for this account.

3	25	CREDIT LIM	N	7	Credit limit amount.

This field is dollars only, maximum 9999999. The credit limit in the Cust.Det file may be used instead of the credit limit in the Cust.Mast file, depending upon the credit method chosen for this account. See the Cust.Mast documentation for a discussion of the various credit methods.

The three fields which follow, price point, disc point, and comm point, are all available for customized pricing logic. They can be used as pointers to various price, commission, and discount fields in the Prod.Mast file or any special pricing files.

4	47	PRICE POINT	N	2	Points to price in Product or Price Matrix file (1 - 15).

CUSTOMER DETAIL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
5	48	DISC POINT	N	2	Points to discount in Product or Price Matrix file (1 - 15).
6	49	COMM POINT	N	2	Points to commission in product or Price Matrix file (1 - 15).
7	50	COMM %	N	7	Commission percent.
8	51	TOTAL DISC	N	4	Discount percent on total invoice.

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.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
9	52	INCLUDE S1	A	1	Include in Sales.1 (Y/N) Y is default.
10	53	INCLUDE S3	A	1	Include in Sales.3
11	54	INCLUDE S4	A	1	Include in Sales.4
12	55	INCLUDE S5	A	1	Include in Sales.5

CUSTOMER DETAIL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
13	56	INCLUDE S6	A	1	Include in Sales.6
14	57	INCLUDE S7	A	1	Include in Sales.7
15	2	SALESMAN 2	N	3	Second salesman for this account. The salesman will display in the A/R inquiry but is not used in the normal order entry processing.
16	78	TEMPLATE#	AN	15	Order entry default template number.
17		PRODUCT LINE/SALESMAN			
	105	PRODUCT LINE	AN	6	Enter the product line to correspond to the salesman.
	106	SALESMAN	N	3	Enter the salesman to correspond to the product line.
18	76	INVOICE COMPLETE	N	1	Invoice complete indicator (Y/N).

If 'Y' is selected the invoice program will not produce an invoice until the entire order (all releases) have been shipped.

CUSTOMER DETAIL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

| 19 | 77 | DELETE FLAG | N | 1 | Delete flag indicator (Y/N) If 'Y' is selected the customer will be deleted during the next purge run. |

CUSTOMER DETAIL MASTER FILE LISTING

PROK NAME   PROK CUST.DET.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   19
FILES ACCESSED   CUST.DET

OVERVIEW
This report lists customer detail information.

OPERATING INSTRUCTIONS

CUSTOMER DETAIL LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

CUSTOMER DETAIL MASTER FILE LISTING

CO#	CUST.NO	CUST#	CUSTOMER NAME	WHSE	SLSM	STMNT	PRICE	DISC%	DISC	COMM%	COMM	CREATE.DT	SALES $.
										YTD...			
01	100011	ALCO	ALCO SUPPLY COMPANY	001	007	Y	1	2.00		5.00	3	04/16/96	1800
03	100025	IDEA	IDEAL DISTRIBUTION	001	015	Y	3	1.50	2	5.25		06/07/94	12879
01	100019	RAS	RADISON SUPPLY, INC.	002	001	Y	4	2.10	1	3.25		01/02/94	4851
02	100001	AJAX	AJAX INDUSTRIAL	001	020	Y	1	2.00				06/07/95	13590

SHIP-TO MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                            SHIP-TO-MAINT008
                            CUST.MAST.OPEN009
                            SHIP-TO.PRE.XERF
SELECTION   MENU-12.2.3
SELECTION NUMBER   4
FILES ACCESSED   SHIP-TO   CUST.TYPE
                            ALPHA.CUST   SALESMAN
                            CUST.MAST   TERMS
                            CADF   TAX.RATE
                            CASDF   TERRITORY
                            COMPANY   WAREHOUSE
                            CUST.CLASS   SHIP.METHOD
                            CUST.DET   SHIP.TO
                            LOOKUP.FILE   PARAMETER
                            SHIP.TO XREF   CM.BTREE

OVERVIEW
The Customer Ship-To file contains the different ship-to address for each customer. Each customer may have up to 999999 ship-to's on file.

SHIP-TO MASTER FILE MAINTENANCE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▨            Screen Master for Windows                          ▼  ▲      │
├─────────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                                   │
│                          SHIP TO MAINTENANCE                              │
│            CUST #:  1010           ST. MICHAELS HOSPITAL                  │
│            SHIPTO #: ▨XXXXX                                               │
│  1.SHIPTO NAME                                                           │
│  2.SHIPTO ADDR1                                                          │
│  3.SHIPTO ADDR2                                                          │
│  4.SHIPTO ADDR3                                                          │
│  5.CITY                                                                  │
│  6.STATE                                                                 │
│  7.ZIP CODE                                                             │
│  8.SHIP METHOD                                                          │
│  9.SHIP ZONE                                                            │
│ 10.SPEC INSTR                                                           │
│ 11.TAX JURIS                                                            │
│ 12.TAX EXEMPT #                                                         │
│ 13.SERV.WHSE                          15.ADMIN FEE %                    │
│ 14.PRODUCT LINE/SALESMAN                                                │
│                                                                         │
│                                                                         │
│     ENTER 'NEW' AT SHIPTO FOR NEW ITEM                                  │
│                                                                         │
├─────────────────────────────────────────────────────────────────────────┤
│ ┌─────┐ ┌─────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌──────┐ Brk │
│ │HELP │ │ END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │      │
│ └─────┘ └─────┘ └──────┘ └───────┘ └───────┘ └───────┘ └───────┘ └──────┘      │
└─────────────────────────────────────────────────────────────────────────┘
```

SHIP-TO MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CUST #	A	13	Customer number
0	0	SHIP-TO #	N	6	Ship-to number
					Enter "NEW" for next number. Enter an existing number to change ship-to information.
1	1	SHIP TO NAME	A	25	Ship-to name
2	2	SHIP TO ADDR 1	A	25	Ship-to address-1
3	3	SHIP TO ADDR 2	A	25	Ship-to address-2
4	4	SHIP TO ADDR 3	A	25	Ship-to address-3
5	5	CITY	A	15	City
6	6	STATE	A	2	State
7	7	ZIP CODE	N	10	Zip code of ship-to
8	48	DEA CODE	A	1	Enter the DEA code. The first letter of the last name for DEA validation.
9	8	SHIP METHOD	N	2	Shipping method
10	9	SHIP ZONE	N	3	Shipping zone

SHIP-TO MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
11	10	SPEC INSTR	A	25	Special instructions
12	11	TAX JURIS	N	5	Tax jurisdiction code
13	12	TAX EXEMPT #	A	10	Tax exemption no.
14	13	SERV WHSE	N	3	Service warehouse number.
15		PRODUCT LINE/SALESMAN			
	41	PRODUCT LINE	AN	6	Enter the product line to correspond to the salesman.
	42	SALESMAN	N	3	Enter the salesman to correspond to the product line.
16	43	ADMIN FEE %	N	5	Enter the percent to be added to each invoice for this ship-to for an administration charge.
17	44	DEA#	AN	9	DEA number used for doctors wishing to purchase drugs (optional).
18	45	DEA EXP DATE	N	8	DEA expiration date.
19	46	LICENSE #	AN	15	Enter the license number.

SHIP-TO MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
	47	DRUG TYPE	N	6	Enter the types of drugs this doctor is entitled to buy under the DEA number.
20	0	LN TP	N	2	Enter DEA type in customer master, product master and ship-to master. Order entry verifies if this customer can purchase this product and can be shipped to specified ship-to.

SHIP-TO MASTER FILE LISTING

PROK						PROK SHIP.TO.LIST
SELECTION					MENU-12.2
SELECTION NUMBER			20
FILES ACCESSED				SHIP-TO

OVERVIEW
This report lists ship-to information in customer number sequence.

OPERATING INSTRUCTIONS

SHIP-TO FILE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

SHIP-TO MASTER FILE LISTING

A.CUST.NO	SHIP.#	NAME AND ADDRESS	SHIP.METH	SHIP.ZONE	SPEC.INST	TAX.JUR	TAX.EXEMPT
100002	ID1	IDEAL DISTRIBUTION 2300 FERWOOD DRIVE NY, NEW YORK 10023	02	01	ONLY OPEN TIL 6PM	104	N
100057	AJX	AJAX SUPPLY CO. 752 ASHWOOD BLVD CLIFTON, NJ 07013	01	01	DELIVER BY 1PM	52	N
100012	AC2	ACME SUPPLY CO. 25 EAST 33RD ST CHICAGO, IL 32165	15	02		01	Y
100025	DB1	DELTA STEAM CO. 12 ARDENT TERR BROOKLYN, NY 12563	11	01	DELIVER ON SAT.	25	N

SALESMAN MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                            SALESMAN-MAINT008
                            STATUS-LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   4
FILES ACCESSED   SALESMAN
                            STATUS-LOG
                            DICT STATUS-LOG
                            DICT SMAST

OVERVIEW
This file contains descriptive information about each salesman and maintains basic performance information on each salesman.

SALESMAN MASTER FILE MAINTENANCE

```
┌──────────────────────────────────────────────────────────────────────┐
│ ✦                    Screen Master for Windows                  ▼ │ ▲ │
├──────────────────────────────────────────────────────────────────────┤
│  File   Edit  Settings  File Transfer                                  │
│ ┌──────────────────────────────────────────────────────────────────┐  │
│ │     SALESMAN MAINTENANCE                                          │  │
│ │                                                                   │  │
│ │                                                                   │  │
│ │  SALESMAN NO: 001 JIM BRANCA                                      │  │
│ │  1.WAREHOUSE       001   NEW YORK                                 │  │
│ │  2.TERRITORY       01    MID WEST                                 │  │
│ │  3.NAME            JIM BRANCA                                     │  │
│ │  4.ADDRESS-1                             16.PRODUCT CLASS         │  │
│ │  5.ADDRESS-2                              1.                      │  │
│ │  6.ADDRESS-3                                                      │  │
│ │  7.CITY            CHICAGO                2.                      │  │
│ │  8.STATE           IL                                            │  │
│ │  9.ZIP CODE        10516                 3.                      │  │
│ │  10.PHONE NUMBER   215-151-4654                                   │  │
│ │  11.COMMISSION %   25.00                 4.                      │  │
│ │  12.SALES QUOTA                                                   │  │
│ │  13.COMMISIONABLE  Y                     5.                      │  │
│ │  14.VENDOR                                                        │  │
│ │  15.PROD LINE   1.                                                │  │
│ │     GL#                                                           │  │
│ │              2.                                                   │  │
│ │                                                                   │  │
│ │ ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT   :           │  │
│ └──────────────────────────────────────────────────────────────────┘  │
├──────────────────────────────────────────────────────────────────────┤
│ ┌────┐ ┌────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌─────┐ Brk│
│ │HELP│ │END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│   │
│ └────┘ └────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └─────┘    │
└──────────────────────────────────────────────────────────────────────┘
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SALESMAN MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	SALESMAN #	N	3	Salesman number (000 - 999)
1	1	WAREHOUSE	N	3	Warehouse assignment
2	2	TERRITORY	N	2	Territory assignment
3	3	NAME	A	15	Salesman name
4	4	ADDRESS-1	A	25	Address line 1
5	5	ADDRESS-2	A	25	Address line 2
6	6	ADDRESS-3	A	25	Address line 3
7	7	CITY	A	15	City
8	8	STATE	A	2	State (2 characters)
9	9	ZIP CODE	N	10	Zip code
10	10	PHONE NUMBER	A	12	Phone number (NNN-NNN-NNNN)
11	11	COMMISSION %	N	5	Commission percent max 4 numeric
12	22	SALES QUOTA	N	7	Sales quota

SALESMAN MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE ATTR PROMPT   TYPE SIZE DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
13	41	COMMISSIONABLE	A	1	Is this salesman commissionable (Y/N)?
14	42	VENDOR	AN	8	Enter the salesman's vendor number.
15	43	PLINE	N	6	Enter the product line for the commission.
	44	GL#	N	13	Enter the general ledger number associated with the product line.
16	21	P/C DESCRIPTION	N	3	Product class for which special commission is paid. Not currently in use.

SALESMAN MASTER FILE LISTING

PROK NAME   PROK SALESMAN.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   21
FILES ACCESSED   SALESMAN

OVERVIEW
This report list salesman and salesman information.

OPERATING INSTRUCTIONS

SALESMAN FILE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

SALESMAN MASTER FILE LISTING

SALESMAN	WHSE	TERR	NAME AND ADDRESS	PHONE	COM.PER	PRODUCT CLASSES
001	001	11	JIM BRANCA 35 GRANGE ST BROOKLYN, NY 10025	212-963-1225	0.25	001,002,003,004
002	001	02	STEVE WEST 7839 APACHE RD PHOENIX, AZ 85252	602-963-2311	0.27	002,004,006,011
003	002	01	JAMES SHANNON 36 RIDGE TERRACE RYE, NY 10956	914-783-0315	0.24	001,003,004,005
004	003	05	DOMINIC MERCURIO 24 BAYBERRY DR MONROE, NY 10950	201-326-8050	0.30	001,006,007,010

CUSTOMER TYPE MASTER FILE MAINTENANCE
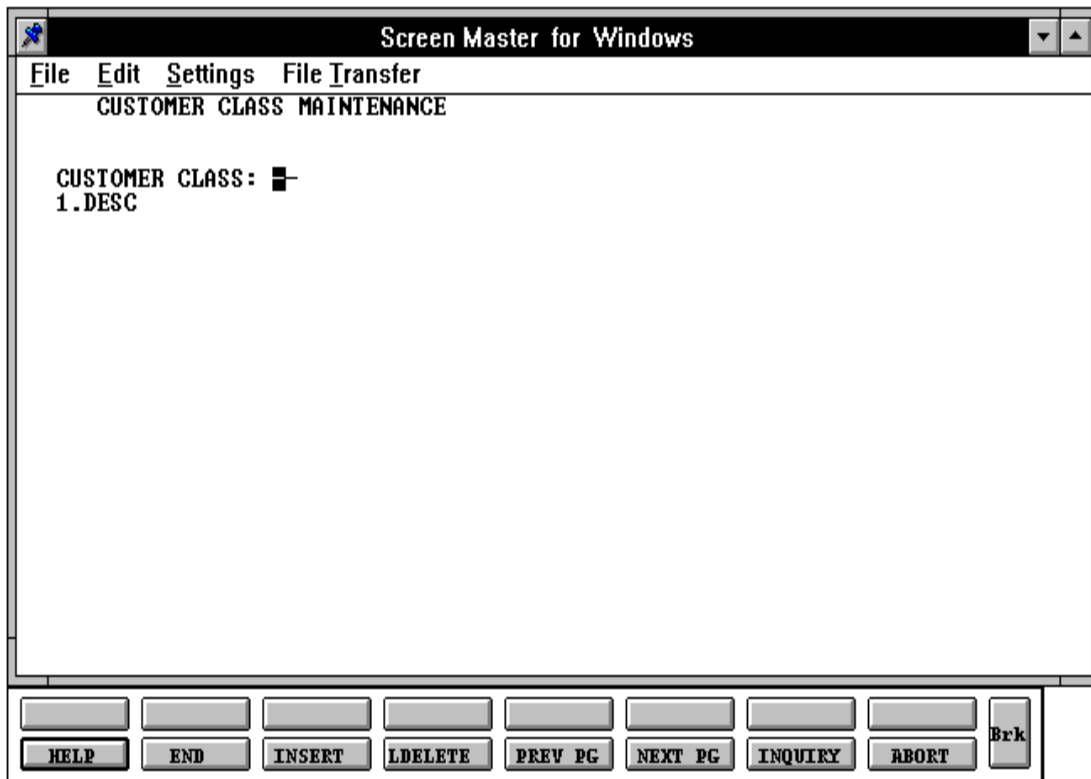
PROGRAM NAME   SSS.BP GEN.MASTER
                                CUST.TYPE-MAINT008
                                STATUS.LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   5
FILES ACCESSED   CUST.TYPE
                                STATUS-LOG
                                DICT STATUS-LOG
                                DICT SMASTS

OVERVIEW
Customer type 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 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.

CUSTOMER TYPE MASTER FILE MAINTENANCE
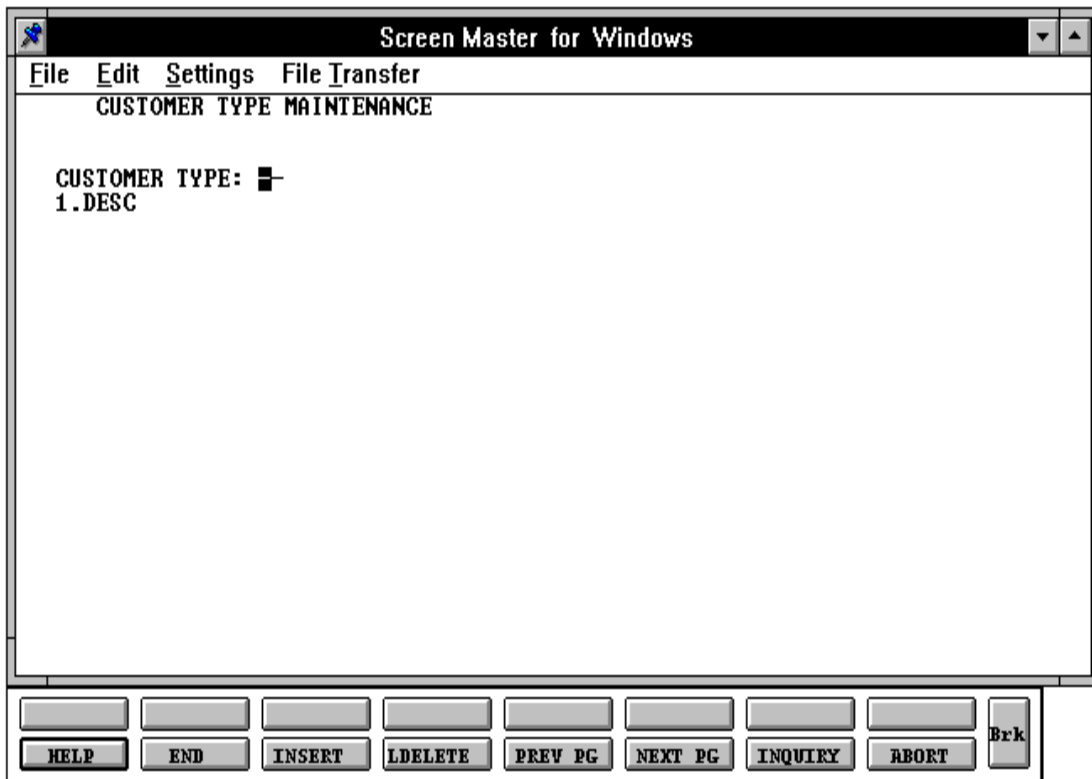
```
┌─────────────────────────────────────────────────────────────────────┐
│ ✶              Screen Master for Windows                    ▼  ▲     │
├─────────────────────────────────────────────────────────────────────┤
│ File   Edit   Settings   File Transfer                               │
│        CUSTOMER TYPE MAINTENANCE                                      │
│                                                                      │
│                                                                      │
│     CUSTOMER TYPE: ▮-                                                 │
│     1.DESC                                                           │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
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│                                                                      │
│                                                                      │
├─────────────────────────────────────────────────────────────────────┤
│  ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐     Brk     │
│  │HELP│ │END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│   │
│  └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘            │
└─────────────────────────────────────────────────────────────────────┘
```

CUSTOMER TYPE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CUSTOMER TYPE	N	2	Customer type (1 - 99).
1	1	DESC	A	25	Customer type description (25 characters).

CUSTOMER TYPE MASTER FILE LISTING

PROK NAME   PROK CUST.TYPE.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   22
FILES ACCESSED   CUST.TYPE

OVERVIEW
This report lists all customer type codes.

OPERATING INSTRUCTIONS

CUSTOMER TYPE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

CUSTOMER TYPE MASTER FILE LISTING

```
PAGE     1 **CUSTOMER TYPE LISTING** DATE 11:03:50am  22 Jul 1997


CUST.TYPE              CUST.TP.           DESC

01                    RETAIL

02                    OEM

03                    BUILDER

04                    MANUFACTURER

05                    CONTRACTOR


5 records listed.
```

CUSTOMER CLASS MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                                CUST.CLASS-MAINT008
                                STATUS-LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   6
FILES ACCESSED   CUST.CLASS
                                STATUS-LOG
                                DICT STATUS-LOG
                                DICT SMAST

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

CUSTOMER CLASS MASTER FILE MAINTENANCE

```
 ⚡                      Screen Master for Windows                  ▼ ▲
 File   Edit   Settings   File Transfer
        CUSTOMER CLASS MAINTENANCE


    CUSTOMER CLASS: ▉▬
    1.DESC








    ┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐ Brk
    │ HELP ││ END  ││INSERT││LDELETE││PREV PG││NEXT PG││INQUIRY││ABORT │
    └──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘
```

CUSTOMER CLASS MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CUSTOMER CLASS	N	2	Customer class (1 - 99)
1	1	DESC	A	25	Customer class description

CUSTOMER CLASS MASTER FILE LISTING

PROK NAME   PROK CUST.CLASS.LIST
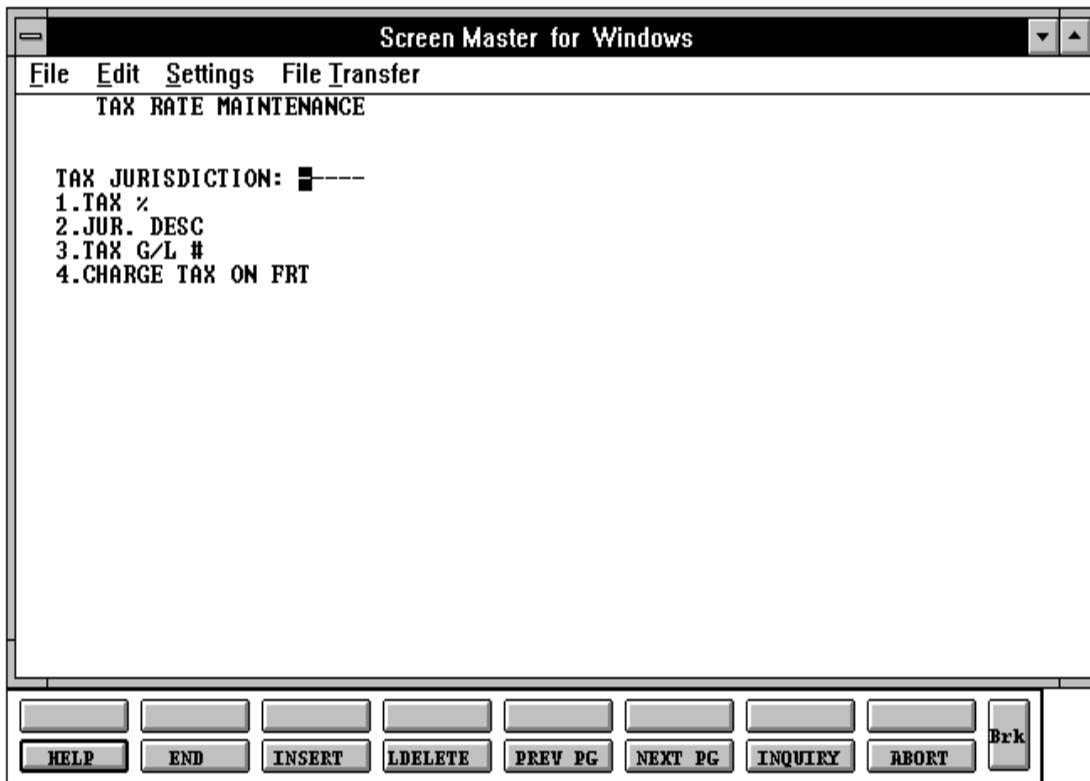   STATUS-LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   23
FILES ACCESSED   CUST.CLASS
                                   STATUS-LOG
                                   DICT STATUS-LOG
                                   DICT SMAST

OVERVIEW
This report lists all customer class codes.

OPERATING INSTRUCTIONS

CUSTOMER CLASS LISTING - BY CLASS

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

CUSTOMER CLASS MASTER FILE LISTING

PAGE   1 **CUSTOMER CLASS LIST** DATE 11:12:40am 22 Jul 1997

CUST.CLASS   DESC

01   DEALER

02   OEM

03   DISTRIBUTOR

04   MANUFACTURER

4 records listed.

SERVICE CHARGE MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                            SC.STATE-MAINT008
SELECTION   MENU-12.2
SELECTION NUMBER   7
FILES ACCESSED   SERV.CHG

OVERVIEW

The Service Charge State file defines the percentages to be used in the service charge calculation. The service charge rate can vary by state and by 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.

SERVICE CHARGE MASTER FILE MAINTENANCE

```
┌─────────────────────────────────────────────────────────────────────┬──┬──┐
│ ✶              Screen Master for Windows                             │▼ │▲ │
├─────────────────────────────────────────────────────────────────────┴──┴──┤
│ File   Edit  Settings  File Transfer                                        │
│         SERVICE CHARGE MAINTENANCE                                           │
│                                                                             │
│   STATE: NJ                                                                 │
│ 1.DESCRIPTION NEW JERSEY                                                     │
│                                                                             │
│           SERV CHG%        DOLLARS                                           │
│                                                                             │
│           1.    1.50        500.00                                          │
│           2.    1.00       9999.00                                          │
│           3.    0.00          0.00                                          │
│           4.    0.00          0.00                                          │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
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│                                                                             │
│ ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT   :█                    │
└─────────────────────────────────────────────────────────────────────────────┘
┌──────┐┌──────┐┌──────┐┌───────┐┌───────┐┌───────┐┌───────┐┌───────┐┌────┐
│      ││      ││      ││       ││       ││       ││       ││       ││Brk │
│ HELP ││ END  ││INSERT││LDELETE││PREV PG││NEXT PG││INQUIRY││ ABORT ││    │
└──────┘└──────┘└──────┘└───────┘└───────┘└───────┘└───────┘└───────┘└────┘
```

SERVICE CHARGE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	STATE	A	2	Key to file--pointed to by Cust.Mast(6)
1	1	DESCRIPTION	A	25	State description
	2	SERV CHG %	N	5	Service charge %-----V/M

Use with field DOLLARS. 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%	999999.00

Note that anything over $500.00 will be charged 20%.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
	3	DOLLARS	N	10	Dollars for each %---V/M. Use with service charge %.

SERVICE CHARGE MASTER FILE LISTING

PROK NAME   PROK SC.STATE.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   24
FILES ACCESSED   SC.STATE

OVERVIEW
This reports lists a service charge codes by state.

OPERATING INSTRUCTIONS

      SERVICE CHARGE FILE LISTING

      HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

SERVICE CHARGE MASTER FILE LISTING

```
PAGE    1 ****STATE SERVICE CHARGE LIST**** DATE 11:17:23am  22 Jul 1997


SC.STATE    DESCRIPTION          SC%         $.BRK

CA          CALIFORNIA           1.00        50000
                           1.75        99999

NJ          NEW JERSEY           1.50        50000
                           1.25        99900

NY          NEW YORK     1.50        50000


3 records listed.
```

TAX RATE MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP TAX.RATE-MAINT008
                       SSS.BP CUST.MAST.OPEN009
                       SSS.BP STATUS.LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   8
FILES ACCESSED   TAX.RATE   COMPANY
                       CADF   CUST.CLASS
                       CASDF   CUST.DET
                       TERRITORY   SHIP.METHOD
                       WAREHOUSE   CUST.MAST
                       SHIP.TO   SALESMAN
                       TERMS   CUST.TYPE
                       ALPHA.CUST   CM.BTREE

OVERVIEW
The Tax.Rate file contains the tax rate to be charged to taxable customer in each tax jurisdiction.

The company number is not entered because the company number is taken from the Invoice file. All tax charged to customers during the month will be posted to the general ledger based on the general ledger number in the Tax.Rate file.

TAX RATE MASTER FILE MAINTENANCE

```
 ─                       Screen Master for Windows              ▼ ▲
 File   Edit  Settings  File Transfer
        TAX RATE MAINTENANCE


    TAX JURISDICTION: ▉────
    1.TAX %
    2.JUR. DESC
    3.TAX G/L #
    4.CHARGE TAX ON FRT






  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐  Brk
  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
```

TAX RATE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	TAX JURISDICTION	N	5	Tax jurisdiction code
1	1	TAX %	N	6	Tax percentage (MR5)
2	2	JUR DESC	A	25	Jurisdiction description
3	7	TAX G/L #	N	13	G/L number for this tax jurisdiction.
4	8	CHARGE TAX ON FRT	A	1	Charge tax on freight amount (Y/N). Used in order entry, one step verification, etc. to calculate tax on freight amount for the tax jurisdiction if set to 'Y'. If 'N' is set no tax will be charge on the freight amount of the sale.

TAX RATE MASTER FILE LISTING

PROK NAME   PROK TAX.RATE.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   25
FILES ACCESSED   TAX.RATE

OVERVIEW
This report lists all tax rate codes.

OPERATING INSTRUCTIONS

TAX RATE LISTING

HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

TAX RATE MASTER FILE LISTING

TAX.RATE	TAX%	TAX.JUR DESC	G/L#	G/L DESC	TAX
1	7.000	NEW JERSEY	2400-00	NJ SALES TAXES	
	8.250	NEW YORK CITY	2410-00	NY SALES TAXES	
3	5.000	CALIFORNIA	2420-00	CALIFORNIA STATE SALES TA	
11	5.000	MONROE COUNTY	2410-00	NY SALES TAXES	
12	7.000	WESTCHESTER COUNTY	2410-00	NY SALES TAXES	

5 records listed

TERMS MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                                TERMS-MAINT008
                                STATUS.LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   9
FILES ACCESSED   TERMS
                                STATUS-LOG
                                DICT STATUS-LOG
                                DICT SMAST

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

TERMS MASTER FILE MAINTENANCE
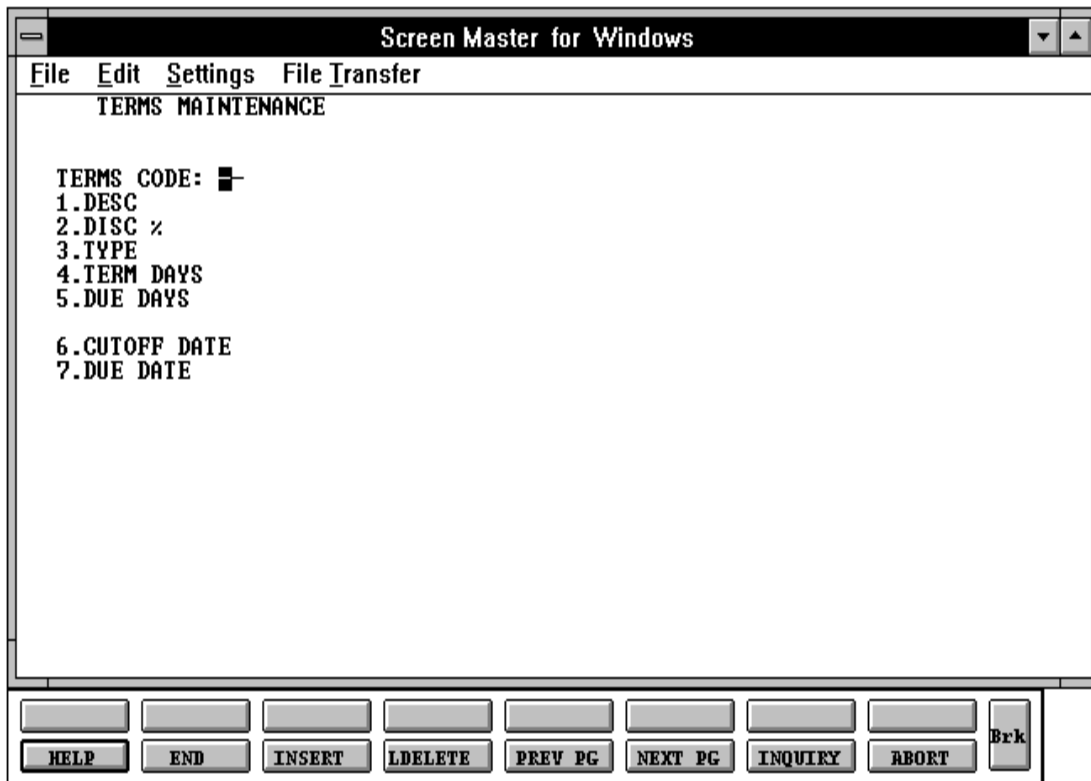
```
 ───                          Screen Master for Windows                    ▼ ▲
  File   Edit   Settings   File Transfer
          TERMS MAINTENANCE


       TERMS CODE: ▊─
       1.DESC
       2.DISC %
       3.TYPE
       4.TERM DAYS
       5.DUE DAYS

       6.CUTOFF DATE
       7.DUE DATE
```

```
┌────────┐ ┌───────┐ ┌────────┐ ┌─────────┐ ┌─────────┐ ┌─────────┐ ┌─────────┐ ┌─────────┐  Brk
│  HELP  │ │  END  │ │ INSERT │ │ LDELETE │ │ PREV PG │ │ NEXT PG │ │ INQUIRY │ │  ABORT  │
└────────┘ └───────┘ └────────┘ └─────────┘ └─────────┘ └─────────┘ └─────────┘ └─────────┘
```

TERMS MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	TERMS CODE	N	2	Terms code.
1	1	DESC	A	20	Terms description.
2	2	DISC %	N	5	Cash discount %.
3	3	TYPE	N	2	Terms type (P-Prox). Hit 'RETURN' for regular terms type.
4	4	TERM DAYS	N	2	Days for cash discount.
5	5	DUE DAYS	N	3	Days to as of date. (MAX210)

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.

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
6	6	CUTOFF DATE	N	2	Cutoff date is used With term types "P" only.
7	7	DUE DATE	N	2	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.

TERMS MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
					For example: Cutoff date = 25 Due date = 10
					If the invoice is dated January 1-25, it is due February 10.
					If the invoice is dated January 25-31, it will be due March 10.
8	9	CC PROMPT	R	1	Enter 'Y' if the systems should prompt for credit card information when this terms code is used in order entry. Default is 'N'.
9	10	VALID OVERRIDES	RN	2	Enter valid overrides passwords to be used when maximum credit charge is exceeded.

TERMS CODE MASTER FILE LISTING

PROK NAME   PROK TERMS.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   26
FILES ACCESSED   TERMS

OVERVIEW
This reports lists terms codes and file information.

OPERATING INSTRUCTIONS

TERMS FILE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

TERMS CODE MASTER FILE LISTING

```
PAGE    1 ******TERMS FILE LIST****** DATE 11:30:33am  22 Jul 1997


TERMS       DESC                DISC % TYPE TERM.DAYS DUE.DAYS

01          2/10 NET  30        0.0200    P       10        30

02          NET 30              0.0000    P        0        30

03          2/15 NET 60         0.0200           15        60

04          1%10 DAYS NET 60    0.0100           10        60


4 records listed.
```

TERRITORY MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                             TERRITORY-MAINT008
                             STATUS.LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   10
FILES ACCESSED   TERRITORY
                             STATUS-LOG
                             DICT STATUS-LOG
                             DICT SMAST

OVERVIEW
This file contains the territory descriptions that are used in the Salesman Master file.

TERRITORY MASTER FILE MAINTENANCE
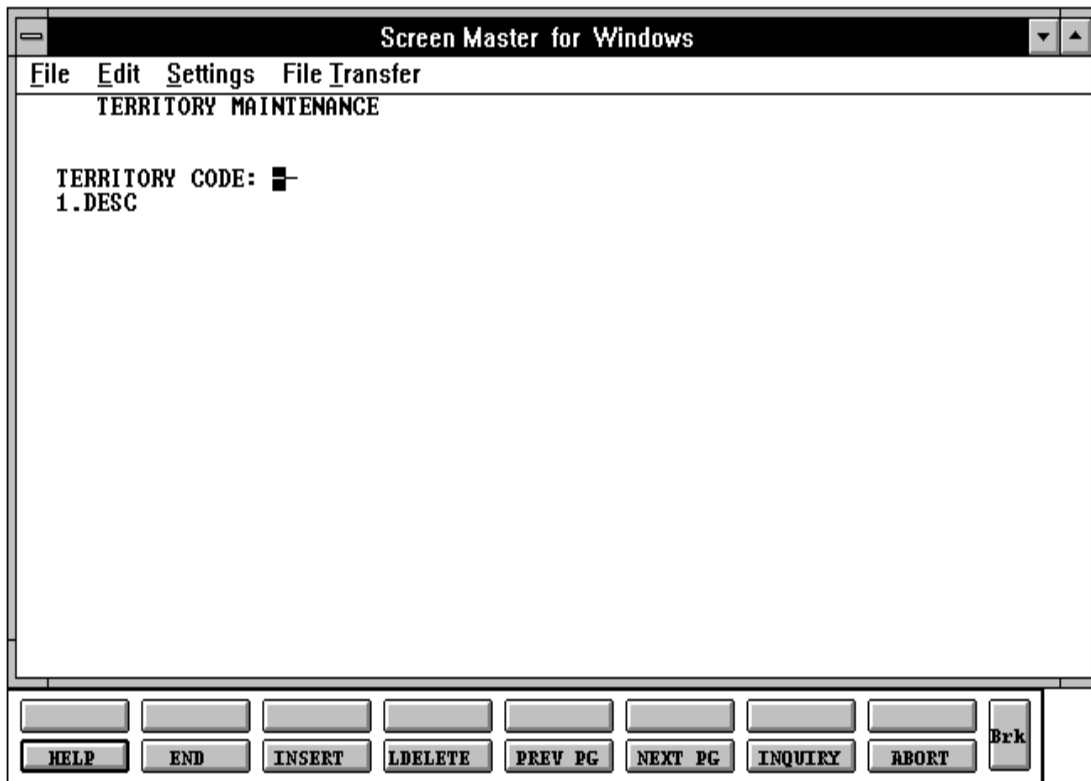
```
 ┌─────────────────────────────────────────────────────────────────────────┐
 │ ─                      Screen Master for Windows                  ▼  ▲   │
 ├─────────────────────────────────────────────────────────────────────────┤
 │  File   Edit   Settings   File Transfer                                  │
 │         TERRITORY MAINTENANCE                                            │
 │                                                                          │
 │                                                                          │
 │      TERRITORY CODE: ▮─                                                  │
 │      1.DESC                                                              │
 │                                                                          │
 │                                                                          │
 │                                                                          │
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 │        ││        ││        ││        ││        ││        ││        ││        ││Brk │
 │  HELP  ││  END   ││ INSERT ││LDELETE ││PREV PG ││NEXT PG ││INQUIRY ││ ABORT  ││    │
 └────────┘└────────┘└────────┘└────────┘└────────┘└────────┘└────────┘└────────┘└────┘
```

TERRITORY MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	TERRITORY CODE	N	2	Territory code.
1	1	DESC	A	25	Territory description.

TERRITORY MASTER FILE LISTING

PROK NAME   PROK TERR.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   27
FILES ACCESSED   TERRITORY

OVERVIEW
This report lists the territory descriptions that are used in the Salesman Master file.

OPERATING INSTRUCTIONS

TERRITORY MASTER LIST

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

TERRITORY MASTER FILE LISTING

TERRITORY	DESC
01	MID WEST
02	NORTH EAST
03	SOUTH EAST
04	SOUTH WEST
05	NORTH WEST

5 records listed.

SHIP METHOD MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                           SHIP.METHOD-MAINT0008
                           STATUS.LOG008
SELECTION   MENU-12.2
SELECTION NUMBER   11
FILES ACCESSED   SHIP.METHOD
                           STATUS-LOG
                           DICT STATUS0LOG
                           DICT SMAST

OVERVIEW
The Shipping Method file defines the various shipping methods that can be used by various customers. Example: UPS, RPS, EMERY, etc.

SHIP METHOD MASTER FILE MAINTENANCE
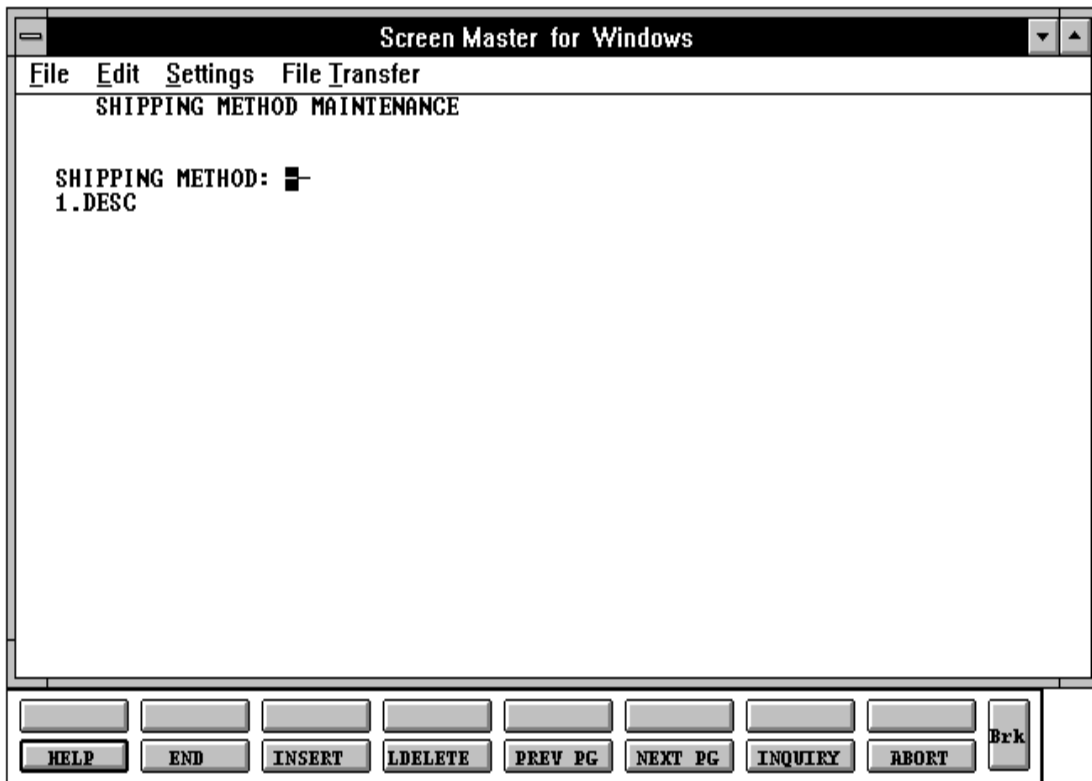
```
─                         Screen Master for Windows              ▼ ▲
 File  Edit  Settings  File Transfer
        SHIPPING METHOD MAINTENANCE


    SHIPPING METHOD: ▮─
    1.DESC




















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 │      │ │      │ │      │ │       │ │        │ │        │ │        │ │       │ │Brk│
 │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG │ │NEXT PG │ │INQUIRY │ │ ABORT │ │   │
 └──────┘ └──────┘ └──────┘ └───────┘ └────────┘ └────────┘ └────────┘ └───────┘ └───┘
```

SHIP METHOD MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	SHIPPING METHOD	N	2	Shipping method (from Customer file).
1	1	DESC	A	20	Shipping method description.
2	2	ACCOUNT NO	LA	10	The shipping account number.
3	3	BOL FLAG	L	1	If this ship method uses a bill of lading enter a "Y".
4	4	SHIPPER NO	L	8	Enter the shipper number.
5	5	SHIP WAIT	L	1	If this field contains a "Y" the auto ship process will check the Picking Frequency table to determine when to print a picking document.

SHIP METHOD MASTER FILE LISTING

PROK NAME   PROK SHIP.METHOD.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   28
FILES ACCESSED   SHIP.METHOD

OVERVIEW
This reports lists all ship methods and ship method information.

OPERATING INSTRUCTIONS

SHIPPING METHOD FILE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

SHIP METHOD MASTER FILE LISTING

```
PAGE    1**SHIPPING METHOD FILE LIST** DATE 11:42:20am  22 Jul 1997


SHIP.METHOD          SHIP.DESC

01                   UNITED PARCEL SERVICE

02                   PUROLATOR

03                   FEDERAL EXPRESS

04                   EMERY AIR EXPRESS

05                   CUSTOMERS TRUCK

06                   OUR TRUCK

07                   AIRBORNE EXPRESS

7 records listed.
```

SHIP RATE MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                           SHIP.RATE-MAINT008
SELECTION   MENU-12.2
SELECTION NUMBER   12
FILES ACCESSED   SHIP.RATE

OVERVIEW
The Shipping Rate file is used as the basis of automatic freight calculation in the system.

SHIP RATE MASTER FILE MAINTENANCE

```
 ─                    Screen Master for Windows                    ▼ ▲
File  Edit  Settings  File Transfer
                            SHIP RATE FILE MAINTENANCE

        SHIP METHOD:        ▦#
        SHIP ZONE:

  1. CALCULATION TYPE
  2. STRAIGHT RATE/LB


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




┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐  Brk
│ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │
└──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
```

SHIP RATE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	SHIP METHOD	N	2	Ship method.
0	0	SHIP ZONE	N	3	Ship zone.
1	1	CALCULATION TYP	A	1	Type of shipping calculation.

This field controls the type of calculation to be done for this ship method and zone. Valid values are:

> S = Step rate calculation. Shipping charges are based on the step rate table entered in this record. From weight = 0 to the first weight in the table, the first rate per pound is used. Above that weight, up to the next weight in the table, the second rate is used, and so on.

> R = Single rate calculation. In this method the weight lookup is used to arrive at the single appropriate rate to be charged for each pound on the order.

> Q = Rate Lookup by weight. In this method a flat charge is determined by the amount in the rate bucket corresponding to the shipment weight. This method would be used for a shipping method such as Federal Express where a package of certain weight is charged a flat amount.

> Y = straight weight per pound calculation, using the straight rate field.

> N = no calculation is performed for this method and zone.

> D = dollar amount lookup by weight, using straight dollar amount by weight table used without a rate field.

SHIP RATE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
2	4	STRAIGHT RATE/LB	N	6	Rate per lb used for type "Y".
3	2	WEIGHT	N	6	Step rate increments
3	3	RATE	N	6	Incremental rate

SHIP RATE MASTER FILE LISTING

PROK NAME   PROK SHIP.RATE.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   29
FILES ACCESSED   SHIP.RATE

OVERVIEW
This report lists ship rate for each ship method.

OPERATING INSTRUCTIONS

SHIP RATE FILE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

SHIP RATE MASTER FILE LISTING

SHIP.KEY	SHIP METHOD	SHIP METHOD DESCRIPTION	SHIP ZONE	CALC.IND	WEIGHT RATE	LBS.RATE
01001	01	UNITED PARCEL SERVICE	001	S	15.0 8.59	2.50
					20.0 9.56	
					35.0 11.18	
					45.0 12.60	
					65.0 15.65	
					75.0 18.39	
					100.0 25.00	
02001	02	UPS BLUE	001	S	2.5 2.89	0.00
					5.0 5.96	
					8.5 9.65	
					10.0 11.00	
					25.0 12.75	
					50.0 13.50	
03001	03	FEDERAL EXPRESS	001	D	2.0 12.50	
					5.0 18.50	
					10.0 25.00	

SHIP ZONE MASTER FILE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                            SHIP.ZONE-MAINT008
                            SHIP.ZONE.INQ
SELECTION   MENU-12.2
SELECTION NUMBER   13
FILES ACCESSED   SHIP.ZONE

OVERVIEW
The Ship Zone Master 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.

SHIP ZONE MASTER FILE MAINTENANCE
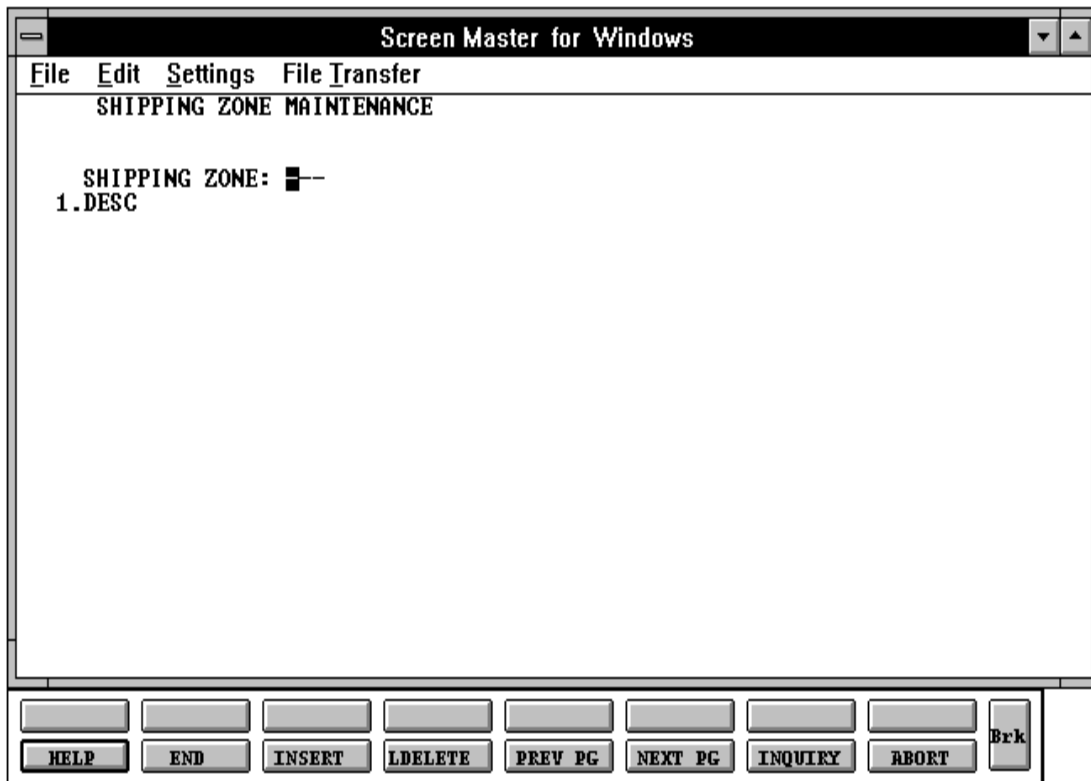
```
 ─                         Screen Master for Windows                    ▼ ▲
 File   Edit   Settings   File Transfer
          SHIPPING ZONE MAINTENANCE


     SHIPPING ZONE: ▉──
  1.DESC
```

```
┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐  ┌────┐
│        │ │        │ │        │ │        │ │        │ │        │ │        │ │        │  │Brk │
│  HELP  │ │  END   │ │ INSERT │ │LDELETE │ │PREV PG │ │NEXT PG │ │INQUIRY │ │ ABORT  │  │    │
└────────┘ └────────┘ └────────┘ └────────┘ └────────┘ └────────┘ └────────┘ └────────┘  └────┘
```

SHIP ZONE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	SHIPPING ZONE	N	3	Shipping zone.
1	1	DESC	A	20	Description.

Shipping zone description.
Max of 20 chars.

SHIP ZONE MASTER FILE LISTING

PROK NAME   PROK SHIP.ZONE.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   30
FILES ACCESSED   SHIP.ZONE

OVERVIEW
This report lists all shipping zones.

OPERATING INSTRUCTIONS

SHIPPING ZONE LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

SHIP ZONE MASTER FILE LISTING

```
12:17:07pm  22 Jul 1997  PAGE   1

*** SHIPPING ZONE FILE LIST ***

SHIP ZONE            DESCRIPTION

    001              SHIP ZONE ONE

    002              SHIPPING ZONE TWO


2 records listed.
```

MAILING LIST MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                            LABEL-MAINT008
SELECTION   MENU-12.2
SELECTION NUMBER   14
FILES ACCESSED   LABEL

OVERVIEW
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.

MAILING LIST MAINTENANCE

```
 ─                        Screen Master for Windows              ▼ ▲
 File   Edit   Settings   File Transfer
                           LABEL MAINTENANCE

      LABEL #: ▐######
 1.SLD TO NA
 2.SLD TO A1
 3.SLD TO A2
 4.SLD TO A3
 5.CITY
 6.STATE
 7.ZIP
 8.A/R CONT
 9.PHONE #
10.TYPE
11.SOURCE
12.CUST
13.SLSM INSIDE
14.SLSM OUTSIDE




                                                                          Brk
  ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐
  │ HELP  │ │ END   │ │INSERT │ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ ABORT │
  └───────┘ └───────┘ └───────┘ └───────┘ └───────┘ └───────┘ └───────┘ └───────┘
```

MAILING LIST MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	LABEL #	N	7	Sequential label ID
1	1	SLD TO NA	A	25	Label line 1
2	2	SLD TO A1	A	30	Label line 2
3	3	SLD TO A2	A	30	Label line 3
4	4	SLD TO A3	A	30	Label line 4
5	5	CITY	A	30	Label City
6	6	STATE	A	2	Alpha - State code.
7	7	ZIP	N	10	Zip code
8	8	A/R CONT	A	20	A/R contact name
9	9	PHONE #	A	12	Phone number of A/R contact
10	10	TYPE	N	5	Customer type (1-99)
11	11	SOURCE	A	5	Source of lead or entry
12	12	CUST	A	1	Is this a customer (Y/N)
13	13	SLSM INSIDE	N	3	Inside salesman number
14	14	SLSM OUTSIDE	N	3	Outside salesman number

MAILING SYSTEM FILE MAINTENANCE LISTING

PROK NAME   PROK MAIL.LIST
SELECTION   MENU-12.2
SELECTION NUMBER   30
FILES ACCESSED   LABELS

OVERVIEW
This report will print a listing of all labels.

OPERATING INSTRUCTIONS

MAILING LIST LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

MAILING SYSTEM FILE MAINTENANCE LISTING

LABEL	CUST#	NAME AND ADDRESS	AR.CONT	PHONE.NO	TYPE	SRC	CUST	SLSM	OSLSM
00001	100023	IDEAL DISTRIBUTION 1033 ROUTE 52 RYE, NY 10956	MR.JONES	914-853-9666	002	01	IDEA	001	002
00002	10069	AJAX SUPPLY CO. 52 DEVONSHIRE BLVD NEWARK, NJ 01258	R. SMITH	201-741-9650	001	01	AJAX	003	001
00003	10124	RADISON CORP. 7501 THIRD AVE. NEW YORK, NY 10013	R. SARACINO	609-530-4555	002	04	RAS	002	001

3 records listed.

MAILING SYSTEM LABELS

PROK NAME   PROK MAIL.LIST.LABEL
SELECTION   MENU-12.2
SELECTION NUMBER   33
FILES ACCESSED   LABELS

OVERVIEW
This report prints labels to be used for mailings to a hold file.

OPERATING INSTRUCTIONS

MAILING LIST LABEL PRINT

HIT 'RETURN' TO CONTINUE OR 'END'

Hit 'RETURN' to run the report or 'END' to return to the menu.

MAILING SYSTEM LABELS

PAGE   1   **************** MAILING SYSTEM LABEL LISTING   ********
DATE 12:19:10pm 22 Jul 1997

LABEL	CUST#	NAME AND ADDRESS	AR.CONT	PHONE.NO	TYPE	SRC	CUST	SLSM	OSLSM
00001	100023	IDEAL DISTRIBUTION 1033 ROUTE 52 RYE, NY 10956	MR.JONES	914-853-9666	002	01	IDEA	001	002
00002	10069	AJAX SUPPLY CO. 52 DEVONSHIRE BLVD NEWARK, NJ 01258	R. SMITH	201-741-9650	001	01	AJAX	003	001
00003	10124	RADISON CORP. 7501 THIRD AVE. NEW YORK, NY 10013	R. SARACINO	609-530-4555	002	04	RAS	002	001

3 records listed.

CUSTOMER LABELS LISTING

PROK NAME   PROK CUST.LABEL
SELECTION   MENU-12.2
SELECTION NUMBER   31
FILES ACCESSED   CUST.MAST
                             LABEL

OVERVIEW

This program will print customer labels. The labels can be printed by one of the following options:

1.   By Zip Code
2.   By Name
3.   By Customer Number
4.   By Customer Type

The labels are spooled to a hold entry.

OPERATING INSTRUCTIONS

CUSTOMER FILE LABEL PRINT

ENTER PROGRAM SELECTION OR END

Enter the program selection and run the listing, or 'END' to return to the menu.

CUSTOMER LABELS LISTING

```
PAGE    1                  **************** MAILING LIST FILE LISTING    ********
     DATE 12:21:44pm  22 Jul 1997


LABEL       CUST#      NAME AND ADDRESS      AR.CONT        PHONE.NO        TYPE  SRC    CUST  S L S M
                                                                                              O S L S M

0000001     100023     IDEAL DISTRIBUTION    MR. JONES      914-853-9666    002   01     IDEA  0 0 1
                                                                                              002
                       1033 ROUTE 52
                       RYE, NY 10956

0000002     100069     AJAX SUPPLY CO.       R. SMITH       201-741-9650    001   01     AJAX  0 0 3
                                                                                              001
                       52 DEVONSHIRE BLVD.
                       NEWARK, NJ 01258


2 records listed.
```

CUSTOMER ROLODEX LISTING

PROK NAME   PROK ROLODEX
SELECTION   MENU-12.2
SELECTION NUMBER   34
FILES ACCESSED   CUST.MAST
                                 LABEL

OVERVIEW
This program prints rolodex cards for each customer by customer name. The cards are spooled to a hold entry.

OPERATING INSTRUCTIONS

ROLODEX LISTING

HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to run the report or 'END' to return to the menu.

CUSTOMER ROLODEX LISTING

LABEL	CUST#	NAME AND ADDRESS	AR.CONT	PHONE.NO	TYPE	SRC	CUST	S L S M
								O S L S M
0000001	100023	IDEAL DISTRIBUTION	MR. JONES	914-853-9666	002	01	IDEA	0 0 1
								002
		1033 ROUTE 52						
		RYE, NY 10956						
0000002	100069	AJAX SUPPLY CO.	R. SMITH	201-741-9650	001	01	AJAX	0 0 3
								001
		52 DEVONSHIRE BLVD.						
		NEWARK, NJ 01258						

2 records listed.

CUSTOMER MASTER FILE DESCRIPTIONS

COMPANY

This file holds pertinent information for each company as defined the MDS client. A maximum of 99 companies may be defined. The company name stored in this record is used as the heading for the various reports. In addition the prompt mask and next internal number to be used for the Product and Customer files are stored in this record.

OPERATOR

Contains the applications each operator may perform. The Operator file is designed to control access to various application programs. At the beginning of each application program, the entry operator is prompted to enter his/her initials. The response is either the operator's initials or a password designated by the MDS user.

This entered code word is then validated against the Operator file to determine whether or not access is permitted to this program by this operator.

The access codes are determined by the user. The applications that may be accessed by this operator are entered through the operator maintenance program and are designated as follows:

Code	Application
CO	Company Related File Maintenance Programs
CU	Customer Related File Maintenance Programs
PR	Product Related File Maintenance Programs
OE	Order Entry
IV	Invoicing and Release
VD	Voids
WO	Work Orders
AR	Accounts Receivable
IN	Inventory Control
PO	Purchasing
RA	Return Authorization
AP	Accounts Payable
JE	Journal Entry
GL	General Ledger
FR	Financial Reports
FS	Financial Statements

CUSTOMER MASTER FILE DESCRIPTIONS

OPERATOR (Continued)

Code	Application
FA	Fixed Assets
PY	Payroll
OP	Operator Maintenance
MP	Manager of Point-of-Sale
CP	Clerk of Point-of-Sale
VT	Vendor Transmission
IM	Inventory Management
PM	Pricing Maintenance
SS	SSS Related
OA	SSS Related

SCREEN

This file is used to store the screen images used in various programs. It contains both a text format, used in documenting the system, as well as a 'COMPILED' version used in the basic programs, which eliminates all unnecessary spaces.

PARAMETER

The Parameter file stores various pieces of information used for the processing of the MDS client.

COMPANY

This file holds pertinent information for each company as defined the MDS client. A maximum of 99 companies may be defined. The company name stored in this record is used as the heading for the various reports. In addition the prompt mask and next internal number to be used for the Product and Customer files are stored in this record.

CUSTOMER MASTER FILE DESCRIPTIONS

ALPHA.CUST

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.

CUST.MAST

One customer master record is maintained for each of the client's customers. Generally this file contains all static data relative to that customer such as pricing and discounting information, name and address, and various indicator fields.

CUST.DET

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

SALESMAN

This file contains descriptive information about each salesman and stores basic performance information on each individual.

SHIP.METHOD

The Shipping Method file defines the various shipping methods that can be used by various customers.

SHIP.RATE

The Shipping Rate file is used as the basis of automatic freight calculation in the system.

SHIP-TO

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

CUSTOMER MASTER FILE DESCRIPTIONS

TAX.RATE

The Tax.Rate file contains the tax rate to be charged to taxable customer in each tax jurisdiction.

TERMS

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

TAX.MATRIX

The Tax Matrix file is used to accommodate products which are taxable in some, but not all taxing jurisdictions.

The key to the file is product class:tax jurisdiction nnn:nnnnn

The existence of a record in this file means that the product is not taxable in that jurisdiction.

SERV.CHG

The Service Charge file is created in the accounts receivable module and contains the service charges computed by the system.

I N D E X

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

I N D E X