

# **Accounts Payable**



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DESCRIPTION

**OVERVIEW** 

#### AP Accounts Payable

The Accounts Payable system shares the VEND.MAST table with the PO system, all Vendor information is kept in the VEND.MAST table. When Vouchers are entered onto the system a record will be kept in the OAP table showing the balance of each open voucher. Once a Voucher is paid it is moved to the DUMP-OAP table and cleared from the OAP table. A copy of each Voucher is also kept in the H.VOUCHERS table. A record of each Accounts Payable check is kept in the APCHECK table until it is cleared by the Bank Check Reconciliation and it is then moved to the APCHECK.HIST table.

#### **APCHECK**

Bank Reconciliation Check File.

Key: Company:Bank:Check# = 01001123456

#### **APCHECK.HIST**

Bank Reconciliation Check File for Cleared Checks. Key: Company:Bank:Check# = 01001123456

#### **DUMP-OAP**

The DUMP-OAP file stores Accounts Payable Vouchers once they are paid. The records are automatically copied from the OAP (Open Accounts Payable) file after the A/P Check Register is updated. This file can be purged on a cycle selected by the MDS user from the Purge and Fix menu.

Key: Company# : Voucher# = 0111111111

#### **H.VOUCHERS**

The H.VOUCHERS file contains a cumulative listing of all the distribution amounts of each voucher entered into the system. Its source is the vouchers file and is updated monthly. The contents are used to produce the annual cumulative expense distribution reports.

Key= Company# : Voucher# : Counter = 010012351

#### <u>OAP</u>

The Open Accounts Payable file contains the open item detail of each voucher open on the system. Check payment record is stored in the file, until the voucher is fully paid. Deletion of paid items is performed at month end, under control of the MDS user, deleted items are move to the DUMP-OAP file.

Key= Company# : Voucher# = 01123456

#### **VOUCHERS**

The vouchers table is used to store open A/P vouchers.



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## **Accounts Receivable**

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#### AR Accounts Receivable

All Open Accounts Receivable records are kept in the AR table. The key is Company and Invoice#, eg. 01123456. The AR table has a detailed sub table which shows a record of each transaction for that invoice. For example the AR\_DETAIL table would generally show one record for the original invoice amount and one record for the payment but can have more records if multiple payments or credits are involved. All AR records with a \$0.00 balance are moved to the AR.HIST table during the Accounts Receivable Month End procedure. The MCASHPRT table is used to for the Monthly Cash Receipts Register and is cleared during the A/R EOM.

#### <u>AR</u>

This file stores the open item accounts receivable items for each customer. Each record corresponds to an invoice or on-account credit or payment. All subsequent activity is stored in the value marked attributes of the record.

Key= Company:Invoice# = 01123456

#### AR.HIST

The AR.HIST file stores the PAID Accounts Receivable items after they are purged from the AR file. The purge and update takes place during the end of month job stream. The length of time that the data is maintained on the AR.HIST file is dependent upon a customer set parameter.

Key= Company:Invoice = 01123456

#### **MCASHPRT**

The MCASHPRT file contains a record for each cash receipt for the current month. It gets updated from the DCASHPRT file when the Daily Cash Receipts journal is accepted. It is used to form the monthly cash receipts journal. The MCASHPRT file is cleared in the A/R Month End jobstream.

Key: Sequential Counter: 123456



# **Company Information**



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#### **COMP** Company Information

The COMP area consists of generalized tables that are used throughout the MDS system such as the MONTH and COUNTRY tables.

#### **COMPANY**

The COMPANY table holds the description of each MDS Company including address and telephone number along with Fiscal periods and some YTD buckets.

#### **COUNTRY**

The Country file contains a record for each Country that will be used in Sales or Purchasing. It also contains the string used in the UPS Worldship system to designate that Country. Key = Country Code = 001

#### **DAILY.BAL**

The DAILY.BAL table is used for the MDS Executive Inquiry, it holds the monthly, daily and yearly values of many top business indicators.

#### **MONTH**

The MONTH file is used as an index file to print the names of the months. It maps the fiscal period to the name of the month and can be used to translate the period to a calendar month for reporting.

Key: Month#: 01-12

#### PARAMETER

The PARAMETER table contains a list of system-wide settings for the MDS system.

#### **PRINT.ASSIGN**

The PRINT.ASSIGN record holds the various printer form assignments and printer options. It also has fax information and email destinations for the forms..pdf options are stored here.Alerts information is stored here.



## **Customer Information**

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#### **CUST** Customer Information

The main tables for storing Customer information in the MDS system are CUST.MAST and CUST.DET. The CUST.MAST or Customer Master table stores descriptive customer level information while the CUST.DET or Customer Detail table stores the Salesman number, Accounts Receivable and Sales information at the Company and Customer level. The CUST.DET table stores the summary A/R aging information about each Customer for each Company. The CUST.CLASS table is used to store the list of valid Customer Classes. Each Cust.Mast record contains a Customer Class which is used for pricing, commissions and sales tracking as well as reports throughout the system. The Prospect.Mast file is used to keep track of prospects and existing customers by the Sales Management system. It contains contact information and detailed sales call notes. The SALESMAN table is used to store the list of valid salesmen in MDS. The SHIP.TO table is used to keep a record of every location of a customer to which shipments are desired. The SHIP.TO can also be entered manually when entering an Order.

#### **CUST.CLASS**

The CUST.CLASS file stores a record for each Class Code that will be used to identify Customers. For example you may set up classes for Retailers, Distributors etc.

Pricing can be setup by Customer Class.

Key = Class = 001

#### **CUST.DET**

The Customer Detail file contains one record for each customer, for each company that customer deals with. The file contains basic sales and credit history for the customer. It also contains Accounts Receivable aging and balance information which is built by the Accounts Receivable Aging process. Key= Company#: Customer# = 01123456

#### CUST.MAST

The Customer Master file maintains a record for each of the client's customers. This file contains all static data relative to that customer such as name, address, and contact information. Various indicators, pricing and discounting information are also stored here.

Each Customer is assigned a 6 digit numeric internal customer# which is used throughout the MDS system. This internal customer# is tied to the external or Alpha customer number through the use of the ALPHA.CUST cross-reference file. The Alpha customer number is also stored in a field in the Customer Master file.

Key= Internal Customer# = 123456

Key= Customer#

#### **PROSPECT.MAST**

The PROSPECT.MAST file is used by the Sales Management system to store prospects, sales call schedules and history and contact information. This file also contains records for existing customers and can be used to track sales calls. You can enter a Prospect number in Order Entry and the system will ask if you want to convert the Prospect to a Customer. The key is an internal 6 digit number, the external or Alpha prospect number is tracked using the ALPHA.PROSPECT cross-reference file.

Key= Prospect# = 123456

## SALESMAN

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

Key= Salesman ID = 001

#### SHIP.TO

The SHIP.TO table contains the different ship to addreses for each customer. Each Order or Invoice has an associated Ship To #. The Ship To can also be coded as R for Repeat or M for Manual.

Key= Customer: ShipTo = 100000123456





# **Customer Information**

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#### **TERRITORY**

The Territory table is used to track Sales territories.

### WEB.CUST

This is the WEB Customer Table - Used in the Remotenet application it allows you to control all aspects of a user's login profle - what they can access and how they login



# **General Ledger**

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#### GL General Ledger

The GL system in MDS is used to record General Ledger entries and prepare accounting and financial reports. The CA or Chart of Accounts table stores each general ledger account and the summary ledger balances for each period. The GLA file contains a record of each general ledger transaction and is used by the General Ledger update on either a daily or monthly basis to update the balances in the CA file. On a monthly basis the GLA records are moved to the GLA.HIST table. GLA.HIST records are kept until they are purged manually. The FIN.RPT table gets created by the Financial Report Update based on the Financial Report Parameters using the CA table. The FIN.RPT file is then used to print the Financial Statements.

#### <u>CA</u>

Chart of Accounts file. The CA file contains in summary by fiscal period, all activity information pertaining to each General Ledger account. Budget information is stored in this record as well.

#### **CADF**

Chart of Accounts Description File.

This table holds the descriptions for the natural account numbers in the CA table and also P&L statement parameters.

#### CASDF

Chart of Accounts Suffix Description File.

This table holds the descriptions for the Chart of Accounts Suffix portion of the CA number.

#### FIN.DATA

Used for Financial Data Crystal Report

#### **FIN.RPT**

The Financial Report work file. This file is updated from the CA (Chart of Accounts file), and is used to prepare financial reports.

Key= Company# \* Report# \* Department\* Line# = 01\*C\*01\*07

#### **GL.SOURCE**

**GL SOURCE** 

## GLA

The General Ledger Activity file contains all the detail for updating the Chart of Accounts. Entries are generated into this file from all external systems affecting the General Ledger, such as Accounts Payable, Fixed Assets, Cash Receipts, Sales etc. in addition, the various journal entry programs create transactions into this file after their proof listings have been accepted. Either monthly or daily, all transactions for the current month are selected from this file, used to update the CA file, copied to the GLA.HIST file and deleted from the GLA file.

Key = G/L # : Counter = 20-2310-00008660

#### **GLA.HIST**

The GLA.HIST file contains a copy of all completed General Ledger update transactions. When GLA transactions are updated to the Chart of Accounts via the Daily or Monthly General Ledger update, they are moved to GLA.HIST. Its purpose is to create an audit trail, as well as to provide a cumulative, detailed General Ledger.

Key = Period (yymm) : Counter = 03128228





**General Ledger** 

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# **Order Entry and Invoicing**



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#### INV Order Entry and Invoicing

The MDS Order Entry and Invoicing system is used to track an Order from the time it enters the system until it is shipped and invoiced.

The PRO.FORMA table is the MDS quotation file, Pro.Forma records can be either manually entered in to the system or they can be created via EDI transactions. In either case they can be converted to orders either manually or automatically. The ORDER or ORDERS table contains a record for each order active in the system. Whenever inventory is to be released for picking and shipping , a RELEASE record is generated. The RELEASE or RELEASES table is the basis for the picking ticket and then becomes the basis for the invoice. There can be multiple RELEASEs for each ORDER record. When an Order no longer has open quantities on it it is automatically moved from the ORDERS table to the ORDER.HIST table during the End of Day procedure. Releases are moved from the RELEASES table to the RELEASE.HIST table when the history update is run manually from the Purge menu.

When a RELEASE is verified and shipped, it is passed to the Invoice Update procedure which then created a record for it in the INVOICE table. At this time the AR and SALES files are also updated. In addition to Invoices, Credit Memos are also contained in the RELEASE file and updated in the same fashion to the INVOICE, AR and SALES files. A CONSIGNMENT record is created when a consignment order is entered in Order Entry, it is then used to record the Consignment Billing or Return.

#### **CONSIGNMENT**

The consignment file stores all open consignment orders. Analagous to the open order file, the consignment entry, return and/or billing is recorded in this file.

Key: Company:Order = 01123456

#### INVOICE

The INVOICE file contains a record for each invoice, credit memo, chargeback and voids. It is the basis for the Invoice Register, Credit Memo Register, Chargeback Register, Tax Register and Commission Report. The INVOICE does not contain product level information, this is stored in the RELEASE file. Key= Transaction Code: Company: Invoice Number = INVO1123456

#### **ORDER**

The ORDER file contains each customer order entered into the system. When an ORDER is complete it is automatically moved to the ORDER.HIST file. The Order record contains all data pertaining to the order, including product level detail and all partial and backorder shipments. The ORDER file shows in ODBC as the ORDERS table.

Key = Company# : Order# = 01123456

#### **ORDER.HIST**

The ORDER.HIST file stores Orders that have been completed. During End-of-Day all records in the ORDER file with no open items are moved to the ORDER.HIST file. The Order Inquries show records from the ORDER AND ORDER.HIST files. Data is maintained in the history file until purged by the MDS user. Key= Company#: Order# = 01123456

#### **PRO.FORMA**

The PRO.FORMA file contains pro forma quotations. A quotation may converted to an Order via the Pro Forma Conversion program. The Pro Forma is used to produce/store customer quotations and also to provide a distribution order capability.

When a Pro Forma is converted into a live Order, the quote may be deleted (or left on file if a recurring order).

Key= Company# : Pro Forma# = 01234567

#### <u>RA</u>

The RA file is used to store Return Authorizations. When an RA is entered it is stored here and as each return is received in the RA Receipts program a Credit Memo for the RA is generated into the RELEASE file. The original RA is kept here and used for reporting purposes.

Key = Company # : RA # = 01123456





# **Order Entry and Invoicing**

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#### **RELEASE**

The RELEASE file contains a record for each shipment of an order and serves as the basis for a pick ticket. It also contains a record for each Credit Memo. Each release is processed by the Invoice Update program and creates an INVOICE record and an AR recordkey to file is formed by Key= Company#: Order#: Release# = 01123456001, 01123456002 ...

#### **RELEASE.HIST**

The RELEASE.HIST file stores records purged from the RELEASE file. Although, once purged the data is no longer stored in the RELEASE file, it is still available for on-line inquiry. Several techniques are available to control the purging: based upon an input date, or based upon the invoice relating to the release having been paid. Data is maintained in the history file until purged by the MDS user.

Key= Company# : Order# : Release# = 01123456001



# **ODBC Support Files**



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#### **ODBC ODBC** Support Files

The ODBC support files are used to prepare the MDS tables for exporting to ODBC. They also contain the Data dictionary for MDS. The ODBC.FILES table contains a record for each MDS file that is available via ODBC along with a description of the file. The ODBC.FIELDS table contains a record for each MDS field that is used in ODBC and also contains a list of all ODBC tables using the field. The SYSTEM.AREA table contains a description of each processing area of the MDS system showing the primary tables used in that area.

#### **DAILY.BAL.TREND**

Used to show Daily Balance Trend information - compares daily balance histor to current records

#### **MDS.OPTIONS**

The MDS OPTIONS table is used to track and report on all of the Options and Parameters in the MDS system.

#### **ODBC.FIELDS**

The ODBC.FIELDS table is a listing of every field defined in the MDS ODBC Data Dictionary.  $Key=Field\ Name=A\_CUST\_NO$ 

#### **ODBC.FILES**

The ODBC.FILES table is a list of all MDS files that are made available as ODBC tables. It is used for the MDS Data Dictionary.

Key= File/Table Name = INVOICE

#### **PARAM.CATEGORY**

MDS Options Parameter Category table. Used to organize MDS Options by their appropriate system area.

#### **SYSTEM.AREA**

The SYSTEM.AREA table contains MDS information on specific product areas. Key= Area = INV



## **Purchase Order**



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**OVERVIEW** 

#### PO Purchase Order

The primary tables in the PO system are the PO table and the INV.RCPT table. The PO system shares the VEND.MAST table with the Accounts Payable system. All vendor information is stored in the VEND.MAST table. All open and closed Purchase Orders are stored in the PO table. When a PO is received, the system stores all the information about the receiver in the INV.RCPT table. The key to INV.RCPT is the Receiver#.

#### INV.RCPT

The INV.RCPT file keeps a record of all PO Inventory Receipts for a receiver number. It contains each item that was received and what PO it was received on. It is used in PO Receipt adjustments and in the A/P-P/O interface.

Key = Receiver # = 123456

#### PΩ

The PO file contains all open purchase orders. All detail level purchase information is stored in this file. It also keeps a summary record of all receipts for each PO.

Key = Company # : PO # = 01123456



# **Pricing Support Files**



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#### PRICE Pricing Support Files

The MDS Pricing system has many options for storing and maintaining prices. The basic Pricing information such as List Price and generic quantity breaks are stored in the PROD.MAST table. The PRICE.1 table is used to store Pricing for a specific Customer and Product. The key to the PRICE.1 table is CUST\*PROD, eg 100004\*100011. The PRICE.2 table is used to store Pricing for a specific Customer. The PRICE.2 can also break out Pricing by Product Class. The key to the PRICE.2 table is the Customer #. The Price.3 table is used to store Pricing for a specific Customer Class. The Price.3 table can also break out Pricing by Product Class. The key to the PRICE.3 table is Customer Class. The CONTRACT.DET table is used to store pricing and rebate contracts. They key is Contract# \* Vendor# \* Product Line \* Product Number, eg 1020-SUTURE\*ETHIC\*\*100418

Please see the individual file descriptions for a detailed explanation of each tables use in the Pricing structure.

#### **CONTRACT.DET**

The CONTRACT.DET file stores information on Vendor Pricing and Rebate contracts. It has a multiple key structure that can contain Contract#, Vendor, Product Line and Product.

Contract and Vendor are required. Product Line and Product are optional. This record will contain detail information about the rebate structure and the pricing.

Key= Contract# \* Vendor# \* Product Line \* Product = 123456\*ETHICON\*\*211456

#### PRICE.1

The PRICE.1 file allows the entry of pricing for a specific customer and product. This would be the case where a specific price has to be guaranteed on a contract basis. This file may be established on a customer by customer basis or on a contract basis. Using the contract method, the system allows several customers to share the same set of contract prices. The contract number is stored in the customer master file. New prices may be loaded into the file in advance of their taking effect.

Key= Customer# \* Product# = 123456\*100000

#### PRICE.2

The PRICE.2 file is used to specify pricing for a specific customer. The pricing is entered as cost plus, price discount, or margin. Each of these can be a percentage or a dollar amount. The PRICE.2 also allows pricing to be specified in a Product Class matrix. Cost plus, price discount or margin can be specified as well as quantity break price pointer.

Key= Customer# = 123456

#### PRICE.3

The PRICE.3 file is used to specify pricing for a specific customer class. The pricing is entered as cost plus, price discount, or margin. Each of these can be a percentage or a dollar amount. The PRICE.3 also allows pricing to be specified in a Product Class matrix. Cost plus, price discount or margin can be specified as well as quantity break price pointer.

Key= Customer Class = 01



# **Product and Inventory**

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#### PROD Product and Inventory

The main tables for storing Product and Inventory information in the MDS system are PROD.MAST and PROD.DET. The PROD.MAST or Product Master table stores descriptive product level information while the PROD.DET or Product Detail table stores inventory information at the Warehouse and Product level. The PROD.DET table stores the summary inventory information about each Product in a Warehouse such as On Hand, On Order , Locations etc. . The LOCATION file is used to keep a record of each Location that is valid for a warehouse. The LOT file is used to keep the detail location level inventory. The total On Hand inventory for all items in the LOT file for a specific Product and Warehouse should ALWAYS match the summary inventory On Hand kept in the PROD.DET table. The PROD.DET also keeps track of each location that is in the LOT file for each product in a warehouse.

#### **ALPHA.PROD**

The ALPHA.PROD table is used to cross reference Alpha product numbers with the internal product number used as the key to the PROD.MAST table.

#### **INV.AUDIT**

The INV.AUDIT file contains a log of all transactions affecting the on hand inventory position. This file forms the basis of the Inventory Audit report and the Inventory History transaction inquiries. Key: Sequential Counter: 01235

#### **LOCATION**

The Location table contains a list of all of the Inventory Locations that can be used. The file contains a record for each Warehouse / Location combination. A list of all Products stored in the location is also stored here. Each record also contains information about the Location such as environment, size, and type.

Key= Warehouse : Location = 001AA01-01-1

#### **LOT**

The LOT file is used to keep detailed Location and/or Lot level inventory for a Product. If the Locator system is on then there will be a record for each Location that a Product is in. If the Lot system is being used then there will be a record for each Location and Lot#. The total On Hand inventory for all the LOT records for a Product matches to the On Hand inventory kept in the PROD.DET file for that Product and Warehouse.

Key= Warehouse:Product \* Location \* Lot# (optional) = 001123456\*AA01-01-1\* for a non-lot located item. 001123456\*AB01-01-1\*LOT1033 for a lot item.

#### **PLINE**

The PLINE table is used to track Product Line information. Each Product has a Product Line assigned to it in the PROD.MAST table.

#### PROD.CLASS

The PROD.CLASS table is used to track Product Classes. Each Product method is assigned a Product Class in the PROD.MAST table.

#### PROD.DET

The PROD.DET or Product Detail file contains an entry for each product for each warehouse in which it is stored. This file contains basic inventory data, inventory parameters and usage information. The On Hand inventory and list of locations is stored in this table.

Key= Warehouse : Product# = 001123456

**Product and Inventory** 



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#### PROD.MAST

The Product Master file contains one entry for each product. This file is used to store detailed information about the product such as descriptions, costs, prices, substitution information and classifications. Each product is assigned a 6 digit internal sequential product number which is used throughout the MDS system to identify the product. This internal number is tied to the external or "Alpha" product number by use of the ALPHA.PROD cross reference file.

Key= Internal Product # = 123456

#### **WAREHOUSE**

The WAREHOUSE table is used to designate all of the physical warehouses for a customer. It also stores many procedural parameters that describe the characteristics of the warehouse such as if the Locator system is turned on.

Key= Warehouse Number = 001



MDS Data Dictionary - Tables by System Area

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Sales

**OVERVIEW** 

#### **SALES** Sales

MDS tracks Sales History in summary in the 8 Sales files.

Sales information in detail can be pulled from the RELEASES or INVOICE tables, see the Order Entry and Invoicing area for more information on these tables.

Sales information transaction level detail can also be pulled from the INV.AUDIT table, see the Product and Inventory area for more information on the INV.AUDIT table.

The Sales.2 table keeps Sales History by Product, the key is Product#: Warehouse, eg 107114001

The Sales.3 table keeps Sales History by Customer, the key is Company#: Customer#, eg 01123456

The Sales.4 table keeps Sales History by Customer by Product , the key is Company# \* Customer# \* Product#, eg 01\*123456\*107144.

The Sales.5 table keeps Sales History by Salesman by Product Class, the key is Company# \* Salesman# \* Product Class, eg 01\*001\*123

The Sales.6 table keeps Sales History by Salesman by Customer by Product Class, the key is Company#

\* Salesman \* Customer# \* Product Class, eg. 01\*001\*123456\*123

The Sales.7 table keeps Sales History by Product Class, the key is Company# \* Product Class, eg 01\*001

The Sales.8 table keeps Sales History by Customer by Product by Ship.To, the key is Company# \*

Customer# \* Product# \* Ship.to, eg 01\*123456\*107144\*100000

#### SALES.2

The SALES.2 file contains product history information. The key to the file is warehouse and product number and contains three years of monthly sales data on units, dollars, and cost dollars. This file is also the source of the data used in the inventory management system. The Sales.2 file is updated by the Invoice Update procedure.

Key= Product#: Warehouse = 123456001

#### SALES.3

The SALES.3 file contains customer sales history information. The key to the file is Company and Customer number. It contains three years of monthly sales data on units, dollars, and cost dollars. The Sales.3 file is updated by the Invoice Update procedure.

Key= Company# : Customer# = 01123456

#### SALES.4

The SALES.4 is used for sales history by Customer and Product. It contains three years of monthly sales data on units, dollars, and cost dollars. The Sales.4 file is updated by the Invoice Update procedure. Key= Company \* Customer# \* Product#

#### SALES.5

The SALES.5 file used to keep sales history by Salesman and Product Class. The SALES.5 file contains salesman summary information and is used to produce salesman profitability/performance analyses. Key= Company# \* Salesman \* Product Class = 01\*001\*100

#### SALES.6

The SALES.6 file contains sales history information by Salesman, Customer and Product Class. The file contains three years of monthly sales data on units, dollars, and cost dollars. The Sales.6 file is updated by the Invoice Update procedure.

Key = Company# \* Salesman \* Customer# \* Product Class = 01\*001\*123456\*001

The SALES.7 file contains sales history information by Product Class. The file contains three years of monthly sales data on units, dollars, and cost dollars. The Sales.7 file is updated by the Invoice Update procedure.

Key= Company# \* Product Class = 01\*001

# MDS Data Dictionary - Tables by System Area





**Sales** 

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#### SALES.8

The SALES.8 file contains sales history information by Customer, Product and Ship-To. The file contains three years of monthly sales data on units, dollars, and cost dollars. The Sales.6 file is updated by the Invoice Update procedure.

Key= Company# \* Customer# \* Product# \* ShipTo = 01\*100000\*123456\*000000



# **Vendor Information**



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#### **VEND** Vendor Information

The Vendor Information system consists of the VEND.MAST table and the VEND.DET table. The VEND.MAST table contains all vendor information and is used by both the Accounts Payable and Purchasing systems. The VEND.DET table contains terms and history information by company by vendor.

#### **VEND.DET**

The VEND.DET table contains one record for each vendor, for each company that vendor deals with.The file contains basic purchase and payment history for the vendor, as well as terms of payment.

Key= Company#: Vendor# = 01ETHICON

### VEND.MAST

The VEND.MAST table used to maintain the list of vendors that can be used in A/P and Purchasing. This file contains all static data relative to that vendor such as name and address information, telephone number and various indicator fields.

Key= Vendor number = ETHICON