Creating a New Company

This guide describes how to create a new company in MDS.

Creating a New Company

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Create a New Company Record

This file holds pertinent information for each company as defined by 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.

From the Main Menu, click on File Maintenance, click on Company Related Files, then click on Company.

At the Company Number field, type in your new company number, for example, "20", then hit <ENTER>.

The system will display,

"20 not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

You will now be prompted to enter the new company information:

Company Name – Enter the company name to be used for reports and documents throughout MDS.

Address 1 – Enter the first line of company address.

Address 2 – Company address line 2. Enter the second line of company address (optional).

City – Enter the company city.

State – Enter the 2 letter code for the state.

Zip – Enter the zip code.

Phone – Enter the phone number (optional).

Registration – Enter the federal tax identification number, which is used for 1099 form print and tape.

DEA# - Enter DEA identification number for ARCOS tracking/reporting.

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COMPANY FILE MAINTENANCE

Company #   20

Company Maintenance
1.Company Name   &&&&&&&&&&&&&&&&&&&&&&&&&&
2.Address 1
3.Address 2
4.City
5.State
6.Zip
7.Phone
8.Registration
9.DEA#

General Ledger Information
10.PL Break GL#   16.Curr Yr Earngs   0.00
11.A/P GL#   17.Fiscal Month
12.Earned Disc GL#   18.Journal Entry#
13.Retain Earn GL#   19.Voucher #
14.Inter Cash GL#   20.EDI Sender ID
15.Inter A/P GL#

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

Notes:

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Create a New Company Record, continued

For the fields that require a general ledger number, you must first create the GL Format located on the second page of this maintenance first. When that is completed, you will then need to add all general ledger numbers, discussed in the slide titled, "Adding GL Numbers". Once those 2 steps are completed, come back into the company maintenance and add all necessary general ledger numbers.

PL Break GL# - Profit and Loss break number. Enter the profit and loss general ledger break number for this company. This is the general ledger number that signifies the last balance sheet account. The number used in this field must match the format used in the field GL Format. This break is used for the preliminary and pot closing trial balances, and to determine the type of account during entry of a new general ledger number (type 1 = balance sheet, type 2 = P&L).

A/P GL# - Enter the general ledger number for the accounts payable account for this company. The GL# used in this field must match the format in the GL Format field.

Earned Disc GL# - Enter the general ledger number for the earned discount account. The GL# used in this field must match the format in the GL Format field.

Retain Earn GL# - Enter the general ledger number for the retained earnings account. The GL# used in this field must match the format in the GL Format field.

Inter Cash GL# - Enter the inter-company cash general ledger number for this company. The GL# used in this field must match the format in the GL Format field. If you are posting cash receipts in one company for accounts receivable in more than one company, this account will be used for the inter-company posting.

Inter A/P GL# - Enter the inter-company accounts payable general ledger number for this company. The GL# used in this field must match the format in the GL Format field. **Curr Yr Earngs –** Current year earnings. Enter the earnings for the current year. It is a system accumulated value and should be entered only at start up time.

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Create a New Company Record, continued

Fiscal Month – This field holds the first month of the fiscal year for this company. For example, if January is the first month on the fiscal year, enter 1. If May is the first month of the fiscal year, enter 5.

Journal Entry # - Enter the next journal entery number. This field is used by the system to determine the next journal entry number (six digits number). This should only be entered once and NOT changed during processing.

Voucher# - Enter the next voucher number. This field is used by the system to determine the next voucher number (six digits number). This should only be entered once and NOT changed during processing.

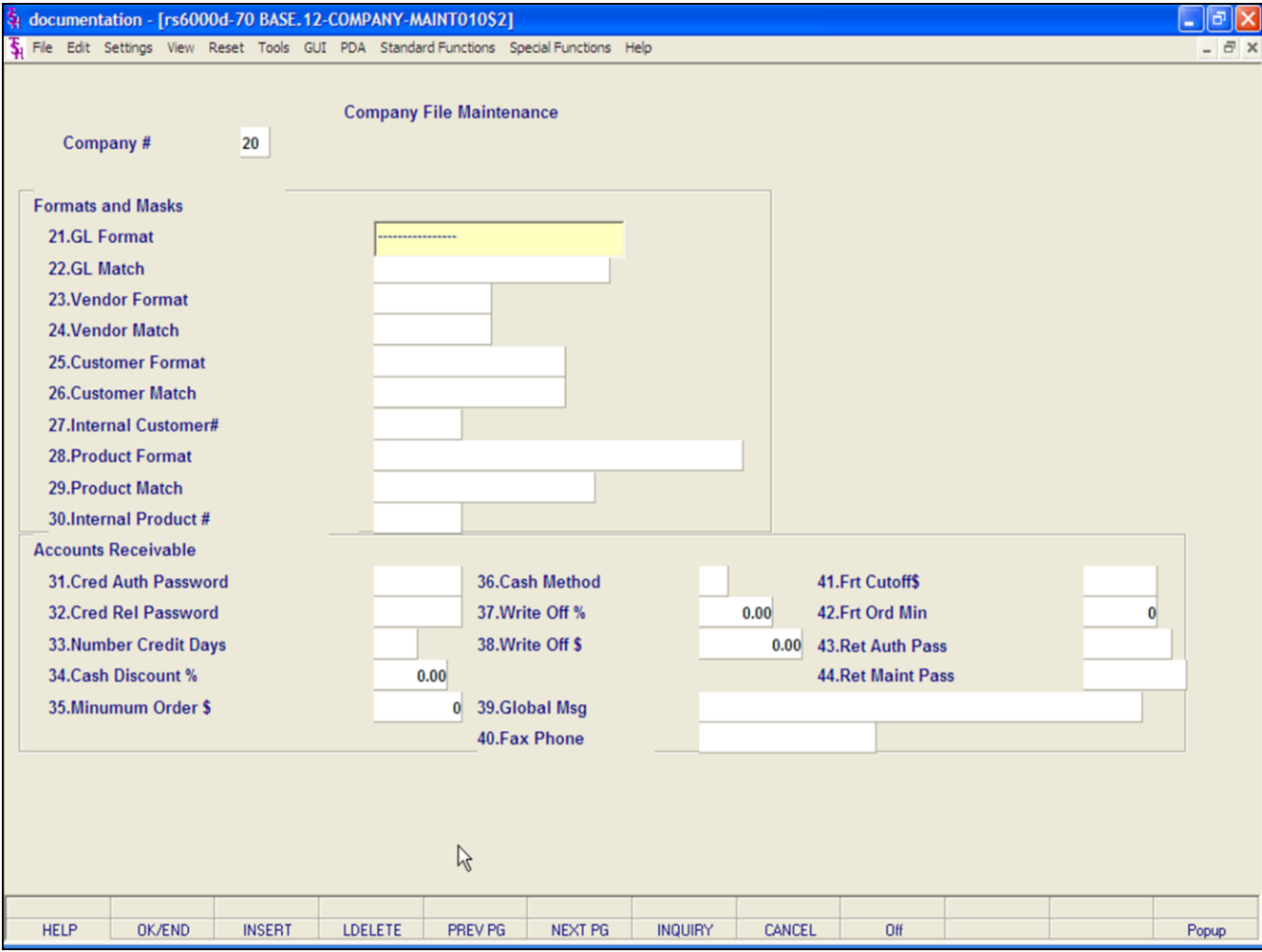**EDI Sender ID –** Enter the sender's ID for EDI transactions.

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Company File Maintenance

Company #   20

Formats and Masks

21.GL Format
22.GL Match
23.Vendor Format
24.Vendor Match
25.Customer Format
26.Customer Match
27.Internal Customer#
28.Product Format
29.Product Match
30.Internal Product #

Accounts Receivable

31.Cred Auth Password
32.Cred Rel Password
33.Number Credit Days
34.Cash Discount %   0.00
35.Minumum Order $ 0

36.Cash Method
37.Write Off %   0.00
38.Write Off $ 0.00
39.Global Msg
40.Fax Phone

41.Frt Cutoff$
42.Frt Ord Min   0
43.Ret Auth Pass
44.Ret Maint Pass

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

Notes:

Create a New Company Record continued

GL Format – Enter the general ledger number format (mask), i.e., ##-####-##. The first two positions is your company number. The second part of the format is the chart of accounts number (maximum length 13). The last part of the format is the suffix or department (maximum length 8), which is optional (this is determined in the parameter file). The GL MATCH field further defines this format (i.e., ##-####-## = GL MATCH 2N-4N-2N). The maximum length of the entire general ledger number is 16 characters.

GL Match – Enter the general ledger number pattern match (i.e., 2N-5N-2N must match GL format field). The maximum length of the entire general ledger is 16 characters.

Vendor Format – Enter the vendor format. This field will be used for all vendor number prompts. For example, ###### or XXXXXX.

Vendor Match – Enter the vendor match. This field will be used to verify the vendor number (i.e., 5N must match vendor format NNNNN). If no match is required, enter 0X.

Customer Format – Enter the customer format. This field will be used for all the customer number prompts (i.e., #####).

Customer Match – Enter the customer match. This field will be used to verify the customer number (i.e., 5N). If no match is required, enter 0X.

Internal Customer# - Enter the next internal customer number. This will be used by the system to store customers using a six digit sequential number. This should be entered only once and not changed during processing. During the input of a new customer number, this number is checked to insure that it does not exist in the Customer Master file.

Product Format – Enter the item number format. This field is used for the product number prompt (i.e., XXX-NNNN).

Product Match – Enter the item number match. This field is used to verify the product number (i.e., 3A-5N must match the item format).

Internal Product# - Enter the next internal item number. This field is used by the system to file products using a sequential six digit number. This should onlu be entered once and NOT changed during processing. During the input of a new

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product number, this is checked to insure that it does not exist on the Product Master file.

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Company File Maintenance

Company # 20

Formats and Masks
21.GL Format
22.GL Match
23.Vendor Format
24.Vendor Match
25.Customer Format
26.Customer Match
27.Internal Customer#
28.Product Format
29.Product Match
30.Internal Product #

Accounts Receivable
31.Cred Auth Password
32.Cred Rel Password
33.Number Credit Days
34.Cash Discount %   0.00
35.Minumum Order $ 0

36.Cash Method
37.Write Off %   0.00
38.Write Off $ 0.00
39.Global Msg
40.Fax Phone

41.Frt Cutoff$
42.Frt Ord Min   0
43.Ret Auth Pass
44.Ret Maint Pass

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

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Create a New Company Record continued

Cred Auth Password – Credit authorization password. Enter the password that an operator must enter in order to authorize an order for a customer that failed in credit check. This password will be used in order entry and one-step invoicing.

Cred Rel Password – Credit release password. Enter the password that must be entered by the operator in order to remove an order from credit hold status. This password is used in the credit manager and credit release maintenance programs to release orders and/or releases from credit hold status.

Number Credit Days – Number of credit days. Enter the number of days for credit check on the oldest open invoice. If the invoice is older than the system date minus the number of credit days, the order will go on credit hold regardless of the dollar amount of the AR record.

Cash Discount % - Enter the maximum cash discount % (.xxxx). This percentage is used in order entry and one-step invoice programs to calculate the maximum trade discount allowed.

Minimum Order$ - Enter the minimum dollar amount for order entry. If an order total is less than the minimum specified, the operator will be prompted and a cancel, surcharge, or override option will be provided.

Cash Method – Enter the cash method that this company uses. For use in AR cash receipts posting. AS = Simple AC = Complex AM = Modified, This field can be left blank and the operator can choose the method during cash receipts.

Write Off % - Enter the percentage of an accounts receivable open amount that this company will write off if the customer does not pay the entire invoice. If the SHORT PAY code (see miscellaneous code maintenance) has been set up in cash receipts this percentage will be written off to the general ledger number in the miscellaneous code.

Write Off $ - Enter the dollar amount of an accounts receivable open amount that this company will write off during cash receipts if the customer does not pay the entire invoice. If the SHORT PAY code (see miscellaneous code maintenance) had been set up in cash receipts this amount will be written off to the general ledger number in the miscellaneous code.

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Create a New Company Record continued

Global Msg – This field is currently used only in custom situations.

Fax Phone – Enter the company fax number (optional).

Frt Cutoff $ - Merchandise amount at which freight will no longer be charged to a customer.

Frt Ord Min – Enter the minimum freight dollars. This will be used to remove vouchers from inventory hold.

Ret Auth Pass – Enter a 6 character Return Authorization password to give approval for Return Authorizations initially being entered into system, to be received as well.

Ret Maint Pass – Enter a 6 character Return Authorization password to give approval for Return Authorizations already existing in the system, to now be received.

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Create a New Company Record continued

AP Allowance – Enter the accounts payable allowance dollars for purchase orders.

Frt Hold $ - Enter the freight hold dollars, to be used during voucher matching to remove vouchers from inventory hold.

Frt Hold % - Enter the freight hold percent to be used during voucher matching to remove vouchers from inventory hold.

Frt Max $ - Enter the maximum freight dollars allowed, this will be used to remove vouchers from inventory hold.

Frt Max % - Enter the maximum freight percent allowed, this will be used to remove vouchers from inventory hold.

Frt Min $ - Enter the minimum freight dollars. This will be used to remove vouchers from inventory hold.

Frt Min % - Enter the minimum freight percent. This will be used to remove vouchers from inventory hold.

AP Mdse GL# - Enter the merchandise general ledger number, to be used when "AUTO" is used during voucher entry.

AP Frt GL# - Enter the freight general ledger number, to be used when "AUTO" is used during voucher entry.

AP Misc GL# - Enter the miscellaneous general ledger number, to be used when "AUTO" is used during voucher entry.

AP Disc GL# - Enter the accounts payable discount general ledger number, to be used when "AUTO" is used during voucher entry.

AP Debit GL# - Enter the accounts payable debit general ledger number, to be used when "AUTO" is used during voucher entry.

AP Credit GL# - Enter the accounts payable credit general ledger number, to be used when "AUTO" is used during voucher entry.

Foreign Gain/Loss GL# - Enter the general ledger number for the foreign currency gain/loss.

Check DS Frt – Check drop ship freight during voucher entry. Enter "Y" or "N".

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COMPANY MASTER MAINTENANCE

Company #   20

Additional   AP   Parameters

45.AP Allowance #	5.00
46.Frt Hold $	10.00
47.Frt Hold %	0.00
48.Frt Max $	5000
49.Frt Max %	0.00
50.Frt Min $	0.00
51.Frt Min %	0.00
52.AP Mdse GL #	
53.AP Frt GL #	
54.AP Misc GL #	
55.AP Disc GL #	
56.AP Debit GL #	
57.AP Credit GL #	

58.Foreign Gain/Loss GL#	
59.Check DS Frt	N

Statements   and   Invoicing

60.Name	ABC WORLDWIDE DIST.
61.Addr 1	121 1ST STREET
62.Addr 2	
63.City	HOWELL
64.State	NJ
65.Zip	07731
66.Phone	732-555-1212

67.AP Tolerance GL#	
68.UPC Prefix	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 3 OF 3

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

Create a New Company Record continued

For the following attributes – enter name, address and phone number if the statements and invoices are going to a different address.

Name – Enter company name.

Addr 1 – Enter company address.

Addr 2 – Enter additional company address, optional.

City – Enter city.

State – Enter state.

Zip – Enter zip.

Phone – Enter phone number.

AP/PO Tol GL# - Enter the AP/PO tolerance GL number to be used to post inventory discrepancy between what was received and what was invoiced pertaining to purchase order receipts/vouchers.

UPC Prefix – Enter UPC prefix.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button or hit the "F2" function key to accept the record.

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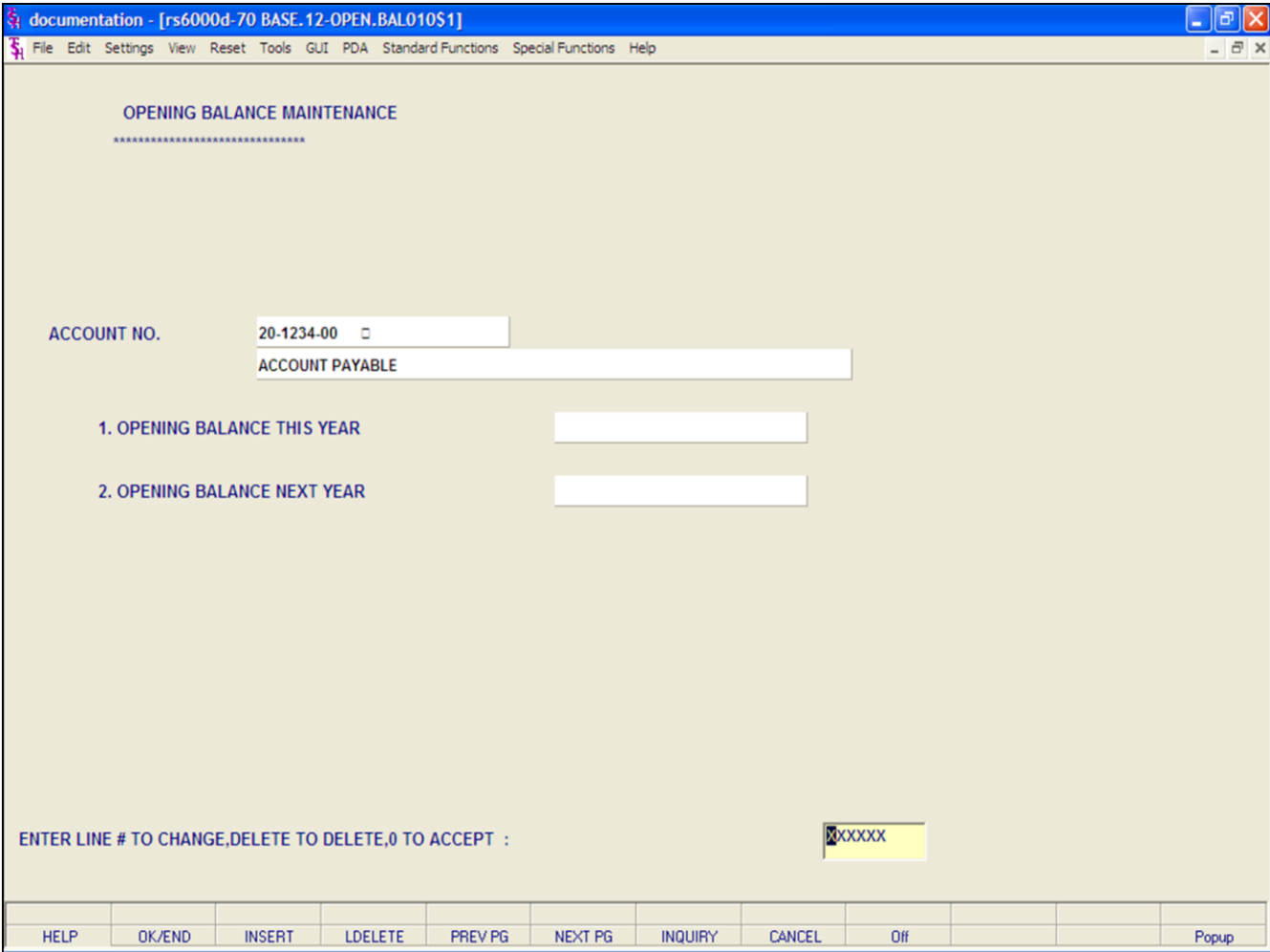
Adding GL Numbers

From the Main Menu, click on General Ledger, click on Journal Entries, then click on Opening Balances.

At the Account Number field, enter the account number, and hit <ENTER>. The system will display:

"Description Not On File! Do you want to enter it? (Y/N)"

Enter "Y" and hit <ENTER>.

Next, type in the account number's description and hit <ENTER>. The system will respond:

"*XXX-XXXX-XX* not on file, Create it (Y/N)".

Enter "Y" and hit <ENTER>.

Opening Balance This Year: If you have the opening balance for this year, you may enter it. Otherwise, hit <ENTER> to bypass. **Note:** This is only for Balance sheet accounts.

Opening Balance Next Year: If you have the opening balance for next year, you may enter it. Otherwise, hit <ENTER> to bypass. **Note:** This is only for Balance sheet accounts.

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

Enter '0' and hit <ENTER> to accept the new record and add the next account. You may also click on the "OK/END" button, or hit the "F2" function key to accept the record.

Continue until all general ledger accounts have been entered.

Once all have been entered, you will need to go back to the Company Maintenance to input the necessary general ledger numbers.

To do this, go to the Main Menu, then click on File Maintenance, click on Company Related Files, lastly click on Company Maintenance and enter the company number and hit <ENTER>.

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From here, make the appropriate changes to the record.

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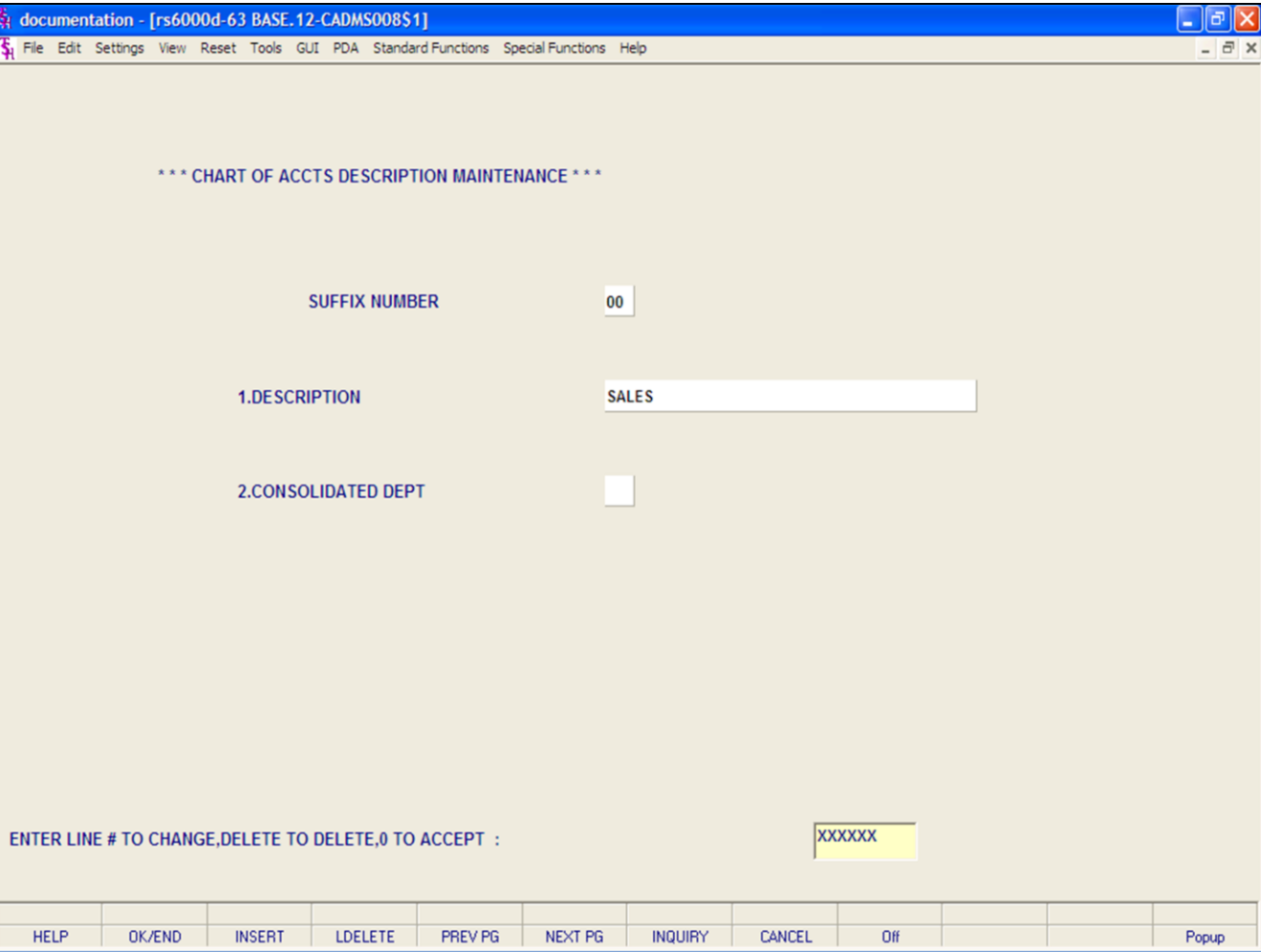
Create a Suffix

The Chart of Account Suffix Description maintenance program establishes the file which validates each department or division.

The department code is optional but, if desired, a dash ('-') separator is used to separate the natural account and department.

A portion of the suffix may be defined as division code, which if used will generate an additional level of financial statement.

Parameter (37) is used to define if a division analysis is desired, and if so, how many digits the division code will be in length.

Once established, the prompt mask and validation pattern of the entire Chart of Accounts is stored in the company record, and is retrieved for use in all programs. This information must be loaded in the company file, before any of the programs utilizing the General Ledger Number can be executed.

(Only Company 01 is used, since the Chart of Accounts must be consistent across all companies).

To create a suffix, from the Main Menu go to, File Maintenance, Accounts Payable and General Ledger Files, then C/A Suffix Description.

Suffix Number – Enter a new suffix number. The system will respond:

"*XX* is not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Description - Enter the description of the cost center/division.

Consolidated Dept - If this cost center should be consolidated into another cost center, enter the consolidated department number. The consolidation only affects the financial reports and has no affect on the General Ledger.

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

Enter "0" and hit <ENTER>.

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BANK MAINTENANCE

COMPANY NO | 20 | ABC WORLDWIDE DIST.
BANK # | 100
1.BANK NAME | COMMERCE BANK
2.G/L NUMBER | 20-1160-00
3.ACCOUNT NUMBER | 8524164
4.NEXT CHECK# | 652444
5.NEXT WASHOUT CHECK# | 001000
6.BANK EXPENSE G/L# | 20-1400-00

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

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

Bank File Maintenance

Once the company file is created, the banks should be entered.

This file is used to define the various bank accounts used for each company. Each company can have up to 999 banks. The asset general ledger account is stored in this record as well as descriptive information about the bank account. This file is used by the accounts receivable, accounts payable and payroll modules.

Company No – Enter the company number and hit <ENTER>. You may also click on the down arrow next to the field, click on the "INQUIRY" button, or hit the "F7" function key to display a list of companies to choose from.

Bank # - Enter the 3 digit bank number for this company and hit <ENTER>. The system will display:

"*XXXXX* not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Bank Name – Enter the bank name for this bank code.

G/L Number – Enter the general ledger number for this bank. This is the general ledger number that will be used to post cash disbursements and cash receipts.

Account Number – Enter the bank account number.

Next Check# - Enter the next check number. This number is used and incremented during the accounts payable check print programs.

Next Washout Check# - Enter the next washout check number. This number is displayed and used in the accounts payable maintenance (washout entry or "hand check") program.

Bank Expense G/L# - Enter the bank expense GL number. Used in the Account Reconciliation Process for the recording of additional bank entries such as fees, interest, etc.

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

Enter 0 and hit <ENTER> to save the record. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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Warehouse File Maintenance

This file defines each of the warehouses used by the MDS client. A maximum of 999 warehouses may be used.

Warehouse Number – Enter a 3 digit numeric warehouse number. The system will prompt:

"*XXX* is not on file, Create (Y/N)"

Enter "Y" and hit <ENTER>.

Warehouse Name – Enter a warehouse name.

Warehouse Address 1 – Enter the warehouse address 1.

Warehouse Address 2 – Enter the warehouse address line 2. This is optional.

Warehouse Address 3 – Enter the warehouse address line 3. This is optional

City – Enter the warehouse city.

State – Enter a valid state code (2 alpha). For non US addresses, use state code "FF".

Zip – Enter the warehouse zip code.

Owning Company – Enter the company number who owns the inventory in this warehouse. You may also choose the company by clicking on the down arrow next to the field, clicking on the "INQUIRY" button or hitting the "F7" function key.

Phone Number – Enter the warehouse's phone number. This is optional.

Tax Jurisdiction – Since tax jurisdiction's have not yet been set up, we will add this one on the fly. Click on the drop down arrow next to the field. Then hit the "F3" function key to add a tax jurisdiction.

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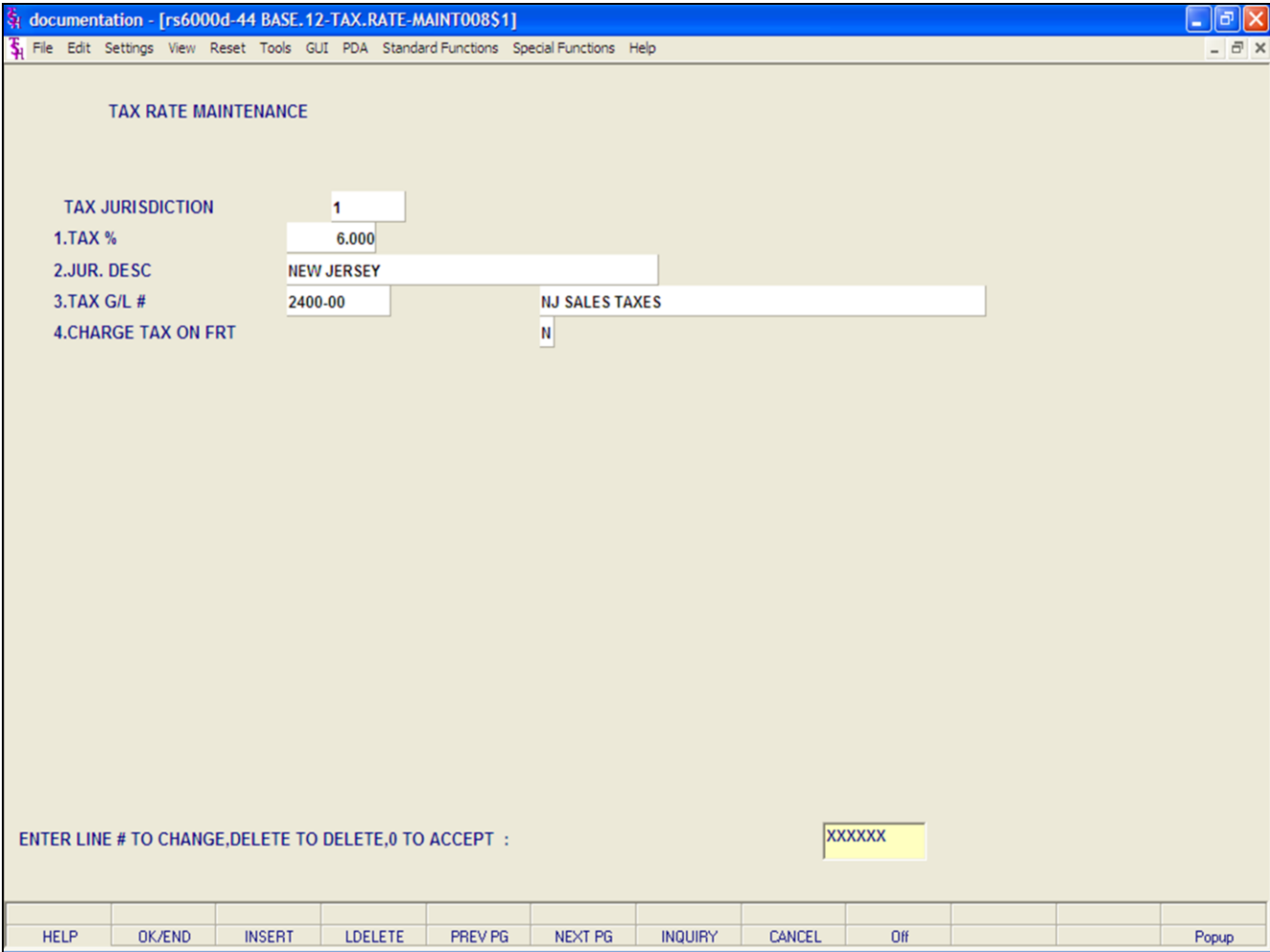
Tax Jurisdiction File Maintenance

The Tax Rate file contains the tax rate to be charged to taxable customers 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 Jurisdiction – Enter a new tax jurisdiction number and hit <ENTER>. The system will prompt:

"*X* not on file, Create (Y/N)"

Enter "Y" and hit <ENTER>.

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

Jur. Desc. – Enter the tax jurisdiction description.

Tax G/L# - Enter the tax general ledger number. You can click on the down arrow next to the field, click on the "INQUIRY" button or hit the "F7" function key to initiate the lookup routine.

Charge Tax On Frt - Enter "Y" or "N" to charge tax on freight. All customers who are taxable with this tax jurisdiction will also be charged tax on the freight for all invoices.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

Next, click on the "OK/END" icon or hit the "F2" function to continue.

The system will return you to the Warehouse File Maintenance screen, specifically to the Tax Jurisdiction field, simply click on the newly create tax jurisdiction.

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Warehouse File Maintenance continued

Transfer Cust# - The customer number established for this warehouse. This will be validated against the customer file and will be used in transfer entry.

Trans Shipping Warehouses – This field carries valid warehouses used during order entry to determine the sequence of warehouses used to check stock availability.

documentation - [rs6000d-44 BASE.12-WAREHOUSE-MAINT008$1]

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

WAREHOUSE MAINTENANCE   MDS   Warehouse   Maintenance

Warehouse Number   200

1.Warehouse Name   ABC - NEW JERSEY
2.Warehouse Address 1   400 BUCKINGHAM AVE
3.Warehouse Address 2
4.Warehouse Address 3
5.City   HOWELL
6.State   NJ
7.Zip   07731
8.Owning Company   20   ABC WORLDWIDE DIST.
9.Phone Number   732-555-1414
10.Tax Jurisdiction   1   NEW JERSEY
11.Transfer Cust#

12. Trans Shipping Warehouses
    1.
    2.
    3.
    4.

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

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

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Warehouse File Maintenance

***The print queue's should be installed, by TSH, prior to adding in the Warehouse file. However, you can continue to create the Warehouse file without assigning print queues by hitting <ENTER> passed the fields.

Pick Form – Enter the form queue for picking documents. You can click on the drop down arrow next to the field, click on the "INQUIRY" icon, or hit the "F7" function key to choose a print queue.

Pack Form – Enter the form queue for packing slips. You can click on the drop down arrow next to the field, click on the "INQUIRY" icon, or hit the "F7" function key to choose a print queue.

PO Form – Enter the form queue for purchase orders. You can click on the drop down arrow next to the field, click on the "INQUIRY" icon, or hit the "F7" function key to choose a print queue.

BOL Form – Enter the form queue for Bill of Ladings. You can click on the drop down arrow next to the field, click on the "INQUIRY" icon, or hit the "F7" function key to choose a print queue.

PITAG Form – Enter the form queue for physical inventory tags.

ProForma Form – Enter the form queue that will print the proforma documents. You can click on the drop down arrow next to the field, click on the "INQUIRY" icon, or hit the "F7" function key to choose a print queue.

PO Email Reply – Enter the email reply address for all PO's emailed from this warehouse.

PF Email Reply – Enter the email reply address for all Pro Forma's emailed from this warehouse.

Pick Ticket Email – Enter the email reply address for all Pick tickets emailed from this warehouse.

Ship Method – Enter the shipping method most common for this warehouse. You can click on the down arrow next to the field, click on the "INQUIRY" icon, or hit the "F7" function key to choose a ship method. If the ship method does not exist, you can create it by clicking on the "INQUIRY" button, then hitting the "F3" function key. This will bring you to

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the Ship Method Maintenance program.

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Ship Method Maintenance

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

Shipping Method – Enter the shipping method, 2 digits, and hit <ENTER>. The system will respond:

"*XX* not on file, Create (Y/N)"

Enter "Y" and hi <ENTER>.

Description – Enter the shipping method description.

Account Number – Enter your account number with the shipping provider.

BOL Flag – Bill of Lading flag. If this ship method requires a bill of lading enter a "Y", otherwise enter "N".

Shipper No. – Enter the shipper number.

Ship Wait – If this field contains a "Y", the auto ship process will check the Picking Frequency table to determine when to print a picking document.

Website URL – Enter the website URL for this shipper. This will be used by the MDS shipping system to display information on tracking packages for this provider.

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

Saturday Delivery – Enter "Y" if this shipping method should pass the Saturday delivery flag to the Worldship system.

Scale On - Enter Y if scaling is required for this ship method. This is only valid if Shipping System is ON (Parameter 128). If Y is not entered then releases will not be flagged for the freight system.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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Next, click on the "OK/END" button one time. This will return you to the Warehouse Maintenance program. From here, simply double click on the newly create ship method in the lookup.

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Warehouse File Maintenance

Replen Method – Replenishment method. 1 = Use EOQ/Line point, 2 = Inventory Class, 3 = Minimum/maximum.

Location Format – If using locations, enter the format of the warehouse location field for this warehouse. For example, if you wanted to use locations as: ABCDEF, 6 alpha, you would then enter XXXXXX.

Location Match – If using locations, enter the pattern match for the warehouse locations, for this warehouse. For example, if you are using 6 alpha, then enter 6A. If no pattern matching is required, then enter 0X.

Cutoff Time – If cutoff time is entered then MDS will automatically create all orders entered after the cutoff time with the order date of the next business day.

Management Type – Enter the type of warehouse management for this warehouse. R = RF system in use, L = Location System in use, and N = no warehouse management for this warehouse.

Bulk Redirection – Used with the locater system. If bulk redirection is turned on then large orders (in case pack size) will be redirected away from the primary location to the first backup location. Allowable entries, Y/N.

Receiving Method – P = Primary Location, S = Solid case pick location, B = Bulk Location. This will be used to determine the default location in P/O and transfer receipts. In all cases, the location can be overridden in those procedures. The default is "P".

POS Receipt Message 1 – Message Line 1 for cash register receipt.

POS Receipt Message 2 – Message line 2 for cash register receipt.

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

Enter 0 and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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Operator File Maintenance

The Operator file contains the application 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 operator code. The response is the operator's code designated by the MDS user. This entered code is then validated against the Operator file to determine whether or not this operator is permitted access to this program. The access codes are determined by the MDS user. The applications that may be accessed by this operator are entered through the operator maintenance program. Each operator can have an individual password as well as an operator code.

Operator Code: To add a new operator code, type in a new operator code to add, then hit <ENTER>. You may also lookup existing operator codes by clicking on the "INQUIRY" button or hit the "F7" function key.

Operator Name: Enter the operator's name.

Password: Enter an optional password that must be entered when the operator logs on.

Logon: Enter the process that will be run when this operator logs on to MDS. For example: if the AR menu should be initiated at logon time, at the operator logon you can enter AR.MAIN.

Reference Code: Enter a 3 digit operator code. This code will then display on reports and inquiries.

Default Print Queue: Enter the default print queue for this operator. This queue will be assigned when you logon to MDS. The queue must be listed in the MDS.PRINTER file (MDS Utilities menu).

Invoice Online Printer: Enter the invoice online printer for this operator. If left blank, then the default print queue will be used.

Display Cost: This field will be used to determine if cost should be displayed in order entry, order maintenance, and proformas.

TCL Access: Enter a "Y" if this operator can access TCL. Enter an "N" if this operator cannot access TCL.

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Operator File Maintenance

Price Override Flg: Enter 'Y' to allow the operator to override prices of items in Order Entry. Enter 'N' to disallow.

Sell Warehouse: Enter the warehouse that order entry logon should default to if the logon screen is turned off.

Default Company: Enter default company number to be used.

Default Salesman – Enter a default salesman to be used in the Sales Management system.

Email Address: Enter an email address to be used when emailing documents.

Email Alias: Enter alias or name for this alias email address.

Copy All Emails: Enter 'Y' to have all emails sent by this operator also sent to the above email address as a blind carbon copy. Allowable entries Y/N.

Popup Menu: Enter the menu that will be run when this operator presses the F12 (POPUP menu key).

Default to Capture ON - This setting overrides the system wide parameter setting. Leave blank if no override is necessary. Note: Setting the Default Print Queue to CAPTURE will also turn capture on regardless of this setting. Set to Y to default Capture to ON, set to N to default Capture to OFF.

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

Enter "0" and hit <ENTER>.

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OPERATOR FILE MAINTENANCE p2

16. PROCESSING CODES: Enter the processing codes that this operator can access. The main processing codes are listed below:

CO Company Related File Maintenance

CU Customer Related File Maintenance

PR Product Related File Maintenance

OE Order Entry

IV Invoicing and Release

WO Work Orders

AR Accounts Receivable

IN Inventory/Warehouse Control

IS Inventory Supervisor

PO Purchasing

RA Return Authorization

AP Accounts Payable

FR Financial Reports

GL General Ledger

PY Payroll

OP Operator Maintenance

MP Manager of Point of Sale

CP Clerk of Point of Sale

IM Inventory Management

SS SSS Related

OA Unix Mail

EI Executive Inquiry

SU Report Capture Super User

TM Telemarketing

Update: This flag determines if an operator can effect updates in those areas determined by the corresponding processing code. This flag only affects SSS (Application Master) screens that are coded to use the processing codes. It does not preclude updates in general throughout the system. F=Full Access N=No Access D=Display Only Access. Allowable entries are F,N, D.

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The Systems House, Inc.

Operator Maintenance 3

Shifted Function Keys:

Label - Enter the label to appear on the shifted function key label line for this key.

Statement – Enter statement.

Input - Enter the data to be passed into execute statement. Entering a "\" (backslash) will act as a carriage return (i.e. separate two inputs).

Type – Enter type, valid types are: E, P, T, M, Q, I, R.

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

Enter "0" and hit <ENTER>.

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The Systems House, Inc.
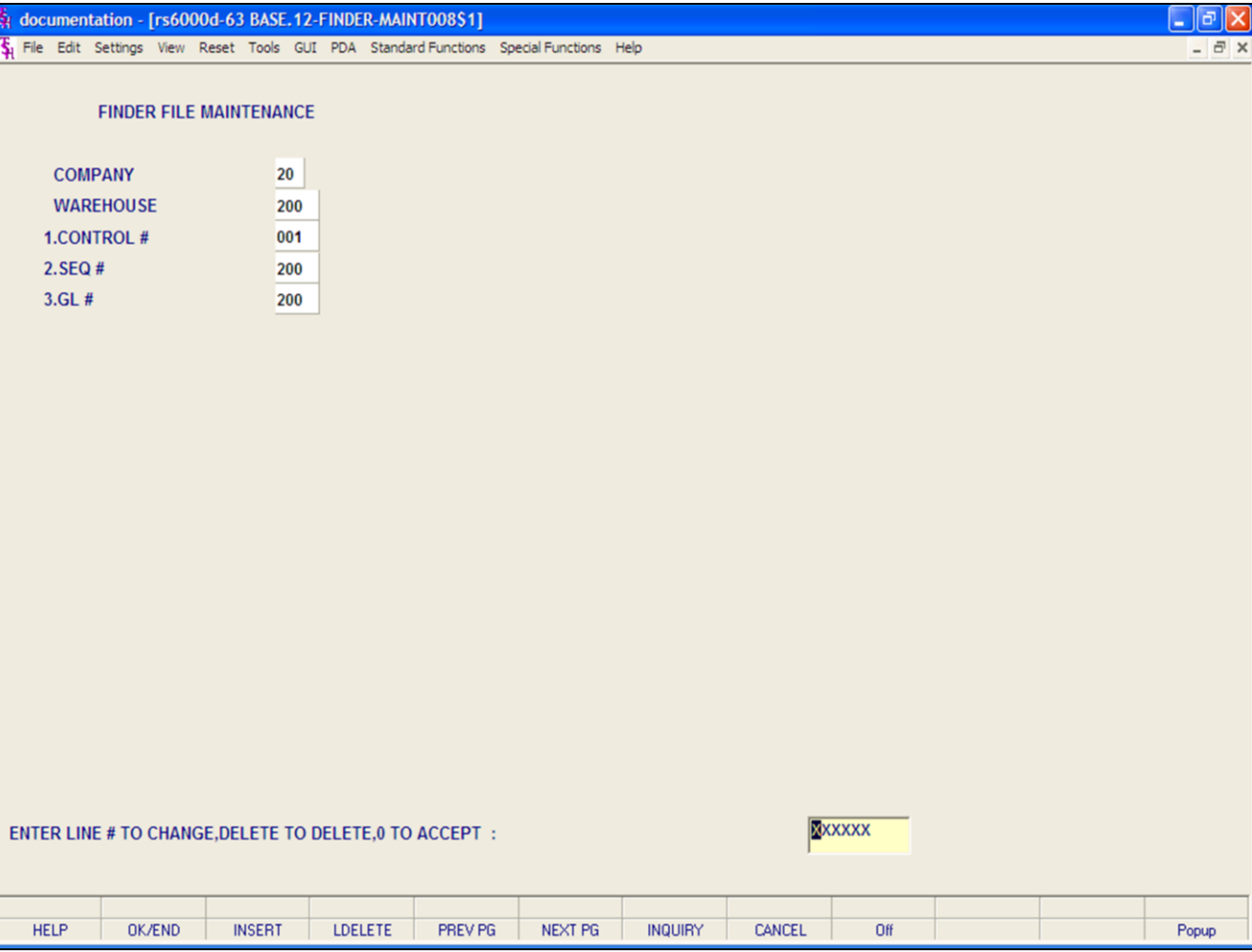
Finder File Maintenance

This file is used by the various programs in MDS to determine which set of control totals, sequence numbers (i.e., order# invoice#) and general ledger numbers are to used for this company and branch. The key to the Finder file is co#:warehouse#: 99:999. The keys to the Sequence Control, General Ledger Control, and Control Total files are arbitrary numbers assigned when the system is started. Thus the designer has the flexibility of having all companies share a common pool of numbers, each have unique sets of number series, or any combination that is appropriate to the client's needs.

Company: Enter the company number for this Finder record.

Warehouse: Enter the warehouse number for this Finder record. If multiple warehouses are used each one must be set up individually, even if they are all using the same control, Sequence and General Ledger Control files.

If entering information for a new company, the system will respond:

"XX not file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

1. CONTROL #: Enter the control number for this company/warehouse combination.

2. SEQ #: Enter the sequence control number for this Company/ Warehouse record. The Sequence Control record is used throughout the system to determine the number pools for invoices, credit memo's, releases, orders, purchase orders, etc.

3. G/L #: Enter the GL control number for this Finder record. The GL Control record contains the general ledger numbers that are used to post accounts receivable transactions during the month end procedure.

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SEQUENCE CONTROL

CODE   200

1.ORDER NO	000001	17.INVENTORY TRANS NO	000001
2.INVOICE NO	000001	18.PHY INV TAG NO	000001
3.C/M NO	000001	19.STANDING ORDER NO	000001
4.D/M NO	000001	20.MISC CASH NO	000001
5.C/B NO	000001	21.A/R BATCH NO	000001
6.ADJ NO	000001	22.P/O NO	000001
7.ON ACCT NO	000001	23.W/O NO	000001
8.UNAPPLIED NO	000001	24.PRO W/O NO	000001
9.SERV CHG NO	000001	25.BILL OF LADING NO	000001
10.POSTING NO	000001	26.VENDOR RETURN NO	000001
11.POSTING SEQ NO	000001		
12.CASH SEQ NO	000001		
13.ADJ SEQ NO	000001		
14.JOURNAL ENTRY NO	000001		
15.JOURNAL SEQ NO	000001		
16.VOUCHER NO	000001		

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

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

Sequence Control Maintenance

This file contains the sequence numbers to be used throughout the system.

Code – Enter a 3 digit key to the file and hit <ENTER>. The system will respond:

"*XXX* is not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Order No – Enter the starting order number.

Invoice No – Enter the starting invoice number.

C/M No – Enter the starting credit memo number.

D/M No – Enter the starting debit memo number.

C/B No – Enter the starting chargeback number.

Adj No – Enter the starting adjustment number.

On Acct No – Enter the starting on-account number.

Unapplied No – Enter the starting number for unapplied cash.

Serv Chg No – Enter the starting service charge number.

Posting No – Enter the starting posting (conversion) number.

Posting Seq No – Enter the starting posting sequence number.

Cash Seq No – Enter the starting cash sequence number.

Adj Seq No – Enter the starting adjustment sequence number.

Journal Entry No – Enter the starting journal entry number.

Journal Seq No – Enter the starting journal sequence number.

Voucher No – Enter the starting number for accounts payable vouchers.

Inventory Trans No – Enter the starting inventory transaction number.

Phy Inv Tag No – Enter the starting physical inventory tag number.

Standing Order No – Enter the starting standing order number.

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documentation - [rs6000d-23 BASE.12-SEQ.CONT-MAINT008$1]

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SEQUENCE CONTROL

CODE   200

1.ORDER NO	000001	17.INVENTORY TRANS NO	000001
2.INVOICE NO	000001	18.PHY INV TAG NO	000001
3.C/M NO	000001	19.STANDING ORDER NO	000001
4.D/M NO	000001	20.MISC CASH NO	000001
5.C/B NO	000001	21.A/R BATCH NO	000001
6.ADJ NO	000001	22.P/O NO	000001
7.ON ACCT NO	000001	23.W/O NO	000001
8.UNAPPLIED NO	000001	24.PRO W/O NO	000001
9.SERV CHG NO	000001	25.BILL OF LADING NO	000001
10.POSTING NO	000001	26.VENDOR RETURN NO	000001
11.POSTING SEQ NO	000001		
12.CASH SEQ NO	000001		
13.ADJ SEQ NO	000001		
14.JOURNAL ENTRY NO	000001		
15.JOURNAL SEQ NO	000001		
16.VOUCHER NO	000001		

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

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

Sequence Control Maintenance, continued

Misc Cash No – Enter the starting miscellaneous cash number.

A/R Batch No – Enter the starting number for A/R batch control.

P/O No – Enter the starting purchase order number.

W/O No – Enter the starting work order number.

Pro W/O No – Enter the starting proforma work order number.

Bill of Lading No – Enter the starting number for Bill of Lading orders.

Vendor Return No – Enter the starting vendor return number.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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documentation - [rs6000d-23 BASE.12-GL.CONT-MAINT008$1]
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GENERAL LEDGER CONTROL

CODE   200

		15.DS FRT G/L NO	20-5210-00
		16.DS MISC G/L NO	20-5000-00
1.A/R G/L NO	20-1200-00	17.INV ACCRUAL G/L NO	20-1400-00
2.SALES G/L NO	20-4000-00	18.P/I VAR. G/L NO	20-5000-00
3.FRT G/L NO	20-5230-00	19.CONS INV G/L NO	20-1400-00
4.TAX G/L NO	20-2290-00		
5.DISC G/L NO	20-4500-00	20.SERV LAB G/L NO	20-4000-00
6.RTNS G/L NO	20-4000-00	21.INV. RAW G/L NO	
7.COMMISSION G/L NO	20-6010-00	22.INV. INT G/L NO	
8.SERVICE CHG G/L NO	20-9010-00	23.FIRST CST G/L NO	
		24.OCEAN FRT G/L NO	
9.CASH IN G/L NO	20-1000-00	25.INV. INS G/L NO	
10.CASH DISC G/L NO	20-4500-00	26.INV. DUTY G/L NO	
11.CHARGE BACK G/L NO	20-4000-00	27.INV. BROK G/L NO	
		28.INLND FRT G/L NO	
12.MISC CHARGES G/L NO	20-4000-00		
13.COST GOODS SOLD G/L	20-5000-00	29.VEND RET G/L NO	20-4000-00
14.INVENTORY G/L NO	20-1400-00	30.RESTCK CH G/L NO	

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

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

General Ledger Control Maintenance

This file contains the general ledger numbers to be used throughout the system.

A/R G/L No – Enter the accounts receivable general ledger number.

Sales G/L No – Enter the sales general ledger number.

Frt G/L No – Enter the freight general ledger number.

Tax G/L No – Enter the tax general ledger number.

Disc G/L No – Enter the discount general ledger number.

Rtns G/L No – Enter the returns general ledger number.

Commission G/L No – Enter the commission general ledger number.

Service Chg G/L No – Enter the service charge general ledger number.

Cash In G/L No – Enter the cash in general ledger number.

Cash Disc G/L No – Enter the cash discount general ledger number.

Charge Back G/L No – Enter the charge back general ledger number.

Misc Charges G/L No – Enter the miscellaneous charge general ledger number.

Cost Goods Sold G/L – Enter the cost of goods sold general ledger number.

Inventory G/L No – Enter the inventory general ledger number.

DS Frt G/L No – Enter the drop ship freight general ledger number.

Ds Misc G/L No – Enter the miscellaneous drop ship fees general ledger number.

Inv Accrual G/L No – Enter the inventory receipts general ledger number.

P/I Var G/L No – Enter the physical inventory variance general ledger number.

Cons Inv G/L No – Enter the consignment

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inventory general ledger number.

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Customer Reporting System 26

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documentation - [rs6000d-23 BASE.12-GL.CONT-MAINT008$1]
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GENERAL LEDGER CONTROL

CODE   200

		15.DS FRT G/L NO	20-5210-00
		16.DS MISC G/L NO	20-5000-00
1.A/R G/L NO	20-1200-00	17.INV ACCRUAL G/L NO	20-1400-00
2.SALES G/L NO	20-4000-00	18.P/I VAR. G/L NO	20-5000-00
3.FRT G/L NO	20-5230-00	19.CONS INV G/L NO	20-1400-00
4.TAX G/L NO	20-2290-00		
5.DISC G/L NO	20-4500-00	20.SERV LAB G/L NO	20-4000-00
6.RTNS G/L NO	20-4000-00	21.INV. RAW G/L NO	
7.COMMISSION G/L NO	20-6010-00	22.INV. INT G/L NO	
8.SERVICE CHG G/L NO	20-9010-00	23.FIRST CST G/L NO	
		24.OCEAN FRT G/L NO	
9.CASH IN G/L NO	20-1000-00	25.INV. INS G/L NO	
10.CASH DISC G/L NO	20-4500-00	26.INV. DUTY G/L NO	
11.CHARGE BACK G/L NO	20-4000-00	27.INV. BROK G/L NO	
		28.INLND FRT G/L NO	
12.MISC CHARGES G/L NO	20-4000-00		
13.COST GOODS SOLD G/L	20-5000-00	29.VEND RET G/L NO	20-4000-00
14.INVENTORY G/L NO	20-1400-00	30.RESTCK CH G/L NO	

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

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

General Ledger Control Maintenance

Serv Lab G/L No - Enter the service labor general ledger number.

Inv Raw G/L No – Enter the raw material inventory general ledger number.

Inv Int G/L No – Enter the inventory intransit general ledger number.

First Cst G/L No – Enter the inventory accrued first cost (item cost) general ledger number.

Ocean Frt G/L No – Enter the inventory accrued ocean freight general ledger number.

Inv Ins G/L No – Enter the inventory accrued insurance general ledger number.

Inv Duty G/L No – Enter the inventory accrued duty general ledger number.

Inv Brok G/L No – Enter the inventory brokerage general ledger number.

Inlnd Frt G/L No – Enter the inland freight general ledger number.

Vend Ret G/L No – Enter the vendor return merchandise general ledger number.

Restck Ch G/L No – Enter the restock charge general ledger number.

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

Enter 0 and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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The Systems House, Inc.
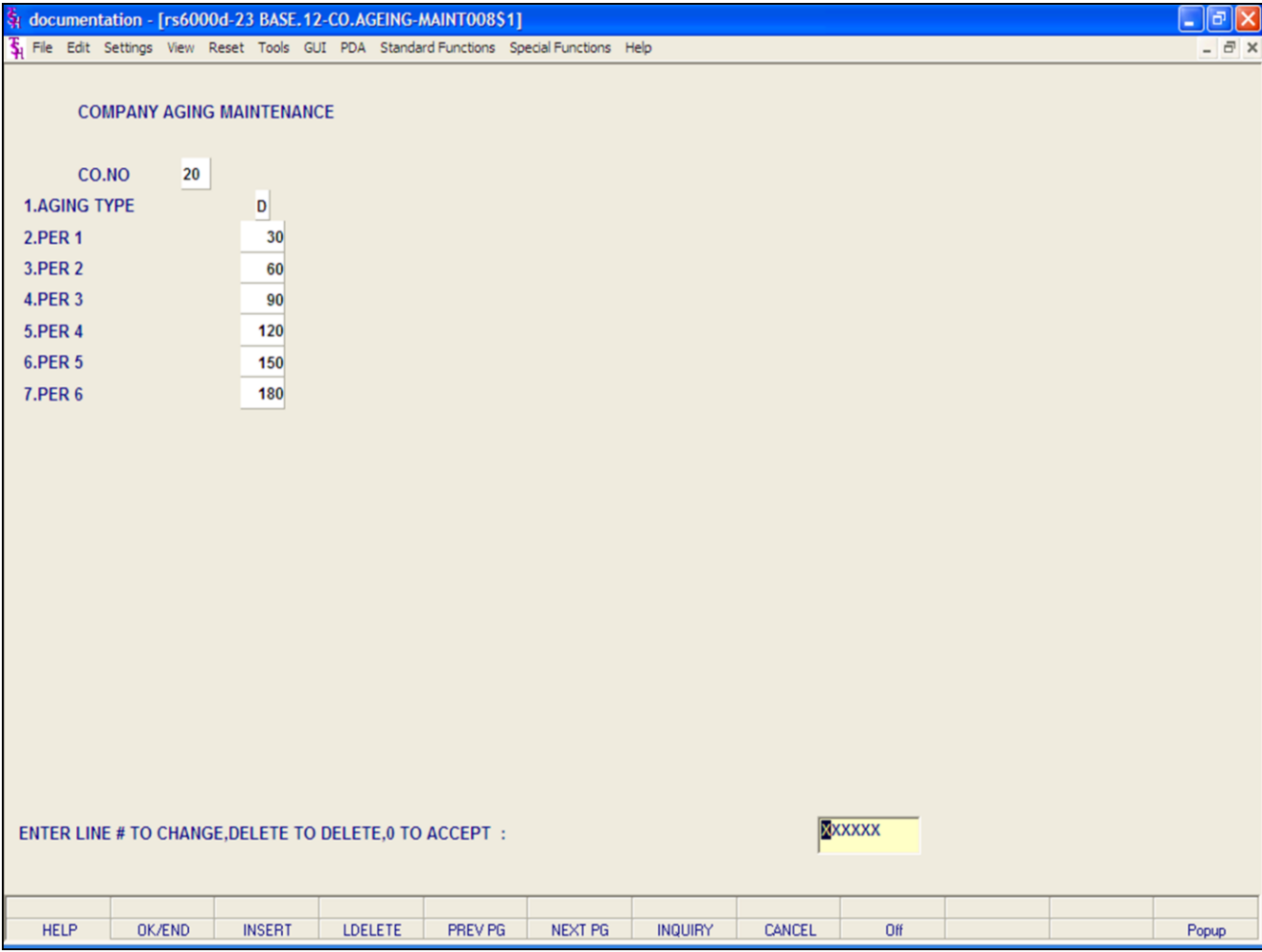
Aging File Maintenance

The program allows the input of the accounts receivable aging parameters. The aging can be based on the number of days or number of months the invoice is overdue. Each company can have it's own aging periods.

Co.No – Enter the company number and hit <ENTER>.

Aging Type – Enter "D" for Days, or "M" for Months.

Per 1 – Days (or Months) for inclusion in period 1.

Per 2 – Days (or Months) for inclusion in period 2.

Per 3 – Days (or Months) for inclusion in period 3.

Per 4 – Days (or Months) for inclusion in period 4.

Per 5 – Days (or Months) for inclusion in period 5.

Per 6 – Days (or Months) for inclusion in period 6.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.
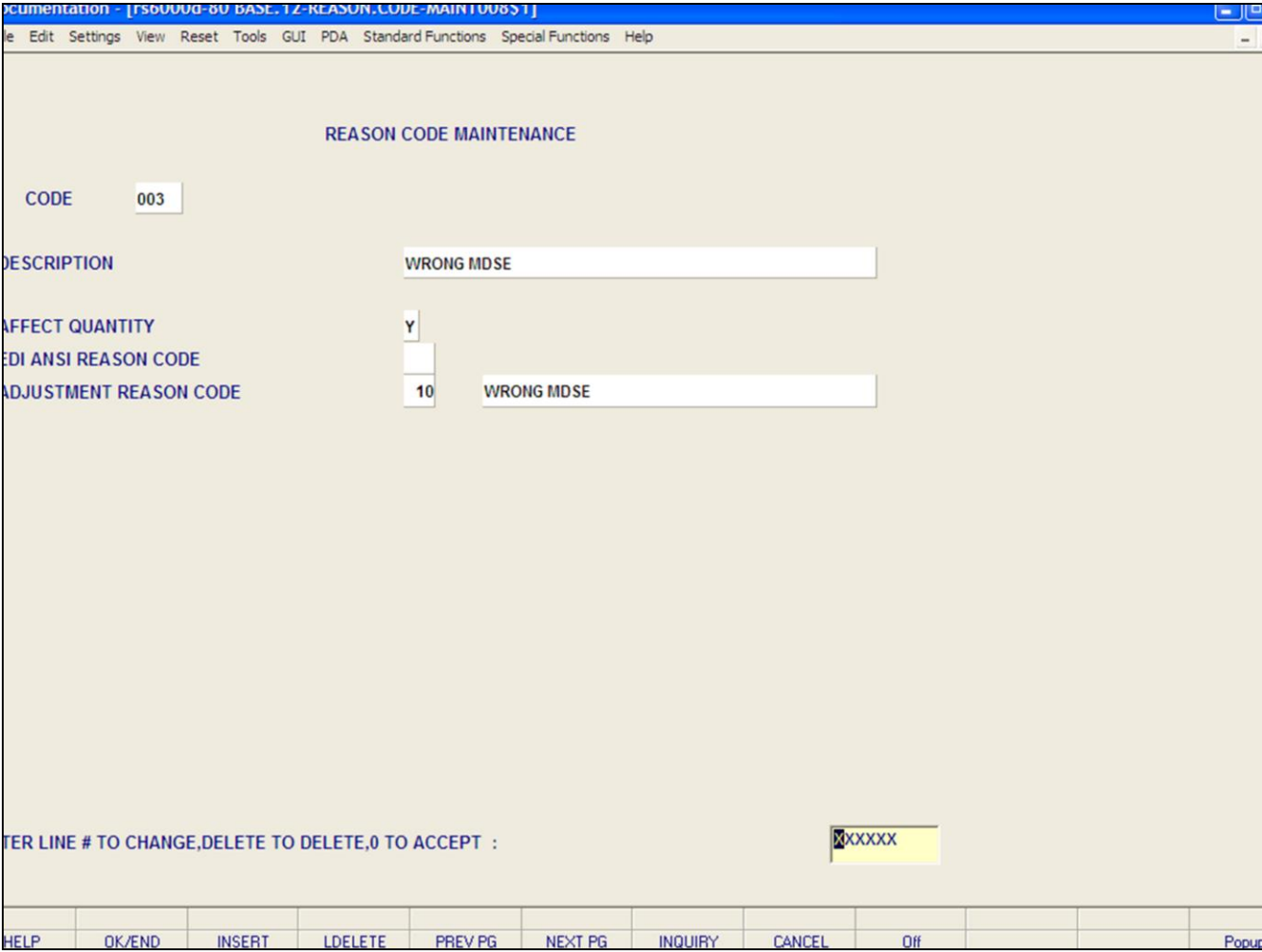
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ocumentation - [rs6000d-80 BASE.1Z-REASON.CODE-MAINT008S1]

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

REASON CODE MAINTENANCE

CODE   003

DESCRIPTION   WRONG MDSE

AFFECT QUANTITY   Y

EDI ANSI REASON CODE

ADJUSTMENT REASON CODE   10   WRONG MDSE

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

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

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Credit Memo Processing Code Maintenance

The credit memo reason code file is used to store the allowable reasons for the issuance of credit memos. This coding is to enable later analysis of credit memos and to determine is sales quantities are updated.

Code – Enter the credit memo reason code and hit <ENTER>. This system will display:

"*XX*" not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Description – Enter the credit memo reason code description.

Affect Quantity – Affect sales quantity (Y/N). This code is used in the credit memo program. If this field is set to "Y", the sales for the product will be updated. If the flag is set to "N", the sales will not by updated. If the flag is set to "N", the sales will not be updated. This flag has no affect on whether the inventory will be returned to stock. The flag may be set to "Y" for returns because of incorrect shipment, etc. – where you want to also reduce sales. The flag should be set to "N" when you do not want to affect sales. (For example, incorrect pricing).

EDI Ansi Reason Code – Allowable entries are WG, SP, CO, PW, NA, DR, CV, PF, ST, OP.

Adjustment Reason Code – Enter adjustment reason code or click on the "INQUIRY" icon or hit the "F7" function key to display all inventory reason codes to select from. You may also add a new inventory reason code on the fly. To do this, click on the drop down arrow next to the field. Then hit the "F3" function key to add a new inventory reason code.

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INVENTORY REASON CODE MAINTENANCE

CODE   10

1.DESC   WRONG MDSE

2.ADJ G/L#   1400-00

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

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

Inventory Reason Code Maintenance

The inventory reason code file is used to store the allowable reasons for product adjustments.

Desc – Enter the inventory reason code description.

Adj G/L# - Enter the adjustments general ledger number.

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

Enter 0 and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

Next, click on the "OK/END" button one time. This will return you to the Credit Memo Processing Code Maintenance program. From here, simply double click on the newly inventory reason code in the lookup.

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The Systems House, Inc.

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

REASON CODE MAINTENANCE

CODE   003

DESCRIPTION   WRONG MDSE

AFFECT QUANTITY   Y

EDI ANSI REASON CODE

ADJUSTMENT REASON CODE   10   WRONG MDSE

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

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

Credit Memo Processing Code Maintenance, continued

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

Enter 0 and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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The Systems House, Inc.

CHARGE BACK CODE MAINTENANCE

CODE   01

1.DESC   UNAUTHORIZED DEDUCTION

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

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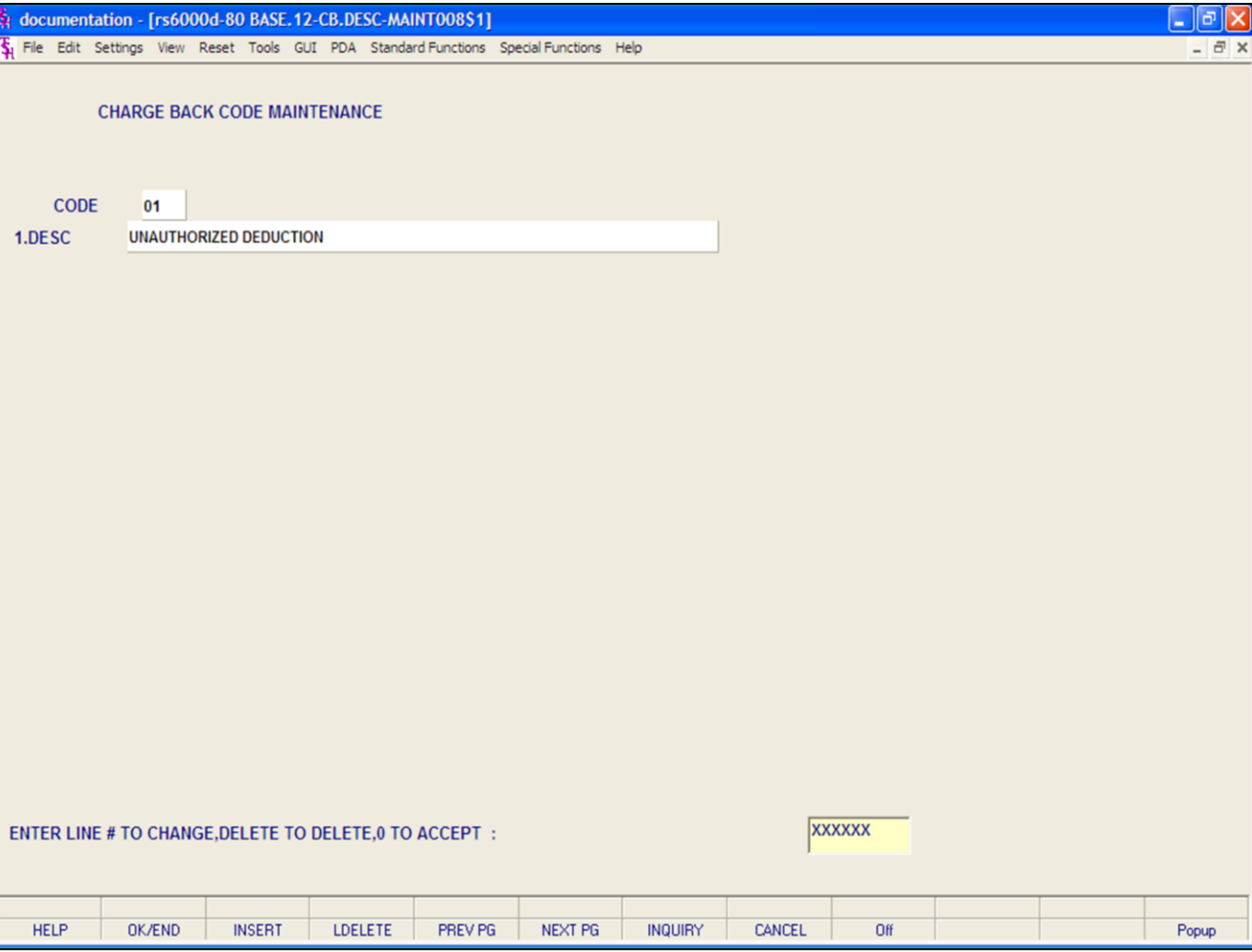
Chargeback Code Maintenance

This file contains the chargeback code descriptions which are used during Account Receivable Cash Posting Application.

Code – Enter the chargeback code and hit <ENTER>. The system will respond:

"*XX* is not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Description – Enter the chargeback description code.

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

Enter 0 and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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Rate of Exchange Maintenance

This file contains the current currency exchange rates. Please note that U.S. dollars must have a currency code stated as "US".

Code – Enter the foreign currency rate and hit <ENTER>. If this is a new code, the system will respond:

"*XXX* not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Desc – Enter the foreign currency description.

Rate – Enter the rate of exchange.

Chg Date – Enter the last date for the exchange rate.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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ORDER SOURCE MAINTENANCE

ORDER SOURCE   01
1.DESC   MAIL
2.FREE FREIGHT CUTOFF   500.00

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

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

Order Source File Maintenance

The Order Source file is used to store the allowable sources for orders that may be inputted during order entry.

Order Source – Enter the code to be used to identify the order source. Maximum allowable characters is 6. If entering a new Order Source code, the system will respond:

"*XX* is not on file, Create it (Y/N)?"

Enter "0" and hit <ENTER>.

Free Freight Cutoff – This will be used to determine of the customer qualifies for free freight. Full dollar amount between 0-99,999.00. This is a required field.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.
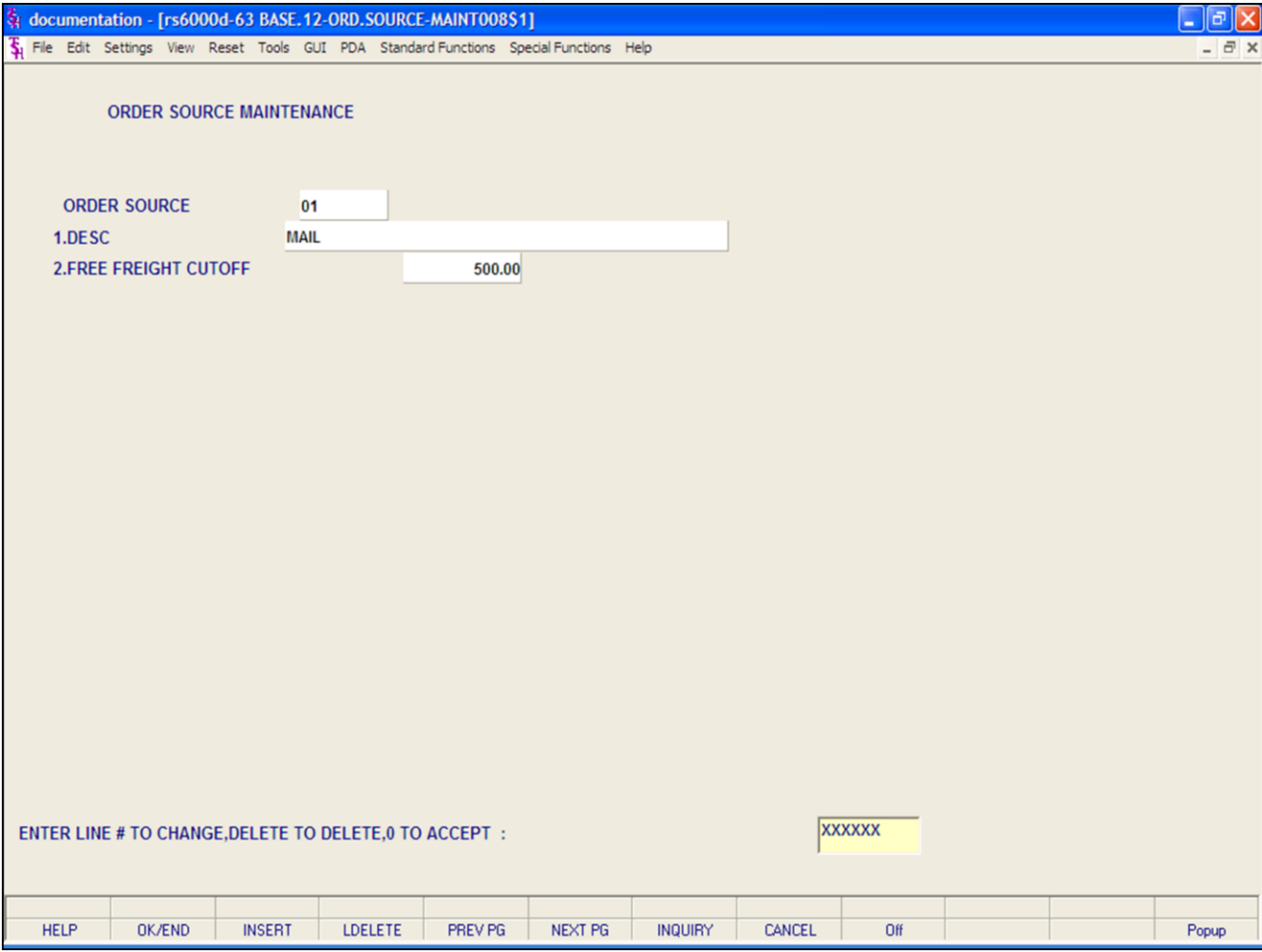
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Miscellaneous Code Maintenance

This process is used to enter the miscellaneous code used in the Cash Entry program and as the heading titles used in the Cash Receipts Journal.

Special codes exist in Cash Receipts for Chargeback, Cash Discount, and Short Payment codes. Therefore, whenever these codes are used , the correct abbreviated description must be used.

Co# - Enter the company number.

Code – Enter a new code number, the system will display:

"*XXX* not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Description - Enter the miscellaneous code description.

G/L# - Enter the general ledger number. You may use the lookup feature to find the correct general ledger number.

Abbr. Descr. – Abbreviated Description. Enter the special abbreviated description code. Special codes exists for chargeback, cash description, and short payment codes. Therefore, whenever these codes are used, the correct abbreviated description must be used.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

Notes:

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ocumentation - [rs6000d-63 BASE.12-PICK.FREQ-MAINT010S1]

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

Picking   Frequency   Setup   Maintenance

Warehouse   200   ABC - NEW JERSEY

1. Starting Time   # of Min.

                                    Before   Print

1.	09:00	5
2.	10:00	5
3.	11:00	5
4.	12:00	5
5.	13:00	5
6.	14:00	5
7.	15:00	5
8.	16:00	5
9.	17:00	5

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

HELP   OK/END   INSERT   LDELETE   PREV PG   NEXT PG   INQUIRY   CANCEL   Off   Popup
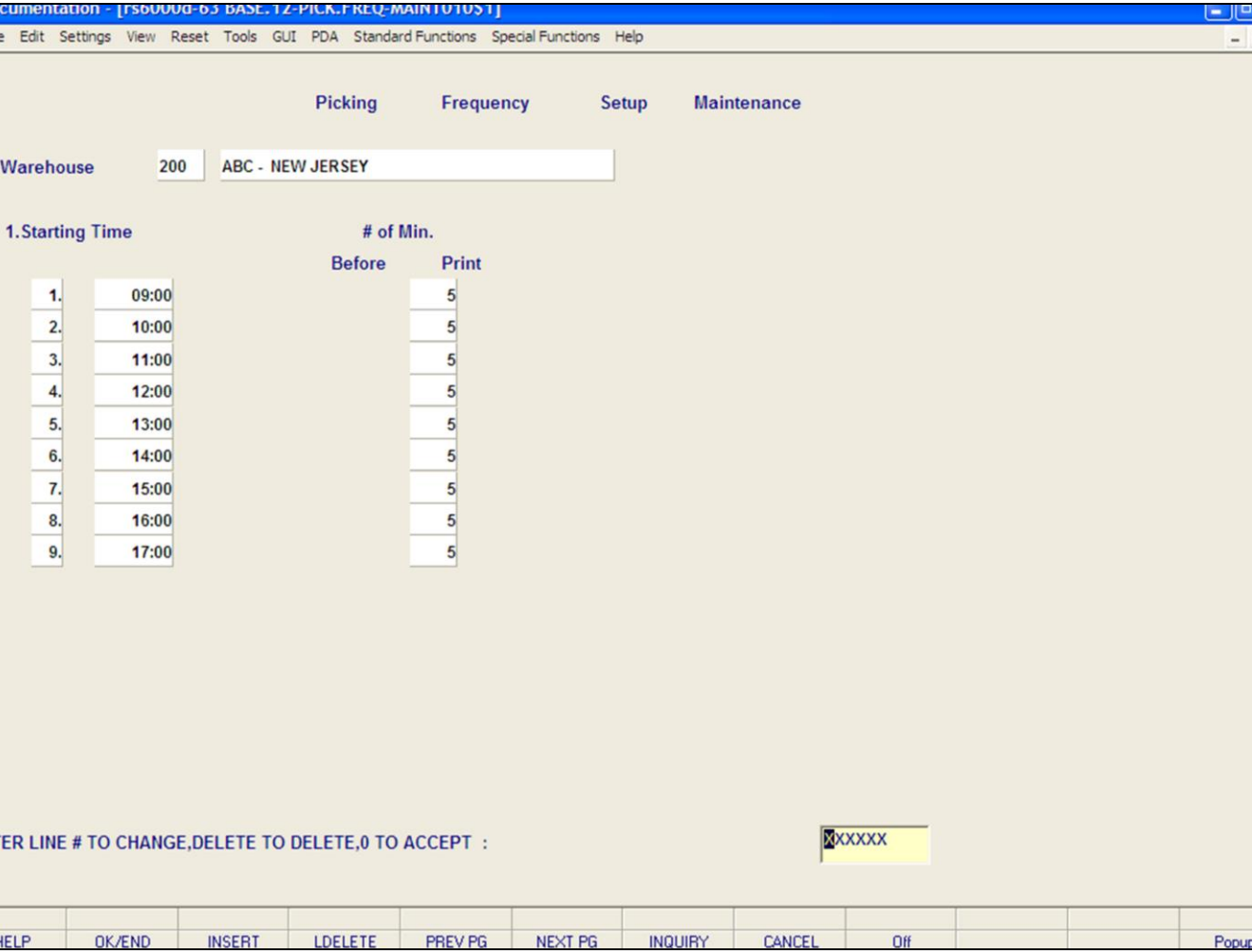
Picking Frequency Setup Maintenance

The Picking Frequency table handles the flow of picking documents. This file is where the user will enter the starting time to determine the hour that a picking document should begin printing, as well as the amount of minutes that an entered order should wait before printing a picking document.

Warehouse – Enter the warehouse number. If this is the first time that this record is being setup, the system will respond:

"*XXX* is not file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Starting Time – Enter the hour of the day that the picking document should start printing for this warehouse. The time must be entered as military time (I.e., 1pm is entered as 13:00).

# of Min. Before Print – Enter the number of minutes the system should wait before printing. This value is used to determine how long an order should wait before the picking document is printed. This value bust be between 1 and 99 minutes.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

Notes:

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Drug Type File Maintenance

Drug Type File Maintenance

This file is used to determine the different drug types. Used with DEA Reporting.

Drug Type – Enter the 2 character drug type. If this is a new drug type, the system will respond:

"*XX* is not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Desc – Enter the drug type description.

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

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

Notes:

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Comments:

Where to Get More Information

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

Notes:

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