

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

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FILE MAINTENANCE MAIN SELECTOR OVERVIEW

The file maintenance programs are designed to allow for the addition, deletion and edit of records within all master files in the MDS system.

The file maintenance selectors are divided into five functional areas:

1. Company Related Files
2. Customer Related Files
3. Product Related Files
4. Accounts Payable and General Ledger Files
5. Maintenance Reports and Utilities

COMPANY RELATED FILE MAINTENANCE FILE SELECTOR

Screen Master for Windows

File Edit Settings File Transfer

Account: DEMO.10 Port: 79 Menu: FILE.MAINT

File Maintenance Selector

1. Company Related Files
2. Customer Related Files
3. Product Related Files
4. Accounts Payable and General Ledger Files
5. Status-log Listing
6. Lock Maintenance
7. Selective File Maintenance Audit Report
8. Bulk Maintenance
9. Create Lookup Xref File

Enter Selection or END : █

OE VE MAINT EMAIL AUDIT

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

MASTER FILE MAINTENANCE FUNCTION KEYS

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

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

FUNCTION KEY DEFINITION

HELP

The HELP function is available by pressing the F1 function key. Help text is set up as two layers. By pressing F1 at the first field on the screen, an overall description of the master file will be displayed. If F1 is pressed at a specific field within the master file a detailed description of the field and its use will be displayed.

END

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

INSERT

The INSERT function is available by pressing the F3 function key. The insert mode feature allows insertion of word or numbers into an existing text. Simply bring your cursor to the line or position in which you wish to insert and press F3. For example, if in a master file you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

LDELETE

The LDELETE (line delete) function is available by pressing the F4 function key. The LDELETE function allows you to delete a line from the master file, in place of the *, which is used in older versions of the system. Simply bring the cursor to the line or field you wish to delete and press F4.

MASTER FILE MAINTENANCE FUNCTION KEYS

FUNCTION KEY DEFINITION (Continued)

PREV PAGE

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

NEXT PG

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

INQUIRY

The INQUIRY function is available by pressing the F7 function key (SHIFT F3 for terminals supporting only 4 function keys). This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number if F7 is pressed an inquiry can be made to display product on file (to eliminate duplication). If you press the F7 key at another field for example product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

ABORT

The ABORT function is available by pressing the F8 function key (SHIFT F4 for terminals supporting only 4 function keys). This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

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

FILE MAINTENANCE PROCEDURES OVERVIEW

The file maintenance programs are designed to allow for the adding, deleting and editing of records within each file. All programs provide the following functions:

1. **ADDITION** to add new records to the file.
2. **DELETION** delete the record from the file (assuming the deletion criteria are met - such as in the case of a customer that his A/R balance is 0 for all companies.
3. **CHANGE** to edit any of the data on the file with the exception of the ID.

All programs begin by prompting for the record's ID number.

CASE 1 - ENTERING A NEW RECORD

Enter the new record's ID number.

If the number has already been assigned to an existing Customer record, that record's data will be displayed on the screen and the program will prompt:

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

If the record retrieved is not what is desired, enter 'ABORT' or press F8 for abort. The program will reset the screen and re-prompt for the ID number.

When an unused number is entered, the program will ask:

NOT ON FILE, CREATE IT (Y/N)

To 'ADD' the item to the file, enter 'Y' for yes. The program will sequentially prompt each data entry field on the screen. When all of the data has been entered, the program will skip to edit mode (SEE BELOW).

To 'REJECT' the ID number and not add it to the file, enter 'N' for no. The program will reset and start over.

FILE MAINTENANCE PROCEDURES OVERVIEW

CASE 2 - EDIT (OR CHANGE) AN EXISTING RECORD

Enter the record's ID number. The program will retrieve and display the record's data. The program will immediately skip to edit mode.

EDIT MODE - a program is in edit mode when the bottom line of the screen prompts:

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

In response to this prompt the following options can be used:

To edit a data line, enter the line number of the data line. The program will prompt for the line's new data.

The entry of Function 4 (F4) will delete the current contents of that attribute and will set the field to null if it is not a required field.

To retain the current contents of the field (after you have selected it for change) just hit 'RETURN'.

To accept the screen's data as displayed, enter '0' or 'END'.

1. If '0' is entered and the program has another screen of data entries, the program will continue to that screen, If all screens have been completed, the program will write the record to the file, reset screen 1, and prompt for the next record's ID number.
2. If 'END' is entered, the program will post the record to the file, reset screen 1, and prompt for the next record's number regardless of whether there was an additional data screen. To abort the entry, enter 'ABORT' or F8 for abort.

To delete the entry, type 'DELETE'. You will then be prompted:

"ARE YOU SURE YOU WANT TO DELETE (Y/N)"

Enter 'Y***' if you want to delete the record. If the record's data meets the deletion requirements for the particular file in question the record will be deleted from the file. If it does not, the program will reject the deletion entry and re-prompt:

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

FILE MAINTENANCE PROCEDURES OVERVIEW

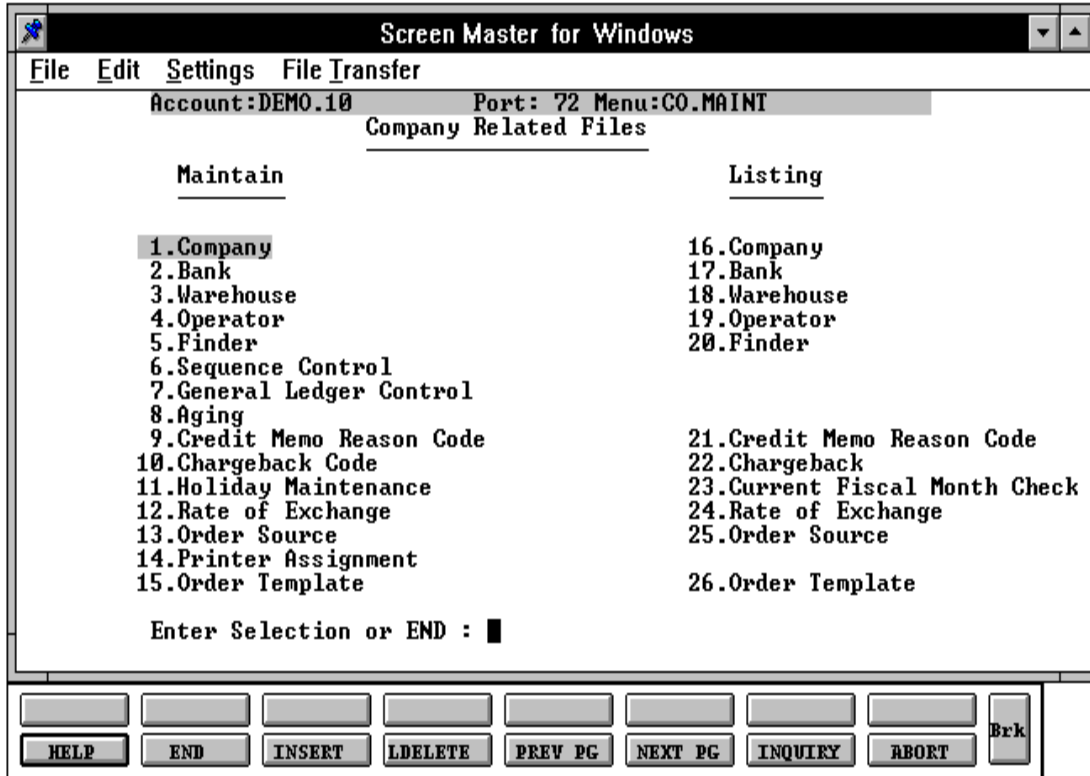
Following the above basic rules, all of the file maintenance programs can be easily run. For specific descriptions of each data field of each record see the file maintenance field parameter documentation.

AUDIT TRAIL OF MAINTENANCE TRANSACTIONS

Every time a record is created, deleted, or changed by any of the maintenance programs, a record is written out to the Status-Log file. This file includes a "BEFORE" and "AFTER" picture of any data that was changed during maintenance. Thus a complete audit trail of all changes to any master file is always available. The status-log listing should be printed on a regular basis both to maintain an audit trail and to clear the status-log file, which can become quite large.

Note that the status-log is used only for maintenance of the system's master files. While other procedures (order maintenance or inventory adjustments, for example) may also provide transaction log listings, other Audit files are used.

COMPANY RELATED FILE MAINTENANCE SELECTOR



COMPANY MASTER FILE MAINTENANCE

PROGRAM	SSS.BP GEN.MASTER SSS.BP SSS.INPUT SSS.BP SUBS COMPANY.AFTER SSS.BP SUBS ID.VALID SSS.BP SUBS COMPANY.INQ SSS.BP SUBS GL.INQ MDS.BP COMPANY-MAINT008 COMPANY-MAINT.WRITE008
SELECTION	MENU-12.1
SELECTION NUMBER	1
FILES ACCESSED	COMPANY CA

OVERVIEW

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.

COMPANY FILE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

COMPANY FILE MAINTENANCE

Company #: 02

Company Maintenance

1. Company Name CUSTOMER SUPPORT SERVICES

2. Address 1 1033 ROUTE 46 EAST

3. Address 2

4. City CLIFTON

5. State NJ

6. Zip 07013

7. Phone 201-777-8050

8. Registration 22-224 456AS

9. DEA#

General Ledger Information

10. P&L Break GL# 02-2910-00	16. Curr Yr Earngs 0.00
11. A/P GL# 02-2600-00	17. Fiscal Month 1
12. Earned Disc GL# 02-3100-00	18. Journal Entry# 114
13. Retain Earn GL# 02-2910-00	19. Voucher # 5000
14. Inter Cash GL# 02-1500-00	
15. Inter A/P GL#	

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

PAGE 1 OF 3

HELP

END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

ABORT

Brk

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COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	COMPANY#	N	2	Enter the 2 digit company number or press the 'F7' function key (inquiry) to display existing companies on file.
1	1	COMPANY NAME	A	25	Enter the company name to be used for reports and documents throughout MDS.
2	2	ADDRESS 1	A	25	Enter the first line of company address. Used for accounts payable check print, statement print, 1099 print, etc.
3	3	ADDRESS 2	A	25	Company address line 2. Second line of company address (optional).
4	4	CITY	A	15	Enter the company city.
5	5	STATE	A	2	Enter the company state.
6	6	ZIP	N	6	Enter the company zip code.
7	7	PHONE	N	12	Enter phone number (optional).
8	8	REGISTRATION	N	15	Enter the federal tax identification which is used for 1099 form print and tape.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
9	77	DEA#	AN	9	Enter DEA identification number for ARCOS tracking/reporting.
10	124	P&L BREAK GL#	N	16	Profit & 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 #19 GL Format. (I.e., if your match is XX-XXXX-XX CO-NATURAL GL#-DEPT you would enter a GL# for the last balance sheet account in the format described above CO-GL#-DEPT).

This break is used for the preliminary and post closing trail balances, and to determine the type of account during entry of a new general ledger number. (Type 1 = balance sheet, type 2 = P&L) All type 2 accounts will get zeroed out at end of year and profit or loss will be posted to the retained earnings general ledger number.

11	50	A/P GL#	N	16	Enter the general ledger number for the accounts payable account for this company.
----	----	---------	---	----	--

The GL# used in this field must match the format in #19 GL Format. (I.e., if your match is XX-XXXX-XX = CO#-GL#-DEPT, you must enter a GL# in this field that matches the format) Accounts payable month end jobstream will use this number to post purchases and disbursements.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
12	51	EARN DISC GL#	N	16	Enter the general ledger number for the earned discount account.

The numbers used in this field must match the GL format entered in #19 GL format. Any discounts taken during cash disbursements will be posted to this account during the accounts payable end of month jobstream.

13	52	RETAIN EARN GL#	N	16	Enter the general ledger number for the retained earnings account.
----	----	-----------------	---	----	--

The number used in this field must match the format used in #19 GL format. Financial reports will use this account to post the profit or loss. General ledger end of year will post the profit or loss to this account.

14	34	INTER CASH GL#	N	16	Enter the inter-company cash general ledger number for this company.
----	----	----------------	---	----	--

The number must match the format used in #19 GL format. This account number is used during accounts receivable month end. If you are posting cash receipts in one company for accounts receivable in more than 1 company, this account will be used for the inter-company posting.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
15	53	INTER A/P GL#	N	16	Enter the inter-company A/P general ledger number for this company.
					The number must match the format used in #20 GL format. This account number is used during accounts payable voucher input, maintenance and deletion. This account will be used for A/P inter-company posting at A/P end of month.
16	12	CURR YR EARNGS	N	11	Enter the earnings for the current year.
					This field holds the current year's earnings for this company. If is a system accumulated value and should be entered only at start up time.
17	13	FISCAL MONTH	N	2	Enter the fiscal month for this company.

This file holds the first month of the fiscal year for this company (i.e., If January is your first month of the fiscal year enter 1. If May is the first month of your fiscal year enter 5).

CAUTION: Be sure the correct month is entered, as this will be used throughout the entire system. This field should not be changed unless conversion programs are run on all the affected files!!!

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
18	31	JOURNAL ENTRY#	N	6	Enter the next journal entry number.

This field is used by the system to determine the next journal entry number (six digit number). This should only be entered once and NOT changed during processing.

When the next journal entry number reaches 999999, the next number will be reset to 000001. During input of a new journal entry number, this number is checked to insure that it does not exist in the Journal Entry file.

19	33	VOUCHER #	N	6	Enter the next voucher number.
----	----	-----------	---	---	--------------------------------

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

20	9	GL FORMAT	N	16	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 you may or may not choose to use. (This 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 is 16 characters.

COMPANY MASTER FILE
FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
21	10	GL MATCH	N	16	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.
22	16	VENDOR FORMAT	AN	10	Enter the vendor format. This field will be used for all vendor number prompts (i.e., #####).
23	17	VENDOR MATCH	AN	8	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 OX.
24	18	CUSTOMER FORMAT	AN	13	Enter the customer format. This field will be used for all the customer number prompts (i.e., #####).
25	19	CUSTOMER MATCH	AN	13	Enter the customer match. This field will be used to verify the customer number (i.e., 5N) if no match is required enter OX.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
26	20	INTERNAL CUSTOMER#	N	6	Enter the next internal customer number.
<p>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.</p> <p>When the next internal customer number reaches 999999, the next number will be reset to 000001. During the input of a new customer number, this number is checked to insure that is does not exist in the Customer Master file.</p>					
27	21	PRODUCT FORMAT	AN	20	Enter the item number format. This field is used for the product number prompt (i.e., XXX-NNNN).
28	22	PRODUCT MATCH	AN	20	Enter the item number match. This field is used to verify the product number (i.e., 3A-5N must match item format).
29	23	INTERNAL PRODUCT#	N	6	Enter the next internal item number.

This field is used by the system to file products using a sequential six digit number. This should only be entered once and NOT changed during processing.

When the next internal item number reaches 999999, the next number will be reset to 000001. During the input of a new product number, this is checked to insure that is does not exist in the Product Master file.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
30	36	CRED AUTH PASSWORD	AN	6	Credit authorization password. Enter the password that an operator must enter in order to authorize an order for a customer that has failed credit check. This password will be used in order entry and one-step invoicing.
31	66	CRED REL PASSWORD	AN	6	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. Must be 6 characters.
32	37	NUMBER CREDIT DAYS	N	3	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.
33	38	CASH DISC %	N	5	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.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
34	39	MINIMUM ORDERS\$	N	6	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 or override option will be provided.
35	40	CASH METHOD	A	2	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.
36	14	WRITE OFF %	N	5	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.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
37	15	WRITE OFF \$	N	7	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.
<p>If the SHORT PAY code had been set up in cash receipts this amount will be written off to the general ledger number in the miscellaneous code.</p>					
38	24	GLOBAL MSG	AN	30	This field is currently used only in custom situations.
39	78	FAX PHONE	N	12	Enter fax phone number (optional).
40	127	FRT CUTOFF \$	N	5	Merchandise amount at which freight will no longer be charged to a customer.
41	86	AP ALLOWANCE#	N	6	Enter the accounts payable allowance dollars for purchase orders.
42	91	FRT HOLD \$	N	6	Enter the freight hold dollars to be used during voucher matching to remove vouchers from inventory hold.

COMPANY MASTER FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
43	92	FRT HOLD %	N	6	Enter the freight hold percent to be used during voucher matching to remove vouchers from inventory hold.
44	121	FRT MAX \$	N	6	Enter the maximum freight dollars allowed - will be used to remove vouchers from inventory hold.
45	122	FRT MAX %	N	6	Enter the maximum freight percent allowed - will be used to remove vouchers from inventory hold.
46	119	FRT MIN \$	N	6	Enter the minimum freight dollars. This will be used to remove vouchers from inventory hold.
47	120	FRT MIN %	N	6	Enter the minimum freight percent. This will be used to remove vouchers from inventory hold.
48	93	AP MDSE GL#	N	16	Enter the merchandise general ledger number to be used when "AUTO" is used during voucher entry.
49	94	AP FRT GL#	N	16	Enter the freight general ledger number to be used when "AUTO" is used during voucher entry.

COMPANY MASTER FILE
FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
50	95	AP MISC GL#	N	16	Enter the miscellaneous general ledger number to be used when "AUTO" is used during voucher entry.
51	96	AP DISC GL#	N	16	Enter the accounts payable earned discount general ledger number.
52	125	AP DEBIT GL#	N	16	Enter the account payable debit general ledger number.
53	126	AP CREDIT GL#	N	16	Enter the accounts payable credit general ledger number.
54	124	FOREIGN GAIN/LOSS GL#	N	16	Enter the general ledger number for the foreign currency gain/loss.
55	123	CHECK DS FRT	A	1	Check drop ship freight during voucher entry. Enter "Y" or "N".
56	79	NAME	N	25	
57	80	ADDR 1	N	25	
58	81	ADDR 2	N	25	
59	82	CITY	A	15	
60	83	STATE	A	2	
61	84	ZIP	N	10	
62	85	PHONE	N	12	

For attributes 56 through 62 - enter name, address and phone number if the statements and invoices are going to a different address.

COMPANY MASTER FILE LISTING

PROK NAME	PROK COMPANY.LIST
SELECTION	MENU-12.1
SELECTION NUMBER	16
FILES ACCESSED	COMPANY

OVERVIEW

This procedure will list all companies and Company file related information.

OPERATING INSTRUCTIONS

COMPANY FILE LISTING

HIT RETURN TO CONTINUE OR 'END' TO RETURN TO SELECTOR

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

COMPANY MASTER FILE LISTING

PAGE 1 **COMPANY LIST** DATE 09:41:13am 16 Jul 1997

COMPANY..... 01
CONO..... 01
CNAME..... THE SYSTEMS HOUSE
ADD1..... 1033 ROUTE 46 EAST
CITY..... CLIFTON
ST..... NJ
ZIP..... 07013
TELE..... 201-777-8050
REG..... 9PECKEY1
GLF..... ##-####-##
GLEF..... 2N-4N-2N
PLBN..... 01-2920-00
RERN..... 0.00
FM..... 01
WO%..... 0.00
WO\$..... 5.00
VEF..... AAAAAA
VEEF..... 0X
CUST.F..... AAAANNNNN
CUST.M..... 0X5N
CUST.NO..... 100091
ITEM.NO..... 100406
ITEM.F..... -----
ITEM.M..... 999999
JENO..... 000125
JSNO..... 96
VNO..... 26
BILL.TYPE... 970

COMPANY MASTER FILE LISTING

CRED.PSWD... TSH001
CRED.DAYS... 30
CASH.DISC%.. 0.01
50
MIN.ORD..... 35
AGEING.TYPE. D
PER.1..... 30
PER.2..... 60
PER.3..... 90
PER.4..... 120
PER.5..... 150
PER.6..... 180
ACPYGL..... 01-2600-00
EDGL..... 01-3100-00
REGL..... 01-2920-00
CURR.MO.AR.. 9706
CURR.MO.AP.. 9706
LST.MO.AR... 9707
LST.MO.AP... 9707

BANK MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP BANK-MAINT008 SSS.BP,SUBS COMPANY.INQ SSS.BP,SUBS GL.INQ STATUS.LOG008
SELECTION	MENU-12.1
SELECTION NUMBER	2
FILES ACCESSED	BANK CA COMPANY STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

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.

BANK MASTER FILE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

BANK MAINTENANCE

COMPANY NO: 01
 BANK #: 100
 1.BANK NAME FIDELITY UNION TRUST
 2.G/L NUMBER 01-1100-00
 3.ACCOUNT NUMBER 135-212790
 4.NEXT CHECK# 1048
 5.NEXT WASHOUT CHECK# 311112

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

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Brk	

BANK MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	COMPANY NO	N	2	Company number Enter the company number and hit 'RETURN' to continue with the program. The company number/bank number is the key to the Bank Master file. You may have up to 999 banks per company.
0	0	BANK #	N	3	Bank number Enter the 3 digit bank number for this company or press the F7 function key (inquiry) to display existing bank numbers on file.
1	3	BANK NAME	A	20	Bank name Enter the bank name for this bank code. This name will appear on reports through the system that involve the bank, for example cash receipts and cash disbursements.
2	4	G/L NUMBER	N	16	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.
3	5	ACCOUNT NUMBER	N	20	Enter the bank account number for this bank.
4	6	NEXT CHECK #	N	6	Enter the next check number. This number is used and incremented during the accounts payable check print programs.

BANK MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
5	7	NEXT WASHOUT #	N	6	Enter the next washout check number. This number is displayed and used in the accounts payable maintenance (washout entry) program.

BANK FILE LISTING

PROK NAME	PROK BANK.LIST
SELECTION	MENU-12.1
SELECTION NUMBER	17
FILES ACCESSED	BANK

OVERVIEW

This procedure will list all company/bank combinations.

OPERATING INSTRUCTIONS**BANK LISTING****HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR**

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

BANK FILE LISTING

PAGE 1 *****BANK LIST***** DATE 10:21:32am 16 Jul 1997

CO.NO.	BANK#	BNAME	G/L	ACCTNO	CKNO	WASH.CKNO
01	001	FIDELITY NATIONAL BA	01-1000-00	15465456456	000001	000001
01	100	FIDELITY UNION TRUST	01-1100-00	135-212790	1050	311112
01	200	DREYFUS LIQUID ASSETS	01-1120-00	555-222222	20003	999999
02	100	FIDELITY UNION TRUST	02-1100-00	135-2122222	40016	
02	200	DREYFUS LIQUID ASSETS	02-1120-00	555-5555555	6001	

5 records listed.

WAREHOUSE MASTER FILE MAINTENANCE

PROGRAM NAME	MDS.BP WAREHOUSE-MAINT008 SSS.BP GEN.MASTER SSS.BP SSS.INPUT SSS.BP,SUBS WAREHOUSE.READ008 SSS.BP,SUBS STATUS.LOG008 SSS.BP,SUBS COMPANY.INQ SSS.BP,SUBS CUST.FIELD.LOOKUP008 SSS.BP,SUBS TAX.RATE.INQ SSS.BP,SUBS VALID.ZIP STATUS.LOG008
SELECTION	MENU-12.1
SELECTION NUMBER	3
FILES ACCESSED	COMPANY WAREHOUSE ALPHA.CUST CUST.MAST STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

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

WAREHOUSE MASTER FILE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

WAREHOUSE MAINTENANCE

WAREHOUSE NO: 001

1.WHSE NAME NEW YORK	15.PICK FORM
2.WHSE A1	16.PACK FORM
3.WHSE A2	17.PO FORM
4.WHSE A3	
5.CITY STATEN ISLAND	
6.STATE NY	
7.ZIP 10314	
8.OWN CO# 01 THE SYSTEMS HOUSE	
9.PHONE# 718-777-1111	
10.TAX JUR 2 NEW YORK CITY	
11.TRANSFER CUST#	
12.RECEIPT MSG1 HANDLE WITH CARE	
13.RECEIPT MSG2 DELIVER TO BACK DOOR ONLY	
14. TRANS SHIPPING WAREHOUSES	
1.002 CHICAGO	
2.003 LOS ANGELES	
3.004 THE SYSTEMS HOUSE STORE	
4.	
5.	

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

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Brk	

WAREHOUSE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	WAREHOUSE NO	N	3	Enter a warehouse number (3 numeric) or press the 'F7' function key (inquiry) to display existing warehouses on file.
1	1	WHSE NAME	A	25	Enter a warehouse name. The name is used for reports, purchase orders, transfers, etc.
2	2	WHSE A 1	A	25	Enter the warehouse address 1. Used for reports, purchase orders, transfers, etc.
3	3	WHSE A2	A	25	Enter the warehouse address 2. Used for reports, purchase orders, transfers, etc.
4	4	WHSE A3	A	25	Enter the warehouse address 3. Used for reports, purchase orders, transfers, etc.
5	5	CITY	A	15	Enter the warehouse city. Used for reports, purchase orders, transfers, etc.

WAREHOUSE MASTER FILE MAINTENANCE
FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
6	6	STATE	A	2	Enter a valid state code (2 alpha). Used for reports, purchase orders transfers, etc. This field is required and is validated against a state code table. For non US addresses, use state code "FF".
7	7	ZIP	N	6	Enter the warehouse zip code.
8	8	OWN CO#	N	2	Enter the company number who owns inventory in this warehouse. This will be used during inventory evaluation and end of year file clearing.
9	9	PHONE #	N	12	Enter phone number of warehouse (optional).
10	10	TAX JUR	N	5	Enter tax jurisdiction of warehouse.
11	11	TRANSFER CUST#	AN	6	Enter the customer number for automatic warehouse and transfer used during inventory management.
12	12	RECEIPT MSG1	AN	40	Message line one for cash register receipt.

WAREHOUSE MASTER FILE MAINTENANCE
FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
13	13	RECEIPT MSG2 *	AN	40	Message line two for cash register receipt.
14	14	TRANS SHIPPING WHS	N	3	This field carries valid warehouse used during order entry to determine the sequence of warehouses used to check stock availability.
15	15	PICK FORM	N	2	Enter the form queue for picking documents.
16	16	PACK FORM	N	2	Enter the form queue for packing slips.
17	17	PO FORM	N	2	Enter the form queue for purchase orders.
18	36	SHIP METHOD	N	2	Enter the ship method.
19	37	BOL FLAG	N	2	Enter the form queue for bill of lading.

WAREHOUSE MASTER FILE LISTING

PROK NAME	PROK WAREHOUSE.LIST
SELECTION	MENU-12.1
SELECTION NUMBER	18
FILES ACCESSED	WAREHOUSE

OVERVIEW

This procedure will list all warehouse information.

OPERATING INSTRUCTIONS

WAREHOUSE FILE LISTING

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

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

WAREHOUSE MASTER FILE LISTING

PAGE 1 **WAREHOUSE FILE LISTING** DATE 10:32:07am 16 Jul 1997

WHSE	NAME AND ADDRESS	OWN CO#	PHONE	TAX.JUR	TRANS.CUST#	MESSAGES	TRANS WHSE
001	NEW YORK 2702 WEST ST STATEN ISLAND NY 10314	01	718-777-1111	2	100086	HANDLE WITH CARE DELIVER TO BACK DOOR ONLY	002
002	CHICAGO 999 LAKE SHORE DRIVE CHICAGO IL 60584	02	312-885-7523	2	512390	DELIVER BY 1PM ONLY BACK DOOR ONLY	001
003	LOS ANGELES P.O. BOX 1230 2050 LAS VIVA BLVD LOS ANGELES CA 09333	01	351-752-9632	3	100091	LEFT COAST DELIVERIES PACIFIC TIME	001

OPERATOR MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP OPERATOR-MAINT008 SSS.BP,SUBS STATUS.LOG008 OPERATOR.MAINT010
SELECTION	MENU-12.1
SELECTION NUMBER	4
FILES ACCESSED	STATUS-LOG OPERATOR

OVERVIEW

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 operator code.

OPERATOR MASTER FILE MAINTENANCE

The screenshot shows a window titled "Screen Master for Windows" with a menu bar containing "File", "Edit", "Settings", and "File Transfer". Below the menu bar, the text "Master Distributor System - Operator Maintenance" is displayed. The main area contains the following text:

OPERATOR XXX

1. OPERATOR NAME
2. PASSWORD
3. LOGON
4. Reference Code
5. Default Print Queue

6. # PROCESSING CODE

At the bottom of the window is a control panel with several buttons: HELP, END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, ABORT, and Brk.

OPERATOR MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	OPERATOR	A	3	Enter a new code to add an operator or an existing operator code to change or press the 'F7" function key (inquiry) to display exiting operators on file.
1	2	OPERATOR NAME	A	30	Enter the operator's name.
2	3	PASSWORD	A	10	Enter an optional password that must be entered when the operator logs on.
3	4	LOGON	A	30	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 PROK MENU-4.
4	5	REFERENCE CODE	A	3	Enter a 3 digit operator code. This code will then display on reports and inquiries.
5		DEFAULT PRINT QUEUE	N	10	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).

OPERATOR MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
6	12	DISPLAY COST	L	1	This field will be used to determine if cost should be displayed in order entry, order maintenance, and pro formas.
7	1	PROCESSING CODE	A	2	Enter the procedures that the operator will be allowed to run. They are as follows:

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

OPERATOR MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
------	------	--------	------	------	-------------

<u>CODE</u>	<u>APPLICATION</u> (continued)
FA	Fixed Assets
PY	Payroll
OP	Operator Maintenance
MP	Manager of Point of Sale
CP	Clerk of Point of Sale
VT	Vendor Transmission
IM	Inventory Management
PM	Pricing Maintenance
SS	SSS Related
OA	SSS Related
MP	Manager's point of Sale
CP	Clerk's Point of Sale
EI	Executive Inquiry
NC	Customer Maintenance (OE function key)

OPERATOR MASTER FILE LISTING

PROK NAME	OPERATOR.LIST
PROGRAM NAME	MDS.BP OPER.VALD
SELECTION	MENU-12.1
SELECTION NUMBER	19
FILES ACCESSED	OPERATOR

OVERVIEW

This procedure will list all operators and operator information.

OPERATING INSTRUCTIONS

OPERATOR FILE LISTING

ENTER OPERATOR INITIALS

Enter a valid operator code to run the report. Enter 'END' to return to the company maintenance menu. The operator code is validated to 'CO'.

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

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

OPERATOR MASTER FILE LISTING

PAGE 1

OPERATOR FILE LIST

DATE 11:00:32am 16 Jul 1997

OPERATOR	OPNAME	PASSWORD	LOGON	PROC.CODE	REFERENCE CODE
BP	BENJI POLATZ	WTF	BP	CO CU PR OE IV AR PO AP GL PS IN MP CP	
SF	SY FERTIG	TSH	SF	OP PY FR CO CU PR OE IV AR JE PO	

FINDER MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP FINDER-MAINT008 SSS.BP,SUBS STATUS.LOG008
SELECTION	MENU-12.1
SELECTION NUMBER	5
FILES ACCESSED	FINDER COMPANY WAREHOUSE CA CADF STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

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.

I.e.	Common Numbers			Different Numbers		
Finder Key	01:001	01:002	02:001	01:001	01:002	02:001
1-Sequence#:	001	001	001	001	002	003
2-G/l#	001	001	001	001	002	003

Example: Finder 01001 (CO# 01 WHSE# 001) is set up. Within the Finder file the program will prompt for sequence# and G/L control#. The Sequence# file contains starting numbers for invoices, credit and debit memos, etc. The G/L Control file contains G/L account numbers for cash, AR, chargebacks, etc.

FINDER MASTER FILE MAINTENANCE

OVERVIEW (Continued)

As an example, you have a sequence# 001 and a G/L control# 001. In this Finder record if you use these two codes all transactions for co# 01 and whse# 001 will use sequence and G/L control#'s from 001.

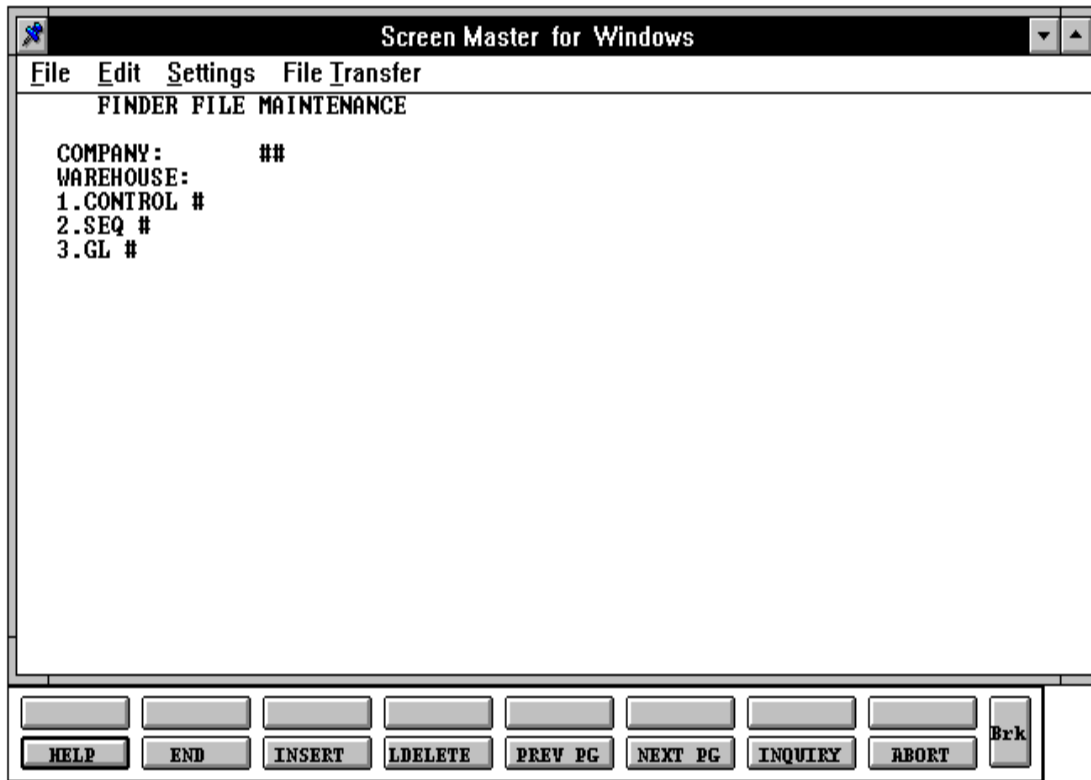
I.e.	Common Numbers			Different Numbers		
Finder Key	01:001	01:002	02:001	01:001	01:002	02:001
1-Sequence#:	001	001	001	001	002	003
2-G/l#	001	001	001	001	002	003

Example: Finder 01001 (CO# 01 WHSE# 001) is set up. Within the Finder file the program will prompt for sequence# and G/L control#. The Sequence# file contains starting numbers for invoices, credit and debit memos, etc. The G/L Control file contains G/L account numbers for cash, AR, chargebacks, etc.

As an example, you have a sequence# 001 and a G/L control# 001. In this Finder record if you use these two codes all transactions for co# 01 and whse# 001 will use sequence and G/L control#'s from 001.

As an example, you have a sequence# 001 and a G/L control# 001. In this Finder record if you use these two codes all transactions for co# 01 and whse# 001 will use sequence and G/L control#'s from 001.

FINDER MASTER FILE MAINTENANCE



FINDER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	COMPANY	N	2	Enter the company number for this Finder record.
0	0	WAREHOUSE	N	3	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.
1	1	CONTROL #	N	3	Enter the control number for this company/warehouse combination.
2	2	SEQ #	N	3	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.

FINDER MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
3	3	G/L #	N	3	Enter the GL control number for this Finder record. The GL Control record contains the general ledger number that are used to post accounts receivable transactions during the month end procedure.

FINDER MASTER FILE LISTING

PROK NAME	PROD FINDER.LIST
SELECTION	MENU-12.1
SELECTION NUMBER	20
FILES ACCESSED	FINDER

OVERVIEW

This procedure will list all Finder records and Finder record information.

OPERATING INSTRUCTIONS

FINDER FILE LISTING

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

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

FINDER MASTER FILE LISTING

PAGE 1 **FINDER FILE LIST** DATE 11:22:07am 16 Jul 1997

FINDER	CONT.TOT	SEQ#	GL#
01001	001	001	001
01002	001	001	001
01003	001	001	001
01007	001	001	001
01008	001	001	001
02001	002	001	001
02002	001	001	001
03001	001	001	001

8 records listed.

SEQUENCE CONTROL MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP SEQ.CONT-MAINT008 SSS.BP,SUBS STATUS.LOG008
SELECTION	MENU-12.1
SELECTION NUMBER	6
FILES ACCESSED	SEQ.CONT STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

This file contains the sequence numbers to be used throughout the system. The system accesses this file through the Finder file. The next invoice, credit memo, and order numbers to be used (among others) are stored in this file.

There is no listing for the Sequence Control file.

SEQUENCE CONTROL MASTER FILE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

SEQUENCE CONTROL

CODE	001		
1.ORDER NO	119904	17.INVENTORY TRANS NO	1000
2.INVOICE NO	120668	18.PHY INU TAG NO	170415
3.C/M NO	130279	19.STANDING ORDER NO	100117
4.D/M NO	131000	20.MISC CASH NO	139000
5.C/B NO	132012	21.A/R BATCH NO	100305
6.ADJ NO	133020	22.P/O NO	126101
7.ON ACCT NO	128036	23.W/O NO	180012
8.UNAPPLIED NO	129000		
9.SERV CHG NO	134007		
10.POSTING NO	135000		
11.POSTING SEQ NO	136000		
12.CASH SEQ NO	137000		
13.ADJ SEQ NO	138000		
14.JOURNAL ENTRY NO	140000		
15.JOURNAL SEQ NO	150000		
16.VOUCHER NO	160000		

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

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

SEQUENCE CONTROL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CODE	N	3	Enter a 3 digit key to the file or press the 'F7' function key (inquiry) to display existing Sequence Control records on file.
1	5	ORDER NO	N	6	Enter the next order number.
2	6	INVOICE NO	N	6	Enter the next invoice number.
3	7	C/M NO	N	6	Enter the next credit memo number.
4	8	D/M NO	N	6	Enter the next debit memo number.
5	9	C/B NO	N	6	Enter the next chargeback number.
6	10	ADJ NO	N	6	Enter the next adjustment number.
7	11	ON ACCT NO	N	6	Enter the next on account number.
8.	12	UNAPPLIED NO	N	6	Enter the next unapplied number.
9.	13	SERV CHG NO	N	6	Enter the ext service charge number.

SEQUENCE CONTROL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
10.	14	POSTING NO	N	6	Enter the next posting (conversion) number.
11	15	POSTING SEQ NO	N	6	Enter the next posting sequence number.
12	16	CASH SEQ NO	N	6	Enter the next cash sequence number.
13	17	ADJ SEQ NO	N	6	Enter the next adjustment sequence number.
14	18	JOURNAL ENTRY NO	N	6	Enter the next journal entry number.
15	20	JOURNAL SEQ NO.	N	6	Enter the next journal sequence number.
16	21	VOUCHER NO	N	6	Enter the next voucher number.
17	22	INVENTORY TRANS NO	N	6	Enter the next inventory transaction number.
18	23	PHY INV TAG NO	N	6	Enter the next physical inventory tag number.
19	24	STANDING ORDER NO	N	6	Enter the next standing order number.
20	25	MISC CASH NO	N	6	Enter the next miscellaneous cash number.
21	26	A/R BATCH NO	N	6	Enter the next accounts receivable batch#.

SEQUENCE CONTROL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
22	27	P/O NO	N	6	Enter the next purchase order number.
23	31	W/O NO	N	6	Enter the next work order number.

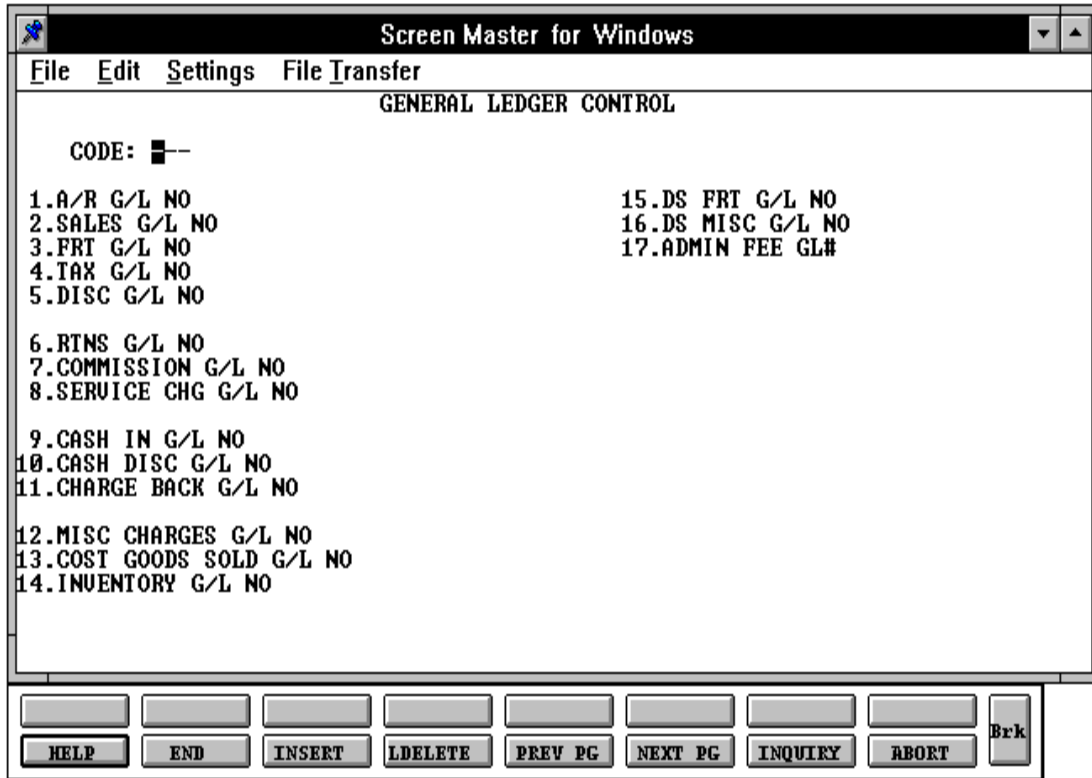
GENERAL LEDGER CONTROL MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT SSS.BP,SUBS GL.CONT.INIT008 SSS.BP,SUBS STATUS.LOG008 SSS.BP,SUBS CA.CHECK GL.CONT-MAINT008 STATUS-LOG008
SELECTION	MENU-12.1
SELECTION NUMBER	7
FILES ACCESSED	CA COMPANY CADF STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

This file contains the general ledger numbers to be used throughout the system. The system accessed this file through the Finder Master file. It is imperative that you carefully enter the correct general ledger numbers in this file, as the accounts receivable month end will access this file to post monthly transactions from accounts receivable to the general ledger.

GENERAL LEDGER CONTROL MASTER FILE MAINTENANCE



GENERAL LEDGER CONTROL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CODE	N	3	Enter the 3 digit key to file.
1	5	A/R G/L NO	N	16	Enter the accounts receivable general ledger number.
2	6	SALES G/L NO	N	16	Enter the sales general ledger number.
3	7	FRT G/L NO	N	16	Enter the freight general ledger number.
4	8	TAX G/L NO	N	16	Enter the tax general ledger number.
5	9	DISC G/L NO	N	16	Enter the discount general ledger number.
6	12	RTNS G/L NO	N	16	Enter the returns general ledger number.
7	11	COMMISSION G/L NO	N	16	Enter the commission general ledger number.
8	10	SERVICE CHG G/L NO	N	16	Enter the service charge general ledger number.
9	13	CASH IN G/L NO	N	16	Enter the cash in general ledger number.
10	14	CASH DISC G/L NO	N	16	Enter the cash discount general ledger number.
11	15	CHARGE BACK G/L NO	N	16	Enter the charge back general ledger number.

GENERAL LEDGER CONTROL MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
12	20	MISC CHARGES G/L NO	N	16	Enter the miscellaneous charges general ledger number.
13	21	COST GOODS SOLD G/L	N	16	Enter the cost of goods sold general ledger number.
14	22	INVENTORY G/L NO	N	16	Enter the inventory general ledger number.
15	23	DS FRT G/L NO	N	16	Enter the drop ship freight general ledger number for entry ship voucher entry.
16	24	DS MISC G/L NO	N	16	Enter the general ledger number for drop ship general ledger number.
17	25	ADMIN FEE G/L#	N	16	Enter the general ledger number for administration fee. (Updated during end of month)
18	26	INV.ADJ. G/L NO.	N	16	Enter the inventory adjustments general ledger number. (Updated during end of month)
19	29	INV.REC. G/L NO	N	16	Enter the inventory receipts general ledger number. (Updated during end of month)

COMPANY AGING MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP CO.AGEING.MAINT008 SSS.BP,SUBS STATUS.LOG008
SELECTION	MENU-12.1
SELECTION NUMBER	8
FILES ACCESSED	COMPANY STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

This program allows the input of the accounts receivable aging parameters. The aging parameter listing appears in the company listing. The aging can be based on the number of days or number of months the invoice is overdue. The aging periods will print on the company listing. Each company can have its own aging periods.

COMPANY AGING MASTER FILE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

COMPANY AGING MAINTENANCE

CO.NO: 01

1.AGING TYPE	D
2.PER 1	30
3.PER 2	60
4.PER 3	90
5.PER 4	120
6.PER 5	150
7.PER 6	180

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

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

COMPANY AGING MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
The allowable codes are:					
0	0	CO NO	N	2	Enter the company number.
1	43	AGING TYPE	A	1	Enter D-Days or M-Months.
2	44	PER 1	N	3	Days (Months) for inclusion in period 1.
3	45	PER 2	N	3	Days (Months) for inclusion in period 2.
4	46	PER 3	N	3	Days (Months) for inclusion in period 3.
5	47	PER 4	N	3	Days (Months) for inclusion in period 4.
6	48	PER 5	N	3	Days (Months) for inclusion in period 5.
7	49	PER 6	N	3	Days (Months) for inclusion in period 6.

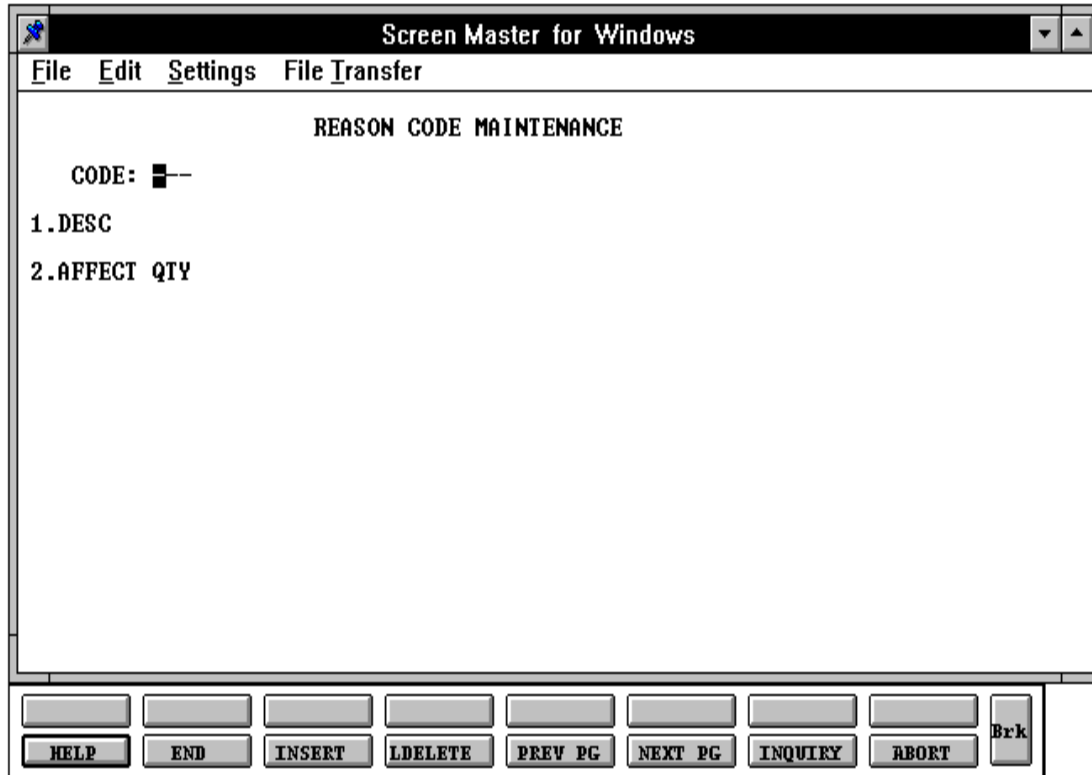
CREDIT MEMO REASON CODE MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP REASON CODE-MAINT008 SSS.BP,SUBS STATUS.LOG008 SSS.BP,SUBS REASON.CODE.INQ
SELECTION	MENU-12.1
SELECTION NUMBER	9
FILES ACCESSED	REASON.CODE STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

The 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 if sales quantities are updated.

CREDIT MEMO REASON CODE MASTER FILE MAINTENANCE



CREDIT MEMO REASON CODE MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CODE	N	2	Enter the credit memo reason code or press the 'F7' function key (inquiry) to display existing credit memo reason codes on file.
1	1	DESC	AN	30	Enter the credit memo reason code description.
2	3	AFFECT QTY	A	1	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 a '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 a 'Y' for returns because of incorrect shipment, etc. - where you want to also reduce sales. The flag should be set to a 'N' when you do not want to affect sales. (For example: incorrect pricing)

CREDIT MEMO REASON CODE FILE LISTING

PROK NAME	PROK REASON.CODE.LIST
SELECTION	MENU-12.1
SELECTION NUMBER	21
FILES ACCESSED	REASON.CODE

OVERVIEW

This procedure will list all reason codes and reason code descriptions.

OPERATING INSTRUCTIONS**REASON CODE LISTING****HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR**

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

CREDIT MEMO REASON CODE FILE LISTING

PAGE 1 ***** REASON CODE LIST ***** DATE 11:31:54am 16 Jul 1997

REASON.CODE	DESC	AFFECT QTY
001	MDSE ALLOW	Y
002	PRICE ERROR	N
003	WRONG MDSE	N
004	PRICE ERROR	N

4 records listed.

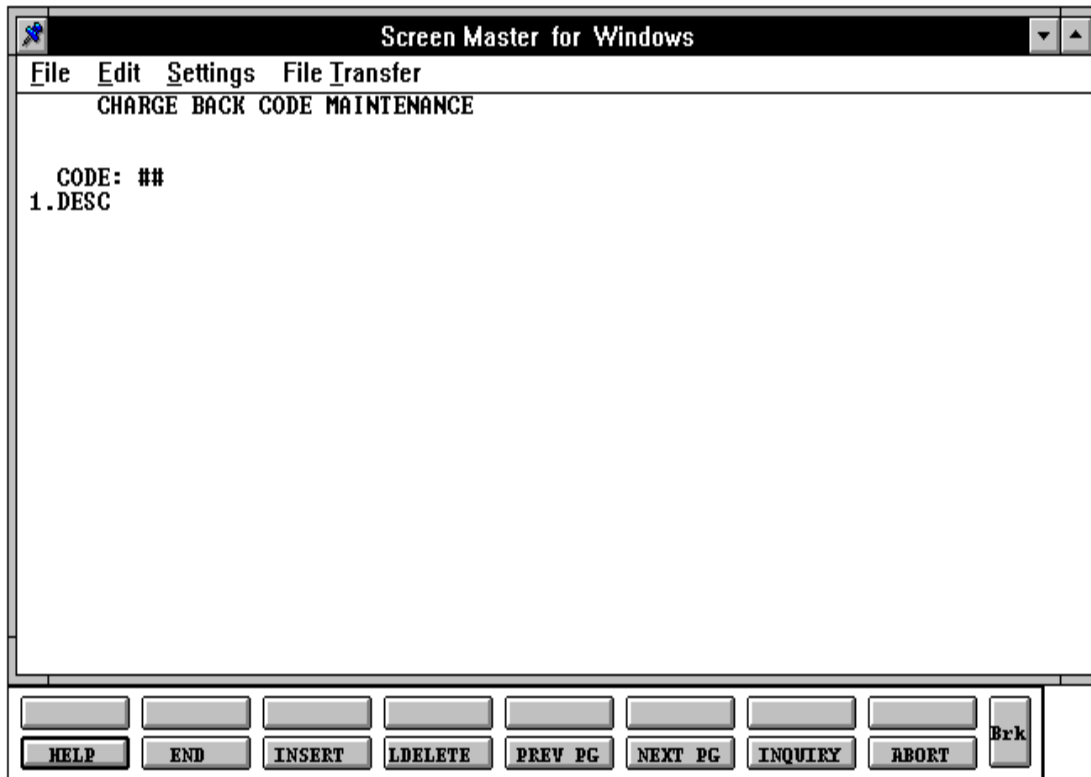
CHARGEBACK MASTER FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP CB.DESC-MAINT008 SSS.BP,SUBS STATUS.LOG008 SSS.BP,SUBS ID.VALID SSS.BP,SUBS CHARGE.BACK.INQ
SELECTION	MENU-12.1
SELECTION NUMBER	10
FILES ACCESSED	CB.DESC STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

This file contains the chargeback code descriptions which are used during accounts receivable cash posting application and chargeback print.

CHARGEBACK MASTER FILE MAINTENANCE



CHARGEBACK MASTER FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CODE	N	2	Enter chargeback code or press the 'F7" function key (inquiry) to display existing codes on file.
1	1	DESC	AN	40	Enter the chargeback description code.

CHARGEBACK DESCRIPTION CODE MASTER FILE LISTING

PROK NAME	PROD CB.DESC.LIST
SELECTION	MENU-12.1
SELECTION NUMBER	22
FILES ACCESSED	CB.DESC

OVERVIEW

This procedure will list all chargeback codes and chargeback code information.

OPERATING INSTRUCTIONS**CHARGEBACK CODE LISTING****HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR**

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

CHARGEBACK DESCRIPTION CODE MASTER FILE LISTING

PAGE 1 ***** CHARGE BACK CODE LIST ***** DATE 12:03:03pm 16 Jul 1997

CB.DESC	DESCRIPTION
01	UNAUTHORIZED DEDUCTION
02	CASH DISCOUNT BEYOND TERMS
03	INVALID FREIGHT DEDUCTION
04	SHORT SHIPMENT

4 records listed.

CURRENT FISCAL MONTH CHECK

PROK NAME	GL.P COMP.DATES
SELECTION	MENU-12.1
SELECTION NUMBER	23
FILES ACCESSED	COMPANY

OVERVIEW

This procedure will list, to the printer, by company the fiscal month, last month general ledger, current fiscal month for accounts receivable and accounts payable, last month closed for accounts receivable and accounts payable and current month fixed assets.

OPERATING INSTRUCTIONS**STATUS OF COMPANY DATES REPORT****HIT <NL> TO CONTINUE OR 'END'**

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

CURRENT FISCAL MONTH CHECK

PAGE 1

COMPANY FILE DATE STATUS

DATE 12:20:34pm 16 Jul 1997

COMPANY	CNAME	FM	LST.YR.GL	LST.MO.GL	CURR.MO.AR	LST.MO.AR	CURR.MO.AP	LST.MO.AP	CURR.MO.FA
01	THE SYSTEMS HOUSE		01 96	9707	9706	9707		9706	9707 9708
02	AJAX, INC.	03	97	9805	9804	9805	9804	9805	9806

2 records listed.

RATE OF EXCHANGE FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP RATE.EXCH-MAINT008 SSS.BP,SUBS STATUS.LOG008 SSS.BP,SUBS RATE.EXH.INQ SSS.BP,SUBS CHG.DATE1 SSS.BP,SUBS CHG.DATE2
SELECTION	MENU-12.1
SELECTION NUMBER	12
FILES ACCESSED	RATE.EXCHANGE STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

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

This will be used in purchase order entry for foreign vendors and foreign purchase evaluation.

RATE OF EXCHANGE FILE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

RATE OF EXCHANGE MAINTENANCE

CODE: █---

1.DESC
2.RATE
3.CHG DATE

*** NOTE - U.S. DOLLARS MUST HAVE A ***
*** CURRENCY CODE STATED AS: US ***

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

RATE OF EXCHANGE FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CODE	AN	4	Enter the foreign currency code or press the 'F7" function key (inquiry) to display existing codes on file.
1	1	DESC	AN	25	Enter the foreign currency description.
2	2	RATE	N	9	Enter the rate of exchange.
3	3	CHG.DATE	N	8	Enter the date for the exchange rate.

RATE OF EXCHANGE FILE LISTING

PROK NAME	PROK RATE.EXCHANGE.LIST
SELECTION	MENU-12.1
SELECTION NUMBER	24
FILES ACCESSED	RATE.EXCHANGE

OVERVIEW

This procedure will list all rates of exchange and file information.

OPERATING INSTRUCTIONS**RATE OF EXCHANGE LISTING****HIT RETURN TO CONTINUE OR <END>:**

Hit 'RETURN' to print the listing. Enter 'END' to return to the company maintenance menu.

RATE OF EXCHANGE FILE LISTING

PAGE 1

RATE OF EXCHANGE FILE LIST

DATE: 16 Jul 1997

CODE	DESC	RATE	CHG.DATE
ARG	ARGENTINA (PESO)	0.000168	01/25/91
AUS	AUSTRIA (SHILLING)	0.095800	01/25/91
AUST	AUSTRALIA (DOLLAR)	0.854000	11/23/84
BELG	BELGIUM (FRANC)	0.032700	01/25/91
BRAZ	BRAZIL (CRUZEIRO)	0.005200	01/25/91
CAN	CANADA (DOLLAR)	0.861800	01/25/91
CHIL	CHILE	0.003055	01/25/91
CHIN	CHINA (YUAN)	0.369300	11/23/84
COLO	COLOMBIA (PESO)	0.001782	01/25/91
DENM	DENMARK (KRONE)	0.175100	01/25/91
DM	WEST GERMANY (MARK)	0.674100	01/25/91
ECU	ECUADOR (SUCRE)	0.001073	01/28/91
FF	FRANCE (FRANC)	0.198300	01/25/91
FIN	FINLAND (FRANC)	0.278200	01/25/91
IRE	IRELAND (PUNT)	1.028500	11/23/84
ISR	ISRAEL (PUNT)	0.001654	11/23/84

ORDER SOURCE FILE MAINTENANCE

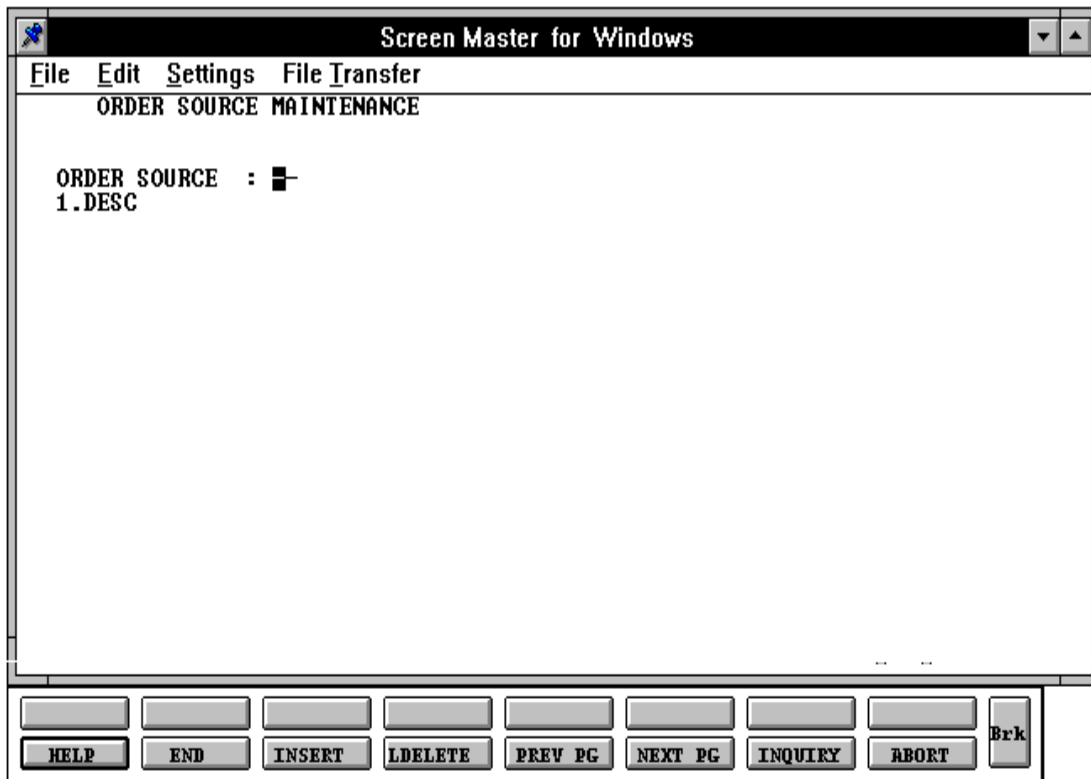
PROGRAM NAME	SSS.BP GEN.MASTER SSS.BP SSS.INPUT MDS.BP ORD.SOURCE-MAINT008 SSS.BP,SUBS STATUS.LOG008 SSS.BP,SUBS ORD.SOURCE.INQ
SELECTION	MENU-12.1
SELECTION NUMBER	13
FILES ACCESSED	ORDER.SOURCE STATUS-LOG DICT STATUS-LOG DICT SMAST

OVERVIEW

The Order Source file is used to store the allowable sources of orders, that may be input during order entry. If input, the order source code is validated against this file. This coding is to enable the later analysis of sources of orders.

Order source code is used in order entry to further define "types" of orders (i.e., '01' = reorder, '02' = confirmed, etc.).

ORDER SOURCE FILE MAINTENANCE



ORDER SOURCE FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
	0	ORDER SOURCE	L	6	Enter the code to be used to identify the order source. Maximum allowable characters is 6.
1	1	DESC	L	30	Enter the description for the code being created. (Ex: 01 - phone).

ORDER SOURCE LISTING

PROK NAME	PROK PORD.TEMPLATE.LIST010
SELECTION	MENU-12,1
SELECTION NUMBER	26
FILES ACCESSED	COMPANY

OVERVIEW

The Order Source file listing function will give the operator the ability to print out a listing of all codes that represent a source for an order. The listing will display the code number and the description of the source.

OPERATING INSTRUCTIONS

ORDER TEMPLATE FILE LISTING

ENTER COMPANY NUMBER OR 'A' FOR ALL ##

Enter the number of the company you want to see a listing for or 'A' for all companies on file.

ORDER SOURCE FILE LISTING

PAGE 1 **ORDER SOURCE LIST** DATE 03:58:23pm 16 Jul 1997

ORDER.SOURCE	DESCRIPTION
01	MAIL
02	TELEPHONE
03	SALESMAN CARRY-IN
04	LEAD
05	ADVERTISEMENT
06	SHOWROOM

6 records listed.

PRINTER ASSIGNMENT

PROGRAM NAME	SSS.GP GEN.MASTER
	PRINT.ASSIGN.MAINT010
SELECTION	MENU-12.1
SELECTION NUMBER	14
FILES ACCESSED	PRINT.ASSIGN

OVERVIEW

The Printer Assignment file is used to store all the printer assignments for all the reports that will be printed.

PRINTER ASSIGNMENT

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT		TYPE	SIZE	DESCRIPTION
00	0	REPORT				
00	0	PRINTER ASSIGNMENT	N	2		Enter the printer assignment.
1	1	AR CREDIT REPORT	AN	25		Enter description of report that is assigned to printer.

ORDER TEMPLATE FILE MAINTENANCE

PROK NAME	SSS.BP GEN.MASTER	
	ORD.TEMPLATE.MAINT008	
	ORD.TEMPLATE.OPEN010	
	ORD.TEMPLATE.INIT010	
	ORD.TEMPLATE.READ010	
	ORD.TEMPLATE.EXIT010	
SELECTION	MENU-12.1	
SELECTION NUMBER	15	
FILES ACCESSED	ORD.TEMPLATE	KIT.MASTER
	ALPHA.CUST	UN.MEAS
	PROD.MAST	PROD.DET
	ALPHA.PROD	
	COMPANY	
	CUST.MAST	
	CUST.MAST	
	LOOKUP.FILE	

OVERVIEW

The order template maintenance program is used to create a memo order for customers that repeatedly order the same merchandise. Once created, order entry will allow you to call in the template and add or delete products and/or quantities to it.

Please note that the order template maintenance program does not affect inventory, sales, billing, etc. This is strictly a transaction that can be utilized in order entry to quickly enter orders for customers who order the same items repeatedly.

Kits with lots cannot be loaded in order template maintenance.

ORDER TEMPLATE FILE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

COMPANY/ORDER TEMPLATE MAINTENANCE

CO# ## TEMPLATE#

1. DESC

2. PRODUCT# PRODUCT DESCRIPTION M/C TEMP QTY U/M

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER TEMPLATE FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CO#	N	2	Enter the company number.
0	0	TEMPLATE#	AN	15	Enter the template number.
1	9	DESC	A	20	Enter the template description.
2	3	PRODUCT #	AN	25	Enter the item number.
2	3	PRODUCT DESCRIPTION	A	20	Item description.
2	5	M/C	AN	1	This is a display field: M = Master kit C = Component
2	7	TEMP QTY	N	10	Last quantity ordered.
2	8	U/M	N	2	Unit of measure.

ORDER TEMPLATE FILE LISTING

PROK NAME	PROK PORD.TEMPLATE.LIST010
SELECTION	MENU-12.1
SELECTION NUMBER	26
FILES ACCESSED	ORD.TEMPLATE

OVERVIEW

This procedure will list all order template's for a specific company or all companies.

OPERATING INSTRUCTIONS

ORDER TEMPLATE FILE LISTING

ENTER COMPANY NUMBER OR 'A' FOR ALL ##

If you enter a specific company number, you will get a order template listing only for that specific company. If you enter 'A' for all, you will get an order template listing for all companies.

ORDER TEMPLATE FILE LISTING

04:12:43pm 16 Jul 1997 PAGE: 1

ORD.TEMPLATE FILE LISTING

CO	TEMPLATE#	DESCRIPTION
01	A1011	LITTLE TIKE SWING SET TEMPLATE
01	F2560	JOHNSON & JOHNSON FIRST AID KIT TEMPLATE
02	100013	IDEAL DISTRIBUTION NEW STORE TEMPLATE
02	100015	AJAX SUPPLY DESK & CHAIR TEMPLATE

4 records listed.

CREDIT CARD CONTROL

PROGRAM NAME	SSS.BP GEN.MASTER
	CREDIT.CARD.CTRL-MAINT010
SELECTION	MENU-12.1
SELECTION NUMBER	16
FILES ACCESSED	CCR.CONTROL

OVERVIEW

This file is used to control the input of credit card information in the Customer Master file and in Order Entry. The file is used to determine what types of credit cards, number patterns, and maximum chargeable amounts can be used for input. The data that is entered in the Cust.Mast file or during the order entry process (if the proper terms code has been used) will be validated against this file.

CREDIT CARD CONTROL

Credit Card Control Maintenance	
Credit Card Type	AMEX
1.Description	American Express Card
2.Card Prompt Format	NNNN-NNNN-NNNN-NNNN
3.Card Pattern Match	4N-4N-4N-4N
4.Card Pattern Match2	8N
5.Card Number Match	37
6.Check Digit Calc	
7.Bank Number	001
8.Merchant Number	1234567890
9.Maximum Amount	0.00
10.Override Password	TSH001

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

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
------	-----	--------	---------	---------	---------	---------	-------	---------

CREDIT CARD CONTROL FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	CREDIT CARD TYPE	L	5	Enter the code to correspond with a specific credit card.
1	1	DESCRIPTION	L	30	The full name of the credit card.
2	2	CARD PROMPT FORMAT	L	30	The format for the prompt that will display in order entry (NNNN-NNNN-NNNN-NNNN).
3	3	CARD PATTERN MATCH	L	30	The pattern used to match credit card numbers during validation of the format (4N-4N-4N-4N).
4	4	CARD PATTERN MATCH2	L	30	An alternate pattern to be used during validation of the format (8N).
5	5	CARD NUMBER MATCH	R	2	The 1 or 2 digits for the leading credit card number positions to be verified, e.g. AMEX uses 37, Visa uses 4, M/C uses 5.

CREDIT CARD CONTROL FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT		TYPE	SIZE	DESCRIPTION
6	6	CHECK DIGIT CALC		R	2	Enter 10 for mod 10 logic, or 11 for mod 11 logic. For use when verifying the credit card check during data entry. Leave blank if no check digit is to be performed.
7	7	BANK NUMBER		R	3	The bank number to be used during the updating of accounts receivable.
8	8	MERCHANT NUMBER		L	20	The merchant ID for this credit card type. This ID is submitted with all credit card transactions to the Credit Card Service Bureau.
9	9	MAXIMUM AMOUNT		R	9	The maximum amount to be allowed for a credit card charge. May be zero or blank. Any credit card charge greater than this amount will require the input of an override password.

CREDIT CARD CONTROL FILE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
10	10	OVERRIDE PASSWORD	L	6	The override password that is required when the credit card charge is over the maximum allowable amount for this card type.

CREDIT CARD CONTROL FILE LISTING

PROK NAME	PROK CREDIT.CARD.LIST
SELECTION NUMBER	MENU-12.1
SELECTION	28
FILES ACCESSED	

OVERVIEW

This option will provide a listing of all credit card control types on file. It will list the code and the description of each credit card entered.

OPERATING INSTRUCTIONS**CREDIT CARD CONTROL FILE LISTING**

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

Hit 'RETURN' to produce the listing or type 'END' to return to the Company file selector.

CREDIT CARD CONTROL FILE LISTING

PAGE 1*****CREDIT CARD CONTROL FILE LISTING***** DATE 03:17:31pm 26 May 1998

CARD TYPE	DESCRIPTION	CARD MATCH	CHECK DIGIT	BANK NUMB	MERCHANT.NUM	MAX AMOUNT
AMEX	AMERICAN EXPRESS	37	10	001	124578983	1250.00
M/C	MASTER CARD	5	11	001	452698310	1500.00
VISA	VISA	4		002	100032010	1500.00
DINER	DINER CLUB	30	11	002	104445210	1000.00
DISC	DISCOVER CARD	12		001	020001235	2000.00

5 records listed.

PICKING FREQUENCY SETUP

PROGRAM NAME	SSS.BP GEN.MASTER PICK.FREQ-MAINT010
SELECTION	MENU-12,2
SELECTION NUMBER	17
FILES ACCESSED	RELEASE

OVERVIEW

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 printed as well as the amount of minutes that an entered order should wait before printing a picking document.

PICKING FREQUENCY SETUP

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	WAREHOUSE	R	3	The warehouse number.
1	1	STARTING TIME	R	5	Enter the hour of the day that the picking document should start printing for this warehouse. The time must be entered as military time. (E.g. 1 p.m. is entered as 13:00)
2	2	# OF MIN BEFORE PRINT R	R	2	This value is used to determine how long an order should wait before the picking document is printed. This value must be between 1 and 99 minutes.

PICKING FREQUENCY LISTING

PROK NAME	PROK PICK.FREQ.LIST
SELECTION	MENU-12,1
SELECTION NUMBER	30
FILES ACCESSED	PICK.FREQUENCY

OVERVIEW

This file will produce a listing of all warehouses that have a picking frequency table setup.

PICKING FREQUENCY LISTING

PAGE 1

*****PICKING FREQUENCY LIST*****

DATE 01:22:22pm 27 Aug 1998

WHSE	WAREHOUSE NAME	STARTING TIME	# OF MINUTES BEFORE PRINTING
001	NEW YORK	09:00	5
		10:00	5
		11:00	5
		12:00	5
		13:00	5
		14:00	5
002	LOS ANGELES	08:00	10
		08:30	10
		09:00	10
		09:30	10
		10:00	10
		10:30	10

2 records listed.

COMPANY MASTER FILE DESCRIPTIONS

BANK

This file is used to define the various bank accounts used for each company. 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.

CHARGE.BACK

This file contains the chargebacks created by the chargeback entry program in the accounts receivable module.

COMPANY

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.

FINDER

This file is used by the various programs in MDS to determine which set of control totals, sequence number (i.e., order invoice) and general ledger number are to be used for this company and branch.

The key to the Finder file is : CO#;WAREHOUSE# 99:999

The keys to the Sequence Control, G/L Control, and Control Total files are arbitrary numbers assigned when the system is started. This the designer has the flexibility of having all companies share a common pool of numbers. Each have unique sets of numbers series or combination that is appropriate to the client's needs.

i.e.	common numbers			different numbers		
finder key	01:001	01:002	02:001	01:001	01:002	02:001
1. sequence #	001	001	001	001	002	003
2 G/L #	001	001	002	001	001	002

COMPANY MASTER FILE DESCRIPTIONS**GL.CONT**

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

OPERATOR

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 initials. The response is either the operator's initials or a password designed by the MDS user.

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

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

<u>CODE</u>	<u>APPLICATION</u>
CO	Company Related File Maintenance
CU	Customer Related File Maintenance
PR	Product Related File Maintenance
OE	Order Entry
IV	Invoicing and Release
VD	Voids
WO	Work Orders
AR	Accounts Receivable
IN	Inventory Control
IM	Inventory Management
PO	Purchasing
RA	Return Authorization
AP	Accounts Payable
JE	Journal Entry
GL	General Ledger
FR	Financial Reports
FS	Financial Statements
FA	Fixed Assets
PY	Payroll
OP	Operator Maintenance

COMPANY MASTER FILE DESCRIPTIONS

<u>CODE</u>	<u>APPLICATION</u> (Continued)
MP	Manager Point of Sale
CP	Clerk of Point of Sale
VT	Vendor Transmission
IM	Inventory Management
PM	Pricing Maintenance
SS	SSS Related
OA	SSS Related

ORDER.SOURCE

The Order Source file is used to store the allowable sources of orders, that may be input during order entry. If input, the order source code is validated against this file. This coding is to enable the later analysis of sources of orders.

PARAMETER

This file is used to determine screen display for cash receipts and inquiry and to determine the length and time the Ar.Hist records will be retained.

RATE.EXCHANGE

Contains the current currency exchange rates. Use of this file in the purchase order procedures is based on Parameter (62).

SEQ.CONT

This file contains the sequence numbers to be used throughout the system. Access to this file is through the Finder file. The invoice, credit memo, and order numbers to be used (among others) are stored in this file.

WAREHOUSE

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

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

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THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

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