DAC
User Guide

Item File Maintenance

Table of Contents

Getting Started

The Product Related File Maintenance applications are used to create and maintain the following records:

- Warehouse
- Item category
- Sales class
- Product class
- Book heading
- Item
- Scan Code.

Refer to the Tax System document for information about creating and maintaining:

- Tax class records and tax types
- Sales and stamp tax records.

Refer to the Vendors document for information about creating vendor records.

```
User: JEANNINE                  Menu: DACCV1                    Date:  8/06/12
====================>  THE DAC SOFTWARE SYSTEM  <====================
!!!!!!!!!!!!!            Distributor Analysis and Control        !!!!!!!!!!!!!
!!!!!!!!!!!!!                  MAIN OPERATIONS MENU              !!!!!!!!!!!!!
=====================================================================
!!!!!!!!!                  1. File Maintenance Menu
THE     !!                 2. Accounts Receivable
DAC     !!                 3. Billing System
SYSTEM  !!                 4. Inventory System
!!!!!!!!!                  5. Purchasing System
                           6. Reports Menu
                           7. Truck Scheduling
                           8. Closing Procedures
                           9. Integration
                          10. Other Functions Menu
                          11. Accounts Payable
                          12. General Ledger
                          90. Sign Off
=====================================================================
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==>
```

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

```
   User: JEANNINE                    Menu: FMCV1                    Date:  8/06/12

   ===================> 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:  8/06/12

   ===================> 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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   ==>
```

Working With Warehouses

The Edit Warehouse Master application is used to add warehouse records in the Warehouse Master file. Each warehouse record includes a unique warehouse code consisting of a combination of any letters (*A* through *Z*) and numbers (*0* through *9*). The *Warehouse Master already exists* message appears if a previously used code is entered.

The warehouse code of one of the warehouse records must be entered for the **Default Warehouse Number** field of the SYS001 default system option. Refer to the DAC Default System Options document for information about the **Default Warehouse Number** and **Use Branch Code For Whse.** fields of the SYS001 default system option. Refer to the Warehousing document for additional information about the Warehousing system.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
User: JEANNINE              Menu: IRMCV1              Date:  2/15/10

====================> 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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==>
```
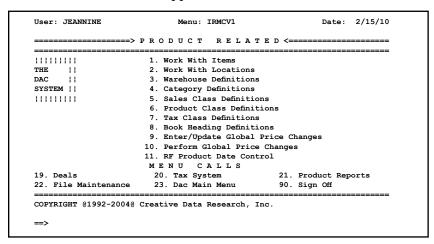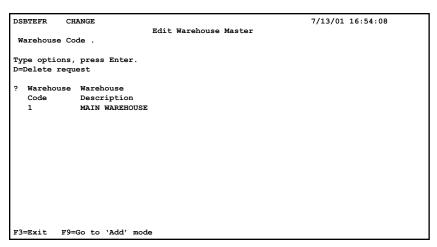
3. Select option 3 (Warehouse Definitions) from the Product Related screen. The Edit Warehouse Master screen appears with a list of warehouse records if any were previously defined.

```
DSBTEFR    CHANGE                                    7/13/01 16:54:08
                          Edit Warehouse Master
 Warehouse Code .

Type options, press Enter.
D=Delete request

?  Warehouse  Warehouse
   Code       Description
   1          MAIN WAREHOUSE












F3=Exit    F9=Go to 'Add' mode
```
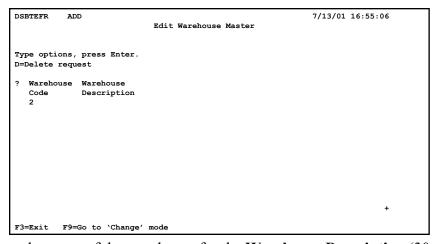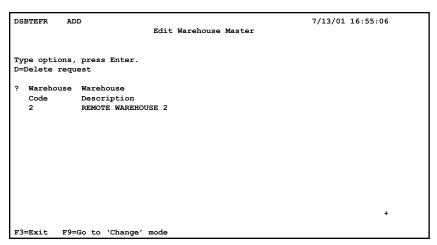
4. Press <F9> (Go to 'Add' mode). The Edit Warehouse Master screen is redisplayed
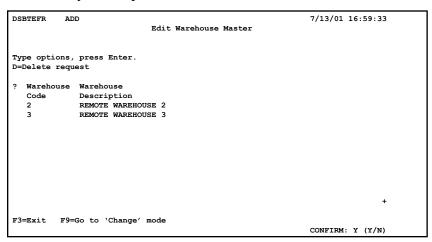   without values for **Warehouse Code** and **Warehouse Description**.

```
DSBTEFR    ADD                                       7/13/01 16:55:06
                          Edit Warehouse Master


Type options, press Enter.
D=Delete request

?  Warehouse  Warehouse
   Code       Description










                                                                  +
F3=Exit    F9=Go to 'Change' mode
```

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

```
DSBTEFR    ADD                                       7/13/01 16:55:06
                          Edit Warehouse Master


Type options, press Enter.
D=Delete request

?  Warehouse  Warehouse
   Code       Description
   2









                                                                  +
F3=Exit    F9=Go to 'Change' mode
```

6. Enter the name of the warehouse for the **Warehouse Description** (30,a) field.

```
DSBTEFR     ADD                                          7/13/01 16:55:06
                               Edit Warehouse Master


Type options, press Enter.
D=Delete request

?  Warehouse  Warehouse
   Code       Description
   2          REMOTE WAREHOUSE 2






                                                                    +


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

7. Continue entering warehouse codes and names as necessary, and press <Enter> when data entry is complete.

```
DSBTEFR     ADD                                          7/13/01 16:59:33
                               Edit Warehouse Master


Type options, press Enter.
D=Delete request

?  Warehouse  Warehouse
   Code       Description
   2          REMOTE WAREHOUSE 2
   3          REMOTE WAREHOUSE 3






                                                                    +


F3=Exit    F9=Go to 'Change' mode
                                                       CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Edit Warehouse Master screen is cleared.
9. Press <F3> to exit. The Product Related screen appears.

   After the warehouse records are created, the Edit Company Name Master Details screen is used to add company name records. Refer to Working With Company Names of the System File Maintenance document for additional information.

Working With Item Categories

Item categories are used to link items in broadly defined groups for a variety of purposes which may, according to the user's needs, include pricing, sales analysis, and printing reports and price books. For example, categories could be used to group cigarettes, tobacco products, snack items, grocery and general merchandise.

If the user participates in the PMStars reporting program, the item category number defined specifically for cigarettes must be entered for the **Sensitive Category** field of the SYS001 (General System Options) default system option field. Refer to the DAC Default System Options document for additional information. Refer to Working With Unitrac for information about using the Unitrac applications to process cigarette and tobacco product data.

If DAC's Purchasing system and Accounts Payable system are used, an A/P item record must be created for every category record *before* purchase orders are transferred to accounts payable. Refer to Working With Item Records of the Accounts Payable document for additional information.

If DAC's General Ledger system is used, the Work With G/L Interface application must be used to update G/L interface records every time an item category record is created or changed. Refer to Working With General Ledger Interface of the General Ledger document for additional information.

The following instructions describe using the Edit Item Category Master screen to add an item category record in the Item Category Master file. Each item category record includes a unique category number between 1 and 99. The *Item Category Master already exists* message appears if a previously used number is entered.
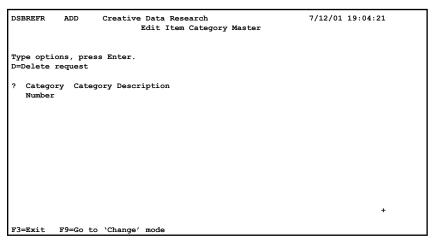
1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
      User: JEANNINE                 Menu: IRMCV1                 Date:  2/15/10

      ===================> 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 4 (Category Definitions) from the Product Related screen. The Edit Item Category Master screen appears with a list of item category records if any were previously defined.

```
DSBREFR     CHANGE   Creative Data Research              7/12/01 19:00:43
                         Edit Item Category Master
 Category Number .

Type options, press Enter.
D=Delete request

?  Category  Category Description
   Number
     1        CIGARETTES
     2        TOBACCO/SNUFF/CIGARS
     3        SNACK ITEMS
     4        CANDY/GUM
     5        GENERAL MERCHANDISE
     6        GROCERY
     7        DRUGS/HBC
     8        SPECIALTY ITEMS FOR OUTLETS
     9        AUTO SUPPLIES
    10        OIL AND LUBE ITEMS
    11        CLOSE OUT ITEMS & TAX STAMPS
    14        STORE SUPPLIES                                            +

F3=Exit   F9=Go to 'Add' mode
```

4. Press <F9> (Go to 'Add' mode). The Edit Item Category Master screen is redisplayed without values for **Category Number** and **Category Description**.

```
DSBREFR     ADD      Creative Data Research              7/12/01 19:04:21
                         Edit Item Category Master


Type options, press Enter.
D=Delete request

?  Category  Category Description
   Number






                                                                       +

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

5. Enter a unique item category number for the **Category Number** (5,n) field.

```
DSBREFR    ADD     Creative Data Research          7/12/01 19:21:39
                        Edit Item Category Master


Type options, press Enter.
D=Delete request

?  Category   Category Description
   Number
   12




                                                                    +

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

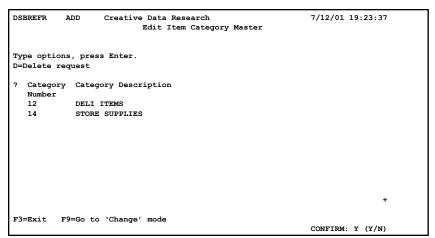6. Enter the name of the item category for the **Category Description** (35,a) field.

```
DSBREFR    ADD     Creative Data Research          7/12/01 19:22:25
                        Edit Item Category Master


Type options, press Enter.
D=Delete request

?  Category   Category Description
   Number
   12         DELI ITEMS




                                                                    +

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

7. Continue entering item category numbers and names as necessary, and press <Enter> when data entry is complete.

```
DSBREFR    ADD     Creative Data Research          7/12/01 19:23:37
                        Edit Item Category Master


Type options, press Enter.
D=Delete request

?  Category   Category Description
   Number
   12         DELI ITEMS
   14         STORE SUPPLIES




                                                                    +

F3=Exit    F9=Go to 'Change' mode
                                              CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Edit Item Category Master screen is cleared.
9. Press <F3> to exit. The Product Related screen appears.

After the item category records are added, they must be linked to item records. The value of the **Category Number** field of item category records is entered for

the **Category** field of the item records (as illustrated in the screen below). Refer to Adding Item Records and Editing Item Records for additional information.

```
GSYKE1R    CHANGE  Creative Data Research                  5/30/01 14:21:40
                               Edit Item
W.H. 1                    Description            Retail PK    Status
Item 211100 - 9    HERSHEY ALMOND BAR                          C A
Category . . .     4 Vendor HER100 Mfr# 24100       $ Standard U/M  2
Sales Class      255 Net Cost       11.700            Buying U/M   3   A
Product Class    110 Base Cost      11.700 B%M        Catch Weight  N
Tax Class .          List Price     12.870 L%M  10.00 Inventory Sts Y
Book Heading    0200 MSRP . . .       .59 R%M  65.03  Location O1435
Book Seq. .          Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 EA      1  N      1 N
2 BOX    36  Y        N  342410                    130       130
3 CSE    12  Y        N             44.00
4         1  N        N  SS


Substitute Item/Type .        Mfr. Out of Stock Code   Guarantee Return N
Max. Allocation Qty & U/M     Backorder Code . . .  N Seasonal Code
Restocking Fee % . . .        Daily tracking Status  N
Pallet Tie/High . . .    /    Original Date    3/18/93
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext
```

Working With Sales Classes

Sales classes are primarily used to link items as a group for the purpose of defining customer (billing) contracts and retail contracts. Refer to Working With Customer Contracts, Working With Billing Matrix Contracts and Working With Retail Contracts of the Billing File Maintenance document for additional information.

Sales classes are also used to link items as a group for the purpose of participating in reporting programs such as PMStars. Refer to Defining Discount Brand Cigarettes, Defining USTRAD Item Classes and Defining ADAMS Item Classes in this section for additional information.

Sales classes can also be used for sorting items before printing retail labels with the Work With Retail Label Batches application.

A single sales class record must defined for adding miscellaneous item records which should be excluded from DAC profitability and sales analysis, such as the following:

- Remote order fee that customers are charged. Refer to the DAC Default System Options document for information about the **Telxon Charge Item Number** field of the SYS001 default system option.
- Rebate credit memo that users can issue for accumulated rebates. Refer to the DAC Default System Options document for information about the **Rebate Credit Item Number** field of the SYS001 default system option.
- Tote charge that customers are assessed. Refer to the DAC Default System Options document for information about the **Tote Charge Item Number** field of the SYS001 default system option.
- Minimum order charge that customers are assessed. Users may choose not to use the miscellaneous item sales class record when adding a minimum order charge item record, in which case these fees are included in profitability and sales analysis. Refer to Working With Minimum Order Charges of the Billing File Maintenance document for additional information.
- Special billing charges, such as delivery fees, that customers are assessed. Users may choose not to use the miscellaneous item sales class record when adding a special billing charge item record, in which case these fees are included in profitability and sales analysis. Refer to Working With Special Billing Charges of the Billing File Maintenance document for additional information.

The sales class number of the sales class record defined for adding miscellaneous item records must be entered for the **Misc Charge Item Class** field of the SYS001 default system option. Refer to the DAC Default System Options document for additional information.
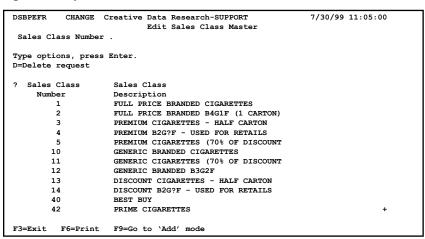
The following instructions describe using the Edit Sales Class Master screen to add a sales class record in the Sales Class Master file. Each sales class record includes

a unique sales class number between 1 and 99999. The *Sales Class Master already exists* message appears if a previously used number is entered.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.
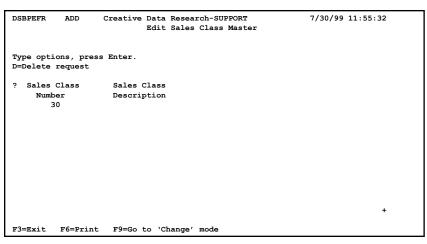
```
    User: JEANNINE              Menu: IRMCV1              Date:  2/15/10

    ===================> 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 5 (Sales Class Definitions) from the Product Related screen. The Edit Sales Class Master screen appears with a list of sales class records if any were previously defined.

```
    DSBPEFR    CHANGE  Creative Data Research-SUPPORT       7/30/99 11:05:00
                           Edit Sales Class Master
     Sales Class Number .

    Type options, press Enter.
    D=Delete request

    ?  Sales Class        Sales Class
        Number            Description
            1             FULL PRICE BRANDED CIGARETTES
            2             FULL PRICE BRANDED B4G1F (1 CARTON)
            3             PREMIUM CIGARETTES - HALF CARTON
            4             PREMIUM B2G?F - USED FOR RETAILS
            5             PREMIUM CIGARETTES (70% OF DISCOUNT
           10             GENERIC BRANDED CIGARETTES
           11             GENERIC CIGARETTES (70% OF DISCOUNT
           12             GENERIC BRANDED B3G2F
           13             DISCOUNT CIGARETTES - HALF CARTON
           14             DISCOUNT B2G?F - USED FOR RETAILS
           40             BEST BUY
           42             PRIME CIGARETTES                            +

    F3=Exit   F6=Print   F9=Go to 'Add' mode
```

4. Press <F9> (Go to 'Add' mode). The Edit Sales Class Master screen is redisplayed without values for **Sales Class Number** and **Sales Class Description**.

```
DSBPEFR     ADD      Creative Data Research-SUPPORT        7/30/99 11:31:28
                          Edit Sales Class Master


Type options, press Enter.
D=Delete request

?  Sales Class      Sales Class
     Number          Description










                                                              +

   F3=Exit    F6=Print    F9=Go to 'Change' mode
```

5. Enter a unique sales class number for the **Sales Class Number** (5,n) field.
   If the sales class record will be used for adding miscellaneous item records which should be excluded from DAC profitability and sales analysis, the value of the **Sales Class Number** field must be entered for 1) the **Misc Charge Item Class** field of the SYS001 default system option, and 2) the **Sales Class** field of the miscellaneous item record.

```
DSBPEFR     ADD      Creative Data Research-SUPPORT        7/30/99 11:55:32
                          Edit Sales Class Master


Type options, press Enter.
D=Delete request

?  Sales Class      Sales Class
     Number          Description
       30









                                                              +

   F3=Exit    F6=Print    F9=Go to 'Change' mode
```

6. Enter the name of the sales class for the **Sales Class Description** (35,a) field.

```
DSBPEFR     ADD      Creative Data Research-SUPPORT        7/30/99 12:05:25
                          Edit Sales Class Master


Type options, press Enter.
D=Delete request

?  Sales Class      Sales Class
     Number          Description
       30            MISCELLANEOUS CHARGES








                                                              +

   F3=Exit    F6=Print    F9=Go to 'Change' mode
```

7. Continue entering sales class numbers and names as necessary, and press <Enter> when data entry is complete.

```
DSBPEFR     ADD      Creative Data Research-SUPPORT        7/30/99 12:13:01
                          Edit Sales Class Master


Type options, press Enter.
D=Delete request

?  Sales Class      Sales Class
     Number          Description
        30           MISCELLANEOUS CHARGES
        35           DELIVERY CHARGE








                                                            +


F3=Exit    F6=Print   F9=Go to 'Change' mode
                                                  CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Edit Sales Class Master screen is cleared.

9. Press <F3> to exit. The Product Related screen appears.

To verify data entry accuracy, repeat the previous steps and print a list of the sales class records (see below) by pressing <F6> (Print) when the Edit Sales Class Master screen appears.

After the sales class records are created, they must be linked to item records. The value of the **Sales Class Number** field of sales class records is entered for the **Sales Class** field of the item records (as illustrated in the screen below). Refer to Adding Item Records and Editing Item Records for additional information.

```
GSYKE1R     CHANGE  Creative Data Research                5/30/01 14:21:40
                               Edit Item
W.H. 1                   Description            Retail PK    Status
Item 211100 - 9      HERSHEY ALMOND BAR                      C A
Category . . .     4 Vendor HER100 Mfr# 24100     $ Standard U/M  2
Sales Class      255 Net Cost        11.700         Buying U/M    3   A
Product Class    110 Base Cost       11.700 B%M     Catch Weight  N
Tax Class .          List Price      12.870 L%M 10.00 Inventory Sts Y
Book Heading    0200 MSRP . . .          .59 R%M 65.03 Location O1435
Book Seq. .          Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 EA     1   N     1 N
2 BOX   36   Y       N  342410                      130       130
3 CSE   12   Y       N              44.00
4        1   N       N  SS

Substitute Item/Type .        Mfr. Out of Stock Code   Guarantee Return N
Max. Allocation Qty & U/M     Backorder Code . . .   N Seasonal Code
Restocking Fee % . . .        Daily tracking Status  N
Pallet Tie/High . . .     /   Original Date    3/18/93
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext
```

Sales Class List

Sales Class Number	Description
10	PREMIUM KING
11	PREMIUM 100'S
12	PREMIUM 120'S
13	GENERIC KING
14	GENERIC 100'S
15	GENERIC 120'S
16	TWENTY FIVES
17	PROMOTIONAL
20	MULTI PACK
21	LITTLE CIGARS
22	BOX CIGARS
23	IMPORTED CIGARS
30	MOIST SNUFF
31	DRY SNUFF
32	CHEWING TOBACCO
33	PLUG TOBACCO
34	SMOKING TOBACCO
40	MISC. ROLLING PAPERS
41	MISC. SMOKING ACCESSORIES
50	CANDY .02, .03, & .05
51	CANDY .10, .15, & .25
52	CANDY .50
53	CANDY KING SIZE
54	CANDY SATHERS
55	CANDY SPECIALTY
56	CANDY SEASONAL
57	GUM
58	SNACK, NUTS, & CRACKERS
60	MISC. FOOD
61	CLEANING SUPPLIES
62	PET FOOD & SUPPLIES
70	MEDICATION
71	GENERIC DRUGS
72	PERSONAL ITEMS
73	BEAUTY AIDS
80	BAGS
81	CUPS & LIDS
82	PAPER PRODUCTS
90	MISC. BATTERIES
91	MISC. CAMERA'S
92	MISC. SCHOOL SUPPLIES
93	MISC. ITEMS
100	MISC. AUTOMOTIVE
101	MISC. OIL
110	SOFT DRINKS
111	MISC. BEVERAGES
112	GATORADE
99999	MISC. CHARGE SALES CLASS

Final totals

** END OF REPORT **

Working With Product Classes

Product classes, which are used to link items regardless of item category or sales class, can be used for defining the following:

• Customer and billing matrix contracts.

• Retail contracts.

• Rebates.

Refer to Working With Customer Contracts, Working With Billing Matrix Contracts, Working With Retail Contracts, and Working With Rebates of the Billing File Maintenance document for additional information.

Product classes are often used to link items as a group for the purpose of globally changing the net cost, base cost, wholesale (list) price, and suggested retail price of item records. Refer to Working With Global Price Changes for additional information.

Product classes can also be used for defining vendor deals. Refer to the Vendor Receivables document for additional information.

The following instructions describe using the Edit Product Class Master screen to add a product class record in the Product Class Master file. Each product class record includes a unique product class number between 1 and 99999. The *Product Class Master already exists* message appears if a previously used number is entered.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
    User: JEANNINE              Menu: IRMCV1                Date:  2/15/10

    ===================> 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 6 (Product Class Definitions) from the Product Related screen. The Edit Product Class Master screen appears with a list of product class records if any were previously defined.

```
DSBXEFR     CHANGE                                      5/30/01 11:40:49
                         Edit Product Class Master
 Product Class Number .

Type options, press Enter.
D=Delete request

?    Product        Product Class
   Class Number     Description
          49        SMOKE SHOP ITEMS
          50        CHEWING TOBACCO
          60        MOIST SNUFF
          70        DRY SNUFF
          80        CIGARS
          90        SMOKING TOBACCO
         100        MISC SMOKING ITEMS
         110        BAR CANDY
         115        MISC CANDY ITEMS
         120        GUM/MINTS
         130        SPORT CARDS                                        +
         140        VEND ITEMS


 F3=Exit    F9=Go to 'Add' mode
```

4. Press <F9> (Go to 'Add' mode). The Edit Product Class Master screen is redisplayed without values for **Product Class Number** and **Product Class Description**.

```
DSBXEFR     ADD                                         5/30/01 11:43:32
                         Edit Product Class Master


Type options, press Enter.
D=Delete request

?    Product        Product Class
   Class Number     Description








                                                                      +

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

5. Enter a unique product class number for the **Product Class Number** (5,n) field.

```
DSBXEFR     ADD                                         5/30/01 11:48:15
                         Edit Product Class Master


Type options, press Enter.
D=Delete request

?    Product        Product Class
   Class Number     Description
          95







                                                                      +

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

6. Enter the name of the product class for the **Sales Class Description** (35,a) field.

```
 DSBXEFR     ADD                                           5/30/01 11:48:15
                          Edit Product Class Master


 Type options, press Enter.
 D=Delete request

 ?    Product        Product Class
    Class Number     Description
         95          PROMO TOBACCO (ALL)




                                                                         +

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

7. Continue entering product class numbers and names as necessary, and press
   \<Enter\> when data entry is complete.

```
 DSBXEFR     ADD                                           5/30/01 11:51:55
                          Edit Product Class Master


 Type options, press Enter.
 D=Delete request

 ?    Product        Product Class
    Class Number     Description
         95          PROMO TOBACCO (ALL)




                                                                         +

 F3=Exit    F9=Go to 'Change' mode
                                                       CONFIRM: Y (Y/N)
```

8. Press \<Enter\> when prompted to confirm. The Edit Product Class Master screen
   is cleared.
9. Press \<F3\> to exit. The Product Related screen appears.

After the product class records are created, they must be linked to item records. The
value of the **Product Class Number** field of product class records is entered for the
Product Class field of the item records (as illustrated in the screen below). Refer to
Adding Item Records and Editing Item Records for additional information.

```
 GSYKE1R     CHANGE  Creative Data Research              5/30/01 13:12:31
                                Edit Item
 W.H. 1                   Description              Retail PK    Status
 Item 211100 - 9     HERSHEY ALMOND BAR                           C A
 Category . . .    4 Vendor HER100 Mfr# 24100    $ Standard U/M  2
 Sales Class     255 Net Cost       11.700         Buying U/M    3   A
 Product Class   110 Base Cost      11.700 B%M     Catch Weight  N
 Tax Class .         List Price     12.870 L%M 10.00 Inventory Sts Y
 Book Heading   0200 MSRP . . .        .59 R%M 65.03 Location O1435
 Book Seq. .         Consumable Units
 Book Exclusion


   U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
 1 EA     1  N      1 N
 2 BOX   36  Y        N  342410                      130       130
 3 CSE   12  Y        N                      44.00
 4        1  N        N  SS


 Substitute Item/Type .          Mfr. Out of Stock Code   Guarantee Return N
 Max. Allocation Qty & U/M       Backorder Code . . .   N Seasonal Code
 Restocking Fee % . . .          Daily tracking Status  N
 Pallet Tie/High . . .      /    Original Date    3/18/93
 F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext
```

Working With Book Headings

Book headings are used to group items for printing the following:

- Salesman and in-house price books, as well as the customer price/retail list (also called customer price book). Refer to Printing Salesman and In-House Price Books for additional information.
- Bar code order books (also called custom order books), and multi-week order books. Refer to the Order Books document for additional information.

Book headings can also be used for sorting when printing retail shelf labels. Refer to the Retail Shelf Labels document for additional information.

The following instructions describe using the Edit Book Headings screen to create a book heading record.

Each book heading record includes a heading code which must be unique. The *Product Heading Master already exists* message appears if a previously used code is entered.

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

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
User: JEANNINE                    Menu: IRMCV1                Date:  2/15/10

===================> 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
=======================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

3. Select option 8 (Book Heading Definitions) from the Product Related screen. The Edit Book Headings screen appears with a list of book heading records if any were previously defined.

```
DSB3EFR      CHANGE   CDR Customer Conference              8/07/12  9:57:15
                          Edit Book Headings
 Book Heading: ____

Type options, press Enter.
D=Delete request

? Heading  Description                    Items Active Inactive Delete
_   0100    PREMIUM CIGARETTES               45    45      0       0
_   0101    DISCOUNT CIGARETTES              26    26      0       0
_   0200    CHEWING TOBACCO                   2     2      0       0
_   0201    SMOKING TOBACCO                   0     0      0       0
_   0300    CIGARS                            2     2      0       0
_   0400    CANDY/GUM                        10    10      0       0
_   0500    GROCERY                          67    67      0       0
_   0800    CLEANING SUPPLIES                 2     2      0       0




F3=Exit    F9=Go to 'Add' mode
```

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

```
DSB3EFR      ADD      CDR Customer Conference              8/07/12 10:00:06
                          Edit Book Headings

Type options, press Enter.
D=Delete request

? Heading  Description                    Items Active Inactive Delete
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0  +
_  ____
F3=Exit    F9=Go to 'Change' mode
```

5. Enter a unique book heading code for the **Heading** (4,a) field. Note: Heading codes are numbers which are entered as alphanumeric characters; therefore, users should enter preceding zeros. For example, *0010* should be entered to designate the number 10.

```
DSB3EFR      ADD      CDR Customer Conference              8/07/12 10:00:06
                          Edit Book Headings

Type options, press Enter.
D=Delete request

? Heading  Description                    Items Active Inactive Delete
_   0525   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0
_  ____   _____   0     0      0       0  +
F3=Exit    F9=Go to 'Change' mode
```

6. Enter the heading's description for the **Description** (35,a) field.

```
DSB3EFR    ADD      CDR Customer Conference                    8/07/12 10:00:06
                              Edit Book Headings


Type options, press Enter.
D=Delete request

? Heading  Description                          Items Active Inactive Delete
_  0525     ENERGY DRINKS_____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0
_  ____     _____       0     0      0       0  +

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

7. Continue entering book heading codes and descriptions, as necessary, and press
   <Enter> when data entry is complete.

```
DSB3EFR    ADD      CDR Customer Conference                    8/07/12 10:13:48
                              Edit Book Headings

Type options, press Enter.
D=Delete request

? Heading  Description                          Items Active Inactive Delete
   0525     ENERGY DRINKS                           0     0      0       0
   0600     MEDICATION                              0     0      0       0
   0601     HARICARE                                0     0      0       0
   0700     PAPER PRODUCTS                          0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0
                                                    0     0      0       0  +

F3=Exit    F9=Go to 'Change' mode
                                                       CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Edit Book Headings screen is
   cleared.

9. Press <F3> to exit. The Product Related screen appears.

After a book heading record is created, it is linked to item records by entering its
heading code for the **Book Heading** field of the item records. Refer to Adding Item
Records for additional information.

Working With Item Records

The Work With Items application is used to create and maintain item records.

```
DISPLAY HWJ4DFR    JEANNINE       CDR Customer Conference                        10/28/22  13:15:22 QPADEV0016
                                      Work With Items

Item Description                      Cat# Sales Product Tax   Book Vendor WH    Sts
OR Item#                                   Class Class Class  Head
_____ __ _____ _____ _____ ____ _____ _____          A            ONHAND SOLD
Item Number _____  Action _                                                    Authorized,Guaranteed,Prebook Only(A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description                   Rtl Pack  Item#  Cat SClass PClass TClass Vendor Brand   Location   Qty.    Date  A G P S
_ BASIC BLUE BOX KING                20PK      100033  1   101    55     100   PHI001 BASIC              134   2/18/20  Y    A
_ BASIC BLUE BOX 100                 20PK      100034  1   101    55     100   PHI001 BASIC               95   7/28/21  Y    A
_ BASIC BLUE 100                     20PK      100035  1   101    55     100   PHI001 BASIC               57   7/28/21  Y    A
_ BASIC GOLD BOX KING                20PK      100036  1   101    55     100   PHI001 BASIC              144   7/29/21  Y    A
_ BASIC GOLD BOX 100                 20PK      100037  1   101    55     100   PHI001 BASIC              112   7/29/21  Y    A
_ BASIC GOLD MENTHOL BOX KING        20PK      100038  1   101    55     100   PHI001 BASIC               80   7/29/21  Y    A
_ BASIC GOLD MENTHOL BOX 100         20PK      100039  1   101    55     100   PHI001 BASIC              113   7/29/21  Y    A
_ BIC CLASSIC MED BLACK 2PK                    902400  9   850           200   BIC001        1999       1215   7/28/21  Y    A
_ BIC LIGHTER COMFORT LITE                     802680  9   850           200   BIC001        1900       4300   7/29/21  Y    A
_ BIC LIGHTER MINI CLASSIC 3PK                 802662  9   850           200   BIC001        1017        450   7/29/21  Y    A
_ BIC RED CHRYSTAL                             902026  9   850           200   BIC001        1998       7446   7/29/21  Y    A
_ BIT O HONEY                                  500010  4   402                 NST100                    484   7/28/21  Y    A
_ BLUE BUNNY BANANA                            513020  13  513                 BUN001                     30   7/27/21  N    A
_ BLUE BUNNY BUTTER                            513030  13  513                 BUN001                     30   7/27/21  N    A
_ BLUE BUNNY PECAN                             513040  13  513                 BUN001                     30   7/27/21  N    +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

During the course of using the Work With Items screen, the following function keys can be used:

F1 (Cmd Keys) displays a list of the keys described below.

F2 displays the items' secondary lines which include UPC numbers for the first and second selling levels (units of measure) and the manufacturer's part number as illustrated below.

F3 (Exit) returns to the previous screen.

F4 (Search) displays a list of valid values from which to select when using the following restrictor fields at the top of the Work With Items screen:
- **Item Description OR Item#**
- **Cat.#**
- **Sales Class**
- **Produuct Class**
- **Tax Class**
- **Book Head**
- **Vendor**

For example, the Select Vendor Master screen appears when the cursor is located at the **Vendor** field and <F4> is pressed. Refer to Editing Item Records for information about using the Description "Contains" Search screen.

F5 (Search) can be used to locate an item by UPC numbers and the manufacturer's part number.

F7 (Surcharge/Discount By Class) allows users to enter surcharges and discounts for all items of a designated sales class. Refer to Entering Surcharges and Discounts for information about setting up surcharges and discounts for a single item.

F8 (Item Messaging) can be used to enter messages that can be printed for specific items on the pick lists, Label Summary, invoices, customer price books, in-house price book and purchase orders. Refer to Working With Item Messaging of the Billing File Maintenance document for additional information.

F10 (Add Item) is used to create item records as described in the instructions below.

F11 (Edit Item Status Codes) is used to change an item's selling status code. Refer to Changing Item Selling Status Codes for additional information.

F16 (Item Restrictors)

F17 (Set Scan Limit)

F18 (Work With Item Suggestions)

F20 (Toggle Between OnHand and OnOrder)

```
DISPLAY HWJ4DFR     JEANNINE        CDR Customer Conference                        10/28/22  13:15:22 QPADEV0016
                                       Work With Items

Item Description                        Cat# Sales Product  Tax    Book Vendor WH    Sts
OR Item#                                     Class Class   Class  Head
                                                                                A                         ONHAND  SOLD
Item Number _____   Action _
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components    Authorized,Guaranteed,Prebook Only(A G P)
? Item Description                      Rtl Pack Item# Cat SClass PClass TClass Vendor Brand     Location   Qty.   Date    A G P S
  BASIC BLUE BOX KING                   20PK     100033  1   101    55     100 PHI001 BASIC                  135  2/18/20  Y   A
> UPC_1 _____  UPC_2 2820030566                                       MFR_No. 30506____
  BASIC BLUE BOX 100                    20PK     100034  1   101    55     100 PHI001 BASIC                 4954 10/28/22  Y   A
> UPC_1 _____  UPC 2 2820030361____                                   MFR_No. 30366____
  BASIC BLUE 100                        20PK     100035  1   101    55     100 PHI001 BASIC                   32 10/27/22  Y   A
> UPC_1 _____  UPC 2 2820030491____                                   MFR_No. 30496____
  BASIC GOLD BOX KING                   20PK     100036  1   101    55     100 PHI001 BASIC                   66 10/27/22  Y   A
> UPC_1 012300220798___ UPC 2 2820030431____                                   MFR_No. 30430____             M H
  BASIC GOLD BOX 100                    20PK     100037  1   101    55     100 PHI001 BASIC                   84 10/28/22  Y   A
> UPC_1 _____  UPC 2 2820030461____                                   MFR_No. 30460____
  BASIC GOLD MENTHOL BOX KING           20PK     100038  1   101    55     100 PHI001 BASIC                   56 10/27/22  Y   A
> UPC_1 _____  UPC 2 2820030421____                                   MFR_No. 30426____
  BASIC GOLD MENTHOL BOX 100            20PK     100039  1   101    55     100 PHI001 BASIC                   37 10/28/22  Y   A
> UPC_1 _____  UPC 2 2820030451____                                   MFR_No. 30450____                  +


F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

The Work With Items application is used to create and maintain item records. For each product the distributor sells, one record is added in the Item Master file and one record is added in the Item Balance Master file. Additional records must be added in the Item Balance Master file if multiple warehouses are used to store the product. Refer to Adding Item Balance Master File Records for additional information.

```
DCBJE1R      CHANGE  CDR Customer Conference                6/06/22 14:19:45
                                 Edit Item
W.H. 1                  Description                  Retail PK    Status
Item 100033 - 5    BASIC BLUE BOX KING                20PK            C A
Category . . .    1 Vendor PHI001 Mfr# 30506         Standard U/M  2
Sales Class     101 Mfg. List      35.554            Buying U/M    3    A
Product Class    55 Net Cost       34.907 N%P  1.85- Catch Weight  N
Tax Class .     100 Base Cost      35.120 B%P   .61  Inventory Sts Y
Book Heading   0101 List Price     37.200 L%P  5.59  Location
Book Seq. .  _____ MSRP . . .       3.77 R%P  1.30   Consumable Units 200
Book Exclusion  _                                    Servings Per SSU _____

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 EA      1  N  _____  N    _____  _____  _____  _____ _____
2 CTN    10  Y  _____  N 2820030501      _____      34       34    _____
3 CSE    60  Y  _____  N 2820030506      _____       2        2    _____
4 ___     1  _  _____  N    _____  _____  _____  _____ _____
Pre-Priced Retail?(MSRP) . . _ HAZMAT Item? . . . . _ NACS Cat.   290000
Substitute Item/Type .  _____ _ Mfr. Out of Stock Code _ Guarantee Return Y
Max. Allocation Qty & U/M _____ _ Backorder Code . . . N Seasonal Code    _
Restocking Fee % . . .   _____   Daily tracking Status Y Authorized Item? _
Pallet Tie/High . . .   __ / __   Original Date   3/08/12 Prebook Only?    _
F1=Show Command Keys  F3=Exit
```

During the course of using the Work With Items application, the following function keys of the Edit Item screen can be used:

F1 (Show Command Keys) displays a list of the keys described below.

F2 (Show Descriptive) displays descriptive information including the item's category, sales class, product class, tax class, book heading and vendor.

F3 (Exit Program) returns to the previous screen.

F4 (Search) allows users to select from a list of valid values when adding (and editing) the item's vendor, category, sales class, product class, tax class, book heading, NACS category code, substitution item number, and seasonal code. For example, the Select Vendor Master screen appears when the cursor is located at the **Vendor** field and <F4> is pressed.

F5 (Cubic Dimensions) allows users to enter the physical dimensions of an item to calculate its volume in cubic inches and feet. Refer to Entering Dimensions in Item Records for additional information.

F6 (Display Item's Locations) allows users to edit the location records of an item. Refer to Working With Locations of the Warehousing document for additional information.

F7 (Surcharges/Discounts) allows users to enter surcharges and discounts for an item's list price. Refer to Entering Surcharges and Discounts for additional information.

F8 (More Information) allows users to cross-reference the item to an alternate vendor's item. This function is only available when editing an item record.

F10 (Alternate Prices/Costs) allows users to enter alternate list price, alternate base cost and alternate MSRP amounts. This function is only available when editing an item record. Refer to Entering Alternate Prices for additional information.

F12 (Item Key Screen) displays the Edit Item screen.

F14 (Item Activity Data) displays quantity and sales information, and is only available when editing an item record. Refer to Editing Item Records for additional information.

F15 (Park Cursor On a Field) temporarily holds cursor in place to expedite repetitive changes. This function key is only available when editing an item record. Refer to Editing Item Records for additional information.

F17 (Costing Factors) displays the Edit Cost Factors Details screen.

F18 (Product Cost Calculator) displays the Product Cost Calculator screen.

F19 (Show On Order Information) displays purchase order information regarding the item, such as the status of the purchase order, and the quantity ordered at the standard buying and selling units of measure. This function key is only available when editing an item record. Refer to the Purchasing document for additional information about purchase orders.

F24 (Extended Item Information) allows users to enter additional descriptive information and brand to an item record. This function key is only available when editing an item record. Refer to Editing Item Records for additional information.

The amount of data which can be entered for an item record is greater than that which is required to first create the record. For that reason, users may begin adding only the required data, and later complete the data entry by editing the records. Refer to Editing Item Records for additional information, and helpful hints.

The data for which user entry is not required in order to create an item record is labeled as "Optional" in the instructions which follow. Also, as noted in the instructions, some of the required data may be entered by system default, and no user entry is necessary. To facilitate data entry, item record worksheets are included following the instructions below.

Display fields appearing on the Edit Item screen include:

- **W.H.** (6,a) - the item's warehouse code.

- **Item** (6,n) - the item's number. The additional number appended with a dash is a check digit automatically calculated, and no longer used by DAC.

- **Status** (1,a) - the completion status code and the selling status code appear below **Status**. The completion status code is displayed at the location where *C* appears above. When an item record is added with all the required data, the completion status will be *C* for complete; otherwise, it will be *I* for incomplete.

  The selling status code is displayed on the left side or right side (as illustrated above) of the completion status code. Valid values for the selling status code are *A* for active, *I* for inactive and *D* for delete. It may be changed by the user with <F11> (Set Status) of the Work With Items screen.

- **Location** (9,a) - the item's warehouse location code appears after it is assigned with the Work With Locations application. If the item is assigned to multiple warehouse locations, *M* is displayed to the right of the code.

  If necessary, press <F6> (Display Item's Locations) to edit the location records of an item. Refer to Working With Locations of the Warehousing document for additional information.

- **On Hand1 - On Hand4** (7,n) - total quantity of the item currently in inventory at the corresponding selling level. The value of the **Inventory Sts** field must remain *Y*, or the values displayed for the **On Hand1 - On Hand4** fields will not be up-to-date.

- **Avail1 - Avail4** (7,n) - quantity of the item less the amount allocated for customer orders at the corresponding selling level. The value of the **Inventory Sts** field must remain *Y*, or the values displayed for the **Avail1 - Avail4** fields will not be up-to-date.

- Optional: **On Order1 - On Order4** (7,n) - total quantity of the item that is currently on order from the vendor at the corresponding selling level.

- **Original Date** (6,n) - the item record's entry date.

Adding Item Records

The step-by-step instructions which follow describe using the Edit Item screen to add an item record in the Item Master and Item Balance Master files. Refer to Adding Item Balance Master File Records for information about adding item records when multiple warehouses are used.

After an item is added, *N* is printed on invoices next to the item's unit price for 14 days. Refer to Working With Price Maintenance below for information about the *$* (dollar sign) that is printed on invoices when an item's list price changes.

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

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
User: JEANNINE              Menu: IRMCV1              Date:  7/29/21

====================> P R O D U C T   R E L A T E D <====================
=========================================================================
!!!!!!!!!!            1. Work With Items          12. Brand Definitions
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. Product Monitoring
                      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

        ===>
```

3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

```
DISPLAY HWJ4DFR    JEANNINE      CDR Customer Conference                    7/29/21  14:02:08 QPADEV0017
                                 Work With Items

Item Description              Cat# Sales Product  Tax  Book Vendor WH    Sts
OR Item#                           Class Class   Class Head
_____   __  _____  _____  _____  ____  _____         A              ONHAND SOLD
Item Number _____  Action _                                              Authorized,Guaranteed,Prebook Only(A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description             Rtl Pack  Item#  Cat SClass PClass TClass Vendor Brand    Location   Qty.    Date  A G P S
_ BASIC BLUE BOX KING          20PK     100033   1   101    55    100  PHI001 BASIC                 134  2/18/20  Y   A
_ BASIC BLUE BOX 100           20PK     100034   1   101    55    100  PHI001 BASIC                  95  7/28/21  Y   A
_ BASIC BLUE 100               20PK     100035   1   101    55    100  PHI001 BASIC                  57  7/28/21  Y   A
_ BASIC GOLD BOX KING          20PK     100036   1   101    55    100  PHI001 BASIC                 144  7/29/21  Y   A
_ BASIC GOLD BOX 100           20PK     100037   1   101    55    100  PHI001 BASIC                 112  7/29/21  Y   A
_ BASIC GOLD MENTHOL BOX KING  20PK     100038   1   101    55    100  PHI001 BASIC                  80  7/29/21  Y   A
_ BASIC GOLD MENTHOL BOX 100   20PK     100039   1   101    55    100  PHI001 BASIC                 113  7/29/21  Y   A
_ BIC CLASSIC MED BLACK 2PK             902400   9   850          200  BIC001        1999         1215  7/28/21  Y   A
_ BIC LIGHTER COMFORT LITE              802680   9   850          200  BIC001        1900         4300  7/29/21  Y   A
_ BIC LIGHTER MINI CLASSIC 3PK          802662   9   850          200  BIC001        1017          450  7/29/21  Y   A
_ BIC RED CHRYSTAL                      902026   9   850          200  BIC001        1998         7446  7/29/21  Y   A
_ BIT O HONEY                           500010   4   402               NST100                      484  7/28/21  Y   A
_ BLUE BUNNY BANANA                     513020  13   513               BUN001                       30  7/27/21  N   A
_ BLUE BUNNY BUTTER                     513030  13   513               BUN001                       30  7/27/21  N   A
_ BLUE BUNNY PECAN                      513040  13   513               BUN001                       30  7/27/21  N   +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

4. Press <F10> (Add). The Edit Item screen appears.

```
DCBJE1R      ADD       CDR Customer Conference                7/29/21 14:42:58
                                       Edit Item

Item Number .   _____
Warehouse Code  1        (Use F4 To Select)

















F3=Exit    F4=Search
```

5. Enter a number of six or fewer digits for the **Item Number** (6,n) field, and press <Field Exit>. The item's number, which is used to access the item's record, must be unique. The *Item Master already exists* message appears if a previously used number is entered. Users have the option of leaving **Item Number** blank. In this case, DAC defaults to the first, unused number beginning with 000001, and the *Item number will be automatically assigned* message appears at the bottom of the screen.

```
DCBJE1R      ADD       Creative Data Research                 7/29/21 14:42:58
                                       Edit Item

Item Number .   108490
Warehouse code  1        (use F4 to select)

















F3=Exit    F4=Search
```

6. If necessary, enter a different warehouse code for the **Warehouse code** (6,a) field, and press <Enter>. Users may press <F4> to select a warehouse code from the Select Warehouse Master screen. The default value of the **Warehouse code** field is designated by the user with the **Default Warehouse Number** field of the SYS001 default system option. Refer to the DAC Default System Options document for additional information.

After the warehouse code is selected, the Edit Item screen appears.

```
DCBJE1R     ADD     CDR Customer Conference              6/06/22 14:32:31
                              Edit Item
W.H. 1                Description              Retail PK    Status
Item 123456 - 0                                             A  A
Category . . .   __  Vendor        Mfr#              Standard U/M  2
Sales Class     _____  Mfg. List  _____        Buying U/M    3   A
Product Class   _____  Net Cost   _____ N%P    .00  Catch Weight    N
Tax Class .     _____  Base Cost  _____ B%P    .00  Inventory Sts   Y
Book Heading    _____  List Price _____ L%P    .00  Location
Book Seq. .     _____  MSRP . . . _____ R%P    .00  Consumable Units ___
Book Exclusion  _                                   Servings Per SSU _____

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand  Avail.  On Order
1 ___ _____ _ _____   N  _____ _____ _____ _____ _____
2 ___ _____ Y _____   N  _____ _____ _____ _____ _____
3 ___ _____ _ _____   N  _____ _____ _____ _____ _____
4 ___ _____ _ _____   N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .  _  HAZMAT Item? . . . .  _ NACS Cat.  _____
Substitute Item/Type .     _____ _ Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ _ Backorder Code . . .  N Seasonal Code  _
Restocking Fee % . . .    _____   Daily tracking Status  N Authorized Item? _
Pallet Tie/High . . .    __ / __   Original Date   6/22/12 Prebook Only?    _
F1=Show Command Keys  F3=Exit
```

7. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:

- **Description** (35,a) - description of the item as it appears on pick lists, invoices, purchase orders, price books, etc. Refer to Editing Item Records for information about the **Extended Item Description** field.

- Optional: **Vendor** (6,a) - the code of the vendor from whom the item is purchased, with one exception:

   If manufacturer reporting of the item is done, but the item is not purchased from the manufacturer, the manufacturer's code must be entered for the **Vendor** field, and the purchasing vendor's code must be entered for the **Primary Vendor** field when working with vendor items. Refer to Editing Item Movement of the Purchasing document for additional information.

   If different vendors are designated for the **Vendor** field in the item record and the **Primary Vendor** field in the vendor item record, the purchasing vendor's code will appear with *ALT-V* to the right of the **Mfg. List** field as illustrated below.

```
DCBJE1R     CHANGE  CDR Customer Conference              6/06/22 14:35:22
                              Edit Item
W.H. 1                 Description              Retail PK   Status
Item 801510 - 5    HEINZ COCKTAIL SAUCE 12OZ_____  12 OZ_____   C A
Category . . .    _5 Vendor HEI001 Mfr# 1130         Standard U/M  2
Sales Class    __500 Mfg. List    ____1.585 DOT001 *ALT-V Buying U/M  3   A
Product Class  _____ Net Cost     ____1.585 N%M  .00  Catch Weight    N
Tax Class .    _____ Base Cost    ____1.650 B%M __4.10  Inventory Sts   Y
Book Heading   0500 List Price    ____1.950 L%M _18.18_ Location P5000   B1
Book Seq. .     __1 MSRP . . .    ____2.69 R%M _37.95_ Consumable Units ___
Book Exclusion  _                                   Servings Per SSU _____

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand  Avail.  On Order
1 EA_  ____1 _ _____   N  013000001137___ _____ _____ _____ _____
2 EA_  ____1 Y _____   N  013000001137___ _____ _____ _28____ __4____
3 CSE  ___12 _ _____   N  10013000001134_ _____ _____ _____ _____
4 ___  ____1 _ _____   N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .  _  HAZMAT Item? . . . .  _ NACS Cat.  _____
Substitute Item/Type .     _____ _ Mfr. Out of Stock Code _ Guarantee Return N
Max. Allocation Qty & U/M _____ _ Backorder Code . . .  N Seasonal Code  _
Restocking Fee % . . .    _____   Daily tracking Status  N Authorized Item? _
Pallet Tie/High . . .    __ / __   Original Date   4/28/09 Prebook Only?    _
F1=Show Command Keys  F3=Exit
```

- Optional: **Mfr#** (15,a) - the manufacturer's or vendor's item number which must appear on purchase orders.

- Optional: **Retail PK** (10,a) - description of the item as it is sold at the retail level to appear in order books.

- **Standard U/M** (1,n) - the item's standard selling unit of measure, such that *1* designates unit of measure 1, *2* designates unit of measure 2, etc. The default value of **Standard U/M** is designated by the user, usually as *2* for unit of measure 2, with the **Default Standard Sell U/M** field of the SYS002 default system option.

- **Buying U/M** (1,n) - the unit of measure at which the item is purchased. The default value of **Buying U/M** is designated by the user, usually as *3* for unit of measure 3, with the **Default Standard Buy U/M** field of the SYS002 default system option.

- The item's buying status field (1,a) appears to the immediate right of **Buying U/M**. Valid values for this status are *A* for active, *I* for inactive and *D* for discontinued.

```
DCBJE1R      ADD      CDR Customer Conference              6/06/22 14:36:14
                              Edit Item
W.H. 1                   Description              Retail PK    Status
Item 123456 - 0                                              A   A
Category . . .    _   Vendor _____ Mfr#_____  Standard U/M  2
Sales Class   _____  Mfg. List  _____         Buying U/M   3   A
Product Class _____  Net Cost   _____ N%P   .00  Catch Weight   N
Tax Class .   _____  Base Cost  _____ B%P   .00  Inventory Sts  Y
Book Heading  _____  List Price _____ L%P   .00  Location
Book Seq. .   _____  MSRP . . . _____ R%P   .00  Consumable Units  ___
Book Exclusion  _                                Servings Per SSU  _____

   U/M Mult Sell MOQ Mult UPC Numbers    Weights On Hand   Avail.  On Order
1  ___ _____  _       N  _____ _____ _____ _____ _____
2  ___ _____  Y       N  _____ _____ _____ _____ _____
3  ___ _____  _       N  _____ _____ _____ _____ _____
4  ___ _____  _       N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .  _  HAZMAT Item? . . . .  _  NACS Cat. _____
Substitute Item/Type .  _____ _  Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ _  Backorder Code . . .  N Seasonal Code   _
Restocking Fee % . . .     _____  Daily tracking Status N Authorized Item? _
Pallet Tie/High . . .   __ / __   Original Date   6/22/12 Prebook Only?     _
F1=Show Command Keys  F3=Exit
```

- **Category** (2,n) - an item category number.

  If the item is a cigarette, and manufacturer reporting of cigarettes is done, the category number defined specifically for cigarettes must be entered for the **Sensitive Category** field of the SYS001 (General System Options) default system option field. Refer to Getting Started With Unitrac for additional information.

- **Sales Class** (5,n) - a sales class number. Sales classes are primarily used to group items for pricing.

- Optional: **Product Class** (5,n) - a product class number. Product classes are also used for pricing, and often to designate the exceptions to prices that are set using sales classes.

- Optional: **Tax Class** (5,n) - a tax class number. Refer to the Tax System document for information about tax classes.

- Optional: **Book Heading** (4,a) - a book heading code. Book heading codes are used for printing salesman and in-house price books, as well as the customer price/retail list (also called customer price book).

  Book heading codes are also used for printing bar code order books (also called custom order books), and multi-week order books. Users may print retail shelf labels sorted by book headings with the Work With Retail Label Batches application (option 5 of the Label Menu screen).

- Optional: **Book Seq** (5,n) - a number assigned to the item, and used for sequentially printing items when book headings (see **Book Heading**) are printed in price books and order books. It is recommended that this field be left blank, and items will be listed in alphabetical order.

- Optional: **Book Exclusion** (1,a) - *Y* designates that the item is not printed in price books and order books. If the field is left blank, the item is printed. Refer to Printing A Customer Price Book of the Customer File Maintenance document for information about the **Print Book Exclude** field.

```
DCBJE1R    ADD    CDR Customer Conference              6/06/22 14:36:14
                          Edit Item
W.H. 1              Description              Retail PK    Status
Item 123456 - 0                             _____     A   A
Category . . .    __  Vendor _____ Mfr# _____  Standard U/M  2
Sales Class   _____  Mfg. List _____          Buying U/M    3   A
Product Class _____  Net Cost  _____  N%P  .00  Catch Weight    N
Tax Class .   _____  Base Cost _____  B%P  .00  Inventory Sts   Y
Book Heading  ____   List Price _____  L%P  .00  Location
Book Seq. .   ____   MSRP . . . _____  R%P  .00  Consumable Units ___
Book Exclusion  _                                Servings Per SSU _____

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 ___ _____  _  _____  N  _____ _____ _____ _____ _____
2 ___ _____  Y  _____  N  _____ _____ _____ _____ _____
3 ___ _____  _  _____  N  _____ _____ _____ _____ _____
4 ___ _____  _  _____  N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .   _  HAZMAT Item? . . . .  _ NACS Cat.  _____
Substitute Item/Type .  _____ _  Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ _  Backorder Code . . .  N Seasonal Code    _
Restocking Fee % . . .    _____   Daily tracking Status N Authorized Item? _
Pallet Tie/High . . .   __ / __    Original Date   6/22/12 Prebook Only?    _
F1=Show Command Keys  F3=Exit
```

- Optional: **Mfg. List** (7.2,n) - the distributor's cost excluding vendor terms for the item's standard selling unit of measure. It is recommended that users do not include tax in this amount. This cost can be used to generate inventory evaluation reports.

- **Net Cost** (9.3,n) - the distributor's cost for the item's standard selling unit. This cost may, or may not, include vendor terms discounts, but should not include tax because it is typically used by the system for calculating stamp tax.

  The Purchasing system uses net cost to calculate suggested order quantities, and the Accounts Payable system uses net cost to calculate discounts. This cost can also be used to generate inventory evaluation reports.

  If a percentage is used to calculate stamp tax for items, their base cost can be used by entering *Y* for the **Use Base Cost For Stamps?** field of the SYS034 default system option.

- **Base Cost** (9.3,n) - the distributor's cost for the item's standard selling unit which includes freight and any necessary "padding," but should not include the vendor terms discount, nor any tax.

  DAC uses base cost, not net cost, for calculating cost plus contracts, profitability and lost sales analysis.

- **List Price** (9.3,n) - the distributor's default wholesale price for the item's standard selling unit. It is recommended that users do not include tax in this amount, which like base cost, can be used for pricing.

- Optional: **MSRP** (7.2,n) - the default retail price of the item's unit which is specified by the **Default U/M for MSRP** field of the SYS006 default system option.

```
DCBJE1R     ADD     CDR Customer Conference          6/06/22 14:36:14
                              Edit Item
W.H. 1                    Description              Retail PK    Status
Item 123456 - 0      _____     _____      A    A
Category . . .   __  Vendor _____ Mfr# _____ Standard U/M  2
Sales Class    _____ Mfg. List  _____            Buying U/M   3   A
Product Class  _____ Net Cost   _____ N%P  .00   Catch Weight   N
Tax Class .    _____ Base Cost  _____ B%P  .00   Inventory Sts  Y
Book Heading   _____  List Price  _____ L%P  .00  Location
Book Seq. .    _____  MSRP . . .  _____ R%P  .00  Consumable Units ___
Book Exclusion  _                                      Servings Per SSU _____

    U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1  ___ _____ _  _____ N  _____ _____ _____ _____ _____
2  ___ _____ Y  _____ N  _____ _____ _____ _____ _____
3  ___ _____ _  _____ N  _____ _____ _____ _____ _____
4  ___ _____ _  _____ N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .  _   HAZMAT Item? . . . .  _ NACS Cat. _____
Substitute Item/Type .  _____ _  Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ _  Backorder Code . . .  N Seasonal Code    _
Restocking Fee % . . .      _____  Daily tracking Status  N Authorized Item? _
Pallet Tie/High . . .    __ / __   Original Date   6/22/12 Prebook Only?     _
F1=Show Command Keys  F3=Exit
```

- Optional: **N%M** or **N%P** (5.2,n) - the percentage used in a markup or profit calculation to compute the net cost of the item based on the value of the **Mfg. List** field. If a fixed amount is entered for **Net Cost**, this field should be left blank; otherwise, the **Net Cost** field must be blanked out before this field can be used to calculate the net cost of the item.

- Optional: **B%M** or **B%P** (5.2,n) - the percentage used in a markup or profit calculation to compute the base cost of the item based on its net cost. The **Use MFR List To Calc Base** field of the SYS008 default system option can be used to designate that the value of the **Mfg. List** field, rather than the **Net Cost** field, is used to calculate the base cost of items.

  If a fixed amount is entered for **Base Cost**, this field (**B%M** or **B%P**) should be left blank; otherwise, the **Base Cost** field must be blanked out before this field can be used to calculate the base cost of the item.

- Optional: **L%M** or **L%P** (5.2,n) - the percentage used in a markup or profit calculation to compute the list price of the item based on its base cost. If a fixed amount is entered for **List Price**, this field should be left blank; otherwise, the **List Price** field must be blanked out before this field can be used to calculate the list price of the item.

- Optional: **R%M** or **R%P** (5.2,n) - the percentage used in a markup or profit calculation to compute the retail price of the item based on its list price. If a fixed amount is entered for **MSRP**, this field should be left blank; otherwise, the **MSRP** field must be blanked out before this field can be used to calculate the retail price of the item.

```
DCBJE1R    ADD      CDR Customer Conference                6/06/22 14:36:14
                              Edit Item
W.H. 1                  Description              Retail PK    Status
Item 123456 - 0    _____     _____    A    A
Category . . .   __  Vendor _____ Mfr# _____   Standard U/M  2
Sales Class   _____  Mfg. List  _____            Buying U/M    3    A
Product Class _____  Net Cost  _____  N%P   .00  Catch Weight   N
Tax Class .   _____  Base Cost _____  B%P   .00  Inventory Sts  Y
Book Heading  _____  List Price _____ L%P   .00  Location
Book Seq. .   _____  MSRP . . . _____  R%P   .00  Consumable Units ___
Book Exclusion _                                     Servings Per SSU _____

   U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1  ___ _____  _  _____  N  _____ _____ _____ _____ _____
2  ___ _____  Y  _____  N  _____ _____ _____ _____ _____
3  ___ _____  _  _____  N  _____ _____ _____ _____ _____
4  ___ _____  _  _____  N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .  _  HAZMAT Item? . . . .  _ NACS Cat. _____
Substitute Item/Type .  _____ _  Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ _ Backorder Code . . .  N Seasonal Code   _
Restocking Fee % . . .    _____   Daily tracking Status  N Authorized Item? _
Pallet Tie/High . . .     __ / __  Original Date    6/22/12 Prebook Only?   _
F1=Show Command Keys  F3=Exit
```

- Optional: **Catch Weight** (1,a) - *Y* for yes if adding an item that is sold by the pound and must be weighed after picking. If *Y* is entered for **Catch Weight**, the value of the **Mult1 - Mult4** multiplier fields must be *1*. The default value of **Catch Weight** is *N* for no.

- Optional: **Inventory Sts** (1,a) - *Y* for yes and *N* for no designates if inventory is tracked. The quantities of the item which are available (**Avail1 - Avail4**) and are on hand (**On Hand1 - On Hand4**) are only tracked if **Inventory Sts** is *Y*. The default value of **Inventory Sts** is *Y* for yes.

  If the DAC Unitrac applications are used to process the item's data for reporting programs, *Y* must be entered for the **Inventory Sts** field. Refer to Working With Unitrac for additional information.

- **Location** (9,a) - the item's warehouse location code appears after it is assigned with the Work With Locations application. If the item is assigned to multiple warehouse locations, *M* is displayed to the right of the code.

  If necessary, press <F6> (Display Item's Locations) to edit the location records of an item. Refer to Working With Locations of the Warehousing document for additional information.

- Optional: **Consumable Units** (3,n) - number of consumable units, such as 200 sticks in a carton, of the item's standard selling unit of measure.

  This count is required to process cigarette data for the PMStars reporting program. If the item is a promotional cigarette product and the quantity is larger than 999, leave the **Consumable Units** field blank, and refer to Working With Unitrac for information about using the **Pack Quantity** field of promo item records to enter a consumable units quantity. Note: This count is also required for cigarette stamp tax reporting for some states.

- Optional: **Servings Per SSU** (5.1,n) - number of servings of the item's standard selling unit of measure, but it is not directly related to using the DAC Billing System. It is provided for the informational purposes of the user only.

```
DCBJE1R     ADD      CDR Customer Conference               6/06/22 14:36:14
                            Edit Item
W.H. 1                  Description                    Retail PK    Status
Item 123456 - 0      _____  _____   A   A
Category . . .   __  Vendor _____ Mfr# _____  Standard U/M  2
Sales Class    _____ Mfg. List    _____           Buying U/M    3   A
Product Class  _____ Net Cost    _____  N%P   .00  Catch Weight  N
Tax Class .    _____ Base Cost   _____  B%P   .00  Inventory Sts Y
Book Heading    ____ List Price  _____  L%P   .00  Location
Book Seq. .    _____ MSRP . . .   _____   R%P   .00  Consumable Units ___
Book Exclusion    _                                     Servings Per SSU _____

   U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1  __  _____ _  _____ N  _____ _____  _____ _____ _____
2  __  _____ Y  _____ N  _____ _____  _____ _____ _____
3  __  _____ _  _____ N  _____ _____  _____ _____ _____
4  __  _____ _  _____ N  _____ _____  _____ _____ _____
Pre-Priced Retail?(MSRP) . .  _  HAZMAT Item? . . . . _ NACS Cat. _____
Substitute Item/Type .  _____ _  Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ _  Backorder Code . . .  N Seasonal Code
Restocking Fee % . . .  _____   Daily tracking Status N Authorized Item? _
Pallet Tie/High . . .  __ / __  Original Date   6/22/12 Prebook Only?      _
F1=Show Command Keys  F3=Exit
```

- **U/M1 - U/M4** (3,a) - abbreviated description used to identify the item's selling and buying levels (units of measure). For example, three units of measure for cigarettes are pack, carton and case; therefore, *PK*, *CTN* and *CSE* could be entered for three of these fields.

  The **Item Maint U/M1 Default** field of the SYS015 default system option is used to speed up the data entry of item records with identical values for **U/M1**.

- **Mult1 - Mult4** (5,n) - a multiplier used to quantify the number of items at each selling level. The default value of the **Mult1 - Mult4** fields is *1*, and the default value of **Mult1** (*1*) should not be changed by the user.

  The value of **Mult2** is the number of units of **U/M1** which are contained in one unit of **U/M2**. For example, when adding an item record for cigarettes, **Mult2** equals *10* because 10 units of **U/M1** (10 packs) are contained in one unit of **U/M2** (one carton).

  Likewise, **Mult3** equals *30* because 30 units of **U/M2** (30 cartons) are contained in one unit of **U/M3** (one case). The value of **Mult4** is calculated in the same manner as **Mult2** and **Mult3**.

  Exception: If *Y* is entered for the **Catch Weight** field (see below), the default value of the **Mult1 - Mult4** fields (*1*) must be used.

- **Sell1 - Sell4** (1,a) - the status *Y* for yes, *N* for no, and *C* for conditional which designates if the item can be sold at the corresponding selling level (**U/M1 - U/M4**). The selling status of the item's standard selling unit of measure (see **Standard U/M**) should be *Y*. The conditional sell status (*C*) is used to allow specific customers to purchase at a selling level, usually eaches, at which other customers do not. This exception is made for the customer by entering *Y* for the **Buy Eaches Override** field of a customer's options record.

  DAC allows for the return of items at levels, such as eaches, at which the items are not sold by the distributor. Refer to the DAC Default System

Options document for information about the **Allow No-Sale UM To Return To Stock** field of the SYS033 (Billing Options) default system option.

- Optional: **MOQ1 - MOQ4** (5,n) - the minimum order quantity of the item that can be sold at the corresponding selling level. An exception can be made for a specific customer by entering *Y* for the **Exclude From Item MOQ?** field of the customer's options record. Refer to Working With Customer Options of the Customer File Maintenance document for additional information.

- Optional: **Mult1 - Mult4** (1,a) - *Y* for yes and *N* for no designates if the item must be sold in multiples of the minimum quantity specified by the **MOQ1 - MOQ4** field for the corresponding selling level. The default value of the **Mult1 - Mult4** fields is *N* for no.

- Optional: **UPC Numbers1 - UPC Numbers4** (15,n) - the universal product code of the item at the corresponding selling level.

  Refer to Working With Scan Codes for information about adding, copying and importing scan codes. The UPC numbers can be used to sort items before printing customer invoices using invoice version B.

  If the DAC Unitrac applications are used to process the item's data for the PMStars reporting program, the UPCs must be entered for every selling level at which the item is sold. It is recommended that 12-digit numbers are entered without dashes.

- Optional: **Weights1 - Weights4** (7.2,n) - the total or average weight in pounds of the item at the corresponding selling level. If necessary, the value entered for the **Weights1** field can represent ounces.

  If *Y* is entered for the **Catch Weight** field (see above), the average weight is used to calculate the item's inventory value. Refer to Printing Inventory Evaluation Reports of the Physical Inventory document for additional information.

```
DCBJE1R     ADD     CDR Customer Conference                    6/06/22 14:36:14
                              Edit Item
W.H. 1                    Description              Retail PK   Status
Item 123456 - 0          _____   _____   A   A
Category . . .    __   Vendor _____ Mfr# _____  Standard U/M  2
Sales Class      _____  Mfg. List   _____         Buying U/M    3   A
Product Class    _____  Net Cost    _____  N%P   .00  Catch Weight  N
Tax Class .      _____  Base Cost   _____  B%P   .00  Inventory Sts Y
Book Heading     _____  List Price  _____  L%P   .00  Location
Book Seq. .      _____  MSRP . . .  _____  R%P   .00  Consumable Units ___
Book Exclusion   _                                    Servings Per SSU _____

   U/M Mult Sell MOQ Mult UPC Numbers   Weights On Hand  Avail.  On Order
1  ___ _____ _   _____ N  _____ _____ _____ _____ _____
2  ___ _____ Y   _____ N  _____ _____ _____ _____ _____
3  ___ _____ _   _____ N  _____ _____ _____ _____ _____
4  ___ _____ _   _____ N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)   . . _    HAZMAT Item? . . . . _ NACS Cat. _____
Substitute Item/Type . _____ _  Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____   Backorder Code . . .  N Seasonal Code    _
Restocking Fee % . . .    _____   Daily tracking Status N Authorized Item? _
Pallet Tie/High . . . .   ____ /   Original Date   6/22/12 Prebook Only?    _
F1=Show Command Keys  F3=Exit
```

- Optional: **Pre-Priced Retail?(MSRP)** (1,a) - the value *Y* for yes is enterd to designate that the value of the **MSRP** field will always be used as the retail price.

- Optional: **Substitute Item** (6,n) - the item number of another item which can be used for substitution. If necessary, press <F4> to select an item number from the Select Item by Desc screen.

  Exceptions can be made for specific customers who do not receive out of stock substitutions by entering *N* for the **Subst Code** field of the customers' records. To prohibit forced and out of stock substitutions, enter *X* for the **Subst Code** field.

- Optional: **Type** (1,a) - substitute status field is entered to the immediate right of **Substitute Item**. If an item number is entered for **Substitute Item** and **Type** is blank, the substitution can be made in an out of stock situation, but only if **AVAIL* is entered for the **Allocation Method** field of the SYS009 default system option.

  If an item number is entered for **Substitute Item** and *F* (for forced) is entered for **Type**, the substitution can be made regardless of the ordered item's availability and the allocation method used.

- Optional: **Max Allocation Qty** (5,n) - the maximum quantity of the item that can be sold at a designated selling level (see **U/M**).

- Optional: **U/M** (1,n) - the item's unit of measure to which **Max Allocation Qty** applies.

- Optional: **Restocking Fee %** (5.2,n) - the percentage of the billing price used to calculate the amount charged for returning the item when fees are charged. Refer to Working With Billing Reasons of the Billing File Maintenance document for additional information.

  If no amount is entered for **Restocking Fee %**, the percentage entered for the **Default Restocking Fee %** field of the SYS001 default system option is used.

The value of the **Restk Pct** field of the billing reason record, used when issuing a credit, overrides the value of both the **Restocking Fee %** field and the **Default Restocking Fee %** field with one exception. The item's **Restocking Fee %** field will be used when entered if *N* is entered for the item's **Guarantee Return** field, and **YES* is entered for the **Use Guarantee Flag For CR** field of the SYS033 (Billing Options) default system option. Refer to the DAC Default System Options document for additional information.

Exceptions can be made to exclude a specific customer from restocking charges by entering *Y* for the **Restk Fee Ovr** field of the customer's record. Refer to Working With Customer Orders of the Billing document for information about handling restocking charges on a per item basis when issuing a credit memo.

- Optional: **Pallet Tie** (2,n) the number of units of this item found on each level of a pallet, and **High** (2,n) the number of levels per pallet for this item are used to calculate the number of receiving labels printed by the system. Refer to the RF Warehouse System document for additional information about RF Receiving, the DAC optional module.

```
DCBJE1R     ADD      CDR Customer Conference              6/06/22 14:36:14
                                Edit Item
W.H. 1                    Description                  Retail PK    Status
Item 123456 - 0           _____      A    A
Category . . .    __  Vendor _____ Mfr# _____  Standard U/M  2
Sales Class    _____ Mfg. List  _____                Buying U/M    3   A
Product Class _____  Net Cost  _____  N%P    .00   Catch Weight  N
Tax Class .  _____   Base Cost  _____  B%P    .00  Inventory Sts  Y
Book Heading   ____  List Price _____  L%P    .00  Location
Book Seq. .   _____  MSRP . . .  _____   R%P    .00  Consumable Units ___
Book Exclusion  _                                      Servings Per SSU _____

   U/M Mult Sell MOQ Mult UPC Numbers    Weights On Hand   Avail.  On Order
1  ___ _____  _  ____  N  _____ _____ _____ _____ _____
2  ___ _____  Y  ____  N  _____ _____ _____ _____ _____
3  ___ _____  _  ____  N  _____ _____ _____ _____ _____
4  ___ _____  _  ____  N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .    _  HAZMAT Item? . . . .  _  NACS Cat.  _____
Substitute Item/Type .   _____  _  Mfr. Out of Stock Code _  Guarantee Return _
Max. Allocation Qty & U/M _____  _  Backorder Code . . .   N  Seasonal Code  _
Restocking Fee % . . .    _____     Daily tracking Status  N  Authorized Item? _
Pallet Tie/High . . .   __ / __     Original Date   6/22/12  Prebook Only?    _
F1=Show Command Keys  F3=Exit
```

- Optional: **HAZMAT Item?** (1,a) - the value *Y* for yes is enterd to designate that the item is hazardous material for use with PickRight, the DAC optional module.

- Optional: **Mfr. Out of Stock Code** (1,a) - the value entered for this field determines what message is printed on invoices when the item is ordered but out of stock.

The invoice message defined for INV9 (*Manufacturer Out of Stock*) is printed if a valid character (*A* through *Z*) is entered for the **Mfr. Out of Stock Code** field of the item record, and no item-specific out of stock form message is defined.

The invoice message defined for INV10 (*Above Item Out Of Stock -- Please ReOrder*) is printed if no value is entered for the **Mfr. Out of Stock Code** field of the item's record.

Refer to Defining Form Messages of the Billing File Maintenance document for information about using item-specific out of stock messages. Refer to Editing Invoice Messages of the Billing File Maintenance document for information about editing the messages defined for INV9 and INV10.

- Optional: **Backorder Code** (1,a) - the value *Y* for yes or *N* for no is enterd to designate if the item can be backordered, but it is not directly related to generating backorders with DAC. It is provided for the informational purposes of the user only.

- Optional: **Daily Tracking Status** (1,a) - *Y* for yes if inventory movement is tracked for printing on the Daily Item Usage Report. The default value of **Daily Tracking Status** is *N* for no. Refer to Printing a Daily Item Usage Report of the Purchasing document for additional information.

```
DCBJE1R     ADD       CDR Customer Conference              6/06/22 14:36:14
                              Edit Item
W.H. 1                 Description                 Retail PK    Status
Item 123456 - 0                                    _____     A    A
Category . . .    __   Vendor _____ Mfr# _____  Standard U/M   2
Sales Class  _____     Mfg. List  _____        Buying U/M     3    A
Product Class _____    Net Cost  _____  N%P    .00   Catch Weight   N
Tax Class .   _____    Base Cost _____  B%P    .00   Inventory Sts  Y
Book Heading  _____    List Price _____ L%P    .00   Location
Book Seq. .   _____    MSRP . . .  _____  R%P    .00   Consumable Units ___
Book Exclusion _                                         Servings Per SSU _____

  U/M Mult Sell MOQ Mult UPC Numbers   Weights On Hand   Avail.  On Order
1 ___ _____ _ _____ N  _____ _____ _____ _____ _____
2 ___ _____ Y _____ N  _____ _____ _____ _____ _____
3 ___ _____ _ _____ N  _____ _____ _____ _____ _____
4 ___ _____ _ _____ N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP) . . _ HAZMAT Item? . . . . _ NACS Cat.    _____
Substitute Item/Type . _____ _ Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ _ Backorder Code . . . N Seasonal Code  _
Restocking Fee % . . .  _____   Daily tracking Status N Authorized Item? _
Pallet Tie/High . . .  __ / __   Original Date  6/22/12 Prebook Only?   _
F1=Show Command Keys  F3=Exit
```

- Optional: **NACS Cat** (6,n) - the NACS category number is entered when the MCAT All Tobacco, MCAT Candy, Pepisco, InfoMetrics or WAM module is used.

- Optional: **Guarantee Return** (1,a) - the value of *N* for no is entered to designate that the item is not guaranteed for return, and is used for informational purposes only with two exceptions.

The value of *N* can affect the restocking fee calculation. The item record's percentage fee is used, rather than the billing reason's percentage fee, when *YES* is entered for the **Use Guarantee Flag For CR** field of the SYS033 (Billing Options) and a billing reason with *N* (No Restock/Apply Fee) entered for the **Restock Inventory/Apply Restock Fee** field is used for creating credit memos with the DAC Billing System. Refer to Working With Billing Reasons of the Billing File Maintenance document for additional information.

The value of *N* can prohibit customers from receiving any credit for an item when the Returns Management module is used. Refer to the Returns Management document for additional information.

If bar code order books or profile order forms (with bar codes) are used, an **N** is printed for the item. Refer to Printing Profile Order Forms and Printing Bar Code Order Books of the Order Books document for additional information.

The default value of the **Guarantee Return** field is designated by the user with the **Guarantee Default** field of the SYS001 default system option.

- Optional: **Seasonal Code** (1,a) - a season code used to designate a seasonal item, and alert buyers to upcoming periods of increased sales of the item. If necessary, press <F4> to select a season code from the Select Season Week Range screen. Refer to Defining Seasons and Reviewing Seasonal Sales Projections of the Purchasing document for additional information.

- Optional: **Authorized Item?** (1,a) - *Y* for yes is entered to designate that the item can only be sold to customers who are authorized to purchase it. Refer to Working With Customer/Item Records of the Billing File Maintenance document for additional information.

- Optional: **Prebook Only?** (1,a) - *Y* for yes is entered to designate that the item can only be ordered using the Pre-book Ordering System. Refer to the Pre-book Orders document for additional information.

8. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Edit Item screen appears with the *Record added* message.

9. If necessary, users can repeat the previous instructions (beginning with step 5) to continue adding item records.

10. Press <F3> (Exit) when data entry is complete. The Work With Items screen appears.

Item Data Worksheets

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

Edit Item screen

Item Number (6,n) _____

Description (35,a) _____

Warehouse Code (6,a) _____   Retail PK (10,a) _____

Category (2,n) _____   **Vendor** (6,a) _____   Mfr# (15,a) _____   **Standard U/M** (1,n) _____

Sales Class (5,n) _____   **Mfg. List** (9.3,n) _____   **Buying U/M** (1,n/a) ___ / ___

Product Class (5,n) _____   **Net Cost** (9.3,n) _____ or N% (5.2,n) _____   Catch Weight (Y/N) _____

Tax Class (5,n) _____   **Base Cost** (9.3,n) _____ or B% (5.2,n) _____   Inventory Sts (Y/N) _____

Book Heading (4,a) _____   **List Price** (9.3,n) _____ or L% (5.2,n) _____

Book Seq (5,n) _____   MSRP (7.2,n) _____ or R% (5.2,n) _____   Consumable Units (3,n) _____

Book Exclusion (Y/N) _____   Extended Item Description (35,a) _____   Servings Per SSU (5.1,n) _____

Brand (10,a) _____

U/M (3,a)	**Mult** (5,n)	**Sell** (Y/N/C)	MOQ (5,n)	**Mult** (Y/N)	UPC Numbers (15,n)		Weights (7.2,n)
1. ___	1. ___	1. ___	1. ___	1. ___	1. ___		1. ___
2. ___	2. ___	2. ___	2. ___	2. ___	2. ___		2. ___
3. ___	3. ___	3. ___	3. ___	3. ___	3. ___		3. ___
4. ___	4. ___	4. ___	4. ___	4. ___	4. ___		4. ___

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Edit Item screen

Pre-Priced Retail? (MSRP) (Y/N) _____

Substitute Item (6,n) / Type (1,a) _____ _____

Max Allocation Qty (5,n) & U/M (1,n) _____ _____

Restocking Fee % (5.2,n) _____

Pallet Tie (2,n) / High (2,n) _____ / _____

HAZMAT Item? (Y/N) _____

Mfr. Out of Stock Code (1,a) _____

Backorder Code (Y/N) _____

Daily Tracking Status (Y/N) _____

NACS Cat (6,n) _____

Guarantee Return (Y/N) _____

Seasonal Code (1,a) _____

Authorized Item? (Y/N) _____

Prebook Only? (Y/N) _____

Dimensions - Press <F5> command key

Length (5.1,n)	Width (5.1,n)	Height (5.1,n)
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Surcharge/Discount - Press <F7> command key

Amount (7.3,n)	OR	% (5.2,n)	Base (Y/N)	Net (Y/N)
1. _____		1. _____	1. _____	1. _____
2. _____		2. _____	2. _____	2. _____
3. _____		3. _____	3. _____	3. _____
4. _____		4. _____	4. _____	4. _____

Page 2 of 2

Location Data Worksheet

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

Edit Location

Warehouse Code (6,a) _____

Warehouse Location (9,a) _____

Description (25,a) _____ Stamp-Type (1,a) _____
Item Number (6,n) _____

Location Type (1,a) _____   Current Unit (1,n) _____   Juris. Test (6,a) _____

Pick Region (2,a) _____   Sequence (1,n) _____   Pick Document I.D. (1,a) _____   Inventory Status (Y/N) _____

Height (5,n) _____ inches   Width (5,n) _____ inches   Depth (5,n) _____ inches

Aisle (5,n) _____   Column (5,n) _____   Level (5,n) _____   Weight Lmt. (5,n) _____

Warehouse Area (6,a) _____   Code Date (6,n) _____   Control Number (15,a) _____

Max Capacity (5,n) _____   Replenish Level (7,n) / Unit (1,n) _____ / _____

Check Digit (3,n) _____   Manual Check Digit? (Y/N) _____

Location Data Worksheet

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

Edit Location

Warehouse Code (6,a) _____

Warehouse Location (9,a) _____

Description (25,a) _____ Stamp-Type (1,a) _____
Item Number (6,n) _____

Location Type (1,a) _____   Current Unit (1,n) _____   Juris. Test (6,a) _____

Pick Region (2,a) _____   Sequence (1,n) _____   Pick Document I.D. (1,a) _____   Inventory Status (Y/N) _____

Height (5,n) _____ inches   Width (5,n) _____ inches   Depth (5,n) _____ inches

Aisle (5,n) _____   Column (5,n) _____   Level (5,n) _____   Weight Lmt. (5,n) _____

Warehouse Area (6,a) _____   Code Date (6,n) _____   Control Number (15,a) _____

Max Capacity (5,n) _____   Replenish Level (7,n) / Unit (1,n) _____ / _____

Check Digit (3,n) _____   Manual Check Digit? (Y/N) _____

Editing Item Records

The following instructions describe using the Work With Items application to locate and select individual item records one at a time to edit one or more fields, and to edit a single field of numerous records one by one.

1. Select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

```
DISPLAY HWJ4DFR    JEANNINE      CDR Customer Conference                   8/02/21  14:07:01 QPADEV0016
                                      Work With Items

Item Description             Cat# Sales Product  Tax   Book Vendor WH     Sts
OR Item#                          Class Class   Class  Head
_____ __ ____ ____ ____ ___ ____ _____ _____  A             ONHAND SOLD
Item Number _____  Action _                                  Authorized,Guaranteed,Prebook Only(A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description         Rtl Pack  Item# Cat SClass PClass TClass Vendor Brand   Location   Qty.   Date    A G P S
_ BASIC BLUE BOX KING         20PK  100033  1   101    55    100 PHI001 BASIC                 134  2/18/20   Y   A
_ BASIC BLUE BOX 100          20PK  100034  1   101    55    100 PHI001 BASIC                  95  7/28/21   Y   A
_ BASIC BLUE 100              20PK  100035  1   101    55    100 PHI001 BASIC                  57  7/28/21   Y   A
_ BASIC GOLD BOX KING         20PK  100036  1   101    55    100 PHI001 BASIC                 144  7/29/21   Y   A
_ BASIC GOLD BOX 100          20PK  100037  1   101    55    100 PHI001 BASIC                 112  7/29/21   Y   A
_ BASIC GOLD MENTHOL BOX KING 20PK  100038  1   101    55    100 PHI001 BASIC                  80  7/29/21   Y   A
_ BASIC GOLD MENTHOL BOX 100  20PK  100039  1   101    55    100 PHI001 BASIC                 113  7/29/21   Y   A
_ BIC CLASSIC MED BLACK 2PK         902400  9   850          200 BIC001         1999         1215  7/28/21   Y   A
_ BIC LIGHTER COMFORT LITE          802680  9   850          200 BIC001         1900         4300  7/29/21   Y   A
_ BIC LIGHTER MINI CLASSIC 3PK      802662  9   850          200 BIC001         1017          450  7/29/21   Y   A
_ BIC RED CHRYSTAL                  902026  9   850          200 BIC001         1998         7446  7/29/21   Y   A
_ BIT O HONEY                       500010  4   402              NST100                       484  7/28/21   Y   A
_ BLUE BUNNY BANANA                 513020 13   513              BUN001                        30  7/27/21   N   A
_ BLUE BUNNY BUTTER                 513030 13   513              BUN001                        30  7/27/21   N   A
_ BLUE BUNNY PECAN                  513040 13   513              BUN001                        30  7/27/21   N   +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

2. If the desired item's number is known, enter it for either the:
   - **Item Description OR Item#** field and press <Enter>. When the list is redisplayed beginning with the desired item, enter *2* (Edit Item) in the selection column next to the item's description and press <Enter>.
   - **Item Number** field and press <Enter>.

   If the item exists in multiple warehouses, the Select Item Balance Rec. screen appears, and is used to select the desired record to edit before the Edit Item screen appears.

```
DCBJE1R     CHANGE  CDR Customer Conference              8/02/21 14:12:08
                                    Edit Item
W.H. 1                 Description            Retail PK  Status ADate
Item 500010 - 2    BIT O HONEY_____ _____  C A  _____
Category . . .     4 Vendor NST100 Mfr# 91087       Standard U/M  2
Sales Class   __402 Mfr. List    ___21.280_        Buying U/M    3    A
Product Class _____ Net Cost     __20.870_ N%M  1.96- Catch Weight  N
Tax Class .   _____ Base Cost    __21.280_ B%M  1.93  Inventory Sts Y
Book Heading  0500 List Price    ___26.350_ L%M 19.24 Location
Book Seq. .   _____ MSRP . . .    _____.60_ R%M 82.99- Consumable Units ___
Book Exclusion  _                              Servings Per SSU _____

  U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand  Avail.  On Order
1 EA_    ___1  N      N
2 BOX  ___36  Y  _____ N  280008701_____  _____ ___536_  ___476_ _____
3 CSE  ___10  N  _____ N  280091087_____  _____ _____ _____ _____9_
4 ___  ____1  _      N
Pre-Priced Retail?(MSRP)  . . _  HAZMAT Item? . . . . _  NACS Cat. _____
Substitute Item/Type .  _____ _  Mfr. Out of Stock Code _ Guarantee Return Y
Max. Allocation Qty & U/M _____ _  Backorder Code . . . N Seasonal Code   _
Restocking Fee % . . .  _____    Daily tracking Status  N Authorized Item? _
Pallet Tie/High . . . .  __ /__   Original Date   3/08/12 Prebook Only?     _
F1=Show Command Keys  F3=Exit
```

3. When the Edit Item screen appears, edit the fields of the screen as necessary. Refer to Adding Item Records for detailed descriptions of the fields of this screen.

Refer to Working With Global Price Changes for information about globally updating the net cost, base cost, wholesale (list) price, and suggested retail price of item records. Refer to Working With Item Reports for information about printing item changes and purging file changes.

```
DISPLAY HWJ4DFR    JEANNINE       CDR Customer Conference                 8/02/21  14:07:01 QPADEV0016
                                      Work With Items

Item Description              Cat# Sales Product Tax   Book Vendor WH    Sts
OR Item#                           Class Class Class  Head
_____  __   ____  ____  ____  ___ _____ _____    A               ONHAND  SOLD
Item Number _____  Action _                                   Authorized,Guaranteed,Prebook Only(A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description            Rtl Pack Item#  Cat SClass PClass TClass Vendor Brand    Location  Qty.  Date    A G P S
_ BASIC BLUE BOX KING          20PK   100033  1   101     55     100   PHI001 BASIC               134  2/18/20  Y   A
_ BASIC BLUE BOX 100           20PK   100034  1   101     55     100   PHI001 BASIC                95  7/28/21  Y   A
_ BASIC BLUE 100               20PK   100035  1   101     55     100   PHI001 BASIC                57  7/28/21  Y   A
_ BASIC GOLD BOX KING          20PK   100036  1   101     55     100   PHI001 BASIC               144  7/29/21  Y   A
_ BASIC GOLD BOX 100           20PK   100037  1   101     55     100   PHI001 BASIC               112  7/29/21  Y   A
_ BASIC GOLD MENTHOL BOX KING  20PK   100038  1   101     55     100   PHI001 BASIC                80  7/29/21  Y   A
_ BASIC GOLD MENTHOL BOX 100   20PK   100039  1   101     55     100   PHI001 BASIC               113  7/29/21  Y   A
_ BIC CLASSIC MED BLACK 2PK           902400  9   850            200   BIC001        1999        1215  7/28/21  Y   A
_ BIC LIGHTER COMFORT LITE            802680  9   850            200   BIC001        1900        4300  7/29/21  Y   A
_ BIC LIGHTER MINI CLASSIC 3PK        802662  9   850            200   BIC001        1017         450  7/29/21  Y   A
_ BIC RED CHRYSTAL                    902026  9   850            200   BIC001        1998        7446  7/29/21  Y   A
_ BIT O HONEY                         500010  4   402                  NST100                     484  7/28/21  Y   A
_ BLUE BUNNY BANANA                   513020  13  513                  BUN001                      30  7/27/21  N   A
_ BLUE BUNNY BUTTER                   513030  13  513                  BUN001                      30  7/27/21  N   A
_ BLUE BUNNY PECAN                    513040  13  513                  BUN001                      30  7/27/21  N   +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

4. If the desired item's number is not known, use one of the following methods to locate the desired item in the screen's list:
   - Enter a portion of the item's description, beginning with the first letter, for **Item Description OR Item#**, press <Enter>, and the list is redisplayed beginning with item descriptions matching the text entered.
   - Use one or more of the restrictor fields at the top of the screen to limit the list to include only those items which have data that precisely matches what is entered. For example, by entering the category number of the desired item for **Cat #**, and pressing <Enter>, the list is redisplayed with only those items of the specified category.
   - Press <F16> (More Filters) to use the Extended Item Restriction screen to further limit the items appearing on the Work With Items screen.
   - Use the Expanded Item Selection or Select Item by Description screens as described below to locate the desired item.

5. To use the Expanded Item Selection screen to locate the desired item, place the cursor at the **Item Description OR Item#** field of the Work With Items screen, and press <F4>. The Expanded Item Selection screen appears.

```
SELECT  DMFRSRR    JEANNINE       CDR Customer Conference                          8/02/21  14:17:01 QPADEV0016
                                    Expanded Item Selection


Item Description                  Item#  Cat SClass PClass Vendor Book UPC1          UPC2          UPC3
_____  _____  ___ _____ _____ _____ ____ _____  _____  _____

                                  Item#  OH_Q      Pack Size      Sts  Sub# UPC 1          UPC 2          UPC 3
X=Select
_  MARLBORO BLEND BOX K/S SOFTPACK  100001  108      10 20PK        A A                            2820057261     2820057260
_  MARLBORO BLACK BOX K/S SOFTPACK  100002   96      10 20PK        A A                            2820058451     2820058450
_  MARLBORO BLACK BOX 100           100003   92      10 20PK        A A                            2820058461     2820058460
_  MARLBORO BLACK MEN BOX 100       100004   40      10 20PK        A A                            2820058471     2820058470
_  MARLBORO BLEND BOX KING   #27    100005  132      10 20PK        A A                            2820002641     2820002640
_  MARLBORO BLEND BOX KING   #54    100006   96      10 20PK        A A                            2820094161     2820094160
_  MARLBORO BLEND BOX 100   #54     100007  101      10 20PK        A A                            2820009421     2820019420
_  MARLBORO BLUE MEN BOX K/S        100008   79      10 20PK        A A                            2820013760     2820003766
_  MARLBORO GOLD BOX KING           100009  104      10 20PK        A A                            2820033241     2820033240
_  MARLBORO BLUE MEN BOX 100        100010   30      10 20PK        A A                            2820013770     2820003776
_  MARLBORO GOLD KING               100011  120      10 20PK        A A                            2820013780     2820003780
_  MARLBORO GOLD MEN BOX 100        100012  125      10 20PK        A A                            2820014710     2820004710
_  MARLBORO BLUE MEN 72             100013   64      10 20PK        A A                            2820019610     2820009616
_  MARLBORO GREEN MEN 72            100014   79      10 20PK        A A                            2820019620     2820009626
_  MARLBORO BLUE MEN 72             100015   90      10 20PK        A A                            2820019650     2820009650              +


F3=Exit F4=Search
```

Enter any portion of the item's description in the **Item Description** field, press
<Enter>, and the Expanded Item Selection screen is redisplayed with only item
descriptions containing the entered text.

```
SELECT  DMFRSRR    JEANNINE       CDR Customer Conference                          8/02/21  14:17:59 QPADEV0016
                                    Expanded Item Selection


Item Description                  Item#  Cat SClass PClass Vendor Book UPC1          UPC2          UPC3
BLUE_____  _____  ___ _____ _____ _____ ____ _____  _____  _____

                                  Item#  OH_Q      Pack Size      Sts  Sub# UPC 1          UPC 2          UPC 3
X=Select
_  MARLBORO BLUE MEN BOX K/S        100008   79      10 20PK        A A                            2820013760     2820003766
_  MARLBORO BLUE MEN BOX 100        100010   29      10 20PK        A A                            2820013770     2820003776
_  MARLBORO BLUE MEN 72             100013   64      10 20PK        A A                            2820019610     2820009616
_  MARLBORO BLUE MEN 72             100015   87      10 20PK        A A                            2820019650     2820009650
_  BASIC BLUE BOX KING              100033   13      10 20PK        A A                            2820030566     2820030506
_  BASIC BLUE BOX 100               100034   35      10 20PK        A A                            2820030361     2820030366
_  BASIC BLUE 100                   100035   57      10 20PK        A A                            2820030491     2820030496
_  MERIT BLUE BOX KING              100040   36      10 20PK        A A                            2820030171     2820030176
_  MERIT BLUE BOX 100               100041   28      10 20PK        A A                            2820030141     2820030146
_  MERIT BLUE 100                   100042   45      10 20PK        A A                            2820030161     2820030166
_  LAFFY TAFFY BLUE RASPBERRY ROPE  500029  198      24 1.5 OZ      A A                            2800066677     2800067677
_  BLUE BUNNY VANILLA               513010   30      8             A A   070640040643  00706400002921  00706400002921
_  BLUE BUNNY BANANA                513020   30      8             A A   070640002955  10070640002952  10070640002952
_  BLUE BUNNY BUTTER                513030   30      8             A A   070640040582  10070640040589  10070640040589
_  BLUE BUNNY PECAN                 513040   30      8             A A   070640040308  10070640040305  10070640040305      +


F3=Exit F4=Search
```

After locating the desired item in the Expanded Item Selection screen (use <Page
Down> or <Page Up> if necessary), enter *X* (Select) in the selection column
next to the item's description and press <Enter>. The Work With Items screen is
redisplayed with the desired item's number entered for the **Item Number** field.

```
 DISPLAY HWJ4DFR    JEANNINE      CDR Customer Conference                    8/02/21  11:58:32 QPADEV0017
                                       Work With Items

 Item Description            Cat# Sales Product  Tax   Book Vendor WH     Sts
 OR Item#                         Class Class  Class  Head
 _____     __  _____ _____   _____  ____ _____ _____       A              ONHAND SOLD
 Item Number 500029  Action _                                          Authorized,Guaranteed,Prebook Only(A G P)
 2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
 ? Item Description              Rtl Pack  Item#  Cat SClass PClass TClass Vendor Brand   Location   Qty.   Date   A G P S
 _ BASIC BLUE BOX KING           20PK    100033   1   101    55    100 PHI001 BASIC               134  2/18/20   Y   A
 _ BASIC BLUE BOX 100            20PK    100034   1   101    55    100 PHI001 BASIC                62  8/02/21   Y   A
 _ BASIC BLUE 100                20PK    100035   1   101    55    100 PHI001 BASIC                21  8/02/21   Y   A
 _ BASIC GOLD BOX KING           20PK    100036   1   101    55    100 PHI001 BASIC                90  8/02/21   Y   A
 _ BASIC GOLD BOX 100            20PK    100037   1   101    55    100 PHI001 BASIC                49  8/02/21   Y   A
 _ BASIC GOLD MENTHOL BOX KING   20PK    100038   1   101    55    100 PHI001 BASIC                32  8/02/21   Y   A
 _ BASIC GOLD MENTHOL BOX 100    20PK    100039   1   101    55    100 PHI001 BASIC                87  8/02/21   Y   A
 _ BIC CLASSIC MED BLACK 2PK              902400   9   850          200 BIC001         1999      1182  8/02/21   Y   A
 _ BIC LIGHTER COMFORT LITE               802680   9   850          200 BIC001         1900      4268  8/02/21   Y   A
 _ BIC LIGHTER MINI CLASSIC 3PK           802662   9   850          200 BIC001         1017       410  8/02/21   Y   A
 _ BIC RED CHRYSTAL                       902026   9   850          200 BIC001         1998      7392  8/02/21   Y   A
 _ BIT O HONEY                            500010   4   402              NST100                    476  8/02/21   Y   A
 _ BLUE BUNNY BANANA                      513020  13   513              BUN001                     23  8/02/21   N   A
 _ BLUE BUNNY BUTTER                      513030  13   513              BUN001                     26  8/02/21   N   A
 _ BLUE BUNNY PECAN                       513040  13   513              BUN001                     23  8/02/21   N   +

 F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

Press <Enter>. When the Edit Item screen appears, edit the fields of the screen as necessary.

6. To locate the desired item by a portion of the manufacturer's item number or any UPC of the item, place the cursor at the **Item Description OR Item#** field of the Work With Items screen, and press <F5>. The Select Item By UPC screen appears.

```
 DCVCSRR     SELECT  CDR Customer Conference              8/02/21 12:38:20
                          Select Item By UPC
 UPC 1           UPC 2          UPC 3           UPC 4
 _____  _____  _____   _____
 Mfr Part No. _____

 Type options, press Enter.
 X,1=Select request-(Any item(s) that "contain" the partial UPC will be shown)

 ? Item # Item Description          Cat Sales Prod.  Tax Vendor Sts
 _ 108300 B&H MENT 100 LT.           1   100    52  100 PHI001  I
 _ 500009 BABY RUTH                  4   402           NST100   I
 _ 500007 BABY RUTH FUN SIZE CASE    4   402           NST100   I
 _ 500008 BABY RUTH KING SIZE        4   402           NST100   I
 _ 500099 BABY RUTH MINI             4   402           NST100   I
 _ 100033 BASIC BLUE BOX KING        1   101    55  100 PHI001  A
 _ 100034 BASIC BLUE BOX 100         1   101    55  100 PHI001  A
 _ 100035 BASIC BLUE 100             1   101    55  100 PHI001  A
 _ 131761 BASIC FF 100 BOX           1   101    55  100 PHI001  I
 _ 100036 BASIC GOLD BOX KING        1   101    55  100 PHI001  A
 _ 100037 BASIC GOLD BOX 100         1   101    55  100 PHI001  A +

 F3=Exit
```

Enter any portion of the item's UPC in one of the **UPC** fields, or enter any portion of the manufacturer's item number in the **Mfr Part No.** field, and press <Enter>. The Select Item By UPC screen is redisplayed with only those items which meet the criteria entered.

```
DCVCSRR      SELECT   CDR Customer Conference                  8/02/21 12:46:28
                              Select Item By UPC
UPC 1             UPC 2            UPC 3            UPC 4
_____  _____  _____  _____
Mfr Part No. 43_____

Type options, press Enter.
X,1=Select request-(Any item(s) that "contain" the partial UPC will be shown)

? Item # Item Description                   Cat Sales Prod.   Tax Vendor Sts
_ 100036 BASIC GOLD BOX KING                  1   101   55    100 PHI001  A
_ 101300 CARLTON MENTHOL                      1   101   51    100 RJR100  A
_ 100016 MARLBORO GOLD 100                    1   100   50    100 PHI001  A
_ 100057 VIRGINIA SLIM SILVER BOX 100         1   100   53    100 PHI001  A










F3=Exit
```

After locating the desired item in the Expanded Item Selection screen, enter *X* or *1* (Select request) in the selection column next to the item's number and press <Enter>. The Work With Items screen is redisplayed with the desired item's number entered for the **Item Number** field.

```
DISPLAY HWJ4DFR    JEANNINE      CDR Customer Conference          8/02/21  12:59:11 QPADEV0017
                                 Work With Items

Item Description            Cat# Sales Product Tax  Book Vendor WH    Sts
OR Item#                         Class Class  Class Head
                                                                      A                  ONHAND SOLD
_____  __  _____  _____  _____  ___  _____  _____  Authorized,Guaranteed,Prebook Only(A G P)
Item Number 101300  Action _
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description              Rtl Pack  Item#  Cat SClass PClass TClass Vendor Brand    Location  Qty.    Date   A G P S
_ BASIC BLUE BOX KING           20PK     100033   1   101    55    100 PHI001 BASIC                 134  2/18/20   Y    A
_ BASIC BLUE BOX 100            20PK     100034   1   101    55    100 PHI001 BASIC                  62  8/02/21   Y    A
_ BASIC BLUE 100                20PK     100035   1   101    55    100 PHI001 BASIC                  21  8/02/21   Y    A
_ BASIC GOLD BOX KING           20PK     100036   1   101    55    100 PHI001 BASIC                  90  8/02/21   Y    A
_ BASIC GOLD BOX 100            20PK     100037   1   101    55    100 PHI001 BASIC                  49  8/02/21   Y    A
_ BASIC GOLD MENTHOL BOX KING   20PK     100038   1   101    55    100 PHI001 BASIC                  32  8/02/21   Y    A
_ BASIC GOLD MENTHOL BOX 100    20PK     100039   1   101    55    100 PHI001 BASIC                  87  8/02/21   Y    A
_ BIC CLASSIC MED BLACK 2PK              902400   9   850          200 BIC001          1999        1182  8/02/21   Y    A
_ BIC LIGHTER COMFORT LITE               802680   9   850          200 BIC001          1900        4268  8/02/21   Y    A
_ BIC LIGHTER MINI CLASSIC 3PK           802662   9   850          200 BIC001          1017         410  8/02/21   Y    A
_ BIC RED CHRYSTAL                       902026   9   850          200 BIC001          1998        7392  8/02/21   Y    A
_ BIT O HONEY                            500010   4   402              NST100                       476  8/02/21   Y    A
_ BLUE BUNNY BANANA                      513020  13   513              BUN001                        23  8/02/21   N    A
_ BLUE BUNNY BUTTER                      513030  13   513              BUN001                        26  8/02/21   N    A
_ BLUE BUNNY PECAN                       513040  13   513              BUN001                        23  8/02/21   N    +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

Press <Enter>. When the Edit Item screen appears, edit the fields of the screen as necessary.

```
DCBJE1R     CHANGE  CDR Customer Conference              8/02/21 13:13:44
                              Edit Item
W.H. 1                  Description          Retail PK  Status ADate
Item 101300 - 1    CARLTON MENTHOL_____  20PK_____   C A _____
Category . . .    _1 Vendor RJR100 Mfr# 4330003707_____ Standard U/M  2
Sales Class    __101 Mfr. List    __34.640_          Buying U/M   3    A
Product Class   __51 Net Cost    ___34.270_ N%M __1.07- Catch Weight    N
Tax Class .    __100 Base Cost    ___35.934_ B%M __4.86_ Inventory Sts  Y
Book Heading   0101 List Price   ___36.100_ L%M ___.46  Location 1009      A1
Book Seq. .     _____ MSRP . . .    ____5.09_ R%M _41.00_ Consumable Units 200
Book Exclusion  _                              Servings Per SSU _____

 U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 EA    ____1  N  _____  N  04330000004____ _____ _____ _____ _____
2 CTN   ___10  Y  _____  N  _____ _____      3_     15- _____
3 CSE   ___30  Y  _____  N  04330003707____ _____      2_      2_ _____
4 ___   ____1  _  _____  N  _____ _____ _____ _____ _____
Pre-Priced Retail?(MSRP)  . .  _  HAZMAT Item? . . . .  _  NACS Cat. _____
Substitute Item/Type .    _____ _  Mfr. Out of Stock Code _  Guarantee Return Y
Max. Allocation Qty & U/M _____ _  Backorder Code . . .  N  Seasonal Code    _
Restocking Fee % . . .    _____     Daily tracking Status  Y  Authorized Item? _
Pallet Tie/High . . .   __ / __     Original Date   1/31/07 Prebook Only?    _
F1=Show Command Keys  F3=Exit
```

7. To edit the item's brand or add additional description for printing on invoices, press <F24>. The Edit Item Extension screen appears.

```
                  Edit Item Extension

    Item 101300 CARLTON MENTHOL
    Extended Item Description
    _____
    Brand CARLTON___   Carlton

    F3=Exit  F4=Search
```

After entering the text for the **Extended Item Description** field (35,a) in the Edit Item Extension screen, it will appear below the **MSRP** field in the center of the Edit Item screen.

Refer to SYS032 Pick Options of the DAC Default System Options document for information about using the **Print Ext Item Description** field to print the additional description on pick documents too.

8. If a warehouse location code appears for the **Location** display field, the location record can be edited by moving the cursor to hover over the location code, and pressing <F6>. The Display Locations screen appears.

```
DSEEDFR     DISPLAY CDR Customer Conference              8/02/21 13:15:36
                            Display Locations
  Item    Item Description                Cur  Type  Loc  W.H.
  Number                                  U/M         U/M
  101300 CARLTON MENTHOL                   2 CTN   _    _   1




Type options, press Enter.
2=Edit

?  Whse.   On Hand  U/M   Typ          Inv
   Location               Juris. Sts.
_  1009             CTN 2  1








F2=Show All   F3=Exit
```

Enter *2* (Edit) in the selection column next to the item's warehouse location,

and press <Enter>. The Edit Location screen appears. Refer to Adding Location Records of the Warehousing document for additional information.

9. To quickly edit a single field of numerous records, one after the other, move the cursor to the desired field of the Edit Item screen, press <F15> and repeat the following steps:

   Step 1: Press <Enter> when prompted to confirm. The Edit Item screen appears.

   Step 2: Enter the item number of the next item to edit, and press <Field Exit>.

   Step 3: If necessary, enter a warehouse code, and press <Field Exit>.

   Step 4: Press <Enter> and the Edit Item screen appears with the cursor located at the desired field.

   Step 5: Enter the value *without* using <F4> (Search) and press <Field Exit> if necessary.

   Step 6: Press <Enter> and repeat these steps to continue editing the desired field, or press <F3> to exit.

10. Press <Enter> at the Edit Item screen when item record editing is complete.

11. Press <Enter> when prompted to confirm. The Edit Item will appear with the *Record Changed* message displayed at the bottom.

Entering Alternate Prices

After an item is added, the Work With Items application can be used to enter an alternate list price, alternate base cost or alternate MSRP for the item. Alternate pricing is used when selling items at different prices to customers in different states.

Refer to Working With Customer Options of the Customer File Maintenance document for information about using the **Alternate Price Code** field of a customer's option record to designate the alternate pricing used for invoicing a customer.

Contact CDR support personnel for information about globally creating the item alternate records before following the instructions below.

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

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

4. Enter a number for **Item Number**, and press <Enter>. The Edit Item screen appears.

5. Press <F10> (Alternate Prices/Costs), and press <Enter> when prompted to confirm. The Edit Alternate Prices screen appears.

```
BSHOEFR     CHANGE  Creative Data Research                4/03/06 15:14:19
                           Edit Alternate Prices
 Item Number   11650  Warehouse Code  1       Alternate Price Code

Type options, press Enter.
D=Delete request

?  Alternate    Alternate    Alternate    Alternate
   Price Code   Price        Base Cost    MSRP
        1
        2












 F3=Exit   F9=Go to 'Add' mode
```

Contact CDR support personnel for information about globally creating the necessary item alternate records if no alternate price code(s) appear under **Alternate Price Code**.

6. Enter the alternate list price for the **Alternate Price** (9.3,n) field.

7. If necessary, enter the alternate base cost for the **Alternate Base Cost** (9.3,n) field.

8. If necessary, enter the alternate retail price for the **Alternate MSRP** (7.2,n) field.

9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.

10. Press <F3> (Exit). The Edit Item screen appears.

11. If necessary, repeat the previous instructions (beginning with step 4) to continue entering alternate prices.

12. Press <F3> (Exit) when data entry is complete.

Entering Alternate Vendor Information

During the course of using the Work With Items application, the F8 function key can be used to designate an alternate vendor and alternate vendor item number for an item. An alternate vendor is used to designate a secondary source for ordering a product.

The alternate vendor item number only appears on the alternate vendor's purchase order if the alternate vendor's type code is *W* for wholesaler. Refer to the Vendors document for additional information about the **Vendor Type** field.

The alternate vendor item number can also be printed in the third version of the shortened buyers guide. It appears in a list of "Secondary Items" when the guide is printed for the alternate vendor. Refer to Printing Buyer Guides of the Purchasing document for additional information.

Refer to Editing Item Movement of the Purchasing document for information about designating the primary vendor for an item.

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

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

4. Enter a number for **Item Number**, and press <Enter>. The Edit Item screen appears.

5. Press <F8> (More Information) and the Edit Other Fields screen appears.

```
BST8PVR      ENTER    Creative Data Research              6/29/01 16:11:33
                              Edit Other Fields

Item Number . . . . . . . :   108490 VIRGINIA SLIM UL MEN 100
Warehouse Code  . . . . . :   1

Alt. Vendor's Item #  . . .

Alt. Vendor Number  . . . .








F3=Exit   F5=Heads Down Entry
```

6. Enter the alternate vendor's item number for the **Alt. Vendor's Item #** (6,a) field.

7. Enter the alternate vendor's code for the **Alt. Vendor Number** (6,a) field. The alternate vendor's code need not be entered for the **Alt. Vendor Number** field in order to print the item number on the alternate vendor's purchase order, but it must be entered for the **Alt. Vendor Number** field in order to print the item number in the buyers guide.

    This field's value also appears for the **Alt. Vendor** field of the Edit Item Movement File Details screen when editing item movement. Refer to Editing Item Movement of the Purchasing document for additional information.

8. To continue entering alternate vendor information for other items, press <F5> (Heads Down Entry); otherwise, press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Edit Item screen appears.

Entering Surcharges and Discounts

During the course of using the Work With Item application, the F7 function key can be used to designate a surcharge or discount for an item sold at more than one unit. A surcharge is entered for selling units that are lower than the standard selling unit, and a discount is entered for selling units that are higher than the standard selling level.

Refer to Working With Customers of the Customer File Maintenance document for information about the **Surcharge Override** field.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.
3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.
4. Enter a number for **Item Number**, and press <Enter>. The Edit Item screen appears.
5. Press <F7> (Surcharges/Discounts) and the Surcharge/Discount screen appears in the Edit Item screen.

```
                   Surcharge/Discount
   Amount OR   %      Price    ----Base----  ----Net-----
 _____ _____        2.990        2.835 N       2.820 N
 _____ _____       29.900       28.350 N      28.200 N
 _____ _____      199.600      113.400 N     112.800 N
 _____ _____      199.600      113.400 N     112.800 N
```

6. To designate a surcharge or a discount:
    *   Enter an amount under **Amount** or enter a percentage for calculating the amount under **OR %** at the desired unit of measure.
    *   Enter *Y* for yes to the left of the corresponding base cost to designate that surcharge or discount is applied if the base cost is used for calculating the selling price.
    *   Enter *Y* for yes to the left of the corresponding net cost to designate that surcharge or discount is applied if the net cost is used for calculating the selling price.
    *   Press <Enter>.

```
                   Surcharge/Discount
   Amount OR   %      Price    ----Base----  ----Net-----
           15.00       3.430        3.255 Y       3.240 Y
                      29.900       28.350 N      28.200 N
           10.00     107.640      113.400 Y     112.800 Y
                     107.640      113.400 N     112.800 N

                                CONFIRM: Y (Y/N)
```

Above is an example of 15% surcharge entered for the first selling unit (**U/M1**) and a 10% discount entered for a higher selling unit (**U/M3**).

7. Press <Enter> to confirm.

Entering Dimensions In Item Records

By entering the physical dimensions (length, width and height in inches) in an item record, the Work With Items application calculates the item's volume in cubic inches and feet for use in the following ways:

- Choosing the correct size delivery truck by selecting option 4 (Route Recap Reports) of the Load Control screen. Refer to Working With Load Control and Totes of the Billing document for information about the Route Recap Report which displays the volume of an order by region in cubic feet.
- Satisfying vendor requirements for orders of a minimum size. Refer to the Vendors document for information about the **Minimum Qty Unit** field of the Edit Vendor Master Page 1 screen.
- Determining the number of totes required to pick orders in warehouse pick regions for which totes are used. Users derive the tote count by the number of tote labels printed when the **Tote Labels** field of the pick region record is *Y*. Refer to Defining Pick Regions of the Warehousing 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 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.
3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.
4. Enter a number for **Item Number**, and press <Enter>. The Edit Item screen appears.
5. Press <F5> (Cubic Dimensions) and the Dimensions screen appears in the dit Item screen.

```
                         Dimensions
            Length  Width Height Cubic IN  Cubic FT
        1.                          .0       .00
        2.                          .0       .00
        3.                          .0       .00
        4.                          .0       .00
```

6. Enter data for the following fields, as desired for the necessary units of measure, and press <Field Exit> after each entry:
   - Optional: **Length** (5.1,n) - the length in inches of the item.
   - Optional: **Width** (5.1,n) - the width in inches of the item.
   - Optional: **Height** (5.1,n) - the height in inches of the item.
7. Press <Enter>. The dimensions of the item are displayed in cubic inches and feet in the Dimensions screen if data was entered for all three of the above fields.
8. Press <Enter> when prompted to confirm, and the Dimensions screen will close.
9. Press <Enter> at the Edit Item screen when changes to the item record are complete.
10. Press <Enter> when prompted to confirm.

Adding Item Balance Master File Records

Additional Item Balance Master file records are added when items are stored in more than one warehouse. Refer to Working With Item Reports for information about printing an Item Balance List.

1. Select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

```
DISPLAY HWJ4DFR    JEANNINE      CDR Customer Conference              8/09/21  14:19:31 QPADEV0019
                                     Work With Items

Item Description                Cat# Sales Product Tax   Book Vendor WH     Sts
OR Item#                             Class Class Class  Head
_____ __  _____  _____ _____  ____ _____ _____    A            ONHAND SOLD
Item Number _____  Action _                                          Authorized,Guaranteed,Prebook Only(A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description              Rtl Pack  Item#  Cat SClass PClass TClass Vendor Brand    Location   Qty.   Date   A G P S
_ BASIC BLUE BOX KING           20PK      100033  1   101    55    100 PHI001 BASIC                  134   2/18/20  Y   A
_ BASIC BLUE BOX 100            20PK      100034  1   101    55    100 PHI001 BASIC                   95   7/28/21  Y   A
_ BASIC BLUE 100                20PK      100035  1   101    55    100 PHI001 BASIC                   57   7/28/21  Y   A
_ BASIC GOLD BOX KING           20PK      100036  1   101    55    100 PHI001 BASIC                  144   7/29/21  Y   A
_ BASIC GOLD BOX 100            20PK      100037  1   101    55    100 PHI001 BASIC                  112   7/29/21  Y   A
_ BASIC GOLD MENTHOL BOX KING   20PK      100038  1   101    55    100 PHI001 BASIC                   80   7/29/21  Y   A
_ BASIC GOLD MENTHOL BOX 100    20PK      100039  1   101    55    100 PHI001 BASIC                  113   7/29/21  Y   A
_ BIC CLASSIC MED BLACK 2PK               902400  9   850          200 BIC001         1999   1215   7/28/21  Y   A
_ BIC LIGHTER COMFORT LITE                802680  9   850          200 BIC001         1900   4300   7/29/21  Y   A
_ BIC LIGHTER MINI CLASSIC 3PK            802662  9   850          200 BIC001         1017    450   7/29/21  Y   A
_ BIC RED CHRYSTAL                        902026  9   850          200 BIC001         1998   7446   7/29/21  Y   A
_ BIT O HONEY                             500010  4   402              NST100                484   7/28/21  Y   A
_ BLUE BUNNY BANANA                       513020  13  513              BUN001                 30   7/27/21  N   A
_ BLUE BUNNY BUTTER                       513030  13  513              BUN001                 30   7/27/21  N   A
_ BLUE BUNNY PECAN                        513040  13  513              BUN001                 30   7/27/21  N   +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

2. Locate the desired item in the screen's list and enter *8* (Add Balance Rec.) in the selection column next to its description, or enter the desired item's number for **Item Number**, and enter *8* for **Action**.

3. Press <Enter>. The Add Item Balance KEY SCREEN appears.

```
DSDXE2R    ADD    CDR Customer Conference           8/09/21 14:25:56
                      Add Item Balance KEY SCREEN

Item Number  . :   500021
Warehouse Code .   _____




















F3=Exit    F4=Search
```

4. Enter a warehouse code, or press <F4> to select a previously defined warehouse code from the Select Warehouse Master screen. The *Item Balance Master already exists* message appears if the record was previously entered for the warehouse.

5. Press <Enter>. The Add Item Balance Page 1 screen appears.

```
DSDXE2R      ADD      CDR Customer Conference              8/09/21 14:09:17
                           Add Item Balance Page 1

Item Number . . . . . . . . :   500021       SKINNY COW DREAMY CLUSTERS
Warehouse Code  . . . . . :   2                Status Code  . . . :    A
Substitute Item  . .         _____          Completion Status  :
Substitute Status  .    _
Mfg. Out Of Stock? .    _  (Y,N,*BLANK)        Standard Sell Unit .    2

Units Of Measure   Minimum Qty    Minimum Mult    Sell Status    On Hand Qty

U/M 1 :    EA      1 .  _____    1 . . .  _     1 . . .  _      1.
U/M 2 :    BOX     2 .  _____    2 . . .  _     2 . . .  _      2.
U/M 3 :    CSE     3 .  _____    3 . . .  _     3 . . .  _      3.
U/M 4 :            4 :           4 . . :        4 . . :        4.

Maximum Allocation Qty  . .   _____     Backorder Status Code . .   _
Maximum Allocation Unit . .   _         Restocking Fee %  . . . .   _____
Pallet Tie  . . . . . . . .   __        Pallet High . . . . . . .   __
Inventory Status  . . . . .   _         Daily Tracking Status . .   _
                                        Exclude From Price Books?   _

F3=Exit   F4=Search   F12=Key screen   Roll=Next Screen
```

6. Edit the fields of the screen as necessary.

    Refer to Adding Item Records for detailed descriptions of the fields of this screen.

7. Use <Page Down> to edit the fields of the Add Item Balance Page 2 screen.

```
DSDXE2R      ADD      CDR Customer Conference              8/09/21 14:42:13
                           Add Item Balance Page 2

Item Number . . . . . . . . :   500021       SKINNY COW DREAMY CLUSTERS
Warehouse Code  . . . . . :   2              Standard Sell Unit  . . . :   2

Net Cost . . . .   _____    Net To Base Markup %        _____
Base Cost  . . .   _____    Base To Whsle Markup %      _____
Wholesale Price    _____
Mfr Sug. Retail . .   _____

------------------------------------------------------------------------------
         Surcharge / Discount
         ------------------     Each    Whsle.  Conv.   Base   Conv.    Net
         Amount *OR* Percent   Mult    Price   Base    Cost    Net     Cost

U/M 1 EA   _____  _____      1      .000    _       .000    _       .000
U/M 2 CS   _____  _____     12      .000    _       .000    _       .000
U/M 3 CSE  _____  _____      1      .000    _       .000    _       .000
U/M 4      _____  _____

F3=Exit   Roll=Prev Screen
```

Refer to Entering Surcharges and Discounts for detailed descriptions of the fields of this screen.

8. Use <Page Up> and <Page Down> to toggle between the Add Item Balance screens as necessary.

9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With Item screen appears.

    To edit the new item balance record, refer to Editing Item Records above.

Changing Item Selling Status Codes

1. To change an item's selling status code, press <F11> (Set Status) of the Work With Items screen. The Edit Item Status Codes screen appears.

2. To change the status of item balance records only, enter *Y* in the **Only Bal Records?** field.

3. Locate the desired item record, and enter *A* for active, *I* for inactive, or *D* for delete request.

```
DSE0DFR    DISPLAY CDR Customer Conference                  7/22/13 11:27:59
                          Edit Item Status Codes
Item Description                    Sts Sales Cat  Only Bal Whse     Affect Buy
                                        Class      Records? Code       Status
_____  _  ____  __    _    _____     _
Item Number _____   Status _

Type options, press Enter.
A=Activate,  I=Inactivate,  D=Delete Request

?  Item Description                           Status  Item
                                              Code    Number
I  B&H MENT 100 LT.              20PK          A       108300
_  BABY RUTH                                   A       500009
_  BABY RUTH FUN SIZE CASE                     A       500007
_  BABY RUTH KING SIZE                         A       500008
_  BASIC BLUE BOX KING          20PK          A       100033
_  BASIC BLUE BOX 100           20PK          A       100034
_  BASIC BLUE 100               20PK          A       100035
_  BASIC FF 100 BOX             20PK          A       131761
_  BASIC GOLD BOX KING          20PK          A       100036            +

F3=Exit
```

4. Press <Enter>.

Refer to Adding Item Records for information about the item record's buying status field (see **Buying U/M**).

Deleting Item Records

An item record is qualified for deletion if no year-to-date sales activity is associated with it, no quantity on hand exists for it, and its selling status code is *D* for delete. Refer to Changing Item Selling Status Codes for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, and select option 19 (Deletions) from the File Maintenance screen. The Deletion Menu screen appears.

```
    User: JEANNINE                Menu: DLTCV1              Date:  2/15/10

    ==================> D E L E T I O N   M E N U <=====================
    ====================================================================
    !!!!!!!!!              1. Delete Qualified Customers
    THE     !!             2. Delete Qualified Items
    DAC     !!             3. Delete Qualified Buying Allowances
    SYSTEM  !!             4. Delete Qualified Analysis Records
    !!!!!!!!!              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
    19.                    20.                      21.
    22. File Maintenance   23. Dac Main Menu        90. Sign Off
    ====================================================================
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        ==>
```

2. Select option 2 (Delete Qualified Items) from the Deletion Menu screen. The Display Items To Delete screen appears with a list of the item records which are qualified for deletion. The *No data to display* message appears if no item records are qualified for deletion.

```
DSVIDFR    DISPLAY Creative Data Research-SUPPORT         5/21/99 16:22:03
                        Display Items To Delete
   Item Description                     Item    Cat.  Sales  Prod.  Vendor
                                        Number  No.   Class  Class  Number


 Type options, press Enter.


 ?  Item Description                    Item    Cat.  Sales  Prod.  Vendor
                                        Number  No.   Class  Class  Number
 D  A F CURLY HEAD MAD                  111066  8      972     49   FAN100
 D  AIRHEADS CITRUS TWIST **            204325  4      243    110   VAN200
 D  ALKA SEL FLU & BODY 20 CT*          512035  7      878    210   RAG200
 D  AMAZIN FRT TROP KING SIZE           218973  4      267    110   HER100
 D  ANACIN ASPIRIN FREE 12 CT*          515080  7      876    210   SES100
 D  ARM/HAMMER T-PASTE 2.7 OZ           531212  7      864    210   RAG200
 D  ASTRO POP CONFETTI  **              210164  4      250    110   SPA100
 D  ASTRO POP RASPBERRY **              210162  4      250    110   SPA100
 D  ATOMIC FIREBALL 3 OZ**              219880  4      276    170   FER100
 D  AUTO BULBS 1157 10CT BOX **         801160  9      804    230   MCM100   +

 F3=Exit   F10=Delete Items
```

3. Press <F10> (Delete Items). A report listing the deleted item records is printed.
4. Press <F3> to exit. The Deletion Menu screen appears.

Changing An Item Search Scan Limit

Users can temporarily increase or decrease the default number of records searched when working with item records. The scan limit reverts to the default setting after using <F3> to exit the Work With Items screen.

```
DISPLAY HWJ4DFR    JEANNINE      CDR Customer Conference                    8/11/21  13:06:54 QPADEV0016
                                     Work With Items

Item Description                Cat# Sales Product  Tax   Book Vendor WH      Sts
OR Item#                             Class Class   Class  Head
_____ __  ____  ____   ____  ____ _____ _____       A              ONHAND SOLD
Item Number _____    Action _                                           Authorized,Guaranteed,Prebook Only(A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description              Rtl Pack  Item# Cat SClass PClass TClass Vendor Brand    Location    Qty.   Date    A G P S
_ BASIC BLUE BOX KING            20PK    100033  1   101    55    100 PHI001 BASIC                    134  2/18/20   Y   A
_ BASIC BLUE BOX 100             20PK    100034  1   101    55    100 PHI001 BASIC                     83  8/11/21   Y   A
_ BASIC BLUE 100                 20PK    100035  1   101    55    100 PHI001 BASIC                    109  8/11/21   Y   A
_ BASIC GOLD BOX KING            20PK    100036  1   101    55    100 PHI001 BASIC                    138  8/11/21   Y   A
_ BASIC GOLD BOX 100             20PK    100037  1   101    55    100 PHI001 BASIC                    124  8/11/21   Y   A
_ BASIC GOLD MENTHOL BOX KING    20PK    100038  1   101    55    100 PHI001 BASIC                     79  8/11/21   Y   A
_ BASIC GOLD MENTHOL BOX 100     20PK    100039  1   101    55    100 PHI001 BASIC                     74  8/11/21   Y   A
_ BIC CLASSIC MED BLACK 2PK              902400  9   850          200 BIC001         1999            1182  8/11/21   Y   A
_ BIC LIGHTER COMFORT LITE               802680  9   850          200 BIC001         1900            4252  8/11/21   Y   A
_ BIC LIGHTER MINI CLASSIC 3PK           802662  9   850          200 BIC001         1017             396  8/11/21   Y   A
_ BIC RED CHRYSTAL                       902026  9   850          200 BIC001         1998            7344  8/11/21   Y   A
_ BIT O HONEY                            500010  4   402              NST100                          493  8/11/21   Y   A
_ BLUE BUNNY BANANA                      513020 13   513              BUN001                           27  8/10/21   N   A
_ BLUE BUNNY BUTTER                      513030 13   513              BUN001                           24  8/11/21   N   A
_ BLUE BUNNY PECAN                       513040 13   513              BUN001                           23  8/10/21   N   +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

1. Press <F17>. The Set Scan Limit screen appears.

2. Enter the number of records to be scanned for the **Key New Scan Limit** (5,n) field, press <Field Exit>, and press <Enter>.

```
GSCUPVR    ENTER   CDR Customer Conference                 8/11/21 13:11:15
                         Set Scan Limit        |1

Type choices, press Enter.

Key New Scan Limit: 99999




F3=Exit
                                                    CONFIRM: Y (Y/N)
```

3. Press <Enter> when prompted to confirm. The Work With Items screen appears.

Working With Price Maintenance

The Global Price Changes applications are used to change the **Mfg List**, **Net Cost**, **Base Cost**, **List Price**, and **MSRP** fields of item records. Global price change records are defined by item number, sales class number, product class number and vendor code. The changes can be restricted to a specific alternate base cost and alternate list price, and to the items of a specific warehouse.

Caution should be taken when using global price change records. There is often no simple process for reversing the changes made to the costs and prices of multiple item records. It is strongly recommended that the Upcoming Price Changes report is printed before using the Perform Global Price Changes application. Refer to Working With Customer Reports of the Customer File Maintenance document for additional information.

The Enter/Update Global Price Changes application is used to create global price change records. When the changes are due to go into effect, the Perform Global Price Changes application is used, and the Detail Price Change List is automatically printed.

When a global price change is used to change the price of an item which a customer is authorized to purchase, a notification can be printed. Refer to Printing Price Change Notifications of the Customer File Maintenance document for additional information.

After global price changes are made, the affect of the changes can be postponed for a designated number of days for specific customers. Refer to Working With Customers of the Customer File Maintenance document for information about the **Price Hold Days** field of customer records. Refer to Using Work With Customer/Item Flags of the Billing File Maintenance document for information about the **Current Price**, **Current Base Cost**, **Current Net Cost**, **Current Retail**, **Current Unit** and **Price Hold Date** fields in which cost and price data is stored for calculating prices when global price changes are held for a customer.

If the price change holding feature will not be used, *NO* should be entered for the **Use Price Holds?** field of the SYS030 default system option. Refer to the DAC Default System Options document for additional information.

When an item's list price changes, a *$* (dollar sign) is printed on invoices next to its unit price for 14 days after the change occurs, and prints regardless of whether the change resulted from editing the item's record, or using the Global Price Changes application. Refer to the DAC Default System Options document for information about the **Use Price Change Notify For Price Change On Invoice?** field of the SYS031 default system option.

Refer to Adding Item Records above for information about printing an *N* on invoices next to a new item's unit price for 14 days after the item is added.

Refer to Adding Invoice Box Records of the Billing File Maintenance document for information about printing other line item codes (*T*, *B* and *R*) on invoices.

Working With Global Price Changes

Price change records created for individual items by item number take precedence over records created for the items of a product class, which take precedence over records created for the items of a sales class.

The Enter/Update Global Price Changes application uses two methods to change costs and prices:

- Implied - a designated amount is added to or subtracted from the manufacturer list, net cost, base cost, list price or retail price to *adjust* a cost or a price, or an amount is designated to *overlay* a cost or a price.

  This method is also used to change the net cost, base cost, list price and retail price of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record. Refer to Adding Item Records for additional information about these item record fields.

- Formula - one of 17 predefined DAC formulas is designated to change a cost or a price.

The following instructions describe using the Enter Price Changes screen to add global price change records.

1. Select option 6 (Price Maintenance) from the File Maintenance screen. The Price Update Menu screen appears.

```
User: JEANNINE                 Menu: PUDCV1              Date:  4/03/13

=================> P R I C E   U P D A T E   M E N U <=================
======================================================================
!!!!!!!!!!
THE    !!                      1. Enter/Update Global Price Changes
DAC    !!                      2. Perform Global Price Changes
SYSTEM !!
!!!!!!!!!!




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

2. Select option 1 (Enter/Update Global Price Changes) from the Price Update Menu screen. The Enter Price Changes screen appears with the *No data to display* message if no price change records currently exist.

```
DCN1DFR     DISPLAY CDR Customer Conference                4/03/13 10:31:40
                          Enter Price Changes
Date   Bas A/O Hld Notify    Formula   Pct.      Amount    Prod. Sales Vendor
____   _   _   _   _        _        _____    _____    _____   _____
Whse   Alt Item #    Mfr List    Net Cost   Base Cost      Price     Retail
____   _   _____     _____     _____   _____     _____     _____
CHANGE                         %          %          %          %

2=Edit Record    D=Delete Record    C=Copy    V=View Projected Change

















F3=Exit    F9=Add/Change Mode    F10=Old Entry
No data to display.
```

3. Press <F9> (Add/Change Mode) to change the mode from CHANGE to ADD.

4. Enter the date of the price change for the **Date** (6,n) field.

5. Enter data for the following fields, as necessary:

- **Bas** (1,a) - the method used to make the changes: enter *I* for implied and *F* for formula.
  The value of *I* must be entered to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

- Optional: **A/O** (1,a) - if *I* for implied was entered for the **Bas** field, designate the way the changes will be made by entering *A* for adjust or *O* for overlay. The value of *O* must be entered for the **A/O** field in order to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.
  If *F* for formula was entered for the **Bas** field, the **A/O** field is left blank.

- Optional: **Hold** (1,a) - *N* for no designates that the price change will not be held for any customer. If the **Hold** field is left blank, or *Y* for yes is entered, the price change is held for customers for the number of days designated by the **Price Hold Days** field of the customer record.

- Optional: **Notify** (1,a) - *N* for no designates that a notification of the price change will not be printed for any customer including those who request it. If the **Notify** field is left blank, or *Y* for yes is entered, a notification can be printed if *Y* is entered for the **Notify Price Chg** field of the customer record.

6. If *F* for formula was entered for the **Bas** field, designate the way the change will be made by entering one of the following codes for the **Formula** field (1,a):

- *1* - Base cost equals net cost plus amount (see **Amount** below).

- *2* - Base cost equals net cost multiplied by a user-specified percentage multiplier (see **Pct** below).

- *3* - Base cost equals base cost plus a user-specified amount (see **Amount** below).

- *4* - Base cost equals base cost multiplied by a user-specified percentage multiplier (see **Pct** below).

- *5* - Base cost equals wholesale price minus a user-specified amount (see **Amount** below).

- *6* - Base cost equals wholesale price multiplied by a user-specified percentage multiplier (see **Pct** below).

- *7* - Wholesale price equals net cost plus a user-specified amount (see **Amount** below).

- *8* - Wholesale price equals net cost multiplied by a user-specified percentage multiplier (see **Pct** below).

- *9* - Wholesale price equals base cost plus a user-specified amount (see **Amount** below).

- *A* - Wholesale price equals base cost multiplied by a user-specified percentage multiplier (see **Pct** below).

- *B* - Wholesale price equals wholesale price plus a user-specified amount (see **Amount** below).

- *C* - Wholesale price equals wholesale price multiplied by a user-specified percentage multiplier (see **Pct** below).

- *D* - Net cost equals net cost plus a user-specified amount (see **Amount** below).

- *E* - Net cost equals net cost multiplied by a user-specified percentage multiplier (see **Pct** below).

- *F* - Manufacturer list price equals manufacturer list plus a user-specified amount (see **Amount** below).

- *G* - Manufacturer list price equals manufacturer list multiplied by a user-specified percentage multiplier (see **Pct** below).

- *H* - Net cost equals manufacturer list price minus vendor terms discounts as designated for the vendor of an item's record. Refer to Working With Terms Definitions of the Customer File Maintenance document for additional information.

No value is entered for the **Formula** field when the price change record is used to change the costs and prices of an item according to the percentages entered for **N%, B%, L%** and **R%** fields of the item's record.

7. If *2, 4, 6, 8, A, C, E* or *G* was entered for the **Formula** field, enter a percentage multiplier for the **Pct** (5.2,n) field. For example, a percentage multiplier of *1.20* is entered to increase a price by 20 percent.

8. If *1, 3, 5, 7, 9, B*, *D* or *F* was entered for the **Formula** field, enter an amount for the **Amount** (7.2,n) field.

9. To add a price change record for all the items of a product class, enter the product class number for the **Prod** (5,n) field. If necessary, press <F4> to select a product class number from the Select Product Class screen.

   A value may also be entered for the **Vendor** field (see below) to further restrict the changes to items of a specific vendor.

   No value is entered for the **Prod** field when the price change record is used to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

10. To add a price change record for all the items of a sales class, enter the sales class number for the **Sales** (5,n) field. If necessary, press <F4> to select a product class number from the Select Sales Class Master screen.

    A value may also be entered for the **Vendor** field (see below) to further restrict the changes to items of a specific vendor.

    No value is entered for the **Sales** field when the price change record is used to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

11. To add a price change record for all the items of a vendor, enter the vendor code for the **Vendor** (6,a) field. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.

    No value is entered for the **Vendor** field when the price change record is used to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

12. If multiple warehouses are used, enter a warehouse code for the **Whse** (6,a) field. If left blank, the changes will apply to items at all the warehouses. A value must be entered for the **Whse** field in order to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

13. If necessary, enter an alternate price code for the **Alt** (1,n) field to restrict the change to a specific alternate list price or alternate base cost. Refer to Entering Alternate Prices for additional information about the **Alternate Price Code** field of the Edit Alternate Prices screen.

14. To add a price change record for a specific item, enter the item number for the **Item #** (6,n) field. If necessary, press <F4> to select an item number from the Select Item by Description screen.

    If the user is changing the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record, a value must be entered for the **Item #** field.

15. Enter data for the following fields, as necessary:

    - Optional: **Mfr List** (8.3,n) - If *A* was entered for the *A/O* field, the value entered for the **Mfr List** field will be added to or subtracted from the current manufacturer list price. If *O* was entered for the *A/O* field, the value entered for the **Mfr List** field will overlay the current manufacturer list.

      To decrease the manufacturer list price, press the <Field Minus> key (not <Field Exit>) after entering the value for the **Mfr List** field. Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.

      A value may be entered for the **Mfr List** field in order to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record, but *only if the current value of the item's net cost is less than the current value of its base cost.*

    - Optional: **Net Cost** (9.3,n) - If *A* was entered for the *A/O* field, the value entered for the **Net Cost** field will be added to or subtracted from the current net cost. If *O* was entered for the *A/O* field, the value entered for the **Net Cost** field will overlay the current net cost.

      To decrease the net cost, press the <Field Minus> key (not <Field Exit>) after entering the value for the **Net Cost** field. Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.

      A value must be entered for the **Net Cost** field in order to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record, but *only if the current value of the item's net cost is less than the current value of its base cost.*

    - Optional: **Base Cost** (9.3,n) - If *A* was entered for the *A/O* field, the value entered for the **Base Cost** field will be added to or subtracted from the current base cost. If *O* was entered for the *A/O* field, the value entered for the **Base Cost** field will overlay the current base cost.

To decrease the base cost, press the <Field Minus> key (not <Field Exit>) after entering the value for the **Base Cost** field. Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.

No value is entered for the **Base Cost** field when the price change record is used to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

- Optional: **Price** (9.3,n) - If *A* was entered for the *A/O* field, the value entered for the **Price** field will be added to or subtracted from the current list price. If *O* was entered for the *A/O* field, the value entered for the **Price** field will overlay the current list price.

  To decrease the list price, press the <Field Minus> key (not <Field Exit>) after entering the value for the **Price** field. Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.

  No value is entered for the **Price** field when the price change record is used to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

- Optional: **Retail** (7.2,n) - If *A* was entered for the *A/O* field, the value entered for the **Retail** field will be added to or subtracted from the current retail price. If *O* was entered for the *A/O* field, the value entered for the **Retail** field will overlay the current retail price.

  To decrease the retail price, press the <Field Minus> key (not <Field Exit>) after entering the value for the **Retail** field. Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.

  No value is entered for the **Retail** field when the price change record is used to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.

```
DCN1DFR    DISPLAY CDR Customer Conference              4/03/13 10:37:55
                         Enter Price Changes
Date  Bas A/O Hld Notify   Formula  Pct.     Amount    Prod. Sales Vendor
040313 I   A   N   Y        _ _____ _____ _____  202  _____
Whse  Alt Item #     Mfr List   Net Cost  Base Cost      Price    Retail
1      _  _____        0.2N       0.2N      0.2N         0.2N     0.2N
ADD                      %          %         %            %

2=Edit Record   D=Delete Record   C=Copy   V=View Projected Change




F3=Exit   F9=Add/Change Mode   F10=Old Entry
You must enter a change date.
```

16. Press <Enter>.

```
DCN1DFR    DISPLAY CDR Customer Conference              4/03/13 10:41:13
                         Enter Price Changes
Date  Bas A/O Hld Notify   Formula  Pct.     Amount    Prod. Sales Vendor
 40313 I   A   N   Y                                    ____ _____ _____
Whse  Alt Item #     Mfr List   Net Cost  Base Cost      Price    Retail
1      _  _____   _____ _____ _____ _____ _____
ADD                      %          %         %            %

2=Edit Record   D=Delete Record   C=Copy   V=View Projected Change

?   Date   Bas A/O Hld Notify Formula   Pct.    Amount  Prod. Sales Vendor
_   4/03/13 I   A   N    Y                                      202
   Whse   Alt Item # Mfr. List    Net Cost   Base Cost     Price    Retail
   1                    .250-       .250-      .250-       .250-     .25-
                          %           %          %           %
 Desc: MOIST SNUFF




F3=Exit   F9=Add/Change Mode   F10=Old Entry
```

17. To view the item level price changes that will be made if a global price change is "performed," enter V (View Projected Change) in the selection column next to the price change record's date and press <Enter>. The Projected Price Change screen is displayed.

```
DCCNDFR    DISPLAY CDR Customer Conference              4/03/13 10:45:22
                         Projected Price Change
Adjust Existing Value

                   MFR List      Net       Base     Wholesale    MSRP
Adj./Ovr Values->     .250-      .250-      .250-      .250-      .25-

|                  MFR List      Net       Base     Wholesale    MSRP      |

? Item    Item Description
  200014 SKOAL BERRY LONG CUT
_ Before Change->    12.250    12.004    12.250     15.078      3.24
   After Change->    12.000    11.754    12.000     14.828      2.99
_ 200022 COPENHAGEN FINE CUT
  Before Change->    12.250    12.004    12.250     15.078      3.24
   After Change->    12.000    11.754    12.000     14.828      2.99
_ 200030 COPENHAGEN LONG CUT
  Before Change->    12.250    12.004    12.250     15.078      3.24
   After Change->    12.000    11.754    12.000     14.828      2.99     +



F3=Exit
```

18. Use <Page Down> or <Page Up> to view the item level price changes, and press <F3> to exit.

19. Continue adding global price change records, or press <F3> to exit. The Price Update Menu screen appears.

```
    User: JEANNINE               Menu: PUDCV1              Date:  4/03/13

    ==================> P R I C E   U P D A T E   M E N U <==================
    ========================================================================
    !!!!!!!!!
    THE    !!                    1. Enter/Update Global Price Changes
    DAC    !!                    2. Perform Global Price Changes
    SYSTEM !!
    !!!!!!!!!



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

20. When the price changes are due to go into effect, select option 2 (Perform Global Price Changes). The Global Price Change Prompt screen appears.

    It is strongly recommended that the Upcoming Price Changes report is printed before using the Perform Global Price Changes application. Refer to Working With Customer Reports of the Customer File Maintenance document for additional information.

```
CVSGPVR      ENTER    CDR Customer Conference              4/03/13 11:15:53
                          Global Price Change Prompt


        Press F10 To Perform Global Price Changes Or F3 To Exit.














F3=Exit   F10=Perform Global Price Changes
```

21. Press <F10> to perform the global price changes which are due to go into effect, and press <Enter> when prompted to confirm.

    The item records which are affected by the changes are updated as described in the Detail Price Change List (see below). The global price change records added for changes which are not due to go into effect remain on the Enter Price Changes screen.

    Refer to Printing Price Change Notifications of the Customer File Maintenance document for information about printing price change notifications as illustrated below.

Detail Price Change List

Item Number	Whse.	Description	Alt	Mfr List Before	Mfr List After	Net Before	Net After	Base Before	Base After	List Before	List After	Retail Before	Retail After	Date Applied	Not Ify	Hld
200022	1	COPENHAGEN FINE CUT		12.250	12.000	12.004	11.754	12.250	12.000	15.078	14.828	3.24	2.99	4/03/13	Y	
200030	1	COPENHAGEN LONG CUT		12.250	12.000	12.004	11.754	12.250	12.000	15.078	14.828	3.24	2.99	4/03/13	Y	
200014	1	SKOAL BERRY LONG CUT		12.250	12.000	12.004	11.754	12.250	12.000	15.078	14.828	3.24	2.99	4/03/13	Y	

** END OF REPORT **

Price Change Notifications

Salesman 20   JOE BADEAUX

Customer Customer Name
Number

380110 MISS STOP N GO #110
        PO BOX 779
        BRANCH   MS 39001

Prices are being held for   days after applied date.

Item Number	Description	Qty Mult.	UPC Code	Price Before	Price After		Retail Before	Retail After	Date Applied
200022	COPENHAGEN FINE CUT	5		16.880	16.590	I	3.24	2.99	4/03/13
200030	COPENHAGEN LONG CUT	5	073100014613	16.880	16.590	I	3.24	2.99	4/03/13
200014	SKOAL BERRY LONG CUT	5		16.880	16.590	I	3.24	2.99	4/03/13

Working With Scan Codes

The Scan Codes option of the Work With Items screen can be used to add and edit UPCs, copy UPCs to the Item Master file, and import scan codes from the Item Master file to the UPC Scan Master file. Refer to Collecting UPCs of the RF Warehouse System document for additional information about the DAC optional module.

```
DISPLAY HWJ4DFR     JEANNINE       CDR Customer Conference                      8/11/21  14:27:15 QPADEV0016
                                        Work With Items

Item Description               Cat# Sales Product  Tax   Book Vendor WH    Sts
OR Item#                            Class Class  Class  Head
_____    __   ____   ____   ____   ___ _____ _____        A                    ONHAND SOLD
Item Number _____  Action _                                             Authorized,Guaranteed,Prebook Only(A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description               Rtl Pack  Item#  Cat SClass PClass TClass Vendor Brand     Location   Qty.   Date   A G P S
_ BASIC BLUE BOX KING            20PK     100033  1   101    55     100    PHI001 BASIC                 134   2/18/20  Y   A
_ BASIC BLUE BOX 100             20PK     100034  1   101    55     100    PHI001 BASIC                  83   8/11/21  Y   A
_ BASIC BLUE 100                 20PK     100035  1   101    55     100    PHI001 BASIC                 109   8/11/21  Y   A
_ BASIC GOLD BOX KING            20PK     100036  1   101    55     100    PHI001 BASIC                 138   8/11/21  Y   A
_ BASIC GOLD BOX 100             20PK     100037  1   101    55     100    PHI001 BASIC                 124   8/11/21  Y   A
_ BASIC GOLD MENTHOL BOX KING    20PK     100038  1   101    55     100    PHI001 BASIC                  79   8/11/21  Y   A
_ BASIC GOLD MENTHOL BOX 100     20PK     100039  1   101    55     100    PHI001 BASIC                  74   8/11/21  Y   A
_ BIC CLASSIC MED BLACK 2PK               902400  9   850           200    BIC001           1999       1182   8/11/21  Y   A
_ BIC LIGHTER COMFORT LITE                802680  9   850           200    BIC001           1900       4252   8/11/21  Y   A
_ BIC LIGHTER MINI CLASSIC 3PK            802662  9   850           200    BIC001           1017        396   8/11/21  Y   A
_ BIC RED CHRYSTAL                        902026  9   850           200    BIC001           1998       7344   8/11/21  Y   A
_ BIT O HONEY                             500010  4   402                  NST100                       493   8/11/21  Y   A
_ BLUE BUNNY BANANA                       513020  13  513                  BUN001                        27   8/10/21  N   A
_ BLUE BUNNY BUTTER                       513030  13  513                  BUN001                        24   8/11/21  N   A
_ BLUE BUNNY PECAN                        513040  13  513                  BUN001                        23   8/10/21  N   +

F1=Cmd Keys  F3=Exit  F4/F5=Search  F10=Add  F11=Set Status  F16=More Filters
```

1. Locate the desired item in the Work With Items screen's list, and enter *9* (Scan Codes) in its selection column, or enter the desired item's number for **Item Number**, and enter *9* for **Action**.

2. Press <Enter>. The Work with Item's UPC's screen appears.

```
GSIPDFR     DISPLAY CDR Customer Conference             7/22/13 12:00:28
                          Work with Item's UPC's
  Item     U/M    Seq.   UPC              Effective
  Number  Level  Number  Code             Date
  100033    _     ___    _____   _____

Type options, press Enter.
C=Copy to Item Master  2=Edit




F3=Exit   F4=Search   F10=Add New Record   F14=Import UPC's from Item Master
```

To automatically import all the UPCs from the Item Master file to the UPC Scan Master file, press <F14> (Import UPC's from Item Master). The *WARNING!   ALL UPC data will be copied from item master.* message appears. To continnue, press <F14>, or press <F3> to exit.

3. To add an individual scan code, press <F10> (Add New Record). The Enter UPC Scan Code screen appears.

```
GSXFPVR     ENTER    CDR Customer Conference                7/22/13 12:01:22
                             Enter UPC Scan Code



      UPC Code . . . .    _____












      F3=Exit    F8=Expand UPC
```

4. Enter the UPC for the **UPC Code** (15,a) field, and press <Enter>.

5. Press <Enter> when prompted to confirm. The Edit Scan Code Entry Details screen appears.

6. Enter the item's number for the **Unit of Measure** field, or press <F4> to select the item.

7. Enter *1*, *2*, *3* or *4* for the **Unit of Measure** field.

8. Enter the necessary date (6,n) for the **Effective Date** field.

9. Enter a number (3,n) for the **Sequence Number** field. The DAC system uses the scan codes with the lowest sequence number first. Sequence numbers may also be used to force the system to deplete seasonal items first.

10. Press <Enter>.

```
GSILE1R    ADD      CDR Customer Conference              7/22/13 12:06:35
                      Edit Scan Code Entry Details

UPC Code . . . . . . . . . . :    2820030501

Type changes, press Enter.

        Item Number  .   100033
        Unit of Measure  2
        Effective Date   072213
        Sequence Number  1
        Status . . . :






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

11. Press <Enter> when prompted to confirm.

12. To automatically copy scan codes to item master records, enter *C* in the necessary selection columns as illustrated below, and press <Enter>.

```
GSIPDFR    DISPLAY CDR Customer Conference            7/22/13 12:29:47
                       Work with Item's UPC's
  Item    U/M    Seq.   UPC              Effective
  Number  Level  Number Code             Date
  100033    _     ___   _____    _____

Type options, press Enter.
C=Copy to Item Master  2=Edit

?   UPC Code      Item   Item Description          U/M U/M  Seq Sts
                  Number                           Lvl Desc. No.
C 2820030501      100033 BASIC BLUE BOX KING         2  CTN   1  A
C 2820030506      100033 BASIC BLUE BOX KING         3  CSE   2  A







F3=Exit   F4=Search   F10=Add New Record   F14=Import UPC's from Item Master
```

The Scan Code Maintenance option of the File Maintenance screen can be used to enter multiple scan codes for items, e.g., for seasonal or promotional packaging.

```
   User: JEANNINE              Menu: FMCV1            Date:  8/07/12

   ===================> 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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   ==>
```

1. Select option 8 (Scan Code Maintenance) from the File Maintenance screen. The UPC Scan Codes screen appears.

```
   User: JEANNINE                   Menu: UPCCV1                    Date:  8/07/12

   =====================>U P C   S C A N   C O D E S<=====================
   ======================================================================
   !!!!!!!!!           1. Work with UPC Codes in UPC Sequence
   THE    !!           2. Work With Alternate Scan Codes
   DAC    !!
   SYSTEM !!
   !!!!!!!!!




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

2. Select option 1 (Work With UPC Codes in UPC Sequence) from the UPC Scan Codes screen. The Work With UPC Scan Codes screen appears.

```
GSIKDFR    DISPLAY CDR Customer Conference              7/22/13 13:12:23
                        Work with UPC Scan Codes
                        Item    U/M    Seq.    Effective
                        Number  Level  Number  Date
  UPC Code _____  _____  _   ___   _____

Type options, press Enter.
C=Copy to Item Master  2=Edit

?   UPC Code       Item   Item Description              U/M U/M   Seq Sts
                   Number                               Lvl Desc. No.
_  016000277069    500600 NATURE VALLEY SWEET & SALTY ALMOND1  2  BOX    1  A
_  016000442818    500600 NATURE VALLEY SWEET & SALTY ALMOND1  1  BAR    2  A
_  2820030501      100033 BASIC BLUE BOX KING                  2  CTN    1  A
_  2820030506      100033 BASIC BLUE BOX KING                  3  CSE    3  A








F3=Exit  F4=Search  F10=Add New Record
```

3. To add a scan code, press <F10> (Add New Record). The Enter UPC Scan Code screen appears.

```
GSXFPVR     ENTER   CDR Customer Conference             7/22/13 13:21:22
                        Enter UPC Scan Code



UPC Code . . . .   _____









F3=Exit   F8=Expand UPC
```

Refer to the previous instructions concerning the use of the Enter UPC Scan Code and Edit Scan Code Entry Details screens.

Working With Salesman Promotions

The Work With Salesman Promotions application is primarily used to create records for tracking bonus-type commissions earned for selling designated items. Promotion records include starting and ending dates, and designates the bonus as a dollar amount or percentage of the billing price.

When a promotion ends, it is listed in the Print Expired Deals/Promotions report which prints during end of day (EOD) processing. Refer to Printing End Of Day Reports of the DAC Closing Procedures document for additional information.

Promotion records are also used for tracking the return of totes by customers. Refer to Working With Load Control of the Billing document for additional information.

Adding Promotion Records

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

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
User: JEANNINE              Menu: IRMCV1               Date:  7/28/05

==================> P R O D U C T   R E L A T E D <==================
=====================================================================
!!!!!!!!!!              1. Work With Items
THE    !!               2. Work With Locations
DAC    !!               3. Warehouse Definitions
SYSTEM !!               4. Category Definitions
!!!!!!!!!!              5. Sales Class Definitions
                        6. Product Class Definitions
                        7. Tax Class Definitions
                        8. Book Heading Definitions
                        9. Enter/Update Global Price Changes
                       10. Perform Global Price Changes
                       11. RF Product Date Control
                       M E N U   C A L L S
19. Deals           20. Tax System          21. Product Reports
22. File Maintenance    23. Dac Main Menu       90. Sign Off
=====================================================================
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 ===>
```

3. Select option 19 (Deals) from the Product Related screen. The Deals screen appears.

```
        User: JEANNINE            Menu: DLCV1               Date:  7/28/05

        ============================>  D E A L S  <============================
        =======================================================================
        !!!!!!!!!!                1. Work With Selling Allowances
        THE    !!                 2. Work With Buying Allowances
        DAC    !!                 3. Work With Salesman Promotions
        SYSTEM !!
        !!!!!!!!!!                4. Selling Allowance Print Options
                                  5. Promotion Print Options

                                  6. Create Salesman Promotions TOOL

                                  7. Print Current/Future Deals

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

4. Select option 3 (Work With Salesman Promotions) from the Deals screen. The Work With Salesman Promos screen appears with the *No data to display* message if no promotion records were previously added.

```
DSMLDFR    DISPLAY Creative Data Research            7/28/05 14:48:32
                          Work With Salesman Promos
 Start    Item    Promo    Promo   Warehouse
 Date    Number  End Date  Status  Code


Type options, press Enter.
2=Edit












F3=Exit   F6=Print   F10=Add New Record
No data to display.
```

5. Press <F10> (Add New Record). The Edit Item Promotion File KEY SCREEN appears.

```
DSL6E1R    ADD    Creative Data Research            7/28/05 14:50:12
                     Edit Item Promotion File KEY SCREEN

Item Number  . .
Warehouse Code .
Promo Start Date .












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

6. Enter an item number for the **Item Number** (6,n) field, or press <F4> to select a number from the Select Item by Description screen. If entering a salesman promotion record, use the item number of the promotional item.

If entering a promotion record for tracking totes, enter the tote's item number. Refer to Working With Tote Charges of the Billing document for additional information about the tote item.

7. Enter a warehouse code for the **Warehouse Code** (6,a) field, or press <F4> to select a code from the Select Warehouse Master screen.

8. Enter a date for the **Promo Start Date** (6,n) field, and press <Enter>. The Edit Item Promotion File Details screen appears.
    The date range designated by the values entered for the **Promo Start Date** and **End Date** (see below) determine the status of the promotion (see **Promo Status** below), and when DAC can be used to track the return of totes.

```
DSL6E1R    ADD     Creative Data Research              7/28/05 15:40:09
                     Edit Item Promotion File Details

Item Number  . . . . . :    39727  BATTERY ALK 2 PAK AAA (EA 0.00
Warehouse Code . . . . :   1

Promo Type . . . . . . .   1


                                  Promo              Promo
            Start Date    End Date      Amount              Percent
              8/01/05                          (* OR *)



Promo Status . . . . . :   F

Unit Restrictor  .    Minimum Quantity        Maximum Quantity
                                                    Qty Sold:    0



F3=Exit    F12=Key screen
```

9. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
    - Displayed field: **Start Date** (6,n) - promotion's starting date as entered above.
    - **Promo Type** (1,n) - *1* for amount or *2* for percent. If entering a promotion record to track the return of totes, enter *1*.
    - **End Date** (6,n) - promotion's ending date.
      The date range designated by the values entered for the **Promo Start Date** (see above) and **End Date** determine the status of the promotion (see **Promo Status** below), and when DAC can be used to track the return of totes.

10. Enter data for one of the following fields, and press <Field Exit>:
    - **Promo Amount** (7.2,n) - dollar amount (per standard selling unit of measure) that salesmen receive. If entering a promotion record to track the return of totes, enter *.01*.
      If the promotion is limited to selling a unit other than the standard selling unit of measure (see **Unit Restrictor** below), the amount enter for the **Promo Amount** field is prorated accordingly to calculate the bonus.
    - **Promo Percent** (5.2,n) - percentage of the item's billing price that salesmen receive.

11. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
    - Displayed field: **Promo Status** (1,a) - promotion's status is set by DAC according to the promotion's starting and ending dates. The valid values are *A* for active, *E* for expired and *F* for future. The promotion's status must be *A* for active before DAC can be used to track the return of totes.
    - Optional: **Unit Restrictor** (1,n) - the item's selling unit of measure to which the promotion is limited. The valid values are *1*, *2*, *3* and *4*.
    - Optional: **Minimum Quantity** (5,n) - the minimum number of items that must be sold per order to qualify for the promotion.
    - Optional: **Maximum Quantity** (5,n) - the maximum number of items sold for which the promotion's bonus can be awarded. Credits posted for the return of promotional items are ignored when determining if the maximum quantity is sold.
    - Displayed field: **Qty Sold** - the total number of items sold between the promotion's starting and ending dates. Credits posted for the return of promotional items are ignored when calculating the quantity sold.

12. Press <Enter> when data entry at the Edit Item Promotion File Details screen is complete.

```
DSL6E1R     ADD      Creative Data Research                7/28/05 16:52:52
                        Edit Item Promotion File Details

Item Number  . . . . . :    39727  BATTERY ALK 2 PAK AAA (EA 0.00
Warehouse Code . . . . :   1

Promo Type . . . . . . .   1  Amount


                                      Promo              Promo
             Start Date    End Date   Amount             Percent
             8/01/05       123105         .10  (* OR *)


Promo Status . . . . . :   F

Unit Restrictor  .   2  Minimum Quantity        Maximum Quantity
                                                    Qty Sold:     0


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

13. Press <Enter> when prompted to confirm. The Edit Item Promotion File KEY SCREEN screen appears with the *Record added* message.

14. Continue entering promotion records as necessary, and press <F3> at the Edit Item Promotion File KEY SCREEN when data entry is complete. The Work With Salesman Promos screen appears.

```
DSMLDFR    DISPLAY Creative Data Research              7/28/05 17:15:41
                        Work With Salesman Promos
 Start   Item   Promo    Promo   Warehouse
 Date   Number End Date Status   Code


Type options, press Enter.
2=Edit
?            Item Description       Item    Start   End
                                    Number   Date    Date     Sts
    BATTERY ALK 2 PAK AAA (EA 0.00     39727  8/01/05 12/31/05  F
Amount      .10  Percent    .00  Unit Rst. EA   Min. Qty    0  Max Qty    0
    TOTE ITEM                        888888  7/28/05 12/31/25  A
Amount      .01  Percent    .00  Unit Rst.     Min. Qty    0  Max Qty    0









F3=Exit   F6=Print   F10=Add New Record
```

Illustrated above is an example of a promotion record added for tracking the return of totes by customers.

15. Press <F3> to exit. The Deals screen appears.

Printing Promotion Records

The Promotion Print Options application is used to print reports of active or expired promotions restricted to warehouse, item number, vendor or salesman. Refer to the pages which follow for examples of the reports.

1. Select option 1 (File Maintenance) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 19 (Deals) from the Product Related screen. The Deals screen appears.

```
User: JEANNINE              Menu: DLCV1              Date:  2/15/10

===========================> D E A L S <===========================
===================================================================
!!!!!!!!!!              1. Work With Selling Allowances
THE     !!              2. Work With Buying Allowances
DAC     !!              3. Work With Salesman Promotions
SYSTEM  !!
!!!!!!!!!!              4. Selling Allowance Print Options
                        5. Promotion Print Options

                        6. Create Salesman Promotions TOOL

                        7. Print Current/Future Deals

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

2. Select 5 (Promotion Print Options) from the Deals screen. The Prompt for Promo Print screen appears.

```
BSNQPVR     ENTER    Creative Data Research-SUPPORT         4/12/99 16:38:59
                            Prompt For Promo Print

 Warehouse code

 Item Number . .

Type A = Allowance, P = Promotion

Status A = Active, E = Expired . .

From Dates . . .           to

Vendor Number  .

Salesman Number

Print Customer # Detail Y/N   Y     Sort By    (S= Salesman,Item)
                                               (I= Item,Salesman)
Print Sales Rep Totals Y/N    Y                (C= Salesman,Customer)
                                               (A= Item,customer)

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

3. To limit the report to a specific warehouse, enter a warehouse code for the **Warehouse code** (6,a) field, or press <F4> to select a number from the Select Warehouse Master screen.
4. To limit the report to a single item, enter an item number for the **Item Number** field, or press <F4> to select a number from the Select Item by Description screen.
5. Enter an *A* (Allowance) or *P* (Promotion) for the **Type** field.
6. Enter an *A* (Active), *E* (Expired), or *B* (for both active and expired) deals for the **Status** field.
7. Enter beginning and ending dates for the **From Dates** (6,n) and **to** (6,n) fields.

8. To limit the report to a specific vendor, enter a vendor code for the **Vendor Number** field, or press <F4> to select a number from the Select Vendor Master screen.
9. To limit the report to a specific sales representative, enter an employee code for the **Salesman Number** field, or press <F4> to select a code from the Select Employee Master screen.
10. Enter *Y* for the **Print Customer # Detail** field to print customer details.
11. Enter one of the following valid values for the **Sort By** field to designate the sort method used to generate the report:
    - *S* to sort by sales representative, then by item
    - *I* to sort by item, then by sales representative
    - *C* to sort by sales representative, then by customer
    - *A* to sort by item, then by customer.
12. Enter *Y* for the **Print Sales Rep Totals** field to print salesman totals.
13. Press <F6> (Print) when data entry is complete.
14. Press <Enter> when prompted to confirm.

Salesman Deal Print Report

```
Creative Data Research-SUPPORT          Salesman Deal Print                JTIPPIN    BSZ4PFR    3/31/99  8:24:23 Page      1

    Customer/            Name             Start      End     Total Sales    Total Cost     Total         Promo      Extended
      Item                                                                               Qty Sold       Amount       Promo
Salesman Number 000001  CONNIE FRANCS

  700300 AMERICA'S STORE #104            10/10/98 12/31/98      96.30          82.60          1  CTN       .00

   14212 DORAL FULL FLAVOR MENTHOL 0.00  10/10/98 12/31/98      96.30          82.60          1           .00          .00
  700200 AMERICA'S STORE #103             9/01/98 10/31/98     219.56         198.80         17  BOX       .25         4.25

   15400 BAR NONE HERSHEY 24 CT    0.00   9/01/98 10/31/98     219.56         198.80         17           .00         4.25
  700300 AMERICA'S STORE #104             8/01/98  8/31/98      91.40         121.70          1  DSP       .00

  999888 DORAL SUMMER END DISPLAY         8/01/98  8/31/98      91.40         121.70          1           .00          .00

      Salesman Number 000001 CONNIE FRANCS                     407.26         403.10         19                       4.25


Creative Data Research-SUPPORT          Salesman Deal Print                JTIPPIN    BSZ4PFR    3/31/99  8:24:23 Page      2

    Customer/            Name             Start      End     Total Sales    Total Cost     Total         Promo      Extended
      Item                                                                               Qty Sold       Amount       Promo
Salesman Number 050568  SHERI S RICHARDSON

  700100 AMERICA'S STORE #102             9/01/98 10/31/98      47.04          46.85          4  BOX       .25         1.00

   15400 BAR NONE HERSHEY 24 CT    0.00   9/01/98 10/31/98      47.04          46.85          4           .00         1.00

      Salesman Number 050568 SHERI S RICHARDSON                 47.04          46.85          4                      1.00


Creative Data Research-SUPPORT          Salesman Deal Print                JTIPPIN    BSZ4PFR    3/31/99  8:24:23 Page      3

    Customer/            Name             Start      End     Total Sales    Total Cost     Total         Promo      Extended
      Item                                                                               Qty Sold       Amount       Promo
Salesman Number 10      SUZY SMITH

  800200 COWBOY STOP N GO                 9/01/98 10/31/98      47.04          47.60          4  BOX       .25         1.00

   15400 BAR NONE HERSHEY 24 CT    0.00   9/01/98 10/31/98      47.04          47.60          4           .00         1.00

      Salesman Number 10      SUZY SMITH                        47.04          47.60          4                      1.00

** END OF REPORT **
```

Salesman Deal Print 2 Report

```
Creative Data Research-SUPPORT        Salesman Deal Print 2            JTIPPIN    GSB1PFR    3/31/99  8:31:38 Page     1

    Customer      Description           Start     End      Total Sales    Total Cost      Total        Promo     Extended
    Name                                                                                Qty Sold      Amount      Promo
Salesman Number 000001  CONNIE FRANCS

    Customer Number 700200   AMERICA'S STORE #103

    14212   DORAL FULL FLAVOR MENTHOL 0.00     6/07/98 12/31/98       140.60CR      131.60CR       9 CTN       4.80      43.20-
    15400   BAR NONE HERSHEY 24 CT    0.00     9/01/98 10/31/98       219.56        198.80        17 BOX        .25       4.25

    Customer Number 700200                                            78.96         67.20          8                     38.95CR


    Customer Number 700300   AMERICA'S STORE #104

    14212   DORAL FULL FLAVOR MENTHOL 0.00     6/07/98 12/31/98      1249.00       1168.00        90 CTN       4.80     432.00
    14212   DORAL FULL FLAVOR MENTHOL 0.00    10/10/98 12/31/98        96.30         82.60         1 CTN        .00
    361855  BOBS SWT STRIPES CINN BAG 5.05 OZ  6/01/98 12/31/98        22.44         17.94        60 EA        9.36     561.60
    535600  SNICKERS BAR 48/CT        48 COUNT 6/01/98  6/20/98        23.34         16.25         1 BOX       4.00       4.00
    890730                                     6/01/98 12/31/98         .00           .00          0            .00
    999888  DORAL SUMMER END DISPLAY           8/01/98  8/31/98        91.40        121.70         1 DSP        .00

    Customer Number 700300                                           1482.48       1406.49       153                    997.60

      Salesman Number 000001 CONNIE FRANCS                           1561.44       1473.69       161                    958.65

    ** END OF REPORT **
```

Promo Print Customer Seq Report

```
Creative Data Research-SUPPORT        Promo Item Tracking Report     JTIPPIN    BSNPPFR    3/31/99  9:49:51 Page     1
    Customer            Name            Start     End      Total Sales    Total Cost      Total        Promo     Extended
                                                                                       Qty Sold      Amount      Promo
    Type A
Item  15400  BAR NONE HERSHEY 24 CT     0.00
700200 AMERICA'S STORE #103             9/01/98 10/31/98       219.56        198.80        17 BOX        .25       4.25
    Salesman Number 000001 CONNIE FRANCS                       219.56        198.80        17                      4.25
700100 AMERICA'S STORE #102             9/01/98 10/31/98        47.04         46.85         4 BOX        .25       1.00
    Salesman Number 050568 SHERI S RICHARDSON                   47.04         46.85         4                      1.00
800200 COWBOY STOP N GO                 9/01/98 10/31/98        47.04         47.60         4 BOX        .25       1.00
    Salesman Number 10    SUZY SMITH                            47.04         47.60         4                      1.00
    Cents Off Selling Allow.            9/01/98 10/31/98       313.64        293.25        25        .25          6.25
Item Total  15400  BAR NONE HERSHEY 24 CT   0.00              313.64        293.25        25                      6.25


Creative Data Research-SUPPORT        Promo Item Tracking Report     JTIPPIN    BSNPPFR    3/31/99  9:49:51 Page     2
    Customer            Name            Start     End      Total Sales    Total Cost      Total        Promo     Extended
                                                                                       Qty Sold      Amount      Promo
    Type A
Item 535600  SNICKERS BAR 48/CT         48 COUNT
700300 AMERICA'S STORE #104             6/01/98  6/20/98        23.34         16.25         1 BOX       4.00       4.00
    Salesman Number 000001 CONNIE FRANCS                        23.34         16.25         1                      4.00
    Cents Off Selling Allow.            6/01/98  6/20/98        23.34         16.25         1       4.00          4.00
Item Total 535600  SNICKERS BAR 48/CT       48 COUNT           23.34         16.25         1                      4.00


Creative Data Research-SUPPORT        Promo Item Tracking Report     JTIPPIN    BSNPPFR    3/31/99  9:49:51 Page     3
    Customer            Name            Start     End      Total Sales    Total Cost      Total        Promo     Extended
                                                                                       Qty Sold      Amount      Promo
    Type A
Item 999888  DORAL SUMMER END DISPLAY
700300 AMERICA'S STORE #104             8/01/98  8/31/98        91.40        121.70         1 DSP        .00
    Salesman Number 000001 CONNIE FRANCS                        91.40        121.70         1                       .00
    Super Item Non Pre-Packed           8/01/98  8/31/98        91.40        121.70         1        .00           .00
Item Total 999888  DORAL SUMMER END DISPLAY                     91.40        121.70         1                       .00


Creative Data Research-SUPPORT        Promo Item Tracking Report     JTIPPIN    BSNPPFR    3/31/99  9:49:51 Page     4
    Customer            Name            Start     End      Total Sales    Total Cost      Total        Promo     Extended
                                                                                       Qty Sold      Amount      Promo
    Type P
Item 999918  MARLBORO BOX 100'S
800200 COWBOY STOP N GO                 7/01/98  7/31/98       195.51CR      200.05CR        2 CTN        .50       1.00-
    Salesman Number 10    SUZY SMITH                           195.51CR      200.05CR        2                      1.00CR
    No Allowance                        7/01/98  7/31/98       195.51CR      200.05CR        2        .50          1.00CR
Item Total 999918  MARLBORO BOX 100'S                          195.51CR      200.05CR        2                      1.00CR

    ** END OF REPORT **
```

Promo Item Tracking Report

```
Creative Data Research-SUPPORT          Promo Item Tracking Report            JTIPPIN   BSNPPFR     3/31/99  9:49:51 Page      1

    Customer           Name            Start     End     Total Sales     Total Cost      Total           Promo      Extended
                                                                                      Qty Sold          Amount         Promo

      Type A

  Item  15400   BAR NONE HERSHEY 24 CT     0.00


  700200 AMERICA'S STORE #103            9/01/98 10/31/98      219.56          198.80          17 BOX        .25          4.25

      Salesman Number 000001 CONNIE FRANCS                     219.56          198.80          17                        4.25
  700100 AMERICA'S STORE #102            9/01/98 10/31/98       47.04           46.85           4 BOX        .25          1.00

      Salesman Number 050568 SHERI S RICHARDSON                47.04           46.85           4                        1.00
  800200 COWBOY STOP N GO                9/01/98 10/31/98       47.04           47.60           4 BOX        .25          1.00

      Salesman Number 10    SUZY SMITH                         47.04           47.60           4                        1.00

      Cents Off Selling Allow.           9/01/98 10/31/98      313.64          293.25          25        .25            6.25

  Item Total  15400   BAR NONE HERSHEY 24 CT    0.00           313.64          293.25          25                       6.25



Creative Data Research-SUPPORT          Promo Item Tracking Report            JTIPPIN   BSNPPFR     3/31/99  9:49:51 Page      2

    Customer           Name            Start     End     Total Sales     Total Cost      Total           Promo      Extended
                                                                                      Qty Sold          Amount         Promo

      Type A

  Item 535600   SNICKERS BAR 48/CT       48 COUNT


  700300 AMERICA'S STORE #104            6/01/98  6/20/98       23.34           16.25           1 BOX      4.00          4.00

      Salesman Number 000001 CONNIE FRANCS                      23.34           16.25           1                        4.00

      Cents Off Selling Allow.           6/01/98  6/20/98       23.34           16.25           1      4.00             4.00

  Item Total 535600   SNICKERS BAR 48/CT      48 COUNT          23.34           16.25           1                       4.00



Creative Data Research-SUPPORT          Promo Item Tracking Report            JTIPPIN   BSNPPFR     3/31/99  9:49:51 Page      3

    Customer           Name            Start     End     Total Sales     Total Cost      Total           Promo      Extended
                                                                                      Qty Sold          Amount         Promo

      Type A

  Item 999888   DORAL SUMMER END DISPLAY


  700300 AMERICA'S STORE #104            8/01/98  8/31/98       91.40          121.70           1 DSP        .00

      Salesman Number 000001 CONNIE FRANCS                      91.40          121.70           1                         .00

      Super Item Non Pre-Packed          8/01/98  8/31/98       91.40          121.70           1      .00               .00

  Item Total 999888   DORAL SUMMER END DISPLAY                  91.40          121.70           1                         .00



Creative Data Research-SUPPORT          Promo Item Tracking Report            JTIPPIN   BSNPPFR     3/31/99  9:49:51 Page      4

    Customer           Name            Start     End     Total Sales     Total Cost      Total           Promo      Extended
                                                                                      Qty Sold          Amount         Promo

      Type P

  Item 999918   MARLBORO BOX 100'S


  800200 COWBOY STOP N GO                7/01/98  7/31/98      195.51CR        200.05CR          2 CTN        .50         1.00-

      Salesman Number 10    SUZY SMITH                        195.51CR        200.05CR          2                       1.00CR

      No Allowance                       7/01/98  7/31/98      195.51CR        200.05CR          2      .50            1.00CR

  Item Total 999918   MARLBORO BOX 100'S                      195.51CR        200.05CR          2                       1.00CR

  ** END OF REPORT **
```

Working With Item Reports

The Item Reports application (option 21 of the Product Related screen) is used to print the following reports:

- Active Items List
- Inactive Items List
- Item Balance List
- New Item Report
- Price Books and Index
- Item Changes
- Price Change List
- Items With No Assigned Location
- Item Costs and Prices

Refer to Working With Sales Classes for information about printing a list of sales class records.

The Item Analysis application (option 20 of the Item Reports screen) is used to print lists of the best selling and worst selling items, the No Sale Item List, and the Vendor Weekly Movement report. Refer to Working With Item Analysis Reports for additional information.

```
User: JEANNINE                  Menu: IRMCV1              Date:  5/10/06

====================> 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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===>
```

1. Select option 21 (Product Reports) from the Product Related screen. The Item Reports screen appears.

```
User: JEANNINE                    Menu: ITRCV1                    Date:  5/10/06

=====================> I T E M   R E P O R T S <=====================
=====================================================================
!!!!!!!!!!               1. Item Master Listing(Active Only)
THE    !!               2. Inactive Items Listing
DAC    !!               3. Item Balance Listing
SYSTEM !!               4. Salesman/In-House Price Books
!!!!!!!!!!               5. Display Item Changes
                        6. Price Change List(Input Date Range)
                        7. Purge File Changes
                        8. Print Items With No Location
                        9. Print Cost & Prices With Percents
                       10. New Item Report(Input Date Range)
                       11. Restricted Products Report
                         M E N U   C A L L S
19. Item Related Maint.  20. Item Analysis          21. Reports
22. File Maintenance     23. Dac Main Menu           90. Sign Off
=====================================================================
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===>
```

2. If desired, select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

Printing An Active Items List

The Item Master Listing application prints a list of all active items for a category range, sales class range or for a vendor. The list displays an item's number, description, sales class, product class, tax class, vendor code, units of measure, quantity multipliers, manufacturer's suggested retail price, UPC numbers, weights, catch weight status, and retail pack size.

```
User: JEANNINE              Menu: ITRCV1              Date:  2/15/10

=====================> I T E M   R E P O R T S <=====================
=====================================================================
!!!!!!!!!!                   1. Item Master Listing(Active Only)
THE      !!                  2. Inactive Items Listing
DAC      !!                  3. Item Balance Listing
SYSTEM !!                    4. Salesman/In-House Price Books
!!!!!!!!!!                   5. Display Item Changes
                             6. Price Change List(Input Date Range)
                             7. Purge File Changes
                             8. Print Items With No Location
                             9. Print Cost & Prices With Percents
                            10. New Item Report(Input Date Range)
                            11. Restricted Products Report
                         M E N U   C A L L S
19. Item Related Maint.  20. Item Analysis        21. Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
=====================================================================
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==>
```

1. Select option 1 (Item Master Listing-Active Only) from the Item Reports screen.

```
BSF6PVR      ENTER    Creative Data Research-SUPPORT          8/18/99 14:33:16
                             Prompt For Item List

Choose From The Following Selection Criteria For The Item List:

                                              ITEM MASTER
                  Beginning Category
                  Ending Category          Print Check Digit(Y/N)? Y

                       ** OR **

                  Beginning Class
                  Ending Class

                       ** OR **

                  Vendor Number




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

2. Input a beginning and ending category number, or a beginning and ending class number, or vendor code; or press <F4> to search for a record.
3. Input a Y or an N to indicate if check digits should print.
4. Press <F6> to print.
5. Press <F3> to exit the program.

Active Items List

From Category   001   To 001

Item Number	Item Description	Sales Class	Prod. Class	Tax Class	Vendor Number	U/M 1	Qmult 1	U/M 2	Qmult 2	U/M 3	Qmult 3	U/M 4	Qmult 4	MSRP
UPC Unit 1	UPC Unit 2	UPC Unit 3	UPC Unit 4		Weight 1	Weight 2	Weight 3	Weight 4	C.W.	Retail Pack				

Category 1 CIGARETTES

  Sales Class   1 FULL PRICE BRANDED CIGARETTES

104670 8 B&H DELUXE ULTRA MEN 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
2820000111	2820011110	H	06							99.00	N			
104630 0 B&H DELUXE ULTRA 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
2820000110	2820011100	H	06							99.00	N			
104310 9 B&H GOLD 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
2820000840	2820010400	H	06							99.00	N			
104312 7 B&H GOLD 100 BOX		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
288412	2820010416	H	06							49.50	N			
104600 9 B&H LIGHT BOX 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
2820000890	2820010900	H	06							49.50	N			
104610 6 B&H LIGHT MEN BOX 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
2820000891	2820010910	H	06							49.50	N			
104580 6 B&H LIGHT MENTHOL 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
288522	2820010520	H	06							99.00	N			
104540 8 B&H LIGHT 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
288512	2820010510	H	06							99.00	N			
104361 3 B&H MENTHOL BOX		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
2820000842	2820010426	H	06							49.50	N			
104360 4 B&H MENTHOL 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
288432	2820010431	H	06							99.00	N			
100590 5 B&H MULTIFILTER KING		1	1140	1	PHI100	PAK	1	CTN	10	CSE	30		1	2.06
288392	2820010390	K	06							49.50	N			

Printing An Inactive Items List

This program lists all items that have been marked inactive, and prints item description and number, category number, sales class number, product class number, tax class number, vendor code, warehouse code, and date of last sale.

```
User: JEANNINE                Menu: ITRCV1                Date:  2/15/10

======================> I T E M   R E P O R T S <======================
=======================================================================
!!!!!!!!!             1. Item Master Listing(Active Only)
THE     !!            2. Inactive Items Listing
DAC     !!            3. Item Balance Listing
SYSTEM  !!            4. Salesman/In-House Price Books
!!!!!!!!!             5. Display Item Changes
                      6. Price Change List(Input Date Range)
                      7. Purge File Changes
                      8. Print Items With No Location
                      9. Print Cost & Prices With Percents
                     10. New Item Report(Input Date Range)
                     11. Restricted Products Report
                      M E N U   C A L L S
19. Item Related Maint.  20. Item Analysis        21. Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
=======================================================================
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==>
```

1. Select option 2 (Inactive Items Listing) from the Item Reports screen.

Inactive Items List

Creative Data Research							JTIPPIN	BSHAPFR	8/18/99 15:05:53 Page	1
Description	Item Number	Retail Pack Desc.	Cat No.	Sales Class	Prod. Class	Tax Class	Vendor Number	On Hand Unit 1	On Hand Unit 2	On Hand Unit 3	On Hand Unit 4
ARISTOCRAT 80 1.75 LT E152	806124		20	1000	600		DUM100				
ARISTOCRAT 80 1.75 LT F152	806125		20	1000	600		DUM100				
ARISTOCRAT 80 200 ML C152	806123		20	1000	600		DUM100				
ARISTOCRAT 80 375 ML B152	806122		20	1000	600		DUM100				
ARISTOCRAT 80 750 ML A404	806112		20	1000	600		DUM100				
ARISTOCRAT 80 750ML A152	806121		20	1000	600		DUM100				
AZTECA 40 750 ML A485	806224		20	1000	600		DUM100				
BABY RUTH KING PP.69	219761		4	267	400		NES100				
BACARDI BLACK 80 A268 750 ML	806169		20	1000	600		DUM100				
BACARDI BLACK 80 C268 200 ML	806171		20	1000	600		DUM100				
BACARDI BLACK 80 B268 375 ML	806170		20	1000	600		DUM100				
BACARDI DARK 80 A265 750 ML	806166		20	1000	600		DUM100				
BACARDI DARK 80 B265 375 ML	806167		20	1000	600		DUM100				
BACARDI DARK 80 C265 200 ML	806168		20	1000	600		DUM100				
BACARDI LIGHT 80 C250 200 ML	806159		20	1000	600		DUM100				
BACARDI LIGHT 80 F250 1.75 LT	806162		20	1000	600		DUM100				
BACARDI LIGHT 80 B250 375 ML	806158		20	1000	600		DUM100				
BACARDI LIGHT 80 E250 1LT	806161		20	1000	600		DUM100				
BACARDI LIGHT 80 50 ML D250	806160		20	1000	600		DUM100				
BACARDI LIGHT 80 750ML A250	806157		20	1000	600		DUM100				
BACARDI 151 A262 750 ML	806164		20	1000	600		DUM100				
BACARDI 151 B262 375 ML	806165		20	1000	600		DUM100				
BAILEY'S ORIG ISISH CRM 34 B646 375	806229		20	1000	600		DUM100				
BARCARDI BREEZ CAL BERRY B271 375ML	806254		20	1000	600		DUM100				
BARCARDI BREEZ KEY LIME B269 375 ML	806251		20	1000	600		DUM100				
BARCARDI BREEZ PEACH B271 375 ML	806253		20	1000	600		DUM100				
BARCARDI BREEZ TROP FRUIT B270 375M	806252		20	1000	600		DUM100				
BARTON LIGHT 80 A10 750 ML	806152		20	1000	600		DUM100				
BARTON'S Q T 80 750 ML A35	806029		20	1000	600		DUM100				
BARTON'S 80 750 ML A7	806062		20	1000	600		DUM100				
BASIC B2G1F DISPLAY #13401	985605		35	900	500		PHI100				
BASIC B2G1F DISPLAY #49801	985623		35	900	500		PHI100				

Printing An Item Balance List

The Item Balance Listing application prints certain item information stored in the item balance file. That information includes units of measure, sell status codes, standard sell unit, pallet tie, pallet high, item status, substitution type, minimum quantity multiples, maximum sell quantity/unit, back order code, and restocking fee percentage.

Lists can be printed for a category or sales class of items.

```
        User: JEANNINE              Menu: ITRCV1              Date:  2/15/10

        ====================> I T E M   R E P O R T S <=====================
        ====================================================================
        !!!!!!!!!!             1. Item Master Listing(Active Only)
        THE      !!           2. Inactive Items Listing
        DAC      !!           3. Item Balance Listing
        SYSTEM !!             4. Salesman/In-House Price Books
        !!!!!!!!!!             5. Display Item Changes
                              6. Price Change List(Input Date Range)
                              7. Purge File Changes
                              8. Print Items With No Location
                              9. Print Cost & Prices With Percents
                             10. New Item Report(Input Date Range)
                             11. Restricted Products Report
                              M E N U   C A L L S
        19. Item Related Maint.  20. Item Analysis      21. Reports
        22. File Maintenance     23. Dac Main Menu       90. Sign Off
        ====================================================================
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        ==>
```

1. Select option 3 (Item Balance Listing) from the Item Reports screen.

```
BSF6PVR      ENTER   Creative Data Research-SUPPORT           8/18/99 15:25:18
                         Prompt For Item List

Choose From The Following Selection Criteria For The Item List:

                                                   ITEM BALANCE
                    Beginning Category
                    Ending Category        Print Check Digit(Y/N)? Y

                        ** OR **

                    Beginning Class
                    Ending Class










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

2. Input starting and ending category number, or a starting and ending sales class number; or press <F4> to search for a record.
3. Input a Y or an N to indicate if check digits should print.
4. Press <Enter> and <F6> to print. The Item Reports screen appears.

Item Balance List

From Category   001   To 001

Item Number	Item Description	U/M 1	Sell Sts	U/M 2	Sell Sts	U/M 3	Sell Sts	U/M 4	Sell Sts	SSU	Pallet Tie	Pallet High	Sts
Subst.	Item Description	Type Of Subst.	Min. Qty Multiple	Min. Qty Multiple	Min. Qty Multiple	Min. Qty Multiple	Max. Qty /Unit	Back Order	Restock Fee %				

Category 1 CIGARETTES

Sales Class   1 FULL PRICE BRANDED CIGARETTES

Item Number	Item Description	U/M 1	Sts	U/M 2	Sts	U/M 3	Sts	U/M 4	Sts	SSU	Min/Max	BkOrd	Restock	Sts
104670 8	B&H DELUXE ULTRA MEN 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104630 0	B&H DELUXE ULTRA 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104310 9	B&H GOLD 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104312 7	B&H GOLD 100 BOX	PAK	N	CTN	Y	CSE	N			2				A
0					N		N		N				N	
104600 9	B&H LIGHT BOX 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104610 6	B&H LIGHT MEN BOX 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104580 6	B&H LIGHT MENTHOL 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104540 8	B&H LIGHT 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104361 3	B&H MENTHOL BOX	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
104360 4	B&H MENTHOL 100	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	
100590 5	B&H MULTIFILTER KING	PAK	N	CTN	Y	CSE	N			2				A
0					N		N		N				N	
100390 7	BARCLAY KING	PAK	N	CTN	Y	CSE	N		N	2				A
0					1 N		N		N		N		N	

Printing A New Item Report

The New Item Report application is used to print a list of items added during a designated date range for a specific warehouse. It can be printed with 1) the distributor's standard wholesale and retail prices, and the on hand quantities of each item, 2) specific customer prices, and no inventory quantities, or 3) available quantities of each item, and no prices.

```
User: JEANNINE              Menu: ITRCV1              Date:  7/24/13

=====================> I T E M   R E P O R T S <=====================
=====================================================================
!!!!!!!!!             1. Item Master Listing(Active Only)
THE     !!            2. Inactive Items Listing
DAC     !!            3. Item Balance Listing
SYSTEM  !!            4. Salesman/In-House Price Books
!!!!!!!!!             5. Display Item Changes
                      6. Price Change List(Input Date Range)
                      7. Purge File Changes
                      8. Print Items With No Location
                      9. Print Cost & Prices With Percents
                     10. New Item Report(Input Date Range)
                     11. Restricted Products Report
                M E N U   C A L L S
19. Item Related Maint.  20. Item Analysis      21. Reports
22. File Maintenance     23. Dac Main Menu       90. Sign Off
=====================================================================
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===>
```

1. Select option 10 (New Item Report) from the Item Reports screen. The Prompt For New Item List screen appears.

```
GSB6PVR     ENTER    CDR Customer Conference            7/24/13 13:17:17
                        Prompt for New Item List

Enter Beginning and Ending Entry Date Range for New Items:

                      Beginning Date   _____

                      Ending Date .    _____

          Warehouse 1      MAIN WAREHOUSE

          Customer# _____  (Ver.2 Only)

          Exclude Zero Qty Avl Items? Y (Ver.3 Only)
          Omit Book Exclude Items?    Y (Ver.1 & 2 Only)

                      Version . . .    1

          Version 1 Standard Price/Retail
          Version 2 Customer Specific Price/Retail
          Version 3 No Price/Retail, No Book Exclude Items, Qty Available

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

2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.

3. If desired, enter a diffferent warehouse code for the **Warehouse** (6,a) field.

4. To print the New Item Report with the distributor's standard wholesale and retail prices (and on hand quantities), enter data for the following fields:
    • **Omit Book Exclude Items?** (1,a) - *Y* for yes or *N* for no to designate if the items which are not printed in price books and order books are omitted from the report.
    • **Version** (1,a) - *1*.

5. To print the New Item Report with a specific customer's contract and retail prices (and no inventory quantities), enter data for the following fields:
   - **Customer#** (6,n) - a customer number. If necessary, press <F4> to select a number from the Select Customer Master screen.
   - **Omit Book Exclude Items?** (1,a) - *Y* for yes or *N* for no to designate if the items which are not printed in price books and order books are omitted from the report.
   - **Version** (1,a) - *2*. This version of the report includes UPC numbers.

6. To print the New Item Report with the on hand quantities of each item (and no prices), enter data for the following fields:
   - **Exclude Zero Qty Avl Items?** (1,a) - *Y* for yes or *N* for no to designate if the items with no on hand quantity are omitted from the report.
   - **Version** (1,a) - *3*. This version of the report omits items which are not printed in price books and order books.

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

8. Press <F6> and <Enter> when prompted to confirm. The Item Reports screen appears.

New Item Report (Version 1)

```
CDR Customer Conference              New Item Report               JEANNINE   GSB5PFR      7/24/13 12:26:00 Page      1

Whse: 1        MAIN WAREHOUSE                      From Date  3/09/12 To Date  3/09/12  Book Exclusions? Y

  Item Description                    Item  Chk Cat Sales Vendor   Unit   U/M QMULT Rtl Pack     MSRP  On Hand    Date
                                      Number dgt      Class Number Price                                        Entered

  LAFFY TAFFY APPLE JAR               500033  3   5   402 NST100   10.16 JAR   165                .08     464   3/09/12
  LAFFY TAFFY ASSORTED JAR            500034  2   5   402 NST100   10.16 JAR   165                .08     462   3/09/12
  LAFFY TAFFY BANANA JAR              500035  1   5   402 NST100   10.16 JAR   165                .08     438   3/09/12
  LAFFY TAFFY CHERRY JAR              500037  9   5   402 NST100   10.16 JAR   165                .08     316   3/09/12
  LAFFY TAFFY GRAPE JAR               500038  8   5   402 NST100   10.16 JAR   165                .08     337   3/09/12
  LAFFY TAFFY MYSTERY SWIRL ROPE      500042  1   5   402 NST100    6.41 BOX    24                .33     571   3/09/12
  LAFFY TAFFY STAWBERRY JAR           500039  7   5   402 NST100   10.16 JAR   165                .08     346   3/09/12
  LAFFY TAFFY STRETCHY & TANGY BANANA 500036  0   5   402 NST100   17.90 BOX    24                .93     439   3/09/12
  LAFFY TAFFY STRETCHY & TANGY CHERRY 500041  2   5   402 NST100   17.90 BOX    24                .93    1666   3/09/12
  LAFFY TAFFY WATERMELON JAR          500040  3   5   402 NST100   10.16 JAR   165                .08     474   3/09/12
  NERDS GRAPE/STRAWBERRY              500043  0   5   402 NST100   17.90 BOX    24                .60     302   3/09/12
  NERDS ROPE                          500045  8   5   402 NST100   17.90 BOX    24                .60     293   3/09/12
  NERDS SURF & TURF (T/PUNCH&B/RSP)   500044  9   5   402 NST100   17.90 BOX    24                .60     478   3/09/12
  NESTLE CRUNCH                       500048  5   5   402 NST100   26.35 BOX    36                .92     477   3/09/12
  NESTLE CRUNCH FUN SIZE CASE         500046  7   5   402 NST100   43.04 CSE    12                .60     512   3/09/12
  NESTLE CRUNCH KING SIZE             500047  6   5   402 NST100   23.39 BOX    18                .60     642   3/09/12
  PIXY STIX                           500049  4   5   402 NST100   29.66 BOX   100                .37     540   3/09/12
  RAISINETS                           500051  9   5   402 NST100   26.35 BOX    36                .92     383   3/09/12
  RAISINETS KING SIZE                 500050  0   5   402 NST100   30.85 BOX    24               1.61     662   3/09/12
  SHOCKERS                            500052  8   5   402 NST100   17.90 BOX    24                .60     516   3/09/12
  SNOCAPS THEATRE BOX                 500053  7   5   402 NST100   19.02 CSE    18                .60     317   3/09/12
  SPREE ROLL                          500054  6   5   402 NST100   26.35 BOX    36                .92     523   3/09/12
  SWEETART ROLL                       500055  5   5   402 NST100   26.35 BOX    36                .92     427   3/09/12
  100,000 BAR                         500056  4   5   402 NST100   26.65 BOX    36                .92     681   3/09/12

** END OF REPORT **
```

New Item Report (Version 2)

```
CDR Customer Conference              New Item Report              JEANNINE   DCFOPFR    7/24/13 13:03:31 Page     1

Whse: 1      MAIN WAREHOUSE                        From Date  3/09/12 To Date  3/09/12

Cust# 900300   USA CONVENIENCE STORE #300

                                  Item                      Vendor    Unit                 Retail Pack             Date
  Item Description                Number  UPC Number        Number    Price   U/M  QMULT    Description      MSRP  Entered

Sales Class   402  CANDY - NOVELTY

  LAFFY TAFFY APPLE JAR               500033  2800074046     NST100     9.97   JAR   165                       .09  3/09/12
  LAFFY TAFFY ASSORTED JAR            500034  2800094105     NST100     9.97   JAR   165                       .09  3/09/12
  LAFFY TAFFY BANANA JAR              500035  2800093105     NST100     9.97   JAR   165                       .09  3/09/12
  LAFFY TAFFY CHERRY JAR              500037  2800027960     NST100     9.97   JAR   165                       .09  3/09/12
  LAFFY TAFFY GRAPE JAR               500038  2800093205     NST100     9.97   JAR   165                       .09  3/09/12
  LAFFY TAFFY MYSTERY SWIRL ROPE      500042  2800066226     NST100     6.28   BOX    24                       .35  3/09/12
  LAFFY TAFFY STAWBERRY JAR           500039  2800011949     NST100     9.97   JAR   165                       .09  3/09/12
  LAFFY TAFFY STRETCHY & TANGY BANANA 500036  7920097861     NST100    17.54   BOX    24                       .99  3/09/12
  LAFFY TAFFY STRETCHY & TANGY CHERRY 500041  7920060012     NST100    17.54   BOX    24                       .99  3/09/12
  LAFFY TAFFY WATERMELON JAR          500040  2800093917     NST100     9.97   JAR   165                       .09  3/09/12
  NERDS GRAPE/STRAWBERRY              500043  7920024343     NST100    17.54   BOX    24                       .99  3/09/12
  NERDS ROPE                          500045  7920017323     NST100    17.54   BOX    24                       .99  3/09/12
  NERDS SURF & TURF (T/PUNCH&B/RSP)   500044  7920094801     NST100    17.54   BOX    24                       .99  3/09/12
  NESTLE CRUNCH                       500048  2800013179     NST100    25.82   BOX    36                       .99  3/09/12
  NESTLE CRUNCH FUN SIZE CASE         500046  2800052020     NST100    42.18   CSE    12                      4.75  3/09/12
  NESTLE CRUNCH KING SIZE             500047  2800077921     NST100    22.92   BOX    18                      1.75  3/09/12
  PIXY STIX                           500049  7920011042     NST100    29.07   BOX   100                       .39  3/09/12
  RAISINETS                           500051  2800008007     NST100    25.82   BOX    36                       .99  3/09/12
  RAISINETS KING SIZE                 500050  2800017945     NST100    30.23   BOX    24                      1.75  3/09/12
  SHOCKERS                            500052  7920052445     NST100    17.54   BOX    24                       .99  3/09/12
  SNOCAPS THEATRE BOX                 500053  2800053300     NST100    18.65   CSE    18                      1.45  3/09/12
  SPREE ROLL                          500054  7920015026     NST100    25.82   BOX    36                       .99  3/09/12
  SWEETART ROLL                       500055  7920013646     NST100    25.82   BOX    36                       .99  3/09/12
  100,000 BAR                         500056  2800020637     NST100    26.12   BOX    36                       .99  3/09/12

** END OF REPORT **
```

New Item Report (Version 3)

```
CDR Customer Conference              New Item List              JEANNINE   GWXJPFR    7/24/13 12:47:27 Page     1

Whse: 1      MAIN WAREHOUSE                        From Date  3/09/12 To Date  3/09/12 Exclude Unavailable? Y

  Item Description                       UPC         Item#  Cat U/M QMULT Rtl Pack   Qty Avl  Expected

  LAFFY TAFFY APPLE JAR                  2800074046  500033  5  JAR   165              450    6/18/13
  LAFFY TAFFY ASSORTED JAR               2800094105  500034  5  JAR   165              460    7/25/13
  LAFFY TAFFY BANANA JAR                 2800093105  500035  5  JAR   165              427    7/25/13
  LAFFY TAFFY CHERRY JAR                 2800027960  500037  5  JAR   165              310    7/25/13
  LAFFY TAFFY GRAPE JAR                  2800093205  500038  5  JAR   165              327    6/26/13
  LAFFY TAFFY MYSTERY SWIRL ROPE         2800066226  500042  5  BOX    24              557    6/26/13
  LAFFY TAFFY STAWBERRY JAR              2800011949  500039  5  JAR   165              322    7/25/13
  LAFFY TAFFY STRETCHY & TANGY BANANA    7920097861  500036  5  BOX    24              428    7/11/13
  LAFFY TAFFY STRETCHY & TANGY CHERRY    7920060012  500041  5  BOX    24             1665    4/02/12
  LAFFY TAFFY WATERMELON JAR             2800093917  500040  5  JAR   165              470    4/02/12
  NERDS GRAPE/STRAWBERRY                 7920024343  500043  5  BOX    24              302    7/11/13
  NERDS ROPE                             7920017323  500045  5  BOX    24              285    4/02/12
  NERDS SURF & TURF (T/PUNCH&B/RSP)      7920094801  500044  5  BOX    24              473    7/01/13
  NESTLE CRUNCH                          2800013179  500048  5  BOX    36              459    6/26/13
  NESTLE CRUNCH FUN SIZE CASE            2800052020  500046  5  CSE    12              498    7/25/13
  NESTLE CRUNCH KING SIZE                2800077921  500047  5  BOX    18              634    7/01/13
  PIXY STIX                              7920011042  500049  5  BOX   100              538    6/26/13
  RAISINETS                              2800008007  500051  5  BOX    36              371    6/26/13
  RAISINETS KING SIZE                    2800017945  500050  5  BOX    24              662    6/26/13
  SHOCKERS                               7920052445  500052  5  BOX    24              516    7/25/13
  SNOCAPS THEATRE BOX                    2800053300  500053  5  CSE    18              317    7/19/13
  SPREE ROLL                             7920015026  500054  5  BOX    36              517    6/26/13
  SWEETART ROLL                          7920013646  500055  5  BOX    36              406    7/01/13
  100,000 BAR                            2800020637  500056  5  BOX    36              679    6/26/13

** END OF REPORT **
```

Printing Salesman and In-House Price Books

The Price Book Options screen is used to print the Salesman Price Book and the In-House Price Book. Both books can be printed for a range of sales classes or book headings, and with an index. A Salesman Item Changes list can also be printed with the Salesman Price Book.

Refer to Working With Customer Reports of the Customer File Maintenance document for information about printing the Customer/Retail List (also called customer price book).

```
    User: JEANNINE               Menu: ITRCV1               Date: 10/27/11

    =====================> I T E M   R E P O R T S <=====================
    ====================================================================
    !!!!!!!!!!              1.  Item Master Listing(Active Only)
    THE    !!              2.  Inactive Items Listing
    DAC    !!              3.  Item Balance Listing
    SYSTEM !!              4.  Salesman/In-House Price Books
    !!!!!!!!!!              5.  Display Item Changes
                          6.  Price Change List(Input Date Range)
                          7.  Purge File Changes
                          8.  Print Items With No Location
                          9.  Print Cost & Prices With Percents
                         10.  New Item Report(Input Date Range)
                         11.  Restricted Products Report
                          M E N U   C A L L S
    19. Item Related Maint.  20. Item Analysis        21.  Reports
    22. File Maintenance     23. Dac Main Menu         90.  Sign Off
    ====================================================================
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       ===>
```

1. Select option 4 (Salesman/In-House Price Books) from the Item Reports screen. The Price Book Options screen appears.

```
DSETPVR     ENTER    CDR Customer Conference           10/27/11 15:59:49
                          Price Book Options

 _  1. Salesman Price Book (1=Select)    Print Check Digit(Y/N)? Y  Whse. 1

        _  1. Sort By Sales Class, Item Desc. (1=Select)
              _____ Beginning Class  _____ Ending Class

        _  2. Sort By Book Heading, Item Description (1=Select)
              ____ Beg Heading  ____ End Heading

        _  3. Print Changes (1=Select)     Beg. Date _____  End Date _____

        D  Sort Option For Price Book Index (N=Number  D=Desc)
    -----------------------------------------------------------------------
 _  2. In-House Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
        Print Ext. Item Desc?            Print Unit Cost(Y/N)? Y Alt.Price# _
        _  1. Sort By Sales Class, Item Desc. (1=Select)
              _____ Beginning Class  _____ Ending Class   Use Stamp Tax? _ (Y/N)

        _  2. Sort By Book Heading, Item Description (1=Select)
              ____ Beg Heading   ____ End Heading  Print Book Exclude Items? _
F3=Exit   F6=Print
```

2. To print the salesman price book, enter *1* for the **Salesman Price Book** (1,n) field, and enter data for the following fields:
    - **Print Check Digit** (1,a) - *Y* for yes or *N* for no to designate if the check digit is printed.
    - **Whse.** (6,a) - a warehouse code.

```
DSETPVR    ENTER    CDR Customer Conference              10/27/11 15:59:49
                           Price Book Options

1  1. Salesman Price Book (1=Select)   Print Check Digit(Y/N)? Y  Whse. 1

       _  1. Sort By Sales Class, Item Desc. (1=Select)
             _____ Beginning Class  _____ Ending Class

       _  2. Sort By Book Heading, Item Description (1=Select)
             ____ Beg Heading  ____ End Heading

       _  3. Print Changes (1=Select)    Beg. Date _____  End Date _____

       D  Sort Option For Price Book Index (N=Number  D=Desc)
    --------------------------------------------------------------------------
 _  2. In-House Price Book (1=Select)  Print Check Digit(Y/N)? Y  Whse. 1
       Print Ext. Item Desc?           Print Unit Cost(Y/N)? Y Alt.Price# _
       _  1. Sort By Sales Class, Item Desc. (1=Select)
             _____ Beginning Class  _____ Ending Class   Use Stamp Tax? _ (Y/N)

       _  2. Sort By Book Heading, Item Description (1=Select)
             ____ Beg Heading   ____ End Heading  Print Book Exclude Items? _
 F3=Exit   F6=Print
```

To designate that the salesman price book items are sorted first by sales class
(then by item description), enter data for the following fields:
- **Sort By Sales Class, Item Desc** (1,n) - enter *1*.
- Optional: **Beginning Class** and **Ending Class** (5,n) - enter a range of sales
  class numbers to limit the items printed in the price book.

To designate that the salesman price book items are sorted first by book heading
and then by item description, enter data for the following fields:
- **Sort By Book Heading, Item Description** (1,n) - enter *1*.
- Optional: **Beg Heading** and **End Heading** (4,a) - enter a range of book
  heading codes to limit the items printed in the price book. Note: Book heading
  codes are entered as alphanumeric characters; therefore, users should enter
  preceding zeros. For example, *0010* should be entered to designate the number
  10.

To print the Salesman Item Changes list with the salesman price book, enter data
for the following fields:
- **Print Changes** (1,n) - enter *1*.
- **Beg. Date** and **End Date** (6,n) - enter a range of dates to limit the changes that
  are included in the price book according to the date the changes were made.

To print the index for the price book, enter one of the following values for the
Sort Option For Price Book Index (1,a) field to designate the sorting criteria:
- *D* - item description
- *N* - item number.

```
DSETPVR     ENTER    CDR Customer Conference              10/27/11 15:59:49
                          Price Book Options

1  1. Salesman Price Book (1=Select)    Print Check Digit(Y/N)? Y  Whse. 1

         _  1. Sort By Sales Class, Item Desc. (1=Select)
               00555 Beginning Class   00618 Ending Class

         _  2. Sort By Book Heading, Item Description (1=Select)
               _____ Beg Heading  _____ End Heading

         1  3. Print Changes (1=Select)      Beg. Date 060101  End Date 062501

         D  Sort Option For Price Book Index (N=Number  D=Desc)
   -----------------------------------------------------------------------
_  2. In-House Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
      Print Ext. Item Desc?              Print Unit Cost(Y/N)? Y Alt.Price# _
      _  1. Sort By Sales Class, Item Desc. (1=Select)
            _____ Beginning Class  _____ Ending Class   Use Stamp Tax? _ (Y/N)

      _  2. Sort By Book Heading, Item Description (1=Select)
            _____ Beg Heading   _____ End Heading  Print Book Exclude Items? _
F3=Exit   F6=Print
```

3. To print the in-house price book, enter *1* for the **In-House Price Book** (1,n) field, and enter data for the following fields, as necessary:
    - **Print Check Digit** (1,a) - *Y* for yes or *N* for no to designate if the check digit is printed.
    - **Whse.** (6,a) - a warehouse code.
    - Optional: **Print Ext. Item Desc?** (1,a) - *Y* to designate that extended item descriptions are printed also. Refer to Editing Item Records for information about the **Extended Item Description** field.
    - **Print Unit Cost** (1,a) - *Y* for yes to print the unit cost.
    - Optional: **Alt.Price#** (1,n) - enter a valid value (*1* through *9*) to designate an alternate price code for printing alternate prices, alternate base costs and alternate MSRPs of the items in the price book. Refer to Entering Alternate Prices for additional information.

    To designate that the in-house price book items are sorted first by sales class (then by item description), enter data for the following fields:
    - **Sort By Sales Class, Item Desc** (1,n) - enter *1*.
    - Optional: **Beginning Class** and **Ending Class** (5,n) - enter a range of sales class numbers to limit the items printed in the price book.
    - Optional: **Use Stamp Tax?** (1,a) - enter *Y* to designate that tax stamp will be included in the unit price and unit cost printed in the price book. Refer to the DAC Default System Options document for information about the **Home State Jurisdiction** field of the SYS034 default system option.

    To designate that the in-house price book items are sorted first by book heading (then by item description), enter data for the following fields:
    - **Sort By Book Heading, Item Description** (1,n) - enter *1*.
    - Optional: **Beg Heading** and **End Heading** (4,a) - enter a range of book heading codes to limit the items printed in the price book. Note: Book heading codes are entered as alphanumeric characters; therefore, users should enter preceding zeros. For example, *0010* should be entered to designate the number 10.
    - Optional: **Print Book Exclude Items** (1,a) - *Y* for yes to designate that items marked for exclusion are included in the price book. Refer to Adding Item Records for information about the **Book Exclusion** field.

To print the index for the price book(s), enter one of the following values for the **Sort Option For Price Book Index** (1,a) field to designate the sorting criteria:
- *D* - item description
- *N* - item number.

```
DSETPVR     ENTER    CDR Customer Conference              10/27/11 15:59:49
                            Price Book Options

1  1. Salesman Price Book (1=Select)   Print Check Digit(Y/N)? Y  Whse. 1

      _   1. Sort By Sales Class, Item Desc. (1=Select)
              00555 Beginning Class    00618 Ending Class

      _   2. Sort By Book Heading, Item Description (1=Select)
              ____ Beg Heading   ____ End Heading

      1   3. Print Changes (1=Select)      Beg. Date 060101  End Date 062501

      D   Sort Option For Price Book Index (N=Number  D=Desc)
-------------------------------------------------------------------------------
1  2. In-House Price Book (1=Select)   Print Check Digit(Y/N)? Y  Whse. 1
      Print Ext. Item Desc?              Print Unit Cost(Y/N)? Y  Alt.Price# _
      _   1. Sort By Sales Class, Item Desc. (1=Select)
              _____ Beginning Class   _____ Ending Class   Use Stamp Tax? _ (Y/N)

      1   2. Sort By Book Heading, Item Description (1=Select)
              0550 Beg Heading   0880 End Heading  Print Book Exclude Items? _
F3=Exit    F6=Print
```

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

5. Press <F6>. The Item Reports screen appears.

Salesman Price Book Index

Class	Description	Start Page	End Page
555	PAPER PLATES	1	1
558	PAPER BAGS	1	1
559	PLASTIC BAGS	1	1
561	PAPER TOWELS	1	2
564	TABLE NAPKINS	2	2
567	TISSUE	2	2
579	PICNIC SUPPLIES	2	3
585	INSECTICIDES	3	3
589	JANITOTIAL SUPPLIES	3	3
591	HAND SOAPS	3	4
594	BLEACH	4	4
597	STARCH	4	4
600	DISH DETERGENTS	4	4
603	FABRIC SOFTNERS	4	4
606	LAUNDRY DETERGENTS	4	5
609	CLEANING SUPPLIES	5	6
612	AIR FRESHENERS	6	6
618	CANNING SUPPLIES	6	6

** END OF REPORT **

In-House Price Book Index

Prod.	Description	Start Page	End Page
0550	BAGS / PAPER / PLASTIC	1	1
0555	BAGS / HOUSEHOLD	1	1
0560	CANNING SUPPLIES	1	2
0565	FOILS / WRAPS	2	2
0570	PICNIC SUPPLIES	2	2
0575	PAPER PLATES	2	3
0580	NAPKINS	3	3
0585	PAPER TOWELS	3	3
0590	TISSUE	3	3
0595	SOAP	3	4
0600	DISH DETERGENTS	4	4
0605	BLEACH	4	4
0610	STARCH	4	4
0615	FABRIC SOFTNERS	4	5
0620	LANUDRY DETERGENTS	5	5
0625	CLEANING SUPPLIES	5	6
0630	DEODORIZERS	6	6
0635	CAT FOOD	6	7
0640	DOG FOOD	7	7
0645	LIVESTOCK / POULTRY FEED	7	8
0650	PET SUPPLIES	8	8
0655	INSECTICIDES	8	8
0660	HOUSEHOLD ITEMS	8	9
0665	SEWING NOTIONS	9	9
0670	HARDWARE / TOOLS	9	9
0675	GLUES / ADHESIVES / TAPE	9	10
0680	PAINT SUPPLIES	10	10
0685	GLOVES / CAPS	10	10
0690	ELECTRICAL / WIRING	10	10
0695	LIGHT BULBS	10	11
0700	BATTERIES / FLASHLIGHTS	11	11
0705	FILM / ACCESSORIES	11	12
0710	SUNGLASSES / SUNTAN LOTIONS	12	12
0715	PANTY HOSE	12	12
0720	SHOE CARE / LACES	12	13
0725	PLAYING CARDS	13	13
0730	TOYS / GAMES	13	14
0735	SCHOOL / OFFICE SUPPLIES	14	15
0740	DRUGS / OVER THE COUNTER	15	21
0745	DENTAL CARE	21	22
0750	MOUTHWASH	22	22
0755	HANKERCHIEFS	22	22
0760	SHAVING SUPPLIES	22	22
0765	CONTRACEPTIVES	22	23
0770	FEMININE HYGIENE	23	23
0775	SKIN CARE	23	23
0785	NAIL CARE	23	24
0790	HAIR CARE	24	25
0795	DEODRANTS	25	25
0800	INCENSE / AIR FRESHNERS	25	25
0805	CAN HOLDERS	25	25
0810	MAPS	25	26
0815	AUTOMOTIVE SUPPLIES	26	27
0820	LUBE ITEMS	27	27
0825	TRANSMISSION FLUIDS	27	27
0830	OIL / 2-CYCLE	27	28
0835	OIL	28	28
0840	OIL FILTERS	28	29

** END OF REPORT **

Salesman Price Book

Item Number	U/M	Pack	Size	Item Description	Locat.	Retail	Retail Profit %	Unit Price
Sales Class 555 PAPER PLATES								
472245 6	PKG	1		B V BOWLS 12 OZ 15 CT	Q2054	1.19	.59	.750
472253 5	BAG	1		B-V FOAM PLATE 8" 50 CT	Q2111	2.09	.55	1.350
472250 8	BAG	1		B-VALUE P PLATES 9" 100CT	Q2112	1.89	.55	1.220
472990 9	PKG	1		CHINET PLATE DINNER 15 CT	Q2114	3.17	.54	2.060
472950 1	PKG	1		CHINET PLT COMPRTMNT 15CT	Q2113	3.17	.54	2.060
472995 4	PKG	1		DIXIE PLATES 9" 48 CT	Q2034	3.35	.54	2.180
472230 4	PKG	1		HEFTY PLATES 9" 50 CT	Q2014	2.55	.60	1.590
472240 1	PKG	1		SOLO COMP PLT 10 1/4 15CT	Q2115	3.40	.53	2.220
Sales Class 558 PAPER BAGS								
474340 4	BDL	500		PAPER BAG PINT LIQUOR	F2221		1.00	14.370
474360 8	BDL	500		PAPER BAG QUART LIQUOR	F2222		1.00	21.560
474330 7	BDL	500		PAPER BAG WHITE 12 LB			1.00	19.720
474300 6	BDL	500		PAPER BAG WHITE 4 LB	F2324		1.00	12.520
474320 0	BDL	500		PAPER BAG WHITE 8 LB	F2421		1.00	18.800
474040 7	BDL	500		PAPER BAG 1 LB	F2223		1.00	8.260
474260 9	BDL	400		PAPER BAG 1/6 HEAVY DUTY #75	F2412		1.00	36.520
474280 3	BDL	500		PAPER BAG 1/6 REGULAR 57#	F2411		1.00	35.960
474240 5	BDL	500		PAPER BAG 1/8	F2313		1.00	28.130
474140 6	BDL	500		PAPER BAG 10 LB	F2211		1.00	15.890
474160 0	BDL	500		PAPER BAG 12 LB	F2212		1.00	18.970
474180 4	BDL	500		PAPER BAG 16 LB	F2213		1.00	17.630
474060 1	BDL	500		PAPER BAG 2 LB	F2224		1.00	8.570
474200 7	BDL	500		PAPER BAG 20 LB	F2311		1.00	24.890
474220 1	BDL	500		PAPER BAG 25 LB	F2312		1.00	20.380
474080 5	BDL	500		PAPER BAG 4 LB	F2321		1.00	9.430
474100 8	BDL	500		PAPER BAG 6 LB	F2322		1.00	12.510
474120 2	BDL	500		PAPER BAG 8 LB	F2323		1.00	15.950
Sales Class 559 PLASTIC BAGS								
478500 2	BOX	2000		ICE BAG TIES	H0321		1.00	1.920
478511 8	BOX	500		ICE BAG 8# W/WCKT R141120	H0426		1.00	25.130
478450 8	CSE	500		ICE BAGS 10 LB 500CT	H0427		1.00	32.592
478440 1	CSE	500		ICE BAGS 8 LB	H0322		1.00	21.380
478507 5	EA	1		ICE SCOOP PLAS LG 57.5OZ	F1626		1.00	5.950
474370 5	BDL	1		SONOCO BAG THANK YOU 1/6 1M	F2623		1.00	15.600
474384 8	BDL	8		SONOCO BAGS SM 5M HAPPY FACE	H2035		1.00	73.890
474392 7	ROL	4		SONOCO CHEVRON BAGS LG 2M	F21119		1.00	69.220
474390 9	ROL	4		SONOCO CHEVRON BAGS MED 2M	F21118		1.00	62.480
474388 4	ROL	8		SONOCO CHEVRON BAGS SM 5M	F21117		1.00	72.650
474386 6	BDL	4		SONOCO HAPPY FACE MED 2M	F2724		1.00	62.480
474382 0	BDL	4		SONOCO SHELL BAGS MED 2M	F21115		1.00	62.480
474380 2	BDL	8		SONOCO SHELL BAGS SM 5M	F21114		1.00	73.650
474371 4	BOX	1000		T-SACK 12# THANK YOU 1M	F2624		1.00	12.570
Sales Class 561 PAPER TOWELS								
474700 2	EA	1		B-VALUE PAPER TOWEL	F3112	.88	.54	.570
474725 1	CSE	30		B-VALUE PAPR TOWEL **CASE*	F3111	.85	.54	16.570
474560 6	EA	1		BOUNTY PAPER TOWELS DSGNR	H1611	1.59	.54	1.030
474562 4	EA	1		BOUNTY PAPER TOWELS WHITE	H1712	1.59	.54	1.030

In-House Price Book

Item Number	Item Description	Locat.	Unit	Pack	Size	UPC Number	Unit Price	Unit Cost	Sugg. Retail
Product Heading 0550 BAGS / PAPER / PLASTIC									
478500 2	ICE BAG TIES	H0321	BOX	2000			1.920	1.308	
478511 8	ICE BAG 8# W/WCKT R141120	H0426	BOX	500			25.130	16.750	
478450 8	ICE BAGS 10 LB 500CT	H0427	CSE	500			32.592	17.140	
478440 1	ICE BAGS 8 LB	H0322	CSE	500			21.380	14.250	
478507 5	ICE SCOOP PLAS LG 57.5OZ	F1626	EA	1			5.950	4.250	
474340 4	PAPER BAG PINT LIQUOR	F2221	BDL	500			14.370	6.778	
474360 8	PAPER BAG QUART LIQUOR	F2222	BDL	500			21.560	16.584	
474330 7	PAPER BAG WHITE 12 LB		BDL	500			19.720	14.080	
474300 6	PAPER BAG WHITE 4 LB	F2324	BDL	500			12.520	6.298	
474320 0	PAPER BAG WHITE 8 LB	F2421	BDL	500			18.800	9.258	
474040 7	PAPER BAG 1 LB	F2223	BDL	500			8.260	4.179	
474260 9	PAPER BAG 1/6 HEAVY DUTY #75	F2412	BDL	400			36.520	27.050	
474280 3	PAPER BAG 1/6 REGULAR 57#	F2411	BDL	500			35.960	19.620	
474240 5	PAPER BAG 1/8	F2313	BDL	500			28.130	18.430	
474140 6	PAPER BAG 10 LB	F2211	BDL	500			15.890	7.568	
474160 0	PAPER BAG 12 LB	F2212	BDL	500			18.970	9.050	
474180 4	PAPER BAG 16 LB	F2213	BDL	500			17.630	10.625	
474060 1	PAPER BAG 2 LB	F2224	BDL	500			8.570	3.933	
474200 7	PAPER BAG 20 LB	F2311	BDL	500			24.890	11.415	
474220 1	PAPER BAG 25 LB	F2312	BDL	500			20.380	15.670	
474080 5	PAPER BAG 4 LB	F2321	BDL	500			9.430	4.500	
474100 8	PAPER BAG 6 LB	F2322	BDL	500			12.510	5.963	
474120 2	PAPER BAG 8 LB	F2323	BDL	500			15.950	6.750	
474370 5	SONOCO BAG THANK YOU 1/6 1M	F2623	BDL	1			15.600	11.470	
474384 8	SONOCO BAGS SM 5M HAPPY FACE	H2035	BDL	8			73.890	61.570	
474392 7	SONOCO CHEVRON BAGS LG 2M	F21119	ROL	4			69.220	56.670	
474390 9	SONOCO CHEVRON BAGS MED 2M	F21118	ROL	4			62.480	51.340	
474388 4	SONOCO CHEVRON BAGS SM 5M	F21117	ROL	8			72.650	60.540	
474386 6	SONOCO HAPPY FACE MED 2M	F2724	BDL	4			62.480	52.060	
474382 0	SONOCO SHELL BAGS MED 2M	F21115	BDL	4			62.480	51.340	
474380 2	SONOCO SHELL BAGS SM 5M	F21114	BDL	8			73.650	60.470	
474371 4	T-SACK 12# THANK YOU 1M	F2624	BOX	1000			12.570	9.240	
Product Heading 0555 BAGS / HOUSEHOLD									
495765 4	B-VALUE SAND BAGS 150 CT	Q1932	BOX	1			.730	.643	1.15
495780 3	B-VALUE TALL KITCHEN 15CT	Q1945	BOX	1			.850	.743	1.29
495800 6	B-VALUE TRASH BAGS 20 CT	Q2022	BOX	1		7980198776	1.550	1.358	2.39
431047 3	BES PAK PINT FRZ BG 25CT*	Q2052	BOX	1		2990010015	.460	.396	.69
431105 6	GLAD LAWN BAGS 5 CT	Q2031	BOX	1		1258700127	1.560	1.360	2.39
431100 1	GLAD LG KITCH GARB 15 CT	Q1944	BOX	1			1.790	1.560	2.75
431040 0	GLAD SANDWICH BAGS 80 CT	Q1931	BOX	1			.900	.789	1.39
431110 8	GLAD TRASH BG 30GAL 10 CT	Q2023	BOX	1		1258700080	1.910	1.679	2.95
431130 2	HEFTY TRASH 30 GAL 12 CT	Q1941	BOX	1			1.650	1.446	2.55
431048 2	LUNCH BAGS 50 CT	Q1924	BAG	1			.720	.624	1.09
431080 8	PARADE SMALL GARBGE 30 CT	Q2032	BOX	1		05070029112	1.280	1.110	1.99
431205 5	ZIPLOCK FREEZER GAL 30 CT	Q1936	BOX	1			3.390	2.990	5.09
431201 9	ZIPLOCK FRZ PINTS 20 CT	Q1933	BOX	1			1.700	1.500	2.59
431060 4	ZIPLOCK FRZ QTS 20 CT	Q1934	BOX	1			2.000	1.752	3.09
431202 8	ZIPLOCK FRZ 1/2 GAL 13 CT	Q1935	BOX	1			2.160	1.891	3.29
431020 6	ZIPLOCK SANDWICH 50 CT	Q1925	BOX	1			1.530	1.340	2.35

Salesman Item Changes

```
Creative Data Research              Salesman Item Changes          JTIPPIN    DSFOPFR    6/26/01 17:35:16 Page      1

File Name-:   Item Master

         Field Name              Date of  Before Change              After Change                      Key of
                                 Change                                                                Record

         Item Description        6/01/01 POP SECRT BTR POPCRN 3 OZ    POP SECRT BTR POPCRN             455892
         Item Description        6/01/01 GRANOLA PEANUT BUTTER        GRANOLA CRUNCHY PEANUT BUTTER    212606
         Item Description        6/01/01 POP SECRT BTR POPCRN         POP SECRET BUTTER POPCORN        455892
         Item Description        6/05/01 POP SECRET LITE 3 OZ         POP SECRET LITE POPCORN          455896
         Item Description        6/05/01 POP SECRET POPCORN 3 OZ      POP SECRET PLAIN POPCORN         455894
         Item Description        6/05/01 POPCORN BAG 12 INCH          POPCORN BAG                      456210
         Item Description        6/05/01 POPCORN BAG 8 INCH           POPCORN BAG                      456200
         Item Description        6/05/01 POPCORN BOX 1 OZ             POPCORN BOX                      456240
         Retail Pack Description 6/01/01                              24 OZ                            212606
         Retail Pack Description 6/01/01                              3 OZ                             455892
         Retail Pack Description 6/05/01                              3 OZ                             455896
         Retail Pack Description 6/05/01                              3 OZ                             455894
         Retail Pack Description 6/05/01                              12 INCH                          456210
         Retail Pack Description 6/05/01                              8 INCH                           456200
         Retail Pack Description 6/05/01                              1 OZ                             456240
         Retail Pack Description 6/05/01                              2 OZ                             210917
         Retail Pack Description 6/05/01                              1 OZ                             232280
         Retail Pack Description 6/05/01                              1.5 OZ                           237340
         Retail Pack Description 6/05/01                              1 OZ                             212602
         Retail Pack Description 6/05/01                              3 OZ                             212604
         Mfr Suggested Retail    6/25/01 0000034                      0000025                          220150
         Mfr Suggested Retail    6/25/01 0000402                      0000500                          240185
         Mfr Suggested Retail    6/25/01 0000000                      0000235                          061017


** END OF REPORT **
```

Printing Item Changes

The Print Item Changes screen is used to print a list of the changes made to one *or all item records* by DAC users during a given date range. The Print File Maintenance report includes the values of the item record fields before and after a change was made; the date and time of the change; and the user ID used when the change was made.

The Print File Maintenance report lists the items in order by item number, and users have the option of printing a list of either the price and cost-related changes, or a list of the changes made to all the other item record fields. Refer to Printing A Price Change List for information about the Price Change List report.

Refer to Purging File Changes for information about purging records if necessary to free disk space.

```
    User: JEANNINE              Menu: ITRCV1               Date:  4/23/08

    ======================> I T E M   R E P O R T S <====================
    =====================================================================
    !!!!!!!!!               1. Item Master Listing(Active Only)
    THE    !!               2. Inactive Items Listing
    DAC    !!               3. Item Balance Listing
    SYSTEM !!               4. Salesman/In-House Price Books
    !!!!!!!!!               5. Display Item Changes
                            6. Price Change List(Input Date Range)
                            7. Purge File Changes
                            8. Print Items With No Location
                            9. Print Cost & Prices With Percents
                           10. New Item Report(Input Date Range)
                           11. Restricted Products Report
                         M E N U   C A L L S
    19. Item Related Maint.  20. Item Analysis         21. Reports
    22. File Maintenance     23. Dac Main Menu         90. Sign Off
    =====================================================================
    COPYRIGHT @1991-2004@ Creative Data Research, Inc.

    ==>
```

1. Select option 5 (Display Item Changes) from the Item Reports screen. The Display Maintenance screen appears.

```
DSCLDFR    DISPLAY Creative Data Research, Inc.            4/23/08 17:22:15
                           Display Maintenance
   Chg Dte  Number    Field    File    User ID  Type   Distributed?
                                                 A,C,D     Y/
                                                                ITEM

 Type options, press Enter.

 ?         Date      Time    User     Number
  A   N  3/19/08 12:04:29 CUSTCONF 113200   MARLBORO 100 BOX
         ITEM ALLOWANCE ADDED               WAREHOUSE: 1
  C   N  3/19/08  9:54:44 CUSTCONF 561158   KEEBLER CHIPS DELUXE   2OZ
 AMPR 000002860                             000002610  Net Cost
  C   N  3/19/08  9:54:44 CUSTCONF 561158   KEEBLER CHIPS DELUXE   2OZ
 ARPC 00210                                 01188  Administrative Pad %
  C   N  3/19/08  9:54:44 CUSTCONF 561158   KEEBLER CHIPS DELUXE   2OZ
 FDPC 00958                                 00000  MFG to Net Percent
  C   N  2/25/08 10:01:27 JEANNINE 439635   HERSHEY BITES 11 OZ
 AMPR 000020700                             000020800  Net Cost
  C   N  2/25/08 10:01:27 JEANNINE 439635   HERSHEY BITES 11 OZ
 ARPC 00203                                 00154  Administrative Pad %     +

 F1=Cust/Item/Rebate   F3=Exit   F4=Search   F6=Print Changes
```

2. Press <F6> (Print Changes). The Print Item Changes screen appears.

```
DSCZPVR     ENTER   Creative Data Research, Inc.              4/23/08 17:24:07
                              Print Item Changes




                      Item Number  . .

                      Beginning Date .     42308
                      Ending Date  . .     42308

                      User Id  . . . .

                      Changes To Print: . .    I (I=Item Master  B=Item Balance)




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

3. To limit the report to a single item, enter the item number for the **Item Number** (6,n) field. Users may press <F4> to select the number from the Select Item by Description screen.

4. To print a list of the changes made to *all the item records* for a given date range, leave the **Item Number** field blank.

5. Enter dates for the **Beginning Date** and **Ending Date** (6,n) fields to designate the range of dates in which the changes were made.

6. To limit the report to item records changed by a specific user, enter a user ID for the **User Id** (8,a) field.

7. Enter one of the following values for the **Changes To Print** (1,a):
   - *B* - limits the report to changes related to price and cost-related fields.
   - *I* - limits the report to changes related to all other item record fields.

8. Press <F6> and <Enter> when prompted to confirm. The Display Maintenance screen appears.

9. Press <F3> to exit. The Item Reports screen appears.

Creative Data Research   Print File Maintenance   JEANNINE   DSCOPFR   4/30/08   8:21:03   Page   1
File Name-: Item Master

Number	Description	Before Change	After Change	Date of Change	Time	User
000257	DORAL FL FLVR BOX 100'S +$3 OFF	00041	00100 Sales Class Number	2/27/08	15:41:45	DANETTE
000257	DORAL FL FLVR BOX 100'S +$3 OFF	DORAL FL FLVR BOX 100'S	DORAL FL FLVR BOX 100'S +$3 OFF It	2/27/08	15:41:45	DANETTE
000257	DORAL FL FLVR BOX 100'S +$3 OFF	001230	12301 Vendor Number	2/27/08	15:41:45	DANETTE
000315	MARLBORO BUY 2 G 1 FREE D02000 CT	00200	00001 Qty Multiplier 2	3/04/08	11:16:47	KIM
000315	MARLBORO BUY 2 G 1 FREE D02000 CT	MARLBORO BUY 3 G 2 FREE D02000 CT	MARLBORO BUY 2 G 1 FREE D02000 CT	3/04/08	11:16:47	KIM
000315	MARLBORO BUY 2 G 1 FREE D02000 CT	28200	W4580 Vendor Number	3/04/08	11:16:47	KIM
000331	BEECHNUT WNTRGRN. CHEW TO01200 CT	00000	00001 Qty Multiplier 4	3/04/08	11:16:47	KIM
000331	BEECHNUT WNTRGRN. CHEW TO01200 CT		035106056941 UPC Number 1	3/19/08	17:12:43	DANETTE
000331	BEECHNUT WNTRGRN. CHEW TO01200 CT		035106056972 UPC Number 2	3/19/08	17:12:43	DANETTE
000331	BEECHNUT WNTRGRN. CHEW TO01200 CT		10035106056993 UPC Number 3	3/19/08	17:12:43	DANETTE
000331	BEECHNUT WNTRGRN. CHEW TO01200 CT	92007	000120 Vendor Number	3/19/08	17:12:43	DANETTE
000414	GINGER ALE CANADA DRY 24/10OZ	00000	00001 Qty Multiplier 4	3/19/08	17:12:43	DANETTE
000414	GINGER ALE CANADA DRY 24/10OZ	60001	00001 Qty Multiplier 1	4/03/08	12:31:21	KIM
000414	GINGER ALE CANADA DRY 24/10OZ	00001	00006 Qty Multiplier 1	4/03/08	12:33:23	KIM
000414	GINGER ALE CANADA DRY 24/10OZ	40001	00006 Qty Multiplier 2	4/03/08	12:31:21	KIM
000414	GINGER ALE CANADA DRY 24/10OZ	00006	00001 Qty Multiplier 2	4/03/08	12:33:23	KIM
000414	GINGER ALE CANADA DRY 24/10OZ	10001	00004 Qty Multiplier 3	4/03/08	12:31:21	KIM
000918	AMERICAN LIGHTS GENERIC 100	00041	00070 Sales Class Number	3/19/08	12:43:17	KIM
000918	AMERICAN LIGHTS GENERIC 100	00000	00001 Tax Class Number	3/19/08	12:43:55	KIM
000918	AMERICAN LIGHTS GENERIC 100	002720	W3840 Vendor Number	3/19/08	12:43:17	KIM
000959	DORAL FL FLVR BOX 100'S	00041	00100 Sales Class Number	2/27/08	15:42:09	DANETTE
000959	DORAL FL FLVR BOX 100'S	001230	12301 Vendor Number	2/27/08	15:42:09	DANETTE
001602	MURIEL AIRTIP TOC 2/1.39 0.00	01	02 Category Number	3/18/08	10:58:03	SHERI
001602	MURIEL AIRTIP TOC 2/1.39 0.00	16020021602160	160216021602160 UPC Number 2	2/15/08	16:32:56	SHERI
001602	MURIEL AIRTIP TOC 2/1.39 0.00	00000	00505 Tax Class Number	3/18/08	10:45:38	SHERI
001603	VIRG SLIM ULTRA LIGHT MENTHOL		160216021602160 UPC Number 2	2/15/08	16:33:17	SHERI
001975	AMERICAN LIGHTS MENTHOL 1 0.00	00200	00070 Sales Class Number	3/19/08	12:43:49	KIM
001975	AMERICAN LIGHTS MENTHOL 1 0.00	00000	00001 Tax Class Number	3/19/08	12:43:49	KIM
001975	AMERICAN LIGHTS MENTHOL 1 0.00	12301	W3840 Vendor Number	3/19/08	12:43:49	KIM
015440	CIGARETTE TEST	00001	00010 Qty Multiplier 2	1/17/08	16:41:37	SHERI
015440	CIGARETTE TEST	00001	00030 Qty Multiplier 3	1/17/08	16:41:37	SHERI
015440	CIGARETTE TEST	00002	00400 Sales Class Number	1/17/08	16:48:38	SHERI
020012	SMOKERS PRIDE VANILLA BAG 0.00	00130	00400 Sales Class Number	3/19/08	17:08:26	DANETTE
020012	SMOKERS PRIDE VANILLA BAG 0.00	71737	32100 Vendor Number	3/19/08	17:08:26	DANETTE
020012	SMOKERS PRIDE VANILLA BAG 0.00	0001200	0000600 Weight Unit 1	3/21/08	11:07:33	DANETTE
103523	MARLBORO BOX KING	A	I Item Status Code	2/14/08	9:46:32	KIM
220060	GATORADE CITRUS 12/32 OZ 0.00	0000575	0000352 Mfr Suggested Retail	4/03/08	12:06:37	KIM
220060	GATORADE CITRUS 12/32 OZ 0.00	0000352	0000387 Mfr Suggested Retail	4/03/08	12:12:15	KIM
220061	GATORADE CITRUS 12/32 OZ 0.00	0.00	32 OZ BOTL Retail Pack Description	4/04/08	14:34:29	HARLAND
223393	GATORADE PINK LEMONADE 12/32	N	Catch Weight Status	1/31/08	8:27:03	KIM
223393	GATORADE PINK LEMONADE 12/32	W4730	40055 Vendor Number	1/31/08	8:23:53	KIM
242925	SWISHER SWEET LITTLE CIGARS	00648	00000 Product Class Number	1/15/08	16:15:09	KIM
242925	SWISHER SWEET LITTLE CIGARS	00022	00045 Sales Class Number	1/15/08	16:15:09	KIM
242925	SWISHER SWEET LITTLE CIGARS	00000	00200 Tax Class Number	1/15/08	16:15:09	KIM

** END OF REPORT **

Print File Maintenance (Item Balance Changes)

File Name-:   Item Balance Master

Number	Description	Before Change	After Change		Date of Change	Time	User
000450	L & M 100	000036230	000036480	Net Cost	2/11/08	1:77:68	KIM
000450	L & M 100	000038190	000038440	Base Cost	2/11/08	1:77:67	KIM
000450	L & M 100	000041780	000042280	Wholesale Price	2/11/08	1:77:66	KIM
000480	MARLBORO BOX 100	000027250	000027500	Net Cost	2/11/08	1:77:84	KIM
000480	MARLBORO BOX 100	000028250	000028500	Base Cost	2/11/08	1:77:83	KIM
000480	MARLBORO BOX 100	000029850	000030350	Wholesale Price	2/11/08	1:77:82	KIM
000481	MARLBORO LIGHT BOX 100	000027250	000027500	Net Cost	2/11/08	1:77:92	KIM
000481	MARLBORO LIGHT BOX 100	000028250	000028500	Base Cost	2/11/08	1:77:91	KIM
000481	MARLBORO LIGHT BOX 100	000029850	000030350	Wholesale Price	2/11/08	1:77:90	KIM
000590	VIRGINIA SLIM LIGHT BOX 100	000025430	000025680	Wholesale Price	2/11/08	1:79:65	KIM
000651	SARATOGA 120	000025930	000026180	Wholesale Price	2/11/08	1:79:52	KIM
000652	SARATOGA MENTHOL 120	000025930	000026180	Wholesale Price	2/11/08	1:79:53	KIM
000722	DORAL BOX FULL FLAVOR FKS	000024190	000024440	Wholesale Price	2/11/08	1:79:01	KIM
000727	DORAL BOX LIGHTS FKS	000024190	000024440	Wholesale Price	2/11/08	1:79:03	KIM
000729	DORAL BOX FULL FLAVOR MENTHOL	000024190	000024440	Wholesale Price	2/11/08	1:79:02	KIM
000908	ALPINE 100'S	000021020	000021270	Net Cost	2/11/08	1:76:84	KIM
000908	ALPINE 100'S	000021500	000021750	Base Cost	2/11/08	1:76:83	KIM
000908	ALPINE 100'S	000023141	000023641	Wholesale Price	2/11/08	1:76:82	KIM
000910	ALPINE LIGHTS 100'S	000033620	000033870	Net Cost	2/11/08	1:76:80	KIM
000910	ALPINE LIGHTS 100'S	000035510	000035760	Base Cost	2/11/08	1:76:79	KIM
000910	ALPINE LIGHTS 100'S	000039040	000039540	Wholesale Price	2/11/08	1:76:78	KIM
000961	DORAL LIGHT BOX 100'S	000027250	000027500	Net Cost	2/11/08	1:77:44	KIM
000961	DORAL LIGHT BOX 100'S	000028250	000028500	Base Cost	2/11/08	1:77:43	KIM
000961	DORAL LIGHT BOX 100'S	000029850	000030350	Wholesale Price	2/11/08	1:77:42	KIM
001000	DAKOTA TRAIL BEEFSTEAK BX12.00 OZ	000031600	000031850	Net Cost	2/11/08	1:77:36	KIM
001000	DAKOTA TRAIL BEEFSTEAK BX12.00 OZ	000033850	000034100	Base Cost	2/11/08	1:77:35	KIM
001000	DAKOTA TRAIL BEEFSTEAK BX12.00 OZ	000035800	000036300	Wholesale Price	2/11/08	1:77:34	KIM
001001	DORAL FULL FLAVOR 85 B1G 0.00	000027100	000027350	Wholesale Price	2/11/08	1:79:11	KIM
001002	DORAL FULL FLAVOR 100 B1 0.00	000027250	000027500	Net Cost	2/11/08	1:77:40	KIM
001002	DORAL FULL FLAVOR 100 B1 0.00	000028250	000028500	Base Cost	2/11/08	1:77:39	KIM
001002	DORAL FULL FLAVOR 100 B1 0.00	000029850	000030350	Wholesale Price	2/11/08	1:77:38	KIM
001003	DORAL LIGHT 85 B1G1F	000026450	000026700	Wholesale Price	2/11/08	1:79:12	KIM

** END OF REPORT **

Purging File Changes

The Purge File Changes application is used to purge records created to track changes made to Item Master file and Item Balance file records. Purging is typically done to free disk space.

```
User: JEANNINE              Menu: ITRCV1              Date:  2/15/10

======================> I T E M   R E P O R T S <====================
=====================================================================
!!!!!!!!!!                  1. Item Master Listing(Active Only)
THE     !!                  2. Inactive Items Listing
DAC     !!                  3. Item Balance Listing
SYSTEM  !!                  4. Salesman/In-House Price Books
!!!!!!!!!!                  5. Display Item Changes
                            6. Price Change List(Input Date Range)
                            7. Purge File Changes
                            8. Print Items With No Location
                            9. Print Cost & Prices With Percents
                           10. New Item Report(Input Date Range)
                           11. Restricted Products Report
                              M E N U   C A L L S
    19. Item Related Maint.  20. Item Analysis         21. Reports
    22. File Maintenance     23. Dac Main Menu          90. Sign Off
=====================================================================
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==>
```

1. Select option 7 (Purge File Changes) from the Item Reports screen. The Prompt For Purge Criteria screen appears.

```
DSCTPVR      ENTER    Creative Data Research-SUPPORT        8/19/99  8:40:33
                          Prompt for Purge Criteria




                   File Name . . .

                   Beginning Date     81999
                   Ending Date . .    81999









F3=Exit    F4=Search
```

2. Press <F4> to select the desired file to purge.

```
DSEKSRR       SELECT   Creative Data Research-SUPPORT        8/19/99  8:41:34
                          Select File Desc. Master
   DDS File      DDS File Name Desc.
   Name


Type options, press Enter.
X=Select request

?  DDS File      DDS File Name Desc.
   Name
   DSABREP       Customer Master
   DSACREP       Customer Corporate Master
   DSANREP       Item Master
   DSASREP       Item Balance Master
   DSBAREP       Item Movement Master
   DSB8REP       Customer Options




F3=Exit
```

3. Enter *X* (Select request) in the selection column next to the desired file's name, and press <Enter>. The Prompt For Purge Criteria screen appears with the desired file name entered for the **File Name** field.

```
DSCTPVR     ENTER    Creative Data Research-SUPPORT            8/19/99  8:43:02
                            Prompt for Purge Criteria




                  File Name . . .    DSASREP      Item Balance Master

                  Beginning Date     81999
                  Ending Date . .    81999






     F3=Exit   F4=Search
```

4. Enter dates for the **Beginning Date** and **Ending Date** fields to limit purging to change records created during a particular range of dates.
5. Press <Enter>.
6. Press <Enter> when prompted to confirm. The Item Reports screen appears.

Printing A Price Change List

The Price Change List application details price changes, new items and deleted items by date range and warehouse. Refer to Working With Global Price Changes for information about the Detail Price Change List report which prints when the Perform Global Price Changes application is used.

```
     User: JEANNINE              Menu: ITRCV1              Date:  2/15/10

     =====================> I T E M   R E P O R T S <=====================
     =====================================================================
     !!!!!!!!!!            1. Item Master Listing(Active Only)
     THE    !!             2. Inactive Items Listing
     DAC    !!             3. Item Balance Listing
     SYSTEM !!             4. Salesman/In-House Price Books
     !!!!!!!!!!            5. Display Item Changes
                           6. Price Change List(Input Date Range)
                           7. Purge File Changes
                           8. Print Items With No Location
                           9. Print Cost & Prices With Percents
                          10. New Item Report(Input Date Range)
                          11. Restricted Products Report
                      M E N U   C A L L S
     19. Item Related Maint.  20. Item Analysis        21. Reports
     22. File Maintenance     23. Dac Main Menu         90. Sign Off
     =====================================================================
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     ==>
```

1. Select option 6 (Price Change List) from the Item Reports screen.

```
GSMKPVR      ENTER    Creative Data Research-SUPPORT          8/18/99 17:42:03
                         Prompt For Price Change List

 Type choices, press Enter.

 Enter Parameters For Price Change List:

 From Date:  81899
 To Date:    81899
 Warehouse  1

 Tax Juris.

 Beg. Class
 End Class
   * OR *
 Beg. Cat.  .
 End Cat. . .




 F3=Exit   F6=Print
```

2. Enter values for the following fields as necessary to limit the price changes printed:
   - **From Date** and **To Date** - a range of dates
   - Optional: **Warehouse** - a warehouse code.
   - Optional: **Tax Juris.** - a tax jurisdiction code.
3. Enter values for one of the following:
   - **Beg. Class** and **End Class** - a range of sales class numbers.
   - **Beg. Cat** and **End Cat** - a range of item category numbers.
4. Press <Enter>, then press <F6> to print.

Price Change List

NEW ITEMS / DROPPED ITEMS / PRICE CHANGES FROM   9/01/00 TO 12/31/00

	Item Description	Item #	Retail Pack	Retail	Price	INCR/DECR	Date
	A + C GRENADIERS LIGHT 6-PK	240050	6.00SPK.	.69	17.00	16.99	11/13/00
	A + C PANETELA DARK 4-PK	240100	4.00SPK.	13.77	57.14	17.14	10/11/00
	A + C PANETELA LIGHT 4-PK	240150	4.00SPK.	.83	2.27	.27	10/11/00
DROPPED	A MILDS 02000 PK	234010	02000 PK				12/27/00
	AIRHEADS WHITE MYSTERY 36 CT	61021	0.00		3.90	.50	10/25/00
	AMAZIN FRT GUMMY BEAR KIN 0.00	10818	0.00		14.81	.50	10/25/00
	AMERICAN LIGHTS MENTHOL 1 0.00	1975	0.00		17.41	.50	11/13/00
	ANACIN EXTRA STRENGTH	552600	50 CT		19.75	.50	10/25/00
	AYC GRENADIER MINI 5/5 PK	8375	0.00		6.09	5.85-	11/02/00
	BABY RUTH FUN SIZE 12/16Z01600 OZ	992231	01600 OZ		16.32	.50	10/25/00
	BABY RUTH KING BAR 24/CT02400 CT	125007	02400 CT		19.25	.50	10/25/00
	BAR NONE	421700	3.5 OZ		2.88	.50	10/25/00
	BEECHNUT CHEWING TOBACCO 01200 CT	300200	01200 CT		23.15	.50	11/13/00
	BENSON & HEDGES 10.00 OZ	86	10.00 OZ		23.15	.50	11/13/00
	BETWEEN 0.00	10010	0.00		23.15	.50	11/13/00
	BOBS SWT STRIPES CINN BAG 5.05 OZ	361855	5.05 OZ		4.75	.50	10/25/00
	BOXES	634035			4.00	.50	10/25/00
	BTCHR BOY BEAN&CHS BUR 2400500 OZ	519120	00500 OZ		3.00	9.00-	12/19/00
	BUBBLICIOUS STRAWBERRY	300950	0.00		8.96	.50	11/13/00
	BUTTERFINGER KING SIZE 24 0.00	16130	0.00		19.20	.50	10/25/00
	CANDY	99999	0.00		23.15	.50	11/13/00
	CANDY BAR	59			7.00	.50	10/25/00
	CANDY CANES	1112			46.03	.50	10/25/00
	CARLTON BOX 32.00 OZ	101400	32.00 OZ		23.15	.50	11/13/00
	CARLTON BOX 100 MM	7670	0.00		23.15	.50	11/13/00
	CARLTON MENTHOL BOX 100 MM	2055	0.00		23.15	.50	11/13/00
	CIGARETTES PREMIUM 85 MM	10370	0.00		30.45	.50	11/13/00
	COPENHAGEN 10 CAN ROLL	9510	0.00		29.46	.50	11/13/00
	DAYS WORK PLUG 15 CTN 01500 CTN	301650	01500 CTN		23.15	.50	11/13/00
	DEL MONTE KETCHUP 28 OZ 0.00	102164	0.00		23.15	.50	11/13/00
	DELICIOUS CANDY BAR	20	3.5 OZ		21.06	.50	10/25/00
	DISPLAY ALLOW - OFF INVOI 0.00	202000	0.00		23.45	.50	11/13/00
	DORAL BOX FULL FLAVOR FKS	722			21.19	.50	11/13/00
	DORAL BOX FULL FLAVOR MENTHOL	729			21.19	.50	11/13/00
	DORAL BOX LIGHTS FKS	727			21.19	.50	11/13/00
NEW	DORAL DISPLAY (SUNFLOWER TEST)	100199			1.00		12/01/00
	DORAL FULL FLAVOR MENTHOL 0.00	14212	0.00	.50	15.50		12/18/00
	DORAL FULL FLAVOR MENTHOL 0.00	142999	0.00		17.15	.50	11/13/00
	DORAL FULL FLAVOR MENTHOL 0.00	999212	0.00		17.15	.50	11/13/00
	DORAL FULL FLAVOR RED 100 0.00	15312	0.00		23.15	.50	11/13/00
	DORAL FULL FLAVOR RED 85 0.00	16612	0.00		23.15	.50	11/13/00
	DORAL LIGHT 85 B1G1F 0.00	100300	0.00		23.45	.50	11/13/00
	GARD NON DETER 30WGH OIL 0.00	100802	0.00		23.15	.50	11/13/00
	GOOD CANDY BARS	67			14.00	.50	10/25/00
	GPC FULL FLAVOR 85 MM	10100	0.00		23.45	.50	11/13/00
	HERSH ALMOND 36/CT 03600 CT	815015	03600 CT		18.25	.50	10/25/00
	HERSHEY ALMOND 24/6 PAK	602910	0.00		54.50	.50	10/25/00
	HERSHEY KRACKEL KING SIZE 18 CT	60732			15.31	.50	10/25/00
	HERSHEY MINI 12/6 OZ 0.00 BAGG	21210	0.00 BAGG		19.75	.50	10/25/00
	HERSHEY SPECIAL	919191			146.49	.50	10/25/00

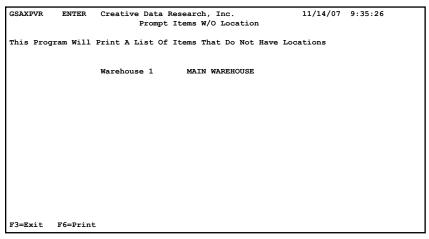## Printing Items With No Assigned Location

The Print Items With No Location application is used to print a list of items that are not assigned to a warehouse location.

```
       User: JEANNINE              Menu: ITRCV1              Date: 11/14/07

       =====================> I T E M   R E P O R T S <=====================
       =================================================================
       !!!!!!!!!!           1. Item Master Listing(Active Only)
       THE    !!            2. Inactive Items Listing
       DAC    !!            3. Item Balance Listing
       SYSTEM !!            4. Salesman/In-House Price Books
       !!!!!!!!!!           5. Display Item Changes
                            6. Price Change List(Input Date Range)
                            7. Purge File Changes
                            8. Print Items With No Location
                            9. Print Cost & Prices With Percents
                           10. New Item Report(Input Date Range)
                           11. Restricted Products Report
                               M E N U   C A L L S
       19. Item Related Maint.  20. Item Analysis        21. Reports
       22. File Maintenance     23. Dac Main Menu         90. Sign Off
       =================================================================
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       ==>
```

1. Select option 8 (Print Items With No Location) from the Item Reports screen. The Prompt Items W/O Location screen appears.

```
GSAXPVR    ENTER    Creative Data Research, Inc.        11/14/07  9:35:26
                        Prompt Items W/O Location

This Program Will Print A List Of Items That Do Not Have Locations


                     Warehouse 1       MAIN WAREHOUSE

















 F3=Exit    F6=Print
```

2. Enter the warehouse code of the desired warehouse for the **Warehouse** (6,a) field, and press <F6>.

3. Press <F3> to exit. The Item Reports screen appears.

```
Creative Data Research, Inc.          Items With No Locations             JEANNINE   BSNCPFR   11/14/07  9:35:48 Page     1

      Description                Item #  Cat   S.S.U.   Status    UM1 OH    UM2 OH    UM3 OH  UM4 OH

Warehouse 1       MAIN WAREHOUSE

      FUEL CHARGE  20 MILES       999997   10    1  CHG      A
      FUEL CHARGE  50 MILES       999996   10    1  CHG      A
      MIN ORDER CHG               999999   10    1  CHG      A
      MIN ORDER CHG 2             999998   10    1  CHG      A
      PO ALLOWANCE ITEM           999100   10    2  CSE      A


** END OF REPORT **
```

Printing Item Costs and Prices

The Print Costs & Price With Percents application is used to print a list of items with the net cost, base cost, wholesale price, and the profit or markup percentage.

```
User: JEANNINE              Menu: ITRCV1              Date:  2/15/10

====================> I T E M   R E P O R T S <====================
===================================================================
||||||||||              1. Item Master Listing(Active Only)
THE      ||             2. Inactive Items Listing
DAC      ||             3. Item Balance Listing
SYSTEM   ||             4. Salesman/In-House Price Books
||||||||||              5. Display Item Changes
                        6. Price Change List(Input Date Range)
                        7. Purge File Changes
                        8. Print Items With No Location
                        9. Print Cost & Prices With Percents
                       10. New Item Report(Input Date Range)
                       11. Restricted Products Report
                    M E N U   C A L L S
19. Item Related Maint.  20. Item Analysis        21. Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
===================================================================
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==>
```

1. Select option 9 (Print Cost & Prices With Percents) from the Item Reports screen. The Item Print Prompt screen appears.

```
BSR3PVR    ENTER   Creative Data Research-SUPPORT        8/19/99  9:09:53
                          Item Print Prompt


        Warehouse code    1

        Status (A,I,D)    A

        Alternate Code      (Optional)













F3=Exit   F6=Print
```

2. Enter a warehouse code for the **Warehouse Code** (6,a) field.
3. Enter *A* (active), *I* (inactive), or *D* (marked delete) for the **Status** (1,a) field to designate the type of items included in the list. If the field is left blank, all items are included.
4. If necessary, enter an alternate price code for the **Alternate Code** (1,n) field if alternating pricing is used.
5. Press <F6>, and <Enter> when prompted to confirm. The Item Reports screen appears.

Items With Costs and Prices

Creative Data Research — Cost and Price Print — JTIPPIN BSR4PFR — 8/19/99 9:28:37 Page 1

No.	Description	Pack Desc. Stand. U/M	Net Cost	Net to Base %	Base Cost	Base to List %	List	MSRP	Alternates Cost	Price	Retail
Category 1 CIGARETTES											
Sales Class Number 1 FULL PRICE BRANDED CIGARETTES											
850157	HARLEY DAVIDSON F F BOX PROMO	CTN	15.404	%	15.404	9.52 %	16.870	2.06			
850156	HARLEY DAVIDSON F F PROMO	CTN	15.404	%	15.404	8.87 %	16.870	2.06			
850159	HARLEY DAVIDSON LT BOX PROMO	CTN	15.404	%	15.404	8.87 %	16.870	2.06			
850158	HARLEY DAVIDSON LT PROMO	CTN	15.404	%	15.404	8.87 %	16.870	2.06			
101300	HARLEY-DAVIDSON F F KING	CTN	15.404	%	15.404	8.87 %	16.870	2.06			
101302	HARLEY-DAVIDSON F F KING BOX	CTN	15.404	%	15.404	8.87 %	16.870	2.06			
101304	HARLEY-DAVIDSON LIGHT KING	CTN	15.404	%	15.404	8.87 %	16.870	2.06			
101306	HARLEY-DAVIDSON LT KING BOX	CTN	15.404	%	15.404	8.87 %	16.870	2.06			
Sales Class Number 10 GENERIC BRANDED CIGARETTES											
100460	MONARCH F F MEN KING *	CTN	12.792	%	12.792	11.80 %	14.300	1.76			
Sales Class Number 42 PRIME CIGARETTES											
860224	PRIME F F MEN 100 1.00 OFF	CTN	11.486	%	11.486	3.63 %	11.910	1.62			
860222	PRIME F F 100 1.00 OFF	CTN	11.486	%	11.486	3.63 %	11.910	1.62			
850214	PRIME LT KING 1.00 OFF	CTN	11.486	%	11.486	3.63 %	11.910	1.62			
860225	PRIME LT MEN 100 1.00 OFF	CTN	11.486	%	11.486	3.63 %	11.910	1.62			
860223	PRIME LT 100 1.00 OFF	CTN	11.486	%	11.486	3.63 %	11.910	1.62			
860226	PRIME ULTRA 100 1.00 OFF	CTN	11.486	%	11.486	3.63 %	11.910	1.62			

Creative Data Research — Cost and Price Print — JTIPPIN BSR4PFR — 8/19/99 9:28:37 Page 2

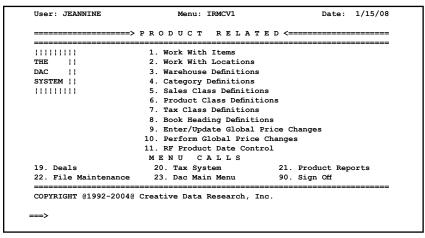| No.	Description	Pack Desc. Stand. U/M	Net Cost	Net to Base %	Base Cost	Base to List %	List	MSRP	Alternates Cost	Price	Retail
Category 2 TOBACCO/SNUFF/CIGARS											
Sales Class Number 60 CHEWING TOBACCO PLUG											
120285	BROWNS MULE PLUG	CTN	15.990	%	15.990	10.01 %	17.590	1.51			
Sales Class Number 90 SNUFF DRY											
130315	BRUTON FAMILY PACK 15 OZ	BOX	12.740	%	12.740	13.03 %	14.400	18.46			
130675	DENTAL SC GIANT TUMB 5.58 OZ	TUM	4.540	%	4.540	11.01 %	5.040	6.46			
131497	ROOSTER PLASTIC TUMB 6 OZ	TUM	4.830	%	4.830	13.04 %	5.460	7.00			
131825	THREE THISTLES POCKET	BOX	13.670	%	13.670	12.07 %	15.320	1.64			
Sales Class Number 105 SNUFF MOIST											
133280	HAPPY DAYS MINT SMLESS	ROL	19.690	%	19.690	7.57 %	21.180	2.72			
160900	MINT SNUFF ORIGINAL NT	ROL	13.800	%	13.800	21.74 %	16.800	1.85			
160903	MINT SNUFF SPEARMINT NT	ROL	13.800	%	13.800	21.74 %	16.800	1.85			
133690	SKOAL BANDIT CLASSIC	ROL	19.630	%	19.630	7.90 %	21.180	2.72			
133695	SKOAL FLAVOR PACK CINN	ROL	19.630	%	19.630	7.90 %	21.180	2.72			
133697	SKOAL FLAVOR PACK MINT	ROL	19.630	%	19.630	7.90 %	21.180	2.72			

Working With Item Analysis Reports

The Item Analysis application (option 20 of the Item Reports screen) is used to print the following year-to-date reports:

- Best Seller List By Item
- Best Seller List By Class
- Best Seller List By Category
- Worst Seller List By Item
- Worst Seller List By Class
- Worst Seller List By Category

The Item Analysis application is also used to print the No Sale Item List, Vendor Weekly Movement and Item Sales List By Percentage reports.

Refer to the Sales Analysis Reports document for information about reports related to customer, company, salesman, vendor and inventory.

```
    User: JEANNINE              Menu: IRMCV1              Date:  1/15/08

    ===================> 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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      ===>
```

1. Select option 21 (Product Reports) from the Product Related screen. The Item Reports screen appears.

```
User: JEANNINE                    Menu: ITRCV1                Date:  1/15/08

=====================> I T E M   R E P O R T S <=====================
=====================================================================
¦¦¦¦¦¦¦¦¦¦               1.  Item Master Listing(Active Only)
THE    ¦¦               2.  Inactive Items Listing
DAC    ¦¦               3.  Item Balance Listing
SYSTEM ¦¦               4.  Salesman/In-House Price Books
¦¦¦¦¦¦¦¦¦¦               5.  Display Item Changes
                        6.  Price Change List(Input Date Range)
                        7.  Purge File Changes
                        8.  Print Items With No Location
                        9.  Print Cost & Prices With Percents
                       10.  New Item Report(Input Date Range)
                       11.  Restricted Products Report
                        M E N U   C A L L S
19. Item Related Maint.  20. Item Analysis          21. Reports
22. File Maintenance     23. Dac Main Menu           90. Sign Off
=====================================================================
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 ===>
```
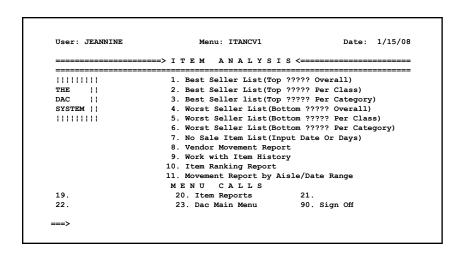
2. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE                    Menu: ITANCV1               Date:  1/15/08

=====================> I T E M   A N A L Y S I S <=====================
=====================================================================
¦¦¦¦¦¦¦¦¦¦               1.  Best Seller List(Top ????? Overall)
THE    ¦¦               2.  Best Seller List(Top ????? Per Class)
DAC    ¦¦               3.  Best Seller list(Top ????? Per Category)
SYSTEM ¦¦               4.  Worst Seller List(Bottom ????? Overall)
¦¦¦¦¦¦¦¦¦¦               5.  Worst Seller List(Bottom ????? Per Class)
                        6.  Worst Seller List(Bottom ????? Per Category)
                        7.  No Sale Item List(Input Date Or Days)
                        8.  Vendor Movement Report
                        9.  Work with Item History
                       10.  Item Ranking Report
                       11.  Movement Report by Aisle/Date Range
                        M E N U   C A L L S
19.                      20. Item Reports          21.
22.                      23. Dac Main Menu          90. Sign Off

 ===>
```
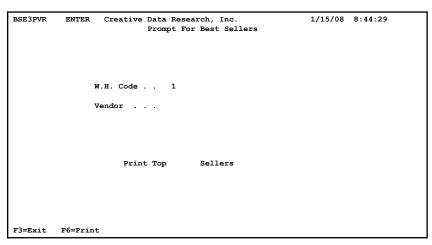
Printing Best And Worst Selling Items By Vendor Year-To-Date

The Best Seller List By Item and Worst Seller List By Item reports detail the overall top and bottom selling items, respectively, per vendor for a designated warehouse. To print these year-to-date reports based on an entire year of sales data, they ***must be printed before*** using the End Of Year Processing application to close the year.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
     User: JEANNINE              Menu: ITANCV1           Date:  1/15/08

     ====================> I T E M   A N A L Y S I S <====================
     =====================================================================
     !!!!!!!!!              1. Best Seller List(Top ????? Overall)
     THE     !!             2. Best Seller List(Top ????? Per Class)
     DAC     !!             3. Best Seller list(Top ????? Per Category)
     SYSTEM  !!             4. Worst Seller List(Bottom ????? Overall)
     !!!!!!!!!              5. Worst Seller List(Bottom ????? Per Class)
                            6. Worst Seller List(Bottom ????? Per Category)
                            7. No Sale Item List(Input Date Or Days)
                            8. Vendor Movement Report
                            9. Work with Item History
                           10. Item Ranking Report
                           11. Movement Report by Aisle/Date Range
                           M E N U   C A L L S
     19.                     20. Item Reports      21.
     22.                     23. Dac Main Menu      90. Sign Off

     ===>
```

2. Select option 1 (Best Seller List-Top ????? Overall) or option 4 (Worst Seller List-Bottom ????? Overall) from the Item Analysis screen. The Prompt For Best Sellers screen (illustrated below) or Prompt For Worst Sellers screen appears.

```
BSE3PVR      ENTER    Creative Data Research, Inc.      1/15/08  8:44:29
                             Prompt For Best Sellers




             W.H. Code . .   1

             Vendor  . . .




                   Print Top       Sellers







F3=Exit    F6=Print
```

3. Enter a warehouse code for the **W.H. Code** (6,a) field.

4. Enter a vendor code for the **Vendor** (6,a) field.

5. Enter the number of top selling items to list in the report for the **Print Top Sellers** (5,n) field, or enter the number of worst selling items to list in the report for the **Print Bottom Sellers** (5,n) field.

6. Press <F6> (Print). The Item Analysis screen appears.

Best Seller List By Item

```
Creative Data Research, Inc.        Best Seller List By Item          JEANNINE    BSE0PFR    1/15/08  9:34:09 Page     1

                                    (TOP     5 SELLERS)

                                    MAIN WAREHOUSE

Item     Item Description                 Sales      Orders    Unit 1     Unit 2     Unit 3     Unit 4    SSU   Date Of
Number                               Year-To-Date      YTD       YTD        YTD        YTD        YTD           Last Sale

Warehouse Code 1      MAIN WAREHOUSE

100500   CAMEL FILTER 85 BOX            74,760.60      345        30       2175          2                 CTN   12/28/07

130585   GPC 100 ULTRA BOX              57,733.25      355                 2226                            CTN   12/28/07

101300   CARLTON MENTHOL                84,535.12      340                 2142          2                 CTN   12/28/07

131200   BEST VALUE MENT 100 LT         48,305.99      319                 2110          2                 CTN   12/28/07

111700   KOOL MENT 100 MILD             72,315.07      339                 2162                            CTN   12/28/07

** END OF REPORT **
```
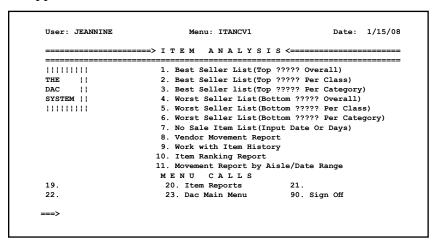
Worst Seller List By Item

```
Creative Data Research, Inc.        Worst Seller List By Item         JEANNINE    BSE8PFR    1/15/08  9:32:51 Page     1

                                    (BOTTOM     5 SELLERS)

                                    MAIN WAREHOUSE

Item     Item Description                 Sales      Orders    Unit 1     Unit 2     Unit 3     Unit 4    SSU   Date Of
Number                               Year-To-Date      YTD       YTD        YTD        YTD        YTD           Last Sale

Warehouse Code 1      MAIN WAREHOUSE

118800   VANTAGE MENT 100               29,977.88      195                  844                            CTN   12/28/07

115401   PALL MALL 100 BOX              27,877.81      188                  906                            CTN   12/28/07

120200   WINSTON 100 LIGHT              37,048.52      202                 1121                            CTN   12/28/07

131200   BEST VALUE MENT 100 LT         48,305.99      319                 2110          2                 CTN   12/28/07

125800   DORAL FF MENT 100              66,819.50      358                 2142                            CTN   12/28/07

** END OF REPORT **
```
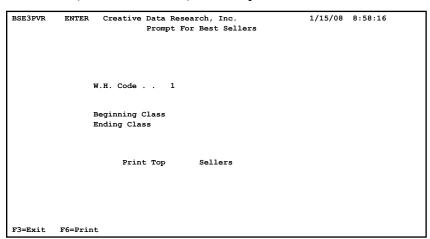
Printing Best And Worst Selling Items By Sales Class Year-To-Date

The Best Seller List By Class and Worst Seller List By Class reports detail the top and bottom selling items, respectively, per sales class for a designated warehouse. To print these year-to-date reports based on an entire year of sales data, they ***must be printed before*** using the End Of Year Processing application to close the year.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
    User: JEANNINE                Menu: ITANCV1                Date:  1/15/08

    =====================> I T E M   A N A L Y S I S <=====================
    ========================================================================
    !!!!!!!!!!              1. Best Seller List(Top ????? Overall)
    THE     !!              2. Best Seller List(Top ????? Per Class)
    DAC     !!              3. Best Seller list(Top ????? Per Category)
    SYSTEM  !!              4. Worst Seller List(Bottom ????? Overall)
    !!!!!!!!!!              5. Worst Seller List(Bottom ????? Per Class)
                            6. Worst Seller List(Bottom ????? Per Category)
                            7. No Sale Item List(Input Date Or Days)
                            8. Vendor Movement Report
                            9. Work with Item History
                           10. Item Ranking Report
                           11. Movement Report by Aisle/Date Range
                              M E N U   C A L L S
    19.                     20. Item Reports            21.
    22.                     23. Dac Main Menu           90. Sign Off

    ===>
```

2. Select option 2 (Best Seller List-Top ????? Per Class) or option 5 (Worst Seller List-Bottom ????? Per Class) from the Item Analysis screen. The Prompt For Best Sellers screen (illustrated below) or Prompt For Worst Sellers screen appears.

```
BSE3PVR    ENTER    Creative Data Research, Inc.           1/15/08  8:58:16
                            Prompt For Best Sellers




              W.H. Code . .   1


              Beginning Class
              Ending Class


                    Print Top       Sellers






F3=Exit    F6=Print
```

3. Enter a warehouse code for the **W.H. Code** (6,a) field.

4. Enter sales class numbers for the **Beginning Class** and **Ending Class** (5,n) fields.

5. Enter the number of top selling items to list in the report for the **Print Top Sellers** (5,n) field, or enter the number of worst selling items to list in the report for the **Print Bottom Sellers** (5,n) field.

6. Press <F6> (Print). The Item Analysis screen appears.

Best Seller List By Class

```
Creative Data Research, Inc.        Best Seller List By Class        JEANNINE   BSFDPFR    1/15/08  9:53:07 Page    1

                                    (TOP    5 SELLERS PER CLASS)

                                    MAIN WAREHOUSE

Item   Item Description             Sales        Orders     Unit 1      Unit 2      Unit 3      Unit 4      SSU   Date Of
Number                              Year-To-Date  YTD        YTD         YTD         YTD         YTD              Last Sale

Warehouse Code 1

Sales Class   100  PREMIUM CIGARETTES

100500 CAMEL FILTER 85 BOX          74,760.60    345         30         2175          2                     CTN   12/28/07

111700 KOOL MENT 100 MILD           72,315.07    339                    2162                               CTN   12/28/07

108300 B&H MENT 100 LT              74,768.48    315                    1996          2                     CTN   12/28/07

113200 MARLBORO 100 BOX             36,785.96    235                    1141                               CTN   12/28/07

120200 WINSTON 100 LIGHT            37,048.52    202                    1121                               CTN   12/28/07

** END OF REPORT **
```

Worst Seller List By Class

```
Creative Data Research, Inc.        Worst Seller List By Cls.        JEANNINE   BSF3PFR    1/15/08  9:53:18 Page    1

                                    (BOTTOM    5 SELLERS PER CLASS)

                                    MAIN WAREHOUSE

Item   Item Description             Sales        Orders     Unit 1      Unit 2      Unit 3      Unit 4      SSU   Date Of

Number                              Year-To-Date  YTD        YTD         YTD         YTD         YTD              Last Sale
Warehouse Code 1

Sales Class   101  DISCOUNT CIGARETTES

115401 PALL MALL 100 BOX            27,877.81    188                     906                                CTN   12/28/07

102815 LIGGETT SELECT ULTRA 100 BX  36,263.34    288                    1676                               CTN   12/28/07

131761 BASIC FF 100 BOX             62,927.83    295                    1889          2                     CTN   12/28/07

102811 LIGGETT SELECT FF MENTH BOX 100  43,127.79  323                  2020                               CTN   12/28/07

131200 BEST VALUE MENT 100 LT       48,305.99    319                    2110          2                     CTN   12/28/07

** END OF REPORT **
```

Printing Best And Worst Selling Items By Category Year-To-Date

The Best Seller List By Category and Worst Seller List By Category reports detail the top and bottom selling items, respectively, per category for a designated warehouse. To print these year-to-date reports based on an entire year of sales data, they ***must be printed before*** using the End Of Year Processing application to close the year.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
     User: JEANNINE              Menu: ITANCV1              Date:  1/15/08

     =====================> I T E M   A N A L Y S I S <====================
     ======================================================================
     !!!!!!!!!!              1. Best Seller List(Top ????? Overall)
     THE     !!              2. Best Seller List(Top ????? Per Class)
     DAC     !!              3. Best Seller list(Top ????? Per Category)
     SYSTEM  !!              4. Worst Seller List(Bottom ????? Overall)
     !!!!!!!!!!              5. Worst Seller List(Bottom ????? Per Class)
                             6. Worst Seller List(Bottom ????? Per Category)
                             7. No Sale Item List(Input Date Or Days)
                             8. Vendor Movement Report
                             9. Work with Item History
                            10. Item Ranking Report
                            11. Movement Report by Aisle/Date Range
                         M E N U   C A L L S
     19.                   20. Item Reports          21.
     22.                   23. Dac Main Menu          90. Sign Off

     ===>
```

2. Select option 3 (Best Seller List-Top ????? Per Category) or option 6 (Worst Seller List-Bottom ????? Per Category) from the Item Analysis screen. The Prompt For Best Sellers screen (illustrated below) or Prompt For Worst Sellers screen appears.

```
BSE3PVR     ENTER    Creative Data Research, Inc.          1/15/08  9:01:19
                              Prompt For Best Sellers




              W.H. Code . .    1



              Beg. Category
              Ending Category
              Page Break On Cat? N (Y/N)
                     Print Top         Sellers







F3=Exit    F6=Print
```

3. Enter a warehouse code for the **W.H. Code** (6,a) field.
4. Enter category numbers for the **Beg Category** and **Ending Category** (2,n) fields.
5. To page break by category, enter *Y* (for yes) for the **Page Break On Cat?** (1,a) field.
6. Enter the number of top selling items to list in the report for the **Print Top Sellers** (5,n) field, or enter the number of worst selling items to list in the report for the **Print Bottom Sellers** (5,n) field.
7. Press <F6> (Print). The Item Analysis screen appears.

Best Seller List By Category

```
Creative Data Research, Inc.        Best Seller List By Cat.        JEANNINE   BSF1PFR   1/15/08  9:29:33 Page    1

                                    (TOP    5 SELLERS PER CATEGORY)

                                    MAIN WAREHOUSE

Item    Item Description              Sales      Orders    Unit 1    Unit 2    Unit 3    Unit 4    SSU   Date Of
Number                               Year-To-Date  YTD      YTD       YTD       YTD       YTD            Last Sale

Warehouse Code 1

Category Number  4  CANDY/GUM

418950 HERSHEY ALMOND 36CT             14,341.47    266               883                         BOX   12/28/07

439397 HERSHEY HUGS  12 OZ             28,140.90    256               827                         BAG   12/28/07

439336 HERSHEY PLAIN GIANT BAR         29,365.56    221               780                         BOX   12/28/07

439635 HERSHEY BITES 11 OZ             18,366.70    211               712                         BAG   12/28/07

439394 HERSHEY KISSES  12 OZ           41,679.44    188               604                         CSE   12/28/07

Category Number  5  GROCERY

561759 KEEBLER CLUB CRACKER  5.25 OZ   13,675.34    299              1218                         BOX   12/28/07

561158 KEEBLER CHIPS DELUXE  2OZ        4,267.22    293              1205                         CTN   12/28/07

631127 KEEBLER FUDGE STRIPE COOKIES 11.5OZ  17,461.32  284           1169                         BAG   12/28/07

561161 KEEBLER PECAN SANDIES  2 OZ     14,797.79    274              1086                         BOX   12/28/07

561167 KEEBLER VIENNA CREMES 2OZ       14,382.60    263              1056                         CTN   12/28/07

** END OF REPORT **
```

Worst Seller List By Category

```
Creative Data Research, Inc.        Worst Seller List By Cat.       JEANNINE   BSF4PFR   1/15/08  9:46:14 Page    1

                                    (BOTTOM    5 SELLERS PER CATEGORY)

                                    MAIN WAREHOUSE

Item    Item Description              Sales      Orders    Unit 1    Unit 2    Unit 3    Unit 4    SSU   Date Of
Number                               Year-To-Date  YTD      YTD       YTD       YTD       YTD            Last Sale

Warehouse Code 1

Category Number  4  CANDY/GUM

439393 HERSHEY MINIATURES 12 OZ        37,025.02    183               538                         CS    12/28/07

403078 HERSHEY NUGGET ASSORTED         41,505.02    191               583                         CS    12/28/07

439394 HERSHEY KISSES  12 OZ           41,679.44    188               604                         CSE   12/28/07

439635 HERSHEY BITES 11 OZ             18,366.70    211               712                         BAG   12/28/07

439336 HERSHEY PLAIN GIANT BAR         29,365.56    221               780                         BOX   12/28/07

Category Number  5  GROCERY

616600 HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ   1,246.57  210            722                         EA    12/28/07

561167 KEEBLER VIENNA CREMES 2OZ       14,382.60    263              1056                         CTN   12/28/07

561161 KEEBLER PECAN SANDIES  2 OZ     14,797.79    274              1086                         BOX   12/28/07

631127 KEEBLER FUDGE STRIPE COOKIES 11.5OZ  17,461.32  284           1169                         BAG   12/28/07

561158 KEEBLER CHIPS DELUXE  2OZ        4,267.22    293              1205                         CTN   12/28/07

** END OF REPORT **
```

Printing A List of No Sale Items

The No Sale Item List details all the items which have not sold since a designated date, or within a specified number of days for a particular warehouse.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
    User: JEANNINE              Menu: ITANCV1              Date:  1/15/08

    ====================> I T E M   A N A L Y S I S <====================
    =====================================================================
    !!!!!!!!!!            1. Best Seller List(Top ????? Overall)
    THE    !!            2. Best Seller List(Top ????? Per Class)
    DAC    !!            3. Best Seller list(Top ????? Per Category)
    SYSTEM !!            4. Worst Seller List(Bottom ????? Overall)
    !!!!!!!!!!            5. Worst Seller List(Bottom ????? Per Class)
                         6. Worst Seller List(Bottom ????? Per Category)
                         7. No Sale Item List(Input Date Or Days)
                         8. Vendor Movement Report
                         9. Work with Item History
                        10. Item Ranking Report
                        11. Movement Report by Aisle/Date Range
                         M E N U   C A L L S
    19.                  20. Item Reports         21.
    22.                  23. Dac Main Menu         90. Sign Off

    ===>
```

2. Select option 7 (No Sale Item List) from the Item Analysis screen. The Prompt For No Sale Items screen appears.

```
BSIQPVR     ENTER    Creative Data Research              5/10/06 16:47:41
                      Prompt For No Sale Items

This Program Will Print A List Of Items That Have Not Sold Since The
Date OR Number Of Days You Specify Below.

                      Date

                       ** OR **

                      Days


              Warehouse 1      MAIN WAREHOUSE




F3=Exit    F6=Print
```

3. Enter a date for the **Date** (6,n) field to limit the list of items to those not sold since the designated date, or enter a number for the **Days** (3,n) field to limit the list of items to those not sold within the designated number of days.

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

5. Press <F6> (Print). The Item Analysis screen appears.

No Sale Item List

Items That Have Not Sold Since: 365 Days   For Warehouse: 1   MAIN WAREHOUSE

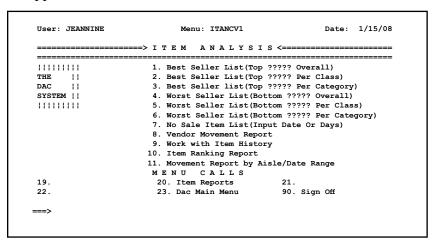| Item Number	Item Description	Unit 1	On Hand Qty	Unit 2	On Hand Qty	Unit 3	On Hand Qty	Unit 4	On Hand Qty	Sales YTD	Value	Date of Last Sale
102790	RALEIGH LIGHT KING	PAK	*	CTN	24	CSE					369.60	5/25/98
107540	SATIN MENTHOL 100	PAK	*	CTN		CSE						1/29/98
104238	ALPINE LIGHT MEN 100	PAK	*	CTN	70	CSE					895.30	5/26/98
104300	MONARCH FULL FLAVOR 100	PAK	*	CTN	58	CSE					741.82	4/16/98
105560	PYRAMID LIGHT 100	PAK	*	CTN	41	CSE					524.39	5/26/98
104366	BARGAIN BUY F F 100	PAK	*	CTN	66	CSE					646.14	5/26/98
121160	COUNTRY BLEND CHEWING TOB	PCH	*	CTN		CSE						3/27/96
120500	LEVI GARRETT PLUG	EA	*	CTN	10	CSE					183.30	5/25/98
133280	HAPPY DAYS MINT SMLESS	CAN	*	ROL		CSE						1/01/97
112155	MURIEL MAGNUM BOX	EA	*	BOX	5	CSE					51.10	5/13/98
144530	SIR WALTER RALEIGH PCH	PCH	*	CTN	9	CSE					115.56	5/12/98
215500	BROWNIE BABY RTH BAR .99*	EA	*	BOX		CSE						7/08/97
210810	FIDDLE FADDLE CARAMEL 5OZ	EA	*	BOX		CSE						2/25/98
239336	SATHERS KIDDIE MIX	BAG	*	BOX	52	CSE					193.44	5/26/98
407938	JACK LINKS HOT BEEF STEAK	EA	*	BOX	9	CSE					131.76	5/26/98
406112	SLIM J PEPPERONI & CHEESE	EA	*	BOX	6	CSE					58.38	5/05/98
406655	SLIM J SUPER SLIM TOBASCO	EA	*	BOX	12	CSE					106.56	5/19/98
406500	SLIM JIM	EA	*	BOX	1	CSE					4.39	5/21/98
406110	SLIM JIM BEEF & CHEESE	EA	*	BOX	7	CSE					68.11	5/26/98
406660	SLIM JIM GIANT SLIM	EA	*	BOX	35	CSE					411.25	5/26/98
406652	SLIM JIM RACING MUG 30CT	EAC	*	MUG		CSE						7/16/97
406650	SLIM JIM SUPER SLIM	EA	*	BOX	31	CSE					275.28	5/25/98
205060	CHARMS POP SOUR	EA	*	BOX	20	CSE					62.40	5/26/98
204990	CHARMS POP SWEET & SOUR 100 CT	EA	*	BOX	6	CSE					39.00	4/28/98
204680	CHARMS POP SWEET & SOUR 48 CT	EA	*	BOX	11	CSE					34.32	5/13/98
204900	CHARMS SODA FTN POP 120CT	EA	*	BOX		CSE						11/20/97
205130	CHERRY HEADS	EA	*	BOX	6	CSE					12.66	5/20/98
211020	GOOBERS	EA	*	BOX	13	CSE					101.40	5/26/98
211021	GOOBERS 3/99›	EA	*	BOX	2	CSE					15.60	12/31/97
214352	SNACKWELLS CHOCOLATE CHEW	EA	*	BOX	12	CSE					93.60	5/14/98
214350	SNACKWELLS CLUSTERS	EA	*	BOX	25	CSE					195.00	5/07/98
214354	SNACKWELLS RAISIN DIP	EA	*	BOX	5	CSE					39.00	5/26/98
219765	BLOW POP BYTES CHERRY	EA	*	BOX		CSE						12/17/97
219767	BLOW POP BYTES WATERMELON	EA	*	BOX		CSE						5/13/97
219872	STARBURST CALIF 8 OZ	BAG	*	BAG	85	CSE					79.90	5/26/98
219863	STARBURST JELLY BEAN 8OZ	BAG	*	BAG	7	CSE					6.58	5/26/98
219874	STARBURST ORIG 8 OZ	BAG	*	BAG	4-	CSE					3.76-	5/26/98
219864	STARBURST TROP 8 OZ	BAG	*	BAG	12	CSE					11.28	5/21/98
234060	BUBBLICIOUS BLUE BLOWOUT	EA	*	BOX	72	CSE					349.92	5/26/98
234080	BUBBLICIOUS PARADISE PNCH	EA	*	BOX	41	CSE					199.26	5/26/98
234079	BUBBLICIOUS RADICAL RED	EA	*	BOX	31	CSE					150.66	5/26/98
234380	CAREFREE CINNAMON	EA	*	BOX	24	CSE					100.80	5/18/98
234500	CAREFREE PEPPERMINT	EA	*	BOX	18	CSE					75.60	5/12/98
235570	TRIDENT BUBBLE GUM	EA	*	BOX	23	CSE					127.65	5/20/98
235605	TRIDENT CHERRY	EA	*	BOX	22	CSE					122.10	4/15/98
237704	BUBBLE TAPE WATERMELON	EA	*	BOX	4	CSE					53.40	5/12/98
236705	CAREFREE WINTERGRN BIG PK	EA	*	BOX	72	CSE					492.48	5/14/98
237426	TRIDENT CINN VAL-U-PAK	EA	*	BOX	37	CSE					254.19	5/26/98
235881	FLEER ULTRA BASKETBALL I	EA	*	BOX		CSE						1/20/94
235926	TOPPS BASE STA II'97	EA	*	BOX		CSE						6/26/97
237672	UPPER DECK BASKETBALL I 96/97	EA	*	BOX		CSE						4/23/97
238951	KEEBLER SOFT BATCH SHPR 96 CT	EA	*	DIS		DIS						3/27/96
239462	P B CRISPS 2.75 OZ PP1.59	EA	*	BAG	34	CSE					17.68	5/26/98
801213	SPARK PLUG CHMP L-M J17LM	EA	*	EA	24	CSE					31.44	4/28/98
373320	POLAROID 200 35MM 24 EXP	EA	*	EA	75	CSE					99.75	5/26/98
631485	FILLER PAPER 300SH	PAD	*	PAD	5	CSE					6.75	5/14/98
631980	WIREBOUND 1 SUB 40SH	EA	*	EA	34	CSE					12.58	5/19/98

Items That Have Not Sold Since: 365 Days   For Warehouse: 1   MAIN WAREHOUSE

Item Number	Item Description	Unit 1	On Hand Qty	Unit 2	On Hand Qty	Unit 3	On Hand Qty	Unit 4	On Hand Qty	Sales YTD	Value	Date of Last Sale
985200	ULTRA BUY FLOOR RACK PK TOPPER	EA	*	EA		EA		EA				8/15/96
985400	ULTRA BUY POSTER 15" X 22"	EA	*	EA		EA						11/06/96

Class   999 MISC FIXTURES

Category 35 RACK & MERCHANDISE   139

Final totals   12   152413   850221.36

** END OF REPORT **

Printing A Vendor Weekly Movement Report

The Vendor Weekly Movement report details 12 weeks of sales activity for a designated vendor's items at the standard selling level. This report does not include lost sales. Refer to the Purchasing document for information about printing a Daily Item Usage report which is generally used only for tracking cigarette sales.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE              Menu: ITANCV1              Date:  1/15/08

=====================> I T E M   A N A L Y S I S <=====================
=======================================================================
!!!!!!!!!!            1. Best Seller List(Top ????? Overall)
THE     !!            2. Best Seller List(Top ????? Per Class)
DAC     !!            3. Best Seller list(Top ????? Per Category)
SYSTEM  !!            4. Worst Seller List(Bottom ????? Overall)
!!!!!!!!!!            5. Worst Seller List(Bottom ????? Per Class)
                      6. Worst Seller List(Bottom ????? Per Category)
                      7. No Sale Item List(Input Date Or Days)
                      8. Vendor Movement Report
                      9. Work with Item History
                     10. Item Ranking Report
                     11. Movement Report by Aisle/Date Range
                      M E N U   C A L L S
   19.                  20. Item Reports        21.
   22.                  23. Dac Main Menu        90. Sign Off

   ===>
```

2. Select option 8 (Vendor Movement Report) from the Item Analysis screen. The Prompt For Vendor Movement screen appears.

```
GSBAPVR     ENTER    Creative Data Research            5/12/06  7:32:54
                       Prompt For Vendor Movement

Type choices, press Enter.

Warehouse .   1       MAIN WAREHOUSE

Vendor Number
Start Date

Key A Vendor Number To Restrict To And Key A Start Date For The Report.
The Report Will Contain 12 Weeks Prior To The Start Date Entered.








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

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

4. Enter a vendor code for the **Vendor Number** (6,a) field.

5. Enter a date for the **Start Date** (6,n) field to limit the report of item activity to the 12 weeks prior to the designated date.

6. Press <F6> (Print), and <Enter> when prompted to confirm. The Item Analysis screen appears.

Vendor Weekly Movement Report

***** Movement Over Past 12 Weeks *****

Item #	Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6		
		Week 7	Week 8	Week 9	Week 10	Week 11	Week 12		

Vendor Number FAN100   FUENTE & NEWMAN PREMIUM CIGARS LIMT   Start Date: 8/20/99

Item #	Description	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6		Total
111056	A F CHURCHILL NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
111061	A F CORONA EMPERIAL NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112271	A F CURLY HEAD NAT BOX 40	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
111051	A F DOUBLE CHATEAU NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112273	A F HEMINGWAY CLASSIC BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	1 BOX		
		2 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	3
111063	A F HEMINGWAY MASTERPIECE NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
111059	A F ROTHSCHILDS MAD	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
111058	A F ROTHSCHILDS NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112266	A FUE FL FINA 8-5-8 MAD	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112262	A FUEN FL FINA 8-5-8 NAT	0 BOX	0 BOX	0 BOX	1 BOX	1 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	2 BOX	0 BOX	Total:	4
112260	A FUENT SPAN LONSDLE NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
111050	A FUENTE CUBAN COR NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112272	A FUENTE HEM SHORT STRY BX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	2 BOX	0 BOX	0 BOX	Total:	2
111054	A FUENTE HEM SIG NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	3 BOX	0 BOX	Total:	3
112259	A FUENTE PAN FINA MAD BX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112258	A FUENTE PAN FINA NAT BX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	2 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	2
111052	A FUENTE PETIT COR NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112256	A FUENTE SEL PRIVADA # 1 NAT	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	3 BOX	0 BOX	0 BOX	Total:	3
112257	A FUENTE SEL PRIVADA #1 MAD	2 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	2
112264	MONTESINO CESAR #2 NAT BX	1 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	1
112250	MONTESINO DIPLOMATICO NAT BOX	0 BOX	1 BOX	1 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	2 BOX	0 BOX	0 BOX	0 BOX	Total:	4
112254	MONTESINO GRAN COR NAT BX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112270	MONTESINO GRAN CORONA MAD	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	0
112252	MONTESINO NUMERO 1 BX	2 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX		
		0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	0 BOX	Total:	2

Final totals   Final Qty: 26

** END OF REPORT **

Printing An Item Sales List By Percentage

The Item Sales List By Percentage report contains a list of items ranked by percentage of sales for a given date range, and details total sales and profit per item.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
    User: JEANNINE              Menu: ITANCV1              Date:  1/16/08

    =====================> I T E M   A N A L Y S I S <=====================
    =======================================================================
    !!!!!!!!!!           1. Best Seller List(Top ????? Overall)
    THE     !!           2. Best Seller List(Top ????? Per Class)
    DAC     !!           3. Best Seller list(Top ????? Per Category)
    SYSTEM  !!           4. Worst Seller List(Bottom ????? Overall)
    !!!!!!!!!!           5. Worst Seller List(Bottom ????? Per Class)
                         6. Worst Seller List(Bottom ????? Per Category)
                         7. No Sale Item List(Input Date Or Days)
                         8. Vendor Movement Report
                         9. Work with Item History
                        10. Item Ranking Report
                        11. Movement Report by Aisle/Date Range
                         M E N U   C A L L S
    19.                 20. Item Reports         21.
    22.                 23. Dac Main Menu         90. Sign Off

    ===>
```

2. Select option 10 (Item Ranking Report) from the Item Analysis screen. The Prompt Item Ranking Report screen appears.

```
XXITPVR     ENTER    Creative Data Research, Inc.        1/16/08  9:49:35
                       Prompt Item Ranking Report

                   Input desired Data, then Press Enter
                            Then Press CMD6


             Item Code Range: 000001 to 999999

             Branch:                 (blanks=ALL Branches)

             Date Range:  000000 to  000000   (mmddyy)

             Sales Rep:              (blanks=ALL Reps)

             Product Category: 00

             Sales Class: 00000

             Percentage of Sales:     .00


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

3. To limit the report to a range of items, enter item numbers for the **Item Code Range to** (6,n) fields. Users may press <F4> to select numbers from the Select Item by Description screen.

4. To limit the report to a specific warehouse, enter the warehouse code for the **Branch** (6,a) field, or press <F4> to select a code from the Select Warehouse Master screen. If the **Branch** field is left blank, the designated items of all warehouses are included in the report.

5. Enter dates for the **Date Range to** fields to limit the report to sales of a particular range of dates.

6. To limit the report to a specific sales representative, enter an employee code for the **Sales Rep** field (6,a), or press <F4> to select a code from the Select Employee Master screen.

7. To limit the report to a specific item category, enter a category number for the **Product Category** (2,n) field, or press <F4> to select a number from the Select Item Category Master screen.

8. To limit the report to a specific sales class, enter a sales class number for the **Sales Class** (5,n) field, or press <F4> to select a number from the Select Sales Class Master screen.

9. To limit the report to a specific upper level percentage of sales for the designated items, enter a number between 1 and 100 for the **Percentage of Sales** field.

10. Press <F6> (Print). The Item Analysis screen appears.

Item Sales List By Percentages Report

```
 Creative Data Research, Inc.            Item Sales List by Percentages      JEANNINE   XXITPFR    1/16/08 11:54:16 Page    1

* Selection Criteria: Item: 000001 999999 Branch: *ALL   Rep: *ALL   Cat: 01 Cls: 00000 Date Range:  7/01/07 12/29/07 Pct:    .00 **

              Item        Description                      Sales          Profit         Pct of Sales

              101300      CARLTON MENTHOL                113,546.99      4,675.92           11.00 %

              108300      B&H MENT 100 LT                101,796.56      4,356.69           10.00 %

              100500      CAMEL FILTER 85 BOX             96,059.85      4,290.70            9.00 %

              111700      KOOL MENT 100 MILD              91,021.55      4,001.88            9.00 %

              131761      BASIC FF 100 BOX                83,987.85      4,131.04            8.00 %

              125800      DORAL FF MENT 100               82,619.01      4,079.76            8.00 %

              130585      GPC 100 ULTRA BOX               75,202.13      4,642.00            7.00 %

              131200      BEST VALUE MENT 100 LT          67,709.21      5,436.00            6.00 %

              102811      LIGGETT SELECT FF MENTH BOX 100 57,245.36      4,813.20            5.00 %

              102815      LIGGETT SELECT ULTRA 100 BX     45,479.92      3,771.00            4.00 %

              120200      WINSTON 100 LIGHT               44,467.19      1,985.82            4.00 %

              113200      MARLBORO 100 BOX                43,991.85      2,882.28            4.00 %

              115401      PALL MALL 100 BOX               35,381.59      1,780.24            3.00 %

              118800      VANTAGE MENT 100                34,034.17      1,450.26            3.00 %

              119526      VIRGINIA SLIM MENT 100 BOX      26,552.55      1,148.32            2.00 %

                                                         999,095.78     53,445.11

   ** END OF REPORT **
```

Working With Unitrac

The Unitrac applications are used to handle manufacturer reporting via MSA (Management Science Assoicates) and others. Contact CDR personnel for information about the DAC optional modules (MCAT Cigarette, MCAT Tobacco, MCAT Candy, Pepsico and PRISM) that are required for this reporting.

Before using MCAT Cigarette, MCAT Tobacco, MCAT Candy or Pepsico for manufacturer reporting, distributors must contact MSA to acquire a Distributor ID number (DID), and MSA's iDT software which is used to transmit sales data from the distributor's AS400 via the Internet.

Before using the PRISM module, contact Swedish Match to acquire a distributor ID number, and the e-mail address required for transmitting data files to them

```
User: JEANNINE                   Menu: DACCV1               Date:  8/10/12
=====================>  THE DAC SOFTWARE SYSTEM  <=====================
!!!!!!!!!!!!!            Distributor Analysis and Control        !!!!!!!!!!!!!
!!!!!!!!!!!!!                  MAIN OPERATIONS MENU              !!!!!!!!!!!!!
=======================================================================
!!!!!!!!!!                  1. File Maintenance Menu
THE     !!                  2. Accounts Receivable
DAC     !!                  3. Billing System
SYSTEM !!                   4. Inventory System
!!!!!!!!!!                  5. Purchasing System
                            6. Reports Menu
                            7. Truck Scheduling
                            8. Closing Procedures
                            9. Integration
                           10. Other Functions Menu
                           11. Accounts Payable
                           12. General Ledger
                           90. Sign Off
=======================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                   Menu: OTHCV1               Date: 12/09/05

====================> O T H E R   O P E R A T I O N S <==================
=======================================================================
!!!!!!!!!!                  1. Archive Functions
THE     !!                  2. Unitrac (PMSTARS Etc.)
DAC     !!                  3. QDN Interface
SYSTEM !!                   4. E-Mail
!!!!!!!!!!                  5. Pre-Booked Order System
                            6. Fast Track Reporting
                            7. Hershey Reporting
                            8. DEA Allocation



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

==>
```

2. Select option 2 (Unitrac) from the Other Operations screen. The Unitrac Menu screen appears.

```
User: JEANNINE              Menu: UNITRAC              Date: 12/09/05

==================> U N I T R A C   M E N U <===================
================================================================
¦¦¦¦¦¦¦¦¦            1. Build Vendor Data File
THE    ¦¦            2. Define Promo Items
DAC    ¦¦            3. Define Discount Cigarette Classes
SYSTEM ¦¦            4. Rebuild From History File
¦¦¦¦¦¦¦¦¦            5. Build MSA Data File
                    6. Rebuild MSA Data From History
                    7. Define MSA Smokeless Items
                    8. Define MSA Candy Items
                    9. Define PRISM Item Classes
                   10. Define MSA PEPSICO Items
                   11. Build MULTICAT Data File
                    M E N U   C A L L S
19.                20.                    21. S.O.M. Reports
22.                23. Dac Main Menu      90. Sign Off
================================================================
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==>
```

Getting Started With Unitrac

Before using the MCAT modules for manufacturer reporting, the following steps must be completed by the distributor:

- MCAT Cigarette module - steps 1 through 7, step 10 and step 11.
- MCAT Tobacco module - step 1, steps 3 through 7, step 10, step 11 and step 13.
- MCAT Candy module - step 1, steps 3 through 7, step 10, step 11 and step 14.
- Pepsico module - step 1, steps 3 through 7, step 10, step 11 and step 15.

Refer to Using The PRISM Module for information about the getting started with it.

Step 1: Use the Work With System Options application to make any necessary changes to the values of the SYS039 (Vendor Data Options) default system option fields. To use the Unitrac applications, *Y* (for yes) must be entered for the **UNITRAC Active** field. Refer to the DAC Default System Options document for information about all the fields of this system option.

Step 2: If cigarette manufacturer reporting is done (MCAT Cigarette or PMStars) verify that the item category number defined specifically for cigarettes is entered for the **Sensitive Category** field of the SYS001 (General System Options) default system option field. Refer to the DAC Default System Options document for additional information.

Step 3: Use the Edit Company Name Master application to enter values for the **Company ShipTo** fields of the company name records. Refer to Working With Company Names of the System File Maintenance document for additional information.

Step 4: Verify that street address of the customer's shipping address is entered for the **Address Line 1** field of the DAC customer records. Refer to Working With Customers of the Customer File Maintenance document for information about the **Address Line 1** field.

Step 5: Verify that the DAC item records of the products for which data will be reported, including promotional items, are entered according to the format required

by the manufacturers. Refer to Adding Item Records for information about the **Consumable Units**, **Inventory Sts** and **UPC Numbers1 - UPC Numbers4** fields.

Step 6: Verify that the CV1COM folder exists by entering the **WRKFLR CV1COM** AS/400 command. If the *Folder not found* message appears, use the 1=Create option to create the CV1COM folder.

Step 7: A virtual drive (I: is recommended) must be mapped to QDLS on the AS/400 from every PC used for running the Unitrac applications.

Step 8: Contact CDR support personnel for information about using the SYS010 (User Point: Invoice Post) default system option to implement the PREPOSTCL pre-post function. This step is not required for MCAT Cigarette, MCAT Tobacco, MCAT Candy or Pepsico.

Step 9: If MSA's iDT software is not used for transmitting data, and the PMStars, USTRAD or ADAMS program is used, (1) a folder named CV1COM must be created on the C: drive of every PC used by the distributor for running the Unitrac applications, and (2) the following files must be copied from I:\CV1COM to C:\CV1COM as described below:
   • SLICETXT.EXE - required for the PMStars, USTRAD and ADAMS program.
   • SAVPM.BAT - required for the PMStars program only.
   • SAVUST.BAT - - required for the USTRAD program only.
   • SAVADAMS.BAT - required for the ADAMS program only.

Step 10: If MSA's iDT software is used, I:\CV1COM must be designated as the Load Directory when installing the software.

Step 11: Use the Define Promo Items application to add the promo item records. Refer to Defining Promo Items below for additional information.

Step 12: If the PMStars program is used, refer to Defining Discount Brand Cigarettes for information about adding the necessary records before it is used for manufacturer reporting. This step is not required for MCAT Cigarette.

Step 13: If the USTRAD program or MCAT Tobacco module is used, refer to Defining MSA Smokeless Items for information about adding the necessary records before manufacturer reporting of smokeless tobacco can be done.

Step 14: If the ADAMS program or MCAT Candy module is used, refer to Defining MSA Candy Items for information about adding the necessary records before manufacturer reporting of candy can be done.

Step 15: If the Pepsico module is used, refer to Defining MSA Pepsico Items for information about adding the necessary records.

Using MCAT Modules

Before using the MCAT modules for manufacturer reporting, the following steps of the Getting Started With Unitrac section above must be completed by the distributor:

- MCAT Cigarette module - steps 1 through 7, step 10 and step 11.
- MCAT Tobacco module - step 1, steps 3 through 7, step 10, step 11 and step 13.
- MCAT Candy module - step 1, steps 3 through 7, step 10, step 11 and step 14.
- Pepsico module - step 1, steps 3 through 7, step 10, step 11 and step 15.

CDR support personnel must also be contacted to confirm that the distributor has received the authorization required to use the MCAT modules, and to implement the necessary internal system default for distributors with multiple warehouses.

Note: The end of day closing process must be completed to include all the necessary sales data of posted invoices for a reporting period.

```
User: JEANNINE                    Menu: DACCV1                Date:  8/10/12
=====================>  THE DAC SOFTWARE SYSTEM  <=====================
!!!!!!!!!!!!!        Distributor Analysis and Control       !!!!!!!!!!!!!
!!!!!!!!!!!!!                MAIN OPERATIONS MENU            !!!!!!!!!!!!!
========================================================================
!!!!!!!!!!               1. File Maintenance Menu
THE     !!               2. Accounts Receivable
DAC     !!               3. Billing System
SYSTEM !!                4. Inventory System
!!!!!!!!!!               5. Purchasing System
                         6. Reports Menu
                         7. Truck Scheduling
                         8. Closing Procedures
                         9. Integration
                        10. Other Functions Menu
                        11. Accounts Payable
                        12. General Ledger
                        90. Sign Off
========================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                    Menu: OTHCV1                Date:  7/06/06

===================> O T H E R   O P E R A T I O N S <===================
========================================================================
!!!!!!!!!!               1. Archive Functions
THE     !!               2. Unitrac (PMSTARS Etc.)
DAC     !!               3. QDN Interface
SYSTEM !!                4. E-Mail
!!!!!!!!!!               5. Pre-Booked Order System
                         6. Fast Track Reporting
                         7. Hershey Reporting
                         8. DEA Allocation



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

===>
```

2. Select option 2 (Unitrac) from the Other Operations screen. The Unitrac Menu screen appears.

```
User: JEANNINE                Menu: UNITRAC              Date:  7/06/06

====================> U N I T R A C    M E N U <====================
===================================================================
!!!!!!!!!!               1. Build Vendor Data File
THE      !!              2. Define Promo Items
DAC      !!              3. Define Discount Cigarette Classes
SYSTEM   !!              4. Rebuild From History File
!!!!!!!!!!               5. Build MSA Data File
                         6. Rebuild MSA Data From History
                         7. Define MSA Smokeless Items
                         8. Define MSA Candy Items
                         9. Define PRISM Item Classes
                        10. Define MSA PEPSICO Items
                        11. Build MULTICAT Data File
                        M E N U   C A L L S
19.               20.                          21. S.O.M. Reports
22.               23. Dac Main Menu            90. Sign Off
===================================================================
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===>
```

3. Select option 11 (Build MULTICAT Data File). The Build MULTICAT Data screen appears.

```
DCWEPVR    ENTER   Creative Data Research              7/06/06  8:31:35
                       Build MULTICAT Data


    Enter the start and end dates for the MSA file build. Press F10 to
    continue and build the data or press F3 to exit without building.

                        MSA Program:    1 = Cigarettes(PMSTARS, Etc.)
                                        2 = Smokeless(USTRAD, Etc.)
                                        3 = Candy(ADAMS, Etc.)
                                        4 = PEPSICO


                   Warehouse Code: 1
                       Start Date:
                         End Date:





F3=Exit    F10=Continue
```

4. Enter one of the following values for the **MSA Program** (1,n) field:
   - *1* (Cigarettes) to use the MCAT Cigarette module.
   - *2* (Smokeless) to use the MCAT Tobacco module.
   - *3* (Candy) to use the MCAT Candy module.
   - *4* (PEPSICO) to use the MCAT Pepsico module.

5. Enter the warehouse code for the **Warehouse Code** (6,a) field which only appears for distributors with multiple warehouses.

6. Enter the starting and ending dates of the reporting period for the **Start Date** and **End Date** (6,n) fields.

7. Press <F10> (Continue), and press <Enter> when prompted to confirm.

After completing the instructions above, distributors must use MSA's iDT software to transmit sales data from the distributor's AS400 via the Internet.

Defining Promo Items

Before using the Define Promo Items application, DAC item records (see example below) must be added for the promotional products according to the format required by the manufacturers. If the promotional product is a DAC super item, use the Work With Selling Allowances application to add an allowance record. Refer to Adding Super Item Prepacked Allowance Records and Adding Super Item Non-Prepacked Allowance Records of the Billing File Maintenance document for additional information.

```
GSYKE1R     CHANGE   Creative Data Research               11/07/01 13:05:34
                             Edit Item
W.H. 1                    Description              Retail PK     Status
Item 527654 - 7    WINSTON B2G1F 10 CARTON DISPLAY                C A
Category . . .    1 Vendor 1810   Mfr# 601700     Standard U/M  2
Sales Class      17 Net Cost      185.500         Buying U/M    2   I
Product Class       Base Cost     185.500 B%P     Catch Weight  N
Tax Class .     350 List Price    190.569 L%P   2.66  Inventory Sts Y
Book Heading        MSRP . . .           R%P     Location
Book Seq. .         Consumable Units
Book Exclusion  Y

  U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand   Avail.  On Order
1 CTN    1  N        N  1230029175
2 DSP   10  Y        N  1230029175
3        1
4        1

Substitute Item/Type .          Mfr. Out of Stock Code   Guarantee Return Y
Max. Allocation Qty & U/M       Backorder Code . . .   N Seasonal Code
Restocking Fee % . . .          Daily tracking Status  N
Pallet Tie/High . . .     /     Original Date   11/27/01
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext
```

The instructions which follow describe using the Define Promo Items application to add promo item records before manufacturer reporting can be done.

```
User: JEANNINE              Menu: UNITRAC            Date: 12/09/05

=====================> U N I T R A C   M E N U <=====================
=====================================================================
!!!!!!!!!!              1. Build Vendor Data File
THE     !!              2. Define Promo Items
DAC     !!              3. Define Discount Cigarette Classes
SYSTEM  !!              4. Rebuild From History File
!!!!!!!!!!              5. Build MSA Data File
                        6. Rebuild MSA Data From History
                        7. Define MSA Smokeless Items
                        8. Define MSA Candy Items
                        9. Define PRISM Item Classes
                       10. Define MSA PEPSICO Items
                       11. Build MULTICAT Data File
                   M E N U   C A L L S
19.               20.                    21. S.O.M. Reports
22.               23. Dac Main Menu      90. Sign Off
=====================================================================
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==>
```

1. Select option 2 (Define Promo Items) from the Unitrac Menu screen. The Define Promo Items screen appears with the *No data to display* message if no promo item records were previously added.

```
GSEODFR    DISPLAY Creative Data Research          12/12/05 14:05:01
                          Define Promo Items
Item


Type options, press Enter.
2=Edit Record



















F3=Exit    F10=Add New Record
No data to display.
```

2. Press <F10> (Add New Record). The Define Promo Items Edit KEY SCREEN
   screen appears.

```
GSENE1R     ADD      Creative Data Research          12/12/05 14:05:25
                      Define Promo Items Edit KEY SCREEN

 Application Id . . . :   010
 Item Number  . . . . .















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

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

```
GSENE1R     ADD     Creative Data Research          12/12/05 14:07:22
                      Define Promo Item Description

 Application Id . . . :   010      Promo Item Description
 Item Number  . . . . :   527654  WINSTON B2G1F 10 CARTON DISPLAY



 Promo Item Y/N     Y       527654  WINSTON B2G1F 10 CARTON DISPLAY

 Shipper/Component         (S, C, Blank)

 Pack Quantity .           **** You only need to enter a pack quantity here
                                if it is different from the pack quantity on
                                the Item Master.
 Promotion Code:




    F3=Exit
```

As illustrated above, the Define Promo Item Description screen appears with
the item's number and description for the **Item Number** and **Promo Item
Description** fields.

4. Enter *Y* for the **Prom Item Y/N** (1,a) field, and if necessary, enter the description of the promotion.

```
GSENE1R    ADD      Creative Data Research                11/07/01 13:42:54
                          Define Promo Item Description

Application Id . . . :   010      Promo Item Description
Item Number  . . . . :   527654  WINSTON B2G1F 10 CARTON DISPLAY



Promo Item Y/N     Y      WIN*4Q01*B2G1F**

Shipper/Component         (S, C, Blank)

Pack Quantity .           **** You only need to enter a pack quantity here
                               if it is different from the pack quantity on
                               the Item Master.
Promotion Code:




F3=Exit
```

5. If the Multicat format is used for manufacturer reporting (with the MCAT Cigarette, MCAT Tobacco, MCAT Candy or Pepsico modules), enter one of the following values for the **Shipper/Component** (1,a) field:
   - *S* - to designate that the promotional product is a shipper.
   - *C* - to designate that the item is a component of a promotional product.

   The **Shipper/Component** field should be left blank if the item is neither a shipper or a component.

6. If (1) the PMStars program or the MCAT Cigarette module is used, (2) the promotional products are cigarettes, and (3) the following statements are true, then enter a value for the **Pack Quantity** (6,n) field; otherwise, continue with step 7:
   - The promotional products are defined as a super item prepacked or as a super item non-prepacked type of selling allowance.
   - The "master controls price" in the allowance record.
   - The count of consumable units is too great to be entered for the 3-digit **Consumable Units** field of the master item's record.

   In this case, the value entered for the **Pack Quantity** field equals the count of consumable units at the standard selling unit of measure in the master item's record. Refer to Adding Item Records in this section for information about the **Consumable Units** field.

   Refer to Working With Selling Allowances of the Billing File Maintenance document for information about the **Price Control** field of super item prepacked and super item non-prepacked selling allowance records.

7. If (1) the USTRAD program or the MCAT Tobacco module is used, (2) the promotional products are smokeless tobacco items, and (3) the promotion includes free items, a value must be entered for the **Pack Quantity** (6,n) field which equals the total quantity of free and non-free items at the standard selling unit of measure.

   For example, the user may normally sell rolls of smokeless tobacco containing five cans per roll. If a buy one get one free promotion is offered, a value of 10 must be entered for the **Pack Quantity** field.

8. If a manufacturer promotion code is supplied by the manufacturer for the product, and any of the following are used for reporting, enter the code for the **Promotion Code** (10, a) field:
    - MCAT Cigarette module
    - MCAT Tobacco module
    - MCAT Candy module
    - Pepsico module
    - PMStars reporting program
    - USTRAD reporting program
    - ADAMS reporting program.

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

```
GSENE1R    ADD    Creative Data Research              11/07/01 13:42:54
                       Define Promo Item Description

Application Id . . . :   010      Promo Item Description
Item Number  . . . . :   527654  WINSTON B2G1F 10 CARTON DISPLAY



Promo Item Y/N    Y       WIN*4Q01*B2G1F**

Pack Quantity .   2000   **** You only need to enter a pack quantity here
                              if it is different from the pack quantity on
                              the Item Master.
Promotion Code:   60606







F3=Exit
```

10. Press <Enter> when prompted to confirm. The Define Promo Items Edit KEY SCREEN screen appears with the *Record added* message.

```
GSENE1R    ADD    Creative Data Research              11/07/01 15:28:40
                       Define Promo Items Edit KEY SCREEN

Application Id . . . :   010
Item Number  . . . . .












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

If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding promo item records, and press <F3> to exit when data entry is complete. The Define Promo Items screen appears.

```
GSEODFR    DISPLAY Creative Data Research                 12/14/05 13:34:29
                              Define Promo Items
Item


Type options, press Enter.
2=Edit Record

? Item              Promo                    Promo  Promo Promo Code  Shipper?
  Number            Description              Item? Pack Q
  006050 WIN*4Q01*B2G1F**                      Y     2000 60606








F3=Exit   F10=Add New Record
```

After promo item records are added, the *2=Edit Record* option can be used to change and delete the records.

Defining Discount Brand Cigarettes

The instructions which follow describe adding the necessary records before the PMStars program can be used for manufacturer reporting of cigarettes. This is not required if the MCAT Cigarette module is used.

```
User: JEANNINE              Menu: UNITRAC              Date: 12/14/05

=====================> U N I T R A C   M E N U <=====================
=====================================================================
¦¦¦¦¦¦¦¦¦¦            1. Build Vendor Data File
THE      ¦¦          2. Define Promo Items
DAC      ¦¦          3. Define Discount Cigarette Classes
SYSTEM ¦¦            4. Rebuild From History File
¦¦¦¦¦¦¦¦¦¦            5. Build MSA Data File
                     6. Rebuild MSA Data From History
                     7. Define MSA Smokeless Items
                     8. Define MSA Candy Items
                     9. Define PRISM Item Classes
                    10. Define MSA PEPSICO Items
                    11. Build MULTICAT Data File
                    M E N U   C A L L S
19.              20.                    21. S.O.M. Reports
22.              23. Dac Main Menu      90. Sign Off
=====================================================================
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==>
```

1. Select option 3 (Define Discount Cigarette Classes) from the Unitrac Menu screen. The Define Discount Brand Cig screen appears with the *No data to display* message if no discount cigarette class records were previously added.

```
GSEQDFR    DISPLAY Creative Data Research          12/14/05 17:08:51
                         Define Discount Brand Cig
 Sales
 Class


Type options, press Enter.
2=Edit Record

















F3=Exit   F10=Add New Record
No data to display.
```

2. Press <F10> (Add New Record). The Discount Brand Cig. Edit KEY SCREEN screen appears.

```
GSEPE1R     ADD     Creative Data Research              12/14/05 17:09:28
                        Discount Brand Cig. Edit KEY SCREEN

Application Id . . . :    011
Sales Class  . . . . .




















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

3. Enter a sales class number of the discount brand (generic) cigarette products for the **Sales Class** (5,n) field, and press <Enter>. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

```
GSEPE1R     ADD     Creative Data Research              12/14/05 17:10:00
                        Discount Brand Cig. Edit Details

Application Id . . . :    011      Discount Brand Cigs.
Sales Class  . . . . . :       5    DISCOUNT CIGARETTES


Discount Brand    Y


NOTE: Enter only the discount brands of cigarettes here.














    F3=Exit
```

As illustrated above, the Discount Brand Cig. Edit Details screen appears with the number and description of the sales class.

4. Press <Enter>, and press <Enter> when prompted to confirm. The Discount Brand Cig. Edit KEY SCREEN screen appears with the *Record added* message.

```
GSEPE1R     ADD     Creative Data Research              12/14/05 17:10:44
                        Discount Brand Cig. Edit KEY SCREEN

Application Id . . . :    011
Sales Class  . . . . .

















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

5. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding discount cigarette class records, and press <F3> to exit when data entry is complete. The Define Discount Brand Cig screen appears.

```
GSEQDFR    DISPLAY Creative Data Research                    12/14/05 17:12:19
                            Define Discount Brand Cig
 Sales
 Class


Type options, press Enter.
2=Edit Record

?  Sales            Sales Class Desc.            Y/N
   Class
        5  DISCOUNT CIGARETTES                    Y








F3=Exit    F10=Add New Record
```

After discount cigarette class records are added, the *2=Edit Record* option can be used to change and delete the records.

Defining MSA Smokeless Items

The instructions which follow describe adding the necessary records before the
USTRAD program or MCAT Tobacco module can be used for manufacturer
reporting.

```
User: JEANNINE              Menu: UNITRAC              Date: 12/09/05

=====================> U N I T R A C   M E N U <=====================
====================================================================
!!!!!!!!!!           1. Build Vendor Data File
THE    !!            2. Define Promo Items
DAC    !!            3. Define Discount Cigarette Classes
SYSTEM !!            4. Rebuild From History File
!!!!!!!!!!           5. Build MSA Data File
                     6. Rebuild MSA Data From History
                     7. Define MSA Smokeless Items
                     8. Define MSA Candy Items
                     9. Define PRISM Item Classes
                    10. Define MSA PEPSICO Items
                    11. Build MULTICAT Data File
                    M E N U   C A L L S
19.                 20.                    21. S.O.M. Reports
22.                 23. Dac Main Menu      90. Sign Off
====================================================================
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===>
```

1. Select option 7 (Define MSA Smokeless Items) from the Unitrac Menu screen.
   The Define UST RAD Classes screen appears with the *No data to display*
   message if no records were previously added.

```
GSWXDFR     DISPLAY Creative Data Research-SUPPORT     11/13/01 15:26:07
                        Define UST RAD Classes
 Sales
 Class


Type options, press Enter.
2=Edit Record














F3=Exit   F10=Add New Record
No data to display.
```

2. Press <F10> (Add New Record). The Edit UST RAD Classes KEY SCREEN
   screen appears.

```
GSWYE1R      ADD      Creative Data Research-SUPPORT           11/13/01 15:26:40
                          Edit UST RAD Classes KEY SCREEN

Application Id . . . :    013
Sales Class  . . . . .








                                                                                    ┌─
                                                                                    │
                                                                                    │
                                                                                    │
                                                                                    │
                                                                                    │
                                                                                    │

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

3. Enter a sales class number of the necessary tobacco products for the **Sales Class**
    (5,n) field, and press <Enter>. If necessary, press <F4> to select a sales class
    number from the Select Sales Class Master screen.

```
GSWYE1R      ADD      Creative Data Research-SUPPORT           11/13/01 16:42:19
                          Edit UST RAD Classes Details

Application Id . . . :    013      UST RAD Sales Classes
Sales Class  . . . . . :    30    MOIST SNUFF












    F3=Exit
```

As illustrated above, the Edit UST RAD Classes Details screen appears with the
number and description of the sales class.

4. Press <Enter>.

```
GSWYE1R      ADD      Creative Data Research-SUPPORT           11/13/01 16:42:48
                          Edit UST RAD Classes Details

Application Id . . . :    013      UST RAD Sales Classes
Sales Class  . . . . . :    30    MOIST SNUFF












    F3=Exit
                                                        CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Edit UST RAD Classes KEY
    SCREEN screen appears with the *Record added* message.

```
GSWYE1R    ADD     Creative Data Research-SUPPORT        11/13/01 16:43:02
                        Edit UST RAD Classes KEY SCREEN


Application Id . . . :   013
Sales Class  . . . . .












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

6. If necessary, users can repeat the previous instructions (beginning with step 3) to
    continue adding USTRAD item class records, and press <F3> to exit when data
    entry is complete. The Define UST RAD Classes screen appears.

```
GSWXDFR    DISPLAY Creative Data Research-SUPPORT        11/13/01 16:46:34
                          Define UST RAD Classes
 Sales
 Class


Type options, press Enter.
2=Edit Record

?  Sales           Sales Class Desc.
   Class
      30  MOIST SNUFF










F3=Exit   F10=Add New Record
```

After USTRAD item class records are added, the *2=Edit Record* option can be
used to change and delete the records.

Defining MSA Candy Items

The instructions which follow describe adding the necessary records before the ADAMS program or MCAT Candy module can be used for manufacturer reporting.

```
User: JEANNINE                    Menu: UNITRAC                    Date: 12/09/05

       ====================>  U N I T R A C    M E N U  <=====================
       ===============================================================================
       !!!!!!!!!!            1. Build Vendor Data File
       THE     !!            2. Define Promo Items
       DAC     !!            3. Define Discount Cigarette Classes
       SYSTEM  !!            4. Rebuild From History File
       !!!!!!!!!!            5. Build MSA Data File
                             6. Rebuild MSA Data From History
                             7. Define MSA Smokeless Items
                             8. Define MSA Candy Items
                             9. Define PRISM Item Classes
                            10. Define MSA PEPSICO Items
                            11. Build MULTICAT Data File
                             M E N U    C A L L S
       19.                   20.                    21. S.O.M. Reports
       22.                   23. Dac Main Menu       90. Sign Off
       ===============================================================================
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       ==>
```

1. Select option 8 (Define MSA Candy Items) from the Unitrac Menu screen. The Define ADAMS Classes screen appears with the *No data to display* message if no records were previously added.

```
GSXLDFR    DISPLAY Creative Data Research            12/09/05 16:55:46
                            Define ADAMS Classes
 Class  Item         ADAMS Category


Type options, press Enter.
2=Edit Record

?  Item    Class         Description              ADAMS Category











F3=Exit    F8=Exclude Customers    F10=Add New Record
No data to display.
```

2. Press <F10> (Add New Record). The Enter Keys For Adams screen appears.

```
GWDQPVR     ENTER   Creative Data Research            12/09/05 16:56:35
                            Enter Keys For Adams

Type choices, press Enter.

 Item Number

   Or

 Sales Class









F3=Exit
```

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

```
GSXME1R    ADD     Creative Data Research              12/09/05 17:20:10
                       Edit ADAMS Classes Details

Application Id . . . :   014   ADAMS Sales Classes

Item Number . . . :    10014   AMER LICORICE SUPER ROPE RACK

Sales Class  . . . :

ADAMS Category  . .




















F3=Exit
```

As illustrated above, the Edit ADAMS Classes Details screen appears with the number and description of the item or the sales class.

4. Enter the necessary value for the **ADAMS Category** (6,n) field (as designated by MSA), and press <Enter> when complete.

```
GSXME1R    ADD     Creative Data Research              12/09/05 17:26:04
                       Edit ADAMS Classes Details

Application Id . . . :   014   ADAMS Sales Classes

Item Number . . . :    10014   AMER LICORICE SUPER ROPE RACK

Sales Class  . . . :

ADAMS Category  . .     5200

















F3=Exit
                                                 CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Enter Keys For Adams screen appears.

```
GWDQPVR     ENTER   Creative Data Research                 12/09/05 17:29:42
                          Enter Keys For Adams

Type choices, press Enter.

 Item Number   10014

   Or

 Sales Class




F3=Exit
```

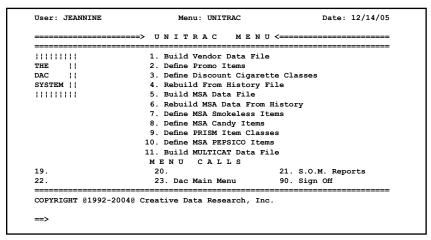6. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding records, and press <F3> to exit when data entry is complete. The Define ADAMS Classes screen appears.

```
GSXLDFR    DISPLAY Creative Data Research                 12/09/05 17:31:59
                          Define ADAMS Classes
 Class  Item        ADAMS Category


Type options, press Enter.
2=Edit Record

?  Item    Class         Description                 ADAMS Category
   10014             AMER LICORICE SUPER ROPE RACK        5200










F3=Exit    F8=Exclude Customers    F10=Add New Record
```

The *2=Edit Record* option can be used to change and delete the records.

Defining MSA Pepsico Items

The instructions which follow describe adding the necessary records before the Pepsico module can be used for manufacturer reporting.

```
User: JEANNINE              Menu: UNITRAC              Date:  7/05/06

======================> U N I T R A C   M E N U <======================
======================================================================
!!!!!!!!!!              1. Build Vendor Data File
THE     !!              2. Define Promo Items
DAC     !!              3. Define Discount Cigarette Classes
SYSTEM !!               4. Rebuild From History File
!!!!!!!!!!              5. Build MSA Data File
                        6. Rebuild MSA Data From History
                        7. Define MSA Smokeless Items
                        8. Define MSA Candy Items
                        9. Define PRISM Item Classes
                       10. Define MSA PEPSICO Items
                       11. Build MULTICAT Data File
                        M E N U   C A L L S
        19.            20.                      21. S.O.M. Reports
        22.            23. Dac Main Menu        90. Sign Off
======================================================================
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   ===>
```

1. Select option 10 (Define MSA PEPSICO Items) from the Unitrac Menu screen. The Define PEPSICO Items/Classes screen appears with the *No data to display* message if no records were previously added.

```
GWE5DFR    DISPLAY Creative Data Research          7/05/06 12:38:51
                        Define PEPSICO Items/Classes
 Class  Item        PEPSICO Category


Type options, press Enter.
2=Edit Record

















 F3=Exit    F8=Exclude Customers    F10=Add New Record
```

2. Press <F10> (Add New Record). The Enter Keys For PEPSICO screen appears.

```
GWE7PVR    ENTER   Creative Data Research          7/05/06 12:40:12
                        Enter Keys For PEPSICO

Type choices, press Enter.

 Item Number

   Or

 Sales Class














 F3=Exit
```

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

```
GWE6E1R     ADD     Creative Data Research              7/05/06 12:43:05
                         Edit PEPSICO Classes Details

Application Id . . . :   020    PEPSICO Items

Item Number . . . :   105756   TROP TWIST ORG/RASP LITE  0.00

Sales Class  . . . :

PEPSICO Category . .




F3=Exit
```

As illustrated above, the Edit PEPSICO Classes Details screen appears with the number and description of the item or the sales class.

4. Enter the necessary value for the **PEPSICO Category** (6,n) field (as designated by MSA), and press <Enter> when complete.

```
GWE6E1R     ADD     Creative Data Research              7/05/06 12:46:25
                         Edit PEPSICO Classes Details

Application Id . . . :   020    PEPSICO Items

Item Number . . . :   105756   TROP TWIST ORG/RASP LITE  0.00

Sales Class  . . . :

PEPSICO Category . .     2000




F3=Exit
                                                CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Enter Keys For PEPSICO screen appears.

```
GWE7PVR     ENTER    Creative Data Research              7/05/06 12:47:02
                        Enter Keys For PEPSICO

Type choices, press Enter.

 Item Number 105756

   Or

 Sales Class

 F3=Exit
```

6. If necessary, users can repeat the previous instructions (beginning with step 3) to
    continue adding records, and press <F3> to exit when data entry is complete. The
    Define PEPSICO Items/Classes screen appears.

```
GWE5DFR    DISPLAY Creative Data Research               7/05/06 12:48:10
                        Define PEPSICO Items/Classes
 Class   Item        PEPSICO Category


Type options, press Enter.
2=Edit Record

?  Item     Class        Description            PEPSICO Category
   105756            TROP TWIST ORG/RASP LITE   0.00         2000


 F3=Exit    F8=Exclude Customers    F10=Add New Record
```

The *2=Edit Record* option can be used to change and delete the records.

Using The PRISM Module

Before using the PRISM module for manufacturer reporting, the following steps must be completed by the distributor. CDR support personnel must also be contacted to confirm that the distributor has received the authorization required to use the PRISM module, and to implement the necessary internal system default for distributors with multiple warehouses.

Step 1: Use the Work With System Options application to make any necessary changes to the values of the SYS039 (Vendor Data Options) default system option fields. To use the Unitrac applications, *Y* (for yes) must be entered for the **UNITRAC Active** field. Refer to the DAC Default System Options document for information about all the fields of this system option.

Step 2: Use the Edit Company Name Master application to enter values for the **Company ShipTo** fields of the company name records. Refer to Working With Company Names of the System File Maintenance document for additional information.

Step 3: Verify that street address of the customer's shipping address is entered for the **Address Line 1** field of the DAC customer records. Refer to Working With Customers of the Customer File Maintenance document for information about the **Address Line 1** field.

Step 4: Verify that the DAC item records of the products for which data will be reported, including promotional items, are entered according to the format required by the manufacturers. Refer to Adding Item Records for information about the **Consumable Units**, **Inventory Sts** and **UPC Numbers1 - UPC Numbers4** fields.

Step 5: Verify that the CV1COM folder exists by entering the **WRKFLR CV1COM** AS/400 command. If the *Folder not found* message appears, use the 1=Create option to create the CV1COM folder.

Step 6: A virtual drive (I: is recommended) must be mapped to QDLS on the AS/400 from every PC used for running the Unitrac applications.

Step 7: Contact CDR support personnel for information about using the SYS010 (User Point: Invoice Post) default system option to implement the PREPOSTCL pre-post function.

Step 8: Use the Define Promo Items application to add the promo item records. Refer to Defining Promo Items for additional information.

Step 9: Use the Define PRISM Item Classes application to add the necessary records. Refer to Defining PRISM Item Classes for additional information.

The instructions that follow describe using the PRISM module by distributors with:

- Multiple warehouses - The end of day closing process must be completed to include all the necessary sales data of posted invoices for a reporting period.
- A single warehouse - Invoices must be posted for the reporting period, but completing the end of day closing process is not required.

```
User: JEANNINE                    Menu: DACCV1               Date:  8/10/12
====================>  THE DAC SOFTWARE SYSTEM  <=====================
!!!!!!!!!!!!!        Distributor Analysis and Control        !!!!!!!!!!!!!
!!!!!!!!!!!!!              MAIN OPERATIONS MENU               !!!!!!!!!!!!!
=======================================================================
!!!!!!!!!!            1. File Maintenance Menu
THE     !!            2. Accounts Receivable
DAC     !!            3. Billing System
SYSTEM !!             4. Inventory System
!!!!!!!!!!            5. Purchasing System
                      6. Reports Menu
                      7. Truck Scheduling
                      8. Closing Procedures
                      9. Integration
                     10. Other Functions Menu
                     11. Accounts Payable
                     12. General Ledger
                     90. Sign Off
=======================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                    Menu: OTHCV1              Date:  7/06/06

===================> O T H E R   O P E R A T I O N S <==================
=======================================================================
!!!!!!!!!!            1. Archive Functions
THE     !!            2. Unitrac (PMSTARS Etc.)
DAC     !!            3. QDN Interface
SYSTEM !!             4. E-Mail
!!!!!!!!!!            5. Pre-Booked Order System
                      6. Fast Track Reporting
                      7. Hershey Reporting
                      8. DEA Allocation



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

===>
```

2. Select option 2 (Unitrac) from the Other Operations screen. The Unitrac Menu screen appears.

```
   User: JEANNINE                 Menu: UNITRAC             Date:  7/06/06

   ====================> U N I T R A C   M E N U <====================
   =================================================================
   !!!!!!!!!!           1. Build Vendor Data File
   THE    !!            2. Define Promo Items
   DAC    !!            3. Define Discount Cigarette Classes
   SYSTEM !!            4. Rebuild From History File
   !!!!!!!!!!           5. Build MSA Data File
                        6. Rebuild MSA Data From History
                        7. Define MSA Smokeless Items
                        8. Define MSA Candy Items
                        9. Define PRISM Item Classes
                       10. Define MSA PEPSICO Items
                       11. Build MULTICAT Data File
                        M E N U   C A L L S
   19.              20.                    21. S.O.M. Reports
   22.              23. Dac Main Menu      90. Sign Off
   =================================================================
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   ===>
```

3. Distributors with a single warehouse, must select option 5 (Build MSA Data File); otherwise, those with multiple warehouse must continue with step 4 below.

```
 GSRWPVR    ENTER   Creative Data Research              7/06/06 13:55:58
                          Build MSA Data File


                                  (*USTRAD,*ADAMS,*WATCH,*PRISM)

        Enter the Week Ending Date for which the data will be built.
 The Program will be submitted to batch.  Upon completion of the build a
 report with the current totals will be printed.
 A save file with the current weeks data will be created and should be saved
 off to an archive tape.  The file will be cleared for the next week's data.
    Is this the last MSA file Build?     (*YES or *NO)


                 Week Ending Date  70606




                 Input Job Queue  *JOBD


 F3=Exit   F10=Create Record(s)
```

Enter *PRISM* at the top of the screen as illustrated below.

```
 GSRWPVR    ENTER   Creative Data Research              7/06/06 13:55:58
                          Build MSA Data File


                          *PRISM   (*USTRAD,*ADAMS,*WATCH,*PRISM)

        Enter the Week Ending Date for which the data will be built.
 The Program will be submitted to batch.  Upon completion of the build a
 report with the current totals will be printed.
 A save file with the current weeks data will be created and should be saved
 off to an archive tape.  The file will be cleared for the next week's data.
    Is this the last MSA file Build?     (*YES or *NO)


                 Week Ending Date  70606




                 Input Job Queue  *JOBD
```

If this screen (Build MSA Data File) will also be used to build data for the USTRAD or ADAMS program for the same reporting period, *NO* must be entered for the **Is this the last MSA file Build?** (4,a) field.

Note: If it becomes necessary to rebuild data for the PRISM program for the same reporting period, this screen cannot be used. Refer to step 4 below for additional information.

If this screen will not be used to build data for the other programs for the same reporting period, *YES* must be entered for the **Is this the last MSA file Build?** field.

```
GSRWPVR    ENTER   Creative Data Research              7/06/06 16:00:54
                           Build MSA Data File


                          *PRISM    (*USTRAD,*ADAMS,*WATCH,*PRISM)

        Enter the Week Ending Date for which the data will be built.
The Program will be submitted to batch.  Upon completion of the build a
report with the current totals will be printed.
A save file with the current weeks data will be created and should be saved
off to an archive tape.  The file will be cleared for the next week's data.
   Is this the last MSA file Build? *YES (*YES or *NO)

                       Week Ending Date   63006




                       Input Job Queue  *JOBD



F3=Exit    F10=Create Record(s)
```

Enter the ending date of the week's reporting period for the **Week Ending Date** (6,n) field, and continue with step 5 below.

4. Distributors with multiple warehouses, must select option 6 (Rebuild MSA Data From History) after the end of day process is complete.

```
GSR3PVR    ENTER   Creative Data Research              7/06/06 16:08:40
                        Rebuild MSA Data From History


                                    (*USTRAD,*ADAMS,*WATCH,*PRISM)

        Enter the beginning and ending dates for the rebuild.
The file will contain data from the orders that are in Invoice History.
The Program will be submitted to batch.  Upon completion of the rebuild a
report with the totals for the dates selected will be printed.

                   Warehouse code  .

                   Beginning Date  .

                   Ending Date . . .



                   Input Job Queue *JOBD


F3=Exit    F10=Create Record(s)
```

Note: The Rebuild MSA Data From History screen must also be used by any distributor who must rebuild data for the PRISM program for the same reporting period.

Enter *PRISM* at the top of the screen as illustrated below.

```
GSR3PVR     ENTER   Creative Data Research                7/06/06 16:08:40
                        Rebuild MSA Data From History


                             *PRISM    (*USTRAD,*ADAMS,*WATCH,*PRISM)

              Enter the beginning and ending dates for the rebuild.
     The file will contain data from the orders that are in Invoice History.
     The Program will be submitted to batch.  Upon completion of the rebuild a
     report with the totals for the dates selected will be printed.


                       Warehouse code  .

                       Beginning Date  .

                       Ending Date . . .



                       Input Job Queue *JOBD


     F3=Exit    F10=Create Record(s)
```

Enter the warehouse code for the **Warehouse Code** (6,a) field, and enter the starting and ending dates of the reporting period for the **Beginning Date** and **Ending Date** (6,n) fields.

```
GSR3PVR     ENTER   Creative Data Research                7/06/06 16:15:40
                        Rebuild MSA Data From History


                             *PRISM    (*USTRAD,*ADAMS,*WATCH,*PRISM)

              Enter the beginning and ending dates for the rebuild.
     The file will contain data from the orders that are in Invoice History.
     The Program will be submitted to batch.  Upon completion of the rebuild a
     report with the totals for the dates selected will be printed.


                       Warehouse code  .    1

                       Beginning Date  .      62406

                       Ending Date . . .      63006



                       Input Job Queue *JOBD


     F3=Exit    F10=Create Record(s)
```

5. Press <F10> (Create Records), and press <Enter> when prompted to confirm.

6. Press <F3> (Exit).

After completing the instructions above, distributors must e-mail the data file from their AS400 to Swedish Match.

Defining PRISM Item Classes

The instructions which follow describe adding the necessary records before the PRISM module can be used for manufacturer reporting. Information about editing and deleting these records is also included below.

```
User: JEANNINE                  Menu: UNITRAC               Date:  7/13/06

=====================> U N I T R A C   M E N U <=====================
========================================================================
!!!!!!!!!              1. Build Vendor Data File
THE     !!             2. Define Promo Items
DAC     !!             3. Define Discount Cigarette Classes
SYSTEM  !!             4. Rebuild From History File
!!!!!!!!!              5. Build MSA Data File
                       6. Rebuild MSA Data From History
                       7. Define MSA Smokeless Items
                       8. Define MSA Candy Items
                       9. Define PRISM Item Classes
                      10. Define MSA PEPSICO Items
                      11. Build MULTICAT Data File
                      M E N U   C A L L S
19.                   20.                      21. S.O.M. Reports
22.                   23. Dac Main Menu         90. Sign Off
========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

    ===>
```
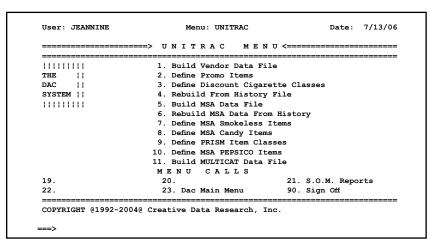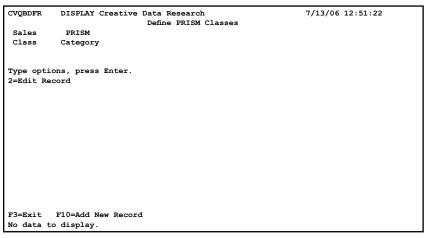
1. Select option 9 (Define PRISM Item Classes) from the Unitrac Menu screen. The Define PRISM Classes screen appears with the *No data to display* message if no records were previously added.

```
CVQBDFR    DISPLAY Creative Data Research              7/13/06 12:51:22
                          Define PRISM Classes
 Sales      PRISM
 Class      Category


Type options, press Enter.
2=Edit Record

















F3=Exit   F10=Add New Record
No data to display.
```

2. Press <F10> (Add New Record). The Edit PRISM Classes KEY SCREEN screen appears.

```
CVQCE1R     ADD     Creative Data Research              7/13/06 12:54:18
                        Edit PRISM Classes KEY SCREEN

Application Id . . . :   015
Sales Class  . . . . .








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

3. Enter a sales class number of the necessary products for the **Sales Class** (5,n) field, and press <Enter>. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

```
CVQCE1R     ADD     Creative Data Research              7/13/06 13:21:58
                        Edit PRISM Classes Details

Application Id . . . :   015   ADAMS Sales Classes

Sales Class  . . . :     300   SMOKLESS TOBACCO-NON-FLAVORED

PRISM Category  . .







F3=Exit
```

As illustrated above, the Edit PRISM Classes Details screen appears with the number and description of the sales class.

4. Enter the necessary value for the **PRISM Category** (6,n) field (as designated by Swedish Match), and press <Enter> when complete.

```
CVQCE1R     ADD      Creative Data Research              7/13/06 13:28:21
                          Edit PRISM Classes Details

Application Id . . . :   015   ADAMS Sales Classes

Sales Class  . . . :     300   SMOKLESS TOBACCO-NON-FLAVORED

PRISM Category  . .       88








     F3=Exit
                                                   CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Edit PRISM Classes KEY
    SCREEN screen appears with the *Record added* message.

```
CVQCE1R     ADD      Creative Data Research              7/13/06 13:29:20
                          Edit PRISM Classes KEY SCREEN

Application Id . . . :   015
Sales Class  . . . . .










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

6. If necessary, users can repeat the previous instructions (beginning with step 3)
    to continue adding PRISM item class records, and press <F3> to exit when data
    entry is complete. The Define PRISM Classes screen appears.

```
CVQBDFR    DISPLAY Creative Data Research               7/13/06 13:31:43
                          Define PRISM Classes
  Sales      PRISM
  Class      Category


Type options, press Enter.
2=Edit Record

?  Sales            Sales Class Desc.          PRISM
   Class                                       Category
     300  SMOKLESS TOBACCO-NON-FLAVORED           88








     F3=Exit   F10=Add New Record
```

After PRISM item class records are added, the *2=Edit Record* option can be used
to change and delete the records.