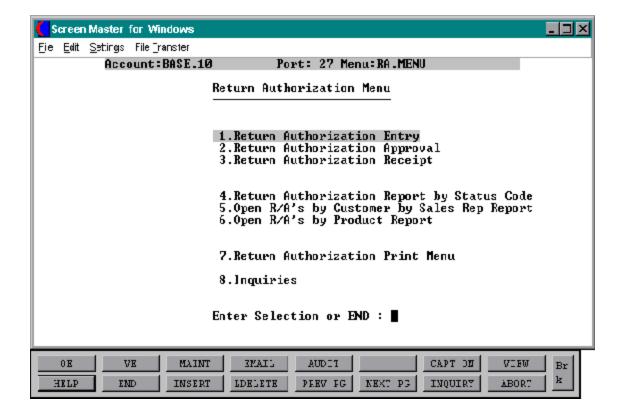
THE SYSTEMS HOUSE MASTER DISTRIBUTION DOCUMENTATION

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RETURN AUTHORIZATION MAIN MENU



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).

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.

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.

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.

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

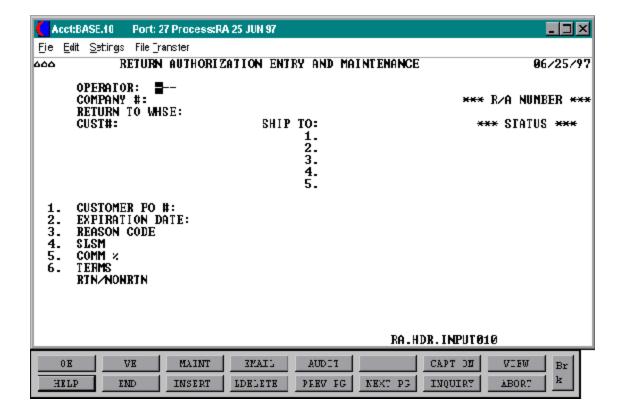
Enter any miscellaneous credits at this time.

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 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

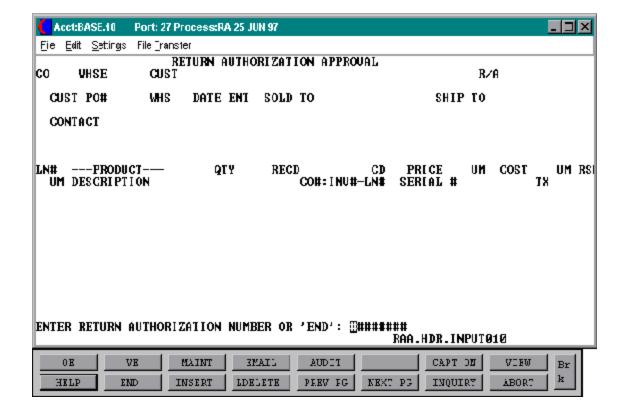
OPERATING INSTRUCTIONS

If A for approval is chosen then the system prompts:

INPUT APPROVAL PASSWORD

Enter your password.

RETURN AUTHORIZATION APPROVAL



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.

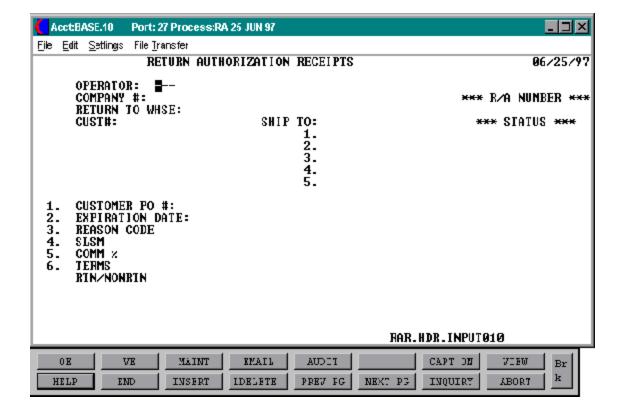
LINE # TO CHANGE, 0TO ACCEPT, S TO CHANGE SHIP TO OR E TO END

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



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

		10/09/97	10:55:13	5:13 *******RETURN AUTHORIZATION REPORT****** R/A STATUS = UNAPPROVED							PAGE 1				
LN#	PRODUCT	NUMBER	PRODUCT DESC	C.	DATE	RCVD QT	Y REC	SERIAL#	PRICE	UM COST	RSN	EXT PRICE			
CUST:	ACME		ACME SUPPI	LY HOUSE	R/A: 01	110884 C	CUSTOMER	PO# PO 665	55	WHSE:	001				
001	NFSU-E45	5	13" STEEL RO)D	6/20	4	0	125PL	13.60DZ	93.60	001	54.40			
***T	OTALS FOR	R R/A NUMBI	ER 01110884							374.40		54.40			
CUST:	IDEAL		IDEAL DIST.	CO R/	A: 0112	1248 CUS	STOMER P	O# PO 128P		WHSE: 0	01				
002	23L-89P		8X10 PEWTER	FRAME	7/25	2	1	565692	14.50EA	4.50	002	29.00			
****T	OTALS FOR	R R/A NUMBI	ER 01121248							9.00		29.00			

RETURN AUTHORIZATION BY STATUS CODE REPORT

10/	09/97	10:55:13 ***	:55:13 ********RETURN AUTHORIZATION REPORT****** R/A STATUS = ALL								
LN# PI	RODUCT#	PRODUCT DESC.	DATE	RCVD Q'	TY REC	SERIAL#	PRICE UM	COST	RSN	EXT PRICE	
CUST: A	UST:ACME ACME SUPPLY HOUSE R/A: 01110884 CUSTOMER PO# PO 6655					6655	WHSE: 001				
		13" STEEL ROD XL LATEX GLOVE	6/20 6/25	4 1	0 1	125PL	13.60DZ 18.35CS	7.50 8.50	001 001	54.40 18.35	
****TOTALS FOR R/A NUMBER 01110884 72.75										72.75	

RETURN AUTHORIZATION BY STATUS CODE REPORT

10/09/97 10:55:15 ****RETURN AUTHORIZATION REPORT**** PAGE: 1
R/A STATUS = OPEN

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

300.00

***TOTALS FOR R/A NUMBER 01236523

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 OTY 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.

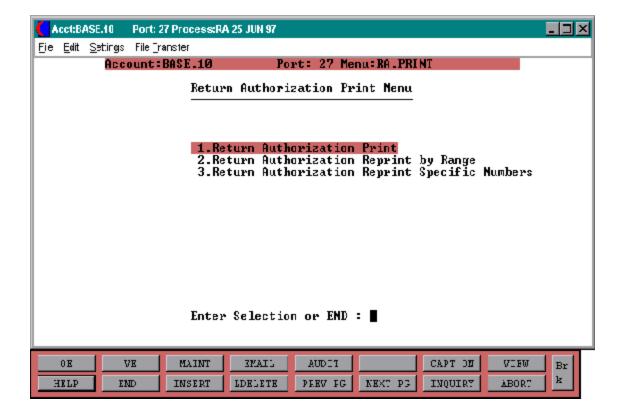
OPEN R/A'S BY PRODUCT REPORT

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

PRODUCT NUMBER	CUST NUMBER	R/A#		LN# D.	ATE R	.CVD	QTY	REC	SERIAL#	PRICE	CO	ST	RSN	WHSE
101 101 101	IDEAL AJAX ACME	01122365 01452369 01236521	002 004 001	07/31 06/20 06/15	1 1 2		0 0 2	4512MK 45780I JKL098	200.00 200.00 400.00	100.00 100.00 200.00	001 002 002	001 001 001		
*****TOTALS FOR	PRODUCT NUMBER	101		RED PLAST:	IC DESK				800.00	400.00				
STUSSY	UMC HJD1	01111458 01452123	002 002	07/13 06/15	1 1		1 1	4HJ211 6M231	150.00 150.00	75.00 75.00	003 001	002 002		

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

RETURN AUTHORIZATION PRINT MENU



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

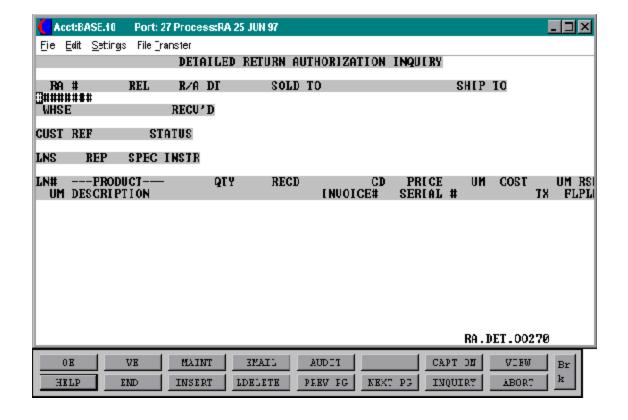
RA#

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



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.

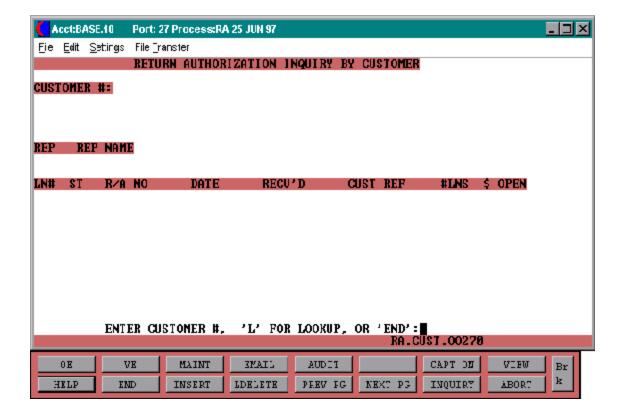
ENTER CO # (2N), 'RTN' FOR ALL OR 'END'

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



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

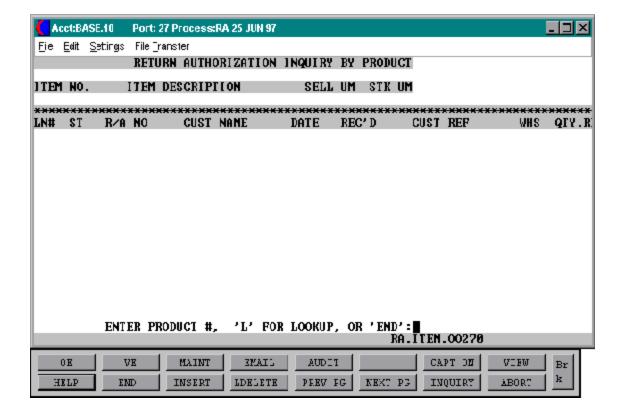
Enter the product that you want to begin the inquiry on. If unsure of product code, there are lookup capabilities by entering an 'L' at the product number prompt. This will give you a listing of all products that have similar names.

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



THE SYSTEMS HOUSE, INC. MASTER DISTRIBUTION SYSTEMS DOCUMENTATION

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