

# *DAC*

## *User Guide*

### **Getting Started**

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# Introduction

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

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## DAC User Guide

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

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

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

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

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

## Sign On and Off

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

```

                                     Sign On
                                     System . . . . . : CDRMEM
                                     Subsystem . . . . . : QINTER
                                     Display . . . . . : QPADEV000H

User . . . . . _____
Password . . . . . _____
Program/procedure . . . . . _____
Menu . . . . . _____
Current library . . . . . _____

                                     (C) COPYRIGHT IBM CORP. 1980, 2007.
```

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

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

```

User: JEANNINE                      Menu: DACCV1                      Date: 8/21/12
=====> 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.
==> 90 _____
```

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

```

User: JEANNINE                      Menu: DACCV1                      Date: 8/21/12
===== > THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 5. Purchasing System
||||||| 6. Reports Menu
||||||| 7. Truck Scheduling
||||||| 8. Closing Procedures
||||||| 9. Integration
||||||| 10. Other Functions Menu
||||||| 11. Accounts Payable
||||||| 12. General Ledger
||||||| 90. Sign Off
=====
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==> signoff_____

```

## Screen Navigation

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

### Menu Screens

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

```

User: JEANNINE                      Menu: DACCV1                      Date: 8/21/12
===== > THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 5. Purchasing System
||||||| 6. Reports Menu
||||||| 7. Truck Scheduling
||||||| 8. Closing Procedures
||||||| 9. Integration
||||||| 10. Other Functions Menu
||||||| 11. Accounts Payable
||||||| 12. General Ledger
||||||| 90. Sign Off
=====
COPYRIGHT @1992-2012@ Creative Data Research, Inc.

==> 3_____

```

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

```

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

===== B I L L I N G   S Y S T E M =====
|||||||
THE    ||                1. Work With Orders (Current)
DAC    ||                2. Work With Orders (History)
SYSTEM||                3. Verify Customer Orders
|||||||                4. Select Orders For Picking
|||                5. Select Orders For Invoicing
|||                6. Select Orders For Posting
|||                7. Select Orders For Reprint(Invoices)
|||                8. Select Orders For Re-Pick
|||                9. Price Inquiry By Customer
|||                10. Work With Rebate Payables
|||                11. Copy Order from History to Current
M E N U   C A L L S
19. Loading Control    20. Billing Files Maint.  21. Billing Reports
22. Remote Orders     23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
==> _____

```

## Data Entry Screens

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

```

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

```

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

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

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

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

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

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

Customer Name		Sts	Ty	Route	Src	Whse.	Ship Date	*** CURRENT ***
Invoice #	Action	Cust#						
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages								
P=Parcels R=Release S=Edit Qty Z=Edit Header A=Acknowledge								
? Customer Name			Status		Source		Ship Dte	Ord No.
- BARON EXPRESS #2 BP			Open		P DAC Expr.			6742
- BARON EXPRESS #2 BP			Open		C Remote			6747
- BARON EXPRESS #2 BP			Open		P DAC Expr.			6756
- CRANKY CORNER QUICK STOP			Open		P DAC Expr.			6757
- DANNY & CLYDE'S FOOD STORE #20			Open		P DAC Expr.			6784
- EXPRESS WAY FOOD MART			Open		P DAC Expr.			6758
- JR FOOD MART - FOLSOM			Open		P DAC Expr.			6760
- KINGS FOREST EXXON			Open		P DAC Expr.			6785
- L & M GROCERY			Open		P DAC Expr.			6743
- L & M GROCERY			Open		P DAC Expr.			6777
- L & M GROCERY			Open		P DAC Expr.			6778
- MISS STOP N GO #110			Open		P DAC Expr.			6770
- MISS STOP N GO #120			Open		P DAC Expr.			67 +

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

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

```

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

```

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

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

```

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

```

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

```

DSBISRR   SELECT   CDR Customer Conference           8/21/12 16:49:41
                               Select Tax Jurisdiction

Tax       Tax
Code      Desc.
-----
Type options, press Enter.
X=Select request

? Tax                               Tax   Sales   Sales   Sales   Sales   Sales
  Desc.                            Code  Tax %1  Tax %2  Tax %3  Tax %4  Tax %5
_ LA TAXABLE SALES                 LA0001  4.00   1.00   .00   .00   .00
_ LA NON-TAX                       LA0002  .00    .00   .00   .00   .00
_ MS TAXABLE SALES                 MS0001  4.00   .00   .00   .00   .00
X TX TAXABLE SALES                 TX0001  4.25   .00   .00   .00   .00

F3=Exit

```

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

```

DSDBE3R   CHANGE   CDR Customer Conference           8/21/12 16:40:57
                               Edit Customer Page 1
Customer Number : 771230           Corporate Number 771230
Status Code : A                   Store Number . .
Customer Name . . B & D FOOD STORE
Address Line 1 . . 7721 BELLFORT STREET
Address Line 2 . .
Address Line 3 . .
City . . . . . HOUSTON           St. TX
Zip Code . . . . 77061 -
Tax Jurisdiction . TX0001
BillTo Code . . . -
Credit Limit . . .
Sales Group . . .
Marketing Mgr . .
Demographic Code .
Price Hold Days .
Surcharge Override N
Billing Matrix . . 200
Subst. Code . . . Y
Service Type . . .
Statement Code . .
F3=Exit F4=Search F2=Change Corp. No. F6=Notes Roll=Next/Prev Screen

```

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

## Inquiry Screens

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

```
DCYKDFR      DISPLAY CDR Customer Conference      8/21/12 16:30:19
                                Vendor Item Inquiry
Vendor HER001 HERSHEY CHOCOLATE      Whs _____
Terms 011 NET 7                      Item _____ Qty Available <= _____

? Item #  Pack U/M Item Description                On Avl.  On Order Wk Avg
- 439399   12 CSE HERSHEY KISSES 12 OZ CHRISTMAS      6         73      14
  Cost    55.040 Allow          VR O/I              PO Cost   55.040
- 440016   36 BOX HERSHEY ALMOND 36CT CHRISTMAS PKG    29836     888   6650
  Cost    144.000 Allow          VR O/I              PO Cost   144.000
- 440024   12 CSE HERSHEY KISSES 24 OZ                16001     3142  3932
  Cost    51.040 Allow          VR O/I              PO Cost   51.040
- 500500   36 BOX REESEES FAST BREAK                       447              0
  Cost    144.000 Allow          VR O/I              PO Cost   144.000
- 418950   36 BOX HERSHEY ALMOND 36CT                14117     156   3163
  Cost    135.216 Allow          VR O/I              PO Cost   135.216
- 439635   12 BAG HERSHEY BITES 11 OZ                   9055     1704  2239
  Cost    499.200 Allow          VR O/I              PO Cost   499.20 +

F3=Exit  F4=Search
```

## Help Screens

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

```
HELP                                Help for Menu Option 01
Work With Orders

At Order Entry, when a user inputs a customer number, item number, warehouse
code, unit of measure and item quantity, the billing system searches an item's
balance file for its original price and cost.

It then checks for an existing contract (customer or billing matrix); an
existing allowance (item or billing matrix); and a stamp tax record. After
subtotaling list price and cost less contract or allowance amount or percentage
and adding stamp tax, this price and cost becomes the billing price and cost.
Sales tax (if applicable) is added after the price routine is complete.

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

F3=Exit  F12=Cancel
```

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

```

HELP                               Help for Menu Option 02
Working with Order History

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

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

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

F3=Exit  F12=Cancel

```

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

```

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

          Contract Type
Type Of Contract:

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

+

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

```

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

```

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

          O.H. Order Status
Sts                               OPTIONAL

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

+

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

```

# DAC Data Records

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

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

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

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

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

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

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

# “Go Live” Check List

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

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

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

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