DAC
User Guide

Billing File Maintenance

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Getting Started

The billing-related files contain the following records:
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- Selling Allowances
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- Rebates
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- Minimum Order Charges
- Special Billing Charges
- Billing Reasons
- Customer Categories and Classes
- Customer/Item Records
- Invoice Messages
- Invoice Boxes
- Customer Pick Options
- Customer Invoice Options
- Order Header Codes
- User Options

Users begin billing-related file maintenance by selecting option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE                 Menu: FMCV1                  Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <===================
=========================================================================
!!!!!!!!!!              1. Customer Related Maintenance
THE    !!              2. Product Related Maintenance
DAC    !!              3. Billing Related Maintenance
SYSTEM !!              4. System Options Maintenance
!!!!!!!!!!              5. Inquiry Options
                       6. Price Maintenance
                       7. G/L Interface Maintenance
                       8. Scan Code Maintenance



                      M E N U   C A L L S
19. Deletions          20.                    21. Reports
22.                    23. Dac Main Menu       90. Sign Off
=========================================================================
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==>
```

Next, select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1              Date:  4/17/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
========================================================================
¦¦¦¦¦¦¦¦¦¦          1. Work With Customer Contracts
THE    ¦¦          2. Work With Billing Matrix Contracts
DAC    ¦¦          3. Work With Retail Contracts
SYSTEM ¦¦          4. Work With Selling Allowances
¦¦¦¦¦¦¦¦¦¦          5. Work With Commissions
                   6. Edit Minimum Order Charges
                   7. Work With Customer/Item Flags
                   8. Work With Rebates
                   9. Work With Advance Disposal Fee
                  10. Edit Order Header Codes
                  11. Work With Qty Break Pricing
                  M E N U   C A L L S
19. BF Maintenance #2    20. Billing System        21. Billing Reports
22. File Maintenance     23. Dac Main Menu          90. Sign Off
========================================================================
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```

Additional file maintenance applications for billing are accessed through the Billing
File #2 screen by selecting option 19 (Billing File Maintenance #2) of the Billing File
Maintenance #1 screen.

```
User: JEANNINE              Menu: BFM2CV1              Date:  4/17/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <=========
========================================================================
¦¦¦¦¦¦¦¦¦¦          1. Work With Customer Category Descs.
THE    ¦¦          2. Work With Customer Categories
DAC    ¦¦          3. Update C/I File With Customer Categories
SYSTEM ¦¦          4. Create/Update Authorized Item Records
¦¦¦¦¦¦¦¦¦¦          5. Edit Billing Reasons
                   6. Work With Invoice Boxes
                   7. Define Invoice Boxes
                   8. Define Invoice Messages
                   9. Order Status Change(Caution!!!)
                  10. Work With Customer Invoice Options
                  11. Work With Special Billing Charges
                  M E N U   C A L L S
19. VoCollect Maint    20. Billing System          21. Billing Reports
22. File Maintenance   23. Dac Main Menu            90. Sign Off
========================================================================
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==>
```

Working With Customer Contracts

The Work With Customer Contracts application is used to calculate the billing price of an item or group of items for an individual customer. The use of customer contracts is usually limited to defining customer pricing that would not otherwise be defined for any other customer. Limiting the use of customer contracts is recommended due to the higher maintenance required. Refer to Working With Billing Matrix Contracts for information about creating contracts for groups of customers.

The seven types of customer contracts are:

- List less (1) - item's list price minus a percentage.
- Cents off (3) - item's list price minus an amount. For calculating profitability and sales analysis, an amount can also be subtracted from the item's base cost.
- Cost plus (2) - item's base cost plus a percentage.
- Cost plus pricing (6) - item's base cost plus a percentage. The additional charge for the item is not included in its billing price on the invoice, but is combined with other such charges as a single line item at the bottom. Note: The use of the cost plus pricing type of contract is limited to those using invoice version B.
- Cents plus (4) - item's base cost plus an amount.
- Net plus % (7) - item's net cost plus a percentage.
- Fixed (5) - specific amount is designated as the item's list price. For calculating profitability and sales analysis, a specific amount can also be designated as the item's base cost.

The percentage specified for the list less (1) type of contract is used in a markup calculation, not profit calculation. For example, if the list price is $14.00 and the percentage is 20 percent, the billing price is calculated:

Step 1: 20 / 100 = 0.2000

Step 2: 0.2000 x 14.00 = 2.8000

Step 3: 14.00 - 2.8000 = 11.20

The percentage specified for the cost plus (2), cost plus pricing (6) and net plus % (7) type of contract is used in a markup calculation, not profit calculation. For example, if the base cost or net cost is $14.00 and the percentage is 20 percent, the billing price is calculated:

Step 1: 20 / 100 = 0.2000

Step 2: 0.2000 + 1 = 1.2000

Step 3: 14.00 x 1.2000 = 16.80

The billing price of an item may also be affected by selling allowances, stamp tax, surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for

information about displaying an item's final price for a particular customer.

Customer contracts, like billing matrix contracts, are defined by item number, product class number, sales class number or category number. When more than one scope of billing contract exists for an item, the hierarchy listed below determines which contract is used to calculate the billing price. The hierarchy begins with customer number/item number, which takes precedence over all others, and ends with billing matrix number/category number.

- customer number/item number
- customer number/product class number
- customer number/sales class number
- customer number/category number
- billing matrix number/item number
- billing matrix number/product class number
- billing matrix number/sales class number
- billing matrix number/category number.

Adding Customer Contract Records

The step-by-step instructions below describe adding the six types of customer contract records.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <==================
========================================================================
!!!!!!!!!!              1. Customer Related Maintenance
THE    !!               2. Product Related Maintenance
DAC    !!               3. Billing Related Maintenance
SYSTEM !!               4. System Options Maintenance
!!!!!!!!!!              5. Inquiry Options
                        6. Price Maintenance
                        7. G/L Interface Maintenance
                        8. Scan Code Maintenance



                       M E N U   C A L L S
19. Deletions           20.                    21. Reports
22.                     23. Dac Main Menu       90. Sign Off
========================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM2CV1             Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <=========
========================================================================
!!!!!!!!!!              1. Work With Customer Category Descs.
THE    !!               2. Work With Customer Categories
DAC    !!               3. Update C/I File With Customer Categories
SYSTEM !!               4. Create/Update Authorized Item Records
!!!!!!!!!!              5. Edit Billing Reasons
                        6. Work With Invoice Boxes
                        7. Define Invoice Boxes
                        8. Define Invoice Messages
                        9. Order Status Change(Caution!!!)
                       10. Work With Customer Invoice Options
                       11. Work With Special Billing Charges
                       M E N U   C A L L S
19. VoCollect Maint     20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
========================================================================
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==>
```

3. Select option 1 (Work With Customer Contracts) from the Billing File Maintenance #1 menu. The Work With Customer Contracts screen appears, and displays only customers with active contracts.

```
DSIGDFR    DISPLAY Creative Data Research              7/22/05 14:56:30
                      Work with Customer Contracts
              Customer Name        Salesman Billing Retail  Status  Service
                                    Number  Matrix  Matrix           Type

                                        *CONTRACT CUSTOMERS ONLY*

Type options, press Enter.
C=Copy Contracts    5=Work With Contracts

?  Customer          Customer Name          Store  Billing Retail  Status
   Number                                   Number Matrix  Matrix   Code
    20365    AIRPORT RESTAURANT & LOUNGE                               A
   700300    AMERICA'S STORE #104             54      1      20        A
   700400    AMERICA'S STORE #105            105      1                A
   700800    AMERICA'S STORE MISS.           104     24                A
    12177    AND ANOTHER ONE                                           A
   800100    CORNER PAK                               3       1        D
   800200    COWBOY STOP N GO                         3       1        A
    30056    FAIRMONT RV & COUNTRY STORE *                             A
    10018    RAILHORSE LOUNGE *                                        A    +

 F1/F2=Display ALL/LIMITED  F3=Exit  F10=Create Contracts By Vendor  F11=Delete
```

4. Press <F1> to display all customers. Locate the desired customer, enter *5* (Work with Contracts) in the selection column next to the customer's number, and press <Enter>. The Work With Contracts screen appears.

```
GSXNDFR    DISPLAY Creative Data Research              7/22/05 14:58:21
                         Work With Contracts
 Billing  Cust.   Item  Sales  Prod.  Item
 Matrix   Number  Cat.  Class  Class  Number
          700400

Type options, press Enter.
C=Copy   D=Delete   2=Edit   3=Hold   6=Release

? Bill.  Cust.  Cat.  Sales Prod. Item   Typ Description        Expire   Sts
  Matrix Number       Class Class Number                        Date
         700400                   14212 3  Cents Off                      A
         Description: DORAL FULL FLAVOR MENTHOL
         700400        200            1  List Less                        A
         Description: GENERIC CIGARETTES




 F3=Exit    F10=Key Entry
```

5. Press <F10> (Key Entry). The Enter Contract Keys screen appears.

```
GSK4PVR    ENTER   Creative Data Research              7/22/05 14:58:54
                         Enter Contract Keys

Type choices, press Enter.

Billing Matrix  .
Customer Number .
Category Number .
Sales Class . . .
Product Class . .
Item Number . . .









 F3=Exit    F4=Search   F15=Park Cursor
```
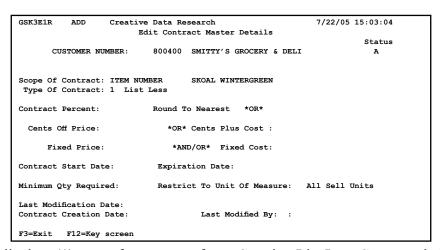
6. Enter a customer number for the **Customer Number** (6,n) field. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

7. Enter data for one of the following fields to designate the scope of the contract:
   - **Category Number** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
   - **Sales Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   - **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.
   - **Item Number** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.

```
GSK4PVR     ENTER    Creative Data Research               7/22/05 15:02:33
                            Enter Contract Keys


Type choices, press Enter.


Billing Matrix  .
Customer Number .    800400
Category Number .
Sales Class . . .
Product Class . .
Item Number . . .    230400









F3=Exit    F4=Search    F15=Park Cursor
```

8. Press <Enter> when data entry is complete. The Edit Contract Master Details screen appears, and displays the customer's number and name, the scope of the contract and *1* (List Less) for the value of the **Type Of Contract** field.

```
GSK3E1R     ADD      Creative Data Research               7/22/05 15:03:04
                          Edit Contract Master Details
                                                                    Status
          CUSTOMER NUMBER:      800400  SMITTY'S GROCERY & DELI         A


Scope Of Contract: ITEM NUMBER       SKOAL WINTERGREEN
 Type Of Contract: 1  List Less

Contract Percent:          Round To Nearest    *OR*

  Cents Off Price:              *OR* Cents Plus Cost :

     Fixed Price:              *AND/OR*  Fixed Cost:

Contract Start Date:         Expiration Date:

Minimum Qty Required:        Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:               Last Modified By:  :

F3=Exit    F12=Key screen
```

9. To add a list less (1) type of contract, refer to Creating List Less Contracts below.

10. To add a cost plus (2) or cost plus pricing (6) type of contract, refer to Creating Cost Plus And Cost Plus Pricing Contracts below.

11. To add a cents off (3) type of contract, refer to Creating Cents Off Contracts below.

12. To add a cents plus (4) type of contract, refer to Creating Cents Plus Contracts below.

13. To add a fixed (5) type of contract, refer to Creating Fixed Contracts below.

14. To add a net plus % (7) type of contract, refer to Creating Net Plus % Contracts below.

Creating List Less Contracts

A list less (1) type of contract is used in the calculation of an item's billing price by subtracting a percentage from the item's list price. The billing price of an item may also be affected by selling allowances, stamp tax, surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

Note: The percentage specified for the list less type of contract is used in a markup calculation, not profit calculation. For example, if the list price is $14.00 and the percentage is 20 percent, the billing price is calculated:

Step 1: 20 / 100 = 0.2000

Step 2: 0.2000 x 14.00 = 2.8000

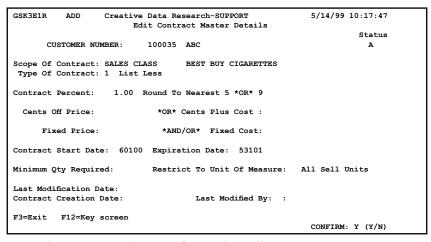Step 3: 14.00 - 2.8000 = 11.20

The step-by-step instructions below describe using the Edit Contract Master Details screen to add a list less (1) type of customer contract record and billing matrix contract record.

```
GSK3E1R     ADD      Creative Data Research              7/22/05 15:03:04
                           Edit Contract Master Details
                                                                Status
        CUSTOMER NUMBER:      800400   SMITTY'S GROCERY & DELI      A


Scope Of Contract: ITEM NUMBER      SKOAL WINTERGREEN
 Type Of Contract: 1  List Less

Contract Percent:           Round To Nearest   *OR*

  Cents Off Price:               *OR* Cents Plus Cost :

     Fixed Price:              *AND/OR*  Fixed Cost:

Contract Start Date:        Expiration Date:

Minimum Qty Required:        Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:               Last Modified By:  :

F3=Exit   F12=Key screen
```

Refer to Adding Customer Contract Records for information about designating the customer and the scope of the contract which appear on the screen illustrated above. Refer to Adding Billing Matrix Contract Records for information about designating the billing matrix number which appears on the Edit Contract Master Details screen when users add billing matrix contract records.

1. Enter the percentage to be deducted from the list price for the **Contract Percent** (5.2,n) field.
2. If necessary, enter two numeric values for the **Round To Nearest** (1,n) field. Typically, *5* and *9* are entered to increase a calculated billing price to an amount ending with 5-cents or 9-cents. For example, the prices of 5.40 through 5.44 are rounded to 5.45, the prices of 5.46 through 5.48 are rounded to 5.49, and the prices of 5.45 and 5.49 remain unchanged. If the **Round To Nearest** field is left blank, the billing price calculated by the contract remains unchanged.
3. If necessary, enter data for the following fields:
   - Optional: **Contract Start Date** (6,n) - the date on which the contract begins. If left blank, the contract begins immediately.

- Optional: **Expiration Date** (6,n) - the date on which the contract ends. If left blank, the contract is active indefinitely.
- Optional: **Minimum Qty Required** (5,n) - the minimum order quantity of item that must be sold to receive the billing price calculated by the contract.
- Optional: **Restrict To Unit Of Measure** (1,n) - the selling level (unit of measure) at which the item must be sold to qualify for the billing price calculated by the contract. If left blank, the billing price is calculated by the contract for every unit of measure.

4. Press <Enter> when data entry is complete.

```
GSK3E1R     ADD      Creative Data Research-SUPPORT          5/14/99 10:17:47
                         Edit Contract Master Details
                                                                 Status
          CUSTOMER NUMBER:       100035  ABC                       A

Scope Of Contract: SALES CLASS      BEST BUY CIGARETTES
 Type Of Contract: 1  List Less

Contract Percent:    1.00  Round To Nearest 5 *OR* 9

  Cents Off Price:            *OR* Cents Plus Cost :

      Fixed Price:             *AND/OR*  Fixed Cost:

Contract Start Date:  60100  Expiration Date:  53101

Minimum Qty Required:        Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:             Last Modified By:  :

F3=Exit   F12=Key screen
                                              CONFIRM: Y (Y/N)
```
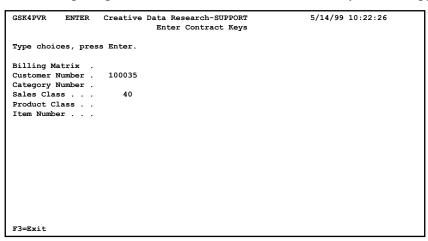
5. Press <Enter> when prompted to confirm. The Edit Contract Keys screen appears.

```
GSK4PVR     ENTER    Creative Data Research-SUPPORT          5/14/99 10:22:26
                         Enter Contract Keys

 Type choices, press Enter.

 Billing Matrix  .
 Customer Number .   100035
 Category Number .
 Sales Class . . .      40
 Product Class . .
 Item Number . . .









 F3=Exit
```

6. Continue entering contract records as necessary, and press <F3> at the Enter Contract Keys screen when data entry is complete.

Creating Cost Plus and Cost Plus Pricing Contracts

A cost plus (2) type of contract and a cost plus pricing (6) type of contract are used in the calculation of an item's billing price by adding a percentage to the item's base cost. The difference between the two types is:

- Cost plus - the added charge for the item is included in its billing price on the invoice, regardless of the invoice version that is used.
- Cost plus pricing - the added charge for the item is not included in its billing price, but is combined with other such charges as a single line item at the bottom of the invoice version B. Refer to Working With Invoice and Pick Messages below for information about the invoice message defined for INV33.

The billing price of an item may also be affected by selling allowances, stamp tax, surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

The percentage specified for the cost plus and cost plus pricing type of contract is used in a markup calculation, not profit calculation. For example, if the base cost is $14.00 and the percentage is 20 percent, the billing price is calculated:

Step 1: 20 / 100 = 0.2000

Step 2: 0.2000 + 1 = 1.2000

Step 3: 14.00 x 1.2000 = 16.80

The step-by-step instructions below describe using the Edit Contract Master Details screen to add a cost plus (2) and cost plus pricing (6) type of customer contract record and billing matrix contract record.

```
GSK3E1R     ADD      Creative Data Research-SUPPORT          5/14/99 13:23:09
                        Edit Contract Master Details
                                                                   Status
          CUSTOMER NUMBER:      100035   ABC                         A


Scope Of Contract: SALES CLASS        BEST BUY CIGARETTES
 Type Of Contract: 1   List Less

Contract Percent:           Round To Nearest     *OR*

  Cents Off Price:                *OR* Cents Plus Cost :

     Fixed Price:                *AND/OR*   Fixed Cost:

Contract Start Date:           Expiration Date:

Minimum Qty Required:         Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:                 Last Modified By:  :

F3=Exit    F12=Key screen
```

Refer to Adding Customer Contract Records for information about designating the customer and the scope of the contract which appear on the screen illustrated above. Refer to Adding Billing Matrix Contract Records for information about designating the billing matrix number which appears on the Edit Contract Master Details screen when users add billing matrix contract records.

1. Press <Page Down> to change the **Type Of Contract** (1,n) field from *1 List Less* to *2 Cost Plus* or to *6 Cost Plus Pricing*.

2. Enter the percentage to be added to the base cost for the **Contract Percent** (5.2,n) field.

3. If necessary, enter two numeric values for the **Round To Nearest** (1,n) field. Typically, *5* and *9* are entered to increase a calculated billing price to an amount ending with 5-cents or 9-cents. For example, the prices of 5.40 through 5.44 are rounded to 5.45, the prices of 5.46 through 5.48 are rounded to 5.49, and the prices of 5.45 and 5.49 remain unchanged. If the **Round To Nearest** field is left blank, the billing price calculated by the contract remains unchanged.

4. If necessary, enter data for the following fields:
   * Optional: **Contract Start Date** (6,n) - the date on which the contract begins. If left blank, the contract begins immediately.
   * Optional: **Expiration Date** (6,n) - the date on which the contract ends. If left blank, the contract is active indefinitely.
   * Optional: **Minimum Qty Required** (5,n) - the minimum order quantity of item that must be sold to receive the billing price calculated by the contract.
   * Optional: **Restrict To Unit Of Measure** (1,n) - the selling level (unit of measure) at which the item must be sold to qualify for the billing price calculated by the contract. If left blank, the billing price is calculated by the contract for every unit of measure.

5. Press <Enter> when data entry is complete.

```
GSK3E1R     ADD      Creative Data Research-SUPPORT           5/14/99 14:51:38
                           Edit Contract Master Details

                                                                     Status
          CUSTOMER NUMBER:      100035  ABC                            A

  Scope Of Contract: SALES CLASS      BEST BUY CIGARETTES
   Type Of Contract: 2  Cost Plus

  Contract Percent:     5.00  Round To Nearest    *OR*

    Cents Off Price:              *OR* Cents Plus Cost :

        Fixed Price:              *AND/OR*  Fixed Cost:

  Contract Start Date:          Expiration Date:

  Minimum Qty Required:         Restrict To Unit Of Measure:   All Sell Units

  Last Modification Date:
  Contract Creation Date:                 Last Modified By:  :

  F3=Exit   F12=Key screen
                                                     CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm. The Edit Contract Keys screen appears.

```
GSK4PVR     ENTER   Creative Data Research-SUPPORT        5/14/99 14:52:23
                           Enter Contract Keys

Type choices, press Enter.

Billing Matrix  .
Customer Number .   100035
Category Number .
Sales Class . . .       40
Product Class . .
Item Number . . .









F3=Exit
```
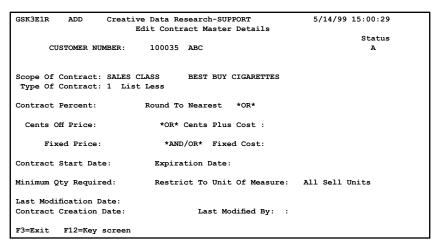
7. Continue entering contract records as necessary, and press <F3> at the Enter Contract Keys screen when data entry is complete. The Work With Contracts screen appears.

Creating Cents Off Contracts

A cents off (3) type of contract is used in the calculation of an item's billing price by subtracting an amount from the item's list price. For calculating profitability and sales analysis, an amount can also be subtracted from the item's base cost.

The billing price of an item may also be affected by selling allowances, stamp tax, surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

The step-by-step instructions below describe using the Edit Contract Master Details screen to add a cents off (3) type of customer contract record and billing matrix contract record.

```
GSK3E1R      ADD      Creative Data Research-SUPPORT          5/14/99 15:00:29
                          Edit Contract Master Details
                                                                      Status
         CUSTOMER NUMBER:      100035  ABC                              A


Scope Of Contract: SALES CLASS      BEST BUY CIGARETTES
 Type Of Contract: 1  List Less

Contract Percent:            Round To Nearest    *OR*

 Cents Off Price:                 *OR* Cents Plus Cost :

     Fixed Price:                 *AND/OR*  Fixed Cost:

Contract Start Date:         Expiration Date:

Minimum Qty Required:        Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:                 Last Modified By:  :

F3=Exit   F12=Key screen
```
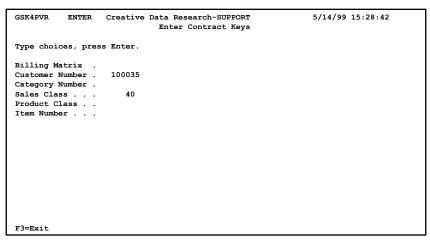
Refer to Adding Customer Contract Records for information about designating the customer and the scope of the contract which appear on the screen illustrated above. Refer to Adding Billing Matrix Contract Records for information about designating the billing matrix number which appears on the Edit Contract Master Details screen when users add billing matrix contract records.

1. Press <Page Down> until the **Type Of Contract** (1,n) field changes from *1 List Less* to *3 Cents Off*.
2. Enter the amount to be subtracted from the list price for the **Cents Off Price** (9.3,n) field.
3. If necessary, enter the amount to be subtracted from the base cost for the **Cents Off Cost** (9.3,n) field.
4. If necessary, enter data for the following fields:
   - Optional: **Contract Start Date** (6,n) - the date on which the contract begins. If left blank, the contract begins immediately.
   - Optional: **Expiration Date** (6,n) - the date on which the contract ends. If left blank, the contract is active indefinitely.
   - Optional: **Minimum Qty Required** (5,n) - the minimum order quantity of item that must be sold to receive the billing price calculated by the contract.
   - Optional: **Restrict To Unit Of Measure** (1,n) - the selling level (unit of measure) at which the item must be sold to qualify for the billing price calculated by the contract. If left blank, the billing price is calculated by the contract for every unit of measure.
5. Press <Enter> when data entry is complete.

```
GSK3E1R     ADD     Creative Data Research-SUPPORT          5/14/99 15:27:36
                            Edit Contract Master Details
                                                                     Status
          CUSTOMER NUMBER:     100035  ABC                              A

Scope Of Contract: SALES CLASS      BEST BUY CIGARETTES
 Type Of Contract: 3  Cents Off

Contract Percent:              Round To Nearest    *OR*

  Cents Off Price:      .250  Cents Off Cost       :

      Fixed Price:             *AND/OR*  Fixed Cost:

Contract Start Date:  60100  Expiration Date:  53101

Minimum Qty Required:        Restrict To Unit Of Measure:  All Sell Units

Last Modification Date:
Contract Creation Date:              Last Modified By:  :

F3=Exit   F12=Key screen
                                                  CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm. The Edit Contract Keys screen appears.

```
GSK4PVR     ENTER   Creative Data Research-SUPPORT          5/14/99 15:28:42
                            Enter Contract Keys

 Type choices, press Enter.

 Billing Matrix  .
 Customer Number .    100035
 Category Number .
 Sales Class . . .      40
 Product Class . .
 Item Number . . .




 F3=Exit
```
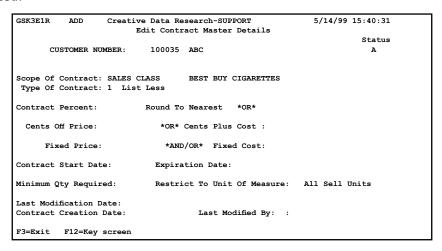
7. Continue entering contract records as necessary, and press <F3> at the Enter
   Contract Keys screen when data entry is complete.

Creating Cents Plus Contracts

A cents plus (4) type of contract is used in the calculation of an item's billing price by adding an amount to an item's base cost. The billing price of an item may also be affected by selling allowances, stamp tax, surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

The step-by-step instructions below describe using the Edit Contract Master Details screen to add a cents plus (4) type of customer contract record and billing matrix contract record.

```
GSK3E1R    ADD      Creative Data Research-SUPPORT           5/14/99 15:40:31
                          Edit Contract Master Details

                                                                    Status
         CUSTOMER NUMBER:     100035  ABC                              A


Scope Of Contract: SALES CLASS     BEST BUY CIGARETTES
 Type Of Contract: 1  List Less

Contract Percent:           Round To Nearest   *OR*

  Cents Off Price:               *OR* Cents Plus Cost :

       Fixed Price:             *AND/OR*  Fixed Cost:

Contract Start Date:        Expiration Date:

Minimum Qty Required:        Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:               Last Modified By:  :

F3=Exit   F12=Key screen
```
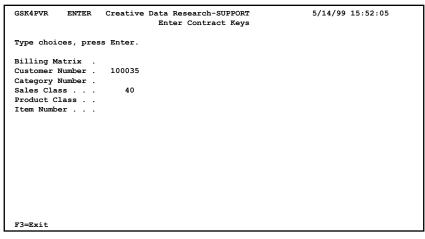
Refer to Adding Customer Contract Records for information about designating the customer and the scope of the contract which appear on the screen illustrated above. Refer to Adding Billing Matrix Contract Records for information about designating the billing matrix number which appears on the Edit Contract Master Details screen when users add billing matrix contract records.

1. Press <Page Down> until the **Type Of Contract** (1,n) field changes from *1 List Less* to *4 Cents Plus*.
2. Enter the amount to be added to the base cost for the **Cents Plus Cost** (9.3,n) field.
3. If necessary, enter data for the following fields:
     • Optional: **Contract Start Date** (6,n) - the date on which the contract begins. If left blank, the contract begins immediately.
     • Optional: **Expiration Date** (6,n) - the date on which the contract ends. If left blank, the contract is active indefinitely.
     • Optional: **Minimum Qty Required** (5,n) - the minimum order quantity of item that must be sold to receive the billing price calculated by the contract.
     • Optional: **Restrict To Unit Of Measure** (1,n) - the selling level (unit of measure) at which the item must be sold to qualify for the billing price calculated by the contract. If left blank, the billing price is calculated by the contract for every unit of measure.
4. Press <Enter> when data entry is complete.

```
GSK3E1R      ADD      Creative Data Research-SUPPORT          5/14/99 15:50:24
                          Edit Contract Master Details
                                                                      Status
              CUSTOMER NUMBER:      100035  ABC                         A

   Scope Of Contract: SALES CLASS      BEST BUY CIGARETTES
    Type Of Contract: 4  Cents Plus

   Contract Percent:            Round To Nearest    *OR*

     Cents Off Price:            *OR* Cents Plus Cost :        .100

         Fixed Price:           *AND/OR*  Fixed Cost:

   Contract Start Date:  60100  Expiration Date:  53101

   Minimum Qty Required:       Restrict To Unit Of Measure:  All Sell Units

   Last Modification Date:
   Contract Creation Date:                Last Modified By:  :

   F3=Exit   F12=Key screen
                                               CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Edit Contract Keys screen appears.

```
GSK4PVR      ENTER    Creative Data Research-SUPPORT          5/14/99 15:52:05
                          Enter Contract Keys

   Type choices, press Enter.

   Billing Matrix  .
   Customer Number .    100035
   Category Number .
   Sales Class . . .        40
   Product Class . .
   Item Number . . .







   F3=Exit
```

6. Continue entering contract records as necessary, and press <F3> at the Enter
    Contract Keys screen when data entry is complete.

Creating Net Plus % Contracts

A net plus % (7) type of contract is used in the calculation of an item's billing price by adding a percentage to the item's net cost. The billing price of an item may also be affected by selling allowances, stamp tax, surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

The percentage specified for the net plus % type of contract is used in a markup calculation, not profit calculation. For example, if the net cost is $14.00 and the percentage is 20 percent, the billing price is calculated:

Step 1: 20 / 100 = 0.2000

Step 2: 0.2000 + 1 = 1.2000
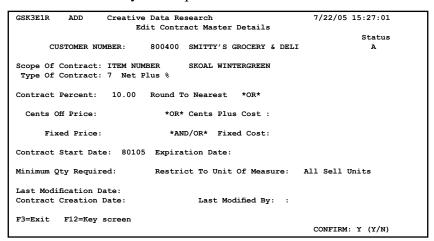
Step 3: 14.00 x 1.2000 = 16.80

The step-by-step instructions below describe using the Edit Contract Master Details screen to add a net plus % type of customer contract record and billing matrix contract record.

```
GSK3E1R    ADD      Creative Data Research              7/22/05 15:03:04
                        Edit Contract Master Details
                                                               Status
       CUSTOMER NUMBER:     800400  SMITTY'S GROCERY & DELI         A


Scope Of Contract: ITEM NUMBER      SKOAL WINTERGREEN
 Type Of Contract: 1  List Less

Contract Percent:          Round To Nearest    *OR*

 Cents Off Price:              *OR* Cents Plus Cost :

     Fixed Price:              *AND/OR*  Fixed Cost:

Contract Start Date:       Expiration Date:

Minimum Qty Required:      Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:            Last Modified By:  :

F3=Exit   F12=Key screen
```
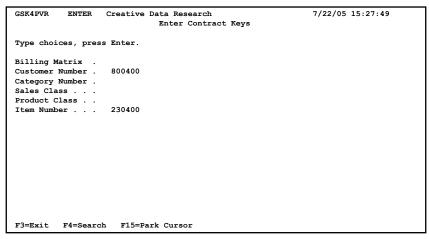
Refer to Adding Customer Contract Records for information about designating the customer and the scope of the contract which appear on the screen illustrated above. Refer to Adding Billing Matrix Contract Records for information about designating the billing matrix number which appears on the Edit Contract Master Details screen when users add billing matrix contract records.

1. Press <Page Down> to change the **Type Of Contract** (1,n) field from *7 Net Plus %*.
2. Enter the percentage to be added to the net cost for the **Contract Percent** (5.2,n) field.
3. If necessary, enter two numeric values for the **Round To Nearest** (1,n) field. Typically, *5* and *9* are entered to increase a calculated billing price to an amount ending with 5-cents or 9-cents. For example, the prices of 5.40 through 5.44 are rounded to 5.45, the prices of 5.46 through 5.48 are rounded to 5.49, and the prices of 5.45 and 5.49 remain unchanged. If the **Round To Nearest** field is left blank, the billing price calculated by the contract remains unchanged.

4. If necessary, enter data for the following fields:
   - Optional: **Contract Start Date** (6,n) - the date on which the contract begins. If left blank, the contract begins immediately.
   - Optional: **Expiration Date** (6,n) - the date on which the contract ends. If left blank, the contract is active indefinitely.
   - Optional: **Minimum Qty Required** (5,n) - the minimum order quantity of item that must be sold to receive the billing price calculated by the contract.
   - Optional: **Restrict To Unit Of Measure** (1,n) - the selling level (unit of measure) at which the item must be sold to qualify for the billing price calculated by the contract. If left blank, the billing price is calculated by the contract for every unit of measure.
5. Press <Enter> when data entry is complete.

```
GSK3E1R    ADD     Creative Data Research              7/22/05 15:27:01
                        Edit Contract Master Details

                                                             Status
        CUSTOMER NUMBER:     800400  SMITTY'S GROCERY & DELI       A

Scope Of Contract: ITEM NUMBER      SKOAL WINTERGREEN
 Type Of Contract: 7  Net Plus %

Contract Percent:   10.00   Round To Nearest   *OR*

  Cents Off Price:               *OR* Cents Plus Cost :

      Fixed Price:               *AND/OR*  Fixed Cost:

Contract Start Date:  80105  Expiration Date:

Minimum Qty Required:       Restrict To Unit Of Measure:  All Sell Units

Last Modification Date:
Contract Creation Date:              Last Modified By:  :

F3=Exit   F12=Key screen
                                              CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm. The Edit Contract Keys screen appears.

```
GSK4PVR    ENTER   Creative Data Research              7/22/05 15:27:49
                        Enter Contract Keys

  Type choices, press Enter.

  Billing Matrix  .
  Customer Number .   800400
  Category Number .
  Sales Class . . .
  Product Class . .
  Item Number . . .   230400




  F3=Exit    F4=Search   F15=Park Cursor
```
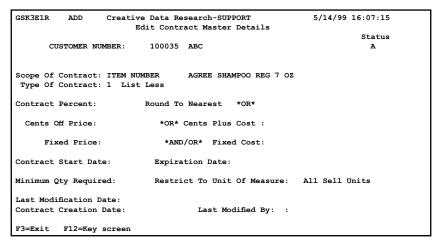
7. Continue entering contract records as necessary, and press <F3> at the Enter Contract Keys screen when data entry is complete.

Creating Fixed Contracts

A fixed (5) type of contract is used to designate a specific amount for an item's billing price. For calculating profitability and sales analysis, a specific amount can also be designated for the item's base cost. The use of fixed contracts is not recommended because of the additional maintenance required when list prices change.

The billing price of an item may also be affected by selling allowances, stamp tax, surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

The step-by-step instructions below describe using the Edit Contract Master Details screen to add a fixed (5) type of customer contract record and billing matrix contract record.

```
GSK3E1R     ADD      Creative Data Research-SUPPORT          5/14/99 16:07:15
                          Edit Contract Master Details
                                                                     Status
        CUSTOMER NUMBER:      100035  ABC                              A


Scope Of Contract: ITEM NUMBER       AGREE SHAMPOO REG 7 OZ
 Type Of Contract: 1  List Less

Contract Percent:            Round To Nearest    *OR*

  Cents Off Price:                *OR* Cents Plus Cost :

      Fixed Price:                *AND/OR*  Fixed Cost:

Contract Start Date:         Expiration Date:

Minimum Qty Required:         Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:            Last Modified By:  :

F3=Exit   F12=Key screen
```

Refer to Adding Customer Contract Records for information about designating the customer and the scope of the contract which appear on the screen illustrated above. Refer to Adding Billing Matrix Contract Records for information about designating the billing matrix number which appears on the Edit Contract Master Details screen when users add billing matrix contract records.
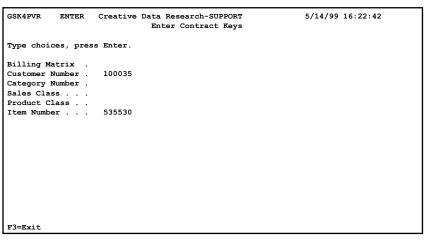
1. Press <Page Down> until the **Type Of Contract** (1,n) field changes from *1 List Less* to *5 Fixed*.
2. Enter the amount to be designated as the billing price for the **Fixed Price** (9.3,n) field.
3. If necessary, enter the amount to be designated as the base cost for the **Fixed Cost** (9.3,n) field.
4. If necessary, enter data for the following fields:
   - Optional: **Contract Start Date** (6,n) - the date on which the contract begins. If left blank, the contract begins immediately.
   - Optional: **Expiration Date** (6,n) - the date on which the contract ends. If left blank, the contract is active indefinitely.
   - Optional: **Minimum Qty Required** (5,n) - the minimum order quantity of item that must be sold to receive the billing price calculated by the contract.
   - Optional: **Restrict To Unit Of Measure** (1,n) - the selling level (unit of measure) at which the item must be sold to qualify for the billing price

calculated by the contract. If left blank, the billing price is calculated by the contract for every unit of measure.

5. Press <Enter> when data entry is complete.

```
GSK3E1R     ADD      Creative Data Research-SUPPORT          5/14/99 16:19:24
                          Edit Contract Master Details
                                                                    Status
          CUSTOMER NUMBER:     100035  ABC                            A

Scope Of Contract: ITEM NUMBER       AGREE SHAMPOO REG 7 OZ
 Type Of Contract: 5  Fixed

Contract Percent:           Round To Nearest   *OR*

  Cents Off Price:              *OR* Cents Plus Cost :

     Fixed Price:       1.970  *AND/OR*  Fixed Cost:

Contract Start Date:  60100  Expiration Date:  53101

Minimum Qty Required:       Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:             Last Modified By:  :

F3=Exit   F12=Key screen
                                                     CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm. The Edit Contract Keys screen appears.

```
GSK4PVR     ENTER    Creative Data Research-SUPPORT          5/14/99 16:22:42
                          Enter Contract Keys

Type choices, press Enter.

Billing Matrix  .
Customer Number .    100035
Category Number .
Sales Class . . .
Product Class . .
Item Number . . .    535530




F3=Exit
```

7. Continue entering contract records as necessary, and press <F3> at the Enter Contract Keys screen when data entry is complete.
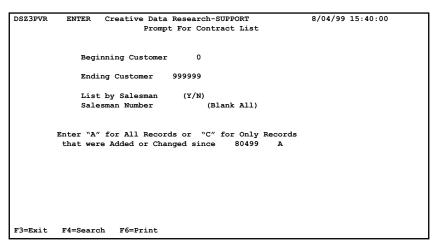
Printing Customer Contract Lists

Refer to the DAC Closing Procedures document for information about printing the Expired Contract List during end of day processing.

1. Select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 21 (Billing Reports) from the Billing File Maintenance #1 screen. The Billing Reports screen appears.

```
User: JEANNINE              Menu: BLRCV1                Date:  6/11/12

==================> B I L L I N G   R E P O R T S <==================
====================================================================
!!!!!!!!!!             1. Open Order Report
THE      !!            2. Cancelled Order Report
DAC      !!            3. Delivery Manifest
SYSTEM !!              4. Order Exception Report(Open Orders Only)
!!!!!!!!!!             5. Customer Contract List
                       6. Matrix Contract List
                       7. Retail List By Customer
                       8. Retail List By Matrix
                       9. Pre-Pick Stamping Report
                      10. Commission Rate Listing
                      11. Display Order Status Log
                  M E N U   C A L L S
        19. Billing Maint. #1    20. Billing Maint. #2     21. Reports
        22. Billing System       23. Dac Main Menu         90. Sign Off
====================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

2. Select option *5* (Customer Contract List). The Prompt For Contract List screen appears.

```
DSZ3PVR    ENTER   Creative Data Research-SUPPORT       8/04/99 15:40:00
                         Prompt For Contract List


           Beginning Customer      0

           Ending Customer      999999

           List by Salesman       (Y/N)
           Salesman Number            (Blank All)


      Enter "A" for All Records or  "C" for Only Records
       that were Added or Changed since    80499    A






F3=Exit   F4=Search   F6=Print
```

3. Enter a customer number for the **Beginning Customer** and **Ending Customer** fields to limit the list. If necessary, press <F4> to select an customer number from the Select Customer Master screen.
4. If desired, enter *Y* for the **List By Salesman** field.
5. Enter an employee code for the **Salesman Number** field to limit the list to an individual sales representative. To designate all sales representatives, leave the field blank. If necessary, press <F4> to select an employee code from the Select Employee Master screen.
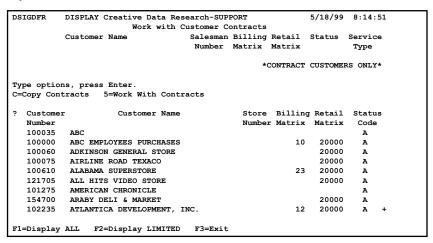
6. Enter a date and one of the following values for the **Added or Changed since** field:
     - *C* limits the list to customer contracts which are added or changed since the designated date.
     - *A* specifies that all customer contracts are listed.

7. Press <F6> when data entry is complete.

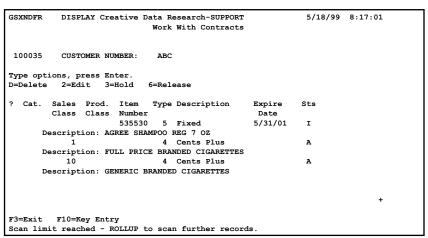8. Press <F3> to exit. The Billing Reports screen appears.

Customer Contract List

Salesman 01   HOUSE SALES

**** Customer 100000 ABC EMPLOYEES PURCHASES   PO BOX 2431 ABC RD   BREAKVIEW   MS

Description	Type	Pct.	Round	Amount	Cost	Start	End	Min.Qty	User	Create	Change	Status
1 (SCL) FULL PRICE BRANDED CIGARETTES	Cents Off		/	.400					NP	11/06/97	11/06/97	A
2 (SCL) FULL PRICE BRANDED B4G1F (1 CARTON)	Cents Off		/	.320					NP	11/06/97	11/06/97	A
3 (SCL) PREMIUM CIGARETTES - HALF CARTON	Cents Off		/	.200					NP	11/06/97	11/06/97	A
4 (SCL) PREMIUM B2G?F - USED FOR RETAILS	Cents Off		/	.400					NP	11/06/97	11/06/97	A
10 (SCL) GENERIC BRANDED CIGARETTES	Cents Off		/	.400					NP	11/06/97	11/06/97	A
11 (SCL) GENERIC CIGARETTES (70% OF DISCOUNT	Cents Off		/	.280					NP	11/06/97	11/06/97	A
12 (SCL) GENERIC BRANDED B3G2F	Cents Off		/	.240					NP	11/06/97	11/06/97	A
13 (SCL) DISCOUNT CIGARETTES - HALF CARTON	Cents Off		/	.200					NP	11/06/97	11/06/97	A
14 (SCL) DISCOUNT B2G?F - USED FOR RETAILS	Cents Off		/	.400					NP	11/06/97	11/06/97	A
45 (SCL) PROMO CIGARETTES (PREMIUM)	Cents Off		/	.400					NP	11/06/97	11/06/97	A
46 (SCL) PROMO CIGARETTES (GENERIC)	Cents Off		/	.400					NP	11/06/97	11/06/97	A
12 (CAT) DELI ITEMS	Cost Plus	1.00	/						NP	4/11/96	4/11/96	A
14 (CAT) STORE SUPPLIES	Cost Plus	1.00	/						NP	4/11/96	4/11/96	A

**** Customer 101275 AMERICAN CHRONICLE   6011 RIVERSIDE DRIVE   BOGALUSA   LA

Description	Type	Pct.	Round	Amount	Cost	Start	End	Min.Qty	User	Create	Change	Status
3 (CAT) SNACK ITEMS	Cost Plus	5.00	/						NP	9/20/96	9/20/96	A
4 (CAT) CANDY/GUM	Cost Plus	5.00	/						NP	9/20/96	9/20/96	A
5 (CAT) GENERAL MERCHANDISE	Cost Plus	5.00	/						NP	9/20/96	9/20/96	A

**** Customer 104710 B & B DISCOUNT GROCERIES   HWY 75 S MAIN STREET (SHILOH)   RAINSVILLE   AL

Description	Type	Pct.	Round	Amount	Cost	Start	End	Min.Qty	User	Create	Change	Status
1 (SCL) FULL PRICE BRANDED CIGARETTES	Cents Off		/	.250					NP	11/06/97	11/06/97	A
3 (SCL) PREMIUM CIGARETTES - HALF CARTON	Cents Off		/	.130					NP	11/06/97	11/06/97	A
4 (SCL) PREMIUM B2G?F - USED FOR RETAILS	Cents Off		/	.250					NP	11/06/97	11/06/97	A
10 (SCL) GENERIC BRANDED CIGARETTES	Cents Off		/	.350					NP	11/06/97	11/06/97	A
11 (SCL) GENERIC CIGARETTES (70% OF DISCOUNT	Cents Off		/	.250					NP	11/06/97	11/06/97	A
13 (SCL) DISCOUNT CIGARETTES - HALF CARTON	Cents Off		/	.180					NP	11/06/97	11/06/97	A
14 (SCL) DISCOUNT B2G?F - USED FOR RETAILS	Cents Off		/	.350					NP	11/06/97	11/06/97	A
30 (SCL) FREE CIGARETTE ITEMS	Cents Off		/						NP	11/06/97	11/06/97	A
35 (SCL) MAIN STREET	Cents Off		/						NP	11/06/97	11/06/97	A
40 (SCL) BEST BUY	Cents Off		/	.600					NP	11/06/97	11/06/97	A
45 (SCL) PROMO CIGARETTES (PREMIUM)	Cents Off		/	.750					NP	11/06/97	11/06/97	A
46 (SCL) PROMO CIGARETTES (GENERIC)	Cents Off		/	.750					NP	11/06/97	11/06/97	A
55 (SCL) CHEWING TOBACCO SCRAP	List Less	3.25	/						NP	8/13/96	8/13/96	A
2 (CAT) TOBACCO/SNUFF/CIGARS	List Less	3.00	/						NP	4/26/93	12/08/93	A
3 (CAT) SNACK ITEMS	List Less	3.00	/						CV1	4/26/93	4/26/93	A
4 (CAT) CANDY/GUM	List Less	3.00	/						CV1	4/26/93	4/26/93	A
5 (CAT) GENERAL MERCHANDISE	List Less	3.00	/						CV1	4/26/93	4/26/93	A
6 (CAT) GROCERY	List Less	3.00	/						CV1	4/26/93	4/26/93	A
7 (CAT) DRUGS/HBC	List Less	3.00	/						CV1	4/26/93	4/26/93	A
9 (CAT) AUTO SUPPLIES	List Less	3.00	/						CV1	4/26/93	4/26/93	A
10 (CAT) OIL AND LUBE ITEMS	List Less	3.00	/						CV1	4/26/93	4/26/93	A
11 (CAT) CLOSE OUT ITEMS & TAX STAMPS	List Less	3.00	/						CV1	4/26/93	4/26/93	A
12 (CAT) DELI ITEMS	List Less	3.00	/						NP	4/11/96	4/11/96	A
14 (CAT) STORE SUPPLIES	List Less	3.00	/						NP	4/11/96	4/11/96	A
20 (CAT) TELKON & DEL. CHARGES	List Less	3.00	/						CV1	4/26/93	4/26/93	A

** END OF REPORT **

Editing Customer Contract Records

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 1 (Work With Customer Contracts) from the Billing File Maintenance #1 screen. The Work With Customer Contracts screen appears, and displays only customers with active contracts.

```
DSIGDFR    DISPLAY Creative Data Research-SUPPORT         5/18/99  8:14:51
                      Work with Customer Contracts
              Customer Name            Salesman Billing Retail  Status  Service
                                       Number   Matrix  Matrix          Type

                                               *CONTRACT CUSTOMERS ONLY*

Type options, press Enter.
C=Copy Contracts   5=Work With Contracts

? Customer           Customer Name         Store  Billing Retail  Status
  Number                                   Number Matrix  Matrix  Code
  100035   ABC                                                     A
  100000   ABC EMPLOYEES PURCHASES             10  20000           A
  100060   ADKINSON GENERAL STORE                 20000           A
  100075   AIRLINE ROAD TEXACO                    20000           A
  100610   ALABAMA SUPERSTORE                 23  20000           A
  121705   ALL HITS VIDEO STORE                   20000           A
  101275   AMERICAN CHRONICLE                                     A
  154700   ARABY DELI & MARKET                    20000           A
  102235   ATLANTICA DEVELOPMENT, INC.        12  20000           A   +

F1=Display ALL   F2=Display LIMITED   F3=Exit
```

2. Locate the desired customer, enter *5* (Work with Contracts) in the selection column next to the customer's number, and press <Enter>. The Work With Contracts screen appears.

```
GSXNDFR    DISPLAY Creative Data Research-SUPPORT         5/18/99  8:17:01
                        Work With Contracts


 100035     CUSTOMER NUMBER:    ABC

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

? Cat.  Sales  Prod.  Item    Type Description      Expire    Sts
        Class  Class  Number                        Date
                      535530   5  Fixed             5/31/01   I
        Description: AGREE SHAMPOO REG 7 OZ
            1                   4  Cents Plus                 A
        Description: FULL PRICE BRANDED CIGARETTES
           10                   4  Cents Plus                 A
        Description: GENERIC BRANDED CIGARETTES



                                                             +

F3=Exit   F10=Key Entry
Scan limit reached - ROLLUP to scan further records.
```

3. Locate the desired customer contract record, enter *2* (Edit) in the selection column next to the record, and press <Enter>. The Edit Contract Master Details screen appears.

```
GSK3E1R    CHANGE  Creative Data Research-SUPPORT         5/18/99  8:18:16
                        Edit Contract Master Details
                                                              Status
        CUSTOMER NUMBER:      100035  ABC                       I


Scope Of Contract: ITEM NUMBER      AGREE SHAMPOO REG 7 OZ
 Type Of Contract: 5  Fixed

Contract Percent:          Round To Nearest    *OR*

  Cents Off Price:               *OR* Cents Plus Cost :

      Fixed Price:      1.970  *AND/OR*  Fixed Cost:

Contract Start Date:  60100  Expiration Date:  53101

Minimum Qty Required:       Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:  5/17/99
Contract Creation Date:  5/14/99      Last Modified By:  :   JTIPPIN

F3=Exit    F11=Delete    F12=Key screen
```

Refer to Creating List Less Contracts, Creating Cost Plus Contracts, Creating Cents Off Contracts, Creating Cents Plus Contracts and Creating Fixed Contracts for detailed descriptions of the fields which may be edited.

4. Press <Enter> when changes to the customer contract record are complete.

5. Press <Enter> when prompted to confirm. The Work With Contracts screen appears.

6. Press <F3> to exit. The Work With Customer Contracts screen appears.

Deleting Customer Contract Records

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 1 (Work With Customer Contracts) from the Billing File Maintenance #1 screen. The Work With Customer Contracts screen appears, and displays only customers with active contracts.

```
DSIGDFR    DISPLAY Creative Data Research-SUPPORT           5/20/99 11:33:57
                       Work with Customer Contracts
                Customer Name         Salesman Billing Retail  Status  Service
                                      Number   Matrix  Matrix           Type

                                                *CONTRACT CUSTOMERS ONLY*

Type options, press Enter.
C=Copy Contracts   5=Work With Contracts

? Customer           Customer Name         Store  Billing Retail  Status
  Number                                   Number Matrix  Matrix  Code
  100035    ABC                                                     A
  100000    ABC EMPLOYEES PURCHASES               10      20000    A
  100060    ADKINSON GENERAL STORE                        20000    A
  100075    AIRLINE ROAD TEXACO                           20000    A
  100610    ALABAMA SUPERSTORE                    23      20000    A
  121705    ALL HITS VIDEO STORE                          20000    A
  101275    AMERICAN CHRONICLE                                     A
  154700    ARABY DELI & MARKET                           20000    A
  102235    ATLANTICA DEVELOPMENT, INC.           12      20000    A    +

F1=Display ALL    F2=Display LIMITED    F3=Exit
```

2. Locate the desired customer, enter *5* (Work with Contracts) in the selection column next to the customer's number, and press <Enter>. The Work With Contracts screen appears.

```
GSXNDFR    DISPLAY Creative Data Research-SUPPORT           5/20/99 11:35:03
                        Work With Contracts


  100035    CUSTOMER NUMBER:    ABC

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

? Cat.  Sales  Prod.  Item   Type Description      Expire    Sts
        Class  Class  Number                       Date
                      535530   5  Fixed            5/31/01   A
        Description: AGREE SHAMPOO REG 7 OZ
           1               4  Cents Plus                     A
        Description: FULL PRICE BRANDED CIGARETTES
           10              4  Cents Plus                     A
        Description: GENERIC BRANDED CIGARETTES




                                                            +

F3=Exit   F10=Key Entry
```

3. Locate the desired customer contract record. Enter *D* (Delete) in the selection column next to the it, and press <Enter>. The Work With Contracts screen is refreshed.

```
GSXNDFR     DISPLAY Creative Data Research-SUPPORT          5/20/99 11:36:59
                          Work With Contracts


 100035    CUSTOMER NUMBER:    ABC

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

?  Cat.  Sales  Prod.  Item   Type Description     Expire    Sts
         Class  Class  Number                      Date
            1                   4  Cents Plus                 A
         Description: FULL PRICE BRANDED CIGARETTES
            10                  4  Cents Plus                 A
         Description: GENERIC BRANDED CIGARETTES




                                                                 +

F3=Exit    F10=Key Entry
```

4. Press <F3> to exit. The Work With Customer Contracts screen appears.

```
DSIGDFR     DISPLAY Creative Data Research-SUPPORT          5/20/99 11:43:32
                          Work with Customer Contracts
                Customer Name          Salesman Billing Retail  Status  Service
                                       Number   Matrix  Matrix           Type

                                              *CONTRACT CUSTOMERS ONLY*

Type options, press Enter.
C=Copy Contracts   5=Work With Contracts

?  Customer          Customer Name          Store  Billing Retail  Status
   Number                                   Number Matrix  Matrix  Code
   100035  ABC                                                      A
   100000  ABC EMPLOYEES PURCHASES                 10      20000    A
   100060  ADKINSON GENERAL STORE                          20000    A
   100075  AIRLINE ROAD TEXACO                             20000    A
   100610  ALABAMA SUPERSTORE                      23      20000    A
   121705  ALL HITS VIDEO STORE                            20000    A
   101275  AMERICAN CHRONICLE                                       A
   154700  ARABY DELI & MARKET                             20000    A
   102235  ATLANTICA DEVELOPMENT, INC.             12      20000    A   +

F1=Display ALL   F2=Display LIMITED   F3=Exit
```

Note: If all the customer's contract records are deleted, the customer's number
and name disappears from the Work With Customers Contracts screen after
pressing <F3> (Exit).

Holding and Releasing Customer Contract Records

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 1 (Work With Customer Contracts) from the Billing File Maintenance #1 screen. The Work With Customer Contracts screen appears, and displays only customers with active contracts.

```
DSIGDFR     DISPLAY Creative Data Research-SUPPORT          5/18/99  8:20:17
                         Work with Customer Contracts
              Customer Name           Salesman Billing Retail   Status  Service
                                       Number  Matrix  Matrix            Type

                                             *CONTRACT CUSTOMERS ONLY*

Type options, press Enter.
C=Copy Contracts    5=Work With Contracts

?  Customer          Customer Name          Store  Billing Retail  Status
   Number                                   Number Matrix  Matrix  Code
   100035   ABC                                                     A
   100000   ABC EMPLOYEES PURCHASES            10   20000           A
   100060   ADKINSON GENERAL STORE                  20000           A
   100075   AIRLINE ROAD TEXACO                     20000           A
   100610   ALABAMA SUPERSTORE                 23   20000           A
   121705   ALL HITS VIDEO STORE                    20000           A
   101275   AMERICAN CHRONICLE                                      A
   154700   ARABY DELI & MARKET                     20000           A
   102235   ATLANTICA DEVELOPMENT, INC.        12   20000           A    +

F1=Display ALL   F2=Display LIMITED    F3=Exit
```

2. Locate the desired customer, enter *5* (Work with Contracts) in the selection column next to the customer's number, and press <Enter>. The Work With Contracts screen appears.

```
GSXNDFR     DISPLAY Creative Data Research-SUPPORT          5/18/99  8:20:48
                          Work With Contracts


  100035     CUSTOMER NUMBER:      ABC

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

?  Cat.   Sales  Prod.  Item    Type Description      Expire    Sts
          Class  Class  Number                         Date
                        535530    5  Fixed            5/31/01    I
          Description: AGREE SHAMPOO REG 7 OZ
            1                     4  Cents Plus                  A
          Description: FULL PRICE BRANDED CIGARETTES
            10                    4  Cents Plus                  A
          Description: GENERIC BRANDED CIGARETTES




                                                                 +

F3=Exit    F10=Key Entry
```

3. Locate the desired customer contract record.
4. To place a hold on the record, enter *3* (Hold) in the selection column next to it, and press <Enter>. The status of the customer contract record changes to inactive.
5. To release a hold on the record, enter *6* (Release) in the selection column next to it, and press <Enter>. The status of the customer contract record changes to active.

```
GSXNDFR    DISPLAY Creative Data Research-SUPPORT        5/18/99  8:24:15
                         Work With Contracts


 100035    CUSTOMER NUMBER:    ABC

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

? Cat.  Sales  Prod.  Item   Type Description      Expire   Sts
        Class  Class  Number                       Date
                      535530  5  Fixed             5/31/01   A
        Description: AGREE SHAMPOO REG 7 OZ
              1              4  Cents Plus                    A
        Description: FULL PRICE BRANDED CIGARETTES
             10              4  Cents Plus                    A
        Description: GENERIC BRANDED CIGARETTES




                                                          +

F3=Exit   F10=Key Entry
```

6. Press <F3> to exit. The Work With Customer Contracts screen appears.

Copying Customer Contracts

The Copy Contracts option of the Work With Customer Contracts application is used to copy all of one customer's contracts for use by another customer.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 1 (Work With Customer Contracts) from the Billing File Maintenance #1 screen. The Work With Customer Contracts screen appears, and displays only customers with active contracts.

```
DSIGDFR     DISPLAY Creative Data Research-SUPPORT          5/18/99  8:08:23
                         Work with Customer Contracts
               Customer Name            Salesman Billing Retail  Status  Service
                                         Number  Matrix  Matrix           Type

                                             *CONTRACT CUSTOMERS ONLY*

Type options, press Enter.
C=Copy Contracts   5=Work With Contracts

?  Customer          Customer Name        Store  Billing Retail  Status
   Number                                 Number Matrix  Matrix   Code
   100035   ABC                                                    A
   100000   ABC EMPLOYEES PURCHASES                10    20000     A
   100060   ADKINSON GENERAL STORE                       20000     A
   100075   AIRLINE ROAD TEXACO                          20000     A
   100610   ALABAMA SUPERSTORE                     23    20000     A
   121705   ALL HITS VIDEO STORE                         20000     A
   101275   AMERICAN CHRONICLE                                     A
   154700   ARABY DELI & MARKET                          20000     A
   102235   ATLANTICA DEVELOPMENT, INC.            12    20000     A   +

F1=Display ALL    F2=Display LIMITED    F3=Exit
```

2. Locate the desired customer, enter *C* (Copy Contracts) in the selection column next to the customer's number, and press <Enter>. The Copy Contracts screen appears.

```
BSQZPVR     ENTER   Creative Data Research-SUPPORT          5/18/99  8:08:54
                         Copy Contracts




          From Customer Number 100035



          To Customer Number









F3=Exit    F4=Search    F15=Copy
```

3. Enter the customer number of an existing customer in the **To Customer Number** (6,n) field, and press <F15> (Copy).

```
BSQZPVR      ENTER    Creative Data Research-SUPPORT          5/18/99  8:10:09
                               Copy Contracts




              From Customer Number 100035



              To Customer Number 100036








F3=Exit    F4=Search    F15=Copy
                                                             CONFIRM: Y (Y/N)
```

4. Press <Enter> when prompted to confirm. The Work With Customer Contracts
   screen appears.

Working With Billing Matrix Contracts

The Work With Billing Matrix Contracts application is used to calculate the billing price of items or groups of items for groups of customers. Refer to Working With Customer Contracts for information about creating contracts for individual customers.

Like customer contracts, the seven types of billing matrix contracts are:
- List less (1) - item's list price minus a percentage.
- Cents off (3) - item's list price minus an amount. For calculating profitability and sales analysis, an amount can also be subtracted from the item's base cost.
- Cost plus (2) - item's base cost plus a percentage.
- Cost plus pricing (6) - item's base cost plus a percentage. The additional charge for the item is not included in its billing price on the invoice, but is combined with other such charges as a single line item at the bottom.
- Cents plus (4) - item's base cost plus an amount.
- Net plus % (7) - item's net cost plus a percentage.
- Fixed (5) - specific amount is designated as the item's list price. For calculating profitability and sales analysis, a specific amount can also be designated as the item's base cost.

The billing prices calculated by a billing matrix contract are not applied to a customer's items until the billing matrix contract number is entered for the **Billing Matrix** field of the customer's record. Refer to Working With Customers of the Customer File Maintenance document for additional information.

The percentage specified for the list less (1) type of contract is used in a markup calculation, not profit calculation. For example, if the list price is $14.00 and the percentage is 20 percent, the billing price is calculated:

Step 1: 20 / 100 = 0.2000

Step 2: 0.2000 x 14.00 = 2.8000

Step 3: 14.00 - 2.8000 = 11.20

The percentage specified for the cost plus (2), cost plus pricing (6) and net plus % (7) type of contract is used in a markup calculation, not profit calculation. For example, if the base cost or net cost is $14.00 and the percentage is 20 percent, the billing price is calculated:

Step 1: 20 / 100 = 0.2000

Step 2: 0.2000 + 1 = 1.2000

Step 3: 14.00 x 1.2000 = 16.80

The billing price of an item may also be affected by selling allowances, stamp tax,

surcharges, discounts and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

Billing matrix contracts, like customer contracts, are defined by item number, product class number, sales class number or category number. When more than one scope of billing contract exists for an item, the hierarchy listed below determines which contract is used to calculate the billing price. The hierarchy begins with customer number/item number, which takes precedence over all others, and ends with billing matrix number/category number.

- customer number/item number
- customer number/product class number
- customer number/sales class number
- customer number/category number
- billing matrix number/item number
- billing matrix number/product class number
- billing matrix number/sales class number
- billing matrix number/category number.

Adding Billing Matrix Contract Records

The step-by-step instructions below describe adding the six types of billing matrix contract records after a billing matrix definition is created. Refer to Working With Billing Matrix Definitions of the Customer File Maintenance document for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <===================
=====================================================================
!!!!!!!!!!              1. Customer Related Maintenance
THE     !!              2. Product Related Maintenance
DAC     !!              3. Billing Related Maintenance
SYSTEM  !!              4. System Options Maintenance
!!!!!!!!!!              5. Inquiry Options
                        6. Price Maintenance
                        7. G/L Interface Maintenance
                        8. Scan Code Maintenance


                       M E N U   C A L L S
19. Deletions          20.                   21. Reports
22.                    23. Dac Main Menu      90. Sign Off
=====================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1             Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
=====================================================================
!!!!!!!!!!               1. Work With Customer Contracts
THE     !!               2. Work With Billing Matrix Contracts
DAC     !!               3. Work With Retail Contracts
SYSTEM  !!               4. Work With Selling Allowances
!!!!!!!!!!               5. Work With Commissions
                         6. Edit Minimum Order Charges
                         7. Work With Customer/Item Flags
                         8. Work With Rebates
                         9. Work With Advance Disposal Fee
                        10. Edit Order Header Codes
                        11. Work With Qty Break Pricing
                       M E N U   C A L L S
19. BF Maintenance #2   20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
=====================================================================
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==>
```

3. Select option 2 (Work With Billing Matrix Contracts) from the Billing File Maintenance #1 screen. The Display Matrix Master File screen appears with a list of the billing matrix numbers previously defined by the user with option 1 (Billing Matrix Definitions) of the Customer Related #2 screen.

```
DSH7DFR    DISPLAY Creative Data Research-SUPPORT           5/19/99 14:41:21
                           Display Matrix Master File
   Billing      Billing Matrix
Matrix Number    Description


Type options, press Enter.
C=Copy Matrix Contracts  5=Work With Matrix Contracts

?     Billing      Billing Matrix
   Matrix Number    Description
           10      BUTLER & KENNAMER BOOK
           12      RAGLAND 1000-2000
           20      BUTLER & KENNAMER 2%
           23      RAGLAND 2000-3000
           25      BUTLER & KENNAMER 2.5%
           30      BUTLER & KENNAMER 3%
           39      RAGLAND 3000-9999
           50      BUTLER & KENNAMER 5%
        10500      SHELL FOOD MARTS AFTER 9/1/97
        11000      AMY'S SMILE SHOP                                   +

F3=Exit
```

4. Locate the desired billing matrix contract, enter *5* (Work With Matrix Contracts) in the selection column next to its number, and press <Enter>. The Work With Contracts screen appears.

```
GSXNDFR    DISPLAY Creative Data Research-SUPPORT           5/19/99 15:59:53
                              Work With Contracts


      10      MATRIX NUMBER:     BUTLER & KENNAMER BOOK

Type options, press Enter.
D=Delete   2=Edit   3=Hold    6=Release

? Cat.  Sales Prod.  Item   Type Description      Expire   Sts
        Class Class  Number                       Date
                     237500   2  Cost Plus                 A
     Description: BIG LEAGUE CHEW REGULAR
                     237540   2  Cost Plus                 A
     Description: BIG LEAGUE CHEW GRAPE
                     237620   2  Cost Plus                 A
     Description: BIG LEAGUE CHEW STRAW
                     237640   2  Cost Plus                 A
     Description: BIG LEAGUE CHEW W'MELON
                     237700   2  Cost Plus                 A
     Description: BUBBLE TAPE REGULAR                               +

F3=Exit   F10=Key Entry
```

5. Press <F10> (Key Entry). The Enter Contract Keys screen appears.

```
GSK4PVR    ENTER   Creative Data Research-SUPPORT           5/19/99 16:03:13
                            Enter Contract Keys

Type choices, press Enter.

Billing Matrix  .
Customer Number .
Category Number .
Sales Class . . .
Product Class . .
Item Number . . .









F3=Exit
```

6. Enter a billing matrix number for the **Billing Matrix** field (6,n). If necessary, press <F4> to select a billing matrix number from the Select Billing Matrix screen.

7. Enter data for one of the following fields to designate the scope of the contract:
   - **Category Number** (2,n) - an item category number previously defined by the user with option 4 (Category Definitions) of the Product Related screen. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
   - **Sales Class** (5,n) - a sales class number previously defined by the user with option 5 (Sales Class Definitions) of the Product Related screen. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   - **Product Class** (5,n) - a product class number previously defined by the user with option 6 (Product Class Definitions) of the Product Related screen. If necessary, press <F4> to select a product class number from the Select Product Class screen.
   - **Item Number** (6,n) - an item number previously defined with option 1 (Work With Items) of the Product Related screen. If necessary, press <F4> to select an item number from the Select Item By Description screen.

```
GSK4PVR    ENTER    Creative Data Research-SUPPORT           5/19/99 16:12:30
                            Enter Contract Keys

Type choices, press Enter.

Billing Matrix  .        10
Customer Number .
Category Number .
Sales Class . . .
Product Class . .       120
Item Number . . .




F3=Exit
```

8. Press <Enter> when data entry is complete. The Edit Contract Master Details screen appears, and displays the billing matrix number and description, the scope of the contract and *1* (List Less) for the value of the **Type Of Contract** field.

```
GSK3E1R    ADD     Creative Data Research-SUPPORT           5/19/99 16:13:13
                         Edit Contract Master Details
                                                              Status
         BILLING MATRIX:        10  BUTLER & KENNAMER BOOK       A


Scope Of Contract: PRODUCT CLASS     GUM/MINTS
 Type Of Contract: 1  List Less

Contract Percent:        Round To Nearest    *OR*

  Cents Off Price:            *OR* Cents Plus Cost :

     Fixed Price:            *AND/OR*  Fixed Cost:

Contract Start Date:      Expiration Date:

Minimum Qty Required:      Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:
Contract Creation Date:            Last Modified By:  :

F3=Exit   F12=Key screen
```

9. To add a list less (1) type of contract, refer to Creating List Less Contracts above.

10. To add a cost plus (2) or cost plus pricing (6) type of contract, refer to Creating Cost Plus And Cost Plus Pricing Contracts above.
11. To add a cents off (3) type of contract, refer to Creating Cents Off Contracts above.
12. To add a cents plus (4) type of contract, refer to Creating Cents Plus Contracts above.
13. To add a fixed (5) type of contract, refer to Creating Fixed Contracts above.
14. To add a net plus % (7) type of contract, refer to Creating Net Plus Contracts below.
15. After the billing matrix contract record is added, and the Work With Contracts screen appears, press <F3> to exit. The Display Matrix Master File screen appears.

Printing Billing Matrix Contract Lists

Refer to the DAC Closing Procedures document for information about printing the Expired Contract List during end of day processing.

1. Select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 21 (Billing Reports) from the Billing File Maintenance #1 screen. The Billing Reports screen appears.

```
   User: JEANNINE              Menu: BLRCV1              Date:  6/11/12

   ===================> B I L L I N G   R E P O R T S <===================
   ======================================================================
   !!!!!!!!!!              1. Open Order Report
   THE     !!              2. Cancelled Order Report
   DAC     !!              3. Delivery Manifest
   SYSTEM !!               4. Order Exception Report(Open Orders Only)
   !!!!!!!!!!              5. Customer Contract List
                           6. Matrix Contract List
                           7. Retail List By Customer
                           8. Retail List By Matrix
                           9. Pre-Pick Stamping Report
                          10. Commission Rate Listing
                          11. Display Order Status Log
                        M E N U   C A L L S
   19. Billing Maint. #1   20. Billing Maint. #2    21. Reports
   22. Billing System      23. Dac Main Menu         90. Sign Off
   ======================================================================
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   ==>
```

2. Select option 6 (Matrix Contract List). The Prompt For Contract List screen appears.

```
DSZ3PVR     ENTER    Creative Data Research-SUPPORT        8/04/99 16:44:50
                         Prompt For Contract List



            Beginning Matrix        0

            Ending Matrix  .    999999




          Enter "A" for All Records or   "C" for Only Records
           that were Added or Changed since    80499    A








F3=Exit    F4=Search    F6=Print
```

3. Enter a billing matrix number for the **Beginning Matrix** and **Ending Matrix** fields to limit the list.
4. Enter a date and one of the following values for the **Added or Changed since** field:
   - *C* limits the list to billing matrix contracts which are added or changed since the designated date.
   - *A* specifies that all billing matrix contracts are listed.
5. Press <F6> when data entry is complete.
6. Press <F3> to exit. The Billing Reports screen appears.

Matrix Contract List

```
Creative Data Research-SUPPORT          Matrix Contract List          JTIPPIN     DSZ5FFR        8/04/99 16:38:28  Page      1

                                                                    Contract                Contract   Start      End        Minimum
       Description                       Contract Type      Pct.    Price       Cost        Date       Date       Quantity

Billing Matrix 188000  WESTERN OIL COMPANY

  1  (SCL)  FULL PRICE BRANDED CIGARETTES            Cents Off               1.040
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   4/06/98    Status: A

  2  (SCL)  FULL PRICE BRANDED B4G1F (1 CARTON)      Cents Off                .660
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

  3  (SCL)  PREMIUM CIGARETTES - HALF CARTON         Cents Off                .510
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

  4  (SCL)  PREMIUM B2G?F - USED FOR RETAILS         Cents Off               1.040
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   4/06/98    Status: A

  5  (SCL)  PREMIUM CIGARETTES (70% OF DISCOUNT      Cents Off                .700
Unit Restrict:        Rounding:   /      Creation Date:  1/14/98   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

 10  (SCL)  GENERIC BRANDED CIGARETTES               Cents Off               1.040
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   4/06/98    Status: A

 11  (SCL)  GENERIC CIGARETTES (70% OF DISCOUNT      Cents Off                .730
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

 12  (SCL)  GENERIC BRANDED B3G2F                    Cents Off                .610
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

 13  (SCL)  DISCOUNT CIGARETTES - HALF CARTON        Cents Off                .510
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

 14  (SCL)  DISCOUNT B2G?F - USED FOR RETAILS        Cents Off               1.040
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   4/06/98    Status: A

 30  (SCL)  FREE CIGARETTE ITEMS                     Cents Off
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

 35  (SCL)  MAIN STREET                              Cents Off
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

 42  (SCL)  PRIME CIGARETTES                         Cents Off
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   1/27/98    Status: A

 45  (SCL)  PROMO CIGARETTES (PREMIUM)               Cents Off               1.040
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   4/06/98    Status: A

 46  (SCL)  PROMO CIGARETTES (GENERIC)               Cents Off               1.040
Unit Restrict:        Rounding:   /      Creation Date: 11/08/97   Last User ID: NP    Last Mod Date:   4/06/98    Status: A

 90  (SCL)  SNUFF DRY                                List Less    5.00
Unit Restrict:        Rounding:   /      Creation Date:  9/07/94   Last User ID: NP    Last Mod Date:   3/10/98    Status: A

105  (SCL)  SNUFF MOIST                              List Less    7.75
Unit Restrict:        Rounding:   /      Creation Date:  9/07/94   Last User ID: NP    Last Mod Date:   3/10/98    Status: A

180  (SCL)  SMOKING TOBACCO POUCH                    List Less    4.00
Unit Restrict:        Rounding:   /      Creation Date:  9/07/94   Last User ID: NP    Last Mod Date:   3/10/98    Status: A

** END OF REPORT **
```

Editing and Deleting Billing Matrix Contract Records

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 2 (Work With Billing Matrix Contracts) from the Billing File Maintenance #1 menu. The Display Matrix Master File screen appears.
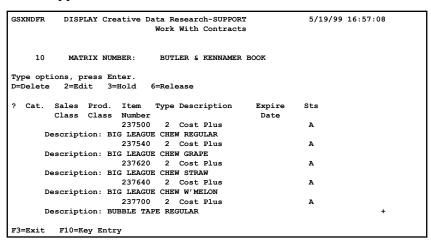
```
DSH7DFR     DISPLAY Creative Data Research-SUPPORT        5/19/99 16:53:12
                         Display Matrix Master File
  Billing       Billing Matrix
Matrix Number    Description


Type options, press Enter.
C=Copy Matrix Contracts  5=Work With Matrix Contracts

?     Billing      Billing Matrix
   Matrix Number    Description
            10      BUTLER & KENNAMER BOOK
            12      RAGLAND 1000-2000
            20      BUTLER & KENNAMER 2%
            23      RAGLAND 2000-3000
            25      BUTLER & KENNAMER 2.5%
            30      BUTLER & KENNAMER 3%
            39      RAGLAND 3000-9999
            50      BUTLER & KENNAMER 5%
         10500      SHELL FOOD MARTS AFTER 9/1/97
         11000      AMY'S SMILE SHOP                              +

F3=Exit
```

2. Locate the desired billing matrix, enter *5* (Work With Matrix Contracts) in the selection column next to the matrix's number, and press <Enter>. The Work With Contracts screen appears.

```
GSXNDFR     DISPLAY Creative Data Research-SUPPORT        5/19/99 16:57:08
                         Work With Contracts


     10      MATRIX NUMBER:      BUTLER & KENNAMER BOOK

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

?  Cat.  Sales  Prod.  Item   Type Description      Expire   Sts
         Class  Class  Number                        Date
                       237500   2  Cost Plus           A
         Description: BIG LEAGUE CHEW REGULAR
                       237540   2  Cost Plus           A
         Description: BIG LEAGUE CHEW GRAPE
                       237620   2  Cost Plus           A
         Description: BIG LEAGUE CHEW STRAW
                       237640   2  Cost Plus           A
         Description: BIG LEAGUE CHEW W'MELON
                       237700   2  Cost Plus           A
         Description: BUBBLE TAPE REGULAR                        +

F3=Exit    F10=Key Entry
```

3. Locate the desired contract, enter *2* (Edit) in the selection column next to it, and press <Enter>. The Edit Contract Master Details screen appears.

```
GSK3E1R    CHANGE  Creative Data Research-SUPPORT          5/19/99 17:00:37
                        Edit Contract Master Details
                                                              Status
           BILLING MATRIX:        10  BUTLER & KENNAMER BOOK      A


Scope Of Contract: ITEM NUMBER      BIG LEAGUE CHEW REGULAR
 Type Of Contract: 2  Cost Plus

Contract Percent:   10.00  Round To Nearest   *OR*

  Cents Off Price:            *OR* Cents Plus Cost :

     Fixed Price:            *AND/OR*  Fixed Cost:

Contract Start Date:       Expiration Date:

Minimum Qty Required:       Restrict To Unit Of Measure:   All Sell Units

Last Modification Date:  5/19/99
Contract Creation Date:  9/13/94      Last Modified By:  :   JTIPPIN

F3=Exit   F11=Delete   F12=Key screen
```

Refer to Creating List Less Contracts, Creating Cost Plus Contracts, Creating Cents Off Contracts, Creating Cents Plus Contracts and Creating Fixed Contracts for detailed descriptions of the fields which may be edited.

4. Press <Enter> when changes to the billing matrix contract record are complete, or if necessary, press <F11> (Delete) to delete the record.
   Note: If all the billing contract records of a billing matrix are deleted, its billing matrix definition may be deleted by using the Delete Request option of the Edit Billing Matrix Master screen. Refer to Working With Billing Matrix Definitions of the Customer File Maintenance document for additional information.
5. Press <Enter> when prompted to confirm. The Work With Contracts screen appears.
6. Press <F3> to exit. The Display Matrix Master File screen appears.

Holding and Releasing Billing Matrix Contract Records

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 2 (Work With Billing Matrix Contracts) from the Billing File Maintenance #1 menu. The Display Matrix Master File screen appears.

```
DSH7DFR     DISPLAY Creative Data Research-SUPPORT          5/20/99  8:06:06
                         Display Matrix Master File
  Billing        Billing Matrix
Matrix Number    Description


Type options, press Enter.
C=Copy Matrix Contracts  5=Work With Matrix Contracts

?    Billing      Billing Matrix
   Matrix Number    Description
          10      BUTLER & KENNAMER BOOK
          12      RAGLAND 1000-2000
          20      BUTLER & KENNAMER 2%
          23      RAGLAND 2000-3000
          25      BUTLER & KENNAMER 2.5%
          30      BUTLER & KENNAMER 3%
          39      RAGLAND 3000-9999
          50      BUTLER & KENNAMER 5%
       10500      SHELL FOOD MARTS AFTER 9/1/97
       11000      AMY'S SMILE SHOP                                     +

F3=Exit
```

2. Locate the desired billing matrix, enter *5* (Work With Matrix Contracts) in the selection column next to the matrix's number, and press <Enter>. The Work With Contracts screen appears.

```
GSXNDFR     DISPLAY Creative Data Research-SUPPORT          5/20/99  8:10:19
                         Work With Contracts


     10       MATRIX NUMBER:     BUTLER & KENNAMER BOOK

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

? Cat.  Sales  Prod.  Item    Type Description        Expire   Sts
        Class  Class  Number                          Date
                      237500    2  Cost Plus                   I
        Description: BIG LEAGUE CHEW REGULAR
                      237540    2  Cost Plus                   A
        Description: BIG LEAGUE CHEW GRAPE
                      237620    2  Cost Plus                   A
        Description: BIG LEAGUE CHEW STRAW
                      237640    2  Cost Plus                   A
        Description: BIG LEAGUE CHEW W'MELON
                      237700    2  Cost Plus                   A
        Description: BUBBLE TAPE REGULAR                             +

F3=Exit    F10=Key Entry
```

3. Locate the desired billing matrix contract record.
4. To place a hold on the record, enter *3* (Hold) in the selection column next to the it, and press <Enter>. The status of the billing matrix contract record changes to inactive.
5. To release a hold on the record, enter *6* (Release) in the selection column next to the it, and press <Enter>. The status of the billing matrix contract record changes to active.

```
GSXNDFR    DISPLAY Creative Data Research-SUPPORT        5/20/99  8:11:01
                         Work With Contracts


       10     MATRIX NUMBER:    BUTLER & KENNAMER BOOK

Type options, press Enter.
D=Delete   2=Edit   3=Hold   6=Release

?  Cat.  Sales  Prod.  Item   Type Description       Expire    Sts
          Class  Class  Number                        Date
                        237500   2  Cost Plus                  A
         Description: BIG LEAGUE CHEW REGULAR
                        237540   2  Cost Plus                  A
         Description: BIG LEAGUE CHEW GRAPE
                        237620   2  Cost Plus                  A
         Description: BIG LEAGUE CHEW STRAW
                        237640   2  Cost Plus                  A
         Description: BIG LEAGUE CHEW W'MELON
                        237700   2  Cost Plus                  A
         Description: BUBBLE TAPE REGULAR                               +

F3=Exit    F10=Key Entry
```

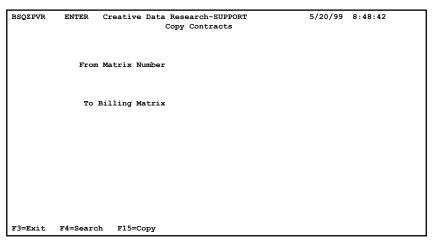6. Press <F3> to exit. The Display Matrix Master File screen appears.

Copying Billing Matrix Contracts

The Copy Matrix Contracts option of the Display Matrix Master File application is used to copy all of contracts of one group of customers for use by another group of customers.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 2 (Work With Billing Matrix Contracts) from the Billing File Maintenance #1 menu. The Display Matrix Master File screen appears.

```
DSH7DFR     DISPLAY Creative Data Research-SUPPORT         5/20/99  8:41:14
                          Display Matrix Master File
  Billing        Billing Matrix
Matrix Number    Description


Type options, press Enter.
C=Copy Matrix Contracts  5=Work With Matrix Contracts

?     Billing     Billing Matrix
   Matrix Number    Description
            10      BUTLER & KENNAMER BOOK
            12      RAGLAND 1000-2000
            20      BUTLER & KENNAMER 2%
            23      RAGLAND 2000-3000
            25      BUTLER & KENNAMER 2.5%
            30      BUTLER & KENNAMER 3%
            39      RAGLAND 3000-9999
            40      BUTLER & KENNAMER 4%
            50      BUTLER & KENNAMER 5%
         10500      SHELL FOOD MARTS AFTER 9/1/97                      +

F3=Exit
```

2. Locate the desired billing matrix, enter *C* (Copy Matrix Contracts) in the selection column next to the matrix's number, and press <Enter>. The Copy Contracts screen appears.

```
BSQZPVR     ENTER   Creative Data Research-SUPPORT         5/20/99  8:48:42
                            Copy Contracts




              From Matrix Number



              To Billing Matrix









F3=Exit    F4=Search   F15=Copy
```

3. Enter the necessary billing matrix numbers for the **From Matrix Number** and **To Billing Matrix** (6,n) fields. If necessary, press <F4> to select billing matrix numbers from the Select Billing Matrix screen. Note: The billing matrix number entered for the **To Billing Matrix** field first must be defined by the user with option 1 (Billing Matrix Definitions) of the Customer Related #2 screen.
4. Press <F15> (Copy) when data entry is complete.

```
BSQZPVR     ENTER   Creative Data Research-SUPPORT        5/20/99  8:54:47
                         Copy Contracts



              From Matrix Number      30



              To Billing Matrix       40










F3=Exit    F4=Search    F15=Copy
                                                   CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Display Matrix Master File screen appears.

```
DSH7DFR     DISPLAY Creative Data Research-SUPPORT       5/20/99  8:55:27
                         Display Matrix Master File
  Billing       Billing Matrix
Matrix Number    Description


Type options, press Enter.
C=Copy Matrix Contracts  5=Work With Matrix Contracts

?     Billing       Billing Matrix
   Matrix Number     Description
           10        BUTLER & KENNAMER BOOK
           12        RAGLAND 1000-2000
           20        BUTLER & KENNAMER 2%
           23        RAGLAND 2000-3000
           25        BUTLER & KENNAMER 2.5%
           30        BUTLER & KENNAMER 3%
           39        RAGLAND 3000-9999
           40        BUTLER & KENNAMER 4%
           50        BUTLER & KENNAMER 5%
        10500        SHELL FOOD MARTS AFTER 9/1/97                      +

F3=Exit
```

Working With Retail Contracts

The Work with Retail Contracts application is used to calculate the retail price of items and groups of items for individual customers or groups of customers. Retail contracts are defined by item number, product class number, sales class number or item category number.

The six types of retail contracts are:
- Add on percent - a percentage is used in a retail profit calculation or a retail markup calculation and the result is added to the billing price.
- Add on amount - an amount is added to the billing price.
- Fixed - a specific amount is designated.
- MSRP - the manufacturer's suggested retail price.
- XX for YY - item quantity for an amount.
- User defined.

When more than one scope of retail contract exists for an item, the hierarchy listed below determines which contract is used to calculate the item's retail price. The hierarchy begins with Customer Number/Item Number, which takes precedence over all others, and ends with Matrix Number/Category Number.
- Customer Number/Item Number
- Customer Number/Product Class Number
- Customer Number/Sales Class Number
- Customer Number/Category Number
- Matrix Number/Item Number
- Matrix Number/Product Class Number
- Matrix Number/Sales Class Number
- Matrix Number/Category Number

The retail prices calculated by a retail contract with a matrix number are not applied to a customer's items until the matrix number is entered for the **Retail Matrix** field of the customer's record. Refer to Working With Customers of the Customer File Maintenance document for additional information.

Refer to Working With Price Inquiry for information about displaying an item's retail price for a particular customer.

Retail Profit Calculation

The percentage specified for a retail profit calculation in a retail contract is the *percentage of profit on the retail price*. For example, if the billing price is $5.22 for a case of 50 candy bars (which the customer sells individually) and the retail profit percentage is 40 percent, the retail price is calculated:

Step 1: 100 - 40 = 60.0000

Step 2: 60.0000 / 100 = 0.6000

Step 3: 5.22 / .6000 = 8.7000

Step 4: 8.70 / 50 = 0.1740

If 5 and 9 rounding is used, as described in Adding Retail Contract Records below, the retail price is rounded up to $0.19 per candy bar.

Retail Markup Calculation

The percentage specified for a retail markup calculation in a retail contract is the *percentage added to the billing price*. For example, if the billing price is $5.22 for a case of 50 candy bars (which the customer sells individually) and the retail markup percentage is 40 percent, the retail price is calculated:

Step 1: 40 / 100 = 0.4000

Step 2: 0.40 + 1 = 1.40

Step 3: 5.22 x 1.40 = 7.3000

Step 4: 7.3000 / 50 = 0.1400

If 5 and 9 rounding is used, the retail price is rounded up to $0.15 per candy bar.
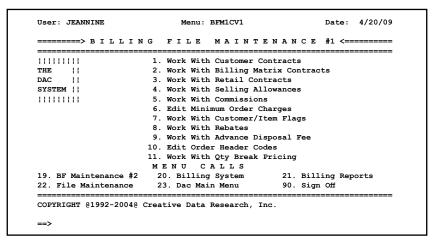
Adding Retail Contract Records

Below are the instructions which users follow to add all six types of retail contract records.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

==================> F I L E   M A I N T E N A N C E <==================
=========================================================================
¦¦¦¦¦¦¦¦¦                    1. Customer Related Maintenance
THE     ¦¦                   2. Product Related Maintenance
DAC     ¦¦                   3. Billing Related Maintenance
SYSTEM ¦¦                    4. System Options Maintenance
¦¦¦¦¦¦¦¦¦                    5. Inquiry Options
                            6. Price Maintenance
                            7. G/L Interface Maintenance
                            8. Scan Code Maintenance



                         M E N U   C A L L S
19. Deletions            20.                     21. Reports
22.                      23. Dac Main Menu        90. Sign Off
=========================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1            Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <==========
=========================================================================
¦¦¦¦¦¦¦¦¦                  1. Work With Customer Contracts
THE     ¦¦                 2. Work With Billing Matrix Contracts
DAC     ¦¦                 3. Work With Retail Contracts
SYSTEM ¦¦                  4. Work With Selling Allowances
¦¦¦¦¦¦¦¦¦                  5. Work With Commissions
                          6. Edit Minimum Order Charges
                          7. Work With Customer/Item Flags
                          8. Work With Rebates
                          9. Work With Advance Disposal Fee
                         10. Edit Order Header Codes
                         11. Work With Qty Break Pricing
                         M E N U   C A L L S
19. BF Maintenance #2    20. Billing System        21. Billing Reports
22. File Maintenance     23. Dac Main Menu          90. Sign Off
=========================================================================
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==>
```

3. Select option 3 (Work With Retail Contracts) from the Billing File Maintenance #1 menu. The Work With Retail Contracts screen appears.

```
DSKLDFR    DISPLAY Creative Data Research-SUPPORT            5/17/99  8:24:47
                          Work with Retail Contracts
Retail  Cust.   Item    Item Sales Prod.  Start    Expiration  Change
Matrix  Number  Number  Cat. Class Class  Date        Date      Date


Type options, press Enter.
A=Activate   I=Inactivate   2=Edit

? Retail Cust.   Item    Item Sales Prod. Customer Scope              Change
  Matrix Number Number Cat. Class Class                        Sts  Date
         100060               1         ADKINSON GENERAL STORE   A
         100060              10         ADKINSON GENERAL STORE   A
         100060              35         ADKINSON GENERAL STORE   A
         100060              45         ADKINSON GENERAL STORE   A
         100060              46         ADKINSON GENERAL STORE   A
         100060             192         ADKINSON GENERAL STORE   A
         100060             550         ADKINSON GENERAL STORE   A
         100060 208800                  ADKINSON GENERAL STORE   A
         100060 432700                  ADKINSON GENERAL STORE   A
         100060 434350                  ADKINSON GENERAL STORE   A         +

F3=Exit  F10=Key Access  F11=Hierarchy Mode  F15=Copy Matrix  F17=Copy Cust.
```

4. Press <F10> (Key Access). The Enter Retail Keys screen appears.

```
DSKKPVR     ENTER   Creative Data Research-SUPPORT            5/17/99  8:25:45
                            Enter Retail Keys

Retail Matrix Number
Customer Number   . .
Item Number   . . . .
Item Category   . . .
Item Sales Class . .
Item Product Class .












F3=Exit    F4=Search
```

5. To add a retail contract for a group of customers, enter a retail matrix number for the **Retail Matrix Number** (6,n) field. Retail matrix numbers are previously defined by the user with option 2 (Retail Matrix Definitions) of the customer Related #2 screen. If necessary, press <F4> to select a retail matrix number from the Select Retail Matrix screen.

6. To add a retail contract for an individual customer, enter the customer's number for the **Customer Number** (6,n) field. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

7. Enter data for one of the following fields to designate the scope of the contract:
   • **Item Number** (6,n) - an item number previously defined with option 1 (Work With Items) of the Product Related screen. If necessary, press <F4> to select an item number from the Select Item By Description screen.
   • **Category Number** (2,n) - an item category number previously defined by the user with option 4 (Category Definitions) of the Product Related screen. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
   • **Sales Class** (5,n) - a sales class number previously defined by the user with option 5 (Sales Class Definitions) of the Product Related screen. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   • **Item Product Class** (5,n) - a product class number previously defined by the user with option 6 (Product Class Definitions) of the Product Related screen.

If necessary, press <F4> to select a product class number from the Select Product Class screen.

```
DSKKPVR     ENTER   Creative Data Research-SUPPORT          5/17/99  8:25:45
                               Enter Retail Keys


Retail Matrix Number
Customer Number  . .    100060
Item Number   . . . .
Item Category  . . .
Item Sales Class . .    00858
Item Product Class .







F3=Exit    F4=Search
```

8. Press <Enter> when data entry is complete. The Edit Retail Master Details screen appears, and displays the customer's number and name or the retail matrix number and description, and the scope of the contract.

```
DSKJE1R     ADD     Creative Data Research-SUPPORT          5/17/99  8:26:51
                           Edit Retail Master Details

                                                               Status
Customer Number . :    100060  ADKINSON GENERAL STORE



Item Sales Class  :      858   LIGHTERS-FLUID-FLINTS


                                               Profit or
U/M  Type                  Percent Qty Amount    Markup      Round to    or
 1
 2
 3
 4

  Retailers Selling Unit  .   1      Start Date        Expiration Date
  Invoice Print Unit  . . .   1
  Retail Label Code . . . .            Change Date          By User
                                       Creation Date
F3=Exit    F11=Delete
```

The retail contract record can be used to calculate retail prices for one or more of the selling levels (**U/M1 - U/M4**). Note: Only one retail price is printed on the invoice (see **Invoice Print Unit** below).

9. For an add on percent type of retail contract, enter data for the following fields:
   - **Type** (1,n) - *1* desigates the add on percent type of contract.
   - **Percent** (5.2,n) - the percentage used in a retail profit calculation or a retail markup calculation (see **Profit or Markup** below).
   - **Profit or Markup** (1,a) - *P* designates that a retail profit calculation is used, and *M* designates that a retail markup calculation is used.
   - Optional: **Round To Or** (1,n) - Typically, *5* and *9* are entered to increase a calculated retail price to an amount ending with 5-cents or 9-cents. For example, the prices of 5.40 through 5.44 are rounded to 5.45, the prices of 5.46 through 5.48 are rounded to 5.49, and the prices of 5.45 and 5.49 remain unchanged. If the **Round To Or** field is left blank, the retail price calculated by the contract remains unchanged.

10. For an add on amount type of retail contract, enter data for the following fields:
    - **Type** (1,n) - *2* desigates the add on amount type of contract.
    - **Amount** (7.2,n) - the amount added to the billing price.
11. For a fixed type of retail contract, enter data for the following fields:
    - **Type** (1,n) - *3* desigates the fixed type of contract.
    - **Amount** (7.2,n) - the retail price.
12. For an MSRP type of retail contract, enter *4* for the **Type** (1,n) field. The retail price of the item is the manufacturer's suggested retail price entered for the **MSRP** field of the the item's record. Refer to Working With Items of the Item File Maintenance document for additional information.
    Typically, an MSRP contract is used to exclude items from another retail contract, and reduce time spent entering data. For example, when the retail prices of all but 20 of 1000 items of a sales class are calculated with a fixed contract, the user's data entry is reduced by adding a single fixed contract and 20 MSPR contracts, rather than adding 980 fixed contracts.
13. For a XX for YY type of retail contract, enter data for the following fields:
    - **Type** (1,n) - *5* desigates the XX for YY type of contract.
    - **Qty** (3,n) - the quantity of items for which the retail price designated by the contract is defined.
    - **Amount** (7.2,n) - the retail price.
14. For a user defined type of retail contract, enter *6* for the **Type** field (1,n). Refer to the DAC Default System Options document for information about SYS035 (User Definition: Retail) default system option.
15. If necessary, enter data for the following fields for all six types of retail contracts:
    - **Retailers Selling Unit** (1,n) - *1, 2, 3* or *4* specifies the customer's selling level (unit of measure). Only a selling level for which the retail contract is created may be designated. For example, if contracts are created which correspond to **U/M1** and **U/M2**, only *1* and *2* are valid values for the **Retailers Selling Unit** field.
    - Optional: **Start Date** (6,n) - the date on which the contract begins. If left blank, the contract begins immediately.
    - Optional: **Expiration Date** (6,n) - the date on which the contract ends. If left blank, the contract is active indefinitely.
    - **Invoice Print Unit** (1,n) - *1, 2, 3* or *4* specifies which retail contract, corresponding to selling levels **U/M1** - **U/M4,** is used to calculate the retail price printed on the invoice and displayed on the Price Inquiry screen.
    - **Retail Label Code** (1,a) - *Y* for yes designates that retail stickers may be printed for the selling level unit of measure specified by the **Invoice Print Unit** field (see above). The **Retail Stickers** field of the Edit Pick Region File screen must be *Y* (yes) for the pick region in which the item is located in order to print retail stickers.
    If the **Retail Label Code** field is not used to designate sticker printing, retail stickers may otherwise be printed if designated by customer pick options or pick regions. Refer to Working With Customer Pick Options below and the Warehousing document respectively for additional information.
16. Press <Enter> when data entry is complete.

```
DSKJE1R      ADD      Creative Data Research-SUPPORT             5/17/99 17:15:22
                          Edit Retail Master Details


                                                          Status
Customer Number . :    100060   ADKINSON GENERAL STORE


  Item Sales Class  :     858    LIGHTERS-FLUID-FLINTS


                                           Profit or
U/M  Type              Percent  Qty  Amount  Markup       Round to   or
 1    1   Add-On %      29.00                  P                5      9
 2
 3
 4

 Retailers Selling Unit  .   1     Start Date  50199 Expiration Date 123199
 Invoice Print Unit  . . .   1
 Retail Label Code . . . .   Y     Change Date          By User
                                   Creation Date
F3=Exit   F11=Delete
                                                 CONFIRM: Y (Y/N)
```

17. Press <Enter> when prompted to confirm. The Enter Retail Keys screen appears.

```
DSKKPVR      ENTER    Creative Data Research-SUPPORT             5/17/99 17:16:29
                             Enter Retail Keys


Retail Matrix Number
Customer Number  . .   100060
Item Number   . . . .
Item Category  . . .
Item Sales Class . .     858
Item Product Class .









F3=Exit   F4=Search
```

18. Continue entering retail contract records, as necessary, and press <F3> at the
    Enter Retail Keys screen when data entry is complete. The Work With Retail
    Contracts screen appears.

```
DSKLDFR    DISPLAY Creative Data Research-SUPPORT           5/17/99  17:18:05
                          Work with Retail Contracts
Retail  Cust.   Item    Item Sales Prod.  Start    Expiration  Change
Matrix  Number  Number  Cat. Class Class  Date        Date     Date


Type options, press Enter.
A=Activate   I=Inactivate   2=Edit

? Retail  Cust.   Item   Item Sales Prod. Customer Scope           Change
  Matrix  Number  Number Cat. Class Class                    Sts  Date
          100060              1        ADKINSON GENERAL STORE   A
          100060             10        ADKINSON GENERAL STORE   A
          100060             35        ADKINSON GENERAL STORE   A
          100060             45        ADKINSON GENERAL STORE   A
          100060             46        ADKINSON GENERAL STORE   A
          100060            192        ADKINSON GENERAL STORE   A
          100060            550        ADKINSON GENERAL STORE   A
          100060            858        ADKINSON GENERAL STORE   A
          100060 208800               ADKINSON GENERAL STORE   A
          100060 432700               ADKINSON GENERAL STORE   A        +

F3=Exit  F10=Key Access  F11=Hierarchy Mode  F15=Copy Matrix  F17=Copy Cust.
```

19. Press <F3> to exit.

Printing Retail Contract Lists

The instructions below describe printing a retail contract list for a one or more customers by customer number, and for one or more groups of customers by billing matrix number. Refer to Working With Billing Reports of the Billing document for information about printing the Expired Retail Audit List.

1. Select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 21 (Billing Reports) from the Billing File Maintenance #1 screen. The Billing Reports screen appears.

```
User: JEANNINE                    Menu: BLRCV1                 Date:  6/11/12

==================> B I L L I N G   R E P O R T S <==================
===========================================================================
¦¦¦¦¦¦¦¦¦¦             1. Open Order Report
THE    ¦¦             2. Cancelled Order Report
DAC    ¦¦             3. Delivery Manifest
SYSTEM ¦¦             4. Order Exception Report(Open Orders Only)
¦¦¦¦¦¦¦¦¦¦             5. Customer Contract List
                      6. Matrix Contract List
                      7. Retail List By Customer
                      8. Retail List By Matrix
                      9. Pre-Pick Stamping Report
                     10. Commission Rate Listing
                     11. Display Order Status Log
              M E N U   C A L L S
19. Billing Maint. #1    20. Billing Maint. #2    21. Reports
22. Billing System       23. Dac Main Menu        90. Sign Off
===========================================================================
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==>
```

2. To print a retail contract list of individual customers, select option *7* (Retail List By Customer). The Print Retail Contracts screen appears.

```
DSZ9PVR     ENTER    Creative Data Research-SUPPORT          8/05/99  7:58:57
                            Print Retail Contracts




            Beginning Customer


            Ending Customer









F3=Exit    F4=Search    F6=Print
```

Enter a customer number for the **Beginning Customer** and **Ending Customer** fields to limit the list. If necessary, press <F4> to select an customer number from the Select Customer Master screen.
Press <F6> when data entry is complete, and press <Enter> when prompted to confirm. The Billing Report screen appears.

```
User: JEANNINE                  Menu: BLRCV1                    Date:  6/11/12

==================> B I L L I N G   R E P O R T S <==================
======================================================================
!!!!!!!!!!             1. Open Order Report
THE    !!              2. Cancelled Order Report
DAC    !!              3. Delivery Manifest
SYSTEM !!              4. Order Exception Report(Open Orders Only)
!!!!!!!!!!             5. Customer Contract List
                       6. Matrix Contract List
                       7. Retail List By Customer
                       8. Retail List By Matrix
                       9. Pre-Pick Stamping Report
                      10. Commission Rate Listing
                      11. Display Order Status Log
                      M E N U   C A L L S
19. Billing Maint. #1   20. Billing Maint. #2     21. Reports
22. Billing System      23. Dac Main Menu          90. Sign Off
======================================================================
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==>
```

3. To print a retail contract list for groups of customers, select option *8* (Retail List By Matrix). The Print Retail Contracts screen appears.

```
DSZ9PVR    ENTER   Creative Data Research-SUPPORT        8/05/99  8:16:47
                             Print Retail Contracts




        Beginning Retail Matrix



        Ending Retail Matrix









F3=Exit    F4=Search    F6=Print
```
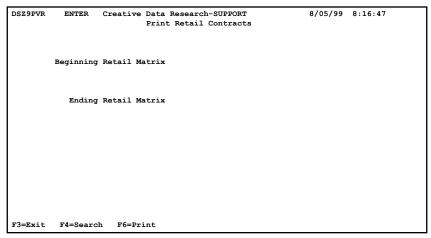
Enter a billing matrix number for the **Beginning Matrix** and **Ending Matrix** fields to limit the list. If necessary, press <F4> to select an customer number from the Select Retail Matrix screen.

Press <F6> when data entry is complete, and press <Enter> when prompted to confirm. The Billing Report screen appears.

Retail List For Customer Report

```
                 Description                         Type   Amount  Percent Round      Type   Amount  Percent Round
Prt Unit/ Sell Unit/ Status/ Create/ Mod/ User

   Customer 100407  DANIEL'S GROCERY

(CAT)      1 CIGARETTES                      Unit 1 Add on %          20.00 P 5 or 9
   1   1   A    3/04/98           NP

(CAT)      2 TOBACCO/SNUFF/CIGARS            Unit 1 Add on %          20.00 P 5 or 9
   1   1   A    2/23/96   3/04/98 NP

(CAT)      3 SNACK ITEMS                     Unit 1 Add on %          20.00 P 5 or 9
   1   1   A    2/23/96   3/04/98 NP

(SCL)      1 FULL PRICE BRANDED CIGARETTES   Unit 1 Fixed $     1.85
   1   1   A    11/08/97          NP

(SCL)      4 PREMIUM B2G?F - USED FOR RETAILS Unit 1 Fixed $     3.70
   1   1   A    11/08/97          NP

(SCL)      8                                 Unit 1 Fixed $     3.70
   1   1   A    1/30/97           NP

(SCL)     10 GENERIC BRANDED CIGARETTES      Unit 1 Fixed $     1.47
   1   1   A    1/30/97   11/08/97 NP

(SCL)     11 GENERIC CIGARETTES (70% OF DISCOUNT Unit 1 Fixed $  1.47
   1   1   A    11/08/97          NP

(SCL)     14 DISCOUNT B2G?F - USED FOR RETAILS Unit 1 Fixed $    2.94
   1   1   A    11/08/97          NP

(SCL)     45 PROMO CIGARETTES (PREMIUM)      Unit 1 Fixed $     1.85
   1   1   A    11/08/97          NP

(SCL)     46 PROMO CIGARETTES (GENERIC)      Unit 1 Fixed $     1.47
   1   1   A    11/08/97          NP

(SCL)     55 CHEWING TOBACCO SCRAP           Unit 1 Fixed $     1.79
   1   1   A    2/23/96           NP

(SCL)     60 CHEWING TOBACCO PLUG            Unit 1 Fixed $     2.69
   1   1   A    2/23/96           NP

(SCL)    192 PAPERS                          Unit 1 Add on %          40.00 P 5 or 9
   1   1   A    8/21/97           NP

(SCL)    255 CANDY-RETAIL .59                Unit 1 Fixed $      .59
   1   1   A    2/23/96           NP

(SCL)    267 KING SIZE/BIG BARS              Unit 1 Fixed $      .89
   1   1   A    2/23/96           NP

(SCL)    550 LIVESTOCK & POULTRY FEED        Unit 1 Add on %          40.00 P 5 or 9
   1   1   A    8/21/97           NP

(SCL)    858 LIGHTERS-FLUID-FLINTS           Unit 1 Add on %          40.00 P 5 or 9
   1   1   A    8/21/97           NP

(PCL)    400 PREPRICED ITEMS                 Unit 1 MSRP
   1   1   A    12/17/96          NP

(ITM) 400800 MARTHA WHTE PL FLOUR 2 LB       Unit 1 Fixed $     1.49
   1   1   A    6/12/96           NP

(ITM) 401000 MARTHA WHTE SR FLOUR 2 LB       Unit 1 Fixed $     1.49
   1   1   A    6/12/96           NP

(ITM) 401400 MARTHA WHITE PL MEAL 2 LB       Unit 1 Fixed $     1.49
   1   1   A    6/12/96           NP

(ITM) 401600 MARTHA WHITE SR MEAL 2 LB       Unit 1 Fixed $     1.49
   1   1   A    6/12/96           NP

(ITM) 416150 CAMP TOMATO JUICE 11.5 OZ       Unit 1 Fixed $      .89
   1   1   A    6/12/96           NP

(ITM) 417550 V8 VEG JUICE 11.5 OZ            Unit 1 Fixed $      .89
   1   1   A    6/12/96           NP

(ITM) 417559 WELCH GRAPE JUICE 10 OZ         Unit 1 Fixed $      .99
   1   1   A    6/12/96           NP

** END OF REPORT **
```

Retail List For Matrix Report

```
                     Description                        Type      Amount   Percent  Round        Type    Amount  Percent  Round
Prt Unit/ Sell Unit/ Status/ Create/ Mod/ User

Retail Matrix Number  20000  ALBERTSON

 (CAT)     1 CIGARETTES                      Unit 1 Add on %        20.00 P 5 or 9
   1   1   A     5/20/93   8/05/94  JTIPPIN

 (CAT)     2 TOBACCO/SNUFF/CIGARS            Unit 1 Add on %        22.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)     3 SNACK ITEMS                     Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)     4 CANDY/GUM                       Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   2/06/95  JTIPPIN

 (CAT)     5 GENERAL MERCHANDISE             Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)     6 GROCERY                         Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)     7 DRUGS/HBC                       Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)     8 SPECIALTY ITEMS FOR OUTLETS     Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)     9 AUTO SUPPLIES                   Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)    10 OIL AND LUBE ITEMS              Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (CAT)    11 CLOSE OUT ITEMS & TAX STAMPS    Unit 1 Add on %        35.00 P 5 or 9
   1   1   A     5/20/93   5/24/93  JTIPPIN

 (SCL)   207 CANDY-RETAIL .01                Unit 1 Fixed $     .01
   1   1   A     5/21/93   5/24/93  JTIPPIN

 (SCL)   216 CANDY-RETAIL .03                Unit 1 Fixed $     .03
   1   1   A     5/21/93   5/24/93  JTIPPIN

 (SCL)   228 CANDY-RETAIL .05                Unit 1 Fixed $     .05
   1   1   A     5/21/93   5/24/93  JTIPPIN

 (SCL)   237 CANDY-RETAIL .10                Unit 1 Fixed $     .10
   1   1   A     5/21/93   5/24/93  JTIPPIN

 (SCL)   243 CANDY-RETAIL .15                Unit 1 Fixed $     .15
   1   1   A     5/21/93   5/24/93  JTIPPIN

 (SCL)   246 CANDY-RETAIL .35                Unit 1 Fixed $     .35
   1   1   A     5/21/93   5/24/93  JTIPPIN

 (SCL)   255 CANDY-RETAIL .59                Unit 1 Fixed $     .59
   1   1   A     5/21/93   2/10/95  JTIPPIN

 (ITM) 208936 TURTLES 3 PIECE BAR            Unit 1 Fixed $     .99
   1   1   A     5/15/95            JTIPPIN

 (ITM) 213804 PLANTERS HOT PNUTS 2/1.00      Unit 1 Fixed $     .50
   1   1   A     8/09/95            JTIPPIN

 (ITM) 213808 PLANTERS CASHEWS .99           Unit 1 Fixed $     .99
   1   1   A     8/09/95            JTIPPIN

 (ITM) 213810 PLANTERS SALT PNUT 2/1.00      Unit 1 Fixed $     .50
   1   1   A     8/09/95            JTIPPIN

 (ITM) 213812 PLANTER SFLWER KER 2/1.00      Unit 1 Fixed $     .50
   1   1   A     8/09/95            JTIPPIN

 (ITM) 219102 NESTLE POCAHONTAS MILK         Unit 1 Fixed $     .89
   1   1   A     5/15/95            JTIPPIN

 (ITM) 232234 WRIG WINTERFRESH PP.25         Unit 1 Fixed $     .25
   1   1   A    11/21/94            JTIPPIN

 (ITM) 232280 FRUIT STRIPE GUM               Unit 1 Fixed $     .25
   1   1   A     1/26/94            JTIPPIN


 ** END OF REPORT **
```

Editing and Deleting Retail Contract Records

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 3 (Work With Retail Contracts) from the Billing File Maintenance #1 menu. The Work With Retail Contracts screen appears.

```
DSKLDFR    DISPLAY Creative Data Research-SUPPORT          5/19/99  9:30:18
                          Work with Retail Contracts
Retail  Cust.   Item    Item  Sales  Prod.  Start    Expiration  Change
Matrix  Number  Number  Cat.  Class  Class  Date        Date     Date


Type options, press Enter.
A=Activate   I=Inactivate   2=Edit

? Retail Cust.   Item   Item Sales Prod. Customer Scope             Change
  Matrix Number Number Cat. Class Class                       Sts  Date
         100035              10          ABC                    A
         100035              11          ABC                    A
         100035              14          ABC                    A
         100060               1          ADKINSON GENERAL STORE  A
         100060              10          ADKINSON GENERAL STORE  A
         100060              35          ADKINSON GENERAL STORE  A
         100060              45          ADKINSON GENERAL STORE  A
         100060              46          ADKINSON GENERAL STORE  A
         100060             192          ADKINSON GENERAL STORE  A
         100060             550          ADKINSON GENERAL STORE  A        +

F3=Exit  F10=Key Access  F11=Hierarchy Mode  F15=Copy Matrix  F17=Copy Cust.
```

2. Locate the desired contract, enter *2* (Edit) in the selection column next to it, and press <Enter>. The Edit Retail Master Details screen appears.

```
DSKJE1R    CHANGE  Creative Data Research-SUPPORT          5/19/99  9:31:04
                         Edit Retail Master Details

                                                         Status  A
Customer Number . :   100035  ABC



Item Sales Class  :      10   GENERIC BRANDED CIGARETTES


                                            Profit or
U/M  Type              Percent  Qty  Amount   Markup     Round to   or
 1    3  Fixed $                       1.66
 2
 3
 4

 Retailers Selling Unit  .  1     Start Date      Expiration Date
 Invoice Print Unit  . . .  1
 Retail Label Code . . . .        Change Date           By User JTIPPIN
                                  Creation Date  5/18/99
F3=Exit   F11=Delete
```

Refer to Adding Retail Contract Records for detailed descriptions of the fields which may be edited.

3. Press <Enter> when changes to the retail contract record are complete, or if necessary, press <F11> (Delete) to delete the record.
   Note: If all the retail contract records of a retail matrix are deleted, its retail matrix definition may be deleted by using the Delete Request option of the Edit Retail Matrix Master screen. Refer to Working With Retail Matrix Definitions of the Customer File Maintenance document for additional information.

4. Press <Enter> when prompted to confirm. The Work With Retail Contracts screen appears.
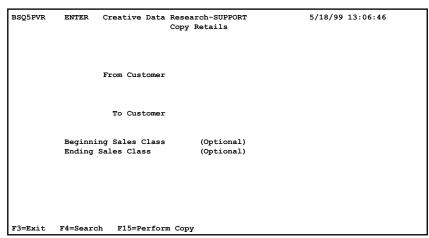
Copying Retail Contracts

The Work With Retail Contracts application is also used to copy all of one customer's retail contracts for use by another customer, and copy all the retail contracts from one retail matrix to another.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 3 (Work With Retail Contracts) from the Billing File Maintenance #1 menu. The Work With Retail Contracts screen appears.

```
DSKLDFR    DISPLAY Creative Data Research-SUPPORT         5/18/99 13:03:24
                          Work with Retail Contracts
Retail  Cust.   Item    Item  Sales  Prod.  Start   Expiration  Change
Matrix  Number  Number  Cat.  Class  Class  Date       Date     Date


Type options, press Enter.
A=Activate   I=Inactivate   2=Edit

? Retail Cust.   Item    Item Sales Prod. Customer Scope              Change
  Matrix Number Number  Cat. Class Class                        Sts  Date
         100060                1          ADKINSON GENERAL STORE  A
         100060               10          ADKINSON GENERAL STORE  A
         100060               35          ADKINSON GENERAL STORE  A
         100060               45          ADKINSON GENERAL STORE  A
         100060               46          ADKINSON GENERAL STORE  A
         100060              192          ADKINSON GENERAL STORE  A
         100060              550          ADKINSON GENERAL STORE  A
         100060              858          ADKINSON GENERAL STORE  A
         100060 208800                    ADKINSON GENERAL STORE  A
         100060 432700                    ADKINSON GENERAL STORE  A         +

F3=Exit  F10=Key Access  F11=Hierarchy Mode  F15=Copy Matrix  F17=Copy Cust.
```

2. To copy a customer's retail contracts, press <F17> (Copy Cust), or to copy the contracts of a retail matrix, press <F15> (Copy Matrix). The Copy Retails screen appears.

```
BSQ5PVR    ENTER   Creative Data Research-SUPPORT          5/18/99 13:06:46
                            Copy Retails




                From Customer



                 To Customer


            Beginning Sales Class      (Optional)
            Ending Sales Class         (Optional)





F3=Exit   F4=Search   F15=Perform Copy
```

If <F15> (Copy Matrix) is pressed, the **From Retail Matrix** and **To Retail Matrix** fields appear on the Copy Retails screen instead of the **From Customer** and **To Customer** fields illustrated above.

3. To copy a customer's retail contracts, enter the necessary customer numbers for the **From Customer** (6,n) and **To Customer** (6,n) fields. If necessary, press <F4> to select customer numbers from the Select Customer Master screen.

4. To copy the contracts of a retail matrix, enter the necessary retail matrix number for the **From Retail Matrix** (6,n) and **To Retail Matrix** (6,n) fields. If necessary, press <F4> to select retail matrix numbers from the Select Retail Matrix screen.

Note: The retail matrix number entered for the **To Retail Matrix** field must be first defined by the user with option 2 (Retail Matrix Definitions) of the Customer Related #2 screen.

5. To limit the retail contracts copied, enter sales class numbers for the **Beginning Sales Class** (5,n) and **Ending Sales Class** (5,n) fields. If necessary, press <F4> to select sales class numbers from the Select Sales Class Master screen.

6. Press <F15> (Perform Copy) when data entry is complete.

```
BSQ5PVR     ENTER    Creative Data Research-SUPPORT          5/18/99 13:45:51
                              Copy Retails




                    From Customer 107154



                    To Customer 100035


            Beginning Sales Class    10 (Optional)
            Ending Sales Class       14 (Optional)





 F3=Exit   F4=Search   F15=Perform Copy
                                                     CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The Work With Retail Contracts screen appears.

```
DSKLDFR    DISPLAY Creative Data Research-SUPPORT          5/18/99 13:49:03
                        Work with Retail Contracts
Retail  Cust.   Item    Item  Sales  Prod.  Start    Expiration  Change
Matrix  Number  Number  Cat.  Class  Class  Date       Date      Date


Type options, press Enter.
A=Activate   I=Inactivate    2=Edit

? Retail Cust.   Item    Item Sales Prod. Customer Scope            Change
  Matrix Number Number Cat. Class Class                      Sts  Date
         100035               10         ABC                  A
         100035               11         ABC                  A
         100035               14         ABC                  A
         100060                1         ADKINSON GENERAL STORE   A
         100060               10         ADKINSON GENERAL STORE   A
         100060               35         ADKINSON GENERAL STORE   A
         100060               45         ADKINSON GENERAL STORE   A
         100060               46         ADKINSON GENERAL STORE   A
         100060              192         ADKINSON GENERAL STORE   A
         100060              550         ADKINSON GENERAL STORE   A        +

F3=Exit  F10=Key Access  F11=Hierarchy Mode  F15=Copy Matrix  F17=Copy Cust.
```

Working With Selling Allowances

The Work With Allowances application is used to define deals which distributors offer to their customers.

The step-by-step instructions which follow describe how to add records for the following seven types of promotions:

- Cents Off - an amount is deducted from an item's list price.
- List Less - a percentage is deducted from an item's list price. If the item's billing price is also affected by a contract, the amount deducted is calculated using the contract price.
- Fixed - a specific amount is designated as an item's billing price. For calculating profitability and sales analysis, a specific amount can be designated as the base cost of the item.
- Buy X Get Y Free - a quantity of item Y is free when the customer buys a quantity of item X. For calculating profitability and sales analysis, zero or a specific amount can be designated as the base cost of the free items.
- Super Item Prepacked - a deal consisting of multiple items, such as a display containing different products, that is received prepacked from the manufacturer.
- Super Item Non-Prepacked - a deal consisting of multiple items which is packed by the distributor.
- Informational Only - designates information for printing only.

An allowance record can be used for offering a promotion on a designated item to all the distributor's customers, or limiting the deal to a specific group of customers (by billing matrix number). Refer to Working With Invoice and Pick Messages below for information about the invoice message defined for INV14.

The billing price of an item may also be affected by customer contracts, billing matrix contracts, stamp tax, surcharges and discounts, and vendor deals. Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

Refer to the DAC Default System Options document for information about using the **Keep Expired Allowances?** field of the SYS003 (Data Retention Options) to prohibit the purging of expired selling allowances.

Users can designate that an item's base cost is adjusted when selling allowances are used by entering *YES* for the **Should Allowance Affect Base Cost?** field of the SYS033 default system option (Billing Options). Refer to the DAC Default System Options document for additional information. Note: The base cost adjustment affects

DAC calculations, such as profitability and sales analysis, but not the base cost of an item's record.

Exceptions can be made to exclude a specific customer from selling allowances by entering *Y* for the **Exclude From Allowances?** field of the Edit Customer Master Page 2 screen when adding (or by editing) a customer's record. Also, the retail prices of a specific customer's items can be calculated before selling allowances are calculated by entering *N* for the **Allowance Based Retail** field of the Edit Customer Master Page 2 screen. Refer to Working With Customers of the Customer File Maintenance document for additional information about these customer record fields.
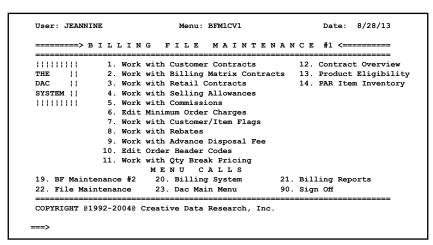
If necessary, a buydown allowance type of vendor deal can be used with a cents off or list less type of selling allowance, but the values entered for the **Exclude From Allowances?** and **Allowance Based Retail** fields do not apply to the vendor deal.

Adding Cents Off, List Less and Fixed Allowance Records

The instructions which follow describe using the Work With Selling Allowances application to add allowance records for the following types of promotions:

- Cents Off - an amount is deducted from an item's list price.
- List Less - a percentage is deducted from an item's list price. If the item's billing price is also affected by a contract, the amount deducted is calculated using the contract price.
- Fixed - a specific amount is designated as an item's billing price. For calculating profitability and sales analysis, a specific amount can be designated as the base cost of the item.

After a selling allowance record is added, the *C=Copy* option of the Work With Allowances screen (see below) can be used to duplicate the selling allowance for a different item of the same warehouse, or for the same item of a different warehouse. The *2=Edit* option can be used to make changes to the record, such as editing the **End Date** field to extend the length of the selling allowance. Refer to Sending Selling Allowance Data To Customers below for information about using the *T=Transmit* option.

```
User: JEANNINE                Menu: BFM1CV1              Date:  8/28/13

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <==========
=====================================================================
¦¦¦¦¦¦¦¦¦¦     1. Work with Customer Contracts      12. Contract Overview
THE     ¦¦     2. Work with Billing Matrix Contracts 13. Product Eligibility
DAC     ¦¦     3. Work with Retail Contracts         14. PAR Item Inventory
SYSTEM ¦¦      4. Work with Selling Allowances
¦¦¦¦¦¦¦¦¦¦     5. Work with Commissions
               6. Edit Minimum Order Charges
               7. Work with Customer/Item Flags
               8. Work with Rebates
               9. Work with Advance Disposal Fee
              10. Edit Order Header Codes
              11. Work with Qty Break Pricing
                   M E N U   C A L L S
19. BF Maintenance #2    20. Billing System       21. Billing Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
=====================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

===>
```

1. Select option 4 (Work with Selling Allowances) from the Billing File Maintenance #1 screen. The Work With Allowances screen appears with the *No data to display* message if no allowance records were previously added.

```
DSJNDFR    DISPLAY CDR Customer Conference              8/28/13 16:30:59
                         Work With Allowances
Item    Whse    Vendor  Start   End     Allow.  Detail  Unit  Sts  Detail
Number  Code            Date    Date    Type    Type    Rst.        Item #
_____  _____  _____  _____  _____  _       _       _      A    _____

Type options, press Enter.
2=Edit   C=Copy   T=Transmit
? Item # Whse.  Matrix   Start    End       Allowance Type  Dtl  Allowance Unit














F1=Active/History  F3=Exit  F4=Search  F10=Add New Record
No data to display.
```

2. Press <F10> (Add New Record). The Allowance Key Screen screen appears.

```
DSJOPVR     ENTER   CDR Customer Conference              8/28/13 16:39:47
                         Allowance Key Screen

Item Number . . . . . . . .   _____
Warehouse Code  . . . . . .   _____
Allowance Start Date  . . .   _____
Allowance Billing Matrix  .   _____














F3=Exit    F4=Search
```

3. Enter an item number for the **Item Number** (6,n) field. If necessary, press <F4> to select an item number from the Select Item Balance screen.

4. Enter a warehouse code for the **Warehouse Code** (6,a) field.

5. Enter the starting date of the promotion for the **Allowance Start Date** (6,n) field.

6. To limit the promotion to a group of customers, enter a billing matrix number. If necessary, press <F4> to select a billing matrix number from the Select Billing Matrix screen.

7. Press <Enter> when data entry is complete.

```
DSI2E1R    ADD      CDR Customer Conference                8/28/13 16:42:35
                           Edit Allowance Master

Item Number  :   500010    BIT O HONEY
Warehouse Code   1          MAIN WAREHOUSE
Start Date . :   9/01/13
Billing Matrix            GLOBAL ALLOWANCE MATRIX           Status  :   A

  Allowance Type .   1  Cents Off Selling Allow.
  Restrict To Unit   _           Minimum Qty Required  _____
  End Date . . . .   _____       Inventory Post  . :   Y
                                 Count Qty?  . . . :   Y   (Y,N,Blank)
                                 Exclude from Public?  _  (Y,N,Blank)
                             Master Controls Price
  Print Option . .   1  Invoice Print Only

      You may key the following information for Selling Allowances:




  Allowance Price _____

F3=Exit   F10=Edit Details  F11=Delete
```

The Edit Allowance Master screen appears with values for the following fields
which are not changed when entering cents off, list less and fixed types of
allowances:

- **Inventory Post** (1,a) - *Y* (yes) indicates that the on-hand quantity of the item
  appearing for the **Item Number** field will be updated.
- **Count Qty?** (1,a) - *Y* (yes) value indicates that the shipped quantity of the
  item appearing for the **Item Number** field can be included in the invoice
  boxes. Refer to Working With Invoice Boxes for additional information.
- **Print Option** (1,n) - *1* (Invoice Print Only) indicates that additional
  information (see **Description** field below) will appear on the invoice.

8. Press <Page Down> (repeatedly if necessary) to enter *1* (for Cents Off), *2* (for List
   Less), or *3* (for Fixed) for the **Allowance Type** field.

9. Enter data for the following fields, as necessary:
   - Optional: **Restrict To Unit** (1,n) - the selling level of the item to which the
     selling allowance is restricted. If a minimum order quantity is required (see
     Minimum Qty Required below), a value must be entered for the **Restrict
     To Unit** field. If no value is entered, the selling allowance is applied to all the
     item's selling levels.
   - Optional: **Minimum Qty Required** (5,n) - the minimum order quantity that
     must be sold to the customer to qualify for the selling allowance. If a value
     is entered for this field, a value must also be entered for the **Restrict To Unit**
     field.
   - **End Date** (6,n) - the date on which the selling allowance ends. This date can
     be changed later to extend the length of the selling allowance if it has not
     expired and been purged.
   - Optional: **Exclude from Public?** (1,a) - *Y* (yes) indicates that the selling
     allowance is not visible to users of Web Console, the DAC optional module.

10. For a Cents Off type of allowance (see example below), enter the amount to be deducted from the item's list price for the **Allowance Price** (9.3,n) field.

```
DSI2E1R     ADD       CDR Customer Conference              8/29/13 10:12:12
                              Edit Allowance Master

Item Number  :   500010    BIT O HONEY
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :    9/01/13
Billing Matrix             GLOBAL ALLOWANCE MATRIX            Status  :   A

  Allowance Type  .   1  Cents Off Selling Allow.
  Restrict To Unit    2           Minimum Qty Required  ___10
  End Date  . . . .   093013      Inventory Post  . :   Y
                                  Count Qty?  . . . :   Y   (Y,N,Blank)
                                  Exclude from Public?  _   (Y,N,Blank)
                              Master Controls Price
  Print Option  . .   1  Invoice Print Only

      You may key the following information for Selling Allowances:



  Allowance Price _____1.00_

F3=Exit    F10=Edit Details   F11=Delete
```
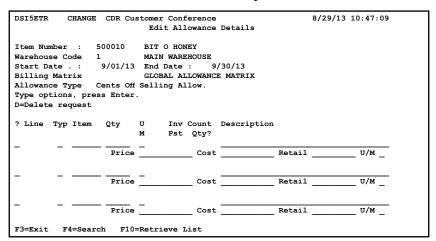
11. For a List Less type of allowance (see example below), enter values for the following fields:
    • **Allowance Percent** (5.2,n) - the percentage to be deducted from the item's list price.
    • Optional: **Round to nearest** (1,n) fields - Typically, *5* and *9* are entered to increase a calculated billing price to an amount ending with 5-cents or 9-cents. For example, the prices of 5.40 through 5.44 are rounded to 5.45, the prices of 5.46 through 5.48 are rounded to 5.49, and the prices of 5.45 and 5.49 remain unchanged. If the **Round to nearest** fields are left blank, the calculated price remains unchanged.

```
DSI2E1R     ADD       CDR Customer Conference              8/29/13 10:31:28
                              Edit Allowance Master

Item Number  :   500014    BUTTERFINGER
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :    9/01/13
Billing Matrix             GLOBAL ALLOWANCE MATRIX            Status  :   A

  Allowance Type  .   2  List Less Selling Allow.
  Restrict To Unit    2           Minimum Qty Required  _____
  End Date  . . . .   093013      Inventory Post  . :   Y
                                  Count Qty?  . . . :   Y   (Y,N,Blank)
                                  Exclude from Public?  _   (Y,N,Blank)
                              Master Controls Price
  Print Option  . .   1  Invoice Print Only

      You may key the following information for Selling Allowances:

  Allowance Percent:  __4.00_  Round to nearest _   OR _



F3=Exit    F10=Edit Details   F11=Delete
```

12. For a Fixed type of allowance (see example below), enter values for the following fields:
    - **Allowance Price** (9.3,n) - the amount to be designated as the item's list price.
    - Optional: **Allowance Cost** (9.3,n) - the amount to be designated as the item's base cost for the purpose of calculating profitability and sales analysis.
    - Optional: **Retail** (7.2,n) - the amount to be designated as the item's retail price.
    - Optional: **U/M** (1,n) - the item's unit of measure to which the retail price applies.

```
DSI2E1R     ADD      CDR Customer Conference                8/29/13 10:40:31
                          Edit Allowance Master

Item Number  :   834648    CLOROX DISINFECTANT WIPES 75 CT
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :   9/01/13
Billing Matrix             GLOBAL ALLOWANCE MATRIX              Status  :   A

  Allowance Type .   3  Fixed Selling Allow.
  Restrict To Unit   2           Minimum Qty Required   ____2
  End Date  . . . .   093013      Inventory Post  . :   Y
                                  Count Qty?  . . . :   Y   (Y,N,Blank)
                                  Exclude from Public?  _   (Y,N,Blank)
                             Master Controls Price
  Print Option  . .   1  Invoice Print Only

       You may key the following information for Selling Allowances:



  Allowance Price _____30.000_ Allowance Cost _____ Retail _____ U/M _

F3=Exit   F10=Edit Details  F11=Delete
```

13. To include additional information on the invoice, press <F10> (Edit Details) and <Enter> to confirm; otherwise, continue with step 16 below.

```
DSI5ETR    CHANGE  CDR Customer Conference                8/29/13 10:47:09
                          Edit Allowance Details

Item Number  :   500010    BIT O HONEY
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :   9/01/13  End Date :    9/30/13
Billing Matrix             GLOBAL ALLOWANCE MATRIX
Allowance Type   Cents Off Selling Allow.
Type options, press Enter.
D=Delete request

? Line  Typ Item   Qty    U     Inv Count  Description
                          M     Pst  Qty?
_       _  _____  ____ _            _____
                 Price _____  Cost _____ Retail _____ U/M _

_       _  _____  ____ _            _____
                 Price _____  Cost _____ Retail _____ U/M _

_       _  _____  ____ _            _____
                 Price _____  Cost _____ Retail _____ U/M _

F3=Exit   F4=Search   F10=Retrieve List
```

14. Enter *I* (information) for the **Typ** (1,a) field.

15. Enter the additional information which will appear on the invoice for the **Description** (35,a) field.

```
DSI5ETR    CHANGE  CDR Customer Conference              8/29/13 10:47:09
                        Edit Allowance Details

Item Number  :   500010    BIT O HONEY
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :   9/01/13  End Date :    9/30/13
Billing Matrix           GLOBAL ALLOWANCE MATRIX
Allowance Type   Cents Off Selling Allow.
Type options, press Enter.
D=Delete request


? Line  Typ Item    Qty     U    Inv Count  Description
                            M    Pst Qty?
_      I  _____ _____ _             1.00 off minimum order of 10_____
               Price _____ Cost _____ Retail _____ U/M _


_      _  _____ _____ _           _____
               Price _____ Cost _____ Retail _____ U/M _


_      _  _____ _____ _           _____
               Price _____ Cost _____ Retail _____ U/M _


F3=Exit   F4=Search   F10=Retrieve List
```

16. Press <Enter> when data entry is complete.

17. Press <Enter> when prompted to confirm. The Allowance Key Screen screen
    appears with the *Record added* message.

```
DSJOPVR    ENTER   CDR Customer Conference              8/29/13 11:04:37
                        Allowance Key Screen

Item Number . . . . . . . .   500010
Warehouse Code  . . . . . .   1____
Allowance Start Date  . . .   _90113
Allowance Billing Matrix  .   _____











F3=Exit   F4=Search
Record added.
```

18. Continue creating allowance records as necessary, and press <F3> at the
    Allowance Key Screen screen when data entry is complete. The Work With
    Allowances screen appears.

```
DSJNDFR    DISPLAY CDR Customer Conference              8/29/13 11:06:21
                        Work With Allowances
Item    Whse   Vendor  Start   End     Allow. Detail Unit Sts  Detail
Number  Code           Date    Date    Type   Type   Rst.      Item #
_____  _____  _____  _____  _____  _      _      _     A   _____

Type options, press Enter.
2=Edit   C=Copy   T=Transmit
? Item # Whse.  Matrix  Start     End      Allowance Type  Dtl  Allowance Unit
_ 500010 1              9/01/13  9/30/13 1 Cents Off Allow        1.000 2
_ 500014 1              9/01/13  9/30/13 2 List Less Allow            2
_ 500500 1              7/16/13  9/30/13 1 Cents Off Allow         .100
_ 834648 1              9/01/13  9/30/13 1 Cents Off Allow       30.000 2






F1=Active/History  F3=Exit  F4=Search  F10=Add New Record
```

19. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Adding Buy X Get Y Free Allowance Records

The instructions which follow describe using the Work With Selling Allowances application to add allowance records for Buy X Get Y Free type of promotions. For calculating profitability and sales analysis, zero or a specific amount can be designated as the base cost of the free items.

After a selling allowance record is added, the *C=Copy* option of the Work With Allowances screen (see below) can be used to duplicate the selling allowance for a different item of the same warehouse, or for the same item of a different warehouse. The *2=Edit* option can be used to make changes to the record, such as editing the **End Date** field to extend the length of the selling allowance. Refer to Sending Selling Allowance Data To Customers below for information about using the *T=Transmit* option.

```
User: JEANNINE                Menu: BFM1CV1              Date:  8/29/13

    ========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <==========
    ==================================================================
    !!!!!!!!!!     1. Work with Customer Contracts    12. Contract Overview
    THE    !!      2. Work with Billing Matrix Contracts  13. Product Eligibility
    DAC    !!      3. Work with Retail Contracts     14. PAR Item Inventory
    SYSTEM !!      4. Work with Selling Allowances
    !!!!!!!!!!     5. Work with Commissions
                  6. Edit Minimum Order Charges
                  7. Work with Customer/Item Flags
                  8. Work with Rebates
                  9. Work with Advance Disposal Fee
                 10. Edit Order Header Codes
                 11. Work with Qty Break Pricing
                     M E N U   C A L L S
    19. BF Maintenance #2   20. Billing System       21. Billing Reports
    22. File Maintenance    23. Dac Main Menu         90. Sign Off
    ==================================================================
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    ===>
```

1. Select option 4 (Work With Selling Allowances) from the Billing File Maintenance #1 screen. The Work With Allowances screen appears with the *No data to display* message if no allowance records were previously added.

```
DSJNDFR    DISPLAY CDR Customer Conference              8/29/13 14:49:01
                     Work With Allowances
Item     Whse.   Vendor  Start   End     Allow.  Detail  Unit  Sts  Detail
Number   Code            Date    Date    Type    Type    Rst.       Item #
_____   _____  _____  _____  _____  _       _       _     A    _____

Type options, press Enter.
2=Edit   C=Copy   T=Transmit
? Item # Whse.  Matrix  Start    End       Allowance Type  Dtl  Allowance Unit
_ 500010 1              9/01/13  9/30/13 1 Cents Off Allow          1.000 2
_ 500014 1              9/01/13  9/30/13 2 List Less Allow                2
_ 500500 1              7/16/13  9/30/13 1 Cents Off Allow           .100
_ 834648 1              9/01/13  9/30/13 1 Cents Off Allow         30.000 2




F1=Active/History  F3=Exit  F4=Search  F10=Add New Record
```

2. Press <F10> (Add New Record). The Allowance Key Screen screen appears.

```
DSJOPVR     ENTER    CDR Customer Conference              8/29/13 14:51:06
                            Allowance Key Screen

   Item Number . . . . . . . .     _____
   Warehouse Code  . . . . . .     _____
   Allowance Start Date  . . .     _____
   Allowance Billing Matrix  .     _____












   F3=Exit    F4=Search
```

3. Enter the item number of the product which the customer will purchase for the
   Item Number (6,n) field. If necessary, press <F4> to select an item number from
   the Select Item Balance screen.

4. Enter a warehouse code for the **Warehouse Code** (6,a) field.

5. Enter the starting date of the promotion for the **Allowance Start Date** (6,n) field.

6. To limit the promotion to a group of customers, enter a billing matrix number. If
   necessary, press <F4> to select a billing matrix number from the Select Billing
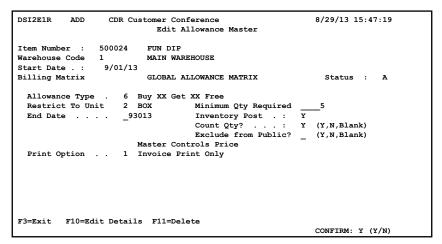   Matrix screen.

7. Press <Enter> when data entry is complete.

```
DSI2E1R     ADD     CDR Customer Conference               8/29/13 15:01:09
                            Edit Allowance Master

   Item Number  :   500024    FUN DIP
   Warehouse Code   1         MAIN WAREHOUSE
   Start Date . :    9/01/13
   Billing Matrix             GLOBAL ALLOWANCE MATRIX         Status  :   A

     Allowance Type  .   1  Cents Off Selling Allow.
     Restrict To Unit    _              Minimum Qty Required  _____
     End Date  . . . .   _____         Inventory Post  . :   Y
                                        Count Qty?  . . . :   Y   (Y,N,Blank)
                                        Exclude from Public?  _   (Y,N,Blank)
                          Master Controls Price
     Print Option  . .   1  Invoice Print Only

          You may key the following information for Selling Allowances:



     Allowance Price  _____

   F3=Exit    F10=Edit Details   F11=Delete
```

The Edit Allowance Master screen appears with values for the following fields
which are not changed when entering a buy X get Y free type of allowance:
  • **Inventory Post** (1,a) - *Y* (yes) indicates that the on-hand quantity of the
    product which the customer will purchase will be updated. The on-hand
    quantity of the free items will also be updated (see **Item** below).
  • **Count Qty?** (1,a) - *Y* (yes) value indicates that the shipped quantity of the
    product which the customer will purchase can be included in the invoice
    boxes. The shipped quantity of the free items can also be included (see

Count Qty? below). Refer to Working With Invoice Boxes for additional information.
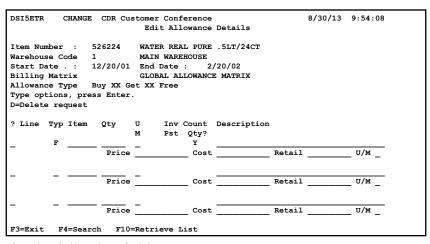
8. Press <Page Down> repeatedly until *6* (for Buy X Get Y Free) appears for the **Allowance Type** field.

9. Enter data for the following fields:
   - **End Date** (6,n) - the date on which the selling allowance ends. This date can be changed later to extend the length of the selling allowance if it has not expired and been purged.
   - **Restrict To Unit** (1,n) - the selling level of the item to which the selling allowance is restricted.
   - **Minimum Qty Required** (5,n) - the minimum order quantity that must be sold to the customer to qualify for the selling allowance.
   - Optional: **Exclude from Public?** (1,a) - *Y* (yes) indicates that the selling allowance is not visible to users of Web Console, the DAC optional module.

10. Enter *1* or *3* for the **Print Option** (1,n) field to designate that the description of the free items will appear on both the pick list and on the invoice. The *Above Item Free* message appears with the item description on pick lists.
    If *2* or *4* are entered for the **Print Option** field, the description of the free items will only appear on the pick list and not on the invoice.
    In either case, the shipped quantity of the free items can be included in the invoice boxes (see **Count Qty?** below).

11. To designate the free items, press <F10> (Edit Details).

```
 DSI2E1R     ADD      CDR Customer Conference              8/29/13 15:47:19
                             Edit Allowance Master

 Item Number  :   500024     FUN DIP
 Warehouse Code   1          MAIN WAREHOUSE
 Start Date . :   9/01/13
 Billing Matrix              GLOBAL ALLOWANCE MATRIX            Status  :   A

   Allowance Type .   6  Buy XX Get XX Free
   Restrict To Unit   2  BOX          Minimum Qty Required   ____5
   End Date  . . . .  _93013          Inventory Post  . :   Y
                                      Count Qty?  . . . :   Y  (Y,N,Blank)
                                      Exclude from Public?  _  (Y,N,Blank)
                             Master Controls Price
   Print Option  . .  1  Invoice Print Only




 F3=Exit   F10=Edit Details  F11=Delete
                                                    CONFIRM: Y (Y/N)
```

12. Press <Enter> to confirm. The Edit Allowance Details screen appears.

```
DSI5ETR    CHANGE  CDR Customer Conference              8/30/13  9:53:16
                        Edit Allowance Details

Item Number  :   500024    FUN DIP
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :    9/01/13  End Date :    9/30/13
Billing Matrix            GLOBAL ALLOWANCE MATRIX
Allowance Type   Buy XX Get XX Free
Type options, press Enter.
D=Delete request


? Line  Typ Item   Qty    U     Inv Count  Description
                          M     Pst  Qty?
_      _  _____  ____  _            _____
                    Price _____ Cost _____ Retail _____ U/M _

_      _  _____  ____  _            _____
                    Price _____ Cost _____ Retail _____ U/M _

_      _  _____  ____  _            _____
                    Price _____ Cost _____ Retail _____ U/M _


F3=Exit    F4=Search   F10=Retrieve List
```

13. Enter *F* (free) for the **Typ** (1,a) field, and press <Enter>.

```
DSI5ETR     CHANGE  CDR Customer Conference             8/30/13  9:54:08
                        Edit Allowance Details

Item Number  :   526224    WATER REAL PURE .5LT/24CT
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :   12/20/01  End Date :    2/20/02
Billing Matrix            GLOBAL ALLOWANCE MATRIX
Allowance Type   Buy XX Get XX Free
Type options, press Enter.
D=Delete request

? Line  Typ Item   Qty    U     Inv Count  Description
                          M     Pst  Qty?
_       F  _____  ____  _          Y  _____
                    Price _____ Cost _____ Retail _____ U/M _

_       _  _____  ____  _            _____
                    Price _____ Cost _____ Retail _____ U/M _

_       _  _____  ____  _            _____
                    Price _____ Cost _____ Retail _____ U/M _

F3=Exit    F4=Search   F10=Retrieve List
```

14. Enter data for the following fields:
   - **Item** (6,n) - the item number of the free items. If necessary, press <F4> to select an item number from the Select Item Balance screen. Like the items which the customer will purchase, the on-hand quantity of the free items will also be updated.
   - **Qty** (5,n) - the quantity of the free items which the customer will receive.
   - **UM** (1,n) - the selling level of the free items.

```
DSI5ETR     CHANGE  CDR Customer Conference              8/30/13 10:08:13
                        Edit Allowance Details

Item Number  :   500024     FUN DIP
Warehouse Code   1          MAIN WAREHOUSE
Start Date . :   9/01/13  End Date :    9/30/13
Billing Matrix              GLOBAL ALLOWANCE MATRIX
Allowance Type   Buy XX Get XX Free
Type options, press Enter.
D=Delete request


? Line  Typ Item   Qty    U    Inv Count  Description
                          M    Pst Qty?
          F  500024 1____  2              _____
                          Price _____ Cost _____ Retail _____ U/M _


_        _  _____  _              _____
                          Price _____ Cost _____ Retail _____ U/M _


_        _  _____  _              _____
                          Price _____ Cost _____ Retail _____ U/M _

F3=Exit   F4=Search   F10=Retrieve List
```

15. Press <F10> (Retrieve List) to display the free item's description, base cost,
MSRP, and the unit of measure to which the MSRP applies.

```
DSI5ETR     CHANGE  CDR Customer Conference              8/30/13 10:14:14
                        Edit Allowance Details

Item Number  :   526224     WATER REAL PURE .5LT/24CT
Warehouse Code   1          MAIN WAREHOUSE
Start Date . :   12/20/01  End Date :   2/20/02
Billing Matrix              GLOBAL ALLOWANCE MATRIX
Allowance Type   Buy XX Get XX Free
Type options, press Enter.
D=Delete request

? Line  Typ Item   Qty    U    Inv Count  Description
                          M    Pst Qty?
_    1  F  500024    1    2 BOX     Y    FUN DIP
                               Cost     21.280  Retail      .60  U/M 1


_        _  _____  _              _____
                          Price _____ Cost _____ Retail _____ U/M _


_        _  _____  _              _____
                          Price _____ Cost _____ Retail _____ U/M _

F3=Exit   F4=Search   F10=Retrieve List
```

The Edit Allowance Details screen appears with the *Y* (yes) value for the **Count
Qty?** field to indicate that the shipped quantity of the free items can also be
included in the invoice boxes. Refer to Working With Invoice Boxes for additional
information.

16. Enter data for the following fields, as necessary:
    • **Cost** (9.3) - the base cost of the free item which will be used for the purpose
      of calculating profitability and sales analysis. If the **Cost** field is left blank, 0
      (zero) will be used.
    • Optional: **Retail** (7.2,n) - the amount to be designated as the free item's retail
      price. If the **Retail** field is left blank, 0 (zero) will be used.
    • Optional: **U/M** (1,n) - the free item's unit of measure to which the retail price
      applies.

17. If necessary, users can repeat the previous instructions (beginning with step 13) to
continue adding free items. To add more than three items, press <PageDown>.

18. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Allowance Key Screen screen appears with the *Record added* message.

```
DSJOPVR     ENTER   CDR Customer Conference              8/30/13 10:26:47
                              Allowance Key Screen

Item Number . . . . . . . .   500024
Warehouse Code  . . . . . .   1____
Allowance Start Date  . . .   _90113
Allowance Billing Matrix  .   _____













F3=Exit   F4=Search
Record added.
```

19. Continue creating allowance records as necessary, and press <F3> at the Allowance Key Screen screen when data entry is complete. The Work With Allowances screen appears.

```
DSJNDFR    DISPLAY CDR Customer Conference              8/30/13 10:28:19
                          Work With Allowances
Item    Whse    Vendor  Start   End    Allow.  Detail  Unit  Sts  Detail
Number  Code            Date    Date   Type    Type    Rst.       Item #
                                                              A
_____  _____  _____  _____   _____   _       _       _         _____

Type options, press Enter.
2=Edit   C=Copy   T=Transmit
? Item # Whse.  Matrix   Start    End          Allowance Type  Dtl  Allowance Unit
_ 500010 1               9/01/13  9/30/13 1 Cents Off Allow          1.000 2
_ 500014 1               9/01/13  9/30/13 2 List Less Allow                2
_ 500024 1               9/01/13  9/30/13 6 Buy x Get X                    2
_ 500500 1               7/16/13  9/30/13 1 Cents Off Allow           .100
_ 834648 1               9/01/13  9/30/13 1 Cents Off Allow         30.000 2







F1=Active/History  F3=Exit  F4=Search  F10=Add New Record
```

20. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Adding Super Item Prepacked Allowance Records

A Super Item Prepacked type of promotion consists of multiple items, such as a display containing different products, that is received prepacked from the manufacturer. Before adding the allowance record for a prepacked promotion, an item record must be added for the master item (see example below). Typically, the user must also add item records for the detail items which are included in the deal.

```
DCBJE1R     CHANGE  CDR Customer Conference                8/30/13 11:38:52
                              Edit Item
W.H. 1                    Description               Retail PK    Status
Item 500067 - 0    POWER BAR AUTUMN SHIPPER           DISPLAY      C A
Category . . .    _5 Vendor NST100 Mfr# 47000         Standard U/M  2
Sales Class   __501 Mfg. List    __50.000            Buying U/M    3   A
Product Class _____  Net Cost     __50.000 N%P ___.00  Catch Weight   N
Tax Class .  _____  Base Cost     50.000 B%P ___.00  Inventory Sts  Y
Book Heading   0500 List Price   ___60.000 L%P _16.67  Location
Book Seq. .   _____ MSRP . . .   ___75.00 R%P _20.00  Consumable Units ___
Book Exclusion  N                                    Servings Per SSU _____

   U/M Mult Sell MOQ Mult UPC Numbers    Weights On Hand   Avail.  On Order
1 EA_ ____1  _  _____  N  109742145090___ _____ _____ _____ _____
2 DSP ____1  Y  _____  Y  109742145090___ _____ _____ _____ _____
3 CSE ____1  _  _____  N  10974214509066_ _____ _____ _____ _____
4 ___ ____1  _  _____  N  _____ _____ _____ _____ _____
                                                     NACS Cat.  _____
Substitute Item/Type .   _____ _ Mfr. Out of Stock Code _ Guarantee Return Y
Max. Allocation Qty & U/M _____ _ Backorder Code . . .   N Seasonal Code    _
Restocking Fee % . . .     _____  Daily tracking Status  N Authorized Item? _
Pallet Tie/High . . .   __ / __  Original Date   8/29/13 Prebook Only?      _
F1=Show Command Keys  F3=Exit
```

If the super item is a promotional product for which manufacturer reporting is done, refer to Defining Promo Items of the Item File Maintenance document for additional information.

The instructions below describe using item numbers to designate the *master item* and the *detail items* of a super item prepacked type of promotion. Following these instructions is information about adding Super Item Prepacked allowance records *without* using detail items, and the limited circumstances under which these records are added.

Users have the option of setting the promotion's billing price with the allowance master record or the detail records. If the *Master Controls Price*, the billing price is derived from the **List Price** field of the master item, and can be affected by customer contracts, billing matrix contracts, stamp tax, surcharges and discounts, and vendor deals.

If the *Detail Controls Price*, the user has the option of designating the promotion's billing price by using one of the following:
- The **List Price** fields of the detail items.
- Contract pricing established for the detail items. Refer to Working With Customer Contracts for additional information about contract pricing.
- A price override amount entered in the allowance detail records. In this case, users can also designate a cost override (for calculating profitability and sales analysis), and a retail price override.

Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

When adding Super Item Prepacked allowance records, users have the option of posting the on-hand quanities of either the master item or the detail items to inventory.

Unlike a Super Item Non-Prepacked allowance record, users also have the option of including the shipped quantity of either the master item or the detail items in the invoice boxes when adding a Super Item Prepacked allowance record. Refer to Working With Invoice Boxes for additional information. Also, the detail items of a prepacked promotion cannot be printed on a pick list or an invoice.

If the super item will be included in the emailing of the promotion, refer to Working With Super Item Promotional Flyers of the System File Maintenance document for additional information.

```
User: JEANNINE                  Menu: BFM1CV1              Date:  8/30/13

        ========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
        =====================================================================
        !!!!!!!!!!   1. Work with Customer Contracts     12. Contract Overview
        THE    !!   2. Work with Billing Matrix Contracts 13. Product Eligibility
        DAC    !!   3. Work with Retail Contracts         14. PAR Item Inventory
        SYSTEM !!   4. Work with Selling Allowances
        !!!!!!!!!!   5. Work with Commissions
                    6. Edit Minimum Order Charges
                    7. Work with Customer/Item Flags
                    8. Work with Rebates
                    9. Work with Advance Disposal Fee
                   10. Edit Order Header Codes
                   11. Work with Qty Break Pricing
                            M E N U   C A L L S
        19. BF Maintenance #2    20. Billing System      21. Billing Reports
        22. File Maintenance     23. Dac Main Menu        90. Sign Off
        =====================================================================
        COPYRIGHT @1992-2004@ Creative Data Research, Inc.

        ===>
```

1. Select option 4 (Work with Selling Allowances) from the Billing File Maintenance #1 screen. The Work With Allowances screen appears with the *No data to display* message if no allowance records were previously added.

```
DSJNDFR    DISPLAY CDR Customer Conference              8/30/13 13:48:04
                        Work With Allowances
Item     Whse    Vendor   Start   End     Allow.  Detail  Unit  Sts  Detail
Number   Code             Date    Date    Type    Type    Rst.       Item #
                                                                A
_____   _____   _____    _____   _____   _       _       _         _____

Type options, press Enter.
2=Edit    C=Copy    T=Transmit
? Item #  Whse.  Matrix   Start     End       Allowance Type  Dtl  Allowance Unit
_ 500010  1               9/01/13  9/30/13  1 Cents Off Allow      1.000 2
_ 500014  1               9/01/13  9/30/13  2 List Less Allow            2
_ 500024  1               9/01/13  9/30/13  6 Buy x Get X               2
_ 500500  1               7/16/13  9/30/13  1 Cents Off Allow       .100
_ 834648  1               9/01/13  9/30/13  1 Cents Off Allow     30.000 2




F1=Active/History  F3=Exit  F4=Search  F10=Add New Record
```

2. Press <F10> (Add New Record). The Allowance Key Screen screen appears.

```
DSJOPVR     ENTER    CDR Customer Conference                  8/30/13 13:48:57
                             Allowance Key Screen

    Item Number . . . . . . . .      _____
    Warehouse Code  . . . . . .      _____
    Allowance Start Date  . . .      _____
    Allowance Billing Matrix  .      _____




















    F3=Exit    F4=Search
```

3. Enter the number of the master item for the **Item Number** (6,n) field. If necessary, press <F4> to select an item number from the Select Item Balance screen.

4. Enter a warehouse code for the **Warehouse Code** (6,a) field.

5. Enter the starting date of the promotion for the **Allowance Start Date** (6,n) field.

6. To limit the promotion to a group of customers, enter a billing matrix number. If necessary, press <F4> to select a billing matrix number from the Select Billing Matrix screen.

7. Press <Enter> when data entry is complete. The Edit Allowance Master screen appears.

```
DSI2E1R      ADD      CDR Customer Conference                 8/30/13 13:50:26
                             Edit Allowance Master

    Item Number  :   500067      POWER BAR AUTUMN SHIPPER
    Warehouse Code   1           MAIN WAREHOUSE
    Start Date . :    9/01/13
    Billing Matrix               GLOBAL ALLOWANCE MATRIX          Status :   A

      Allowance Type  .   1 Cents Off Selling Allow.
      Restrict To Unit    _            Minimum Qty Required  _____
      End Date  . . . .   _____       Inventory Post  . :   Y
                                       Count Qty?  . . . :   Y   (Y,N,Blank)
                                       Exclude from Public?  _   (Y,N,Blank)
                             Master Controls Price
      Print Option  . .   1 Invoice Print Only

          You may key the following information for Selling Allowances:



      Allowance Price _____

    F3=Exit   F10=Edit Details  F11=Delete
```

8. Press <Page Down> repeatedly until *4* (for Super Item Pre-Packed) appears for the **Allowance Type** field.

9. Enter data for the following fields, as necessary:
   - **End Date** (6,n) - the date on which the selling allowance ends. This date can be changed later to extend the length of the selling allowance if it has not expired and been purged.
   - Optional: **Restrict To Unit** (1,n) - the selling level of the master item to which the selling allowance is restricted. If a minimum order quantity is required (see **Minimum Qty Required** below), a value must be entered for the **Restrict To Unit** field. If no value is entered, the selling allowance is applied to all the item's selling levels.
   - Optional: **Minimum Qty Required** (5,n) - the minimum order quantity that must be sold to the customer to qualify for the selling allowance. If a value is entered for this field, a value must also be entered for the **Restrict To Unit** field.
   - **Inventory Post** (1,a) - *Y* (yes) or *N* (no) to indicate if the on-hand quantity of the master item will be posted to inventory. If not, see **Inv Pst** below for information about posting the on-hand quantities of the detail items.
   - **Count Qty?** (1,a) - *Y* (yes) or *N* (no) to indicate if the shipped quantity of the master item can be included in the invoice boxes. If not, see **Count Qty?** below for information about including the shipped quantity of the detail items in the invoice boxes. Refer to Working With Invoice Boxes for additional information.
   - Optional: **Exclude from Public?** (1,a) - *Y* (yes) indicates that the selling allowance is not visible to users of Web Console, the DAC optional module. If the super item will be included in a promotional flyer, *N* cannot be entered for the **Exclude from Public?** field. Refer to Working With Super Item Promotional Flyers of the System File Maintenance document for additional information.

10. If the promotion's billing price will be designated in the allowance detail records, enter *D* for the **Price Control** (1,a) field. If the **Price Control** field is left blank, the *Master Controls Price* as illustrated in the screen below.

11. Enter *1* (Invoice Print Only) for the **Print Option** (1,n) field to indicate that only the master item will appear on the invoice. The detail items of a Super Item Prepacked promotion cannot be printed on an invoice or a pick list.

12. Press <F10> (Edit Details) to add the detail items of the prepacked promotion.

```
DSI2E1R     ADD      CDR Customer Conference                8/30/13 14:17:32
                           Edit Allowance Master

Item Number  :   500067    POWER BAR AUTUMN SHIPPER
Warehouse Code    1         MAIN WAREHOUSE
Start Date . :    9/01/13
Billing Matrix              GLOBAL ALLOWANCE MATRIX           Status  :    A

  Allowance Type  .   4  Super Item Pre-Packed
  Restrict To Unit    _             Minimum Qty Required  _____
  End Date  . . . .   _93013        Inventory Post  . :   N
                                    Count Qty?  . . . :   Y   (Y,N,Blank)
                                    Exclude from Public?  _  (Y,N,Blank)
  Price Control . .   M  Master Controls Price
  Print Option  . .   1  Invoice Print Only




F3=Exit   F10=Edit Details  F11=Delete
                                                   CONFIRM: Y (Y/N)
```

13. Press <Enter> to confirm. The Edit Allowance Details screen appears.

```
DSI5ETR    CHANGE   CDR Customer Conference                8/30/13 14:38:07
                           Edit Allowance Details

Item Number  :   500067    POWER BAR AUTUMN SHIPPER
Warehouse Code    1         MAIN WAREHOUSE
Start Date . :    9/01/13  End Date :    9/30/13
Billing Matrix              GLOBAL ALLOWANCE MATRIX
Allowance Type    Super Item Pre-Packed
Type options, press Enter.
D=Delete request

? Line  Typ Item   Qty    U    Inv Count  Description
                          M    Pst  Qty?
_      _  _____  _____  _            _____
              Price _____ Cost _____ Retail _____ U/M _

_      _  _____  _____  _            _____
              Price _____ Cost _____ Retail _____ U/M _

_      _  _____  _____  _            _____
              Price _____ Cost _____ Retail _____ U/M _

F3=Exit   F4=Search   F10=Retrieve List
```

14. If the *Master Controls Price*, enter values for the following fields; otherwise,
     continue with step 18 below (*Detail Controls Price*):
     - **Typ** (1,a) - *L* (list) designates that the promotion's billing price is derived from
       the **List Price** field of the master item.
     - **Item** (6,n) - the number of a detail item. If necessary, press <F4> to select an
       item number from the Select Item Balance screen.
     - **Qty** (5,n) - the quantity of the detail item which is included in the prepacked
       promotion.
     - **UM** (1,n) - the detail item's selling level.

15. Press <F10> (Retrieve List) to display the description of the detail item.

```
DSI5ETR    CHANGE   CDR Customer Conference                8/30/13 15:22:11
                            Edit Allowance Details

Item Number  :   500067      POWER BAR AUTUMN SHIPPER
Warehouse Code   1           MAIN WAREHOUSE
Start Date . :    9/01/13  End Date :    9/30/13
Billing Matrix               GLOBAL ALLOWANCE MATRIX
Allowance Type   Super Item Pre-Packed
Type options, press Enter.
D=Delete request

? Line  Typ Item    Qty    U      Inv Count  Description
                           M      Pst Qty?
_      1  L  500002 ____5  2 BOX  Y    N     POWER BAR ENERGY C/BERRY OATMEAL


_      2  L  500004 ____5  2 BOX  Y    N     POWER BAR HARVEST APPLE CRISP


_      3  L  500006 ____5  2 BOX  Y    N     POWER BAR HARVEST STRAWBERRY CRUNCH


F3=Exit    F4=Search   F10=Retrieve List
```

16. Enter data for the following fields, as necessary:
    - **Inv Pst** (1,a) - *Y* (yes) or *N* (no) to indicate if the on-hand quantity of the detail item will be posted to inventory. If the on-hand quantity of the master item will be posted (see **Inventory Post** above), enter *N* for the **Inv Pst** field.
    - **Count Qty?** (1,a) - *Y* (yes) or *N* (no) to indicate if the shipped quantity of the detail item can be included in the invoice boxes.

17. If necessary, users can repeat the previous instructions (beginning with step 14) to continue adding the detail items of the prepacked promotion. To add more than three items, press <PageDown>.

18. If the *Detail Controls Price*, enter one of the following values for the **Typ** (1,a) field; otherwise, continue with step 24 below.
    - *L* (list) - the promotion's billing price is derived from the **List Price** field of the detail items.
    - *C* (contract) - contract prices for the detail items are used.
    - *O* (override) - the amount entered for the **Price** field (see below) is used. In this case, users can also designate a cost override (see **Cost** below) for calculating profitability and sales analysis.

19. Enter values for the following fields, as necessary:
    - **Item** (6,n) - the number of a detail item. If necessary, press <F4> to select an item number from the Select Item Balance screen.
    - **Qty** (5,n) - the quantity of the detail item which is included in the prepacked promotion.
    - **UM** (1,n) - the detail item's selling level.

20. Press <F10> (Retrieve List) to display the description of the detail item. If *O* (override) was previously entered for the **Typ** field (see above), default values appear for the **Price** and **Cost** fields, and may also appear for the the **Retail** and **U/M** fields.

```
DSI5ETR    CHANGE   CDR Customer Conference                    9/03/13 13:57:1
                            Edit Allowance Details

Item Number  :   500067      POWER BAR AUTUMN SHIPPER
Warehouse Code   1           MAIN WAREHOUSE
Start Date . :    9/01/13  End Date :    9/30/13
Billing Matrix               GLOBAL ALLOWANCE MATRIX
Allowance Type    Super Item Pre-Packed
Type options, press Enter.
D=Delete request


? Line  Typ Item   Qty    U     Inv Count  Description
                          M     Pst Qty?
_     1  O  500002 ____5  2 BOX  N    N    POWER BAR ENERGY C/BERRY OATMEAL
                     Price ____11.460_ Cost _____9.369_ Retail _____.60_ U/M 1

_     2  O  500004 ____5  2 BOX  N    N    POWER BAR HARVEST APPLE CRISP
                     Price ____20.588_ Cost ____16.670_ Retail _____.60_ U/M 1

_     3  O  500006 ____5  2 BOX  N    N    POWER BAR HARVEST STRAWBERRY CRUNC
                     Price ____20.588_ Cost ____16.670_ Retail _____.60_ U/M 1

F3=Exit   F4=Search   F10=Retrieve List
```

21. Enter data for the following fields, as necessary:
    - **Inv Pst** (1,a) - *Y* (yes) or *N* (no) to indicate if the on-hand quantity of the detail item will be posted to inventory. If the on-hand quantity of the master item will be posted (see **Inventory Post** above), enter *N* for the **Inv Pst** field.
    - **Count Qty?** (1,a) - *Y* (yes) or *N* (no) to indicate if the shipped quantity of the detail item can be included in the invoice boxes.

22. If *O* (override) was previously entered for the **Typ** field (see above), enter values for the following fields as necessary:
    - **Price** (9.3,n) - the billing price override of the detail item. The value appearing for the **Price** field defaults from the **List Price** field of the detail item record.
    - Optional: **Cost** (9.3,n) - the base cost override which will be used for the purpose of calculating profitability and sales analysis. If the **Cost** field is left blank, 0 (zero) will be used. The value appearing for the **Cost** field defaults from the **Base Cost** field of the detail item record.
    - Optional: **Retail** (7.2,n) - the amount to be designated as the detail item's retail price. If the **Retail** field is left blank, 0 (zero) will be used. If a value appears for the **Retail** field, it defaults from the **MSRP** field of the detail item record.
    - Optional: **U/M** (1,n) - the detail item's unit of measure to which the retail price applies.

23. If necessary, users can repeat the previous instructions (beginning with step 18) to continue adding the detail items of the prepacked promotion. To add more than three items, press <PageDown>.

24. Press <Enter> when data entry is complete, and press <Enter> when promted to confirm. The Allowance Key Screen screen appears with the *Record added* message.

26. Continue creating allowance records as necessary, and press <F3> at the Allowance Key Screen screen when data entry is complete. The Work With Allowances screen appears.

The instructions below describe using an master item *without detail items* to add a super item prepacked type of promotion. This method can only be used under the following circumstances:

- The promotional product is received prepacked from the manufacturer, therefore none of the items are pulled from the regular inventory.
- The super item *is not* a promotional product (cigarettes) for which data will be reported using PMStars.
- The user must enter the promotion's billing price when adding the allowance detail records, therefore "Detail Controls Price."
- Only the on-hand quantity of the master item can be posted to inventory.
- Only the shipped quantity of the master item can be included in the invoice boxes.

The steps below are followed to add a Super Item Prepacked allowance record without using detail item records. Read completely through these steps and the previous instructions concerning super item prepacked allowance records before using these applications. Contact CDR support personnel if you have any questions *before* proceeding with the data entry described below.

Step 1: Use the Work With Items application to add the item record for the master item of the promotion.

Step 2: Use the Work With Selling Allowances application to add the allowance master record. The following values must be entered for the designated fields of the Edit Allowance Master screen:

- *4* (Super Item Pre-Packed) must be entered for **Allowance Type**.
- *D* (Detail Controls Price) must be entered for **Price Control**.
- *1* (Invoice Print Only) must be entered for **Print Option**.

Press <F10> (Edit Details) and <Enter> when data entry of the allowance master record is complete.

Step 3: To add the allowance detail records, enter *I* (information) for the **Typ** field, and press <F10> (Retrieve List) to enter values for the following fields of the Edit Allowance Details screen:

- **Item** - no value is entered for this field.
- **Qty** (5,n) - the quantity of the detail item which is included in the prepacked promotion.
- **UM** (1,n) - the detail item's selling level.
- **Inv Pst** - no value is entered for this field. Only the on-hand quantity of the master item can be posted to inventory.
- **Count Qty** - no value is entered for this field. Only the shipped quantity of the master item can be included in the invoice boxes.
- **Description** (35,a) - the detail item's description.

- Optional: **UPC** (15,a) - the universal product code of the detail item.
- **Price** (9.3,n) - the promotion's billing price for the detail item at its selling level (see **UM** above).
- Optional: **Cost** (9.3,n) - the base cost of the detail item at its selling level (see **UM** above). This value will be used for the purpose of calculating profitability and sales analysis. If the **Cost** field is left blank, 0 (zero) will be used.
- Optional: **Retail** (7.2,n) - the amount to be designated as the detail item's retail price. If the **Retail** field is left blank, 0 (zero) will be used.
- Optional: **U/M** (1,n) - the detail item's unit of measure to which only the retail price applies (see **Retail** above).

Step 4: Repeat the previous step to continue adding all the necessary allowance detail records. To add more than three items, press <PageDown>.

Step 5: Press <Enter> twice when data entry of the allowance detail records is complete.

Step 6: Press <F3> to exit.

Adding Super Item Non-Prepacked Allowance Records

A Super Item Non-Prepacked type of promotion consists of multiple items, such as a display containing different products, that is packed by the distributor. Before adding the allowance record for a non-prepacked promotion, item records must be added for the master item (see example below) and the detail items which are included in the deal.

```
DCBJE1R    CHANGE  CDR Customer Conference                 8/30/13 11:38:52
                                Edit Item
W.H. 1                   Description              Retail PK    Status
Item 500067 - 0    POWER BAR AUTUMN SHIPPER_____  DISPLAY___    C A
Category . . .   _5 Vendor NST100 Mfr# 47000_____  Standard U/M  2
Sales Class   __501 Mfg. List   ___50.000            Buying U/M   3   A
Product Class _____ Net Cost    ___50.000 N%P ___.00  Catch Weight  N
Tax Class . .  ____ Base Cost     50.000 B%P ___.00  Inventory Sts  Y
Book Heading   0500 List Price  ___60.00 L%P _16.67  Location
Book Seq. .   _____ MSRP . . .   ___75.00 R%P _20.00 Consumable Units ___
Book Exclusion  N                                    Servings Per SSU _____

   U/M Mult Sell MOQ Mult UPC Numbers    Weights On Hand   Avail.  On Order
1 EA_ ____1  _  _____  N  109742145090___ _____ _____ _____ _____
2 DSP ____1  Y  _____  Y  109742145090___ _____ _____ _____ _____
3 CSE ____1  _  _____  N  10974214509066_ _____ _____ _____ _____
4 ___ ____1  _  _____  N  _____ _____ _____ _____ _____
                                                      NACS Cat.  _____
Substitute Item/Type .   _____ _ Mfr. Out of Stock Code _ Guarantee Return Y
Max. Allocation Qty & U/M _____ _ Backorder Code . . .  N Seasonal Code   _
Restocking Fee % . . .             Daily tracking Status  N Authorized Item? _
Pallet Tie/High . . .   __ / __    Original Date  8/29/13 Prebook Only?   _
F1=Show Command Keys  F3=Exit
```

If the super item is a promotional product for which manufacturer reporting is done, refer to Defining Promo Items of the Item File Maintenance document for additional information.

The instructions below describe using item numbers to designate the *master item* and the *detail items* of a super item non-prepacked type of promotion. Under no circumstances, should a user add Super Item Non-Prepacked allowance records without using detail items.

Users have the option of setting the promotion's billing price with the allowance master record or the detail records. If the *Master Controls Price*, the billing price is derived from the **List Price** field of the master item record, and can be affected by customer contracts, billing matrix contracts, stamp tax, surcharges and discounts, and vendor deals.

If the *Detail Controls Price*, the user has the option of designating the promotion's billing price by using one of the following:

- The **List Price** fields of the detail item records.
- Contract pricing established for the detail item records. Refer to Working With Customer Contracts for additional information about contract pricing.
- A price override amount entered in the allowance detail records. In this case, users can also designate a cost override (for calculating profitability and sales analysis), and a retail price override.

Refer to Working With Price Inquiry for information about displaying an item's final price for a particular customer.

When adding Super Item Non-Prepacked allowance records, users have the option of posting the on-hand quanitities of either the master item or the detail items to inventory.

Unlike a Super Item Prepacked allowance record, the master item and the detail items of a super item non-prepacked promotion can be printed on both the pick list and the invoice. Also, only the shipped quantity of the detail items can be included in the invoice boxes. Refer to Working With Invoice Boxes for additional information.

If the super item will be included in the emailing of the promotion, refer to Working With Super Item Promotional Flyers of the System File Maintenance document for additional information.

```
User: JEANNINE              Menu: BFM1CV1              Date:  9/03/13

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <=========
====================================================================
!!!!!!!!!!      1. Work with Customer Contracts       12. Contract Overview
THE    !!       2. Work with Billing Matrix Contracts 13. Product Eligibility
DAC    !!       3. Work with Retail Contracts         14. PAR Item Inventory
SYSTEM !!       4. Work with Selling Allowances
!!!!!!!!!!      5. Work with Commissions
                6. Edit Minimum Order Charges
                7. Work with Customer/Item Flags
                8. Work with Rebates
                9. Work with Advance Disposal Fee
               10. Edit Order Header Codes
               11. Work with Qty Break Pricing
                        M E N U    C A L L S
     19. BF Maintenance #2     20. Billing System        21. Billing Reports
     22. File Maintenance      23. Dac Main Menu          90. Sign Off
====================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

===>
```

1. Select option 4 (Work with Selling Allowances) from the Billing File Maintenance #1 screen. The Work With Allowances screen appears with the *No data to display* message if no allowance records were previously added.

```
DSJNDFR     DISPLAY CDR Customer Conference             9/03/13 11:53:00
                         Work With Allowances
Item     Whse    Vendor  Start   End     Allow.  Detail  Unit  Sts  Detail
Number   Code            Date    Date    Type    Type    Rst.        Item #
                                                               A
_____   _____   _____   _____   _____   _       _       _          _____

Type options, press Enter.
2=Edit   C=Copy   T=Transmit
? Item # Whse.  Matrix   Start     End        Allowance Type  Dtl  Allowance Unit
_ 500010 1               9/01/13  9/30/13  1 Cents Off Allow          1.000 2
_ 500014 1               9/01/13  9/30/13  2 List Less Allow                2
_ 500024 1               9/01/13  9/30/13  6 Buy x Get X                    2
_ 500067 1               9/01/13  9/30/13  4 Pre-Packed Deal
_ 500500 1               7/16/13  9/30/13  1 Cents Off Allow           .100
_ 834648 1               9/01/13  9/30/13  1 Cents Off Allow         30.000 2




F1=Active/History  F3=Exit  F4=Search  F10=Add New Record
```

2. Press <F10> (Add New Record). The Allowance Key Screen screen appears.

```
DSJOPVR     ENTER   CDR Customer Conference              9/03/13 12:00:34
                         Allowance Key Screen

Item Number . . . . . . . .     _____
Warehouse Code  . . . . . .     _____
Allowance Start Date  . . .     _____
Allowance Billing Matrix  .     _____


















F3=Exit    F4=Search
```

3. Enter the number of the master item for the **Item Number** (6,n) field. If necessary, press <F4> to select an item number from the Select Item Balance screen.

4. Enter a warehouse code for the **Warehouse Code** (6,a) field.

5. Enter the starting date of the promotion for the **Allowance Start Date** (6,n) field.

6. To limit the promotion to a group of customers, enter a billing matrix number. If necessary, press <F4> to select a billing matrix number from the Select Billing Matrix screen.

7. Press <Enter> when data entry is complete. The Edit Allowance Master screen appears.

```
DSI2E1R     ADD     CDR Customer Conference              9/03/13 12:07:39
                         Edit Allowance Master

Item Number  :   500067      POWER BAR AUTUMN SHIPPER
Warehouse Code   1           MAIN WAREHOUSE
Start Date . :   10/01/13
Billing Matrix               GLOBAL ALLOWANCE MATRIX            Status  :   A

  Allowance Type  .   1  Cents Off Selling Allow.
  Restrict To Unit    _              Minimum Qty Required  _____
  End Date  . . . .   _____         Inventory Post  . :   Y
                                     Count Qty?  . . . :   Y   (Y,N,Blank)
                                     Exclude from Public?  _   (Y,N,Blank)
                             Master Controls Price
  Print Option  . .   1  Invoice Print Only

       You may key the following information for Selling Allowances:



  Allowance Price  _____

F3=Exit    F10=Edit Details   F11=Delete
```

8. Press <Page Down> repeatedly until *5* (for Super Item Non Pre-packed) appears for the **Allowance Type** field.

9. Enter data for the following fields, as necessary:
    • **End Date** (6,n) - the date on which the selling allowance ends. This date can

be changed later to extend the length of the selling allowance if it has not expired and been purged.

- Optional: **Restrict To Unit** (1,n) - the selling level of the master item to which the selling allowance is restricted. If a minimum order quantity is required (see **Minimum Qty Required** below), a value must be entered for the **Restrict To Unit** field. If no value is entered, the selling allowance is applied to all the item's selling levels.

- Optional: **Minimum Qty Required** (5,n) - the minimum order quantity that must be sold to the customer to qualify for the selling allowance. If a value is entered for this field, a value must also be entered for the **Restrict To Unit** field.

- **Inventory Post** (1,a) - *Y* (yes) or *N* (no) to indicate if the on-hand quantity of the master item will be posted to inventory. If not, see **Inv Pst** below for information about posting the on-hand quantities of the detail items.

- **Count Qty?** (1,a) - *N* (no) appears, and indicates that the shipped quantity of the master item cannot be included in the invoice boxes. The value of this field cannot be changed, but refer to the **Count Qty?** field of the allowance detail records below for information about including the shipped quantity of the detail items in the invoice boxes. Refer to Working With Invoice Boxes for additional information.

- Optional: **Exclude from Public?** (1,a) - *Y* (yes) indicates that the selling allowance is not visible to users of Web Console, the DAC optional module. If the super item will be included in a promotional flyer, *N* cannot be entered for the **Exclude from Public?** field. Refer to Working With Super Item Promotional Flyers of the System File Maintenance document for additional information.

10. If the promotion's billing price will be designated in the allowance detail records, enter *D* for the **Price Control** (1,a) field. If the **Price Control** field is left blank, the *Master Controls Price*.

11. Enter *3* (Both Pick and Invoice) for the **Print Option** (1,n) field to indicate that the master item and the detail items will appear on the pick list and the invoice.

12. Press <F10> (Edit Details) to add the detail items of the non prepacked promotion.

```
DSI2E1R     ADD      CDR Customer Conference              9/03/13 12:19:35
                              Edit Allowance Master

Item Number  :   500067     POWER BAR AUTUMN SHIPPER
Warehouse Code   1          MAIN WAREHOUSE
Start Date . :   10/01/13
Billing Matrix              GLOBAL ALLOWANCE MATRIX            Status  :   A

   Allowance Type  .   5  Super Item Non Pre-Packed
   Restrict To Unit    _              Minimum Qty Required  _____
   End Date  . . . .   103113         Inventory Post  . :   N
                                      Count Qty?  . . . :   N   (Y,N,Blank)
                                      Exclude from Public?  _   (Y,N,Blank)
   Price Control . :   D  Detail Controls Price
   Print Option  . .   3  Both Pick and Invoice




F3=Exit    F10=Edit Details  F11=Delete
                                                       CONFIRM: Y (Y/N)
```

13. Press <Enter> to confirm. The Edit Allowance Details screen appears.

```
DSI5ETR    CHANGE   CDR Customer Conference              9/03/13 12:20:32
                              Edit Allowance Details

Item Number  :   500067     POWER BAR AUTUMN SHIPPER
Warehouse Code   1          MAIN WAREHOUSE
Start Date . :   10/01/13  End Date :   10/31/13
Billing Matrix              GLOBAL ALLOWANCE MATRIX
Allowance Type   Super Item Non Pre-Packed
Type options, press Enter.
D=Delete request

? Line  Typ Item    Qty    U    Inv Count  Description
                           M    Pst Qty?

_     _  _____  ____  _            _____
                     Price _____ Cost _____ Retail _____ U/M _

_     _  _____  ____  _            _____
                     Price _____ Cost _____ Retail _____ U/M _

_     _  _____  ____  _            _____
                     Price _____ Cost _____ Retail _____ U/M _

F3=Exit    F4=Search    F10=Retrieve List
```

14. If the *Detail Controls Price* enter one of the following values for the **Typ** (1,a) field; otherwise, continue with step 20 below (*Master Controls Price*):
    - *L* (list) - the promotion's billing price is derived from the **List Price** field of the detail item record.
    - *C* (contract) - contract prices for the detail item records are used.
    - *O* (override) - the amount entered for the **Price** field (see below) is used. In this case, users can also designate a cost override (see **Cost** below) for calculating profitability and sales analysis.

15. Enter values for the following fields, as necessary:
    - **Item** (6,n) - the number of a detail item. If necessary, press <F4> to select an item number from the Select Item Balance screen.
    - **Qty** (5,n) - the quantity of the detail item which is included in the non-prepacked promotion.
    - **UM** (1,n) - the detail item's selling level.

16. Press <F10> (Retrieve List) to display the description of the detail item. If *O* (override) was previously entered for the **Typ** field (see above), default values appear for the **Price** and **Cost** fields, and may also appear for the the **Retail** and **U/M** fields.

```
DSI5ETR    CHANGE   CDR Customer Conference              9/03/13 13:57:1
                          Edit Allowance Details

Item Number  :   500067     POWER BAR AUTUMN SHIPPER
Warehouse Code   1          MAIN WAREHOUSE
Start Date . :   9/01/13  End Date :    9/30/13
Billing Matrix              GLOBAL ALLOWANCE MATRIX
Allowance Type   Super Item Pre-Packed
Type options, press Enter.
D=Delete request

? Line  Typ Item    Qty    U     Inv Count  Description
                           M     Pst Qty?
_     1  O  500002 ____5  2 BOX  N    N     POWER BAR ENERGY C/BERRY OATMEAL
                      Price ____11.460_ Cost _____9.369_ Retail _____.60_ U/M 1

_     2  O  500004 ____5  2 BOX  N    N     POWER BAR HARVEST APPLE CRISP
                      Price ____20.588_ Cost ____16.670_ Retail _____.60_ U/M 1

_     3  O  500006 ____5  2 BOX  N    N     POWER BAR HARVEST STRAWBERRY CRUNC
                      Price ____20.588_ Cost ____16.670_ Retail _____.60_ U/M 1

F3=Exit    F4=Search    F10=Retrieve List
```

17. Enter data for the following fields, as necessary:
    - **Inv Pst** (1,a) - *Y* (yes) or *N* (no) to indicate if the on-hand quantity of the detail item will be posted to inventory. If the on-hand quantity of the master item will be posted (see **Inventory Post** above), enter *N* for the **Inv Pst** field.
    - **Count Qty?** (1,a) - *Y* (yes) or *N* (no) to indicate if the shipped quantity of the detail item can be included in the invoice boxes.

18. If *O* (override) was previously entered for the **Typ** field (see above), enter values for the following fields as necessary:
    - **Price** (9.3,n) - the billing price override of the detail item. The value appearing for the **Price** field defaults from the **List Price** field of the detail item record.
    - Optional: **Cost** (9.3,n) - the base cost override which will be used for the purpose of calculating profitability and sales analysis. If the **Cost** field is left blank, 0 (zero) will be used. The value appearing for the **Cost** field defaults from the **Base Cost** field of the detail item record.
    - Optional: **Retail** (7.2,n) - the amount to be designated as the detail item's retail price. If the **Retail** field is left blank, 0 (zero) will be used. If a value appears for the **Retail** field, it defaults from the **MSRP** field of the detail item record.
    - Optional: **U/M** (1,n) - the detail item's unit of measure to which the retail price applies.

19. If necessary, users can repeat the previous instructions (beginning with step 14) to continue adding the detail items of the non-prepacked promotion. To add more than three items, press <PageDown>.

20. If the *Master Controls Price*, enter values for the following fields; otherwise, continue with step 24 below.
    - **Typ** (1,a) - *L* (list) designates that the promotion's billing price is derived from the **List Price** field of the master item record.
    - **Item** (6,n) - the number of a detail item. If necessary, press <F4> to select an item number from the Select Item Balance screen.
    - **Qty** (5,n) - the quantity of the detail item which is included in the non-prepacked promotion.
    - **UM** (1,n) - the detail item's selling level.

21. Press <F10> (Retrieve List) to display the description of the detail item.

22. Enter data for the following fields, as necessary:
    - **Inv Pst** (1,a) - *Y* (yes) or *N* (no) to indicate if the on-hand quantity of the detail item will be posted to inventory. If the on-hand quantity of the master item will be posted (see **Inventory Post** above), enter *N* for the **Inv Pst** field.
    - **Count Qty?** (1,a) - *Y* (yes) or *N* (no) to indicate if the shipped quantity of the detail item can be included in the invoice boxes.

23. If necessary, users can repeat the previous instructions (beginning with step 20) to continue adding the detail items of the non-prepacked promotion. To add more than three items, press <PageDown>.

24. Press <Enter> when data entry is complete, and press <Enter> when promted to confirm. The Allowance Key Screen screen appears with the *Record added* message.

26. Continue creating allowance records as necessary, and press <F3> at the Allowance Key Screen screen when data entry is complete. The Work With Allowances screen appears.

27. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Adding Informational Only Allowance Records

The informational only allowance is used to print additional information concerning an item, such as hazardous product warnings, on customer invoices.

1. Follow steps 1-7 of the Adding Cents Off, List Less and Fixed Allowance Records section.

2. Press <Page Down> repeatedly until *7* (for Informational Only) appears for the **Allowance Type** field.

```
DSI2E1R     ADD      CDR Customer Conference              9/03/13 16:00:56
                             Edit Allowance Master

Item Number  :   600015     SUDAFED PSE FREE 10MG TAB
Warehouse Code   1          MAIN WAREHOUSE
Start Date . :   9/09/13
Billing Matrix              GLOBAL ALLOWANCE MATRIX             Status :   A

  Allowance Type  .   7  Informational Only
  Restrict To Unit    _            Minimum Qty Required  _____
  End Date  . . . .   _____       Inventory Post  . :   Y
                                   Count Qty?  . . . :   Y  (Y,N,Blank)
                                   Exclude from Public?  _  (Y,N,Blank)
  Price Control . :   _  Master Controls Price
  Print Option  . .   1  Invoice Print Only




F3=Exit    F10=Edit Details   F11=Delete
```

3. Enter data for the following fields, as necessary:
   • **End Date** (6,n) - the date on which the selling allowance ends. This date can be changed later to extend the length of the selling allowance if it has not expired and been purged.
   • Optional: **Restrict To Unit** (1,n) - the selling level of the item to which the selling allowance is restricted. If a minimum order quantity is required (see **Minimum Qty Required** below), a value must be entered for the **Restrict To Unit** field. If no value is entered, the selling allowance is applied to all the item's selling levels.
   • Optional: **Minimum Qty Required** (5,n) - the minimum order quantity that must be sold to the customer to qualify for the selling allowance. If a value is entered for this field, a value must also be entered for the **Restrict To Unit** field.
   • Optional: **Exclude from Public?** (1,a) - *Y* (yes) indicates that the selling allowance is not visible to users of Web Console, the DAC optional module.

4. Enter *1* (Invoice Print Only) for the **Print Option** (1,n) field to designate that the additional information appears on the invoice.

5. Press <F10> (Edit Details) to add the additional information.

6. Press <Enter> to confirm. The Edit Allowance Details screen appear.

```
DSI5ETR    CHANGE  CDR Customer Conference              9/03/13 16:04:58
                        Edit Allowance Details

Item Number  :   600015    SUDAFED PSE FREE 10MG TAB
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :    9/09/13 End Date :   12/31/13
Billing Matrix             GLOBAL ALLOWANCE MATRIX
Allowance Type   Informational Only
Type options, press Enter.
D=Delete request


? Line  Typ Item   Qty   U    Inv Count  Description
                         M    Pst  Qty?
_       _  _____  _____  _             _____
                   Price _____ Cost _____ Retail _____ U/M _

_       _  _____  _____  _             _____
                   Price _____ Cost _____ Retail _____ U/M _

_       _  _____  _____  _             _____
                   Price _____ Cost _____ Retail _____ U/M _

F3=Exit   F4=Search   F10=Retrieve List
```

7. Enter *I* for the **Typ** field (1,a).

8. Enter the additional information for the **Description** (35,a) field.

9. Press <Enter> when data entry is complete.

```
DSI5ETR    CHANGE  CDR Customer Conference              9/04/13 13:10:37
                        Edit Allowance Details

Item Number  :   600015    SUDAFED PSE FREE 10MG TAB
Warehouse Code   1         MAIN WAREHOUSE
Start Date . :    9/09/13 End Date :   12/31/13
Billing Matrix             GLOBAL ALLOWANCE MATRIX
Allowance Type   Informational Only
Type options, press Enter.
D=Delete request


? Line  Typ Item   Qty   U    Inv Count  Description
                         M    Pst  Qty?
    1   I                                 Above item discontinued in 2014
UPC _____ Price _____ Cost _____ Retail _____ U/M _

_       _  _____  _____  _             _____
                   Price _____ Cost _____ Retail _____ U/M _

_       _  _____  _____  _             _____
                   Price _____ Cost _____ Retail _____ U/M _
F3=Exit   F4=Search   F10=Retrieve List
                                                        CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Allowance Key Screen screen appears with the *Record added* message.

11. Continue creating allowance records as necessary, and press <F3> at the Allowance Key Screen screen when data entry is complete. The Work With Allowances screen appears.

12. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Printing Selling Allowance Reports

The Selling Allowance Print Options application is used to print reports of current and future deals.

Users can customize the headings of a report to use it as a deal sheet. Refer to Working With Form Messages of the System File Maintenance document for information about using the Edit Form Messages File screen to edit the allowance messages (ALW1 through ALW7) before printing the deal sheet. Unlike the standard selling allowances reports, deal sheets include pack size (i.e., 10 packs for a carton) and, if designated, the universal product code (UPC) of items.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

==================> F I L E   M A I N T E N A N C E <==================
======================================================================
!!!!!!!!!!            1. Customer Related Maintenance
THE     !!            2. Product Related Maintenance
DAC     !!            3. Billing Related Maintenance
SYSTEM  !!            4. System Options Maintenance
!!!!!!!!!!            5. Inquiry Options
                      6. Price Maintenance
                      7. G/L Interface Maintenance
                      8. Scan Code Maintenance


                    M E N U   C A L L S
19. Deletions          20.                     21. Reports
22.                    23. Dac Main Menu        90. Sign Off
======================================================================
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   ==>
```

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
User: JEANNINE              Menu: IRMCV1              Date:  4/20/09

==================> P R O D U C T   R E L A T E D <==================
======================================================================
!!!!!!!!!!            1. Work With Items
THE     !!            2. Work With Locations
DAC     !!            3. Warehouse Definitions
SYSTEM  !!            4. Category Definitions
!!!!!!!!!!            5. Sales Class Definitions
                      6. Product Class Definitions
                      7. Tax Class Definitions
                      8. Book Heading Definitions
                      9. Enter/Update Global Price Changes
                     10. Perform Global Price Changes
                     11. RF Product Date Control
                    M E N U   C A L L S
19. Deals              20. Tax System           21. Product Reports
22. File Maintenance   23. Dac Main Menu         90. Sign Off
======================================================================
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   ==>
```

3. Select option 19 (Deals) from the Product Related screen. The Deals screen appears.

```
User: JEANNINE                 Menu: DLCV1                    Date:  4/20/09

=============================> D E A L S <=============================
======================================================================
!!!!!!!!!             1. Work With Selling Allowances
THE     !!            2. Work With Buying Allowances
DAC     !!            3. Work With Salesman Promotions
SYSTEM !!
!!!!!!!!!             4. Selling Allowance Print Options
                      5. Promotion Print Options

                      6. Create Salesman Promotions TOOL

                      7. Print Current/Future Deals

                    M E N U   C A L L S
19. Item Related Maint.  20.                       21.
22. File Maintenance     23. Dac Main Menu          90. Sign Off
======================================================================
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==>
```

4. Select option 4 (Selling Allowance Print Options) from the Deals screen. The
   Prompt Allowance Print screen appears.

```
BSH9PVR     ENTER    Creative Data Research-SUPPORT          8/06/99  8:11:43
                            Prompt  Allowance Print

            Restrict to Item Number


      C = Current   F = Future   B = Both

      A = Allowance Type Deals   S = Super Item Type Deals B = Both

      A = Across the Board   M = Matrix Restricted   B = Both

            Restrict to Matrix Number


            Customer Specific Prices.   Authorized Items Only   (Y/N)


      80699 Start Date                 Report Print Option   (1,2)
      1     Warehouse Code             Print UPC or Size     (U,S)


F3=Exit    F4=Search    F6=Print
```

5. To limit the list of selling allowances to a specific item, enter an item number for
   the **Restrict To Item Number** field. If necessary, press <F4> to select an item
   number from the Select Item By Description screen.
6. To further limit the list, enter one of the following values for the first field
   following the **Restrict To Item Number** field:
   • *C* specifies that only current allowances are listed.
   • *F* specifies that only future allowances are listed.
   • *B* specifies that both current and future allowances are listed.
7. To further limit the list, enter one of the following values for the second field
   following the **Restrict To Item Number** field:
   • *A* specifies that only cents off, list less, fixed, buy X get Y free and
     informational only types of selling allowances are listed.
   • *S* specifies that only super item prepacked and super item non-prepacked types
     of selling allowances are listed.
   • *B* specifies that all types of selling allowances are listed.

8. To further limit the list, enter one of the following values for the third field following the **Restrict To Item Number** field:
   - *A* specifies that only selling allowances which are offered to all the user's customers are listed.
   - *M* specifies that only selling allowances which are limited by a billing matrix number for designated customers are listed.
   - *B* specifies that the list of selling allowances is not limited according to which customers are offered the deals.
9. To limit the list to a specific group of customers, enter an billing matrix number for the **Restrict To Matirx Number** field. If necessary, press <F4> to select an item number from the Select Billing Matrix screen.
10. To limit the list to a specific customer, enter a customer number for the **Customer Specific Prices** field. If necessary, press <F4> to select an item number from the Select Customer Master screen.
11. If a customer number is entered for the **Customer Specific Prices** field, *Y* can be entered for the **Authorized Items Only** field to limit the list to only items authorized for purchase by a customer.
12. Enter a date for the **Start Date** field to appear at the end of the list of selling allowances. Note: The date is not printed if *2* is entered for the **Report Print Option** field (see below).
13. Enter *2* for the **Report Print Option** field to use the report as a deal sheet; otherwise, enter *1* to print the standard report of selling allowances. If *2* is entered, the text of the allowance messages are used for the heading of the report. Note: If no text is entered for the **Message Text** fields of the ALW1 and ALW2 allowance messages, the company name, city and state is printed on the deal sheet.
14. If necessary, enter a warehouse code for the **Warehouse Code** field. Refer to the DAC Default System Options document for information about the **Default Warehouse Number** field.
15. If *2* is entered for the **Report Print Option** field to use the report as a deal sheet, enter *U* for the **Print UPC Or Size** field to specify that the item's universal product code is printed on the report with the pack size.
16. Press <F6> (Print) when data entry is complete.

```
BSH9PVR     ENTER    Creative Data Research-SUPPORT        8/06/99 10:48:40
                           Prompt  Allowance Print

            Restrict to Item Number


    F C = Current  F = Future   B = Both

    A A = Allowance Type Deals  S = Super Item Type Deals B = Both

    A A = Across the Board   M = Matrix Restricted  B = Both

            Restrict to Matrix Number


            Customer Specific Prices.   Authorized Items Only   (Y/N)


     80699 Start Date                   Report Print Option 2 (1,2)
     1     Warehouse Code               Print UPC or Size   U (U,S)

  F3=Exit   F4=Search   F6=Print
                                                CONFIRM: Y (Y/N)
```

17. Press <Enter> when prompted to confirm. The Deals screen appears.

Below are two examples of the selling allowances report. The second report is printed by entering *2* for the **Report Print Option** field to use the report as a deal sheet.

Selling Allowance Reports

```
Creative Data Research-SUPPORT        Print Current/Future Deals         JTIPPIN    BSH4PFR    8/06/99 11:00:00 Page     1

             Description            Item No. Allowance    Before  Percent (or)    After   Retail    Start    End    Minimum
                                             Type                 Amount                           Date     Date     Qty

             AVAILABLE DEALS

   HAW JUL STRWBRY FRZ GAL          456945 Cents Off      102.00   12.000 $       90.00            5/22/97 12/31/99
   HAW JUL PEACH FRZ GAL            456935 Cents Off      102.00   12.000 $       90.00            5/22/97 12/31/99
   HAW JUL ORNGE FRZ GAL            456975 Cents Off      102.00   12.000 $       90.00            5/22/97 12/31/99
   HAW JUL PINA COL GAL             456925 Cents Off      102.00   12.000 $       90.00            5/22/97 12/31/99
   HAW JUL BL RASP FRZ GAL          456915 Cents Off      102.00   12.000 $       90.00            5/22/97 12/31/99
   MARLBORO KING                    101870 List Less       17.37   20.000 %       13.90            9/01/99 12/31/99
   WINSTON KING                     103600 List Less       16.87   20.000 %       13.50            9/01/99 12/31/99
   VIRGINIA SLIMS 100               108340 List Less       16.87   20.000 %       13.50            9/01/99 12/31/99

    15000   WHOLESALERS

   HAW JUL STRWBRY FRZ GAL          456945 Cents Off      102.00    6.000 $       96.00            8/01/99 12/31/99
   HAW JUL PEACH FRZ GAL            456935 Cents Off      102.00    6.000 $       96.00            8/01/99 12/31/99
   HAW JUL ORNGE FRZ GAL            456975 Cents Off      102.00    6.000 $       96.00            8/01/99 12/31/99
   HAW JUL PINA COL GAL             456925 Cents Off      102.00    6.000 $       96.00            8/01/99 12/31/99
   HAW JUL BL RASP FRZ GAL          456915 Cents Off      102.00    6.000 $       96.00            8/01/99 12/31/99

Final totals        B  B  B                  8/06/99  1

** END OF REPORT **
```

```
                    CREATIVE DATA RESEARCH
                    MANDEVILLE      LOUISIANA      70471

                    **** S P E C I A L   A L L O W A N C E S ****


                    Prices Subject To Change Without Notice
                    Note: Deals Expire At Year End

     Order Item No.        Description              Pack    UPC                    Price  Retail  Start    End     Min.Qty

   ____ 101870 5  MARLBORO KING                      10  2820010290     17.37  20.00 %   13.90   2.06  9/01/99 12/31/99
   ____ 103600 2  WINSTON KING                       10  1230011013     16.87  20.00 %   13.50   2.06  9/01/99 12/31/99
   ____ 108340 8  VIRGINIA SLIMS 100                 10  2820010601     16.87  20.00 %   13.50   2.06  9/01/99 12/31/99
```

Sending Selling Allowance Data To Customers

Information about selling allowances can be sent to customers using the EDI (electronic data interface) system. After the user has defined the necessary EDI customer options, the Work With Selling Allowances application is used to transmit selling allowance records with EDI. Refer to the EDI document for additional information.

```
User: JEANNINE              Menu: BFM1CV1              Date:  4/20/09

    =========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
    =====================================================================
    !!!!!!!!!            1. Work With Customer Contracts
    THE    !!            2. Work With Billing Matrix Contracts
    DAC    !!            3. Work With Retail Contracts
    SYSTEM !!            4. Work With Selling Allowances
    !!!!!!!!!            5. Work With Commissions
                         6. Edit Minimum Order Charges
                         7. Work With Customer/Item Flags
                         8. Work With Rebates
                         9. Work With Advance Disposal Fee
                        10. Edit Order Header Codes
                        11. Work With Qty Break Pricing
                          M E N U   C A L L S
    19. BF Maintenance #2   20. Billing System        21. Billing Reports
    22. File Maintenance    23. Dac Main Menu          90. Sign Off
    =====================================================================
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    ==>
```

1. Select option 4 (Work with Selling Allowances) from the Billing File Maintenance screen, then press <Enter>. The Work With Allowances screen appears.

```
DSJNDFR    DISPLAY Creative Data Research-SUPPORT          6/30/99 10:37:20
                           Work With Allowances.
Item     Start    End     Allow.  Detail  Unit   Status
Number   Date     Date    Type    Type    Rst.


Type options, press Enter.
2=Edit   C=Copy   T=Transmit

? Item    Whse.          Start      End        Allowance Type  Dtl  Allowance Unit
  Number  Code   Matrix  Date       Date                       Typ  Amount    Rst.
   12345  1              11/01/98   11/01/99  1 Cents Off Allow        .250
   101010 1               1/01/94   12/31/99  1 Cents Off Allow        .750  2








F3=Exit   F8=Generate HTML   F10=Add New Record
```

2. Locate the desired selling allowance, enter *T* (Transmit) in the selection column next to the item number, and press <Enter>.

3. Press <F3> to exit. The Billing File Maintenance screen appears.

Working With Quantity Break Deals

The Work With Qty Break Pricing application is used to define deals consisting of a cents off discount based on the quantity purchased by a customer on a single order. Quantity break deals are qualified by a date range; are only applied to the standard selling unit of items; and can be offered to all the distributor's customers, a single customer or to a specific group of customers (by billing matrix number).

As described in the step-by-step instructions below, the cents off amount and qualifying quantity of a quantity break deal is defined per customer.

Refer to Working With Invoice amd Pick Messages below for information about the invoice message defined for INV18.

Break pricing "tiers" can be achieved using multiple deals for the same items with different cents off amounts for differing quantities purchased. For example, a 2-tier deal could offer customers 10 cents off per unit when buying a quantity of 20, and 15 cents off per unit when buying a quantity of 40.

Adding Quantity Break Deals

```
User: JEANNINE                Menu: BFM1CV1              Date:  4/21/09

==========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <==========
=====================================================================
!!!!!!!!!!              1. Work With Customer Contracts
THE    !!               2. Work With Billing Matrix Contracts
DAC    !!               3. Work With Retail Contracts
SYSTEM !!               4. Work With Selling Allowances
!!!!!!!!!!              5. Work With Commissions
                        6. Edit Minimum Order Charges
                        7. Work With Customer/Item Flags
                        8. Work With Rebates
                        9. Work With Advance Disposal Fee
                       10. Edit Order Header Codes
                       11. Work With Qty Break Pricing
                        M E N U   C A L L S
19. BF Maintenance #2   20. Billing System       21. Billing Reports
22. File Maintenance    23. Dac Main Menu         90. Sign Off
=====================================================================
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==>
```

1. Select option 11 (Work With Qty Break Pricing) from the Billing File Maintenance #1 screen. The Display Qty Breaks screen appears with the *No data to display* message if no quantity break deal records were previously added.

```
HIIHDFR    DISPLAY Creative Data Research, Inc.              4/21/09  9:36:58
                           Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal   C=Display Customers In Deal









F3=Exit    F10=Add New Deal
No data to display.
```

2. Press <F10> (Add New Deal). The Edit Qty Break Definition Details screen appears.

```
HIIIE1R    CHANGE  Creative Data Research, Inc.              4/21/09  9:37:13
                       Edit Qty Break Definition Details

Deal Number:     2

Type changes, press Enter.

Description
Start Date
End Date









F3=Exit
```

3. Enter data for the following fields:
   • **Description** (35,a) - description of the quantity break deal.
   • **Start Date** (6,n) - the date on which the deal starts.
   • **End Date** (6,n) - the date on which the deal ends.

```
HIIIE1R    CHANGE  Creative Data Research, Inc.              4/21/09  9:37:13
                       Edit Qty Break Definition Details

Deal Number:     2

Type changes, press Enter.

Description Global - Lighters - 20/0.10 off
Start Date  042709
End Date    093009









F3=Exit
```

4. Press <Enter> twice when the data entry is complete. The Display Qty Breaks screen appears.

```
HIIHDFR    DISPLAY Creative Data Research, Inc.          4/21/09  9:44:21
                         Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal   C=Display Customers In Deal

?  Deal#  Description                       Start      End
       2  Global - Lighters - 20/0.10 off   4/27/09  9/30/09











F3=Exit   F10=Add New Deal
```

5. Enter *I* (Display Items In Deal) in the selection column next to the new quantity break deal, and press <Enter>. The Work With Qty Break Items screen appears.

```
HIHZDFR    DISPLAY Creative Data Research, Inc.          4/21/09  9:44:59
                       Work With Qty Break Items
Deal:    2 Global - Lighters - 20/0.10 off    Start: 4/27/09 End:  9/30/09

Type options, press Enter.
D=Delete












F3=Exit    F10=Add Items
No data to display.
```

6. Press <F10> (Add Items). The Add Items To Existing Deal screen appears.

```
HIH8PVR    ENTER   Creative Data Research, Inc.          4/21/09  9:45:15
                       Add Items To Existing Deal

Enter Only One Key And Press Enter.

Deal Number:     2

Item Number
Product Class
Sales Class
Category   . . .










F3=Exit    F4=Search
```

7. Enter data for one of the following fields:
    - **Item Number** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.

- **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.
- **Sales Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
- **Category Number** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.

8. Press <Enter> when data entry is complete. The Work With Qty Break Items screen appears.

```
HIHZDFR     DISPLAY Creative Data Research, Inc.              4/21/09  9:48:08
                            Work With Qty Break Items
Deal:      2 Global - Lighters - 20/0.10 off     Start:  4/27/09 End:  9/30/09

Type options, press Enter.
D=Delete

? Deal #    Key    Description
     2      850 S  LIGHTERS










F3=Exit    F10=Add Items
```

9. Repeat the previous steps to continue adding items to the deal, and press <F3> to exit when data entry is complete. The Display Qty Breaks screen appears.

```
HIIHDFR     DISPLAY Creative Data Research, Inc.              4/21/09  9:48:34
                            Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal   C=Display Customers In Deal

? Deal#  Description                      Start     End
     2   Global - Lighters - 20/0.10 off  4/27/09   9/30/09








F3=Exit    F10=Add New Deal
```

10. Enter *C* (Display Customers In Deal) in the selection column next to the new quantity break deal, and press <Enter>. The Display Customers In Deal screen appears.

```
HIH4DFR    DISPLAY Creative Data Research, Inc.              4/21/09  9:49:21
                          Display Customers In Deal
 Deal #                                     Cust #  Matrix  Whse
     2  Global - Lighters - 20/0.10 off
          Start:  4/27/09 End:  9/30/09

Type options, press Enter.
2=Edit   D=Delete








F3=Exit   F10=Add New Record
No data to display.
```

11. Press <F10> (Add New Record). The Add New Quantity Break Pricing Record
    screen appears.

```
HIH7PVR     ENTER   Creative Data Research, Inc.             4/21/09  9:49:41
                      Add New Quantity Break Pricing Record

Type choices, press Enter.

Customer Number
* OR *
Billing Matrix


Warehouse Code  1








F3=Exit   F4=Search
```

12. Enter data for one of the following fields, or leave them blank to designate that all
    customers are eligible for the quantity break deal:
    • **Customer Number** (6,n) - customer number. If necessary, press <F4> to
      select a customer number from the Select Customer Master screen.
    • **Billing Matrix** (6,n) - billing matrix number. If necessary, press <F4> to
      select a billing matrix number from the Select Billing Matrix screen.

13. Enter the warehouse code for the **Warehouse Code** (6,a) field.

14. Press <Enter>. The Add Customers To Deal Details screen appears.

```
HIH3E1R    CHANGE  Creative Data Research, Inc.              4/21/09  9:50:14
                        Add Customers To Deal Details

Customer # :            *** GLOBAL QTY BREAK ***
Billing Matrix
Deal Number :      2
Warehouse Code 1      MAIN WAREHOUSE


Type changes, press Enter.


Quantity Break
Cents Off Amount








F3=Exit
```

15. Enter data for the following fields:
   - **Quantity Break** - the required minimum quantity purchased by the customer on a single order to be eligible for the quantity break deal.
   - **Cents Off Amount** - the cents off discount per unit for the deal.

16. Press <Enter> when data entry is complete.

```
HIH3E1R    CHANGE  Creative Data Research, Inc.              4/21/09 10:32:52
                        Add Customers To Deal Details

Customer # :            *** GLOBAL QTY BREAK ***
Billing Matrix
Deal Number :      2
Warehouse Code 1       MAIN WAREHOUSE

Type changes, press Enter.


Quantity Break       20
Cents Off Amount    .10








F3=Exit
                                              CONFIRM: Y (Y/N)
```

17. Press <Enter> when prompted to confirm. The Display Customers In Deal screen appears.

```
HIH4DFR    DISPLAY Creative Data Research, Inc.              4/21/09 10:58:50
                        Display Customers In Deal
 Deal #                                    Cust #  Matrix  Whse
     2  Global - Lighters - 20/0.10 off
        Start:  4/27/09 End:  9/30/09

Type options, press Enter.
2=Edit   D=Delete

? Cust # Matrix Description                      Whse    Qty    Cents
                                                         Break  Off $
              *** GLOBAL QTY BREAK ***           1       20     .10








F3=Exit    F10=Add New Record
```

18. Repeat the previous steps to continue adding other customers to the deal (at the same or different quantities and amounts), and press <F3> to exit when data entry is complete. The Display Qty Breaks screen appears.

19. Repeat the previous steps to continue adding quantity break deals. Break pricing "tiers" can be achieved by entering deals for the same items (and customers) with different cents off amounts for differing quantities purchased.

```
HIIHDFR    DISPLAY Creative Data Research, Inc.              4/21/09 11:05:25
                             Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal   C=Display Customers In Deal

?  Deal#  Description                          Start     End
       2  Global - Lighters - 20/0.10 off      4/27/09   9/30/09
       3  Global - Lighters - 40/0.15 off      4/27/09   9/30/09








F3=Exit   F10=Add New Deal
```

20. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Editing and Deleting Quantity Break Deals

The step-by-step instructions below describe the following:

- Change the description, start date and end date of a quantity break deal.
- Add and delete the items of a deal.
- Change the qualifying quantity and cents off amount for a customer.
- Add and delete the customers of a deal.
- Delete a quantity break deal.

```
User: JEANNINE               Menu: BFM1CV1              Date:  4/21/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
========================================================================
!!!!!!!!!!              1. Work With Customer Contracts
THE     !!              2. Work With Billing Matrix Contracts
DAC     !!              3. Work With Retail Contracts
SYSTEM !!               4. Work With Selling Allowances
!!!!!!!!!!              5. Work With Commissions
                        6. Edit Minimum Order Charges
                        7. Work With Customer/Item Flags
                        8. Work With Rebates
                        9. Work With Advance Disposal Fee
                       10. Edit Order Header Codes
                       11. Work With Qty Break Pricing
                 M E N U   C A L L S
        19. BF Maintenance #2    20. Billing System      21. Billing Reports
        22. File Maintenance     23. Dac Main Menu        90. Sign Off
========================================================================
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==>
```

1. Select option 11 (Work With Qty Break Pricing) from the Billing File Maintenance #1 screen. The Display Qty Breaks screen appears.

```
HIIHDFR     DISPLAY Creative Data Research, Inc.            4/21/09 12:40:27
                           Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal   C=Display Customers In Deal

? Deal#  Description                        Start      End
      2  Global - Lighters - 20/0.10 off    4/27/09    9/30/09
      3  Global - Lighters - 40/0.15 off    4/27/09    9/30/09
      4  Convenience (Matrix 100)           1/01/09    3/31/09










F3=Exit   F10=Add New Deal
```

2. Press <Page Down> if necessary to locate the desired quantity break deal.

3. To change the description, start date and end date of a quantity break deal, enter *2* (Edit) in the selection column next to the deal's number, and press <Enter>. The Edit Qty Break Definition Details screen appears.

```
HIIIE1R     CHANGE   Creative Data Research, Inc.              4/21/09 12:40:49
                          Edit Qty Break Definition Details

Deal Number:     4

Type changes, press Enter.

Description Convenience (Matrix 100)
Start Date    10109
End Date      33109












F3=Exit
```

Edit the **Description**, **Start Date** and **End Date** fields as necessary, and press <Enter> when data entry is complete.

```
HIIIE1R     CHANGE   Creative Data Research, Inc.              4/21/09 14:00:17
                          Edit Qty Break Definition Details

Deal Number:     4

Type changes, press Enter.

Description Convenience Stores (Matrix 100)
Start Date    10109
End Date      33109











F3=Exit
                                                          CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Qty Breaks screen is displayed.

```
HIIHDFR     DISPLAY Creative Data Research, Inc.              4/21/09 14:01:55
                          Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal   C=Display Customers In Deal

? Deal#  Description                          Start      End
     2  Global - Lighters - 20/0.10 off      4/27/09   9/30/09
     3  Global - Lighters - 40/0.15 off      4/27/09   9/30/09
     4  Convenience Stores (Matrix 100)      1/01/09   3/31/09









F3=Exit   F10=Add New Deal
```

4. To add items to a quantity break deal, enter *I* (Display Items In Deal) in the

selection column next to the deal's number, and press <Enter>. The Work With Qty Break Items screen appears.

```
HIHZDFR     DISPLAY Creative Data Research, Inc.           4/21/09 14:03:10
                         Work With Qty Break Items
Deal:      4 Convenience Stores (Matrix 100)     Start:  1/01/09 End:  3/31/09

Type options, press Enter.
D=Delete

? Deal #    Key    Description
      4     400 S  CANDY BARS












F3=Exit    F10=Add Items
```

Press <F10> (Add Items). The Add Items To Existing Deal screen appears.

```
HIH8PVR     ENTER   Creative Data Research, Inc.            4/21/09 14:28:41
                         Add Items To Existing Deal

Enter Only One Key And Press Enter.

Deal Number:     4

Item Number
Product Class
Sales Class
Category  . . .












F3=Exit    F4=Search
```

Refer to Adding Quantity Break Deals above for additional information about adding items to a deal. When data entry is complete, the Work With Qty Break Items screen appears.

```
HIHZDFR     DISPLAY Creative Data Research, Inc.           4/21/09 14:31:35
                         Work With Qty Break Items
Deal:      4 Convenience Stores (Matrix 100)     Start:  1/01/09 End:  3/31/09

Type options, press Enter.
D=Delete

? Deal #    Key    Description
D     4     400 S  CANDY BARS
      4     501 S  COOKIES











F3=Exit    F10=Add Items
```

5. To delete items of a quantity break deal, enter *D* (Delete) in the selection column next to the deal number/item key combination as illustrated above, and press <Enter>.

Enter *Y* for the **Ok?** field when the *Are you sure you want to delete this record?* message appears, and press <Enter>.

```
HIHZDFR     DISPLAY Creative Data Research, Inc.            4/21/09 14:38:48
                          Work With Qty Break Items
Deal:     4 Convenience Stores (Matrix 100)     Start: 1/01/09 End:  3/31/09

Type options, press Enter.
D=Delete

? Deal #     Key    Description
     4       501 S  COOKIES














F3=Exit    F10=Add Items
```

Press <F3> to exit. The Display Qty Breaks screen appears.

```
HIIHDFR    DISPLAY Creative Data Research, Inc.            4/21/09 14:41:35
                          Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal   C=Display Customers In Deal

? Deal#  Description                       Start      End
     2   Global - Lighters - 20/0.10 off   4/27/09   9/30/09
     3   Global - Lighters - 40/0.15 off   4/27/09   9/30/09
     4   Convenience Stores (Matrix 100)   1/01/09   3/31/09










F3=Exit   F10=Add New Deal
```

6. To change the qualifying quantity and cents off amount for a customer, enter *C* (Display Customers In Deal) in the selection column next to the deal's number, and press <Enter>. The Display Customers In Deal screen appears.

```
HIH4DFR    DISPLAY Creative Data Research, Inc.            4/21/09 14:44:21
                          Display Customers In Deal
 Deal #                                 Cust #  Matrix  Whse
     4  Convenience Stores (Matrix 100)
        Start:  1/01/09 End:  3/31/09

Type options, press Enter.
2=Edit   D=Delete

? Cust # Matrix Description               Whse     Qty    Cents
                                                   Break   Off $
         100 USA CONVENIENCE STORES         1       40     .05










F3=Exit   F10=Add New Record
```

Press <Page Down> if necessary to locate the desired customer, enter *2* (Edit) in the selection column next to it, and press <Enter>. The Add Customers To Deal Details screen appears.

```
HIH3E1R    CHANGE  Creative Data Research, Inc.           4/21/09 14:46:01
                        Add Customers To Deal Details

Customer # :
Billing Matrix     100  USA CONVENIENCE STORES
Deal Number :        4
Warehouse Code 1        MAIN WAREHOUSE


Type changes, press Enter.

Quantity Break       40
Cents Off Amount    .05












F3=Exit
```

Edit the **Quantity Break** and **Cents Off Amount** fields as necessary, and press
<Enter> when data entry is complete.

```
HIH3E1R    CHANGE  Creative Data Research, Inc.           4/21/09 14:50:22
                        Add Customers To Deal Details

Customer # :
Billing Matrix     100  USA CONVENIENCE STORES
Deal Number :        4
Warehouse Code 1        MAIN WAREHOUSE

Type changes, press Enter.

Quantity Break       30
Cents Off Amount    .05










F3=Exit
                                                   CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Display Customers In Deal screen
is displayed.

```
HIH4DFR    DISPLAY Creative Data Research, Inc.           4/21/09 14:50:59
                        Display Customers In Deal
 Deal #                                Cust #  Matrix  Whse
     4  Convenience Stores (Matrix 100)
        Start:  1/01/09 End:  3/31/09

Type options, press Enter.
2=Edit    D=Delete

? Cust # Matrix Description                    Whse    Qty    Cents
                                                      Break   Off $
            100 USA CONVENIENCE STORES           1      30     .05









F3=Exit    F10=Add New Record
```

Press <F3> to exit. The Display Qty Breaks screen appears.

```
HIIHDFR    DISPLAY Creative Data Research, Inc.           4/21/09 15:11:18
                           Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete    I=Display Items In Deal   C=Display Customers In Deal

? Deal#  Description                     Start      End
      2  Global - Lighters - 20/0.10 off    4/27/09   9/30/09
      3  Global - Lighters - 40/0.15 off    4/27/09   9/30/09
      4  Convenience Stores (Matrix 100)    1/01/09   3/31/09








F3=Exit    F10=Add New Deal
```

7. To add customers to a quantity break deal, enter *C* (Display Customers In Deal) in the selection column next to the deal's number, and press <Enter>. The Display Customers In Deal screen appears.

```
HIH4DFR    DISPLAY Creative Data Research, Inc.           4/21/09 15:14:15
                        Display Customers In Deal
 Deal #                                Cust #  Matrix   Whse
      4  Convenience Stores (Matrix 100)
         Start:  1/01/09 End:  3/31/09

Type options, press Enter.
2=Edit   D=Delete

? Cust # Matrix Description                     Whse     Qty    Cents
                                                        Break   Off $
           100 USA CONVENIENCE STORES             1        30     .05








F3=Exit    F10=Add New Record
```

Press <F10> (Add New Record). The Add New Quantity Break Pricing Record screen appears.

```
HIH7PVR     ENTER   Creative Data Research, Inc.          4/21/09 15:15:33
                     Add New Quantity Break Pricing Record

Type choices, press Enter.


Customer Number
* OR *
Billing Matrix


Warehouse Code  1










F3=Exit    F4=Search
```

Refer to Adding Quantity Break Deals above for additional information about adding customers to a deal. When data entry is complete, the Add Customers To Deal Details screen appears.

```
HIH3E1R     CHANGE  Creative Data Research, Inc.              4/21/09 15:17:36
                        Add Customers To Deal Details

Customer # :   100850  EXPRESS WAY FOOD MART
Billing Matrix
Deal Number :        4
Warehouse Code 1       MAIN WAREHOUSE

Type changes, press Enter.

Quantity Break
Cents Off Amount












F3=Exit
```

Enter data for the **Quantity Break** and **Cents Off Amount** fields, press <Enter>
when data entry is complete, and press <Enter> when prompted to confirm. The
Display Customers In Deal screen appears.

```
HIH4DFR     DISPLAY Creative Data Research, Inc.              4/21/09 15:24:43
                        Display Customers In Deal
 Deal #                                     Cust #  Matrix  Whse
     4  Convenience Stores (Matrix 100)
         Start:  1/01/09 End:  3/31/09

Type options, press Enter.
2=Edit    D=Delete

? Cust # Matrix Description                       Whse      Qty    Cents
                                                            Break  Off $
D            100 USA CONVENIENCE STORES             1        30     .05
  100850          EXPRESS WAY FOOD MART             1        40     .05







F3=Exit    F10=Add New Record
```

8. To delete the customer of a quantity break deal, enter *D* (Delete) in the selection
column next to the customer's number as illustrated above, and press <Enter>.

Enter *Y* for the **Ok?** field when the *Are you sure you want to delete this record?*
message appears, and press <Enter>.

```
HIH4DFR     DISPLAY Creative Data Research, Inc.              4/21/09 15:29:30
                        Display Customers In Deal
 Deal #                                     Cust #  Matrix  Whse
     4  Convenience Stores (Matrix 100)
         Start:  1/01/09 End:  3/31/09

Type options, press Enter.
2=Edit    D=Delete

? Cust # Matrix Description                       Whse      Qty    Cents
                                                            Break  Off $
  100850          EXPRESS WAY FOOD MART             1        40     .05








F3=Exit    F10=Add New Record
```

Press <F3> to exit. The Display Qty Breaks screen appears.

```
HIIHDFR    DISPLAY Creative Data Research, Inc.              4/21/09 15:30:34
                            Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal    C=Display Customers In Deal

?  Deal#  Description                        Start      End
      2  Global - Lighters - 20/0.10 off     4/27/09   9/30/09
      3  Global - Lighters - 40/0.15 off     4/27/09   9/30/09
D     4  Convenience Stores (Matrix 100)     1/01/09   3/31/09













F3=Exit    F10=Add New Deal
```

9. To delete a quantity break deal, press <Page Down> if necessary to locate the desired quantity break deal, enter *D* (Delete) in the selection column next to the deal's number as illustrated above, and press <Enter>.

   Enter *Y* for the **Ok?** field when the *Are you sure you want to delete this deal?* message appears, and press <Enter>.

```
HIIHDFR     DISPLAY Creative Data Research, Inc.             4/21/09 15:36:35
                            Display Qty Breaks
Deal#


Type options, press Enter.
2=Edit   D=Delete   I=Display Items In Deal    C=Display Customers In Deal

?  Deal#  Description                        Start      End
      2  Global - Lighters - 20/0.10 off     4/27/09   9/30/09
      3  Global - Lighters - 40/0.15 off     4/27/09   9/30/09














F3=Exit    F10=Add New Deal
```

10. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Working With Rebates

The Work With Rebates application is used to define the rebate amount of items and groups of items (by product class number or sales class number) for individual customers or groups of customers (by billing matrix number).

Exceptions can be made to exclude a specific customer from receiving rebates by entering *YES* for the **Omit Rebate?** field of the Edit Customer Options Page 1 screen when adding (or by editing) a customer's options record.

If rebates will not be used, *NO* should be entered for the value of the **Use Rebates?** field of the SYS030 default system option. Refer to the DAC Default System Options document for addtional information.

Rebates can be deducted directly off customer invoices, or the Work With Rebate Payables application can be used to process accumulated rebate payables for reimbursement with a check or a credit memo. Refer to Work With Rebate Payables of the Billing document for additional information.

When a rebate is deducted off an invoice, it appears as an individual line item, and is not reflected in the item's billing price on the invoice. Refer to Working With Invoice and Pick Messages below for information about the invoice message defined for INV30.

When the Price Inquiry By Customer application is used, the item's billing price (**Final Price** field) will not include a rebate amount, but the *Rebate Not Included In Final Price* message will appear with a rebate amount if the rebate can be deducted from the customer's invoice. No amount (or message) appears on the Price Inquiry screen for an accumulating rebate. Refer to Working With Price Inquiry for information about the Price Inquiry screen.

Rebates are entered as amounts, not percentages, and are not included in retail price calculations and sales tax calculations. Refer to Working With Commissions below for information about the affect of rebates on the calculation of commissions.

To process rebate payables as credit memos, an item record for the rebate credit (see example below) must be added, and the item's number must be entered for the **Rebate Credit Item Number** field of the SYS001 default system option. Refer to Adding Item Records of the Item File Maintenance document and the DAC Default System Options document for additional information.

Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records,

such as a rebate credit memo, which should be excluded from profitability and sales analysis calculations.

```
GSYKE1R    ADD     Creative Data Research-SUPPORT         6/19/99 17:27:20
                             Edit Item
W.H. 1                   Description              Retail PK    Status
Item 000150 - 4    REBATE CREDIT                              A C A
Category . . .   40 Vendor      Mfr#            Standard U/M  1
Sales Class      30 Net Cost        .010        Buying U/M    1   A
Product Class       Base Cost       .010 B%M    Catch Weight  N
Tax Class .         List Price      .010 L%M    Inventory Sts Y
Book Heading        MSRP . . .           R%M    Location
Book Seq. .         Consumable Units
Book Exclusion

 U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 CR      1  Y        N
2         1           N
3         1           N
4         1           N

Substitute Item/Type .                  Mfg. Out of Stock(Y/N) N
Max. Allocation Qty & U/M               Backorder Code . . .   N
Restocking Fee % . . .                  Daily tracking Status N
Pallet Tie/High . . .       /           Original Date    6/19/99
F2 F3=Exit F4=Search F5=Cube F7=Surchg F8=More F10=Alts
```

The step-by-step instructions which follow describe using the Work With Rebates application to add a rebate record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
 User: JEANNINE            Menu: FMCV1              Date:  8/10/12

 ===================> F I L E   M A I N T E N A N C E <==================
 =======================================================================
 !!!!!!!!!     1. Customer Related Maintenance
 THE     !!    2. Product Related Maintenance
 DAC     !!    3. Billing Related Maintenance
 SYSTEM  !!    4. System Options Maintenance
 !!!!!!!!!     5. Inquiry Options
               6. Price Maintenance
               7. G/L Interface Maintenance
               8. Scan Code Maintenance


                   M E N U   C A L L S
 19. Deletions        20.                    21. Reports
 22.                  23. Dac Main Menu       90. Sign Off
 =======================================================================
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 ==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
         User: JEANNINE              Menu: BFM1CV1              Date:  4/20/09

         =========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
         =====================================================================
         !!!!!!!!!!               1. Work With Customer Contracts
         THE    !!               2. Work With Billing Matrix Contracts
         DAC    !!               3. Work With Retail Contracts
         SYSTEM !!               4. Work With Selling Allowances
         !!!!!!!!!!               5. Work With Commissions
                                 6. Edit Minimum Order Charges
                                 7. Work With Customer/Item Flags
                                 8. Work With Rebates
                                 9. Work With Advance Disposal Fee
                                10. Edit Order Header Codes
                                11. Work With Qty Break Pricing
                         M E N U   C A L L S
         19. BF Maintenance #2   20. Billing System      21. Billing Reports
         22. File Maintenance    23. Dac Main Menu        90. Sign Off
         =====================================================================
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         ==>
```

3. Select option 8 (Work With Rebates) from the Billing File Maintenance #1 screen.
    The Work With Rebates screen appear.

```
DSNPDFR    DISPLAY Creative Data Research-SUPPORT        6/07/99 10:17:25
                           Work With Rebates
 Billing Customer  Sales  Product  Item
 Matrix  Number    Class  Class    Number


Type options, press Enter.
A=Activate   I=Inactivate    2=Edit

?  Billing  Customer  Sales  Product  Item     Rebate  Status
   Matrix   Number    Class  Class    Number   Amount
            121725                     100400    .50    A
            121725                     100401    .50    A
            121725                     100402    .50    A
            121725                     100403    .50    A
            121725                     100404    .50    A
            121725                     100420    .50    A
            121725                     100421    .50    A
            121725                     100422    .50    A
            121725                     100423    .50    A
            121725                     100424    .50    A                +

F3=Exit    F10=Add New Record
```

4. Press <F10> (Add New Record). The Edit Rebate Keys screen appears.

```
DSNNPVR    ENTER   Creative Data Research-SUPPORT        6/07/99 10:18:42
                           Enter Rebate Keys

Billing Matrix  .
Customer Number .
Product Class . .
Sales Class . . .
Item Number . . .















F3=Exit
```

5. To add a rebate record for a group of customers, enter a billing matrix number for
    the **Billing Matrix** (6,n) field. Billing matrix numbers are previously defined by
    the user with option 1 (Billing Matrix Definitions) of the Customer Related #2
    screen. If necessary, press <F4> to select a billing matrix number from the Select
    Billing Matrix screen.

6. To add a rebate record for an individual customer, enter the customer's number for the **Customer Number** (6,n) field. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

7. Enter data for one of the following fields:

   - **Product Class** (5,n) - a product class number previously defined by the user with option 6 (Product Class Definitions) of the Product Related screen. If necessary, press <F4> to select a product class number from the Select Product Class screen.

   - **Sales Class** (5,n) - a sales class number previously defined by the user with option 5 (Sales Class Definitions) of the Product Related screen. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

   - **Item Number** (6,a) - an item number previously defined with option 1 (Work With Items) of the Product Related screen. If necessary, press <F4> to select an item number from the Select Item By Description screen.

```
DSNNPVR     ENTER    Creative Data Research-SUPPORT           6/07/99 10:58:16
                              Enter Rebate Keys


Billing Matrix  .
Customer Number .    100035
Product Class . .
Sales Class . . .
Item Number . . .    104166

















F3=Exit
```

8. Press <Enter>. The Edit Rebate Master Details screen appears.

```
DSNME1R     ADD       Creative Data Research-SUPPORT          6/07/99 11:00:04
                            Edit Rebate Master Details

Billing Matrix  :                                        Status
Customer Number :    100035

Sales Class . . :
Product Class . :
Item Number . . :    104166




Rebate Amount                Billing Option
Cost Affect?                 (Blank=No Affect On Base Cost)
                             (A=Add To Base Cost)
                             (S=Subtract From Base Cost)




F3=Exit    F11=Delete
```

9. Enter the amount for the **Rebate Amount** (5.2,n) field. The rebate amount, which is not a percentage, is applied to all selling levels (units of measure) of an item.

10. Enter one of the following for the **Billing Option** field:

    • *I* (off invoice) - the rebate amount is deducted from the invoice.

    • *A* (accumulate) - rebate amounts are accumulated. Refer to Billing document for information about the Work with Rebate Payables application.

11. If necessary, enter *A* (Add To Base Cost) or *S* (Subtract From Base Cost) for the **Cost Affect?** field (1,a) to adjust the item's base cost by the amount of the rebate. If the field is left blank, no adjustment is made. Note: The base cost adjustment affects DAC calculations, such as profitability and sales analysis, but not the base cost of an item's record.

12. Press <Enter>.

```
DSNME1R    ADD      Creative Data Research-SUPPORT           6/07/99 12:42:58
                          Edit Rebate Master Details

Billing Matrix  :                                              Status
Customer Number :   100035  ABC

Sales Class . . :
Product Class . :
Item Number . . :   104166  BEST BUY ULTRA 100




Rebate Amount     .20      Billing Option  I
Cost Affect?    A          (Blank=No Affect On Base Cost)
                           (A=Add To Base Cost)
                           (S=Subtract From Base Cost)




F3=Exit   F11=Delete
                                                  CONFIRM: Y (Y/N)
```

13. Press <Enter> when prompted to confirm. The Work With Rebates screen appears.

```
DSNPDFR    DISPLAY Creative Data Research-SUPPORT            6/07/99 13:02:49
                          Work With Rebates
 Billing Customer  Sales  Product  Item
 Matrix  Number    Class  Class    Number


Type options, press Enter.
A=Activate   I=Inactivate    2=Edit

?  Billing  Customer  Sales  Product  Item    Rebate  Status
   Matrix   Number    Class  Class    Number  Amount
            100035                     104166    .20    A
            121725                     100400    .50    A
            121725                     100401    .50    A
            121725                     100402    .50    A
            121725                     100403    .50    A
            121725                     100404    .50    A
            121725                     100420    .50    A
            121725                     100421    .50    A
            121725                     100422    .50    A
            121725                     100423    .50    A              +

F3=Exit   F10=Add New Record
```

14. To place a hold on a rebate record, enter *I* (inactive) in the selection column next to it, and press <Enter>.

15. To release a hold on a rebate record, enter *A* (active) in the selection column next to it, and press <Enter>.

16. Press <F3> to exit the program.

Working With Price Inquiry

The Price Inquiry By Customer application is used to display, but not change the pricing information about an item as it relates to a specific customer. This includes information about billing and retail contracts, selling allowances, vendor deals, stamp taxes, rebates, surcharges and discounts. With the Price Inquiry screen, users can review the pricing of an item from the list price to the billing price, as well as review retail pricing information.

1. Select option 3 (Billing System) from the Main Operations Menu screen. The Billing System screen appears.

```
User: JEANNINE              Menu: BLCV1                Date:  4/20/09

=====================> B I L L I N G   S Y S T E M <=====================
========================================================================
!!!!!!!!!!               1. Work With Orders (Current)
THE     !!               2. Work With Orders (History)
DAC     !!               3. Verify Customer Orders
SYSTEM  !!               4. Select Orders For Picking
!!!!!!!!!!               5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                          M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu          90. Sign Off
========================================================================
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election or command
==>
```

2. Select option 9 (Price Inquiry By Customer) from the Billing System screen. The Display For Price Inquiry screen appears.

```
DSIADFR    DISPLAY Creative Data Research-SUPPORT        6/02/99 11:22:18
                        Display For Price Inquiry
   Customer Name                      Customer   Billing   Salesman
                                      Number     Matrix    Number


Type options, press Enter.
5=Price Inquiry

?  Customer Name                      Customer   Billing   Salesman
                                      Number     Matrix    Number
   AAMCO STATION 1                    100810               01
   ABC                                100035               01
   ABC EMPLOYEES PURCHASES            100000        10     01
   ABC SOUVENIRS                      101020               01
   ADKINSON GENERAL STORE             100060               06
   AIRLINE ROAD TEXACO                100075               04
   ALABAMA BONE & JOINT CLINIC        100150               01
   ALABAMA SUPERSTORE                 100610        23     03
   ALBERTSON CASH & CARRY (NO TAX)    100801               01
   ALL HITS VIDEO STORE               121705               01          +

F3=Exit   F4=Prompt   F5=Customer/Item Price Inquiry
```

3. Press <F5> (Customer/Item Price Inquiry). The Price Inquiry screen appears.

```
GSN1PVR     ENTER    Creative Data Research-SUPPORT            6/02/99 11:23:45
                        P R I C E   I N Q U I R Y


Cust                                                        Price:       .00
Item                                              UM        Retail:
--------------------------------------------------------------------------------
Category :        S Class      Qmult1:       Qmult3:        B Matrix
Prd Class         T Class      Qmult2:       Qmult4:        R Matrix
1. Start Price  . . . :                          Retail Information:

2. Contract Info.



3. Allowance Info.






F3=Exit    F4=Search
```

4. Enter a customer number for the **Cust** (6,n) field. If necessary, press <F4> to
   select a customer number from the Select Customer Master screen.

5. Enter an item number for the **Item** (6,n) field. If necessary, press <F4> to select an
   item number from the Select Item by Description screen.

```
GSN1PVR     ENTER    Creative Data Research-SUPPORT            6/18/99 11:56:31
                        P R I C E   I N Q U I R Y


Cust 100035 ABC                              Cost:   12.74  Price:     13.15
Item 104166 BEST BUY ULTRA 100                     UM 2 CTN  Retail:     1.89
--------------------------------------------------------------------------------
Category :    1  S Class    40  Qmult1:   20  Qmult3:   60   B Matrix
Prd Class  1107  T Class     1  Qmult2:   10  Qmult4:    1   R Matrix
1. Start Price  . . . :         13.58          Retail Information:
                                               Customer/Item
2. Contract Info.
   List Less    5.00 %              .68-     Add On $                      .50
   Customer/Sales Class

3. Allowance Info.                       *** Retail Based On Billing Price
   Cents Off                     .75-    Before Allowance Of       .75 ***

4. Stamp Tax  . . . . . :        1.00
5. Rebate Amount  . . . . :       .35- (Rebate Not Included In Final Price.)

7. Final Price  . . . :         13.15 / CTN   Retail Price:     1.89 / PAK
F3=Exit    F4=Search
```

6. Press <Enter>. The Price Inquiry screen is redisplayed for the item at its standard
   selling level (unit of measure) with the following:

   • **Cust** (6,n) - the customer number of the current inquiry, followed by the
     customer's name. To check pricing for a different customer, enter the desired
     number, and press <Enter>.

   • **Item** (6,n) - the item number of the current inquiry, followed by the item's
     description. To check pricing for a different item, enter the desired number,
     and press <Enter>.

   • **Cost** - the item's base cost for the currently displayed unit of measure is
     displayed if *YES* is entered for the **Show Cost On Price Inq** field of the
     SYS006 default system option.

   • **UM** (1,n) - the item's selling level (unit of measure), followed by its

abbreviated description, used for the current inquiry. To check pricing for a different unit of measure, enter the desired number, and press <Enter>.

- **Price** - see **Final Price** below.

- **Retail** - see **Retail Price** below.

- **Category** - the item's category number entered for the **Category** field of the item's record.

- **Prd Class** - the item's product class number entered for the **Product Class** field of the item's record.

- **S Class** - the item's sales class number entered for the **Sales Class** field of the item's record.

- **T Class** - the item's tax class number entered for the **Tax Class** field of the item's record.

- **Qmult1** - **Qmult4** - the item's quantity multipliers entered for the **Mult1 - Mult4** fields of the item's record.

- **B Matrix** - the customer's billing matrix number if entered for the **Billing Matrix** field of the customer's record.

- **R Matrix** - the customer's retail matrix number if entered for the **Retail Matrix** field of the customer's record.

- **Start Price** - the item's wholesale (list) price as calculated for the customer at the currently displayed unit of measure. If a list less or cents off type of contract exists, the value of the **Start Price** field equals the item's list price. If a cost plus or cents plus type of contract exists, the value of the **Start Price** field equals the item's base cost.

- **Contract Info** - information regarding customer contracts and billing matrix contracts which currently affect the item's billing price. Included is the calculated amount of the contract for the currently displayed unit of measure.

- **Allowance Info** - information regarding any selling allowance and vendor deal which currently affect the item's billing price. Included is the calculated amount of the allowance for the currently displayed unit of measure. The amount of a list less percentage type of selling allowance is calculated using the contract price when a contract exists, not the list price of the item.

  Refer to the Vendor Receivables document for information about vendor deals.

- **Stamp Tax** - the stamp tax levied on the item for the currently displayed unit of measure. Unlike sales tax, stamp tax is included in the billing price of an item.

- **Rebate Amount** - the calculated amount of the rebate for the currently displayed unit of measure appears with the *Rebate Not Included In Final Price* message if the rebate amount can be deducted from the customer's invoice. No amount (or message) appears on the Price Inquiry screen for an accumulating rebate. Rebate amounts are not included in the calculation of the item's billing price (see **Final Price** below), nor in the retail price calculations (see **Retail Price** below). Refer to Working With Rebates for information about the **Billing Option** field of the Edit Rebate Master Details screen.

- **Surcharge/Discount** - the calculated amount of a surcharge or a discount appears if it applies to the currently displayed unit of measure.

```
GSN1PVR     ENTER    Creative Data Research-SUPPORT          6/18/99 12:06:34
                          P R I C E   I N Q U I R Y


Cust 100035 ABC                             Cost:    1.27  Price:     1.73
Item 104166 BEST BUY ULTRA 100                   UM 1 PAK  Retail:    2.31
-------------------------------------------------------------------------------
Category :    1  S Class    40  Qmult1:    20  Qmult3:    60   B Matrix
Prd Class  1107  T Class     1  Qmult2:    10  Qmult4:     1   R Matrix
1. Start Price  . . . :         1.36          Retail Information:
                                                Customer/Item
2. Contract Info.
                                              Add On $                   .50


3. Allowance Info.                     *** Retail Based On Billing Price
   Cents Off                    .08-     Before Allowance Of       .08 ***

4. Stamp Tax  . . . . . :        .10
5. Rebate Amount  . . . . :      .04-  (Rebate Not Included In Final Price.)
6. Surcharge/Discount . :        .35
7. Final Price  . . . :         1.73  / PAK   Retail Price:     2.31  / PAK
F3=Exit    F4=Search
```

In the example above, the value of the **UM** field was changed to *1* in order to display the surcharge applied when the customer orders the item at the level that is lower than the standard selling level.

Note: After entering a new value for the **UM** field, press <Enter> to redisplay the Price Inquiry screen.

In the example below, the value of the **UM** field was changed to *3* in order to display the discount applied when the customer orders the item at the level that is higher than the standard selling level.

```
GSN1PVR     ENTER    Creative Data Research-SUPPORT          6/18/99 12:07:06
                          P R I C E   I N Q U I R Y


Cust 100035 ABC                              Cost:  764.52  Price:    789.06
Item 104166 BEST BUY ULTRA 100                  UM 3 CSE  Retail:      1.89
---------------------------------------------------------------------------
Category :    1  S Class   40  Qmult1:   20  Qmult3:   60   B Matrix
Prd Class 1107  T Class     1  Qmult2:   10  Qmult4:    1   R Matrix
1. Start Price  . . . :       814.80          Retail Information:
                                                  Customer/Item
2. Contract Info.
                                              Add On $                  .50


3. Allowance Info.                    *** Retail Based On Billing Price
   Cents Off                 45.00-    Before Allowance Of    45.00 ***

4. Stamp Tax  . . . . . :     60.00
5. Rebate Amount  . . . . :   21.00-  (Rebate Not Included In Final Price.)
6. Surcharge/Discount . :     40.74-
7. Final Price  . . . :      789.06  / CSE   Retail Price:    1.89  / PAK
F3=Exit   F4=Search
```

- **Final Price** - the customer's final (billing) price for the item at the currently displayed unit of measure.

- **Retail Information** - information regarding a retail contract which currently affects the customer's retail price. If a retail contract is not currently affecting the price, *MSRP* is displayed to indicate that the value of the **Retail Price** field below defaults from the **MSRP** field of the item's record.

- **Retail Price** - the item's retail price at the selling level which is specified by a retail contract (see **Retail Information** above). Refer to Working With Retail Contracts for information about the **Invoice Print Unit** field of the Edit Retail Master Details screen.

   If a retail contract is not currently affecting the retail price, the selling level is determined by the value of the **Default U/M for MSRP** field of the SYS006 default system option.

   Note: Rebate amounts are not included in the calculation of the item's retail price.

7. Press <F3> to exit. The Display For Price Inquiry screen appears.

Working With Commissions

The Work With Commissions application is used to define commission rates based on customers and items as follows:

- For an individual customer, for all the customers of a specific sales representative, or for all the customers.
- For an individual item, for a group of items by sales class or category number, or for all items.

When more than one commission rate exists for an item, the hierarchy listed below determines which rate is used. The hierarchy begins with customer/item, which takes precedence over all others, and ends with all customers/all items.

- customer/item
- salesman/item
- all customers/item
- customer/sales class
- salesman/sales class
- all customers/sales class
- customer/category
- salesman/category
- all customers/category
- customer/all items
- salesman/all items
- all customers/all items.

Exceptions can be made to prohibit the calculation of a commission for orders of a specific customer (such as a house account) by entering *Y* for the **Commission Exemption** field of the customer's options record. Refer to Working With Customer Options of the Customer File Maintenance document for additional information.

If commissions records will not be used, *NO* should be entered for the value of the **Use Commissions?** field of the SYS030 default system option (Performance Options). Refer to the DAC Default System Options document for additional information.

Before adding the commission records, enter *SALES* or *PROFIT* for the **Gen. Commissions On Sales Or Profit** field of the SYS033 default system option (Billing). If *SALES* is entered, the commission rates are based on sales. If *PROFIT* is entered, the commission rates are based on the distributor's profit level. Refer to the DAC Default System Options document for additional information.

If the Work With Rebates application is used, commissions based on profit are affected by off-invoice rebates and by accumulated rebates that are paid by check.

Commissions will be reduced if off-invoice rebates are not subtracted from the cost because the distributor's profit will be lower. To reduce commissions when accumulated rebates are paid by check, rebates must be added to the cost to reduce the profit. Refer to Working With Rebates above for information about **Cost Affect?** field.

Refer to Work With Rebate Payables of the Billing document for information about handling accumulated rebates.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

==================> F I L E   M A I N T E N A N C E <==================
=====================================================================
¦¦¦¦¦¦¦¦¦¦              1. Customer Related Maintenance
THE      ¦¦            2. Product Related Maintenance
DAC      ¦¦            3. Billing Related Maintenance
SYSTEM ¦¦              4. System Options Maintenance
¦¦¦¦¦¦¦¦¦¦              5. Inquiry Options
                       6. Price Maintenance
                       7. G/L Interface Maintenance
                       8. Scan Code Maintenance


                       M E N U   C A L L S
19. Deletions          20.                    21. Reports
22.                    23. Dac Main Menu      90. Sign Off
=====================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1             Date:  4/20/09

==========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <==========
=====================================================================
¦¦¦¦¦¦¦¦¦¦              1. Work With Customer Contracts
THE      ¦¦            2. Work With Billing Matrix Contracts
DAC      ¦¦            3. Work With Retail Contracts
SYSTEM ¦¦              4. Work With Selling Allowances
¦¦¦¦¦¦¦¦¦¦              5. Work With Commissions
                       6. Edit Minimum Order Charges
                       7. Work With Customer/Item Flags
                       8. Work With Rebates
                       9. Work With Advance Disposal Fee
                      10. Edit Order Header Codes
                      11. Work With Qty Break Pricing
                       M E N U   C A L L S
19. BF Maintenance #2  20. Billing System      21. Billing Reports
22. File Maintenance   23. Dac Main Menu        90. Sign Off
=====================================================================
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==>
```

3. Select option 5 (Work With Commissions) from the Billing File Maintenance #1 menu. The Work With Commissions screen appears.

```
DSLMDFR    DISPLAY  Creative Data Research              9/05/06 17:20:35
                               Work With Commissions
   Cust #  Slsman  Cat  Sales  Item
           Number  No.  Class  Number


Type options, press Enter.
2=Edit Commission Record












F3=Exit   F4=Prompt   F10=Add New Record
```

4. Press <F10> to add commisions records. The Enter Commission Keys screen
   appears.

```
DSLIPVR     ENTER   Creative Data Research              9/05/06 17:20:49
                               Enter Commission Keys


Customer # . . .
Salesman # . . .
Category # . . .
Sales Class #  .
Item # . . . . .












F3=Exit   F4=Search
```

5. Enter data for one or none of the following fields to designate the scope of the
   commission record:
   - **Customer #** (6,n) - a customer number. If necessary, press <F4> to select a
     customer number from the Select Customer Master screen.
   - **Salesman #** (6,a) - an employee code of the sales representative. If necessary,
     press <F4> to select a code from the Select Employee Master screen.
   - **Category #** (2,n) - an item category number. If necessary, press <F4> to select
     a category number from the Select Item Category Master screen.
   - **Sales Class #** (5,n) - a sales class number. If necessary, press <F4> to select a
     sales class number from the Select Sales Class Master screen.
   - **Item #** (6,a) - an item number. If necessary, press <F4> to select an item
     number from the Select Item By Description screen.

   If no value is entered for **Customer #** or **Salesman #**, the commission rate could
   apply to all customers. If no value is entered for **Category #** , **Sales Class #** or
   Item #, the commission rate could apply to all items.

6. Press <Enter>. The Edit Commission Rates Details screen appears.

```
DSLJE1R    ADD     Creative Data Research-Development        6/03/99 16:17:49
                        Edit Commission Rates Details

Salesman # . . :   100100  MARK SHEPHERD
Category # . . :
Sales Class #  :
Item # . . . . :   992349  BOLD DETER REG 4/136Z CS (D)


            NOTE: Enter Profit Level Percentages In Descending Order.



Profit Level 1 .    50.00           Commission Rate 1  .    25.00
Profit Level 2 .    35.00           Commission Rate 2  .    20.00
Profit Level 3 .    25.00           Commission Rate 3  .    15.00
Profit Level 4 .    15.00           Commission Rate 4  .     7.50
Profit Level 5 .    10.00           Commission Rate 5  .     5.00




F3=Exit    F11=Delete   F12=Key screen
```

7. To enter a single commission rate, enter a percentage for the **Commission Rate 1** (5.2,n) field, and leave all the other fields on the Edit Commission Rates Details screen blank.

8. To enter multiple commission rates based on profit level percentages, enter percentages for the **Profit Level** (5.2,n) fields and corresponding **Commission Rate** (5.2,n) fields in descending order.

```
DSLJE1R    ADD     Creative Data Research                    9/05/06 17:43:04
                        Edit Commission Rates Details

Customer # . . :   700100  AMERICA'S STORE #102
Salesman # . . :
Category # . . :            ACROSS
Sales Class #  :            THE
Item # . . . . :            BOARD


            NOTE: Enter Profit Level Percentages In Descending Order.



Profit Level 1 .                    Commission Rate 1  .
Profit Level 2 .                    Commission Rate 2  .
Profit Level 3 .                    Commission Rate 3  .
Profit Level 4 .                    Commission Rate 4  .
Profit Level 5 .                    Commission Rate 5  .



F3=Exit    F12=Key screen
```

9. Press <Enter> when data entry is complete.

10. Press <Enter> when prompted to confirm.

Printing A Commission Rate Listing

1. Select option 21 (Billing Reports) from the Billing File Maintenance #2 screen. The Billing Reports screen appears.

```
User: JEANNINE              Menu: BLRCV1              Date:  6/11/12

===================> B I L L I N G   R E P O R T S <===================
=======================================================================
!!!!!!!!!!               1. Open Order Report
THE     !!               2. Cancelled Order Report
DAC     !!               3. Delivery Manifest
SYSTEM  !!               4. Order Exception Report(Open Orders Only)
!!!!!!!!!!               5. Customer Contract List
                         6. Matrix Contract List
                         7. Retail List By Customer
                         8. Retail List By Matrix
                         9. Pre-Pick Stamping Report
                        10. Commission Rate Listing
                        11. Display Order Status Log
                     M E N U   C A L L S
19. Billing Maint. #1    20. Billing Maint. #2    21. Reports
22. Billing System       23. Dac Main Menu        90. Sign Off
=======================================================================
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==>
```

2. Select option 10 (Commission Rate Listing) from the Billing Reports screen to print the list below.

```
Creative Data Research-SUPPORT        Commission Rate Listing        JTIPPIN    BSXMPFR    8/05/99  9:58:12 Page    1

            Description               Profit Level 1  Profit Level 2  Profit Level 3  Profit Level 4  Profit Level 5

                                      Comm. Rate 1    Comm. Rate 2    Comm. Rate 3    Comm. Rate 4    Comm. Rate 5
Salesman # 02     JAMES PATTON
   1 (CAT)   CIGARETTES                     .00 %           .00 %           .00 %           .00 %           .00 %
                                            .60 %           .00 %           .00 %           .00 %           .00 %
   2 (CAT)   TOBACCO/SNUFF/CIGARS           .00 %           .00 %           .00 %           .00 %           .00 %
                                           1.00 %           .00 %           .00 %           .00 %           .00 %
   3 (CAT)   SNACK ITEMS                    .00 %           .00 %           .00 %           .00 %           .00 %
                                           2.00 %           .00 %           .00 %           .00 %           .00 %
   4 (CAT)   CANDY/GUM                      .00 %           .00 %           .00 %           .00 %           .00 %
                                           2.00 %           .00 %           .00 %           .00 %           .00 %
   5 (CAT)   GENERAL MERCHANDISE            .00 %           .00 %           .00 %           .00 %           .00 %
                                           4.00 %           .00 %           .00 %           .00 %           .00 %


Creative Data Research-SUPPORT        Commission Rate Listing        JTIPPIN    BSXMPFR    8/05/99  9:58:12 Page    2

            Description               Profit Level 1  Profit Level 2  Profit Level 3  Profit Level 4  Profit Level 5
                                      Comm. Rate 1    Comm. Rate 2    Comm. Rate 3    Comm. Rate 4    Comm. Rate 5
Salesman # 03     RAYMOND WESTAVER
   1 (CAT)   CIGARETTES                     .00 %           .00 %           .00 %           .00 %           .00 %
                                            .70 %           .00 %           .00 %           .00 %           .00 %
   2 (CAT)   TOBACCO/SNUFF/CIGARS           .00 %           .00 %           .00 %           .00 %           .00 %
                                           1.00 %           .00 %           .00 %           .00 %           .00 %
   3 (CAT)   SNACK ITEMS                    .00 %           .00 %           .00 %           .00 %           .00 %
                                           2.00 %           .00 %           .00 %           .00 %           .00 %
   4 (CAT)   CANDY/GUM                      .00 %           .00 %           .00 %           .00 %           .00 %
                                           2.00 %           .00 %           .00 %           .00 %           .00 %
   5 (CAT)   GENERAL MERCHANDISE            .00 %           .00 %           .00 %           .00 %           .00 %
                                           5.00 %           .00 %           .00 %           .00 %           .00 %


Creative Data Research-SUPPORT        Commission Rate Listing        JTIPPIN    BSXMPFR    8/05/99  9:58:12 Page    3

            Description               Profit Level 1  Profit Level 2  Profit Level 3  Profit Level 4  Profit Level 5
                                      Comm. Rate 1    Comm. Rate 2    Comm. Rate 3    Comm. Rate 4    Comm. Rate 5
Salesman # 04     LAWRENCE KELLER
   1 (CAT)   CIGARETTES                     .00 %           .00 %           .00 %           .00 %           .00 %
                                            .70 %           .00 %           .00 %           .00 %           .00 %
   2 (CAT)   TOBACCO/SNUFF/CIGARS           .00 %           .00 %           .00 %           .00 %           .00 %
                                           1.00 %           .00 %           .00 %           .00 %           .00 %
   3 (CAT)   SNACK ITEMS                    .00 %           .00 %           .00 %           .00 %           .00 %
                                           2.00 %           .00 %           .00 %           .00 %           .00 %
   4 (CAT)   CANDY/GUM                      .00 %           .00 %           .00 %           .00 %           .00 %
                                           2.00 %           .00 %           .00 %           .00 %           .00 %
   5 (CAT)   GENERAL MERCHANDISE            .00 %           .00 %           .00 %           .00 %           .00 %
                                           4.00 %           .00 %           .00 %           .00 %           .00 %


** END OF REPORT **
```

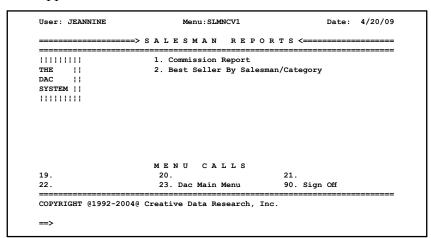# Printing A Commission Report

The Commission Report By Salesman report can be used to calculate and pay salesman commission on paid invoices. Commission rates are based on the distributor's profit level or on sales. Refer to the DAC Default System Options document for information about the **Gen. Commissions On Sales Or Profit** field of the SYS033 default system option (Billing).

The following instructions describe using the Commission Report application to print the Commission Report By Salesman report.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE              Menu: RPCV1                Date:  4/20/09

==========================> R E P O R T S <==========================
=====================================================================
¦¦¦¦¦¦¦¦¦              1. Customer Reports
THE     ¦¦             2. Item Reports
DAC     ¦¦             3. A/R Reports
SYSTEM ¦¦              4. Billing Reports
¦¦¦¦¦¦¦¦¦              5. Inventory Reports
                      6. Purchasing Reports
                      7. Tax Reports
                      8. Sales Analysis Reports
                      9. Labels
                     10. Order Books

                      M E N U    C A L L S
19. Credit Reports      20. Salesman Reports      21.
22.                     23. Dac Main Menu         90. Sign Off
=====================================================================
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  ==>
```

2. Select option 20 (Salesman Reports) from the Reports screen. The Salesman Reports screen appears.

```
User: JEANNINE              Menu:SLMNCV1               Date:  4/20/09

====================> S A L E S M A N   R E P O R T S <==================
=====================================================================
¦¦¦¦¦¦¦¦¦              1. Commission Report
THE     ¦¦             2. Best Seller By Salesman/Category
DAC     ¦¦
SYSTEM ¦¦
¦¦¦¦¦¦¦¦¦





                      M E N U    C A L L S
19.                     20.                       21.
22.                     23. Dac Main Menu         90. Sign Off
=====================================================================
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  ==>
```

3. Select option 1 (Commission Report) from the Salesman Reports screen. The Prompt For Commission Report screen appears.

```
GSRDPVR     ENTER    Creative Data Research-SUPPORT           6/25/01 15:14:46
                        Prompt For Commission Report

Type choices, press Enter.


     Start Date:  . . . . . .          (MMDDYY)
     End Date:  . . . . . . .          (MMDDYY)
     Update Paid Commissions?  . .     (Y, N, Blank)


NOTE: If you answer "Y" to the above prompt, only satisfied
      invoices will be updated.








F3=Exit    F6=Print
```

2. Enter a range of dates for the **Start Date** and **End Date** (6,n) fields.
3. Enter one of the following values for the **Update Paid Commissions?** (1,a) field:
   - *Y* (yes) if commissions will be paid after the commission report is printed, and not before the report is printed again.
   - *N* (no) if the commission report will be printed again before commissions will be paid.

   If *Y* is entered for the **Update Paid Commissions?** field, the amounts appearing on the current commission report under the *Earned Commission* heading will appear under the *Paid Commission* heading when the report is next printed.

```
GSRDPVR     ENTER    Creative Data Research-SUPPORT           6/25/01 15:14:46
                        Prompt For Commission Report

Type choices, press Enter.


     Start Date:  . . . . . .   060101   (MMDDYY)
     End Date:  . . . . . . .   062201   (MMDDYY)
     Update Paid Commissions?  . .   N   (Y, N, Blank)


NOTE: If you answer "Y" to the above prompt, only satisfied
      invoices will be updated.








F3=Exit    F6=Print
```

4. Press <Enter> when data entry is complete.
5. Press <F6> (Print). The Salesman Reports screen appears.

Below is an example of the commissions report printed using the values illustrated above.

Commission Report By Salesman

```
Creative Data Research            Commission Report By Salesman       JTIPPIN    GSRCPFR      6/22/01 08:13:14 Page    1

   Invoice     Date   Terms  Cust #           Invoice    Remaining     Profit   Profit %      Earned       Paid      Potential
                                              Amount       Amount                           Commission  Commission   Commission

         From:  6/01/01   To:  6/22/01

Salesman:  000001  CONNIE FRANCS

      5385   6/19/01  003    700300           182.59                   24.40    13.36                      .92

Customer Totals:  700300  ( 205 ) 666-6666    182.59                   24.40    13.36                      .92
AMERICA'S STORE #104

      5507   6/19/01  003    900000           195.37                   37.18    19.03                      .92
      5508   6/19/01  003    900000           112.35      112.35       27.35    24.34                                   .80
      5509   6/19/01  003    900000          7527.66     7527.66      877.96    11.66                                  9.29

Customer Totals:  900000  ( 205 ) 665-5555   7835.38     7640.01      942.49    12.03                      .92         10.09
CRAWFORD STORE 1

      5510   6/19/01  003    900001           182.59      182.59       24.40    13.36                                   .92

Customer Totals:  900001  ( 205 ) 665-5566    182.59      182.59       24.40    13.36                                   .92
CRAWFORD STORE 2

Salesman Totals:  000001                      8200.56     7822.60      991.29    12.09                     1.84         11.01

CONNIE FRANCS

Final totals                                  8200.56     7822.60      991.29    12.09                     1.84         11.01

** END OF REPORT **
```

Amounts appearing under the *Potential Commission* column later appear on future reports under the *Earned Commission* column when the corresponding invoices are fully satisfied (as illustrated below).

```
Creative Data Research            Commission Report By Salesman       JTIPPIN    GSRCPFR      6/25/01 12:10:54 Page    1

   Invoice     Date   Terms  Cust #           Invoice    Remaining     Profit   Profit %      Earned       Paid      Potential
                                              Amount       Amount                           Commission  Commission   Commission

         From:  6/01/01   To:  6/25/01

Salesman:  000001  CONNIE FRANCS

      5385   6/19/01  003    700300           182.59                   24.40    13.36                      .92

Customer Totals:  700300  ( 205 ) 666-6666    182.59                   24.40    13.36                      .92
AMERICA'S STORE #104

      5507   6/19/01  003    900000           195.37                   37.18    19.03                      .92
      5508   6/19/01  003    900000           112.35                   27.35    24.34        .80
      5509   6/19/01  003    900000          7527.66     7527.66      877.96    11.66                                  9.29

Customer Totals:  900000  ( 205 ) 665-5555   7835.38     7527.66      942.49    12.03                      .92          9.29
CRAWFORD STORE 1

      5510   6/19/01  003    900001           182.59                   24.40    13.36        .92

Customer Totals:  900001  ( 205 ) 665-5566    182.59                   24.40    13.36        .92
CRAWFORD STORE 2

Salesman Totals:  000001                      8200.56     7527.66      991.29    12.09       1.72         1.84          9.29

CONNIE FRANCS

Final totals                                  8200.56     7822.60      991.29    12.09       1.72         1.84          9.29

** END OF REPORT **
```

Amounts appearing under the *Earned Commission* column later appear on future commission reports under the *Paid Commission* column (as illustrated below) when *Y* (yes) is entered for the **Update Paid Commissions?** field on the Prompt For Commission Report screen.

Commission Report By Salesman

(Printed after entering *Y* for the **Update Paid Commissions?** field
for the immediate past printing of the report.)

```
Creative Data Research               Commission Report By Salesman      JTIPPIN     GSRCPFR      6/25/01 12:33:41 Page     1

   Invoice     Date    Terms   Cust #              Invoice       Remaining       Profit   Profit %        Earned         Paid      Potential
                                                    Amount         Amount                               Commission     Commission   Commission

        From:  6/01/01   To:  6/25/01

Salesman:  000001   CONNIE FRANCS

     5385   6/19/01  003    700300                 182.59                          24.40    13.36                         .92

Customer Totals:  700300   ( 205 ) 666-6666        182.59                          24.40    13.36                         .92
AMERICA'S STORE #104

     5507   6/19/01  003    900000                 195.37                          37.18    19.03                         .92
     5508   6/19/01  003    900000                 112.35                          27.35    24.34                         .80
     5509   6/19/01  003    900000                7527.66        7527.66          877.96    11.66                                      9.29

Customer Totals:  900000   ( 205 ) 665-5555       7835.38        7527.66          942.49    12.03                        1.72          9.29
CRAWFORD STORE 1

     5510   6/19/01  003    900001                 182.59                          24.40    13.36                         .92

Customer Totals:  900001   ( 205 ) 665-5566        182.59                          24.40    13.36                         .92
CRAWFORD STORE 2

Salesman Totals:  000001                          8200.56        7527.66          991.29    12.09                        3.56          9.29

CONNIE FRANCS

Final totals                                      8200.56        7822.60          991.29    12.09                        3.56          9.29

** END OF REPORT **
```

As illustrated above, the amounts which previously appeared under the *Earned Commission* column are now included under the *Paid Commission* column of the commisson report.

Working With Minimum Order Charges

A minimum order charge can be applied to customer orders that do not meet a minimum order amount. The Billing system levies the charge when invoices are printed, and does so only when the total of the orders printed for a customer during a single printing session do not meet the minimum amount.

If *Y* is entered for the **Calculate MOC Using Qty Ordered** field of the SYS033 default system option (Billing Options), minimum order charging is based on items ordered, and not limited to items shipped.

Exceptions can be made to exclude a specific customer from minimum order charges by entering *Y* for the **Min. Order Charge Exclusion** field of the Edit Customer Options Page 1 screen when adding (or by editing) a customer's options record. An exception can be made for specific orders by entering *Y* for the **Exempt M.O.C.?** field of the Change Order Information screen when entering a customer's order.

The **Exempt M.O.C.?** field of the Change Order Information screen can also be used to override the value of the **Min. Order Charge Exclusion** field of a customer's options record. For example, if *Y* is entered for the **Min. Order Charge Exclusion** field of a customer's options record, the user can enter *N* for the **Exempt M.O.C.?** field when entering a customer's order, and a minimum order charge can be levied on the customer's order.

Exceptions can be made to exclude specific items from the calculation of minimum order charges. Item exclusions can be defined by item number, product class number, sales class number and category number.

If minimum order charges are rarely used, users should enter **YES* for the **Exclude Online Orders From MOC** field of the SYS033 default system option (Billing Options). The **Min. Order Charge Exclusion** field of a customer's options record and the **Exempt M.O.C.?** field of an order's header information can be used to override the exclusion. Refer to Working With Customer Options of the Customer File Maintenance document and Adding An Order of the Billing document for additional information.

If minimum order charges will not be used, **NO* should be entered for the value of the **Use Minimum Order Charge?** field of the SYS030 default system option. Refer to the DAC Default System Options document for additional information.

To set up minimum order charges, item records for the charges (see example below) must first be added. Refer to the Item File Maintenance document for additional information. Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records, such as a minimum order charges, which users prefer to exclude from profitability and sales analysis calculations.

```
DCBJE1R     CHANGE  CDR Customer Conference                  1/07/11 11:30:41
                                Edit Item
W.H. 1                  Description                   Retail PK    Status
Item 999998 - 3    MIN ORDER CHG 5.00                              C A
Category . . .   10 Vendor      Mfr#                 Standard U/M  1
Sales Class     999 Mfg. List      5.000               Buying U/M  1    A
Product Class       Net Cost       5.000 N%P    .00  Catch Weight   N
Tax Class .         Base Cost      5.000 B%P    .00  Inventory Sts  N
Book Heading        List Price     5.000 L%P    .00  Location
Book Seq. .         MSRP . . .           R%P    .00  Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 CHG    1  Y        N
2        1  N        N
3        1           N
4        1           N

Substitute Item/Type .        Mfr. Out of Stock Code   Guarantee Return N
Max. Allocation Qty & U/M     Backorder Code . . .   N Seasonal Code
Restocking Fee % . . .        Daily tracking Status  N Authorized Item?
Pallet Tie/High . . .      /  Original Date   7/09/07 Prebook Only?
F1=Show Command Keys  F3=Exit
```

Users who wish to minimize the affect on profitability calculations, should enter the same amount for the item's cost fields (as illustrated above); otherwise, *0.001* can be entered for all amounts except **List Price**.

Adding Minimum Order Charge Records

The step-by-step instructions which follow describe using the Edit Minimum Order Charge screen to designate minimum order charges.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12


====================> F I L E   M A I N T E N A N C E <==================
========================================================================
¦¦¦¦¦¦¦¦¦¦              1. Customer Related Maintenance
THE     ¦¦             2. Product Related Maintenance
DAC     ¦¦             3. Billing Related Maintenance
SYSTEM  ¦¦             4. System Options Maintenance
¦¦¦¦¦¦¦¦¦¦              5. Inquiry Options
                       6. Price Maintenance
                       7. G/L Interface Maintenance
                       8. Scan Code Maintenance



                   M E N U   C A L L S
19. Deletions          20.                 21. Reports
22.                    23. Dac Main Menu    90. Sign Off
========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
      User: JEANNINE                 Menu: BFM1CV1               Date:  1/07/11

      =========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
      ====================================================================
      !!!!!!!!!!           1. Work With Customer Contracts
      THE    !!            2. Work With Billing Matrix Contracts
      DAC    !!            3. Work With Retail Contracts
      SYSTEM !!            4. Work With Selling Allowances
      !!!!!!!!!!           5. Work With Commissions
                           6. Edit Minimum Order Charges
                           7. Work With Customer/Item Flags
                           8. Work With Rebates
                           9. Work With Advance Disposal Fee
                          10. Edit Order Header Codes
                          11. Work With Qty Break Pricing
                         M E N U   C A L L S
      19. BF Maintenance #2    20. Billing System      21. Billing Reports
      22. File Maintenance     23. Dac Main Menu        90. Sign Off
      ====================================================================
      COPYRIGHT @1992-2004@ Creative Data Research, Inc.

      ===>
```

3. Select option 6 (Edit Minimum Order Charges) from the Billing File Maintenance #1 menu. The Edit Minimum Order Charge screen appears.

```
 DSMCEFR    CHANGE  CDR Customer Conference              1/07/11 12:05:07
                            Edit Minimum Order Charge
  Order Value .

 Type options, press Enter.
 D=Delete request

                NOTE: Key Order Values In Ascending Sequence.

 ?  Order    Assoc.
    Value    Item #
 _  ____     ____
 _  ____     ____
 _  ____     ____
 _  ____     ____
 _  ____     ____
 _  ____     ____
 _  ____     ____
 _  ____     ____
 _  ____     ____

 F3=Exit    F4=Search    F8=Item Exclusions    F9=Go to 'Add' mode
```

4. Press <F9> (Go to 'Add' mode).

5. Enter a value for the **Order Value** field to designate the minimum total billing price which orders must exceed to avoid the minimum order charge. If more than one minimum order charge will be levied, enter the values for the **Order Value** field in ascending order. For example, if minimum order charges will be levied for orders totalling $1000 or less, and totalling $500 or less, the first value entered for the **Order Value** field is *501*.

6. Enter the item number of the minimum order charge item record for the **Assoc Item #** field to designate the charge that will be levied if the minimum total amount is not met. If necessary, press <F4> to select an item number from the Select Item by Description screen.

7. Press <Enter> when data entry is complete.

```
DSMCEFR     ADD      CDR Customer Conference              1/07/11 12:18:04
                          Edit Minimum Order Charge

Type options, press Enter.
D=Delete request

                    NOTE: Key Order Values In Ascending Sequence.

?  Order      Assoc.
   Value      Item #
     501      999998   MIN ORDER CHG 5.00
    1001      999999   MIN ORDER CHG 8.00
_  _____      _____
_  _____      _____
_  _____      _____
_  _____      _____
_  _____      _____
_  _____      _____                                               +

F3=Exit    F4=Search    F8=Item Exclusions    F9=Go to 'Change' mode
                                                 CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Edit Minimum Order Charge
   screen is redisplayed with no values. To display the minimum order charges, press
   <F9> (Go to 'Change' mode).

9. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Defining Minimum Order Charge Exclusions

The instructions which follow describe using the Define Minimum Order Charge
Exclusions screen to exclude items when calculating minimum order charges.

1. Select option 6 (Edit Minimum Order Charges) from the Billing File Maintenance
   #1 menu. The Edit Minimum Order Charge screen appears.

```
DSMCEFR     CHANGE   CDR Customer Conference              1/07/11 15:59:14
                          Edit Minimum Order Charge
 Order Value .

Type options, press Enter.
D=Delete request

                    NOTE: Key Order Values In Ascending Sequence.

?  Order      Assoc.
   Value      Item #
     501      999998   MIN ORDER CHG 5.00
    1001      999999   MIN ORDER CHG 8.00




F3=Exit    F4=Search    F8=Item Exclusions    F9=Go to 'Add' mode
```

2. Press <F8> (Item Exclusions). The Define Minimum Order Charge Exclusions
   screen appears.

```
GWUXDFR     DISPLAY CDR Customer Conference              1/07/11 16:01:02
                   Define Minimum Order Charge Exclusions
 Cat.  Class  Item


Type options, press Enter.
2=Edit Record












F3=Exit    F10=Add New Record
```

3. Press <F10> (Add New Record). The Enter Keys For MOC Exclusion screen appears.

```
GWUYPVR     ENTER    CDR Customer Conference              1/07/11 16:03:29
                        Enter Keys For MOC Exclusion

Type choices, press Enter.

  Item Number  _____
    Or
Product Class  _____
    Or
  Sales Class  _____
    Or
  Category     __









F3=Exit
```

4. Enter data for one of the following fields:
   - **Item Number** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.
   - **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.
   - **Sales Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   - **Category Number** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.

5. Press <Enter> when data entry is complete. The Edit MOC Exclusion Details screen appears.

6. Enter *Y* for the **Exclude From MOC?** field, and press <Enter>.

```
GWUZE1R    ADD     CDR Customer Conference              1/10/11  9:48:28
                        Edit MOC Exclusions Details

Application Id . . . :   025   MOC Exclusions

Item Number . . . :
Sales Class  . . . :
Product Class  . . :
Category Number . . . :    1   CIGARETTES


Exclude From MOC?  Y










F3=Exit
                                                      CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The Enter Keys For MOC Exclusion screen appears.

8. Repeat the previous steps to continue adding item exclusion records, and press <F3> to exit when data entry is complete. The Define Minimum Order Charge Exclusions screen appears.

```
GWUXDFR    DISPLAY CDR Customer Conference             1/10/11  9:52:00
                   Define Minimum Order Charge Exclusions
 Cat.  Class  Item


Type options, press Enter.
2=Edit Record

?  Cat.  S Cls  P Cls  Item          Description              Excluded?
    1                                 CIGARETTES                  Y












F3=Exit    F10=Add New Record
```

9. Press <F3> to exit. The Edit Minimum Order Charge screen appears.

10. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Working With Special Billing Charges

The special billing charges applications are used to automatically generate miscellaneous billing charges, such as fuel surcharges and delivery charges, for designated customers. The charges appear on customer invoices as line items with user-defined descriptions.

Special billing charges can be applied:

- On a daily, weekly, monthly and yearly basis.
- To individual customers and groups of customers by route.
- According to the total amount of an order. The assessment of a special billing charge can also be based on the source of a customer order including remote order entry, pre-book orders and Electronic Data Interchange (EDI).

Refer to Working With User Options for information about using the **Enable Auto-Print Special Billing Chg?** (1,a) field to exclude all customer orders, such as cash and carry, that are entered by a particular user from special billing charges. If necessary, the user can override the exclusion at the time an order is entered. Refer to Adding An Order of the Billing document for information about the **Exempt S.B.Chg?** field.

To set up special billing charges, item records for the charges (see example below) must first be added. Refer to the Item File Maintenance document for additional information. Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records, such as special billing charges, which users prefer to exclude from profitability and sales analysis calculations.

```
GSYKE1R     CHANGE   Creative Data Research                  7/26/01 14:52:07
                                   Edit Item
W.H. 1                  Description                   Retail PK     Status
Item 900003 - 0     DELIVERY CHARGE - ZONE 1                        C A
Category . . .   20 Vendor       Mfr#               Standard U/M  2
Sales Class     998 Net Cost        5.000           Buying U/M    3   A
Product Class       Base Cost       5.000 B%M       Catch Weight  N
Tax Class .         List Price      5.000 L%M       Inventory Sts N
Book Heading        MSRP . . .           R%M        Location
Book Seq. .         Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand   Avail.  On Order
1         1           N
2 CHG     1  Y        N
3 CHG     1           N
4         1           N

Substitute Item/Type .          Mfr. Out of Stock Code   Guarantee Return Y
Max. Allocation Qty & U/M       Backorder Code . . .  N Seasonal Code
Restocking Fee % . . .          Daily tracking Status N
Pallet Tie/High . . .      /    Original Date    7/26/01
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext
```

The value entered for the item record's description appears as the description of the charges. The value entered for the **List Price** field is used as the amount of the charges unless overridden when the special billing charge record is added. The cost of

the charges is also derived from the item record unless overridden. Refer to Adding Special Billing Charges Records for information about the **Override Amount & Affect Profit?** fields.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

      ===================> F I L E   M A I N T E N A N C E <==================
      ===================================================================
      !!!!!!!!!               1. Customer Related Maintenance
      THE    !!               2. Product Related Maintenance
      DAC    !!               3. Billing Related Maintenance
      SYSTEM !!               4. System Options Maintenance
      !!!!!!!!!               5. Inquiry Options
                              6. Price Maintenance
                              7. G/L Interface Maintenance
                              8. Scan Code Maintenance


                            M E N U   C A L L S
      19. Deletions        20.                     21. Reports
      22.                  23. Dac Main Menu        90. Sign Off
      ===================================================================
      COPYRIGHT @1992-2004@ Creative Data Research, Inc.

      ==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1             Date:  4/20/09

      =========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <==========
      ===================================================================
      !!!!!!!!!               1. Work With Customer Contracts
      THE    !!               2. Work With Billing Matrix Contracts
      DAC    !!               3. Work With Retail Contracts
      SYSTEM !!               4. Work With Selling Allowances
      !!!!!!!!!               5. Work With Commissions
                              6. Edit Minimum Order Charges
                              7. Work With Customer/Item Flags
                              8. Work With Rebates
                              9. Work With Advance Disposal Fee
                             10. Edit Order Header Codes
                             11. Work With Qty Break Pricing
                            M E N U   C A L L S
      19. BF Maintenance #2  20. Billing System      21. Billing Reports
      22. File Maintenance   23. Dac Main Menu        90. Sign Off
      ===================================================================
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      ==>
```

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE              Menu: BFM2CV1             Date:  4/20/09

      =========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <==========
      ===================================================================
      !!!!!!!!!               1. Work With Customer Category Descs.
      THE    !!               2. Work With Customer Categories
      DAC    !!               3. Update C/I File With Customer Categories
      SYSTEM !!               4. Create/Update Authorized Item Records
      !!!!!!!!!               5. Edit Billing Reasons
                              6. Work With Invoice Boxes
                              7. Define Invoice Boxes
                              8. Define Invoice Messages
                              9. Order Status Change(Caution!!!)
                             10. Work With Customer Invoice Options
                             11. Work With Special Billing Charges
                            M E N U   C A L L S
      19. VoCollect Maint    20. Billing System      21. Billing Reports
      22. File Maintenance   23. Dac Main Menu        90. Sign Off
      ===================================================================
      COPYRIGHT @1992-2004@ Creative Data Research, Inc.

      ==>
```

4. Select option 11 (Work With Special Billing Charges) from the Billing File Maintenance #2 screen. The Work With Special Billing Charges screen appears with the *No data to display* message if no special billing charges records were previously added.

```
CVTMDFR    DISPLAY Creative Data Research                7/26/01 14:36:22
                    Work with Special Billing Charges
Cust#    Item#   Route#  Type  When? Status Applied?


?  Cust#  Item   Route  Charge Description              When? Type   Sts
   100035 900003         DELIVERY CHARGE - ZONE 1         D    FUEL   A
   100815 900003         DELIVERY CHARGE - ZONE 1         D    FUEL   A












   F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

During the course of working with special billing charges, the following restrictor fields can be used:

- **Cust#** (6,n) - enter a customer number and press <Enter> to limit the list of special billing charges applied to the desired customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
- **Item#** (6,n) - enter an item number and press <Enter> to limit the list of special billing charges applied with the desired item. If necessary, press <F4> to select an item number from the Select Item screen.
- **Route#** (6,a) - enter a route code and press <Enter> to limit the list of special billing charges to include only the charges of the desired route code.
- **Type** (6,a) - enter a special billing charge type and press <Enter> to limit the list of special billing charges to include only the charges of the desired route code. Refer to Adding Special Billing Charges Records for information about the **Charge Type** field.
- **When?** (1,a) - enter *D* (daily), *W* (weekly), *M* (monthly) or *Y* (yearly) to limit the list of special billing charges according to the frequency at which the charges are levied. Refer to Adding Special Billing Charges Records for information about the **Charge When?** field.
- **Status** (1,a) - enter *A* (active) or *I* (inactive) to limit the list of special billing charges according to the current status of the charges. Refer to Adding Special Billing Charges Records for information about the **Status** field.
- **Applied?** (1,a) - enter *Y* (yes) or *N* (no) to limit the list to the special billing charges which have been or have not been added, respectively, to customer orders according to their designated frequency. Refer to Adding Special Billing Charges Records for information about the **Charge Applied?** field.

Adding Special Billing Charges Records

The step-by-step instructions which follow describe using the Work With Special Billing Charges application to add a special billing charges record for an individual customer (by customer number) or for a group of customers (by route code). The instructions below also include information about using the Edit Special Billing Charges screen to monitor the use of a special billing charge.

```
User: JEANNINE                Menu: BFM2CV1              Date:  4/20/09

========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <=========
=====================================================================
!!!!!!!!!              1. Work With Customer Category Descs.
THE     !!             2. Work With Customer Categories
DAC     !!             3. Update C/I File With Customer Categories
SYSTEM  !!             4. Create/Update Authorized Item Records
!!!!!!!!!              5. Edit Billing Reasons
                       6. Work With Invoice Boxes
                       7. Define Invoice Boxes
                       8. Define Invoice Messages
                       9. Order Status Change(Caution!!!)
                      10. Work With Customer Invoice Options
                      11. Work With Special Billing Charges
              M E N U   C A L L S
19. VoCollect Maint     20. Billing System       21. Billing Reports
22. File Maintenance    23. Dac Main Menu         90. Sign Off
=====================================================================
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==>
```

1. Select option 11 (Work With Special Billing Charges) from the Billing File Maintenance #2 screen. The Work With Special Billing Charges screen appears with the *No data to display* message if no special billing charge records were previously added.

```
CVTMDFR    DISPLAY Creative Data Research              7/26/01 14:36:22
                    Work with Special Billing Charges
Cust#    Item#   Route#  Type  When? Status Applied?


?  Cust# Item   Route  Charge Description           When? Type    Sts
   100035 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
   100815 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A














F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

2. Press <F10> (Add Customer Charge) to add a special billing charge record for one customer, or press <F22> (Add Route Charge) to add a special billing charge record for a group of customers. The Edit Special Billing Charges KEY SCRN screen appears.

```
CVTNE1R      ADD      Creative Data Research              7/26/01 15:11:03
                        Edit Special Billing Charges KEY SCRN

Type choices, press Enter.


Customer Number  . . . .
Item Number  . . . . . .












    F3=Exit    F4=Search    F9=Go to 'Change' mode
```

The screen illustrated above appears with the **Customer Number** field if <F10>
(Add Customer Charge) is pressed. The screen illustrated below appears with the
Route Number field if <F22> (Add Route Charge) is pressed.

```
CVTNE1R      ADD      Creative Data Research              7/26/01 15:11:03
                        Edit Special Billing Charges KEY SCRN

Type choices, press Enter.

Route Number . . . . . .

Item Number  . . . . . .










    F3=Exit    F4=Search    F9=Go to 'Change' mode
```

3. Enter a customer number for the **Customer Number** (6,n) field, or enter a route
    code for the **Route Number** (6,a) field. If necessary, press <F4> to select a
    customer number from the Select Customer Master screen, or to select a route
    code from the Select Route Description screen.

4. Enter an item number for the **Item Number** (6,n) field. If necessary, press <F4>
    to select an item number from the Select Item by Description screen.

5. Press <Enter> when data entry is complete. The Edit Special Billing Charges
    screen appears.

```
CVTNE1R    ADD     Creative Data Research                7/26/01 15:53:17
                        Edit Special Billing Charges


Customer 100407 DANIEL'S GROCERY
Item :   900003 DELIVERY CHARGE - ZONE 1

Type changes, press Enter.

Charge Type . . .           Status A
Charge When?  . .      (Daily, Weekly, Monthly, Yearly) Charge Applied?

Override Amount             & Affect Profit? N (Use Override for Price & Cost)

              Optional Qualifiers for Applying This Charge
              Order Source Exclusion     (N=Normal,S=Special)
              Order Source Restriction   (O,T,E,P,W)
              :Include Only Orders with a Dollar Value:
              Comparison Operator .      (EQ,NE,LT,LE,GT,GE)
              $ Amount  . .

              Last Applied        At  0:00:00 User ID
F3=Exit   F12=Key screen
```

6. Enter a description of the type of the special billing charge for the **Charge Type** (6,a) field.

7. Enter one of the following values for the **Status** (1,a) field:
   - *A* (active) - the special billing charge can be added to customer orders.
   - *I* (inactive) - the special billing charge cannot be added to customer orders.

8. Enter one of the following values for the **Charge When?** (1,a) field to limit the frequency at which the special billing charge is added to customer orders:
   - *D* (daily) - added to only one order per day.
     If *Y* (yes) appears for the value of the **Charge Applied?** display field, the special billing charges record has been used to levy charges since end of day (EOD) processing last occurred. The value of the **Charge Applied?** field is reset to *N* (no) during EOD processing.
   - *W* (weekly) - added to only one order per week.
     If *Y* (yes) appears for the value of the **Charge Applied?** display field, the special billing charges record has been used to levy charges since end of week (EOW) processing last occurred. The value of the **Charge Applied?** field is reset to *N* (no) during EOW processing.
   - *M* (month) - added to only one order per month.
     If *Y* (yes) appears for the value of the **Charge Applied?** display field, the special billing charges record has been used to levy charges since end of period (EOP) processing last occurred. The value of the **Charge Applied?** field is reset to *N* (no) during EOP processing.
   - *Y* (yearly) - added to only one order per year.
     If *Y* (yes) appears for the value of the **Charge Applied?** display field, the special billing charges record has been used to levy charges since end of year (EOY) processing last occurred. The value of the **Charge Applied?** field is reset to *N* (no) during EOY processing.

   The date on which the special billing charges record was last used to levy charges appears for the **Last Applied** display field at the bottom of the Edit Special Billing Charges screen.

   Refer to the DAC Closing Procedures document for additional information about EOD, EOW, EOP and EOY processing.

9. Enter values for the following fields:
   - Optional: **Override Amount** (7.2,n) - the amount of the special billing charge which will override the value entered for the **List Price** field of the item record (see **Item Number** field above) linked to the special billing charge.
   - **Affect Profit?** (1,a) - *Y* (yes) designates that the value entered for the **Override Amount** field is also used as the cost of the special billing charge, and will override the value entered for the **Base Cost** field of the item record (see **Item Number** field above) linked to the special billing charge.

```
CVTNE1R    ADD     Creative Data Research                 7/26/01 15:53:17
                           Edit Special Billing Charges


Customer 100407 DANIEL'S GROCERY
Item :   900003 DELIVERY CHARGE - ZONE 1

Type changes, press Enter.

Charge Type . . .   FUEL    Status A
Charge When?  . .   D (Daily, Weekly, Monthly, Yearly) Charge Applied?

Override Amount           3 & Affect Profit? N (Use Override for Price & Cost)

                Optional Qualifiers for Applying This Charge
                Order Source Exclusion    (N=Normal,S=Special)
                Order Source Restriction  (O,T,E,P,W)
                :Include Only Orders with a Dollar Value:
                Comparison Operator .     (EQ,NE,LT,LE,GT,GE)
                $ Amount  . .

                Last Applied        At  0:00:00 User ID
F3=Exit   F12=Key screen
```

10. If necessary, enter one of the following values for the **Order Source Exclusion** (1,a) field to exclude designated customers from the special billing charge according to the source of their orders:
    - *N* (normal) - orders entered by users through the Billing system or by remote order entry are excluded from the charge. Refer to Working With Customer Orders and Working With Remote Communications of the Billing document for information about on-line order entry and remote order entry, respectively.
    - *S* (special) - orders which ***are not*** entered by users through the Billing system or by remote order entry, such as pre-book orders are excluded from the charge. Refer to the Pre-book Orders document for information about the Pre-book Ordering system of DAC.

11. If necessary, enter one of the following values for the **Order Source Restriction** (1,a) field to limit the application of the special billing charge to designated customers according to the source of their orders:
    - *O* (on-line) - charges are only added to orders entered by users through the Billing system. Refer to Working With Customer Orders of the Billing document for information about on-line order entry.
    - *T* (telxon) - charges are only added to orders received through remote communications. Refer to Working With Remote Communications of the Billing document for information about remote order entry.
    - *E* (Electronic Data Interchange) - charges are only added to orders received through electronic data interchange (EDI). Refer to the EDI document for additional information.

- *P* (pre-book) - charges are only added to pre-book orders. Refer to the Pre-book Orders document for information about the Pre-book Ordering system of DAC.
- *W* (Web Console) - charges are only added to orders received through Web Console, CDR's e-commerce software.

12. If necessary, enter one of the following values for the **Comparison Operator** (2,a) field to designate how to restrict the application of the special billing charge according to the total amount of an order:
    - *EQ* (equal) - the total must equal the value entered for the **$ Amount** field (see below).
    - *NE* (not equal) - the total must not equal the value entered for the **$ Amount** field.
    - *LT* (less than) - the total must be less than the value entered for the **$ Amount** field.
    - *LE* (less than or equal) - the total must be less than or equal the value entered for the **$ Amount** field.
    - *GT* (greater than) - the total must be greater than the value entered for the **$ Amount** field.
    - *GE* (greater than or equal) - the total must be greater than or equal the value entered for the **$ Amount** field.

13. If necessary, enter an amount for the **$ Amount** (7.2,n) field to designate the amount used for retricting the application of the special billing charge according to the total amount of an order.

14. Press <Enter> when data entry is complete.

```
CVTNE1R    ADD     Creative Data Research              7/26/01 15:59:43
                        Edit Special Billing Charges

Customer 100407 DANIEL'S GROCERY
Item :   900003 DELIVERY CHARGE - ZONE 1

Type changes, press Enter.

Charge Type . . .   FUEL    Status A
Charge When?  . .   D (Daily, Weekly, Monthly, Yearly) Charge Applied?

Override Amount            & Affect Profit? N (Use Override for Price & Cost)

            Optional Qualifiers for Applying This Charge
            Order Source Exclusion     (N=Normal,S=Special)
            Order Source Restriction   (O,T,E,P,W)
            :Include Only Orders with a Dollar Value:
            Comparison Operator .      (EQ,NE,LT,LE,GT,GE)
            $ Amount  . .

            Last Applied        At  0:00:00 User ID
F3=Exit   F12=Key screen
                                              CONFIRM: Y (Y/N)
```

15. Press <Enter> when prompted to confirm. The Edit Special Billing Charges KEY SCRN screen appears with the *Record added* message.

```
CVTNE1R    ADD    Creative Data Research              7/26/01 16:00:06
                    Edit Special Billing Charges KEY SCRN

Type choices, press Enter.


Customer Number  . . . .
Item Number  . . . . . .










F3=Exit    F4=Search   F9=Go to 'Change' mode
Record added.
```

16. Continue entering special billing charges records as necessary, and press <F3> at the Edit Special Billing Charges KEY SCRN screen when data entry is complete. The Work With Special Billing Charges screen appears.

```
CVTMDFR    DISPLAY Creative Data Research             7/26/01 16:11:46
                    Work with Special Billing Charges
Cust#    Item#   Route#  Type  When? Status Applied?


Type options, press Enter.
2=Edit    C=Copy

?  Cust# Item   Route  Charge Description          When? Type   Sts
   100035 900003        DELIVERY CHARGE - ZONE 1     D    FUEL    A
   100407 900003        DELIVERY CHARGE - ZONE 1     D    FUEL    A
   100815 900003        DELIVERY CHARGE - ZONE 1     D    FUEL    A








F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

17. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

Printing A Special Billing Charges List

The step-by-step instructions which follow describe using the Work With Special Billing Charges application to print a list of special billing charges.

```
User: JEANNINE                 Menu: BFM2CV1              Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <==========
========================================================================
¦¦¦¦¦¦¦¦¦¦          1. Work With Customer Category Descs.
THE    ¦¦          2. Work With Customer Categories
DAC    ¦¦          3. Update C/I File With Customer Categories
SYSTEM ¦¦          4. Create/Update Authorized Item Records
¦¦¦¦¦¦¦¦¦¦          5. Edit Billing Reasons
                   6. Work With Invoice Boxes
                   7. Define Invoice Boxes
                   8. Define Invoice Messages
                   9. Order Status Change(Caution!!!)
                  10. Work With Customer Invoice Options
                  11. Work With Special Billing Charges
                 M E N U   C A L L S
19. VoCollect Maint    20. Billing System      21. Billing Reports
22. File Maintenance   23. Dac Main Menu        90. Sign Off
========================================================================
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==>
```

1. Select option 11 (Work With Special Billing Charges) from the Billing File Maintenance #2 screen. The Work With Special Billing Charges screen appears.

```
CVTMDFR    DISPLAY Creative Data Research            7/30/01  8:48:39
                   Work with Special Billing Charges
Cust#   Item#   Route#   Type   When? Status Applied?


Type options, press Enter.
2=Edit    C=Copy

?  Cust#  Item   Route   Charge Description            When? Type    Sts
   100035 900003         DELIVERY CHARGE - ZONE 1        D   FUEL     A
   100407 900003         DELIVERY CHARGE - ZONE 1        D   FUEL     A
   100815 900003         DELIVERY CHARGE - ZONE 1        D   FUEL     A
          900003 206     DELIVERY CHARGE - ZONE 1        W   FUEL     A










F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

2. Press <F6> (Print). The Special Billing Print Selection window appears.

```
          Special Billing Print Selection


       Customer       (Optional)
       Item .         (Optional)
       Route          (Optional)




     F3=Exit   F4=Search   F6=Print
```

3. Enter data for the following fields as necessary to limit the list of special billing charges:
   - Optional: **Customer** (6,n) - enter a customer number and press <Enter> to limit the list of special billing charges printed to the desired customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
   - Optional: **Item** (6,n) - enter an item number and press <Enter> to limit the list of special billing charges printed to those of the desired item. If necessary, press <F4> to select an item number from the Select Item screen.
   - Optional: **Route** (6,a) - enter a route code and press <Enter> to limit the list of special billing charges printed to the desired route. If necessary, press <F4> to select a route code from the Select Route Description screen.

   If a value is entered in more than one of the above fields, a special billing charge will not be included in the list if it is excluded on the basis of any one of the fields.

   If no value is entered for any of the above fields, all the special billing charges will be printed.

4. Press <F6> (Print) when data entry is complete.

5. Press <Enter> when prompted to confirm.

6. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

```
  Creative Data Research              Print Special Billing          JTIPPIN    CVT7PFR     7/30/01 10:13:43 Page      1


  Cust # Route  Name                          Charge Item # Item Description               When? Override    Affect Excl. Rstr.
                                              Type                                               Amount      Cost?
           206  DELIVERY TRUCK                FUEL   900003 DELIVERY CHARGE - ZONE 1       W         8.00     Y
  100035        ABC                           FUEL   900003 DELIVERY CHARGE - ZONE 1       D                  N
  100407        DANIEL'S GROCERY              FUEL   900003 DELIVERY CHARGE - ZONE 1       D                  N
  100815        CASEY'S STOP                  FUEL   900003 DELIVERY CHARGE - ZONE 1       D                  N

  ** END OF REPORT **
```

Copying Special Billing Charges

The Copy option of the Work With Special Billing Charges application is used to copy one customer's special billing charge for use in charging another customer or group of customers. Special billing charges based on route code cannot be copied.

```
User: JEANNINE              Menu: BFM2CV1              Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <=========
=====================================================================
!!!!!!!!!!          1.  Work With Customer Category Descs.
THE     !!          2.  Work With Customer Categories
DAC     !!          3.  Update C/I File With Customer Categories
SYSTEM !!           4.  Create/Update Authorized Item Records
!!!!!!!!!!          5.  Edit Billing Reasons
                    6.  Work With Invoice Boxes
                    7.  Define Invoice Boxes
                    8.  Define Invoice Messages
                    9.  Order Status Change(Caution!!!)
                   10.  Work With Customer Invoice Options
                   11.  Work With Special Billing Charges
                    M E N U   C A L L S
19. VoCollect Maint     20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
=====================================================================
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==>
```

1. Select option 11 (Work With Special Billing Charges) from the Billing File Maintenance #2 screen. The Work With Special Billing Charges screen appears.

```
CVTMDFR     DISPLAY Creative Data Research              7/30/01 10:48:54
                   Work with Special Billing Charges
Cust#    Item#    Route#   Type   When? Status Applied?


Type options, press Enter.
2=Edit     C=Copy

?  Cust#  Item   Route  Charge Description              When? Type   Sts
   100035 900003        DELIVERY CHARGE - ZONE 1          D    FUEL    A
   100407 900003        DELIVERY CHARGE - ZONE 1          D    FUEL    A
   100815 900003        DELIVERY CHARGE - ZONE 1          D    FUEL    A
          900003 206    DELIVERY CHARGE - ZONE 1          W    FUEL    A







F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

2. Locate the desired customer's special billing charge, and enter *C* (Copy) in the selection column next to the customer's number.

```
CVTMDFR     DISPLAY Creative Data Research              7/30/01 15:17:34
                   Work with Special Billing Charges
Cust#    Item#    Route#   Type   When? Status Applied?


Type options, press Enter.
2=Edit     C=Copy

?  Cust#  Item   Route  Charge Description              When? Type   Sts
   100035 900003        DELIVERY CHARGE - ZONE 1          D    FUEL    A
   100407 900003        DELIVERY CHARGE - ZONE 1          D    FUEL    A
C  100815 900003        DELIVERY CHARGE - ZONE 1          D    FUEL    A
          900003 206    DELIVERY CHARGE - ZONE 1          W    FUEL    A







F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

3. Press <Enter>. The Copy A Charge window appears.

```
                              Copy a Charge

              Copy This Charge to Other Customers
              Customer 100035 ABC
              Item :   900003 DELIVERY CHARGE - ZONE 1
                     Use the Entries Below to Limit Customers
               Delivery Route
               Corporate Number
               Customer  . . .
               Billing Matrix
               State . . . . .
               Zip Code  . . .              (Use * for Wild Card)

              F3=Exit    F4=Search    F10=Perform Copy
```

4. Enter data for the following fields as necessary to limit the copy process:
   - Optional: **Delivery Route** (6,a) - enter a route code and press <Enter> to create a duplicate special billing charge record for all the customers of the route. If necessary, press <F4> to select a route code from the Select Route Description screen. Note: If the **Delivery Route** field is used to copy a special billing charge, a single special billing charge record is not created for the individual route, but is created *for every customer* of the route.
   - Optional: **Corporate Number** (6,n) - enter a customer corporate number and press <Enter> to create a duplicate special billing charge record for all the customers of the chain. If necessary, press <F4> to select a customer corporate number from the Select Corp Type 'C' Only screen.
   - Optional: **Customer** (6,n) - enter a customer number and press <Enter> to create a duplicate special billing charge record for the desired customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
   - Optional: **Billing Matrix** (6,n) - enter a billing matrix number and press <Enter> to create a duplicate special billing charge record for all the customers of the billing matrix. If necessary, press <F4> to select a billing matrix number from the Select Billing Matrix screen.
   - Optional: **State** (2,a) - enter a state code and press <Enter> to create a duplicate special billing charge record for all the customers of the desired state.
   - Optional: **Zip Code** (9,n) - enter a zip code and press <Enter> to create a duplicate special billing charge record for all the customers located in the desired zip code area. A group of customers of more than one zip code area can be designated by entering part of the desired zip codes followed by an asterisk (*). For example, if *381** is entered for the **Zip Code** field, a duplicate record is created for all the customers located in Memphis, TN.

   If a value is entered in more than one of the above fields, a special billing charge record will not be created for a customer if the customer is excluded on the basis of any one of the fields.

```
                              Copy a Charge

              Copy This Charge to Other Customers
              Customer 100035 ABC
              Item :    900003 DELIVERY CHARGE - ZONE 1
                      Use the Entries Below to Limit Customers
               Delivery Route
               Corporate Number
               Customer  . . .    107300
               Billing Matrix
               State . . . . .
               Zip Code  . . .              (Use * for Wild Card)

              F3=Exit    F4=Search    F10=Perform Copy
```

5. Press <F10> (Perform Copy) when data entry is complete.

6. Press <Enter> when prompted to confirm. The newly created special billing charges records appear on the Work With Special Billing Charges screen.

```
CVTMDFR    DISPLAY Creative Data Research              7/30/01 15:26:11
                        Work with Special Billing Charges
Cust#    Item#   Route#  Type  When? Status Applied?


Type options, press Enter.
2=Edit    C=Copy

?  Cust#  Item   Route  Charge Description            When? Type   Sts
   100035 900003         DELIVERY CHARGE - ZONE 1       D    FUEL    A
   100407 900003         DELIVERY CHARGE - ZONE 1       D    FUEL    A
   100815 900003         DELIVERY CHARGE - ZONE 1       D    FUEL    A
   107300 900003         DELIVERY CHARGE - ZONE 1       D    FUEL    A
          900003 206     DELIVERY CHARGE - ZONE 1       W    FUEL    A






F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

7. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

Editing and Deleting Special Billing Charges Records

```
User: JEANNINE              Menu: BFM2CV1          Date:  4/20/09

========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <=========
====================================================================
!!!!!!!!!!            1. Work With Customer Category Descs.
THE    !!             2. Work With Customer Categories
DAC    !!             3. Update C/I File With Customer Categories
SYSTEM !!             4. Create/Update Authorized Item Records
!!!!!!!!!!            5. Edit Billing Reasons
                      6. Work With Invoice Boxes
                      7. Define Invoice Boxes
                      8. Define Invoice Messages
                      9. Order Status Change(Caution!!!)
                     10. Work With Customer Invoice Options
                     11. Work With Special Billing Charges
                      M E N U   C A L L S
      19. VoCollect Maint     20. Billing System      21. Billing Reports
      22. File Maintenance    23. Dac Main Menu        90. Sign Off
====================================================================
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==>
```

1. Select option 11 (Work With Special Billing Charges) from the Billing File Maintenance #2 screen. The Work With Special Billing Charges screen appears.

```
CVTMDFR    DISPLAY Creative Data Research            7/30/01 15:41:41
                   Work with Special Billing Charges
Cust#    Item#   Route#   Type  When? Status Applied?


Type options, press Enter.
2=Edit    C=Copy

? Cust#  Item   Route  Charge Description           When? Type   Sts
  100035 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
  100407 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
  100815 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
  107300 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
         900003 206    DELIVERY CHARGE - ZONE 1       W   FUEL    A




F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

2. Locate the desired customer's special billing charge, and enter *2* (Edit) in the selection column next to the customer's number.

```
CVTMDFR    DISPLAY Creative Data Research            7/30/01 15:41:41
                   Work with Special Billing Charges
Cust#    Item#   Route#   Type  When? Status Applied?


Type options, press Enter.
2=Edit    C=Copy

? Cust#  Item   Route  Charge Description           When? Type   Sts
  100035 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
  100407 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
  100815 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
2 107300 900003        DELIVERY CHARGE - ZONE 1       D   FUEL    A
         900003 206    DELIVERY CHARGE - ZONE 1       W   FUEL    A




F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

3. Press <Enter>. The Edit Special Billing Charges screen appears.

```
CVTNE1R     CHANGE  Creative Data Research               7/30/01 15:43:00
                         Edit Special Billing Charges


Customer 107300 BILTON GAS
Item :    900003 DELIVERY CHARGE - ZONE 1

Type changes, press Enter.

Charge Type . . .   FUEL    Status A
Charge When?  . .   D (Daily, Weekly, Monthly, Yearly) Charge Applied? N

Override Amount             & Affect Profit? N (Use Override for Price & Cost)

                Optional Qualifiers for Applying This Charge
                Order Source Exclusion     (N=Normal,S=Special)
                Order Source Restriction   (O,T,E,P,W)
                :Include Only Orders with a Dollar Value:
                Comparison Operator .      (EQ,NE,LT,LE,GT,GE)
                $ Amount  . .

                Last Applied          At  0:00:00 User ID
F3=Exit    F11=Delete    F12=Key screen
```

Refer to Adding Special Billing Charges Records for detailed descriptions of the fields that may be edited.

4. Press <Enter> when changes to the special billing charges record are complete, or if necessary, press <F11> (Delete) to delete the record.

```
CVTNE1R     CHANGE  Creative Data Research               7/30/01 15:52:13
                         Edit Special Billing Charges

Customer 107300 BILTON GAS
Item :    900003 DELIVERY CHARGE - ZONE 1

Type changes, press Enter.

Charge Type . . .   FUEL    Status A
Charge When?  . .   D (Daily, Weekly, Monthly, Yearly) Charge Applied? N

Override Amount             & Affect Profit? N (Use Override for Price & Cost)

                Optional Qualifiers for Applying This Charge
                Order Source Exclusion     (N=Normal,S=Special)
                Order Source Restriction   (O,T,E,P,W)
                :Include Only Orders with a Dollar Value:
                Comparison Operator .      (EQ,NE,LT,LE,GT,GE)
                $ Amount  . .

                Last Applied          At  0:00:00 User ID
F3=Exit    F11=Delete    F12=Key screen
                                            CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Edit Special Billing Charges KEY SCRN screen appears with the *Record changed* or the *Record deleted* message.

```
CVTNE1R     CHANGE  Creative Data Research               7/30/01 15:53:26
                       Edit Special Billing Charges KEY SCRN

Type choices, press Enter.


Customer Number  . . . .   107300
Item Number  . . . . . .   900003














F3=Exit    F4=Search    F9=Go to 'Add' mode
Record deleted.
```

6. Press <F3> to exit. The Work With Special Billing Charges screen appears.

```
CVTMDFR    DISPLAY Creative Data Research              7/30/01 15:54:28
                    Work with Special Billing Charges
Cust#   Item#   Route#  Type  When? Status Applied?


Type options, press Enter.
2=Edit    C=Copy

?  Cust#  Item   Route  Charge Description               When? Type   Sts
   100035 900003        DELIVERY CHARGE - ZONE 1           D    FUEL    A
   100407 900003        DELIVERY CHARGE - ZONE 1           D    FUEL    A
   100815 900003        DELIVERY CHARGE - ZONE 1           D    FUEL    A
          900003 206    DELIVERY CHARGE - ZONE 1           W    FUEL    A








F3=Exit  F4=Search  F6=Print  F10=Add Customer Charge  F22=Add Route Charge
```

7. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

Working With Billing Reasons

Billing reason records are used when credit memos are issued, and customer orders are cancelled. The records designate if inventory is affected when an item is returned, if a restocking fee is charged, and the amount of the restocking fee percentage. Inventory can be affected when credit memos are posted, but not when customer orders are cancelled.

Refer to the Returns Management document for instructions about adding billing reasons if this optional DAC module is used.

Users have the option of designating that items which are unsellable are automatically returned to a *mixed damage* inventory location. Contact CDR support personnel for additional information.

Restocking fees are calculated using the following three fields:

- Billing reason's restocking percentage fee (see **Restk Pct.** field below). With one exception (described below) this field's value takes precedence over the others.
- Item's **Restocking Fee %** field. If no value is entered for the billing reason's **Restk Pct.** field, the value of the item's field is used. Refer to Working With Items of the Item File Maintenance document for additional information.
- SYS001 default system option's **Default Restocking Fee %** field. The value of this field is used when none exists for the billing reason's and item's fields. Refer to the DAC Default System Options document for additional information.

Exception: The item's percentage fee is used, rather than the billing reason's percentage fee, when *YES* is entered for the **Use Guarantee Flag For CR** field of the SYS033 (Billing Options) and a billing reason with *N* (No Restock/Apply Fee) entered for the **Restock Inventory/Apply Restock Fee** field (see below) is used for creating credit memos with the DAC Billing System.

Exceptions can be made to exclude a specific customer from restocking charges by entering *Y* for the **Restk Fee Ovr** field of the customer's record. Refer to Working With Customers of the Customer File Maintenance document for additional information.

The following instructions include information about using a billing reason to prohibit customers from receiving any credit for a returned item when the DAC Billing System is used to create credit memos.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <==================
=======================================================================
¦¦¦¦¦¦¦¦¦¦               1. Customer Related Maintenance
THE     ¦¦               2. Product Related Maintenance
DAC     ¦¦               3. Billing Related Maintenance
SYSTEM  ¦¦               4. System Options Maintenance
¦¦¦¦¦¦¦¦¦¦               5. Inquiry Options
                        6. Price Maintenance
                        7. G/L Interface Maintenance
                        8. Scan Code Maintenance


                        M E N U   C A L L S
19. Deletions           20.                    21. Reports
22.                     23. Dac Main Menu       90. Sign Off
=======================================================================
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==>
```
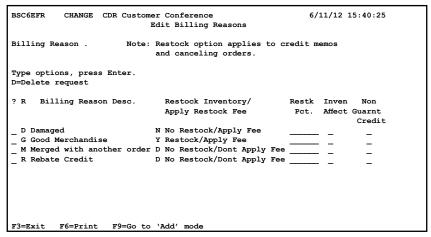
2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1             Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <=========
=======================================================================
¦¦¦¦¦¦¦¦¦¦               1. Work With Customer Contracts
THE     ¦¦               2. Work With Billing Matrix Contracts
DAC     ¦¦               3. Work With Retail Contracts
SYSTEM  ¦¦               4. Work With Selling Allowances
¦¦¦¦¦¦¦¦¦¦               5. Work With Commissions
                        6. Edit Minimum Order Charges
                        7. Work With Customer/Item Flags
                        8. Work With Rebates
                        9. Work With Advance Disposal Fee
                       10. Edit Order Header Codes
                       11. Work With Qty Break Pricing
                        M E N U   C A L L S
19. BF Maintenance #2   20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu       90. Sign Off
=======================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```
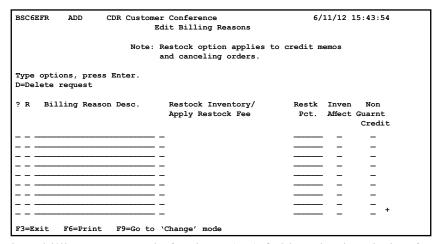
3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE              Menu: BFM2CV1             Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <=========
=======================================================================
¦¦¦¦¦¦¦¦¦¦               1. Work With Customer Category Descs.
THE     ¦¦               2. Work With Customer Categories
DAC     ¦¦               3. Update C/I File With Customer Categories
SYSTEM  ¦¦               4. Create/Update Authorized Item Records
¦¦¦¦¦¦¦¦¦¦               5. Edit Billing Reasons
                        6. Work With Invoice Boxes
                        7. Define Invoice Boxes
                        8. Define Invoice Messages
                        9. Order Status Change(Caution!!!)
                       10. Work With Customer Invoice Options
                       11. Work With Special Billing Charges
                        M E N U   C A L L S
19. VoCollect Maint     20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu       90. Sign Off
=======================================================================
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==>
```

4. Select option 5 (Edit Billing Reasons) from the Billing File Maintenance #2 screen. The Edit Billing Reasons screen appears.

```
BSC6EFR     CHANGE   CDR Customer Conference                  6/11/12 15:40:25
                              Edit Billing Reasons

Billing Reason .       Note: Restock option applies to credit memos
                              and canceling orders.

Type options, press Enter.
D=Delete request

? R   Billing Reason Desc.      Restock Inventory/      Restk  Inven   Non
                                Apply Restock Fee       Pct.   Affect Guarnt
                                                                       Credit
_ D Damaged                     N No Restock/Apply Fee   _____  _      _
_ G Good Merchandise            Y Restock/Apply Fee      _____  _      _
_ M Merged with another order D No Restock/Dont Apply Fee _____  _      _
_ R Rebate Credit               D No Restock/Dont Apply Fee _____  _      _




F3=Exit   F6=Print   F9=Go to 'Add' mode
```

5. Press F9 (Go to 'Add' mode).

```
BSC6EFR     ADD      CDR Customer Conference                  6/11/12 15:43:54
                              Edit Billing Reasons

                        Note: Restock option applies to credit memos
                              and canceling orders.

Type options, press Enter.
D=Delete request

? R   Billing Reason Desc.      Restock Inventory/      Restk  Inven   Non
                                Apply Restock Fee       Pct.   Affect Guarnt
                                                                       Credit
_ _ _____ _                              _____  _      _
_ _ _____ _                              _____  _      _
_ _ _____ _                              _____  _      _
_ _ _____ _                              _____  _      _
_ _ _____ _                              _____  _      _
_ _ _____ _                              _____  _      _
_ _ _____ _                              _____  _      _
_ _ _____ _                              _____  _      _ +
_ _ _____ _                              _____  _      _ +
F3=Exit   F6=Print   F9=Go to 'Change' mode
```
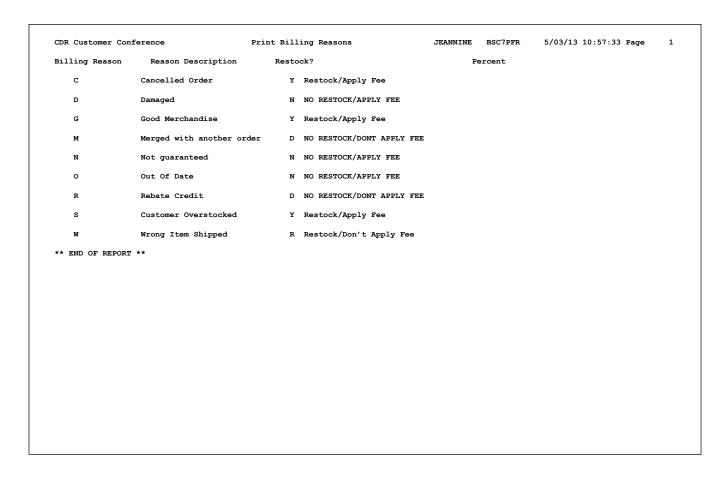
6. Enter a unique billing reason code for the **R** (1,a) field, and a description for the **Billing Reason Desc.** (25,a) field.

7. Enter one of the following for the **Restock Inventory/Apply Restock Fee** (1,a) field to designate if an item is returned to inventory, and if a restocking fee is charged:
   - *Y* - restock item and apply fee
   - *D* - no restocked item and no fee applied
   - *R* - restock item and no fee applied
   - *N* - no restocked item and apply fee.

8. If necessary, enter the percentage of the billing price used to calculate the restocking fee for the **Restk Pct.** (5.2,n) field. A restocking fee can only charged if *Y* or *N* are entered for the **Restock Inventory/Apply Restock Fee** field. If *100* is entered for the the **Restk Pct.** field, no credit will be given for a returned item when the billing reason is used.

9. Do not enter data for the **Inven Affect** and **Non Guarnt Credit** fields. Refer to the Returns Management document for information about the use these fields if this optional DAC module is used.

10. Press <Enter> when data entry is complete. The following descriptions appear for the **Restock Inventory/Apply Restock Fee** field:
    - *Restock/Apply Fee* for *Y*
    - *No Restock/Dont Apply Fee* for *D*
    - *Restock/Don't Apply Fee* for *R*
    - *No Restock/Apply Fee* for *N*

    Note: Inventory is not affected when customer orders are cancelled, regardless of the value of the **Restock Inventory/Apply Restock Fee** field.

11. Press <Enter> when prompted to comfirm. The Edit Billing Reasons screen is redisplayed without the previously entered data. To display the billing reason records, press <F9> (Go go 'Change' mode).

12. To print a list of the billing reasons (see below), press <F6> (Print).

13. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

```
CDR Customer Conference          Print Billing Reasons          JEANNINE    BSC7PFR    5/03/13 10:57:33 Page     1

Billing Reason      Reason Description      Restock?                        Percent

    C               Cancelled Order         Y   Restock/Apply Fee

    D               Damaged                 N   NO RESTOCK/APPLY FEE

    G               Good Merchandise        Y   Restock/Apply Fee

    M               Merged with another order   D   NO RESTOCK/DONT APPLY FEE

    N               Not guaranteed          N   NO RESTOCK/APPLY FEE

    O               Out Of Date             N   NO RESTOCK/APPLY FEE

    R               Rebate Credit           D   NO RESTOCK/DONT APPLY FEE

    S               Customer Overstocked    Y   Restock/Apply Fee

    W               Wrong Item Shipped      R   Restock/Don't Apply Fee

** END OF REPORT **
```

Working With Customer Categories and Classes

Customer designated categories and classes, rather than distributor's categories and sales classes, may be used:

- To sort items before printing the customer's invoices, price book and bar code order book. Refer to Working With Customer Invoice Options for additional information.
- To sort items before printing a list of the items that are authorized for purchase by a customer. Refer to Printing An Authorized Item List of the Customer File Maintenance document for additional information.

To use customer designated categories and classes, users must:

Step 1: Use the Work With Customer Category Descriptions application to add descriptions of the customers' categories and classes.

Step 2: Use the Work With Customer Category application to create the customers' category/class records which link the customers' categories and classes to the distributor's items.

Step 3: Use the Update C/I File With Customer Categories application to include the customer category and class numbers in the customer/item records. Refer to Updating Customer/Item Records for additional information.

Adding Customer Category and Class Descriptions

The following instructions describe using the Work With Customer Category Descriptions application to add a description of a customer's category and a customer's class.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/01/13

===================> F I L E   M A I N T E N A N C E <==================
========================================================================
¦¦¦¦¦¦¦¦¦¦              1. Customer Related Maintenance
THE      ¦¦             2. Product Related Maintenance
DAC      ¦¦             3. Billing Related Maintenance
SYSTEM ¦¦               4. System Options Maintenance
¦¦¦¦¦¦¦¦¦¦              5. Inquiry Options
                       6. Price Maintenance
                       7. G/L Interface Maintenance
                       8. Scan Code Maintenance



                    M E N U   C A L L S
19. Deletions          20.                    21. Reports
22.                    23. Dac Main Menu       90. Sign Off
========================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE                   Menu: BFM1CV1              Date:  8/01/13

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <==========
=======================================================================
!!!!!!!!!       1. Work with Customer Contracts      12. Contract Overview
THE     !!      2. Work with Billing Matrix Contracts 13. Product Eligibility
DAC     !!      3. Work with Retail Contracts         14. PAR Item Inventory
SYSTEM  !!      4. Work with Selling Allowances
!!!!!!!!!!      5. Work with Commissions
                6. Edit Minimum Order Charges
                7. Work with Customer/Item Flags
                8. Work with Rebates
                9. Work with Advance Disposal Fee
               10. Edit Order Header Codes
               11. Work with Qty Break Pricing
                   M E N U    C A L L S
19. BF Maintenance #2    20. Billing System       21. Billing Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
=======================================================================
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==>
```

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1
   screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE                   Menu: BFM2CV1              Date:  8/01/13

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <==========
=======================================================================
!!!!!!!!!           1. Work With Customer Category Descs.
THE     !!          2. Work With Customer Categories
DAC     !!          3. Update C/I File With Customer Categories
SYSTEM  !!          4. Create/Update Authorized Item Records
!!!!!!!!!!          5. Edit Billing Reasons
                    6. Work With Invoice Boxes
                    7. Define Invoice Boxes
                    8. Define Invoice Messages
                    9. Order Status Change(Caution!!!)
                   10. Work With Customer Invoice Options
                   11. Work With Special Billing Charges
                    M E N U    C A L L S
19. VoCollect Maint     20. Billing System       21. Billing Reports
22. File Maintenance    23. Dac Main Menu         90. Sign Off
=======================================================================
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==>
```
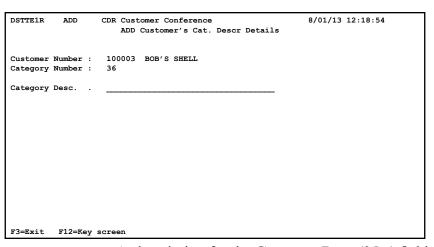
4. Select option 1 (Work With Customer Category Descs) from the Billing File
   Maintenance #2 screen. The Work With Customer Category Descriptions screen
   appears with the *No data to display* message if no descriptions were previously
   added.

```
DSTVDFR    DISPLAY CDR Customer Conference              8/01/13 12:14:02
                     Work With Customer Category Descriptions
Retail  Customer  Customer's
Matrix  Number    Category
_____  _____    __

Type options, press Enter.
2=Edit Record

?  Retail  Customer  Customer's
   Matrix  Number    Category        Category Description
_          100001    10       Cigarettes
_          100001    20       Other Tobacco
_          100001    30       Packaged Beverage
_          100001    31       Candy
_          100001    32       Other Dairy
_          100001    33       Packaged Sandwich
_          100001    34       Frozen Food
_          100001    35       Salty Snacks
_          100001    36       Sweet Snacks
_          100001    37       Alternative Snacks                    +

F3=Exit    F8=Edit Customer Classes    F10=Add New Record
```

5. Press <F10> (Add New Record). The Prompt For Add Category screen appears.

```
DSTSPVR     ENTER    CDR Customer Conference              8/01/13 12:15:29
                             Prompt for Add Category

Retail Matrix  .    _____
Customer Number .    _____


Customer's Category Number .    __




F3=Exit    F4=Search
```

6. Enter data for one of the following fields:
   - **Retail Matrix** (6,n) - a retail matrix number can be entered to add to a customer category for a group of customers. If necessary, press <F4> to select a retail matrix number from the Select Retail Matrix screen.
   - **Customer Number** (6,n) - a customer's number can be entered to add a customer category for an individual customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

7. Enter a number for the **Customer's Category Number** (2,n) field.

8. Press <Enter>. The Add Customer's Cat. Descr Details screen appears.

```
DSTTE1R     ADD      CDR Customer Conference              8/01/13 12:18:54
                        ADD Customer's Cat. Descr Details


Customer Number :    100003   BOB'S SHELL
Category Number :    36

Category Desc.  .    _____




F3=Exit    F12=Key screen
```

9. Enter the customer category's description for the **Category Desc** (35,a) field, and press <Enter>.

```
DSTTE1R     ADD      CDR Customer Conference              8/01/13 12:21:29
                        ADD Customer's Cat. Descr Details


Customer Number :   100003   BOB'S SHELL
Category Number :   36

Category Desc.  .   Sweet Snacks








F3=Exit    F12=Key screen
                                                        CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Work With Customer Category
    Descriptions screen appears.

11. Continue adding customer category descriptions, or press <F3> when data entry is
    complete. The Billing File Maintenance #2 screen appears.

    Refer to Updating Customer/Item Records for information about using the Update
    C/I File With Customer Categories application to include the customer category
    numbers in the customer/item records.

The following instructions describe using the Work With Customer Category
Descriptions application to add a description of a customer's class.

```
     User: JEANNINE             Menu: BFM2CV1            Date:  8/01/13

     ========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <==========
     ======================================================================
     ¦!¦!¦!¦!¦!¦             1. Work With Customer Category Descs.
     THE    ¦¦              2. Work With Customer Categories
     DAC    ¦¦              3. Update C/I File With Customer Categories
     SYSTEM ¦¦              4. Create/Update Authorized Item Records
     ¦!¦!¦!¦!¦!¦             5. Edit Billing Reasons
                            6. Work With Invoice Boxes
                            7. Define Invoice Boxes
                            8. Define Invoice Messages
                            9. Order Status Change(Caution!!!)
                           10. Work With Customer Invoice Options
                           11. Work With Special Billing Charges
                          M E N U   C A L L S
     19. VoCollect Maint    20. Billing System       21. Billing Reports
     22. File Maintenance   23. Dac Main Menu         90. Sign Off
     ======================================================================
     COPYRIGHT @1992-2004@ Creative Data Research, Inc.

     ==>
```

1. Select option 1 (Work With Customer Category Descs) from the Billing File
   Maintenance #2 screen. The Work With Customer Category Descriptions screen
   appears.

```
DSTVDFR    DISPLAY CDR Customer Conference              8/01/13 12:28:21
                   Work With Customer Category Descriptions
Retail  Customer  Customer's
Matrix  Number    Category
_____  _____    __

Type options, press Enter.
2=Edit Record

?  Retail  Customer  Customer's
   Matrix  Number    Category          Category Description
_          100001    10            Cigarettes
_          100001    20            Other Tobacco
_          100001    30            Packaged Beverage
_          100001    31            Candy
_          100001    32            Other Dairy
_          100001    33            Packaged Sandwich
_          100001    34            Frozen Food
_          100001    35            Salty Snacks
_          100001    36            Sweet Snacks
_          100001    37            Alternative Snacks                      +

F3=Exit    F8=Edit Customer Classes    F10=Add New Record
```

2. Press <F8> (Edit Customer Classes). The Work With Customer Classes screen appears with the *No data to display* message if no class descriptions were previously added.

```
GSJ4DFR    DISPLAY CDR Customer Conference              8/01/13 12:29:40
                       Work With Customer Classes
   Retail  Customer  Class   Class Description
   Matrix  Number    Number
   _____  _____    ____    _____

Type options, press Enter.
2=Edit Record












F3=Exit    F10=Add New Record
No data to display.
```

3. Press <F10> (Add New Record). The Add Customer Class Description screen appears.

```
GSJ6PVR     ENTER   CDR Customer Conference             8/01/13 12:31:15
                      Add Customer Class Description


 Retail Matrix Number _____
 Customer Number   .   _____

 Customer's Class   .   _____










F3=Exit    F4=Search
```

4. Enter data for one of the following fields:
    - **Retail Matrix Number** (6,n) - a retail matrix number can be entered to add to a customer class for a group of customers. If necessary, press <F4> to select a retail matrix number from the Select Retail Matrix screen.
    - **Customer Number** (6,n) - a customer's number can be entered to add a customer class for an individual customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

5. Enter a number for the **Customer's Class** (5,n) field.

6. Press <Enter>. The Edit Customer Class Details screen appears.

```
GSJ5E1R      ADD       CDR Customer Conference            8/01/13 12:48:01
                            Edit Customer Class Details


Retail Matrix  :
Customer Number    100003  BOB'S SHELL
Class Number  . :     101

Type changes, press Enter.

Class Description    _____





F3=Exit    F12=Key screen
```

7. Enter the customer class's description for the **Class Description** (35,a) field, and press <Enter>.

8. Press <Enter> when prompted to confirm. The Work With Customer Classes screen appears.

9. Continue adding customer class descriptions, or press <F3> when data entry is complete. The Work With Customer Category Descriptions screen appears.

10. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

    Refer to Updating Customer/Item Records for information about using the Update C/I File With Customer Categories application to include the customer category and class numbers in the customer/item records.
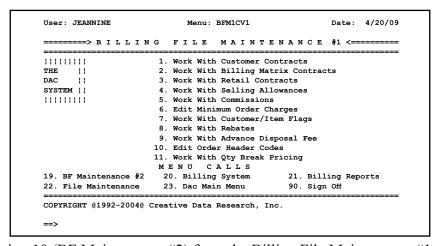
Adding Customer Category/Class Records

After adding the descriptions of customers' categories and classes, the Work With Customer Category application is used to create the customers' category/class records which link the customers' categories and classes to the distributor's items.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

====================> F I L E   M A I N T E N A N C E <==================
========================================================================
!!!!!!!!!!              1. Customer Related Maintenance
THE    !!               2. Product Related Maintenance
DAC    !!               3. Billing Related Maintenance
SYSTEM !!               4. System Options Maintenance
!!!!!!!!!!              5. Inquiry Options
                        6. Price Maintenance
                        7. G/L Interface Maintenance
                        8. Scan Code Maintenance


                        M E N U   C A L L S
19. Deletions           20.                     21. Reports
22.                     23. Dac Main Menu        90. Sign Off
========================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1             Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <=========
========================================================================
!!!!!!!!!!              1. Work With Customer Contracts
THE    !!               2. Work With Billing Matrix Contracts
DAC    !!               3. Work With Retail Contracts
SYSTEM !!               4. Work With Selling Allowances
!!!!!!!!!!              5. Work With Commissions
                        6. Edit Minimum Order Charges
                        7. Work With Customer/Item Flags
                        8. Work With Rebates
                        9. Work With Advance Disposal Fee
                       10. Edit Order Header Codes
                       11. Work With Qty Break Pricing
                        M E N U   C A L L S
19. BF Maintenance #2   20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
========================================================================
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==>
```

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
    User: JEANNINE                    Menu: BFM2CV1                  Date:  4/20/09

    ========>  B I L L I N G    F I L E    M A I N T E N A N C E   #2  <=========
    =========================================================================
    !!!!!!!!!!                 1.  Work With Customer Category Descs.
    THE    !!                  2.  Work With Customer Categories
    DAC    !!                  3.  Update C/I File With Customer Categories
    SYSTEM !!                  4.  Create/Update Authorized Item Records
    !!!!!!!!!!                 5.  Edit Billing Reasons
                               6.  Work With Invoice Boxes
                               7.  Define Invoice Boxes
                               8.  Define Invoice Messages
                               9.  Order Status Change(Caution!!!)
                              10.  Work With Customer Invoice Options
                              11.  Work With Special Billing Charges
                            M E N U   C A L L S
    19. VoCollect Maint      20. Billing System        21. Billing Reports
    22. File Maintenance     23. Dac Main Menu          90. Sign Off
    =========================================================================
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    ==>
```

4. Select option 2 (Work With Customer Categories) from the Billing File Maintenance #2 screen. The Display Customer Categories/Classes screen appears with the *No data to display* message if no customer category/class records were previously added.

```
DSTKDFR    DISPLAY Creative Data Research               3/14/06 15:58:18
                        Display Customer Categories/Classes
Retail    Customer  Customer's Customer's Category Sales   Item
Matrix    Number    Category    Class     Number   Class   Number


Type options, press Enter.
2=Edit Record

?  Retail  Cust #  Customer's Customer's   Our      Our     Our
   Matrix          Category    Class       Category Sales   Item
                                                    Class   Number








F3=Exit   F6=Print   F10=Add New Record   F12=Copy by Retail Matrix #
No data to display.
```

5. Press <F10> (Add New Record). The Prompt For Edit Category screen appears.

```
DSTQPVR    ENTER   Creative Data Research               3/14/06 16:00:32
                        Prompt For Edit Category

Retail Matrix . . . .
Customer Number . . .

Category Number . . .
Sales Class Number  .
Item Number . . . . .
```

F3=Exit   F4=Search

6. Enter data for one of the following fields:
   - **Retail Matrix** (6,n) - a retail matrix number can be entered to add to customer category/class records for a group of customers. If necessary, press <F4> to select a retail matrix number from the Select Retail Matrix screen.
   - **Customer Number** (6,n) - a customer's number can be entered to add customer category/class records for an individual customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

7. To link the distributor's items to a customer's category or class, enter data for one of the following fields to designate the items:
   - **Category Number** (2,n) - the distributor's category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
   - **Sales Class** (5,n) - the distributor's sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   - **Item Number** (6,n) - the distributor's item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.

8. Press <Enter>. The Edit Customer Category Details screen appears.

```
DSTLE1R     CHANGE   Creative Data Research              3/15/06  9:26:37
                          Edit Customer Category Details


Customer Number . . :   700200   AMERICA'S STORE #103
Category Number . . :   1        CIGARETTES




Customer's Category  . .
Customer's Class  . .








F3=Exit   F4=Search   F11=Delete   F12=Key screen
```

If a retail matrix number was previously entered, *Retail Matrix* appears rather than *Customer Number*. If a distributor's category or sales class was previously entered, *Sales Class Number* or *Item Number* appears rather than *Category Number* as illustrated above.

9. To link the items to a customer's category or class, enter enter data for one of the following fields to designate the category or class:
   - **Customer's Category** (2,n) - the customer's category number. If necessary, press <F4> to select a category number from the Select Customer's Category screen.
   - **Customer's Class** (5,n) - the customer's sales class number. If necessary, press <F4> to select a sales class number from the Select Customer's Class screen.

10. Press <Enter>.

```
DSTLE1R    ADD    Creative Data Research               3/15/06  9:41:06
                      Edit Customer Category Details


Customer Number . . :   700200  AMERICA'S STORE #103
Category Number . . :    1      CIGARETTES




Customer's Category  . .   10  PREMIUM CIGARETTES
Customer's Class  . .






F3=Exit   F4=Search   F12=Key screen
                                              CONFIRM: Y (Y/N)
```

11. Press <Enter> when prompted to confirm. The Prompt For Edit Category screen appears.

```
DSTQPVR     ENTER   Creative Data Research              3/15/06  9:42:05
                        Prompt For Edit Category

Retail Matrix . . . .
Customer Number . . .    700200

Category Number . . .     1
Sales Class Number  .
Item Number . . . . .












F3=Exit    F4=Search
```

12. Continue adding customer category/class records, or press <F3> when data entry is complete. The Display Customer Categories/Classes screen appears.

```
DSTKDFR    DISPLAY Creative Data Research               3/15/06  9:44:47
                    Display Customer Categories/Classes
Retail    Customer  Customer's  Customer's  Category  Sales   Item
Matrix    Number    Category    Class       Number    Class   Number
          700200

Type options, press Enter.
2=Edit Record

?  Retail   Cust #  Customer's  Customer's   Our      Our     Our
   Matrix           Category    Class        Category Sales   Item
                                                      Class   Number
           700200   10                        1




F3=Exit    F6=Print    F10=Add New Record    F12=Copy by Retail Matrix #
```

13. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

Refer to Updating Customer/Item Records for information about using the Update C/I File With Customer Categories application to include the customer category and class numbers in the customer/item records.

Working With Customer/Item Records

Customer/item records are used for designating if an item is *authorized for purchase* by the customer, and if the item is printed in the Customer Price/Retail List (customer price book). Users can override the unauthorized status of an item when adding an order.

Customer/item records can be used for designating:
- That a customer is *prohibited from purchasing* an item. This status cannot be overridden, and these items are not printed in the Customer Price/Retail List (customer price book).
- The customer's category, class and item number designated for the distributor's item.
- The customer's inventory level to be maintained for items ordered using Telxon remote order transmissions.

Customer/item records are added automatically when a customer orders items, or can be added before that time in one of the following ways:
- The Work With Customer/Item Flags application can be used to add a customer/item record for a single item and one customer.
- The Create/Update Authorized Item Records application can be used to add customer/item records for groups of items (by category number or sales class number), and for one customer or group of customers (by retail matrix number). Refer to Authorizing Items For Purchase for additional information.
- The Update C/I File With Customer Categories application can be used to add customer/item records for the items for which customer category/class records exist.

The Work With Customer/Item Flags applications is also used to display the weekly total sales, total base cost and total retail of the an item sold to a specific customer.

Refer to Working With Customers of the Customer File Maintenance document for information about using the **Authorized Item** and **Auth. U/M** fields of customer records to limit the customer to ordering only items that are authorized. Refer to Adding An Order of the Billing document for information about overriding the unauthorized status of an item to add it to an order.

Refer to Working With Items of the Item File Maintenance document for information about using the **Book Exclusion** field of item records.

Refer to Working With Customer Reports of the Customer File Maintenance document for information about printing customer price books (Customer Price/Retail List) and the Authorized Item List.
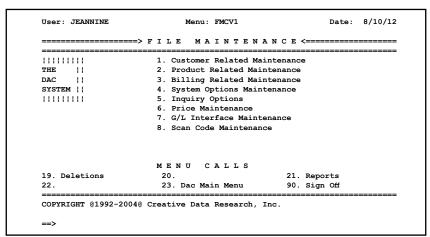
Authorizing Items For Purchase

Customer/item records are used to designate if items are *authorized for purchase* by a customer, and if the item is printed in the Customer Price/Retail List (customer price book). Users can override the unauthorized status of an item when adding an order.

The following instructions describe using the Create/Update Authorized Item Records application (option 4 of the Billing File Maintenance #2 screen) to add customer/item records for items with authorization for purchase by one or more customers.

Refer to Using Work With Customer/Item Flags for information about changing the authorization for purchase of existing customer/item records. Refer to Updating Customer/Item Records for information about including customer category, class numbers and item numbers in the customer/item records after they are added.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE                 Menu: FMCV1                  Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <==================
========================================================================
!!!!!!!!!!          1. Customer Related Maintenance
THE    !!           2. Product Related Maintenance
DAC    !!           3. Billing Related Maintenance
SYSTEM !!           4. System Options Maintenance
!!!!!!!!!!           5. Inquiry Options
                    6. Price Maintenance
                    7. G/L Interface Maintenance
                    8. Scan Code Maintenance



                    M E N U   C A L L S
19. Deletions        20.                      21. Reports
22.                  23. Dac Main Menu         90. Sign Off
========================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE                 Menu: BFM1CV1                Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <=========
========================================================================
!!!!!!!!!!              1. Work With Customer Contracts
THE    !!               2. Work With Billing Matrix Contracts
DAC    !!               3. Work With Retail Contracts
SYSTEM !!               4. Work With Selling Allowances
!!!!!!!!!!               5. Work With Commissions
                        6. Edit Minimum Order Charges
                        7. Work With Customer/Item Flags
                        8. Work With Rebates
                        9. Work With Advance Disposal Fee
                       10. Edit Order Header Codes
                       11. Work With Qty Break Pricing
                    M E N U   C A L L S
19. BF Maintenance #2   20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
========================================================================
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==>
```

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE                 Menu: BFM2CV1              Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <==========
=======================================================================
!!!!!!!!!!              1. Work With Customer Category Descs.
THE     !!              2. Work With Customer Categories
DAC     !!              3. Update C/I File With Customer Categories
SYSTEM !!               4. Create/Update Authorized Item Records
!!!!!!!!!!              5. Edit Billing Reasons
                        6. Work With Invoice Boxes
                        7. Define Invoice Boxes
                        8. Define Invoice Messages
                        9. Order Status Change(Caution!!!)
                       10. Work With Customer Invoice Options
                       11. Work With Special Billing Charges
                    M E N U   C A L L S
19. VoCollect Maint      20. Billing System        21. Billing Reports
22. File Maintenance     23. Dac Main Menu          90. Sign Off
=======================================================================
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==>
```

4. Select option 4 (Create/Update Authorized Item Records) from the Billing File Maintenance #2 screen. The Prompt For Authorization screen appears.

```
DSYMPVR    ENTER   Creative Data Research              3/17/06 13:16:14
                           Prompt For Authorization

Retail Matrix . . . .
Corporate Number  . .
Customer Number . . .
Customer State  . . .

Category Number . . .
Sales Class Number  .
Item Number . . . . .

Authorized Flag . . .      (Blank = Not Authorized, Don't Print In Book.)
                           (    1 = Not Authorized, Print In Book.)
                           (    2 = Authorized, Don't Print In Book.)
                           (    3 = Authorized, Print In Book.)
                           (    4 = Not Allowed To Purchase.)

Normal Buying Unit  .      (1-4,Must be sellable unit OR 0=not defined)



F3=Exit  F4=Search  F7=Prompt For Copy  F10=Update  F11=Prompt For Delete
```

5. Enter data for one of the following fields:
   - **Retail Matrix** (6,n) - a retail matrix number can be entered to add to customer/item records for a group of customers. If necessary, press <F4> to select a retail matrix number from the Select Retail Matrix screen.
   - **Corporate Number** (6,n) - a customer corporate number can be entered to add customer/item records for the customers of a chain. If necessary, press <F4> to select a customer corporate number from the Select Corporate Master screen.
   - **Customer Number** (6,n) - a customer's number can be entered to add customer/item records for an individual customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

6. Enter data for one of the following fields:
   - **Category Number** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
   - **Sales Class Number** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   - **Item Number** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.

7. Enter one of the following values for the **Authorized Flag** (1,n) field:
   - *1* - the item is not authorized for purchase, but it can be printed in the customer's price book.
   - *2* - the item is authorized for purchase, but it cannot be printed in the customer's price book.
   - *3* - the item is authorized for purchase, and it can be printed in the customer's price book.

   If the **Authorized Flag** field is left blank, the item is not authorized for purchase, and it cannot be printed in the customer's price book.

8. If *Y* is entered for the **Auth. U/M** field of the customer's record, a selling level (unit of measure) may be entered for the **Normal Buying Unit** (1,n) field to limit the authorization to the designated unit.

```
DSYMPVR    ENTER   Creative Data Research                3/17/06 18:31:49
                            Prompt For Authorization

Retail Matrix . . . .
Corporate Number  . .
Customer Number . . .   700200
Customer State  . . .

Category Number . . .
Sales Class Number  .
Item Number . . . . .   108491

Authorized Flag . . .   1  (Blank = Not Authorized, Don't Print In Book.)
                           (    1 = Not Authorized, Print In Book.)
                           (    2 = Authorized, Don't Print In Book.)
                           (    3 = Authorized, Print In Book.)
                           (    4 = Not Allowed To Purchase.)

Normal Buying Unit  .      (1-4,Must be sellable unit OR 0=not defined)



F3=Exit  F4=Search  F7=Prompt For Copy  F10=Update  F11=Prompt For Delete
```

9. Press <Enter> when data entry is complete.

10. Press <F10> (Update). The *Updating Records In Customer Item File* message appears.

11. Continue adding customer/item records, or press <F3> when data entry is complete. The Billing File Maintenance #2 screen appears.
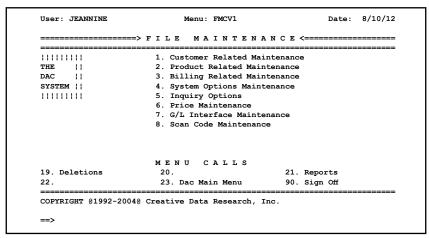
Prohibiting The Purchase Of Items

Customer/item records can be used to designate if customers are *prohibited from purchasing* an item. Users cannot override this status for an item when adding an order, and the items will not appear in the Customer Price/Retail List (customer price book).

The following instructions describe using the Create/Update Authorized Item Records application to add customer/item records which prohibit the purchase of items by one or more customers. Refer to Excluding Items From Purchase for information about using item authorization records to prohibit the customers of a designated state or tax jurisdiction from purchasing a specific item.

Refer to Using Work With Customer/Item Flags for information about changing customer/item records.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1              Date:  8/10/12

==================> F I L E   M A I N T E N A N C E <==================
======================================================================
!!!!!!!!!!          1. Customer Related Maintenance
THE     !!          2. Product Related Maintenance
DAC     !!          3. Billing Related Maintenance
SYSTEM !!           4. System Options Maintenance
!!!!!!!!!!          5. Inquiry Options
                    6. Price Maintenance
                    7. G/L Interface Maintenance
                    8. Scan Code Maintenance


                    M E N U   C A L L S
19. Deletions           20.                     21. Reports
22.                     23. Dac Main Menu        90. Sign Off
======================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1             Date: 10/20/14

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <==========
======================================================================
!!!!!!!!!!     1. Work with Customer Contracts      12. Contract Overview
THE     !!     2. Work with Billing Matrix Contracts 13. Product Eligibility
DAC     !!     3. Work with Retail Contracts         14. PAR Item Inventory
SYSTEM !!      4. Work with Selling Allowances       15. State/Cat Options
!!!!!!!!!!     5. Work with Commissions
               6. Edit Minimum Order Charges
               7. Work with Customer/Item Flags
               8. Work with Rebates
               9. Work with Advance Disposal Fee
              10. Edit Order Header Codes
              11. Work with Qty Break Pricing
                    M E N U   C A L L S
19. BF Maintenance #2    20. Billing System      21. Billing Reports
22. File Maintenance     23. Dac Main Menu        90. Sign Off
======================================================================
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==>
```

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE                   Menu: BFM2CV1              Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <=========
=========================================================================
!!!!!!!!!!              1. Work With Customer Category Descs.
THE    !!               2. Work With Customer Categories
DAC    !!               3. Update C/I File With Customer Categories
SYSTEM !!               4. Create/Update Authorized Item Records
!!!!!!!!!!              5. Edit Billing Reasons
                        6. Work With Invoice Boxes
                        7. Define Invoice Boxes
                        8. Define Invoice Messages
                        9. Order Status Change(Caution!!!)
                       10. Work With Customer Invoice Options
                       11. Work With Special Billing Charges
                        M E N U   C A L L S
19. VoCollect Maint     20. Billing System        21. Billing Reports
22. File Maintenance    23. Dac Main Menu          90. Sign Off
=========================================================================
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==>
```

4. Select option 4 (Create/Update Authorized Item Records) from the Billing File Maintenance #2 screen. The Prompt For Authorization screen appears.

```
DSYMPVR    ENTER    Creative Data Research              3/21/06  8:57:31
                         Prompt For Authorization

Retail Matrix . . . .
Corporate Number  . .
Customer Number . . .
Customer State  . . .

Category Number . . .
Sales Class Number  .
Item Number . . . . .

Authorized Flag . . .      (Blank = Not Authorized, Don't Print In Book.)
                           (    1 = Not Authorized, Print In Book.)
                           (    2 = Authorized, Don't Print In Book.)
                           (    3 = Authorized, Print In Book.)
                           (    4 = Not Allowed To Purchase.)

Normal Buying Unit  .      (1-4,Must be sellable unit OR 0=not defined)



F3=Exit  F4=Search  F7=Prompt For Copy  F10=Update  F11=Prompt For Delete
```
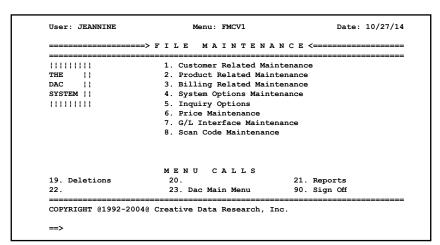
5. Enter data for one of the following fields:
   - **Retail Matrix** (6,n) - a retail matrix number can be entered to add to customer/item records for a group of customers. If necessary, press <F4> to select a retail matrix number from the Select Retail Matrix screen.
   - **Corporate Number** (6,n) - a customer corporate number can be entered to add customer/item records for the customers of a chain. If necessary, press <F4> to select a customer corporate number from the Select Corporate Master screen.
   - **Customer Number** (6,n) - a customer's number can be entered to add customer/item records for an individual customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
   - **Customer State** (2,a) - a state abbreviation can be entered to add customer/item records for customers based on their shipping address.

6. Enter data for one of the following fields:
   - **Category Number** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
   - **Sales Class Number** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   - **Item Number** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.

7. Enter *4* (Not allowed to purchase) for the **Authorized Flag** (1,n) field.

```
DSYMPVR     ENTER   Creative Data Research                    3/23/06 11:13:50
                             Prompt For Authorization

Retail Matrix . . . .
Corporate Number  . .
Customer Number . . .   700200
Customer State  . . .

Category Number . . .
Sales Class Number  .
Item Number . . . . .   108491

Authorized Flag . . .   4  (Blank = Not Authorized, Don't Print In Book.)
                          (    1 = Not Authorized, Print In Book.)
                          (    2 = Authorized, Don't Print In Book.)
                          (    3 = Authorized, Print In Book.)
                          (    4 = Not Allowed To Purchase.)

Normal Buying Unit  .      (1-4,Must be sellable unit OR 0=not defined)



F3=Exit  F4=Search  F7=Prompt For Copy  F10=Update  F11=Prompt For Delete
```

8. Press <Enter> when data entry is complete.

9. Press <F10> (Update). The *Updating Records In Customer Item File* message appears.

10. Continue adding customer/item records, or press <F3> when data entry is complete. The Billing File Maintenance #2 screen appears.

Excluding Items From Purchase

Item authorization records can be used to prohibit the customers of a designated state or tax jurisdiction from purchasing a specific item. Refer to Prohibiting The Purchase Of Items for information about using customer/item records to prohibit customers from purchasing items.

Users cannot override this exclusion for an item when adding an order, and the items will not appear in the Customer Price/Retail List (customer price book).

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1               Date: 10/27/14

==================> F I L E   M A I N T E N A N C E <==================
======================================================================
!!!!!!!!!!           1. Customer Related Maintenance
THE     !!           2. Product Related Maintenance
DAC     !!           3. Billing Related Maintenance
SYSTEM !!            4. System Options Maintenance
!!!!!!!!!!           5. Inquiry Options
                     6. Price Maintenance
                     7. G/L Interface Maintenance
                     8. Scan Code Maintenance


                         M E N U   C A L L S
19. Deletions          20.                    21. Reports
22.                    23. Dac Main Menu       90. Sign Off
======================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1              Date: 10/27/14

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <=========
======================================================================
!!!!!!!!!!     1. Work with Customer Contracts      12. Contract Overview
THE     !!     2. Work with Billing Matrix Contracts 13. Product
Eligibility
DAC     !!     3. Work with Retail Contracts         14. PAR Item Inventory
SYSTEM !!      4. Work with Selling Allowances       15. State/Cat Options
!!!!!!!!!!     5. Work with Commissions
               6. Edit Minimum Order Charges
               7. Work with Customer/Item Flags
               8. Work with Rebates
               9. Work with Advance Disposal Fee
              10. Edit Order Header Codes
              11. Work with Qty Break Pricing
                         M E N U   C A L L S
19. BF Maintenance #2   20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
======================================================================
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==>
```

3. Select option 7 (Work With Customer/Item Flags) from the Billing File Maintenance #1 screen. The Work With Customer/Item Combinations screen appears.

```
BSIPDFR    DISPLAY CDR Customer Conference              10/27/14  9:26:20
                   Work With Customer/Item Combinations
Customer Name                        Corporate State Auth. Auth.  Notify
                                     Number         Items U/M   Price Chg.
_____  _____   __    _    _     _
Customer#        Action


Type options, press Enter.
5=Customer Item Records    6=Customer Weekly Records
?  Customer   Corporate   Customer Name
   Number     Number
_  500121     500121      ABC STORE
_  771230     771230      B & D FOOD STORE
_  100801     771230      BARON EXPRESS #2 BP
_  260501     265000      BIG JOHN'S QUICK STOP #1
_  260502     265000      BIG JOHN'S QUICK STOP #2
_  320001     320001      BIG P MINI MART
_  100003     771230      BOB'S SHELL
_  100802     100802      CRANKY CORNER QUICK STOP
_  800237     800237      DANNY & CLYDE'S FOOD STORE #20
_  100002     100002      DIANNE'S GROCERY                              +

F3=Exit  F6=Print Corp Diff.  F8=Work With Item Exclusions  F24=View Chg Log
```

4. Press <F8> (Work With Item Exclusions). The Work With Item Authorization screen appears.

```
GWAJDFR    DISPLAY CDR Customer Conference              10/27/14  9:31:53
                     Work With Item Authorization
  St  Tax J.  Item #
  __  _____  _____

Type options, press Enter.
2=Edit

?  St   Tax J.   Item #   Description                    Sts
_  TX            770130   BLACKJACK FULL FLAVOR 16OZ       4














F3=Exit  F6=Prompt For Report  F10=Add
```
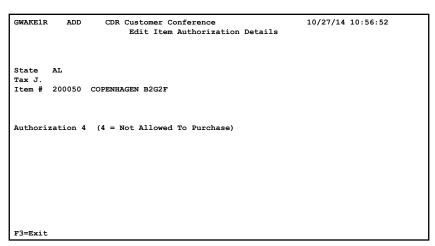
5. Press <F10> (Add). The Add Item Authorization Record screen appears.

   Note: To edit an item authorization record that was previously added, enter *2* in the selection column of the record, and press <Enter>. The Edit Item Authorization Details screen appears.

```
GWALPVR     ENTER    CDR Customer Conference           10/27/14  9:55:08
                        Add Item Authorization Record



State    __
Tax J.   _____
Item #   _____









F3=Exit
```

6. To continue adding a new item authoization record, enter data for one of the following fields:
   - **State** (2,a) - a state abbreviation can be entered to add an item authorization record based on customer shipping addresses.
   - **Tax J** (6,a) - a tax jurisdiction code. If necessary, press <F4> to select a tax jurisdiction code from the Select Tax Jurisdiction screen.

7. Enter the item number for the **Item #** (6,n) field, or press <F4> to select an item number from the Select Item By Description screen.

8. Press <Enter>, and press <Enter> when prompted to confirm. The Edit Item Authorization Details screen appears.

```
GWAKE1R     ADD      CDR Customer Conference           10/27/14 10:56:52
                        Edit Item Authorization Details



State    AL
Tax J.
Item #   200050  COPENHAGEN B2G2F


Authorization 4   (4 = Not Allowed To Purchase)






F3=Exit
```

9. Press <Enter>, and press <Enter> when prompted to confirm. The Add Item Authorization Record screen appears.

10. Continue adding item authorization records, or press <F3> when data entry is complete. The Work With Item Authorization screen appears.

Copying Customer/Item Records

The following instructions describe using the Create/Update Authorized Item Records application to copy customer/item records of a customer for another customer or a chain of customers. Refer to the introductory text of Working With Customers of the Customer File Maintenance document for additional information about individual and chain customers.

This copy function may also be used to change the **Authorized Flag** field of existing customer/item records.

After customer/item records are copied, the Work With Customer/Item Flags application can be used to edit all the fields of the new records.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
    User: JEANNINE              Menu: BFM2CV1             Date:  4/20/09

    ========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <==========
    ======================================================================
    !!!!!!!!!!               1. Work With Customer Category Descs.
    THE    !!               2. Work With Customer Categories
    DAC    !!               3. Update C/I File With Customer Categories
    SYSTEM !!               4. Create/Update Authorized Item Records
    !!!!!!!!!!               5. Edit Billing Reasons
                            6. Work With Invoice Boxes
                            7. Define Invoice Boxes
                            8. Define Invoice Messages
                            9. Order Status Change(Caution!!!)
                           10. Work With Customer Invoice Options
                           11. Work With Special Billing Charges
                           M E N U   C A L L S
    19. VoCollect Maint     20. Billing System       21. Billing Reports
    22. File Maintenance    23. Dac Main Menu         90. Sign Off
    ======================================================================
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    ==>
```

2. Select option 4 (Create/Update Authorized Item Records) from the Billing File Maintenance #2 screen. The Prompt For Authorization screen appears.

```
    DSYMPVR    ENTER   Creative Data Research-SUPPORT        6/10/99  8:33:58
                           Prompt For Authorization

    Retail Matrix . . . .
    Customer Number . . .

    Category Number . . .
    Sales Class Number  .
    Item Number . . . . .

    Authorized Flag . . .      (Blank = Not Authorized, Don't Print In Book.)
                               (    1 = Not Authorized, Print In Book.)
                               (    2 = Authorized, Don't Print In Book.)
                               (    3 = Authorized, Print In Book.)




    F3=Exit   F4=Search   F7=Prompt For Copy    F10=Update Record(s)
```

3. Press <F7> (Prompt For Copy). The Copy Customer/Item Records screen appears.
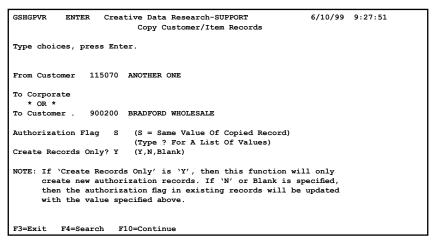
```
GSHGPVR     ENTER    Creative Data Research-SUPPORT          6/10/99  8:36:38
                            Copy Customer/Item Records

Type choices, press Enter.


From Customer

To Corporate
    * OR *
To Customer .

Authorization Flag    S    (S = Same Value Of Copied Record)
                           (Type ? For A List Of Values)
Create Records Only?       (Y,N,Blank)

NOTE: If 'Create Records Only' is 'Y', then this function will only
      create new authorization records. If 'N' or Blank is specified,
      then the authorization flag in existing records will be updated
      with the value specified above.



F3=Exit   F4=Search   F10=Continue
```

4. Enter the customer number of the customer/item record to be copied for the **From Customer** (6,n) field. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

5. Enter data for one of the following fields:
   - **To Corporate** (6,n) - the customer corporate number of the chain customers for whom the customer/item records are being created. If necessary, press <F4> to select a corporate number from the Select Corporate Master screen.
   - **To Customer** (6,n) - the customer number of the individual customer for whom the customer/item records are being created. If necessary, press <F4> to select a customer number from the Select Corporate Master screen.

6. Enter one of the following values for the **Authorization Flag** (1,a) field:
   - *S* - the value of the **Authorized Flag** field of the new customer/item records will be identical to the **Authorized Flag** field of the customer/item records being copied.
   - *1* - the item is not authorized for purchase, but it can be printed in the customer's price book. A retail label is not printed for the customer if *A* (Authorized) is entered for the **Item Selection Type** field of the Retail Shelf Label Prompt screen.
   - *2* - the item is authorized for purchase, but it cannot be printed in the customer's price book. A retail label is printed for the customer if *A* (Authorized) is entered for the **Item Selection Type** field of the Retail Shelf Label Prompt screen.
   - *3* - the item is authorized for purchase, it can be printed in the customer's price book, and a retail label is printed for the customer if *A* (Authorized) is entered for the **Item Selection Type** field of the Retail Shelf Label Prompt screen.

   Refer to Authorizing Items For Purchase and Prohibiting The Purchase Of Items for additional information about the **Authorized Flag** field.

An item will not be printed in the price book if *Y* is entered for the **Book Exclusion** field of the item's record. Refer to Working With Items of the Item File Maintenance document for additional information.

7. Enter one of the following values for the **Create Records Only** (1,a) field:
   - *Y* - the customer/item records are created as designated above only if none currently exist for the customers specified by the **To Corporate** or **To Customer** field. If any records do exist, they will remain unchanged when the copy function is complete.
   - *N* - the customer/item records are created as designated above for the customers specified by the **To Corporate** or **To Customer** field. If records currently exist, the value of the **Authorized Flag** field of those records will be identical to the **Authorization Flag** field when the copy function is complete.
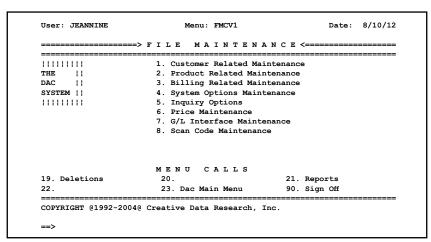
```
GSHGPVR     ENTER    Creative Data Research-SUPPORT          6/10/99  9:27:51
                          Copy Customer/Item Records

Type choices, press Enter.


From Customer    115070   ANOTHER ONE

To Corporate
   * OR *
To Customer .   900200   BRADFORD WHOLESALE

Authorization Flag   S   (S = Same Value Of Copied Record)
                         (Type ? For A List Of Values)
Create Records Only? Y   (Y,N,Blank)

NOTE: If 'Create Records Only' is 'Y', then this function will only
      create new authorization records. If 'N' or Blank is specified,
      then the authorization flag in existing records will be updated
      with the value specified above.



F3=Exit   F4=Search   F10=Continue
```

8. Press <F10> (Continue). The *Creating Customer/Item Records For Specified Customer/Corporate* message appears.

9. Continue copying customer/item records as necessary, and press <F3> at the Copy Customer/Item Records screen when data entry is complete. The Prompt For Authorization screen appears.

10. Press <F3> to exit. The Billing File Maintenance #2 screen appears.
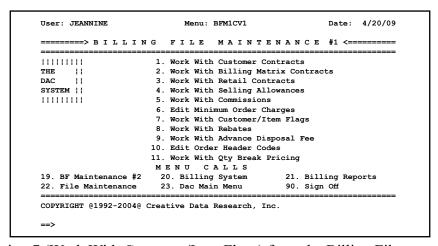
Using Work With Customer/Item Flags

The following instructions describe using the Work With Customer/Item Flags application to designate if items are authorized for purchase by a specific customer. Unlike the Create/Update Authorized Records application, this application can only be used to create a customer/item record for an individual customer/item combination. This application can also be used to edit the fields of a customer/item record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1                 Date:  8/10/12

==================> F I L E   M A I N T E N A N C E <==================
======================================================================
!!!!!!!!!             1. Customer Related Maintenance
THE     !!            2. Product Related Maintenance
DAC     !!            3. Billing Related Maintenance
SYSTEM !!             4. System Options Maintenance
!!!!!!!!!             5. Inquiry Options
                      6. Price Maintenance
                      7. G/L Interface Maintenance
                      8. Scan Code Maintenance


                   M E N U   C A L L S
19. Deletions        20.                    21. Reports
22.                  23. Dac Main Menu       90. Sign Off
======================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1                Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
======================================================================
!!!!!!!!!             1. Work With Customer Contracts
THE     !!            2. Work With Billing Matrix Contracts
DAC     !!            3. Work With Retail Contracts
SYSTEM !!             4. Work With Selling Allowances
!!!!!!!!!             5. Work With Commissions
                      6. Edit Minimum Order Charges
                      7. Work With Customer/Item Flags
                      8. Work With Rebates
                      9. Work With Advance Disposal Fee
                     10. Edit Order Header Codes
                     11. Work With Qty Break Pricing
                   M E N U   C A L L S
19. BF Maintenance #2   20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
======================================================================
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==>
```

3. Select option 7 (Work With Customer/Item Flags) from the Billing File Maintenance #1 screen. The Work With Customer/Item Combinations screen appears.

```
BSIPDFR    DISPLAY Creative Data Research              4/04/06 10:08:20
                   Work With Customer/Item Combinations
Customer Name                        Corporate Auth. Auth. Notify
                                     Number     Items U/M  Price Chg.


Customer#      Action


Type options, press Enter.
5=Customer Item Records   6=Customer Weekly Records
?  Customer   Corporate   Customer Name
   Number     Number
   100810     100810      AAMCO STATION 1
   100035     100035      ABC
   100000     100000      ABC EMPLOYEES PURCHASES
   101020     101020      ABC SOUVENIRS
   100060     100060      ADKINSON GENERAL STORE
   100075     100075      AIRLINE ROAD TEXACO
   100150     100150      ALABAMA BONE & JOINT CLINIC
   100610     100610      ALABAMA SUPERSTORE
   100801     100801      ALBERTSON CASH & CARRY (NO TAX)
   121705     121705      ALL HITS VIDEO STORE                       +

F3=Exit   F8=Work With Item Exclusions
```

4. Press <Page Down>, or use one of the restrictor fields at the top of the screen to locate the desired customer.

5. Enter *5* (Customer Item Records) in the selection column next to the customer's number, and press <Enter>. The Work With Cust/Item Recs screen appears.

```
DSM8DFR    DISPLAY Creative Data Research              4/04/06 10:13:11
                   Work With Cust/Item Recs.
   Customer   Item            Authorized  Customer's  Last
   Number     Number          Flag        Category    Purchase Date
   700200


Type options, press Enter.
2=Edit

? Cust.   Item    Item Description              Auth Ath U/M Cust Last
  Number Number                                 Flag UM#      Cat. Purchase
  700200   5660 PURINA DELI CAT 6/18Z EA 01800  OZ   3            30
  700200   7076 SKOAL BANDIT CLASSIC 10 CAN RL       3    1  EA   20   8/11/03
  700200   8281 SUNNY DELGHT CALIF. 8/06400  OZ      3            30
  700200   8312 BEST VALUE LIGHT FILT 85             3    2  CTN  10   6/13/03
  700200   8506 BEST VALUE MEN LIGHT 85              3    2  CTN  10   6/13/03
  700200   8611 BEST VALUE NON-FILTER 85 MM          3    2  CTN  10   6/13/03
  700200   9155 SKOAL BANDIT MINT BLUE 10 CANS       3    1  EA   20   9/05/01
  700200   9176 SKOAL SPECIAL B9G1F                  3    2  DSP  20   9/05/01
  700200   9541 SKOAL LONG CUT CLASSIC 10 CANS!      3    2  RL   20   8/11/03
  700200   9905 B & H LIGHT BOX 100 MM               3    2  CTN  10   8/11/ +

F3=Exit    F4=Prompt   F10=Add New Record
```

6. Press <F10> (Add New Record). The Edit Customer Item Master KEY SCREEN screen appears.

Note: To edit a customer/item record that was previously added, enter *2* in the selection column next to the customer's number, and press <Enter>. The Edit Customer Item Master Details screen appears.

```
DSMIE1R    CHANGE  Creative Data Research                4/04/06 10:13:38
                     Edit Customer Item Master KEY SCREEN

Customer Number .   700200
Item Number . . .








F3=Exit   F4=Search   F9=Go to 'Add' mode
```

7. To continue adding a new customer/item record, enter an item number for the **Item Number** field (6,n), or press <F4> to select an item number from the Select Item By Description screen.

8. Press <Enter>. The Edit Customer Item Master Details screen appears.

```
DSMIE1R     ADD     Creative Data Research                4/04/06 10:19:38
                     Edit Customer Item Master Details


Customer Number . . :   700200  AMERICA'S STORE #103
Item Number . . . . :   108536  DAWN DISH LIQUID 9/42 OZ  0.00

Build Up Quantity . .
Authorized Flag . . .
Customer's Class  . .
Customer's Category .
Customer's Item . . .
Normal Buying Unit  .          (Used for Authorized U/M)
Last Qty. Purchased :       0
Avg. Qty Purchased  :       0
Last Purchase Date  :

Current Price . . . .             Current Unit  . . . .
Current Base Cost . .             Price Hold Date . . .
Current Net Cost  . .
Current Retail  . . .

F3=Exit   F12=Key screen   F15=Park Cursor
```

9. If necessary, enter the quantity level that the customer maintains for the item for the **Build Up Quantity** (5,n) field. To maintain quantity levels when placing remote orders with a Telxon unit, the value of the **Build-Up Code** field of customer's record must be *Y*. Refer to Working With Customers of the Customer File Maintenance document for additional information. Refer to Working With Telxon of the Billing document for information about maintaining quantity levels based on the quantity on hand.

10. Enter one of the following values for the **Authorized Flag** (1,n) field:
    - *1* - the item is not authorized for purchase, but it can be printed in the customer's price book.
    - *2* - the item is authorized for purchase, but it cannot be printed in the customer's price book.
    - *3* - the item is authorized for purchase, and it can be printed in the customer's price book.

    If the **Authorized Flag** field is left blank, the item is not authorized for purchase, and it cannot be printed in the customer's price book.

11. If necessary, enter data for the following fields:
    - Optional: **Customer's Class** (5,n) - the number used by the customer to classify the item. The customer's class number is used to sort items before printing the customer's list of authorized items. The customer's class number can be used to sort items before printing the customer's invoices, price book and bar code order book (also called custom order book).
    - Optional: **Customer's Category** (2,n) - the number used by the customer to categorize the item. The customer's category number is used to sort items before printing the customer's list of authorized items. The customer's category number can be used to sort items before printing the customer's invoices, price book and bar code order book (also called custom order book).
    - Optional: **Customer's Item** (11,n) - the number used by the customer to identify the item. The customer's item number can be printed on pick stickers (retail stickers).

    Refer to Updating Customer/Item Records for information about using the Update C/I File With Customer Categories application to include the customer category and class numbers in the customer/item records.

12. If *Y* is entered for the **Auth. U/M** field of the customer's record, a selling level (unit of measure) may be entered for the **Normal Buying Unit** (1,n) field to limit the authorization to the designated unit.

13. Press <Enter> when data entry is complete.

```
DSMIE1R    ADD     Creative Data Research            4/04/06 10:49:02
                      Edit Customer Item Master Details


Customer Number . . :   700200   AMERICA'S STORE #103
Item Number . . . . :   108536   DAWN DISH LIQUID 9/42 OZ   0.00

Build Up Quantity . .
Authorized Flag . . .   3  Authorized/Print In Book
Customer's Class  . .
Customer's Category .
Customer's Item . . .
Normal Buying Unit  .   2  CS   (Used for Authorized U/M)
Last Qty. Purchased :        0
Avg. Qty Purchased  :        0
Last Purchase Date  :

Current Price . . . .              Current Unit  . . . .
Current Base Cost . .              Price Hold Date . . .
Current Net Cost  . .
Current Retail  . . .

F3=Exit   F12=Key screen   F15=Park Cursor
```

14. Press <Enter> when prompted to confirm. The Edit Customer Item Master KEY SCREEN screen appears with the *Record added* message, or *Record changed* message when editing customer/item records.

```
DSMIE1R    CHANGE   Creative Data Research              4/04/06 10:56:53
                     Edit Customer Item Master KEY SCREEN

Customer Number .   700200
Item Number . . .   108536










F3=Exit   F4=Search   F9=Go to 'Add' mode
Record added.
```

15. Continue adding or editing customer/item records, or press <F3> to exit. The Work With Cust/Item Recs screen appears.

Below is an example of the Edit Customer Item Master Details screen when editing a customer/item record.

```
DSMIE1R    CHANGE   Creative Data Research              4/04/06 11:36:22
                     Edit Customer Item Master Details


Customer Number . . :   700200  AMERICA'S STORE #103
Item Number . . . . :   108536  DAWN DISH LIQUID 9/42 OZ  0.00

Build Up Quantity . .
Authorized Flag . . .   3  Authorized/Print In Book
Customer's Class  . .     625
Customer's Category .   40
Customer's Item . . .
Normal Buying Unit  .   2  CS   (Used for Authorized U/M)
Last Qty. Purchased :     10
Avg. Qty Purchased  :      3
Last Purchase Date  :    4/04/06

Current Price . . . .        25.56 Current Unit  . . . .    2
Current Base Cost . .        21.80 Price Hold Date . . .    41406
Current Net Cost  . .        21.80
Current Retail  . . .         3.79

F3=Exit   F11=Delete   F12=Key screen   F15=Park Cursor
```

Data is displayed for the following fields if the item was previously purchased by the customer:

- **Last Qty. Purchased** - the quantity of the item most recently sold to the customer.

- **Avg. Qty Purchased** - the average quantity of the item sold to the customer.

- **Last Purchase Date** - the date on which the item was most recently sold to the customer.

```
DSMIE1R    CHANGE  Creative Data Research                   4/04/06 11:36:22
                         Edit Customer Item Master Details


Customer Number . . :   700200  AMERICA'S STORE #103
Item Number . . . . :   108536  DAWN DISH LIQUID 9/42 OZ  0.00

Build Up Quantity . .
Authorized Flag . . .    3  Authorized/Print In Book
Customer's Class  . .      625
Customer's Category .    40
Customer's Item . . .
Normal Buying Unit .    2  CS   (Used for Authorized U/M)
Last Qty. Purchased :      10
Avg. Qty Purchased  :       3
Last Purchase Date  :    4/04/06

Current Price . . . .          25.56 Current Unit  . . . .    2
Current Base Cost . .          21.80 Price Hold Date . . .    41406
Current Net Cost  . .          21.80
Current Retail  . . .           3.79

F3=Exit   F11=Delete   F12=Key screen   F15=Park Cursor
```

Data is stored (and can be edited if necessary) in the fields listed below when global price changes are held for the customer, and the changes affect the item. This data is used for pricing until the global price changes are no longer held for the customer (see **Price Hold Date** below).

- **Current Price** - this value is derived from the **List Price** field of the item's record before the global price change took affect.

- **Current Base Cost** - this value is derived from the **Base Cost** field of the item's record before the global price change took affect.

- **Current Net Cost** - this value is derived from the **Net Cost** field of the item's record before the global price change took affect.

- **Current Retail** - this value is derived from the **MSRP** field of the item's record before the global price change took affect.

- **Current Unit** - the item's standard selling unit of measure as designated for the **Standard U/M** field of the item's record.

- **Price Hold Date** - the date on which the cost and price data above is no longer used for pricing.

Refer to Working With Global Price Changes of the Item File Maintenance document for information about the **Hold** field of price change records. Refer to Working With Customers of the Customer File Maintenance document for information about the **Price Hold Days** field of customer records.

Updating Customer/Item Records

The Update C/I File With Customer Categories application is used to add the customer category and class numbers to customer/item records. Below is an example of a customer/item record with a customer category number entered for the **Customer's Category** field. Refer to Working With Customer Categories and Classes for additional information.

```
DSMIE1R    CHANGE  Creative Data Research-SUPPORT           6/16/99 16:09:39
                       Edit Customer Item Master Details


Customer Number . . :   900200   BRADFORD WHOLESALE
Item Number . . . . :    21615  LUV POPS TUB CHERRY    10010000  CT

Build Up Quantity . .
Authorized Flag . . .   2      (Valid Values Are: Blank, 1, 2, 3.)
Customer's Class  . .
Customer's Category .   04
Customer's Item . . .
Normal Buying Unit  .
Last Qty. Purchased :         0
Avg. Qty Purchased  :         0
Last Purchase Date  :

Current Price . . . .              Current Unit  . . . .
Current Base Cost . .              Price Hold Date . . .
Current Net Cost  . .
Current Retail  . . .

F3=Exit   F11=Delete   F12=Key screen   F15=Park Cursor
```

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
   User: JEANNINE              Menu: FMCV1            Date:  8/10/12

   ===================> F I L E   M A I N T E N A N C E <==================
   =======================================================================
   !!!!!!!!!!              1. Customer Related Maintenance
   THE    !!              2. Product Related Maintenance
   DAC    !!              3. Billing Related Maintenance
   SYSTEM !!              4. System Options Maintenance
   !!!!!!!!!!              5. Inquiry Options
                          6. Price Maintenance
                          7. G/L Interface Maintenance
                          8. Scan Code Maintenance



                        M E N U   C A L L S
   19. Deletions         20.                     21. Reports
   22.                   23. Dac Main Menu        90. Sign Off
   =======================================================================
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   ==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1              Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <==========
=========================================================================
!!!!!!!!!                    1. Work With Customer Contracts
THE     !!                   2. Work With Billing Matrix Contracts
DAC     !!                   3. Work With Retail Contracts
SYSTEM !!                    4. Work With Selling Allowances
!!!!!!!!!                    5. Work With Commissions
                             6. Edit Minimum Order Charges
                             7. Work With Customer/Item Flags
                             8. Work With Rebates
                             9. Work With Advance Disposal Fee
                            10. Edit Order Header Codes
                            11. Work With Qty Break Pricing
                             M E N U   C A L L S
19. BF Maintenance #2    20. Billing System       21. Billing Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
=========================================================================
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==>
```

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE              Menu: BFM2CV1              Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <==========
=========================================================================
!!!!!!!!!                    1. Work With Customer Category Descs.
THE     !!                   2. Work With Customer Categories
DAC     !!                   3. Update C/I File With Customer Categories
SYSTEM !!                    4. Create/Update Authorized Item Records
!!!!!!!!!                    5. Edit Billing Reasons
                             6. Work With Invoice Boxes
                             7. Define Invoice Boxes
                             8. Define Invoice Messages
                             9. Order Status Change(Caution!!!)
                            10. Work With Customer Invoice Options
                            11. Work With Special Billing Charges
                             M E N U   C A L L S
19. VoCollect Maint      20. Billing System       21. Billing Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
=========================================================================
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==>
```

4. Select option 3 (Update C/I File With Customer Categories) from the Billing File Maintenance #2 screen. The Prompt For Post To C/I screen appears.

```
DSYXPVR    ENTER   Creative Data Research-SUPPORT        6/16/99 15:41:58
                        Prompt For Post To C/I



If You Continue, Records In The Customer Item File Will Be Updated
With Data Set Up In The Customer Category File. Press ENTER To Continue
Or Press CMD3 To Exit Without Updating The Customer Item File. You May
Enter A Customer Number OR Retail Matrix Number To Restrict Which
Records Are Updated In Customer Item Master.


       C.C. Retail Matrix
       C.C. Customer Number







F3=Exit
```
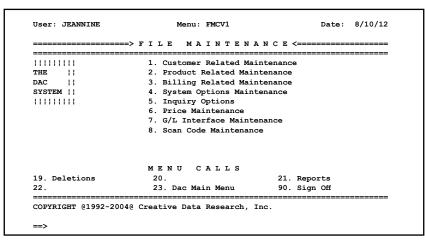
5. To update the customer/item records of a group of customers, enter a retail matrix number for the **C.C. Retail Matrix** (6,n) field, and press <Enter>.

6. To update the customer/item records of a specific customer, enter enter the customer's number for the **C.C. Customer Number** (6,n) field, and press <Enter>.

```
DSYXPVR     ENTER    Creative Data Research-SUPPORT              6/16/99 16:44:51
                            Prompt For Post To C/I


     If You Continue, Records In The Customer Item File Will Be Updated
     With Data Set Up In The Customer Category File. Press ENTER To Continue
     Or Press CMD3 To Exit Without Updating The Customer Item File. You May
     Enter A Customer Number OR Retail Matrix Number To Restrict Which
     Records Are Updated In Customer Item Master.


            C.C. Retail Matrix
            C.C. Customer Number   900200




     F3=Exit
                                                       CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The *Updating Records In Customer Item File* message appears. When completed, the Billing File Maintenance #2 screen appears.

Displaying Weekly Totals Of A Customer's Items

The following instructions describe using the Work With Customer/Item Flags application to display the weekly total sales, total base cost and total retail of the an item sold to a specific customer. Only the weekly totals for the current year are displayed if *Y* is entered for the **Use Rolling Customer Wkly** field of the SYS003 default system option. Totals for the current week and previous 52 weeks are displayed if *Y* is entered for the **Use Rolling Customer Wkly** field. Refer to the DAC Default System Options document for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1            Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <==================
========================================================================
!!!!!!!!!!              1. Customer Related Maintenance
THE    !!              2. Product Related Maintenance
DAC    !!              3. Billing Related Maintenance
SYSTEM !!              4. System Options Maintenance
!!!!!!!!!!              5. Inquiry Options
                       6. Price Maintenance
                       7. G/L Interface Maintenance
                       8. Scan Code Maintenance


                   M E N U   C A L L S
19. Deletions          20.                    21. Reports
22.                    23. Dac Main Menu       90. Sign Off
========================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE              Menu: BFM1CV1           Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #1 <==========
========================================================================
!!!!!!!!!!              1. Work With Customer Contracts
THE    !!              2. Work With Billing Matrix Contracts
DAC    !!              3. Work With Retail Contracts
SYSTEM !!              4. Work With Selling Allowances
!!!!!!!!!!              5. Work With Commissions
                       6. Edit Minimum Order Charges
                       7. Work With Customer/Item Flags
                       8. Work With Rebates
                       9. Work With Advance Disposal Fee
                      10. Edit Order Header Codes
                      11. Work With Qty Break Pricing
                   M E N U   C A L L S
19. BF Maintenance #2   20. Billing System      21. Billing Reports
22. File Maintenance    23. Dac Main Menu        90. Sign Off
========================================================================
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==>
```

3. Select option 7 (Work With Customer/Item Flags) from the Billing File Maintenance #1 screen. The Work With Customer/Item Combination screen appears.

```
BSIPDFR    DISPLAY Creative Data Research-SUPPORT           6/14/99 11:50:23
                         Work With Customer/Item Combinations
Customer Name                             Corporate  Customer
                                           Number     Number


Type options, press Enter.
5=Customer Item Records   6=Customer Weekly Records

? Customer  Corporate  Customer Name
  Number    Number
  100810    100810     AAMCO STATION 1
  100035    100035     ABC
  100000    100000     ABC EMPLOYEES PURCHASES
  101020    101020     ABC SOUVENIRS
  100060    100060     ADKINSON GENERAL STORE
  100075    100075     AIRLINE ROAD TEXACO
  100150    100150     ALABAMA BONE & JOINT CLINIC
  100610    100610     ALABAMA SUPERSTORE
  100801    100801     ALBERTSON CASH & CARRY (NO TAX)
  121705    121705     ALL HITS VIDEO STORE                         +

F3=Exit
```

4. Press <Page Down>, or use one of the restrictor fields at the top of the screen to locate the desired customer.

5. Enter *6* (Customer Weekly Records) in the selection column next to the customer's number, and press <Enter>. The Work With Customer Weekly screen appears.

```
BSBPDFR    DISPLAY Creative Data Research-SUPPORT           6/14/99 11:51:35
                         Work With Customer Weekly
   Cust.   Customer Name                          Item
   Number                                         Number
   102275  AUSTIN EXXON

Type options, press Enter.
5=Display Record

? Item      Item Description
  Number
  100040    CAMEL REGULARS
  100220    LUCKY STRIKE REGULAR
  100310    GPC LIGHT KING
  100325    GPC MEDIUM KING BOX
  100340    GPC FULL FLAVOR KING
  100345    GPC FULL FLAVOR MEN KING
  100360    BARGAIN BUY F F KING
  100361    BARGAIN BUY LIGHT KING
  100362    BARGAIN BUY LT MEN KING
  100363    BARGAIN BUY U L KING                              +

F3=Exit
```

6. To redisplay the screen's list beginning with the desired item, enter the item's number for the **Item Number** (6,n) field and press <Enter>. If necessary, use <Page Down> to locate the desired item.

7. Enter *5* (Display Record) in the selection column next to the item's number, and press <Enter>. The Display Customer Weekly 1 KEY SCREEN screen appears.

```
BSIWD3R     DISPLAY Creative Data Research-SUPPORT          6/14/99 12:00:28
                     Display Customer Weekly 1 KEY SCREEN

Customer Number  :   102275  AUSTIN EXXON
Item Number  . . :   101870  MARLBORO KING                     Year   0













F3=Exit
```

8. Press <Enter>. The Display Customer Weekly Page 1 screen appears with the weekly total sales of the item for the designated customer.

```
BSIWD3R     DISPLAY Creative Data Research-SUPPORT          6/14/99 12:02:04
                        Display Customer Weekly Page 1

Customer Number  :   102275  AUSTIN EXXON
Item Number  . . :   101870  MARLBORO KING                     Year   0
                         S A L E S

 1.   166.98    16.    96.18    31.   101.01    46.   121.44
 2.    60.72    17.   192.36    32.    57.72    47.   151.80
 3.   121.44    18.   160.30    33.   187.59    48.   288.42
 4.   123.84    19.   115.92    34.   187.59    49.    60.72
 5.   123.84    20.   215.28    35.   216.45    50.
 6.   154.80    21.               36.             51.   242.88
 7.   123.84    22.               37.   136.62    52.   121.44
 8.   154.80    23.   129.87    38.   151.80    53.
 9.    92.88    24.   101.01    39.    91.08
10.   154.80    25.   115.44    40.    75.90
11.   185.76    26.   115.44    41.   182.16
12.   123.84    27.   129.87    42.   106.26
13.   108.36    28.    28.86    43.    75.90
14.    96.18    29.   144.30    44.   121.44
15.    80.15    30.   158.73    45.    75.90
F3=Exit    F12=Key screen
```

9. Press <Page Down>. The Display Customer Weekly Page 2 screen appears with the weekly total base cost of the item for the designated customer.

```
BSIWD3R     DISPLAY Creative Data Research-SUPPORT          6/14/99 12:02:04
                        Display Customer Weekly Page 2

Customer Number  :   102275  AUSTIN EXXON
Item Number  . . :   101870  MARLBORO KING                     Year   0
                       B A S E   C O S T

 1.   160.60    16.    91.92    31.    97.44    46.   116.80
 2.    58.40    17.   183.84    32.    55.68    47.   146.00
 3.   116.80    18.   153.20    33.   180.96    48.   277.40
 4.   118.72    19.   110.60    34.   180.96    49.    58.40
 5.   118.72    20.   205.40    35.   208.80    50.
 6.   148.40    21.               36.             51.   233.60
 7.   118.72    22.               37.   131.40    52.   116.80
 8.   148.40    23.   125.28    38.   146.00    53.
 9.    89.04    24.    97.44    39.    87.60
10.   148.40    25.   111.36    40.    73.00
11.   178.08    26.   111.36    41.   175.20
12.   118.72    27.   125.28    42.   102.20
13.   103.88    28.    27.84    43.    73.00
14.    91.92    29.   139.20    44.   116.80
15.    76.60    30.   153.12    45.    73.00
F3=Exit    F12=Key screen
```

10. Press <Page Down>. The Display Customer Weekly Page 3 screen appears with the weekly total retail sales of the item for the designated customer.

```
BSIWD3R    DISPLAY Creative Data Research-SUPPORT          6/14/99 12:02:04
                     Display Customer Weekly Page 3

Customer Number  :   102275  AUSTIN EXXON
Item Number  . . :   101870  MARLBORO KING                        Year  0
                      R E T A I L

  1.   214.50    16.   123.00    31.   129.50    46.   156.00
  2.    78.00    17.   246.00    32.    74.00    47.   195.00
  3.   156.00    18.   205.00    33.   240.50    48.   370.50
  4.   156.00    19.   146.30    34.   240.50    49.    78.00
  5.   156.00    20.   271.70    35.   277.50    50.
  6.   195.00    21.             36.             51.   312.00
  7.   156.00    22.             37.   175.50    52.   156.00
  8.   195.00    23.   166.50    38.   195.00    53.
  9.   117.00    24.   129.50    39.   117.00
 10.   195.00    25.   148.00    40.    97.50
 11.   234.00    26.   148.00    41.   234.00
 12.   156.00    27.   166.50    42.   136.50
 13.   136.50    28.    37.00    43.    97.50
 14.   123.00    29.   185.00    44.   156.00
 15.   102.50    30.   203.50    45.    97.50
F3=Exit   F12=Key screen
```

11. Press <F3> to exit any of the Display Customer Weekly Page screens. The Work With Customer Weekly screen appears.

```
BSBPDFR    DISPLAY Creative Data Research-SUPPORT          6/14/99 12:13:32
                      Work With Customer Weekly
   Cust.    Customer Name                      Item
   Number                                      Number
   102275  AUSTIN EXXON

Type options, press Enter.
5=Display Record

?  Item      Item Description
   Number
   101650  KOOL MEN ULTRA KING
   101854  MAGNA LIGHT KING BOX
   101870  MARLBORO KING
   101875  MARLBORO MEDIUM KING
   101877  MARLBORO MEDIUM KING BOX
   101930  MARLBORO KING BOX
   102030  MARLBORO LIGHT KING
   102070  MARLBORO LIGHT KING BOX
   102110  MARLBORO MENTHOL KING
   102120  MARLBORO LT MEN KING BOX                                    +

F3=Exit
```

12. When finished displaying weekly totals for the designated customer, press <F3> to exit. The Work With Customer/Item Combinations screen appears.

```
BSIPDFR    DISPLAY Creative Data Research-SUPPORT          6/14/99 12:15:54
                   Work With Customer/Item Combinations
Customer Name                          Corporate   Customer
                                       Number      Number


Type options, press Enter.
5=Customer Item Records   6=Customer Weekly Records

?  Customer  Corporate  Customer Name
   Number    Number
   101275    101275     AMERICAN CHRONICLE
   101401    101401     AMERICAN LEGION (GUNTERSVILLE)
   154700    154700     ARABY DELI & MARKET
   102200    102200     ATCHAFAYLAYA SERVICE
   102235    102235     ATLANTICA DEVELOPMENT, INC.
   102275    102275     AUSTIN EXXON
   104100    300200     AUTO SUPPLY NO. 11
   103300    300200     AUTO SUPPLY NO. 20
   103400    300200     AUTO SUPPLY NO. 30
   103500    300200     AUTO SUPPLY NO. 40                             +

F3=Exit
```

13. When finished displaying weekly totals for all the desired customers, press <F3> to exit. The Billing File Maintenance #1 screen appears.

Working With Invoice and Pick Messages

Messages can be designated to print on invoices, pick lists and other pick documents in the following ways:

- Define invoice messages that are printed below the list of ordered items on all invoices. Refer to Defining Invoice Messages below for information about using invoice messages defined for *INV31, INV35* and *INV36*.

- Use customer delivery messages to define invoice messages that are printed below the list of ordered items on only the invoices of designated customers. Refer to Defining Customer Delivery Messages below for additional information.

- Use form messages (with *CIM* app codes) and customer option records to define other customer-specific invoice messages that are printed below the list of ordered items. Refer to Defining Form Messages below for additional information.

- Use account type records to define other invoice messages that are printed below the list of ordered items on only the invoices of a designated group of customers. Refer to Working With Account Types of the Customer File Maintenance document for additional information.

- Define messages that are printed at the top of pick lists, Pick Summary and Label Summary for a designated customer. Refer to Defining Form Messages below for information about using form message records (with *PIC* app codes) and customer option records to define these customer-specific pick document messages.

- Define messages that are automatically printed for specific items on pick lists, Label Summary and invoices, and can be printed during a designated date range. Refer to Working With Item Messaging below for additional information.

- Define messages that are printed on the invoices of customers of a specific state. Refer to Defining Form Messages below for information about state-specific messages.

- During order entry, users can enter line item messages that are item-specific, and can be printed on pick lists and Label Summary, on invoices, or on both the pick documents and the invoices. Refer to Adding Line Item Messages of the Billing document for additional information.

- When entering a specific order, users can enter 1, 2 or 3 different messages that are printed on the order's invoice. Refer to Adding An Order of the Billing document for information about the **Special Message 1**, **Special Message 2** and **Special Message 3** fields.

- During order entry, users can enter messages that are printed above the items listed on pick lists and the Label Summary; above the signature line on driver manifest version E, and below the signature line on driver manifest C. Refer to Adding Pick Messages and Adding Delivery Messages of the Billing document for additional information.

- Enter additional item-specific information that is printed on all invoices. Refer to Editing Item Records of the Item File Maintenance document for information about the **Extended Item Description** field. Refer to SYS032 Pick Options of the DAC Default System Options document for information about using the **Print Ext Item Description** field to print the additional text on pick lists and Label Summary too.

- Use an Informational Only selling allowance to print item-specific information on all invoices. Refer to Adding Informational Only Allowance Records above for additional information.

- Define messages that are printed with pre-booked items on an invoice. Refer to Working With System Message Records of the System File Maintenance document for additional information.

- Use form messages (with *OS* app codes) to define out of stock messages that are printed on all invoices for designated items. Refer to Defining Form Messages below for additional information.

- Define other invoice messages that are restricted to printing under specific circumstances (including out of stock). Illustrated below is a list of these messages, followed by detailed descriptions of the specific circumstances under which each message is printed.

```
BSRDEFR    CHANGE  Creative Data Research              4/02/09 10:28:45
                        Edit Invoice Messages
 Application code .        Message Number .

Type options, press Enter.
D=Delete request

? App    Message
  code  Number
  INV     9                Message Text
                  **** Manufacturer Out of Stock ****
  INV     10               Message Text
                 *** Above Item Out Of Stock -- Please ReOrder ***
  INV     11               Message Text
                 *** Not Authorized To Purchase Above Item ***
  INV     12               Message Text
                   *** Above Item Is Inactive ***
  INV     13               Message Text
                 *** Above Item Has Been Discontinued ***
  INV     14               Message Text
                  *** Above Item Has An Allowance ***                  +

F3=Exit    F9=Go to 'Add' mode
```

```
BSRDEFR    CHANGE  Creative Data Research              4/02/09 10:29:26
                        Edit Invoice Messages
 Application code .        Message Number .

Type options, press Enter.
D=Delete request

? App    Message
  code  Number
  INV     15               Message Text
                    Above Item Substituted For Item:
  INV     016              Message Text
          *** Not Allowed To Purchase Above Item. No Tobacco License! ***
  INV     017              Message Text
                 *** Over DEA Maximum Allocation ***
  INV     018              Message Text
                 *** Qty Break Discount On Above Item ***
  INV     30               Message Text
                   *** Credit On Merchandise ***
  INV     32               Message Text
        Number of Returned Totes _____

F3=Exit    F9=Go to 'Add' mode
```

```
BSRDEFR    CHANGE  Creative Data Research              4/02/09 10:29:26
                        Edit Invoice Messages
 Application code .        Message Number .

Type options, press Enter.
D=Delete request

? App    Message
  code  Number
  INV     33               Message Text
        *** INVOICE SURCHARGE ***
  INV     34               Message Text
        CRV Tax Charged On The Above Line In The Amount Of:




F3=Exit    F9=Go to 'Add' mode
```

Refer to Editing Invoice Messages below for information about editing the messages illustrated above. Below is a description of the circumstances under which these messages can be printed.

- ***The item is out of stock.*** The invoice message defined for INV10 is printed if no value is entered for the **Mfr. Out of Stock Code** field of the item's record. Refer to Working With Items of the Item File Maintenance document for additional information about the **Mfr. Out of Stock Code** field.

  If the user prints the Invoice Trailer Report for the customer, the message defined for INV10 is not printed on the invoice. Refer to Using The Invoice Trailer Report below for additional information.

- ***The item is out of stock due to the fault of the manufacturer.*** The invoice message defined for INV9 is printed if a valid character (*A* through *Z*) is entered for the **Mfr. Out of Stock Code** field of the item record, and no item-specific out of stock form message is defined.

  Refer to Defining Form Messages below for information about printing item-specific messages for designated items when they are out of stock. Refer to Working With Items of the Item File Maintenance document for information about the **Mfr. Out of Stock Code** field.

  If the user prints the Invoice Trailer Report for the customer, the message defined for INV9 is not printed on the invoice. Refer to Using The Invoice Trailer Report below for additional information.

- ***The item quantity ordered is greater than the quantity shipped.*** The invoice message defined for INV10 is printed if **YES* is entered for the **Print Msg. On Shortages** field of the SYS031 default system option. Refer to the DAC Default System Options document for additional information.

- ***The item is not authorized for purchase by the customer.*** The invoice message defined for INV11 is printed if this "not authorized" status is <u>not</u> overridden and a quantity of 0 (zero) is entered for the item. Refer to Working With Customer/Item Records above and Working With Customers of the Customer File Maintenance document for information about the **Authorized Flag** field of the customer/item records and the **Authorized Item** field of the customer records, respectively.

  If the user prints the Invoice Trailer Report for the customer, the message defined for INV11 is not printed on the invoice. Refer to Using The Invoice Trailer Report below for additional information.

- ***The item's status code is I (inactive).*** The invoice message defined for INV12 is printed if *Y* (yes) is entered for the **Allow Entry Of I,D Items** field of the SYS041 default system option. Refer to Changing Item Selling Status Codes of the Item File Maintenance document and the DAC Default System Options document for additional information.

  If the user prints the Invoice Trailer Report for the customer, the message defined for INV12 is not printed on the invoice. Refer to Using The Invoice Trailer Report below for additional information.

- ***The item's status code is D (delete).*** The invoice message defined for INV13 is printed if *Y* (yes) is entered for the **Allow Entry Of I,D Items** field of the SYS041 default system option. Refer to Changing Item Selling Status Codes of the Item File Maintenance document and the DAC Default System Options document for additional information.

  If the user prints the Invoice Trailer Report for the customer, the message defined for INV13 is not printed on the invoice. Refer to Using The Invoice Trailer Report below for additional information.

- ***The item's billing price is discounted due to a selling allowance, and invoice version C is not used.*** The invoice message defined for INV14 is printed, unless *C* is entered for the **Invoice Version** field of the SYS031 default system option. Refer to the DAC Default System Options document and Working With Selling Allowances above for additional information.

- ***A substitution item is shipped in lieu of the item ordered.*** The invoice message defined for INV15 is printed on the invoice with the ordered item's description following it. Refer to Working With Customers of the Customer File Maintenance document and Working With Items of the Item File Maintenance document for information about the **Subst Code** and **Substitute Item** fields, respectively.

- ***The item is a tobacco product, and the required tobacco tax ID is not entered for the customer.*** The invoice message defined for INV16 is printed if *Y* (yes) is entered for the **Require Tobacco Tax ID** field of the SYS033 default system option; the required tobacco tax ID is not entered for the customer's **License 2** field; and the item's tax class is a type *C* (Cigarette) or type *T* (Other Tobacco Products). Refer to the DAC Default System Options document, Working With Customers of the Customer File Maintenance document and Working With Tax Types of the Tax System document for additional information.

- *The item's billing price is discounted due to quantity break pricing.* The invoice message defined for INV18 is printed for each item with a billing price affected by a quantity break deal. Refer to Working With Quantity Break Deals above for additional information.

- *A rebate amount is deducted from the invoice total.* The invoice message defined for INV30 is printed if the **Billing Option** field of the item's rebate record is *I* (off invoice). Refer to Working With Rebates above for additional information. Refer to the DAC Default System Options document for information about the **Use Rebates?** field of the SYS030 default system option.

- *Invoice version B is used, and the invoice includes one or more items for which a cost plus pricing type of contract affects the customer's price.* The invoice message defined for INV33 is printed as a single line item at the bottom of the invoice with the total of all such charges, unless *B* is not entered for the **Invoice Version** field of the SYS031 default system option. Refer to the DAC Default System Options document and Working With Customer Contracts above for additional information.

Using The Invoice Trailer Report

Users can print the Invoice Trailer Report to list unshipped and shorted items separately when printing invoices.

With the exception of invoice version C, the Invoice Trailer Report is generated as a separate file. If invoice version C is used, the unshipped items are listed under the ** *Trailer* ** heading on pages with the invoices.

Refer to Appendix B of the Billing document for an example of the Invoice Trailer Report. Refer to Working With Customers of the Customer File Maintenance document for information about the **Invoice Trailer Report** field of customer records.

Defining Customer Delivery Messages

The Work With Customer Delivery Messages application can be used to define messages that are printed below the list of ordered items on the invoices of designated customers. For example, the "*Finance Charge of 1.33% will be charged for any amount past terms*" message can be printed on all invoices of specific customers. If profit and loss data is printed on the invoices of a customer, these messages appear below this information.

Customer-specific invoice messages can also be printed below items on invoices using form message and customer option records. Refer to Defining Form Messages below for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen.

3. Select option 19 (Customer Related #2) from the Customer Related #1 screen. The Edit Form Messages File screen appears.

4. Select option 8 (Work With Customer Delivery Messages) from the Customer Related #2 screen. The Edit Customer Delivery Messages screen appears with a list of delivery messages if any were previously defined.

5. Press <F9> (Go to 'Add' mode).

```
HIQYEFR    ADD      CDR Customer Conference          10/07/11 11:34:09
                         Edit Customer Delivery Messages


Type options, press Enter.
D=Delete request

? Cust #  Delivery Message
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____
_ _____   _____  +
_ _____

F3=Exit   F9=Go to 'Change' mode
```

6. Enter a customer number for the **Cust #** field, and text for the **Delivery Message** field.

```
HIQYEFR     ADD     CDR Customer Conference              10/07/11 11:34:09
                        Edit Customer Delivery Messages


Type options, press Enter.
D=Delete request

? Cust #  Delivery Message
  380100  Finance Charge of 1.33% will be charged for any amount past terms










                                                                       +


F3=Exit    F9=Go to 'Change' mode
```

7. Repeat the previous step to continue adding customer-specific delivery messages, or press <Enter> when data entry is complete.

```
HIQYEFR     ADD     CDR Customer Conference              10/07/11 11:50:42
                        Edit Customer Delivery Messages


Type options, press Enter.
D=Delete request

? Cust #  Delivery Message
  380100  Finance Charge of 1.33% will be charged for any amount past terms
  380110  Finance Charge of 1.33% will be charged for any amount past terms
  380120  Finance Charge of 1.33% will be charged for any amount past terms
  380130  Finance Charge of 1.33% will be charged for any amount past terms







                                                                       +


F3=Exit    F9=Go to 'Change' mode
                                                   CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm.

9. Press <F9> (Go to 'Change' mode) to redisplay the Edit Customer Delivery Messages screen with all the previously defined messages, or press <F3> to exit.

Defining Invoice Messages

The step-by-step instructions which follow describe using the Define Invoice Messages application to create messages that can be printed below the list of ordered items on every customer's invoice.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen.

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
         User: JEANNINE              Menu: BFM2CV1           Date:  4/01/0

         =========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <=========
         =================================================================
         !!!!!!!!!!              1. Work With Customer Category Descs.
         THE    !!              2. Work With Customer Categories
         DAC    !!              3. Update C/I File With Customer Categories
         SYSTEM !!              4. Create/Update Authorized Item Records
         !!!!!!!!!!              5. Edit Billing Reasons
                                6. Work With Invoice Boxes
                                7. Define Invoice Boxes
                                8. Define Invoice Messages
                                9. Order Status Change(Caution!!!)
                               10. Work With Customer Invoice Options
                               11. Work With Special Billing Charges
                         M E N U   C A L L S
         19. VoCollect Maint    20. Billing System      21. Billing Reports
         22. File Maintenance   23. Dac Main Menu        90. Sign Off
         =================================================================
         COPYRIGHT @1992-2004@ Creative Data Research, Inc.

         ==>
```

4. Select option 8 (Define Invoice Messages) from the Billing File Maintenance #2 screen. The Edit Invoice Messages screen appears, and displays a numbered list of previously defined invoice messages.

```
BSRDEFR     CHANGE   Creative Data Research                 4/01/09 16:45:36
                              Edit Invoice Messages
 Application code .        Message Number .

Type options, press Enter.
D=Delete request

? App    Message
  code   Number
  INV       9              Message Text
                     **** Manufacturer Out of Stock ****
  INV      10              Message Text
                     *** Above Item Out Of Stock -- Please ReOrder ***
  INV      11              Message Text
                     *** Not Authorized To Purchase Above Item ***
  INV      12              Message Text
                       *** Above Item Is Inactive ***
  INV      13              Message Text
                     *** Above Item Has Been Discontinued ***
  INV      14              Message Text
                      *** Above Item Has An Allowance ***                +

F3=Exit   F9=Go to 'Add' mode
```

5. Press <F9> (Go to 'Add' mode).

```
BSRDEFR     ADD     Creative Data Research              4/01/09 16:46:30
                             Edit Invoice Messages


Type options, press Enter.
D=Delete request

? App     Message
  code    Number
                              Message Text

                              Message Text

                              Message Text

                              Message Text

                              Message Text

                              Message Text
                                                                      +

F3=Exit    F9=Go to 'Change' mode
```
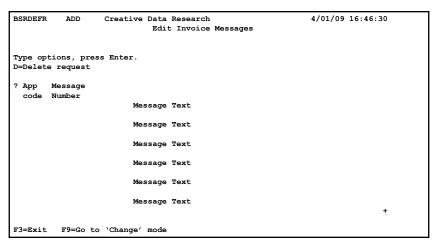
6. Enter *INV* for **App code** field.

7. Enter *31*, *35* or *36* for the **Message Number** field, and press <Field Exit>.

8. Enter an invoice message for the **Message Text** (70,a) field.

```
BSRDEFR     ADD     Creative Data Research              4/01/09 16:49:39
                             Edit Invoice Messages


Type options, press Enter.
D=Delete request

? App     Message
  code    Number
  INV     031               Message Text
       ALL ORDERS MUST BE RECEIVED BY 3:00 PM
                              Message Text

                              Message Text

                              Message Text

                              Message Text

                              Message Text
                                                                      +

F3=Exit    F9=Go to 'Change' mode
```

9. Press <Enter>, and press <Enter> when prompted to confirm.

10. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

Editing Invoice Messages

The step-by-step instructions which follow describe using the Define Invoice Messages application to change invoice messages defined with the *INV* App code.

Before editing the text of any previously created invoice message, carefully review the previously described circumstances under which the messages are printed on customer invoices.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen.

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE              Menu: BFM2CV1              Date:  4/02/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <=========
=======================================================================
!!!!!!!!!!           1. Work With Customer Category Descs.
THE     !!           2. Work With Customer Categories
DAC     !!           3. Update C/I File With Customer Categories
SYSTEM !!            4. Create/Update Authorized Item Records
!!!!!!!!!!           5. Edit Billing Reasons
                     6. Work With Invoice Boxes
                     7. Define Invoice Boxes
                     8. Define Invoice Messages
                     9. Order Status Change(Caution!!!)
                    10. Work With Customer Invoice Options
                    11. Work With Special Billing Charges
                     M E N U   C A L L S
19. VoCollect Maint    20. Billing System        21. Billing Reports
22. File Maintenance   23. Dac Main Menu          90. Sign Off
=======================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

4. Select option 8 (Define Invoice Messages) from the Billing File Maintenance #2 screen. The Edit Invoice Messages screen appears, and displays a numbered list of previously defined invoice messages.

```
BSRDEFR     CHANGE  Creative Data Research              4/02/09 10:13:07
                            Edit Invoice Messages
 Application code .        Message Number .

Type options, press Enter.
D=Delete request

? App    Message
  code   Number
  INV      9             Message Text
                  **** Manufacturer Out of Stock ****
  INV     10             Message Text
                  *** Above Item Out Of Stock -- Please ReOrder ***
  INV     11             Message Text
                  *** Not Authorized To Purchase Above Item ***
  INV     12             Message Text
                   *** Above Item Is Inactive ***
  INV     13             Message Text
                  *** Above Item Has Been Discontinued ***
  INV     14             Message Text
                   *** Above Item Has An Allowance ***                +

F3=Exit   F9=Go to 'Add' mode
```

5. Press <Page Down> to locate the desired message.

```
BSRDEFR    CHANGE  Creative Data Research                  4/02/09 10:16:09
                              Edit Invoice Messages
 Application code .   INV  Message Number .    31

Type options, press Enter.
D=Delete request

? App    Message
  code   Number
  INV      31             Message Text
        ALL ORDERS MUST BE RECEIVED BY 3:00 PM




F3=Exit    F9=Go to 'Add' mode
```

6. Press <Tab> to move the cursor to its **Message Text** field, and enter the new text.

7. Press <Enter>, and press <Enter> when prompted to confirm.

8. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

Defining Form Messages

The Edit Form Messages application can also be used to define messages that are restricted to printing on invoices and pick documents based on the value entered for the **App code** field of form message records. Those printing on invoices include:

- Customer-specific messages using *CIM* for the **App code** field, and a corresponding number for the **Invoice Msg. No.** field of customer option records. For example, the "*Finance Charge of 1.33% will be charged for any amount past terms*" message can be printed below the list of ordered items on all invoices of designated customers. If profit and loss data is printed on the invoices of a customer, these messages appear below this information.

  Customer-specific messages can also be printed below items on invoices using customer delivery messages. Refer to Defining Customer Delivery Messages above for additional information.

- Item-specific out of stock messages using *OS* and a unique third character for the **App code** field, and a corresponding character for the **Mfr. Out of Stock Code** field of the item's record. For example, the "*Discontinued by manufacturer*" message can be printed on all invoices for specific out of stock items.

- State-specific messages using *X* and a state's 2-letter abbreviation for the **App code** field. For example, the "*State Sales Tax increases 1% on September 1st*" message can be printed below the list of ordered items on all invoices of the customers with a "ship to" address of the designated state. Refer to Working With Customer Invoice Options for information about prohibiting state-specific messages from printing on invoice version H for designated customers.

Customer-specific messages can be defined for printing on pick documents using *PIC* for the **App code** field, and a corresponding number for the **Pick Slip Message No.** field of customer option records. For example, the "*Do NOT send totes!!!*" message can be printed at the top of pick lists, Pick Summary and Label Summary for a designated customer.

The step-by-step instructions which follow describe using the Edit Form Messages application to create messages described above.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.

3. Select option 4 (Edit Form Messages) from the System Options screen. The Edit Form Messages File screen appears.

4. Press <F9> (Go to 'Add' mode).

```
DSQBEFR     ADD      CDR Customer Conference              8/01/13 15:47:36
                           Edit Form Messages File


Type options, press Enter.
D=Delete request

? App    Message
  code   Number
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____ +

F3=Exit    F9=Go to 'Change' mode
```
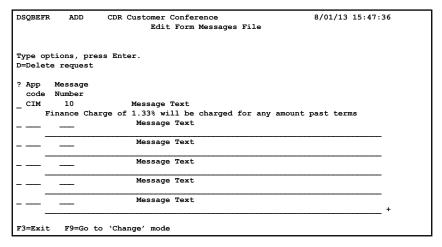
5. To define a customer-specific invoice message, enter data for the following fields as illustrated below:

- **App code** - enter *CIM*.

- **Message Number** - enter a number between *1* and *999*. This number must also be entered for the **Invoice Msg. No.** field of the customer option records of the customers for which the message is printed. Refer to Working With Customer Options of the Customer File Maintenance document for information about using the **Invoice Msg. No.** field.

- **Message Text** - enter the invoice message to be printed below the list of ordered items on the invoices of designated customers.

```
DSQBEFR     ADD      CDR Customer Conference              8/01/13 15:47:36
                           Edit Form Messages File


Type options, press Enter.
D=Delete request

? App    Message
  code   Number
_ CIM      10              Message Text
       Finance Charge of 1.33% will be charged for any amount past terms
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____
_ ___    ___              Message Text
  _____ +

F3=Exit    F9=Go to 'Change' mode
```

6. To define a customer-specific pick message, enter data for the following fields:

- **App code** - enter *PIC*.

- **Message Number** - enter a number between *1* and *999*. This number must also be entered for the **Pick Slip Message No.** field of the customer option records of the customers for which the message is printed. Refer to Working With Customer Options of the Customer File Maintenance document for information about using the **Pick Slip Message No.** field.

- **Message Text** - enter the invoice message to be printed below the list of ordered items on the invoices of designated customers.

7. To define an item-specific out of stock message, enter data for the following fields:

- **App code** - enter *OS* and a third letter between *A* and *Z* with the exception of *N* and *Y*. This letter must also be entered for the **Mfr. Out of Stock Code** field of the item records for which the out of stock message is printed. Refer to Working With Items of the Item File Maintenance document for information about using the **Mfr. Out of Stock Code** field.

- **Message Number** - enter the number *1*.

- **Message Text** - enter the invoice message to be printed printed on all invoices for specific out of stock items.

8. To define a state-specific invoice message, enter data for the following fields as illustrated below:

- **App code** - enter *X* and the state's 2-letter abbreviation.

- **Message Number** - enter a number between *1* and *999*.

- **Message Text** - enter the invoice message to be printed below the list of ordered items on all invoices of the customers with a "ship to" address of the designated state.

This step can be repeated to enter multiple messages for the same state by using the same value for the **App code** and different numbers for the **Message Number** field.

```
DSQBEFR     ADD      CDR Customer Conference                8/01/13 15:47:36
                          Edit Form Messages File


Type options, press Enter.
D=Delete request

? App     Message
  code   Number
_ CIM      10               Message Text
       Finance Charge of 1.33% will be charged for any amount past terms
_ OSD       1               Message Text
       Discontinued by manufacturer
_ PIC      999              Message Text
       Do NOT send totes!!!
_ XLA      100              Message Text
       State Sales Tax increases 1% on September 1st
_ ___     ___               Message Text
       _____
_ ___     ___               Message Text
       _____ +

F3=Exit    F9=Go to 'Change' mode
```

9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.

10. Press <F3> to exit.

Working With Item Messaging

The step-by-step instructions which follow describe using the Work With Items application to create messages that are printed for specific items on:
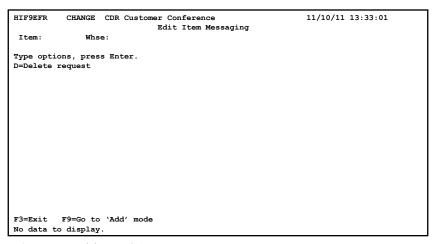
- Pick lists, Label Summary and invoices. These messages will automatically appear as line item messages on the Order Entry screen as the items are added to the order. Refer to Working With Line Item Messages below for information about adding line item messages that can be printed on pick lists or invoices as designated by the user *during* order entry.

- Customer price books. These messages are printed below an item's description on the Customer Price/Retail List. These messages will also appear as line item messages on the Order Entry screen as the items are added to the order, and appear on pick lists, Label Summary and invoices. Refer to Printing A Customer Price Book of the Customer File Maintenance document for additional information.

- In-house price book. These messages are printed below an item's description on the In-House Price Book. These messages will also appear as line item messages on the Order Entry screen as the items are added to the order, and appear on pick lists, Label Summary and invoices. Refer to Printing Salesman and In-House Price Books of the Item File Maintenance document for additional information.

- Purchase orders. These messages are printed below an item's description on the purchase order. Refer to Printing Purchase Orders of the Purchasing document for additional information.

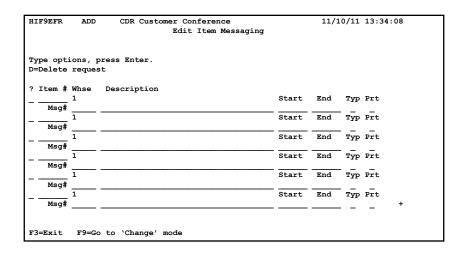Multiple messages can be defined for a single item, and can be limited to printing during a designated date range.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen.

3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

```
DSDYDFR    DISPLAY CDR Customer Conference              11/10/11 13:00:02
                           Work With Items
Item Description                    Cat. Sales Product  Tax   Book Vendor Sts
                                     #   Class Class  Class  Head


Item Number        Action        Restrict To Items In Warehouse:
Type options, press Enter.
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item
? Item Description                  Rtl Pack  Item   Ct Sales Prod.  Tax
                                             Number  #  Class Class Class
  B&H MENT 100 LT                  20PK      108300  1  100    52   100 A
  BASIC FF 100 BOX                 20PK      131761  1  101    55   100 A
  BEST VALUE MENT 100 LT           20PK      131200  1  101    56   100 A
  BIC BLUE CHRYSTAL                          002026  9  850             A
  BIC CLASSIC MED BLACK 2PK                  902400  9  850             A
  BIC LIGHTER COMFORT LITE                   802680  9  850             A
  BIC LIGHTER MINI CLASSIC 3PK               802662  9  850             A
  BIC RED CHRYSTAL                           902026  9  850             A
  BLACKJACK FULL FLAVOR 16OZ                 770130  2  200    20   200 A
  CAMEL FILTER 85 BOX              20PK      100500  1  100    51   100 +

F3=Exit F4/F5=Search F7=Surcharge F8=Messages F10=Add F11=Set Status
```

4. Press <F8> (Messages). The Edit Item Messaging screen appears.

```
HIF9EFR    CHANGE  CDR Customer Conference              11/10/11 13:33:01
                           Edit Item Messaging
 Item:       Whse:

Type options, press Enter.
D=Delete request















F3=Exit    F9=Go to 'Add' mode
No data to display.
```

5. Press <F9> (Go to 'Add' mode).

```
HIF9EFR    ADD    CDR Customer Conference               11/10/11 13:34:08
                           Edit Item Messaging


Type options, press Enter.
D=Delete request

? Item # Whse   Description
_ _____  1                                        Start  End   Typ Prt
    Msg# _____ _____ ___ ___ __ __
_ _____  1                                        Start  End   Typ Prt
    Msg# _____ _____ ___ ___ __ __
_ _____  1                                        Start  End   Typ Prt
    Msg# _____ _____ ___ ___ __ __
_ _____  1                                        Start  End   Typ Prt
    Msg# _____ _____ ___ ___ __ __
_ _____  1                                        Start  End   Typ Prt
    Msg# _____ _____ ___ ___ __ __
_ _____  1                                        Start  End   Typ Prt
    Msg# _____ _____ _____ _____ __ __    +


F3=Exit    F9=Go to 'Change' mode
```
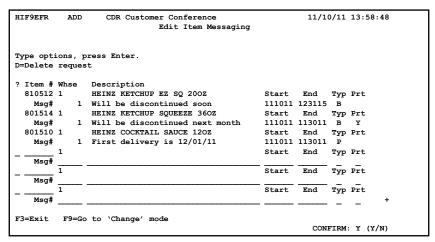
6. Enter data for the following fields:
   - **Item #** - the item number.
   - **Whse** - the warehouse code.
   - **Msg #** - *1* must be entered to print the message on purchase orders; otherwise, enter any number between *1* and *99999*.
   - **Description** - the message.
   - **Start** and **End** - dates to designate a date range during which the message is printed.

7. Enter one of the following values for **Typ** field:
   - *B* (billing) - the message prints on pick lists, Label Summary and invoices.
   - *P* (purchasing) - the message prints on purchase orders.

8. To also print billing messages (see **Typ** field above) on customer price books and the in-house price book, enter *Y* for the **Prt** field.

```
HIF9EFR     ADD      CDR Customer Conference                  11/10/11 13:58:48
                              Edit Item Messaging


Type options, press Enter.
D=Delete request

? Item # Whse    Description
  810512 1                                          Start   End   Typ Prt
    Msg# 1       Will be discontinued soon          111011 123115  B
  801514 1                                          Start   End   Typ Prt
    Msg# 1       Will be discontinued next month    111011 113011  B   Y
  801510 1                                          Start   End   Typ Prt
    Msg# 1       First delivery is 12/01/11         111011 113011  P
_ _____ 1                                          Start   End   Typ Prt
    Msg# _____ _____   _____  _____  _   _
_ _____ 1                                          Start   End   Typ Prt
    Msg# _____ _____   _____  _____  _   _
_ _____ 1                                          Start   End   Typ Prt
    Msg# _____ _____   _____  _____  _   _        +



F3=Exit    F9=Go to 'Change' mode
```

The *Item Balance Master not found* message appears if an invalid item number is entered.

The previous steps can be repeated to add multiple billing messages for the same item by entering different values for the **Msg#** field.

9. Press <Enter> when data entry is complete.

```
HIF9EFR     ADD      CDR Customer Conference                  11/10/11 13:58:48
                              Edit Item Messaging


Type options, press Enter.
D=Delete request

? Item # Whse    Description
  810512 1       HEINZ KETCHUP EZ SQ 20OZ           Start   End   Typ Prt
    Msg#       1 Will be discontinued soon          111011 123115  B
  801514 1       HEINZ KETCHUP SQUEEZE 36OZ         Start   End   Typ Prt
    Msg#       1 Will be discontinued next month    111011 113011  B   Y
  801510 1       HEINZ COCKTAIL SAUCE 12OZ          Start   End   Typ Prt
    Msg#       1 First delivery is 12/01/11         111011 113011  P
_ _____ 1                                          Start   End   Typ Prt
    Msg# _____ _____   _____  _____  _   _
_ _____ 1                                          Start   End   Typ Prt
    Msg# _____ _____   _____  _____  _   _
_ _____ 1                                          Start   End   Typ Prt
    Msg# _____ _____   _____  _____  _   _        +

F3=Exit    F9=Go to 'Change' mode
                                                        CONFIRM: Y (Y/N)
```
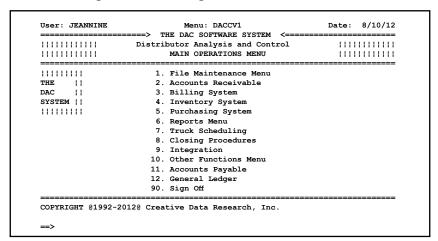
The *Item Balance Master not found* message appears if an invalid item number is entered.
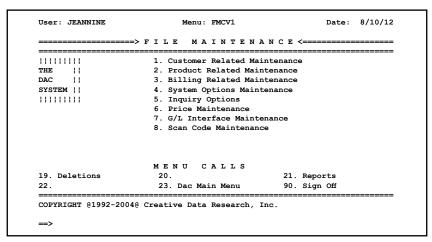
10. Press <Enter> when prompted to confirm.

11. Press <F3> to exit. The Work With Items screen appears.

Working With Line Item Messages

The Edit System Messages application is used to define line item messages that can be printed on pick lists or invoices as designated by the user during order entry. Refer to Adding Line Item Messages of the Billing document for additional information.
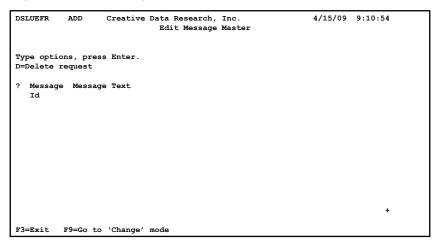
```
User: JEANNINE                Menu: DACCV1              Date:  8/10/12
====================>  THE DAC SOFTWARE SYSTEM  <====================
!!!!!!!!!!!!!        Distributor Analysis and Control        !!!!!!!!!!!!!
!!!!!!!!!!!!!              MAIN OPERATIONS MENU              !!!!!!!!!!!!!
======================================================================
!!!!!!!!!             1. File Maintenance Menu
THE      !!           2. Accounts Receivable
DAC      !!           3. Billing System
SYSTEM   !!           4. Inventory System
!!!!!!!!!             5. Purchasing System
                      6. Reports Menu
                      7. Truck Scheduling
                      8. Closing Procedures
                      9. Integration
                     10. Other Functions Menu
                     11. Accounts Payable
                     12. General Ledger
                     90. Sign Off
======================================================================
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==>
```

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE                Menu: FMCV1               Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <===================
======================================================================
!!!!!!!!!             1. Customer Related Maintenance
THE      !!           2. Product Related Maintenance
DAC      !!           3. Billing Related Maintenance
SYSTEM   !!           4. System Options Maintenance
!!!!!!!!!             5. Inquiry Options
                      6. Price Maintenance
                      7. G/L Interface Maintenance
                      8. Scan Code Maintenance



                   M E N U   C A L L S
19. Deletions          20.                   21. Reports
22.                    23. Dac Main Menu      90. Sign Off
======================================================================
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==>
```
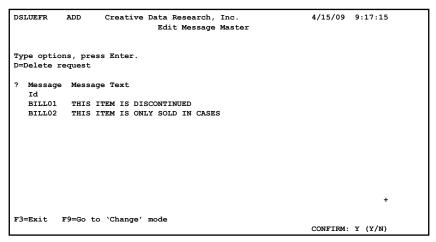
2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.

```
User: JEANNINE                Menu: SOCV1               Date:  4/15/09

====================> S Y S T E M   O P T I O N S <====================
======================================================================
!!!!!!!!!             1. Default System Options
THE      !!           2. Closing Control Display
DAC      !!           3. Edit System Messages
SYSTEM   !!           4. Edit Form Messages
!!!!!!!!!             5. Edit Pick Print Options
                      6. About DAC CV1
                      7. Work with User Options
                      8. Edit Company Name Master
                      9. Generate Calendar Records
                     10. Edit Calendar File
                     11. Work with Licensed Products


19.                    20.                   21.
22.                    23. Dac Main Menu      90. Sign Off
======================================================================
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==>
```

3. Select option 3 (Edit System Messages) from the System Options screen. The Edit Message Master screen appears.

4. Press <F9> (Go to 'Add' mode).

```
DSLUEFR    ADD      Creative Data Research, Inc.           4/15/09  9:10:54
                              Edit Message Master


Type options, press Enter.
D=Delete request

?  Message  Message Text
   Id








                                                                      +

F3=Exit    F9=Go to 'Change' mode
```

5. Enter data for the following fields, and press <Field Exit> after each entry:
   - **Message Id** (6,a) - a message code.
   - **Message Text** (35,a) - the message text.

6. Repeat the previous step to continue entering messages, and press <Enter> when data entry is complete.

```
DSLUEFR    ADD      Creative Data Research, Inc.           4/15/09  9:17:15
                              Edit Message Master


Type options, press Enter.
D=Delete request

?  Message  Message Text
   Id
   BILL01   THIS ITEM IS DISCONTINUED
   BILL02   THIS ITEM IS ONLY SOLD IN CASES






                                                                      +

F3=Exit    F9=Go to 'Change' mode
                                              CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm.

8. Press <F3> to exit.

Working With Invoice Boxes

Invoice boxes are used to print information about ordered item quantities at the bottom of customer invoices. As many as 10 quantity totals can be designated by the user (based on item category, sales class and item number) for printing in 10 of 14 invoice boxes. The illustration of the invoice boxes below is highlighted to illustrate the layout of all 14 invoice boxes.

PREM REG KINGS 10	PREM 100'S 120'S			GEN REG KINGS 10	GEN 100'S 120'S			PRVATE LABEL KINGS 10	PRVATE LABEL 100'S	Total Cigs. 30	Total Other	Total Pcs. 30	Total Bundle 1

Each invoice box contains three lines of six characters for printing a column heading, and a fourth line for printing the quantity.

Users can choose not to print quantity information in any of invoice boxes #1 through #10, as well as invoice box #11 and #14, but quantities are always printed by the Billing system in invoice box #12 (*Total Other*) and #13 (*Total Pcs.*).

Users also determine text printed in the column headings of invoice boxes #1 through #10, but they cannot change the headings of invoice box #11 through #14.

To print the quantity information illustrated in the example above, the following six user-defined invoice boxes are used:

- Invoice box #1 with the column heading of *PREM REG KINGS.*
- Invoice box #2 with the column heading of *PREM 100'S 120'S.*
- Invoice box #5 with the column heading of *GEN REG KINGS.*
- Invoice box #6 with the column heading of *GEN 100'S 120'S.*
- Invoice box #9 with the column heading of *PRVATE LABEL KINGS.*
- Invoice box #10 with the column heading of *PRVATE LABEL 100'S.*

Invoice boxes #3, #4, #7 and #8 are not used.

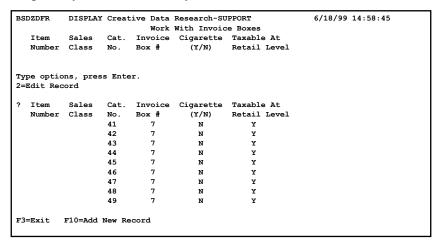Invoice boxes #11 through #14 are used by the Billing system to print:

- The total quantity of cigarette items shipped with the column heading of *Total Cigs.*
- The total quantity of non-cigarette items shipped with the column heading of *Total Other.*
- The total quantity of shipped items with the column heading of *Total Pcs.*
- The total bundles used for shipping with the column heading of *Total Bundle.*

As illustrated above, invoice boxes are most often used to print the ordered quantities of different categories of cigarettes.

The Work With Invoice Boxes application is used to designate which of an invoice's ordered item quantities are printed in invoice boxes #1 through #10. It can also be used to flag an invoice's items on which the customer levies sales tax at the retail level. The Define Invoice Boxes application is used to designate the headings printed, if any, for the first ten invoice boxes.

Adding Invoice Box Records

The instructions below describe using the Work With Invoice Boxes application to add invoice box records. Users must add one record for the quantity of each ordered item (by item number) or group of items (by item category or sales class) that must be printed in invoice box #1 through #10. For example, if nine item categories are defined for candy, the user must add nine invoice box records (see illustration below) to print the total quantity of ordered candy items in invoice box #7.

```
BSDZDFR     DISPLAY Creative Data Research-SUPPORT          6/18/99 14:58:45
                          Work With Invoice Boxes
   Item      Sales   Cat.  Invoice  Cigarette  Taxable At
   Number    Class   No.   Box #      (Y/N)    Retail Level


Type options, press Enter.
2=Edit Record

?  Item      Sales   Cat.  Invoice  Cigarette  Taxable At
   Number    Class   No.   Box #      (Y/N)    Retail Level
                      41     7         N          Y
                      42     7         N          Y
                      43     7         N          Y
                      44     7         N          Y
                      45     7         N          Y
                      46     7         N          Y
                      47     7         N          Y
                      48     7         N          Y
                      49     7         N          Y

F3=Exit    F10=Add New Record
```

The Work With Invoice Boxes application can also be used to print the total billing price of all an invoice's items on which the customer levies sales tax at the retail level (see the **Taxable At Retail?** field below). Additionally, the following codes can be printed next to the unit price of the line item:

- *T* - sales tax is levied by the distributor, but not at the retail level.
- *B* - sales tax is levied by the distributor, and at the retail level.
- *R* - sales tax is levied at the retail level, but not by the distributor.

Other codes printed on invoices include:

- *N* is printed on invoices next to the item's unit price for 14 days after a new item is added. Refer to Adding Item Records of the Item File Maintenance document for additional information.
- *$* (dollar sign) is printed on invoices when an item's list price changes. Refer to Working With Price Maintenance of the Item File Maintenance document for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE              Menu: BFM2CV1              Date:  4/20/09

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <=========
========================================================================
!!!!!!!!!!              1. Work With Customer Category Descs.
THE     !!              2. Work With Customer Categories
DAC     !!              3. Update C/I File With Customer Categories
SYSTEM !!               4. Create/Update Authorized Item Records
!!!!!!!!!!              5. Edit Billing Reasons
                        6. Work With Invoice Boxes
                        7. Define Invoice Boxes
                        8. Define Invoice Messages
                        9. Order Status Change(Caution!!!)
                       10. Work With Customer Invoice Options
                       11. Work With Special Billing Charges
                        M E N U    C A L L S
        19. VoCollect Maint    20. Billing System      21. Billing Reports
        22. File Maintenance   23. Dac Main Menu        90. Sign Off
========================================================================
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  ==>
```

2. Select option 6 (Work With Invoice Boxes) from the Billing File Maintenance #2 screen. The Work With Invoice Boxes screen appears with the *No data to display* message if no invoice boxes records were previously added.

```
BSDZDFR    DISPLAY Creative Data Research-SUPPORT        6/17/99 14:05:01
                      Work With Invoice Boxes
  Item    Sales  Cat.  Invoice  Cigarette  Taxable At
  Number  Class  No.   Box #     (Y/N)     Retail Level


Type options, press Enter.
2=Edit Record











F3=Exit   F10=Add New Record
No data to display.
```

3. Press <F10> (Add New Record). The Edit Invoice Boxes Key screen appears.

```
BSD1PVR    ENTER   Creative Data Research-SUPPORT        6/18/99 10:34:09
                     Edit Invoice Boxes Key

Category  . . . . .
Sales Class . . . .       1
Item Number . . . .












F3=Exit   F4=Search
```

4. To print information about ordered item quantities based on item categories, enter an item category number for the **Category** (2,n) field. If necessary, press <F4> to select a category number from the Select Item Category Master screen.

5. To print information about ordered item quantities based on sales classes, enter a sales class number for the **Sales Class** (5,n) field. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

6. To print information about ordered item quantities based on item numbers, enter an item number for the **Item Number** (6,n) field. If necessary, press <F4> to select an item number from the Select Item By Description screen.

7. Press <Enter>. The Edit Invoice Qty Boxes Details screen appears.

```
BSD0E1R     ADD      Creative Data Research-SUPPORT           6/18/99 10:36:13
                           Edit Invoice Qty Boxes Details

Category  . . . . :
Sales Class . . . :      1    FULL PRICE BRAND CIGARETTES
Item Number . . . :

Invoice Box #(1-10)
Cigarette(Y/N)  . .
Taxable At Retail?




F3=Exit    F12=Key screen
```

8. Enter data as necessary for the following fields:

   • Optional: **Invoice Box #** (2,n) - enter *1* through *10* to designate the invoice box in which the ordered item quantity will be included. No value is required if the user is adding the invoice box record only to print the total billing price of the items on which the customer levies sales tax at the retail level.

   • Optional: **Cigarette** (1,a) - enter *Y* to designate that the ordered item quantity will also be included in invoice box #11 under the heading of *Total Cigs.* If *N* is entered, or the field is left blank, the quantity of the ordered item will be included in invoice box #12 under the heading of *Total Other*.
   The combined quantities of invoice box #11 and #12 is printed in invoice box #13 under the heading of *Total Pcs*.

   A quantity is included in invoice box #14 under the heading *Total bundle* if an amount is entered for 1) the **Bundles** field of the Change Order Information screen when entering a customer order, or 2) the **Bndl** field of the Work With Load Control screen. Refer to Working With Orders and Working With Load Control of the Billing document for additional information.

- Optional: **Taxable At Retail?** (1,a) - enter *Y* or *G* if the customer levies sales tax on the item at the retail level. If *Y* is entered, the billing price of the item is included in the *Taxable @ Retail Level* total on the invoice, and *R* or *B* is printed next to the unit price of the line item. An *R* (for retail only) indicates that sales tax is levied by the customer at the retail level, and *B* (both retail and wholesale) indicates that sales tax is levied by the distributor at the wholesale level and by the customer at the retail level.

  If *G* is entered for the **Taxable At Retail?** field, the billing price of the item is included in the *Taxable Grocery* total on the invoice, and not with the *Taxable @ Retail Level* total.

  If *N* or *G* is entered for the **Taxable At Retail?** field, or the field is left blank, and the customer is charged sales tax for the item, *T* is printed next to the unit price of the line item.

9. Press <Enter>.

```
 BSD0E1R    CHANGE  Creative Data Research-SUPPORT          6/19/99 15:21:44
                         Edit Invoice Qty Boxes Details


 Category  . . . . :
 Sales Class . . . :      1    FULL PRICE BRAND CIGARETTES
 Item Number . . . :

 Invoice Box #(1-10)   1
 Cigarette(Y/N) . .    Y
 Taxable At Retail?    Y








 F3=Exit   F11=Delete   F12=Key screen
                                                      CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Work With Invoice Boxes screen appears.

```
 BSDZDFR    DISPLAY Creative Data Research-SUPPORT          6/19/99 15:23:01
                         Work With Invoice Boxes
    Item    Sales   Cat.  Invoice  Cigarette  Taxable At
    Number  Class   No.   Box #      (Y/N)    Retail Level


 Type options, press Enter.
 2=Edit Record

 ?  Item    Sales   Cat.  Invoice  Cigarette  Taxable At
    Number  Class   No.   Box #      (Y/N)    Retail Level
                  1          1        Y           Y








 F3=Exit   F10=Add New Record
```

11. Continue adding invoice box records as necessary, and press <F3> at the Work With Invoice Boxes screen when data entry is complete. The Billing File Maintenance #2 screen appears.

Defining Invoice Box Headings

The instructions below describe using the Define Invoice Boxes application to designate each of the column headings above the quantities printed in the first ten invoice boxes.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 3 (Billing Related Maintenance) from the File Maintenance screen, and select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
    User: JEANNINE               Menu: BFM2CV1              Date:  4/20/09

    =========> B I L L I N G   F I L E   M A I N T E N A N C E   #2 <=========
    ===================================================================
    ¦¦¦¦¦¦¦¦¦             1. Work With Customer Category Descs.
    THE     ¦¦            2. Work With Customer Categories
    DAC     ¦¦            3. Update C/I File With Customer Categories
    SYSTEM ¦¦            4. Create/Update Authorized Item Records
    ¦¦¦¦¦¦¦¦¦             5. Edit Billing Reasons
                         6. Work With Invoice Boxes
                         7. Define Invoice Boxes
                         8. Define Invoice Messages
                         9. Order Status Change(Caution!!!)
                        10. Work With Customer Invoice Options
                        11. Work With Special Billing Charges
                         M E N U   C A L L S
    19. VoCollect Maint    20. Billing System       21. Billing Reports
    22. File Maintenance   23. Dac Main Menu         90. Sign Off
    ===================================================================
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    ==>
```

2. Select option 7 (Define Invoice Boxes) from the Billing File Maintenance #2 screen. The Edit Invoice Boxes Text screen appears.

```
BSH2EFR    CHANGE  Creative Data Research-SUPPORT          6/18/99 16:37:52
                            Edit Invoice Boxes Text
 Application code .       Message Number .

Type options, press Enter.


 ?
      PREM. |GENER.|SUBGEN|VALUE |CANDY/|GENER.|SUB   |VALUE |SUBSUB|SUBSUB
      REG./ |REG./ |REG./ |REG./ |GUM   |100'S |100'S |100'S |GENER.|GENER.
      KINGS |KINGS |KINGS |KINGS |      |120'S |120'S |120'S |KINGS |100'S










 F3=Exit
```

Three lines of predefined text, similar to those illustrated above, appear when the user first displays the Edit Invoice Boxes Text screen. The vertical bars are used to separate the text of each heading which consists of three lines of six characters.

3. To edit an existing column heading, move the cursor to the location of the desired heading on the screen, type over the existing text to change a column heading, and use only the spacebar key to delete text.

Note: Users can save column heading changes at any time without exiting the Edit Invoice Boxes Text screen by pressing <Enter> twice. If <F3> (Exit) is pressed without first pressing <Enter> twice, no changes will be saved.

4. When column heading changes are complete, press <Enter>.

```
BSH2EFR     CHANGE  Creative Data Research-SUPPORT        6/19/99 16:22:56
                              Edit Invoice Boxes Text
 Application code .        Message Number .

Type options, press Enter.


?
        PREM.  |GENER.|SUBGEN|       |CANDY |GENER.|SUBGEN|    |SUBSUB |SUBSUB
        REG./  |REG./ |REG./ |       |      |100'S |100'S |    |GENER. |GENER.
        KINGS  |KINGS |KINGS |       |      |120'S |120'S |    |KINGS  |100'S




F3=Exit
                                                         CONFIRM: Y (Y/N)
```

As illustrated above, the column headings of invoice box #5 and #7 was changed, and the headings of invoice box #4 and #8 was deleted.

5. Press <Enter> when prompted to confirm.

6. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

The three lines of text displayed on the Edit Invoice Boxes Text screen also appear as form message records (INV1, INV2 and INV3) on the Edit Form Messages File screen. Refer to Working With Form Messages of the System File Maintenance document for additional information.

Working With Customer Pick Options

The Work With Customer Pick Options application is used to designate, by customer, options related to printing pick documents. Refer to the DAC Default System Options document for information about the SYS032 default system option which designates pick document printing attributes for all customers.

Refer to Working With Tote Charges of the Billing document for information about exempting specific customers from tote charges.

The instructions below describe using the Work With Customer Pick Options application to add a customer's pick options record at the Edit Pick Document I.D. Details screen.
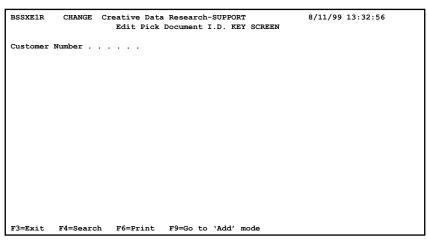
1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 19 (Customer Related #2) from the Customer Related #1 screen. The Customer Related #2 screen appears.

```
User: JEANNINE                    Menu: CRM2CV1                Date:  4/20/09

==================> C U S T O M E R   R E L A T E D #2 <==================
==========================================================================
!!!!!!!!!!              1. Billing Matrix Definitions
THE    !!              2. Retail Matrix Definitions
DAC    !!              3. Sales Group Master Definitions
SYSTEM !!              4. Work With Customer Options
!!!!!!!!!!              5. Work With Customer Pick Options
                       6. Work With Customer Collections




                      M E N U   C A L L S
19. Customer Related #1  20. Tax System          21. Customer Reports
22. File Maintenance     23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

2. Select option 5 (Work With Customer Pick Options) from the Customer Related #2 screen. The Work With Pick Options Code screen appears with the *No data to display* message if no customer pick options records were previously added.

```
BSSWDFR    DISPLAY Creative Data Research-SUPPORT         8/11/99 13:31:43
                      Work With Pick Option Codes
 Customer       Encoded Price  Tote     Alter.
 Number         on Stickers    Label    Pick Doc.


Type options, press Enter.
2=Edit Record

?  Customer       Customer Name            Encoded   Tote   Document
   Number                                  Stickers  Label  I.D.
   100060     ADKINSON GENERAL STORE          Y               C
   100095     HWY 10 SUPER                    Y               C
   100407     DANIEL'S GROCERY                Y               C
   100411     SUPER BRANDS SHOP               Y               C
   100898     STONE LAKE DELI                 Y               C
   101083     LAWRENCE TOBACCO                Y               C
   102235     ATLANTICA DEVELOPMENT, INC.     Y               C
   104720     B & R SHORT STOP                Y               C
   104740     B & W ROUTE MART                Y               C
   106103     BECK'S MKT                      Y               C        +

F3=Exit   F6=Print   F10=Add New Record
```

3. Press <F10> (Add New Record). The Edit Pick Document I.D. KEY SCREEN screen appears.

```
BSSXE1R    CHANGE  Creative Data Research-SUPPORT         8/11/99 13:32:56
                      Edit Pick Document I.D. KEY SCREEN

Customer Number . . . . . .














F3=Exit   F4=Search   F6=Print   F9=Go to 'Add' mode
```

4. Enter the desired customer's number for the **Customer Number** (6,n) field, and press <Enter>. If necessary, press <F4> to select a customer from the Select Customer Master screen. The Edit Pick Document I.D. Details screen appears.

```
BSSXE1R    ADD     Creative Data Research-SUPPORT         8/11/99 13:38:46
                      Edit Pick Document I.D. Details

Customer Number . . . . . :   100035   ABC

Print Encoded Price on Pick Stickers      (Y/N) Encoded Price Code

Print Tote Label . . . . . . . . . .      (Y/N)

Alternate Pick Document I.D.  . . . .







F3=Exit   F12=Key screen
```

5. Enter data for the following fields as necessary:

- **Print Encoded Price on Pick Stickers** (1,a) - enter *Y* (yes) to print encrypted billing prices on pick stickers. If left blank, only retail prices are printed on the stickers.

- **Encoded Price Code** (10,a) - enter ten letters, such as *ABCDEFGHIJ*, to substitute for 1 through 0 if printing encrypted billing prices on pick stickers. If left blank, the letters entered for the **Substitute Character for Cost** field of the SYS032 default system option are used for encrypting the prices.

- **Print Tote Label** (1,a) - enter *Y* (yes) to print tote labels for the customer during the picking process. Tote labels are only printed for items of a pick region with *Y* (yes) entered for the **Tote Labels** field. Refer to Adding Pick Region Records of the Warehousing document for additional information about the **Tote Labels** field of pick region records.

6. Optional: Enter one of the following values for the **Alternate Pick Document I.D.** field to designate which pick document is printed if *X* (conditional based on customer) is entered for the **Pick Document I.D.** field of an item's warehouse location record:

- *A* - pick lists are printed for items of a pick region in which *Y* (yes) is entered for the **Pick Slip** field of the pick region record.

- *B* - case labels are printed for items of a pick region in which *Y* (yes) is entered for the **Case Labels** field of the pick region record.

- *C* - pick stickers are printed for items of a pick region in which *Y* (yes) is entered for the **Retail Stickers** field of the pick region record.

If the **Alternate Pick Document I.D.** field is left blank (or no pick options record is added for a customer), the pick documents designated by the **Conditional Doc Default** field of the SYS032 default system option are printed.

Refer to Adding Location Records of the Warehousing document for additional information the **Pick Document I.D.** field of an item's warehouse location record.

Refer to Adding Pick Region Records of the Warehousing document for information about the **Pick Slip**, **Case Labels** and **Retail Stickers** fields of pick region records.

Refer to Billing document for examples of all the pick-related documents.

7. Press <Enter> when data entry is complete.

```
BSSXE1R    ADD     Creative Data Research-SUPPORT           8/11/99 15:07:15
                        Edit Pick Document I.D. Details

Customer Number . . . . . :   100035   ABC

Print Encoded Price on Pick Stickers    Y (Y/N) Encoded Price Code 4321098765

Print Tote Label  . . . . . . . . . .   Y (Y/N)

Alternate Pick Document I.D.  . . . .   C








F3=Exit    F12=Key screen
                                                          CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Edit Pick Document I.D. KEY
   SCREEN screen appears with the *Record added* message.

9. Press <F3> to exit. The Work With Pick Options Code screen appears.

```
BSSWDFR    DISPLAY Creative Data Research-SUPPORT          8/11/99 15:11:11
                        Work With Pick Option Codes
 Customer           Encoded Price   Tote    Alter.
 Number             on Stickers    Label   Pick Doc.


Type options, press Enter.
2=Edit Record

? Customer        Customer Name              Encoded   Tote   Document
  Number                                     Stickers  Label   I.D.
  100035    ABC                                 Y        Y       C
  100060    ADKINSON GENERAL STORE              Y                C
  100095    HWY 10 SUPER                        Y                C
  100407    DANIEL'S GROCERY                    Y                C
  100411    SUPER BRANDS SHOP                   Y                C
  100898    STONE LAKE DELI                     Y                C
  101083    LAWRENCE TOBACCO                    Y                C
  102235    ATLANTICA DEVELOPMENT, INC.         Y                C
  104720    B & R SHORT STOP                    Y                C
  104740    B & W ROUTE MART                    Y                C        +

F3=Exit    F6=Print    F10=Add New Record
```

10. Press <F3> to exit. The Customer Related #2 screen appears.

Working With Customer Invoice Options

The Work With Customer Invoice Options application is used primarily to designate, by customer, options related to their invoices. Refer to the DAC Default System Options document for information about the SYS031 default system option (Invoice Options) which designates invoice printing attributes for all customers. For information about other customer-specific invoice messages, refer to Working With Account Types of the Customer File Maintenance document.

Refer to the Customer File Maintenance document for information about using customer invoice option records to:
- Modify the UPC numbers that are printed in a customer's price book.
- Use a different unit of measure for designating the prices appearing in a customer's Future Price Changes report.

The instructions which follow describe using the Customer Invoice Options screen to add a customer invoice options record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

3. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE              Menu: BFM2CV1              Date:  7/30/13

        ========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <=========
        ================================================================
        !!!!!!!!!!          1. Work With Customer Category Descs.
        THE    !!           2. Work With Customer Categories
        DAC    !!           3. Update C/I File With Customer Categories
        SYSTEM !!           4. Create/Update Authorized Item Records
        !!!!!!!!!!          5. Edit Billing Reasons
                            6. Work With Invoice Boxes
                            7. Define Invoice Boxes
                            8. Define Invoice Messages
                            9. Order Status Change(Caution!!!)
                           10. Work With Customer Invoice Options
                           11. Work With Special Billing Charges
                         M E N U   C A L L S
        19. VoCollect Maint    20. Billing System      21. Billing Reports
        22. File Maintenance   23. Dac Main Menu        90. Sign Off
        ================================================================
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        ===>
```

4. Select option 10 (Work With Customer Invoice Options) from the Billing File Maintenance #2 screen. The Work With Customer Invoice Options screen appears with the *No data to display* message if no customer invoice options records were previously added.

```
BSRJDFR     DISPLAY CDR Customer Conference              7/30/13 10:20:40
                       Work With Customer Invoice Options
  Position  Edit
  Customer  Customer
  _____    _____

Type options, press Enter.
2=Edit Record

?  Application  Customer   Customer Name
      ID        Number
_     002       100001     STOP 'N SHOP
_     002       100002     DIANNE'S GROCERY
_     002       100003     BOB'S SHELL
_     002       100004     SNYDER'S STOP & GO
_     002       100222     TODD'S COUNTRY CORNER
_     002       100301     THREE RIVERS CHEVRON
_     002       100801     BARON EXPRESS #2 BP
_     002       100802     CRANKY CORNER QUICK STOP
_     002       100850     EXPRESS WAY FOOD MART
_     002       100855     GAS-N-SHOP #6                              +

F3=Exit F4=Search  F8=Customer Label Opts   F9=Order Splits   F10=Add
```

5. Press <F10> (Add). The Customer Invoice Options KEY SCREEN screen appears.

```
BSRFE1R     ADD     CDR Customer Conference              7/30/13 10:21:16
                       Customer Invoice Options KEY SCREEN

  Application Id . . . :   002
  Customer Number  . . .   _____














F3=Exit    F4=Search    F9=Go to 'Change' mode
```

6. Enter the desired customer's number for the **Customer Number** (6,n) field, and press <Enter>. If necessary, press <F4> to select a customer from the Select Customer Master screen. The Customer Invoice Options screen appears.

```
BSRFE1R     ADD     CDR Customer Conference              7/30/13 11:00:55
                       Customer Invoice Options

  H.M. Application Id  :   002      Invoice Alternate Sorting
  Customer Number  . . :   320001  BIG P MINI MART
  Use Alternate Sort:  .   _        (Yes,No,*Blank)     Split Cust Remote Orders _
  Print Which UPC? . . .   _        (1-4, *Blank)
  Omit P & L?  . . . . .   _        (Yes, No, *Blank)
  Print Each Price?  . .   _        (Yes, No, *Blank)
  (NOTE: Each price will print in place of retail on invoice.)
  Page Break On Category?  _        (Yes, No, *Blank)
  (NOTE: This only applies to the category sort.)
  Customer P.O.: _____     (Enter either a P.O. # or *YES)
  Print Extended Retail?   _        (Yes, No, *Blank)
  Hide Unit/Ext. Price?    _        (Yes, No, *Blank)
  Print Check In Document  _        (Yes, No, *Blank)
  Use Custom Class Sort?   _        (Yes, No, *Blank)
  Exclude From State Msg?  _        (Yes, No, *Blank)

 Primary/Alternate Sorts:
  Invoice: B        Primary Sort: L  Region/Location
                    Alternate Sort: C  Category/Item Description
 F3=Exit    F8=More UPC Options    F11=Delete
```

7. Optional: Enter *Y* (yes) for the **Use Alternate Sort** (1,a) field to designate that an alternate method is used to sort items before printing the customer's invoices. If

the **Use Alternate Sort** field is left blank, the primary sort method is used. Which sort method can be used as an alternate is dependent on which invoice version and primary sort method are used. These are designated by the user with the SYS031 default system option, and displayed, with the alternate sort method, on the Customer Invoice Options screen below the *Invoice Primary/Alternate Sorts* heading (highlighted above).

The four sorting methods are described below. Note: When alphanumeric sorting is used, letters precede numbers.

- Region/Location (L) - items are sorted alphanumerically first by warehouse pick region code, then by warehouse location code. Refer to Adding Pick Region Records and Adding Location Records of the Warehousing document for additional information.
  This sort method is available as an alternate when invoice version A, C, D, E or F is used, and the primary sort method is Category/Item Description or Category/Class/Item Description (see below).

- Category/Item Description (C) - items are sorted alphanumerically first by customer category number, then by item description. If a customer category number is not linked to an item, the item category number is used for sorting. Refer to Working With Customer Categories and Classes for additional information.
  This sort method is available as an alternate when invoice version A, B, C, D, E or F is used, and the primary sort method is Region/Location.

- Category/Class/Item Description (S) - items are sorted alphanumerically in this order: customer category number, customer class number and item description. If a customer category number is not linked to an item, the item category number is used for sorting. If a customer class number is not linked to an item, the sales class number is used for sorting. Refer to Working With Customer Categories and Classes for additional information.
  This sort method is not available as an alternate.

- UPC (U) - items are sorted numerically by universal product code (UPC). Refer to Working With Scan Codes of the Item File Maintenance document for additional information.
  This sort method is available <u>only</u> as an alternate sort method, and only when invoice version B and the primary sort method of Category/Item Description or Category/Class/Item Description are used.

8. Enter data for the following fields as necessary:

- **Split Cust Remote Orders** (1,a) - this field is no longer used. Refer to the DAC Default System Options document for information about using the **Split Customer Orders?** field of the SYS033 default system option (Billing Options).

- **Print Which UPC?** (1,a) - enter *1*, *2*, *3* or *4* to designate, by unit of measure, which of the item's universal product codes is printed on invoice versions B and C. If left blank, the UPC corresponding to the unit of measure of the item listed on the invoice is printed.

- **Omit P & L?** (1,a) - enter *Y* (yes) to prohibit the printing of profit and loss data for the customer's orders on invoices under the heading of *P & L INFORMATION*, and the display of totals by customer category (or item category number if a customer category is not linked to an item). If the **Omit P & L?** field is left blank, the profit and loss data is printed.

- **Print Each Price** (1,a) - enter *Y* (yes) to print the billing price for the eaches selling level on invoice version B. The **Print Each Price** field only appears on the Customer Invoice Options screen when invoice version B is used. Refer to Working With Items of the Item File Maintenance document for information about the **Sell1 - Sell4** fields of item records.

- **Page Break On Category?** (1,a) - enter *Y* (yes) to print invoices with page breaks by category when the Category/Item Description (C) or Category/Class/Item Description (S) sort method is used.

- **Customer P.O.** (15,a) - enter *Y* (yes) to designate that a purchase order number must be entered when adding an order for the customer. If the customer requires that a specific PO number is used for all their orders, it can be entered for the **Customer P.O.** field to be used by default.

- **Print Extended Retail?** (1,a) - enter *Y* (yes) to print the extended retail in the *Location* column if invoice version C is used. If invoice version B is used, the extended retail will print in the *Pack Size* column but only if *Y* is not entered for the **Print Extended Retail?** field of the SYS031 default system option (Invoice Options) which affects all customer invoices.

- **Hide Unit/Ext. Price?** (1,a) - enter *Y* (yes) to prohibit the printing of prices in the *Unit Price* and *Extended Price* columns on invoice version B when the Region/Location (L) sort method is used. The **Hide Unit/Ext. Price?** field does not appear unless this version B/sort L combination is used.

- **Print Check In Document** (1,a) - enter *Y* (yes) to designate that the Invoice Check In Report is printed for use by the customer when their orders are delivered. Contact CDR support personnel for information about using the SYS017 (User Point: Invoice Print) default system option to print the check in report (see the sample illustrated below) when the customer's invoices are printed.

- **Use Custom Class Sort?** (1,a) - enter *Y* (yes) to designate that customer designated classes are used for sorting items before printing their invoices, price book and bar code order book (also called custom order book). Refer to Working With Customer Category and Classes for additional information.

- **Exclude From State Msg** (1,a) - enter *Y* (yes) to designate that, if invoice version H is used, invoice messages defined for this customer's state are not printed on the customer's invoice. Refer to Working With Invoice and Pick Messages for additional information.

9. Press <Enter> when data entry is complete.

10. Press <Enter> when prompted to confirm.

Invoice Check In Report

```
CDR Customer Conference              Invoice Check In Report        JEANNINE    HIHJPFR      7/31/13 11:37:02 Page    1
                                                  Customer      Invoice         Route      Stop
                                                  Number        Number          No.
                DANNY & CLYDE'S FOOD STORE #20     800237        9201            400         1

                68083 HWY 59

                COVINGTON                  LA 70445

                       Item          Description          Pack      U/M     Qty      Price
          BOX# 0197967
                       108300  B&H MENT 100 LT.            20PK      CTN      1       37.21
                       119526  VIRGINIA SLIM SILVER MEN BOX 100  20PK  CTN   8       46.69
                       115401  PALL MALL 100 BOX           20PK      CTN      1       31.07
                       113200  MARLBORO GOLD BOX 100       20PK      CTN      5       44.91
                       111700  KOOL MENT 100 MILD          20PK      CTN      5       34.68
                       130585  GPC 100 ULTRA BOX           20PK      CTN      4       25.80
                       125800  DORAL FF MENT 100           20PK      CTN      3       31.07
                       101300  CARLTON MENTHOL             20PK      CTN      2       38.21
                       100500  CAMEL FILTER 85 BOX         20PK      CTN      1       34.68

                                                  Box/Tote Qty      30
          BOX# 0197968
                       131761  BASIC FF 100 BOX            20PK      CTN      5       32.10
                       120200  WINSTON 100 LIGHT           20PK      CTN      1       34.68
                       102811  LIGGETT SELECT FF MENTH BOX 100  20PK  CTN    6       21.00
                       102815  LIGGETT SELECT ULTRA 100 BX  20PK     CTN      7       21.00

                                                  Box/Tote Qty      19
          BOX# 0197970
                       770130  BLACKJACK FULL FLAVOR 16OZ            EA       2        7.06

                                                  Box/Tote Qty       2
```

Working With Order Header Codes

The Edit Order Header Codes application is used to define alphanumeric codes for the **OE CODE1 - OE CODE2** fields of the Change Order Information screen. The codes are not required by DAC directly, but can be defined for use with the IBM Query utility to produce reports.

The names of the **OE CODE1** and **OE CODE2** fields can be changed using the **Text For O.E. Code 1** and **Text For O.E. Code 2** fields of the SYS041 default system option. Refer to the DAC Default System Options document for additional information.

Refer to Adding An Order of the Billing document for additional information about the **EO CODE1** and **EO CODE2** fields.

```
User: JEANNINE              Menu: DACCV1            Date:  8/10/12
=====================>  THE DAC SOFTWARE SYSTEM  <=====================
!!!!!!!!!!!!!      Distributor Analysis and Control      !!!!!!!!!!!!!
!!!!!!!!!!!!!             MAIN OPERATIONS MENU            !!!!!!!!!!!!!
======================================================================
!!!!!!!!!!             1. File Maintenance Menu
THE     !!             2. Accounts Receivable
DAC     !!             3. Billing System
SYSTEM !!              4. Inventory System
!!!!!!!!!!             5. Purchasing System
                       6. Reports Menu
                       7. Truck Scheduling
                       8. Closing Procedures
                       9. Integration
                      10. Other Functions Menu
                      11. Accounts Payable
                      12. General Ledger
                      90. Sign Off
======================================================================
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==>
```
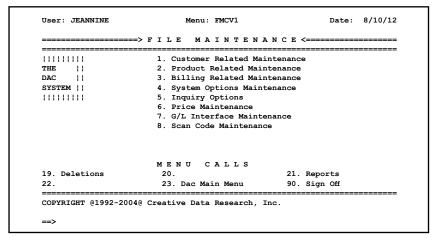
1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE              Menu: FMCV1             Date:  8/10/12

==================> F I L E   M A I N T E N A N C E <==================
======================================================================
!!!!!!!!!!             1. Customer Related Maintenance
THE     !!             2. Product Related Maintenance
DAC     !!             3. Billing Related Maintenance
SYSTEM !!              4. System Options Maintenance
!!!!!!!!!!             5. Inquiry Options
                       6. Price Maintenance
                       7. G/L Interface Maintenance
                       8. Scan Code Maintenance


                      M E N U   C A L L S
19. Deletions          20.                    21. Reports
22.                    23. Dac Main Menu       90. Sign Off
======================================================================
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==>
```

2. Select option 3 (Billing Related Maintenance) from the File Maintenance screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE                  Menu: BFM1CV1                  Date:  4/20/09

          ========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <=========
          ====================================================================
          !!!!!!!!!!                    1. Work With Customer Contracts
          THE    !!                     2. Work With Billing Matrix Contracts
          DAC    !!                     3. Work With Retail Contracts
          SYSTEM !!                     4. Work With Selling Allowances
          !!!!!!!!!!                    5. Work With Commissions
                                        6. Edit Minimum Order Charges
                                        7. Work With Customer/Item Flags
                                        8. Work With Rebates
                                        9. Work With Advance Disposal Fee
                                       10. Edit Order Header Codes
                                       11. Work With Qty Break Pricing
                                  M E N U   C A L L S
          19. BF Maintenance #2   20. Billing System        21. Billing Reports
          22. File Maintenance    23. Dac Main Menu          90. Sign Off
          ====================================================================
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              ==>
```

3. Select option 10 (Edit Order Header Codes) from the Billing File Maintenance #1
    screen. The Edit Order Header Codes screen appears.

```
GSWNEFR     CHANGE  Creative Data Research-SUPPORT        7/27/99 15:54:04
                           Edit Order Header Codes


Type options, press Enter.
D=Delete request













F3=Exit   F9=Go to 'Add' mode
No data to display.
```

4. Press <F9> (Go to 'Add' mode). The Edit Order Header Codes screen is
    redisplayed without values entered for the **Code** and **Description** fields.

```
GSWNEFR     ADD     Creative Data Research-SUPPORT        7/27/99 15:57:10
                           Edit Order Header Codes


Type options, press Enter.
D=Delete request

?  Code  Description










                                                              +
F3=Exit   F9=Go to 'Change' mode
```

5. Enter a unique code for the **Code** (2,a) field, and press <Field Exit>.

6. Enter a description of the code for the **Description** (30,a) field, and press <Field
    Exit>.

7. Continue entering codes and descriptions as necessary, and press <Enter> when data entry is complete.
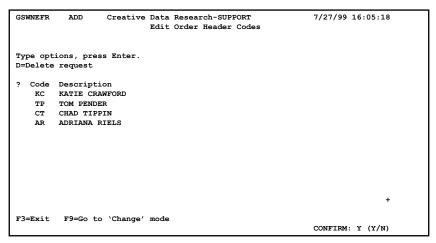
```
GSWNEFR     ADD      Creative Data Research-SUPPORT         7/27/99 16:05:18
                            Edit Order Header Codes


Type options, press Enter.
D=Delete request

?  Code  Description
   KC    KATIE CRAWFORD
   TP    TOM PENDER
   CT    CHAD TIPPIN
   AR    ADRIANA RIELS






                                                                        +

F3=Exit   F9=Go to 'Change' mode
                                                   CONFIRM: Y (Y/N)
```
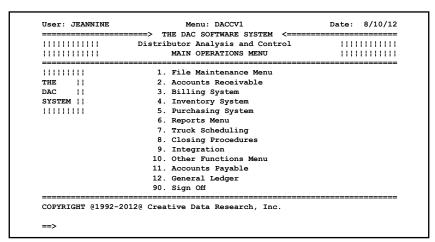
8. Press <Enter> when prompted to confirm. The Edit Order Header Codes screen is cleared.

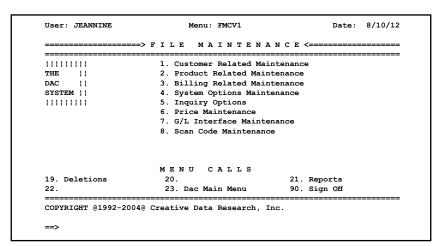9. Press <F3> to exit. The Billing File Maintenance #1 screen appears.

Working With User Options

The Work With User Options application is primarily used to define user options records for those who process customer orders (including remote order entry), and those who enter purchase orders (if multiple warehouses exist).

User options records can also be added when radio frequency devices are used. Refer to the RF Warehouse System document for additional information.
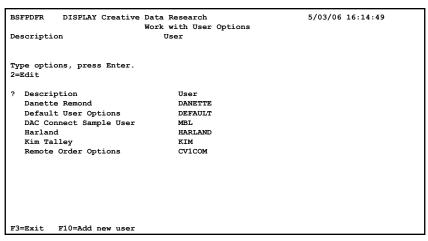
```
User: JEANNINE                Menu: DACCV1              Date:  8/10/12
=====================>  THE DAC SOFTWARE SYSTEM  <======================
!!!!!!!!!!!!!            Distributor Analysis and Control      !!!!!!!!!!!!!
!!!!!!!!!!!!!                  MAIN OPERATIONS MENU            !!!!!!!!!!!!!
======================================================================
!!!!!!!!!!              1. File Maintenance Menu
THE      !!             2. Accounts Receivable
DAC      !!             3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!!              5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                        10. Other Functions Menu
                        11. Accounts Payable
                        12. General Ledger
                        90. Sign Off
======================================================================
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==>
```

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
User: JEANNINE                Menu: FMCV1               Date:  8/10/12

===================> F I L E   M A I N T E N A N C E <==================
======================================================================
!!!!!!!!!!              1. Customer Related Maintenance
THE      !!             2. Product Related Maintenance
DAC      !!             3. Billing Related Maintenance
SYSTEM !!               4. System Options Maintenance
!!!!!!!!!!              5. Inquiry Options
                        6. Price Maintenance
                        7. G/L Interface Maintenance
                        8. Scan Code Maintenance



                        M E N U   C A L L S
19. Deletions           20.                  21. Reports
22.                     23. Dac Main Menu     90. Sign Off
======================================================================
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==>
```
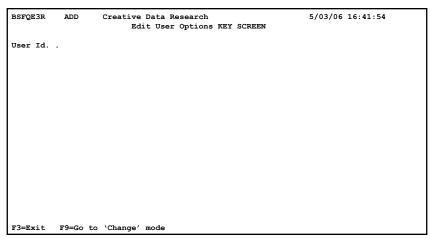
2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.

```
User: JEANNINE                    Menu: SOCV1                    Date:  8/10/12

==================> S Y S T E M   O P T I O N S <==================
==================================================================
!!!!!!!!!              1. Default System Options
THE     !!             2. Closing Control Display
DAC     !!             3. Edit System Messages
SYSTEM !!              4. Edit Form Messages
!!!!!!!!!              5. Edit Pick Print Options
                       6. About DAC CV1
                       7. Work with User Options
                       8. Edit Company Name Master
                       9. Generate Calendar Records
                      10. Edit Calendar File
                      11. Work with Licensed Products

19.                   20.                        21. Email Menu
22.                   23. Dac Main Menu          90. Sign Off

==>
```

3. Select option 7 (Work with User Options) from the System Options screen. The Work With User Options screen appears.

```
BSFPDFR     DISPLAY Creative Data Research            5/03/06 16:14:49
                           Work with User Options
Description                     User


Type options, press Enter.
2=Edit

?  Description                  User
   Danette Remond               DANETTE
   Default User Options         DEFAULT
   DAC Connect Sample User      MBL
   Harland                      HARLAND
   Kim Talley                   KIM
   Remote Order Options         CV1COM




F3=Exit    F10=Add new user
```

4. Press <F10> (Add new user) and <F9> (Go to 'Add' mode). The Edit User Options KEY SCREEN screen appears.

```
BSFQE3R     ADD     Creative Data Research            5/03/06 16:41:54
                        Edit User Options KEY SCREEN

User Id. .












F3=Exit    F9=Go to 'Change' mode
```

5. Enter a username for the **User Id** (10,a) field, and press <Enter>. The Edit User Options Page 1 screen appears.

```
BSFQE3R      ADD     Creative Data Research              5/03/06 16:44:37
                        Edit User Options Page 1

User JEANNINE                            Remote System Name

Employee Number . . .

: O r d e r    E n t r y    S e s s i o n    O p t i o n s :

   General:
Auto print invoice? . .     (Y/N)  Auto print pick?  . . . . . . . .     (Y/N)
A/R Verification? . . .      (Y/N)  Enable Auto-Print Spc. Billing Chg?   (Y/N)

   Header:
Lock Invoice Type?  .     (Y/N)
Default Invoice Type      (C,I,P)
Default Warehouse . .   1      MAIN WAREHOUSE
Default Terms Code  .




F3=Exit    F11=Delete
```

6. Enter a description (30,n) for the user options record, and if necessary, enter the remote system name for the **Remote System Name** (10,a) field.

```
BSFQE3R      ADD     Creative Data Research              5/03/06 16:44:37
                        Edit User Options Page 1

User JEANNINE    Jeannine Pender              Remote System Name

Employee Number . . .

: O r d e r    E n t r y    S e s s i o n    O p t i o n s :

   General:
Auto print invoice? . .     (Y/N)  Auto print pick?  . . . . . . . .     (Y/N)
A/R Verification? . . .      (Y/N)  Enable Auto-Print Spc. Billing Chg?   (Y/N)

   Header:
Lock Invoice Type?  .     (Y/N)
Default Invoice Type      (C,I,P)
Default Warehouse . .   1      MAIN WAREHOUSE
Default Terms Code  .




F3=Exit    F11=Delete
```

7. Enter the employee number of a buyer for the **Employee Number** (6,n) field to designate that the buyer receives system-generated and user-keyed messages when radio frequency devices are used. Users may press <F4> to select an employee number from the Select Employee Master screen.

8. To automatically print invoices (or credit memos) after orders are entered by the user, enter *Y* (yes) for the **Auto print invoice?** (1,a) field. This option is recommended for users who handle cash and carry orders, and for use only with *I* (Invoice) or *C* (Credit Memo) type orders.

   The <F18> (Change User Options-Temporary) function key can be used when adding an order to change the value of the **Auto print invoice?** field, but the temporary change only applies to the current order.

9. To automatically print pick lists (or other pick documents) after orders are entered by the user, enter *Y* (yes) for the **Auto print pick?** (1,a) field. The value of **USER* must be entered for the **Automatically Print Picks?** field of the SYS033 default system option (Billing Options). This option is recommended for use only with *P* (Pick Order) type orders.

The <F18> (Change User Options-Temporary) function key can be used when adding an order to change the value of the **Auto print pick?** field, but the temporary change only applies to the current order.

Refer to the DAC Default System Options document for information about using the **Automatically Print Picks?** field of the SYS033 default system option (Billing Options) to automatically print pick lists for all customer orders.

10. Enter *Y* (yes) for the **A/R Verification?** (1,a) field to designate that the following warning messages can appear on the screen:
    • *Customer Is Over Their Credit Limit*
    • *Customer Is Past Due On Terms*.
    Refer to Working With Customers of the Customer File Maintenance document for information about the **Credit Limit** and **Terms Code** fields of customer records. If *N* (no) is entered for the **A/R Verification** field, or it is left blank, the credit limit and past due warnings will not appear.

11. If Special Billing Charges is used, and if *Y* (yes) was entered for the **Auto print invoice?** field (see above), users can enter *N* (no) for the **Enable Auto-Print Special Billing Chg?** (1,a) field to exclude all customer orders from special billing charges that are entered by the user. If necessary, the user can override the exclusion at the time an order is entered.

    If *Y* (yes) is entered for the **Enable Auto-Print Special Billing Chg?** field, or it is left blank, special billing charges can be added to all customer orders for which invoices are automatically printed.

    Refer to Adding An Order for Billing document for information about using the **Exempt S.B.Chg?** field to prohibit the inclusion of special billing charges at the time the order is entered. Refer to Working With Special Billing Charges above for additional information.

12. Enter *Y* (yes) for the **Lock Invoice Type** (1,a) field to designate that the value of the invoice type as it appears on the Order Entry screen cannot be changed easily by the user. Using this option does not prohibit the user from changing the value of the invoice type as it first appears on the Prompt for Order Entry screen.

    If *N* (no) is entered for the **Lock Invoice Type** (1,a) field, or it is left blank, the <F18> (Change User Options-Temporary) function key can be used when adding an order to change the value of the **Lock Invoice Type** field, and then change the value of the **Type** field of the Order Entry screen. The temporary change made to the user's option only applies to the current order.

13. To designate the default value of the **Order Type** field as it first appears on the Prompt for Order Entry screen, enter *C* (Credit Memo), *I* (Invoice) or *P* (Pick

Order) for the **Default Invoice Type** (1,a) field. If necessary, the user can override the default order type when entering a order.

If no value is entered for the **Default Invoice Type** field, *P* appears for the **Order Type** field on the Prompt for Order Entry screen.

14. If multiple warehouses exist, enter a warehouse code for the **Default Warehouse** (6,n) field to designate the following:
    - When adding a customer order, the value of this field will be used if the **Use Branch Code For Whse** field of the SYS001 default system option is left blank or *NO* is entered; or if *YES* is entered for the **Use Branch Code For Whse** field, but no value is entered for the **Branch Code** field of the customer's record.
    - When selecting orders for picking, invoicing and posting, the value of this field will appear as the default on the Select Orders For Processing screens. If necessary, the user can override the default warehouse when selecting the orders.
    - When adding a purchase order, the value of this field will appear as the default on the Purchase Order Entry/Updt screen. If necessary, the user can override it.

    Refer to Working With Customers of the Customer File Maintenance document for additional information about the **Branch Code** field of customer records.

    Refer to Working With Customer Orders of the Billing document for information about the **Default Warehouse** field of the Change Order Information screen.

    Refer to Entering and Editing Purchase Orders of the Purchasing document for information about the **Warehouse** field of the Purchase Order Entry/Updt screen.

15. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Edit User Options KEY SCREEN screen appears with the *Record added* message.

16. Continue entering user options records, or press <F3> to exit. The Work With User Options screen appears.

Working With Advance Disposal Fees

The Work With Advance Disposal Fee application (option 9 of the Billing File Maintenance #1 screen) is no longer recommended for use. Refer to Working With Tax Types and Working With Stamp Tax of the Tax System document for information about using stamp records to handle advance disposal fees.