

DAC

User Guide

DAC Default System Options

IMPORTANT: DAC Default System Option records should never be changed without first consulting CDR support personnel.

***IMPORTANT: DAC Default System Option records
should never be changed without first
consulting CDR support personnel.***

Table of Contents

DAC Default System Options	1
Table of Contents	2
Getting Started	3
SYS001 - General System Options.....	7
SYS002 - General System Options.....	12
SYS003 - Data Retention Options	15
SYS004 - Backup Options.....	16
SYS005 - Accounting Options.....	18
SYS006 - General System Options.....	21
SYS007 - System Authorization	23
SYS008 - Purchasing Options	24
SYS009 - Inventory Options.....	29
SYS010 - User Point: Invoice Post.....	33
SYS011 - User Point: End of Day	33
SYS012 - User Point: End of Week	34
SYS013 - User Point: End of Period.....	34
SYS014 - Special Print Options.....	35
SYS015 - General System Options.....	39
SYS016 - User Point: Remote Orders	43
SYS017 - User Point: Invoice Print.....	43
SYS018 - User Point: Pick Print.....	44
SYS019 - User Point: End of Year.....	44
SYS030 - Performance Options.....	45
SYS031 - Invoice Options	46
SYS032 - Pick Options	55
SYS033 - Billing Options	60
SYS034 - Tax Stamp Inventory	64
SYS035 - User Definition - Retail	66
SYS036 - A/R Options.....	67
SYS037 - User Point - Price Changes.....	72
SYS038 - Physical Inventory Options	73
SYS039 - Vendor Data Options	75
SYS040 - QDN Options.....	77
SYS041 - Heads Down Order Entry Options	78
SYS045 - Returns Management.....	80
SYS046 - A/R Options #2.....	82
SYS051 - General System Options.....	83

Getting Started

The step-by-step instructions which follow describe using the Work With System Options screen to edit default system option records during the installation of DAC. *After the default system option records are edited and system operation is begun, the records should not be changed without first consulting CDR support personnel, and using extreme caution.*

```
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
=====
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
==>
```

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

```
User: JEANNINE           Menu: FMCV1           Date: 8/10/12
=====
> F I L E   M A I N T E N A N C E <=====
|||||||
1. Customer Related Maintenance
THE  || 2. Product Related Maintenance
DAC  || 3. Billing Related Maintenance
SYSTEM || 4. System Options Maintenance
||||||| 5. Inquiry Options
6. Price Maintenance
7. G/L Interface Maintenance
8. Scan Code Maintenance

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

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

```

User: JEANNINE           Menu: SOCV1           Date: 12/05/12

===== > S Y S T E M   O P T I O N S <=====
=====
|||||||
THE    ||      1. Default System Options
DAC    ||      2. Closing Control Display
SYSTEM ||      3. Edit System Messages
|||||||      4. Edit Form Messages
|||||||      5. Edit Pick Print Options
|||||||      6. About DAC CV1
|||||||      7. Work with User Options
|||||||      8. Edit Company Name Master
|||||||      9. Generate Calendar Records
|||||||     10. Edit Calendar File
|||||||     11. Work with Licensed Products

19.                20.                21. Email Menu
22.                23. Dac Main Menu       90. Sign Off

==>

```

3. Select option 1 (Default System Options) from the System Options menu. The Work With System Options screen appears.

```

DSPDFDR   DISPLAY Creative Data Research           7/01/04 11:15:00
                                Work With System Options

System   System Key Text
Key

Type options, press Enter.
2=Edit Record

? System   System Key Text
Key
SYS001   General System Options
SYS002   General System Options
SYS003   Data Retention Options
SYS004   Backup Options
SYS005   Accounting Options
SYS006   General System Options
SYS007   System Authorization
SYS008   Purchasing Options
SYS009   Inventory Options
SYS010   User Point: Invoice Post                    +

F3=Exit  F5=Impose New System Values

```

4. Press <Page Down> to display the complete list (as illustrated below) of default system option records, and the system key code and system key text of each record.

```

DSPDFDR   DISPLAY Creative Data Research           7/01/04 11:16:01
                                Work With System Options

System   System Key Text
Key

Type options, press Enter.
2=Edit Record

? System   System Key Text
Key
SYS011   User Point: End of Day
SYS012   User Point: End of Week
SYS013   User Point: End of Period
SYS014   Special Print Options
SYS015   General System Options
SYS016   User Point: Remote Orders
SYS017   User Point: Invoice Print
SYS018   User Point: Pick Print
SYS019   User Point: End Of Year
SYS030   Performance Options                        +

F3=Exit  F5=Impose New System Values

```

```

DSPFDFR   DISPLAY Creative Data Research          7/01/04 11:16:17
                                Work With System Options
System   System Key Text
Key

Type options, press Enter.
2=Edit Record

? System   System Key Text
Key
SYS031   Invoice Options
SYS032   Pick Options
SYS033   Billing Options
SYS034   Tax Stamp Inventory
SYS035   User Definition: Retail
SYS036   A/R Options
SYS037   User Point: Price Changes
SYS038   Physical Inv. Options
SYS039   Vendor Data Options
SYS040   QDN Options
+

F3=Exit   F5=Impose New System Values

```

```

DSPFDFR   DISPLAY Creative Data Research          12/05/12 15:21:44
                                Work With System Options
System   System Key Text
Key

Type options, press Enter.
2=Edit Record

? System   System Key Text
Key
SYS041   Heads Down O.E. Options
SYS045   Returns Management
SYS046   A/R Options #2
SYS047   Picker Performance
SYS048   Voccollect Options
SYS049   Pick Right Options
SYS050   ACCESS interface options
SYS051   General System Options
SYS052   Ship Right Options
SYS053   Blue Bunny Reporting Opts
+

F3=Exit   F5=Impose New System Values

```

```

DSPFDFR   DISPLAY Creative Data Research          12/05/12 15:23:06
                                Work With System Options
System   System Key Text
Key

Type options, press Enter.
2=Edit Record

? System   System Key Text
Key
SYS054   Tax Reporting Options

F3=Exit   F5=Impose New System Values

```

To locate a desired record, the **System Key** and **System Key Text** restrictor fields can be used to redisplay a screen's list as illustrated below.

```

DSPFDFR   DISPLAY Creative Data Research           7/01/04 11:19:56
                Work With System Options
System   System Key Text
Key
SYS008

Type options, press Enter.
2=Edit Record

? System   System Key Text
Key
SYS008   Purchasing Options
SYS009   Inventory Options
SYS010   User Point: Invoice Post
SYS011   User Point: End of Day
SYS012   User Point: End of Week
SYS013   User Point: End of Period
SYS014   Special Print Options
SYS015   General System Options
SYS016   User Point: Remote Orders
SYS017   User Point: Invoice Print                +

F3=Exit   F5=Impose New System Values

```

By entering *SYS008* for the **System Key** field, and pressing <Enter>, the screen's list of default system option records is redisplayed to begin with *SYS008*.

```

DSPFDFR   DISPLAY Creative Data Research           7/01/04 11:20:50
                Work With System Options
System   System Key Text
Key
                invoice

Type options, press Enter.
2=Edit Record

? System   System Key Text
Key
SYS010   User Point: Invoice Post
SYS017   User Point: Invoice Print
SYS031   Invoice Options

F3=Exit   F5=Impose New System Values

```

By entering *invoice* for the **System Key Text** field, and pressing <Enter>, the screen's list is limited to system default records which have system key text containing *invoice*.

To redisplay the complete list of records, clear the value of the **System Key** or **System Key Text** field, and press <Enter>.

5. To access a default system option record, locate the desired record, enter 2 (Edit Record) in the selection column next to the record's system key code, and press <Enter>.

Users are notified by CDR support personnel when DAC system upgrades affect default system option records, and the <F5> function key must be used to impose the new system values.

SYS001 - General System Options

1. Enter 2 (Edit Record) in the selection column next to the SYS001 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research  7/13/04 14:50:24
                Default System Options Page 1

System Key :  SYS001  General System Options

      N Round W.S. Price To 2 Dec      1      Default Warehouse Number
      N MOD11=Y MOD10=X Auto No.      *NO     Use Branch Code For Whse.
      P I.B. Profit Markup (P/M)      Notify Price Chg for 1 WH
                                           TELXON CHARGE ITEM NUMBER

                                           150 REBATE CREDIT ITEM NUMBER

                                           TOTE CHARGE ITEM NUMBER

*YES      Make Zip Code Required?

          Guarantee Default

F3=Exit
```

2. Enter *Y* for the **Round W.S. Price To 2 Dec** (1,a) field to designate that wholesale (list) prices are displayed with two decimal places at the Edit Item screen. Refer to Working With Item Records of the Item File Maintenance document for additional information about the **List Price** field of item records.
3. Enter one of the following values for the **MOD11=Y MOD10=X Auto No.** (1,a) field when item and/or customer numbers must be restricted as described below:
 - *Y* - to use the modulus 11 algorithm when automatically generating item numbers.
 - *X* - to use the modulus 10 algorithm when automatically generating item numbers and customer numbers.

The **MOD11=Y MOD10=X Auto No.** field may be left blank (or enter *N*) when Telxon units with DAC salesman or customer chips (or Cipher Lab units) are used for remote order entry.

Refer to Working With Item Records of the Item File Maintenance document and Working With Customers of the Customer File Maintenance document for additional information.

4. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - Optional: **I.B. Profit Markup** (1,a) - *P* and *M* designate that profit percentage and markup percentage calculations, respectively, are used by DAC, if necessary, to set the base cost, list price and retail price of items. If left blank, the cost and the prices must be entered directly by the user.

The following is an example of using a profit percentage calculation to determine an item's base cost if the net cost is \$4.30 and the profit percentage is 25 percent:

$$\text{Step 1: } 100 - 25 = 75.0000$$

$$\text{Step 2: } 75 / 100 = .7500$$

$$\text{Step 3: } 4.30 / .7500 = 5.7300$$

The following is an example of using a markup percentage calculation to determine an item's base cost if the net cost is \$4.30 and the markup percentage is 25 percent:

$$\text{Step 1: } 25 / 100 = 0.2500$$

$$\text{Step 2: } 0.2500 + 1 = 1.2500$$

$$\text{Step 3: } 4.30 \times 1.2500 = 5.3750$$

- **Default Warehouse Number (6,n)** - a warehouse code previously defined with option 3 (Warehouse Definitions) of the Product Related screen. The warehouse code entered for **Default Warehouse Number** will be the default value of the **Warehouse code** field when adding item records. Refer to Working With Item Records of the Item File Maintenance document for additional information.
- **Optional: Use Branch Code For Whse (6,a)** - **YES* designates that the warehouse code entered for the **Branch Code** field at the Edit Customer Master Page 1 screen will be the default value of the **Default Warehouse** field when adding a customer order. If **Use Branch Code For Whse** is left blank or **NO* is entered, the warehouse code entered for the **Default Warehouse** field at the Edit User Options Page 1 screen of the user's option record will be the default value of the **Default Warehouse** field when adding a customer order. Refer to Adding an Order of the Billing document for additional information.
- **Optional: Notify Price Chg for 1 WH (6,a)** - **YES* for yes designates that, when making a global price (or cost) change to an item located in more than one warehouse, only one line entry is printed for the item on the Notify of Price Changes and Future Price Changes reports--with one exception. More than one line entry is printed if the change results in different prices (or costs) for the item at different warehouses. Refer to Working With Customers of the Customer File Maintenance document for information about the **Notify Price Chg** field of customer records.
- **Optional: Telxon Charge Item Number (6,n)** - the item number used to charge customers a fee for transmitting remote orders with Telxon (or other remote communications software). The fee is automatically added to the first remote order transmitted by the customer each week. Refer to the Billing document for additional information.

To activate remote order charging for a specific customer, *Y* must be entered for the **Charge Remote Device Fee** field at the Edit Customer Options Page 1 screen of the customer's option record. If **Charge Remote Device Fee** is left

blank or *Y* is not entered, or no remote order is received during the week, the customer is not charged the remote order fee.

The **Remote Device Fee Charged?** field of the customer's option record indicates if a remote order has been transmitted during, and the fee charged for the week. Refer to Working With Customer Options of the Customer File Maintenance document for additional information.

- Optional: **Rebate Credit Item Number** (6,n) - the item number used to change one or more rebate payable credits to a single credit memo. Refer to Working With Rebate Payables of the Billing document for additional information.
 - Optional: **Tote Charge Item Number** (6,n) - the item number used to charge customers a fee for each tote used. Exceptions can be made to exclude a specific customer from the tote charges. Refer to Working With Totes of the Billing document for additional information.
 - Optional: **Make Zip Code Required** (6,a) - **YES* for yes designates that the zip code must be entered for the shipping and billing addresses when adding a new customer. If **NO* for no is entered, or the field is left blank, the zip code is not required. Refer to Working With Customers of the Customer File Maintenance document for additional information.
 - Optional: **Guarantee Default** (6,a) - **NO* for no designates that the default value of the **Guarantee Return** field at the Edit Item screen is *N* (no) when entering an item record. If **YES* for yes is entered for the **Guarantee Default** field, or the field is left blank, the default value of the **Guarantee Return** field is *Y* (yes). Refer to Adding Item Records of the Item File Maintenance document for additional information. Refer to SYS033 (Billing Options) for information about the affect of the **Use Guarantee Flag For CR** field.
5. Press <Page Down> to continue adding data at the Default System Options Page 2 screen.

```

DSQUE3R   CHANGE   Creative Data Research   7/13/04 14:52:43
                        Default System Options Page 2

System Key :   SYS001   General System Options

    30 Misc. Charge Item Class
        Profit Warning Report Ver

    1 Sensitive Category

F3=Exit

```

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

- Optional: **Misc Charge Item Class** (5,n) - the sales class number of the item records which should be excluded from DAC sales analysis, such as the remote order fee (see **Telxon Charge Item Number** above) and the tote charge (see **Tote Charge Item Number** above). Refer to the Item File Maintenance document for additional information about sales classes.
- Optional: **Profit Warning Report Ver** (5,n) - 2 designates that any Order Exception Report printed during end of day (EOD) processing will be detailed. Both versions of the report list only the items of *posted orders* which have a gross profit percentage less than that designated by the **Order Profit Warning %** field (see below). Refer to the DAC Closing Procedures document for additional information.

Refer to Printing An Order Exception Report of the Billing document for information about printing the report based on *open orders*. Note that the value entered for the **Profit Warning Report Ver** field only affects the format of the report when printed during EOD processing.

- Optional: **Sensitive Category** (2,n) - the item category number defined specifically for cigarettes must be entered if the user participates in the PMStars reporting program. Refer to Working With Unitrac and Working With Item Categories of the Item File Maintenance document for additional information.

7. Press <Page Down> to continue adding data at the Default System Options Page 3 screen.

```

DSQUE3R  CHANGE  Creative Data Research  12/08/05 11:36:49
                Default System Options Page 3

System Key :  SYS001  General System Options

*YES      Use Employee Session Dft?
          Post To Cust/Item/Date?
          Divide Multiplier By 100

          5.00  Default Restocking Fee %
          10.00 Order Profit Warning %

F3=Exit

```

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

- Optional: **Post To Cust/Item/Date?** (6,a) - *YES designates that detailed sales data is maintained, and must be entered if Share of Market Plus, a DAC optional module, is used. Note: Entering *YES for this field can significantly impact a system's disk space because of the large amount of daily sales data that will be maintained.
- Optional: **Default Restocking Fee %** (5.2,n) - the default value for the percentage of the billing price used to calculate the amount charged for returning an item if no value is entered for the **Restocking Fee %** field of an item's record.

The value of the **Restk Pct** field of the billing reason record, used when issuing a credit, overrides the value of both the **Default Restocking Fee %** field and an item record's **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 Working With Billing Reasons of the Billing File Maintenance document for additional information.

- Optional: **Order Profit Warning %** (5.2,n) - the minimum gross profit percentage used to determine which ordered items are listed in the Order Exception Report. Refer to the **Profit Warning Report Ver** field above for additional information.

Refer to Printing End Of Day Reports of the DAC Closing Procedures document for information about printing the Order Exception Report based on *posted orders*. Refer to Printing An Order Exception Report of the Billing document for information about printing the report based on *open orders*.

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

SYS002 - General System Options

1. Enter 2 (Edit Record) in the selection column next to the SYS002 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research  10/24/11 13:34:02
                        Default System Options Page 1

System Key :  SYS002  General System Options

      2  Default Standard Sell U/M          Use PRICE Job Queue
      3  Default Standard Buy U/M         EOD Promo.Rpt Details ?
      C  Driver Manifest Version          *NO  Require Tax Jurisdiction?

*NO      Driver Manifest Prt. Opt.
*YES     Driver Manif B-Tote Total
*NO      Driver Manif C-Correction

F3=Exit
```

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

- Optional: **Default Standard Sell U/M** (1,n) - the default value used for the standard selling unit of measure (U/M) of a new item record. Valid values are 1, 2, 3 and 4 which designate the four possible levels. The value of 2 is most often used for this default, though it may be overridden when a new item record is added. If **Default Standard Sell U/M** is left blank, no default appears for the **Standard U/M** field of the Edit Item screen. Refer to Working With Items of the Item File Maintenance document for additional information.
- Optional: **Default Standard Buy U/M** (1,n) - the default value used for the standard buying unit of measure (U/M) of a new item record. Valid values are 1, 2, 3 and 4 which designate the four possible levels. The value of 3 is most often used for this default, though it may be overridden when a new item record is added. Refer to Working With Items of the Item File Maintenance document for additional information. If **Default Standard Buy U/M** is left blank, no default appears for the **Buying U/M** field of the Edit Item screen.
- Optional: **Driver Manifest Version** (1,a) - the valid values are A, B, C, D, E, and F. Refer to Printing A Driver Manifest and Appendix C of the Billing document for examples of the driver manifests. If version B is used, see the **Print Signature on Manif.** and **Driver Manif B-Tote Total** fields below. If version C is used, see the **Driver Manif C-Correction** field below.
- Optional: **Driver Manifest Prt. Opt.** (6,a) - *YES designates that the default value of the **Manifest** field of the Select Orders for Processing is Y for yes

when the user selects orders for invoicing. Refer to Printing Invoices of the Billing document for information about the **Manifest** field of the Select Orders For Processing-Invoices screen.

- Optional: **Driver Manif B-Tote Total** (6,a) - **YES* designates that *Totes At Store* is printed on driver manifest version B, and includes the total number of totes which are unreturned by the customer prior to the current order. Refer to Tracking The Return Of Totes of the Billing document for additional information.
 - Optional: **Driver Manif C-Correction** (6,a) - **NO* designates that the driver correction sheets are not printed with driver manifest version C. Refer to Printing A Driver Manifest in the Working With Load Control and Totes section of the Billing document for an example of these sheets that can be used to log credits (returns) and additional charges upon delivery.
 - Optional: **Use PRICE Job Queue** (6,a) - **YES* expedites customer order processing if the new order entry (released August, 1997) is not used.
 - Optional: **EOD Promo.Rpt Details ?** (6,a) - **NO* prohibits the printing of details on the Expired Deals / Promotions report. In this case, the report, which is generated during end of day (EOD) processing, consists only of item and salesman totals. If **EOD Promo.Rpt Details ?** is left blank or **YES* is entered, the report is printed with the totals and the details.
 - Optional: **Require Tax Jurisdiction?** (6,a) - **YES* designates that data entry will be required for the **Tax Jurisdiction** field of the Edit Customer Master Page 1 screen when users add new customer records. If **Require Tax Jurisdiction?** is left blank or **NO* is entered, no entry is required for the **Tax Jurisdiction** field of the Edit Customer Master Page 1 screen.
3. Press <Page Down> twice to continue adding data at the Default System Options Page 3 screen.

```
DSQUE3R    CHANGE  CDR Customer Conference          10/24/11 13:34:37
                        Default System Options Page 3

System Key  :   SYS002  General System Options

*YES       Print Signature on Manif.
           Terms Code Driver Collect
           Collapse Catch Wght Items
           Profit/Markup For MSRP?

F3=Exit
```

4. Enter ***YES** for the **Print Signature on Manif.** (6,a) field to designate that a blank signature line is printed on driver manifest version *B*.
5. Enter a DAC payment terms code for the **Terms Code Driver Collect** (3,a) field to designate that the Driver Collection Manifest is printed for the customers with the designated terms when option 8 (Print Driver Manifest) of the Load Control screen is used.
6. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **Collapse Catch Wght Items** - for use with a future upgrade of DAC.
 - **Profit/Markup For MSRP?** - for use with a future upgrade of DAC.
7. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS003 - Data Retention Options

The Data Retention Options record designates the number of years that Billing records remain as history data and Accounts Receivable records remain as current data before either is archived. Refer to the Billing document and the Accounts Receivable document for additional information.

Users should contact CDR support personnel before attempting to change the values of this record. The values recommended for its fields will vary according to user requirements and system size.

DSRBELR	CHANGE	CDR Customer Conference	10/04/21 16:02:43
Data Retention Options			
Years To Keep Inv. Hist.	__3	1-999 (Years)	
Retention Days File Maint	__	1-999	
Retention Days AR Current	_30	1-999	
Years To Keep AR History	__3	1-999 (Years)	
Use Rolling Customer Wkly	Y	(Y Or N)	
Keep Expired Allowances?	*YES__	(*YES, *NO, Blank)	
F3=Exit			

Years To Keep Inv. Hist (3,n) - Number of years that invoice records are stored as history transactions before they are archived during the end of year processing. A minimum value of 2 years is recommended. If the **Years To Keep Inv. Hist** field is left blank, invoice records remain stored as history transactions indefinitely.

Retention Days File Maint (3,n) - This field is no longer used by DAC due to system upgrades.

Retention Days AR Current (3,n) - Number of days following the transaction date that closed accounts receivable transactions are stored as current transactions.

Years To Keep AR History (3,n) - Number of years that accounts receivable transactions are stored as current transactions before they are archived during the end of year processing. A minimum value of 2 years is recommended. If the **Years To Keep AR History** field is left blank, the transactions remain stored as current transactions indefinitely.

Use Rolling Customer Wkly (1,a) - *Y* designates that one year of customer weekly analysis records is kept. Contact CDR support personnel to change this display field.

Keep Expired Allowances? - **YES* designates that a selling allowance will not be purged after it expires.

SYS004 - Backup Options

1. Enter 2 (Edit Record) in the selection column next to the SYS004 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSRCE1R  CHANGE  Creative Data Research          9/09/99  9:09:37
                                Edit Backup Options

Device Name: Daily Save          *NONE      Name,*NONE
Device Name: Weekly Save        *NONE      Name,*NONE
Device Name: Period Save        *NONE      Name,*NONE
Device Name: Inv. Archive        *DISK      Name,*DISK,*NONE
Device Name: A/R Archive         *DISK      Name,*DISK,*NONE
Name of Data Library            DACDATA    Name
Price Change Auto Backup?       N           Y=Yes, N=No
Automatic Media Init.?          N           Y=Yes, N=No

F3=Exit  F12=Key screen
```

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

- **Device Name: Daily Save** (10,a) - the device name of the user's tape drive to which data files are saved during end of day processing.
- **Device Name: Weekly Save** (10,a) - the device name of the user's tape drive to which data files are saved during end of week processing.
- **Device Name: Period Save** (10,a) - the device name of the user's tape drive to which data files are saved during end of period processing.
- **Device Name: Inv. Archive** (10,a) - the value of this field must remain **DISK* to designate that the user's disk is used for saving and restoring archive customer orders (invoices).
- **Device Name: A/R Archive** (10,a) - the value of this field must remain **DISK* to designate that the user's disk is used for saving and restoring archive accounts receivable transactions.
- **Name of Data Library** (10,a) - the value of this field must remain *DACDATA*.
- **Price Change Auto Backup?** (1,a) - enter *Y* for yes or *N* for no to designate if pricing related files are saved automatically when global price changes are performed. If *Y* is entered, tape cartridges must be inserted in the user's tape drive when the changes occur.

- **Automatic Media Init?** (1,a) - enter *Y* for yes or *N* for no to designate if tape cartridges are initialized (formatted) automatically before saving data files.

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

```

DSRCE1R  CHANGE  Creative Data Research          9/09/99  9:11:53
                        Edit Backup Options

Device Name: Daily Save      TAP01      Name,*NONE
Device Name: Weekly Save    TAP01      Name,*NONE
Device Name: Period Save   TAP01      Name,*NONE
Device Name: Inv. Archive  *DISK      Name,*DISK,*NONE
Device Name: A/R Archive   *DISK      Name,*DISK,*NONE
Name of Data Library       DACDATA    Name
Price Change Auto Backup?  N          Y=Yes, N=No
Automatic Media Init.?    Y          Y=Yes, N=No

F3=Exit  F12=Key screen

CONFIRM: Y (Y/N)

```

4. Press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS005 - Accounting Options

1. Enter 2 (Edit Record) in the selection column next to the SYS005 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research, Inc.      10/16/07 13:09:50
                        Default System Options Page 1

System Key :  SYS005  Accounting Options

      Y  A/P Interface Active?          *YES__  Calendar Year (*YES *NO)
      N  Term based A/R aging?         _____  Use Pay-To Vendor
      L  A/P Terms Positions Used      *YES__  Crt Rec for Invalid G/L

_____  Send Rebate Checks to AP?
_____  Rebate Terms (1st 2 Pos)
D _____  Rsn Code For A/R Discount

F3=Exit
```

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

- **A/P Interface Active?** (1,a) - *Y* for yes must be entered if the DAC Accounts Payable (A/P) system is used, otherwise item, vendor, and purchasing data is not interfaced with A/P.
- **Calendar Year** (6,a) - **NO* must be entered if the distributor's fiscal year is different than the calendar year. The value entered for this field affects end of year (EOY) processing, and is not related to DAC calendar records.
- **Term Based A/R Aging?** (1,a) - *Y* for yes designates that invoice aging begins when it is past due as determined by the customer's terms; otherwise, aging begins when an invoice is printed. Refer to Working With Terms Definitions of the Customer File Maintenance document for additional information.

Refer to SYS036 (A/R Options) below for information about using the **Terms Ageing On AR Inq?** field.

- **Use Pay-To Vendor** (6,a) - if the DAC Accounts Payable system is used, **YES* may be entered to designate that a vendor invoice is created according to the value entered for the **Pay To Vendor** field of the vendor record. Refer to the Vendors document for additional information.
- **A/P Terms Positions Used** (1,a) - *L* for left or *R* for right must be entered if the DAC Accounts Payable (A/P) system is used.

The DAC payment terms codes can be defined using up to 3 digits, but the terms codes used by the A/P system are limited to 2 digits. Entry of either

L (for left) or *R* (for right) designates that the A/P system uses the payment terms based on the characters that are entered for the two left-most or two right-most characters of their codes. Refer to Working With Terms Definitions of the Customer File Maintenance document, and to Working With Terms Records of the Accounts Payable document for additional information.

- **Crt Rec for Invalid G/L (6,a)** - if the DAC General Ledger (G/L) system is used, *YES must be entered to designate that a general ledger interface record is automatically created when none exists at the time data is transferred to G/L. Refer to Working With General Ledger Interface of the General Ledger document for additional information.
- **Send Rebate Checks to A/P?** - for use with a future upgrade of DAC.
- **Rebate Terms (1st 2 Pos)** - for use with a future upgrade of DAC.
- **Rsn Code For A/R Discount (1,a)** - if A/R payment discounts are used, enter the the A/R reason code defined for use by the system when it creates credit adjustments for the discount amounts.

3. Press <Page Down> to continue adding data at the Default System Options Page 2 screen.

```
DSQUE3R  CHANGE  Creative Data Research  2/06/06 13:33:59
                Default System Options Page 2
System Key :  SYS005  Accounting Options

                12  Periods per year

_____  Pay-To Vendor Validate (0=DAC 1=AP)

F3=Exit
```

The **Periods Per Year (2,n)** field is not required for using DAC directly, but provided for the informational purposes of the user.

4. Press <Page Down> to continue adding data at the Default System Options Page 3 screen.

DSQUE3R	CHANGE	Creative Data Research	12/06/12 13:34:33
Default System Options Page 3			
System Key : SYS005 Accounting Options			
_____	A/P Transfer Text		
_____	A/P Rebate Check Ref. Msg		
_____	A/P Returns Active		
_____	A/P Returns Terms Code		
_____	A/P Returns Reason Code		
F3=Exit			

5. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **A/P Transfer Text** - not available for general use.
 - **A/P Rebate Check Ref. Msg** - for use with a future upgrade of DAC.

6. If the Damaged Inventory Batch Entry application is used for vendor returns, enter data for the following fields, and press <Field Exit> after each entry:
 - **A/P Returns Active** - *YES designates that the **Vendor Number** field appears on the Enter Damage Inventory screen.
 - **A/P Returns Terms Code** - the Accounts Payable payment terms code used in the A/P invoice batch that is automatically created.
 - **A/P Returns Reason Code** - the inventory reason code used by default in the damage inventory batch.

Refer to Working With Vendor Returns of the Warehousing document for additional information.

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

SYS006 - General System Options

1. Enter 2 (Edit Record) in the selection column next to the SYS006 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research          5/07/08  9:28:17
                        Default System Options Page 1

System Key   :   SYS006  General System Options

 1 Default U/M for MSRP          Show Cost On Price Inq?
 L A/R Reason: Finance Chg.      *NO    Should BASE=NET(ROI ONLY)
 Y Default Restock Code          *NO    Vendor Recv/Deals Active?

GL Detail for VB Export?
Daily Usage by Tax Prefix
Use PO Detail Tracking

F3=Exit
```

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

- **Default U/M For MSRP (1,n)** - the selling level (unit of measure) corresponding to manufacturer's suggested retail price which is entered for the **MSRP** field of item records. Refer to Working With Items of the Item File Maintenance document for additional information.

If a retail contract is not affecting the retail price of an item, the value entered for the **Default U/M for MSRP** field also designates selling level corresponding to the item's retail price when using the Price Inquiry By Customer application. Refer to Working With Price Inquiry of the Billing File Maintenance document for information about the **Retail** and **Retail Price** fields of the Price Inquiry screen.

- **Show Cost On Price Inq? (6,a)** - enter **YES* to display an item's base cost when using the Price Inquiry By Customer application. Refer to Working With Price Inquiry of the Billing File Maintenance document for information about the **Cost** field of the Price Inquiry screen.
- **A/R Reason: Finance Chg. (1,a)** - the reason code which Accounts Receivable assigns to adjustment transactions when late charges are levied on customer accounts. Refer to Working With Reason Definitions and Working With Late Charges of the Accounts Receivable document for additional information.
- **Should Base = Net (ROI only) (6,a)** - this field is no longer used by DAC due to system upgrades.

- **Default Restock Code (1,a)** - this field is no longer used by DAC due to system upgrades.
- **Vendor Recv/Deals Active? (6,a)** - enter **YES* to use the Vendor Receivables applications to track vendor deals. Refer to the Vendor Receivables document for additional information.

3. Press <Page Down> twice to continue adding data at the Default System Options Page 3 screen.

```

DSQUE3R  CHANGE  Creative Data Research, Inc.          5/07/08 17:22:14
                        Default System Options Page 3

System Key  :  SYS006  General System Options

1.50      A/R Finance Charge %
5.00      Minimum $ For Late Charge

F3=Exit

```

4. Enter the percentage used to calculate late charges for the **A/R Finance Charge % (5.2,n)** field, and press <Field Exit>. For example, the following values would be entered if the user charges an 18% annual finance charge:
- *1.50* is entered if late charges are calculated monthly.
 - *0.70* is entered if late charges are calculated biweekly.
 - *0.35* is entered if late charges are calculated weekly.

Refer to Working With Late Charges of the Accounts Receivable document for additional information.

5. Enter the minimum amount of total late charges due from customers which must be met before late charges are levied for the **Minimum \$ For Late Charge (5.2,n)** field, and press <Field Exit>. Refer to Working With Late Charges of the Accounts Receivable document for additional information.
6. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS007 - System Authorization

The System Authorization record contains two codes assigned to a user for security purposes. The codes are date-sensitive, and can be used to render DAC inoperable.

DSYFE1R	CHANGE	Creative Data Research-SUPPORT	3/16/99	8:35:35
Edit Authority Record Details				
System Authorization 1		98880		
System Authorization 2		1991211630		
F3=Exit F12=Key screen				

SYS008 - Purchasing Options

1. Enter 2 (Edit Record) in the selection column next to the SYS008 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  CDR Customer Conference          5/17/12 10:59:21
                        Default System Options Page 1

System Key :  SYS008  Purchasing Options

  _  Update Item Lead Times?          _____ Bld to Vendor Minimum Ord
  _  Post demand or sales (D/S)      _____ Allow one sided transfer?
  _  D=Alpha L=Line # M=MFR #       _____ RF Access to Partial P.O.
  _  USE ROLLING YTD ON GUIDE?       _____ AUTO PO-ADJUSTMENT ITEM#
  _  Net Extend 0=QTYOH,1=SOQ       _____ SPOILS ALLOWANCE ITEM#
  _  Turn off Second P.O. Line      _____ CHEP PALLET ITEM NUMBER
  _  PO Cover Page Version
  _  % Toward Bracket Discount
  _  Print Cat.on POPOSTRPT
  _  Update Demand on Transfer
  _  Status to Purge P.O.'s

F3=Exit
```

2. Enter *Y* for the **Update Item Lead Times?** field to designate that the average lead time of items are recalculated as purchase orders are received. Refer to Purchasing Calculations of the Purchasing document for additional information. The value of *N* should only be entered before users “go live” to facilitate their training on DAC.
3. Enter **YES* for the **Bld to Vendor Minimum Ord** field to designate that suggested order quantities printed in the buyer guides are adjusted to meet vendor minimum purchase requirements. If **NO* is entered, suggested order quantities based on demand for items are printed in buyer guides. Refer to Printing Buyer Guides of the Purchasing document for additional information.
4. Enter *D* for the **Post demand or sales** field to designate that lost sales are included with actual sales when demand for an item is calculated. Enter *S* to exclude lost sales when calculating demand. Refer to Purchasing Calculations of the Purchasing document for additional information.
5. Enter **YES* for the **Allow one sided transfer?** field when, in multi-warehouse operations, items will be transferred from one warehouse to a second warehouse, but the inventory of the second warehouse is not handled by DAC.
6. Enter one of the following values for the **D=Alpha L=Line # M=MFR #** field to designate the order in which line items are printed on purchasing receipts:
 - *D* - sorted by item description.
 - *L* - sorted by purchase order's line number.
 - *M* - sorted by manufacturer's number of the item.Refer to Printing Purchasing Receipts of the Purchasing document for additional information.

The value entered for **D=Alpha L=Line # M=MFR #** field will be the default

value of the **Sort Option** field when the Dock Receiving application is used to receive purchase orders. Refer to Working With Dock Receiving of the Purchasing document for additional information.

7. Enter **NO* for the **RF Access to Partial P.O.** field to designate that radio frequency device users cannot receive partial orders. Refer to the RF Warehouse System document for additional information.
8. Enter the item number for the **AUTO PO-ADJUSTMENT ITEM#** (6,n) field that is used to deduct a discount amount from a purchase order when using purchasing-related vendor deals. Refer to Adding Purchasing-Related Vendor Deals of the Vendor Receivables document for additional information.
9. Enter the item number for the **SPOILS ALLOWANCE ITEM#** (6,n) field that is used to deduct amounts from customer invoices that are accrued for return of spoils. Refer to Working With Vendor Spoils of the Purchasing document for additional information.
10. Enter **YES* for the **Print Cat.on POPOSTRPT** field to designate that the category number of ordered items is included in the Purchase Order Receiving Posting Report. Refer to Receiving Purchase Orders of the Purchasing document for additional information.
11. Enter **YES* for the **Update Demand On Transfer** field to designate that, in multi-warehouse operations, item transfers from the user's "purchasing warehouse" to other warehouses are included when calculating item demand. Refer to Purchasing Calculations of the Purchasing document for additional information.
12. Enter one of the following values for the **Status to Purge P.O.'s** field to designate when purchase orders are automatically purged by the system:
 - *RECEIVED* - after the purchase order's status is Received.
 - *PAYABLE* - after the purchase order's status is Payable.
 - *TRANSFER* - after the purchase order's status is Transferred.Refer to Working With Purchase Orders of the Purchasing document for additional information about purchase order status.

The **No. Days After Purge Sts.** field (see below) should be used to delay the purging of POs in keeping with record retention requirements of the Bioterrorism Act of 2002.

13. Press <Page Down> to continue adding data at the Default System Options Page 2 screen.

```

DSQUE3R  CHANGE  CDR Customer Conference  5/17/12 11:03:09
                Default System Options Page 2

System Key   :   SYS008  Purchasing Options

_____  Auto Print Doc Receiving? (1=Yes, 0=No)
_____  Use MFR List To Calc Base (1=Yes, 0=No)
_____  No. Days After Purge Sts.

_____  Days look ahead for Deals
_____  Seq. of POSTRPT 0,1,2,3
_____  Hide Wks OH from "B" (1=Y)
_____  P.O. Print Version
_____  Buyer Guide "B" Version

_____  Include Terms Disc. On PO?(1=Yes)

F3=Exit

```

14. Enter *1* for the **Use MFR List To Calc Base** field to designate that the items' base cost is calculated using the value of an item's **Mfg. List** field, rather than the value of its **Net Cost** field. The calculation's use of the value of the **B%M** or **B%P** field remains unchanged. Note: The value entered for the **Use MFR List To Calc Base** field is not directly related to purchasing (see **Use MFR List on PO's?** below).
15. Enter a number for the **No. Days After Purge Sts.** field to designate how many days to delay the deletion of purchase orders after the status specified by the **Status to Purge P.O.'s** field (see above) is reached.

The **No. Days After Purge Sts.** field should be used to delay the purging of POs in keeping with record retention requirements of the Bioterrorism Act of 2002, and should never be left blank.

16. Enter a number for the **Days look ahead for Deals** (2,n) field to designate how far in the future upcoming buying allowances are included when calculating suggested order quantities. Refer to Working With Buying Allowances of the Purchasing document for additional information.
17. Enter one of the following values for the **Seq. of POSTRPT 0,1,2,3** field to designate the order in which line items are printed on the Purchase Order Receiving Posting Report:
 - *0* - sorted by line number.
 - *1* - sorted by manufacturer's number of the item.
 - *2* - sorted by item description.
 - *3* - sorted by item number.

The value of *4* must be entered for the **Seq. of POSTRPT 0,1,2,3** field to use any PO off invoice deduction (5) or item allow-OI deduction (4) type of deal. Line items are printed in line number order on the Purchase Order Receiving Posting Report if *4* is entered for the **Seq. of POSTRPT 0,1,2,3** field. Refer to Adding PO Off Invoice Deduction Deals and Adding Item-OI Deduction Deals of the Vendor Receivables document for additional information.

The sorting of line items for printing on the purchasing receipts is controlled by the value entered for the **D=Alpha L=Line # M=MFR #** field (see above).

Refer to Receiving Purchase Orders of the Purchasing document for additional information.

18. Enter 2 for the **P.O. Print Version** field to designate that the location codes of items and stamp tax are printed on purchase orders. Refer to Printing Purchase Orders of the Purchasing document for additional information.

The value of 3 must be entered for the **P.O. Print Version** field to use any PO off invoice deduction (5) or item allow-OI deduction (4) type of deal. The location codes of items and stamp tax are printed on purchase orders if 3 is entered for the **P.O. Print Version** field. Refer to Adding PO Off Invoice Deduction Deals and Adding Item-OI Deduction Deals of the Vendor Receivables document for additional information.

19. Enter 1, 2, 3 or 4 for the **Buyer Guide “B” Version** field to designate which one of four shortened versions of the buyer guide is printed. Refer to Printing Buyer Guides of the Purchasing document for examples of the four shortened versions. Note: A list of “Secondary Items” can be printed in a shortened version of the buyer guide for an alternate vendor, but only if 3 is entered for the **Buyer Guide “B” Version** field. Refer to Adding Item Records of the Item File Maintenance document for additional information about the **Alt. Vendor’s Item #** and **Alt. Vendor Number** fields.

20. Press <Page Down> to continue adding data at the Default System Options Page 3 screen.

```
DSQUE3R  CHANGE  CDR Customer Conference  5/17/12 12:06:52
                Default System Options Page 3

System Key  :  SYS008  Purchasing Options

_____ Fax Output Queue
_____ Prebook Demand Update
_____ Auto Update Arrival Date
_____ Prt Bill to Address on PO
_____ Use MFR List on PO's?
_____ Remove Case QTY from PO?

F3=Exit
```

21. Enter the object name for the **Fax Output Queue** (10,a) field to designate the output queue used to send purchase orders as fax transmissions.
22. Enter **NO* for the **Prebook Demand Update** field to designate that the items of prebook orders are *excluded* when calculating demand. Refer to Purchasing Calculations of the Purchasing document for additional information.

23. Enter **YES* for the **Use MFR List on PO's?** field to designate that the value of an item's **Mfg. List** field, rather than the value of its **Net Cost** field, is used to calculate the items' cost on purchase orders and the version 3 of the shortened buyer guide (see **Buyer Guide "B" Version** above).
24. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS009 - Inventory Options

1. Enter 2 (Edit Record) in the selection column next to the SYS009 default system option record's system key code, and press <Enter>. The Edit Inventory Options Details screen appears.

```
DSY2E1R  CHANGE  Creative Data Research          2/23/01 14:29:22
                        Edit Inventory Options Details

Inventory control level  1 0= Inventory Off
                        1= Inventory Control Active
                        2= Warehouse Mgmt. Active

Allocation Time         2 0= Allocation Off
                        1= On Line
                        2= Pick Time

Allocation Method       *AVAIL  *AVAIL, *DEMAND

Location assignment time 0= Order Creation
                        1= Pick time

Replenishment Active   *YES , *NO

Pre-Stamp Picking Method *NO    Blank, *NO, *YES

F3=Exit
```

2. Enter one of the following values for the **Inventory control level** (1,n) field to designate if item on hand quantities are updated in the item balance records when customer orders are processed:

- 0 (Inventory Off) - on hand quantities are not updated in the item balance records.
- 1 (Inventory Control Active) - on hand quantities are updated in the item balance records when customer orders are processed. The inventory balances of items which can be maintained in the location records are not affected.
- 2 - this value is no longer used by DAC due to system upgrades.

Shipping quantities are not subtracted from on hand quantities until customer orders are posted.

Note: The inventory balances of items *in the location records* are controlled by the value entered for the **Replenishment Active** field (see below).

3. Enter one of the following values for the **Allocation Time** (1,n) field to designate 1) if stock allocation (and out of stock substitution) of ordered items is handled by the system, 2) when allocation occurs, and 3) when location assignment is completed.

Stock allocation, which is reflected in the shipping quantity when customer orders are processed, is calculated using the quantity available or the quantity ordered (see **Allocation Method** below).

- 0 (Allocation Off) - stock allocation and out of stock substitution are not handled by the system, therefore shipping quantities equal the quantities ordered when customer orders are entered. Location assignment occurs when orders are entered, unless 1 (Pick Time) is entered for the **Location assignment time** field (see below).
- 1 (On Line) - stock allocation occurs when customer orders are entered, but only if 1 is entered for the **Inventory control level** field (see above). Out of stock substitution can occur, but only if *AVAIL is entered for the **Allocation Method** field (see below). Location assignment also occurs when orders are entered, regardless of the value entered for the **Location assignment time** field (see below).
- 2 (Pick Time) - stock allocation occurs when pick lists are printed, but only if 1 is entered for the **Inventory control level** field (see above). Out of stock substitution can occur, but only if *AVAIL is entered for the **Allocation Method** field (see below). Location assignment also occurs when orders are picked, regardless of the value entered for the **Location assignment time** field (see below).

The value of 2 (Pick Time) must be entered for the **Allocation Time** field to use the pre-stamp picking method (see **Pre-Stamp Picking Method** below).

It is strongly recommended that stock allocation be used, and that it occur at pick time.

The items of an *Invoice* type of customer order, for which pick lists are never printed, are allocated when the order is created, regardless of the value entered for the **Allocation Time** field. Refer to Adding An Order of the Billing document for information about the **Order Type** field.

Refer to SYS015 (General System Options) below for information about the use of the **Prebook Alloc at Upload** field to designate when stock allocation of pre-booked items occurs.

Refer to Editing An Ordered Item of the Billing document for an example of the Prompt For O.D. Info screen on which the location assignment of an order item appears. Also refer to Printing Pick Lists of the Billing document for examples of the pick lists on which locations are printed.

4. Enter one of the following values for the **Allocation Method** (10,a) field to designate how stock allocation and item substitution is handled by the system. Stock allocation is calculated using the quantity available as it appears in the item balance records and the quantity ordered as it is entered in the customer order.
 - *AVAIL - If the total shipping quantity is not available, the customer order is

shorted or outted as necessary. Both forced and out of stock substitution can be handled by the system when **AVAIL* is entered for the **Allocation Method** field.

- **DEMAND* - The total quantity ordered is designated as the total shipping quantity regardless of availability. If the total shipping quantity is not available, the resulting total for the item's available quantity will be a negative number. Only forced substitution can be handled by the system when **DEMAND* is entered for the **Allocation Method** field.

Stock allocation does not occur for items which are drop shipped with an *Invoice* type of order. Refer to Adding An Order of the Billing document for information about the **Drop Ship Code** field.

Stock allocation will not occur, regardless of the value entered for the **Allocation Method** field, unless *1* is entered for the **Inventory control level** field (see above).

For additional information about item substitution, refer to Working With Items of the Item File Maintenance document for information about the **Substitute Item** and **Type** fields. Also refer to Working With Customers of the Customer File Maintenance document for information about the **Subst Code** field.

5. If the value of *0* (Allocation Off) is entered for the **Allocation Time** field (see above), enter one of the following values for the **Location Assignment Time** (1,n) field to designate when location assignment occurs:
 - *0* (Order Creation) - Location assignment occurs when orders are entered.
 - *1* (Pick time) - Location assignment occurs when orders are picked. This value must be entered to use the pre-stamp picking method (see **Pre-Stamp Picking Method** below).

Refer to Editing An Ordered Item of the Billing document for an example of the Prompt For O.D. Info screen on which the location assignment of an order item appears. Also refer to Printing Pick Lists of the Billing document for examples of the pick lists on which locations are printed.

6. Enter **YES* for the **Replenishment Active** (8,a) field to designate that inventory balances are maintained in the location records. Note: The on hand quantities *in the item balance records* are controlled by the value entered for the **Inventory control level** field (see above). Refer to the Warehousing document for information about replenishment.
7. Enter **YES* for the **Pre-Stamp Picking Method** (8,a) field to designate that a location with pre-stamped inventory will be picked first. If pre-stamped inventory is not available, picking will be done using other locations.

If **NO* is entered for the **Pre-Stamp Picking Method** field, picking is not done at a location with pre-stamped inventory unless **YES* is entered for the **Pre-Stamp Picking** field during the pick process. Refer to Printing Pick Lists of the Billing document for additional information.

If the **Pre-Stamp Picking Method** field is left blank, picking is strictly limited to a location with pre-stamped inventory, and users are not given the option of picking from other locations during the pick process.

Pre-stamp picking cannot be done unless:

- Tax jurisdiction codes are entered for the **Tax Jurisdiction** field of customer records and the **Juris. Test** field of location records. Refer to Working With Customers of the Customer File Maintenance document and the Warehousing document for additional information.
- The value of 2 (Pick Time) is entered for the **Allocation Time** field (see above), or the value of 1 (Pick time) is entered for the **Location assignment time** field (see above).

A value of **YES* or **NO* must be entered for the **Pre-Stamp Picking Method** field to assign a different item to a location when entering location inventory transactions. Refer to Adding An Inventory Batch of the Warehousing document for information about the **Replace Existing Item?** field.

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

SYS010 - User Point: Invoice Post

The User Point: Invoice Post record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research-SUPPORT      3/16/99  9:19:27
                Edit User Point Functions Details

                User Point: Invoice Post

Function 1 . . . .      Initialization
Function 2 . . . .      PREPOSTCL  Pre-Post
Function 3 . . . .      POSTREPT   Posting Reports
Function 4 . . . .      After Post

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS011 - User Point: End of Day

The User Point: End of Day record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research-SUPPORT      3/16/99  9:38:57
                Edit User Point Functions Details

                User Point: End of Day

Function 1 . . . .      Initialize End of Day
Function 2 . . . .      DAYREPORTS End of Day Reports
Function 3 . . . .      EODBEFORRE File Reorganization
Function 4 . . . .      AFTEREOD   After End of Day

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS012 - User Point: End of Week

The User Point: End of Week record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research-SUPPORT      3/16/99  9:42:14
                Edit User Point Functions Details

                User Point: End of Week

Function 1 . . . .      Initialize End of Week
Function 2 . . . .      EOWREPORTS End of Week Reports
Function 3 . . . .      After End of Week

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS013 - User Point: End of Period

The User Point: End of Period record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research-SUPPORT      3/16/99  9:42:51
                Edit User Point Functions Details

                User Point: End of Period

Function 1 . . . .      Initialize End of Period
Function 2 . . . .      End of Period Reports
Function 3 . . . .      After End of Period

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS014 - Special Print Options

1. Enter 2 (Edit Record) in the selection column next to the SYS014 default system option record's system key code, and press <Enter>. The Edit Special Print Options screen appears.

```

DSZOE1R  CHANGE  CDR Customer Conference      8/13/13 12:39:34
                                Edit Special Print Options

Book/Label          Format

Automatic Retail Label      2  Default UPC U/M For Remote Label Batches:  __
Demand Retail Label        1  PRINT DATE ON VERSION E?  N
Multi-Week Order Book      2  Print Date on Label Ver 1  __
Two Column Order Book      __  (1=IPDS 2=NON-IPDS 3=IPDS With BARCODES)

Auto Retail Label Time      *NEVER      (*INVOICE,*PICK,*NEVER)

Auto Generate Retail Label Batches?  _____ (*YES, *NO, Blank)
AUTOGEN:Create Labels For New Items  _____ (*YES, *NO, Blank)
Auto Print Generated Label Batches?  _____ (*YES, *NO, Blank)
3 Column Order Book Page    PORTRAIT    (LANDSCAPE, PORTRAIT)
Identify Fixed Retail On CPRB?  _____ (*YES, *NO, Blank)
Separator Char. For 3 Column Book  -
Barcode Cust # On Custom Book?  .
Print Min Qty For EA On In-House Bk  _____ (*YES, *NO, Blank)
Print UM3/UM2 QM On 2 Col. Book?  _____ (Ver. 3: Book Heading Sort Only)
F3=Exit
  
```

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

- **Automatic Retail Label (1,n)** - enter 1 through 9 to designate the default version of the retail shelf labels that are generated when **INVOICE* or **PICK* is entered for the **Auto Retail Label Time** field as described below.
- **Demand Retail Label (1,n)** - enter 1 through 9 to designate the default version of the retail shelf labels printed for customers.

The value of the **Demand Retail Label** appears for the **Label Version** field of the Work With Shelf Labels screen, and can be overridden by the user. Refer to the Retail Shelf Labels document for additional information.

The default version is also used when **YES* is entered for the **Auto Generate Retail Label Batches** and **Auto Print Generated Label Batches** fields as described below.

- **Multi-Week Order Book (1,n)** - enter 1 to print the multi-week order book in a 10-week format without universal product code (UPC) numbers, or enter 2 to print in a 5-week format with UPC numbers. In both cases, the multi-week order books are printed with bar codes for scanning. Refer to the Order Books document for information about printing multi-week order books.

3. Enter one of the following values for the **Two Column Order Book** (1,n) field to designate the default format of the two and three column order books:
- 1 - contains two columns of items, includes a second column for ordering eaches, and prints on an IPDS (intelligent printer data stream) printer in a portrait orientation.
 - 2 - contains two columns of items, includes a second column for ordering eaches, and prints on a non-IPDS printer in a portrait orientation. Users have the option of limiting the items included to those printed in the Customer Price/Retail List (customer price book) for a designated customer. Refer to Working With Customer/Item Records of the Billing File Maintenance document for information about the **Authorized Flag** field.
 - 3 - contains two columns of items, and prints on an IPDS printer in a portrait orientation with wider left margin for hole punching.
 - 4 - contains two columns of items with bar codes, and prints on an IPDS printer in a portrait orientation.
 - 5 - contains three columns of items, and prints on an IPDS printer in a landscape or portrait orientation as designated by the **3 Column Order Book Page** field (see below). Users may print the order book for multiple customers, and have the option of limiting the items included to those purchased by the customer.
 - 6 - contains two columns of items, and prints on an IPDS printer in a portrait orientation with wider left and right margins.
 - 7 - contains two columns of items with prices, and prints on an IPDS printer in a portrait orientation. Users have the option of printing the list price or the price for a designated customer.

The value of the **Two Column Order Book** field appears for the **Order Book Version** field of the Two/Three Column Order Book Selection screen, and can be overridden by the user. Refer to the Order Books document for information about printing two and three column order books.

4. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
- **Default UPC U/M For Remote Label Batches** (1,a) - enter 1 through 4 to designate the items' unit of measure (U/M) which is used by default to determine which UPC numbers are printed when retail shelf label batches are generated remotely. The value entered for this field appears for the **UPC U/M** field of the Edit Shelf Label Batch screen, and can be overridden by the user before the labels are printed. Refer to the Retail Shelf Labels document for information about editing self label batch records.

- **PRINT DATE ON VERSION E?** (1,a) - enter *Y* (for yes) to designate that the current date is printed on retail shelf labels when version *E* labels are printed.
- **Print Date on Label Ver 1** (1,a) - enter *N* (for no) to designate that the current date is not printed on retail shelf labels when version *I* labels are printed.
- **Auto Retail Label Time** (10,a) - enter **INVOICE* or **PICK* to designate when retail shelf labels are automatically generated. The labels can only be generated for customers who request them, and only for items with price changes. Refer to the Retail Shelf Labels document for additional information.
- **Auto Generate Retail Label Batches** (10,a) - enter **YES* to designate that retail shelf label batches are automatically generated for a customer when the customer's retail prices change. The batches can only be generated for customers who request them, and only for items with retail price changes.

Contact CDR support personnel for information about setting up and scheduling the program required to automatically generate the retail shelf label batches.

- **Auto Print Generated Label Batches** (10,a) - enter **YES* to designate that retail shelf labels are automatically printed using the batches that are automatically generated as described above.
- **3 Column Order Book Page** (10,a) - enter *LANDSCAPE* to designate that the landscape print orientation is used for printing the three column order book with one exception. The *LANDSCAPE* value entered for this field is ignored, and the portrait orientation is used by default when a customer list is used to print the three column order book. Refer to Printing Three Column Order Books For Multiple Customers of the Order Books document for additional information.
- **Identify Fixed Retails On CPRB?** (10,a) - enter **YES* to designate that the letter F appears next to fixed retail prices in the Customer Price/Retail List when the customer price books are printed using sales class. Refer to Printing A Customer Price Book of the Customer File Maintenance document for additional information.
- **Separator Char. For 3 Column Book** (1,a) - enter the character used as a separator when printing three column order books. Refer to the Order Books document for information about printing three column order books.
- **Barcode Cust # On Custom Book** (1,a) - enter *Y* (for yes) to designate that a bar code of the customer's number appears at the top of each page when a bar code order book is printed. Refer to the Order Books document for

information about printing bar code order books (also called custom order books).

- **Print Min Qty For EA On In-House Bk (10,a)** - enter **YES* to designate that the minimum order quantity of the items' U/M1 (and the U/M1 descriptions) are printed under a *Min Qty* heading instead of the retail pack descriptions, under a *Size* heading, in the in-house price book. Refer to the Item File Maintenance document for additional information.
 - **Print UM3/UM2 QM On 2 Col. Book? (10,a)** - enter **YES* to designate that the quantity multiplier of the items' U/M3 are printed under a *CS* heading when version 3 of the two and three column order books are printed using book headings to designate which items are included. The quantity multiplier of the items' U/M2 are printed under a *PK* heading. Refer to the Order Books document for additional information.
5. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS015 - General System Options

1. Enter 2 (Edit Record) in the selection column next to the SYS015 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  CDR Customer Conference  11/02/21 13:35:18
                Default System Options Page 1

System Key :  SYS015  General System Options

      N  Accounts Payable Active?      EA___  Item Maint. U/M1 Default
      _  Price Chg. Rpt. UPC U/M      ___    Auto Update Cigarette UPC
      _  P = Plessy Check Digit        ___    Add Msg to Merged Order
      _  INVOICE REG."CSV" VERSION

      ___  Price Chg Rpt all Items
      ___  Print Each Price On Notif
      ___  Exclude WEBCON Orders?

F3=Exit
```

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

- **Accounts Payable Active?** (1,a) - *Y* for *yes* must be entered to designate that the DAC Accounts Payable (A/P) System is used.
- **Price Chg. Rpt. UPC U/M** (1,n) - the unit of measure (U/M) designating which of an item's universal product code (UPC) numbers is printed on Future Price Change reports and Notify of Price Changes reports (also called price change notifications). Valid values are *1*, *2*, *3* and *4* which designate the four possible UMs.

If the **Price Chg. Rpt. UPC U/M** field is left blank, the UPC entered for an item's standard selling level is printed. Note: The customer's price and retail at the standard selling level appear on the reports regardless of the U/M designated.

Refer to Printing Future Price Changes Reports and Printing Price Change Notifications of the Customer File Maintenance document for additional information.

- **P = Plessy Check Digit** (1,a) - for use with a future upgrade of DAC.
- **Item Maint U/M1 Default** (3,a) - the description for the default value of the **U/M1** field when entering item records. Refer to Working With Items of the Item File Maintenance document for information about the **UPC Numbers1 - UPC Numbers4** fields of item records.

- **Auto Update Cigarette UPC (6,a)** - *NO must be entered to prohibit the updating of the universal product code (UPC) numbers of cigarette items in the DAC Item Master file when using radio frequency devices to add and edit scan codes in the DAC Scan Code Master file.

If this field is left blank, the scan codes of cigarettes in the DAC Item Master file are automatically updated. Refer to the Using Radio Frequency Devices section of the RF Warehouse System document for additional information.

- **Add Msg to Merged Order (6,a)** - *YES must be entered to automatically add line item messages when manually merging customer orders. These messages will appear on the pick list and invoice, and are generated using the value entered for the **Special Message 1** field of a merged order's header information.

If the **Add Msg to Merged Order** field is left blank, no line item messages will automatically appear on the invoice.

Refer to Merging Orders of the Billing document for information about manually merging customer orders. Refer to SYS032 (Pick Options) for information about using the **Auto Merge Cust Orders** and **Create Msg For Auto Merge** fields to automatically merge customer orders. Refer to Adding An Order of the Billing document for additional information about the **Special Message 1** field.

3. Press <Page Down> to continue adding data at the Default System Options Page 2 screen.

```

DSQUE3R  CHANGE  CDR Customer Conference          11/02/21 13:39:20
                Default System Options Page 2

System Key   :   SYS015  General System Options

_____  Prebook Cust. Collection
_____  Prebook # of Days Forward
_____  Prebook NoWhsLoc BlockExp

_____  Pay/Adj Report Version
_____  Prebook Notification Ver.
_____  Days Ahead For Exp. Contr

_____  Min. Value For Large Credits

F3=Exit

```

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

- **Prebook Cust Collection (5,n)** - the customer collection number used for designating the default customer collection when printing the Print Pre-book Orders By Customer report. Refer to the Pre-book Orders document for additional information.

- **Prebook # of Days Forward (3,n)** - for use with a future upgrade of DAC.
- **Min Value For Large Credits (8,n)** - enter an amount which is used to designate if a credit memo is included in the Large Credits Report printed during end of day processing. Only credit memos which equal or exceed the amount are included. Refer to Printing End Of Day Reports of the DAC Closing Procedures document for additional information.

5. Press <Page Down> to continue adding data at the Default System Options Page 3 screen.

```

DSQUE3R  CHANGE  CDR Customer Conference          11/02/21 13:51:02
                Default System Options Page 3

System Key  :   SYS015  General System Options

_____ Automated Prebook Orders?
_____ Auto Purge Prebook File?
_____ Catch Weight Separation?
_____ Keep Inventory by Weight?
_____ Prebook Alloc. at Upload
_____ Inquiry Enabled Vendor
_____ Cur.Orders/Prebook (1=Pick 2=Print)
_____ WW PBO Ord. Seq.(0=Oldest,1=Newest)
_____ Allocate PB Protected Qty?(1=Yes)

F3=Exit

```

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

- **Automated Prebook Orders? (10,a)** - *YES is entered to automatically export customers' pre-book orders, with ship dates prior to or equal to the current date, as remote orders are processed for the customers.

If *ONLINE is entered for the **Transmission Placement** field of the SYS033 (Billing Options) default system option, the pre-book orders (and remote orders) are automatically uploaded from remote orders (Work With Remote Orders screen) to "live" orders.

If *OFFLINE is entered for the **Transmission Placement** field, the user must manually upload the pre-book and remote orders to "live" orders. Refer to Working With Remote Orders of the Billing document for information about using the Work With Remote Orders screen.

Refer to the Pre-book Orders document for information using the Export Option screen to designate if the items of exported pre-book orders are appended to a current customer order.

Refer to SYS033 (Billing Options) below for information about the **Transmission Placement** field.

- **Auto Purge Prebook File?** (10,a) - leave the field blank, or enter **YES* to automatically purge pre-book orders after exporting. Refer to the Pre-book Orders document for information about manually purging pre-book orders, and the pre-book recap reports that are affected by purging.
- **Catch Weight Separation?** (10,a) - **YES* is entered to create multiple line items for catch weight items that are included in remote orders. This enables users to enter a different weight for each catch weight item after picking. For example, if three packages of steaks are ordered, a different weight can be entered for each package because each one appears as a separate line item after the remote order is uploaded to “live” orders.
- **Keep Inventory by Weight?** (10,a) - for use with a future upgrade of DAC.
- **Prebook Alloc. at Upload** (10,a) - **YES* is entered to designate that stock allocation of pre-booked items is handled when the pre-book orders are uploaded to “live” orders. Refer to SYS009 (Inventory Options) above for information about the use of the **Allocation Time** and **Allocation Method** fields.

If the **Prebook Alloc. at Upload** field is left blank or **NO* is entered, the **Force Allocation?** field of the Pre-book Export Options can be used when exporting a limited set of pre-booked items. Refer to the Pre-book Orders document for information about pre-book orders.

- **Inquiry Enabled Vendor** (6,a) - enter the vendor code for Gatorade if the Quaker/Gatorade DAC optional module is used.

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

SYS016 - User Point: Remote Orders

The User Point: Remote Orders record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research          7/06/04 13:00:37
                    Edit User Point Functions Details

                    User Point: Remote Orders

Function 1 . . . . . BEFOREUP  Before Upload
Function 2 . . . . .           After Upload/After Purge
Function 3 . . . . . RMTAUPBPRG After Upload/Before Purge

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS017 - User Point: Invoice Print

The User Point: Invoice Print record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research-SUPPORT  3/16/99  9:54:00
                    Edit User Point Functions Details

                    User Point: Invoice Print

Function 1 . . . . . BEFOREINVP Before Invoice Print
Function 2 . . . . .           After Invoice Print

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS018 - User Point: Pick Print

The User Point: Pick Print record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research          5/24/01 17:24:26
                Edit User Point Functions Details

                User Point: Pick Print

Function 1 . . . . .      Before Pick Process
Function 2 . . . . .      After Pick Process
Function 3 . . . . . PICKCLP  Before Status Change
Function 4 . . . . . BEFORPPRT Before Pick Print

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS019 - User Point: End of Year

The User Point: End of Year record designates functions executed before or after DAC system functions. All fields are ten-position, alphanumeric.

```
DSYUE1R  CHANGE  Creative Data Research-SUPPORT  3/16/99  9:57:52
                Edit User Point Functions Details

                User Point: End Of Year

Function 1 . . . . .      Initialize End Of Year
Function 2 . . . . .      End Of Year Reports
Function 3 . . . . .      After End Of Year

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

SYS030 - Performance Options

This record is used to enhance the performance of the DAC system. By entering *NO in the fields next to the options that are not used, the system's execution time is reduced.

BSJTE1R	CHANGE	Creative Data Research-SUPPORT	3/16/99	9:59:20
Edit Performance Options				
Use Stamp Taxes?		*YES	(*YES, *NO)	
Use Rebates?		*YES	(*YES, *NO)	
Use Custom Category?		*NO	(*YES, *NO, *ALL)	
Use Commissions?		*YES	(*YES, *NO)	
Use Minimum Order Charge?		*YES	(*YES, *NO)	
Use Price Holds?		*NO	(*YES, *NO)	
F3=Exit				

SYS031 - Invoice Options

Refer also to Working With Customer Invoice Options of the Billing File Maintenance document for information about designating, by customer, options related to printing invoices.

1. Enter 2 (Edit Record) in the selection column next to the SYS031 default system option record's system key code, and press <Enter>. The Edit Invoice Options Page 1 screen appears.

```
CVJGE2R  CHANGE  CDR Customer Conference          4/21/12 14:59:33
                                Edit Invoice Options-Page 1

System Key   :   SYS031  Invoice Options

-  Print Company Name on Inv
-  Invoice Version              (A-I, X)
-  Primary Inv. Detail Sort    (L=Loc.;C=Category;S=Category,Class)
-  Print Discount Info.       (*YES, *NO, BLANK)
-  Print Stamp Tax Info.      (*YES, *NO, BLANK)
-  Print Msg. On Shortages    (*YES, *NO, BLANK)
-  Print Jurisdiction Desc.?  (*YES, *NO, BLANK)
-  Print UPC Instead of Pack  (*YES, *NO, BLANK)
-  Print CR Lines On Invoice   (*YES, *NO, BLANK)
-  Desc. For State Stamp Tax
-  Desc. For County Stamp Tx
-  Desc. For City Stamp Tax
-  Desc. For Stamp Tax 4
-  External Invoice Program
-  Use Ship Date As Print Date? (*YES, *NO, BLANK)
-  REVERSE SOLD-TO/SHIP TO INFO? (*YES, *NO, BLANK)
-  Print Price Before Allow?  (Y, N, Blank)
F3=Exit  Roll=Next Page
```

Note: All the fields illustrated above will not appear simultaneously for the user. Various fields only appear when their use is applicable to the invoice version entered for the **Invoice Version** field described below.

2. If it is not preprinted on invoices, enter *Y* for the **Print Company Name On Inv** (1,a) field to print the distributor's company name, mailing address, telephone number and fax number. Refer to the **Print Company Name On Laser Forms?** field below if Formless Printing, a DAC optional module, is used.
3. Enter one of the following values for the **Invoice Version** (1,a) field to designate the invoice version. Refer to Appendix A of the Billing document for illustrations of five of the DAC invoices.
 - *B* - this version includes UPCs, and either pack size or extended retail prices can be printed in the *Pack Size* column (see **Print Extended Retail?** field below). This version is the only one on which the customer's tobacco tax number is printed (see **Print Customer License 2?** field below).

Version B is printed on invoice form B, and items can be sorted for printing by any of the sorting methods (see **Primary Inv Detail Sort** field below).

- *C* - this version includes either UPCs or pack size printed in the *Pack Size* column (see **Print UPC Instead of Pack** field below). This version is the only one on which the tax jurisdiction description can be printed with the tax jurisdiction code (see **Print Jurisdiction Desc** field below).

This version is printed on invoice form C, and items can be sorted for printing by any of the four sorting methods *except* the UPC method (see **Primary Inv Detail Sort** field below).

- *H* - this version is only used with Formless Printing, a DAC optional module. It prints in landscape format, and items can be sorted for printing by any of the four sorting methods *except* the UPC method (see **Primary Inv Detail Sort** field below).
 - *I* - this “plain paper” version does not require a form, and prints only in landscape format.
 - *A* - this rarely used version does not include UPCs, and payment discount information is not printed on version A (see **Print Discount Info** field below). This version is printed on invoice form A, and items can be sorted for printing by any of the four sorting methods *except* the UPC method (see **Primary Inv Detail Sort** field below).
 - *D* - this rarely used version, which includes both ordered and shipped quantities, is printed on invoice form D. Items can be sorted for printing by any of the four sorting methods *except* the UPC method (see **Primary Inv Detail Sort** field below).
 - *E* - this rarely used version, which can be printed on invoice for B, is used to print a customer’s item number in the *Pack Size* column (see **Print Customer’s Item #?** field below).
 - *F* - this rarely used version is printed on invoice form C. It includes UPCs, but extended retail prices are printed in the *Allowance* column. Items can be sorted by any of the four sorting methods *except* the UPC method (see **Primary Inv Detail Sort** field below).
 - *G* - this rarely used version is generally printed with Formless Printing, a DAC optional module. Unlike version B, this version replaces the pack size with the quantity multiplier, and prints the extended retail next to the unit retail. Like version B, items can be sorted for printing by any of the sorting methods (see **Primary Inv Detail Sort** field below).
 - *X* - invoices are printed using third party software (see **External Invoice Program** field below). The data can be sorted by any of the four sorting methods *except* the UPC method (see **Primary Inv Detail Sort** field below).
4. Enter one of the following values for the **Primary Inv Detail Sort** (1,a) field to designate the primary sort method used to sort items before printing invoices:
- *L* (Region/Location) - items are sorted alphanumerically first by pick region code, then by location code. Refer to Adding Pick Region Records and Adding Location Records of the Warehousing document for additional information.

- *C* (Category/Item Description) - items are sorted alphanumerically first by customer category number, then by item description. If a customer category number is not linked to an item, the item category number is used for sorting. Refer to Working With Customer Categories and Customer Classes of the Billing File Maintenance document for additional information.
- *S* (Category/Class/Item Description) - items are sorted alphanumerically in this order: customer category number, customer class number and item description. If a customer category number is not linked to an item, the item category number is used for sorting. If a customer class number is not linked to an item, the sales class number is used for sorting. Refer to Working With Customer Categories and Customer Classes of the Billing File Maintenance document for additional information.

The UPC sort method, in which items are sorted numerically by universal product code numbers, can only be used with invoice version B. To use this method, *C* or *S* must be entered for the **Primary Inv Detail Sort** field, and *Y* must be entered for the **Use Alternate Sort** field of the customer's invoice options record. Refer to Working With Customer Invoice Options of the Billing File Maintenance document for additional information.

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

- **Print Discount Info** (6,a) - enter **YES* to print payment discount information on any invoice *except invoice version A*. The information includes the discount date, the discount amount and the discounted total which appear in preprinted boxes at the bottom of the invoice. Refer to Working With Terms Definitions of the Customer File Maintenance document for additional information.
- **Print Stamp Tax Info** (6,a) - enter **YES* to print stamp tax information on invoices under headings designated by the **Desc For State Stamp Tax**, **Desc For County Stamp Tax**, **Desc For City Stamp Tax** and **Desc For Stamp Tax 4** fields (see below). Refer to Working With Stamp Tax of the Tax System document for additional information.
- **Print Msg On Shortages** (6,a) - enter **YES* to print the out of stock invoice message defined by the user for INV10 when the item quantity ordered is greater than the quantity shipped, and the shipped quantity is greater than zero. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for additional information.

6. If invoice version C is used, enter data for the following fields, as necessary, and press <Field Exit> after each entry. These fields do not appear unless *C* is entered for the **Invoice Version** field.

- **Print Jurisdiction Desc?** (8,a) - enter **YES* to print the tax jurisdiction description under the *SPECIAL MESSAGE* heading next to the tax jurisdiction

code. Refer to Working With Tax Jurisdictions of the Tax System document for additional information.

- **Print UPC Instead Of Pack** (8,a) - enter **YES* to print UPCs on invoices in the *Pack Size* column; otherwise, the retail pack description and the selling level multiplier is printed in the *Pack Size* column. Refer to Adding Item Records of the Item File Maintenance document for information about the **Retail PK** and **Mult1 - Mult4** fields.

Note: UPCs are printed in the *Pack Size* column for invoice version C, regardless of the value entered for the **Print UPC Instead Of Pack** field if a value is entered for the **Print Which UPC?** field of the customer's invoice options record. Refer to Working With Customer Invoice Options of the Billing File Maintenance document for additional information.

7. To print text concerning requested credits on the bottom of invoices (as illustrated below), enter **YES* for the **Print CR Lines On Invoice** (8,a) field.
8. If **YES* is entered for the **Print Stamp Tax Info** field described above, enter data for the following fields, as necessary, to print headings for stamp tax information on invoices.
 - **Desc For State Stamp Tax** (10,a) - enter the text to print as a heading above the state-level stamp tax which is printed on invoices.
 - **Desc For County Stamp Tax** (10,a) - enter the text to print as a heading above the county-level stamp tax which is printed on invoices.
 - **Desc For City Stamp Tax** (10,a) - enter the text to print as a heading above the city-level stamp tax which is printed on invoices.
 - **Desc For Stamp Tax 4** (10,a) - enter the text to print as a heading above any other stamp tax which is printed on invoices.
9. If using an external invoice application to print invoices, enter the name of the program for the **External Invoice Program** (10,a) field.
10. If invoice version B, E, H or I is used, enter **YES* for the **Use Ship Date As Print Date?** (10,a) field to designate that shipping dates are used for invoice dates. If the **Use Ship Date As Print Date?** field is left blank or **NO* is entered, or if no date is entered for the shipping date when adding a customer order, the invoice date is the date on which the invoice is printed. Refer to Adding An Order of the Billing document for information about the **Ship Date** field.

Credit Request	Code	Item No.	Description	Retail	Cost X Qty =	Credit
_____	A B	_____	_____	_____	_____	_____
_____	A B	_____	_____	_____	_____	_____
_____	A B	_____	_____	_____	_____	_____

11. If necessary, enter **YES* for the **Reverse Sold-To/Ship To Info?** (10,a) field to reverse the shipping and billing information on invoices. If the distributor's preprinted invoice forms are printed correctly, enter **NO* or leave the field blank.
12. To print the item unit price on invoices without including amounts deducted for selling allowances, enter *Y* (yes) for the **Print Price Before Allow?** (1,a) field. Selling allowances are included in the calculation of the extended price regardless of the value entered for this field.

Note: Some customers may be confused if unit prices do not include the allowances, and invoice version B or D is used, because neither version have an *Allowance* column between the *Unit Price* and the *Extended Price* columns.

13. Press <Page Down> to continue adding data at the Edit Invoice Options Page 2 screen.

```

CVJGE2R  CHANGE  CDR Customer Conference          4/21/12 15:01:43
                Edit Invoice Options-Page 2

System Key   :   SYS031 Invoice Options

- Print Region Info?          (Y, N, Blank)
- Laser Printed Invoices?     (Y, N, blank)
- _____ Advance Disposal Fee Heading
- Print Extra Copies On Invoice Re-Run?
- PRINT WAREHOUSE DESC.?
- Use Price Change Notify For Price Change On Invoice? (*YES,*NO)
- Print Out Of Stock Items Last? _ Print SSU UPC For Cigs?
- Print Customer License 2?   _ Print Customer's Item #?
- Print Extended Weight?     _ Which UPC To Print? (1-4, Blank)
- Print Totes At Store?      _ Separate Cig/Tob Tax?
- Use Book Exclude To Hide Item #?
- Print Company Name On Laser Forms?
- Print Heading For Pack?     _ Print Retail Contract %?
- PROMPT FOR PRINT DATE?     _ Update Ship Date With Print Date?
- Print Extended Retail?     (Y,N,Blank)
- Print Region/Area Totals? (Y,N,Blank) _ Omit Category Totals?
- Omit P&L Retail Info?     (Y,N,Blank)

F3=Exit  Roll=Prev Page

```

Note: All the fields illustrated above will not appear simultaneously for the user. Various fields only appear when their use is applicable to the invoice version entered for the **Invoice Version** field described above.

14. If items are sorted by region/location for printing, enter *Y* (yes) for the **Print Region Info?** (1,a) field to print the pick region codes and descriptions as headings on invoice version B. The **Print Region Info?** field does not appear unless *B* is entered for the **Invoice Version** field.
15. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **Laser Printed Invoices?** (1,a) - enter *Y* (yes) if printing invoices using a printer with a forms chip and the Formless Printing DAC optional module.
 - **Advance Disposal Fee Heading** (25,a) - enter the text to print as a heading for advance disposal fees appearing on invoice version B and version D.
 - **Print Extra Copies On Invoice Re-run?** (1,a) - enter *Y* (yes) to print additional copies when invoices are reprinted--with one exception. If invoice

version H is used, additional copies are not reprinted when using the Work With Orders-History application. Refer to Working With Customers of the Customer File Maintenance document for information about the **Inv Reprint Code** field, and Working With Posted Orders of the Billing document for information about using the *I = Reprint Invoice* option to reprint invoices and credit memos of posted orders.

- **Print Warehouse Desc?** (1,a) - enter *Y* (yes) to print the warehouse description at the top of invoices. The **Print Warehouse Desc?** field does not appear unless *B* is entered for the **Invoice Version** field, and *C* or *S* is entered for the **Primary Inv Detail Sort** field.

16. To prohibit the printing of a \$ (dollar sign) next to the item unit price on a customer's invoice when an item's list price changes, enter **YES* for the **Use Price Change Notify For Price Change On Invoice?** (4,a) field, and enter *N* for the **Notify Price Chg** field of the customer's record.

If the **Use Price Change Notify For Price Change On Invoice?** field is left blank or **NO* is entered, a dollar sign prints next to the item unit price regardless of the value entered for the **Notify Price Chg** field of the customer's record when an item's list price changes. Refer to Working With Customers of the Customer File Maintenance document for information about the **Notify Price Chg** field.

Changing the value of this field only takes effect before a price change is made. For example, if the value of the **Use Price Change Notify For Price Change On Invoice?** field is changed from **YES* to **NO* after list prices are changed and before invoices are printed, a \$ (dollar sign) can still appear next to item unit prices on the invoice.

The \$ appears on invoices for 14 days after a price change occurs, and regardless of whether the change resulted from editing the item's record, or using the Global Price Changes application. Refer to Working With Global Price Changes of the Item File Maintenance document for additional information. If necessary, contact CDR support personnel to change the number of days that the \$ appears on invoices.

17. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **Print Out Of Stock Items Last?** (1,a) - enter *Y* (yes) to list the items that are out of stock below the others on invoices. The **Print Out Of Stock Items Last?** field does not appear unless *B* is entered for the **Invoice Version** field, and *C* or *S* is entered for the **Primary Inv Detail Sort** field.
 - **Print SSU UPC For Cigs?** (1,a) - if invoice version B is used and items are sorted by region/location for printing, *Y* (yes) can be entered to print the UPC of the standard selling unit for cigarette items on the invoice regardless of

the value entered for the **Which UPC To Print?** field (see below)--with one exception. Refer to Working With Customer Invoice Options of the Billing File Maintenance document for information about using the **Print Which UPC?** field of the customer invoice options record which overrides the value entered for the **Print SSU UPC For Cigs?** field.

- **Print Customer License 2?** (1,a) - if invoice version B is used, enter *Y* (yes) to print the customer's tobacco tax number on the invoice. Refer to Working With Customers of the Customer File Maintenance document for information about the **License 2** field. The **Print Customer License 2?** field does not appear unless *B* is entered for the **Invoice Version** field, and *C* or *S* is entered for the **Primary Inv Detail Sort** field.
- **Print Customer's Item #?** (1,a) - if invoice version E is used, enter *Y* (yes) to print the customer's item number in the *Pack Size* column on the invoice. Refer to Using Work With Customer/Item Flags of the Billing File Maintenance document for information about the **Customer's Item** field. The **Print Customer's Item #?** field does not appear unless *E* is entered for the **Invoice Version** field.
- **Print Extended Weight?** (1,a) - enter *Y* (yes) to print the weight of catch weight items on invoices. Refer to Adding Item Records of the Item File Maintenance document for information about the **Catch Weight** field.
- **Which UPC To Print?** (1,n) - when invoice version B is used, the value of *1*, *2*, *3* or *4* can be entered to designate that a unit of measure's UPC is printed, other than the UPC of the ordered unit, for an item--with two exceptions. If the item is a cigarette, the value entered for **Print SSU UPC For Cigs?** field (see above) will override the value entered for this field. Refer to Working With Customer Invoice Options of the Billing File Maintenance document for information about using the **Print Which UPC?** field of the customer invoice options record which also overrides the value entered for this field.
- **Print Totes At Store?** (1,a) - enter *Y* (yes) to print the current total of unreturned totes on invoices if tracking the return of totes. The total appears under a **** TOTES **** heading. Refer to Working With Totes of Billing document for information about tracking the return of totes.
- **Separate Cig/Tob Tax?** (1,a) - if invoice version I is used, items are sorted by region/location for printing and stamp tax information is printed (see **Print Stamp Tax Info** above), *Y* (yes) can be entered to print the cigarette and tobacco stamp tax separately on the invoice below the profit and loss information.
- **Use Book Exclude To Hide Item #?** (1,a) - enter *Y* (yes) to prohibit the printing of the item number of an item that is not printed in price books and order books. Refer to Adding Item Records of the Item File Maintenance document for information about the **Book Exclusion** field.

18. If Formless Printing is used without printing the company's logo, and invoice version B is used with items sorted by category for printing, enter *Y* (yes) for the **Print Company Name On Laser Forms?** (1,a) field to print the distributor's company name, mailing address, telephone number and fax number on invoices.

If only one company name record exists on the AS/400 system, the value of *Y* must be entered either for the **Print Company Name On Inv** field (see above), or for the **Print Company Name On Inv.?** field of the company name record.

If more than one company name record exists for multiple warehouses, either the value of *Y* can be entered for the **Print Company Name On Inv** field (see above) to print the company information on all the warehouses' invoices, or *N* (no) can be entered for the **Print Company Name On Inv** field, and the values entered for the **Print Company Name On Inv.?** field of the company name records designates for which warehouse's invoice the company information is printed.

Refer to Working With Company Names below for additional information about the **Print Company Name On Inv.?** field.

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

- **Print Heading For Pack?** (1,a) - if invoice version B is used, *Y* (yes) can be entered to print a *Pack Size* heading or an *Extended Retail* heading above the invoice column in which retail pack descriptions or extended retail prices are printed. This option is only recommended for use with Formless Printing, a DAC optional module.
- **Print Retail Contract %?** (1,a) - if invoice version B is used, items are sorted by region/location for printing and an add on percent type of retail contract is used to calculate an item's retail price, **YES* can be entered to print the contract's percentage in the *GP%* column of the invoice. No percentage appears in the column for items for which no add on percent type of contract is used. Refer to Adding Retail Contract Records of the Billing File Maintenance document for additional information.
- **Prompt For Print Date?** (1,a) - enter *Y* to designate that users are prompted to enter the invoice date when invoices are printed.
- **Update Ship Date With Print Date?** (1,a) - enter *Y* to designate that the invoice date, as entered when users are prompted for it, is used for the shipping date of an order. This field does not appear unless *Y* is entered for the **Prompt For Print Date?** field (see above). Refer to Adding An Order of the Billing document for information about the **Ship Date** field.
- **Print Extended Retail?** (1,a) - if invoice version B is used, enter *Y* (yes) to print extended retail prices in the *Pack Size* column; otherwise, the retail pack

description is printed in the *Pack Size* column with the selling level multiplier. Refer to Working With Customer Invoice Options of the Billing File Maintenance document for information about the **Print Extended Retail?** field of the customer invoice options records. Refer to Adding Item Records of the Item File Maintenance document for information about the **Retail PK** and **Mult1 - Mult4** fields.

20. If the Work With Load Controls application is used, enter *Y* (yes) for the **Print Region/Area Totals?** (1,a) field to designate that the following is printed on the invoice when items are sorted by region/location:
 - The total number of bundles per warehouse area is printed on invoice version A.
 - The total shipped quantity, total bundles and totes, and total extended price are printed per pick region on invoice version C.
21. If invoice version A is used, enter data for the following fields, as necessary, and press <Field Exit> after each entry. These fields do not appear unless *A* is entered for the **Invoice Version** field.
 - **Omit Category Totals?** (1,a) - enter *Y* (yes) to prohibit the printing of total shipped quantity and total extended price per category when items are sorted by category/item or by category/class/item.
 - **Omit P&L Retail Info?** (1,a) - enter *Y* (yes) to prohibit the printing of the *Your GP \$* and *Your GP %* headings and the data below these headings with the profit and loss information on the invoice. Refer to Working With Customer Invoice Options of the Billing File Maintenance document for information about using the **Omit P&L?** field of the customer invoice options record to prohibit the printing of all profit and loss data on the invoices of designated customers.
22. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS032 - Pick Options

1. Enter 2 (Edit Record) in the selection column next to the SYS032 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research  7/01/04 13:34:44
                Default System Options Page 1

System Key :  SYS032  Pick Options

      D  Pick Version (A,B,C,D)      *YES  Update Route Summary *YES
      E  Case Label Version(A,B,C)   *YES  Print Stamping Summary
      Print Label Summary Y/N      *YES  Resequence Orders
      CREATE MSG FOR AUTO MERGE

*YES  Print Ext.Item Description
*YES  Auto Merge Cust. Orders
*YES  Print W.H. on Pickslip

                3850.00  Tote Size in Cubic Inches

                2187.00  Tote Size in Cubic Inches

F3=Exit
```

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

- **Pick Version (1,a)** - enter *D* for the pick list version. Refer to **Version Option** field below. Refer to Printing Pick Lists of the Billing document for examples of the pick lists.
- **Case Label Version (1,a)** - enter *B*, *C*, *E* or *H* for the version of case labels. If *H* is entered, only 6-across pick stickers can be printed. Refer to Printing Pick Lists of the Billing document for information about printing the case labels and pick stickers.
- **Print Label Summary (1,a)** - This field is no longer used by DAC due to system upgrades.
- **Create Msg For Auto Merge (1,n)** - enter *I* to automatically add line item messages when automatically merging customer orders. These messages will appear on the pick list and invoice, and are generated using the value entered for the **Special Message 1** field of a merged order's header information. If the **Create Msg For Auto Merge** field is left blank, no line item messages will automatically appear on the invoice (see **Auto Merge Cust Orders** below).
- **Update Route Summary (4,a)** - enter **YES* to use the Work With Load Controls application. Refer to Working With Load Control of the Billing document for additional information.
- **Print Stamping Summary (4,a)** - enter **YES* to print the Tax Stamp Recap Report. To use the report for bulk picks, enter **YESV3* for the **Print Stamping**

Summary field. Refer to Printing Pick Lists of the Billing document for an example of the report.

- **Resequence Orders (4,a)** - enter **YES* to resequence and renumber orders for each route by stop sequence. During the picking process, all orders will then appear on documents in order by stop sequence for each route, but with new sequence numbers. For example, five orders entered with sequence numbers of 10, 3, 6, 2 and 7 would be reordered as 2, 3, 6, 7 and 10, then renumbered as 1, 2, 3, 4 and 5. Renumbering the orders' stop sequence simplifies identification of missing orders during the loading process, but permanently changes the sequence numbers which appear on all documents, including invoices and reports, after the picking process.
- **Print Ext.Item Description (6,a)** - enter **YES* to print item-specific information on pick lists and Label Summary. Printing on pick lists is limited to version D (see **Pick Version** above) and version options 2, 3 and 5 (see **Version Option** below). Refer to Editing Item Records of the Item File Maintenance document for information about the **Extended Item Description** field.
- **Auto Merge Cust Orders (6,a)** - enter **YES* to automatically merge one or more orders with an existing order for the same customer (see **Create Msg For Auto Merge** above). Automatic merging is done when the pick lists of all the orders are simultaneously printed. If the **Auto Merge Cust Orders** field is left blank, orders will not be automatically merged.

Refer to Adding Customer Records of the Customer File Maintenance document for information about the **Exclude Auto Merge Orders** field. Refer to Merging Orders of the Billing document for information about manually merging customer orders.

- **Print W.H. on Pickslip (6,a)** - enter **YES* to print the warehouse name at the top of pick lists. If **NO* is entered, or this field is left blank, the warehouse name will not appear on pick lists. Refer to Working With Warehouses of the Item File Maintenance document for information about the **Warehouse Description** field.
 - **Tote Size in Cubic Inches** - these two fields are no longer used due to system upgrades.
3. Press <Page Down> to continue adding data at the Default System Options Page 2 screen.

```
DSQUE3R    CHANGE    Creative Data Research    7/01/04 13:46:23
                    Default System Options Page 2

System Key   :   SYS032   Pick Options

          1  Version Option
             Print UPC on Ver D (1or0)
          2  Load Manifest Version
          2  Pick Sticker Ver. 1,2
             Tote Version (1,2)

F3=Exit
```

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

- **Version Option (2,n)** - enter 1, 2, 3, 4 or 5 to designate the version of pick list D to print. Refer to Printing Pick Lists of the Billing document for examples of the pick lists printed using each option.
- **Print UPC on Version D (2,n)** - enter 1 to print the universal price code numbers on pick lists.
- **Load Manifest Version (2,n)** - enter 2 if using the Load Control application. Refer to Working With Load Controls of the Billing document for an example of the Load Manifest report.
- **Pick Sticker Ver. 1,2 (2,n)** - enter 2 if using the Picker Productivity module; otherwise, pick stickers cannot be printed. If picker productivity is not used, no value is required to print pick stickers. Refer to the Picker Productivity document for information about this optional DAC module.
- **Tote Version (2,n)** - enter 1 to designate that the tote label illustrated in Printing Pick Lists of the Billing document is printed. If this field is left blank, version 1 is printed. Contact CDR support personnel for information about using a thermal printer to print version 2 of the tote label.

5. Press <Page Down> to continue adding data at the Default System Options Page 3 screen.

```

DSQUE3R  CHANGE  Creative Data Research  7/01/04 13:49:47
                        Default System Options Page 3

System Key :   SYS032  Pick Options

CHUZALISON Subst. Character for Cost
*NO        Post Returned Region Only
STICKERS   Conditional Doc. Default
*NO        Print Price on Pick
*YES       Print Cust # on Stickers
*YES       LabelB Convert UM1 to UM2

F3=Exit

```

6. If encoded billing prices will be printed on pick stickers (see **Print Price on Pick** field below), enter ten letters, such as *ABCDEFGHIJ*, to substitute for 1 through 0 for the **Substitute Character for Cost** (10,a) field. The characters entered for this field will be used for encoding if none are entered for the **Encoded Price Code** field of the customer's pick options record. Refer to Working With Customer Pick Options of the Billing File Maintenance document for additional information. Refer to Printing Pick Lists of the Billing document for an example of the pick stickers.
7. Enter **YES* for the **Post Returned Region Only** (4,a) field to limit processing to only the pick regions that are marked complete when using the Work With Load Controls application. If **NO* is entered, all the pick regions for the specified route, including those not marked complete, are processed. Refer to Working With Load Controls of the Billing document for additional information.
8. Enter *PICKSLIP*, *CASELABEL* or *STICKERS* for the **Conditional Doc Default** (10,a) field to designate which pick documents are printed if *X* is entered for the **Pick Document I.D.** field of an item's warehouse location record, and
 - No value is entered for the **Alternate Pick Document I.D.** field of the customer's pick options record, or
 - No pick options record is added for the customer.

Refer to Working With Customer Pick Options of the Billing File Maintenance document; Printing Pick Lists of the Billing document; and Adding Location Records and Adding Pick Region Records of the Warehousing document for additional information.

9. Enter **YES* for the **Print Price on Pick** (10,a) field to print the billing price, rather than the item's retail price, on version 4 of pick list D.
10. Enter **YES* for the **Print Cust # on Stickers** (10,a) field to print the customer's number on 4-across pick stickers. Refer to Printing Pick Lists of the Billing document for additional Information.

11. Enter **YES* for the **LabelB Convert UM1 to UM2** field to designate that when version B of the case labels are printed, a quantity ordered that is entered at the first unit of measure (U/M1) is converted to the second unit, and labels are printed accordingly.
12. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

Pick lists, case labels and pick stickers (with one exception) can only be printed for items of a pick region in which *Y* (yes) is entered for the **Pick Slip, Case Labels** and **Retail Stickers** fields of pick region records, respectively. Refer to Adding Pick Region Records of the Warehousing document for additional information.

Refer to the Billing document for examples of all the pick-related documents. Refer to Working With Customer Pick Options of the Billing File Maintenance document for information about designating, by customer, options related to printing pick documents.

SYS033 - Billing Options

1. Enter 2 (Edit Record) in the selection column next to the SYS033 default system option record's system key code, and press <Enter>. The Edit Billing Options screen appears.

```

BSMRE1R  CHANGE  Creative Data Research  7/01/04 12:34:30
                        Edit Billing Options

Use Holiday Routing          *NO      (*YES, *NO, BLANK)
Use calendar values?        N        (Y/N)
Remote Price Control?       Y        (Y/N)
Upload Summary Detail?      Y        (Y/N)
Transmission Placement      *OFFLINE (*ONLINE, *OFFLINE)
Feed Closing Schedule?     (*YES, *NO)
(NOTE: Above Option Accessed Only If Calendar Values Are Used)
Gen. Commissions On Sales Or Profit *PROFIT (*SALES, *PROFIT)
Should allowance affect base cost? (*YES, *NO)
Exclude Online Orders From MOC? (*YES, *NO, BLANK)
Allow No-Sale UM To Return To Stock *YES (*YES, *NO, BLANK)
Use Stand. UM On Upc Scan   *NO      (*YES, *NO, BLANK)
Auto Run End Of Day?       *NO      (*YES, *NO, BLANK)
Print Can. Order Rpt Dtls  *NO      (*YES, *NO)
Automatically Print Picks ? *NO      (*YES, *NO, BLANK)
Use Guarantee Flag For CR  (*YES, *NO, BLANK)
REMOTE UPLOAD SORT SEQ.    2        (Blank,1=Salesman 2=Received)
Shipping charge item . . . . .
Require Tobacco Tax ID     N        (Y/N)
F3=Exit  F4=Select
  
```

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

- **Use Holiday Routing (6,a)** - enter **YES* and contact CDR support personnel for additional information about adjusting the delivery routing due to a holiday.
- **Use Calendar Values? (1,a)** - enter *Y* if DAC calendar records, rather than the system's date, are used to designate the closing date when DAC closing procedures are executed. Refer to Working With Calendar Records of the System File Maintenance document for additional information.
- **Remote Price Control? (1,a)** - enter *N* to designate that users of remote order entry devices cannot override and discount the customer's final (billing) prices.
- **Upload Summary Detail? (1,a)** - enter *Y* to print all remote order detail lines on the Upload Summary report. If *N* is entered, only items with problems or exceptions are printed. Refer to Working With Remote Orders of the Billing document for additional information.
- **Transmission Placement (10,a)** - enter **ONLINE* to designate that pre-book orders and remote orders without errors are automatically uploaded to appear as "live" orders on the Work With Orders screens, or enter **OFFLINE* to manually upload the orders from the Work With Remote Orders screen to "live" orders.

When Telxon or Cipher Lab units are used to do a physical inventory, **ONLINE* can be entered for the **Transmission Placement** field to designate

that the counts are automatically uploaded to appear as inventory batches on the Work With Inventory Batch screen; otherwise counts first appear on the Work With Remote Orders screen, and must be manually uploaded by the user. Refer to the Physical Inventory document for additional information.

- **Feed Closing Schedule?** (10,a) - enter **NO* if DAC calendar records are used. This will prohibit the automatic execution of closing procedures after customer orders are posted. If **YES* is entered, the closing procedures are executed according to the values entered for the **EOD**, **EOW**, **EOP**, and **EOY** fields of the calendar records. Refer to Working With Calendar Records of the System File Maintenance document for additional information.
- **Gen. Commissions Based On Sales Or Profit** (10,a) - enter **SALES* to designate that commission rates are based on sales. If **PROFIT* is entered, the commission rates are based on the distributor's profit level. Refer to Working With Commissions of the Billing File Maintenance document for additional information.
- **Should Allowance Affect Base Cost?** (10,a) - enter **YES* to designate that an item's base cost is adjusted when selling allowances are used. Note: The base cost adjustment affects DAC calculations, such as profitability and sales analysis, but not the base cost of an item's record.
- **Exclude Online Orders From MOC?** (10,a) - Enter **YES* to designate that all customers are exempt from minimum order charges on orders entered with the Work With Orders-Current application. The **Min. Order Charge Exclusion** field of a customer's options record and the **Exempt M.O.C.?** field of an order's "header information" can be used to override the value of the **Exclude Online Orders From MOC** field. Refer to Working With Minimum Order Charges of the Billing File Maintenance document for additional information.
- **Allow No-Sale UM To Return To Stock** (10,a) - enter **YES* to designate that any item can be returned to stock in selling levels (units of measure) at which it is not sold, such as eaches.
- **Use Stand. UM On UPC Scan** (6,a) - enter **YES* to designate that the standard selling unit of measure is always ordered when entering remote orders regardless of which selling level corresponds to the UPC that is scanned. Refer to SYS041 (Heads Down Order Entry Options) for information about the affect of the **Use Stand U/M On UPC Scan** field on on-line orders.
- **Auto Run End Of Day?** (6,a) - enter **YES* to designate that *D* (End of Day) is the default value of the **Invoice Posting Should Run** field of the Start A Closing screen. If the **Auto Run End Of Day** field is left blank, users can enter *D* for the **Invoice Posting Should Run** field when posting orders to automatically run the end of day closing procedure. Refer to Posting Orders of the Billing document for additional information.

- **Print Can. Order Rpt Dtls** (6,a) - enter **YES* to designate that information about the items of a cancelled order are included in the Cancelled Order Report. Refer to Cancelling Orders of the Billing document and Printing End Of Day Reports of the DAC Closing Procedures document for information about printing the Cancelled Order Report.
 - **Automatically Print Picks?** (6,a) - enter **YES* to designate that pick lists (or other pick documents) are printed automatically after *Pick* type orders are created regardless of the user, or enter **USER* to designate pick lists are printed automatically if *Y* (yes) is entered for the **Auto Print Pick?** field of the user's user option record. Refer to Working With User Options of the Billing File Maintenance document for additional information.
 - **Use Guarantee Flag For CR** (6,a) - enter **YES* to designate that the item record's percentage fee is used, rather than the billing reason's percentage fee, to calculate restocking charges when a billing reason that designates *No Restock/Apply Fee* is used for creating credit memos with the DAC Billing System. Refer to Working With Billing Reasons of the Billing File Maintenance document for information about the **Restock Inventory/Apply Restock Fee** field of billing reason records.
3. Enter one of the following values for the **Remote Upload Sort Seq.** (3,n) field to designate the order in which remote orders are uploaded to DAC, and press <Field Exit>:
- *1* - sorted by salesman number before uploading.
 - *2* - uploaded in the order in which they are received.

If this field is left blank, the remote orders are sorted by salesman number before uploading.

4. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
- **Shipping Charge Item** (6,n) - This field is no longer used by DAC due to system upgrades.
 - **Require Tobacco Tax ID** (1,a) - enter *Y* to designate that a tax ID must be entered in the **License 2** field of a customer's record before a tobacco item can be ordered by the customer. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for information about the invoice message that is defined for INV16. Refer to Working With Customers of the Customer File Maintenance document for information about the **License 2** field.
5. Press <Page Down> to continue adding data at the Edit Billing Options-Page 2 screen.

```

GWIWE2R  CHANGE  CDR Customer Conference      10/09/13  8:48:37
                Edit Billing Options-Page 2

Accum. Dup. Items OR Keep Largest Qty?  _  (A, K, Blank)
Validate Manual Invoice Number Unique?   N  (Y,N)
Calculate MOC Using Qty Ordered?        N  (Y,N)
Hold Order If It Has Duplicate Items?   N  (Y,N,Blank)
NET Profit Based Commissions?           N  (N=No,Y=IF NET+ CONTRACT,A=ALWAYS)
Split Customer Orders?                   N  (Y,N,Blank)
Enter Contracts At Profit %?             N  (Y,N,Blank)
Route For Rebate Credits _____

```

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

- **Calculate MOC Using Qty Ordered?** (1,a) - enter *Y* to base minimum order charges on items ordered, not items shipped. Refer to Working With Minimum Order Charges of the Billing File Maintenance document for additional information.
- **Split Customer Orders?** (1,a) - enter *Y* to automatically split remote orders into two separate orders - one order containing items designated (per category) with order split records, and the second order containing all the remaining items of the remote order. Press <F9> (Order Splits) of the Work With Customer Invoice Options screen to create order split records for specific customers. Refer to Working With Customer Invoice Options of the Billing File Maintenance document for additional information.

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

SYS034 - Tax Stamp Inventory

1. Enter 2 (Edit Record) in the selection column next to the SYS034 default system option record's system key code, and press <Enter>. The Defaults System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research-SUPPORT      7/28/99 13:39:02
                        Default System Options Page 1

System Key :  SYS034  Tax Stamp Inventory

      Y  Track Stamp Inventory          LA0001  Home State Jurisdiction
      Y  Stamp Values in Level 1?
      Y  Use Base Cost For Stamps?

F3=Exit
```

2. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **Track Stamp Inventory** (1,a) - Enter *Y* to implement inventory tracking of the stamps used for stamp taxes. Refer to Tracking Stamp Tax of the Tax System document for additional information.
 - **Stamp Values in Level 1?** (1,a) - Enter *Y* to apply stamp tax amounts to the first selling level (unit of measure) of a taxable item, rather than its standard selling level. Refer to Working With Stamp Tax of the Tax System document for additional information.
 - **Use Base Cost For Stamps?** (1,a) - Enter *Y* to use the base cost, rather than the net cost of a taxable item, to calculate stamp tax which are based on percentages. Refer to Working With Stamp Tax of the Tax System document for information about the **Tax %** field.
 - **Home State Jurisdiction** (6,a) - Enter the tax jurisdiction code of the home state tax jurisdiction record to implement tracking of unlevied stamp tax. Refer to Tracking Unlevied Stamp Tax of the Tax System document for additional information.
3. Press <Page Down> to continue adding data at the Default System Options Page 2 screen.

```
DSQUE3R    CHANGE    Creative Data Research-SUPPORT    7/28/99 13:44:30
                        Default System Options Page 2

System Key :    SYS034    Tax Stamp Inventory

                        Stamp Item Tax Class

F3=Exit
```

- **Stamp Item Tax Class (1,a)** - Enter the tax class number of the tax class record used with tax stamp item records. Refer to Tracking Stamp Tax of the Tax System document for additional information.

4. Press <Page Down> to continue adding data at the Default System Options Page 3 screen.

```
DSQUE3R    CHANGE    CDR Customer Conference    12/06/12 13:55:44
                        Default System Options Page 3

System Key :    SYS034    Tax Stamp Inventory

                        Use Customer Price For Stamps?
                        Fractional Cent Round?(*FULL/*HALF)

F3=Exit
```

SYS035 - User Definition - Retail

The User Definition: Retail record designates a program which handles the retail pricing of items for which a user defined type of retail contract exists. Refer to Working With Retail Contracts of the Billing document for additional information.

```
BSTOE1R  CHANGE  Creative Data Research-SUPPORT      3/16/99 10:19:29
                Edit User Definition OBJ Details

                User Definition: Retail

Object 1 . . . .      Retail Calculation

Object defined here must be a *PGM type object.

F3=Exit
```

Input up to ten characters, alphanumeric that represent the program to be called during retail calculations.

SYS036 - A/R Options

Refer to SYS046 (A/R Options #2) for information about additional Accounts Receivable default options.

1. Enter 2 (Edit Record) in the selection column next to the SYS036 default system option record's system key code, and press <Enter>. The Edit Invoice Options Page 1 screen appears.

```

HIAWE2R  CHANGE  CDR Customer Conference                    5/02/12 15:20:51
                                Edit A/R Options Page 1

System Key :   SYS036  A/R Options

- Statement Version (A,B)          - Use Bill-To Code (Y/N)
- Make Batch Date Output?         - Corporate Statement Ver.
- AGE DAYS FOR 2ND NOTICES        - Consolidate Cash Batch?
- Print Statement Summary          (*YES,*NO,Blank)
- Auto Create CASH Batches?       (*YES,*NO,Blank)
- Print Credit Memos Also?        (*YES,*NO,Blank)
- Laser Printed Statements?
- Full Page Laser Stmt?
- Print Manual Inv. # On Statement? (*YES, *NO, Blank)
- Auto Create A/R for POS          (*YES, *NO, Blank)
- POS Adjust. Reason Code
- Hold Orders For Over Credit Limit? (*YES, *NO, Blank)
- Txt For Rebate Credits On Statement
- On Statement-Print Payments After ALL Other Transactions?
- Auto Print Apply Report?        (*YES, *NO, Blank)
- Exclude Stamp Tax From Discounts?
- Only Print Terms Due Amt On Stub? (*YES, *NO, Blank)

F3=Exit
```

2. Enter one of the following values for the **Statement Version** (1,a) field. Refer to the Accounts Receivable document for information about printing statements.
 - *B* - this version includes a full page (and a short page) statement printed on 8-1/2" by 11" paper using the Formless Printing optional DAC module, and a short page statement printed on 8-1/2" by 7" preprinted continuous forms.
 - *C* - this version is a full page "plain paper" statement printed on 8-1/2" by 11" paper.
3. If *Y* is entered for the **Use Bill-To Code** (1,a) field, the name and address printed on invoices and statements for a billing address are determined by the value entered for the **BillTo Code** field of the customer record as follows:
 - If *S* is entered for the **BillTo Code** field, the customer's name and shipping address as entered at the Edit Customer Master Page 1 screen (also called customer record) is used for the billing address.
 - If the **BillTo Code** field is left blank, the customer's name and billing address, as entered at the Add Corp From Search Details screen (also called customer corporate record) is used for the billing address.

Enter *N* for the **Use Bill-To Code** field to designate that the customers' names and billing address are always used for the billing address regardless of the value of the **BillTo Code** field of the customer record. Refer to Working With Customers of the Customer File Maintenance document for additional information.

4. Enter *Y* for the **Make Batch Date Output?** (1,a) field to require the use of <F8> (Toggle Date) to enter a different date for the **Batch Date** field of the A/R Batch Entry screen. If *N* is entered, or the field is left blank, the date can be changed without using <F8>.
5. Enter 2 for the **Corporate Statement Ver.** (1,a) field to print the detailed version of the corporate summary when statements are printed for corporate accounts. Refer to the Accounts Receivable document for an example of Corporate Summary (Version 2).
6. If second notices for past due invoices are mailed, enter the number of days that must pass before the notices are printed with statements for the **Age Days for Second Notices** (3,n) field.
7. Enter **YES* for the **Print Statement Summary** (6,a) field to print Statement Recap reports when statements are printed. Refer to the Accounts Receivable document for an example of this report.
8. Enter **YES* for the **Auto Create CASH Batches?** (6,a) field to automatically create a single batch of payment transactions for customers with terms age days of two or less, and the same route number. The batches are created when invoices are posted. Refer to Working With Terms Definitions of the Customers File Maintenance document for information about the **Age Days** field.
9. Enter **YES* for the **Print Credit Memos Also?** (6,a) field to print a Credit Memo Summary report when statements are printed based on statement codes. Refer to Working With Customers of the Customers File Maintenance document for information about the **Statement Code** field.
10. If using Formless Printing, a DAC optional module, for printing statements, enter one of the following for the **Laser Printed Statements?** (10,a) field:
 - **YESV2* when printers without a Forms chip are used.
 - **YES* when printers with a Forms chip are used.
11. Enter **YES* for the **Full Page Laser Stmt?** (8,a) field to use the entire length of 8-1/2" wide by 11" long paper to print statements. If **NO* is entered, or the field is left blank, only 7-1/2" of the paper's 11" length is used.
12. Enter **YES* for the **Print Manual Inv. # On Statement?** (10,a) field to print the "manually assigned" invoice numbers on customer statements rather than the system-generated invoice numbers. Refer to Adding An Order of the Billing document for information about the **Manual Inv** field.
13. Enter **YES* for the **Auto Create A/R for POS** (10,a) field if using a third-party POS (point of sale) system.

14. Contact CDR support personnel for information about the **POS Adjust. Reason Code** (1,a) field if using a third-party POS (point of sale) system.
15. Enter **YES* for the **Hold Orders For Over Credit Limit?** (10,a) field to prohibit the printing of pick lists (or other pick documents), and the printing of invoices after entering an order for a customer who exceeded their credit limit. Refer to Working With Customers of the Customer File Maintenance document for information about the **Credit Limit** field.

Exceptions can be made to exclude a specific customer from holding orders for over credit limit. Refer to Working With Customer Options of the Customer File Maintenance document.

16. If rebates are processed as credit memos, text can be entered for the **Txt For Rebate Credits On Statement** (10,a) field. If no text is entered for this field, *Credit Memo* will appear on statements. Refer to Working With Rebate Payables of the Billing document for information about handling rebates.
17. Enter **YES* for the **On Statement-Print Payments After ALL Other Transactions?** (8,a) field to list payments, regardless of their date, at the bottom of statements.
18. Enter **YES* for the **Auto Print Apply Report?** (8,a) field to automatically print the Print What Tran Applied To report when payments, credits and credit adjustments are applied using A/R Inquiry/Apply rather than using A/R Batch Entry.
19. Enter *Y* for the **Exclude Stamp Tax From Discounts?** (1,a) field to exclude stamp tax in the calculation of A/R discounts.
20. The **Only Print Terms Due Amt On Stub?** (6,a) field is reserved for use with a future upgrade of DAC.
21. Press <Page Down> to continue adding data at the Edit A/R Options Page 2 screen.

HIAWE2R	CHANGE	CDR Customer Conference	5/02/12 15:55:26
			Edit A/R Options Page 2
System Key : SYS036 A/R Options			
Current Text	_____		
Age Per 1 Txt	_____		
Age Per 2 Txt	_____		
Age Per 3 Txt	_____		
Age Per 4 Txt	_____		
Amount Due Txt	_____		
Hold Orders If Past Due?	-	(Y, N, Blank)	
Print Route On Statement?	-	(Y, N, Blank)	
RETAIN REASON CODE?	-	(Y, N, Blank)	
Terms Ageing On AR Inq?	-	(Y, N, Blank)	
Pre-Post Report Version	-	(Blank, 1, 2)	
F3=Exit			

22. Enter data for the following fields to print headings in the designated boxes at the bottom of statements:

- **Current Text** (13,a) - enter the text to print above the current amount due.
- **Age Per 1 Txt** (13,a) - enter the text to print above the amount due in the first aging period.
- **Age Per 2 Txt** (13,a) - enter the text to print above the amount due in the second aging period.
- **Age Per 3 Txt** (13,a) - enter the text to print above the amount due in the third aging period.
- **Age Per 4 Txt** (13,a) - enter the text to print above the amount due in the fourth aging period.
- **Amount Due Txt** (13,a) - enter the text to print above the total amount due.

Refer to Printing An Aged Trial Balance (ATB) Report of the Accounts Receivable document for information about designating the age periods. Refer to SYS005 (Accounting Options) above for information about using the **Term Based A/R Aging?** field.

Refer to Working With Customer Options of the Customer File Maintenance document for information about using the **Print Only Current & Past Due Totals On Statement?** field.

23. Enter *Y* for the **Hold Orders If Past Due?** (1,a) field to prohibit order entry for customers with a past due invoice based on the customer's terms. Refer to Working With Terms Definitions of the Customer File Maintenance document for additional information.

Exceptions can be made to exclude a specific customer from holding orders for a past due invoice. Refer to Working With Customer Options of the Customer File Maintenance document.

24. Enter *Y* for the **Print Route On Statement?** (1,a) field to print the route and stop on statements.

25. Enter *Y* for the **RETAIN REASON CODE?** (1,a) field to maintain the A/R reason code that was last entered for the **Rsn** field when entering adjustment transactions in an A/R batch.
26. Enter *Y* for the **Terms Ageing On AR Inq?** (1,a) field to designate that invoice aging, as designated by the customer's terms, is used to calculate data appearing on the Display A/R For Inquiry screen (**Dys** field values) and the Display Customer Information screen (**Age Period 1 - Age Period 4** field values). Refer to SYS005 (Accounting Options) above for information about using the **Term Based A/R Aging?** field.
27. Enter *2* for the **Pre-Post Report Version** (1,a) field to print the A/R batch transactions of the A/R Pre-Posting Report in the order in which they were entered.
28. Press <Enter> when data entry is complete, and when prompted to confirm. The Work With System Options screen appears.

SYS037 - User Point - Price Changes

This record is used to insert a customized program to run after a global price change procedure.

```
DSYUE1R  CHANGE  Creative Data Research-SUPPORT      3/16/99 10:23:56
                Edit User Point Functions Details
                User Point: Price Changes
Function 1 . . . .          CALL After Price Change

Notice: Any function defined here is considered a stand-alone, self
supporting function. Recovery processing may not apply for these functions.

F3=Exit
```

Input up to ten characters, alphanumeric, which represents the program to be called after a global price change procedure is executed.

SYS038 - Physical Inventory Options

1. Enter 2 (Edit Record) in the selection column next to the SYS038 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R   CHANGE   Creative Data Research   4/24/07 15:46:43
                        Default System Options Page 1

System Key   :   SYS038   Physical Inv. Options

      N   Convert To Standard Sell
          Base Diff. on Count QTY?

      10   Variance Tolerance Qty
          Multi Warehouse
          Comparison for All Items
          Allow F10 Posting

                                Variance Tolerance Value$

F3=Exit
```

2. Enter *Y* for the **Convert To Standard Sell** (1,a) field to designate that on-hand quantities of an item counted for a unit of measure (UM) higher than the standard selling level are converted to the UM of the standard selling level when the physical inventory is posted. For example, if 52 cartons and 32 cases (30 cartons each) of cigarettes are counted, 1012 is posted as the on-hand quantity for the cartons, and zero appears for cases.

The *Y* value should not be entered for the **Convert To Standard Sell** field if identical items of different units exist in more than one location, or an item is sold at more than one selling level.

3. Enter *Y* for the **Base Diff. on Count QTY?** (1,a) field to designate that variance amount appearing on the Physical Count Worksheets will be positive when the current count quantity is greater than the on-hand quantity (or the previous count quantity), and will be negative when the current count quantity is the lesser amount.
4. Enter **YES* for the **Multi Warehouse** (6,a) field if there are multiple warehouses.
5. Enter data for one or both of the following fields to designate the level of variance which must be reached before an item appears on the Physical Count Worksheets when printing a comparison report:
 - **Variance Tolerance Qty** (3,n) - the difference between the counted physical inventory of an item and the system's on-hand quantity for the item.
 - **Variance Tolerance Value\$** (11.2,n) - the monetary value of the item's quantity variance based on net cost.

The variances are calculated using the items' standard selling units of measure.

Refer to Printing Comparison Reports of the Warehousing document for additional information.

6. Enter **YES* for the **Comparison for All Items** (6,a) field to designate that all items will appear on the Physical Count Worksheets regardless of any variance. The value of **YES* should not be entered if physical inventory applications are used for cycle counts.
7. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS039 - Vendor Data Options

The Vendor Data Options record is used to enter data required for the Unitrac application of DAC. Refer to Working With Unitrac of the Item File Maintenance document for additional information.

1. Enter 2 (Edit Record) in the selection column next to the SYS039 default system option record's system key code, and press <Enter>. The Edit Vendor Data Options Page 1 screen appears.

```
GSD7E3R  CHANGE  Creative Data Research          12/15/05 11:44:59
                        Edit Vendor Data Options Page 1

System Key   :   SYS039  Vendor Data Options

          Y  UNITRAC Active (Y/N)                Enter Vendor Number
          P  Save Media Type (T,P)              RJR Vendor # for Cr. Rpt.
00433001  Distributor Ship Site ID
TC        Backup Device Name
          RJR Customer ID Number
00433001  WATCH Distributer ID #
00433001  A.D.A.M.S. Distributor ID
          PRISM Distributor ID

          Jeannine                            Contact Person First Name
          Pender                               Contact Person Last Name
jeannine@cdrsoftware.com                     Contact Person E-mail Address

LIVE      MULTICAT Test/Live Switch
*NO       Print MULTICAT Report Details?
*YES      Allow Reporting Of Drop Ship Orders (Cigarettes Only)

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

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

- **UNITRAC Active** (1,a) - *Y* for yes designates that the Unitrac applications are used.
- Optional: **Save Media Type** (1,a) - *P* designates that the user's data can be copied to diskettes using a PC disk drive. The value of *P* is required for use with all the Unitrac applications except the MCAT Cigarette, MCAT Tobacco, MCAT Candy and Pepsico modules.
- Optional: **Distributor Ship Site ID** (8,a) - the distributor's identification number is required in order to use the MCAT Cigarette, MCAT Tobacco, MCAT Candy and Pepsico modules.
- Optional: **Backup Device Name** (8,a) - the device name of the user's tape drive is used to back up the data which is transmitted to MSA when the MCAT Cigarette, MCAT Tobacco, MCAT Candy and Pepsico modules are used.
- **RJR Customer ID Number** (8,a) - This field is no longer used by DAC due to system upgrades.
- Optional: **WATCH Distributor ID #** (8,a) - the distributor's identification number is required in order to participate in the USTRAD reporting program.

- Optional: **A.D.A.M.S. Distributor ID** (8,a) - the distributor's identification number is required in order to participate in the ADAMS reporting program.
 - Optional: **PRISM Distributor ID** (8,a) - the distributor's identification number is required in order to use the PRISM module.
 - Optional: **Contact Person First Name** (25,a) - the first name of the distributor's employee who processes the reporting data. This value is required in order to use the MCAT Cigarette, MCAT Tobacco, MCAT Candy and Pepsico modules.
 - Optional: **Contact Person Last Name** (25,a) - the last name of the distributor's employee who processes the reporting data. This value is required in order to use the MCAT Cigarette, MCAT Tobacco, MCAT Candy and Pepsico modules.
 - Optional: **Contact Person E-mail Address** (35,a) - the e-mail address of the distributor's employee who processes the reporting data. If entered, this value is used when the MCAT Cigarette, MCAT Tobacco, MCAT Candy and Pepsico modules are used.
 - Display: **MULTICAT Test/Live Switch** - This field is for use by CDR support personnel only.
 - Optional: **Print MULTICAT Report Details** - *YES designates that the customer item details are included in the report generated for the distributor when the MCAT Cigarette, MCAT Tobacco, MCAT Candy and Pepsico modules are used.
 - Optional: **Allow Reporting Of Drop Ship Orders (Cigarettes Only)** - *YES designates that cigarette items which are drop shipped are included when the MCAT Cigarette module or PMStars program is used.
 - Optional: **Enter Vendor Number** (6,a) - the distributor's vendor code for Philip Morris is required to process the reporting data for the PMStars program. This is not required for using the MCAT Cigarette module.
 - Optional: **RJR Vendor # for Cr. Rpt.** (6,a) - the distributor's vendor code for R.J. Reynolds is required to process the reporting data for the PMStars program. This is not required for using the MCAT Cigarette program.
3. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS040 - QDN Options

This record is used to enter data required for transmitting invoices to Quality Distribution Network. Refer to the QDN instructions or contact CDR support personnel for more information.

1. Select option 1 (Default System Options) from the System Options screen. The Work With System Options screen appears.
2. Enter *SYS040* for **System Key**, and press <Enter>. The screen's list of default system options is redisplayed to begin with *SYS040*.
3. Press <Tab> twice to move the cursor to the selection column next to the SYS040 system key, enter 2 (Edit Record), and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research-SUPPORT      3/16/99 10:30:10
                        Default System Options Page 1

System Key   :   SYS040  QDN Options

           Y  QDN Active (Y/N)

F3=Exit
```

4. Enter *Y* for the **QDN Active** field to include the **QDN Customer Number** field in customer records. Refer to Working With Customers of the Customer File Maintenance document for additional information.
5. Press <Page Down>. The Default System Options Page 2 screen appears.

```
DSQUE3R  CHANGE  Creative Data Research-SUPPORT      3/16/99 10:30:33
                        Default System Options Page 2

System Key   :   SYS040  QDN Options

           44444  QDN Distributor ID

F3=Exit
```

6. Enter the user number obtained from QDN for the **QDN Distributor ID** field.
7. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS041 - Heads Down Order Entry Options

1. Enter 2 (Edit Record) in the selection column next to the SYS041 default system option record's system key code, and press <Enter>. The Edit Heads Down O.E. Opts Page 1 screen appears.

```
GSXSE3R  CHANGE  CDR Customer Conference      11/05/21 11:42:59
                Edit Heads Down OE Opts. Page 1

System Key: SYS041 Heads Down O.E. Options

      _  Allow Entry Of I,D Items      (Y,N,Blank)
*YES_  Use Stand U/M On UPC Scan      (*YES,*NO,Blank)
      _  Require Entry Of Route?      (*YES,*NO,Blank)
      _  Use "Pick Up" Field?        (*YES,*NO,Blank)
      _  Text For O.E. Code 1
      _  Text For O.E. Code 2
      _  Warn If Editing Picked Orders? (*YES,*NO,Blank)
      _  Hide Net Cost?              (Y, N, Blank)
      _  Cash & Carry Route
      _  Cash & Carry Pick Region
      _  Apply CR to Paid Invoice
      _  Allow Entry Of Dup Items?    (*YES,*NO,Blank)
      _  Check Auth. On Credits?     (*YES,*NO,Blank)
      _  Alert Non-Credit Returns?   (*YES,*NO,Blank)
      _  Allow Authorization Ovr?    (Y, N, Blank)

F3=Exit
```

2. Enter *Y* (yes) for the **Allow Entry Of I,D Items** (1,a) field to designate that the following items can be added to a customer order:
 - Items with a selling status code of *I* (inactive) will appear on the Order Entry screen with an *I* in the **Invalid Flag** field for the line item, and the ****Above Item Is Inactive**** message appears below the item on the invoice.
 - Items with a selling status code of *D* (delete) will appear on the Order Entry screen with an *D* in the **Invalid Flag** field for the line item, and the ****Above Item Has Been Discontinued**** message appears below the item on the invoice.

Refer to Adding An Order of the Billing document for additional information.

3. Enter **YES* for the **Use Stand U/M On UPC Scan** (6,a) field to designate that the item's standard selling unit of measure (U/M) is always ordered regardless of which selling level corresponds to the UPC that is entered when using <F6> (UPC Entry) of the Order Entry screen.

If the **Use Stand U/M On UPC Scan** field is left blank, or **NO* is entered, the item's U/M corresponding to the UPC that is scanned will appear on the order when sellable. Refer to Adding Item Records of the Item File Maintenance document for information about the **Sell1 - Sell4** fields.

Refer to SYS033 (Billing Options) for information about the affect of the **Use Stand. UM On UPC Scan** field on remote orders.

4. Enter **YES* for the **Require Entry Of Route?** (6,a) field to designate that a route code must be entered for the **Route** field of the Change Order Information screen

when entering an order. The *Route Is A Required Field!* message appears if a route code is not entered before the user presses <Enter> to open the Order Entry screen, and the user has the option of pressing <F11> (Cancel Order) if the route is not known.

5. Enter *YES for the **Use “Pick Up” Field?** (6,a) field to designate that a **Pick Up** field appears on the Order Entry screen when entering credit orders. The **Pick Up** field is used to designate if a driver will pick up an item. Refer to Adding A Credit Memo of the Billing document for additional information.
6. Enter text for the **Text For O.E. Code 1** and **Text For O.E. Code 2** (8,a) fields to replace **OE CODE1** and **OE CODE2**, respectively, which appear on the Change Order Information screen. Refer to Adding An Order of the Billing document for additional information.

If text is entered for these fields, it also appears on the Pre-book Global Tools and Release Pre-books screens to represent the values entered for the **User Code #1** and **User Code #2** fields, respectively. Refer to the Pre-book Orders document for additional information.

7. Enter *YES for the **Warn If Editing Picked Orders?** (6,a) field to designate that the Order Has Been Picked Or Printed screen appears with the following warning message when a user edits a *Pick* type order for which the pick documents were previously printed: *The order you have selected to change has been PICKED. You will need to RE-PICK the order after making any changes.*

Note: A similar warning automatically appears when users edit an order for which the invoice was previously printed.

8. Enter *YES for the **Check Auth. On Credits?** (8,a) field to prohibit credits for unauthorized items. Refer to Working With Customer/Item Records of the Billing File Maintenance document for information about the **Authorized Flag** field.
9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS045 - Returns Management

1. Enter 2 (Edit Record) in the selection column next to the SYS045 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DMAGE3R  CHANGE  CDR Customer Conference          10/26/11 10:03:45
                Edit Returns Mgmt Options Page 1

System Key   :   SYS045 Returns Management

                Display Inventory Effect?          Default Route For Credits
                Default Damage Placement           Look for Each UPC First?
                Hide Price/Retail/Both            Cigs Current Pricing Only
                QUANTITY CHECK                    Default Handling Fee
H (UST Price: C=Current Price,H=Last Price Paid,I=Imported Price)
  (Default Reason Code For UST Credits)

                Tobacco Max
                Non-Tobacco Max

                STORE NUMBER LOOKUP
                Auto Print Receipt

                CC Tobacco Max
                CC Non-Tobacco Max
                CC Chep Pallet Max

F3=Exit
```

2. If the Returns Management DAC optional module is used, enter data for the following fields, as necessary, and press <Field Exit> after each entry. Refer to the Returns Management document for additional information.
 - **Display Inventory Effect?** (1,a) - *Y* for yes designates that the **Inven Affect** and **Non Guarnt Credit** fields appear on the Edit Billing Reasons screen. Refer to Working With Billing Reasons of the Billing File Maintenance document for additional information.
 - **Default Route For Credits** (6,a) - enter text which will appear as the route of the credit memos generated by Returns Management.
 - **Default Damage Placement** - enter *D* or *H* to designate how the return of unsellable items is handled when this is not designated by a vendor's spoils policy, and the vendor's items are returned with a billing reason that specifies no restocking. If *D* (Destroy) is entered, *DESTROY* appears on the Putaway Document, and on-hand quantities are unchanged. If *H* (Hold) is entered, the vendor's code appears on the Putaway Document, and the on-hand quantity of the *DAMAGE* location is changed.
 - **Look for Each UPC First?** - for use with a future upgrade of DAC.
 - **Hide Price/Retail/Both** - for use with a future upgrade of DAC.
 - **Cigs Current Pricing Only** - for use with a future upgrade of DAC.
 - **QUANTITY CHECK** - for use with a future upgrade of DAC.
 - **Default Handling Fee** - for use with a future upgrade of DAC.
 - **Tobacco Max** - for use with a future upgrade of DAC.
 - **Non-Tobacco Max** - for use with a future upgrade of DAC.
 - **Store Number Lookup** - for use with a future upgrade of DAC.

- **Auto Print Receipt** - for use with a future upgrade of DAC.
 - **CC Tobacco Max** - for use with a future upgrade of DAC.
 - **CC Non-Tobacco Max** - for use with a future upgrade of DAC.
 - **CC Chep Pallet Max** - for use with a future upgrade of DAC.
3. If the UST Credits Import DAC optional module is used, enter data for the following fields, as necessary, and press <Field Exit> after each entry. Refer to Appendix E: UST Credits Import of the Billing document for additional information.
- **UST Price: C=Current Price,H=Last Price Paid,I=Imported Price (1,a)** - enter *C*, *H* or *I* to designate which price is used to calculate credit amounts. If left blank, the list (imported) price provided by US Tobacco is used.
 - **Default Reason Code For UST Credits (1,a)** - enter a previously defined billing reason code which designates that restocking of inventory is not done. Refer to Working With Billing Reasons of the Billing File Maintenance document for additional information.
4. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS046 - A/R Options #2

Refer to SYS036 (A/R Options) for information about additional Accounts Receivable default options.

1. Enter 2 (Edit Record) in the selection column next to the SYS046 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  CDR Customer Conference          10/01/13 10:26:22
                        Default System Options Page 1

System Key :  SYS046  A/R Options #2

- Rsn Code For Journal Rpt.      _____  Require Rsn Code For Pymt
- Prompt For Discount?           _____  Exclude Debit Adj?
- Reason Code For NSF Adj.

_____ Corp Summary Stmt Version

F3=Exit
```

2. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **Rsn Code For Journal Rpt.** (1,a) - enter an A/R reason code to designate that all A/R debit adjustment transactions entered with the code will appear in the A/R Payment Journal Report. Refer to Printing A Payment Journal Report of the Accounts Receivable document for additional information about this report.
 - **Prompt For Discount?** (1,a) - enter *Y* if A/R payment discounts are used, and DAC payment terms are used to calculate the discounts for qualified invoices. Refer to the Accounts Receivable document for additional information. If the **Prompt For Discount?** field is left blank, a manually calculated discount can be taken for invoices of all customers with payment terms that include a designated number of discount days.
 - **Require Rsn Code For Pymt** (6,a) - enter **YES* to designate that an A/R reason code must be entered for all A/R payment transactions.
 - **Exclude Debit Adj?** (6,a) - enter **YES* to designate that debit adjustment transactions are not included in the Unapplied Transactions List. Refer to Printing An Unapplied Transaction List of the Accounts Receivable document for additional information about this report.
 - **Corp Summary Stmt Version** - for use with a future upgrade of DAC. Refer to SYS036 (A/R Options) for information about the **Corporate Statement Ver.** field.
3. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With System Options screen appears.

SYS051 - General System Options

1. Enter 2 (Edit Record) in the selection column next to the SYS051 default system option record's system key code, and press <Enter>. The Default System Options Page 1 screen appears.

```
DSQUE3R  CHANGE  CDR Customer Conference      8/23/13 11:40:51
                Default System Options Page 1
System Key   :   SYS051  General System Options
-  Exclude Code for OUTS Rpt      _____  Salesrep Job Title ID
-  Dft Cost Info For VR Deal      _____  Enable Auto Emailing?
                                     _____  Product Eligibility EOD?

F3=Exit
```

2. Enter **YES* for the **Enable Auto Emailing?** (6,a) field to designate that various DAC documents are automatically emailed. Refer to *Emailing Invoices and Credit Memos* of the *System File Maintenance* document for additional information.
3. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The *Work With System Options* screen appears.