DAC User Guide

System File Maintenance

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Getting Started

The System Options applications and other functionality described in this document include:

- Working with document distribution records.
- Working with outbound email.
- Working with email address records.
- Edit System Messages
- Edit Form Messages
- Edit Company Name
- Calendar Records
- Deleting records.

Refer to the DAC Data Library Files document for lists of DAC database files which can be used with the IBM Query program to produce reports and create data files.

Working With Document Distribution Records

The Work With Document Distribution application is used to automatically email:

- Invoices and credit memos when a user prints these documents.
- Remote order confirmation messages to the customer or to the sales rep when their remote order (via DAC Express, Pre-book orders, etc.) appears in DAC "live" orders.
- Velocity reports when they are printed.
- Notify of Price Changes reports (also called price change notifications) when they are printed.
- Accounts Receivable statements when *Y* is entered for the **Email Statements?** field of the Statements By... prompt screen.
- Accounts Receivable ACH notifications before ACH batches are exported.
- Customer Price Books and their indexes when they are printed. The corresponding text data files and spreadsheet files can also be emailed.
- Customer Pre-book Notification Reports or Pre-booked Items reports.
- Super item promotional flyers when a user manually processes them.

Refer to Emailing Purchase Orders and Adding Vendor Email Addresses for information about emailing purchase orders.

Emailing Invoices and Credit Memos

Invoices and credit memos can be automatically emailed as PDF files attached to messages with the subject of *I#s.PDF* (where #s is the invoice number), and the message *Attached is invoice in PDF format*. The landscape/plain paper version H of the invoice is used for the attachment, but the distributor's designated version is used for printing the invoices. The PDF files that are emailed are also saved as documents in the DACEMAIL folder of the system.

Refer to the Billing document for additional information about printing invoices. Refer to SYS051 (General System Options) of the DAC Default System Options document for information about the **Enable Auto Emailing?** field.

Before invoices and credit memos can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC users who print the invoices and credit memos. Refer to Working With Directory Entries for additional information.

Emailing Remote Order Confirmations

An Order Acknowledgement report can be automatically emailed as a PDF file attached to a remote order confirmation message with the subject of OA#s.PDF (where #s is the customer's number), and the message *Thank you for your order*. Attached you will find the acknowledgement report of the order in a PDF file.

The remote order confirmation email message is emailed to the customer (and optionally to the sales rep) when their remote order (via DAC Express, Pre-book orders, etc.) appears in DAC "live" orders.

No reports are printed on the distributor's system when they are emailed, but the files that are sent as attachments will appear as documents in the DACEMAIL folder of the distributor's system.

Before remote order confirmations can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC users who process remote orders and the users who start the CV1COM job. Refer to Working With Directory Entries for additional information.

Emailing Velocity Reports

Velocity reports can be emailed as PDF or CSV files attached to messages with the subject of *VA#s.PDF* or *VA#s.CSV*, respectively, where #s is the customer or corporate number.

When a PDF file is attached, the email's message is *Attached you will find the velocity report you requested*. An item summary report can be attached as a PDF file to a second email message if designated by the user. These messages have the subject of *VC#s.PDF* (where #s is the customer or corporate number) and message of *Attached you will find the velocity item summary you requested*.

When a CSV file is attached, the email's message is Attached you will find the velocity report data in CSV format as you requested.

Velocity reports are not printed on the distributor's system when they are emailed, but the PDF files that are sent as attachments will appear as documents in the DACEMAIL folder of the distributor's system. The CSV files will appear as documents in the DACEMAIL folder unless another folder is designated by the user. Refer to Printing A Velocity Report of the Customer File Maintenance document for additional information.

Before velocity reports can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC users who print the velocity reports. Refer to Working With Directory Entries for additional information.

Emailing Price Change Notifications

Notify of Price Changes reports, also called price change notifications, can be automatically emailed as PDF file attachments to customers who:

- Require notification. Refer to Working With Customers of the Customer File Maintenance document for information about the Notify Price Chg field.
- Are authorized to purchase the items that are changed using global price changes. Refer to Working With Global Price Changes of the Item File Maintenance document for additional information.

Price change notifications are attached to email messages with the subject of *PC#s*. *PDF* (where #s is the customer or corporate number), and the message *Attached* is your price change notification report. The reports are also printed when the documents are emailed, and saved as documents in the DACEMAIL folder of the distributor's system.

The price change notifications are automatically emailed when option 5 (Price Change Notification) of the Special Customer Reports menu screen is used to print price change notifications. Refer to Printing Price Change Notifications of the Customer File Maintenance document for additional information.

Before price change notifications can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC user who generates the price change notifications. Refer to Working With Directory Entries for additional information.

Emailing A/R Statements

Accounts Receivable (A/R) statements can be emailed as PDF files attached to messages with the subject of *ST#s.PDF* (where #s is the customer or corporate number), and the message *Attached is your A/R statement in Adobe Acrobat format*.

The plain paper version of the statement is used for the attachment. The PDF files that are emailed are also saved as documents in the DACEMAIL folder of the distributor's system.

Refer to the Accounts Receivable document for additional information about printing statements.

Before statements can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC user who prints the statements. Refer to Working With Directory Entries for additional information.

Emailing A/R ACH Notifications

Accounts Receivable ACH (Automatic Clearing House) notifications can be emailed as PDF files which are attached to messages with the subject and file name of AC#s. PDF where #s is the customer number. The email's message is Attached is your ACH notification from followed by the distributor's company name.

ACH notifications are not printed on the distributor's system when they are emailed, but the PDF files that are sent as attachments will appear as documents in the DACEMAIL folder of the distributor's system.

Before ACH notifications can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC users who will email the ACH notifications. Refer to Working With Directory Entries for additional information.

Emailing Customer Price Books

Customer price books can be emailed as PDF files which are attached to messages with the subject and file name of *PR#s.PDF* where #s is the customer number. The email's message is *Attached is your Custom Price List from* followed by the distributor's company name.

The customer price book's index will be attached as a PDF file to a second email message. These messages have the subject and file name of *PI#s.PDF* where #s is the customer number, and message of *Attached is your Custom Price List Index from* followed by the distributor's company name.

Customer price books and indexes are not printed on the distributor's system when they are emailed, but the PDF files that are sent as attachments will appear as documents in the DACEMAIL folder of the distributor's system.

The price books can also be emailed as text data file attachments and as spreadsheet file attachments. The email's message is *Attached is your Custom Price List in FIXED COLUMN format...* when a text data file is attached, and is *Attached is your Custom Price List in CSV format...* when a spreadsheet file is attached.

With one exception, the subjects and file names of these messages are designated by the user, and include the DAT and CSV file extensions respectively. If a customer collection is used to email these files to multiple customers, the subjects and file names are CP#s.DAT and CP#s.CSV respectively, where #s is the customer number.

The DAT and CSV files will appear as documents in the CV1COM folder on the distributor's system unless another folder is designated by the user. Refer to Printing A Customer Price Book of the Customer File Maintenance document for additional information.

Before customer price books can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC users who print the customer price books. Refer to Working With Directory Entries for additional information.

Emailing Pre-book Notifications

Customer Pre-book Notification Reports or the Pre-booked Items report can be emailed as PDF files attached to messages with the subject of *PB#s.PDF* (where #s is the customer or corporate number), and the message *Attached is your pre-book notification. If you have any questions, please contact your sales person.* The PDF files that are emailed are also saved as documents in the DACEMAIL folder of the system.

Refer to Emailing Pre-book Notifications of the Pre-book Orders document for additional information. Refer to SYS015 (General System Options) of the DAC Default System Options document for information about the **Prebook Notification Ver.** field.

Before pre-book notifications can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC user who generates the price change notifications. Refer to Working With Directory Entries for additional information.

Working With Super Item Promotional Flyers

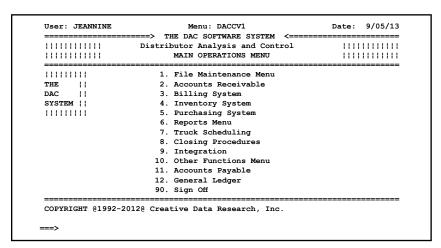
Super item promotion flyers can be emailed as PDF files attached to messages with the subject of *EP#s.PDF* (#s is the customer or corporate number), and the message *Promotional Specials*. The PDF files that are emailed are also saved as documents in the DACEMAIL folder of the system.

Outbound email functionality must be enabled on the distributor's system before users can automatically email promotional flyers. Contact CDR support personnel for information about enabling outbound email and about automatically emailing promotional flyers with use of a scheduled job entry.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC users who email super item promotional flyers. Refer to Working With Directory Entries for additional information.

Refer to the Billing File Maintenance document for additional information about working with the super item type of selling allowances.

The instructions below are used to *manually* email promotional flyers *after all* the required document distribution records are created. Refer to the Adding A Document Distribution Record for additional information.



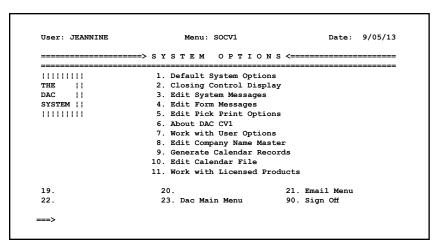
1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

```
Her: JEANNINE
                                                    Date: 9/05/13
                          Menu: FMCV1
111111111
                    1. Customer Related Maintenance
THE ||
DAC ||
                    2. Product Related Maintenance
                    3. Billing Related Maintenance
SYSTEM | |
                    4. System Options Maintenance

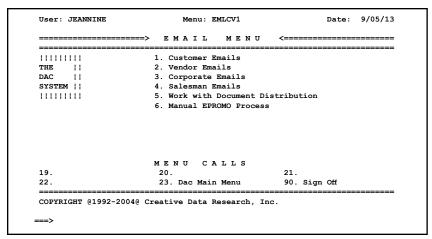
    Inquiry Options
    Price Maintenance

111111111
                     7. G/L Interface Maintenance
                     8. Scan Code Maintenance
                    MENU CALLS
19. Deletions
                                            21. Reports
                     20.
                                             90. Sign Off
                     23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research. Inc.
```

2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.



3. Select option 21 (Email Menu) from the System Options screen. The Email Menu screen appears.



4. Select option 6 (Manual EPROMO Process) from the Email Menu screen. The Work With Document Distribution screen appears.

- 5. When the *Run the EPROMO list by entering a date range on the next screen* message appears, press <Enter>.
- 6. When the *To cancel leave the date ranges empty and press F3* message appears, press <Enter>. The Enter Date Range screen appears.
- 7. Enter the date range within which the super item selling allowance starts for the **Start Date** and **End Date** (6,n) fields, and press <Enter>.
- 8. Press <Enter> when prompted to confirm.

PROMOTIONAL FLYER

From 9/01/13 - 9/30/13

Customer 100802 CRANKY CORNER QUICK STOP

Start Page Item # Description

9/01/13 1 500067 POWER BAR AUTUMN SHIPPER

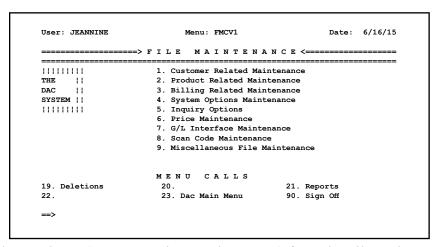
Promo	Contents					
Qty	Contents		Count	Item	Retail	UPC
5	POWER BAR	R ENERGY C/BERRY OATMEAL	15	500002	. 60	097421450200
5	POWER BAR	R HARVEST APPLE CRISP	15	500004	. 60	097421450606
5	POWER BAR	R HARVEST STRAWBERRY CRUNCH	15	500006	. 60	097421050202

Customer Cost \$	60.00		
Retail . : \$	0.33	Promotion Qty 2	25
Gross Profit \$	15.00		
Gross Prof.Pct	20.00		

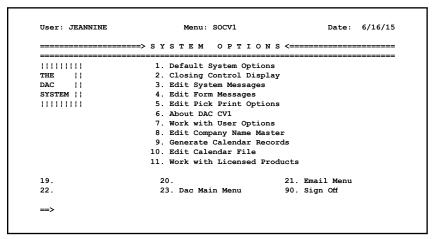
Adding A Document Distribution Record

```
User: JEANNINE
                                                               Date: 6/16/15
                                Menu: DACCV1
                      ==> THE DAC SOFTWARE SYSTEM <==
                                                                 1111111111111
1111111111111
                     Distributor Analysis and Control
                            MAIN OPERATIONS MENU
1111111111111
                                                                 1111111111111
111111111
                         1. File Maintenance Menu
THE ||
DAC ||
                         2. Accounts Receivable
                         3. Billing System
SYSTEM ||
                         4. Inventory System
111111111
                         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
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
```

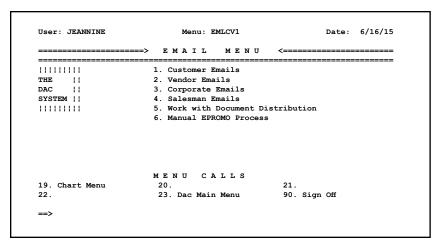
1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.



2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.



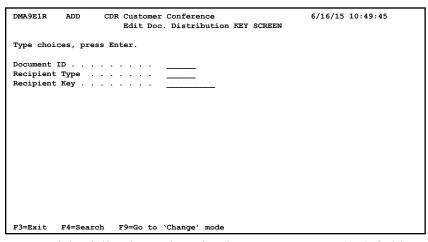
3. Select option 21 (Email Menu) from the System Options screen. The Email Menu screen appears.



4. Select option 5 (Work With Document Distribution) from the Email Menu screen. The Work With Document Distribution screen appears.

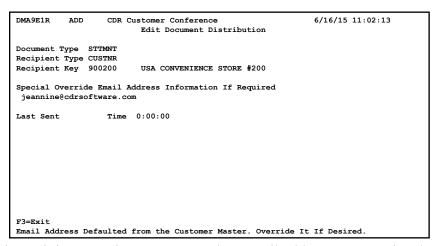
DFR DISPLAY CDR Customer Conference Work with Docume	nce 6/16, ent Distribution	15 10:47:16
Recipient Key Doc.ID Date		
il Override		
options, press Enter.		
pe Key Name	Doc.ID	LastSent
STNR 100002 DIANNE'S GROCERY	PRCCHG	8/26/13
-mail Override1 jeannine@cdrsoftware -mail Override2	e.com	15:26:56
STNR 100003 BOB'S SHELL	EPROMO	3/10/14
-mail Override1 harland@cdrsoftware -mail Override2	. com	15:00:54
STNR 100003 BOB'S SHELL	STTMNT	6/16/15
-mail Override1 jeannine@cdrsoftware	e.com	10:20:04
-mail Override2		+

5. Press <F10> (Add). The Edit Doc. Distribution KEY SCREEN screen appears.



- 6. Enter one of the following values for the **Document ID** (6,a) field, and press <Field Exit>:
 - *INVOCE* for emailing invoices.
 - *CRMEMO* for emailing credit memos.
 - *ORDACK* for emailing remote order confirmation messages.

- *VELOC* for emailing velocity reports.
- *PRCCHG* for emailing price change notifications.
- STTMNT for emailing A/R statements.
- *ACHNOT* for emailing A/R ACH notifications.
- *PRBOOK* for emailing customer price books.
- *PREBOK* for emailing pre-book notifications.
- *EPROMO* for emailing super item promotional flyers. Refer to Emailing Super Item Promotional Flyers below for additional information.
- 7. Enter one of the following values for the **Recipient Type** (6,a) field, or press <F4> to select a recipient type:
 - CUSTNR to email documents to a customer's address.
 - CORPNR to email documents to a corporate customer's address.
 - EMPLNR to email documents to the address of an account's sales rep.
- 8. If the recipient type is *CUSTNR*, enter the desired customer number for the **Recipient Key** (6,a) field, or press <F4> to select the customer from the Select Customer Master screen.
- 9. If the recipient type is *CORPNR*, enter the desired corporate customer number for the **Recipient Key** (6,a) field, or press <F4> to select the corporate customer from the Select Corporate Master screen.
- 10. If the recipient type is *EMPLNR*, enter the desired employee number for the **Recipient Key** (6,a) field, or press <F4> to select the employee from the Select Employee Master screen.
- 11. Press <Enter>. The Edit Document Distribution screen appears.



If the recipient type is *CUSTNR*, and an email address was previously entered for the **Primary Email Address** or **2nd Email Address** fields of the customer's record, it will appear by default.

12. Enter one or two email addresses. If necessary, new addresses can be entered to override addresses appearing by default on the Edit Document Distribution

screen. The addresses stored in the Customer Master files are not affected.

- 13. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.
- 14. When the Edit Doc. Distribution KEY SCREEN screen appears, continue adding document distribution records, or press <F3> to exit.

Working With Outbound Email

To enable outbound email functionality on the distributor's system, contact CDR support personnel. After it is enabled, the DAC System administrator must create and edit directory entries to enable specific DAC users to use it. Refer to Working With Directory Entries for additional information.

Refer to Working With Document Distribution Records for information about the various documents and reports that can be emailed when outbound email functionality is enabled.

Refer to Emailing Purchase Orders and Adding Vendor Email Addresses for information about emailing purchase orders.

Outbound email functionality is also required for use of the following DAC optional modules:

- DAC Connect's email functionality is optional. If implemented, users can email invoices, custom order guides, price lists, customer price books and velocity reports. For user setup information, refer to the Working With New Users section of the DAC Connect Administrator User Guide.
- DAC Trade Show Manager's email functionality is optional. If implemented, administrative users of TSM can email the Trade Show Booth Recap report to attendees, and email a CSV file of attendee information to recipients of their choosing. For user setup information, refer to the Creating User Profile Records, Creating User Options Records and Working With Directory Entries sections of the DAC TSM Administrator User Guide.

The email functionality of the DAC Express module is limited to remote order acknowledgement. See Working With Document Distribution Records for additional information.

Working With Directory Entries

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality.

To create a user's directory entry, enroll the user in iSeries Access:

- 1. Type GO MAIN.
- 2. Select option 11 (Client Access/400 Tasks).
- 3. Select option 21 (Enroll Client Access...).
- 4. Enter user ID for User Profile field.
- 5. Enter user ID for User ID field. If the user's ID is longer than eight characters, abbreviate it to enter in the User ID field.
- 6. Add to system directory = *YES.

To enable use of the DAC email functionality:

- 1. Use WRKDIRE <Enter> and 2 (Change) with the new directory entry.
- 2. Use <F19> and <Enter>.
- 3. Enter the user's email name (*jeannine*) for SMTP user ID field.
- 4. Enter the user's email domain name (i.e. *cdrsoftware.com*) for the SMTP domain field.
- 5. Press <Enter> to add the data, and press <Enter> to update.

Emailing Purchase Orders

Purchase orders are emailed as attachments to the vendor by using the E (Email) option on Work With Purchase Orders screen after the PO is printed. The PO is printed again with *** E-MAILED *** appearing at the top to the right of the vendor number, and an S (for Sent) code appears in the column to the left of the open Status code (O) on the Work With Purchase Orders screen. If an emailing error occurs, an E (for Error) code appears in the column to the left of the open Status code (O). After the cause of the error is resolved, the E option can be used again to email the PO.

The email message sent to the vendor will have the subject of *POEMAIL.PDF* and the message as defined during outbound email setup, and ending with *The PO number is ######*. (###### is purchase order's number)

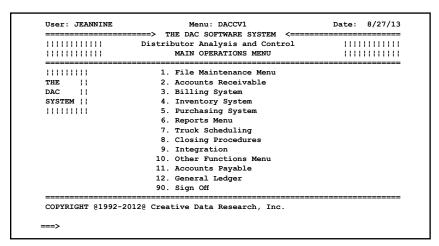
Before purchase orders can be emailed, outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information.

The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. This setup is required for the DAC user who uses the Email option described above. Refer to Working With Directory Entries for additional information.

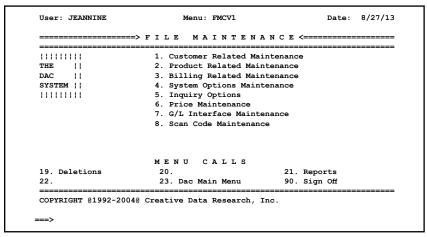
Refer to Adding Vendor Email Addresses after the above prerequisites are complete.

Working With Email Address Records

The Email Menu application can be used to add email addresses for customers and vendors.



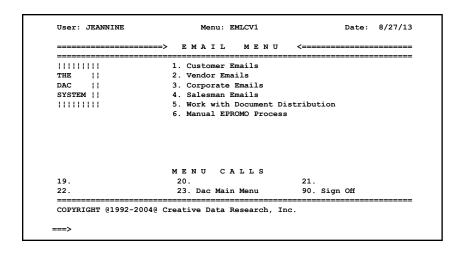
1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.



2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.

```
User: JEANNINE
                              Menu: SOCV1
                                                             Date: 8/27/13
                    => SYSTEM OPTIONS <===
111111111111\\
                        1. Default System Options
THE ||
DAC ||
                        2. Closing Control Display
                        3. Edit System Messages
SYSTEM ||
                        4. Edit Form Messages
                       5. Edit Pick Print Options6. About DAC CV1
111111111
                        7. Work with User Options
                        8. Edit Company Name Master
                        9. Generate Calendar Records
                       10. Edit Calendar File
                       11. Work with Licensed Products
                                                    21. Email Menu
                         23. Dac Main Menu
                                                    90. Sign Off
```

3. Select option 21 (Email Menu) from the System Options screen. The Email Menu screen appears.

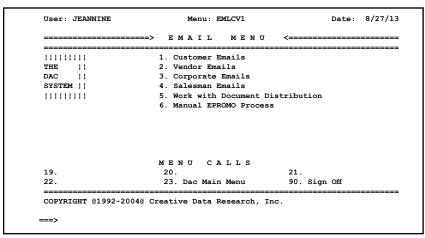


Adding Customer Email Addresses

The instructions below are used to add email addresses for individual customers.

```
User: JEANNINE
                             Menu: SOCV1
                                                           Date: 8/27/13
                   ==> SYSTEM OPTIONS <===
                        1. Default System Options
THE ||
DAC ||
                       2. Closing Control Display
                       3. Edit System Messages
SYSTEM ||
                       4. Edit Form Messages
111111111
                       5. Edit Pick Print Options
                       6. About DAC CV1
                       7. Work with User Options
                       8. Edit Company Name Master
                       9. Generate Calendar Records
                       10. Edit Calendar File
                       11. Work with Licensed Products
                                                  21. Email Menu
19.
                         23. Dac Main Menu
                                                  90. Sign Off
22.
```

1. Select option 21 (Email Menu) from the System Options screen. The Email Menu screen appears.



2. Select option 1 (Customer Emails) from the Email Menu screen. The Work With Customer Emails screen appears.

```
HIY5DFR
          DISPLAY CDR Customer Conference
                                                               8/27/13 11:19:56
                           Work with Customer Emails
       Email 1
Cust#
2=Edit
? Cust# Customer Name
  99000 99 MART PLUS
Email 1 jeannine@cdrsoftware.com
100001 STOP 'N SHOP
Email 1
Email 2
 100002 DIANNE'S GROCERY
-
Email 1
Email 2
 100003 BOB'S SHELL
_
Email 1
Email 2
F3=Exit F4=Search F6=Print F15=Export
```

3. Use the **Cust#** restrictor field (or <Page Down>) to locate the desired customer.

```
HIY5DFR
            DISPLAY CDR Customer Conference
                                                                   8/27/13 11:19:56
                             Work with Customer Emails
        Email 1
Cust#
100301
2=Edit
? Cust# Customer Name
100301 THREE RIVERS CHEVRON
_
Email 1
Email 2
 100801 BARON EXPRESS #2 BP
Email 1
 100802 CRANKY CORNER QUICK STOP
Email 1
Email 2
 100850 EXPRESS WAY FOOD MART
Email 1
Email 2
F3=Exit F4=Search F6=Print F15=Export
```

4. Enter 2 (Edit) next to the customer's number, and press <Enter>. The Customer Extended Information screen appears.

	ed Information
Customer 100301 THREE RIVERS CHEVRON	I
Owner Personal Information:	
Name .	SSN
Address 1	
Address 2	
City	State Zip
Gender _ Birth Date DL#	DL# State
Primary Email Address:	
2nd Email Address:	
International Postal Code -	Send Order Ack? (Y.N.Blank)
International Postar Code	Send Order Ack: _ (1,11,Didnk)
International Postal Code	Send Order Ack? _ (Y,N,Blank)

- 5. Enter the customer's email address for the **Primary Email Address** field.
- 6. If desired, enter a second email address for the 2nd Email Address field.
- 7. Enter Y for the **Send Order Ack?** field only if the addresses will be used for

emailing price change notifications or remote order confirmations to the customer.

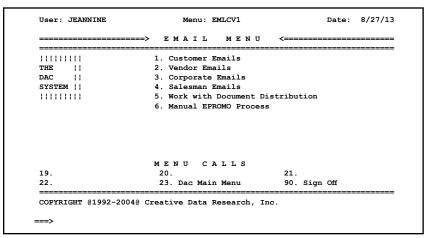
- 8. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With Customer Emails screen appears.
- 9. Repeat the previous instructions to continue adding email addresses, or press <F3> to exit.

Adding Vendor Email Addresses

The instructions below are used to add email addresses for vendors.

```
User: JEANNINE
             ======> S Y S T E M O P T I O N S <======
                         1. Default System Options
THE ||
DAC ||
                         2. Closing Control Display
                        3. Edit System Messages
SYSTEM ||
                        4. Edit Form Messages
1111111111
                        5. Edit Pick Print Options
                        6. About DAC CV1
7. Work with User Options
                         8. Edit Company Name Master
                         9. Generate Calendar Records
                        10. Edit Calendar File
                        11. Work with Licensed Products
19
                                                     21. Email Menu
                          23. Dac Main Menu
22.
                                                     90. Sign Off
```

1. Select option 21 (Email Menu) from the System Options screen. The Email Menu screen appears.



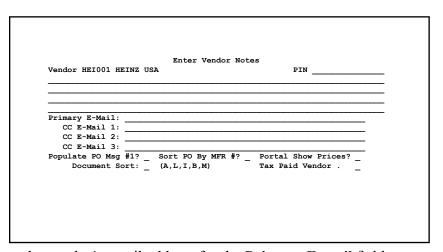
2. Select option 2 (Vendor Emails) from the Email Menu screen. The Work With Vendor Emails screen appears.

```
8/27/13 12:55:42
HIY9DFR
         DISPLAY CDR Customer Conference
                         Work With Vendor Emails
Vendor E-Mail Address 1
Type options, press Enter. 2=Edit
 Vendor Vendor Name
  Number
  ALTOO1 ALTADIS USA
E-mail 1
E-Mail 2
E-Mail 3
E-Mail 4
  AMER01 AMERICAN SNUFF COMPANY
E-Mail 3
E-Mail 4
F3=Exit F4=Search F6=Print F15=Export
```

3. Use the **Vendor** restrictor field (or <Page Down>) to locate the desired vendor.

```
8/27/13 12:55:42
HIY9DFR
          DISPLAY CDR Customer Conference
                            Work With Vendor Emails
       E-Mail Address 1
HEI001
Type options, press Enter. 2=Edit
? Vendor Vendor Name
  Number
  HEI001 HEINZ USA
E-mail 1
E-Mail 2
E-Mail 3
E-Mail 4
  HER001 HERSHEY CHOCOLATE
E-mail 1
E-Mail 2
E-Mail 3
E-Mail 4
F3=Exit F4=Search F6=Print F15=Export
```

4. Enter 2 (Edit) next to the vendor's code, and press <Enter>. The Enter Vendor Notes screen appears.



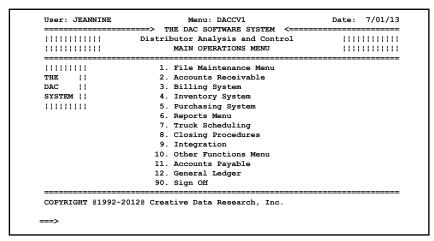
- 5. Enter the vendor's email address for the **Primary E-mail** field.
- 6. If desired, enter additional email addresses for the CC E-mail 1, CC E-mail 2 and CC E-mail 3 fields.

- 7. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With Vendor Emails screen appears.
- 8. Repeat the previous instructions to continue adding email addresses, or press <F3> to exit.

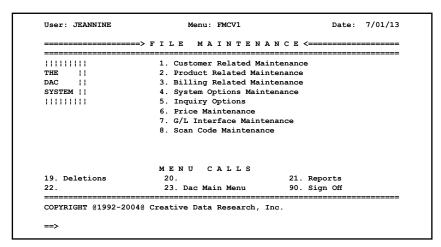
Working With System Message Records

The Edit System Messages application is used:

- To define scan messages from which radio frequency device users can select when receiving purchase orders.
- To define invoice messages from which Pre-book Ordering System users can select when exporting pre-book orders. Refer to Working With Export Options of the Pre-book Orders document for additional information.



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



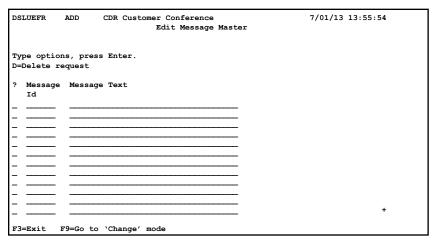
2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.

```
User: JEANNINE
                                Menu: SOCV1
                                                               Date: 7/01/13
                   ===> S Y S T E M O P T I O N S <=======
                         1. Default System Options
THE

    Closing Control Display
    Edit System Messages

DAC
      1.1
SYSTEM ||
                         4. Edit Form Messages
                         5. Edit Pick Print Options
                         6. About DAC CV1
                         7. Work with User Options
                         8. Edit Company Name Master
                         9. Generate Calendar Records
                        10. Edit Calendar File
                        11. Work with Licensed Products
19
                                                      21. Email Menu
                          23. Dac Main Menu
22.
                                                      90. Sign Off
```

- 3. Select option 3 (Edit System Messages) from the System Options screen. The Edit Message Master screen appears.
- 4. Press <F9> (Go to 'Add' mode).



- 5. Enter data for the following fields, and press < Field Exit> after each entry:
 - **Message Id** (6,a) radio frequency device users should enter *SCAN##* where ## is a 2-digit number other than 01, 02, 03, 99 or one previously used to define a scan message. Pre-book Ordering System users should enter *PB####* where #### is a 4-digit number between 0001 and 9999.
 - Message Text (35,a) the message text.
- 6. Press <Enter> when data entry is complete.
- 7. Press <Enter> when prompted to confirm.
- 8. Continue entering data to create new messages, as necessary, and press <F3> at the Edit Message Master screen to exit. The System Options screen appears.

Working With Form Messages

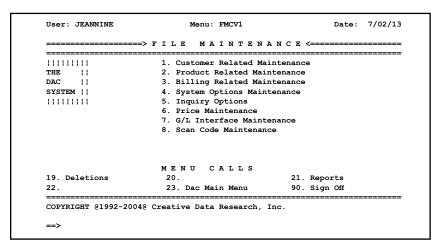
The Edit Form Messages application is used to designate the text printed on various DAC reports and documents. The instructions below describe the predefined form messages.

```
User: JEANNINE
                                                            Date: 7/02/13
                   ===> THE DAC SOFTWARE SYSTEM <==
                Distributor Analysis and Control
1111111111111
                                                              111111111111
                           MAIN OPERATIONS MENU
111111111111
                                                              1111111111111
111111111

    File Maintenance Menu

THE ||
DAC ||
                       2. Accounts Receivable
                       3. Billing System
SYSTEM !!
                        4. Inventory System
111111111
                        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
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
```

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



2. Select option 4 (System Options Maintenance) from the File Maintenance screen. The System Options screen appears.

User: JEANNINE	Menu: SOCV1	Date: 7/02/13
	==> S Y S T E M O P T I O	N S <=====
	1. Default System Option	ons
THE	Closing Control Dis	play
DAC	Edit System Message	s
SYSTEM	4. Edit Form Messages	
111111111	Edit Pick Print Opt	ions
	6. About DAC CV1	
	7. Work with User Option	ons
	8. Edit Company Name M	aster
	9. Generate Calendar R	ecords
	10. Edit Calendar File	
	11. Work with Licensed	Products
19.	20.	21. Email Menu
22.	23. Dac Main Menu	90. Sign Off

3. Select option 4 (Edit Form Messages) from the System Options screen. The Edit Form Messages File screen appears, and displays a numbered list of previously defined messages.

DSQBEFF		CDR Customer Conference Edit Form Messages File Message Number .	7/02/13 13:07:33
Applic	sation code .	Message Number .	
Type or	ptions, press	Enter.	
D=Delet	te request		
? App	Message Number		
_ ALW	1	Message Text	
- ALW	2	Message Text	
- ALW	3	Message Text	
_ ALW -	4	Message Text	
_ ALW -	5	Message Text	
_ ALW -	6	Message Text	<u> </u>
F3=Exit	t F9=Go to	'Add' mode	·

Each form message record consists of an application code, a message number and text. Following are application codes used for the **App code** (3,a) field:

- *ALW* selling allowance. Refer to Working With Selling Allowances of the Billing File Maintenance document for information about using the allowance messages (ALW1 through ALW7) for printing deal sheets.
- *CIM* customer invoice message. This value is entered when users create customer-specific form messages for printing on invoices. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for additional information.
- *HTP* used with the DAC Connect optional module. Refer to the DAC Connect Administrator User Guide for additional information.
- *INV* invoice. Refer to Working With Invoice Boxes of the Billing File Maintenance document for information about the text of INV1 through INV3 which is used for column headings above invoice boxes. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document

for information about the invoice messages using INV9 through INV18, and INV30 through INV36.

- *OBK* order book. Refer to Printing Bar Code Order Books of the Order Books document for information about the text used (OBK1 through OBK4) to customize bar code order books.
- OS out of stock message. This value is entered, with a third character, when users create messages for printing on invoices if an item is ordered, but out of stock. The third character which is entered an OS application code, such as D of OSD, is entered for the Mfr. Out of Stock Code field when entering an item record. Refer to Working With Invoice and Pick Messages and Defining Form Messages of the Billing File Maintenance document for additional information about printing out of stock messages.
- *PIC* pick lists. Refer to Defining Form Messages of the Billing File Maintenance document for information about the pick messages which are printed at the top of all a designated customer's pick lists.
- *PUR* purchasing. Refer to the Purchasing document for information about the purchasing messages which are printed at the bottom of purchase orders (PUR1 through PUR4) and purchasing receipts (PUR1 through PUR3).
- *ST1* stamp tax reports. The values entered are used as column headings on state level cigarette stamp tax reports. Refer to Printing Cigarette Stamp Tax Reports of the Tax System document for additional information.
- *TT5* stamp tax reports. The values entered are used as column headings on Tobacco Tax Report #5. Refer to Printing Stamp Tax Reports For Other Tobacco Products of the Tax System document for additional information.
- *TT6* stamp tax reports. The values entered are used as column headings on Tobacco Tax Report #6. Refer to Printing Stamp Tax Reports For Other Tobacco Products of the Tax System document for additional information.
- X customer invoice message. This value is entered when users create messages that are printed on the invoices of a specific state. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for additional information.
- 4. Press <Page Down> to display the complete list (as illustrated below) of predefined form messages.

```
DSQBEFR CHANGE Creative Data Research, Inc.
                                                            4/14/09 15:03:45
                          Edit Form Messages File
                        Message Number .
Application code .
Type options, press Enter.
D=Delete request
 code Number
ALW
                       Message Text
_ CIM -
       10
                       Message Text
    Finance Charge of 1.33% will be charged for any amount past terms
                       Message Text
    PREM. |GENER.|SUBGEN]VALUE ]PREM. ]GENER.]SUB ]VALUE ]SUBSUB ]SUBSUB
    7 2 Message Text
REG./ |REG./ |REG./ ]REG./ ]100'S ]100'S ]100'S ]GENER. ]GENER.
INV
                       Message Text
    KINGS |KINGS |KINGS |KINGS |120'S |120'S |120'S |120'S |KINGS |100'S
_ inv
                       Message Text
                **** Manufacturer Out of Stock ****
F3=Exit F9=Go to 'Add' mode
```

```
4/14/09 15:06:01
DSQBEFR CHANGE Creative Data Research, Inc.
                        Edit Form Messages File
Application code . ___ Message Number . ___
Type options, press Enter.
D=Delete request
      Message
 code Number
_ INV
                     Message Text
                 *** Credit On Merchandise ***
_ INV
       32
                     Message Text
    Number of Returned Totes
_ INV
                     Message Text
    *** INVOICE SURCHARGE ***
_ INV
                     Message Text
       34
    CRV Tax Charged On The Above Line In The Amount Of:
    OBK
    | QTY | IN OR | IN OR
F3=Exit F9=Go to 'Add' mode
```

```
DSQBEFR CHANGE Creative Data Research, Inc.
                                                4/14/09 15:14:25
                     Edit Form Messages File
Application code . OBK Message Number .
Type options, press Enter.
D=Delete request
? App Message
 code Number
_ OBK
        3
                   Message Text
         _ OBK
                   Message Text
         1
_ OSA
    Out of Stock Message
_ osd
   Discontinued by manufacturer
_ PIC
    1 Message Text
****** Do NOT send totes ******
_ PIC
     2
                  Message Text
F3=Exit F9=Go to 'Add' mode
```

```
DSQBEFR
          CHANGE Creative Data Research, Inc.
                                                             4/14/09 15:14:49
                           Edit Form Messages File
Application code . OBK Message Number .
Type options, press Enter.
D=Delete request
? App
       Number
_ PIC
          3
                        Message Text
                         Message Text
      P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS
                        Message Text
      DELIVERY APPOINTMENT REQUIRED FOR 100 CASE OR MORE
_ PUR
                        Message Text
      RECEIVING MONDAY -THURSDAY 8:00- 2:30 FRIDAY 8:00 11:30
_ PUR
                        Message Text
      P.O. # must appear on all shipping documents
                        Message Text
       Qty
                 Qty
                           Qty
                                          Total
F3=Exit F9=Go to 'Add' mode
```

```
DSQBEFR
                                                             4/14/09 15:15:07
          CHANGE Creative Data Research, Inc.
                           Edit Form Messages File
Application code . OBK Message Number .
Type options, press Enter.
D=Delete request
? App
       Message
       Number
_ ST1
     10-20's
                8-25's
                         10-25's
                                           Tax
_ TT5
                        Message Text
      Non-Smoking
                     Smoking
_ TT5
                        Message Text
       Tobacco
                    Tobacco
                        Message Text
          QTY
                    TOBACCO
_ TT6
                        Message Text
                      COST
                        Message Text
     State Sales Tax increases 1% on September 1st
F3=Exit F9=Go to 'Add' mode
```

- 5. If necessary, the text of any predefined form message can be changed by editing the **Message Text** field, and pressing <Enter> twice.
- 6. Press <F3> to exit. The System Options screen appears.

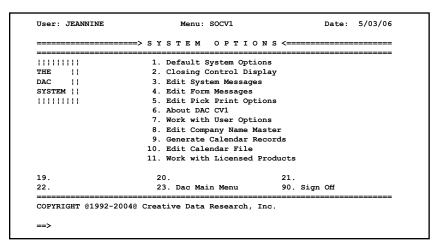
Working With Company Names

After warehouse records are added, company name records are added in the Company Name Master file. Users with multiple warehouses add one or more company name records according to the following criteria:

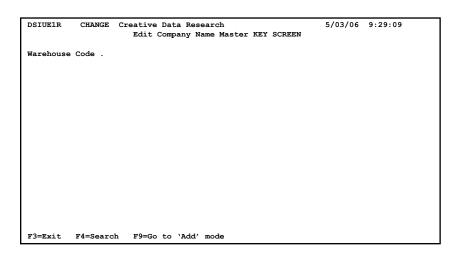
- With a single AS/400 system, multiple company name records are added, one for each warehouse, to the Company Name Master file.
- With multiple AS/400 systems, a single company name record is added to the Company Name Master file of each system.

Refer to Working With Warehouses of the Item File Maintenance document for additional information.

The following instructions describe using the Edit Company Name Master Details screen to add company name records.



1. Select option 8 (Edit Company Name Master) from the System Options Menu. The Edit Company Name Master KEY SCREEN screen appears.



2. Press <F9> (Go to 'Add' mode).

```
DSIUEIR ADD Creative Data Research 5/03/06 9:31:29
Edit Company Name Master KEY SCREEN

Warehouse Code .

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

3. Enter the code of the company's warehouse for the **Warehouse Code** (6,a) field, and press <Enter>. The Edit Company Name Master Details screen appears.

```
5/03/06 9:46:48
DSIUE1R
          ADD
                   Creative Data Research
                       Edit Company Name Master Details
Warehouse Code . .
Company Name
Company Addr 1
Company Addr 2
Company Addr 3
Company City .
Company State .
                                          Zip Ext.
                                Zip
Company Shipto Fax Number .
Company Shipto Data Phone .
Company Shipto Phone #
Company ShipTo Name
Company ShipTo Addr 1
Company ShipTo Addr 2 .
Company ShipTo Addr 3 . .
Company ShipTo City . . .
Company ShipTo State
                                         Zip Ext.
                            (Y, N, Blank)
Print Company Name On Inv.?
 FEIN Identifier
                          License Number
F3=Exit F12=Key screen
```

- 4. Enter data for the following fields, and press <Field Exit> after each entry:
 - Company Name (35,a) name of the company which is printed on purchase orders with the "bill to" address information below.

The value entered for this field can be printed on invoices if Formless Printing, a DAC optional module, is used for printing invoices (see **Print Company Name On Inv?** field below).

The value entered for this field, not the **Company ShipTo Name** field (see below), is used by the Unitrac applications for manufacturer reporting. Refer to Working With Unitrac of the Item File Maintenance document for additional information.

- Company Addr 1 (25,a) street number and street name of the company's billing address.
- Optional: Company Addr 2 Company Addr 3 (25,a) the remaining

portion of the company's billing address, such as post office box number.

- City (25,a) the city of the company's billing address.
- **State** (2,a) the state of the company's billing address.
- **Zip** (5,n) the zip code of the company's billing address.
- **Zip Ext.** (4,n) the 4-digit extension the zip code of the company's billing address.
- Optional: Company Shipto Fax Phone (3+7,n) the company's area code and telephone number for fax transmission.
- Optional: Company Shipto Dataline (3+7,n) the company's area code and telephone number for data transmission.
- Optional: **Company Shipto Phone** # (3+7,n) the company's area code and telephone number.
- Company Ship To Name (35,a) name of the company which is printed on purchase orders with the shipping address information below.
- 5. Enter data for the following fields, and press <Field Exit> after each entry. The values of these fields are used by the Unitrac applications for manufacturer reporting. Refer to Working With Unitrac of the Item File Maintenance document for additional information.
 - Company ShipTo Addr 1 (25,a) street number and street name of the company's shipping address.
 - Optional: Company ShipTo Addr 2 Company Shipto Addr 3 (25,a) the remaining portion of the company's shipping address, such as post office box number.
 - Company Ship To City (25,a) the city of the company's shipping address.
 - Company Ship To State (2,a) the state of the company's shipping address.
 - **Zip** (5,n) the zip code of the company's shipping address.
 - **Zip Ext.** (4,n) the 4-digit extension the zip code of the company's shipping address.
- 6. If Formless Printing is used for printing invoices, the value of Y (yes) can be

entered for the **Print Company Name On Inv.?** (1,a) field to print the name entered for the **Company Name** field and for the "bill to" address information above on invoices. This is only recommended for use when a company's logo is not printed on invoices, and more than one company name record exists for multiple warehouses. Refer to SYS031 (Invoice Options) of the DAC Default System Options document for information about the **Print Company Name On Laser Forms?** field.

- 7. If the distributor is required to submit cigarette and tobacco tax reports to the State of Michigan, enter data for the following fields, and press <Field Exit> after each entry:
 - **FEIN Identifier** (9,n) the distributor's Federal Employee Identification Number.
 - License Number (9,n) the distributor's Tobacco Tax License Number.
- 8. Press <Enter> when data entry is complete.
- 9. Press <Enter> when prompted to confirm. The Edit Company Name Master KEY SCREEN screen appears with the *Record added* message.

Working With Calendar Records

Calendar records are used primarily to define the closing dates used when executing DAC closing procedures. If calendar records are not added, the system date is used for the closing date.

Calendar records *must be used* if the distributor ever runs the End Of Day closing procedure after midnight of the day on which invoice posting is done.

If calendar records are used, the following values must be entered for the SYS033 (Billing) default system option:

- Y (for yes) must be entered for the **Use calendar value?** field.
- *NO must be entered for the Feed Closing Schedule? field.

Adding Calendar Records

Calendar records are added for one year at a time, and must be added for an upcoming year before closing the current year. Refer to the DAC Closing Procedures document for information about end of year processing.

Before adding calendar records for the first time, enter the **CLRPFM BSDQREP** AS/400 command (and press <Enter>) to clear the calendar file. Users who have previously generated calendar records *must not* enter this command.

1. Select option 9 (Generate Calendar Records) from the System Options screen. The Create Calendar Records screen appears.

```
BSPKPVR ENTER Creative Data Research 9/21/99 17:39:34
Create Calendar Records

Create Calendar Records For Year: (1940 - 2039)

Specify Which Days You Normally End The Day On:
D=End Day Only W=End Day And End Week

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

- - - - - Specify Defaults For Days Of The Week:
(1=Monday 2=Tuesday 3=Wednesday 4=Thursday 5=Friday 6=Saturday 7=Sunday)
(These Day Numbers Will Be Used For Assigning Delivery Routes.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
1 2 3 4 5 6 7

Specify The Date That Week 1 Will Begin On:

F3=Exit F10=Generate Calendar Records F11=Prompt To Delete Records
```

- 2. Enter the year for which the records are being created for the Create Calendar Records For Year (4,n) field.
- 3. Enter *D* for any of the **Monday** through **Sunday** (1,a) fields highlighted above to designate the days of the week on which only the end of day processing is usually executed.

- 4. Enter *W* for any of the **Monday** through **Sunday** (1,a) fields highlighted above to designate the day of the week on which both the end of day and end of week processing are usually executed.
- 5. Enter one of the following values for each of the **Monday** through **Sunday** (1,n) fields for use in assigning delivery routes:
 - 1 Monday
 2 Tuesday
 5 Friday
 6 Saturday
 7 Sunday
 - 3 Wednesday

Refer to Working With Customers of the Customer File Maintenance document for information about the **Delivery Route 1 - Delivery Route 7** fields.

6. Enter a date for the **Specify The Date That Week 1 Will Begin On** (6,n) field.

```
BSPKPVR ENTER Creative Data Research
Create Calendar Records

Create Calendar Records For Year: 1999 (1940 - 2039)

Specify Which Days You Normally End The Day On:
D=End Day Only W=End Day And End Week

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
D D D W

Specify Defaults For Days Of The Week:

(1=Monday 2=Tuesday 3=Wednesday 4=Thursday 5=Friday 6=Saturday 7=Sunday)
(These Day Numbers Will Be Used For Assigning Delivery Routes.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
1 2 3 4 5 5 5

Specify The Date That Week 1 Will Begin On: 10499

F3=Exit F10=Generate Calendar Records F11=Prompt To Delete Records
```

- 7. Press <F10> (Generate Calendar Records) when data entry is complete. The *Calendar Records For Year* ... *Have Been Generated* message appears when processing is complete.
- 8. Press <F3> to exit when the new calendar records are generated.

Note: **Before executing end of day processing the first time**, users must verify that the value of the **Date No. 1** field of the Closing Control Key Record for Current is correct. If the current date is not displayed for the **Date No. 1** field, contact CDR support personnel. Refer to Working With Closing Control Display of the DAC Closing Procedures document for information about using option 2 (Closing Control Display) of the Systems Option screen to check the **Date No. 1** field as illustrated below.

```
DSLIDIR DISPLAY Creative Data Research
Closing Control Display Details
                                                                2/23/01 14:07:02
Control Key: CURRENT Current Values
                                                           Last User:
Year: 1 Quarter: 1 Period: 2 Week: 9 Production Day: 1
Date No. 1: 2/23/01 Current Production Date
Date No. 2:
Date No. 3:
Date No. 4:
                      Time:
Time:
Last Step Started..:
                                                Date:
Last Step Completed:
                                                Date:
                                                      Status Narrative
Recovery Status:
                                         Status 1:
                                         Status 3:
Status 5:
Status 7:
Status 2:
Status 4:
Status 6:
F3=Exit F5=Reload Subfile F12=Key screen
```

Editing Calendar Records

After adding the calendar records for an upcoming year, the Edit Calendar File application is used to make any necessary changes to the closing dates, and designate on which dates closing procedures will be executed.

1. Select option 10 (Edit Calendar File) from the System Options screen. The Edit Calendar File screen appears.

```
BSPGEFR
           CHANGE Creative Data Research
                                                              9/22/99 10:06:38
                              Edit Calendar File
 Calendar Date
Type options, press Enter.
? Calendar Day
                  Prod.
                          Day Wk Pd Q Yr EOD
                                                    EOW
                                                            EOP
                                                                    EOY
                  Date
                                                   (Y/N)
                                                           (Y/N)
                                                                   (Y/N)
   1/01/99 FRI
                  1/01/99
   1/02/99
                  1/02/99
   1/03/99
           SUN
                  1/03/99
                              1
   1/04/99 MON
                  1/04/99
                                        99
   1/05/99
                  1/05/99
           TUE
           WED
   1/06/99
                  1/06/99
   1/07/99 THU
                  1/07/99 4
                              1
                                 1
                                    1
   1/08/99
           FRI
                  1/08/99
                              1
                                 1
                                    1
                                        99
   1/09/99
                  1/09/99
   1/10/99
                  1/10/99
           SUN
   1/11/99
           MON
                  1/11/99
F3=Exit
```

During the course of editing calendar records, the Edit Calendar File screen can be redisplayed beginning with the calendar date entered for the **Calendar Date** restrictor field (see below).

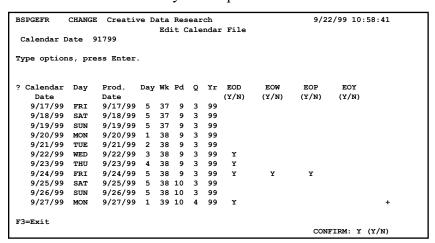
```
BSPGEFR
           CHANGE Creative Data Research
                                                               9/22/99 10:32:40
                              Edit Calendar File
 Calendar Date 91799
Type options, press Enter.
                          Day Wk Pd Q Yr EOD
? Calendar Day
                 Prod.
                                                            EOP
                                                                    EOY
    Date
                  Date
                                                            (Y/N)
                                                                    (Y/N)
                                     3
   9/17/99 FRI
                  9/17/99
                              37
   9/18/99 SAT
                  9/18/99
                              37
                                     3
                                        99
   9/19/99 SUN
                  9/19/99
   9/20/99 MON
                  9/20/99
                              38
   9/21/99
           TUE
                  9/21/99
                              38
                                        99
                  9/22/99
   9/22/99 WED
                              38
   9/23/99
           THU
                  9/23/99
   9/24/99
                  9/24/99
                              38
           FRI
   9/25/99
           SAT
                  9/25/99
                           5
                              38 9
                                        99
   9/26/99
           SUN
                  9/26/99
                           5
                              38
                                        99
                  9/27/99
```

- 2. Review the following fields of each calendar record to verify that each is accurate. Contact CDR support personnel if any value is questionable:
 - **Prod. Date** (6,n) designates the closing date which will be used when executing the closing procedures for the calendar date.
 - **Day** (2,n) designates the day of the week, such as *1* for 1st day and *7* for 7th day, for the calendar date.
 - Wk (2,n) designates the week of the year, such as 1 for 1st week and 52 for 52nd week, for the calendar date.

- **Pd** (2,n) designates the month of the year, such as *I* for 1st month and *12* for 12th month, for the calendar date. Note: If end of month (EOM) processing is executed on any day *other than* the last day of the month, the value of the **Pd** field must be incremented by one (1) for the days of the month following the last production date of that month. For example, if the EOM processing will on executed Friday, September 24, 1999, the value of the **Pd** field must be changed from 9 to 10 for September 25 through September 30.
- $\mathbf{Q}(2,n)$ designates the quarter of the year, such as I for 1st quarter and 4 for 4th quarter, for the calendar date.
- Yr (6,n) designates the year for the calendar date.
- 3. Edit the value of the following fields of each calendar record as necessary:
 - **EOD** (1,a) enter *Y* to designate that end of day processing should be executed for the calendar date.
 - **EOW** (1,a) enter *Y* to designate that end of week processing should be executed for the calendar date.
 - **EOP** (1,a) enter *Y* to designate that end of month processing should be executed for the calendar date.
 - **EOY** (1,a) enter *Y* to designate that end of year processing should be executed for the calendar date.

As illustrated in the screen above, values are automatically entered when DAC generates calendar records, but only for the current date and beyond.

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



- 5. Press <Enter> when prompted to confirm.
- 6. Press <F3> to exit. The System Options screen appears.

Note: *Before executing end of day processing the first time*, users must verify that the value of the **Date No. 1** field of the Closing Control Key Record for Current is correct. If the current date is not displayed for the **Date No. 1** field, contact CDR support personnel. Refer to Working With Closing Control Display of the DAC

Closing Procedures document for information about using option 2 (Closing Control Display) of the Systems Option screen to check the **Date No. 1** field.

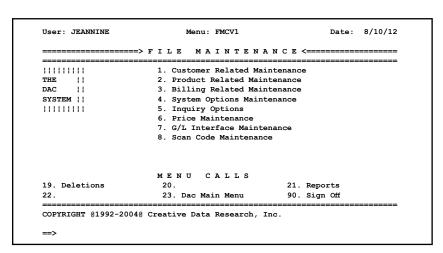
Refer to the previous section for an example of the Closing Control Key Record for Current.

Deleting Records

The Deletions application is used to delete the following qualified records:

- Customer refer to the Customer File Maintenance document for additional information.
- Item refer to the Item File Maintenance document for additional information.
- Buying allowance
- Analysis
- Tax refer to the Item File Maintenance document for additional information.
- Salesman Promotion
- Selling Allowance
- Inventory history

The Deletion application is also used to delete the price contract records, the retail contract records and the weekly analysis records created for the customers that have since been deleted. Other records, such as selling allowance records, are deleted by using <F11> (Delete) when the record is displayed, or entering D (Delete request) in the selection column of a record list.



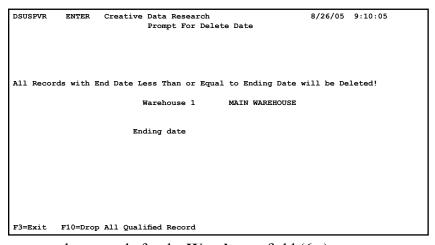
By selecting option 19 (Deletions) from the File Maintenance screen, the Deletion Menu screen appears.

```
Menu: DLTCV1
                                                              Date: 8/26/05
               =====> DELETION MENU <====
111111111
                        1. Delete Qualified Customers
                        2. Delete Qualified Items
DAC
                        3. Delete Qualified Buying Allowances
SYSTEM ||
                        4. Delete Oualified Analysis Records
111111111
                        5. Delete Qualified Tax Records
                        6. Delete Qualified Promo Records
                        7. Delete Qualified Inventory History Records
                        8. Reorganize Above History Files
                         9. Expire Deleted Customer Price Contracts
                       10. Expire Deleted Customer Retail Contracts
                       11. Delete Qualified Customer Weekly Analysis Rcds. M E N U \, C A L L S \,
                         23. Dac Main Menu
22. File Maintenance
                                                     90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

Deleting Buying Allowance Records

A buying allowance record is qualified for deletion if the deal expires before or on the deletion date. Refer to Working With Buying Allowances of the Purchasing document for information about the **Last Ship Date** field of the buying allowance record.

1. Select option 3 (Delete Qualified Buying Allowances) from the Deletion Menu screen. The Prompt For Delete Date screen appear.

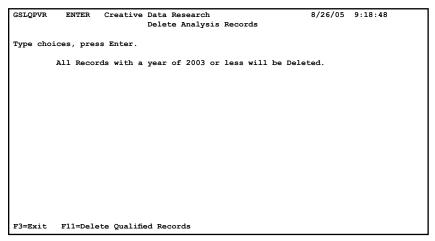


- 2. Enter a warehouse code for the **Warehouse** field (6,a).
- 3. Enter a date for the **Ending date** field (6,n).
- 3. Press <F10> (Drop All Qualified Record).
- 4. Press F3 to exit the program.

Deleting Analysis Records

An analysis record is qualified for deletion when it is over a year old. For example, analysis records created in 1997 are qualified for deletion in 1999, but analysis records created in 1998 are not qualified for deletion in 1999.

1. Select option 4 (Delete Qualified Analysis Records) from the Deletion Menu screen. The Delete Analysis Records screen appears.

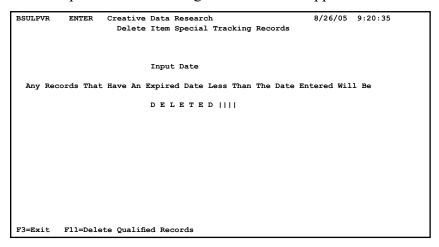


- 2. Press <F11> (Delete Qualified Records).
- 3. Press <Enter> when prompted to confirm.

Deleting Promo Records

Salesman promotion records and selling allowance records are qualified for deletion if the deal expires before or on the deletion date. Refer to Working With Buying Allowances of the Purchasing document for information about the **Last Ship Date** field of the buying allowance record.

1. Select option 6 (Delete Qualified Promo Records) from the Deletion Menu screen. The Delete Special Item Tracking Records screen appears.



- 2. Enter a date for the **Input Date** field (6,n).
- 3. Press <F11> (Delete Qualified Records).
- 4. Press <F3> to exit.

Deleting Inventory History Records

Inventory history records are qualified for deletion if the records are dated before the first day of the current year.

1. Select option 7 (Delete Qualified Inventory History Records) from the Deletion Menu screen. The Prompt for Purge screen appears.

```
GSLTPVR ENTER Creative Data Research 8/26/05 9:21:17
Prompt for Purge of I/C Detail History File

Warehouse . . . 1 MAIN WAREHOUSE

If You Continue All Records Before 10105 Will Be Deleted!

F3=Exit F11=Delete Qualified Records
```

- 2. Enter a warehouse code for the **Warehouse** field (6,a).
- 3. Press <F11> (Delete Qualified Records).
- 4. Press <Enter> when prompted to confirm.

Reorganizing History Files

After using any of the previously described deletion applications, users should select option 8 (Reorganize Above History Files) to compress system disk space.

```
User: JEANNINE
                               Menu: DLTCV1
                                                              Date: 8/26/05
                 ====> DELETION MENU <==
111111111
                         1. Delete Qualified Customers
THE ||
DAC ||
                         2. Delete Qualified Items
                        3. Delete Qualified Buying Allowances
                        4. Delete Qualified Analysis Records
5. Delete Qualified Tax Records
SYSTEM | |
111111111
                         6. Delete Qualified Promo Records
                         7. Delete Qualified Inventory History Records
                         8. Reorganize Above History Files
                         9. Expire Deleted Customer Price Contracts
                        10. Expire Deleted Customer Retail Contracts
                        11. Delete Qualified Customer Weekly Analysis Rcds.
                        MENU CALLS
                         23. Dac Main Menu
                                                     90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Reorganizing HISTORY Files....
```

Deleting Price Contract Records of Deleted Customers

Option 9 (Expire Deleted Customer Price Contracts) is selected from the Deletion Menu screen to delete price contract records that were created for customers that have been deleted from the system.

```
Her: TEANNINE
                                                             Date: 8/26/05
                               Menu: DLTCV1
                   ===> D E L E T I O N
                                         M E N U <==
 111111111
                         1. Delete Qualified Customers
                         2. Delete Qualified Items
                         3. Delete Qualified Buying Allowances
 SYSTEM ||
                         4. Delete Qualified Analysis Records
 111111111
                        5. Delete Oualified Tax Records
                         6. Delete Qualified Promo Records
                         7. Delete Qualified Inventory History Records
                         8. Reorganize Above History Files
                         9. Expire Deleted Customer Price Contracts
                        10. Expire Deleted Customer Retail Contracts
                        11. Delete Qualified Customer Weekly Analysis Rcds.
                         MENU
                                  CALLS
                         20.
 22. File Maintenance
                          23. Dac Main Menu
                                                    90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Job 197644/JEANNINE/JPENJOBS submitted to job queue QBATCH in library QGPL
```

Deleting Retail Contract Records of Deleted Customers

Option 10 (Expire Deleted Customer Retail Contracts) is selected from the Deletion Menu screen to delete retail contract records that were created for customers that have been deleted from the system.

```
User: JEANNINE
                                 Menu: DLTCV1
                                                                 Date: 8/26/05
111111111
                          1. Delete Oualified Customers
                          2. Delete Qualified Items
 THE
                          3. Delete Qualified Buying Allowances
 SYSTEM | |
                          4. Delete Qualified Analysis Records
                          5. Delete Oualified Tax Records
 111111111
                          6. Delete Qualified Promo Records
                          7. Delete Qualified Inventory History Records
                          8. Reorganize Above History Files
9. Expire Deleted Customer Price Contracts
                         10. Expire Deleted Customer Retail Contracts
                         11. Delete Qualified Customer Weekly Analysis Rcds.
                          MENU CALLS
                           20.
 22. File Maintenance
                           23. Dac Main Menu
                                                       90. Sign Off
 COPYRIGHT @1992-2004@ Creative Data Research, Inc.
Job 197645/JEANNINE/JPENJOBS submitted to job queue QBATCH in library QGPL.
```

Deleting Weekly Analysis Records of Deleted Customers

Option 11 (Delete Qualified Customer Weekly Analysis Rcds) is selected from the Deletion Menu screen to delete weekly analysis records that were created for customers that have been deleted from the system.

