THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

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

RETURN AUTHORIZATION MAIN MENU

```
Screen Master for Windows                                      _ □ ×
File  Edit  Settings  File Transfer
         Account:BASE.10          Port: 27 Menu:RA.MENU

                    Return Authorization Menu
                    _____


                    1.Return Authorization Entry
                    2.Return Authorization Approval
                    3.Return Authorization Receipt


                    4.Return Authorization Report by Status Code
                    5.Open R/A's by Customer by Sales Rep Report
                    6.Open R/A's by Product Report


                    7.Return Authorization Print Menu

                    8.Inquiries


                    Enter Selection or END : █

   OE      VE     MAINT    EMAIL    AUDIT            CAPT ON    VIEW   Br
  HELP     END    INSERT   LDELETE  PREV PG  NEXT PG  INQUIRY   ABORT   k
```

RETURN AUTHORIZATION OVERVIEW

INTRODUCTION
The return authorization module of TSH's Master Distribution System is designed to allow the ability to create, approve and receive merchandise. This module gives the user a way of keeping a record of all merchandise that has or will be returned to the warehouse for various reasons that have already been predetermined and created in inventory reason code maintenance in the Product Related Maintenance file.

RETURN AUTHORIZATION ENTRY
The return authorization entry and maintenance screen is where the user would initially enter all pertinent information that is associated with the return that is being created. The information entered here includes company number, the number of the warehouse that the merchandise will be returned to, the customer who is requesting the return, and the reason for the return. The system will generate and assign a number for this return authorization.

RETURN AUTHORIZATION APPROVAL
After the request for the return authorization has been entered, it must be approved before actually becoming a valid return. It is in this screen that the approval will take place. The system will prompt for the entry of the return authorization number that was assigned during the initial entry process above, and then the operator will have to approve each product listed on the return line by line.

RETURN AUTHORIZATION RECEIPT
The return authorization receipt screen will be utilized to record when the merchandise that has been returned actually arrives back at your site. At this time the user will be required to enter the return authorization number. At this point if everything that was supposed to be returned came back then the operator can enter 0 to accept the receipt or the quantity received can be changed to correspond with what actually was received.

RETURN AUTHORIZATION OVERVIEW

RETURN AUTHORIZATION STATUS CODE REPORT
The return authorization report will print a listing of all return authorizations created on the system and sort them by their status code (whether they are open or have been received).

OPEN R/A'S BY CUSTOMER BY SALES REP REPORT
The open return authorizations by customer by sales rep report will print a listing of customers with open return authorizations that have NOT been received as of the time the report was run.

OPEN R/A'S BY PRODUCT REPORT
The open return authorization by product report will produce a listing of products and the number of all the return authorization they appear on.

RETURN AUTHORIZATION PRINT MENU
The three functions of this print menu is to provide the MDS user with a way to print all return authorizations that have been created for a period of time, reprint a range of return authorizations, or reprint return authorizations by specific return authorization numbers.

INQUIRY
The inquiry menu also serves three functions. It gives the operator the ability to inquire on any open return authorizations that have been entered into the system, it gives the ability to inquire about returns for specific products (also used if the operator is unsure of the return authorization number but knows what products were on it), and also allows the operator to inquire about specific customers that have returns issued (this too serves well if the operator is unsure of the return authorization number but does know who the customer is).

RETURN AUTHORIZATION ENTRY

PROGRAM NAME   RA.BP RAE.DRIVER010
SELECTION   MENU-26
SELECTION NUMBER   1
FILES ACCESSED   CONTROL
                                SHIP.TO.XREF
                                REASON.CODE
                                PASS
                                PRICE.3
                                CUST.MAST
                                PROD.MAST
                                CUST.DET
                                PROD.DET

OVERVIEW

This file allows the MDS user to create and maintain return authorizations for returned merchandise they receive. Also giving the ability to enter the returned items back into inventory and into an available status.

OPERATING INSTRUCTIONS

COMPANY

Enter the company number from where the merchandise was purchased.

ENTER RETURN AUTHORIZATION NUMBER, 'NEW' OR 'END'

Enter the return authorization number or NEW to create a new entry.

RETURN WHSE

Enter the warehouse number that the merchandise is being returned to.

CUST

Enter the customer number or 'L' for the lookup capabilities.

RETURN AUTHORIZATION ENTRY

OPERATING INSTRUCTIONS

IS THIS THE CORRECT CUSTOMER (CR/N)

If this is the correct customer then hit 'RETURN' and the ship-to address will display if not, enter a 'N' to enter another name.

CUST PO#

Enter the customer's PO. #

EXPIRATION DATE

Enter the expiration date if one applies.

REASON CODE

Enter the reason code for the return.

SLSM

The salesman for this customer will automatically display and can be overridden at this time.

COMMISSION %

The commission that the salesman receives will display and can be overridden at this time.

TERMS

The terms that you have setup for this customer will display and can also be overridden.

RETURN AUTHORIZATION ENTRY

OPERATING INSTRUCTIONS (Continued)

ENTER LINE # TO CHANGE, 0 TO ACCEPT, S TO CHANGE SHIP TO

Enter the appropriate line number for a change, '0' to accept the input or S to manually change the ship to address.

IS THE RETURN AUTHORIZATION CORRECT TO THIS POINT (CR/N)

Enter 'N' to change the return authorization or hit 'RETURN' to proceed to the next prompt.

PRODUCT

Enter the first product being returned. The product description will display upon entry of correct product number.

INV

Enter the invoice number associated with the products on this return.

QTY

Enter the amount of the product that will be returned. The price for that product will display as well as the unit of measure and the reason code.

ENTER THE LINE # TO CHANGE, ADD TO ADD LINES OR 'END

Enter the appropriate line number of the needed change , 'ADD' to add additional products, or 'END' to accept information that was entered. You will now be brought to the total screen.

TAX JURS

The tax jurisdiction will display upon entering the total screen.

RETURN AUTHORIZATION ENTRY

OPERATING INSTRUCTIONS (Continued)

TAX

The tax amount being charged will automatically display at this time.

FREIGHT

Enter any freight charges that are being credited.

MISC

Enter any miscellaneous credits at this time.

RESTOCK %

Enter any restock percentages if they apply.

ENTER LINE # TO CHG,'CL' TO CHG DETAIL LINES, CANCEL TO CANCEL, 0 TO ACCEPT.

Enter the appropriate line number for a change, 'CHG' to change any line items, CANCEL to cancel the return or '0' to accept information that was entered.

RETURN AUTHORIZATION ENTRY

```
Acct:BASE.10      Port: 27 Process:RA 25 JUN 97                        _ □ ×
File  Edit  Settings  File Transfer
△△△         RETURN AUTHORIZATION ENTRY AND MAINTENANCE              06/25/97

        OPERATOR:   ■--
        COMPANY #:                                      *** R/A NUMBER ***
        RETURN TO WHSE:
        CUST#:                      SHIP TO:            *** STATUS ***
                                        1.
                                        2.
                                        3.
                                        4.
                                        5.

   1.   CUSTOMER PO #:
   2.   EXPIRATION DATE:
   3.   REASON CODE
   4.   SLSM
   5.   COMM %
   6.   TERMS
        RTN/NONRTN


                                                   RA.HDR.INPUT010

   OE        VE      MAINT    EMAIL     AUDIT              CAPT ON    VIEW    Br
   HELP      END     INSERT   LDELETE   PREV PG   NEXT PG  INQUIRY    ABORT   k
```

RETURN AUTHORIZATION APPROVAL

PROGRAM NAME   RA.BP RAA.DRIVER010
SELECTION   MENU-26
SELECTION NUMBER   2
FILES ACCESSED   PASS
                         CONTROL
                         CUST.MAST
                         CUST.DET
                         PRODUCT.MAST

OVERVIEW
This file allows the operator to approve the return authorizations that were created during the entry process.

OPERATING INSTRUCTIONS

ENTER RETURN AUTHORIZATION NUMBER OR 'END '

Enter the return authorization number to want to approve or 'END' to return to the selector.

ENTER LINE # TO CHANGE, A TO APPROVE, ADD TO ADD LINES, 0 TO ACCEPT, OR CANCEL TO CANCEL

Enter appropriate line number for a change, A to approve the return, ADD to add any line items that may have been forgotten during the entry process, '0' to accept without giving approval, or CANCEL to cancel the return.

If a line number is entered for a change then the system will prompt :

DO YOU WANT TO DELETE THIS LINE (Y/N/SEE)

Enter "Y" to delete the line, "N" to be brought up to the line you need to make a change to or 'SEE' to just view the screen.

RETURN AUTHORIZATION APPROVAL

OPERATING INSTRUCTIONS
If A for approval is chosen then the system prompts :

INPUT APPROVAL PASSWORD

Enter your password.

RETURN AUTHORIZATION APPROVAL

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┌──────────────────────────────────────────────────────────────────────────┐
│ ◖ Acct:BASE.10    Port: 27 Process:RA 25 JUN 97              _ □ ✕ │
├──────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                        │
│                    RETURN AUTHORIZATION APPROVAL                           │
│CO    WHSE      CUST                                         R/A            │
│                                                                            │
│  CUST PO#      WHS    DATE ENT  SOLD TO                 SHIP TO            │
│                                                                            │
│  CONTACT                                                                   │
│                                                                            │
│                                                                            │
│                                                                            │
│LN#  ---PRODUCT---       QTY    RECD           CD   PRICE    UM  COST   UM RS│
│   UM DESCRIPTION                     CO#:INV#-LN#   SERIAL #         TX    │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│ENTER RETURN AUTHORIZATION NUMBER OR 'END': ▓#######                       │
│                                             RAA.HDR.INPUT010              │
├──────────────────────────────────────────────────────────────────────────┤
│  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──┐│
│  │  OE  │ │  VE  │ │MAINT │ │EMAIL │ │AUDIT │ │      │ │CAPT ON│ │VIEW │ │Br││
│  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ │k ││
│  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ └──┘│
│  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│   │
│  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘     │
└──────────────────────────────────────────────────────────────────────────┘
```

RETURN AUTHORIZATION RECEIPT

PROGRAM NAME   RA.BP RAR.DRIVER010
SELECTION   MENU-26
SELECTION NUMBER   3
FILES   CONTROL
                            COMPANY
                            CUST.MAST
                            CUST.DET

OVERVIEW

This file allows an operator to log the return when it arrives. It serves as a tool for tracking an item that has been returned and is used in the billing process.

OPERATING INSTRUCTIONS

ENTER RETURN AUTHORIZATION NUMBER TO END

Enter the return authorization number of the merchandise that was received.

RETURN TO WHSE

Enter the number of the warehouse that the inventory will be returned to.

LINE # TO CHANGE, 0 TO ACCEPT, S TO CHANGE SHIP TO OR E TO END

Enter appropriate line number of the needed change, '0' to accept information that displayed, S to manually change the ship-to address, or E to return to the selector.

LINE # TO CHANGE, 0 TO ACCEPT, OR E TO END

Enter the line number to enter the amount received for that product. When all lines are completed then hit '0' to accept. At this time the system will prompt the operator for the next return authorization number to be received.

RETURN AUTHORIZATION RECEIPT

```
┌──────────────────────────────────────────────────────────────────────────┐
│ █ Acct:BASE.10    Port: 27 Process:RA 25 JUN 97              _ □ ✕         │
├──────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                        │
│              RETURN AUTHORIZATION RECEIPTS                    06/25/97      │
│                                                                            │
│       OPERATOR:  ▊--                                                       │
│       COMPANY #:                              *** R/A NUMBER ***           │
│       RETURN TO WHSE:                                                      │
│       CUST#:                   SHIP TO:       *** STATUS ***               │
│                                   1.                                       │
│                                   2.                                       │
│                                   3.                                       │
│                                   4.                                       │
│                                   5.                                       │
│                                                                            │
│  1.   CUSTOMER PO #:                                                       │
│  2.   EXPIRATION DATE:                                                     │
│  3.   REASON CODE                                                          │
│  4.   SLSM                                                                 │
│  5.   COMM %                                                               │
│  6.   TERMS                                                                │
│       RTN/NONRTN                                                           │
│                                                                            │
│                                                                            │
│                                               RAR.HDR.INPUT010             │
├──────────────────────────────────────────────────────────────────────────┤
│  OE    │  VE   │ MAINT  │ EMAIL  │ AUDIT  │       │ CAPT ON │ VIEW  │ Br  │
│  HELP  │  END  │ INSERT │ LDELETE│ PREV PG│ NEXT PG│ INQUIRY │ ABORT │ k   │
└──────────────────────────────────────────────────────────────────────────┘
```

RETURN AUTHORIZATION REPORT BY STATUS CODE

PROK NAME   PROK PRA.OPEN.RPT
PROGRAM NAME   RA.BP RA.OPEN.RPT010
SELECTION   MENU-26
SELECTION NUMBER   4
FILES ACCESSED   PRA.OPEN.RPT
                             CUST.MAST
                             RA
                             RELEASE
                             PARAMETER

OVERVIEW
This report will give a listing of all return authorizations on the system that have been entered. It is sorted by the status code.

OPERATING INSTRUCTIONS

RETURN AUTHORIZATION REPORT
HIT <CR> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the selector.

1. **UNAPPROVED R/A'S**
2. **OPEN R/A'S**
3. **ALL R/A'S**

Enter the number for the type of listing you want.

ENTER STARTING SLSMN NUMBER

Enter the starting salesman number to begin selection.

ENTER THE ENDING SLSMN NUMBER

Enter the ending salesman number to end selection.

RETURN AUTHORIZATION REPORT BY STATUS CODE

OPERATING INSTRUCTIONS (Continued)

ENTER STARTING REASON CODE

Enter the staring reason code.

ENTER THE ENDING REASON CODE

Enter the ending reason code.

RETURN AUTHORIZATION BY STATUS CODE REPORT

LN#	PRODUCT NUMBER	PRODUCT DESC.	DATE	RCVD	QTY	REC	SERIAL#	PRICE	UM COST	RSN	EXT PRICE

CUST:ACME   ACME SUPPLY HOUSE R/A: 01110884 CUSTOMER PO# PO 6655   WHSE: 001

| 001 | NFSU-E45 | 13" STEEL ROD | 6/20 | 4 | | 0 | 125PL | 13.60DZ | 93.60 | 001 | 54.40 |

****TOTALS FOR R/A NUMBER 01110884   374.40   54.40

CUST: IDEAL   IDEAL DIST. CO   R/A: 01121248 CUSTOMER PO# PO 128P   WHSE: 001

| 002 | 23L-89P | 8X10 PEWTER FRAME | 7/25 | 2 | | 1 | 565692 | 14.50EA | 4.50 | 002 | 29.00 |

****TOTALS FOR R/A NUMBER 01121248   9.00   29.00

RETURN AUTHORIZATION BY STATUS CODE REPORT

LN#	PRODUCT#	PRODUCT DESC.	DATE	RCVD QTY	REC	SERIAL#	PRICE UM	COST	RSN	EXT PRICE

CUST:ACME   ACME SUPPLY HOUSE R/A: 01110884 CUSTOMER PO# PO 6655   WHSE: 001

LN#	PRODUCT#	PRODUCT DESC.	DATE	RCVD QTY	REC	SERIAL#	PRICE UM	COST	RSN	EXT PRICE
001	NFSU-E45	13" STEEL ROD	6/20	4	0	125PL	13.60DZ	7.50	001	54.40
002	12OP-8II	XL LATEX GLOVE	6/25	1	1		18.35CS	8.50	001	18.35

****TOTALS FOR R/A NUMBER 01110884   72.75

RETURN AUTHORIZATION BY STATUS CODE REPORT

LN#	PRODUCT#	PRODUCT DESC.	DATE	RECD QTY	REC	SERIAL#	PRICE UM	COST	RSN	EXT PRICE
CUST: AJAX		AJAX, INC.	R/A: 01457810			CUSTOMER PO#: PO 90878		WHSE: 002		
001	101SA	RED DESK	09/14	1	1	25987LL	200.00EA	100.00EA	001	200.00
***TOTALS FOR R/A NUMBER 01457810										200.00
CUST: GTV		GOOD TIMES,INC	R/A: 01236523			CUSTOMER PO#: 452		WHSE: 002		
004	S105S	DIRECTOR CHAIR	10/01	2	0	56452AD	150.00EA	75.00EA	002	300.00
***TOTALS FOR R/A NUMBER 01236523										300.00

OPEN R/A'S BY CUST BY SALES REP REPORT

PROK NAME   PROK PRA.CUST.RPT
PROGRAM NAME   RA.BP RA.CUST.RPT010
SELECTION   MENU-26
SELECTION NUMBER   5
FILES ACCESSED   RA
                             CUST.MAST
                             RELEASE
                             SALESMAN
                             PARAMETER

OVERVIEW
This report gives a listing of all open return authorizations that have not been received as of the time the report is run. It is sorted by the customers who have return authorizations.

OPERATING INSTRUCTIONS

OPEN RETURN AUTHORIZATION BY CUSTOMER REPORT

HIT <CR> TO CONTINUE OR 'END'

Hit 'RETURN' to continue with report or 'END' to return to the selector.

RETURN AUTHORIZATION OPEN R/A BY CUSTOMER

SALES REP: 002 EUGENE FORREST

LN#	PRODUCT NUMBER	PRODUCT DESC.	DATE	RECVD QTY	REC	SERIAL#	PRICE	UM COST	RSN	EXT PRICE

CUST: UMC   UNIVERSITY MED CTR R/A: 01122456   CUSTOMER PO#: PO 6661   WHSE: 001

| 001 | NFSU-908 | 4X6 POST IT PAD | 10/15 | 5 | 0 | | 5.75EA | 2.00EA | 002 | 28.75 |

*****TOTALS FOR R/A NUMBER 01122456   28.75

CUST: AJAX   AJAX SUPPLY HOUSE R/A: 01789456   CUSTOMER PO#: PO 89MM   WHSE: 001

| 002 | 45-562 | 8X10 PEWTER FRAME | 10/01 | 6 | 6 | | 18.50EA | 8.50EA | 001 | 111.00 |

*****TOTALS FOR R/A NUMBER 01789456   111.00

OPEN R/A'S BY PRODUCT REPORT

PROK NAME   PROK PRA.PROD.RPT
PROGRAM NAME   RA.BP RA.PROD.RPT010
SELECTION   MENU-26
SELECTION NUMBER   6
FILES ACCESSED   RA
                             RA.ITEM.XREF
                             PROD.MAST
                             RELEASE
                             PARAMETER

OVERVIEW
This is a listing of all open return authorizations by product. The return authorizations that are listed on this report have not been through the receipt process yet.

OPERATING INSTRUCTIONS

OPEN RETURN AUTHORIZATION BY PRODUCT REPORT

HIT <CR> TO CONTINUE OR 'END'

Hit 'RETURN' to proceed with the report or END to return to the selector.

OPEN R/A'S BY PRODUCT REPORT

```
        10/10/97    10:15:32    ****OPEN R/A'S BY PRODUCT****     PAGE:   1


PRODUCT NUMBER    CUST NUMBER    R/A#      LN#     DATE    RCVD QTY    REC     SERIAL#    PRICE     COST    RSN    WHSE


101               IDEAL          01122365  002     07/31       1        0     4512MK     200.00   100.00   001    001
101               AJAX           01452369  004     06/20       1        0     4578OI     200.00   100.00   002    001
101               ACME           01236521  001     06/15       2        2     JKL098     400.00   200.00   002    001

*****TOTALS FOR PRODUCT NUMBER 101              RED PLASTIC DESK                       800.00   400.00


STUSSY            UMC            01111458  002     07/13       1        1     4HJ211     150.00    75.00   003    002
STUSSY            HJD1           01452123  002     06/15       1        1     6M231      150.00    75.00   001    002

*****TOTALS FOR PRODUCT NUMBER STUSSY           STUSSY DIRECTOR CHAIR
```

RETURN AUTHORIZATION PRINT MENU

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┌──────────────────────────────────────────────────────────────────────────┐
│ ☾ Acct:BASE.10    Port: 27 Process:RA 25 JUN 97                   _ □ ✕   │
├──────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                        │
│         Account:BASE.10            Port: 27 Menu:RA.PRINT                   │
│                                                                            │
│               Return Authorization Print Menu                              │
│               ─────────────────────────────                               │
│                                                                            │
│                                                                            │
│             1.Return Authorization Print                                   │
│             2.Return Authorization Reprint by Range                        │
│             3.Return Authorization Reprint Specific Numbers                │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│               Enter Selection or END : █                                   │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│  ┌──────┐ ┌──────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌──────┐ ┌────────┐ ┌──────┐ ┌──┐ │
│  │  OE  │ │  VE  │ │ MAINT  │ │ EMAIL  │ │ AUDIT  │ │      │ │ CAPT ON│ │ VIEW │ │Br│ │
│  └──────┘ └──────┘ └────────┘ └────────┘ └────────┘ └──────┘ └────────┘ └──────┘ │k │ │
│  ┌──────┐ ┌──────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌──────┐ ┌────────┐ ┌──────┐ └──┘ │
│  │ HELP │ │ END  │ │ INSERT │ │LDELETE │ │PREV PG │ │NEXT PG│ │INQUIRY│ │ABORT │      │
│  └──────┘ └──────┘ └────────┘ └────────┘ └────────┘ └──────┘ └────────┘ └──────┘      │
└──────────────────────────────────────────────────────────────────────────┘
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RETURN AUTHORIZATION PRINT

PROK NAME	PROK PRA.PRT
PROGRAM NAME	RA.BP RA.PRT010
SELECTION	MENU-26,7
SELECTION NUMBER	1
FILES ACCESSED	RA
	CUST.MAST
	SALESMAN
	SHIP.METHOD
	PROD.MAST
	RA.PRT.XREF
	CUST.DET
	WAREHOUSE
	TERMS
	COMPANY
	PARAMETER

OVERVIEW

This file allows the operator to print all return authorizations open and closed that are on the system. This will automatically print all return authorizations on file that have not been printed yet.

OPERATING INSTRUCTIONS

RETURN AUTHORIZATION PRINT PROGRAM

HIT <NL> TO CONTINUE OR 'END'

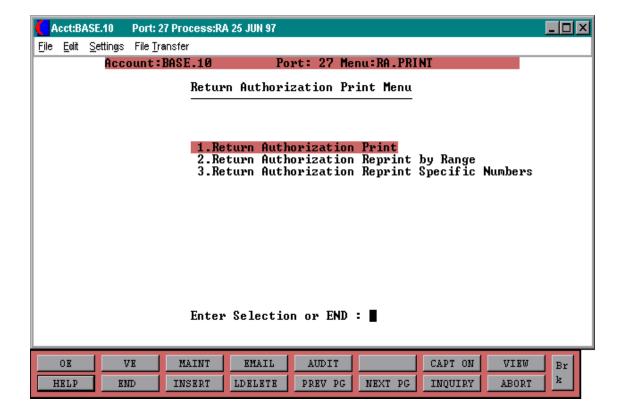Hit 'RETURN' to proceed with the print out or 'END' to return to the selector.

RETURN AUTHORIZATION REPRINT BY RANGE

PROK NAME   PROK PRA.REPRINT
PROGRAM NAME   RA.BP RA.PRT010
SELECTION   MENU-26,7
SELECTION NUMBER   2
FILES ACCESSED   RA
                             CUST.MAST
                             SALESMAN
                             SHIP.METHOD
                             PROD.MAST
                             RA.PRT.XREF
                             CUST.DET
                             WAREHOUSE
                             TERMS
                             COMPANY
                             PARAMETER

OVERVIEW
This file allows an operator to reprint a range of return authorizations rather than printing the whole file. At times there might be quite an extensive listing, this option is ideal if there are only a few within a range that need to be reprinted.

OPERATING INSTRUCTIONS

RETURN AUTHORIZATION REPRINT PRINT PROGRAM

MOUNT FORMS AND HIT <NL> OR 'END'

At this time your forms should be mounted. Hit 'RETURN' to print or 'END' to return to the selector.

ENTER BEGINNING RA NUMBER

Enter the RA number you want to begin the reprint with.

ENTER ENDING RA NUMBER

Enter the last RA number you want to reprint.

RETURN AUTHORIZATION REPRINT SPECIFIC NUMBERS

PROK NAME   PROK PRA.REPRINT.LIST
PROGRAM NAME   RA.BP RA.PRT010
SELECTION   MENU-26,7
SELECTION NUMBER   3
FILES ACCESSED   RA
                             CUST.MAST
                             SALESMAN
                             SHIP.METHOD
                             PROD.MAST
                             RA.PRT.XREF
                             CUST.DET
                             WAREHOUSE
                             TERMS
                             COMPANY
                             PARAMETER

OVERVIEW
This feature allows an operator to print only specific return authorizations. Remember this feature brings you to the editor mode. Printing in this fashion is a little different from the previous methods.

OPERATING INSTRUCTIONS

R/A REPRINT PRINT PROGRAM

MOUNT FORMS AND HIT <NL> OR 'END'

At this time forms should be mounted in the printer. Hit 'RETURN' to proceed with the print out or 'END' to return to the selector.

REMEMBER YOU ARE IN EDIT MODE , ENTER I TO INSERT

To print the specific return authorizations the system brings you to edit mode. Enter an I to insert specific numbers. Enter the return authorization number and hit 'RETURN' for the next line number prompt. If you have several numbers continue this until all numbers are entered. When finished hit 'RETURN' twice, you will then be brought to a semi colon at the bottom of the list of numbers you just entered. Enter an FI (file) and hit 'RETURN'. You then will be prompted to check your SP-ALIGN function to start print out.

OPEN RETURN AUTHORIZATION INQUIRY

PROGRAM NAME   RA.INQ.DRIVER010
SELECTION   MENU-26,8
SELECTION NUMBER   60
FILES ACCESSED   RA RELATED FILES

OVERVIEW
This inquiry allows the MDS operator to view all products entered on a specified return authorization number.

OPERATING INSTRUCTIONS

RA

Enter the return authorization number you want to inquire on. At this point all open return authorizations will display. Hit 'ENTER' to view the listing further, if there aren't any left then the system prompts:

NO MORE OPEN ORDERS, ENTER 'B' FOR PAGE BACK, LINE # TO REDISPLAY OR 'RTN'

At this point the operator can review the previous page by entering a 'B' , or enter the appropriate line to redisplay, or hit 'RETURN' to enter another number.

OPEN RETURN AUTHORIZATION INQUIRY

```
┌─────────────────────────────────────────────────────────────────────┐
│ ◖ Acct:BASE.10    Port: 27 Process:RA 25 JUN 97          _ □ ✕       │
├─────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                  │
│              DETAILED RETURN AUTHORIZATION INQUIRY                    │
│                                                                       │
│   RA #       REL    R/A DT      SOLD TO              SHIP TO          │
│ ▯#######                                                             │
│   WHSE              RECV'D                                            │
│                                                                       │
│ CUST REF           STATUS                                             │
│                                                                       │
│ LNS     REP    SPEC INSTR                                             │
│                                                                       │
│ LN#  ---PRODUCT---      QTY    RECD        CD    PRICE    UM  COST  UM RS│
│  UM DESCRIPTION                     INVOICE#    SERIAL #          TX  FLPL│
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                       RA.DET.00270    │
├─────────────────────────────────────────────────────────────────────┤
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│  │  OE  │ │  VE  │ │MAINT │ │EMAIL │ │AUDIT │ │      │ │CAPT ON│ │ VIEW │ │Br││
│  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ │k ││
│  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ └──┘│
│  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │ │
│  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘    │
└─────────────────────────────────────────────────────────────────────┘
```

RETURN AUTHORIZATION INQUIRY BY CUSTOMER

PROGRAM NAME   RA.INQ.DRIVER010
SELECTION   MENU-26,8
SELECTION NUMBER   61
FILES ACCESSED   RA RELATED FILES

OVERVIEW
This inquiry will list all products and their return authorization numbers sorted by customer.

OPERATING INSTRUCTIONS

CUST #

Enter the customer that you want to begin the inquiry on. If unsure of customer code, there are lookup capabilities by entering an 'L' at the customer number prompt. This will give you a listing of all customers that have similar names.

After the customer is selected the system will prompt:

IS THIS THE CORRECT CUSTOMER (CR/N)

If this is the correct customer hit 'RETURN' to proceed. If it isn't the correct customer you can change it at this time.
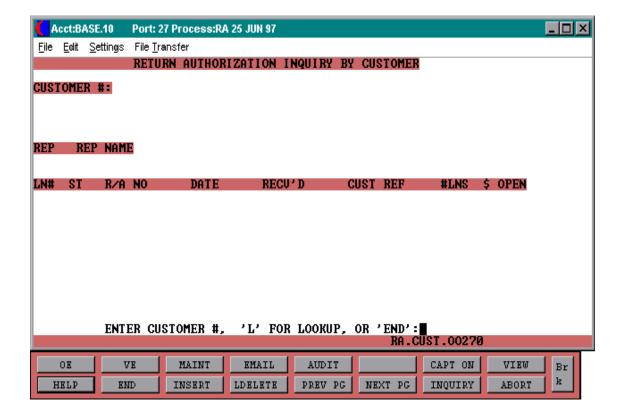
ENTER CO # (2N), 'RTN' FOR ALL OR 'END'

Enter the company number, 'RETURN' for all companies, or 'END' to return to the selector.

NO MORE OPEN ORDERS. ENTER 'B' FOR PAGE BACK, LINE # FOR REDISPLAY, OR 'RTN'

Enter a 'B' at this time to review previous pages, enter the appropriate line number to redisplay or the operator can hit 'RETURN' to go back to the selector.

RETURN AUTHORIZATION INQUIRY BY CUSTOMER

```
┌──────────────────────────────────────────────────────────────────────────────┐
│  Acct:BASE.10    Port: 27 Process:RA 25 JUN 97                         _ □ ×   │
├──────────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                            │
│             RETURN AUTHORIZATION INQUIRY BY CUSTOMER                            │
│                                                                                │
│ CUSTOMER #:                                                                    │
│                                                                                │
│                                                                                │
│                                                                                │
│ REP     REP NAME                                                               │
│                                                                                │
│                                                                                │
│ LN#  ST   R/A NO      DATE       RECV'D       CUST REF      #LNS  $ OPEN        │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│          ENTER CUSTOMER #,   'L' FOR LOOKUP, OR 'END':█                         │
│                                                  RA.CUST.00270                  │
├──────────────────────────────────────────────────────────────────────────────┤
│  ┌──────┐ ┌──────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌──────┐ ┌────┐ │
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│  ┌──────┐ ┌──────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌──────┐ └────┘ │
│  │ HELP │ │ END  │ │ INSERT │ │LDELETE │ │PREV PG │ │NEXT PG │ │INQUIRY │ │ABORT │        │
│  └──────┘ └──────┘ └────────┘ └────────┘ └────────┘ └────────┘ └────────┘ └──────┘        │
└──────────────────────────────────────────────────────────────────────────────┘
```

RETURN AUTHORIZATION INQUIRY BY PRODUCT

PROGRAM NAME   RA.INQ.DRIVER010
SELECTION   MENU-26,8
SELECTION NUMBER   62
FILES ACCESSED   RA RELATED FILES

OVERVIEW
This inquiry is by product and will give a listing of all return authorizations entered on the system for this product.

OPERATING INSTRUCTIONS

PRODUCT

Enter the product that you want to begin the inquiry on. If unsure of product code, there are lookup capabilities by entering an 'L' at the product number prompt. This will give you a listing of all products that have similar names.

After the product is chosen the system will prompt:

NO MORE OPEN ORDERS. ENTER 'B' FOR PAGE BACK, LINE # FOR REDISPLAY, OR 'RTN'

Enter a 'B' at this time to review previous pages, enter the appropriate line to redisplay or the operator can hit 'RETURN' to go back to the selector.

RETURN AUTHORIZATION BY PRODUCT INQUIRY SCREEN

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ◖ Acct:BASE.10    Port: 27 Process:RA 25 JUN 97              _ □ ×        │
├──────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                        │
│          RETURN AUTHORIZATION INQUIRY BY PRODUCT                           │
│ ITEM NO.    ITEM DESCRIPTION          SELL UM  STK UM                      │
│                                                                            │
│ **************************************************************************** │
│ LN#  ST   R/A NO    CUST NAME      DATE   REC'D    CUST REF     WHS  QTY.R  │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│         ENTER PRODUCT #,  'L' FOR LOOKUP, OR 'END': ▮                      │
│                                              RA.ITEM.00270                 │
├──────────────────────────────────────────────────────────────────────────┤
│  ┌──────┐ ┌──────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌──────┐ ┌───────┐ ┌──┐│
│  │  OE  │ │  VE  │ │ MAINT  │ │ EMAIL  │ │ AUDIT  │ │      │ │CAPT ON│ │VIEW│Br│
│  ├──────┤ ├──────┤ ├────────┤ ├────────┤ ├────────┤ ├──────┤ ├───────┤ ├──┤k │
│  │ HELP │ │ END  │ │ INSERT │ │LDELETE │ │PREV PG │ │NEXT PG│ │INQUIRY│ │ABORT│
│  └──────┘ └──────┘ └────────┘ └────────┘ └────────┘ └──────┘ └───────┘ └──┘│
└──────────────────────────────────────────────────────────────────────────┘
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