

DAC

User Guide

Getting Started

Table of Contents

Getting Started	1
Table of Contents	2
Introduction	3
DAC User Guide	3
Sign On and Off	4
Screen Navigation	5
Menu Screens	5
Data Entry Screens	6
Inquiry Screens	10
Help Screens	10
DAC Data Records	12
“Go Live” Check List	15

Introduction

Even before hardware and software installation is complete, those who will enter data (customer, item, vendor, and more) can begin to familiarize themselves with the following information about the DAC User Guide, signing on and off the DAC system, and navigating DAC screens.

DAC User Guide

The DAC User Guide consists of more than two dozen individual documents, quick reference guides and data worksheets, and includes detailed descriptions of the data entered by users. The descriptions contain, in parenthesis, information about data type (n for numeric and a for alphanumeric), maximum data length, and decimal position (if applicable).

For example, the data description of the **Contract Percent** field contains (5.2,n). This indicates that numbers with a maximum length of five digits which include two decimal places, such as *12.10* and *234.98*, or numbers with fewer than three digits and no decimal places, such as *56* and *789* could be entered. The numbers *7654.00* and *23.456* would not be valid.

Data described as alphanumeric may contain any combination of letters, blank spaces and numbers, but is never used by DAC in mathematical calculations.

Information about optional data and defaults is provided also. Optional data is that which users can choose not to enter. A default is the data value which the software uses if optional data is not entered. For example, if the user does not enter a value for the **Late Charge Code** field (1,a) of a customer record, the default value of *Y* (for yes) is used by DAC.

The documents of the DAC User Guide contains step-by-step instructions for navigating through the hundreds of screens that users encounter. While generally there is more than one “path” to reach any given screen, the user guide is limited to path descriptions which first-time users should find easiest to follow.

Sign On and Off

To sign on DAC, enter the user ID assigned by the system administrator for the **User** field of the Sign On screen, and press <TAB>.

Sign On

System : CDRMEM

Subsystem : QINTER

Display : QPADEV000H

User _____

Password _____

Program/procedure _____

Menu _____

Current library _____

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Enter the password assigned by the system administrator for the **Password** field, and press <Enter>. The Main Operations Menu screen appears.

Note: The characters entered for the password do not appear on the Sign On screen.

User: JEANNINEMenu: DACCv1Date: 8/21/12

=====> THE DAC SOFTWARE SYSTEM <=====

|||||Distributor Analysis and Control|||||

|||||MAIN OPERATIONS MENU|||||

=====

|||||

THE ||

DAC ||

SYSTEM ||

|||||

1. File Maintenance Menu

2. Accounts Receivable

3. Billing 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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==> 90_____

To sign off the DAC system, enter *90* on the command line of any screen containing the Sign Off command option, as illustrated above, and press <Enter>, or enter the *signoff* command, as illustrated below, and press <Enter>.

```

User: JEANNINE                      Menu: DACCv1                      Date: 8/21/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||||
||||||| MAIN OPERATIONS MENU |||||||
=====
|||||||
THE  ||      1. File Maintenance Menu
DAC  ||      2. Accounts Receivable
SYSTEM ||    3. Billing 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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==> signoff_____

```

Screen Navigation

There are four basic types of DAC screens: menu screens, data entry screens, inquiry screens and help screens. Generally, most screens may be exited by pressing the <F3> function key.

Menu Screens

Menu screens, such as the Main Operations Menu screen and Billing System screen below, consist of numbered lists of DAC command options.

```

User: JEANNINE                      Menu: DACCv1                      Date: 8/21/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||||
||||||| MAIN OPERATIONS MENU |||||||
=====
|||||||
THE  ||      1. File Maintenance Menu
DAC  ||      2. Accounts Receivable
SYSTEM ||    3. Billing 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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==> 3_____

```

To use a DAC command, enter the command option's number on the command line at the bottom of the screen, and press <Enter>. For example, by entering 3 on the command line of the Main Operations Menu screen, as illustrated above, and pressing <Enter>, the Billing System screen appears.

```

User: JEANNINE          Menu: BLCV1          Date: 8/21/12

===== B I L L I N G   S Y S T E M =====
=====
|||||||
THE    ||                1. Work With Orders (Current)
DAC    ||                2. Work With Orders (History)
SYSTEM||                3. Verify Customer Orders
|||||||                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
=====
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
==>

```

Data Entry Screens

Many data entry screens have data entry options such as *2=Edit* and *3=Copy* as illustrated in the Work With Orders screen below.

```

DSJWDFR    DISPLAY CDR Customer Conference          8/21/12 16:11:27
                                Work With Orders
Customer Name          Sts Ty  Route Src  Whse.
*** CURRENT ***
Invoice # _____ Action _ Cust# _ _ Ship Date _____
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages
P=Parcels R=Release S=Edit Qty Z=Edit Header A=Acknowledge
? Customer Name          Status          Source          Ship Dte Ord No.
- BARON EXPRESS #2 BP      Open          P DAC Expr.        6742
- BARON EXPRESS #2 BP      Open          C Remote           6747
- BARON EXPRESS #2 BP      Open          P DAC Expr.        6756
- CRANKY CORNER QUICK STOP Open          P DAC Expr.        6757
- DANNY & CLYDE'S FOOD STORE #20 Open          P DAC Expr.        6784
2 EXPRESS WAY FOOD MART    Open          P DAC Expr.        6758
- JR FOOD MART - FOLSOM    Open          P DAC Expr.        6760
- KINGS FOREST EXXON       Open          P DAC Expr.        6785
- L & M GROCERY             Open          P DAC Expr.        6743
- L & M GROCERY             Open          P DAC Expr.        6777
- L & M GROCERY             Open          P DAC Expr.        6778
- MISS STOP N GO #110      Open          P DAC Expr.        6770
- MISS STOP N GO #120      Open          P DAC Expr.        67 +
F3=Exit F4=Search F5=Reload F6=Merge F8=Item Search F10=New Order

```

To use a data entry option, type the option's number in the selection column to the left of the desired entry in the screen's list (see Express Way Food Mart above), and press <Enter>.

A plus sign (+) appearing at the lower right of any type of screen indicates that additional information is available for display. To scroll through a screen's list, press <Page Down> and <Page Up>. The message *Scan limit reached - ROLLUP to scan further records* is displayed to indicate that the user may continue pressing <Page Down> to view additional data.

Several different keys are used when entering data in a field of a data entry screen. Users must press <Field Exit>, <Field Plus> or <Field Minus> after entering numeric data, but generally either <Enter> or <Field Exit> may be pressed after entering alphanumeric data.

The <Tab> and <Back Tab> keys should be used to move the cursor when no data is entered in a field. Using <Enter> and <Field Exit> will cause previously entered data to be deleted.

The <Reset> key is used when keyboard error messages related to data entry, such as *Field requires numeric characters*, appear at the bottom of a screen. Pressing <Reset> rather than <Field Exit> will clear the message from the screen without moving the cursor.

In addition to <F3> described above, several other function keys are used to move through data entry screens and to enter data. Descriptions of their use, such as F10=New Order illustrated below, appear at the bottom of the screen.

DSJWDFR		DISPLAY CDR Customer Conference				8/21/12 16:11:27	
Work With Orders							
Customer Name		Sts Ty		Route	Src	Whse.	
*** CURRENT ***							
Invoice #		Action		Cust#		Ship Date	
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages							
P=Parcels R=Release S=Edit Qty Z=Edit Header A=Acknowledge							
?	Customer Name			Status		Source	Ship Dte Ord No.
-	BARON EXPRESS #2 BP			Open		P DAC Expr.	6742
-	BARON EXPRESS #2 BP			Open		C Remote	6747
-	BARON EXPRESS #2 BP			Open		P DAC Expr.	6756
-	CRANKY CORNER QUICK STOP			Open		P DAC Expr.	6757
-	DANNY & CLYDE'S FOOD STORE #20			Open		P DAC Expr.	6784
-	EXPRESS WAY FOOD MART			Open		P DAC Expr.	6758
-	JR FOOD MART - FOLSOM			Open		P DAC Expr.	6760
-	KINGS FOREST EXXON			Open		P DAC Expr.	6785
-	L & M GROCERY			Open		P DAC Expr.	6743
-	L & M GROCERY			Open		P DAC Expr.	6777
-	L & M GROCERY			Open		P DAC Expr.	6778
-	MISS STOP N GO #110			Open		P DAC Expr.	6770
-	MISS STOP N GO #120			Open		P DAC Expr.	67 +
F3=Exit F4=Search F5=Reload F6=Merge F8=Item Search F10=New Order							

Listed across the top of many data entry screens are restrictor fields used to limit the screen's display of data. For example, the **Customer Name**, **Sts**, **Ty**, **Route**, **Src** and **Whse** restrictor fields are included on the screen illustrated above.

Some restrictor fields are used to determine what data appears at the top of a screen's list. For example, if the user enters *MISS* for the **Customer Name** field of the Work With Orders screen and presses <Enter>, the screen's list is redisplayed beginning with MISS STOP N GO stores (see below).

DSJWDFR	DISPLAY CDR Customer Conference	8/21/12 16:17:13
Work With Orders		
Customer Name	Sts Ty	Route Src Whse.
MISS		
*** CURRENT ***		
Invoice #	Action	Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages		
P=Parcels R=Release S=Edit Qty Z=Edit Header A=Acknowledge		
? Customer Name	Status	Source Ship Dte Ord No.
- MISS STOP N GO #110	Open	P DAC Expr. 6770
- MISS STOP N GO #120	Open	P DAC Expr. 6771
- MISS STOP N GO #130	Open	P DAC Expr. 6772
- MISSISSIPPI STOP N GO	Open	P DAC Expr. 6759
- MISSISSIPPI STOP N GO	Open	P DAC Expr. 6769
- SAIA'S SUPERMARKET	Open	P DAC Expr. 6763
- UNION GROVE GROCERY	Open	P DAC Expr. 6774
- UNION GROVE GROCERY	Open	P DAC Expr. 6775
- UNION GROVE GROCERY	Open	P DAC Expr. 6781
- USA CONVENIENCE STORE #300	Open	P DAC Expr. 6761
- USA CONVENIENCE STORE #300	Open	P DAC Expr. 6779
- USA CONVENIENCE STORE #300	Open	P DAC Expr. 6787
- USA CONVENIENCE STORE #500	Open	P DAC Expr. 67 +
F3=Exit F4=Search F5=Reload F6=Merge F8=Item Search F10=New Order		

Additional restrictor fields can be used to further limit the listed data to include only that which precisely matches what is entered for it.

When previously defined data will be entered for the value of a record's field, a list of this data can be searched (with two exceptions noted below) by pressing <F4> while the cursor is positioned at the field. For example, a previously defined tax jurisdiction code can be selected when adding a customer record using the Edit Customer Page 1 screen.

DSDBE3R	CHANGE CDR Customer Conference	8/21/12 16:40:57
Edit Customer Page 1		
Customer Number :	771230	Corporate Number 771230
Status Code :	A	Store Number . .
Customer Name . .	B & D FOOD STORE	
Address Line 1 . .	7721 BELLFORT STREET	
Address Line 2 . .		
Address Line 3 . .		
City	HOUSTON	St. TX
Zip Code	77061 -	Phone # . . 713 - 6107701
Tax Jurisdiction .		Branch Code G/L Code
BillTo Code . . .		Late Charge Code Y Percent:
Credit Limit . . .		Terms Code . . . 010
Sales Group . . .		Marketing Rep. . 20
Marketing Mgr . .		Marketing Dir .
Demographic Code .		Account Type .
Price Hold Days .		Authorized Item _ Auth. U/M _
Surcharge Override	N	Build-Up Code .
Billing Matrix . .	200	Retail Matrix . 10
Subst. Code . . .	Y	Inv. Reprint Code _
Service Type . . .		Restk. Fee Ovr. N
Statement Code . .		Notify Price Chg. N
F3=Exit F4=Search F2=Change Corp. No. F6=Notes Roll=Next/Prev Screen		

By pressing <F4> while the cursor is positioned in the **Tax Jurisdiction** field of the Edit Customer Page 1 screen, the Select Tax Jurisdiction screen appears. The user enters *X* (Select request) in the selection column next to the desired tax description.

DSBISRR		SELECT		CDR Customer Conference		8/21/12 16:49:41	
Select Tax Jurisdiction							
Tax Code	Tax Desc.						
Type options, press Enter.							
X=Select request							
? Tax Desc.	Tax Code	Sales Tax %1	Sales Tax %2	Sales Tax %3	Sales Tax %4	Sales Tax %5	
LA TAXABLE SALES	LA0001	4.00	1.00	.00	.00	.00	
LA NON-TAX	LA0002	.00	.00	.00	.00	.00	
MS TAXABLE SALES	MS0001	4.00	.00	.00	.00	.00	
X TX TAXABLE SALES	TX0001	4.25	.00	.00	.00	.00	
F3=Exit							

After pressing <Enter>, the Edit Customer Page 1 screen appears with the desired tax jurisdiction code entered for the **Tax Jurisdiction** field.

DSDBE3R		CHANGE		CDR Customer Conference		8/21/12 16:40:57	
Edit Customer Page 1							
Customer Number :	771230	Corporate Number	771230				
Status Code :	A	Store Number					
Customer Name	B & D FOOD STORE						
Address Line 1	7721 BELLFORT STREET						
Address Line 2							
Address Line 3							
City	HOUSTON	St.	TX				
Zip Code	77061	Phone #	713 - 6107701				
Tax Jurisdiction	TX0001	Branch Code		G/L Code			
BillTo Code	-	Late Charge Code	Y	Percent			
Credit Limit		Terms Code	010				
Sales Group		Marketing Rep.	20				
Marketing Mgr		Marketing Dir					
Demographic Code		Account Type					
Price Hold Days		Authorized Item		Auth. U/M			
Surcharge Override	N	Build-Up Code					
Billing Matrix	200	Retail Matrix	10				
Subst. Code	Y	Inv. Reprint Code					
Service Type		Restk. Fee Ovr.	N				
Statement Code		Notify Price Chg.	N				
F3=Exit F4=Search F2=Change Corp. No. F6=Notes Roll=Next/Prev Screen							

Exceptions: When using the DAC Accounts Payable and General Ledger systems, the search and select function is available by entering a question mark and pressing <Enter>, rather than pressing <F4>.

Inquiry Screens

Inquiry screens are available to provide users with information, but are not used for data entry, such as the Vendor Item Inquiry screen below.

DCYKDFR	DISPLAY CDR Customer Conference		8/21/12 16:30:19	
Vendor Item Inquiry				
Vendor	HER001	HERSHEY CHOCOLATE	Whs	_____
Terms	011	NET 7	Item	_____ Qty Available <= _____
? Item #	Pack U/M	Item Description	On Avl.	On Order Wk Avg
- 439399	12 CSE	HERSHEY KISSES 12 OZ CHRISTMAS	6	73 14
Cost	55.040	Allow VR O/I	PO Cost	55.040
- 440016	36 BOX	HERSHEY ALMOND 36CT CHRISTMAS PKG	29836	888 6650
Cost	144.000	Allow VR O/I	PO Cost	144.000
- 440024	12 CSE	HERSHEY KISSES 24 OZ	16001	3142 3932
Cost	51.040	Allow VR O/I	PO Cost	51.040
- 500500	36 BOX	REESES FAST BREAK	447	0
Cost	144.000	Allow VR O/I	PO Cost	144.000
- 418950	36 BOX	HERSHEY ALMOND 36CT	14117	156 3163
Cost	135.216	Allow VR O/I	PO Cost	135.216
- 439635	12 BAG	HERSHEY BITES 11 OZ	9055	1704 2239
Cost	499.200	Allow VR O/I	PO Cost	499.20 +
F3=Exit F4=Search				

Help Screens

Help screens are available to provide information about using DAC menu and data entry screens. For example, pressing <Help> when the Billing System menu screen appears, generates the following help screen.

HELP	Help for Menu Option 01
Work With Orders	
At Order Entry, when a user inputs a customer number, item number, warehouse code, unit of measure and item quantity, the billing system searches an item's balance file for its original price and cost.	
It then checks for an existing contract (customer or billing matrix); an existing allowance (item or billing matrix); and a stamp tax record. After subtotalling list price and cost less contract or allowance amount or percentage and adding stamp tax, this price and cost becomes the billing price and cost. Sales tax (if applicable) is added after the price routine is complete.	
See ORDER ENTRY in the Billing System section of your DAC CV1 User Guide for more information.	
F3=Exit F12=Cancel	

By pressing <Page Down> and <Page Up>, the user scrolls through a series of help screens which describe the numerous DAC commands of the Billing System screen.

```

HELP                                Help for Menu Option 02
Working with Order History

Posted orders remain in the Work with Orders (History) file for the length of
time defined in the Data Retention Options program (Default System Options).
When the specified time expires, orders are backed up as archive files.

Orders remaining in the Work with Orders (History) file can be displayed and
invoices reprinted.

See WORKING WITH ORDER HISTORY in the Billing System section of your DAC CV1
User Guide for more information.

F3=Exit  F12=Cancel

```

Pressing <Help> when the Enter Contract Master Details data entry screen initially appears, generates the following help screen.

```

Help Text Document . . . : GSK3E1R
Edit Contract Master                                Next option:

Contract Type
Type Of Contract:

(1,n) Types are:  1 = List Less
                  2 = Cost Plus
                  3 = Cents Off
                  4 = Cents Plus
                  5 = Fixed

+

F3=Exit  F4=Edit  F6=Print  ROLL=Display next/previous page

```

Cursor-sensitive help is available to provide information about specific fields on data entry screens. For example, by moving the cursor to the **Sts** field of the Work With Orders screen and pressing <Help>, the following help screen appears.

```

Help Text Document . . . : DSJWDFR
Work With Orders                                Next option:

O.H. Order Status
Sts                                OPTIONAL

(1,n) Order Status codes are:  1 = Open. The order has been input.
                              2 = Pick Requested. A pick slip has been
                              requested for an order.
                              3 = Picked. A pick slip has been printed for
                              an order.
                              4 = Print Requested. An invoice has been
                              requested for an order.
                              5 = Printed. An invoice has been printed for
                              an order.
                              6 = Post Requested. Posting has been requested
                              for an order.
                              7 = Posted. An order has been posted.
                              8 = Hold. An order has been placed on hold.
                              9 = Cancelled. An order has been cancelled.

+

F3=Exit  F4=Edit  F6=Print  ROLL=Display next/previous page

```

DAC Data Records

Below is an overview of the data entry required after the DAC system installation is complete. Your DAC Project Manager will guide you through this process.

Refer to the Customer, Item and Billing File Maintenance documents, the Tax System document, and the Vendors document for detailed information about customer, item and billing-related data entry, and the worksheets used to create customer records, item records, warehouse location records and vendor records.

1. The following data entry tasks are accomplished before entering customer records:
 - Job title definitions
 - Employee records
 - Corporate level definitions (optional)
 - Account type definitions (optional)
 - Terms definitions
 - Route definitions - may be entered after customer records, but not recommended.
 - Billing matrix definitions
 - Retail matrix definitions - required only for customized retail pricing.
 - State, county and city descriptions
 - Tax jurisdiction records - may be entered after customer records, but not recommended. Must be defined before entering tax records.
2. Enter customer records for individual customers (corporate type of *I*) and chain customers (corporate type of *C*) as described in Working With Customers of the Customer File Maintenance document.
 - Telephone numbers, fax number, contacts and titles - optional data, but recommended.
 - Tax jurisdiction - required only if customer is charged sales tax or stamp tax.
 - Billing matrix number - not required if customer is charged list price.
 - Retail matrix number - required only if customer charges customized retail prices.
 - Delivery route codes - may postpone entry, and enter later by editing customer records.
 - Invoice trailer report - notify CDR support personnel if invoice trailer reports will be printed.
3. Enter customer option records, or edit those created by CDR support personnel.

4. The following data entry tasks are accomplished before entering item records:
 - Warehouse definitions
 - Category definitions
 - Sales class definitions
 - Product class definitions (optional)
 - Tax class definitions - also define tax type and other report-related characteristics (**Report Column #** and **Item Level Reporting** fields) of tax class records.
 - Product heading definitions - optional data used for printing price books and order books, and sorting retail shelf labels.
 - Vendor records - use Work With Vendors of Purchasing screen.
5. Enter item records.
 - Vendor code - required for PMSTARS and USTRAD manufacturer reporting, as well as creating purchase orders.
 - Manufacturer number - required to print manufacturer number on purchase orders.
 - Tax class - required only if item is taxed by tax class.
 - Warehouse location code - displayed after warehouse location records entered (see below).
 - Consumable units - required for PMSTARS manufacturer reporting.
 - Unit of measure (**U/M** field), multiplier (**Mult** field) and selling status (**Sell** field) - required data entry for all the units which are sold for an item.
 - Universal product code - required for PMSTARS and USTRAD manufacturer reporting.
 - Daily tracking status - optional, and generally used only for cigarette items.
 - Dimensions - length, width and height entered using <F5> (Cube).
 - Surcharges and discounts - entered using <F7> (Surchg).
 - Alternate pricing - use <F10> (Alts) for items sold in multiple states with different price or cost.
6. The following data entry tasks are accomplished before entering item location records:
 - Pick region definitions - define multiple pick region to print separate pick slips; otherwise, define only the blank pick region record for use in entering all item location records.
 - Warehouse area definitions - required for entering item location records, but not specifically used by DAC; therefore, users may define a single warehouse area.

7. Enter item location records:
 - Warehouse code, location number, item number, location type, standard selling unit of measure (**Current Unit** field), pick document, pick region and warehouse area are required.
 - Tax jurisdiction - entered for **Juris Test** field to when duplicate prestamped cigarette items are located in different locations.
8. Enter sales tax records and stamp tax records.
9. The following data entry tasks must be accomplished before the Billing System is used:
 - Define billing matrix contracts and edit customer records, if necessary, to enter billing matrix number.
 - Define customer contracts.
 - Define retail matrix contracts and edit customer records, if necessary, to enter retail matrix number.
 - Enter customer/item records - required for customers limited to ordering only items that are authorized for purchase.
 - Define billing reasons - used for credit memos and cancelled orders.
 - Define invoice boxes and edit invoice box headings - used for printing sales analysis information on invoices.
 - Define rebates and minimum order charges if these will be used.
10. The following data entry tasks must be accomplished for manufacturer reporting:
 - Edit company name master record - use Edit Company Name Master of Sytem Options screen.
 - Edit vendor data options of default system option record SYS039 - use Default System Options of System Options screen.
 - Define promo items for PMSTARS and USTRAD reporting (see note below).
 - Define discount cigarette classes for PMSTARS reporting (see note below).
 - Define USTRAD item classes for USTRAD reporting (see note below).
 - Define ADAMS item classes for reports to ADAMS reporting (see note below).

Note: Select Other Functions Menu (option 10) of Main Operations Menu screen, then select Unitrac (option 2) of Other Operations screen.

If DAC Accounts Payable and General Ledger modules are used, refer to the Accounts Payable and General Ledger documents for information about A/P and G/L data entry.

“Go Live” Check List

The following tasks should be completed before users “go live” with DAC.

1. Check the accuracy of pricing - create orders or use price inquiry of Billing System to thoroughly test items in different classifications for customers in every tax group.
2. Check pick slip and invoice printing - create, pick and print orders to validate information printed on pick slips and invoices.
3. If used, test Telxon procedures - verify that all sales representatives and customers know how to use Telxon units.
4. Verify that all employees are prepared to handle their responsibilities for using DAC.
5. Define selling allowances (or displays) needed for the first week that DAC will be used - see Work With Selling Allowances of Billing File Maintenance screen.
6. Define buying allowances needed for the first week that DAC will be used - see Work With Buying Allowances of Purchasing screen.
7. Define accounts receivable reasons used by A/R for adjustments and credits - see Reasons Definitions of Accounts Receivable screen.
8. Define inventory reasons used for inventory adjustments - see Edit Inventory Adj Reasons of Inventory Control screen.

The following tasks should be completed the weekend before users “go live” with DAC.

1. Cease working with any previously used software which DAC is replacing.
2. Enter all beginning balances for accounts receivable.
3. Print Aged Trial Balance reports to check final totals.
4. Enter current inventory totals.