

INVENTORY

THE INVENTORY MODULE HAS A SERIES OF PROGRAMS THAT ALLOWS INVENTORY PRODUCT TRACKING AND PROVIDES PRODUCT CONTROL AND ANALYSIS.

WHILE THE INVENTORY MODULE MAY BE USED STAND-ALONE, IT IS DESIGNED TO INTEGRATE WITH OTHER MDS SYSTEMS.

THE STANDARD INVENTORY MODULE PROVIDES CASE AND UNIT PRICING, BRACKET PRICING, MULTIPLE PRICE LEVELS, LIMITED MANUFACTURING INVENTORY, AND THE REQUIRED INTERFACE TO THE CONSIGNED INVENTORY SYSTEM.

THE INVENTORY SYSTEM PERMITS YOU TO DEFINE YOUR PRODUCT TO THE COMPUTER, EITHER IN UNITS ONLY OR IN UNITS AND CASES SIMULTANEOUSLY. THE SYSTEM PERMITS YOU TO RECEIVE PRODUCT FROM A VENDOR AND PLACE IT IN INVENTORY. FOR PRODUCT THAT THE COMPUTER IS TRACKING IN CASES, THE SYSTEM RECEIVES CASES OR UNITS OF PRODUCT FROM YOUR SUPPLIER AND AUTOMATICALLY CONVERTS THEM TO UNITS. THE SYSTEM PERMITS YOU TO REMOVE PRODUCT FROM INVENTORY OR UPDATE INVENTORY TO REFLECT THE ACTUAL INVENTORY COUNTED DURING A PHYSICAL INVENTORY.

IN ADDITION, THE INVENTORY MODULE HAS A LIMITED FORM OF MANUFACTURING INVENTORY. TO USE COFFEE KITS AS AN EXAMPLE YOU CAN SAY THAT PRODUCT NUMBER 101 WHICH IS A KIT OF YUBAN CONSISTS OF 42 BAGS OF YUBAN 1.75, 2 SUGAR CANISTER, AND 1 CREAMER. WHEN YOU USE THE BUILD KIT SECTION, YOUR INVENTORY QUANTITIES OF THE PRODUCTS REQUIRED TO PRODUCE THIS KIT ARE REDUCED AND THE INVENTORY OF THE KIT IS INCREASED.

INVENTORY IS DESIGNED TO UNDERSTAND FOUR DIFFERENT TYPES OF INVENTORY MAINTENANCE.

1. AVERAGE COST THE COST ENTERED WHEN PRODUCTS ARE RECEIVED IS AVERAGED INTO THE COST FIGURE ALREADY MAINTAINED FOR THE INDIVIDUAL PRODUCT. WHEN PRODUCT IS SOLD THIS AVERAGE PRICE IS USED IN CALCULATING THE COST OF SALES REQUIRED FOR THE JOURNAL ENTRIES, GROSS PROFIT ENTRIES, AND PRODUCT COST ENTRIES. THE MDS INVENTORY PROGRAM DOES NOT AVERAGE A NEW COST WITH ZERO IF THE PRODUCT DID NOT PREVIOUSLY HAVE A COST. IF PRODUCTS ARE ADDED TO AN ITEM THAT HAS A COST, BUT NO PRODUCTS ARE IN STOCK, THE NEW COST ENTERED BECOMES THE COST.
2. LAST COST PERFORMS EXACTLY AS THE NAME INDICATES. THE PROGRAM REPLACES THE COST FIGURE WITH THE COST OF RECEIVED PRODUCTS.
3. LIFO LAST IN FIRST OUT. THE OLDEST PRODUCTS ARE REMOVED FROM INVENTORY FIRST. WHEN YOU ARE USING LIFO, THE COST FIGURE SHOWN ON THE FIRST PAGE OF "ADD/EDIT PRODUCT" IS THE AVERAGE COST OF ALL PRODUCTS IN STOCK. THE QUANTITIES SHOWN ON THIS PAGE ARE THE TOTAL OF ALL PRODUCTS IN STOCK REGARDLESS OF PURCHASE DATE. EACH INDIVIDUAL BATCH OF RECEIVED PRODUCT HAS AN EXTENSION RECORD AND IS GROUPED BY COST AND DATE OF PURCHASE. WHEN PRODUCTS ARE SHIPPED OR INVOICED, THE OLDEST PRODUCTS ARE

REMOVED FROM INVENTORY AND THE COST FIGURE THAT IS USED REFLECTS THIS COST.

4. FIFO

FIRST IN FIRST OUT. THE FIRST PRODUCTS SOLD ARE THE MOST RECENT PURCHASED. AS WITH LIFO, THE COST SHOWN ON THE FIRST PAGE OF "ADD/EDIT PRODUCT" IS THE AVERAGE COST OF ALL PRODUCTS IN STOCK AND THE QUANTITY REFLECTS THE TOTAL NUMBER OF PRODUCTS IN STOCK, REGARDLESS OF PURCHASE DATE. WHEN PRODUCTS ARE INVOICED OR SHIPPED, THE MOST RECENT PRODUCTS PURCHASED ARE SHIPPED FOLLOWED BY THE NEXT MOST RECENT AND SO ON. THE COST FIGURES SENT TO SALES REFLECT THE COST OF PRODUCTS ACTUALLY REMOVED FROM INVENTORY.

THE TYPE OF INVENTORY MAINTENANCE IS SET IN "ADD/EDIT COMPANY" AT THE "INV. TYPE" FIELD.

THE INVENTORY MODULE GIVES YOU THE OPTION OF SELLING PRODUCT IN BOTH UNIT AND CASE LOTS. A PRODUCT THAT IS NORMALLY SOLD IN UNITS MAY BE SOLD IN CASES BY PRESSING ONE KEY.

THE SYSTEM CAN TRACK UP TO FIVE DIFFERENT UNIT PRICES AND FIVE DIFFERENT CASE PRICES ON EACH PRODUCT. PRODUCT MAY BE SOLD BASED ON "PRICE CLASS" OR "BRACKET PRICING". IN BRACKET PRICING THE COMPUTER TRACKS THE PURCHASE LEVELS AT WHICH EACH PRODUCT SWITCHES FROM ONE PRICE LEVEL TO ANOTHER. IN ADDITION TO THE SIX BASIC PRICING METHODS ALREADY IN THE SYSTEM THREE NEW METHODS HAVE BEEN ADDED. CENTS OFF PER POUND THIS METHOD ALLOWS PRODUCTS IN SPECIFIC CATEGORIES TO BE DISCOUNTED OR MARKED-UP FROM A BASE PRICE PER POUND THE PRODUCT CAN THEN BE SOLD IN A CASE CONFIGURATION BASED ON THE CASE WEIGHT TO ACTIVATE THIS PRICING METHOD THE SYSTEM MUST BE CUSTOMIZED TO INDICATE THE SPECIFIC CATEGORIES THE POUND PRODUCTS WILL BE ASSIGNED. THE PRODUCT MUST HAVE A CASE WEIGHT ASSIGNED AS WELL AS A CASE CONFIGURATION. ONCE THE PRODUCT IS IDENTIFIED, DISCOUNTING CAN BE ACTIVATED BY PLACING A DOLLAR SIGN (\$) IN THE % DISCOUNT COLUMN OF ADD/EDIT QUOTED PRICE (4.9.1) FOLLOWED BY THE AMOUNT OF CHANGE DESIRED TO THE POUND PRICE TIMES THE WEIGHT FOR CASE CONVERSION FOR ALL POUND PRODUCTS SOLD TO THIS CUSTOMER IN THIS CATEGORY. A SPECIFIC PRODUCT QUOTED AT A SPECIFIC PRICE TO THE CUSTOMER WILL OVERRIDE THE POUND CALCULATION. BUT PRODUCTS QUOTED AT LIST WILL ADJUST. PRICE LEVEL IS RESPECTED WITH THIS PRICING METHOD SO MULTIPLE POUND LEVELS CAN BE SET. SUB-CATEGORY DISCOUNTS IS ANOTHER METHOD OF PRICE DISCOUNTING A FLAG CAN BE SET IN THE CUSTOMER MASTER FILE THAT WILL INDICATE IF THIS CUSTOMER IS TO BE PRICED OFF THE SUB-CATEGORY PRICE TABLE SET IS THE SUBCATEGORY ADD/EDIT BY PRODUCT. CATEGORY SET PRICE - IN SOME CASES IT IS DESIRABLE TO PRICE ALL PRODUCT IN A GIVEN CATEGORY AT A SPECIAL PRICE THIS IS A CATEGORY SET PRICE DISCOUNT.

THE INVENTORY MODULE ALSO TRACKS PRODUCT AND HAS TWO DIFFERENT METHODS OF SUGGESTING WHEN PRODUCT MAY BE ORDERED.

1. SETTING THE REORDER POINT AND REORDER QUANTITY OF EACH ITEM OF INVENTORY IN "ADD/EDIT PRODUCT". USING THIS METHOD, THE COMPUTER DETECTS WHEN THE PRODUCT AVAILABLE FOR SALE FALLS TO OR BELOW THE REORDER POINT AND SUGGESTS THAT YOU ORDER PRODUCT. THE REORDER POINT NEVER VARIES UNLESS YOU MANUALLY CHANGE IT. IF YOUR BUSINESS IS SEASONAL OR IF YOUR BUSINESS IS GROWING YOU WILL PROBABLY WISH

TO USE "ORDER ON HISTORY".

2. ORDERING PRODUCT BASED ON THE ACTUAL SALES HISTORY OF THE PRODUCT INVOLVED. THIS METHOD IS MORE SENSITIVE TO BUSINESS GROWTH AND SEASONAL INCREASES AND DECREASES. THE SYSTEM SUGGESTED ORDERS ARE AUTOMATICALLY ADJUSTED BASED ON SALES.

THE METHOD OF INVENTORY RE-PURCHASE TRACKING IS SET IN "ADD/EDIT COMPANY" AT THE "ORDER ON HISTORY" FIELD.

THE INVENTORY MODULE HAS A "KIT" OPTION THAT LETS YOU BUILD NEW PRODUCT FROM ITEMS IN INVENTORY. USE "DEFINE KITS" TO CREATE THE NEW PRODUCT. WHEN YOU TELL THE COMPUTER HOW MANY OF THE "KIT" PRODUCT YOU WANT TO CREATE, IT AUTOMATICALLY PULLS THE INVENTORY PRODUCTS YOU SELECTED FOR THE "KIT" FROM THE PRODUCTS IN INVENTORY.

ANOTHER FEATURE OF THE INVENTORY MODULE IS THE SUB-SYSTEM "CONSIGNED INVENTORY". THIS LETS YOU KEEP TRACK OF PRODUCT ON EACH OF YOUR TRUCKS OR IN EACH OF YOUR WAREHOUSES.

SCREEN DISPLAY

5.1 ADD/EDIT PRODUCT

THE ADD/EDIT PRODUCT NUMBER PROGRAM IS USED TO ENTER ALL NEW PRODUCT NUMBERS AND BASIC PRODUCT INFORMATION INTO THE SYSTEM. IT ALSO INITIALIZES THE PRODUCT STOCK.

A BLANK INPUT SCREEN DISPLAYS WHEN YOU SELECT THE PROGRAM.

SCREEN DISPLAY

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SCREEN FIELDS      DESCRIPTION  
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PRODUCT NUMBER    THE ALPHANUMERIC PRODUCT NUMBER.  THIS NUMBER CAN BE  
                   ANYTHING UP TO A MAXIMUM OF SIXTEEN CHARACTERS.
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NOTE: IF YOU ARE USING THE ROUTING SYSTEM, PRODUCT NUMBERS MAY ONLY BE A MAXIMUM OF SIX CHARACTERS LONG. THIS IS DUE TO LIMITATIONS OF SPACE ON DELIVERY TICKETS. THIS RESTRICTION ONLY APPLIES TO PRODUCT THAT APPEARS ON DELIVERY TICKETS.

PRODUCT NUMBERS CAN NOT INCLUDE CONTROL CODES, A SPACE, BACKSPACE, ESCAPE KEY, OR THE FOLLOWING CHARACTERS: # % & ; : \$ * ALL OTHER CHARACTERS ARE PERMITTED.

IF THE PRODUCT NUMBER YOU ENTER IS THE NUMBER OF A CURRENT PRODUCT, THE INFORMATION FOR THAT PRODUCT DISPLAYS ON THE SCREEN. IF THE PRODUCT IS NOT FOUND, THE PROGRAM ADDS THAT PRODUCT TO THE PRODUCT'S DATABASE. IF YOU MISTYPE A PRODUCT NUMBER, MOVE THE CURSOR BACK TO THE PRODUCT NUMBER LINE AND TYPE IN THE CORRECT PRODUCT NUMBER. DO NOT PRESS {PF2} IF YOU MISTYPE A PRODUCT NUMBER. THE BAD PRODUCT IS ADDED TO THE PRODUCT

DATABASE. WARNING: DO NOT MOVE THE CURSOR UP AND CHANGE THE NUMBER OF AN EXISTING PRODUCT. TO CHANGE THE NUMBER OF AN EXISTING PRODUCT YOU MUST FIRST DELETE THE PRODUCT ("DELETE PRODUCT" (5.2)) THEN ENTER IT.

DESCRIPTION	A DESCRIPTION OF THE PRODUCT UP TO THIRTY CHARACTERS LONG. THE LINE IS PRINTED ON INVOICES, CREDIT MEMOS, AND ALL OTHER PROGRAMS THAT PRINT A DESCRIPTION OF INVENTORY PRODUCT.
LIST PRICE 1-5	THIS FIELD AND THE NEXT FOUR FIELDS ARE FIVE PRICE CLASSES FOR THE INDIVIDUAL PRODUCT. THESE FIELDS ALLOW YOU TO HAVE FIVE DIFFERENT BASE PRICES FOR EACH PRODUCT NUMBER AND LET YOU SELECT BY CUSTOMER WHICH CLASS AN INDIVIDUAL CUSTOMER'S PRICE IS OBTAINED FROM. PRICE CLASS IS SELECTED IN "ADD/EDIT ACCOUNT" (4.1) WITH THE "PRICE LEVEL" FIELD.
COST	THE PRODUCT COST. ONCE A PRODUCT IS SET UP, THIS IS THE LAST COST FIGURE THAT YOU ENTERED INTO THE COMPUTER WHEN PRODUCTS WERE RECEIVED IF YOU ARE USING "LAST COST" INVENTORY. THE AVERAGE COST OF ALL PRODUCTS OF THIS PRODUCT NUMBER THAT YOU HAVE IN STOCK IF YOU USE "LIFO", "FIFO", OR "AVERAGE COST".
CATEGORY NUMBER	THIS NUMBER IS USED TO SEPARATE THE PRODUCTS INTO SEPARATE SALES CLASSES. EACH CLASS WITH IT'S OWN SALES LEDGER CODE AND COST OF SALES LEDGER CODE. ("ADD/EDIT CATEGORY" (5.B.3)) IT IS ALSO USED TO CONTROL PRINTOUT OF SEVERAL INVENTORY LISTINGS. THE CATEGORY NUMBER MUST BE BETWEEN 1 AND 21. WHEN YOU TYPE IN A CATEGORY NUMBER, THE CATEGORY DESCRIPTION DISPLAYS TO THE RIGHT IN INVERSE VIDEO. (FOR MORE INFORMATION ON CATEGORIES SEE "ADD/EDIT CATEGORY" (5.B.3))
VENDOR NUMBER	THE NUMBER OF THE VENDOR THAT YOU NORMALLY ORDER THIS PRODUCT FROM.
QUANTITY IN STOCK	THE TOTAL COUNT OF THIS PRODUCT IN STOCK FOR THIS PRODUCT NUMBER.
QUANTITY COMMITTED	THIS FIELD SHOWS THE NUMBER OF ITEMS THAT ARE COMMITTED FOR SALE INVENTORY, BUT WHICH HAVE NOT YET HAD AN INVOICE PRINTED AND ARE NOT SHIPPED. THIS NUMBER IS USED TO PREVENT THE COMPUTER FROM ALLOCATING THE SAME PRODUCTS TO TWO DIFFERENT CUSTOMERS BEFORE THE PRODUCTS ARE REMOVED FROM STOCK BY PRINTING INVOICES.
QUANTITY ORDERED	THE NUMBER OF PRODUCTS THAT RE ORDERED BUT NOT RECEIVED. THIS PREVENTS YOU FROM ACCIDENTALLY ORDERING THE SAME PRODUCT TWICE BY FORGETTING THAT YOU PLACED AN ORDER.
REORDER POINT	THIS FIELD IS ONLY USED IF YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT COMPANY" (9.6)). WHEN THE NUMBER OF NON-COMMITTED PRODUCTS FALL BELOW THIS NUMBER, THE PRODUCT IS PLACED ON THE REORDER LIST. IF ZERO, THE PRODUCT IS NEVER PLACED ON THE REORDER LIST REGARDLESS OF THE NUMBER

OF PRODUCTS IN STOCK. IF YOU SELL THIS PRODUCT AND IT IS PLACED ON BACK ORDER, THE PRODUCT IS ALSO PLACED ON THE RE-ORDER LIST.

QUANTITY SOLD MTD ANY TIME A PRODUCT IS INVOICED, THE QUANTITY SOLD ON THE INVOICE IS ADDED TO THIS NUMBER. THIS NUMBER IS ZEROED BY THE MONTHLY INVENTORY CLOSE. ("CLOSE INVENTORY" (5.B.7)).

QUANTITY SOLD YTD THE TOTAL NUMBER OF THIS PRODUCT SOLD IN THE CURRENT YEAR. THIS NUMBER IS ZEROED BY YEALY INVENTORY CLOSE (5.B.7).

REORDER QUANTITY THE NUMBER OF PRODUCTS SHOULD BE REORDERED WHEN THE QUANTITY FALLS BELOW THE REORDER POINT. NOTE: THE FIELD IS ONLY USED IF YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT COMPANY" (9.6))

MAXIMUM QUANTITY THE MAXIMUM NUMBER OF PRODUCT THAT YOU ALLOW TO BE IN STOCK AT ANY GIVEN TIME. IT IS ONLY AN ADVISORY NUMBER.

NOTE: THIS FIELD IS ONLY USED IF YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT COMPANY" (9.6))

CASE WEIGHT THE PHYSICAL CASE WEIGHT OF THE PRODUCT.

QUANTITY CONSIGNED THE QUANTITY OF PRODUCT THAT IS IN OTHER WAREHOUSES OR ON TRUCKS. IF YOU PERFORM A PHYSICAL INVENTORY, YOUR COUNT PLUS THIS NUMBER IS THE QUANTITY IN STOCK.

WHEN YOU FINISH ENTERING INFORMATION ON THE FIRST SCREEN, PRESS {PF2} TO DISPLAY THE SECOND SCREEN.

SCREEN DISPLAY

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SCREEN FIELDS      DESCRIPTION  
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SALES MTD          THE TOTAL DOLLAR AMOUNT OF SALES FOR THIS PRODUCT NUMBER  
                   SOLD THIS MONTH. THE AMOUNT IS UPDATED EACH TIME A  
                   PRODUCT IS INVOICED. WHEN YOU "CLOSE INVENTORY" (5.B.7)  
                   IT CLEARS THIS NUMBER.  
  
SALES YTD          THE TOTAL DOLLAR AMOUNT OF SALES FOR THIS PRODUCT NUMBER  
                   SOLD IN THE CURRENT YEAR. THE FIELD IS CLEARED BY THE  
                   YEARLY INVENTORY CLOSE.  
  
COST MTD           THE TOTAL DOLLAR COST OF THIS PRODUCT SOLD DURING THE  
                   CURRENT MONTH. THE ACCURACY OF THIS NUMBER, IN RELATION  
                   TO YOUR ACTUAL COST, DEPENDS ON THE TYPE OF INVENTORY  
                   THAT YOU MAINTAIN. IF YOU ARE USING "LAST COST"  
                   INVENTORY CONTROL THIS NUMBER IS ONLY PARTIALLY ACCURATE.  
                   IF YOU ARE USING "LIFO", "FIFO", OR "AVERAGE COST" THIS  
                   NUMBER IS ACCURATE.  
  
COST YTD           THE TOTAL COST OF ALL THIS PRODUCT SOLD IN THE CURRENT  
                   YEAR. AS WITH THE "COST MTD", THE ACCURACY OF THIS
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NUMBER, DEPENDS ON THE TYPE OF INVENTORY YOU MAINTAIN.

TAXABLE (Y/N) DEFAULT IS "Y". THIS Y/N FLAG ON THE INDIVIDUAL PRODUCT
ALLOWS FOR MORE FLEXIBILITY IN THE PRODUCTS DATABASE.

BIN # FIELD FOR AN INVENTORY LOCATION.

LAST PURCHASE DATE THE DATE THAT THE PRODUCT WAS LAST PURCHASED.

LAST SALE DATE THE DATE THAT THE PRODUCT WAS LAST SOLD. THIS FIELD IS
USEFUL FOR FINDING SLOW OR NON-MOVING PRODUCTS. THIS
FIELD MAY BE USED IN MOVEMENT TRACKING OF PRODUCTS TO
FIND SLOW OR NON-MOVING PRODUCTS.

LAST PRICE CHANGE THE DATE THE SALE PRICE OF THE PRODUCT WAS LAST CHANGED.

LAST LIST PRICE THE SALE PRICE OF THE PRODUCT BEFORE THE LAST PRICE
CHANGE.

LAST COST CHANGE THE DATE THE COST OF THE PRODUCT WAS LAST CHANGED.

LAST CASE COST THE COST OF THE PRODUCT BEFORE THE LAST COST CHANGE.

COMMENT THE 3 COMMENT LINES ARE USED TO MAINTAIN ANY SPECIAL
INFORMATION YOU WISH TO HAVE ON YOUR INVENTORY. THESE
LINES DO NOT SHOW ON INVOICES OR DELIVERY TICKETS. THE
FIRST 2 LINES ARE FOR SUBSTITUTES FOR THE PRODUCT. THE
3RD LINE IS FOR COMMENTS.

DEPOSIT CHARGE Y/N DEFAULT IS "N". THIS FIELD IS USED TO ASSOCIATE A
DEPOSIT WITH A PRODUCT SO THAT A DEPOSIT IS AUTOMATICALLY
CHARGED WHEN THE PRODUCT IS SOLD. THE AMOUNT OF THE
DEPOSIT IS ADDED TO THE TOTAL PRICE OF THE PRODUCT. THE
DEPOSIT IS NOT DISPLAYED AS A SEPARATE AMOUNT WITH A
DESCRIPTION. IF YOU WISH TO AUTOMATICALLY CHARGE A
DEPOSIT (SUCH AS A BOTTLE DEPOSIT) WITH A PRODUCT AND
SHOW WHAT THE CHARGE IS, USE "DEFINE LINKED PRODUCTS".
DEPOSITS MAY ALSO BE SET UP WITH THEIR OWN PRODUCT NUMBER
AND ENTERED SEPARATELY.

DEPOSIT AMOUNT THE AMOUNT OF THE DEPOSIT TO BE CHARGED.

DEPOSIT PRODUCT A DESCRIPTION OF THE DEPOSIT. EX: CAN DEPOSIT

IF BOTH OF THE NEXT TWO FIELDS ARE SET TO "N" , "ORDER ON HISTORY" IS SET TO
"N", AND YOU ARE USING "LAST COST" OR "AVERAGE COST" INVENTORY CONTROL, THIS
IS THE LAST SCREEN OF INFORMATION FOR A PRODUCT. THESE TWO FIELDS DEFINE HOW
THE PRODUCT IS HANDLED IN INVENTORY AND SET UP OPTIONAL PRICES FOR THE
PRODUCT. EACH OF THE TWO FIELDS HAVE SUBSIDIARY SCREENS.

CASE PRICING DEFAULT IS "N". THIS FIELD MAY HAVE ONE OF THREE
LETTERS. THE LETTERS ARE:

N - NO CASE PRICING INFORMATION-SELL IN UNITS ONLY.

U - CASE PRICING WITH THE PRODUCT SOLD PRIMARILY BY

UNIT.

C - CASE PRICING WITH THE PRODUCT SOLD PRIMARILY IN CASES.

IF "U" OR "C" IS SELECTED A CASE PRICE CLASS SCREEN DISPLAYS WHEN THIS SCREEN IS EXITED. "U" OR "C" ALSO INDICATES DEFAULT PRICE FOR INVOICING.

SCREEN DISPLAY

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SCREEN FIELDS      DESCRIPTION
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CASE PRICE CLASS 1 FIVE PRICE CLASS FIELDS THAT FUNCTION JUST LIKE THE UNIT
                   LIST PRICE CLASS FIELDS ON THE FIRST SCREEN.  THEY ALLOW
                   YOU TO HAVE FIVE DIFFERENT BASE PRICES FOR EACH PRODUCT
                   NUMBER AND ALLOW YOU TO SELECT BY CUSTOMER WHICH CLASS AN
                   INDIVIDUAL CUSTOMER'S PRICE IS OBTAINED FROM.  PRICE
                   CLASS IS SELECTED IN "ADD/EDIT ACCOUNT"(4.1) WITH THE
                   "PRICE LEVEL" FIELD.

CASE CONVERSION    HOW MANY UNITS MAKE UP A CASE.

CASE DESCRIPTION   DESCRIPTION OF THE CASE PRODUCT.

BRACKET PRICING   BRACKET PRICING IS USED IN CONJUNCTION WITH THE INVOICING
                   SYSTEM.  BRACKET PRICING IS A METHOD OF SELECTING ONE OF
                   FIVE PRICE LEVELS DEPENDING ON HOW MUCH OF A PRODUCT THAT
                   A CUSTOMER PURCHASES.  THE PURCHASE QUANTITY IS
                   CALCULATED FOR THE INDIVIDUAL INVOICE BEING BUILT AND
                   DOES NOT TAKE INTO ACCOUNT ANY OTHER PRODUCT BEING
                   PURCHASED.  IF THIS FIELD IS SET TO "Y" TO SELECT BRACKET
                   PRICING, AN ADDITIONAL SCREEN DISPLAYS.  THIS SCREEN IS
                   USED TO DETERMINE HOW MUCH PRODUCT QUANTITY A CUSTOMER
                   MUST PURCHASE TO FALL INTO THE NEXT PRICE LEVEL.
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SCREEN DISPLAY

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#####
SCREEN FIELDS      DESCRIPTION
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PRICE 1 TO PRICE 2 TYPE IN THE NUMBER OF PRODUCT YOU WISH THE FIRST PRICE
BREAKS              BREAK TO OCCUR AT AND PRESS {ENTER}.  IF THE NUMBER OF
                   UNITS OF PRODUCT ENTERED ON AN INVOICE EQUALS OR EXCEEDS
                   THIS NUMBER BUT IS BELOW THE NUMBER ENTERED IN THE NEXT
                   PRICE BREAK FIELD THEY ARE SOLD AT THE PRICE ENTERED IN
                   THE "LIST PRICE 2" FIELD.  PRODUCT SOLD PRIMARILY BY
                   CASE(CASE PRICING ENABLED) USES THE "CASE PRICE CLASS 2"
                   FIELD.

PRICE 2 TO PRICE 3 TYPE IN THE NUMBER OF PRODUCT YOU WISH THE SECOND PRICE
BREAKS              BREAK TO OCCUR AT AND PRESS {ENTER}.  IF THE NUMBER OF
                   UNITS OF PRODUCT ENTERED ON AN INVOICE EQUALS OR EXCEEDS
                   THIS NUMBER BUT IS BELOW THE NUMBER ENTERED IN THE NEXT
                   PRICE BREAK FIELD THEY ARE SOLD AT THE PRICE ENTERED IN
                   THE "LIST PRICE 3" FILED.  PRODUCT SOLD PRIMARILY BY
                   CASE(CASE PRICING ENABLED) USES THE "CASE PRICE CLASS 3"
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FIELD.

PRICE 3 TO PRICE 4 TYPE IN THE NUMBER OF PRODUCT YOU WISH THE THIRD PRICE
BREAK BREAK TO OCCUR AT AND PRESS {ENTER}. IF THE NUMBER OF
UNITS OF PRODUCT ENTERED ON AN INVOICE EQUALS OR EXCEEDS
THIS NUMBER BUT IS BELOW THE NUMBER ENTERED IN THE NEXT
PRICE BREAK FIELD THEY ARE SOLD AT THE PRICE ENTERED IN
THE "LIST PRICE 4" FIELD. PRODUCT SOLD PRIMARILY BY
CASE(CASE PRICING ENABLED) USES THE "CASE PRICE CLASS 4"
FIELD.

PRICE 4 TO PRICE 5 TYPE IN THE NUMBER OF PRODUCT YOU WISH THE FOURTH PRICE
BREAK BREAK TO OCCUR AT AND PRESS {ENTER}. IF THE NUMBER OF
UNITS OF PRODUCT ENTERED ON AN INVOICE EQUALS OR EXCEEDS
THIS NUMBER THEY ARE SOLD AT THE PRICE ENTERED IN THE
"LIST PRICE 5" FIELD. PRODUCT SOLD PRIMARILY BY
CASE(CASE PRICING ENABLED) USES THE "CASE PRICE CLASS 5"
FIELD.

IF YOU ARE USING "LIFO" OR "FIFO" INVENTORY CONTROL AN ADDITIONAL SCREEN
DISPLAYS TO ENTER DETAIL PRODUCT INFORMATION.

SCREEN DISPLAY

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#####  
SCREEN FIELDS      DESCRIPTION  
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COST LEVEL        AN INVERSE VIDEO FIELD DISPLAYED BY THE SYSTEM.  
  
QUANTITY          QUANTITY OF PRODUCTS RECEIVED AT THIS COST.  
  
COST              THE UNIT COST FOR THIS SHIPMENT OF PRODUCTS. THIS COST  
                  IS USED WHEN THE PRODUCTS IN THIS LEVEL ARE REMOVED FROM  
                  INVENTORY.  
  
PURCHASE DATE    DATE PRODUCT PURCHASED. USED TO DETERMINE WHICH PRODUCT  
                  IS TO BE REMOVED FIRST.  
  
VENDOR NO.       THE VENDOR WHO SOLD YOU THIS PARTICULAR SHIPMENT OF  
                  PRODUCTS. THE NUMBER MAY BE DIFFERENT FROM THE VENDOR  
                  NUMBER ON THE FIRST SCREEN.
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WHEN YOU USE EITHER "FIFO" OR "LIFO" INVENTORY, YOU MAY HAVE UP TO FIVE
LEVELS OF PRODUCTS COSTS. THESE ARE INPUT BY MULTIPLE USE OF THE THIS
SCREEN.

THE "PRODUCT SHIPMENT HISTORY" SCREEN DISPLAYS ONLY IF "ORDER ON HISTORY" IS
SET TO "Y".##NEED EXPLANATION SOMEWHERE OF ORDER ON HISTORY"

SCREEN DISPLAY

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
CURRENT PERIOD    THE UNIT QUANTITY OF SALES IN THE CURRENT SALES PERIOD.  
                  THIS NUMBER IS NOT USED INITIALLY IN REORDERING AS IT MAY
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CONTAIN A PARTIAL PERIOD. ONLY WHEN IT IS AGED INTO PERIOD 1 IS THIS QUANTITY USED.

PERIOD # 1-5 THE FIVE MOST RECENT PERIODS OF SALES. A PERIOD MAY BE ONE DAY, ONE WEEK, ONE MONTH OR ONE YEAR. ANY UNIT OF TIME YOU DECIDE TO USE AS A REFERENCE. MDS RECOMMENDS THAT YOU USE A WEEKLY PERIOD. WHEN YOU RUN "LIST AVERAGE SALES" YOU ARE GIVEN THE OPTION OF AGING YOUR SALES HISTORY. THIS PROGRAM REMOVES PERIOD 5 INFORMATION, PERIOD 4 IS MOVED TO PERIOD 5, PERIOD 3 TO 4, 2 TO 3, 1 TO 2, AND CURRENT SALES ARE MOVED TO PERIOD 1. "LIST AVERAGE SALES" FORMS THE BASIS OF YOUR AGED REORDER.

PERIODS TO STOCK DEFAULT IS "3" PERIODS. THIS TELLS THE COMPUTER THAT ENOUGH INVENTORY OF THIS PRODUCT SHOULD BE AVAILABLE TO SUPPLY CUSTOMERS FOR 3 PERIODS. TO SELECT A DIFFERENT NUMBER OF PERIODS TO STOCK, TYPE IN THE NUMBER OF PERIODS AND PRESS {ENTER}. THE AMOUNT OF PRODUCT STOCKED IS THE NUMBER OF PERIODS SELECTED TIMES THE AVERAGE OF ACTUAL SALES CALCULATED BY THE "WEEKS TO AVERAGE" FIELD.

PERIODS TO ORDER DEFAULT IS "4" PERIODS. THIS TELLS THE COMPUTER THAT WHEN THIS PRODUCT IS ORDERED, ENOUGH SHOULD BE ORDERED TO SUPPLY CUSTOMERS FOR 4 PERIODS. THE AMOUNT OF PRODUCT ORDERED IS THE NUMBER OF PERIODS SELECTED TIMES THE AVERAGE OF ACTUAL SALES CALCULATED BY THE "WEEKS TO AVERAGE" FIELD.

WEEKS TO AVERAGE DEFAULT IS "5". THE COMPUTER AVERAGES SALES FROM ALL 5 PERIODS (A PERIOD CAN BE ANYTHING YOU SELECT NOT JUST A WEEK) FOR THE AVERAGE PERIOD SALES THAT IS USED FOR REORDER.

THE COMPUTER USES THE ABOVE INFORMATION TO DETERMINE WHEN TO REORDER AND HOW MUCH TO REORDER. WHEN THE QUANTITY IN STOCK PLUS THE QUANTITY ORDERED MINUS THE QUANTITY COMMITTED TO SALES IS LOWER THAN THE AVERAGE QUANTITY SOLD (DETERMINED BY THE "WEEKS TO AVERAGE " FIELD) TIMES THE "PERIODS TO STOCK" NUMBER, THE COMPUTER PLACES AN ORDER FOR PRODUCT THAT IS THE AVERAGE QUANTITY SOLD TIMES THE "PERIODS TO ORDER". (ORDER PURCHASING IS DONE THROUGH THE "PURCHASE ORDER" MODULE)

PRESS {PF2} TO EXIT THE SCREEN. YOU ARE RETURNED TO THE FIRST SCREEN. YOU MAY ADD OR EDIT ANOTHER PRODUCT OR PRESS {PF2} TO EXIT THE PROGRAM.

5.2 DELETE PRODUCT

THIS PROGRAM IS USED TO REMOVE PRODUCT NUMBERS FROM THE INVENTORY DATABASE. THE PROGRAM IS RARELY REQUIRED, BUT IT IS AVAILABLE FOR DATABASE MAINTENANCE.

AT THE FIRST SCREEN, TYPE IN THE PRODUCT NUMBER YOU WISH TO DELETE. THE SYSTEM FILLS IN AND DISPLAYS INFORMATION FOR A VALID PRODUCT NUMBER SELECTED TO HELP YOU CORRECTLY IDENTIFY THE PRODUCT YOU WISH TO DELETE. ONLY THE FIRST AND LAST LINES OF THE SCREEN CAN BE CHANGED. IF YOU INPUT A PRODUCT NUMBER THAT THE COMPUTER CANNOT FIND, THE COMPUTER DISPLAYS "INVALID PRODUCT NUMBER" IN INVERSE VIDEO ON THE DESCRIPTION LINE.

NOTE: YOU CAN NOT DELETE A KIT PRODUCT USING THIS PROGRAM. YOU MUST USE THE "DELETE KITS"(5.C.4) PROGRAM.

SCREEN DISPLAY

ONCE A VALID PRODUCT NUMBER IS ENTERED THE CURSOR MOVES TO THE "DELETE (Y/N)" LINE. THE DEFAULT FOR THE LINE IS "N".

IF WANT TO DELETE THE PRODUCT, YOU MUST PRESS {Y} THEN {PF2} BEFORE THE PRODUCT IS DELETED.

PART RECORD NUMBER THIS FIELD IS USED TO DELETE PRODUCTS THAT HAVE CONTROL CODES IN THEIR PRODUCT NUMBER AND CAN NOT BE LOCATED NORMALLY. YOU MUST FIRST RUN THE "PRINT PART RECORD NUMBER" PROGRAM. TO DELETE A PRODUCT TAKE THE "PART RECORD NUMBER" PRINTED BY THAT PROGRAM FOR THE PRODUCT YOU WISH TO DELETE AND ENTER IT ON THIS LINE. AFTER THE PRODUCT IS FOUND AND IDENTIFIED USING THIS METHOD YOU MAY DELETE THE PRODUCT AS DESCRIBED ABOVE.

PRESS {PF2} AT A BLANK SCREEN TO EXIT THE PROGRAM.

*USE OF THIS PROGRAM WILL LOCK THE ENTIRE INVENTORY DATABASE.

5.3 ENTER RECEIVED PRODUCT

THE "ENTER RECEIVED PRODUCT" PROGRAM IS USED TO PLACE PRODUCTS RECEIVED FROM A VENDOR IN INVENTORY. YOU DO NOT RECEIVE "KIT" PRODUCT WITH THIS PROGRAM. ALL "KIT" PRODUCT MUST BE BUILT USING THE "BUILD KIT" PROGRAM.

AT THE FIRST SCREEN, TYPE IN THE PRODUCT NUMBER OF THE PRODUCT RECEIVED AND PRESS {ENTER}. IF YOU ENTER A VALID PRODUCT NUMBER, THE SYSTEM DISPLAYS THE PRODUCT INFORMATION. ALL OF THE LINES BETWEEN "PRODUCT NUMBER" AND "QUANTITY RECEIVED" ARE DISPLAYED TO ASSIST YOU IN IDENTIFYING THE PRODUCT AND MAY NOT BE EDITED. THE CURSOR MOVES TO THE "QUANTITY ORDERED" FIELD.

SCREEN DISPLAY

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SCREEN FIELDS DESCRIPTION

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PRODUCT NUMBER TYPE IN THE PRODUCT NUMBER OF THE PRODUCT RECEIVED, AND THE PROGRAM DISPLAYS INFORMATION FOR THE PRODUCT AND THE CURSOR MOVES DOWN TO THE "QUANTITY RECEIVED" FIELD.

DESCRIPTION DESCRIPTION OF THE PRODUCT.

CONV. FACTOR NUMBER OF UNITS IN A CASE. IF YOU RECEIVE PRODUCT IN A DIFFERENT CASE COUNT THAN DISPLAYED, YOU MAY CHANGE THE CASE CONVERSION FACTOR FOR RECEIPT OF THIS PRODUCT. IF A PRODUCT IS SOLD PRIMARILY IN UNITS BUT CASE PRICING IS TURNED ON("U") THE CASE COST IS SHOWN IN INVERSE VIDEO TO THE RIGHT OF THIS LINE.

QUANTITY IN STOCK THE TOTAL COUNT OF THIS PRODUCT IN STOCK FOR THIS PRODUCT

NUMBER.

QUANTITY COMMITTED THIS FIELD SHOWS THE NUMBER OF ITEMS THAT ARE COMMITTED FOR SALE INVENTORY, BUT WHICH HAVE NOT YET HAD AN INVOICE PRINTED AND ARE NOT SHIPPED. THIS NUMBER IS USED TO PREVENT THE COMPUTER FROM ALLOCATING THE SAME PRODUCTS TO TWO DIFFERENT CUSTOMERS BEFORE THE PRODUCTS ARE REMOVED FROM STOCK BY PRINTING INVOICES.

QUANTITY ORDERED THE NUMBER OF PRODUCTS THAT RE ORDERED BUT NOT RECEIVED. THIS PREVENTS YOU FROM ACCIDENTALLY ORDERING THE SAME PRODUCT TWICE BY FORGETTING THAT YOU PLACED AN ORDER.

LAST PURCHASE DATE THE DATE THAT THE PRODUCT WAS LAST PURCHASED.

QUANTITY RECEIVED TO ENTER PRODUCTS INTO YOUR INVENTORY, TYPE IN THE NUMBER OF UNITS OF THIS PRODUCT RECEIVED IN THE SHIPMENT AND PRESS {ENTER}. IF CASE PRICING IS TURNED ON FOR THE PRODUCT BUT YOU RECEIVE THE PRODUCT IN UNITS, PRESS {PF3} BEFORE ENTERING THE QUANTITY OF PRODUCT RECEIVED AND THE RECEIVING UNIT AND RECEIVING COST IS THE UNIT QUANTITY AND COST.

NEW PURCHASE DATE DEFAULTS TO SYSTEM DATE. YOU MAY CHANGE THE DATE BY TYPING IN A NEW DATE AND PRESSING {ENTER}.

COST IF YOU ARE RECEIVING PRODUCT IN CASES TYPE IN THE CASE COST OF THE PRODUCT. IF YOU ARE RECEIVING PRODUCT IN UNITS, TYPE IN THE UNIT COST AND PRESS {ENTER}. THE CURSOR MOVES TO THE "VENDOR #" FIELD. ALL OTHER FIELDS MAY BE LEFT UNCHANGED.

CLASS 1-5 LIST THIS LINE AND THE NEXT 4 LINES ARE DISPLAY LINES OF THE "LIST PRICE" INFORMATION FROM THE PRODUCT FILE AS ENTERED IN "ADD/EDIT PRODUCT". IF CASE PRICING IS TURNED ON "C" OR "U", PRICES FOR THE SECONDARY METHOD OF SELLING PRODUCT (UNIT OR CASE) ARE DISPLAYED TO THE RIGHT OF THESE FIVE LINES IN INVERSE VIDEO.

VENDOR # THE VENDOR NUMBER SHOULD ONLY BE CHANGED IF YOU DO NOT PURCHASE THE PRODUCT FROM THE VENDOR SET UP IN THE "ADD/EDIT PRODUCT" (5.1) FILE. CHANGE THIS FIELD BY TYPING IN THE VENDOR NUMBER AND PRESSING {ENTER}.

PRESS {PF2} TO SAVE THE INFORMATION ENTERED. A NEW BLANK PRODUCT SCREEN APPEARS. CONTINUE ENTERING RECEIVED PRODUCT UNTIL ALL ARE ENTERED. AFTER ALL RECEIVED PRODUCTS ARE ENTERED, PRESS {PF2} AT A BLANK PRODUCT SCREEN. THE SYSTEM STARTS PROCESSING A RECEIVED PRODUCTS LIST. ONCE THE SYSTEM FINISHES PROCESSING THE INFORMATION, A "REPORT SELECTIONS" MENU DISPLAYS.

WHEN YOU EXIT THE REPORT THE SYSTEM ASKS:

DO YOU WISH TO UPDATE KIT COSTS ?

PRESS {Y} THEN {ENTER} TO UPDATE KIT COSTS.

PRESS {N} THEN {ENTER} IF YO DO NOT WISH TO UPDATE KIT COSTS.

5.4 CONSIGNED INVENTORY MENU

THE CONSIGNED INVENTORY SYSTEM IS A SERIES OF PROGRAMS THAT PROVIDES YOU WITH DETAILED INFORMATION OF WHERE INVENTORY IS AND LETS YOU ACCOUNT MORE CLOSELY FOR PRODUCT INVENTORY THAN IS POSSIBLE WITH THE INVENTORY SYSTEM ALONE. IT ALLOWS YOU TO HAVE MORE THAN ONE WAREHOUSE, EACH WITH ITS OWN INVENTORY CONTROL. EACH WAREHOUSE MAY HAVE MULTIPLE TRUCKS. FULL INVENTORY CONTROL IS MAINTAINED FOR EACH TRUCK. YOU ALSO HAVE AN OVERALL INVENTORY CONTROL SYSTEM WHICH INCLUDES ALL WAREHOUSES AND ALL TRUCKS. WITH THIS SYSTEM YOU CAN SEE WHAT YOUR TOTAL INVENTORY FOR AN INDIVIDUAL WAREHOUSE OR TRUCK INVENTORY IS AT ANY TIME. THE MDS CONSIGNED INVENTORY SYSTEM IS DESIGNED TO INTEGRATE FULLY WITH THE MDS INVENTORY SYSTEMS. THE MDS INVENTORY SYSTEM IS FULLY FUNCTIONAL WITHOUT THE CONSIGNED INVENTORY SYSTEM BUT THE CONSIGNED INVENTORY SYSTEM IS FUNCTIONAL WITHOUT THE INVENTORY SYSTEM. IT IS NOT A STAND ALONE SYSTEM. CONSIGNED INVENTORY IS AN ENHANCEMENT TO INVENTORY.

THE CONSIGNED INVENTORY SYSTEM PERMITS YOU TO MAINTAIN INFORMATION ON WHAT INVENTORY IS CURRENTLY STOCKED IN SEPARATE WAREHOUSES OR CONSIGNED TO DRIVERS TRUCKS. THE CONSIGNED INVENTORY IS INTERESTED PRIMARILY IN QUANTITIES. ALL PRICING INFORMATION ON PRODUCT IS MAINTAINED BY THE INVENTORY SYSTEM.

THE CONSIGNED INVENTORY SYSTEM WHEN USED IN CONJUNCTION WITH THE INVOICING SYSTEM BECOMES MORE POWERFUL. THE INVOICING SYSTEM WILL UPDATE THE CONSIGNED INVENTORY SYSTEM AND ADJUSTS THE INVENTORY COUNT FOR THE PROPER TRUCK OR WAREHOUSE AS WELL AS MAIN INVENTORY.

THE CONSIGNED INVENTORY SYSTEM ALSO INTEGRATES WITH THE ROUTING SYSTEM. IT CAN BE USED TO PRODUCE STANDARD TRUCK LOADS. (STANDARD LOADS ARE NOT AUTOMATICALLY CONSIGNED TO A TRUCK AS THE TRUCK MAY ALREADY HAVE PRODUCT ON IT). THE STANDARD LOAD IS USED AS THE BASIC TRUCK LOAD AND THE DRIVER OR LOADER SHOULD BRING THE TRUCK UP TO THIS LEVEL AND NOTE ON THE LOAD SHEET WHAT IS PLACED ON THE TRUCK TO BE LOADS.) IN ADDITION TO THE STANDARD LOAD, THE ROUTING SYSTEM HAS THE ABILITY TO AUTOMATICALLY CONSIGN TO THE TRUCK PRODUCT INDICATED IN THE BUILD TO SECTION OF THE QUOTED FILES. THIS PLACES THE PRODUCT REQUIRED TO RUN A ROUTE ON THE TRUCK.

SCREEN DISPLAY

5.4.1 CONSIGN INVENTORY

THE CONSIGN INVENTORY PROGRAM IS THE PRIMARY PROGRAM USED BY THE SYSTEM TO INFORM THE INVENTORY SYSTEM THAT PRODUCT IS CONSIGNED TO A TRUCK OR WAREHOUSE.

THE FIRST SCREEN DISPLAYED IS AN INPUT PAGE. THE FIRST LINE OF THE PAGE TELLS YOU HOW MANY WAREHOUSES AND HOW MANY TRUCKS ARE DEFINED IN THE SYSTEM. TO DEFINE A WAREHOUSE OR TRUCK, SEE "DEFINE WAREHOUSE"(5.4.B.1) AND "DEFINE TRUCK"(5.4.B.2). A TRUCK OR WAREHOUSE MUST BE DEFINED BEFORE INVENTORY CAN BE CONSIGNED TO IT.

SCREEN DISPLAY

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#####  
SCREEN FIELDS      DESCRIPTION
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PRODUCT NUMBER      TYPE IN THE PRODUCT NUMBER OF THE PRODUCT THAT YOU WISH
                     TO CONSIGN TO A TRUCK OR WAREHOUSE AND PRESS {ENTER}.
                     INFORMATION ON THE PRODUCT IS DISPLAYED.

DESCRIPTION         THE PRODUCTS DESCRIPTION AS IT APPEARS ON INVOICES.

MASTER WAREHOUSE   THE TOTAL QUANTITY OF THE PRODUCT IN "WAREHOUSE 0".
QTY

SOURCE WAREHOUSE NO  DEFAULT IS "0".  IF YOU LEAVE THIS LINE AT "0", PRODUCT
IS CONSIGNED FROM THE MAIN WAREHOUSE (WAREHOUSE 0)  IF YOU
ARE CONSIGNING FROM WAREHOUSE 0, YOU MAY CONSIGN TO ANY
WAREHOUSE OR ANY TRUCK.  IF YOU ARE CONSIGNING PRODUCT
THAT IS CURRENTLY IN A CONSIGNMENT WAREHOUSE OTHER THAN
WAREHOUSE 0, YOU MAY ONLY CONSIGN TO A TRUCK.  YOU MAY
NOT CONSIGN PRODUCT FROM WAREHOUSE 1 TO WAREHOUSE 2.  IF
YOU WANT TO CONSIGN PRODUCT FROM A WAREHOUSE OTHER THAN
WAREHOUSE 0 TO A TRUCK, TYPE IN THE WAREHOUSE NUMBER AND
PRESS {ENTER}.

                     NOTE:  TRANSFER OF CONSIGNED PRODUCT FROM TRUCK TO
                     TRUCK, WAREHOUSE TO WAREHOUSE (OTHER THAN WAREHOUSE
                     0 TO ANOTHER WAREHOUSE), AND WAREHOUSE OR TRUCK
                     BACK TO PRIMARY INVENTORY (TAKE OUT OF CONSIGNMENT
                     INVENTORY) IS DONE USING THE "RELIEVE CONSIGNMENT"
                     PROGRAM. (5.4.3)

NON CONSIGNED QTY  THIS LINE DISPLAYS THE QUANTITY OF PRODUCT IN THE
WAREHOUSE SELECTED THAT IS NOT CONSIGNED FROM THIS
WAREHOUSE.  IF NO PRODUCT IS CONSIGNED FROM THE WAREHOUSE
THE QUANTITY CONSIGNED EQUALS THE "SOURCE QUANTITY" SHOWN
BELOW.  YOU MAY NOT CONSIGN MORE PRODUCT THAN IS
AVAILABLE FOR CONSIGNMENT AS INDICATED ON THIS LINE.

DESTINATION (T/W)  DEFAULTS TO "T" FOR TRUCK.  IF YOU WISH TO CONSIGN
PRODUCT TO A WAREHOUSE, (THE SOURCE WAREHOUSE MUST BE
WAREHOUSE 0) PRESS {W} THEN {ENTER}.

TRUCK NUMBER       THIS LINE IS FOR THE TRUCK OR WAREHOUSE THAT IS TO
RECEIVE THE CONSIGNMENT.  TYPE IN THE TRUCK OR WAREHOUSE
NUMBER AND PRESS {ENTER}.  THE NAME OF THE WAREHOUSE OR
DRIVER IS DISPLAYED TO THE RIGHT IN INVERSE VIDEO.

SOURCE QUANTITY    THE TOTAL QUANTITY OF PRODUCT ASSIGNED TO THE SOURCE
WAREHOUSE.

QUANTITY TO CONSIGN  TYPE IN THE AMOUNT OF THE PRODUCT YOU WISH ASSIGNED AND
PRESS {ENTER}.  IF YOU WISH TO TRANSFER CASES OF PRODUCT
FROM THE SOURCE TO THE DESTINATION.  PRESS {PF4} INSTEAD
OF {ENTER} AFTER TYPING IN THE NUMBER OF CASES.  THE
NUMBER OF CASES IS AUTOMATICALLY CONVERTED TO THE
APPROPRIATE NUMBER OF UNITS AND THE UNIT COUNT DISPLAYED
AS THE QUANTITY TO CONSIGN.  THE NUMBER OF CASES IS
DISPLAYED IN INVERSE VIDEO TO THE RIGHT OF THE UNIT
COUNT.

```

PRESS {PF2} TO DISPLAY A BLANK INPUT SCREEN. YOU MAY CONTINUE ASSIGNING PRODUCT OR PRESS {PF2} AT A BLANK SCREEN TO EXIT THE PROGRAM.

5.4.2 EDIT CONSIGNED INVENTORY

THIS PROGRAM IS USED TO MANAGE EMERGENCY CORRECTIONS TO THE CONSIGNED INVENTORY SYSTEM. BY USING THIS PROGRAM YOU GAIN DIRECT ACCESS TO THE CONSIGNED INVENTORY RECORD. THE NORMAL USE OF THIS PROGRAM IS TO MODIFY SUCH INFORMATION AS LAST SALE DATE, MTD OR YTD QUANTITIES, QUANTITY COMMITTED, OR ACCUMULATED VARIANCE. IF YOU MODIFY THE QUANTITY IN STOCK OR CONSIGNED QUANTITY, YOU ENTER INCONSISTENCIES INTO THE SYSTEM WHICH CAN CAUSE PROBLEMS WITH INVENTORY RECONCILIATION.

THE FIRST SCREEN ASKS:

T)RUCK OR W)AREHOUSE?

PRESS {T} THEN {ENTER} TO EDIT A TRUCK

PRESS {W} THEN {ENTER} TO EDIT A WAREHOUSE.

THE SCREEN TELLS YOU HOW MANY TRUCKS OR WAREHOUSES THERE ARE BASED ON YOUR CHOICE AND ASKS YOU WHICH ONE YOU WISH TO EDIT.

TYPE IN THE NUMBER OF THE TRUCK OR WAREHOUSE YOU WISH TO EDIT AND PRESS {ENTER}.

IF YOU SELECTED A TRUCK TO EDIT THE SYSTEM DISPLAYS INFORMATION FOR THE TRUCK SELECTED.

SCREEN DISPLAY

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#####
SCREEN FIELDS      DESCRIPTION
#####
TRUCK NUMBER      THE NUMBER OF THE TRUCK SELECTED AND THE NAME ASSOCIATED
                  WITH THAT TRUCK.

PRODUCT NUMBER    TYPE IN THE VALID PRODUCT NUMBER FOR THE PRODUCT YOU WISH
                  TO EDIT AND PRESS {ENTER}. THE SYSTEM DISPLAYS
                  CONSIGNMENT INFORMATION FOR THE PRODUCT ON THE SCREEN.
                  THE NEXT TWO LINES ARE TO HELP IDENTIFY THE PRODUCT. YOU
                  DO NOT HAVE ACCESS TO THESE LINES. THE CURSOR MOVES TO
                  THE "QUANTITY" LINE.

DESCRIPTION        DESCRIPTION FOR THE PRODUCT NUMBER SELECTED AS IT APPEARS
                  ON INVOICES.

CONVERSION FACTOR HOW MANY UNITS MAKE UP A CASE. IF THE PRODUCT IS NOT
                  SOLD BY CASE, THIS FIELD DEFAULTS TO "1".

QUANTITY          IF THIS IS THE FIELD YOU WISH TO EDIT, TYPE IN THE NUMBER
                  OF UNITS YOU WISH TO SHOW AS QUANTITY AND PRESS {ENTER}.
                  IF YOU WANT TO ENTER A CASE QUANTITY, TYPE IN THE NUMBER
                  OF CASES AND PRESS {PF4} INSTEAD OF {ENTER}.
```

QUANTITY COMMITTED MAINTAINED INTERNALLY BY THE SYSTEM.

ACCUMULATED VARIANCE THIS NUMBER IS THE TOTAL ERROR FOR THIS TRUCK TO DATE. IT TELLS HOW MANY UNITS OF THIS PRODUCT ARE MISSING FROM THE LOCATION TOTAL. A NEGATIVE VARIANCE IF POSSIBLE IF PRODUCT IS LOADED ON A TRUCK AND NOT ENTERED AS CONSIGNED TO THE TRUCK. MODIFY THIS LINE AS YOU WOULD THE "QUANTITY" FIELD.

QUANTITY MTD QUANTITY SOLD SO FAR FOR THE CURRENT MONTH. MODIFY THE SAME AS THE "QUANTITY" FIELD.

QUANTITY YTD QUANTITY SOLD SO FAR FOR THE CURRENT YEAR. MODIFY THE SAME AS THE "QUANTITY" FIELD.

LAST SALE DATE THE DATE THAT PRODUCT WAS LAST SOLD FROM THIS LOCATION.

PRESS {PF2} TO EXIT THE SCREEN. CONTINUE EDITING CONSIGNED PRODUCT FOR THE TRUCK OR PRESS {PF2} WITH THE PRODUCT NUMBER LINE BLANK TO EXIT TO THE FIRST SCREEN.

IF YOU SELECTED A WAREHOUSE TO EDIT, THE SYSTEM DISPLAYS INFORMATION FOR THE WAREHOUSE SELECTED.

SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
WAREHOUSE NUMBER  THE NUMBER OF THE WAREHOUSE SELECTED AND THE NAME  
                   ASSOCIATED WITH THAT TRUCK.
```

PRODUCT NUMBER TYPE IN THE VALID PRODUCT NUMBER FOR THE PRODUCT YOU WISH TO EDIT AND PRESS {ENTER}. THE SYSTEM DISPLAYS CONSIGNMENT INFORMATION FOR THE PRODUCT ON THE SCREEN. THE NEXT TWO LINES ARE TO HELP IDENTIFY THE PRODUCT. YOU DO NOT HAVE ACCESS TO THESE LINES. THE CURSOR MOVES TO THE "QUANTITY" LINE.

DESCRIPTION DESCRIPTION FOR THE PRODUCT NUMBER SELECTED AS IT APPEARS ON INVOICES.

CONVERSION FACTOR HOW MANY UNITS MAKE UP A CASE. IF THE PRODUCT IS NOT SOLD BY CASE, THIS FIELD DEFAULTS TO "1".

QUANTITY IF THIS IS THE FIELD YOU WISH TO EDIT, TYPE IN THE NUMBER OF UNITS YOU WISH TO SHOW AS QUANTITY AND PRESS {ENTER}. IF YOU WANT TO ENTER A CASE QUANTITY, TYPE IN THE NUMBER OF CASES AND PRESS {PF4} INSTEAD OF {ENTER}.

QUANTITY COMMITTED MAINTAINED INTERNALLY BY THE SYSTEM.

ACCUMULATED VARIANCE THIS NUMBER IS THE TOTAL ERROR FOR THIS WAREHOUSE TO DATE. IT TELLS HOW MANY UNITS OF THIS PRODUCT ARE MISSING FROM THE LOCATION TOTAL. A NEGATIVE VARIANCE IF POSSIBLE IF PRODUCT IS LOADED ON A TRUCK AND NOT ENTERED AS CONSIGNED TO THE TRUCK. MODIFY THIS FIELD AS YOU

NON-CONSIGNED THE QUANTITY OF THIS PRODUCT THAT IS NOT CONSIGNED IN THE WAREHOUSE OR TRUCK AND IS AVAILABLE FOR MOVEMENT.

TO - WAREHOUSE NO. THE DESTINATION WAREHOUSE. TYPE IN THE WAREHOUSE NUMBER YOU WISH THE STOCK MOVED TO AND PRESS {ENTER}.

NOTE: THERE IS NO FIELD FOR MOVING PRODUCT TO A TRUCK. IF YOU WISH TO MOVE PRODUCT FROM ONE TRUCK TO ANOTHER, IT MUST FIRST BE MOVED BACK TO THE WAREHOUSE. IT MAY THEN BE CONSIGNED TO THE NEW TRUCK.

STOCK QUANTITY THE QUANTITY OF THIS PRODUCT IN STOCK IN THE DESTINATION WAREHOUSE. SOME OR ALL OF THIS NUMBER MAY BE CONSIGNED TO A TRUCK.

QUANTITY TO MOVE TYPE IN THE AMOUNT OF THE PRODUCT YOU WISH MOVED FROM THE SELECTED WAREHOUSE OR TRUCK TO THE DESTINATION WAREHOUSE AND PRESS {ENTER}. REMEMBER, PRODUCT IS ALWAYS MOVED IN UNITS, UNLESS YOU SELECT TO MOVE PRODUCT IN CASES BY TYPING THE CASE COUNT AND PRESSING {PF4} INSTEAD OF {ENTER}.

5.4.4 UPDATE CONSIGNED INVENTORY

THE UPDATE CONSIGNED INVENTORY PROGRAM IS USED TO UPDATE YOUR CONSIGNED INVENTORY AFTER A MANUAL INVENTORY IS MADE OF THE TRUCK OR WAREHOUSE.

MDS SUGGESTS THAT YOU PRODUCE AN INVENTORY WORK SHEET FOR THE TRUCK OR WAREHOUSE USING THE "PRINT WORK SHEET"(5.A.8) PROGRAM.

THE SYSTEM DISPLAYS AN INPUT SCREEN. THE FIRST LINE OF THE SCREEN TELLS YOU HOW MANY WAREHOUSES AND TRUCKS ARE IN THE SYSTEM.

SCREEN DISPLAY

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#####  
SCREEN FIELDS DESCRIPTION  
#####  
'T'RUCK OR TO UPDATE QUANTITIES FIRST TELL THE COMPUTER WHETHER YOU  
'W'AREHOUSE ARE UPDATING A TRUCK OR WAREHOUSE BY PRESSING {T} OR {W}  
THEN {ENTER}. THE SYSTEM DISPLAYS "TRUCK NUMBER" OR  
"WAREHOUSE NUMBER" ON THE NEXT LINE BASED ON YOUR  
SELECTION. TYPE IN THE NUMBER OF THE TRUCK OR WAREHOUSE  
YOU WISH TO UPDATE AND PRESS {ENTER}.
```

PRODUCT NUMBER TYPE IN THE PRODUCT NUMBER YOU WISH TO UPDATE FOR THE TRUCK OR WAREHOUSE SELECTED AND PRESS {ENTER}. THE SYSTEM FILLS IN INFORMATION FOR THE PRODUCT.

DESCRIPTION A DESCRIPTION OF THE PRODUCT SELECTED.

COMMENT DISPLAY OF THE COMMENT IF ANY FROM "ADD/EDIT PRODUCT".

QUANTITY IN STOCK THE TOTAL NUMBER OF PRODUCT IT THINKS IS AT THIS LOCATION.

SALE UNIT HOW THE UNITS IS PRIMARILY SOLD. UNITS ONLY, PRIMARILY BY UNITS OR PRIMARILY BY CASE.

UNITS PER CASE NUMBER OF UNITS PER CASE OF PRODUCT.

UNIT COST INVENTORY COST PER UNIT.

COST OF MERCHANDISE TOTAL COST OF ALL UNITS IN STOCK. "QUANTITY IN STOCK" MULTIPLIED BY THE "UNIT COST".

CASES COUNTED TYPE IN THE NUMBER OF ANY CASES COUNTED AND PRESS {ENTER}.

UNITS COUNTED TYPE IN THE NUMBER OF ANY UNITS COUNTED AND PRESS {ENTER}. IF THE PRODUCT IS ONLY SOLD IN UNITS, YOU ARE ONLY ABLE TO ENTER UNITS.

TOTAL UNITS COUNTED THE TOTAL OF CASES COUNTED AND UNITS COUNTED AS CALCULATED BY THE SYSTEM USING THE UNITS PER CASE TO CONVERT CASES TO UNITS.

CORRECTED COST THE UPDATED COST AS CALCULATED BY THE SYSTEM.

INVENTORY GAIN/LOSS THE GAIN OR LOSS OF INVENTORY AS CALCULATED BY THE SYSTEM.

TO RECORD THE CHANGES PRESS {PF2}. YOU MAY NOW UPDATE ANOTHER PRODUCT OR PRESS {PF2} AT A BLANK INPUT SCREEN TO EXIT THE PROGRAM.

THE SYSTEM ASKS:

DO YOU WANT TO PRINT THE VARIANCE REPORT (Y/N) ?

PRESS {Y} THEN {ENTER} IF YOU WANT THE REPORT. PRESS {N} THEN {ENTER} IF YOU DO NOT WANT THE REPORT.

5.4.5 CHECK CONSIGNED INVENTORY

THE CHECK CONSIGNED PROGRAM IS USED TO VERIFY THE CONSISTENCY OF THE CONSIGNED INVENTORY SYSTEM. THE PROGRAM SHOULD BE RUN ONCE DURING THE NORMAL MONTH END CLOSE PROCEDURE TO CHECK YOUR INVENTORY FOR CONSISTENCY.

WHEN YOU RUN THE PROGRAM AS PART OF YOUR MONTH END CLOSE PROCEDURE, MAKE SURE YOU RUN THE "UPDATE INVENTORY" (5.7) AND THE "UPDATE CONSIGNED INVENTORY" (5.4.4) BEFORE RUNNING THE PROGRAM. YOU SHOULD ALSO RUN ALL INVENTORY OR CONSIGNED INVENTORY RELATED REPORTS BEFORE RUNNING THIS PROGRAM.

THE SCREEN DISPLAYS THE MESSAGE:

THIS PROGRAM WILL CHECK TRUCK AND WAREHOUSE INVENTORY INCONSISTENCY AND MAKE JOURNAL ENTRY FOR YOU.

AND ASKS:

DO YOU WANT TO CONTINUE (Y/N) ?

PRESS {N} THEN {ENTER} IF YOU DO NOT WISH TO CONTINUE. YOU ARE RETURNED TO THE "CONSIGNMENT INVENTORY MENU".

PRESS {Y} THEN {ENTER} IF YOU WISH TO CONTINUE. THE SCREEN DISPLAYS:

DO YOU WANT TO PRINT THE VARIANCE REPORT (Y/N) ?

PRESS {Y} THEN {ENTER} IF YOU WANT THE VARIANCE REPORT PRINTED. PRESS {N} THEN {ENTER} IF YOU DO NOT WANT THE VARIANCE REPORT PRINTED.

5.4.A REPORTS MENU

THE CONSIGNMENT REPORT MENU IS A SEPARATE MENU CONTAINING PROGRAMS TO GENERATE REPORTS FOR TRACKING THE CONSIGNMENT INVENTORY.

SCREEN DISPLAY

5.4.A.1 PRINT WAREHOUSES

THE "PRINT WAREHOUSES" PROGRAM IS USED TO PROVIDE YOU WITH INFORMATION ON WHAT PRODUCT IS IN STOCK, THE QUANTITY CONSIGNMENT FROM THE WAREHOUSE, VARIANCES, LAST SALES DATES, AND VARIOUS OTHER INFORMATION AVAILABLE FROM THE CONSIGNMENT INVENTORY SYSTEM.

WHEN YOU ENTER THIS PROGRAM, THE SCREEN DISPLAYS HOW MANY WAREHOUSES ARE DEFINED IN THE SYSTEM.

THE PROGRAM GIVES THREE LEVELS OF RESTRICTING THE PRINTOUT.

THE FIRST LIMIT IS BY WAREHOUSE.

ENTER WAREHOUSE NUMBER OR <ENTER> FOR ALL

IF YOU WISH THE PRINTOUT FOR A SINGLE WAREHOUSE, TYPE IN THE WAREHOUSE NUMBER AND PRESS {ENTER}. OTHERWISE PRESS {ENTER} TO PRINT ALL WAREHOUSES.

THE SECOND LIMIT IS BY CATEGORY.

ENTER CATEGORY NUMBER TO PRINT ('ENTER'--ALL)

IF YOU WANT TO PRINTOUT FOR A SINGLE CATEGORY, TYPE IN THE CATEGORY NUMBER AND PRESS {ENTER}. OTHERWISE PRESS {ENTER} TO PRINT ALL CATEGORIES.

THE THIRD LIMIT IS BY PRODUCT NUMBER.

ENTER STARTING PRODUCT NUMBER

IF YOU WANT TO LOOK AT A SPECIFIC RANGE OF PRODUCT NUMBERS, TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO START WITH AND PRESS {ENTER}.

ENTER ENDING PRODUCT NUMBER

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO END THE PRINTOUT WITH AND PRESS

{ENTER}.

IF YOU DO NOT WANT TO LIMIT THE PRODUCT NUMBERS LISTED, PRESS {ENTER} AT THE STARTING PRODUCT NUMBER AND ENDING PRODUCT NUMBER LINES.
ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.4.A.2 PRINT TRUCKS

THE "PRINT TRUCKS" PROGRAM IS USED TO PROVIDE YOU WITH INFORMATION ON WHAT PRODUCT IS IN STOCK IN A TRUCK. THE INFORMATION IS SIMILAR TO THAT SUPPLIED BY THE "PRINT WAREHOUSE" PROGRAM.

WHEN YOU ENTER THIS PROGRAM, THE SCREEN DISPLAY HOW MANY WAREHOUSES ARE DEFINED IN THE SYSTEM.

THE PROGRAM GIVES THREE LEVELS OF RESTRICTING THE PRINTOUT.

THE FIRST LIMIT IS BY TRUCK.

ENTER TRUCK NUMBER OR <ENTER> FOR ALL

IF YOU WISH THE PRINTOUT FOR A SINGLE TRUCK, TYPE IN THE TRUCK NUMBER AND PRESS {ENTER}. OTHERWISE PRESS ENTER} TO PRINT ALL TRUCKS.

THE SECOND LIMIT IS BY CATEGORY.

ENTER CATEGORY NUMBER TO PRINT ('ENTER'--ALL)

IF YOU WANT TO PRINTOUT FOR A SINGLE CATEGORY, TYPE IN THE CATEGORY NUMBER AND PRESS {ENTER}. OTHERWISE PRESS {ENTER} TO PRINT ALL CATEGORIES.

THE THIRD LIMIT IS BY PRODUCT NUMBER.

ENTER STARTING PRODUCT NUMBER

IF YOU WANT TO LOOK AT A SPECIFIC RANGE OF PRODUCT NUMBERS, TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO START WITH AND PRESS {ENTER}.

ENTER ENDING PRODUCT NUMBER

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO END THE PRINTOUT WITH AND PRESS {ENTER}.

IF YOU DO NOT WANT TO LIMIT THE PRODUCT NUMBERS LISTED, PRESS {ENTER} AT THE STARTING PRODUCT NUMBER AND ENDING PRODUCT NUMBER LINES.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.4.A.3 CONSIGNMENT REPORT

THE "CONSIGNMENT REPORT" PROVIDES INFORMATION ON WHAT PRODUCT IS CONSIGNED, WHAT WAREHOUSE IT IS CONSIGNED FROM, AND THE FINAL LOCATION OF THE PRODUCT.

SCREEN DISPLAY

PRESS {1} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY DATE. TYPE IN THE STARTING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}. ONLY CONSIGNMENT TRANSACTIONS MADE BETWEEN THE STARTING AND ENDING DATE ARE INCLUDED IN THE REPORT.

PRESS {2} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY PRODUCT NUMBER. TYPE IN THE PRODUCT NUMBER AND PRESS {ENTER}. ONLY CONSIGNMENTS OF THE PRODUCT NUMBER SELECTED ARE PRINTED.

PRESS {3} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY WAREHOUSE NUMBER. TYPE IN THE WAREHOUSE NUMBER AND PRESS {ENTER}. ONLY CONSIGNMENT FROM THE WAREHOUSE SELECTED ARE PRINTED.

PRESS {4} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY TRUCK NUMBER. TYPE IN THE TRUCK NUMBER AND PRESS {ENTER}. ONLY ENTRIES REMOVING PRODUCT FROM THE SELECTED TRUCK AND RETURNING IT TO A WAREHOUSE ARE PRINTED.

PRESS {5} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY TYPE "R". TYPE "C" "CONSIGN" FOR PRODUCTS MOVED WITH "CONSIGN INVENTORY" OR "RELIEVE" FOR PRODUCTS MOVED WITH "RELIEVE INVENTORY" AND PRESS {ENTER}. YOU ARE ASKED:

DO YOU WANT TO KILL THE CONSIGNMENT FILE (Y/N) ?

PRESS {Y} THEN {ENTER} IF YOU WISH TO DELETE THE CONSIGNMENT FILE.

PRESS {N} THEN {ENTER} IF YOU WISH TO KEEP THE CONSIGNMENT FILE. IF YOU KEEP THE CONSIGNMENT FILE ALL CONSIGNMENTS PRINT EACH TIME YOU SELECT THE REPORT. MDS RECOMMENDS THAT YOU KILL THE CONSIGNMENT FILE AT LEAST ONCE A MONTH. POSSIBLY AS PART OF A MONTH END CLOSING PROCEDURE.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.4.A.4 CONSIGNMENT VARIANCE

THE "CONSIGNMENT VARIANCE" REPORT IS DESIGNED TO PROVIDE A DETAILED RECORD OF ANY DISCREPANCIES BETWEEN WHAT THE COMPUTER CALCULATES SHOULD BE AT A LOCATION AND WHAT A MANUAL INVENTORY REVEALS TO BE AT THAT LOCATION.

SCREEN DISPLAY

PRESS {1} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY DATE. TYPE IN THE STARTING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}. ONLY CONSIGNMENT TRANSACTIONS MADE BETWEEN THE STARTING AND ENDING DATE ARE INCLUDED IN THE REPORT.

PRESS {2} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY PRODUCT NUMBER. TYPE IN THE PRODUCT NUMBER AND PRESS {ENTER}. ONLY CONSIGNMENTS OF THE PRODUCT NUMBER SELECTED ARE PRINTED.

PRESS {3} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY WAREHOUSE NUMBER. TYPE IN THE WAREHOUSE NUMBER AND PRESS {ENTER}. ONLY CONSIGNMENT FROM THE WAREHOUSE SELECTED ARE PRINTED.

PRESS {4} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY TRUCK NUMBER. TYPE IN THE TRUCK NUMBER AND PRESS {ENTER}. ONLY ENTRIES REMOVING PRODUCT FROM THE SELECTED TRUCK AND RETURNING IT TO A WAREHOUSE ARE PRINTED.

PRESS {5} THEN {ENTER} IF YOU WISH TO PRINT THE REPORT BY TYPE "R". TYPE "C" "CONSIGN" FOR PRODUCTS MOVED WITH "CONSIGN INVENTORY" OR "RELIEVE" FOR PRODUCTS MOVED WITH "RELIEVE INVENTORY" AND PRESS {ENTER}.
YOU ARE ASKED:

DO YOU WANT TO KILL THE VARIANCE FILE (Y/N) ?
PRESS {Y} THEN {ENTER} IF YOU WISH TO DELETE THE VARIANCE FILE.

PRESS {N} THEN {ENTER} IF YOU WISH TO KEEP THE VARIANCE FILE. IF YOU KEEP THE VARIANCE FILE ALL VARIANCES PRINT EACH TIME YOU SELECT THE REPORT. MDS RECOMMENDS THAT YOU KILL THE VARIANCE FILE AT LEAST ONCE A MONTH. POSSIBLY AS PART OF A MONTH END CLOSING PROCEDURE.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.4.B EXTENSION MENU

THE CONSIGNMENT EXTENSION MENU CONTAINS INITIALIZATION PROGRAMS GENERALLY USED ONLY WHEN FIRST SETTING UP THE SYSTEM OR WHEN ADDING NEW TRUCKS OR WAREHOUSE LOCATIONS TO THE SYSTEM.

SCREEN DISPLAY

5.4.B.1 DEFINE WAREHOUSE

THE "DEFINE WAREHOUSE" PROGRAM IS USED BY "CONSIGNED INVENTORY" TO DEFINE TO THE SYSTEM ALL WAREHOUSES WHICH ARE USED BY A COMPANY.

SELECT THIS OPTION IF YOU WISH TO ADD A NEW WAREHOUSE TO THE SYSTEM OR TO EDIT A WAREHOUSE ALREADY IN THE SYSTEM.

SCREEN DISPLAY

THE NEXT AVAILABLE WAREHOUSE NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN.

TO ENTER A NEW WAREHOUSE, PRESS {ENTER}.

TO EDIT AN EXISTING WAREHOUSE, TYPE IN THE WAREHOUSE NUMBER AND PRESS {ENTER}.

SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
WAREHOUSE NAME    WAREHOUSE NAME OR DESCRIPTION TO IDENTIFY THE WAREHOUSE.  
  
ADDRESS           THE PHYSICAL ADDRESS OF THE WAREHOUSE.  
  
CITY ST ZIP       THE CITY, STATE AND ZIP-CODE OF THE WAREHOUSE LOCATION.
```

PHONE THE TELEPHONE NUMBER OF THE WAREHOUSE LOCATION.

MANAGERS NAME THE NAME OF THE PERSON MANAGING THE WAREHOUSE LOCATION.

COMMENT LINES PROVIDED FOR ANY COMMENTS THAT YOU WISH RECORDED AS PART OF THE WAREHOUSE RECORD.

INITIALIZE (Y/N) THIS IS A YES/NO SWITCH THAT INDICATES IF THE DATABASE FOR THIS WAREHOUSE SHOULD BE INITIALIZED. WHEN YOU DEFINE A NEW WAREHOUSE THE SWITCH DEFAULTS TO "Y". IF YOU ARE EDITING AN EXISTING WAREHOUSE THE SWITCH DEFAULTS TO "N".

WHEN YOU FINISH ENTERING INFORMATION PRESS {PF2} TO ACCEPT.

IF YOU EDITED A WAREHOUSE YOU ARE RETURNED TO THE FIRST SCREEN OF THE PROGRAM. YOU MAY EDIT OR ENTER ANOTHER WAREHOUSE OR PRESS {PF2} TO EXIT. IF YOU ACCIDENTALLY SET THE SWITCH TO "Y" FOR AN EXISTING WAREHOUSE YOU ARE WARNED THAT ALL EXISTING DATA ON THE WAREHOUSE WILL BE LOST AND ASKED IF YOU ARE SURE YOU WANT TO CONTINUE. PRESSING ANY KEY OTHER THAN {Y} RETURNS YOU TO THE FIRST SCREEN OF THE PROGRAM.

IF YOU ADDED A WAREHOUSE THE SCREEN DISPLAYS:

INITIALIZING RECORD : XXXX

THIS TELLS YOU THE SYSTEM IS WORKING AND NOT STUCK. WHEN IT FINISHES THE INITIALIZATION PROCESS YOU ARE RETURNED TO THE FIRST SCREEN. YOU MAY EDIT OR ENTER ANOTHER WAREHOUSE OR PRESS {PF2} TO EXIT.

5.4.B.2 DEFINE TRUCK

THE "DEFINE TRUCK" PROGRAM IS USED BY THE "CONSIGNED INVENTORY" SYSTEM TO DEFINE TO THE SYSTEM ALL TRUCKS WHICH ARE USED BY A COMPANY.

SELECT THIS OPTION IF YOU WISH TO ADD A NEW TRUCK TO THE SYSTEM OR TO EDIT A TRUCK ALREADY IN THE SYSTEM.

SCREEN DISPLAY

THE NEXT AVAILABLE TRUCK NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN.

THE ENTER A NEW TRUCK, PRESS {ENTER}.

TO EDIT AN EXISTING TRUCK, TYPE IN THE TRUCK NUMBER AND PRESS {ENTER}.

SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
DRIVERS NAME      DRIVERS NAME OR DESCRIPTION TO IDENTIFY THE TRUCK.
```

TRUCK LICENSE NO THE LICENSE NUMBER OF THE TRUCK.

MILEAGE TOTAL TOTAL MILEAGE ON THE TRUCK.

MILEAGE MTD TOTAL MILEAGE FOR THE MONTH.

TOTAL FUEL USED AMOUNT OF FUEL USED FOR THE MONTH.

FUEL USED MTD TOTAL OF FUEL USED FOR THE MONTH-TO-DATE.

EMPLOYEE NO EMPLOYEE NUMBER OF THE DRIVER FROM THE PAYROLL SYSTEM.

SALESMAN NO SALESMAN NUMBER FOR THE DRIVER FORM THE SALESMAN FILE.

ROUTE NO ROUTE NUMBER OF THE TRUCK.

AVERAGE MILEAGE AVERAGE MILEAGE FOR THE TRUCK PER MONTH.

WAREHOUSE NO THE NUMBER OF THE WAREHOUSE THAT THIS TRUCK IS ASSIGNED TO. THIS VERY IMPORTANT NUMBER IS USED BY THE "CONSIGNED INVENTORY" SYSTEM TO RELEASE CONSIGNED PRODUCT FORM INVENTORY.

INITIALIZE (Y/N) THIS IS A YES/NO SWITCH THAT TELLS THE COMPUTER IF THE DATABASE FOR THIS TRUCK SHOULD BE INITIALIZED. WHEN YOU DEFINE A NEW TRUCK THE SWITCH DEFAULTS TO "Y". IF YOU ARE EDITING AN EXISTING TRUCK THE SWITCH DEFAULTS TO "N".

WHEN YOU FINISH ENTERING INFORMATION PRESS {PF2} TO ACCEPT.

IF YOU EDITED A TRUCK YOU ARE RETURNED TO THE FIRST SCREEN OF THE PROGRAM. YOU MAY EDIT OR ENTER ANOTHER TRUCK OR PRESS {PF2} TO EXIT. IF YOU ACCIDENTALLY SET THE SWITCH TO "Y" FOR AN EXISTING TRUCK YOU ARE WARNED THAT ALL EXISTING DATA ON THE TRUCK WILL BE LOST AND ASKED IF YOU ARE SURE YOU WANT TO CONTINUE. PRESSING ANY KEY OTHER THAN {Y} RETURNS YOU TO THE FIRST SCREEN OF THE PROGRAM.

IF YOU ADDED A TRUCK THE SCREEN DISPLAYS:

INITIALIZING RECORD : XXXX

THIS MESSAGE INDICATES THAT THE SYSTEM IS WORKING. WHEN IT FINISHES THE INITIALIZATION PROCESS, YOU ARE RETURNED TO THE FIRST SCREEN. YOU MAY EDIT OR ENTER ANOTHER TRUCK OR PRESS {PF2} TO EXIT.

5.4.B.3 CLOSE CONSIGNED INVENTORY

THE "CLOSE CONSIGNED INVENTORY" PROGRAM IS USED TO CLOSE OUT THE CONSIGNMENT QUANTITY MONTH TO DATE SALES INFORMATION MAINTAINED FOR EACH PRODUCT FOR TRUCKS AND WAREHOUSES

YOU ARE GIVEN TWO OPTIONS WHEN YOU ENTER THIS PROGRAM:

SCREEN DISPLAY

PRESS {1} THEN {ENTER} IF YOU ARE CLOSING THE MONTH. THIS ZEROES THE MONTH TO DATE VOLUME, MONTH TO DATE SALES AND MONTH TO DATE COST OF ALL PRODUCTS IN CONSIGNED INVENTORY.

PRESS {2} THEN {ENTER} IF YOU ARE CLOSING THE YEAR. THIS ZEROES BOTH THE MONTH TO DATE AND YEAR TO DATE CONSIGNED INVENTORY FIGURES FOR VOLUME, SALES AND COST.

5.5 ENTER SHIPPED PRODUCT

THE "ENTER SHIPPED PRODUCT" PROGRAM REMOVES PRODUCTS FROM STOCK AND UPDATES THE SALES AND COST FIGURES FOR THAT SPECIFIC PRODUCT NUMBER. PRODUCTS THAT ARE REMOVED FROM INVENTORY WITH THIS PROGRAM DO NOT APPEAR ON ANY PRODUCT SALES REPORTS AND NO INVOICE IS PRODUCED. IT IS ONLY USED TO MAINTAIN INVENTORY WHEN NOT UTILIZING THE INVOICING SECTION OF THE MDS SYSTEM.

THIS PROGRAM IS SELDOM NEEDED. IT IS NOT INTENDED FOR INTERACTIVE USE WITH THE OTHER SYSTEMS AND YOU SHOULD MAKE JOURNAL ENTRY TO UNDATE COST OF INVENTORY.

ONLY THE FIRST AND LAST TWO LINES OF THE INPUT PAGE MAY BE CHANGED. THE OTHER LINES ARE TO ASSIST IN LOCATING THE CORRECT PRODUCT NUMBER. IF CASE PRICING IS ENABLED, CASE QUANTITIES AND PRICES ARE SHOWN IN INVERSE VIDEO ADJACENT TO THE UNIT PRICES AND QUANTITIES.

SCREEN DISPLAY

```
#####
SCREEN FIELDS      DESCRIPTION
#####PRODUCT
NUMBER            TYPE IN THE NUMBER OF THE PRODUCT SHIPPED AND PRESS
                  {ENTER}. WHEN A VALID PRODUCT NUMBER IS ENTERED THE
                  CURSOR MOVES TO THE "QUANTITY SHIPPED" LINE.

DESCRIPTION       DESCRIPTION OF THE PRODUCT.

QUANTITY IN STOCK THE TOTAL COUNT OF THIS PRODUCT IN STOCK FOR THIS PRODUCT
NUMBER.

QUANTITY COMMITTED THIS FIELD SHOWS THE NUMBER OF ITEMS THAT ARE COMMITTED
FOR SALE INVENTORY, BUT WHICH HAVE NOT YET HAD AN INVOICE
PRINTED AND ARE NOT SHIPPED. THIS NUMBER IS USED TO
PREVENT THE COMPUTER FROM ALLOCATING THE SAME PRODUCTS TO
TWO DIFFERENT CUSTOMERS BEFORE THE PRODUCTS ARE REMOVED
FROM STOCK.

QUANTITY ORDERED  THE NUMBER OF PRODUCTS THAT RE ORDERED BUT NOT RECEIVED.
THIS PREVENTS YOU FROM ACCIDENTALLY ORDERING THE SAME
PRODUCT TWICE BY FORGETTING THAT YOU PLACED AN ORDER.

SALE DATE         THE SYSTEM DATE.

LIST PRICE #1-5   DISPLAY OF THE LIST PRICE FOR THE PRODUCT AS ENTERED IN
"ADD/EDIT PRODUCT". THIS INFORMATION IS USED IN ENTERING
THE "PRICE LEVEL" BELOW.

QUANTITY SHIPPED TYPE IN THE QUANTITY SHIPPED AND PRESS {ENTER}. THE
SYSTEM ASSUMES THAT YOU ARE SHIPPING BY THE DEFAULT TYPE
```

WHETHER IT BE UNIT OR CASE. TO CHANGE FROM UNIT TO CASE OR CASE TO UNIT, TYPE IN THE QUANTITY AND PRESS {PF4}.

PRICE LEVEL TYPE IN THE NUMBER OF THE "LIST PRICE" THAT THE PRODUCT IS TO BE SOLD AT AND PRESS {ENTER}.

PRESS {PF2} TO REMOVE THE PRODUCT FROM INVENTORY AND UPDATE THE SALES INFORMATION FOR THE PRODUCT.

YOU MAY ENTER ANOTHER PRODUCT TO SHIP OR PRESS {PF2} TO EXIT THE PROGRAM.

5.6 UNUSED

5.7 UPDATE INVENTORY

THE "UPDATE INVENTORY" PROGRAM IS USED TO CORRECT INVENTORY IN THE COMPUTER TO MATCH THAT FOUND IN A MANUAL COUNT OF INVENTORY. WHILE OTHER PROGRAMS CAN BE USED CORRECT INVENTORY COUNT. THEY DO NOT PRINT AN INVENTORY VARIANCE REPORT.

SCREEN DISPLAY

```
#####
SCREEN FIELDS      DESCRIPTION
#####PRODUCT
NUMBER            TYPE IN THE PRODUCT NUMBER YOU WISH TO UPDATE AND PRESS
                  {ENTER}. THE SYSTEM FILLS IN INFORMATION FOR THE
                  PRODUCT.

DESCRIPTION       A DESCRIPTION OF THE PRODUCT SELECTED.

COMMENT           DISPLAY OF THE COMMENT IF ANY FROM "ADD/EDIT PRODUCT".

QUANTITY IN STOCK THE TOTAL NUMBER OF PRODUCT THE SYSTEM THINKS IS IN
                  STOCK.

SALE UNIT         HOW THE UNITS IS PRIMARILY SOLD. UNITS ONLY, PRIMARILY
                  BY UNITS OR PRIMARILY BY CASE.

UNITS PER CASE    NUMBER OF UNITS PER CASE OF PRODUCT.

UNIT COST         INVENTORY COST PER UNIT.

COST OF MERCHANDISE TOTAL COST OF ALL UNITS IN STOCK. "QUANTITY IN STOCK"
                  MULTIPLIED BY THE "UNIT COST".

CASES COUNTED     TYPE IN THE NUMBER OF ANY CASES COUNTED AND PRESS
                  {ENTER}.

UNITS COUNTED     TYPE IN THE NUMBER OF ANY UNITS COUNTED AND PRESS
                  {ENTER}. IF THE PRODUCT IS ONLY SOLD IN UNITS, YOU ARE
                  ONLY ABLE TO ENTER UNITS.

TOTAL UNITS COUNTED THE TOTAL OF CASES COUNTED AND UNITS COUNTED AS
                  CALCULATED BY THE SYSTEM USING THE UNITS PER CASE TO
```

CONVERT CASES TO UNITS.

CORRECTED COST THE UPDATED COST AS CALCULATED BY THE SYSTEM.

INVENTORY GAIN/LOSS THE GAIN OR LOSS OF INVENTORY AS CALCULATED BY THE SYSTEM.

TO RECORD THE CHANGES PRESS {PF2}. YOU MAY NOW UPDATE ANOTHER PRODUCT OR PRESS {PF2} AT A BLANK INPUT SCREEN TO EXIT THE PROGRAM.

THE SYSTEM ASKS:

DO YOU WANT TO PRINT THE VARIANCE REPORT (Y/N) ?

PRESS {Y} THEN {ENTER} IF YOU WANT THE REPORT. PRESS {N} THEN {ENTER} IF YOU DO NOT WANT THE REPORT.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.8 VIEW PRODUCT

THE "VIEW PRODUCT" PROGRAM IS USED TO DISPLAY INFORMATION MAINTAINED ON PRODUCTS WITHOUT PROVIDING THE OPPORTUNITY OF ACCIDENTALLY CHANGING THE INFORMATION. THE ESSENTIAL INFORMATION FROM "ADD/EDIT PRODUCT" PLUS GROSS PROFIT INFORMATION IS DISPLAYED IN A ONE SCREEN FORMAT.

THE FIRST SCREEN OF THIS PROGRAM ASKS YOU TO:

ENTER PRODUCT NUMBER TO VIEW

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO VIEW AND PRESS {ENTER}.

SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####PRODUCT  
NUMBER            PRODUCT NUMBER SELECTED FOR VIEWING.
```

DESCRIPTION DESCRIPTION OF THE PRODUCT SELECTED FOR VIEWING.

SUBS SUGGESTED SUBSTITUTES IF THE PRODUCT IS OUT OF STOCK.
SUBS ARE ENTERED ON THE FIRST 2 COMMENT LINES OF
"ADD/EDIT PRODUCT".

COMMENT COMMENT FROM THE 3RD COMMENT LINE OF "ADD/EDIT PRODUCT"

CASE DESCRIPTION THE CASE DESCRIPTION ENTERED IN "ADD/EDIT PRODUCT".

LIST PRICE 1-5 THE FIVE PRICE LEVELS FOR THE PRODUCT. IF CASE PRICING
IS ENABLED, BOTH THE UNIT AND CASE LIST PRICE ARE
DISPLAYED.

CATEGORY NO THE NUMBER OF THE CATEGORY THE PRODUCT IS IN WHICH IS
USED TO SEPARATE THE PRODUCTS INTO SEPARATE SALES
CLASSES. EACH CLASS HAS IT'S OWN SALES LEDGER CODE AND

COST OF SALES LEDGER CODE. ("ADD/EDIT CATEGORY". IT IS ALSO USED TO CONTROL PRINTOUT OF SEVERAL INVENTORY LISTINGS. THERE ARE 21 CATEGORIES ALLOWED AND THE CATEGORY NUMBERS RUN FROM 1 TO 21. THE CATEGORY DESCRIPTION DISPLAYS TO THE RIGHT IN INVERSE VIDEO.(FOR MORE INFORMATION ON CATEGORIES SEE "ADD/EDIT CATEGORY".

VENDOR NO	THE NUMBER OF THE VENDOR THE PRODUCT IS USUALLY PURCHASED FROM.
BIN NO	A BIN NUMBER FOR INVENTORY LOCATION.
TAXABLE	A Y/N FLAG INDICATING THE PRODUCT IS OR IS NOT TAXABLE.
COST	THE COST OF THE PRODUCT. THIS IS THE LAST COST FIGURE THAT YOU ENTERED INTO THE COMPUTER WHEN PRODUCTS WERE RECEIVED IF YOU ARE USING "LAST COST" INVENTORY. THE AVERAGE COST OF ALL PRODUCTS OF THIS PRODUCT NUMBER THAT YOU HAVE IN STOCK IF YOU USE "LIFO", "FIFO", OR "AVERAGE COST". IF CASE PRICING IS ENABLED, BOTH THE UNIT AND CASE COST ARE DISPLAYED.
SALES MTD	TOTAL MONTH TO DATE SALES OF THE PRODUCT.
COST MTD	TOTAL COST MONTH TO DATE OF PRODUCT SOLD.
GP	TOTAL GROSS PROFIT MONTH TO DATE ON PRODUCT SALES.
GP %	GROSS PROFIT PERCENTAGE FOR THE CURRENT MONTH TO DATE ON PRODUCT SALES.
SALES YTD	TOTAL YEAR TO DATE SALES OF THE PRODUCT.
COST YTD	TOTAL COST YEAR TO DATE OF PRODUCT SOLD.
GP	TOTAL GROSS PROFIT YEAR TO DATE ON PRODUCT SALES.
GP %	GROSS PROFIT PERCENTAGE FOR THE CURRENT YEAR TO DATE ON PRODUCT SALES.
LAST PURCHASE DATE	THE LAST DATE THE PRODUCT WAS PURCHASED.
LAST SALE DATE	THE LAST DATE THE PRODUCT WAS SOLD.
QUANTITY IN STOCK	THE TOTAL COUNT OF THIS PRODUCT IN STOCK FOR THIS PRODUCT NUMBER.
QUANTITY COMMITTED	QUANTITY OF PRODUCT THAT IS COMMITTED FOR SALE INVENTORY, BUT WHICH HAS NOT YET HAD AN INVOICE PRINTED AND IS NOT SHIPPED.
QUANTITY ORDERED	THE QUANTITY OF THE PRODUCT NOW ON ORDER BUT NOT RECEIVED.
REORDER POINT	ONLY USED IF YOU SET "ORDER ON HISTORY" TO "N".("ADD/EDIT COMPANY"(9.6)). THE NUMBER OF UNITS INVENTORY MUST FALL BELOW BEFORE THE PRODUCT IS PLACED ON THE RE-ORDER LIST.

IF YOU SELL THE PRODUCT AND IT IS PLACED ON BACK ORDER,
THE PRODUCT IS ORDERED BY THE COMPUTER.

REORDER QUANTITY THE NUMBER OF PRODUCTS THAT SHOULD BE REORDERED WHEN THE
QUANTITY FALLS BELOW THE "REORDER POINT". ONLY USED IF
YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT
COMPANY" (9.6))

MAXIMUM QUANTITY THE MAXIMUM NUMBER OF PRODUCT THAT YOU ALLOW TO BE IN
STOCK AT ANY GIVEN TIME. IT IS ONLY AN ADVISORY NUMBER.
ONLY USED IF YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT
COMPANY" (9.6))

5.9 SET COST MULTIPLIER

THE "SET COST MULTIPLIER" PROGRAM SETS DEFAULT LIST PRICES FOR INVENTORY.
THE DEFAULT PRICES ARE CALCULATED AS A MULTIPLE OF THE COST OF THE PRODUCT.
THE COST MULTIPLIER FOR A PRICE LEVEL IS ONLY USED IF YOU LEAVE A LIST PRICE
BLANK OR SET IT TO ZERO. IF THE COST MULTIPLIER FOR THE LIST PRICE LEVEL IS
ALSO ZERO THEN THE PRICE FOR THAT LEVEL IS LEFT BLANK.

ONE USE FOR THIS FUNCTION IS SETTING DEFAULT LIST PRICES FOR NEW PRODUCT.
INSTEAD OF CALCULATING THE LIST PRICE ON EACH OF THE FIVE LIST LEVELS, YOU
TELL THE COMPUTER WHAT MARGIN YOU WISH TO MAINTAIN ON THE PRODUCT AND PERMIT
THE COMPUTER TO CALCULATE THE LIST PRICE FOR YOU.

SCREEN DISPLAY

```
#####  
SCREEN FIELDS DESCRIPTION  
#####PRICE  
LEVEL 1%-5% THESE 5 FIELDS ARE FOR THE NUMBER YOU WISH THE COST  
MULTIPLIED BY TO CREATE A LIST PRICE. AT EACH FIELD,  
TYPE IN THE MULTIPLIER NUMBER AND PRESS {ENTER}. EX: IF  
YOU ENTER "2.50" IN THE FIRST FIELD, THE LIST PRICE IS  
TWO AND A HALF TIMES THE COST OF A PRODUCT. IF COST WERE  
$10.00 THE LIST PRICE FOR THE FIRST PRICE LEVEL WOULD BE  
$25.00. IF THE SECOND FIELD WAS "2.25", THE LIST PRICE  
FOR THE SECOND PRICE LEVEL WOULD BE $22.50.
```

THE MULTIPLIERS ALSO WORK FOR CASE PRICES. THE COMPUTER CALCULATES THE CASE
PRICE FOR EACH LEVEL BY MULTIPLYING THE UNIT COST BY THE CASE CONVERSION
FACTOR (NUMBER OF UNITS IN A CASE) AND THE MULTIPLIER. EX: UNIT COST, WHICH
IS \$1.00, MULTIPLIED BY THE CASE CONVERSION FACTOR, WHICH IS 10, THEN
MULTIPLIED BY THE MULTIPLIER, WHICH IS SET TO 2. GIVES A CASE LIST PRICE OF
\$20.00.

NOTE: COST MULTIPLIERS ONLY AFFECT LIST PRICES IF LIST PRICES ARE NOT
ZERO AND ONE OR MORE PRICE LEVELS ARE LEFT BLANK OR ZERO IN THE
"ADD/EDIT PRODUCT NUMBER" PROGRAM. IF YOU SET ALL FIVE MULTIPLIERS,
ENABLE CASE PRICING, AND DO NOT ENTER ANY LIST PRICES IN "ADD/EDIT
PRODUCT NUMBER", ALL FIVE UNIT PRICES AND ALL FIVE CASE PRICES ARE SET.

WHEN ALL PRICE LEVELS ARE ENTERED, PRESS {PF2} TO ACCEPT THE MULTIPLIERS SET
AND EXIT THE PROGRAM.

5.A REPORTS MENU

THE INVENTORY REPORT MENU CONTAINS ALL INVENTORY REPORT PROGRAMS.

SCREEN DISPLAY

5.A.1 INVENTORY MASTER LIST

THIS IS A REPORT GENERATOR TYPE OF REPORT. MANY OPTIONS AS WELL SEVERAL REPORT FORMATS ARE SELECTABLE.

5.A.2 PRINT REORDER LIST

THE "PRINT REORDER LIST" PROGRAM IS USED TO ADVISE WHICH PRODUCTS SHOULD BE ORDERED. ONLY PRODUCT NUMBERS WITH UNCOMMITTED QUANTITIES LESS THAN THE REORDER POINT ARE PRINTED.

THE PROGRAM DOES NOT PRINT PRODUCT NUMBERS WITH A ZERO "REORDER POINT" UNLESS THESE PRODUCTS HAVE PRODUCTS COMMITTED AND INSUFFICIENT PRODUCTS IN STOCK TO MEET DEMAND. THIS LETS YOU KNOW WHEN TO ORDER PRODUCTS THAT HAVE BEEN SOLD BUT ARE NOT NORMALLY KEPT IN STOCK.

THE METHOD USED TO DETERMINE WHEN A PRODUCT SHOULD BE PLACED ON ORDER IS DETERMINED BY THE "ORDER ON HISTORY" FLAG IN "ADD/EDIT COMPANY"(9.6). IF THE FLAG IS SET TO "N" PRODUCT APPEARS ON THIS LIST BASED ON THE PREDEFINED "REORDER POINT" AND "REORDER QUANTITY" SET UP IN "ADD/EDIT PRODUCT". IF THE FLAG IS SET TO "Y" PRODUCT IS PLACE ON THE LIST AS DETERMINED BY ACTUAL SALES.

THE SCREEN DISPLAYS:

ENTER CATEGORY NUMBER ('ENTER'-- ALL):

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT PRODUCT NUMBERS FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT A LISTING OF ALL PRODUCT NUMBERS.

THE LISTING PRINTS AS SOON AS PROCESSING IS FINISHED.

5.A.3 PRINT CURRENT INVENTORY

THE "PRINT CURRENT INVENTORY" REPORT PRINTS A LISTING OF ALL PRODUCT NUMBERS THAT CURRENTLY HAVE PRODUCTS IN STOCK. ONLY PRODUCT NUMBERS WITH NON-ZERO QUANTITIES ARE ON THE LISTING. THE REPORT SHOWS THE TOTAL COST OF EACH PRODUCT IN A CATEGORY AND HAS A SUMMARY PAGE SHOWING THE TOTAL COST OF ALL PRODUCTS IN STOCK. THIS IS THE REPORT THAT CAN TELL YOU THE TOTAL DOLLAR AMOUNT OF YOUR INVENTORY.

THE DISPLAY ASKS:

ENTER CATEGORY NUMBER ('ENTER'-- ALL):

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT PRODUCT NUMBERS FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT A LISTING OF ALL PRODUCT NUMBERS.

ONCE THE SYSTEM FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.4 LIST DETAILED PRODUCT

THE "LIST DETAILED PRODUCT" REPORT LISTS, ON ONE REPORT, MOST OF THE INFORMATION MAINTAINED ABOUT EACH PRODUCT NUMBER.

THE DISPLAY ASKS:

ENTER CATEGORY NUMBER ('ENTER'-- ALL):

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT PRODUCT NUMBERS FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT A LISTING OF ALL PRODUCT NUMBERS.

THE DISPLAY ADDS ANOTHER LINE:

ENTER VENDOR NUMBER TO PRINT('ENTER'--ALL)

TYPE IN THE NUMBER OF THE VENDOR YOU WISH TO PRINT PRODUCT FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT A LISTING WITH PRODUCT FOR ALL VENDORS.

THE DISPLAY ADDS ANOTHER LINE:

ENTER STARTING PRODUCT NUMBER :

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO START THE LISTING WITH AND PRESS {ENTER} OR PRESS {ENTER} FOR ALL NUMBERS.

THE DISPLAY ADDS ANOTHER LINE:

ENTER ENDING PRODUCT NUMBER :

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO END THE LISTING WITH AND PRESS {ENTER} OR PRESS {ENTER} FOR ALL NUMBERS.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.5 LIST SALES

THE "LIST SALES" PROGRAM PRODUCES A "PRODUCT SALES REPORT" THAT HAS THE SALES AND GROSS PROFIT, BOTH MONTH AND YEAR, FOR PRODUCTS THAT HAVE SALES POSTED.

THE SCREEN DISPLAY ASKS:

ENTER CATEGORY NUMBER ('ENTER'-- ALL):

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT PRODUCT NUMBERS FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT A LISTING OF ALL PRODUCT NUMBERS.

THE DISPLAY ADDS ANOTHER LINE:

ENTER STARTING PRODUCT NUMBER :

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO START THE LISTING WITH AND

PRESS {ENTER} OR PRESS {ENTER} FOR ALL NUMBERS.

THE DISPLAY ADDS ANOTHER LINE:

ENTER ENDING PRODUCT NUMBER :

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO END THE LISTING WITH AND PRESS {ENTER} OR PRESS {ENTER} FOR ALL NUMBERS.

THE LISTING PRINTS AS SOON AS PROCESSING IS FINISHED.

5.A.6 ANALYZE INVENTORY

THE "ANALYZE INVENTORY" PROGRAM PRODUCES LISTINGS OF PRODUCTS THAT ARE SORTED BY EITHER DOLLAR VOLUME OR QUANTITY VOLUME OF PRODUCTS SALES. THE SORT COLUMNS, IN EITHER CASE, MAY BE EITHER MONTHLY OR YEARLY SALES.

LISTINGS ARE PRODUCED FOR THE YEAR OR FOR THE MONTH STARTING WITH THE PRODUCT NUMBER THAT HAS THE HIGHEST DOLLAR VOLUME OF SALES POSTED AGAINST IT TO THE LOWEST DOLLAR VOLUME PRODUCT. VOLUME OF SALES CAN ALSO BE USED AS A SORT CRITERIA INSTEAD OF DOLLAR VOLUME. OPTIONS ARE DISPLAYED ON THE FIRST SCREEN.

SCREEN DISPLAY

PRESS {1} THEN {ENTER} TO CHANGE THE CURRENT PERIOD FROM MONTHLY TO YEARLY OR VICE VERSA. THE SCREEN DISPLAY DEFAULTS TO "MONTHLY" WHEN YOU ENTER THE PROGRAM.

PRESS {2} THEN {ENTER} TO PRODUCE A REPORT SORTED BY DOLLAR VOLUME.

PRESS {3} THEN {ENTER} TO PRODUCE A REPORT SORTED BY QUANTITY VOLUME.

PRESS {PF2} TO EXIT THE PROGRAM.

WHEN YOU SELECT OPTION 2 OR 3 THE SCREEN ADDS A LINE.

ENTER CATEGORY TO PRINT

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT AND PRESS {ENTER} OR PRESS {ENTER} FOR ALL CATEGORIES.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.7 LIST SLOW MOVERS

"LIST SLOW MOVERS" IS A LISTING OF ANY PRODUCTS THAT ARE NOT SELLING. IT CAN BE USED TO FIND PRODUCTS THAT MAY NEED TO BE DROPPED FROM THE INVENTORY AS SOON AS SUPPLIES ARE DEPLETED.

THE FIRST QUESTION ASKED IS:

WHAT IS THE CUTOFF SALE DATE

TYPE IN THE DATE YOU WISH THE COMPUTER TO USE AS A REFERENCE FOR PRODUCT THAT IS NOT SELLING. ANY PRODUCT THAT HAS NOT SOLD SINCE THE DATE ENTERED AS

THE CUTOFF DATE IS INCLUDED IN THE REPORT.

THE DISPLAY ASKS YOU TO:

ENTER CATEGORY NUMBER TO PRINT ('ENTER'--ALL)

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO CHECK FOR SLOW MOVERS AND PRESS {ENTER} OR PRESS {ENTER} TO CHECK ALL CATEGORIES.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.8 PRINT WORK SHEET

THE "PRINT WORK SHEET" PROGRAM PRINTS AN INVENTORY COUNT SHEET TO ASSIST YOU IN TAKING A MANUAL INVENTORY.

THE DISPLAYS ASKS YOU TO:

ENTER CATEGORY NUMBER ('ENTER'--ALL)

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT AND PRESS {ENTER}.

THE DISPLAY ADDS A LINE:

ENTER STARTING PRODUCT NUMBER

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO START THE WORK SHEET WITH AND PRESS {ENTER}.

NEXT:

ENTER ENDING PRODUCT NUMBER

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO END THE WORK SHEET WITH AND PRESS {ENTER}.

THE DISPLAY ADDS A LINE:

SORT BY BIN NUMBER (Y/N)

PRESS {Y} THEN {ENTER} IF YOU WISH TO SORT THE WORK SHEET BY BIN NUMBER.

PRESS {N} THEN {ENTER} IF YOU DO NOT WISH TO SORT THE WORK SHEET BY BIN NUMBER.

THE WORK SHEET BEGINS PRINTING AS SOON AS THE INFORMATION IS PROCESSED AND SORTED AS SELECTED.

5.A.9 PRINT PRICE SHEET

"PRINT PRICE SHEET" IS A REPORT LISTING YOUR LIST PRICES.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.A LIST AVERAGE SALES

THE "LIST AVERAGE SALES" IS ONLY USED IF YOU HAVE ENABLED "ORDER ON HISTORY" (SET TO "Y") WHICH IS DONE IN "ADD/EDIT COMPANY"SET

IF "ORDER ON HISTORY" IS ENABLED THE PROGRAM AGES THE AVERAGES AND SUPPLIES YOU WITH INFORMATION ABOUT YOU PAST PERIOD SALES, THE AVERAGE SALES OF PRODUCTS BASED ON SEVERAL AVERAGES OF VARYING PERIODS.

THE PROGRAM IS NORMALLY RUN ONCE PER WEEK, EITHER THE FIRST THING MONDAY MORNING OR THE LAST THING FRIDAY NIGHT TO AGE THE AVERAGES. (PERIOD OF ONE WEEK SELECTED). YOU MAY, HOWEVER, SELECT A PERIOD OTHER THAN A WEEK. IF YOU DO SO YOU MUST RUN THE PROGRAM ACCORDINGLY TO PROPERLY AGE THE PERIODS.

THE DISPLAY ASKS:

DO YOU WISH TO AGE THE AVERAGES (Y/N)

IF YOU PRESS {Y} THEN {ENTER} THE CURRENT SALES ARE MOVED TO THE PERIOD 1 SLOT AND EACH OF THE PERIOD HISTORIES ARE MOVED TO THE NEXT HIGHER NUMBER LOCATION EXCEPT PERIOD FIVE WHICH IS LOST.

PRESS {N} THEN {ENTER} IF YOU DO NOT WISH TO AGE THE AVERAGES BUT DO WANT A LISTING.

THE DISPLAY ADDS A LINE:

ENTER CATEGORY NUMBER TO PRINT ('ENTER'---ALL)

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT AND PRESS {ENTER} OR PRESS {ENTER} TO SELECT ALL CATEGORIES.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.B PRINT COST SHEET

THE "PRICE COST SHEET" GIVES PRICE VERSUS COST AND GROSS PROFIT INFORMATION ABOUT PRODUCTS IN THE DATABASE.

THE PROGRAM ASKS YOU TO:

ENTER CATEGORY NUMBER ('ENTER'--ALL)

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT AND PRESS {ENTER} OR PRESS {ENTER} TO SELECT ALL CATEGORIES.

THE DISPLAY ADDS A LINE:

ENTER STARTING PRODUCT NUMBER

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO START WITH AND PRESS {ENTER}.

NEXT:

ENTER ENDING PRODUCT NUMBER

TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO END WITH AND PRESS {ENTER}.

YOU MAY PRESS {ENTER} AT BOTH THE STARTING AND ENDING PRODUCT NUMBER LINES TO PRINT A LISTING OF ALL PRODUCTS.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.C PRODUCT SALES ANALYSIS

THE "PRODUCT SALES ANALYSIS" REPORT HAS A VARIETY OF OPTIONS FOR SORTING AND SELECTING SALES OF PRODUCT INFORMATION FOR ANALYSIS. IT ANALYZES SALE OF PRODUCT, COST OF PRODUCT, GROSS PROFIT, RENTALS, AND HAS SUB-TOTALS BY CATEGORY AND SUMMARY TOTALS. IT IS A BREAKDOWN OF WHAT MAKES UP THE SALES FOR THE PERIOD SELECTED.

SCREEN DISPLAY

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####1  
SALES DATE RANGE   DEFAULT IS A RANGE FOR ONE MONTH BEFORE THE SYSTEM DATE  
                   TO THE SYSTEM DATE.  TO SELECT A DIFFERENT RANGE OF DATES  
                   OR A SINGLE DATE, PRESS {1} THEN {ENTER}.  TYPE IN THE  
                   BEGINNING DATE AND PRESS {ENTER}.  TYPE IN THE ENDING  
                   DATE AND PRESS {ENTER}.  IF YOU WANT THE REPORT TO PRINT  
                   FOR A SINGLE DATE, THE BEGINNING AND ENDING DATES MUST BE  
                   THE SAME.  
  
2 CATEGORY RANGE   DEFAULT IS "ALL".  TO SELECT A RANGE OF CATEGORIES OR A  
                   SINGLE CATEGORY, PRESS {2} THEN {ENTER}.  TYPE IN THE  
                   BEGINNING CATEGORY NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                   ENDING CATEGORY NUMBER AND PRESS {ENTER}.  IF YOU WANT  
                   THE REPORT TO PRINT FOR A SINGLE CATEGORY, THE BEGINNING  
                   AND ENDING CATEGORY NUMBER MUST BE THE SAME.  
  
3 ROUTE           DEFAULT IS "ALL".  TO SELECT A RANGE OF ROUTES OR A  
                   SINGLE ROUTE, PRESS {3} THEN {ENTER}.  TYPE IN THE  
                   BEGINNING ROUTE NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                   ENDING ROUTE NUMBER AND PRESS {ENTER}.  IF YOU WANT THE  
                   REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND  
                   ENDING ROUTE NUMBER MUST BE THE SAME.  
  
4 PRIMARY SALESMAN  DEFAULT IS "ALL".  TO SELECT A RANGE OF SALESMEN OR A  
                   SINGLE SALESMAN, PRESS {4} THEN {ENTER}.  TYPE IN THE  
                   BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                   ENDING SALESMAN NUMBER AND PRESS {ENTER}.  IF YOU WANT  
                   THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING  
                   AND ENDING SALESMAN NUMBER MUST BE THE SAME.  
  
5 SECONDARY  
  SALESMAN         DEFAULT IS "ALL".  TO SELECT A RANGE OF SALESMEN OR A  
                   SINGLE SALESMAN, PRESS {5} THEN {ENTER}.  TYPE IN THE  
                   BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE
```

ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

6 ACCT RANGE DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT, PRESS {6} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 ACCOUNT TYPE DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNT TYPES OR A SINGLE ACCOUNT TYPE, PRESS {7} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT TYPE AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT TYPE AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE NUMBER MUST BE THE SAME.

ONLY ONE OF THE SORT OPTIONS A-F MAY BE SELECTED FOR THE SORT. THE OPTION THE REPORT WILL SORT BY DISPLAYS "YES" ALL OTHER OPTIONS DISPLAY "NO". WHEN YOU SELECT AN OPTION THE DISPLAY NEXT TO IT CHANGES FROM "NO" TO "YES" AND ALL OTHER OPTIONS DISPLAY "NO".

A PRODUCT NUMBER DEFAULT IS "NO". IF YOU WANT THE REPORT SORTED BY PRODUCT NUMBER, PRESS {A} THEN {ENTER}.

B PRODUCT DESCRIPTION DEFAULT IS "NO". IF YOU WANT THE REPORT SORTED BY PRODUCT DESCRIPTION, PRESS {B} THEN {ENTER}.

C CATEGORY/PRODUCT# DEFAULT IS "NO". IF YOU WANT THE REPORT SORTED BY CATEGORY AND PRODUCT NUMBER WITHIN THE CATEGORY, PRESS {C} THEN {ENTER}.

D SALES OF PRODUCT DEFAULT IS "YES". IF YOU DO NOT WANT THE REPORT SORTED BY SALES OF PRODUCT, SELECT ONE OF THE OTHER OPTIONS, A-F TO SORT BY.

E COST OF PRODUCT DEFAULT IS "NO". IF YOU WANT THE REPORT SORTED BY COST OF PRODUCT, PRESS {E} THEN {ENTER}.

F GROSS PROFIT % DEFAULT IS "NO". IF YOU WANT THE REPORT SORTED BY GROSS PROFIT PERCENTAGE, PRESS {F} THEN {ENTER}.

G SORT SEQUENCE DEFAULT IS "DESCENDING". IF YOU WANT THE REPORT SORTED IN ASCENDING ORDER, PRESS {G} THEN {ENTER}. THE DISPLAY CHANGES TO "ASCENDING".

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTION MENU" APPEARS.

5.A.D VENDOR SALES ANALYSIS

"VENDOR SALES ANALYSIS HAS A VARIETY OF OPTIONS TO ANALYZE WHICH VENDOR'S PRODUCTS ARE SELLING, WHAT PRODUCTS WERE PURCHASED FROM A VENDOR FOR PERIOD SELECTED(USEFUL FOR REBATE OFFERS) AND COST OF PRODUCTS FROM A VENDOR.

9 PRIMARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {9} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

A SECONDARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {A} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

B EQUIPMENT TYPE DEFAULT IS "ALL". TO SELECT A RANGE OF EQUIPMENT TYPES OR A SINGLE EQUIPMENT TYPE, PRESS {B} THEN {ENTER}. TYPE IN THE BEGINNING EQUIPMENT TYPE AND PRESS {ENTER}. TYPE IN THE ENDING EQUIPMENT TYPE AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE EQUIPMENT TYPE, THE BEGINNING AND ENDING EQUIPMENT TYPES MUST BE THE SAME.

C REPORT FORMAT DEFAULT IS DISTRIBUTOR}. TO SELECT ANOTHER REPORT FORMAT PRESS {C} THEN {ENTER}. PRESS THE LETTER OF THE FORMAT YOU WANT TO PRINT.

- V - FOR VENDOR
- C - FOR CUSTOMER
- D - FOR DISTRIBUTOR

THE DISPLAY CHANGES TO THE FORMAT SELECTED.

D SORT SEQUENCE DEFAULT IS "NUMERIC". TO SORT THE REPORT ALPHABETICALLY, PRESS {D} THEN {ENTER}. THE DISPLAY CHANGES TO "ALPHABETIC".

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTION MENU" APPEARS.

5.A.E RECEIVED PRODUCTS REPORT

THE "RECEIVED PRODUCTS REPORT" GIVES A LISTING FOR THE DATE RANGE SELECTED OF WHAT PRODUCTS WERE ENTERED INTO THE INVENTORY SYSTEM USING "ENTER RECEIVED PRODUCT".

SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####1  
VENDOR            DEFAULT IS "ALL". TO SELECT A RANGE OF VENDORS OR A  
                  SINGLE VENDOR, PRESS {1} THEN {ENTER}. TYPE IN THE  
                  BEGINNING VENDOR NUMBER AND PRESS {ENTER}. TYPE IN THE  
                  ENDING VENDOR NUMBER AND PRESS {ENTER}. IF YOU WANT THE  
                  REPORT TO PRINT FOR A SINGLE VENDOR, THE BEGINNING AND
```

ENDING VENDOR NUMBER MUST BE THE SAME.

- 2 PRODUCT CATEGORY DEFAULT IS "ALL". TO SELECT A RANGE OF CATEGORIES OR A SINGLE CATEGORY, PRESS {2} THEN {ENTER}. TYPE IN THE BEGINNING CATEGORY NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING CATEGORY NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE CATEGORY, THE BEGINNING AND ENDING PRODUCT CATEGORY NUMBER MUST BE THE SAME.
- 3 PRODUCT NUMBER DEFAULT IS "ALL". TO SELECT A RANGE OF PRODUCTS OR A SINGLE PRODUCT, PRESS {3} THEN {ENTER}. TYPE IN THE BEGINNING PRODUCT NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING PRODUCT NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE PRODUCT, THE BEGINNING AND ENDING PRODUCT NUMBER MUST BE THE SAME.
- 4 DATE RECEIVED DEFAULT IS "ALL". TO SELECT A DIFFERENT RANGE OF DATES OR A SINGLE DATE, PRESS {4} THEN {ENTER}. TYPE IN THE BEGINNING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE DATE, THE BEGINNING AND ENDING DATE MUST BE THE SAME.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.A.F PRINT PRODUCT RECORD

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

5.B EXTENSION MENU

THE INVENTORY EXTENSION MENU IS FOR PROGRAMS THAT HAVE ONLY OCCASIONAL USE.

SCREEN DISPLAY

5.B.1 PRINT JOURNAL

THIS PROGRAM IS SELECTED TO PRINT JOURNALS. IN MOST CASES JOURNALS ARE RUN BY SUMMARY. THE ONLY REASON FOR RUNNING A DETAILED LISTING IS FOR ARCHIVE OR BALANCING. A DETAIL LISTING IS HUNDREDS OF PAGES LONG.

THE SCREEN DISPLAYS ALL THE QUESTIONS TO ANSWER. THE QUESTIONS ARE SELF EXPLANATORY.

SCREEN DISPLAY

ONCE ALL QUESTIONS ARE ANSWERED THE SYSTEM PROCESSES THE JOURNAL REQUESTED. ONCE THE PROCESS IS COMPLETE THE "REPORT SELECTIONS MENU" APPEARS.

PRINT JOURNAL PROGRAMS ARE IN MOST OF THE MODULES. ALL THE PRINT JOURNAL

PROGRAMS ARE EXACTLY THE SAME.

5.B.2 EDIT JOURNAL

THE EDIT JOURNAL PROGRAM IS USED TO MODIFY JOURNAL ENTRIES BEFORE THEY ARE POSTED TO THE GENERAL LEDGER. THE PRIMARY PURPOSE OF THE PROGRAM IS RECOVERY FROM NON-POSTABLE JOURNAL ENTRIES.

THERE MAY BE CASES WHEN THE DATE OF A JOURNAL ENTRY IS INVALID OR INCORRECT, OR WHEN EITHER THE ACCOUNT TO DEBIT, THE ACCOUNT TO CREDIT, OR BOTH ARE INCORRECT OR INVALID. THIS IS THE PRIMARY USE FOR THIS PROGRAM.

THE SCREEN DISPLAYS:

ENTER JOURNAL ENTRY NUMBER TO EDIT?

TO CORRECT A NON-POSTABLE ENTRY, YOU USE THE JOURNAL ENTRY NUMBER INDICATED ON THE "NON-POSTABLE ENTRIES REPORT" (PRINTS OUT AFTER "POST JOURNAL" (8.6) PROGRAM) OR THE JOURNAL ENTRY NUMBER INDICATED ON THE JOURNAL LISTING. ("PRINT JOURNAL" (5.B.1)) TYPE IN THE NUMBER AND PRESS {ENTER}. AN "EDIT" PAGE IS DISPLAYED.

SCREEN DISPLAY

```
#####
SCREEN FIELDS      DESCRIPTION
#####ACC
CREDITED          THIS IS THE GENERAL LEDGER ACCOUNT CODE FOR THE ACCOUNT
                  CREDITED BY THE AMOUNT SHOWN ON THE "AMOUNT" LINE.

ACC DEBITED       THE GENERAL LEDGER ACCOUNT CODE FOR THE ACCOUNT DEBITED
                  BY THE AMOUNT SHOWN ON THE "AMOUNT" LINE.

AMOUNT            THE AMOUNT OF THE TRANSACTION. THE AMOUNT IS ATTACHED AS
                  A CREDIT TO THE ACCOUNT CREDITED AND AS A DEBIT TO THE
                  ACCOUNT DEBITED.

DATE              THE DATE THAT THIS PARTICULAR JOURNAL ENTRY WAS MADE. IF
                  THIS FIELD IS BLANK, OR IF THE DATE IS NOT IN VALID MDS
                  DATE FORMAT, THE ENTRY WILL NOT POST.

REFERENCE NO.     THIS NUMBER IS USED IN DEVELOPING AN AUDIT TRAIL FOR THE
                  JOURNAL ENTRY. IF THE ENTRY IS PRODUCED BY PAYROLL, THE
                  FIELD CONTAINS THE NUMBER OF THE CHECK WHICH PRODUCED THE
                  ENTRY.

COMMENT           COMMENT ATTACHED TO THE JOURNAL ENTRY.

TYPE              IDENTIFIES THE SYSTEM THAT PRODUCED THIS PARTICULAR
                  JOURNAL ENTRY.
```

```
GL - GENERAL LEDGER
AR - ACCOUNTS RECEIVABLE
AP - ACCOUNTS PAYABLE
PR - PAYROLL
IN - INVENTORY
```


IV - INVOICING
RT - ROUTING
RN - RENTAL
ET - EQUIPMENT TRACKING

ENTRY NO THE JOURNAL ENTRY NUMBER FOR THIS PARTICULAR JOURNAL
 ENTRY. THE NUMBER IS USED IN IDENTIFYING THE JOURNAL
 ENTRY TO EDIT.

WHEN YOU FINISH EDITING THE SCREEN PRESS {PF2}, YOU ARE RETURNED TO THE FIRST
SCREEN OF THE PROGRAM. YOU MAY EDIT ANOTHER JOURNAL ENTRY OR PRESS {PF2} TO
EXIT THE PROGRAM.

5.B.3 ADD/EDIT CATEGORY

THE ADD/EDIT CATEGORY PROGRAM DEFINES THE NAMES OF THE PRODUCT CATEGORIES AND
CREATES A MAP TO THE GENERAL LEDGER SALES AND COST OF SALES CODES THAT ARE
USED FOR EACH PRODUCT CATEGORY. YOU MAY ADD A CATEGORY OF PRODUCTS OR EDIT
AN EXISTING CATEGORY OF PRODUCTS. SELECT THIS OPTION AND A SCREEN SHOWING
THE CATEGORIES SET UP IN THE SYSTEM DISPLAYS.

SCREEN DISPLAY

PRESS {PF2} IF YOU WISH TO RETURN TO THE "EQUIPMENT TRACKING EXTENSION MENU".

PRESS {PF3} IF YOU WISH TO VIEW OR PRINT THE CATEGORIES THAT ARE SET UP}. THE
"REPORT SELECTION MENU" SCREEN APPEARS.

THE REPORT SHOWS THE CATEGORY NUMBER, DESCRIPTION, GENERAL LEDGER SALE
ACCOUNT, AND GENERAL LEDGER COST ACCOUNT FOR EACH CATEGORY SET UP.

TO ADD A CATEGORY, AT THE FIRST SCREEN PRESS {ENTER} OR USE THE DOWN ARROW
KEY TO MOVE TO THE NEXT CATEGORY WITHOUT A DESCRIPTION. TYPE IN THE
DESCRIPTION OF THE CATEGORY YOU WISH TO ADD AND PRESS {ENTER}.

TO EDIT AN EXISTING CATEGORY, PRESS {ENTER} OR USE THE DOWN ARROW KEY TO MOVE
TO THE CATEGORY YOU WISH TO EDIT. TYPE OVER THE EXISTING DESCRIPTION WITH
THE NEW DESCRIPTION AND PRESS {ENTER}.

PRESS {PF2} AND THE SALES CODE SCREEN DISPLAYS.

SCREEN DISPLAY

THIS SCREEN SHOWS THE NUMBER OF THE GENERAL LEDGER ACCOUNT WERE SALES OF
PRODUCT IN A CATEGORY ARE COLLECTED.
YOU MUST ENTER THE GENERAL LEDGER ACCOUNT NUMBER WERE SALES FOR CATEGORIES
ARE COLLECTED FOR EACH CATEGORY THAT YOU ADD. USE THE UP/DOWN ARROW KEYS OR
THE {ENTER} KEY TO MOVE TO THE ADDED CATEGORY. TYPE IN THE SALES CODE NUMBER
AND PRESS {ENTER}.

PRESS {PF2} AND THE COST OF SALES CODE SCREEN DISPLAYS.

SCREEN DISPLAY

THIS SCREEN SHOWS THE NUMBER OF THE GENERAL LEDGER ACCOUNT WERE THE COST OF

SALES OF PRODUCTS IN A CATEGORY ARE COLLECTED.

YOU MUST ENTER THE GENERAL LEDGER ACCOUNT NUMBER WERE COST OF SALES FOR CATEGORIES ARE COLLECTED FOR CATEGORIES THAT YOU ADD. USE THE UP/DOWN ARROW KEYS OR THE {ENTER} KEY TO MOVE TO THE ADDED CATEGORY. TYPE IN THE SALES CODE NUMBER AND PRESS {ENTER}.

PRESS {PF2} TO RETURN TO THE "EQUIPMENT TRACKING EXTENSION MENU".

5.B.4 ADD/EDIT TERMS

THE TERMS REFERRED TO BY THIS PROGRAM IS A FEATURE OF THE "ACCOUNTS RECEIVABLE" SYSTEM. THIS ALLOWS YOU TO DEFINE THE TERMS YOU WISH TO ALLOW ANY CUSTOMER. SUCH TERMS MIGHT INCLUDE "NET 30", "2% 10 NET 30", "C.O.D.", "PAYABLE UPON RECEIPT", ETC. YOU MAY ADD OR EDIT TERMS THROUGH THIS PROGRAM. THE FIRST TERMS DESCRIPTION SET IS THE DEFAULT FOR NEW ACCOUNTS.

SCREEN DISPLAY

PRESS {PF2} TO RETURN TO THE "EQUIPMENT TRACKING EXTENSION MENU"

PRESS {PF3} TO VIEW OR PRINT THE TERMS THAT ARE IN THE SYSTEM. THE "REPORT SELECTION MENU" SCREEN APPEARS.

PRESS {ENTER} AT THE FIRST SCREEN TO ADD ANOTHER TERM OR TYPE IN THE NUMBER OF A TERM YOU WISH TO EDIT AND PRESS {ENTER}.

THE "TERMS" SCREEN DISPLAYS. YOU MAY EDIT ALL FIELDS OF THIS SCREEN OR ADD THE INFORMATION FOR A NEW TERM.

SCREEN DISPLAY

#####

SCREEN FIELDS	DESCRIPTION
#####	#####TERMS
DESCRIPTION	THE TERMS DESCRIPTION THAT IS DISPLAYED ON INVOICES AND CREDIT MEMOS.

FIRST TERMS%	THIS FIELD IS THE DISCOUNT TYPE. IF THIS FIELD CONTAINS THE WORD "NET", THERE IS NO DISCOUNT INDICATED. IF YOU DO GIVE A DISCOUNT, PLACE THE DISCOUNT AMOUNT HERE. EX: "2" FOR A "2%" DISCOUNT.
--------------	---

FIRST TERMS DAYS	THIS FIELD IS FOR THE DISCOUNT DAY. THIS CAN BE EVALUATED IN TWO WAYS DEPENDING ON THE LAST FIELD OF INPUT. IF THE LAST FIELD IS A "D", THEN THE DISCOUNT IS AVAILABLE IF THE INVOICE IS PAID WITHIN THE NUMBER OF DAYS SHOWN ON THIS LINE AFTER THE DATE OF THE INVOICE. IF THE LAST FIELD CONTAINS A "M" THEN THE DISCOUNT IS AVAILABLE FOR THE NUMBER OF DAYS SHOWN HERE AFTER THE END OF THE CURRENT MONTH. THIS FIELD BECOMES THE DUE DAY IF THE TERMS ARE "NET".
------------------	--

SECOND TERMS DAYS	THIS FIELD IS USED TO INDICATE THE DAY THAT AN INVOICE BECOMES PAST DUE. FOR EXAMPLE, IF THIS FIELD CONTAINS A 30 AND THE LAST FIELD CONTAINS A "D" AN INVOICE DATED
-------------------	--

01/01/90 BECOMES PAST DUE ON 01/31/90. IF THIS FIELD CONTAINS A 30 AND THE LAST FIELD CONTAINS AN "M" THEN A 01/01/90 INVOICE BECOMES PAST DUE ON 03/02/90. (END OF MONTH PLUS 30 DAYS WITH 29 DAYS IN FEBRUARY DURING A LEAP YEAR.)

TERMS TYPE {D/M} FIELD FOR DAY OR MONTH. THIS FIELD IS USED WITH THE "FIRST TERMS DAYS" AND "SECOND TERMS DAYS" FIELD TO DETERMINE LENGTH OF AVAILABILITY OF DISCOUNTS AND TIME UNTIL INVOICES ARE PAST DUE.

PRESS {PF2} TO RETURN TO THE "EQUIPMENT TRACKING EXTENSION MENU".

5.B.5 INITIALIZE INVENTORY DATABASE

THE INITIALIZE INVENTORY DATABASE PROGRAM IS USED TO CREATE YOUR INVENTORY DATABASE. THIS PROGRAM MUST BE RUN ONCE TO CREATE THE INVENTORY DATABASE. IF YOU ATTEMPT TO RUN THIS PROGRAM AFTER YOUR DATABASE IS INITIALLY DEFINED, YOU ARE WARNED THAT YOUR INVENTORY INFORMATION WILL BE DESTROYED. YOU CAN ONLY THEN RUN THE PROGRAM BY ANSWERING A QUESTION Y THAT YOU DO WANT TO . IF YOU DON'T PF2 TO EXIT IF YOU ANSWER THE QUESTION ANY WAY EXCEPT Y THE COMPUTER EXITS TO THE MENU. SET UP BY MDS ONLY DO WITH HELP OF SYSTEMS SUPPORT?

5.B.6 ADD/EDIT SALESMAN

THE "ADD/EDIT SALESMAN" PROGRAM DEFINES TO THE COMPUTER SYSTEM ALL SALESMEN IN THE COMPANY. SELECT THIS OPTION IF YOU WISH TO ADD A NEW SALESMAN TO THE SYSTEM OR EDIT A SALESMAN ALREADY IN THE SYSTEM.

SCREEN DISPLAY

THE NEXT AVAILABLE SALESMAN NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN. TO VIEW/PRINT A LISTING OF THE SALESMAN IN THE SYSTEM PRESS {PF3}. THE "REPORT SELECTIONS MENU" APPEARS.

TO ENTER A NEW SALESMAN PRESS {ENTER}.

TO EDIT AND EXISTING SALESMAN, TYPE IN THE SALESMAN'S NUMBER AND PRESS {ENTER}.

SCREEN DISPLAY

```
#####
SCREEN FIELDS      DESCRIPTION
#####SALES
MAN                THE SALESMAN'S NAME OR DESCRIPTION TO IDENTIFY A
                   SALESMAN.
```

TRUCK # THE NUMBER OF THE TRUCK IF THE SALESMAN USES ONE AND ALWAYS HAS THE SAME TRUCK.

MTD-SALES THE MONTH-TO-DATE SALES FOR THE SALESMAN. THIS INFORMATION IS CALCULATED BY THE SYSTEM WHEN INVOICES ARE ENTERED THROUGH "TELSEL".

YTD-SALES THE YEAR-TO-DATE SALES FOR THE SALESMAN. THIS INFORMATION IS CALCULATED BY THE SYSTEM WHEN INVOICES ARE ENTERED THROUGH "TELSEL".

PRESS {PF2} WHEN FINISHED TO EXIT TO THE FIRST SCREEN. YOU MAY NOW ADD/EDIT ANOTHER SALESMAN OR PRESS {PF2} TO EXIT TO THE "RECEIVABLES EXTENSION" MENU.

5.B.7 CLOSE INVENTORY

THE CLOSE INVENTORY PROGRAM IS USED TO CLOSE OUT THE SALES INFORMATION THAT IS MAINTAINED ON EACH PRODUCT. THE INFORMATION CONSISTS OF THE QUANTITY VOLUME, DOLLAR AMOUNT AND COST OF PRODUCTS SOLD FOR BOTH MONTH TO DATE AND YEAR TO DATE. THE PROGRAM SHOULD BE RUN MONTHLY AS PART OF A MONTHLY CLOSE PROCESS.

THE "CLOSE INVENTORY" PROGRAM DOES NOT AFFECT THE QUANTITY, QUANTITY COMMITTED, UNIT COST, LIST PRICES OR ANY OTHER DATA ITEM THAT IS NOT SPECIFICALLY DEALING WITH PAST SALES. NOTHING THAT AFFECTS FUTURE SALES IS TOUCHED.

SCREEN DISPLAY

PRESS {1} THEN {ENTER} TO CHANGE THE CLOSE PERIOD. THE CURRENT PERIOD CLOSE DISPLAY AT THE TOP OF THE SCREEN CHANGES TO REFLECT THE PERIOD TO BE CLOSED.

PRESS {2} THEN {ENTER} TO START THE CLOSE FOR THE PERIOD SELECTED. IF YOU SELECTED A MONTHLY CLOSE, THE PROGRAM ZEROES THE MONTH TO DATE VOLUME, MONTH TO DATE SALES, AND MONTH TO DATE COST OF ALL PRODUCTS IN INVENTORY. WHEN YOU SELECT A YEARLY CLOSE, IT ZEROES BOTH THE MONTH TO DATE AND YEAR TO DATE FIGURES FOR THESE THREE ITEMS.

PRESS {PF2} TO EXIT THE PROGRAM.

5.B.8 SORT INVENTORY DATABASE

THE SORT INVENTORY DATABASE PROGRAM IS PROVIDED PRIMARILY FOR INVENTORY MAINTENANCE. THERE ARE CERTAIN OCCASIONS WHEN A PRODUCT MAY DROP OUT OF THE SORT MAP. IF THIS OCCURS THE PRODUCT DOES NOT APPEAR ON ANY OF THE REPORTS. THIS PROGRAM RECONNECTS THE PRODUCT TO THE SORT MAP. THIS PROGRAM MAY BE RUN AT ANY TIME AND MAY BE RUN AS PART OF YOUR END OF MONTH CLOSE PROCEDURE.

THE "SORT PART DESCRIPTION" SORTS AND PUTS PARTS IN A FILE USED BY THE "TELSEL" PRODUCT SEARCH OPTION. THE PROGRAM SHOULD BE RUN PERIODICALLY, POSSIBLY AS PART OF END-OF-MONTH CLOSING PROCEDURE. THE PROGRAM BEGINS RUNNING WHEN YOU SELECT IT.

NOTE: PRODUCTS WITH A ZERO QUANTITY IN STOCK DO NOT APPEAR ON THE "PRINT CURRENT INVENTORY" (5.A.3) REPORT. THEREFORE PRODUCTS NOT APPEARING ON THIS REPORT MAY NOT BE DROPPED PRODUCTS. IF A PRODUCT DOES NOT APPEAR ON THE "PRINT PRODUCT LIST" (5.A.1) IT PROBABLY IS DROPPED.

THE PROGRAM BEGINS RUNNING WHEN YOU SELECT IT.

5.B.9 CHANGE INVENTORY DATABASE SIZE

THE CHANGE DATABASE SIZE PROGRAM IS PROVIDED TO ALLOW YOU TO EXPAND OR REDUCE THE SIZE OF YOUR INVENTORY DATABASE. IF YOU BEGIN TO HANDLE MORE PRODUCTS YOU MAY NEED TO INCREASE THE SIZE OF YOUR INVENTORY DATABASE TO HANDLE THE ADDITIONAL PRODUCTS. IF YOU HAVE A LARGE PRODUCT DATABASE WITH ONLY A FEW PRODUCTS YOU MAY WISH TO REDUCE THE SIZE OF YOUR PRODUCT DATABASE TO PROVIDE YOU WITH ADDITIONAL DISK SPACE.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS THE OLD DATABASE SIZE AND ASKS FOR THE NEW DATABASE SIZE.

IF YOU DO NOT WISH TO CHANGE THE DATABASE SIZE, PRESS {PF2} TO EXIT THE PROGRAM.

IF YOU DO WISH TO CHANGE THE DATABASE SIZE, TYPE IN THE NEW SIZE AND PRESS {ENTER}.

THE COMPUTER SAVES THE OLD PRODUCT INFORMATION, RE-INITIALIZES THE DATABASE, THEN RE-INSERTS THE PRODUCT INFORMATION. ALL PRODUCT INFORMATION IS MAINTAINED AND INVENTORY FILES, WAREHOUSE FILES, TRUCK FILES AND KIT FILES ARE UPDATED.

WHEN ALL PROCESSING IS COMPLETE YOU ARE RETURNED TO THE "INVENTORY EXTENSION MENU".

5.B.A CASE DESCRIPTION UTILITY

THE "CASE DESCRIPTION UTILITY" PROGRAM IS A FAST WAY TO GET A CASE DESCRIPTION INTO THE "ADD/EDIT PRODUCT" CASE DESCRIPTION FIELD WITHOUT MANUALLY ENTERING A DESCRIPTION ONE BY ONE. IT IS GENERALLY ONLY USED WHEN INITIALLY SETTING UP THE INVENTORY SYSTEM. IT GOES THROUGH THE "ADD/EDIT PRODUCT" FILES AND GETS THE PRIMARY DESCRIPTION FOR THE PRODUCT FROM THE "DESCRIPTION" FIELD AND PUTS IT INTO THE CASE DESCRIPTION. IF YOU USE THIS OPTION AFTER THE INITIAL SETUP ALL EXISTING CASE DESCRIPTIONS ARE WIPED OUT AND REPLACED.

THE PROGRAM BEGINS RUNNING WHEN YOU SELECT IT.

5.B.C DEFINE LINKED PRODUCT

BEFORE YOU CAN USE "DEFINE LINKED PRODUCT", YOU MUST FIRST CREATE THE PRODUCT AS IT IS TO BE SOLD USING THE "ADD/EDIT PRODUCT" PROGRAM. THE "DEFINE LINKED PRODUCT" PROGRAM DEFINES AND ATTACHES DISCOUNTS OR PRODUCTS TO A PRODUCT. IF USED TO LINK A DISCOUNT TO A PRODUCT, THE DISCOUNT IS DISPLAYED AND SUBTRACTED FROM THE PRODUCT SO THE CUSTOMER SEES THE DISCOUNT TAKEN. IF USED TO LINK A PRODUCT TO ANOTHER PRODUCT (LIKE BOTTLE DEPOSITS), THE LINKED PRODUCT AND ITS PRICE IS DISPLAYED AND THE AMOUNT ADDED TO THE PRODUCT TOTAL.

SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION
```

#####PRODUCT
NUMBER TYPE IN THE NUMBER OF THE PRIMARY PRODUCT YOU WISH TO
 LINK ANOTHER PRODUCT TO OR TAKE A DISCOUNT FROM.

DESCRIPTION DESCRIPTION OF THE PRODUCT ENTERED ABOVE.

DISCOUNT PRODUCT TYPE IN THE NUMBER OF THE LINKED PRODUCT YOU DEFINED IN
NUMBER "ADD/EDIT PRODUCT".

DESCRIPTION DESCRIPTION OF THE PRODUCT ENTERED ABOVE.

DISCOUNT/AMOUNT TYPE IN THE AMOUNT OF THE DISCOUNT OR THE PRICE OF THE
 PRODUCT TO BE LINKED TO THE PRIMARY PRODUCT.

PRESS {PF2} TO ACCEPT THE INFORMATION ENTERED. YOU MAY ENTER ANOTHER LINKED
PRODUCT OR EXIT THE MENU BY PRESSING {PF2} AT A BLANK INPUT SCREEN.

5.B.D CLOSE RECEIVED PRODUCT HISTORY

"CLOSE RECEIVED PRODUCT HISTORY" REMOVES INFORMATION FROM THE RECEIVED
PRODUCTS FILE. MDS RECOMMENDS THAT THIS PROGRAM BE RUN AS PART OF AN END OF
MONTH CLOSING PROCEDURE. THE PROGRAM MAY BE RUN AT ANY TIME BUT INFORMATION
ENTERED THROUGH "ENTER RECEIVED PRODUCT" BEFORE THE PROGRAM IS RUN IS NO
LONGER AVAILABLE FOR VIEWING.

THE ONLY QUESTION ASKED IS:

DO YOU WISH TO CLOSE THE RECEIVED PRODUCTS FILE (Y/N) ?

PRESS {Y} THEN {ENTER} IF YOU WISH TO CLOSE THE RECEIVED PRODUCTS FILE. THE
COMPUTER CLOSSES THE RECEIVED PRODUCT FILE.

PRESS {N} THEN {ENTER} TO EXIT THE PROGRAM IF YOU DO NOT WISH TO CLOSE THE
RECEIVED PRODUCTS FILE.

5.C MANUFACTURE PRODUCT MENU

THE "MANUFACTURE PRODUCT MENU" CONTAINS PROGRAMS USED IN BUILDING NEW
PRODUCT, SUCH AS A COFFEE KIT, FOR SALE. THIS SYSTEM LETS YOU CONSTRUCT KITS
TO SELL PRODUCT IN SEVERAL DIFFERENT CASE SIZES AND SELL AS ONE PRODUCT A KIT
CONSTRUCTED FORM SEVERAL DIFFERENT PRODUCTS. THE SYSTEM MAY BE USED AS A
VERY LIMITED CAPABILITY MANUFACTURING SYSTEM FOR A FINISHED GOODS
MANUFACTURER. YOU MUST HAVE INVENTORY IN THE SYSTEM BEFORE YOU CAN USE THIS
SECTIONS AND LIKE ALL SECTIONS IT MUST BE INITIALIZED.

SCREEN DISPLAY

5.C.1 DEFINE KIT PRODUCT

BEFORE YOU CAN DEFINE A PRODUCT AS A KIT, YOU MUST FIRST CREATE THE PRODUCT
AS IT IS TO BE SOLD USING THE "ADD/EDIT PRODUCT" PROGRAM. THE "DEFINE KIT
PRODUCT" PROGRAM SETS THE COST FOR THE PRODUCT. YOU MAY ALSO CHANGE
QUANTITIES AND ADD OR DELETE PRODUCTS FOR AN EXISTING KIT AT ANY TIME USING
THIS PROGRAM.

WHEN YOU ENTER THE PROGRAM A "DEFINE KIT PRODUCT" INPUT SCREEN DISPLAYS.
SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####PRODUCT  
KIT NUMBER        TYPE IN THE PRODUCT NUMBER YOU SET UP IN THE INVENTORY  
                  DATABASE FOR THE KIT YOU WISH TO DEFINE OR CHANGE AND  
                  PRESS {ENTER}.  
  
DESCRIPTION       DESCRIPTION OF THE PRODUCT AS DEFINED IN THE INVENTORY  
                  DATABASE.
```

IF YOU ARE CHANGING INFORMATION FOR AN EXISTING KIT, YOU MAY PRESS {PF2} TO DISPLAY THE NEXT SCREEN WHEN ALL INFORMATION DISPLAYED ON THIS SCREEN IS CORRECT.

LABOR COST TYPE IN THE LABOR COST TO PACKAGE OR BUILD THIS PRODUCT AND PRESS {ENTER}. THIS IS YOUR COST FOR THE TIME AN EMPLOYEE SPENDS PUTTING THE KIT TOGETHER. PRESS {ENTER} TO ACCEPT IF CHANGING AN EXISTING KIT AND LABOR COST IS CORRECT.

MISCELLANEOUS COST TYPE IN THE COST(IF ANY) FOR SUCH ITEMS AS PACKING TAPE, TWINE, ETC AND PRESS {ENTER}. IF YOU ARE USING BOXES THAT YOU PURCHASE, YOU SHOULD ADD BOXES TO INVENTORY AND INCLUDE A BOX IN THE KIT PRODUCT DEFINITION. PRESS {ENTER} TO ACCEPT IF CHANGING AN EXISTING KIT AND MISCELLANEOUS COST IS CORRECT.

TIME TYPE IN THE AVERAGE TIME REQUIRED TO BUILD THE KIT PRODUCT AND PRESS {ENTER}. THIS NUMBER IS NOT USED IN CALCULATING THE COST, BUT IS INTENDED FOR A FUTURE ENHANCEMENT TO THE MANUFACTURING SYSTEM.

THE NEXT THREE FIELDS ARE AUTOMATICALLY UPDATED BY THE COMPUTER. YOU MAY PRESS {PF2} AT THIS POINT TO MOVE TO THE NEXT INPUT SCREEN WHERE YOU DEFINE WHAT PRODUCT IS REQUIRED TO BUILD THIS KIT.

SUB PRODUCT COST THE COMPUTER AUTOMATICALLY UPDATES THIS NUMBER BASED ON THE ACTUAL PRODUCT USED IN BUILDING THE KIT. IT IS THE COST OF ALL OF THE DIFFERENT PRODUCTS THAT ARE REQUIRED TO BUILD ONE KIT.

TOTAL COST TOTAL COST IS CALCULATED BY THE COMPUTER. IT IS THE PRODUCT COST PLUS THE LABOR COST PLUS THE MISCELLANEOUS COST. THIS IS THE COST THAT IS USED BY THE MDS INVENTORY OR MDS INVOICING SYSTEM IN CALCULATING COST OF SALES OR GROSS PROFIT.

TOTAL QUANTITIES IF YOU ARE DEFINING THE KIT FOR THE FIRST TIME YOU MAY ENTER THE NUMBER OF KITS ALREADY IN INVENTORY (IF ANY). OTHERWISE, THE COMPUTER UPDATES THIS NUMBER TO THE NUMBER OF KITS BUILT USING "BUILD KIT" AND YOU MAY NOT MODIFY THE FIELD.

WHEN YOU PRESS {PF2} THE NEXT SCREEN DISPLAYS. THE "KIT PRODUCT NUMBER" AND

ITS DESCRIPTION DISPLAY AT THE TOP OF THE SCREEN TO REMIND YOU WHICH PRODUCT YOU ARE BUILDING.

IF YOU ARE CHANGING PRODUCT INFORMATION FOR AN EXISTING KIT, PRESS {PF2} TO PAGE THROUGH THE PRODUCT SCREENS UNTIL YOU FIND THE PRODUCT YOU WISH TO CHANGE.

IF YOU WISH TO ADD A PRODUCT, PAGE THROUGH TO A BLANK PRODUCT SCREEN THEN ADD THE PRODUCT.

IF YOU WISH TO DELETE A PRODUCT FROM AN EXISTING KIT, PAGE THROUGH THE PRODUCT SCREENS UNTIL YOU FIND THE PRODUCT YOU WISH TO DELETE. AT THE "PART NUMBER" FIELD, PRESS THE SPACE BAR THEN {ENTER} THEN {PF2}. WHEN YOU PRESS {PF2} THE PRODUCT IS REMOVED FROM THE DEFINITION OF THE KIT.

SCREEN DISPLAY

#####

SCREEN FIELDS DESCRIPTION

#####

PART NUMBER TYPE IN THE NUMBER OF ONE OF THE PRODUCTS REQUIRED TO BUILD THE KIT AND PRESS {ENTER}.

DESCRIPTION DESCRIPTION OF THE PRODUCT SELECTED.

UNIT COST THE UNIT COST OF THE PRODUCT SELECTED.

QUANTITY IN STOCK THE NUMBER OF THE PRODUCT SELECTED CURRENTLY IN INVENTORY AND AVAILABLE.

QUANTITY/PER KIT TYPE IN THE QUANTITY OF THE PRODUCT SELECTED THAT IS REQUIRED TO BUILD ONE KIT AND PRESS {ENTER}.

WHEN ALL INFORMATION IS ENTERED, PRESS {PF2}. A NEW INPUT SCREEN DISPLAYS. CONTINUE ENTERING PRODUCTS UNTIL EACH PRODUCT REQUIRED TO BUILD THE KIT IS DEFINED. WHEN YOU ARE FINISHED SPECIFYING ALL PRODUCTS IN THE KIT, PRESS {PF2} AT A BLANK INPUT SCREEN. YOU MAY CALL UP AN EXISTING KIT AND RE-DEFINE IT, DEFINE ANOTHER KIT OR EXIT THE PROGRAM BY PRESSING {PF2}.

5.C.2 BUILD KITS

THE ONLY WAY TO GET A STOCK OF KIT PRODUCTS INTO INVENTORY IS TO USE "BUILD KITS". THE PROGRAM TELLS THE COMPUTER THAT YOU HAVE CONSTRUCTED KITS. THE COMPUTER SYSTEM DOES NOT ALLOW YOU TO RECEIVE KITS. (THIS WOULD NOT BE VALID BECAUSE YOU ARE BUILDING THEM YOURSELF)

THE PROGRAM INCREASES THE QUANTITY IN STOCK OF THE SPECIFIED KIT, REDUCES THE QUANTITY IN STOCK OF ALL PRODUCTS THAT ARE REQUIRED TO BUILD THE KIT, AND PERFORMS GENERAL HOUSE KEEPING FUNCTIONS FOR BUILDING PRODUCT KITS.

A KIT MUST BE DEFINED BEFORE YOU CAN USE "BUILD KITS" TO CREATE AN INVENTORY.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

ENTER PRODUCT KIT NUMBER ?

PRESS {PF2} TO EXIT THE PROGRAM OR TYPE IN THE PRODUCT NUMBER OF A KIT YOU

WANT TO BUILD AND PRESS {ENTER}.

THE SYSTEM ASKS:

HOW MANY KITS DO YOU WANT TO BUILD ?

TYPE IN THE NUMBER OF KITS YOU WISH TO BUILD AND PRESS {ENTER}. IF YOU DO NOT WANT TO BUILD KITS FOR THIS NUMBER, PRESS {PF2} TO EXIT THE PROGRAM WITHOUT BUILDING KITS.

IF YOU HAVE SUFFICIENT QUANTITY OF ALL REQUIRED PRODUCTS IN STOCK TO BUILD THE KITS THE COMPUTER BUILDS THE KITS AND RETURNS TO THE FIRST SCREEN.

IF THERE ARE INSUFFICIENT QUANTITIES IN STOCK OF ONE OR MORE OF THE REQUIRED PRODUCTS TO BUILD THE NUMBER OF KITS REQUESTED AND BACK ORDERING IS ENABLED("ADD/EDIT COMPANY") THE COMPUTER TELLS YOU HOW MANY KITS IT IS ABLE TO BUILD, BUILDS THIS NUMBER OF KITS, AND GENERATES A BACK ORDER FOR THE PRODUCT REQUIRED TO BUILD THE REMAINDER OF THE KITS.

IF BACK ORDERING IS NOT ENABLED, THE COMPUTER TELLS YOU HOW MANY KITS IT THINKS THERE IS PRODUCT TO BUILD AND ASKS YOU TO CONFIRM THAT YOU REALLY WANT TO BUILD THE REQUESTED NUMBER OF KITS. IF YOU SAY YES, THE COMPUTER BUILDS THE REQUESTED NUMBER OF KITS, AND MAKES THE QUANTITY IN STOCK OF THE OTHER PRODUCTS REFLECT THE SHORTAGE BY SHOWING A NEGATIVE QUANTITY ON HAND FOR THE AMOUNT REQUIRED TO SUPPLY THE REQUEST. IF YOU TELL THE COMPUTER NOT TO BUILD THIS NUMBER OF KITS, YOU ARE RETURNED TO THE MENU.

5.C.3 VIEW KITS

THE "VIEW KITS" PROGRAM LETS YOU SEE WHAT A KIT CONSISTS OF WITHOUT PAGING THROUGH THE "DEFINE KIT" SCREENS.

WHEN YOU ENTER THE PROGRAM YOU ARE ASKED TO:

ENTER PRODUCT KIT NUMBER ?

PRESS {PF2} TO EXIT THE PROGRAM OR TYPE IN THE PRODUCT NUMBER OF A KIT YOU WISH TO VIEW AND PRESS {ENTER}.

THE SYSTEM DISPLAYS INFORMATION FOR THE KIT SELECTED.

SCREEN DISPLAY

```
#####
SCREEN FIELDS      DESCRIPTION
#####
KIT NO            PRODUCT NUMBER OF THE KIT SELECTED FOR VIEWING.

DESCRIPTION      DESCRIPTION OF THE KIT SELECTED FOR VIEWING.

UNIT COST        COST FOR ONE KIT.

STOCK QTY       QUANTITY OF THIS KIT IN INVENTORY.

LABOR COST      COST OF PUTTING TOGETHER ONE KIT.

MISC. COST      MISCELLANEOUS COSTS FOR MATERIALS ASSOCIATED WITH
```


THE "PART RECORD NUMBER" FIELD IS ONLY USED TO DELETE KIT PRODUCTS THAT HAVE CONTROL CODES IN THEIR PRODUCT NUMBER AND CAN NOT BE LOCATED NORMALLY. IT CAN ONLY BE ACCESSED IF A VALID PRODUCT NUMBER IS NOT ENTERED. YOU MUST FIRST RUN THE "PRINT PART RECORD NUMBER" PROGRAM. USE {ENTER} OR THE UP/DOWN ARROW KEYS TO MOVE TO THIS FIELD. TO DELETE A KIT PRODUCT TAKE THE "PART RECORD NUMBER" PRINTED BY THE "PRINT PART RECORD NUMBER" PROGRAM FOR THE PRODUCT YOU WISH TO DELETE AND ENTER IT ON THIS LINE. AFTER THE PRODUCT IS FOUND AND IDENTIFIED USING THIS METHOD YOU MAY DELETE THE KIT PRODUCT AS DESCRIBED ABOVE.

PRESS {PF2} AT A BLANK SCREEN TO EXIT THE PROGRAM.

5.C.5 CLOSE KITS

THE "CLOSE KITS" PROGRAM DOES ROUTINE FILE MAINTENANCE ON THE MANUFACTURE KIT SYSTEM. THIS PROGRAM SHOULD BE RUN AS PART OF A MONTHLY CLOSE PROCEDURE.

ALTHOUGH IT DOES NOT HURT ANY INFORMATION IF RUN ACCIDENTALLY DURING NORMAL OPERATIONS, THE PROGRAM CAUSES LONG DELAYS DUE TO FILE LOCKING.

THE ONLY QUESTION ASKED WHEN YOU ENTER THE PROGRAM IS:

ARE YOU SURE YOU WANT TO DO THIS (Y/N)
PRESS {Y} THEN ENTER TO RUN THE CLOSE PROGRAM.

PRESS {N} THEN {ENTER} TO EXIT WITHOUT EXECUTING THE CLOSE PROGRAM.

5.C.6 PRINT KITS

"PRINT KITS" PROVIDES WRITTEN INFORMATION ABOUT MANUFACTURED (KIT) PRODUCTS.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

ENTER CATEGORY NUMBER TO PRINT ('ENTER'---ALL) :

YOU MAY PRESS {PF2} TO EXIT THE PROGRAM OR TYPE IN THE NUMBER OF A CATEGORY AND PRESS {ENTER} TO PRINT A LISTING OF KITS IN THE CATEGORY SELECTED. YOU MAY ALSO PRINT A LISTING OF KITS IN ALL CATEGORIES BY PRESSING {ENTER}.

5.C.7 INITIALIZE KIT DATABASE

"INITIALIZE KIT DATABASE" PREPARES YOUR INVENTORY SYSTEM TO BEGIN USING THE MANUFACTURING SYSTEM. THE PROGRAM MUST BE RUN BEFORE YOU ATTEMPT TO USE THE KIT SYSTEM.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS A WARNING AND YOU ARE ASKED FOR THE SYSTEM ADMINISTRATORS PASSWORD. IF YOU DO NOT WISH TO INITIALIZE THE KIT DATABASE, PRESS {PF2} TO EXIT. IF YOU DO WISH TO INITIALIZE THE KIT DATABASE, TYPE IN THE SYSTEM ADMINISTRATOR PASSWORD AND PRESS {ENTER}. IF THE PASSWORD IS CORRECT THE PROGRAM IS EXECUTED AND YOU ARE RETURNED TO THE MENU.

WARNING: IF YOU EXECUTE THE PROGRAM AFTER YOU DEFINE KITS, ALL KIT

INFORMATION IS REMOVED AND THE PRODUCTS THAT WERE FLAGGED AS KITS ARE CHANGED
BACK TO STANDARD PRODUCTS.