# DAC
## *User Guide*


# RF Warehouse System

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# Using Radio Frequency Devices

Radio frequency devices, used to scan universal product codes (UPCs), are required to implement the DAC optional modules RF Receiving, RF Inventory, RF Backstock Management and Returns Management. Refer to the Returns Management document for additional information about this optional module.

The instructions below describe using RF devices, such as the Telxon PTC-960SL and Datalogic Falcon 4420 scanners, to collect UPCs to maintain them in the Scan Code Master file, and to receive product delivered to the warehouse.

The following keypad buttons are used when scanning UPCs:
- <Enter> or <Field Exit> keys are used after entering data and scanning UPCs.
- <F1>, <F2>, <F3>, <F4>, <F5>, <F6>, <F7> and <F9> keys are described in detail throughout these instructions.
- <PgDwn> and <PgUp> keys are used to scroll through lists which appear on the screens.
- <Tab> is used to move the cursor when no data is entered.

The keypad buttons described above are labeled differently on different devices as illustrated by the keypad layouts below.

## Datalogic Falcon 4420

The Datalogic Falcon 4420 device cannot be used without first downloading the necessary 5250 emulation software and configuring the unit. Contact Datalogic technical support for assistance. When complete, contact CDR Support Personnel for information about the additional configuration required to use the device with DAC RF Warehouse System or Returns Management modules.

Below is the 52-key keypad layout of the Falcon 4420 device.
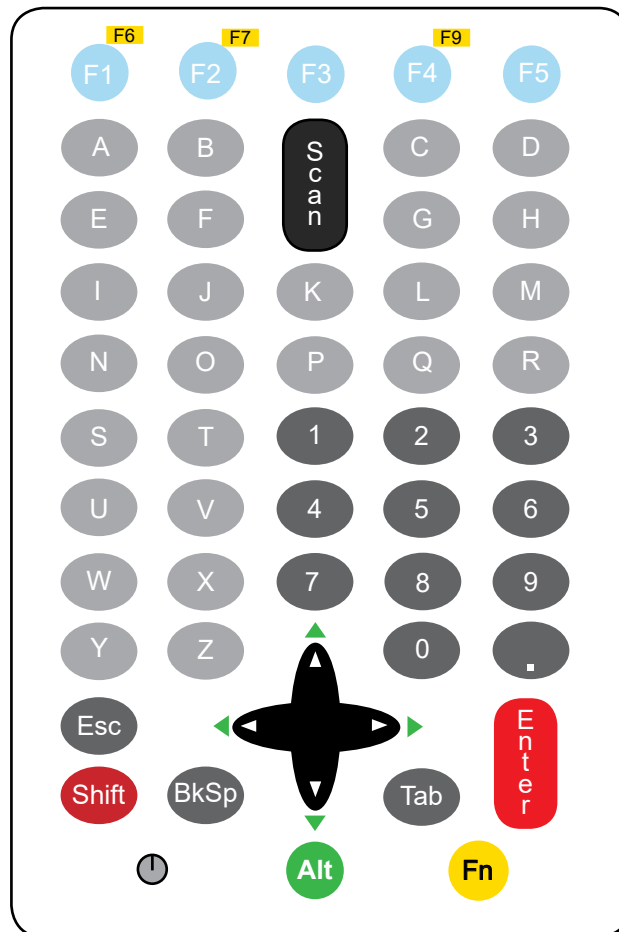


The following buttons are used as described throughout the instructions below:

- <Enter>, <F1>, <F2>, <F3>, <F4>, <F5>, <Tab> are each labelled above.
- <Field Exit> - press and release <Alt> then press <Enter>.
- <F6> - press and release <Fn> then press <F1>.
- <F7> - press and release <Fn> then press <F2>.
- <F9> - press and release <Fn> then press <F4>.
- <PgDwn> - press and release <Alt> then press ▲ (or ▼).
- <PgUp> - press and release <Alt> then press  ▲ (or ▼).

To toggle the backlight of the touchscreen display on and off, press and release <Fn> then press <.> (period/decimal).

1. Click the TelnetCE icon on the unit's desktop and press <Enter>.

2. Press <Enter> when the *No host connection.<Enter> to Connect* message appears.

2. Enter the user ID assigned by the system administrator for the **User** field of the sign on screen, and press <TAB>.

```
Sign On
                      System  . . . . . . .
                      Subsystem . . . . . . .
                      Display . . . . . . . .

    . . . . . . . .    RFUSER_____
    . . . . . . . .
    . . . . . . . .    _____
    . . . . . . . .    _____
    . . . . . . . .    _____
```

3. Enter the password assigned by the system administrator for the **Password** field, and press <Enter>. The RF main menu screen appears. Note: The characters entered for the password do not appear on the Sign On screen.

```
    1.Receiving

    2.Stock Putaway

    3.UPC Check

    5.OFF
    Option _
```

The Falcon unit will timeout due to inactivity by the user, and disconnect from the 400. If this occurs, press <Enter> when the *Connection to the 400 has been terminated. <Enter> to Connect* message appears.

## Telxon PTC-960SL

If Telxon PTC-960SL hand-held devices are used, note that this unit cannot scan UPCs printed in red.

The <On/Off> key can be pressed at any time to power off the unit, but the last screen (or field) displayed will appear when the key is pressed again to power on the unit.



The Telxon PTC-960SL unit will timeout due to inactivity by the user and power itself off. If this occurs, press <On/Off> to power on the unit. As noted above, the last screen (or field) displayed will appear when the key is pressed again to power on the unit.

1. Press <On/Off> to power on the device. The Configure PTC screen appears.

```
 Configure PTC
1. Emul
2. PTC
3. RF
4. Version
5. Display
6. Wand Q. Quit
Choose Option_
```
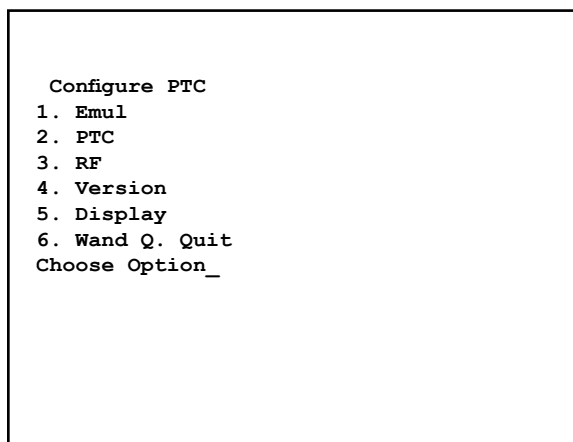
Do not attempt to power off the unit by pressing <Q> (Quit) of the Configure PTC screen. Refer to Returning To The Configure PTC Screen below for information about returning to the Configure PTC screen if the C: or A: prompt appears on the Telxon unit.

2. Press <1> (Emul) of the Configure PTC screen. The Sign On screen appears.

3. Enter the user ID assigned by the system administrator for the **User** field of the Sign On screen, and press <TAB>.

4. Enter the password assigned by the system administrator for the **Password** field, and press <Enter>. The RF Main Menu screen appears. Note: The characters entered for the password do not appear on the Sign On screen.

```
RF MAIN MENU

 1.Receiving

 2.Stock Putaway

 3.UPC Check

 5.OFF
 Option _
```
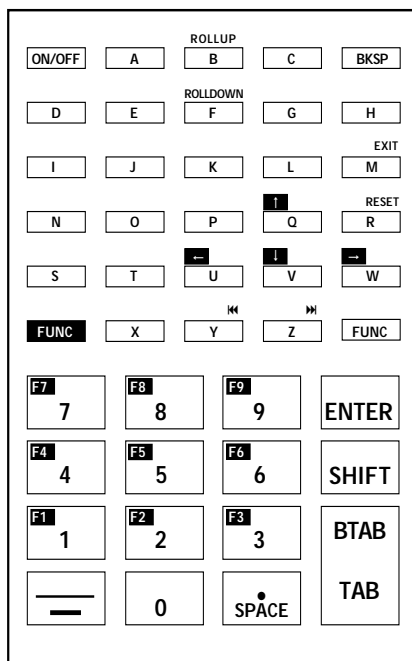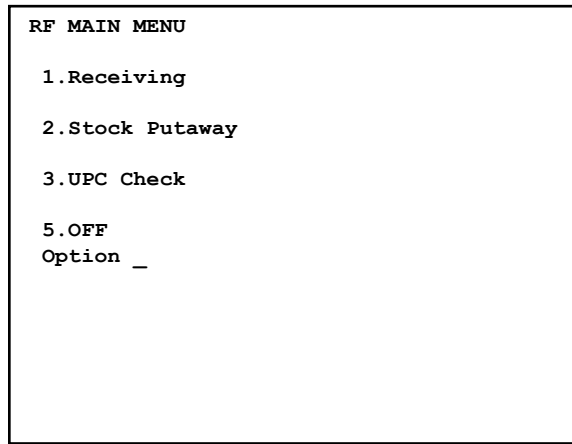
## Returning To The Configure PTC Screen
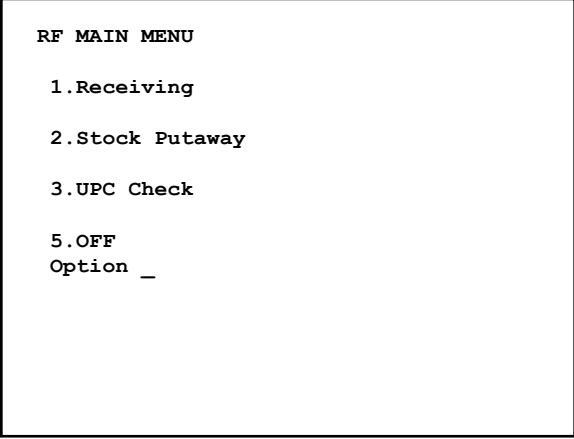
Follow these instructions to return to the Configure PTC screen if the C: or A: prompt appears on the Telxon unit.

1. If the C: prompt is displayed, skip to step 6 below.
2. If the A: prompt is displayed, press <On/Off> to power off the unit.
3. Press and hold the keys in the two bottom corners of the keypad, as you press <On/Off> once.
4. Continue holding the two bottom keys only until the **Current Date Is...** prompt appears.
5. Release the two bottom keys, and press <TAB> until the C: prompt appears.
6. From the C: prompt, press the bottom left key (---) of the keypad.
7. Press <Green Func>.
8. Press <Enter>.
9. Press <Green Func>.
10. If necessary, press <On/Off> to power off the unit.

# Collecting UPCs

When users collect UPCs, scan code records are added to the DAC Scan Code Master file in which they are linked to items. After adding a scan code, the RF device user can also change the selling level for the scan code.
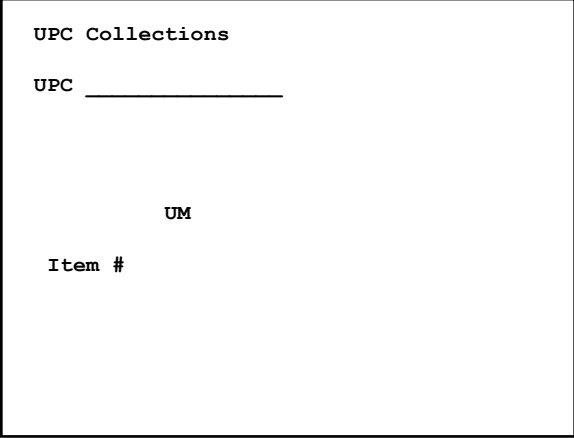
The records of the DAC Item Master file are not affected when using RF devices to collect UPCs unless this functionality is included in the User Point: End of Day record. Refer to the DAC Default System Options document for information about using the **Auto Update Cigarette UPC** field when this functionality is added.

```
RF MAIN MENU

 1.Receiving

 2.Stock Putaway

 3.UPC Check

 5.OFF
 Option _
```

1. Select option 3 (UPC Check) from the RF Main Menu screen, and press <Enter>. The UPC Collections screen appears.

```
UPC Collections

UPC _____



          UM

  Item #
```

When necessary, press <F3> to exit. The RF Main Menu screen appears.

2. Scan a universal product code (UPC) number.

```
UPC Collections

UPC 1230015122



          UM

  Item #
```

3. If the UPC number was not previously added, the *UPC Not Found* message appears. Note: If the UPC number was previously added, continue with step 7 below.

```
UPC Collections

UPC 1230015122

UPC NOT FOUND


          UM

  Item #
```

Scan the UPC number again, or press <Enter> to locate the item in a list of all the distributor's items.

```
Full Item Search
_____
_ A F CHURCHILL MAD
_ A F CHURCHILL NAT
_ A F CORONA EMPERIA
_ A F CORONA EMPERIA
_ A F CURLEY HEAD DE
_ A F CURLEY HEAD DE
_ A F CORONA EMPERIA
_ A F CURLEY HEAD DE
_ A F CURLY HEAD DEL
_ A F CURLY HEAD MAD
_ A F CURLY HEAD NAT
_ A F DOUBLE CHATEAU
_ A F DOUBLE CHATEAU
_ A F HEMINGWAY CLA              +
```

Use the <PgDwn> and <PgUp> keys to scroll through the Full Item Search screen's list.

**Tip**: Users can enter the item's description (or part of the description as illustrated below), and press <Enter> to move the item's description to the top of the screen's list.

```
Full Item Search
DORAL LIGHT_____
5 DORAL LIGHT KING
_ DORAL LIGHT KG BX
_ DORAL LIGHT KG B1
_ DORAL LIGHT MENTH
_ DORAL LIGHT 100
_ DORAL LIGHT 100 BX
_ DORAL LIGHT 100 1 OFF
_ DORAL LT BOX .30 OFF
_ DORAL LT BOX B7G3F
_ DORAL LT BOX 100 B4
_ DORAL LT B2G1F (SLE
_ DORAL LT B7G3F (1CTN)                +
```

**Tip**: Users can also enter *5* next to an item description (as illustrated above), and press <Enter> to display more detail about the item...

```
Item Info Screen
Item # 100960
DORAL LIGHT KING


         CSE     60
MFG # 15112
```

...before pressing <Enter> to exit the Item Info Screen.

4. If the item is located on the Full Item Search screen, enter *1* next to the item description, and...

```
Full Item Search
DORAL LIGHT_____
1 DORAL LIGHT KING
_ DORAL LIGHT KG BX
_ DORAL LIGHT KG B1
_ DORAL LIGHT MENTH
_ DORAL LIGHT 100
_ DORAL LIGHT 100 BX
_ DORAL LIGHT 100 1 OFF
_ DORAL LT BOX .30 OFF
_ DORAL LT BOX B7G3F
_ DORAL LT BOX 100 B4
_ DORAL LT B2G1F (SLE
_ DORAL LT B7G3F (1CTN)                    +
```

...press <Enter>. The Add UPC Codes screen appears. If the item is not located on the list above, press <F3> to return to the UPC Collections screen.

```
    Add UPC Codes
1230015122

Item 100960  U/M _

1= PAK 2= CTN 3= CSE

DORAL LIGHT KING


1230015133       CTN
```

If a UPC number was previously added and linked to the item, the UPC number and unit description of the item's selling level appear on the Add UPC Codes screen (see *1230015133 CTN* above). If a UPC number was not previously linked to the item, the *No data to display* message appears.

5. Enter *1*, *2*, *3* or *4* for the **U/M** field to designate for which of the item's selling levels the UPC is added...

```
     Add UPC Codes
1230015122


Item 100960  U/M 3

1= PAK 2= CTN 3= CSE

DORAL LIGHT KING


1230015133      CTN



```

...and press <F1>. The new UPC number and unit description of the item's selling level appear on the Add UPC Codes screen (see *1230015122 CSE* below).

```
     Add UPC Codes
1230015122


Item 100960  U/M 3

1= PAK 2= CTN 3= CSE

DORAL LIGHT KING


1230015133      CTN
1230015122      CSE


```

6. Continue scanning UPC numbers and repeating the previous step to add UPC scan records for the item appearing on the Add UPC Codes screen, or press <F3> to exit.

```
UPC Collections

UPC 1230015122

DORAL LIGHT KING


        UM 3 CSE

 Item # 100960
```

The new UPC number appears on the UPC Collections screen with its corresponding item's description, number, selling level and unit description.

7. To edit a scan code record when its UPC number appears on the UPC Collections screen, press <F1>. The Add UPC Codes screen appears.

```
    Add UPC Codes
1230015122

Item 100960  U/M _

1= PAK 2= CTN 3= CSE

DORAL LIGHT KING


1230015133      CTN
1230015122      CSE
```

The item's selling level (see *CSE* unit description above) which corresponds to the UPC number (*1230015122* above) can be edited by entering *1*, *2*, *3* or *4* for the **U/M** field, and...

```
    Add UPC Codes
1230015122

Item 100960  U/M 1

1= PAK 2= CTN 3= CSE

DORAL LIGHT KING


1230015133      CTN
1230015122      CSE
```

...and pressing <F1>. The unit description of the item's selling level (see *PAK* unit description below) is redisplayed on the Add UPC Add Codes screen.

```
    Add UPC Codes
1230015122


Item 100960  U/M 1


1= PAK 2= CTN 3= CSE


DORAL LIGHT KING


1230015122       PAK
1230015133       CTN
```

8. Press <F3> to exit. The RF Main Menu screen appears.

# Receiving Product

After purchase orders are created with the DAC Purchasing system, radio frequency devices can be used to receive the items delivered to the warehouse. Refer to the Purchasing document for information about creating purchase orders.

The step-by-step instructions which follow describe:
- Print receiving labels - before the purchase order is received, receiving labels can be printed using the PO number.
- Locating the purchase order - UPC numbers are scanned, or the purchase order number or the vendor's name can be entered to locate the purchase order being received.
- Receiving the items of a purchase order - UPC numbers are scanned to designate which items are being received. Items received that were not ordered can be added to an order, and UPC numbers that are not linked to an item can be added.
- Adding the quantity received - amounts are entered using the keypad numbers after items are scanned.
- Changing and deleting a scanned item - the case pack and quantity received can be changed, a message concerning a scanned item can be entered, and a scanned item can be deleted.
- Closing the scan batch - the scan batch which is created when radio frequency devices are used must be closed when scanning is complete.

In addition to scanning UPC numbers, users can scan the distributor's item numbers to receive purchase orders. If necessary, the keypad number buttons can be used to manually enter a UPC (or item) number.

As described in the instructions which follow, radio frequency device users can also send a user-keyed message to the buyer. Refer to Working With User Options of the Billing File Maintenance document for information about the **Employee Number** field of user option records.

Refer to the Purchasing document for information about:
- Using the Work With RF Receiving application after an order is received by scanning its items.
- Using the Work With Buyer Messages application to view the messages which are sent to buyers when radio frequency devices (scanners) are used to receive purchases orders.

## Printing Receiving Labels

Receiving labels can be printed before, but not after, a purchase order is received. The system will automatically print the required number of labels if values are entered for the Pallet Tie/High fields of an item's record. If these values are not entered, only one label is printed, after which users may print additional labels per item as described below.

Receiving labels are printed on 4" by 4" 1-up labels, and require a printer with IPDS (intelligent printer data stream) capability. An example of the label appears at the end of this section.

```
RF MAIN MENU

 1.Receiving

 2.Stock Putaway

 3.UPC Check

 5.OFF
 Option _
```

1. Select option 1 (Receiving) from the RF Main Menu screen, and press <Enter>. The Receiving screen appears.

```
 Receiving

 1.Receiving

 2.Rcv Labels

 5.OFF
 Option _
```

2. Select option 2 (Rcv Labels) from the Receiving screen, and press <Enter>. The **Receiving Labels** screen appears.

```
Receiving Labels


  P.O. Number _____

  Item Number _____

  Copies . .   _____
```

3.  Enter the purchase order number for the **P.O. Number** field, and...

```
Receiving Labels


  P.O. Number 1320

  Item Number _____

  Copies . .   _____
```

...press <Field Exit>.

4.  Press <F6>. The Print Labels for P.O. prompt appears if the PO number is valid;
    otherwise, the *Invalid P.O. Number* error message appears on the Receiving
    Labels screen.

```
Print Labels for P.O.
001320
  1=Yes 2=No ?
            _
```

5.  Enter *1*, and press <Enter>. The Receiving Labels screen appears.

```
Receiving Labels



 P.O. Number    1320

 Item Number _____

 Copies . .    _____
Done... 001320
```

6. To print additional labels for a specific item, enter the item number for the **Item Number** field, press <Field Exit>...

```
Receiving Labels



 P.O. Number    1320

 Item Number 561161

 Copies . .    _____
Done... 001320
```

...enter a number for the **Copies** field, press <Field Exit>...

```
Receiving Labels



 P.O. Number    1320

 Item Number 561161

 Copies . .     00009
Done... 001320
```

...and press <F6>. The Print Labels for P.O. prompt appears with two exceptions. The *Invalid Item Number* error message appears on the Receiving Labels screen if the item number is not valid, and the *Item not on PO* error message appears if the item is not on the purchase order.

```
Print Labels for P.O.
001320
  1=Yes 2=No ?

          _
```

Enter *1*, and press <Enter>. The Receiving Labels screen appears.

```
Receiving Labels


 P.O. Number   1320

 Item Number 561161

 Copies . .   _____
Done... 001320
```

7. Repeat the previous step to continue printing labels, or press <F3> to exit.

# RF Receiving Label

Ti  8 Hi  5

4/06/12

3305

561161     PO:  1320

KEEBLER PECAN SANDIES  2 OZ

8                MFR# 429001

## Locating The Purchase Order

The purchase order to be received can be designated by using its PO number, the vendor's name, or the UPC number of an item on the purchase order. The instructions below describe these three methods.

```
RF MAIN MENU

 1.Receiving

 2.Stock Putaway

 3.UPC Check

 5.OFF
 Option _
```

1. Select option 1 (Receiving) from the RF Main Menu screen, and press <Enter>. The Receiving screen appears.

```
 Receiving

  1.Receiving

  2.Rcv Labels

  5.OFF
  Option _
```

2. Select option 1 (Receiving) from the Receiving screen, and press <Enter>. The **Enter P.O.** prompt appears.

```
Enter P.O. _____
```

3. To locate the purchase order by PO number, enter the number for the **Enter P.O.** field, and press <Enter>.

   **Tip:** At the above screen, the <F2> key can be pressed to toggle between the **Enter P.O.** field and the **UPC** field. Refer to *Method 3* below for information about using a UPC number to locate the purchase order.

   If the purchase order number is not valid, the *P.O. Not Found* error message and the invalid PO number appear. The user can enter another order number, or use another method to locate the purchase order.

   If the purchase order number is valid, the order appears with more detail.

```
PO   3957  9/01/00

GENERAL MILLS INC


Ln     2 Qty      4
```

   Press <Enter> and the Scan Receiving screen appears.

```
  Scan Receiving
 _____


              ___




  No data to display.
```

Refer to Receiving The Items Of A Purchase Order for information about the Scan Receiving screen and scanning the order's items.

When necessary, press <F3> to exit.

*Method 2: By vendor name*

```
  Enter P.O. _____
  UPC _____
```

1.  Press <F4> to locate the purchase order (PO) on a screen which lists unreceived orders by vendor name and PO number.

2.  Enter the desired vendor's name (or part of the name as illustrated below), and press <Enter> to move the vendor's name to the top of the screen's list. The <PgDwn> and <PgUp> keys can also be used to scroll through the list on the screen.

```
GENERA

_    3865  GENERAL CIGAR C
_    3917  GENERAL MILLS I
_    3951  GENERAL MILLS I
5    3957  GENERAL MILLS I
_    5693  HAVATAMPA INCOR
_    5708  J. C. NEWMAN CI
_    3929  JOHN MIDDLETON
_    3920  K.A. FISHER CO.
_    3921  K.A. FISHER CO.
_    5714  KRETEK INTERNAT
_    5725  LIGGETT GROUP I
_    5710  LIGNUM-2, INC.            +
```

**Tip**: Users can enter *5* next to a purchase order number (as illustrated above), and press <Enter> to display more detail about the order...

```
PO    3957   9/01/00

GENERAL MILLS INC


Ln     2 Qty        4
```

...before pressing <Enter> to return to the screen listing unreceived orders.
If the purchase order is not found, press <F3> to return to the **Enter P.O.** prompt, and use another method to locate the purchase order.

3.  If the purchase order is located on the screen (see below), enter *1* next to the purchase order number and...

```
GENERA

_    3865  GENERAL CIGAR C
_    3917  GENERAL MILLS I
_    3951  GENERAL MILLS I
1    3957  GENERAL MILLS I
_    5693  HAVATAMPA INCOR
_    5708  J. C. NEWMAN CI
_    3929  JOHN MIDDLETON
_    3920  K.A. FISHER CO.
_    3921  K.A. FISHER CO.
_    5714  KRETEK INTERNAT
_    5725  LIGGETT GROUP I
_    5710  LIGNUM-2, INC.            +
```

...press <Enter>. The order appears with more detail.

```
PO   3957  9/01/00

GENERAL MILLS INC


Ln     2 Qty       4
```

4. Press <Enter> and the Scan Receiving screen appears.

```
  Scan Receiving
 _____


         ___




  No data to display.
```
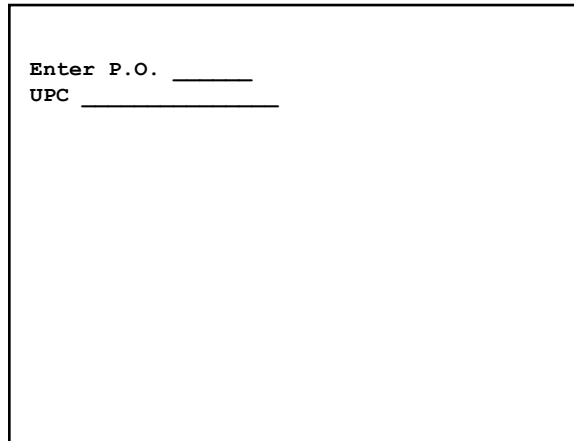
Refer to Receiving The Items Of A Purchase Order for information about the Scan Receiving screen and scanning the order's items.

5. When necessary, press <F3> to exit.

*Method 3: By UPC number*

```
    Enter P.O. _____
```
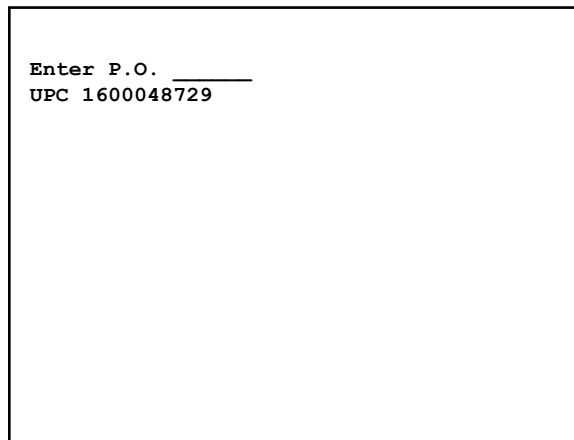
1. Press <F2> to display the UPC field before...

```
    Enter P.O. _____
    UPC _____
```

...scanning a universal product code (UPC) number.

```
    Enter P.O. _____
    UPC 1600048729
```

**Tip**: At the above screen, the <F2> key can be pressed to toggle between the **Enter P.O.** field and the **UPC** field. Refer to *Method 1* above for additional information about using the **Enter P.O.** field.

2. If the UPC is not linked to an item, the *UPC Not Found* error message appears. The user can scan the UPC of another item, or use another method to locate the purchase order.

3. If the UPC is linked to an item, a screen appears which lists unreceived orders containing the item corresponding to the UPC.

```
GRANOLA PEANUT BUTTE
_    3917 GENERAL MILL
_    3957 GENERAL MILL
```

To locate the correct purchase order on the screen above, use the <PgDwn> and <PgUp> keys to scroll through the list.

**Tip**: Users can enter *5* next to a purchase order number (as previously illustrated), and press <Enter> to display more detail about an order.

After locating the purchase order, enter *1* next to the purchase order number and...

```
GRANOLA PEANUT BUTTE
_    3917 GENERAL MILL
1    3957 GENERAL MILL
```

...press <Enter>. The order appears with more detail.

```
PO    3957  9/01/00

GENERAL MILLS INC


Ln      2 Qty       4
```
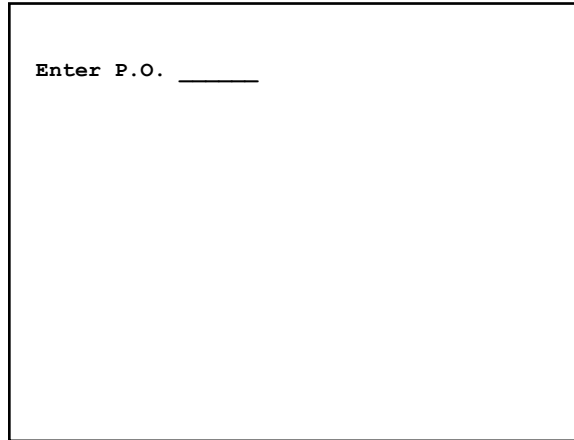
4.  Press <Enter> and the Scan Receiving screen appears.

```
  Scan Receiving
_____


            ____




No data to display.
```

Refer to Receiving The Items Of A Purchase Order for information about the Scan
Receiving screen and scanning the order's items.
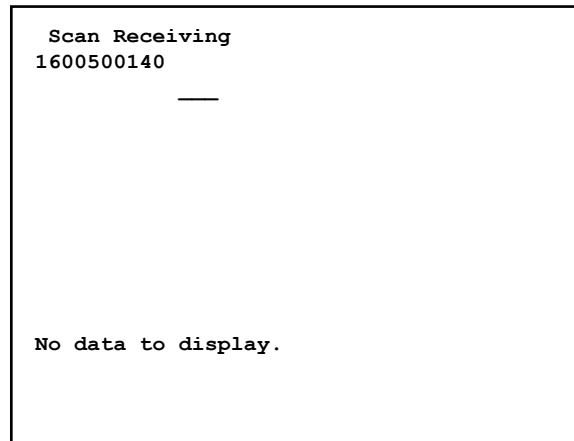
5.  When necessary, press <F3> to exit.

## Receiving The Items Of A Purchase Order

The following instructions describe receiving the items of a purchase order, adding items to an order, and adding UPC numbers for the items received.

1. After locating the purchase order, users begin receiving the items, by scanning a UPC number, or entering an item number and pressing <Enter>.
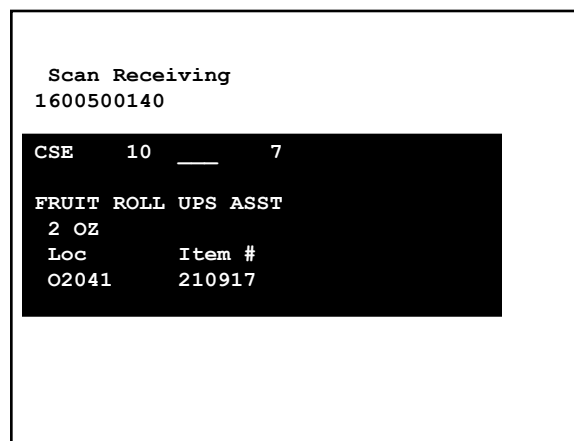
```
 Scan Receiving
1600500140

              ___




No data to display.
```

**Tip**: Users can interrupt the receipt of one purchase order by pressing <F3> to receive a different order.

2. **If the UPC is linked to an item on the purchase order**, the item corresponding to the UPC number appears on the Scan Receiving screen. Refer to Adding The Quantity Received for information about entering quantities after scanning items.

```
 Scan Receiving
1600500140

CSE     10  ___     7

FRUIT ROLL UPS ASST
 2 OZ
Loc       Item #
O2041     210917
```

As illustrated above, the unit description (**CSE**), case pack (**10**), quantity ordered (**7**), description (including retail pack description), warehouse location code (**02041**) and item number (**210917**) appear on the Scan Receiving screen.

As received quantities are entered for scanned items, the UPC (or item) number,

description and quantity received of the last two items appear (see example below) at the bottom of the Scan Receiving screen. A plus sign (+) appearing at the lower right of the screen indicates that additional items have been scanned. Users can scroll through these previously scanned items using the <PgDwn> and <PgUp> keys.

```
 Scan Receiving
_____    █2█



        ___




  1600051430
POP SECRET LITE    2
  1600500140
FRUIT ROLL UPS     7
```

The total received quantity (**2** highlighted above) of a item appears near the top of the Scan Receiving screen whenever any item is scanned. For example, the total quantity appearing on the screen below (**2**) equals the received quantities that was added (**1** each) after scanning the UPC (or item) number two previous times (highlighted below).

```
  Scan Receiving
1600050129         2

CSE    12   ___    3

POP SECRET PLAIN POP
CORN 3 OZ
 Loc       Item #
 Q4341     455894

  1600050129
POP SECRET PLAI    1
  1600050129
POP SECRET PLAI    1          +
```

The following keys can be used when the Scan Receiving screen appears:
- <PgDwn> and <PgUp> - to scroll through the scanned items listed at the bottom of the screen.
- <Tab> and <Back Tab> - to move the cursor when no data is entered.
- <F2> - to toggle between the display of *only* scanned items for which exceptions are made by the user (such as items added to a purchase order) and the display of *all* the scanned items of an order. The **EXPT** or **ALL** label appears at the top of the screen to designate that <F2> was pressed.
- <F3> - to exit the screen without closing the scan batch.

- <F5> - to display the Totals: Display screen. Refer to Closing The Scan Batch for additional information.
- <F6> - to send a user-keyed message to the buyer. Refer to Changing And Deleting A Scanned Item for additional information.
- <F7> - to exit the screen, display the Totals: End Recv screen, and close the scan batch. Refer to Closing The Scan Batch for additional information.
- <F9> - to enable and disable the use of auto scan mode.

3. **If the UPC is linked to an item which is *not* on the purchase order**, the *Item Not On P.O.* message appears.

```
  Scan Receiving
1600500134


              ___

ITEM NOT ON P.O.

             Item #
             456240

_  1230016600        E
DORAL FULL FLAV    1
_  1230015100
DORAL LIGHT KIN   10                    +
```

To add the scanned item to the purchase order, add the quantity received by entering the amount (highlighted below), and...

```
  Scan Receiving
1600500134

             12

ITEM NOT ON P.O.

             Item #
             456240

_  1230016600         E
DORAL FULL FLAV     1
_  1230015100
DORAL LIGHT KIN   10                  +
```

...pressing <F1>.

**Tip**: To more quickly scan items, users can enable auto scan mode by pressing the <F9> key. The Auto Scan Mode? screen appears.

```
Auto Scan Mode ?

(1=Yes   2=NO)
              _
```

Enter *1* when prompted to confirm, and press <Enter>. The Scan Receiving screen appears with *AUTO* displayed as illustrated below.

```
 Scan Receiving AUTO
_____    12


        ____




   1600500134     I
POPCORN BOX        12
   1230016600     E
DORAL FULL FLAV    1           +
```

When auto scan mode is enabled and no quantity is entered, a quantity of *1* is automatically entered when an item is scanned. Users do have the option, when using auto scan mode, of entering another quantity before scanning an item.

To disable auto scan mode, press <F9>, enter *2* when the Auto Scan Mode? screen appears, and press <Enter>. The Scan Receiving screen appears without *AUTO* displayed as illustrated below.

```
  Scan Receiving
_____     12


         ____




    1600500134      I
POPCORN BOX         12
    1230016600      E
DORAL FULL FLAV      1              +
```

An **I** appears at the bottom of the Scan Receiving screen (see above) when an item is added to the purchase order by the radio frequency device user. The *ITEM NOT ON P.O.* message is automatically sent to the buyer with the purchase order number, the item's number and description and the vendor name. Refer to Working With Buyer Messages of the Purchasing document for additional information.

Note: When an item that is not on the purchase order is added to a scan batch, the item is also added to the purchase order. The new item appears on the Purchase Order Entry/Updt screen after the Work With RF Receiving application is used to complete the receiving process. Refer to the Working With RF Receiving and Receiving Purchase Orders of the Purchasing document for additional information.

4. **If the UPC is not linked to an item**, the *UPC Not Found* error message appears.

```
  Scan Receiving
1230015122


         ____

UPC NOT FOUND




_ 1600500134        I
POPCORN BOX         12
_ 1230016600        E
DORAL FULL FLAV      1                  +
```

Scan the UPC again, or press <Enter>...

```
     _____
  _  CAMEL LIGHT KING
  _  DORAL F F MEN FLAV
  _  DORAL F F MEN KING
  _  DORAL FULL FLAVOR
  _  DORAL FULL FLAVOR
  _  DORAL FULL FLAVOR
  _  DORAL LIGHT KING
  _  DORAL LIGHT KG BX
  _  DORAL LIGHT MENTH
  _  DORAL LIGHT 100
  _  DORAL LIGHT 100 B
  _  DORAL LT MENTHOL                          +
```

...to locate the item in a list of all the purchase order's items. Use the <PgDwn> and <PgUp> keys to scroll through the list on the screen.

```
DORAL_____
  _  DORAL FULL FLAVOR 1
  5  DORAL LIGHT KING
  _  DORAL LIGHT KG BX
  _  DORAL LIGHT MENTH
  _  DORAL LIGHT 100
  _  DORAL LIGHT 100 B
  _  DORAL LT MENTHOL
  _  DORAL NON-FILTER
  _  DORAL ULTRA KING
  _  DORAL ULTRA 100
  _  SALEM MEN 100
  _  VANTAGE KING
  _  VANTAGE ULTRA KING                        +
```

**Tip**: Users can enter the item's description (or part of the description), and press <Enter> to move the item's description to the top of the screen's list, as illustrated above. Users can also enter *5* next to an item description (as illustrated above), and press <Enter> to display more detail about the item...

```
Item Info Screen
Item # 100960
DORAL LIGHT KING


          CSE     60
MFG # 15112
```

...before pressing <Enter> to exit the Item Info Screen.

5. **If the item is located**, enter *1* next to the item description, and...

```
DORAL_____
 _  DORAL FULL FLAVOR 1
 1  DORAL LIGHT KING
 _  DORAL LIGHT KG BX
 _  DORAL LIGHT MENTH
 _  DORAL LIGHT 100
 _  DORAL LIGHT 100 B
 _  DORAL LT MENTHOL
 _  DORAL NON-FILTER
 _  DORAL ULTRA KING
 _  DORAL ULTRA 100
 _  SALEM MEN 100
 _  VANTAGE KING
 _  VANTAGE ULTRA KING                    +
```

...press <Enter>. The Add UPC Codes screen appears. Note: If the item is not located on the list above, continue with step 9 below.

```
       Add UPC Codes
    1230015122

    Item 100960   U/M 3

    1= PAK 2= CTN 3= CSE

    DORAL LIGHT KING



    No data to display.
```

Refer to Collecting UPCs for additional information about using the Add UPC Codes screen.

6. Enter *1*, *2*, *3* or *4* for the **U/M** field to designate for which of the item's selling levels (units of measure) the UPC is added...

```
       Add UPC Codes
    1230015122

    Item 100960   U/M 2

    1= PAK 2= CTN 3= CSE

    DORAL LIGHT KING



    No data to display.
```

...and press <F1>. The item's UPC (or item) number and unit description appear on the Add UPC Add Codes screen.

```
      Add UPC Codes
1230015122

Item 100960  U/M 2

1= PAK 2= CTN 3= CSE

DORAL LIGHT KING


1230016611       CTN
```

7. Press <F3> to exit. The Scan Receiving screen appears with the located item.

```
 Scan Receiving
1230015122

CSE     30          1

DORAL LIGHT KING

 Loc        Item #
 A180403    100962

  1600500134      I
POPCORN BOX       12
  1230016600      E
DORAL FULL FLAV   1              +
```

8. To add the scanned item to the purchase order, add the quantity received by entering the amount (highlighted below), and...

```
 Scan Receiving
1230015122

CSE     30    12     1

DORAL LIGHT KING

 Loc        Item #
 A180403    100962

  1600500134      I
POPCORN BOX       12
  1230016600      E
DORAL FULL FLAV   1              +
```

...pressing <Enter> or <Field Exit>.

```
  Scan Receiving
_____     12


          ___




   1230015122      U
DORAL LIGHT KIN   12
   1600500134      I
POPCORN BOX       12
+
```

An **U** appears at the bottom of the Scan Receiving screen (see above) when a UPC number is linked to a scanned item by the radio frequency device user.

9. **If the item is not located** on the list of all the purchase order's items below...

```
_____
_  CAMEL LIGHT KING
_  DORAL F F MEN FLAV
_  DORAL F F MEN KING
_  DORAL FULL FLAVOR
_  DORAL FULL FLAVOR
_  DORAL FULL FLAVOR
_  DORAL LIGHT KG BX
_  DORAL LIGHT MENTH
_  DORAL LIGHT 100
_  DORAL LIGHT 100 B
_  DORAL LT MENTHOL
_  DORAL NON-FILTER                    +
```

press <F3> to locate the item in a list of all the distributor's items.

```
 Full Item Search

_____
_  A F CHURCHILL MAD
_  A F CHURCHILL NAT
_  A F CORONA EMPERIA
_  A F CORONA EMPERIA
_  A F CURLEY HEAD DE
_  A F CURLEY HEAD DE
_  A F CORONA EMPERIA
_  A F CURLEY HEAD DE
_  A F CURLY HEAD DEL
_  A F CURLY HEAD MAD
_  A F CURLY HEAD NAT
_  A F DOUBLE CHATEAU
_  A F DOUBLE CHATEAU
_  A F HEMINGWAY CLA            +
```

Use the <PgDwn> and <PgUp> keys to scroll through the Full Item Search screen's list.

**Tip**: Users can enter the item's description (or part of the description as illustrated below), and press <Enter> to move the item's description to the top of the screen's list.

```
Full Item Search
DORAL LIGHT_____
_  DORAL LIGHT KING
_  DORAL LIGHT KG BX
_  DORAL LIGHT KG B1
_  DORAL LIGHT MENTH
_  DORAL LIGHT 100
_  DORAL LIGHT 100 BX
_  DORAL LIGHT 100 1 OFF
_  DORAL LT BOX .30 OFF
_  DORAL LT BOX B7G3F
_  DORAL LT BOX 100 B4
_  DORAL LT B2G1F (SLE
_  DORAL LT B7G3F (1CTN)                    +
```

**Tip**: Users can also enter *5* next to an item description (as previously described), and press <Enter> to display more detail about the item before pressing <Enter> to return to the Full Item Search screen.

10. **If the item is located** on the Full Item Search screen, enter *1* next to the item description, and...

```
Full Item Search
DORAL LIGHT_____
1  DORAL LIGHT KING
_  DORAL LIGHT KG BX
_  DORAL LIGHT KG B1
_  DORAL LIGHT MENTH
_  DORAL LIGHT 100
_  DORAL LIGHT 100 BX
_  DORAL LIGHT 100 1 OFF
_  DORAL LT BOX .30 OFF
_  DORAL LT BOX B7G3F
_  DORAL LT BOX 100 B4
_  DORAL LT B2G1F (SLE
_  DORAL LT B7G3F (1CTN)                    +
```

...press <Enter>. The Add UPC Codes screen appears.

```
      Add UPC Codes
1600048730

Item 212606  U/M _

1=  EA 2= BOX 3= CSE

GRANOLA CRUNCHY PEANUT BUTTER
UT BUTTER 24 OZ


No data to display.
```

Refer to the previous instructions for information about using the Add UPC Codes screen to add the UPC number for the selected item.

11. **If the item is not located** on the Full Item Search screen, press <F3> to return to the Scan Receiving screen.

## Adding The Quantity Received

After an item is scanned, add the quantity received by entering the amount (highlighted below), and...

```
  Scan Receiving
1230025500

CSE    30  1       1

DORAL ULTRA KING

 Loc       Item #
 A1622     100995

_ 1230015700
DORAL LIGHT MEN    1
_ 1230015100
DORAL LIGHT KIN    1
```

...pressing <Field Exit> or <Enter>.

If the Enter BestSold-By Dt screen appears, refer to Receiving A Date-Sensitive Product below for additional information.

```
  Scan Receiving
_____   1

          ____

_ 1230025500
DORAL ULTRA KIN    1
_ 1230015700
DORAL LIGHT MEN    1
```

## Changing And Deleting A Scanned Item

The following instructions describe changing the case pack of a scanned item, changing the quantity received of a scanned item, adding a message concerning a scanned item, and deleting a scanned item. Note: The case pack and quantity received, which are changed using the Edit Scan Details screen, can be changed at the same time.

1. **To change the case pack**, press <PgDwn> and <PgUp> if necessary to locate the desired item on the Scan Receiving screen, enter *2* next to the item's UPC, and...

```
 Scan Receiving
 _____        6


            ___




    1600500134
 POPCORN BOX         6
    1600050139
 POP SECRET BUTT     1                      +
```

...press <Enter>. The Edit Scan Details screen appears.

```
 Edit Scan Details

 DORAL FULL FLAVOR KIN
 G
 1230016600       CSE

 T-Qty     1 LQ      1

         Item# 100970


 Pk      66 New _____
```

As illustrated above, the total quantity of the item received (**1**) appears for the **T-Qty** field, and the quantity received for the current line item (**1**) appears for the **LQ** field. The item's pack size (**66**) is displayed for the **Pk** field.
Note: Changing the case pack of a scanned item *does not* affect the item record of the distributor's data base. Refer to Working With Items of the Items File Maintenance document for information about the **Mult1 - Mult4** fields of the item record.

Enter the new case pack amount for the **New** field, and press <Enter>. The *Pack Size Change* message appears below the *SCAN01* heading.

```
Edit Scan Details


DORAL FULL FLAVOR KIN
G
1230016600        CSE


T-Qty    1 LQ     1
E
SCAN01 Item# 100970
PACK SIZE CHANGE


Pk     66 New     60
```

The *PACK SIZE CHANGE* message is automatically sent to the buyer with the purchase order number, the item's number and description, the vendor name and the amounts of the previous and new case pack. Refer to Working With Buyer Messages of the Purchasing document for additional information.

Press <F3>. The Scan Receiving screen appears with an **E** next to the item's UPC (or item) number.

```
 Scan Receiving
_____     1


        ___




2 1230016600      E
DORAL FULL FLAV   1
  1230015100
DORAL LIGHT KIN   1                +
```

2. **To change the quantity received**, press <PgDwn> and <PgUp> if necessary to locate the desired item on the Scan Receiving screen, enter *2* next to the item's UPC, and...

```
 Scan Receiving
_____    1


        ___




_ 1230016600      E
DORAL FULL FLAV   1
2 1230015100
DORAL LIGHT KIN   1                    +

```

...press <Enter>. The Edit Scan Details screen appears.

```
Edit Scan Details

DORAL LIGHT KING

1230015100        CSE

T-Qty    1 LQ     1

        Item# 100960


Pk     60 New _____

```

Enter the new quantity received amount for the **LQ** field, press <Field Exit>, and press <Enter>.

```
Edit Scan Details

DORAL LIGHT KING

1230015100        CSE

T-Qty    1 LQ     10

        Item# 100960


Pk     60 New _____

```

Press <F3> to return to the Scan Receiving screen.

3. **To add a user-defined message** concerning a scanned item, press <PgDwn> and <PgUp> if necessary to locate the desired item on the Scan Receiving screen, and enter *2* next to the item's UPC.

```
 Scan Receiving
_____     1


        ___







2 1230023200
DORAL F F MEN K    1
_ 1230084100
DORAL LIGHT KIN    1            +

```

Press <Enter> to display the Edit Scan Details screen.

```
Edit Scan Details

DORAL F F MEN KING BO
X
1230023200      CSE

T-Qty    1 LQ     1

        Item# 100985


Pk    30 New _____

```

Press <F4>. The Select RF Message screen appears.

```
Select RF Message
       1=Select
_ PACK SIZE CHANGE
_ UPC ADDED
_ ITEM NOT ON P.O.
_ USER DEFINED

```

The *PACK SIZE CHANGE*, *UPC ADDED* and *ITEM NOT ON P.O.* are used by the system, and rarely selected by the user. To add messages to the Select RF Message screen, refer to Working With System Message Records of the System

File Maintenance document for additional information.

Enter *1* next to the desired message, and press <Enter>. The Edit Scan Details screen appears with a blank message line below the *SCAN99* heading and the item's number.

```
Edit Scan Details

DORAL F F MEN KING BO
X
1230023200      CSE

T-Qty    1 LQ    1

SCAN99 Item# 100985
_____

Pk    30 New _____
```

After entering a message, press <Enter>.

```
Edit Scan Details

DORAL F F MEN KING BO
X
1230023200      CSE

T-Qty    1 LQ    1

SCAN99 Item# 100985
Future order minimum 10

Pk    30 New _____
```

If necessary, press <F6> to send the user-defined message to the buyer. An **S** appears above the *SCAN99* heading. Refer to Working With Buyer Messages of the Purchasing document for additional information.

To return to the Scan Receiving screen, press <F3>.

4. **To delete a scanned item**, press <PgDwn> and <PgUp> if necessary to locate the desired item on the Scan Receiving screen, enter *D* next to the item's UPC, and...

```
Scan Receiving
_____     1


        ____




  _ 1230023200
DORAL F F MEN K     1
D 1230084100
DORAL LIGHT KIN     1                    +
```

...press <Enter>. Note: Deleting the item when using a radio frequency device *does not* affect the purchase order record created using the Purchasing system.

## Closing The Scan Batch

The scan batch which is created when items are scanned must be closed before users of the DAC Purchasing system can complete the processing of the purchase order. Refer to the Purchasing document for information about using the Work With RF Receiving application.

```
 Scan Receiving
 _____        1


            ___




   103580
 WINSTON LIGHT K      1
   103350
 VANTAGE ULTRA K      1                    +
```

1. After all the items are received, press <F7>. The Totals: End Recv screen appears.

```
  TOTALS: END RECV

 PO    5721 By JTIPPIN

      Scanned Expected

 Qty       23    26 X

 Items     11    24 X

 Lines     11    24

 Error      3
```

As illustrated above, an **X** appears to the right of the amounts for expected quantity (**26**) and expected items (**24**) when these amounts differ from the scanned quantity (**23**) and items (**11**), respectively.

The scanned error quantity (**3**) includes each of the following occurrences:
- Adding an item to the purchase order.
- Changing the case pack size.
- Linking a UPC number to a scanned item.

A change of the order quantity is not considered a scanning error.

2. To close the scan batch, press <Enter>. The End Scanning of P.O. screen appears.

```
End Scanning of P.O.

  1=Yes 2=NO ?
               _
```

3. Enter *1* when prompted to confirm, and press <Enter>. The **Enter P.O.** field appears.

4. Users may continue receiving purchase orders, or press <F3> to return to the Receiving screen.

# Using RF Stock Putaway

After product is received, warehouse personnel can use RF devices to designate the picking (type *1*) or backstock (type *5* only) locations as they put away the items.

If RF Backstock Mangement is used, RF Stock Putaway is used to enter the initial inventory quantities of backstock locations. Refer to the Warehousing document for information about replenishment.

```
RF MAIN MENU

 1.Receiving

 2.Stock Putaway

 3.UPC Check

 4.Inventory

 5.OFF
Option _
```

1.  From the RF Main Menu screen, enter 2 (Stock Putaway) and press <Enter>. The W.H. Management screen appears.

```
W.H. Management

 1.Stock Putaway

 2.Transfer Out

 3.Manual Replenish

 5.OFF
Option _
```

When necessary, press <F3> to return to the RF Main Menu screen, or enter 5 (Off) to sign off.

2.  Enter 1 (Stock Putaway) and press <Enter>. The Back Stock In screen appears.

```
BACK STOCK IN
_____


Loc _____

  Qty ___    U/M _




Itm      0
```

When necessary, press <F3> to return to the W.H. Mangement screen.

3.  Scan the UPC number of an item.

4.  If the Must Enter Date heading appears...

```
Must Enter Date
013000002851
Expire Date _____

Loc _____

  Qty ___    U/M 3

1= EA  2= EA  3= CSE
HEINZ WORCESTERSHIRE
 SAUCE5 OZ

Itm 801516 P5030
Enter Expire Date
```

... enter the product's expiration date for the **Expire Date** (MMDDYY) field and press <Enter>.

```
BACK STOCK IN
013000002851
Expire Date 123013

Loc _____

  Qty ___    U/M 3

1= EA  2= EA  3= CSE
HEINZ WORCESTERSHIRE
 SAUCE5 OZ

Itm 801516 P5030
Value required.
```

5.  Scan the warehouse bin label's bar code to designate the location.

```
BACK STOCK IN
013000002851
Expire Date 123013

Loc P5030____

  Qty ___    U/M 3

1= EA   2= EA   3= CSE
HEINZ WORCESTERSHIRE
 SAUCE5 OZ

Itm 801516 P5030
Value required.
```

6. Enter the quantity, press <Field Exit>and...

```
BACK STOCK IN
013000002851
Expire Date 123013

Loc P5030____

  Qty __3    U/M 3

1= EA   2= EA   3= CSE
HEINZ WORCESTERSHIRE
 SAUCE5 OZ

Itm 801516 P5030
Value required.
```

...press <F1>.

When product is put away in a picking location, the quantity entered at the receiving unit of measure is converted to the standard selling unit for picking.

```
BACK STOCK IN
_____


Loc _____

  Qty ___    U/M _




Itm      0
```

7. Repeat the previous steps to continue putting away product, or press <F3> to return to the W.H. Management screen.

# Using RF Freshness Date Control

RF Freshness Date Control is used for the receiving and stock rotation of code dated products. The instructions below describe:

- Using the Work With Product Date Control application to enter product date control information.
- Using the RF Receiving module to receive or refuse date-sensitive products.
- Printing an Items Refused Report, Items Expiring Report, and Items Accepted With Short Life report.
- Viewing and purging the Product Date Log file.

## Entering Product Date Control Records

Before the RF Receiving module can be used, the Work With Product Date Control application is used to enter the necessary product-related information.

```
User: JEANNINE                  Menu: DACCV1                Date:  1/10/11
===================>  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) 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:  1/10/11

==================> 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 11 (RF Product Date Control) from the Product Related screen. The RF Product Date Control screen appears.

```
User: JEANNINE              Menu: RFPCCV1              Date:  6/02/11

====================> RF PRODUCT DATE CONTROL  <====================
=====================================================================
!!!!!!!!!!             1. Work with Product Date Control
THE    !!              2.
DAC    !!              3.
SYSTEM !!              4.
!!!!!!!!!!             5.




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

4. Select option 1 (Work With Product Date Control) from the RF Product Date Control screen. The Work With Product Dating screen appears.

```
DCU6DFR    DISPLAY CDR Customer Conference              6/02/11 12:31:31
                        Work with Product Dating
Item#  Warehouse


Type options, press Enter.
2=Edit

? Item # Item Description            Warehouse Minimum  Require
                                               Days     Date?
  580100 TYSON JUMBO BOLOGNA 7#          1        45       Y










F3=Exit   F10=Add Record
```

5. Press <F10> (Add Record). The Edit Product Date Control KEY SCREEN screen appears.

```
DCU7E1R     ADD     CDR Customer Conference              6/02/11 12:32:26
                        Edit Product Date Control KEY SCREEN

Type choices, press Enter.

Item #    _____
Warehouse _____












F3=Exit   F4=Search   F9=Go to 'Change' mode
```

6. Enter data for one of the following fields:
   - **Item #** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.
   - **Warehouse** (6,a) - a warehouse code. If necessary, press <F4> to select a code from the Select Warehouse Master screen.

7. Press <Enter> when data entry is complete. The Edit Product Date Control Details screen appears.

```
DCU7E1R     ADD     CDR Customer Conference              6/02/11 12:33:25
                        Edit Product Date Control Details

Item  :   580118 TYSON SMALL DIA BOLO 2.5#
Warehouse 1

Type changes, press Enter.

Minimum Acceptance Days
Require Date Entry? .









F3=Exit   F12=Key screen
```

8. Enter the number of days that the distributor wishes to accept the product prior to its "sell by" date for the **Minimum Acceptance Days** field.

9. To require data entry of the product's expiration date when received, enter *Y* for the **Require Date Entry?** field.

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

```
DCU7E1R     ADD     CDR Customer Conference              6/02/11 12:34:28
                        Edit Product Date Control Details

Item  :   580118 TYSON SMALL DIA BOLO 2.5#
Warehouse 1

Type changes, press Enter.

Minimum Acceptance Days    45
Require Date Entry? .   Y









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

11. Press <Enter> when prompted to confirm. The Work With Product Dating screen appears.

```
DCU6DFR    DISPLAY CDR Customer Conference              6/02/11 12:38:15
                        Work with Product Dating
Item#  Warehouse


Type options, press Enter.
2=Edit

? Item # Item Description                  Warehouse Minimum  Require
                                                     Days     Date?
  580100 TYSON JUMBO BOLOGNA 7#                1        45      Y
  580118 TYSON SMALL DIA BOLO 2.5#            1        45      Y







F3=Exit   F10=Add Record
```

12. Repeat the previous steps to continue entering product date control records, and press <F3> to exit when data entry is complete. The RF Product Date Control screen appears.

## Receiving A Date-Sensitive Product

When the RF Receiving module is used (as described in *Receiving Product* above), the following screens appear to receive date-sensitive products.

After the quantity received is entered for a date-sensitive product, the Enter BestSold-By Dt screen appears.

```
Enter BestSold-By Dt

TYSON JUMBO BOLOGNA 7
#
                    LBS

Scan Quantity      1

Sell By Dt _____
```

The following screens only appear if *Y* was previously entered for the **Require Date Entry?** field of the product's date control record.

1. Enter the product's expiration date for the **Sell By Dt** (MMDDYY) field and...

```
Enter BestSold-By Dt

TYSON JUMBO BOLOGNA 7
#
                    LBS

Scan Quantity      1

Sell By Dt 092111
```

...press <Enter>. The Validate the Date screen appears.

```
Validate the Date

TYSON JUMBO BOLOGNA 7
#
                LBS

Scan Quantity      1

Sell By Dt  91211

To Accept Date - ENTER
(Or change if needed)
```

2.  If the product's expiration date is correct, press <Enter>; otherwise, enter the correct date for the **Sell By Dt** (MMDDYY) field and press <Enter>.

```
Accept or Refuse

TYSON JUMBO BOLOGNA 7
#
                LBS

Scan Quantity      1

Min.Days       45
Days Calc.     33
Sell By Dt   9/12/11

Accept? (Y or N) _
```

The Accept or Refuse screen appears if the number of days remaining to sell the product (see **Days Calc.** above) before reaching its "sell by" date is less than the **Min. Days** (previously entered for the **Minimum Acceptance Days** field of the product's date control record).

3.  If the Accept or Refuse screen appears, enter *N* for the **Accept?** field and press <Enter> to refuse the product; otherwise, enter *Y* for the **Accept?** field and press <Enter> to receive the product.

Continue receiving items as described in *Receiving Product* above.

# Printing An Items Refused Report

```
User: JEANNINE              Menu: DACCV1            Date:  8/11/11
====================>  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 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE              Menu: RPCV1             Date:  8/11/11

==========================> 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 6 (Purchasing Reports) from the Reports screen. The Purchasing Reports screen appears.

```
User: JEANNINE              Menu: PURCV1            Date:  8/11/11

=================> P U R C H A S I N G   R E P O R T S <=================
====================================================================
!!!!!!!!!!              1. Order Prompting Report
THE      !!             2. Vendor List Options
DAC      !!             3. Print Buyer Guides
SYSTEM !!               4. Print Past Due PO
!!!!!!!!!!              5. Purge Buying Allowances
                        6. Print Open PO
                        7. Resequence Purchasing Items
                        8. Print Daily Item Usage Report
                        9. Print PO Receiving Exceptions
                       10. Less Than XXX Days On-Hand Report
                       11. Partial/Received PO Report
                       M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports   21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu          90. Sign Off
====================================================================
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  ===>
```

3.  Select option 20 (RF Special Reports) from the Purchasing Reports screen. The RF Special Reports screen appears.

```
        User: JEANNINE              Menu: RFSCV1                Date:  8/11/11

        =================> R F   S P E C I A L   R E P O R T S <=================
        ========================================================================
        !!!!!!!!!!               1. Items Refused Report
        THE    !!                2. Items Expiring Report
        DAC    !!                3. View Product Date Log
        SYSTEM !!
        !!!!!!!!!!




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

4. Select option 1 (Items Refused Report) from the RF Special Reports screen. The Prompt Items Refused Report screen appears.

```
XXRFPVR     ENTER    CDR Customer Conference                8/11/11 12:57:11
                          Prompt Items Refused Report

                    Input desired Data, then Press Enter
                             Then Press CMD6


                     Date Range:  000000 to  000000   (mmddyy)

                     PO# Range:   000001 to 999999

                     Vendor# Range:   A      to 999999

                     Item Category Range: 01 to 99








F3=Exit   F4=Prompt   F6=Print
```

5. Enter a range of dates for the **Date Range** (6,n) fields.

6. Enter data for the following fields, as necessary, to limit the items appearing on the Items Refused Report:

   • Optional: **PO# Range** (6,a) - a range of purchase order numbers.
   • Optional: **Vendor# Range** (6,a) - a range of vendor codes.
   • Optional: **Item Category Range** (2,n) - a range of category numbers.

7. Press <Enter>.

8. Press <F6> (Print).

# Printing An Items Expiring Report

```
User: JEANNINE              Menu: DACCV1              Date:  8/11/11
===================> 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 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE              Menu: RPCV1               Date:  8/11/11

=========================> 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 6 (Purchasing Reports) from the Reports screen. The Purchasing Reports screen appears.

```
User: JEANNINE              Menu: PURCV1              Date:  8/11/11

=================> P U R C H A S I N G   R E P O R T S <=================
====================================================================
!!!!!!!!!!                1. Order Prompting Report
THE      !!               2. Vendor List Options
DAC      !!               3. Print Buyer Guides
SYSTEM !!                 4. Print Past Due PO
!!!!!!!!!!                5. Purge Buying Allowances
                         6. Print Open PO
                         7. Resequence Purchasing Items
                         8. Print Daily Item Usage Report
                         9. Print PO Receiving Exceptions
                        10. Less Than XXX Days On-Hand Report
                        11. Partial/Received PO Report
                        M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
====================================================================
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===>
```

3.  Select option 20 (RF Special Reports) from the Purchasing Reports screen. The RF Special Reports screen appears.

```
    User: JEANNINE                Menu: RFSCV1               Date:  8/11/11

    ================> R F   S P E C I A L   R E P O R T S <================
    ======================================================================
    !!!!!!!!!!               1. Items Refused Report
    THE    !!                2. Items Expiring Report
    DAC    !!                3. View Product Date Log
    SYSTEM !!
    !!!!!!!!!!




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

4.  Select option 2 (Items Expiring Report) from the RF Special Reports screen. The Prompt Items Expiring Report screen appears.

```
XXRFPV2    ENTER   CDR Customer Conference             8/11/11 15:19:07
                        Prompt Items Expiring Report

                    Input desired Data, then Press Enter
                            Then Press CMD6




                    Expiring within 00000 Days


                    Item Category Range: 01 to 99






F3=Exit    F4=Prompt    F6=Print
```

5.  Enter the number of days for the **Expiring Within Days** (5,n) field.

6.  Enter a range of category numbers for the **Item Category Range** (2,n) fields, as necessary, to limit the items appearing on the Items Expiring Report.

7.  Press <Enter>.

8.  Press <F6> (Print).

# Printing An Items Accepted With Short Life Report

```
User: JEANNINE              Menu: DACCV1              Date:  8/11/11
===================>  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 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE              Menu: RPCV1               Date:  8/11/11


===========================> 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 6 (Purchasing Reports) from the Reports screen. The Purchasing Reports screen appears.

```
User: JEANNINE              Menu: PURCV1              Date:  8/11/11

=================> P U R C H A S I N G   R E P O R T S <=============
===================================================================
!!!!!!!!!!              1. Order Prompting Report
THE     !!              2. Vendor List Options
DAC     !!              3. Print Buyer Guides
SYSTEM !!               4. Print Past Due PO
!!!!!!!!!!              5. Purge Buying Allowances
                        6. Print Open PO
                        7. Resequence Purchasing Items
                        8. Print Daily Item Usage Report
                        9. Print PO Receiving Exceptions
                       10. Less Than XXX Days On-Hand Report
                       11. Partial/Received PO Report
                       M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports   21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
===================================================================
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  ===>
```

3.  Select option 20 (RF Special Reports) from the Purchasing Reports screen. The RF Special Reports screen appears.

```
User: JEANNINE              Menu: RFSCV1              Date:  8/11/11

==================> R F   S P E C I A L   R E P O R T S <==================
=========================================================================
!!!!!!!!!              1. Items Refused Report
THE    !!              2. Items Expiring Report
DAC    !!              3. View Product Date Log
SYSTEM !!
!!!!!!!!!




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

4.  Select option 3 (View Product Date Log) from the RF Special Reports screen. The Work With Product Date Log screen appears.

```
HIPPDFR    DISPLAY CDR Customer Conference              8/12/11 10:26:11
                        Work with Product Date Log
Item#  Whs    Rcvd   Buyer  PO#     Exp.Date  Sts


Type options, press Enter.
2=Edit
? Item#  Item Description              Whs      Rcvd      PO     Units  U/M
  580100 TYSON JUMBO BOLOGNA 7#          1      8/10/11    433       1  LBS
   Exp.Date  9/23/11 Min.Accept Days    45          Buyer             F













 F3=Exit    F6=Print Acceptance Overrides  F22=Purge Old Entries (CAUTION)
```

5.  Press <F6> (Print). The Prompt For Date screen appears.

```
                  Prompt for date

Enter a Receive Date to
Restrict Override Report.

                 Date:

F3=Exit
```

6.  Enter a date for the **Date** (6,n) field, and press <Enter>.

7.  Press <Enter> to confirm.

# Viewing And Purging The Product Date Log File

```
User: JEANNINE              Menu: DACCV1            Date:  8/11/11
===================>  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 6 (Reports Menu) from the Main Operations Menu screen. The
    Reports screen appears.

```
User: JEANNINE              Menu: RPCV1             Date:  8/11/11

==========================> 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 6 (Purchasing Reports) from the Reports screen. The Purchasing
    Reports screen appears.

```
User: JEANNINE              Menu: PURCV1            Date:  8/11/11

=================> P U R C H A S I N G   R E P O R T S <=============
=====================================================================
!!!!!!!!!!           1. Order Prompting Report
THE     !!            2. Vendor List Options
DAC     !!            3. Print Buyer Guides
SYSTEM !!             4. Print Past Due PO
!!!!!!!!!!            5. Purge Buying Allowances
                      6. Print Open PO
                      7. Resequence Purchasing Items
                      8. Print Daily Item Usage Report
                      9. Print PO Receiving Exceptions
                     10. Less Than XXX Days On-Hand Report
                     11. Partial/Received PO Report
                     M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu          90. Sign Off
=====================================================================
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    ===>
```

3.  Select option 20 (RF Special Reports) from the Purchasing Reports screen. The
    RF Special Reports screen appears.

```
       User: JEANNINE                 Menu: RFSCV1                Date:  8/12/11

       =================> R F   S P E C I A L   R E P O R T S <=================
       ========================================================================
       !!!!!!!!!!                 1. Items Refused Report
       THE    !!                  2. Items Expiring Report
       DAC    !!                  3. View Product Date Log
       SYSTEM !!
       !!!!!!!!!!




                              M E N U   C A L L S
       19.                      20. Purchasing Reports    21. Reports
       22. Purchasing System    23. Dac Main Menu         90. Sign Off
       ========================================================================
       COPYRIGHT @1992-2004@ Creative Data Research, Inc.

       ===>
```

4. Select option 3 (View Product Date Log) from the RF Special Reports screen. The Work With Product Date Log screen appears.

```
HIPPDFR    DISPLAY CDR Customer Conference              8/12/11 10:26:11
                       Work with Product Date Log
Item#  Whs    Rcvd   Buyer PO#    Exp.Date  Sts


Type options, press Enter.
2=Edit
? Item#  Item Description            Whs    Rcvd     PO     Units  U/M
  580100 TYSON JUMBO BOLOGNA 7#       1     8/10/11  433      1    LBS
   Exp.Date  9/23/11 Min.Accept Days   45       Buyer            F















F3=Exit    F6=Print Acceptance Overrides  F22=Purge Old Entries (CAUTION)
```

5. To purge product date log entries, press <F22> (<Shift> plus <F10>). The Prompt For Date screen appears.

```
                   Prompt for date

  ? PURGE DATE LOG Entries
  EXPIRING BEFORE THIS DATE

                  Date:

  F3=Exit
```

6. Enter a date for the **Date** (6,n) field, press <Enter>, and press <Enter> to confirm.
7. Enter Y for the **OK?** field when the *Are You Sure You Want To Purge These Entries* message appears, press <Enter>, and press <Enter> to confirm.