

# *DAC*

## *User Guide*

### **Item File Maintenance**

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# Getting Started

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

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

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

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

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

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

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

```

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

===== > FILE MAINTENANCE < =====
|||||||
THE  ||                1. Customer Related Maintenance
DAC  ||                2. Product Related Maintenance
SYSTEM ||            3. Billing Related Maintenance
|||||||                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

=====
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==>

```

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

```

User: JEANNINE          Menu: IRMCV1          Date: 8/06/12

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

=====
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==>

```

# Working With Warehouses

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

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

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

```
User: JEANNINE          Menu: IRMCV1          Date: 2/15/10
===== > P R O D U C T   R E L A T E D < =====
=====
|||||||
THE  ||          1. Work With Items
DAC  ||          2. Work With Locations
SYSTEM ||        3. Warehouse Definitions
|||||||          4. Category Definitions
|||||||          5. Sales Class Definitions
|||||||          6. Product Class Definitions
|||||||          7. Tax Class Definitions
|||||||          8. Book Heading Definitions
|||||||          9. Enter/Update Global Price Changes
|||||||         10. Perform Global Price Changes
|||||||         11. RF Product Date Control
|||||||         M E N U   C A L L S
19. Deals          20. Tax System          21. Product Reports
22. File Maintenance 23. Dac Main Menu          90. Sign Off
=====
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==>
```

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

```

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

Type options, press Enter.
D=Delete request

? Warehouse Warehouse
  Code      Description
  1         MAIN WAREHOUSE

F3=Exit  F9=Go to 'Add' mode

```

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

```

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

Type options, press Enter.
D=Delete request

? Warehouse Warehouse
  Code      Description

+

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

? Warehouse Warehouse
  Code      Description
  2

+

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

? Warehouse Warehouse
  Code      Description
  2          REMOTE WAREHOUSE 2

+

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

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

+

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

```

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

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

# Working With Item Categories

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

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

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

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

The following instructions describe using the Edit Item Category Master screen to add an item category record in the Item Category Master file. Each item category record includes a unique category number between 1 and 99. The *Item Category Master already exists* message appears if a previously used number is entered.

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

```

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

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

```

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

```

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

Type options, press Enter.
D=Delete request

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

F3=Exit  F9=Go to 'Add' mode

```

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

```

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

Type options, press Enter.
D=Delete request

? Category  Category Description
  Number

                                     +

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

? Category  Category Description
  Number
  12

+

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

? Category  Category Description
  Number
  12        DELI ITEMS

+

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

? Category  Category Description
  Number
  12        DELI ITEMS
  14        STORE SUPPLIES

+

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

```

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

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

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

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

GSYKE1R		CHANGE		Creative Data Research		5/30/01 14:21:40	
W.H. 1		Description		Edit Item		Retail PK Status	
Item	211100 - 9	HERSHEY ALMOND BAR					C A
Category	. . . . 4	Vendor	HER100	Mfr#	24100	\$ Standard U/M	2
Sales Class	255	Net Cost	11.700			Buying U/M	3 A
Product Class	110	Base Cost	11.700	B%M		Catch Weight	N
Tax Class	.	List Price	12.870	L%M	10.00	Inventory Sts	Y
Book Heading	0200	MSRP . . .	.59	R%M	65.03	Location	O1435
Book Seq. . .		Consumable Units					
Book Exclusion							
	U/M	Mult	Sell	MOQ	Mult	UPC Numbers	Weights On Hand Avail. On Order
1	EA	1	N		1	N	
2	BOX	36	Y		N	342410	130 130
3	CSE	12	Y		N		44.00
4		1	N		N	SS	
Substitute Item/Type . .		Mfr. Out of Stock Code		Guarantee Return		N	
Max. Allocation Qty & U/M		Backorder Code . . . .		N		Seasonal Code	
Restocking Fee % . . . .		Daily tracking Status		N			
Pallet Tie/High . . . . /		Original Date		3/18/93			
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext							

# Working With Sales Classes

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

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

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

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

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

The sales class number of the sales class record defined for adding miscellaneous item records must be entered for the **Misc Charge Item Class** field of the SYS001 default system option. Refer to the DAC Default System Options document for additional information.

The following instructions describe using the Edit Sales Class Master screen to add a sales class record in the Sales Class Master file. Each sales class record includes

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

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

```

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

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

```

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

```

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

Sales Class Number .

Type options, press Enter.
D=Delete request

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

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

```

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

```

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

Type options, press Enter.
D=Delete request

? Sales Class      Sales Class
  Number           Description

+

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

```

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

```

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

Type options, press Enter.
D=Delete request

? Sales Class      Sales Class
  Number           Description
      30

+

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

```

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

```

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

Type options, press Enter.
D=Delete request

? Sales Class      Sales Class
  Number           Description
      30           MISCELLANEOUS CHARGES

+

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

```

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

```

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

Type options, press Enter.
D=Delete request

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

+

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

CONFIRM: Y (Y/N)

```

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

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

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

```

GSYKE1R  CHANGE  Creative Data Research      5/30/01 14:21:40
                        Edit Item

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

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

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

```

# Sales Class List

Creative Data Research                      Print Sales Class Master                      JTIPPIN      BSIXPFR      11/13/01 16:08:53 Page      1

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

Final totals

\*\* END OF REPORT \*\*

# Working With Product Classes

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

- Customer and billing matrix contracts.
- Retail contracts.
- Rebates.

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

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

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

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

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

```
User: JEANNINE           Menu: IRMCV1           Date: 2/15/10
===== > PRODUCT RELATED <=====
=====
|||||||
THE  ||      1. Work With Items
DAC  ||      2. Work With Locations
SYSTEM ||    3. Warehouse Definitions
|||||||      4. Category Definitions
|||||||      5. Sales Class Definitions
|||||||      6. Product Class Definitions
|||||||      7. Tax Class Definitions
|||||||      8. Book Heading Definitions
|||||||      9. Enter/Update Global Price Changes
|||||||     10. Perform Global Price Changes
|||||||     11. RF Product Date Control
|||||||     M E N U   C A L L S
19. Deals      20. Tax System      21. Product Reports
22. File Maintenance 23. Dac Main Menu      90. Sign Off
=====
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==>
```

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

```

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

Type options, press Enter.
D=Delete request

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

F3=Exit  F9=Go to 'Add' mode

```

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

```

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

Type options, press Enter.
D=Delete request

?  Product      Product Class
   Class Number Description

                                +

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

?  Product      Product Class
   Class Number Description
   95
                                +

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

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

+

F3=Exit  F9=Go to 'Change' mode

```

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

```

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

Type options, press Enter.
D=Delete request

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

+

F3=Exit  F9=Go to 'Change' mode

CONFIRM: Y (Y/N)

```

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

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

```

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

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

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

```

# Working With Book Headings

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

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

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

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

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

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

```
User: JEANNINE          Menu: IRMCV1          Date: 2/15/10
===== > P R O D U C T   R E L A T E D < =====
|||||
THE  ||      1. Work With Items
DAC  ||      2. Work With Locations
SYSTEM ||    3. Warehouse Definitions
|||||      4. Category Definitions
|||||      5. Sales Class Definitions
|||||      6. Product Class Definitions
|||||      7. Tax Class Definitions
|||||      8. Book Heading Definitions
|||||      9. Enter/Update Global Price Changes
|||||     10. Perform Global Price Changes
|||||     11. RF Product Date Control
|||||      M E N U   C A L L S
19. Deals          20. Tax System          21. Product Reports
22. File Maintenance 23. Dac Main Menu          90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

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





# Working With Item Records

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

```

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

Item Description      Cat# Sales Product Tax Book Vendor WH  Sts
OR Item#              Class Class Class Head

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

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

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

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

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

F3 (Exit) returns to the previous screen.

F4 (Search) displays a list of valid values from which to select when using the following restrictor fields at the top of the Work With Items screen:

- **Item Description OR Item#**
- **Cat.#**
- **Sales Class**
- **Product Class**
- **Tax Class**
- **Book Head**
- **Vendor**

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

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

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

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

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

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

F16 (Item Restrictors)

F17 (Set Scan Limit)

F18 (Work With Item Suggestions)

F20 (Toggle Between OnHand and OnOrder)

```

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

Item Description          Cat# Sales Product  Tax  Book Vendor WH   Sts
OR Item#                 Class Class  Class Head
-----
Item Number _____ Action _____ Authorized, Guaranteed, Prebook Only (A G P)
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components
? Item Description          Rtl Pack Item# Cat SClass PClass TClass Vendor Brand Location Qty. Date A G P S
> UPC 1 _____ UPC 2 2820030566 _____ MFR No. 30506 _____
BASIC BLUE BOX KING       20PK      100033  1  101  55  100 PHI001 BASIC      135  2/18/20  Y  A
> UPC 1 _____ UPC 2 2820030361 _____ MFR No. 30366 _____
BASIC BLUE BOX 100       20PK      100034  1  101  55  100 PHI001 BASIC      4954 10/28/22  Y  A
> UPC 1 _____ UPC 2 2820030491 _____ MFR No. 30496 _____
BASIC BLUE 100           20PK      100035  1  101  55  100 PHI001 BASIC       32 10/27/22  Y  A
> UPC 1 _____ UPC 2 2820030431 _____ MFR No. 30430 _____
BASIC GOLD BOX KING       20PK      100036  1  101  55  100 PHI001 BASIC       66 10/27/22  Y  A
> UPC 1 012300220798 _____ UPC 2 2820030421 _____ MFR No. 30426 _____
BASIC GOLD BOX 100       20PK      100037  1  101  55  100 PHI001 BASIC       84 10/28/22  Y  A
> UPC 1 _____ UPC 2 2820030461 _____ MFR No. 30460 _____
BASIC GOLD MENTHOL BOX KING 20PK      100038  1  101  55  100 PHI001 BASIC       56 10/27/22  Y  A
> UPC 1 _____ UPC 2 2820030451 _____ MFR No. 30450 _____
BASIC GOLD MENTHOL BOX 100 20PK      100039  1  101  55  100 PHI001 BASIC       37 10/28/22  Y  A
+
F1=Cmd Keys F3=Exit F4/F5=Search F10=Add F11=Set Status F16=More Filters
  
```

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

DCBJEIR		CHANGE	CDR Customer Conference		6/06/22 14:19:45	
W.H. 1		Description		Retail PK	Status	
Item	100033 - 5	BASIC BLUE BOX KING		20PK	C A	
Category	1	Vendor	PHI001 Mfr# 30506	Standard U/M	2	
Sales Class	101	Mfg. List	35.554	Buying U/M	3 A	
Product Class	55	Net Cost	34.907 N&P	1.85-	Catch Weight	N
Tax Class	100	Base Cost	35.120 B&P	.61	Inventory Sts	Y
Book Heading	0101	List Price	37.200 L&P	5.59	Location	
Book Seq.		MSRP	3.77 R&P	1.30	Consumable Units 200	
Book Exclusion					Servings Per SSU	
U/M Mult Sell		MOQ Mult	UPC Numbers	Weights On Hand	Avail.	On Order
1 EA	1 N	N				
2 CTN	10 Y	N	2820030501		34	34
3 CSE	60 Y	N	2820030506		2	2
4	1	N				
Pre-Priced Retail? (MSRP)			HAZMAT Item?		NACS Cat.	290000
Substitute Item/Type			Mfr. Out of Stock Code		Guarantee Return	Y
Max. Allocation Qty & U/M			Backorder Code		N Seasonal Code	
Restocking Fee %			Daily tracking Status	Y	Authorized Item?	
Pallet Tie/High			Original Date	3/08/12	Prebook Only?	
F1=Show Command Keys		F3=Exit				

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

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

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

F3 (Exit Program) returns to the previous screen.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Display fields appearing on the Edit Item screen include:

- **W.H.** (6,a) - the item's warehouse code.
- **Item** (6,n) - the item's number. The additional number appended with a dash is a check digit automatically calculated, and no longer used by DAC.
- **Status** (1,a) - the completion status code and the selling status code appear below **Status**. The completion status code is displayed at the location where *C* appears above. When an item record is added with all the required data, the completion status will be *C* for complete; otherwise, it will be *I* for incomplete.

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

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

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

- **On Hand1 - On Hand4** (7,n) - total quantity of the item currently in inventory at the corresponding selling level. The value of the **Inventory Sts** field must remain *Y*, or the values displayed for the **On Hand1 - On Hand4** fields will not be up-to-date.
- **Avail1 - Avail4** (7,n) - quantity of the item less the amount allocated for customer orders at the corresponding selling level. The value of the **Inventory Sts** field must remain *Y*, or the values displayed for the **Avail1 - Avail4** fields will not be up-to-date.
- Optional: **On Order1 - On Order4** (7,n) - total quantity of the item that is currently on order from the vendor at the corresponding selling level.
- **Original Date** (6,n) - the item record's entry date.

## Adding Item Records

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

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

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

```

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

===== > P R O D U C T   R E L A T E D < =====
=====
|||||||
THE    !!
DAC    !!
SYSTEM !!
|||||||

1. Work With Items           12. Brand Definitions
2. Work With Locations
3. Warehouse Definitions
4. Category Definitions
5. Sales Class Definitions
6. Product Class Definitions
7. Tax Class Definitions
8. Book Heading Definitions
9. Enter/Update Global Price Changes
10. Perform Global Price Changes
11. Product Monitoring
M E N U   C A L L S
19. Deals                    20. Tax System          21. Product Reports
22. File Maintenance        23. Dac Main Menu      90. Sign Off

====>
  
```

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

```

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

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

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

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

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

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

F3=Exit  F4=Search
```

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

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

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

F3=Exit  F4=Search
```

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

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

```

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

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

```

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

- **Description** (35,a) - description of the item as it appears on pick lists, invoices, purchase orders, price books, etc. Refer to Editing Item Records for information about the **Extended Item Description** field.
- Optional: **Vendor** (6,a) - the code of the vendor from whom the item is purchased, with one exception:

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

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

```

DCBJE1R  CHANGE  CDR Customer Conference          6/06/22 14:35:22
                                Edit Item
W.H. 1
Item 801510 - 5 HEINZ COCKTAIL SAUCE 12OZ 12 OZ C A
Category . . . 5 Vendor HEI001 Mfr# 1130 Standard U/M 2
Sales Class 500 Mfg. List 1.585 DOT001 *ALT-V Buying U/M 3 A
Product Class Net Cost 1.585 N&M .00 Catch Weight N
Tax Class . Base Cost 1.650 B&M 4.10 Inventory Sts Y
Book Heading 0500 List Price 1.950 L&M 18.18 Location P5000 B1
Book Seq. . 1 MSRP . . . 2.69 R&M 37.95 Consumable Units
Book Exclusion - Servings Per SSU

U/M Mult Sell MOQ Mult UPC Numbers Weights On Hand Avail. On Order
1 EA 1 - - - N 013000001137
2 EA 1 Y - - - N 013000001137 28 4
3 CSE 12 - - - N 10013000001134
4 - 1 - - - N
Pre-Priced Retail?(MSRP) . . HAZMAT Item? . . . NACS Cat.
Substitute Item/Type . Mfr. Out of Stock Code Guarantee Return N
Max. Allocation Qty & U/M Backorder Code . . . N Seasonal Code
Restocking Fee % . . . Daily tracking Status N Authorized Item?
Pallet Tie/High . . . / Original Date 4/28/09 Prebook Only?
F1=Show Command Keys F3=Exit

```

- Optional: **Mfr#** (15,a) - the manufacturer's or vendor's item number which must appear on purchase orders.
- Optional: **Retail PK** (10,a) - description of the item as it is sold at the retail level to appear in order books.
- **Standard U/M** (1,n) - the item's standard selling unit of measure, such that *I* designates unit of measure 1, 2 designates unit of measure 2, etc. The default value of **Standard U/M** is designated by the user, usually as 2 for unit of measure 2, with the **Default Standard Sell U/M** field of the SYS002 default system option.
- **Buying U/M** (1,n) - the unit of measure at which the item is purchased. The default value of **Buying U/M** is designated by the user, usually as 3 for unit of measure 3, with the **Default Standard Buy U/M** field of the SYS002 default system option.
- The item's buying status field (1,a) appears to the immediate right of **Buying U/M**. Valid values for this status are *A* for active, *I* for inactive and *D* for discontinued.

DCBJE1R ADD CDR Customer Conference		6/06/22 14:36:14																																																								
Edit Item																																																										
W.H. 1	Description	Retail PK	Status																																																							
Item 123456 - 0			A A																																																							
Category . . .	Vendor _____ Mfr# _____	Standard U/M	2																																																							
Sales Class _____	Mfg. List _____	Buying U/M	3 A																																																							
Product Class _____	Net Cost _____ N%P .00	Catch Weight	N																																																							
Tax Class . . .	Base Cost _____ B%P .00	Inventory Sts	Y																																																							
Book Heading _____	List Price _____ L%P .00	Location																																																								
Book Seq. . . .	MSRP . . . . R%P .00	Consumable Units	_____																																																							
Book Exclusion _____		Servings Per SSU	_____																																																							
<table border="1"> <thead> <tr> <th>U/M</th> <th>Mult</th> <th>Sell</th> <th>MOQ</th> <th>Mult</th> <th>UPC</th> <th>Numbers</th> <th>Weights</th> <th>On Hand</th> <th>Avail.</th> <th>On Order</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>N</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2</td> <td>_____</td> <td>_____</td> <td>Y</td> <td>_____</td> <td>N</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>N</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>N</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				U/M	Mult	Sell	MOQ	Mult	UPC	Numbers	Weights	On Hand	Avail.	On Order	1	_____	_____	_____	_____	N	_____	_____	_____	_____	_____	2	_____	_____	Y	_____	N	_____	_____	_____	_____	_____	3	_____	_____	_____	_____	N	_____	_____	_____	_____	_____	4	_____	_____	_____	_____	N	_____	_____	_____	_____	_____
U/M	Mult	Sell	MOQ	Mult	UPC	Numbers	Weights	On Hand	Avail.	On Order																																																
1	_____	_____	_____	_____	N	_____	_____	_____	_____	_____																																																
2	_____	_____	Y	_____	N	_____	_____	_____	_____	_____																																																
3	_____	_____	_____	_____	N	_____	_____	_____	_____	_____																																																
4	_____	_____	_____	_____	N	_____	_____	_____	_____	_____																																																
Pre-Priced Retail? (MSRP) . . .	HAZMAT Item? . . . .	NACS Cat.	_____																																																							
Substitute Item/Type . . . .	Mfr. Out of Stock Code	Guarantee Return	_____																																																							
Max. Allocation Qty & U/M _____	Backorder Code . . . .	N Seasonal Code	_____																																																							
Restocking Fee % . . . .	Daily tracking Status	N Authorized Item?	_____																																																							
Pallet Tie/High . . . .	Original Date	6/22/12 Prebook Only?	_____																																																							
F1=Show Command Keys F3=Exit																																																										

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

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

- **Sales Class (5,n)** - a sales class number. Sales classes are primarily used to group items for pricing.
- Optional: **Product Class (5,n)** - a product class number. Product classes are also used for pricing, and often to designate the exceptions to prices that are set using sales classes.
- Optional: **Tax Class (5,n)** - a tax class number. Refer to the Tax System document for information about tax classes.
- Optional: **Book Heading (4,a)** - a book heading code. Book heading codes are used for printing salesman and in-house price books, as well as the customer price/retail list (also called customer price book).

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

- Optional: **Book Seq (5,n)** - a number assigned to the item, and used for sequentially printing items when book headings (see **Book Heading**) are printed in price books and order books. It is recommended that this field be left blank, and items will be listed in alphabetical order.
- Optional: **Book Exclusion (1,a)** - Y designates that the item is not printed in price books and order books. If the field is left blank, the item is printed. Refer to Printing A Customer Price Book of the Customer File Maintenance document for information about the **Print Book Exclude** field.

```

DCBJEIR  ADD      CDR Customer Conference                               6/06/22 14:36:14
                                     Edit Item
W.H. 1
Item 123456 - 0      Description                                     Retail PK      Status
Category . . .      Vendor _____ Mfr# _____           Standard U/M  2      A
Sales Class _____ Mfg. List _____                     Buying U/M    3      A
Product Class _____ Net Cost _____ N&P .00           Catch Weight  N
Tax Class . _____ Base Cost _____ B&P .00           Inventory Sts Y
Book Heading _____ List Price _____ L&P .00           Location
Book Seq. . _____ MSRP . . . _____ R&P .00           Consumable Units
Book Exclusion _____                                         Servings Per SSU
U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand  Avail.  On Order
1 _____ - _____ Y _____ N _____           _____
2 _____ - _____ - _____ N _____           _____
3 _____ - _____ - _____ N _____           _____
4 _____ - _____ - _____ N _____           _____
Pre-Priced Retail?(MSRP) . . . HAZMAT Item? . . . . . NACS Cat.
Substitute Item/Type . _____ Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M _____ Backorder Code . . . N Seasonal Code
Restocking Fee % . . . . . _____ Daily tracking Status N Authorized Item?
Pallet Tie/High . . . . . / _____ Original Date 6/22/12 Prebook Only?
F1=Show Command Keys  F3=Exit

```

- **Optional: Mfg. List (7.2,n)** - the distributor’s cost excluding vendor terms for the item’s standard selling unit of measure. It is recommended that users do not include tax in this amount. This cost can be used to generate inventory evaluation reports.
- **Net Cost (9.3,n)** - the distributor’s cost for the item’s standard selling unit. This cost may, or may not, include vendor terms discounts, but should not include tax because it is typically used by the system for calculating stamp tax.

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

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

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

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

- **List Price (9.3,n)** - the distributor’s default wholesale price for the item’s standard selling unit. It is recommended that users do not include tax in this amount, which like base cost, can be used for pricing.
- **Optional: MSRP (7.2,n)** - the default retail price of the item’s unit which is specified by the **Default U/M for MSRP** field of the SYS006 default system option.

```

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

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

```

- Optional: **N%M** or **N%P** (5.2,n) - the percentage used in a markup or profit calculation to compute the net cost of the item based on the value of the **Mfg. List** field. If a fixed amount is entered for **Net Cost**, this field should be left blank; otherwise, the **Net Cost** field must be blanked out before this field can be used to calculate the net cost of the item.
- Optional: **B%M** or **B%P** (5.2,n) - the percentage used in a markup or profit calculation to compute the base cost of the item based on its net cost. The **Use MFR List To Calc Base** field of the SYS008 default system option can be used to designate that the value of the **Mfg. List** field, rather than the **Net Cost** field, is used to calculate the base cost of items.

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

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

```

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

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

```

- Optional: **Catch Weight** (1,a) - *Y* for yes if adding an item that is sold by the pound and must be weighed after picking. If *Y* is entered for **Catch Weight**, the value of the **Mult1 - Mult4** multiplier fields must be *1*. The default value of **Catch Weight** is *N* for no.
- Optional: **Inventory Sts** (1,a) - *Y* for yes and *N* for no designates if inventory is tracked. The quantities of the item which are available (**Avail1 - Avail4**) and are on hand (**On Hand1 - On Hand4**) are only tracked if **Inventory Sts** is *Y*. The default value of **Inventory Sts** is *Y* for yes.

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

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

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

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

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

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

```

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

U/M Mult Sell MOQ Mult UPC Numbers Weights On Hand Avail. On Order
1 _____ N _____
2 _____ Y _____
3 _____ N _____
4 _____ N _____

Pre-Priced Retail?(MSRP) . . . HAZMAT Item? . . . NACS Cat.
Substitute Item/Type . . . Mfr. Out of Stock Code Guarantee Return
Max. Allocation Qty & U/M _____ Backorder Code . . . N Seasonal Code
Restocking Fee % . . . _____ Daily tracking Status N Authorized Item?
Pallet Tie/High . . . / _____ Original Date 6/22/12 Prebook Only?
F1=Show Command Keys F3=Exit

```

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

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

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

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

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

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

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

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

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

- Optional: **MOQ1 - MOQ4** (5,n) - the minimum order quantity of the item that can be sold at the corresponding selling level. An exception can be made for a specific customer by entering *Y* for the **Exclude From Item MOQ?** field of the customer's options record. Refer to Working With Customer Options of the Customer File Maintenance document for additional information.
- Optional: **Mult1 - Mult4** (1,a) - *Y* for yes and *N* for no designates if the item must be sold in multiples of the minimum quantity specified by the **MOQ1 - MOQ4** field for the corresponding selling level. The default value of the **Mult1 - Mult4** fields is *N* for no.
- Optional: **UPC Numbers1 - UPC Numbers4** (15,n) - the universal product code of the item at the corresponding selling level.

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

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

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

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

```

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

U/M Mult Sell MOQ Mult UPC Numbers Weights On Hand Avail. On Order
1 _ _ _ _ _ N _ _ _ _ _
2 _ _ _ _ _ Y _ _ _ _ _
3 _ _ _ _ _ _ _ _ _ _ _
4 _ _ _ _ _ N _ _ _ _ _

Pre-Priced Retail?(MSRP) . . . HAZMAT Item? . . . NACS Cat.
Substitute Item/Type . . . Mfr. Out of Stock Code _ Guarantee Return _
Max. Allocation Qty & U/M . . . Backorder Code . . . N Seasonal Code _
Restocking Fee % . . . Daily tracking Status N Authorized Item? _
Pallet Tie/High . . . / Original Date 6/22/12 Prebook Only? _
F1=Show Command Keys F3=Exit

```

- Optional: **Pre-Priced Retail?(MSRP)** (1,a) - the value *Y* for yes is entered to designate that the value of the **MSRP** field will always be used as the retail price.
- Optional: **Substitute Item** (6,n) - the item number of another item which can be used for substitution. If necessary, press <F4> to select an item number from the Select Item by Desc screen.

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

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

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

- Optional: **Max Allocation Qty** (5,n) - the maximum quantity of the item that can be sold at a designated selling level (see **U/M**).
- Optional: **U/M** (1,n) - the item's unit of measure to which **Max Allocation Qty** applies.
- Optional: **Restocking Fee %** (5.2,n) - the percentage of the billing price used to calculate the amount charged for returning the item when fees are charged. Refer to Working With Billing Reasons of the Billing File Maintenance document for additional information.

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

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

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

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

DCBJEIR		ADD	CDR Customer Conference		6/06/22 14:36:14	
W.H. 1		Description		Retail PK	Status	
Item	123456	-	0			A A
Category		Vendor		Mfr#	Standard U/M	2
Sales Class		Mfg. List			Buying U/M	3 A
Product Class		Net Cost		N%P	Catch Weight	N
Tax Class		Base Cost		B%P	Inventory Sts	Y
Book Heading		List Price		L%P	Location	
Book Seq.		MSRP		R%P	Consumable Units	
Book Exclusion					Servings Per SSU	
U/M	Mult	Sell	MOQ	Mult	UPC Numbers	Weights On Hand Avail. On Order
1				N		
2		Y		N		
3				N		
4				N		
Pre-Priced Retail? (MSRP)		HAZMAT Item?			NACS Cat.	
Substitute Item/Type		Mfr. Out of Stock Code			Guarantee Return	
Max. Allocation Qty & U/M		Backorder Code		N	Seasonal Code	
Restocking Fee %		Daily tracking Status		N	Authorized Item?	
Pallet Tie/High		Original Date	6/22/12		Prebook Only?	
F1>Show Command Keys		F3=Exit				

- Optional: **HAZMAT Item?** (1,a) - the value *Y* for yes is entered to designate that the item is hazardous material for use with PickRight, the DAC optional module.
- Optional: **Mfr. Out of Stock Code** (1,a) - the value entered for this field determines what message is printed on invoices when the item is ordered but out of stock.

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

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

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

- Optional: **Backorder Code** (1,a) - the value *Y* for yes or *N* for no is entered to designate if the item can be backordered, but it is not directly related to generating backorders with DAC. It is provided for the informational purposes of the user only.
- Optional: **Daily Tracking Status** (1,a) - *Y* for yes if inventory movement is tracked for printing on the Daily Item Usage Report. The default value of **Daily Tracking Status** is *N* for no. Refer to Printing a Daily Item Usage Report of the Purchasing document for additional information.

DCBJEIR		ADD	CDR Customer Conference		6/06/22 14:36:14																																																			
Edit Item																																																								
W.H.	1	Description			Retail PK	Status																																																		
Item	123456 - 0					A A																																																		
Category		Vendor	Mfr#		Standard U/M	2																																																		
Sales Class		Mfg. List			Buying U/M	3 A																																																		
Product Class		Net Cost		N%P .00	Catch Weight	N																																																		
Tax Class		Base Cost		B%P .00	Inventory Sts	Y																																																		
Book Heading		List Price		L%P .00	Location																																																			
Book Seq.		MSRP . . .		R%P .00	Consumable Units																																																			
Book Exclusion					Servings Per SSU																																																			
<table border="1"> <thead> <tr> <th>U/M</th> <th>Mult</th> <th>Sell</th> <th>MOQ</th> <th>Mult</th> <th>UPC Numbers</th> <th>Weights</th> <th>On Hand</th> <th>Avail.</th> <th>On Order</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>N</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>Y</td> <td></td> <td></td> <td>N</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td>N</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td>N</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							U/M	Mult	Sell	MOQ	Mult	UPC Numbers	Weights	On Hand	Avail.	On Order	1					N					2		Y			N					3					N					4					N				
U/M	Mult	Sell	MOQ	Mult	UPC Numbers	Weights	On Hand	Avail.	On Order																																															
1					N																																																			
2		Y			N																																																			
3					N																																																			
4					N																																																			
Pre-Priced Retail? (MSRP)		HAZMAT Item?			NACS Cat.																																																			
Substitute Item/Type		Mfr. Out of Stock Code			Guarantee Return																																																			
Max. Allocation Qty & U/M		Backorder Code			Seasonal Code																																																			
Restocking Fee %		Daily tracking Status			Authorized Item?																																																			
Pallet Tie/High		Original Date	6/22/12		Prebook Only?																																																			
F1=Show Command Keys F3=Exit																																																								

- Optional: **NACS Cat** (6,n) - the NACS category number is entered when the MCAT All Tobacco, MCAT Candy, Pepisco, InfoMetrics or WAM module is used.
- Optional: **Guarantee Return** (1,a) - the value of *N* for no is entered to designate that the item is not guaranteed for return, and is used for informational purposes only with two exceptions.

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

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

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

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

- Optional: **Seasonal Code** (1,a) - a season code used to designate a seasonal item, and alert buyers to upcoming periods of increased sales of the item. If necessary, press <F4> to select a season code from the Select Season Week Range screen. Refer to Defining Seasons and Reviewing Seasonal Sales Projections of the Purchasing document for additional information.
  - Optional: **Authorized Item?** (1,a) - *Y* for yes is entered to designate that the item can only be sold to customers who are authorized to purchase it. Refer to Working With Customer/Item Records of the Billing File Maintenance document for additional information.
  - Optional: **Prebook Only?** (1,a) - *Y* for yes is entered to designate that the item can only be ordered using the Pre-book Ordering System. Refer to the Pre-book Orders document for additional information.
8. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Edit Item screen appears with the *Record added* message.
  9. If necessary, users can repeat the previous instructions (beginning with step 5) to continue adding item records.
  10. Press <F3> (Exit) when data entry is complete. The Work With Items screen appears.

# Item Data Worksheets

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

## Edit Item screen

**Item Number** (6,n) \_\_\_\_\_ **Warehouse Code** (6,a) \_\_\_\_\_ **Retail PK** (10,a) \_\_\_\_\_  
**Description** (35,a) \_\_\_\_\_  
**Category** (2,n) \_\_\_\_\_ **Vendor** (6,a) \_\_\_\_\_ **Mfr#** (15,a) \_\_\_\_\_ **Standard U/M** (1,n) \_\_\_\_\_  
**Sales Class** (5,n) \_\_\_\_\_ **Mfg. List** (9.3,n) \_\_\_\_\_ **Buying U/M** (1,n/a) \_\_\_\_\_ / \_\_\_\_\_  
**Product Class** (5,n) \_\_\_\_\_ **Net Cost** (9.3,n) \_\_\_\_\_ or N% (5.2,n) \_\_\_\_\_ **Catch Weight** (Y/N) \_\_\_\_\_  
**Tax Class** (5,n) \_\_\_\_\_ **Base Cost** (9.3,n) \_\_\_\_\_ or B% (5.2,n) \_\_\_\_\_ **Inventory Sts** (Y/N) \_\_\_\_\_  
**Book Heading** (4,a) \_\_\_\_\_ **List Price** (9.3,n) \_\_\_\_\_ or L% (5.2,n) \_\_\_\_\_  
**Book Seq** (5,n) \_\_\_\_\_ **MSRP** (7.2,n) \_\_\_\_\_ or R% (5.2,n) \_\_\_\_\_ **Consumable Units** (3,n) \_\_\_\_\_  
**Book Exclusion** (Y/N) \_\_\_\_\_ **Extended Item Description** (35,a) \_\_\_\_\_ **Servings Per SSU** (5.1,n) \_\_\_\_\_  
**Brand** (10,a) \_\_\_\_\_  
  
**U/M** (3,a)    **Mult** (5,n)    **Sell** (Y/N/C)    **MOQ** (5,n)    **Mult** (Y/N)    **UPC Numbers** (15,n)    **Weights** (7.2,n)  
1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_

**Edit Item screen**

Pre-Priced Retail? (MSRP) (Y/N) \_\_\_\_\_ HAZMAT Item? (Y/N) \_\_\_\_\_ NACS Cat (6,n) \_\_\_\_\_  
 Substitute Item (6,n) / Type (1,a) \_\_\_\_\_ Mfr. Out of Stock Code (1,a) \_\_\_\_\_ Guarantee Return (Y/N) \_\_\_\_\_  
 Max Allocation Qty (5,n) & U/M (1,n) \_\_\_\_\_ Backorder Code (Y/N) \_\_\_\_\_ Seasonal Code (1,a) \_\_\_\_\_  
 Restocking Fee % (5.2,n) \_\_\_\_\_ Daily Tracking Status (Y/N) \_\_\_\_\_ Authorized Item? (Y/N) \_\_\_\_\_  
 Pallet Tie (2,n) / High (2,n) \_\_\_\_\_ / \_\_\_\_\_ Prebook Only? (Y/N) \_\_\_\_\_

**Dimensions - Press <F5> command key**

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

**Surcharge/Discount - Press <F7> command key**

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

# Location Data Worksheet

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

## Edit Location

**Warehouse Code** (6,a) \_\_\_\_\_

**Warehouse Location** (9,a) \_\_\_\_\_

**Description** (25,a) \_\_\_\_\_ **Stamp-Type** (1,a) \_\_\_\_\_  
Item Number (6,n) \_\_\_\_\_

**Location Type** (1,a) \_\_\_\_\_ **Current Unit** (1,n) \_\_\_\_\_ **Juris. Test** (6,a) \_\_\_\_\_

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

**Height** (5,n) \_\_\_\_\_ inches **Width** (5,n) \_\_\_\_\_ inches **Depth** (5,n) \_\_\_\_\_ inches

**Aisle** (5,n) \_\_\_\_\_ **Column** (5,n) \_\_\_\_\_ **Level** (5,n) \_\_\_\_\_ **Weight Lmt.** (5,n) \_\_\_\_\_

**Warehouse Area** (6,a) \_\_\_\_\_ **Code Date** (6,n) \_\_\_\_\_ **Control Number** (15,a) \_\_\_\_\_

**Max Capacity** (5,n) \_\_\_\_\_ **Replenish Level** (7,n) / **Unit** (1,n) \_\_\_\_\_ / \_\_\_\_\_

**Check Digit** (3,n) \_\_\_\_\_ **Manual Check Digit?** (Y/N) \_\_\_\_\_

# Location Data Worksheet

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

## Edit Location

**Warehouse Code** (6,a) \_\_\_\_\_

**Warehouse Location** (9,a) \_\_\_\_\_

**Description** (25,a) \_\_\_\_\_ **Stamp-Type** (1,a) \_\_\_\_\_  
Item Number (6,n) \_\_\_\_\_

**Location Type** (1,a) \_\_\_\_\_ **Current Unit** (1,n) \_\_\_\_\_ **Juris. Test** (6,a) \_\_\_\_\_

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

**Height** (5,n) \_\_\_\_\_ inches **Width** (5,n) \_\_\_\_\_ inches **Depth** (5,n) \_\_\_\_\_ inches

**Aisle** (5,n) \_\_\_\_\_ **Column** (5,n) \_\_\_\_\_ **Level** (5,n) \_\_\_\_\_ **Weight Lmt.** (5,n) \_\_\_\_\_

**Warehouse Area** (6,a) \_\_\_\_\_ **Code Date** (6,n) \_\_\_\_\_ **Control Number** (15,a) \_\_\_\_\_

**Max Capacity** (5,n) \_\_\_\_\_ **Replenish Level** (7,n) / **Unit** (1,n) \_\_\_\_\_ / \_\_\_\_\_

**Check Digit** (3,n) \_\_\_\_\_ **Manual Check Digit?** (Y/N) \_\_\_\_\_

## Editing Item Records

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

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

```

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

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

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

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

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

```

DCBJE1R CHANGE CDR Customer Conference           8/02/21 14:12:08
                                Edit Item
W.H. 1 Description Retail PK Status ADate
Item 500010 - 2 BIT O HONEY
Category . . . 4 Vendor NST100 Mfr# 91087 Standard U/M 2
Sales Class 402 Mfr. List 21.280 Buying U/M 3 A
Product Class Net Cost 20.870 N%M 1.96 Catch Weight N
Tax Class Base Cost 21.280 B%M 1.93 Inventory Sts Y
Book Heading 0500 List Price 26.350 L%M 19.24 Location
Book Seq. MSRP . . . .60 R%M 82.99 Consumable Units
Book Exclusion Servings Per SSU

U/M Mult Sell MOQ Mult UPC Numbers Weights On Hand Avail. On Order
1 EA 1 N N
2 BOX 36 Y N 280008701 536 476
3 CSE 10 N N 280091087 9
4 1 N

Pre-Priced Retail? (MSRP) . . HAZMAT Item? . . . . NACS Cat.
Substitute Item/Type . . . Mfr. Out of Stock Code Guarantee Return Y
Max. Allocation Qty & U/M Backorder Code . . . N Seasonal Code
Restocking Fee % . . . Daily tracking Status N Authorized Item?
Pallet Tie/High . . . / Original Date 3/08/12 Prebook Only?

F1=Show Command Keys F3=Exit
  
```

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

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

```

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

Item Description          Cat# Sales Product Tax Book Vendor WH   Sts
OR Item#                 Class Class Class Head

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

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

```

- If the desired item's number is not known, use one of the following methods to locate the desired item in the screen's list:
  - Enter a portion of the item's description, beginning with the first letter, for **Item Description OR Item#**, press <Enter>, and the list is redisplayed beginning with item descriptions matching the text entered.
  - Use one or more of the restrictor fields at the top of the screen to limit the list to include only those items which have data that precisely matches what is entered. For example, by entering the category number of the desired item for **Cat #**, and pressing <Enter>, the list is redisplayed with only those items of the specified category.
  - Press <F16> (More Filters) to use the Extended Item Restriction screen to further limit the items appearing on the Work With Items screen.
  - Use the Expanded Item Selection or Select Item by Description screens as described below to locate the desired item.
- To use the Expanded Item Selection screen to locate the desired item, place the cursor at the **Item Description OR Item#** field of the Work With Items screen, and press <F4>. The Expanded Item Selection screen appears.

SELECT DMFRSRR JEANNINE		CDR Customer Conference				8/02/21 14:17:01 QPADEV0016			
Expanded Item Selection									
Item Description	Item#	Cat	SClass	PClass	Vendor	Book	UPC1	UPC2	UPC3
X=Select									
	Item#	OH_Q	Pack	Size	Sts	Sub#	UPC 1	UPC 2	UPC 3
— MARLBORO BLEND BOX K/S SOFTPACK	100001	108	10	20PK	A	A		2820057261	2820057260
— MARLBORO BLACK BOX K/S SOFTPACK	100002	96	10	20PK	A	A		2820058451	2820058450
— MARLBORO BLACK BOX 100	100003	92	10	20PK	A	A		2820058461	2820058460
— MARLBORO BLACK MEN BOX 100	100004	40	10	20PK	A	A		2820058471	2820058470
— MARLBORO BLEND BOX KING #27	100005	132	10	20PK	A	A		2820002641	2820002640
— MARLBORO BLEND BOX KING #54	100006	96	10	20PK	A	A		2820094161	2820094160
— MARLBORO BLEND BOX 100 #54	100007	101	10	20PK	A	A		2820009421	2820019420
— MARLBORO BLUE MEN BOX K/S	100008	79	10	20PK	A	A		2820013760	2820003766
— MARLBORO GOLD BOX KING	100009	104	10	20PK	A	A		2820033241	2820033240
— MARLBORO BLUE MEN BOX 100	100010	30	10	20PK	A	A		2820013770	2820003776
— MARLBORO GOLD KING	100011	120	10	20PK	A	A		2820013780	2820003780
— MARLBORO GOLD MEN BOX 100	100012	125	10	20PK	A	A		2820014710	2820004710
— MARLBORO BLUE MEN 72	100013	64	10	20PK	A	A		2820019610	2820009616
— MARLBORO GREEN MEN 72	100014	79	10	20PK	A	A		2820019620	2820009626
— MARLBORO BLUE MEN 72	100015	90	10	20PK	A	A		2820019650	2820009650
									+

F3=Exit F4=Search

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

SELECT DMFRSRR JEANNINE		CDR Customer Conference				8/02/21 14:17:59 QPADEV0016			
Expanded Item Selection									
Item Description	Item#	Cat	SClass	PClass	Vendor	Book	UPC1	UPC2	UPC3
BLUE									
X=Select									
	Item#	OH_Q	Pack	Size	Sts	Sub#	UPC 1	UPC 2	UPC 3
— MARLBORO BLUE MEN BOX K/S	100008	79	10	20PK	A	A		2820013760	2820003766
— MARLBORO BLUE MEN BOX 100	100010	29	10	20PK	A	A		2820013770	2820003776
— MARLBORO BLUE MEN 72	100013	64	10	20PK	A	A		2820019610	2820009616
— MARLBORO BLUE MEN 72	100015	87	10	20PK	A	A		2820019650	2820009650
— BASIC BLUE BOX KING	100033	13	10	20PK	A	A		2820030566	2820030506
— BASIC BLUE BOX 100	100034	35	10	20PK	A	A		2820030361	2820030366
— BASIC BLUE 100	100035	57	10	20PK	A	A		2820030491	2820030496
— MERIT BLUE BOX KING	100040	36	10	20PK	A	A		2820030171	2820030176
— MERIT BLUE BOX 100	100041	28	10	20PK	A	A		2820030141	2820030146
— MERIT BLUE 100	100042	45	10	20PK	A	A		2820030161	2820030166
— LAFFY TAFFY BLUE RASPBERRY ROPE	500029	198	24	1.5 OZ	A	A		2800066677	2800067677
— BLUE BUNNY VANILLA	513010	30	8		A	A	070640040643	00706400002921	00706400002921
— BLUE BUNNY BANANA	513020	30	8		A	A	070640002955	10070640002952	10070640002952
— BLUE BUNNY BUTTER	513030	30	8		A	A	070640040582	10070640040589	10070640040589
— BLUE BUNNY PECAN	513040	30	8		A	A	070640040308	10070640040305	10070640040305
									+

F3=Exit F4=Search

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

DISPLAY HWJ4DFR		JEANNINE		CDR Customer Conference				8/02/21 11:58:32 QPADEV0017								
Work With Items																
Item Description		Cat#	Sales	Product	Tax	Book	Vendor	WH	Sts							
OR Item#		Class		Class	Class	Head						A				
Item Number 500029		Action										ONHAND SOLD				
				Authorized, Guaranteed, Prebook Only (A G P)												
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item M=Msg V=View Components																
? Item Description		Rtl Pack	Item#	Cat	SClass	PClass	TClass	Vendor	Brand	Location	Qty.	Date	A	G	P	S
- BASIC BLUE BOX KING		20PK	100033	1	101	55	100	PHI001	BASIC		134	2/18/20	Y	A		
- BASIC BLUE BOX 100		20PK	100034	1	101	55	100	PHI001	BASIC		62	8/02/21	Y	A		
- BASIC BLUE 100		20PK	100035	1	101	55	100	PHI001	BASIC		21	8/02/21	Y	A		
- BASIC GOLD BOX KING		20PK	100036	1	101	55	100	PHI001	BASIC		90	8/02/21	Y	A		
- BASIC GOLD BOX 100		20PK	100037	1	101	55	100	PHI001	BASIC		49	8/02/21	Y	A		
- BASIC GOLD MENTHOL BOX KING		20PK	100038	1	101	55	100	PHI001	BASIC		32	8/02/21	Y	A		
- BASIC GOLD MENTHOL BOX 100		20PK	100039	1	101	55	100	PHI001	BASIC		87	8/02/21	Y	A		
- BIC CLASSIC MED BLACK 2PK			902400	9	850		200	BIC001		1999	1182	8/02/21	Y	A		
- BIC LIGHTER COMFORT LITE			802680	9	850		200	BIC001		1900	4268	8/02/21	Y	A		
- BIC LIGHTER MINI CLASSIC 3PK			802662	9	850		200	BIC001		1017	410	8/02/21	Y	A		
- BIC RED CRYSTAL			902026	9	850		200	BIC001		1998	7392	8/02/21	Y	A		
- BIT O HONEY			500010	4	402			NST100			476	8/02/21	Y	A		
- BLUE BUNNY BANANA			513020	13	513			BUN001			23	8/02/21	N	A		
- BLUE BUNNY BUTTER			513030	13	513			BUN001			26	8/02/21	N	A		
- BLUE BUNNY PECAN			513040	13	513			BUN001			23	8/02/21	N	+		

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

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

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

DCVCSRR		SELECT		CDR Customer Conference				8/02/21 12:38:20			
Select Item By UPC											
UPC 1	UPC 2	UPC 3	UPC 4								
Mfr Part No. _____											
Type options, press Enter.											
X,1=Select request-(Any item(s) that "contain" the partial UPC will be shown)											
? Item #	Item Description	Cat	Sales	Prod.	Tax	Vendor	Sts				
- 108300	B&H MENT 100 LT.	1	100	52	100	PHI001	I				
- 500009	BABY RUTH	4	402			NST100	I				
- 500007	BABY RUTH FUN SIZE CASE	4	402			NST100	I				
- 500008	BABY RUTH KING SIZE	4	402			NST100	I				
- 500099	BABY RUTH MINI	4	402			NST100	I				
- 100033	BASIC BLUE BOX KING	1	101	55	100	PHI001	A				
- 100034	BASIC BLUE BOX 100	1	101	55	100	PHI001	A				
- 100035	BASIC BLUE 100	1	101	55	100	PHI001	A				
- 131761	BASIC FF 100 BOX	1	101	55	100	PHI001	I				
- 100036	BASIC GOLD BOX KING	1	101	55	100	PHI001	A				
- 100037	BASIC GOLD BOX 100	1	101	55	100	PHI001	A +				

F3=Exit

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

```

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

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

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

F3=Exit

```

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

```

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

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

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

```

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

```

DCBJEIR  CHANGE  CDR Customer Conference                8/02/21 13:13:44
                                Edit Item
W.H. 1                                Description                Retail PK Status ADate
Item 101300 - 1  CARLTON MENTHOL                        20PK      C A
Category . . . 1 Vendor RJR100 Mfr# 4330003707        Standard U/M 2
Sales Class 101 Mfr. List 34.640                      Buying U/M 3 A
Product Class 51 Net Cost 34.270 N%M 1.07- Catch Weight N
Tax Class . 100 Base Cost 35.934 B%M 4.86 Inventory Sts Y
Book Heading 0101 List Price 36.100 L%M .46 Location 1009 A1
Book Seq. . . . MSRP . . . 5.09 R%M 41.00 Consumable Units 200
Book Exclusion -                                         Servings Per SSU
U/M Mult Sell MOQ Mult UPC Numbers  Weights On Hand  Avail.  On Order
1 EA 1 N N 04330000004
2 CTN 10 Y N
3 CSE 30 Y N 04330003707
4 1 N
Pre-Priced Retail? (MSRP) . . . HAZMAT Item? . . . . NACS Cat.
Substitute Item/Type . . . . Mfr. Out of Stock Code Guarantee Return Y
Max. Allocation Qty & U/M . . . Backorder Code . . . N Seasonal Code
Restocking Fee % . . . . Daily tracking Status Y Authorized Item?
Pallet Tie/High . . . . / Original Date 1/31/07 Prebook Only?
F1=Show Command Keys F3=Exit

```

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

```

                                Edit Item Extension

Item 101300 CARLTON MENTHOL
Extended Item Description
-----
Brand CARLTON  Carlton
F3=Exit F4=Search

```

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

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

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

```

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

Type options, press Enter.
2=Edit

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

F2=Show All F3=Exit

```

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

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

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

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

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

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

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

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

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

10. Press <Enter> at the Edit Item screen when item record editing is complete.
11. Press <Enter> when prompted to confirm. The Edit Item will appear with the *Record Changed* message displayed at the bottom.

## Entering Alternate Prices

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

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

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

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.
3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.
4. Enter a number for **Item Number**, and press <Enter>. The Edit Item screen appears.
5. Press <F10> (Alternate Prices/Costs), and press <Enter> when prompted to confirm. The Edit Alternate Prices screen appears.

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

Type options, press Enter.
D=Delete request

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

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

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

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

7. If necessary, enter the alternate base cost for the **Alternate Base Cost** (9.3,n) field.
8. If necessary, enter the alternate retail price for the **Alternate MSRP** (7.2,n) field.
9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.
10. Press <F3> (Exit). The Edit Item screen appears.
11. If necessary, repeat the previous instructions (beginning with step 4) to continue entering alternate prices.
12. Press <F3> (Exit) when data entry is complete.

## Entering Alternate Vendor Information

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

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

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

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

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.
3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.
4. Enter a number for **Item Number**, and press <Enter>. The Edit Item screen appears.
5. Press <F8> (More Information) and the Edit Other Fields screen appears.

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

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

Alt. Vendor's Item # . . . .
Alt. Vendor Number . . . .

F3=Exit  F5=Heads Down Entry
```

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

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

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

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

## Entering Surcharges and Discounts

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

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

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

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

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

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

CONFIRM: Y (Y/N)

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

7. Press <Enter> to confirm.

## Entering Dimensions In Item Records

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

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

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

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

## Adding Item Balance Master File Records

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

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

```

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

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

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

2. Locate the desired item in the screen's list and enter 8 (Add Balance Rec.) in the selection column next to its description, or enter the desired item's number for **Item Number**, and enter 8 for **Action**.
3. Press <Enter>. The Add Item Balance KEY SCREEN appears.

```

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

Item Number . : 500021
Warehouse Code . : _____

F3=Exit  F4=Search
    
```

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

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

```

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

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

Units Of Measure  Minimum Qty  Minimum Mult  Sell Status  On Hand Qty
U/M 1 :  EA      1 . . . . . 1 . . . . . 1 . . . . . 1.
U/M 2 :  BOX     2 . . . . . 2 . . . . . 2 . . . . . 2.
U/M 3 :  CSE     3 . . . . . 3 . . . . . 3 . . . . . 3.
U/M 4 :           4 . . . . . 4 . . . . . 4 . . . . . 4.

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

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

```

6. Edit the fields of the screen as necessary.

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

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

```

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

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

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

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

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

F3=Exit  Roll=Prev Screen

```

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

8. Use <Page Up> and <Page Down> to toggle between the Add Item Balance screens as necessary.
9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Work With Item screen appears.

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

## Changing Item Selling Status Codes

1. To change an item's selling status code, press <F11> (Set Status) of the Work With Items screen. The Edit Item Status Codes screen appears.
2. To change the status of item balance records only, enter *Y* in the **Only Bal Records?** field.
3. Locate the desired item record, and enter *A* for active, *I* for inactive, or *D* for delete request.

```

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

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

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

F3=Exit
  
```

4. Press <Enter>.

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

## Deleting Item Records

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

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

```

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

=====> D E L E T I O N   M E N U <=====
=====
|||||||
THE  ||          1. Delete Qualified Customers
DAC  ||          2. Delete Qualified Items
SYSTEM ||        3. Delete Qualified Buying Allowances
|||||||          4. Delete Qualified Analysis Records
|||           5. Delete Qualified Tax Records
||           6. Delete Qualified Promo Records
||           7. Delete Qualified Inventory History Records
||           8. Reorganize Above History Files
||           9. Expire Deleted Customer Price Contracts
||          10. Expire Deleted Customer Retail Contracts
||          11. Delete Qualified Customer Weekly Analysis Rcds.
||          M E N U   C A L L S
19.          20.          21.
22. File Maintenance  23. Dac Main Menu  90. Sign Off
=====
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=>

```

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

```

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

Type options, press Enter.

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

F3=Exit  F10=Delete Items

```

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

## Changing An Item Search Scan Limit

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

```

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

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

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

1. Press <F17>. The Set Scan Limit screen appears.
2. Enter the number of records to be scanned for the **Key New Scan Limit (5,n)** field, press <Field Exit>, and press <Enter>.

```

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

Type choices, press Enter.

Key New Scan Limit: 99999

F3=Exit

CONFIRM: Y (Y/N)
  
```

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

# Working With Price Maintenance

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

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

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

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

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

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

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

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

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

## Working With Global Price Changes

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

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

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

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

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

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

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

```
User: JEANNINE          Menu: PUDCV1          Date: 4/03/13
===== > P R I C E  U P D A T E  M E N U < =====
|||||
THE      ||          1. Enter/Update Global Price Changes
DAC      ||          2. Perform Global Price Changes
SYSTEM  ||
|||||

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

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

DCN1DFR    DISPLAY CDR Customer Conference    4/03/13 10:31:40									
Enter Price Changes									
Date	Bas	A/O	Hld	Notify	Formula	Pct.	Amount	Prod. Sales	Vendor
Whse	Alt	Item #	Mfr	List	Net Cost	Base Cost	Price	Retail	
CHANGE				%	%	%	%		
2=Edit Record    D=Delete Record    C=Copy    V=View Projected Change									
F3=Exit    F9=Add/Change Mode    F10=Old Entry									
No data to display.									

3. Press <F9> (Add/Change Mode) to change the mode from CHANGE to ADD.
4. Enter the date of the price change for the **Date** (6,n) field.
5. Enter data for the following fields, as necessary:
  - **Bas** (1,a) - the method used to make the changes: enter *I* for implied and *F* for formula.  
The value of *I* must be entered to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.
  - Optional: **A/O** (1,a) - if *I* for implied was entered for the **Bas** field, designate the way the changes will be made by entering *A* for adjust or *O* for overlay.  
The value of *O* must be entered for the **A/O** field in order to change the costs and prices of an item according to the percentages entered for **N%**, **B%**, **L%** and **R%** fields of the item's record.  
If *F* for formula was entered for the **Bas** field, the **A/O** field is left blank.
  - Optional: **Hold** (1,a) - *N* for no designates that the price change will not be held for any customer. If the **Hold** field is left blank, or *Y* for yes is entered, the price change is held for customers for the number of days designated by the **Price Hold Days** field of the customer record.
  - Optional: **Notify** (1,a) - *N* for no designates that a notification of the price change will not be printed for any customer including those who request it. If the **Notify** field is left blank, or *Y* for yes is entered, a notification can be printed if *Y* is entered for the **Notify Price Chg** field of the customer record.
6. If *F* for formula was entered for the **Bas** field, designate the way the change will be made by entering one of the following codes for the **Formula** field (1,a):
  - *I* - Base cost equals net cost plus amount (see **Amount** below).
  - *2* - Base cost equals net cost multiplied by a user-specified percentage multiplier (see **Pct** below).

- 3 - Base cost equals base cost plus a user-specified amount (see **Amount** below).
- 4 - Base cost equals base cost multiplied by a user-specified percentage multiplier (see **Pct** below).
- 5 - Base cost equals wholesale price minus a user-specified amount (see **Amount** below).
- 6 - Base cost equals wholesale price multiplied by a user-specified percentage multiplier (see **Pct** below).
- 7 - Wholesale price equals net cost plus a user-specified amount (see **Amount** below).
- 8 - Wholesale price equals net cost multiplied by a user-specified percentage multiplier (see **Pct** below).
- 9 - Wholesale price equals base cost plus a user-specified amount (see **Amount** below).
- A - Wholesale price equals base cost multiplied by a user-specified percentage multiplier (see **Pct** below).
- B - Wholesale price equals wholesale price plus a user-specified amount (see **Amount** below).
- C - Wholesale price equals wholesale price multiplied by a user-specified percentage multiplier (see **Pct** below).
- D - Net cost equals net cost plus a user-specified amount (see **Amount** below).
- E - Net cost equals net cost multiplied by a user-specified percentage multiplier (see **Pct** below).
- F - Manufacturer list price equals manufacturer list plus a user-specified amount (see **Amount** below).
- G - Manufacturer list price equals manufacturer list multiplied by a user-specified percentage multiplier (see **Pct** below).
- H - Net cost equals manufacturer list price minus vendor terms discounts as designated for the vendor of an item's record. Refer to Working With Terms Definitions of the Customer File Maintenance document for additional information.

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

7. If 2, 4, 6, 8, A, C, E or G was entered for the **Formula** field, enter a percentage multiplier for the **Pct** (5.2,n) field. For example, a percentage multiplier of 1.20 is entered to increase a price by 20 percent.
8. If 1, 3, 5, 7, 9, B, D or F was entered for the **Formula** field, enter an amount for the **Amount** (7.2,n) field.
9. To add a price change record for all the items of a product class, enter the product class number for the **Prod** (5,n) field. If necessary, press <F4> to select a product class number from the Select Product Class screen.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

```

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

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

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

```

16. Press <Enter>.

```

DCN1DFR   DISPLAY CDR Customer Conference           4/03/13 10:41:13
                Enter Price Changes
Date   Bas A/O Hld Notify Formula Pct. Amount Prod. Sales Vendor
40313 I A N Y - - - - - 202
Whse  Alt Item # Mfr List Net Cost Base Cost Price Retail
1 - - - - - % % % %
ADD % % % %

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

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

Desc: MOIST SNUFF

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

```

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

```

DCCNDFR   DISPLAY CDR Customer Conference           4/03/13 10:45:22
                Projected Price Change
Adjust Existing Value
Adj./Ovr Values-> MFR List Net Base Wholesale MSRP
                  .250- .250- .250- .250- .25-
| MFR List Net Base Wholesale MSRP |
? Item Item Description
200014 SKOAL BERRY LONG CUT
  Before Change-> 12.250 12.004 12.250 15.078 3.24
  After Change-> 12.000 11.754 12.000 14.828 2.99
200022 COPENHAGEN FINE CUT
  Before Change-> 12.250 12.004 12.250 15.078 3.24
  After Change-> 12.000 11.754 12.000 14.828 2.99
200030 COPENHAGEN LONG CUT
  Before Change-> 12.250 12.004 12.250 15.078 3.24
  After Change-> 12.000 11.754 12.000 14.828 2.99 +

F3=Exit

```

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

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

```
User: JEANNINE          Menu: PUDCV1          Date: 4/03/13
=====
> P R I C E U P D A T E M E N U <=====
=====
|||||||
THE   ||                1. Enter/Update Global Price Changes
DAC   ||                2. Perform Global Price Changes
SYSTEM ||
|||||||

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

=====
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==>
```

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

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

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

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

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

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

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

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

# Detail Price Change List

CDR Customer Conference		Detail Price Change List										JEANNINE DSTNFFR		4/03/13 11:21:27		Page 1	
Item Whse. Number	Description	Alt Mfr List Before	Mfr List After	Net Before	Net After	Base Before	Base After	List Before	List After	Retail Before	Retail After	Retail Date After Applied	Not Ify Hld				
200022 1	COPENHAGEN FINE CUT	12.250	12.000	12.004	11.754	12.250	12.000	15.078	14.828	3.24	3.24	4/03/13	Y				
200030 1	COPENHAGEN LONG CUT	12.250	12.000	12.004	11.754	12.250	12.000	15.078	14.828	3.24	3.24	4/03/13	Y				
200014 1	SKOAL BERRY LONG CUT	12.250	12.000	12.004	11.754	12.250	12.000	15.078	14.828	3.24	3.24	4/03/13	Y				

\*\* END OF REPORT \*\*

# Price Change Notifications

CDR Customer Conference		Notify of Price Changes										JEANNINE DSSQFFR		4/03/13 11:23:38		Page 1	
Salesman 20		Prices are being held for															
Customer Customer Number		days after applied date.															
380110	MISS STOP N GO #110 PO BOX 779 BRANCH	MS 39001															
Item Number	Description	Qty Malt.	UPC Code	Price Before	Price After	Retail Before	Retail After	Retail Date After Applied	Not Ify Hld								
200022	COPENHAGEN FINE CUT	5		16.880	16.590	3.24	3.24	4/03/13									
200030	COPENHAGEN LONG CUT	5	073100014613	16.880	16.590	3.24	3.24	4/03/13									
200014	SKOAL BERRY LONG CUT	5		16.880	16.590	3.24	3.24	4/03/13									

# Working With Scan Codes

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

```

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

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

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

1. Locate the desired item in the Work With Items screen's list, and enter 9 (Scan Codes) in its selection column, or enter the desired item's number for **Item Number**, and enter 9 for **Action**.
2. Press <Enter>. The Work with Item's UPC's screen appears.

```

GSI P D F R   DISPLAY CDR Customer Conference           7/22/13 12:00:28
                                Work with Item's UPC's
Item   U/M   Seq.   UPC   Effective
Number Level Number Code      Date
100033 -     -     -     -     -

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

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

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

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

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

UPC Code . . . .  _____

F3=Exit  F8=Expand UPC
```

4. Enter the UPC for the **UPC Code** (15,a) field, and press <Enter>.
5. Press <Enter> when prompted to confirm. The Edit Scan Code Entry Details screen appears.
6. Enter the item's number for the **Unit of Measure** field, or press <F4> to select the item.
7. Enter 1, 2, 3 or 4 for the **Unit of Measure** field.
8. Enter the necessary date (6,n) for the **Effective Date** field.
9. Enter a number (3,n) for the **Sequence Number** field. The DAC system uses the scan codes with the lowest sequence number first. Sequence numbers may also be used to force the system to deplete seasonal items first.
10. Press <Enter>.

```

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

UPC Code . . . . . : 2820030501

Type changes, press Enter.

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

F3=Exit  F4=Search

CONFIRM: Y (Y/N)

```

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

```

GSIPDFR  DISPLAY CDR Customer Conference          7/22/13 12:29:47
                Work with Item's UPC's

Item  U/M  Seq.  UPC      Effective
Number Level Number Code      Date
100033 -   -   -   -   -

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

?  UPC Code      Item  Item Description      U/M U/M  Seq Sts
   Number      Number
C 2820030501    100033 BASIC BLUE BOX KING      2 CTN 1 A
C 2820030506    100033 BASIC BLUE BOX KING      3 CSE 2 A

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

```

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

```

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

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

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

```

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

```

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

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

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

=====
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==>

```

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

```

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

UPC Code _____

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

?  UPC Code   Item  Item Description                U/M U/M  Seq Sts
   Number     Number
-  016000277069 500600 NATURE VALLEY SWEET & SALTY ALMOND1 2 BOX 1 A
-  016000442818 500600 NATURE VALLEY SWEET & SALTY ALMOND1 1 BAR 2 A
-  2820030501   100033 BASIC BLUE BOX KING                2 CTN 1 A
-  2820030506   100033 BASIC BLUE BOX KING                3 CSE 3 A

F3=Exit  F4=Search  F10=Add New Record

```

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

```

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

UPC Code . . . . _____

F3=Exit  F8=Expand UPC

```

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

# Working With Salesman Promotions

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

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

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

---

## Adding Promotion Records

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

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

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

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

```

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

===== > D E A L S <=====
|||||||
THE   ||                1. Work With Selling Allowances
DAC   ||                2. Work With Buying Allowances
SYSTEM ||              3. Work With Salesman Promotions
|||||||

                                4. Selling Allowance Print Options
                                5. Promotion Print Options

                                6. Create Salesman Promotions TOOL

                                7. Print Current/Future Deals

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

```

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

```

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

Type options, press Enter.
2=Edit

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

```

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

```

DSL6EIR   ADD   Creative Data Research           7/28/05 14:50:12
                                Edit Item Promotion File KEY SCREEN

Item Number . .
Warehouse Code .
Promo Start Date .

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

```

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

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

7. Enter a warehouse code for the **Warehouse Code** (6,a) field, or press <F4> to select a code from the Select Warehouse Master screen.
8. Enter a date for the **Promo Start Date** (6,n) field, and press <Enter>. The Edit Item Promotion File Details screen appears.  
The date range designated by the values entered for the **Promo Start Date** and **End Date** (see below) determine the status of the promotion (see **Promo Status** below), and when DAC can be used to track the return of totes.

```

DSL6EIR  ADD      Creative Data Research          7/28/05 15:40:09
                    Edit Item Promotion File Details
Item Number . . . . . : 39727 BATTERY ALK 2 PAK AAA (EA 0.00
Warehouse Code . . . . . : 1
Promo Type . . . . . : 1

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

Promo Status . . . . . : F

Unit Restrictor .      Minimum Quantity      Maximum Quantity
                                   Qty Sold: 0

F3=Exit  F12=Key screen

```

9. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
  - Displayed field: **Start Date** (6,n) - promotion's starting date as entered above.
  - **Promo Type** (1,n) - 1 for amount or 2 for percent. If entering a promotion record to track the return of totes, enter 1.
  - **End Date** (6,n) - promotion's ending date.  
The date range designated by the values entered for the **Promo Start Date** (see above) and **End Date** determine the status of the promotion (see **Promo Status** below), and when DAC can be used to track the return of totes.
10. Enter data for one of the following fields, and press <Field Exit>:
  - **Promo Amount** (7.2,n) - dollar amount (per standard selling unit of measure) that salesmen receive. If entering a promotion record to track the return of totes, enter .01.  
If the promotion is limited to selling a unit other than the standard selling unit of measure (see **Unit Restrictor** below), the amount enter for the **Promo Amount** field is prorated accordingly to calculate the bonus.
  - **Promo Percent** (5.2,n) - percentage of the item's billing price that salesmen receive.

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

```

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

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

Promo Type . . . . . : 1 Amount

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

Promo Status . . . . . : F

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

F3=Exit  F12=Key screen

                                CONFIRM: Y (Y/N)

```

13. Press <Enter> when prompted to confirm. The Edit Item Promotion File KEY SCREEN screen appears with the *Record added* message.
  
14. Continue entering promotion records as necessary, and press <F3> at the Edit Item Promotion File KEY SCREEN when data entry is complete. The Work With Salesman Promos screen appears.

```

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

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

F3=Exit  F6=Print  F10=Add New Record

```

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

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

## Printing Promotion Records

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

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

```

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

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

                                6. Create Salesman Promotions TOOL

                                7. Print Current/Future Deals

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

```

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

```

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

Warehouse code

Item Number . .

Type A = Allowance, P = Promotion

Status A = Active, E = Expired . .

From Dates . . .      to

Vendor Number .

Salesman Number

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

F3=Exit  F4=Search  F6=Print

```

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

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

### Salesman Deal Print Report

Creative Data Research-SUPPORT		Salesman Deal Print		JTIPPIN	BSZ4PFR	3/31/99	8:24:23	Page	1
Customer/ Item	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo	
Salesman Number 000001		CONNIE FRANCS							
700300	AMERICA'S STORE #104	10/10/98	12/31/98	96.30	82.60	1 CTN	.00		
14212	DORAL FULL FLAVOR MENTHOL 0.00	10/10/98	12/31/98	96.30	82.60	1	.00	.00	
700200	AMERICA'S STORE #103	9/01/98	10/31/98	219.56	198.80	17 BOX	.25	4.25	
15400	BAR NONE HERSHEY 24 CT 0.00	9/01/98	10/31/98	219.56	198.80	17	.00	4.25	
700300	AMERICA'S STORE #104	8/01/98	8/31/98	91.40	121.70	1 DSP	.00		
999888	DORAL SUMMER END DISPLAY	8/01/98	8/31/98	91.40	121.70	1	.00	.00	
Salesman Number 000001		CONNIE FRANCS		407.26	403.10	19		4.25	
Creative Data Research-SUPPORT		Salesman Deal Print		JTIPPIN	BSZ4PFR	3/31/99	8:24:23	Page	2
Customer/ Item	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo	
Salesman Number 050568		SHERI S RICHARDSON							
700100	AMERICA'S STORE #102	9/01/98	10/31/98	47.04	46.85	4 BOX	.25	1.00	
15400	BAR NONE HERSHEY 24 CT 0.00	9/01/98	10/31/98	47.04	46.85	4	.00	1.00	
Salesman Number 050568		SHERI S RICHARDSON		47.04	46.85	4		1.00	
Creative Data Research-SUPPORT		Salesman Deal Print		JTIPPIN	BSZ4PFR	3/31/99	8:24:23	Page	3
Customer/ Item	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo	
Salesman Number 10		SUZY SMITH							
800200	COWBOY STOP N GO	9/01/98	10/31/98	47.04	47.60	4 BOX	.25	1.00	
15400	BAR NONE HERSHEY 24 CT 0.00	9/01/98	10/31/98	47.04	47.60	4	.00	1.00	
Salesman Number 10		SUZY SMITH		47.04	47.60	4		1.00	
** END OF REPORT **									

## Salesman Deal Print 2 Report

Creative Data Research-SUPPORT		Salesman Deal Print 2			JTIPPIN	GSB1PFR	3/31/99	8:31:38	Page	1
Customer Name	Description	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Salesman Number 000001 CONNIE FRANCS										
Customer Number 700200 AMERICA'S STORE #103										
14212	DORAL FULL FLAVOR MENTHOL 0.00	6/07/98	12/31/98	140.60CR	131.60CR	9 CTN	4.80	43.20-		
15400	BAR NONE HERSHEY 24 CT 0.00	9/01/98	10/31/98	219.56	198.80	17 BOX	.25	4.25		
Customer Number 700200				78.96	67.20	8		38.95CR		
Customer Number 700300 AMERICA'S STORE #104										
14212	DORAL FULL FLAVOR MENTHOL 0.00	6/07/98	12/31/98	1249.00	1168.00	90 CTN	4.80	432.00		
14212	DORAL FULL FLAVOR MENTHOL 0.00	10/10/98	12/31/98	96.30	82.60	1 CTN	.00			
361855	BOBS SWT STRIPES CINN BAG 5.05 OZ	6/01/98	12/31/98	22.44	17.94	60 EA	9.36	561.60		
535600	SNICKERS BAR 48/CT 48 COUNT	6/01/98	6/20/98	23.34	16.25	1 BOX	4.00	4.00		
890730		6/01/98	12/31/98	.00	.00	0	.00			
999888	DORAL SUMMER END DISPLAY	8/01/98	8/31/98	91.40	121.70	1 DSP	.00			
Customer Number 700300				1482.48	1406.49	153		997.60		
Salesman Number 000001 CONNIE FRANCS				1561.44	1473.69	161		958.65		
** END OF REPORT **										

## Promo Print Customer Seq Report

Creative Data Research-SUPPORT		Promo Item Tracking Report			JTIPPIN	BSNPPFR	3/31/99	9:49:51	Page	1
Customer Name	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type A										
Item 15400	BAR NONE HERSHEY 24 CT 0.00									
700200	AMERICA'S STORE #103	9/01/98	10/31/98	219.56	198.80	17 BOX	.25	4.25		
Salesman Number 000001 CONNIE FRANCS				219.56	198.80	17		4.25		
700100	AMERICA'S STORE #102	9/01/98	10/31/98	47.04	46.85	4 BOX	.25	1.00		
Salesman Number 050568 SHERI S RICHARDSON				47.04	46.85	4		1.00		
800200	COWBOY STOP N GO	9/01/98	10/31/98	47.04	47.60	4 BOX	.25	1.00		
Salesman Number 10 SUZY SMITH				47.04	47.60	4		1.00		
Cents Off Selling Allow.		9/01/98	10/31/98	313.64	293.25	25	.25	6.25		
Item Total	15400 BAR NONE HERSHEY 24 CT 0.00			313.64	293.25	25		6.25		
Creative Data Research-SUPPORT Promo Item Tracking Report JTIPPIN BSNPPFR 3/31/99 9:49:51 Page 2										
Customer Name	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type A										
Item 535600	SNICKERS BAR 48/CT 48 COUNT									
700300	AMERICA'S STORE #104	6/01/98	6/20/98	23.34	16.25	1 BOX	4.00	4.00		
Salesman Number 000001 CONNIE FRANCS				23.34	16.25	1		4.00		
Cents Off Selling Allow.		6/01/98	6/20/98	23.34	16.25	1	4.00	4.00		
Item Total	535600 SNICKERS BAR 48/CT 48 COUNT			23.34	16.25	1		4.00		
Creative Data Research-SUPPORT Promo Item Tracking Report JTIPPIN BSNPPFR 3/31/99 9:49:51 Page 3										
Customer Name	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type A										
Item 999888	DORAL SUMMER END DISPLAY									
700300	AMERICA'S STORE #104	8/01/98	8/31/98	91.40	121.70	1 DSP	.00			
Salesman Number 000001 CONNIE FRANCS				91.40	121.70	1				
Super Item Non Pre-Packed		8/01/98	8/31/98	91.40	121.70	1	.00	.00		
Item Total	999888 DORAL SUMMER END DISPLAY			91.40	121.70	1		.00		
Creative Data Research-SUPPORT Promo Item Tracking Report JTIPPIN BSNPPFR 3/31/99 9:49:51 Page 4										
Customer Name	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type P										
Item 999918	MARLBORO BOX 100'S									
800200	COWBOY STOP N GO	7/01/98	7/31/98	195.51CR	200.05CR	2 CTN	.50	1.00CR		
Salesman Number 10 SUZY SMITH				195.51CR	200.05CR	2		1.00CR		
No Allowance		7/01/98	7/31/98	195.51CR	200.05CR	2	.50	1.00CR		
Item Total	999918 MARLBORO BOX 100'S			195.51CR	200.05CR	2		1.00CR		
** END OF REPORT **										

## Promo Item Tracking Report

Creative Data Research-SUPPORT		Promo Item Tracking Report			JTIPPIN	BSNPPFR	3/31/99	9:49:51	Page	1
Customer	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type A										
Item 15400	BAR NONE HERSHEY 24 CT	0.00								
700200	AMERICA'S STORE #103	9/01/98	10/31/98	219.56	198.80	17 BOX	.25	4.25		
	Salesman Number 000001	CONNIE FRANCS		219.56	198.80	17		4.25		
700100	AMERICA'S STORE #102	9/01/98	10/31/98	47.04	46.85	4 BOX	.25	1.00		
	Salesman Number 050568	SHERI S RICHARDSON		47.04	46.85	4		1.00		
800200	COWBOY STOP N GO	9/01/98	10/31/98	47.04	47.60	4 BOX	.25	1.00		
	Salesman Number 10	SUZY SMITH		47.04	47.60	4		1.00		
	Cents Off Selling Allow.	9/01/98	10/31/98	313.64	293.25	25	.25	6.25		
Item Total	15400 BAR NONE HERSHEY 24 CT	0.00		313.64	293.25	25		6.25		
Creative Data Research-SUPPORT      Promo Item Tracking Report      JTIPPIN      BSNPPFR      3/31/99 9:49:51 Page 2										
Customer	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type A										
Item 535600	SNICKERS BAR 48/CT	48 COUNT								
700300	AMERICA'S STORE #104	6/01/98	6/20/98	23.34	16.25	1 BOX	4.00	4.00		
	Salesman Number 000001	CONNIE FRANCS		23.34	16.25	1		4.00		
	Cents Off Selling Allow.	6/01/98	6/20/98	23.34	16.25	1	4.00	4.00		
Item Total	535600 SNICKERS BAR 48/CT	48 COUNT		23.34	16.25	1		4.00		
Creative Data Research-SUPPORT      Promo Item Tracking Report      JTIPPIN      BSNPPFR      3/31/99 9:49:51 Page 3										
Customer	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type A										
Item 999888	DORAL SUMMER END DISPLAY									
700300	AMERICA'S STORE #104	8/01/98	8/31/98	91.40	121.70	1 DSP	.00			
	Salesman Number 000001	CONNIE FRANCS		91.40	121.70	1		.00		
	Super Item Non Pre-Packed	8/01/98	8/31/98	91.40	121.70	1	.00	.00		
Item Total	999888 DORAL SUMMER END DISPLAY			91.40	121.70	1		.00		
Creative Data Research-SUPPORT      Promo Item Tracking Report      JTIPPIN      BSNPPFR      3/31/99 9:49:51 Page 4										
Customer	Name	Start	End	Total Sales	Total Cost	Total Qty Sold	Promo Amount	Extended Promo		
Type P										
Item 999918	MARLBORO BOX 100'S									
800200	COWBOY STOP N GO	7/01/98	7/31/98	195.51CR	200.05CR	2 CTN	.50	1.00-		
	Salesman Number 10	SUZY SMITH		195.51CR	200.05CR	2		1.00CR		
	No Allowance	7/01/98	7/31/98	195.51CR	200.05CR	2	.50	1.00CR		
Item Total	999918 MARLBORO BOX 100'S			195.51CR	200.05CR	2		1.00CR		
** END OF REPORT **										

# Working With Item Reports

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

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

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

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

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

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

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

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

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

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

## Printing An Active Items List

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

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

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

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

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

Choose From The Following Selection Criteria For The Item List:

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

        ** OR **

Beginning Class
Ending Class

        ** OR **

Vendor Number

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

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

## Active Items List

Creative Data Research                      Item Master List(Active Only)                      JTIPPIN    BSF5PFR    8/18/99 14:36:46 Page    1

From Category    001    To 001

Item Number	Item Description	Sales Class	Prod. Class	Tax Class	Vendor Number	U/M 1	Qmult 1	U/M 2	Qmult 2	U/M 3	Qmult 3	U/M 4	Qmult 4	MSRP	
UPC Unit 1	UPC Unit 2	UPC Unit 3	UPC Unit 4		Weight 1	Weight 2	Weight 3	Weight 4	C.W.	Retail Pack					
Category    1    CIGARETTES															
Sales Class    1    FULL PRICE BRANDED CIGARETTES															
104670	8 B&H DELUXE ULTRA MEN 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
2820000111	2820011110	H		06									99.00	N	
104630	0 B&H DELUXE ULTRA 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
2820000110	2820011100	H		06									99.00	N	
104310	9 B&H GOLD 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
2820000840	2820010400	H		06									99.00	N	
104312	7 B&H GOLD 100 BOX		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
288412	2820010416	H		06									49.50	N	
104600	9 B&H LIGHT BOX 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
2820000890	2820010900	H		06									49.50	N	
104610	6 B&H LIGHT MEN BOX 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
2820000891	2820010910	H		06									49.50	N	
104580	6 B&H LIGHT MENTHOL 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
288522	2820010520	H		06									99.00	N	
104540	8 B&H LIGHT 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
288512	2820010510	H		06									99.00	N	
104361	3 B&H MENTHOL BOX		1	1106	1	PHI100	PAK	20	CTN	10	CSE	30		1	2.06
2820000842	2820010426	H		06									49.50	N	
104360	4 B&H MENTHOL 100		1	1106	1	PHI100	PAK	20	CTN	10	CSE	60		1	2.06
288432	2820010431	H		06									99.00	N	
100590	5 B&H MULTIFILTER KING		1	1140	1	PHI100	PAK	1	CTN	10	CSE	30		1	2.06
288392	2820010390	K		06									49.50	N	

# Printing An Inactive Items List

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

```

User: JEANNINE           Menu: ITRCVI           Date: 2/15/10

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

```

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

## Inactive Items List

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

## Printing An Item Balance List

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

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

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

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

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

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

Choose From The Following Selection Criteria For The Item List:

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

** OR **

Beginning Class
Ending Class

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

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

# Item Balance List

Creative Data Research		Item Balance List				JTIPPIN		BSGCPFR		8/18/99 15:26:39 Page		1	
From Category 001 To 001													
Item Number	Item Description	U/M 1	Sell Sts	U/M 2	Sell Sts	U/M 3	Sell Sts	U/M 4	Sell Sts	SSU	Pallet Tie	Pallet High	Sts
Subst.	Item Description	Type Of Subst.			Min. Qty Multiple	Min. Qty Multiple	Min. Qty Multiple	Min. Qty Multiple	Max. Qty /Unit	Back Order	Restock Fee %		
Category 1 CIGARETTES													
Sales Class 1 FULL PRICE BRANDED CIGARETTES													
104670	8 B&H DELUXE ULTRA MEN 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104630	0 B&H DELUXE ULTRA 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104310	9 B&H GOLD 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104312	7 B&H GOLD 100 BOX	PAK	N	CTN	Y	CSE	N		2				A
0					N	N	N						
104600	9 B&H LIGHT BOX 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104610	6 B&H LIGHT MEN BOX 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104580	6 B&H LIGHT MENTHOL 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104540	8 B&H LIGHT 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104361	3 B&H MENTHOL BOX	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
104360	4 B&H MENTHOL 100	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				
100590	5 B&H MULTIFILTER KING	PAK	N	CTN	Y	CSE	N		2				A
0					N	N	N						
100390	7 BARCLAY KING	PAK	N	CTN	Y	CSE	N	N	2				A
0					1	N	N	N	N				

## Printing A New Item Report

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

```

User: JEANNINE           Menu: ITRCV1           Date: 7/24/13
=====
> I T E M   R E P O R T S <=====
=====
|||||
THE  ||      1. Item Master Listing(Active Only)
DAC  ||      2. Inactive Items Listing
SYSTEM ||    3. Item Balance Listing
|||||      4. Salesman/In-House Price Books
|||||      5. Display Item Changes
|||||      6. Price Change List(Input Date Range)
|||||      7. Purge File Changes
|||||      8. Print Items With No Location
|||||      9. Print Cost & Prices With Percents
|||||     10. New Item Report(Input Date Range)
|||||     11. Restricted Products Report
|||||     M E N U   C A L L S
19. Item Related Maint. 20. Item Analysis      21. Reports
22. File Maintenance   23. Dac Main Menu      90. Sign Off
=====
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==>

```

1. Select option 10 (New Item Report) from the Item Reports screen. The Prompt For New Item List screen appears.

```

GSB6PVR  ENTER  CDR Customer Conference      7/24/13 13:17:17
          Prompt for New Item List

Enter Beginning and Ending Entry Date Range for New Items:

          Beginning Date  _____
          Ending Date    .  _____

Warehouse 1      MAIN WAREHOUSE

Customer# _____ (Ver.2 Only)

Exclude Zero Qty Avl Items? Y (Ver.3 Only)
Omit Book Exclude Items?   Y (Ver.1 & 2 Only)

          Version . . .  1

Version 1 Standard Price/Retail
Version 2 Customer Specific Price/Retail
Version 3 No Price/Retail, No Book Exclude Items, Qty Available

F3=Exit F4=Search  F6=Print

```

2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
3. If desired, enter a different warehouse code for the **Warehouse** (6,a) field.
4. To print the New Item Report with the distributor's standard wholesale and retail prices (and on hand quantities), enter data for the following fields:
  - **Omit Book Exclude Items?** (1,a) - *Y* for yes or *N* for no to designate if the items which are not printed in price books and order books are omitted from the report.
  - **Version** (1,a) - *1*.

5. To print the New Item Report with a specific customer's contract and retail prices (and no inventory quantities), enter data for the following fields:
  - **Customer#** (6,n) - a customer number. If necessary, press <F4> to select a number from the Select Customer Master screen.
  - **Omit Book Exclude Items?** (1,a) - *Y* for yes or *N* for no to designate if the items which are not printed in price books and order books are omitted from the report.
  - **Version** (1,a) - 2. This version of the report includes UPC numbers.
  
6. To print the New Item Report with the on hand quantities of each item (and no prices), enter data for the following fields:
  - **Exclude Zero Qty Avl Items?** (1,a) - *Y* for yes or *N* for no to designate if the items with no on hand quantity are omitted from the report.
  - **Version** (1,a) - 3. This version of the report omits items which are not printed in price books and order books.
  
7. Press <Enter> when data entry is complete.
  
8. Press <F6> and <Enter> when prompted to confirm. The Item Reports screen appears.

### New Item Report (Version 1)

CDR Customer Conference		New Item Report				JEANNINE		GSB5PFR		7/24/13 12:26:00		Page	1
Whse: 1	MAIN WAREHOUSE	From Date		3/09/12	To Date	3/09/12	Book Exclusions?		Y				
Item Description	Item Number	Chk dgt	Cat	Sales Class	Vendor Number	Unit Price	U/M	QMULT	Rtl	Pack	MSRP	On Hand	Date Entered
LAFFY TAFFY APPLE JAR	500033	3	5	402	NST100	10.16	JAR	165			.08	464	3/09/12
LAFFY TAFFY ASSORTED JAR	500034	2	5	402	NST100	10.16	JAR	165			.08	462	3/09/12
LAFFY TAFFY BANANA JAR	500035	1	5	402	NST100	10.16	JAR	165			.08	438	3/09/12
LAFFY TAFFY CHERRY JAR	500037	9	5	402	NST100	10.16	JAR	165			.08	316	3/09/12
LAFFY TAFFY GRAPE JAR	500038	8	5	402	NST100	10.16	JAR	165			.08	337	3/09/12
LAFFY TAFFY MYSTERY SWIRL ROPE	500042	1	5	402	NST100	6.41	BOX	24			.33	571	3/09/12
LAFFY TAFFY STAWBERRY JAR	500039	7	5	402	NST100	10.16	JAR	165			.08	346	3/09/12
LAFFY TAFFY STRETCHY & TANGY BANANA	500036	0	5	402	NST100	17.90	BOX	24			.93	439	3/09/12
LAFFY TAFFY STRETCHY & TANGY CHERRY	500041	2	5	402	NST100	17.90	BOX	24			.93	1666	3/09/12
LAFFY TAFFY WATERMELON JAR	500040	3	5	402	NST100	10.16	JAR	165			.08	474	3/09/12
NERDS GRAPE/STRAWBERRY	500043	0	5	402	NST100	17.90	BOX	24			.60	302	3/09/12
NERDS ROPE	500045	8	5	402	NST100	17.90	BOX	24			.60	293	3/09/12
NERDS SURF & TURF (T/PUNCH&B/RSP)	500044	9	5	402	NST100	17.90	BOX	24			.60	478	3/09/12
NESTLE CRUNCH	500048	5	5	402	NST100	26.35	BOX	36			.92	477	3/09/12
NESTLE CRUNCH FUN SIZE CASE	500046	7	5	402	NST100	43.04	CSE	12			.60	512	3/09/12
NESTLE CRUNCH KING SIZE	500047	6	5	402	NST100	23.39	BOX	18			.60	642	3/09/12
PIXY STIX	500049	4	5	402	NST100	29.66	BOX	100			.37	540	3/09/12
RAISINETS	500051	9	5	402	NST100	26.35	BOX	36			.92	383	3/09/12
RAISINETS KING SIZE	500050	0	5	402	NST100	30.85	BOX	24			1.61	662	3/09/12
SHOCKERS	500052	8	5	402	NST100	17.90	BOX	24			.60	516	3/09/12
SNOCAPS THEATRE BOX	500053	7	5	402	NST100	19.02	CSE	18			.60	317	3/09/12
SPREE ROLL	500054	6	5	402	NST100	26.35	BOX	36			.92	523	3/09/12
SWEETART ROLL	500055	5	5	402	NST100	26.35	BOX	36			.92	427	3/09/12
100,000 BAR	500056	4	5	402	NST100	26.65	BOX	36			.92	681	3/09/12

\*\* END OF REPORT \*\*

## New Item Report (Version 2)

CDR Customer Conference		New Item Report		JEANNINE		DCFOPFR		7/24/13 13:03:31		Page	1
Whse: 1	MAIN WAREHOUSE	From Date	3/09/12	To Date	3/09/12						
Cust# 900300 USA CONVENIENCE STORE #300											
Item Description	Item Number	UPC Number	Vendor Number	Unit Price	U/M	QMULT	Retail Pack Description	MSRP	Date Entered		
Sales Class 402 CANDY - NOVELTY											
LAFFY TAFFY APPLE JAR	500033	2800074046	NST100	9.97	JAR	165		.09	3/09/12		
LAFFY TAFFY ASSORTED JAR	500034	2800094105	NST100	9.97	JAR	165		.09	3/09/12		
LAFFY TAFFY BANANA JAR	500035	2800093105	NST100	9.97	JAR	165		.09	3/09/12		
LAFFY TAFFY CHERRY JAR	500037	2800027960	NST100	9.97	JAR	165		.09	3/09/12		
LAFFY TAFFY GRAPE JAR	500038	2800093205	NST100	9.97	JAR	165		.09	3/09/12		
LAFFY TAFFY MYSTERY SWIRL ROPE	500042	2800066226	NST100	6.28	BOX	24		.35	3/09/12		
LAFFY TAFFY STAWBERRY JAR	500039	2800011949	NST100	9.97	JAR	165		.09	3/09/12		
LAFFY TAFFY STRETCHY & TANGY BANANA	500036	7920097861	NST100	17.54	BOX	24		.99	3/09/12		
LAFFY TAFFY STRETCHY & TANGY CHERRY	500041	7920060012	NST100	17.54	BOX	24		.99	3/09/12		
LAFFY TAFFY WATERMELON JAR	500040	2800093917	NST100	9.97	JAR	165		.09	3/09/12		
NERDS GRAPE/STRAWBERRY	500043	7920024343	NST100	17.54	BOX	24		.99	3/09/12		
NERDS ROPE	500045	7920017323	NST100	17.54	BOX	24		.99	3/09/12		
NERDS SURF & TURF (T/PUNCH&B/RSP)	500044	7920094801	NST100	17.54	BOX	24		.99	3/09/12		
NESTLE CRUNCH	500048	2800013179	NST100	25.82	BOX	36		.99	3/09/12		
NESTLE CRUNCH FUN SIZE CASE	500046	2800052020	NST100	42.18	CSE	12		4.75	3/09/12		
NESTLE CRUNCH KING SIZE	500047	2800077921	NST100	22.92	BOX	18		1.75	3/09/12		
PIXY STIX	500049	7920011042	NST100	29.07	BOX	100		.39	3/09/12		
RAISINETS	500051	2800008007	NST100	25.82	BOX	36		.99	3/09/12		
RAISINETS KING SIZE	500050	2800017945	NST100	30.23	BOX	24		1.75	3/09/12		
SHOCKERS	500052	7920052445	NST100	17.54	BOX	24		.99	3/09/12		
SNOCAPS THEATRE BOX	500053	2800053300	NST100	18.65	CSE	18		1.45	3/09/12		
SPREE ROLL	500054	7920015026	NST100	25.82	BOX	36		.99	3/09/12		
SWEETART ROLL	500055	7920013646	NST100	25.82	BOX	36		.99	3/09/12		
100,000 BAR	500056	2800020637	NST100	26.12	BOX	36		.99	3/09/12		
** END OF REPORT **											

## New Item Report (Version 3)

CDR Customer Conference		New Item List		JEANNINE		GWXJPPR		7/24/13 12:47:27		Page	1
Whse: 1	MAIN WAREHOUSE	From Date	3/09/12	To Date	3/09/12	Exclude Unavailable? Y					
Item Description	UPC	Item#	Cat	U/M	QMULT	Rtl Pack	Qty Avl	Expected			
LAFFY TAFFY APPLE JAR	2800074046	500033	5	JAR	165		450	6/18/13			
LAFFY TAFFY ASSORTED JAR	2800094105	500034	5	JAR	165		460	7/25/13			
LAFFY TAFFY BANANA JAR	2800093105	500035	5	JAR	165		427	7/25/13			
LAFFY TAFFY CHERRY JAR	2800027960	500037	5	JAR	165		310	7/25/13			
LAFFY TAFFY GRAPE JAR	2800093205	500038	5	JAR	165		327	6/26/13			
LAFFY TAFFY MYSTERY SWIRL ROPE	2800066226	500042	5	BOX	24		557	6/26/13			
LAFFY TAFFY STAWBERRY JAR	2800011949	500039	5	JAR	165		322	7/25/13			
LAFFY TAFFY STRETCHY & TANGY BANANA	7920097861	500036	5	BOX	24		428	7/11/13			
LAFFY TAFFY STRETCHY & TANGY CHERRY	7920060012	500041	5	BOX	24		1665	4/02/12			
LAFFY TAFFY WATERMELON JAR	2800093917	500040	5	JAR	165		470	4/02/12			
NERDS GRAPE/STRAWBERRY	7920024343	500043	5	BOX	24		302	7/11/13			
NERDS ROPE	7920017323	500045	5	BOX	24		285	4/02/12			
NERDS SURF & TURF (T/PUNCH&B/RSP)	7920094801	500044	5	BOX	24		473	7/01/13			
NESTLE CRUNCH	2800013179	500048	5	BOX	36		459	6/26/13			
NESTLE CRUNCH FUN SIZE CASE	2800052020	500046	5	CSE	12		498	7/25/13			
NESTLE CRUNCH KING SIZE	2800077921	500047	5	BOX	18		634	7/01/13			
PIXY STIX	7920011042	500049	5	BOX	100		538	6/26/13			
RAISINETS	2800008007	500051	5	BOX	36		371	6/26/13			
RAISINETS KING SIZE	2800017945	500050	5	BOX	24		662	6/26/13			
SHOCKERS	7920052445	500052	5	BOX	24		516	7/25/13			
SNOCAPS THEATRE BOX	2800053300	500053	5	CSE	18		317	7/19/13			
SPREE ROLL	7920015026	500054	5	BOX	36		517	6/26/13			
SWEETART ROLL	7920013646	500055	5	BOX	36		406	7/01/13			
100,000 BAR	2800020637	500056	5	BOX	36		679	6/26/13			
** END OF REPORT **											

## Printing Salesman and In-House Price Books

The Price Book Options screen is used to print the Salesman Price Book and the In-House Price Book. Both books can be printed for a range of sales classes or book headings, and with an index. A Salesman Item Changes list can also be printed with the Salesman Price Book.

Refer to Working With Customer Reports of the Customer File Maintenance document for information about printing the Customer/Retail List (also called customer price book).

```

User: JEANNINE          Menu: ITRCV1          Date: 10/27/11

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

```

1. Select option 4 (Salesman/In-House Price Books) from the Item Reports screen. The Price Book Options screen appears.

```

DSETPVR  ENTER  CDR Customer Conference          10/27/11 15:59:49
          Price Book Options

_ 1. Salesman Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
   _ 1. Sort By Sales Class, Item Desc. (1=Select)
     ___ Beginning Class ___ Ending Class
   _ 2. Sort By Book Heading, Item Description (1=Select)
     ___ Beg Heading ___ End Heading
   _ 3. Print Changes (1=Select)      Beg. Date ___ End Date ___
     D Sort Option For Price Book Index (N=Number D=Desc)
-----
_ 2. In-House Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
   Print Ext. Item Desc?              Print Unit Cost(Y/N)? Y Alt.Price# _
   _ 1. Sort By Sales Class, Item Desc. (1=Select)
     ___ Beginning Class ___ Ending Class Use Stamp Tax? _ (Y/N)
   _ 2. Sort By Book Heading, Item Description (1=Select)
     ___ Beg Heading ___ End Heading Print Book Exclude Items? _
F3=Exit  F6=Print

```

2. To print the salesman price book, enter *1* for the **Salesman Price Book** (1,n) field, and enter data for the following fields:
  - **Print Check Digit** (1,a) - *Y* for yes or *N* for no to designate if the check digit is printed.
  - **Whse.** (6,a) - a warehouse code.

```

DSETPVR  ENTER  CDR Customer Conference  10/27/11 15:59:49
                Price Book Options

1 1. Salesman Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
   _ 1. Sort By Sales Class, Item Desc. (1=Select)
      ____ Beginning Class ____ Ending Class
   _ 2. Sort By Book Heading, Item Description (1=Select)
      ____ Beg Heading ____ End Heading
   _ 3. Print Changes (1=Select)      Beg. Date ____ End Date ____

D Sort Option For Price Book Index (N=Number D=Desc)
-----
_ 2. In-House Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
   Print Ext. Item Desc?              Print Unit Cost(Y/N)? Y Alt.Price# _
   _ 1. Sort By Sales Class, Item Desc. (1=Select)
      ____ Beginning Class ____ Ending Class Use Stamp Tax? _ (Y/N)
   _ 2. Sort By Book Heading, Item Description (1=Select)
      ____ Beg Heading ____ End Heading Print Book Exclude Items? _

F3=Exit  F6=Print

```

To designate that the salesman price book items are sorted first by sales class (then by item description), enter data for the following fields:

- **Sort By Sales Class, Item Desc** (1,n) - enter *1*.
- Optional: **Beginning Class** and **Ending Class** (5,n) - enter a range of sales class numbers to limit the items printed in the price book.

To designate that the salesman price book items are sorted first by book heading and then by item description, enter data for the following fields:

- **Sort By Book Heading, Item Description** (1,n) - enter *1*.
- Optional: **Beg Heading** and **End Heading** (4,a) - enter a range of book heading codes to limit the items printed in the price book. Note: Book heading codes are entered as alphanumeric characters; therefore, users should enter preceding zeros. For example, *0010* should be entered to designate the number 10.

To print the Salesman Item Changes list with the salesman price book, enter data for the following fields:

- **Print Changes** (1,n) - enter *1*.
- **Beg. Date** and **End Date** (6,n) - enter a range of dates to limit the changes that are included in the price book according to the date the changes were made.

To print the index for the price book, enter one of the following values for the **Sort Option For Price Book Index** (1,a) field to designate the sorting criteria:

- *D* - item description
- *N* - item number.

```

DSETPVR  ENTER  CDR Customer Conference 10/27/11 15:59:49
                          Price Book Options

1 1. Salesman Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
   _ 1. Sort By Sales Class, Item Desc. (1=Select)
      00555 Beginning Class  00618 Ending Class
   _ 2. Sort By Book Heading, Item Description (1=Select)
      ____ Beg Heading ____ End Heading
   1 3. Print Changes (1=Select)      Beg. Date 060101  End Date 062501
   D Sort Option For Price Book Index (N=Number D=Desc)
-----
_ 2. In-House Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
  Print Ext. Item Desc?              Print Unit Cost(Y/N)? Y Alt. Price# _
  _ 1. Sort By Sales Class, Item Desc. (1=Select)
     ____ Beginning Class ____ Ending Class  Use Stamp Tax? _ (Y/N)
  _ 2. Sort By Book Heading, Item Description (1=Select)
     ____ Beg Heading ____ End Heading  Print Book Exclude Items? _
F3=Exit  F6=Print

```

3. To print the in-house price book, enter *1* for the **In-House Price Book** (1,n) field, and enter data for the following fields, as necessary:
- **Print Check Digit** (1,a) - *Y* for yes or *N* for no to designate if the check digit is printed.
  - **Whse.** (6,a) - a warehouse code.
  - Optional: **Print Ext. Item Desc?** (1,a) - *Y* to designate that extended item descriptions are printed also. Refer to Editing Item Records for information about the **Extended Item Description** field.
  - **Print Unit Cost** (1,a) - *Y* for yes to print the unit cost.
  - Optional: **Alt.Price#** (1,n) - enter a valid value (*1* through *9*) to designate an alternate price code for printing alternate prices, alternate base costs and alternate MSRPs of the items in the price book. Refer to Entering Alternate Prices for additional information.

To designate that the in-house price book items are sorted first by sales class (then by item description), enter data for the following fields:

- **Sort By Sales Class, Item Desc** (1,n) - enter *1*.
- Optional: **Beginning Class** and **Ending Class** (5,n) - enter a range of sales class numbers to limit the items printed in the price book.
- Optional: **Use Stamp Tax?** (1,a) - enter *Y* to designate that tax stamp will be included in the unit price and unit cost printed in the price book. Refer to the DAC Default System Options document for information about the **Home State Jurisdiction** field of the SYS034 default system option.

To designate that the in-house price book items are sorted first by book heading (then by item description), enter data for the following fields:

- **Sort By Book Heading, Item Description** (1,n) - enter *1*.
- Optional: **Beg Heading** and **End Heading** (4,a) - enter a range of book heading codes to limit the items printed in the price book. Note: Book heading codes are entered as alphanumeric characters; therefore, users should enter preceding zeros. For example, *0010* should be entered to designate the number 10.
- Optional: **Print Book Exclude Items** (1,a) - *Y* for yes to designate that items marked for exclusion are included in the price book. Refer to Adding Item Records for information about the **Book Exclusion** field.

To print the index for the price book(s), enter one of the following values for the **Sort Option For Price Book Index (1,a)** field to designate the sorting criteria:

- *D* - item description
- *N* - item number.

```

DSETPVR  ENTER  CDR Customer Conference 10/27/11 15:59:49
                Price Book Options

1 1. Salesman Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
   _ 1. Sort By Sales Class, Item Desc. (1=Select)
      00555 Beginning Class  00618 Ending Class
   _ 2. Sort By Book Heading, Item Description (1=Select)
      ___ Beg Heading  ___ End Heading

1 3. Print Changes (1=Select)      Beg. Date 060101  End Date 062501

D  Sort Option For Price Book Index (N=Number  D=Desc)
-----
1 2. In-House Price Book (1=Select)  Print Check Digit(Y/N)? Y Whse. 1
   Print Ext. Item Desc?              Print Unit Cost(Y/N)? Y Alt.Price# _
   _ 1. Sort By Sales Class, Item Desc. (1=Select)
      ___ Beginning Class  ___ Ending Class  Use Stamp Tax? _ (Y/N)

   1 2. Sort By Book Heading, Item Description (1=Select)
      0550 Beg Heading  0880 End Heading  Print Book Exclude Items? _
F3=Exit  F6=Print

```

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

5. Press <F6>. The Item Reports screen appears.

## Salesman Price Book Index

Creative Data Research		Book Index	JTIPPIN	BSUQPFR	6/26/01 15:13:05	Page	1
Class	Description	Start Page	End Page				
555	PAPER PLATES	1	1				
558	PAPER BAGS	1	1				
559	PLASTIC BAGS	1	1				
561	PAPER TOWELS	1	2				
564	TABLE NAPKINS	2	2				
567	TISSUE	2	2				
579	PICNIC SUPPLIES	2	3				
585	INSECTICIDES	3	3				
589	JANITOTIAL SUPPLIES	3	3				
591	HAND SOAPS	3	4				
594	BLEACH	4	4				
597	STARCH	4	4				
600	DISH DETERGENTS	4	4				
603	FABRIC SOFTNERS	4	4				
606	LAUNDRY DETERGENTS	4	5				
609	CLEANING SUPPLIES	5	6				
612	AIR FRESHENERS	6	6				
618	CANNING SUPPLIES	6	6				
** END OF REPORT **							

## In-House Price Book Index

Creative Data Research		Book Index	JTIPPIN	BSVCPFR	6/26/01 15:14:20	Page	1
Prod.	Description	Start Page	End Page				
0550	BAGS / PAPER / PLASTIC	1	1				
0555	BAGS / HOUSEHOLD	1	1				
0560	CANNING SUPPLIES	1	2				
0565	FOILS / WRAPS	2	2				
0570	PICNIC SUPPLIES	2	2				
0575	PAPER PLATES	2	3				
0580	NAPKINS	3	3				
0585	PAPER TOWELS	3	3				
0590	TISSUE	3	3				
0595	SOAP	3	4				
0600	DISH DETERGENTS	4	4				
0605	BLEACH	4	4				
0610	STARCH	4	4				
0615	FABRIC SOFTNERS	4	5				
0620	LANUDRY DETERGENTS	5	5				
0625	CLEANING SUPPLIES	5	6				
0630	DEODORIZERS	6	6				
0635	CAT FOOD	6	7				
0640	DOG FOOD	7	7				
0645	LIVESTOCK / POULTRY FEED	7	8				
0650	PET SUPPLIES	8	8				
0655	INSECTICIDES	8	8				
0660	HOUSEHOLD ITEMS	8	9				
0665	SEWING NOTIONS	9	9				
0670	HARDWARE / TOOLS	9	9				
0675	GLUES / ADHESIVES / TAPE	9	10				
0680	PAINT SUPPLIES	10	10				
0685	GLOVES / CAPS	10	10				
0690	ELECTRICAL / WIRING	10	10				
0695	LIGHT BULBS	10	11				
0700	BATTERIES / FLASHLIGHTS	11	11				
0705	FILM / ACCESSORIES	11	12				
0710	SUNGLASSES / SUNTAN LOTIONS	12	12				
0715	PANTY HOSE	12	12				
0720	SHOE CARE / LACES	12	13				
0725	PLAYING CARDS	13	13				
0730	TOYS / GAMES	13	14				
0735	SCHOOL / OFFICE SUPPLIES	14	15				
0740	DRUGS / OVER THE COUNTER	15	21				
0745	DENTAL CARE	21	22				
0750	MOUTHWASH	22	22				
0755	HANKERCHIEFS	22	22				
0760	SHAVING SUPPLIES	22	22				
0765	CONTRACEPTIVES	22	23				
0770	FEMININE HYGIENE	23	23				
0775	SKIN CARE	23	23				
0785	NAIL CARE	23	24				
0790	HAIR CARE	24	25				
0795	DEODRANTS	25	25				
0800	INCENSE / AIR FRESHNERS	25	25				
0805	CAN HOLDERS	25	25				
0810	MAPS	25	26				
0815	AUTOMOTIVE SUPPLIES	26	27				
0820	LUBE ITEMS	27	27				
0825	TRANSMISSION FLUIDS	27	27				
0830	OIL / 2-CYCLE	27	28				
0835	OIL	28	28				
0840	OIL FILTERS	28	29				
** END OF REPORT **							

# Salesman Price Book

Creative Data Research				Salesman Price Book By Class		JTIPPIN	DSERPFR	6/26/01 15:12:53 Page		1
Item Number	U/M	Pack	Size	Item Description	Locat.	Retail	Retail Profit %	Unit Price		
<b>Sales Class 555 PAPER PLATES</b>										
472245	6	PKG	1	B V BOWLS 12 OZ 15 CT	Q2054	1.19	.59	.750		
472253	5	BAG	1	B-V FOAM PLATE 8" 50 CT	Q2111	2.09	.55	1.350		
472250	8	BAG	1	B-VALUE P PLATES 9" 100CT	Q2112	1.89	.55	1.220		
472990	9	PKG	1	CHINET PLATE DINNER 15 CT	Q2114	3.17	.54	2.060		
472950	1	PKG	1	CHINET PLT COMPRTMNT 15CT	Q2113	3.17	.54	2.060		
472995	4	PKG	1	DIXIE PLATES 9" 48 CT	Q2034	3.35	.54	2.180		
472230	4	PKG	1	HEFTY PLATES 9" 50 CT	Q2014	2.55	.60	1.590		
472240	1	PKG	1	SOLO COMP PLT 10 1/4 15CT	Q2115	3.40	.53	2.220		
<b>Sales Class 558 PAPER BAGS</b>										
474340	4	BDL	500	PAPER BAG PINT LIQUOR	F2221		1.00	14.370		
474360	8	BDL	500	PAPER BAG QUART LIQUOR	F2222		1.00	21.560		
474330	7	BDL	500	PAPER BAG WHITE 12 LB			1.00	19.720		
474300	6	BDL	500	PAPER BAG WHITE 4 LB	F2324		1.00	12.520		
474320	0	BDL	500	PAPER BAG WHITE 8 LB	F2421		1.00	18.800		
474040	7	BDL	500	PAPER BAG 1 LB	F2223		1.00	8.260		
474260	9	BDL	400	PAPER BAG 1/6 HEAVY DUTY #75	F2412		1.00	36.520		
474280	3	BDL	500	PAPER BAG 1/6 REGULAR 57#	F2411		1.00	35.960		
474240	5	BDL	500	PAPER BAG 1/8	F2313		1.00	28.130		
474140	6	BDL	500	PAPER BAG 10 LB	F2211		1.00	15.890		
474160	0	BDL	500	PAPER BAG 12 LB	F2212		1.00	18.970		
474180	4	BDL	500	PAPER BAG 16 LB	F2213		1.00	17.630		
474060	1	BDL	500	PAPER BAG 2 LB	F2224		1.00	8.570		
474200	7	BDL	500	PAPER BAG 20 LB	F2311		1.00	24.890		
474220	1	BDL	500	PAPER BAG 25 LB	F2312		1.00	20.380		
474080	5	BDL	500	PAPER BAG 4 LB	F2321		1.00	9.430		
474100	8	BDL	500	PAPER BAG 6 LB	F2322		1.00	12.510		
474120	2	BDL	500	PAPER BAG 8 LB	F2323		1.00	15.950		
<b>Sales Class 559 PLASTIC BAGS</b>										
478500	2	BOX	2000	ICE BAG TIES	H0321		1.00	1.920		
478511	8	BOX	500	ICE BAG 8# W/WCKT R141120	H0426		1.00	25.130		
478450	8	CSE	500	ICE BAGS 10 LB 500CT	H0427		1.00	32.592		
478440	1	CSE	500	ICE BAGS 8 LB	H0322		1.00	21.380		
478507	5	EA	1	ICE SCOOP PLAS LG 57.5OZ	F1626		1.00	5.950		
474370	5	BDL	1	SONOCO BAG THANK YOU 1/6 1M	F2623		1.00	15.600		
474384	8	BDL	8	SONOCO BAGS SM 5M HAPPY FACE	H2035		1.00	73.890		
474392	7	ROL	4	SONOCO CHEVRON BAGS LG 2M	F21119		1.00	69.220		
474390	9	ROL	4	SONOCO CHEVRON BAGS MED 2M	F21118		1.00	62.480		
474388	4	ROL	8	SONOCO CHEVRON BAGS SM 5M	F21117		1.00	72.650		
474386	6	BDL	4	SONOCO HAPPY FACE MED 2M	F2724		1.00	62.480		
474382	0	BDL	4	SONOCO SHELL BAGS MED 2M	F21115		1.00	62.480		
474380	2	BDL	8	SONOCO SHELL BAGS SM 5M	F21114		1.00	73.650		
474371	4	BOX	1000	T-SACK 12# THANK YOU 1M	F2624		1.00	12.570		
<b>Sales Class 561 PAPER TOWELS</b>										
474700	2	EA	1	B-VALUE PAPER TOWEL	F3112	.88	.54	.570		
474725	1	CSE	30	B-VALUE PAPER TOWEL **CASE*	F3111	.85	.54	16.570		
474560	6	EA	1	BOUNTY PAPER TOWELS DSGNR	H1611	1.59	.54	1.030		
474562	4	EA	1	BOUNTY PAPER TOWELS WHITE	H1712	1.59	.54	1.030		

# In-House Price Book

Creative Data Research		In-House Price Book By Product Heading JTIPPIN				DSEQPFR	6/26/01 15:13:51 Page 1		
Item Number	Item Description	Locat.	Unit	Pack	Size	UPC Number	Unit Price	Unit Cost	Sugg. Retail
Product Heading 0550 BAGS / PAPER / PLASTIC									
478500	2 ICE BAG TIES	H0321	BOX	2000			1.920	1.308	
478511	8 ICE BAG 8# W/WCKT R141120	H0426	BOX	500			25.130	16.750	
478450	8 ICE BAGS 10 LB 500CT	H0427	CSE	500			32.592	17.140	
478440	1 ICE BAGS 8 LB	H0322	CSE	500			21.380	14.250	
478507	5 ICE SCOOP PLAS LG 57.5OZ	F1626	EA	1			5.950	4.250	
474340	4 PAPER BAG PINT LIQUOR	F2221	BDL	500			14.370	6.778	
474360	8 PAPER BAG QUART LIQUOR	F2222	BDL	500			21.560	16.584	
474330	7 PAPER BAG WHITE 12 LB		BDL	500			19.720	14.080	
474300	6 PAPER BAG WHITE 4 LB	F2324	BDL	500			12.520	6.298	
474320	0 PAPER BAG WHITE 8 LB	F2421	BDL	500			18.800	9.258	
474040	7 PAPER BAG 1 LB	F2223	BDL	500			8.260	4.179	
474260	9 PAPER BAG 1/6 HEAVY DUTY #75	F2412	BDL	400			36.520	27.050	
474280	3 PAPER BAG 1/6 REGULAR 57#	F2411	BDL	500			35.960	19.620	
474240	5 PAPER BAG 1/8	F2313	BDL	500			28.130	18.430	
474140	6 PAPER BAG 10 LB	F2211	BDL	500			15.890	7.568	
474160	0 PAPER BAG 12 LB	F2212	BDL	500			18.970	9.050	
474180	4 PAPER BAG 16 LB	F2213	BDL	500			17.630	10.625	
474060	1 PAPER BAG 2 LB	F2224	BDL	500			8.570	3.933	
474200	7 PAPER BAG 20 LB	F2311	BDL	500			24.890	11.415	
474220	1 PAPER BAG 25 LB	F2312	BDL	500			20.380	15.670	
474080	5 PAPER BAG 4 LB	F2321	BDL	500			9.430	4.500	
474100	8 PAPER BAG 6 LB	F2322	BDL	500			12.510	5.963	
474120	2 PAPER BAG 8 LB	F2323	BDL	500			15.950	6.750	
474370	5 SONOCO BAG THANK YOU 1/6 1M	F2623	BDL	1			15.600	11.470	
474384	8 SONOCO BAGS SM 5M HAPPY FACE	H2035	BDL	8			73.890	61.570	
474392	7 SONOCO CHEVRON BAGS LG 2M	F21119	ROL	4			69.220	56.670	
474390	9 SONOCO CHEVRON BAGS MED 2M	F21118	ROL	4			62.480	51.340	
474388	4 SONOCO CHEVRON BAGS SM 5M	F21117	ROL	8			72.650	60.540	
474386	6 SONOCO HAPPY FACE MED 2M	F2724	BDL	4			62.480	52.060	
474382	0 SONOCO SHELL BAGS MED 2M	F21115	BDL	4			62.480	51.340	
474380	2 SONOCO SHELL BAGS SM 5M	F21114	BDL	8			73.650	60.470	
474371	4 T-SACK 12# THANK YOU 1M	F2624	BOX	1000			12.570	9.240	
Product Heading 0555 BAGS / HOUSEHOLD									
495765	4 B-VALUE SAND BAGS 150 CT	Q1932	BOX	1			.730	.643	1.15
495780	3 B-VALUE TALL KITCHEN 15CT	Q1945	BOX	1			.850	.743	1.29
495800	6 B-VALUE TRASH BAGS 20 CT	Q2022	BOX	1		7980198776	1.550	1.358	2.39
431047	3 BES PAK PINT FRZ BG 25CT*	Q2052	BOX	1		2990010015	.460	.396	.69
431105	6 GLAD LAWN BAGS 5 CT	Q2031	BOX	1		1258700127	1.560	1.360	2.39
431100	1 GLAD LG KITCH GARB 15 CT	Q1944	BOX	1			1.790	1.560	2.75
431040	0 GLAD SANDWICH BAGS 80 CT	Q1931	BOX	1			.900	.789	1.39
431110	8 GLAD TRASH BG 30GAL 10 CT	Q2023	BOX	1		1258700080	1.910	1.679	2.95
431130	2 HEFTY TRASH 30 GAL 12 CT	Q1941	BOX	1			1.650	1.446	2.55
431048	2 LUNCH BAGS 50 CT	Q1924	BAG	1			.720	.624	1.09
431080	8 PARADE SMALL GARBGE 30 CT	Q2032	BOX	1		05070029112	1.280	1.110	1.99
431205	5 ZIPLOCK FREEZER GAL 30 CT	Q1936	BOX	1			3.390	2.990	5.09
431201	9 ZIPLOCK FRZ PINTS 20 CT	Q1933	BOX	1			1.700	1.500	2.59
431060	4 ZIPLOCK FRZ QTS 20 CT	Q1934	BOX	1			2.000	1.752	3.09
431202	8 ZIPLOCK FRZ 1/2 GAL 13 CT	Q1935	BOX	1			2.160	1.891	3.29
431020	6 ZIPLOCK SANDWICH 50 CT	Q1925	BOX	1			1.530	1.340	2.35

## Salesman Item Changes

Creative Data Research                      Salesman Item Changes                      JTIPPIN    DSFOFFR    6/26/01 17:35:16 Page    1

File Name:-    Item Master

Field Name	Date of Change	Before Change	After Change	Key of Record
Item Description	6/01/01	POP SECR BTR POPCRN 3 OZ	POP SECR BTR POPCRN	455892
Item Description	6/01/01	GRANOLA PEANUT BUTTER	GRANOLA CRUNCHY PEANUT BUTTER	212606
Item Description	6/01/01	POP SECR BTR POPCRN	POP SECR BTR POPCRN	455892
Item Description	6/05/01	POP SECR LITE 3 OZ	POP SECR LITE POPCRN	455896
Item Description	6/05/01	POP SECR POPCRN 3 OZ	POP SECR PLAIN POPCRN	455894
Item Description	6/05/01	POPCORN BAG 12 INCH	POPCORN BAG	456210
Item Description	6/05/01	POPCORN BAG 8 INCH	POPCORN BAG	456200
Item Description	6/05/01	POPCORN BOX 1 OZ	POPCORN BOX	456240
Retail Pack Description	6/01/01		24 OZ	212606
Retail Pack Description	6/01/01		3 OZ	455892
Retail Pack Description	6/05/01		3 OZ	455896
Retail Pack Description	6/05/01		3 OZ	455894
Retail Pack Description	6/05/01		12 INCH	456210
Retail Pack Description	6/05/01		8 INCH	456200
Retail Pack Description	6/05/01		1 OZ	456240
Retail Pack Description	6/05/01		2 OZ	210917
Retail Pack Description	6/05/01		1 OZ	232280
Retail Pack Description	6/05/01		1.5 OZ	237340
Retail Pack Description	6/05/01		1 OZ	212602
Retail Pack Description	6/05/01		3 OZ	212604
Mfr Suggested Retail	6/25/01	0000034	0000025	220150
Mfr Suggested Retail	6/25/01	0000402	0000500	240185
Mfr Suggested Retail	6/25/01	0000000	0000235	061017

\*\* END OF REPORT \*\*

## Printing Item Changes

The Print Item Changes screen is used to print a list of the changes made to one *or all item records* by DAC users during a given date range. The Print File Maintenance report includes the values of the item record fields before and after a change was made; the date and time of the change; and the user ID used when the change was made.

The Print File Maintenance report lists the items in order by item number, and users have the option of printing a list of either the price and cost-related changes, or a list of the changes made to all the other item record fields. Refer to Printing A Price Change List for information about the Price Change List report.

Refer to Purging File Changes for information about purging records if necessary to free disk space.

```

User: JEANNINE           Menu: ITRCV1           Date: 4/23/08

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

```

1. Select option 5 (Display Item Changes) from the Item Reports screen. The Display Maintenance screen appears.

```

DSCLDFR   DISPLAY Creative Data Research, Inc.           4/23/08 17:22:15
          Display Maintenance
Chg Dte  Number  Field  File  User ID  Type  Distributed?
                A,C,D      Y/
                ITEM

Type options, press Enter.

?      Date      Time  User      Number
A  N  3/19/08 12:04:29 CUSTCONF 113200  MARLBORO 100 BOX
          ITEM ALLOWANCE ADDED  WAREHOUSE: 1
C  N  3/19/08 9:54:44 CUSTCONF 561158  KEEBLER CHIPS DELUXE 2OZ
AMPR 000002860 000002610 Net Cost
C  N  3/19/08 9:54:44 CUSTCONF 561158  KEEBLER CHIPS DELUXE 2OZ
ARPC 00210 01188 Administrative Pad %
C  N  3/19/08 9:54:44 CUSTCONF 561158  KEEBLER CHIPS DELUXE 2OZ
FDPC 00958 00000 MFG to Net Percent
C  N  2/25/08 10:01:27 JEANNINE 439635  HERSHEY BITES 11 OZ
AMPR 000020700 000020800 Net Cost
C  N  2/25/08 10:01:27 JEANNINE 439635  HERSHEY BITES 11 OZ
ARPC 00203 00154 Administrative Pad %      +

F1=Cust/Item/Rebate  F3=Exit  F4=Search  F6=Print Changes

```

2. Press <F6> (Print Changes). The Print Item Changes screen appears.

```
DSCZPVR  ENTER  Creative Data Research, Inc.  4/23/08 17:24:07
                                Print Item Changes

Item Number . .
Beginning Date . 42308
Ending Date . . 42308

User Id . . . .

Changes To Print: . . I (I=Item Master B=Item Balance)

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

3. To limit the report to a single item, enter the item number for the **Item Number** (6,n) field. Users may press <F4> to select the number from the Select Item by Description screen.
4. To print a list of the changes made to *all the item records* for a given date range, leave the **Item Number** field blank.
5. Enter dates for the **Beginning Date** and **Ending Date** (6,n) fields to designate the range of dates in which the changes were made.
6. To limit the report to item records changed by a specific user, enter a user ID for the **User Id** (8,a) field.
7. Enter one of the following values for the **Changes To Print** (1,a):
  - *B* - limits the report to changes related to price and cost-related fields.
  - *I* - limits the report to changes related to all other item record fields.
8. Press <F6> and <Enter> when prompted to confirm. The Display Maintenance screen appears.
9. Press <F3> to exit. The Item Reports screen appears.

# Print File Maintenance (Item Master Changes)

Creative Data Research		Print File Maintenance		JEANNINE DSCOPFR		4/30/08 8:21:03 Page 1	
File Name -	Item Master	Before Change	After Change	Date of Change	Time	User	
Number	Description						
000257	DORAL FL FLVR BOX 100'S +\$3 OFF	00041	00100 Sales Class Number	2/27/08	15:41:45	DANETTE	
000257	DORAL FL FLVR BOX 100'S +\$3 OFF	DORAL FL FLVR BOX 100'S	DORAL FL FLVR BOX 100'S +\$3 OFF	2/27/08	15:41:45	DANETTE	
000257	DORAL FL FLVR BOX 100'S +\$3 OFF	001230	12301 Vendor Number	2/27/08	15:41:45	DANETTE	
000315	MARLBORO BUY 2 G 1 FREE D02000 CT	00200	00001 Qty Multiplier 2	3/04/08	11:16:47	KIM	
000315	MARLBORO BUY 2 G 1 FREE D02000 CT	00200	MARLBORO BUY 2 G 1 FREE D02000 CT	3/04/08	11:16:47	KIM	
000315	MARLBORO BUY 2 G 1 FREE D02000 CT	28200	W4580 Vendor Number	3/04/08	11:16:47	KIM	
000315	MARLBORO BUY 2 G 1 FREE D02000 CT	00000	00001 Qty Multiplier 4	3/04/08	11:16:47	KIM	
000331	BEECHNUT WNTGRN. CHEW T001200 CT	00000	035106056941 UPC Number 1	3/19/08	17:12:43	DANETTE	
000331	BEECHNUT WNTGRN. CHEW T001200 CT	00000	035106056972 UPC Number 2	3/19/08	17:12:43	DANETTE	
000331	BEECHNUT WNTGRN. CHEW T001200 CT	00000	10035106056993 UPC Number 3	3/19/08	17:12:43	DANETTE	
000331	BEECHNUT WNTGRN. CHEW T001200 CT	92007	000120 Vendor Number	3/19/08	17:12:43	DANETTE	
000331	BEECHNUT WNTGRN. CHEW T001200 CT	00000	00001 Qty Multiplier 4	3/19/08	17:12:43	DANETTE	
000414	GINGER ALE CANADA DRY 24/100Z	60001	00001 Qty Multiplier 1	4/03/08	12:31:21	KIM	
000414	GINGER ALE CANADA DRY 24/100Z	00001	00006 Qty Multiplier 1	4/03/08	12:31:23	KIM	
000414	GINGER ALE CANADA DRY 24/100Z	40001	00006 Qty Multiplier 2	4/03/08	12:31:21	KIM	
000414	GINGER ALE CANADA DRY 24/100Z	00006	00001 Qty Multiplier 2	4/03/08	12:33:23	KIM	
000414	GINGER ALE CANADA DRY 24/100Z	10001	00004 Qty Multiplier 3	4/03/08	12:31:21	KIM	
000918	AMERICAN LIGHTS GENERIC 100	00041	00070 Sales Class Number	3/19/08	12:43:17	KIM	
000918	AMERICAN LIGHTS GENERIC 100	00000	00001 Tax Class Number	3/19/08	12:43:55	KIM	
000918	AMERICAN LIGHTS GENERIC 100	002720	W3840 Vendor Number	3/19/08	12:43:17	KIM	
000959	DORAL FL FLVR BOX 100'S	00041	00100 Sales Class Number	2/27/08	15:42:09	DANETTE	
000959	DORAL FL FLVR BOX 100'S	001230	12301 Vendor Number	2/27/08	15:42:09	DANETTE	
001602	MURIEL AIRTIP TOC 2/1.39 0.00	01	02 Category Number	3/18/08	10:58:03	SHERI	
001602	MURIEL AIRTIP TOC 2/1.39 0.00	160200216021602	160216021602160 UPC Number 2	2/15/08	16:32:56	SHERI	
001602	MURIEL AIRTIP TOC 2/1.39 0.00	00000	00505 Tax Class Number	3/18/08	10:45:38	SHERI	
001603	VIRG SLIM ULTRA LIGHT MENTHOL	00000	160216021602160 UPC Number 2	2/15/08	16:33:17	SHERI	
001975	AMERICAN LIGHTS MENTHOL 1 0.00	00200	00070 Sales Class Number	3/19/08	12:43:49	KIM	
001975	AMERICAN LIGHTS MENTHOL 1 0.00	00000	00001 Tax Class Number	3/19/08	12:43:49	KIM	
001975	AMERICAN LIGHTS MENTHOL 1 0.00	12301	W3840 Vendor Number	3/19/08	12:43:49	KIM	
015440	CIGARETTE TEST	00001	00010 Qty Multiplier 2	1/17/08	16:41:37	SHERI	
015440	CIGARETTE TEST	00001	00030 Qty Multiplier 3	1/17/08	16:41:37	SHERI	
015440	CIGARETTE TEST	00002	00000 Tax Class Number	1/17/08	16:48:38	SHERI	
020012	SMOKERS PRIDE VANILLA BAG 0.00	00130	00000 Sales Class Number	3/19/08	17:08:26	DANETTE	
020012	SMOKERS PRIDE VANILLA BAG 0.00	71737	32100 Vendor Number	3/19/08	17:08:26	DANETTE	
020012	SMOKERS PRIDE VANILLA BAG 0.00	0001200	0000600 Weight Unit 1	3/21/08	11:07:33	DANETTE	
103523	MARLBORO BOX KING	A	I Item Status Code	2/14/08	9:46:32	KIM	
220060	GATORADE CITRUS 12/32 OZ 0.00	0000575	0000352 Mfr Suggested Retail	4/03/08	12:06:37	KIM	
220060	GATORADE CITRUS 12/32 OZ 0.00	0000352	0000387 Mfr Suggested Retail	4/03/08	12:12:15	KIM	
220061	GATORADE CITRUS 12/32 OZ 0.00	0.00	32 OZ BOTL Retail Pack Description	4/04/08	14:34:29	HARLAND	
223393	GATORADE PINK LEMONADE 12/32	N	Catch Weight Status	1/31/08	8:27:03	KIM	
223393	GATORADE PINK LEMONADE 12/32	W4730	40055 Vendor Number	1/31/08	8:23:53	KIM	
242925	SWISHER SWEET LITTLE CIGARS	00648	00000 Product Class Number	1/15/08	16:15:09	KIM	
242925	SWISHER SWEET LITTLE CIGARS	00022	00045 Sales Class Number	1/15/08	16:15:09	KIM	
242925	SWISHER SWEET LITTLE CIGARS	00000	00200 Tax Class Number	1/15/08	16:15:09	KIM	

\*\* END OF REPORT \*\*

# Print File Maintenance (Item Balance Changes)

Creative Data Research  
 File Name:    Item Balance Master

Number	Description	Before Change	After Change	Date of Change	Time	User
000450	L & M 100	000036230	000036480	2/11/08	1:77:68	KIM
000450	L & M 100	000038190	000038440	2/11/08	1:77:67	KIM
000450	L & M 100	000041780	000042280	2/11/08	1:77:66	KIM
000480	MARLBORO BOX 100	000027250	000027500	2/11/08	1:77:84	KIM
000480	MARLBORO BOX 100	000028250	000028500	2/11/08	1:77:83	KIM
000480	MARLBORO BOX 100	000029850	000030350	2/11/08	1:77:82	KIM
000481	MARLBORO LIGHT BOX 100	000027250	000027500	2/11/08	1:77:92	KIM
000481	MARLBORO LIGHT BOX 100	000028250	000028500	2/11/08	1:77:91	KIM
000481	MARLBORO LIGHT BOX 100	000029850	000030350	2/11/08	1:77:90	KIM
000590	VIRGINIA SLIM LIGHT BOX 100	000025430	000025680	2/11/08	1:79:65	KIM
000651	SARATOGA 120	000025930	000026180	2/11/08	1:79:52	KIM
000652	SARATOGA MENTHOL 120	000025930	000026180	2/11/08	1:79:53	KIM
000722	DORAL BOX FULL FLAVOR FKS	000024190	000024440	2/11/08	1:79:01	KIM
000727	DORAL BOX LIGHTS FKS	000024190	000024440	2/11/08	1:79:03	KIM
000729	DORAL BOX FULL FLAVOR MENTHOL	000024190	000024440	2/11/08	1:79:02	KIM
000908	ALPINE 100'S	000021020	000021270	2/11/08	1:76:84	KIM
000908	ALPINE 100'S	000021500	000021750	2/11/08	1:76:83	KIM
000910	ALPINE LIGHTS 100'S	000023141	000023641	2/11/08	1:76:82	KIM
000910	ALPINE LIGHTS 100'S	000033620	000033870	2/11/08	1:76:80	KIM
000910	ALPINE LIGHTS 100'S	000035510	000035760	2/11/08	1:76:79	KIM
000910	ALPINE LIGHTS 100'S	000039040	000039540	2/11/08	1:76:78	KIM
000961	DORAL LIGHT BOX 100'S	000027250	000027500	2/11/08	1:77:44	KIM
000961	DORAL LIGHT BOX 100'S	000028250	000028500	2/11/08	1:77:43	KIM
000961	DORAL LIGHT BOX 100'S	000029850	000030350	2/11/08	1:77:42	KIM
001000	DAKOTA TRAIL BEEFSTEAK BX12.00 OZ	000031600	000031850	2/11/08	1:77:36	KIM
001000	DAKOTA TRAIL BEEFSTEAK BX12.00 OZ	000033850	000034100	2/11/08	1:77:35	KIM
001000	DAKOTA TRAIL BEEFSTEAK BX12.00 OZ	000035800	000036300	2/11/08	1:77:34	KIM
001001	DORAL FULL FLAVOR 85 B1G 0.00	000027100	000027350	2/11/08	1:79:11	KIM
001002	DORAL FULL FLAVOR 100 B1 0.00	000027250	000027500	2/11/08	1:77:40	KIM
001002	DORAL FULL FLAVOR 100 B1 0.00	000028250	000028500	2/11/08	1:77:39	KIM
001002	DORAL FULL FLAVOR 100 B1 0.00	000029850	000030350	2/11/08	1:77:38	KIM
001003	DORAL LIGHT 85 B1G1F	000026450	000026700	2/11/08	1:79:12	KIM

\*\* END OF REPORT \*\*

## Purging File Changes

The Purge File Changes application is used to purge records created to track changes made to Item Master file and Item Balance file records. Purging is typically done to free disk space.

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

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

1. Select option 7 (Purge File Changes) from the Item Reports screen. The Prompt For Purge Criteria screen appears.

```
DSCTPVR  ENTER  Creative Data Research-SUPPORT      8/19/99  8:40:33
                          Prompt for Purge Criteria

File Name . . .

Beginning Date      81999
Ending Date . .    81999

F3=Exit  F4=Search
```

2. Press <F4> to select the desired file to purge.

```
DSEKSRR  SELECT  Creative Data Research-SUPPORT      8/19/99  8:41:34
                          Select File Desc. Master

DDS File      DDS File Name Desc.
Name

Type options, press Enter.
X=Select request

? DDS File      DDS File Name Desc.
Name
DSABREP      Customer Master
DSACREP      Customer Corporate Master
DSANREP      Item Master
DSASREP      Item Balance Master
DSBAREP      Item Movement Master
DSB8REP      Customer Options

F3=Exit
```

3. Enter *X* (Select request) in the selection column next to the desired file's name, and press <Enter>. The Prompt For Purge Criteria screen appears with the desired file name entered for the **File Name** field.

```
DSCFPVR  ENTER  Creative Data Research-SUPPORT      8/19/99  8:43:02
                          Prompt for Purge Criteria

File Name . . .  DSASREP      Item Balance Master
Beginning Date   81999
Ending Date . . 81999

F3=Exit  F4=Search
```

4. Enter dates for the **Beginning Date** and **Ending Date** fields to limit purging to change records created during a particular range of dates.
5. Press <Enter>.
6. Press <Enter> when prompted to confirm. The Item Reports screen appears.

## Printing A Price Change List

The Price Change List application details price changes, new items and deleted items by date range and warehouse. Refer to Working With Global Price Changes for information about the Detail Price Change List report which prints when the Perform Global Price Changes application is used.

```
User: JEANNINE           Menu: ITRCV1           Date: 2/15/10
===== > I T E M   R E P O R T S < =====
=====
|||||||
THE  ||                1. Item Master Listing(Active Only)
DAC  ||                2. Inactive Items Listing
SYSTEM ||            3. Item Balance Listing
|||||||                4. Salesman/In-House Price Books
|||||||                5. Display Item Changes
|||||||                6. Price Change List(Input Date Range)
|||||||                7. Purge File Changes
|||||||                8. Print Items With No Location
|||||||                9. Print Cost & Prices With Percents
|||||||               10. New Item Report(Input Date Range)
|||||||               11. Restricted Products Report
|||||||                M E N U   C A L L S
19. Item Related Maint. 20. Item Analysis           21. Reports
22. File Maintenance   23. Dac Main Menu           90. Sign Off
=====
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==>
```

1. Select option 6 (Price Change List) from the Item Reports screen.

```
GSMKPV R   ENTER   Creative Data Research-SUPPORT           8/18/99 17:42:03
                    Prompt For Price Change List

Type choices, press Enter.

Enter Parameters For Price Change List:

From Date:  81899
To Date:    81899
Warehouse  1

Tax Juris.

Beg. Class
End Class
* OR *
Beg. Cat.  .
End Cat.  .

F3=Exit  F6=Print
```

2. Enter values for the following fields as necessary to limit the price changes printed:
  - **From Date** and **To Date** - a range of dates
  - Optional: **Warehouse** - a warehouse code.
  - Optional: **Tax Juris.** - a tax jurisdiction code.
3. Enter values for one of the following:
  - **Beg. Class** and **End Class** - a range of sales class numbers.
  - **Beg. Cat** and **End Cat** - a range of item category numbers.
4. Press <Enter>, then press <F6> to print.

# Price Change List

NEW ITEMS / DROPPED ITEMS / PRICE CHANGES FROM    9/01/00    TO    12/31/00

Item Description	Item #	Retail Pack	Retail	Price	INCR/DECR	Date
A + C GRENADIERS LIGHT 6-PK	240050	6.00SPK.	.69	17.00	16.99	11/13/00
A + C PANETELA DARK 4-PK	240100	4.00SPK.	13.77	57.14	17.14	10/11/00
A + C PANETELA LIGHT 4-PK	240150	4.00SPK.	.83	2.27	.27	10/11/00
DROPPED A MILDS                      02000    PK	234010	02000    PK				12/27/00
AIRHEADS WHITE MYSTERY 36 CT	61021	0.00		3.90	.50	10/25/00
AMAZIN FRT GUMMY BEAR KIN 0.00	10818	0.00		14.81	.50	10/25/00
AMERICAN LIGHTS MENTHOL 1 0.00	1975	0.00		17.41	.50	11/13/00
ANACIN EXTRA STRENGTH	552600	50 CT		19.75	.50	10/25/00
AYC GRENADIER MINI 5/5 PK	8375	0.00		6.09	5.85-	11/02/00
BABY RUTH FUN SIZE 12/16Z01600 OZ	992231	01600    OZ		16.32	.50	10/25/00
BABY RUTH KING BAR 24/CT02400 CT	125007	02400    CT		19.25	.50	10/25/00
BAR NONE	421700	3.5 OZ		2.88	.50	10/25/00
BEECHNUT CHEWING TOBACCO 01200 CT	300200	01200    CT		23.15	.50	11/13/00
BENSON & HEDGES                      10.00 OZ	86	10.00 OZ		23.15	.50	11/13/00
BETWEEN                      0.00	10010	0.00		23.15	.50	11/13/00
BOBS SWT STRIPES CINN BAG 5.05 OZ	361855	5.05 OZ		4.75	.50	10/25/00
BOXES	634035			4.00	.50	10/25/00
BTCHR BOY BEAN&CHS BUR 2400500 OZ	519120	00500    OZ		3.00	9.00-	12/19/00
BUBBLICIOUS STRAWBERRY	300950	0.00		8.96	.50	11/13/00
BUTTERFINGER KING SIZE 24 0.00	16130	0.00		19.20	.50	10/25/00
CANDY	99999	0.00		23.15	.50	11/13/00
CANDY BAR	59			7.00	.50	10/25/00
CANDY CANES	1112			46.03	.50	10/25/00
CARLTON BOX                      32.00 OZ	101400	32.00 OZ		23.15	.50	11/13/00
CARLTON BOX 100 MM	7670	0.00		23.15	.50	11/13/00
CARLTON MENTHOL BOX 100 MM	2055	0.00		23.15	.50	11/13/00
CIGARETTES PREMIUM 85 MM	10370	0.00		30.45	.50	11/13/00
COPENHAGEN 10 CAN ROLL	9510	0.00		29.46	.50	11/13/00
DAYS WORK PLUG 15 CTN                      01500    CTN	301650	01500    CTN		23.15	.50	11/13/00
DEL MONTE KETCHUP 28 OZ    0.00	102164	0.00		23.15	.50	11/13/00
DELICIOUS CANDY BAR	20	3.5 OZ		21.06	.50	10/25/00
DISPLAY ALLOW - OFF INVOI 0.00	202000	0.00		23.45	.50	11/13/00
DORAL BOX FULL FLAVOR FKS	722			21.19	.50	11/13/00
DORAL BOX FULL FLAVOR MENTHOL	729			21.19	.50	11/13/00
DORAL BOX LIGHTS FKS	727			21.19	.50	11/13/00
NEW DORAL DISPLAY (SUNFLOWER TEST)	100199			1.00		12/01/00
DORAL FULL FLAVOR MENTHOL 0.00	14212	0.00	.50	15.50		12/18/00
DORAL FULL FLAVOR MENTHOL 0.00	142999	0.00		17.15	.50	11/13/00
DORAL FULL FLAVOR MENTHOL 0.00	999212	0.00		17.15	.50	11/13/00
DORAL FULL FLAVOR RED 100 0.00	15312	0.00		23.15	.50	11/13/00
DORAL FULL FLAVOR RED 85 0.00	16612	0.00		23.15	.50	11/13/00
DORAL LIGHT 85 BIGLF 0.00	100300	0.00		23.45	.50	11/13/00
GARD NON DETER 30WGH OIL 0.00	100802	0.00		23.15	.50	11/13/00
GOOD CANDY BARS	67			14.00	.50	10/25/00
GPC FULL FLAVOR 85 MM	10100	0.00		23.45	.50	11/13/00
HERSH ALMOND 36/CT                      03600    CT	815015	03600    CT		18.25	.50	10/25/00
HERSHEY ALMOND 24/6 PAK	602910	0.00		54.50	.50	10/25/00
HERSHEY KRACKEL KING SIZE 18 CT	60732	0.00		15.31	.50	10/25/00
HERSHEY MINI 12/6 OZ                      0.00 BAGG	21210	0.00 BAGG		19.75	.50	10/25/00
HERSHEY SPECIAL	919191			146.49	.50	10/25/00

## Printing Items With No Assigned Location

The Print Items With No Location application is used to print a list of items that are not assigned to a warehouse location.

```

User: JEANNINE           Menu: ITRCV1           Date: 11/14/07

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

```

1. Select option 8 (Print Items With No Location) from the Item Reports screen. The Prompt Items W/O Location screen appears.

```

GSAXPVR  ENTER  Creative Data Research, Inc.           11/14/07  9:35:26
                Prompt Items W/O Location

This Program Will Print A List Of Items That Do Not Have Locations

                Warehouse 1      MAIN WAREHOUSE

F3=Exit  F6=Print

```

2. Enter the warehouse code of the desired warehouse for the **Warehouse** (6,a) field, and press <F6>.
3. Press <F3> to exit. The Item Reports screen appears.

Creative Data Research, Inc.		Items With No Locations				JEANNINE	BSNCPFR	11/14/07	9:35:48	Page	1
Description	Item #	Cat	S.S.U.	Status	UM1 OH	UM2 OH	UM3 OH	UM4 OH			
Warehouse 1      MAIN WAREHOUSE											
FUEL CHARGE 20 MILES	999997	10	1	CHG	A						
FUEL CHARGE 50 MILES	999996	10	1	CHG	A						
MIN ORDER CHG	999999	10	1	CHG	A						
MIN ORDER CHG 2	999998	10	1	CHG	A						
PO ALLOWANCE ITEM	999100	10	2	CSE	A						
** END OF REPORT **											

## Printing Item Costs and Prices

The Print Costs & Price With Percents application is used to print a list of items with the net cost, base cost, wholesale price, and the profit or markup percentage.

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

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

=====
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==>
```

1. Select option 9 (Print Cost & Prices With Percents) from the Item Reports screen. The Item Print Prompt screen appears.

```
BSR3PVR  ENTER  Creative Data Research-SUPPORT      8/19/99  9:09:53
                Item Print Prompt

Warehouse code  1
Status (A,I,D)  A
Alternate Code   (Optional)

F3=Exit  F6=Print
```

2. Enter a warehouse code for the **Warehouse Code** (6,a) field.
3. Enter *A* (active), *I* (inactive), or *D* (marked delete) for the **Status** (1,a) field to designate the type of items included in the list. If the field is left blank, all items are included.
4. If necessary, enter an alternate price code for the **Alternate Code** (1,n) field if alternating pricing is used.
5. Press <F6>, and <Enter> when prompted to confirm. The Item Reports screen appears.

# Items With Costs and Prices

Creative Data Research												
Cost and Price Print												
No.	Description	Pack Desc.	Stand. U/M	Net Cost	Net to Base %	Base Cost	Base to List %	List	MSRP	Cost	Alternates Price	Retail
Category 1 CIGARETTES												
Sales Class Number 1 FULL PRICE BRANDED CIGARETTES												
850157	HARLEY DAVIDSON F F BOX PROMO	CTN		15.404	%	15.404	9.52 %	16.870	2.06			
850156	HARLEY DAVIDSON F F PROMO	CTN		15.404	%	15.404	8.87 %	16.870	2.06			
850159	HARLEY DAVIDSON LT BOX PROMO	CTN		15.404	%	15.404	8.87 %	16.870	2.06			
850158	HARLEY DAVIDSON LT PROMO	CTN		15.404	%	15.404	8.87 %	16.870	2.06			
101300	HARLEY-DAVIDSON F F KING	CTN		15.404	%	15.404	8.87 %	16.870	2.06			
101302	HARLEY-DAVIDSON F F KING BOX	CTN		15.404	%	15.404	8.87 %	16.870	2.06			
101304	HARLEY-DAVIDSON LIGHT KING	CTN		15.404	%	15.404	8.87 %	16.870	2.06			
101306	HARLEY-DAVIDSON LT KING BOX	CTN		15.404	%	15.404	8.87 %	16.870	2.06			
Sales Class Number 10 GENERIC BRANDED CIGARETTES												
100460	MONARCH F F MEN KING *	CTN		12.792	%	12.792	11.80 %	14.300	1.76			
Sales Class Number 42 PRIME CIGARETTES												
860224	PRIME F F MEN 100 1.00 OFF	CTN		11.486	%	11.486	3.63 %	11.910	1.62			
860222	PRIME F F 100 1.00 OFF	CTN		11.486	%	11.486	3.63 %	11.910	1.62			
850214	PRIME LT KING 1.00 OFF	CTN		11.486	%	11.486	3.63 %	11.910	1.62			
860225	PRIME LT MEN 100 1.00 OFF	CTN		11.486	%	11.486	3.63 %	11.910	1.62			
860223	PRIME LT 100 1.00 OFF	CTN		11.486	%	11.486	3.63 %	11.910	1.62			
860226	PRIME ULTRA 100 1.00 OFF	CTN		11.486	%	11.486	3.63 %	11.910	1.62			

Creative Data Research												
Cost and Price Print												
No.	Description	Pack Desc.	Stand. U/M	Net Cost	Net to Base %	Base Cost	Base to List %	List	MSRP	Cost	Alternates Price	Retail
Category 2 TOBACCO/SNUFF/CIGARS												
Sales Class Number 60 CHEWING TOBACCO PLUG												
120285	BROWNS MULE PLUG	CTN		15.990	%	15.990	10.01 %	17.590	1.51			
Sales Class Number 90 SNUFF DRY												
130315	BRUTON FAMILY PACK 15 OZ	BOX		12.740	%	12.740	13.03 %	14.400	18.46			
130675	DENTAL SC GIANT TUMB 5.58 OZ	TUM		4.540	%	4.540	11.01 %	5.040	6.46			
131497	ROOSTER PLASTIC TUMB 6 OZ	TUM		4.830	%	4.830	13.04 %	5.460	7.00			
131825	THREE THISTLES POCKET	BOX		13.670	%	13.670	12.07 %	15.320	1.64			
Sales Class Number 105 SNUFF MOIST												
133280	HAPPY DAYS MINT SMLESS	ROL		19.690	%	19.690	7.57 %	21.180	2.72			
160900	MINT SNUFF ORIGINAL NT	ROL		13.800	%	13.800	21.74 %	16.800	1.85			
160903	MINT SNUFF SPERMINT NT	ROL		13.800	%	13.800	21.74 %	16.800	1.85			
133690	SKOAL BANDIT CLASSIC	ROL		19.630	%	19.630	7.90 %	21.180	2.72			
133695	SKOAL FLAVOR PACK CINN	ROL		19.630	%	19.630	7.90 %	21.180	2.72			
133697	SKOAL FLAVOR PACK MINT	ROL		19.630	%	19.630	7.90 %	21.180	2.72			

# Working With Item Analysis Reports

The Item Analysis application (option 20 of the Item Reports screen) is used to print the following year-to-date reports:

- Best Seller List By Item
- Best Seller List By Class
- Best Seller List By Category
- Worst Seller List By Item
- Worst Seller List By Class
- Worst Seller List By Category

The Item Analysis application is also used to print the No Sale Item List, Vendor Weekly Movement and Item Sales List By Percentage reports.

Refer to the Sales Analysis Reports document for information about reports related to customer, company, salesman, vendor and inventory.

```
User: JEANNINE          Menu: IRMCV1          Date: 1/15/08

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

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

```

User: JEANNINE           Menu: ITRCV1           Date: 1/15/08

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

```

2. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```

User: JEANNINE           Menu: ITANCV1           Date: 1/15/08

=====I T E M   A N A L Y S I S <=====
=====
|||||||||                1. Best Seller List(Top ????? Overall)
THE      ||                2. Best Seller List(Top ????? Per Class)
DAC      ||                3. Best Seller list(Top ????? Per Category)
SYSTEM   ||                4. Worst Seller List(Bottom ????? Overall)
|||||||||                5. Worst Seller List(Bottom ????? Per Class)
|||||||||                6. Worst Seller List(Bottom ????? Per Category)
|||||||||                7. No Sale Item List(Input Date Or Days)
|||||||||                8. Vendor Movement Report
|||||||||                9. Work with Item History
|||||||||               10. Item Ranking Report
|||||||||               11. Movement Report by Aisle/Date Range
M E N U   C A L L S
19.                               20. Item Reports          21.
22.                               23. Dac Main Menu          90. Sign Off

===>

```

## Printing Best And Worst Selling Items By Vendor Year-To-Date

The Best Seller List By Item and Worst Seller List By Item reports detail the overall top and bottom selling items, respectively, per vendor for a designated warehouse. To print these year-to-date reports based on an entire year of sales data, they *must be printed before* using the End Of Year Processing application to close the year.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE           Menu: ITANCV1           Date: 1/15/08

===== > I T E M   A N A L Y S I S <=====
=====
|||||
THE  ||      1. Best Seller List(Top ????? Overall)
DAC  ||      2. Best Seller List(Top ????? Per Class)
SYSTEM ||    3. Best Seller list(Top ????? Per Category)
|||||      4. Worst Seller List(Bottom ????? Overall)
|||||      5. Worst Seller List(Bottom ????? Per Class)
|||||      6. Worst Seller List(Bottom ????? Per Category)
|||||      7. No Sale Item List(Input Date Or Days)
|||||      8. Vendor Movement Report
|||||      9. Work with Item History
|||||     10. Item Ranking Report
|||||     11. Movement Report by Aisle/Date Range
M E N U   C A L L S
19.      20. Item Reports           21.
22.      23. Dac Main Menu         90. Sign Off

==>
```

2. Select option 1 (Best Seller List-Top ????? Overall) or option 4 (Worst Seller List-Bottom ????? Overall) from the Item Analysis screen. The Prompt For Best Sellers screen (illustrated below) or Prompt For Worst Sellers screen appears.

```
BSE3PVR  ENTER  Creative Data Research, Inc.      1/15/08  8:44:29
Prompt For Best Sellers

W.H. Code . . . 1
Vendor . . .

Print Top      Sellers

F3=Exit  F6=Print
```

3. Enter a warehouse code for the **W.H. Code** (6,a) field.
4. Enter a vendor code for the **Vendor** (6,a) field.
5. Enter the number of top selling items to list in the report for the **Print Top Sellers** (5,n) field, or enter the number of worst selling items to list in the report for the **Print Bottom Sellers** (5,n) field.
6. Press <F6> (Print). The Item Analysis screen appears.

## Best Seller List By Item

Creative Data Research, Inc.		Best Seller List By Item		JEANNINE	BSE0PFR	1/15/08	9:34:09	Page	1
		(TOP 5 SELLERS)							
		MAIN WAREHOUSE							
Item Number	Item Description	Sales Year-To-Date	Orders YTD	Unit 1 YTD	Unit 2 YTD	Unit 3 YTD	Unit 4 YTD	SSU	Date Of Last Sale
Warehouse Code 1	MAIN WAREHOUSE								
100500	CAMEL FILTER 85 BOX	74,760.60	345	30	2175	2		CTN	12/28/07
130585	GPC 100 ULTRA BOX	57,733.25	355		2226			CTN	12/28/07
101300	CARLTON MENTHOL	84,535.12	340		2142	2		CTN	12/28/07
131200	BEST VALUE MENT 100 LT	48,305.99	319		2110	2		CTN	12/28/07
111700	KOOL MENT 100 MILD	72,315.07	339		2162			CTN	12/28/07
** END OF REPORT **									

## Worst Seller List By Item

Creative Data Research, Inc.		Worst Seller List By Item		JEANNINE	BSE8PFR	1/15/08	9:32:51	Page	1
		(BOTTOM 5 SELLERS)							
		MAIN WAREHOUSE							
Item Number	Item Description	Sales Year-To-Date	Orders YTD	Unit 1 YTD	Unit 2 YTD	Unit 3 YTD	Unit 4 YTD	SSU	Date Of Last Sale
Warehouse Code 1	MAIN WAREHOUSE								
118800	VANTAGE MENT 100	29,977.88	195		844			CTN	12/28/07
115401	PALL MALL 100 BOX	27,877.81	188		906			CTN	12/28/07
120200	WINSTON 100 LIGHT	37,048.52	202		1121			CTN	12/28/07
131200	BEST VALUE MENT 100 LT	48,305.99	319		2110	2		CTN	12/28/07
125800	DORAL FF MENT 100	66,819.50	358		2142			CTN	12/28/07
** END OF REPORT **									

## Printing Best And Worst Selling Items By Sales Class Year-To-Date

The Best Seller List By Class and Worst Seller List By Class reports detail the top and bottom selling items, respectively, per sales class for a designated warehouse. To print these year-to-date reports based on an entire year of sales data, they *must be printed before* using the End Of Year Processing application to close the year.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE          Menu: ITANCV1          Date: 1/15/08

===== > I T E M   A N A L Y S I S <=====
=====
|||||
THE   ||                1. Best Seller List(Top ????? Overall)
DAC   ||                2. Best Seller List(Top ????? Per Class)
SYSTEM ||              3. Best Seller list(Top ????? Per Category)
|||||                4. Worst Seller List(Bottom ????? Overall)
|||||                5. Worst Seller List(Bottom ????? Per Class)
|||||                6. Worst Seller List(Bottom ????? Per Category)
|||||                7. No Sale Item List(Input Date Or Days)
|||||                8. Vendor Movement Report
|||||                9. Work with Item History
|||||               10. Item Ranking Report
|||||               11. Movement Report by Aisle/Date Range
M E N U   C A L L S
19.                20. Item Reports                21.
22.                23. Dac Main Menu                90. Sign Off

==>
```

2. Select option 2 (Best Seller List-Top ????? Per Class) or option 5 (Worst Seller List-Bottom ????? Per Class) from the Item Analysis screen. The Prompt For Best Sellers screen (illustrated below) or Prompt For Worst Sellers screen appears.

```
BSE3PVR  ENTER  Creative Data Research, Inc.      1/15/08  8:58:16
                    Prompt For Best Sellers

                    W.H. Code . . . 1

                    Beginning Class
                    Ending Class

                    Print Top      Sellers

F3=Exit  F6=Print
```

3. Enter a warehouse code for the **W.H. Code** (6,a) field.
4. Enter sales class numbers for the **Beginning Class** and **Ending Class** (5,n) fields.
5. Enter the number of top selling items to list in the report for the **Print Top Sellers** (5,n) field, or enter the number of worst selling items to list in the report for the **Print Bottom Sellers** (5,n) field.
6. Press <F6> (Print). The Item Analysis screen appears.

## Best Seller List By Class

Creative Data Research, Inc.		Best Seller List By Class		JEANNINE	BSFDPPR	1/15/08	9:53:07	Page	1
(TOP 5 SELLERS PER CLASS)									
MAIN WAREHOUSE									
Item Number	Item Description	Sales Year-To-Date	Orders YTD	Unit 1 YTD	Unit 2 YTD	Unit 3 YTD	Unit 4 YTD	SSU	Date Of Last Sale
Warehouse Code 1									
Sales Class 100 PREMIUM CIGARETTES									
100500	CAMEL FILTER 85 BOX	74,760.60	345	30	2175	2		CTN	12/28/07
111700	KOOL MENT 100 MILD	72,315.07	339		2162			CTN	12/28/07
108300	B&H MENT 100 LT	74,768.48	315		1996	2		CTN	12/28/07
113200	MARLBORO 100 BOX	36,785.96	235		1141			CTN	12/28/07
120200	WINSTON 100 LIGHT	37,048.52	202		1121			CTN	12/28/07
** END OF REPORT **									

## Worst Seller List By Class

Creative Data Research, Inc.		Worst Seller List By Cls.		JEANNINE	BSF3PFR	1/15/08	9:53:18	Page	1
(BOTTOM 5 SELLERS PER CLASS)									
MAIN WAREHOUSE									
Item Number	Item Description	Sales Year-To-Date	Orders YTD	Unit 1 YTD	Unit 2 YTD	Unit 3 YTD	Unit 4 YTD	SSU	Date Of Last Sale
Warehouse Code 1									
Sales Class 101 DISCOUNT CIGARETTES									
115401	PALL MALL 100 BOX	27,877.81	188		906			CTN	12/28/07
102815	LIGGETT SELECT ULTRA 100 BX	36,263.34	288		1676			CTN	12/28/07
131761	BASIC FF 100 BOX	62,927.83	295		1889	2		CTN	12/28/07
102811	LIGGETT SELECT FF MENTH BOX 100	43,127.79	323		2020			CTN	12/28/07
131200	BEST VALUE MENT 100 LT	48,305.99	319		2110	2		CTN	12/28/07
** END OF REPORT **									

## Printing Best And Worst Selling Items By Category Year-To-Date

The Best Seller List By Category and Worst Seller List By Category reports detail the top and bottom selling items, respectively, per category for a designated warehouse. To print these year-to-date reports based on an entire year of sales data, they *must be printed before* using the End Of Year Processing application to close the year.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE           Menu: ITANCV1           Date: 1/15/08

=====I T E M   A N A L Y S I S <=====
|||||||||
THE  ||                1. Best Seller List(Top ????? Overall)
DAC  ||                2. Best Seller List(Top ????? Per Class)
SYSTEM ||            3. Best Seller list(Top ?????? Per Category)
|||||||||            4. Worst Seller List(Bottom ????? Overall)
|||                5. Worst Seller List(Bottom ?????? Per Class)
|||                6. Worst Seller List(Bottom ?????? Per Category)
|||                7. No Sale Item List(Input Date Or Days)
|||                8. Vendor Movement Report
|||                9. Work with Item History
|||               10. Item Ranking Report
|||               11. Movement Report by Aisle/Date Range
|||              M E N U   C A L L S
19.                20. Item Reports                21.
22.                23. Dac Main Menu                90. Sign Off

==>
```

2. Select option 3 (Best Seller List-Top ????? Per Category) or option 6 (Worst Seller List-Bottom ????? Per Category) from the Item Analysis screen. The Prompt For Best Sellers screen (illustrated below) or Prompt For Worst Sellers screen appears.

```
BSE3PVR  ENTER  Creative Data Research, Inc.           1/15/08  9:01:19
                          Prompt For Best Sellers

                          W.H. Code . . . 1

                          Beg. Category
                          Ending Category
                          Page Break On Cat? N (Y/N)
                          Print Top      Sellers

F3=Exit  F6=Print
```

3. Enter a warehouse code for the **W.H. Code** (6,a) field.
4. Enter category numbers for the **Beg Category** and **Ending Category** (2,n) fields.
5. To page break by category, enter *Y* (for yes) for the **Page Break On Cat?** (1,a) field.
6. Enter the number of top selling items to list in the report for the **Print Top Sellers** (5,n) field, or enter the number of worst selling items to list in the report for the **Print Bottom Sellers** (5,n) field.
7. Press <F6> (Print). The Item Analysis screen appears.

## Best Seller List By Category

Creative Data Research, Inc.		Best Seller List By Cat.		JEANNINE	BSF1PFR	1/15/08	9:29:33	Page	1
		(TOP 5 SELLERS PER CATEGORY)							
		MAIN WAREHOUSE							
Item Number	Item Description	Sales Year-To-Date	Orders YTD	Unit 1 YTD	Unit 2 YTD	Unit 3 YTD	Unit 4 YTD	SSU	Date Of Last Sale
Warehouse Code 1									
Category Number 4 CANDY/GUM									
418950	HERSHEY ALMOND 36CT	14,341.47	266		883			BOX	12/28/07
439397	HERSHEY HUGS 12 OZ	28,140.90	256		827			BAG	12/28/07
439336	HERSHEY PLAIN GIANT BAR	29,365.56	221		780			BOX	12/28/07
439635	HERSHEY BITES 11 OZ	18,366.70	211		712			BAG	12/28/07
439394	HERSHEY KISSES 12 OZ	41,679.44	188		604			CSE	12/28/07
Category Number 5 GROCERY									
561759	KEEBLER CLUB CRACKER 5.25 OZ	13,675.34	299		1218			BOX	12/28/07
561158	KEEBLER CHIPS DELUXE 2OZ	4,267.22	293		1205			CTN	12/28/07
631127	KEEBLER FUDGE STRIPE COOKIES 11.5OZ	17,461.32	284		1169			BAG	12/28/07
561161	KEEBLER PECAN SANDIES 2 OZ	14,797.79	274		1086			BOX	12/28/07
561167	KEEBLER VIENNA CREMES 2OZ	14,382.60	263		1056			CTN	12/28/07
** END OF REPORT **									

## Worst Seller List By Category

Creative Data Research, Inc.		Worst Seller List By Cat.		JEANNINE	BSF4PFR	1/15/08	9:46:14	Page	1
		(BOTTOM 5 SELLERS PER CATEGORY)							
		MAIN WAREHOUSE							
Item Number	Item Description	Sales Year-To-Date	Orders YTD	Unit 1 YTD	Unit 2 YTD	Unit 3 YTD	Unit 4 YTD	SSU	Date Of Last Sale
Warehouse Code 1									
Category Number 4 CANDY/GUM									
439393	HERSHEY MINIATURES 12 OZ	37,025.02	183		538			CS	12/28/07
403078	HERSHEY NUGGET ASSORTED	41,505.02	191		583			CS	12/28/07
439394	HERSHEY KISSES 12 OZ	41,679.44	188		604			CSE	12/28/07
439635	HERSHEY BITES 11 OZ	18,366.70	211		712			BAG	12/28/07
439336	HERSHEY PLAIN GIANT BAR	29,365.56	221		780			BOX	12/28/07
Category Number 5 GROCERY									
616600	HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ	1,246.57	210		722			EA	12/28/07
561167	KEEBLER VIENNA CREMES 2OZ	14,382.60	263		1056			CTN	12/28/07
561161	KEEBLER PECAN SANDIES 2 OZ	14,797.79	274		1086			BOX	12/28/07
631127	KEEBLER FUDGE STRIPE COOKIES 11.5OZ	17,461.32	284		1169			BAG	12/28/07
561158	KEEBLER CHIPS DELUXE 2OZ	4,267.22	293		1205			CTN	12/28/07
** END OF REPORT **									

## Printing A List of No Sale Items

The No Sale Item List details all the items which have not sold since a designated date, or within a specified number of days for a particular warehouse.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE           Menu: ITANCV1           Date: 1/15/08
=====
===== > I T E M   A N A L Y S I S <=====
=====
|||||||
THE  ||           1. Best Seller List(Top ????? Overall)
DAC  ||           2. Best Seller List(Top ????? Per Class)
SYSTEM ||         3. Best Seller list(Top ????? Per Category)
|||||||           4. Worst Seller List(Bottom ????? Overall)
|||              5. Worst Seller List(Bottom ????? Per Class)
|||              6. Worst Seller List(Bottom ????? Per Category)
|||              7. No Sale Item List(Input Date Or Days)
|||              8. Vendor Movement Report
|||              9. Work with Item History
|||             10. Item Ranking Report
|||             11. Movement Report by Aisle/Date Range
|||             M E N U   C A L L S
19.              20. Item Reports           21.
22.              23. Dac Main Menu         90. Sign Off

===>
```

2. Select option 7 (No Sale Item List) from the Item Analysis screen. The Prompt For No Sale Items screen appears.

```
BSIQPVR  ENTER  Creative Data Research           5/10/06 16:47:41
                Prompt For No Sale Items

This Program Will Print A List Of Items That Have Not Sold Since The
Date OR Number Of Days You Specify Below.

                Date
                ** OR **
                Days

                Warehouse 1      MAIN WAREHOUSE

F3=Exit  F6=Print
```

3. Enter a date for the **Date** (6,n) field to limit the list of items to those not sold since the designated date, or enter a number for the **Days** (3,n) field to limit the list of items to those not sold within the designated number of days.
4. Enter a warehouse code for the **Warehouse** (6,a) field.
5. Press <F6> (Print). The Item Analysis screen appears.

## No Sale Item List

Creative Data Research-SUPPORT		No Sale Item List				JTIPPIN		BSIYPFR		8/21/99 14:13:19 Page		1
Items That Have Not Sold Since:		365 Days		For Warehouse: 1		MAIN WAREHOUSE						
Item Number	Item Description	Unit 1	On Hand Qty	Unit 2	On Hand Qty	Unit 3	On Hand Qty	Unit 4	On Hand Qty	Sales YTD	Value	Date of Last Sale
102790	RALEIGH LIGHT KING	PAK		* CTN	24	CSE					369.60	5/25/98
107540	SATIN MENTHOL 100	PAK		* CTN		CSE						1/29/98
104238	ALPINE LIGHT MEN 100	PAK		* CTN	70	CSE					895.30	5/26/98
104300	MONARCH FULL FLAVOR 100	PAK		* CTN	58	CSE					741.82	4/16/98
105560	PYRAMID LIGHT 100	PAK		* CTN	41	CSE					524.39	5/26/98
104366	BARGAIN BUY F F 100	PAK		* CTN	66	CSE					646.14	5/26/98
121160	COUNTRY BLEND CHEWING TOB	PCH		* CTN		CSE						3/27/96
120500	LEVI GARRETT PLUG	EA		* CTN	10	CSE					183.30	5/25/98
133280	HAPPY DAYS MINT SMLESS	CAN		* ROL		CSE						1/01/97
112155	MURIEL MAGNUM BOX	EA		* BOX	5	CSE					51.10	5/13/98
144530	SIR WALTER RALEIGH PCH	PCH		* CTN	9	CSE					115.56	5/12/98
215500	BROWNIE BABY RTH BAR .99*	EA		* BOX		CSE						7/08/97
210810	FIDDLE FADDLE CARMEL 50Z	EA		* BOX		CSE						2/25/98
239336	SATHERS KIDDIE MIX	BAG		* BOX	52	CSE					193.44	5/26/98
407938	JACK LINKS HOT BEEF STEAK	EA		* BOX	9	CSE					131.76	5/26/98
406112	SLIM J PEPPERONI & CHEESE	EA		* BOX	6	CSE					58.38	5/05/98
406655	SLIM J SUPER SLIM TOBASCO	EA		* BOX	12	CSE					106.56	5/19/98
406500	SLIM JIM	EA		* BOX	1	CSE					4.39	5/21/98
406110	SLIM JIM BEEF & CHEESE	EA		* BOX	7	CSE					68.11	5/26/98
406660	SLIM JIM GIANT SLIM	EA		* BOX	35	CSE					411.25	5/26/98
406652	SLIM JIM RACING MUG 30CT	EAC		* MUG		CSE						7/16/97
406650	SLIM JIM SUPER SLIM	EA		* BOX	31	CSE					275.28	5/25/98
205060	CHARMS POP SOUR	EA		* BOX	20	CSE					62.40	5/26/98
204990	CHARMS POP SWEET & SOUR 100 CT	EA		* BOX	6	CSE					39.00	4/28/98
204680	CHARMS POP SWEET & SOUR 48 CT	EA		* BOX	11	CSE					34.32	5/13/98
204900	CHARMS SODA FTN POP 120CT	EA		* BOX		CSE						11/20/97
205130	CHERRY HEADS	EA		* BOX	6	CSE					12.66	5/20/98
211020	GOOBERS	EA		* BOX	13	CSE					101.40	5/26/98
211021	GOOBERS 3/99>	EA		* BOX	2	CSE					15.60	12/31/97
214352	SNACKWELLS CHOCOLATE CHEW	EA		* BOX	12	CSE					93.60	5/14/98
214350	SNACKWELLS CLUSTERS	EA		* BOX	25	CSE					195.00	5/07/98
214354	SNACKWELLS RAISIN DIP	EA		* BOX	5	CSE					39.00	5/26/98
219765	BLOW POP BYTES CHERRY	EA		* BOX		CSE						12/17/97
219767	BLOW POP BYTES WATERMELON	EA		* BOX		CSE						5/13/97
219872	STARBURST CALIF 8 OZ	BAG		* BAG	85	CSE					79.90	5/26/98
219863	STARBURST JELLY BEAN 8OZ	BAG		* BAG	7	CSE					6.58	5/20/98
219874	STARBURST ORIG 8 OZ	BAG		* BAG	4	CSE					3.76	5/26/98
219864	STARBURST TROP 8 OZ	BAG		* BAG	12	CSE					11.28	5/21/98
234060	BUBBLICIOUS BLUE BLOWOUT	EA		* BOX	72	CSE					349.92	5/26/98
234080	BUBBLICIOUS PARADISE PNCH	EA		* BOX	41	CSE					199.26	5/26/98
234079	BUBBLICIOUS RADICAL RED	EA		* BOX	31	CSE					150.66	5/26/98
234380	CAREFREE CINNAMON	EA		* BOX	24	CSE					100.80	5/18/98
234500	CAREFREE PEPPERMINT	EA		* BOX	18	CSE					75.60	5/12/98
235570	TRIDENT BUBBLE GUM	EA		* BOX	23	CSE					127.65	5/20/98
235605	TRIDENT CHERRY	EA		* BOX	22	CSE					122.10	4/15/98
237704	BUBBLE TAPE WATERMELON	EA		* BOX	4	CSE					53.40	5/12/98
236705	CAREFREE WINTERGRN BIG PK	EA		* BOX	72	CSE					492.48	5/14/98
237426	TRIDENT CINN VAL-U-PAK	EA		* BOX	37	CSE					254.19	5/26/98
235881	FLEER ULTRA BASKETBALL I	EA		* BOX		CSE						1/20/94
235926	TOPPS BASE STA II '97	EA		* BOX		CSE						6/26/97
237672	UPPER DECK BASKETBALL I 96/97	EA		* BOX		CSE						4/23/97
238951	KEEBLER SOFT BA'CH SHPR 96 CT	EA		* DIS		DIS						3/27/96
239462	P B CRISPS 2.75 OZ PPI.59	EA		* BAG	34	CSE					17.68	5/26/98
801213	SPARK PLUG CHMP L-M J17LM	EA		* EA	24	CSE					31.44	4/28/98
373320	POLAROID 200 35MM 24 EXP	EA		* EA	75	CSE					99.75	5/26/98
631485	FILLER PAPER 300SH	PAD		* PAD	5	CSE					6.75	5/14/98
631980	WIREBOUND 1 SUB 40SH	EA		* EA	34	CSE					12.58	5/19/98

Creative Data Research-SUPPORT		No Sale Item List				JTIPPIN		BSIYPFR		8/21/99 14:13:19 Page		44
Items That Have Not Sold Since:		365 Days		For Warehouse: 1		MAIN WAREHOUSE						
Item Number	Item Description	Unit 1	On Hand Qty	Unit 2	On Hand Qty	Unit 3	On Hand Qty	Unit 4	On Hand Qty	Sales YTD	Value	Date of Last Sale
985200	ULTRA BUY FLOOR RACK PK TOPPER	EA		* EA		EA		EA				8/15/96
985400	ULTRA BUY POSTER 15" X 22"	EA		* EA		EA						11/06/96
Class 999 MISC FIXTURES												
Category 35 RACK & MERCHANDISE 139												
Final totals			12	152413							850221.36	
** END OF REPORT **												

## Printing A Vendor Weekly Movement Report

The Vendor Weekly Movement report details 12 weeks of sales activity for a designated vendor's items at the standard selling level. This report does not include lost sales. Refer to the Purchasing document for information about printing a Daily Item Usage report which is generally used only for tracking cigarette sales.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE           Menu: ITANCV1           Date: 1/15/08

===== > I T E M   A N A L Y S I S <=====
=====
|||||||||
THE      ||           1. Best Seller List(Top ????? Overall)
DAC      ||           2. Best Seller List(Top ????? Per Class)
SYSTEM  ||           3. Best Seller list(Top ????? Per Category)
|||||||||           4. Worst Seller List(Bottom ????? Overall)
|||      ||           5. Worst Seller List(Bottom ????? Per Class)
|||      ||           6. Worst Seller List(Bottom ????? Per Category)
|||      ||           7. No Sale Item List(Input Date Or Days)
|||      ||           8. Vendor Movement Report
|||      ||           9. Work with Item History
|||      ||          10. Item Ranking Report
|||      ||          11. Movement Report by Aisle/Date Range
|||      || M E N U   C A L L S
19.      ||          20. Item Reports           21.
22.      ||          23. Dac Main Menu          90. Sign Off

=====>
```

2. Select option 8 (Vendor Movement Report) from the Item Analysis screen. The Prompt For Vendor Movement screen appears.

```
GSBAPVR  ENTER  Creative Data Research           5/12/06  7:32:54
                          Prompt For Vendor Movement

Type choices, press Enter.

Warehouse .  1           MAIN WAREHOUSE

Vendor Number
Start Date

Key A Vendor Number To Restrict To And Key A Start Date For The Report.
The Report Will Contain 12 Weeks Prior To The Start Date Entered.

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

3. Enter a warehouse code for the **Warehouse** (6,a) field.
4. Enter a vendor code for the **Vendor Number** (6,a) field.
5. Enter a date for the **Start Date** (6,n) field to limit the report of item activity to the 12 weeks prior to the designated date.
6. Press <F6> (Print), and <Enter> when prompted to confirm. The Item Analysis screen appears.

# Vendor Weekly Movement Report

Creative Data Research-SUPPORT		Vendor Weekly Movement			JTIPPIN	GSA9PFR	8/21/99 14:58:01 Page		1
		***** Movement Over Past 12 Weeks *****							
Item #	Description	Week 1 Week 7	Week 2 Week 8	Week 3 Week 9	Week 4 Week 10	Week 5 Week 11	Week 6 Week 12	Total:	
Vendor Number FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMIT					Start Date: 8/20/99				
111056	A F CHURCHILL NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
111061	A F CORONA EMPERIAL NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112271	A F CURLY HEAD NAT BOX 40	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
111051	A F DOUBLE CHATEAU NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112273	A F HEMINGWAY CLASSIC BOX	0 BOX 2 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	1 BOX 0 BOX	Total:	3
111063	A F HEMINGWAY MASTERPIECE NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
111059	A F ROTHSCHILDS MAD	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
111058	A F ROTHSCHILDS NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112266	A FUE FL FINA 8-5-8 MAD	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112262	A FUEN FL FINA 8-5-8 NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	1 BOX 0 BOX	1 BOX 2 BOX	0 BOX 0 BOX	Total:	4
112260	A FUENT SPAN LONSDLE NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
111050	A FUENTE CUBAN COR NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112272	A FUENTE HEM SHORT STRY BX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 2 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	2
111054	A FUENTE HEM SIG NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 3 BOX	0 BOX 0 BOX	Total:	3
112259	A FUENTE PAN FINA MAD BX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112258	A FUENTE PAN FINA NAT BX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	2 BOX 0 BOX	Total:	2
111052	A FUENTE PETIT COR NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112256	A FUENTE SEL PRIVADA # 1 NAT	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 3 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	3
112257	A FUENTE SEL PRIVADA #1 MAD	2 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	2
112264	MONTESINO CESAR #2 NAT BX	1 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	1
112250	MONTESINO DIPLOMATICO NAT BOX	0 BOX 0 BOX	1 BOX 0 BOX	1 BOX 2 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	4
112254	MONTESINO GRAN COR NAT BX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112270	MONTESINO GRAN CORONA MAD	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	0
112252	MONTESINO NUMERO 1 BX	2 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	0 BOX 0 BOX	Total:	2
Final totals								Final Qty:	26
** END OF REPORT **									

## Printing An Item Sales List By Percentage

The Item Sales List By Percentage report contains a list of items ranked by percentage of sales for a given date range, and details total sales and profit per item.

1. Select option 20 (Item Analysis) from the Item Reports screen. The Item Analysis screen appears.

```
User: JEANNINE           Menu: ITANCV1           Date: 1/16/08

===== > I T E M   A N A L Y S I S <=====
=====
|||||||
THE   ||                1. Best Seller List(Top ????? Overall)
DAC   ||                2. Best Seller List(Top ????? Per Class)
SYSTEM ||              3. Best Seller list(Top ????? Per Category)
|||||||                4. Worst Seller List(Bottom ????? Overall)
                                           5. Worst Seller List(Bottom ????? Per Class)
                                           6. Worst Seller List(Bottom ????? Per Category)
                                           7. No Sale Item List(Input Date Or Days)
                                           8. Vendor Movement Report
                                           9. Work with Item History
                                           10. Item Ranking Report
                                           11. Movement Report by Aisle/Date Range
M E N U   C A L L S
19.                                           20. Item Reports           21.
22.                                           23. Dac Main Menu        90. Sign Off

====>
```

2. Select option 10 (Item Ranking Report) from the Item Analysis screen. The Prompt Item Ranking Report screen appears.

```
XXITPVR  ENTER  Creative Data Research, Inc.      1/16/08  9:49:35
          Prompt Item Ranking Report

          Input desired Data, then Press Enter
          Then Press CMD6

          Item Code Range: 000001 to 999999

          Branch:                (blanks=ALL Branches)

          Date Range:  000000 to  000000  (mmddyy)

          Sales Rep:            (blanks=ALL Reps)

          Product Category: 00

          Sales Class: 00000

          Percentage of Sales:  .00

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

3. To limit the report to a range of items, enter item numbers for the **Item Code Range to** (6,n) fields. Users may press <F4> to select numbers from the Select Item by Description screen.
4. To limit the report to a specific warehouse, enter the warehouse code for the **Branch** (6,a) field, or press <F4> to select a code from the Select Warehouse Master screen. If the **Branch** field is left blank, the designated items of all warehouses are included in the report.
5. Enter dates for the **Date Range to** fields to limit the report to sales of a particular range of dates.

6. To limit the report to a specific sales representative, enter an employee code for the **Sales Rep** field (6,a), or press <F4> to select a code from the Select Employee Master screen.
7. To limit the report to a specific item category, enter a category number for the **Product Category** (2,n) field, or press <F4> to select a number from the Select Item Category Master screen.
8. To limit the report to a specific sales class, enter a sales class number for the **Sales Class** (5,n) field, or press <F4> to select a number from the Select Sales Class Master screen.
9. To limit the report to a specific upper level percentage of sales for the designated items, enter a number between 1 and 100 for the **Percentage of Sales** field.
10. Press <F6> (Print). The Item Analysis screen appears.

### Item Sales List By Percentages Report

Item	Description	Sales	Profit	Pct of Sales
101300	CARLTON MENTHOL	113,546.99	4,675.92	11.00 %
108300	B&H MENT 100 LT	101,796.56	4,356.69	10.00 %
100500	CAMEL FILTER 85 BOX	96,059.85	4,290.70	9.00 %
111700	KOOL MENT 100 MILD	91,021.55	4,001.88	9.00 %
131761	BASIC FF 100 BOX	83,987.85	4,131.04	8.00 %
125800	DORAL FF MENT 100	82,619.01	4,079.76	8.00 %
130585	GPC 100 ULTRA BOX	75,202.13	4,642.00	7.00 %
131200	BEST VALUE MENT 100 LT	67,709.21	5,436.00	6.00 %
102811	LIGGETT SELECT FF MENTH BOX 100	57,245.36	4,813.20	5.00 %
102815	LIGGETT SELECT ULTRA 100 BX	45,479.92	3,771.00	4.00 %
120200	WINSTON 100 LIGHT	44,467.19	1,985.82	4.00 %
113200	MARLBORO 100 BOX	43,991.85	2,882.28	4.00 %
115401	PALL MALL 100 BOX	35,381.59	1,780.24	3.00 %
118800	VANTAGE MENT 100	34,034.17	1,450.26	3.00 %
119526	VIRGINIA SLIM MENT 100 BOX	26,552.55	1,148.32	2.00 %
		999,095.78	53,445.11	

\*\* END OF REPORT \*\*

# Working With Unitrac

The Unitrac applications are used to handle manufacturer reporting via MSA (Management Science Associates) and others. Contact CDR personnel for information about the DAC optional modules (MCAT Cigarette, MCAT Tobacco, MCAT Candy, Pepsico and PRISM) that are required for this reporting.

Before using MCAT Cigarette, MCAT Tobacco, MCAT Candy or Pepsico for manufacturer reporting, distributors must contact MSA to acquire a Distributor ID number (DID), and MSA's iDT software which is used to transmit sales data from the distributor's AS400 via the Internet.

Before using the PRISM module, contact Swedish Match to acquire a distributor ID number, and the e-mail address required for transmitting data files to them

```
User: JEANNINE           Menu: DACCV1           Date: 8/10/12
=====
> THE DAC SOFTWARE SYSTEM <=====
Distributor Analysis and Control
MAIN OPERATIONS MENU
=====
1. File Maintenance Menu
2. Accounts Receivable
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.
==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE           Menu: OTHCV1           Date: 12/09/05
=====
> O T H E R   O P E R A T I O N S <=====
1. Archive Functions
2. Unitrac (PMSTARS Etc.)
3. QDN Interface
4. E-Mail
5. Pre-Booked Order System
6. Fast Track Reporting
7. Hershey Reporting
8. DEA Allocation

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

2. Select option 2 (Unitrac) from the Other Operations screen. The Unitrac Menu screen appears.

```

User: JEANNINE           Menu: UNITRAC           Date: 12/09/05

===== > U N I T R A C   M E N U <=====
|||||
THE  || 1. Build Vendor Data File
DAC  || 2. Define Promo Items
SYSTEM || 3. Define Discount Cigarette Classes
||||| 4. Rebuild From History File
||||| 5. Build MSA Data File
||||| 6. Rebuild MSA Data From History
||||| 7. Define MSA Smokeless Items
||||| 8. Define MSA Candy Items
||||| 9. Define PRISM Item Classes
||||| 10. Define MSA PEPSICO Items
||||| 11. Build MULTICAT Data File
M E N U   C A L L S
19.      20.      21. S.O.M. Reports
22.      23. Dac Main Menu      90. Sign Off
=====
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==>

```

## Getting Started With Unitrac

Before using the MCAT modules for manufacturer reporting, the following steps must be completed by the distributor:

- MCAT Cigarette module - steps 1 through 7, step 10 and step 11.
- MCAT Tobacco module - step 1, steps 3 through 7, step 10, step 11 and step 13.
- MCAT Candy module - step 1, steps 3 through 7, step 10, step 11 and step 14.
- Pepsico module - step 1, steps 3 through 7, step 10, step 11 and step 15.

Refer to Using The PRISM Module for information about the getting started with it.

**Step 1:** Use the Work With System Options application to make any necessary changes to the values of the SYS039 (Vendor Data Options) default system option fields. To use the Unitrac applications, *Y* (for yes) must be entered for the **UNITRAC Active** field. Refer to the DAC Default System Options document for information about all the fields of this system option.

**Step 2:** If cigarette manufacturer reporting is done (MCAT Cigarette or PMStars) verify that the item category number defined specifically for cigarettes is entered for the **Sensitive Category** field of the SYS001 (General System Options) default system option field. Refer to the DAC Default System Options document for additional information.

**Step 3:** Use the Edit Company Name Master application to enter values for the **Company ShipTo** fields of the company name records. Refer to Working With Company Names of the System File Maintenance document for additional information.

**Step 4:** Verify that street address of the customer's shipping address is entered for the **Address Line 1** field of the DAC customer records. Refer to Working With Customers of the Customer File Maintenance document for information about the **Address Line 1** field.

**Step 5:** Verify that the DAC item records of the products for which data will be reported, including promotional items, are entered according to the format required

by the manufacturers. Refer to Adding Item Records for information about the **Consumable Units, Inventory Sts and UPC Numbers1 - UPC Numbers4** fields.

**Step 6:** Verify that the CV1COM folder exists by entering the **WRKFLR CV1COM AS/400** command. If the *Folder not found* message appears, use the 1=Create option to create the CV1COM folder.

**Step 7:** A virtual drive (I: is recommended) must be mapped to QDLS on the AS/400 from every PC used for running the Unitrac applications.

**Step 8:** Contact CDR support personnel for information about using the SYS010 (User Point: Invoice Post) default system option to implement the PREPOSTCL pre-post function. This step is not required for MCAT Cigarette, MCAT Tobacco, MCAT Candy or Pepsico.

**Step 9:** If MSA's iDT software is not used for transmitting data, and the PMStars, USTRAD or ADAMS program is used, (1) a folder named CV1COM must be created on the C: drive of every PC used by the distributor for running the Unitrac applications, and (2) the following files must be copied from I:\CV1COM to C:\CV1COM as described below:

- SLICETXT.EXE - required for the PMStars, USTRAD and ADAMS program.
- SAVPM.BAT - required for the PMStars program only.
- SAVUST.BAT - - required for the USTRAD program only.
- SAVADAMS.BAT - required for the ADAMS program only.

**Step 10:** If MSA's iDT software is used, I:\CV1COM must be designated as the Load Directory when installing the software.

**Step 11:** Use the Define Promo Items application to add the promo item records. Refer to Defining Promo Items below for additional information.

**Step 12:** If the PMStars program is used, refer to Defining Discount Brand Cigarettes for information about adding the necessary records before it is used for manufacturer reporting. This step is not required for MCAT Cigarette.

**Step 13:** If the USTRAD program or MCAT Tobacco module is used, refer to Defining MSA Smokeless Items for information about adding the necessary records before manufacturer reporting of smokeless tobacco can be done.

**Step 14:** If the ADAMS program or MCAT Candy module is used, refer to Defining MSA Candy Items for information about adding the necessary records before manufacturer reporting of candy can be done.

**Step 15:** If the Pepsico module is used, refer to Defining MSA Pepsico Items for information about adding the necessary records.

## Using MCAT Modules

Before using the MCAT modules for manufacturer reporting, the following steps of the Getting Started With Unitrac section above must be completed by the distributor:

- MCAT Cigarette module - steps 1 through 7, step 10 and step 11.
- MCAT Tobacco module - step 1, steps 3 through 7, step 10, step 11 and step 13.
- MCAT Candy module - step 1, steps 3 through 7, step 10, step 11 and step 14.
- Pepsico module - step 1, steps 3 through 7, step 10, step 11 and step 15.

CDR support personnel must also be contacted to confirm that the distributor has received the authorization required to use the MCAT modules, and to implement the necessary internal system default for distributors with multiple warehouses.

*Note: The end of day closing process must be completed to include all the necessary sales data of posted invoices for a reporting period.*

```
User: JEANNINE           Menu: DACCV1           Date: 8/10/12
=====
> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
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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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE           Menu: OTHCV1           Date: 7/06/06
=====
> O T H E R   O P E R A T I O N S <=====
|||||||
THE  || 1. Archive Functions
DAC  || 2. Unitrac (PMSTARS Etc.)
SYSTEM || 3. QDN Interface
||||||| 4. E-Mail
||||||| 5. Pre-Booked Order System
||||||| 6. Fast Track Reporting
||||||| 7. Hershey Reporting
||||||| 8. DEA Allocation
=====
M E N U   C A L L S
19.      20.      21.
22.      23. Dac Main Menu      90. Sign Off
=====
==>
```

2. Select option 2 (Unitrac) from the Other Operations screen. The Unitrac Menu screen appears.

```

User: JEANNINE           Menu: UNITRAC           Date: 7/06/06

=====
> U N I T R A C   M E N U <=====
=====
|||||||
THE   ||                1. Build Vendor Data File
DAC   ||                2. Define Promo Items
SYSTEM ||              3. Define Discount Cigarette Classes
|||||||                4. Rebuild From History File
|||||||                5. Build MSA Data File
|||||||                6. Rebuild MSA Data From History
|||||||                7. Define MSA Smokeless Items
|||||||                8. Define MSA Candy Items
|||||||                9. Define PRISM Item Classes
|||||||               10. Define MSA PEPSICO Items
|||||||               11. Build MULTICAT Data File
M E N U   C A L L S
19.
22.
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
=====>

```

3. Select option 11 (Build MULTICAT Data File). The Build MULTICAT Data screen appears.

```

DCWEPVR  ENTER  Creative Data Research           7/06/06  8:31:35
                Build MULTICAT Data

Enter the start and end dates for the MSA file build. Press F10 to
continue and build the data or press F3 to exit without building.

                MSA Program:   1 = Cigarettes (PMSTARS, Etc.)
                                2 = Smokeless (USTRAD, Etc.)
                                3 = Candy (ADAMS, Etc.)
                                4 = PEPSICO

                Warehouse Code: 1
                Start Date:
                End Date:

F3=Exit  F10=Continue

```

4. Enter one of the following values for the **MSA Program** (1,n) field:
  - 1 (Cigarettes) to use the MCAT Cigarette module.
  - 2 (Smokeless) to use the MCAT Tobacco module.
  - 3 (Candy) to use the MCAT Candy module.
  - 4 (PEPSICO) to use the MCAT Pepsico module.
5. Enter the warehouse code for the **Warehouse Code** (6,a) field which only appears for distributors with multiple warehouses.
6. Enter the starting and ending dates of the reporting period for the **Start Date** and **End Date** (6,n) fields.
7. Press <F10> (Continue), and press <Enter> when prompted to confirm.

After completing the instructions above, distributors must use MSA's iDT software to transmit sales data from the distributor's AS400 via the Internet.

## Defining Promo Items

Before using the Define Promo Items application, DAC item records (see example below) must be added for the promotional products according to the format required by the manufacturers. If the promotional product is a DAC super item, use the Work With Selling Allowances application to add an allowance record. Refer to Adding Super Item Prepacked Allowance Records and Adding Super Item Non-Prepacked Allowance Records of the Billing File Maintenance document for additional information.

```

GSYKEIR  CHANGE  Creative Data Research  11/07/01 13:05:34
                                Edit Item
W.H. 1          Description              Retail PK  Status
Item 527654 - 7  WINSTON B2G1F 10 CARTON DISPLAY      C  A
Category . . .  1 Vendor 1810  Mfr# 601700      Standard U/M  2
Sales Class  17 Net Cost  185.500              Buying U/M  2  I
Product Class  Base Cost  185.500 B&P          Catch Weight  N
Tax Class . 350 List Price 190.569 L&P  2.66    Inventory Sts Y
Book Heading  MSRP . . . R&P                  Location
Book Seq. . Consumable Units
Book Exclusion  Y

U/M Mult Sell MOQ Mult UPC Numbers  Weights On Hand  Avail.  On Order
1 CTN  1  N      N 1230029175
2 DSP  10  Y      N 1230029175
3      1
4      1

Substitute Item/Type . Mfr. Out of Stock Code  Guarantee Return Y
Max. Allocation Qty & U/M  Backorder Code . . . N Seasonal Code
Restocking Fee % . . . Daily tracking Status N
Pallet Tie/High . . . / Original Date 11/27/01
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext
  
```

The instructions which follow describe using the Define Promo Items application to add promo item records before manufacturer reporting can be done.

```

User: JEANNINE          Menu: UNITRAC          Date: 12/09/05

===== >  U N I T R A C  M E N U <=====
=====
|||||
THE  ||          1. Build Vendor Data File
DAC  ||          2. Define Promo Items
SYSTEM ||        3. Define Discount Cigarette Classes
|||||          4. Rebuild From History File
          5. Build MSA Data File
          6. Rebuild MSA Data From History
          7. Define MSA Smokeless Items
          8. Define MSA Candy Items
          9. Define PRISM Item Classes
         10. Define MSA PEPSICO Items
         11. Build MULTICAT Data File
M E N U  C A L L S
19.          20.          21. S.O.M. Reports
22.          23. Dac Main Menu  90. Sign Off
=====
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==>
  
```

1. Select option 2 (Define Promo Items) from the Unitrac Menu screen. The Define Promo Items screen appears with the *No data to display* message if no promo item records were previously added.

```

GSEODFR   DISPLAY Creative Data Research           12/12/05 14:05:01
                Define Promo Items

Item

Type options, press Enter.
Z=Edit Record

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

```

2. Press <F10> (Add New Record). The Define Promo Items Edit KEY SCREEN screen appears.

```

GSENE1R   ADD   Creative Data Research           12/12/05 14:05:25
                Define Promo Items Edit KEY SCREEN

Application Id . . . . : 010
Item Number . . . . .

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

```

3. Enter the item number of the promotional product for the **Item Number** (6,n) field, and press <Enter>. If necessary, press <F4> to select an item number from the Select Item Master screen.

```

GSENE1R   ADD   Creative Data Research           12/12/05 14:07:22
                Define Promo Item Description

Application Id . . . . : 010   Promo Item Description
Item Number . . . . . : 527654 WINSTON B2G1F 10 CARTON DISPLAY

Promo Item Y/N   Y   527654 WINSTON B2G1F 10 CARTON DISPLAY
Shipper/Component (S, C, Blank)
Pack Quantity .   **** You only need to enter a pack quantity here
                    if it is different from the pack quantity on
                    the Item Master.
Promotion Code:

F3=Exit

```

As illustrated above, the Define Promo Item Description screen appears with the item's number and description for the **Item Number** and **Promo Item Description** fields.

4. Enter *Y* for the **Prom Item Y/N** (1,a) field, and if necessary, enter the description of the promotion.

GSENE1R	ADD	Creative Data Research	11/07/01 13:42:54
Define Promo Item Description			
Application Id . . . . :	010	Promo Item Description	
Item Number . . . . . :	527654	WINSTON B2G1F 10 CARTON DISPLAY	
Promo Item Y/N	Y	WIN*4Q01*B2G1F**	
Shipper/Component	(S, C, Blank)		
Pack Quantity .	**** You only need to enter a pack quantity here if it is different from the pack quantity on the Item Master.		
Promotion Code:			
F3=Exit			

5. If the Multicat format is used for manufacturer reporting (with the MCAT Cigarette, MCAT Tobacco, MCAT Candy or Pepsico modules), enter one of the following values for the **Shipper/Component** (1,a) field:
  - *S* - to designate that the promotional product is a shipper.
  - *C* - to designate that the item is a component of a promotional product.
 The **Shipper/Component** field should be left blank if the item is neither a shipper or a component.
  
6. If (1) the PMStars program or the MCAT Cigarette module is used, (2) the promotional products are cigarettes, and (3) the following statements are true, then enter a value for the **Pack Quantity** (6,n) field; otherwise, continue with step 7:
  - The promotional products are defined as a super item prepacked or as a super item non-prepacked type of selling allowance.
  - The “master controls price” in the allowance record.
  - The count of consumable units is too great to be entered for the 3-digit **Consumable Units** field of the master item’s record.
 In this case, the value entered for the **Pack Quantity** field equals the count of consumable units at the standard selling unit of measure in the master item’s record. Refer to Adding Item Records in this section for information about the **Consumable Units** field.  
 Refer to Working With Selling Allowances of the Billing File Maintenance document for information about the **Price Control** field of super item prepacked and super item non-prepacked selling allowance records.
  
7. If (1) the USTRAD program or the MCAT Tobacco module is used, (2) the promotional products are smokeless tobacco items, and (3) the promotion includes free items, a value must be entered for the **Pack Quantity** (6,n) field which equals the total quantity of free and non-free items at the standard selling unit of measure.  
 For example, the user may normally sell rolls of smokeless tobacco containing five cans per roll. If a buy one get one free promotion is offered, a value of 10 must be entered for the **Pack Quantity** field.

8. If a manufacturer promotion code is supplied by the manufacturer for the product, and any of the following are used for reporting, enter the code for the **Promotion Code** (10, a) field:
  - MCAT Cigarette module
  - MCAT Tobacco module
  - MCAT Candy module
  - Pepsico module
  - PMStars reporting program
  - USTRAD reporting program
  - ADAMS reporting program.
9. Press <Enter> when data entry is complete.

```

GSENE1R  ADD      Creative Data Research      11/07/01 13:42:54
                        Define Promo Item Description
Application Id . . . . : 010      Promo Item Description
Item Number . . . . . : 527654  WINSTON B2G1F 10 CARTON DISPLAY

Promo Item Y/N   Y      WIN*4Q01*B2G1F**
Pack Quantity .  2000   **** You only need to enter a pack quantity here
                        if it is different from the pack quantity on
                        the Item Master.
Promotion Code:  60606

F3=Exit

```

10. Press <Enter> when prompted to confirm. The Define Promo Items Edit KEY SCREEN screen appears with the *Record added* message.

```

GSENE1R  ADD      Creative Data Research      11/07/01 15:28:40
                        Define Promo Items Edit KEY SCREEN
Application Id . . . . : 010
Item Number . . . . .

F3=Exit  F4=Search  F9=Go to 'Change' mode
Record added.

```

If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding promo item records, and press <F3> to exit when data entry is complete. The Define Promo Items screen appears.

```
GSEODFR   DISPLAY Creative Data Research   12/14/05 13:34:29
                                Define Promo Items
Item

Type options, press Enter.
2=Edit Record

? Item          Promo          Promo  Promo  Promo Code  Shipper?
  Number      Description      Item?  Pack  Q
  006050  WIN*4Q01*B2G1F**          Y      2000  60606

F3=Exit  F10=Add New Record
```

After promo item records are added, the *2=Edit Record* option can be used to change and delete the records.

## Defining Discount Brand Cigarettes

The instructions which follow describe adding the necessary records before the PMStars program can be used for manufacturer reporting of cigarettes. This is not required if the MCAT Cigarette module is used.

```
User: JEANNINE           Menu: UNITRAC           Date: 12/14/05

======>  U N I T R A C   M E N U <=====
=====
|||||||      1. Build Vendor Data File
THE  ||      2. Define Promo Items
DAC  ||      3. Define Discount Cigarette Classes
SYSTEM ||    4. Rebuild From History File
|||||||      5. Build MSA Data File
|||||||      6. Rebuild MSA Data From History
|||||||      7. Define MSA Smokeless Items
|||||||      8. Define MSA Candy Items
|||||||      9. Define PRISM Item Classes
|||||||     10. Define MSA PEPSICO Items
|||||||     11. Build MULTICAT Data File
M E N U   C A L L S
19.      20.      21. S.O.M. Reports
22.      23. Dac Main Menu      90. Sign Off
=====
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==>
```

1. Select option 3 (Define Discount Cigarette Classes) from the Unitrac Menu screen. The Define Discount Brand Cig screen appears with the *No data to display* message if no discount cigarette class records were previously added.

```
GSEQDFR   DISPLAY Creative Data Research           12/14/05 17:08:51
                                Define Discount Brand Cig

Sales
Class

Type options, press Enter.
2=Edit Record

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

2. Press <F10> (Add New Record). The Discount Brand Cig. Edit KEY SCREEN screen appears.

```

GSEPE1R  ADD      Creative Data Research      12/14/05 17:09:28
                Discount Brand Cig. Edit KEY SCREEN

Application Id . . . . : 011
Sales Class . . . . .

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

```

3. Enter a sales class number of the discount brand (generic) cigarette products for the **Sales Class** (5,n) field, and press <Enter>. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

```

GSEPE1R  ADD      Creative Data Research      12/14/05 17:10:00
                Discount Brand Cig. Edit Details

Application Id . . . . : 011      Discount Brand Cigs.
Sales Class . . . . . :      5  DISCOUNT CIGARETTES

Discount Brand      Y

NOTE: Enter only the discount brands of cigarettes here.

F3=Exit

```

As illustrated above, the Discount Brand Cig. Edit Details screen appears with the number and description of the sales class.

4. Press <Enter>, and press <Enter> when prompted to confirm. The Discount Brand Cig. Edit KEY SCREEN screen appears with the *Record added* message.

```

GSEPE1R  ADD      Creative Data Research      12/14/05 17:10:44
                Discount Brand Cig. Edit KEY SCREEN

Application Id . . . . : 011
Sales Class . . . . .

F3=Exit  F4=Search  F9=Go to 'Change' mode
Record added.

```

5. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding discount cigarette class records, and press <F3> to exit when data entry is complete. The Define Discount Brand Cig screen appears.

```
GSEQDFR   DISPLAY Creative Data Research           12/14/05 17:12:19
                                Define Discount Brand Cig
Sales
Class

Type options, press Enter.
2=Edit Record

? Sales          Sales Class Desc.             Y/N
  Class
    5 DISCOUNT CIGARETTES                     Y

F3=Exit  F10=Add New Record
```

After discount cigarette class records are added, the *2=Edit Record* option can be used to change and delete the records.

## Defining MSA Smokeless Items

The instructions which follow describe adding the necessary records before the USTRAD program or MCAT Tobacco module can be used for manufacturer reporting.

```
User: JEANNINE           Menu: UNITRAC           Date: 12/09/05

===== > U N I T R A C   M E N U <=====
=====
|||||
THE   ||           1. Build Vendor Data File
DAC   ||           2. Define Promo Items
SYSTEM ||         3. Define Discount Cigarette Classes
|||||           4. Rebuild From History File
|||||           5. Build MSA Data File
|||||           6. Rebuild MSA Data From History
|||||           7. Define MSA Smokeless Items
|||||           8. Define MSA Candy Items
|||||           9. Define PRISM Item Classes
|||||          10. Define MSA PEPSICO Items
|||||          11. Build MULTICAT Data File
|||||          M E N U   C A L L S
19.                20.                21. S.O.M. Reports
22.                23. Dac Main Menu      90. Sign Off
=====
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==>
```

1. Select option 7 (Define MSA Smokeless Items) from the Unitrac Menu screen. The Define UST RAD Classes screen appears with the *No data to display* message if no records were previously added.

```
GSWXDFR  DISPLAY Creative Data Research-SUPPORT      11/13/01 15:26:07
                Define UST RAD Classes

Sales
Class

Type options, press Enter.
Z=Edit Record

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

2. Press <F10> (Add New Record). The Edit UST RAD Classes KEY SCREEN screen appears.

```

GSWYE1R  ADD      Creative Data Research-SUPPORT      11/13/01 15:26:40
                        Edit UST RAD Classes KEY SCREEN

Application Id . . . . : 013
Sales Class . . . . .

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

```

3. Enter a sales class number of the necessary tobacco products for the **Sales Class** (5,n) field, and press <Enter>. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

```

GSWYE1R  ADD      Creative Data Research-SUPPORT      11/13/01 16:42:19
                        Edit UST RAD Classes Details

Application Id . . . . : 013      UST RAD Sales Classes
Sales Class . . . . . :      30  MOIST SNUFF

F3=Exit

```

As illustrated above, the Edit UST RAD Classes Details screen appears with the number and description of the sales class.

4. Press <Enter>.

```

GSWYE1R  ADD      Creative Data Research-SUPPORT      11/13/01 16:42:48
                        Edit UST RAD Classes Details

Application Id . . . . : 013      UST RAD Sales Classes
Sales Class . . . . . :      30  MOIST SNUFF

F3=Exit

CONFIRM: Y (Y/N)

```

5. Press <Enter> when prompted to confirm. The Edit UST RAD Classes KEY SCREEN screen appears with the *Record added* message.

```

GSWYE1R  ADD      Creative Data Research-SUPPORT      11/13/01 16:43:02
                        Edit UST RAD Classes KEY SCREEN

Application Id . . . . : 013
Sales Class . . . . .

F3=Exit  F4=Search  F9=Go to 'Change' mode
Record added.

```

6. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding USTRAD item class records, and press <F3> to exit when data entry is complete. The Define UST RAD Classes screen appears.

```

GSWXDFR  DISPLAY Creative Data Research-SUPPORT      11/13/01 16:46:34
                        Define UST RAD Classes

Sales
Class

Type options, press Enter.
2=Edit Record

? Sales          Sales Class Desc.
  Class
    30 MOIST SNUFF

F3=Exit  F10=Add New Record

```

After USTRAD item class records are added, the *2=Edit Record* option can be used to change and delete the records.

## Defining MSA Candy Items

The instructions which follow describe adding the necessary records before the ADAMS program or MCAT Candy module can be used for manufacturer reporting.

```

User: JEANNINE           Menu: UNITRAC           Date: 12/09/05

===== > U N I T R A C   M E N U <=====
=====
|||||||
THE  ||          1. Build Vendor Data File
DAC  ||          2. Define Promo Items
SYSTEM ||        3. Define Discount Cigarette Classes
|||||||          4. Rebuild From History File
                                           5. Build MSA Data File
                                           6. Rebuild MSA Data From History
                                           7. Define MSA Smokeless Items
                                           8. Define MSA Candy Items
                                           9. Define PRISM Item Classes
                                           10. Define MSA PEPSICO Items
                                           11. Build MULTICAT Data File
M E N U   C A L L S
19.                                           21. S.O.M. Reports
22.                                           23. Dac Main Menu          90. Sign Off
=====
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==>

```

1. Select option 8 (Define MSA Candy Items) from the Unitrac Menu screen. The Define ADAMS Classes screen appears with the *No data to display* message if no records were previously added.

```

GSXLDFR  DISPLAY Creative Data Research           12/09/05 16:55:46
                Define ADAMS Classes
Class Item      ADAMS Category

Type options, press Enter.
2=Edit Record

? Item  Class      Description              ADAMS Category

F3=Exit  F8=Exclude Customers  F10=Add New Record
No data to display.

```

2. Press <F10> (Add New Record). The Enter Keys For Adams screen appears.

```

GWDQPVR  ENTER  Creative Data Research           12/09/05 16:56:35
                Enter Keys For Adams

Type choices, press Enter.

Item Number

Or

Sales Class

F3=Exit

```

3. Enter data for one of the following fields:
  - **Item Number** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.
  - **Sales Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

```

GSXME1R  ADD      Creative Data Research      12/09/05 17:20:10
                        Edit ADAMS Classes Details

Application Id . . . : 014  ADAMS Sales Classes

Item Number . . . . : 10014  AMER LICORICE SUPER ROPE RACK

Sales Class . . . . :

ADAMS Category . . .

F3=Exit

```

As illustrated above, the Edit ADAMS Classes Details screen appears with the number and description of the item or the sales class.

4. Enter the necessary value for the **ADAMS Category** (6,n) field (as designated by MSA), and press <Enter> when complete.

```

GSXME1R  ADD      Creative Data Research      12/09/05 17:26:04
                        Edit ADAMS Classes Details

Application Id . . . : 014  ADAMS Sales Classes

Item Number . . . . : 10014  AMER LICORICE SUPER ROPE RACK

Sales Class . . . . :

ADAMS Category . . . 5200

F3=Exit

CONFIRM: Y (Y/N)

```

5. Press <Enter> when prompted to confirm. The Enter Keys For Adams screen appears.

```

GWDQPVR  ENTER  Creative Data Research      12/09/05 17:29:42
                Enter Keys For Adams

Type choices, press Enter.

Item Number 10014

Or

Sales Class

F3=Exit

```

6. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding records, and press <F3> to exit when data entry is complete. The Define ADAMS Classes screen appears.

```

GSXLDFR  DISPLAY Creative Data Research      12/09/05 17:31:59
                Define ADAMS Classes

Class Item      ADAMS Category

Type options, press Enter.
2=Edit Record

? Item  Class      Description      ADAMS Category
  10014      AMER LICORICE SUPER ROPE RACK      5200

F3=Exit  F8=Exclude Customers  F10=Add New Record

```

The *2=Edit Record* option can be used to change and delete the records.

## Defining MSA Pepsico Items

The instructions which follow describe adding the necessary records before the Pepsico module can be used for manufacturer reporting.

```
User: JEANNINE           Menu: UNITRAC           Date: 7/05/06

===== > U N I T R A C   M E N U <=====
=====
|||||||
THE  ||          1. Build Vendor Data File
DAC  ||          2. Define Promo Items
SYSTEM ||        3. Define Discount Cigarette Classes
|||||||          4. Rebuild From History File
|||||||          5. Build MSA Data File
|||||||          6. Rebuild MSA Data From History
|||||||          7. Define MSA Smokeless Items
|||||||          8. Define MSA Candy Items
|||||||          9. Define PRISM Item Classes
|||||||         10. Define MSA PEPSICO Items
|||||||         11. Build MULTICAT Data File
|||||||         M E N U   C A L L S
19.          20.          21. S.O.M. Reports
22.          23. Dac Main Menu      90. Sign Off
=====
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==>
```

1. Select option 10 (Define MSA PEPSICO Items) from the Unitrac Menu screen. The Define PEPSICO Items/Classes screen appears with the *No data to display* message if no records were previously added.

```
GWE5DFR  DISPLAY Creative Data Research           7/05/06 12:38:51
                Define PEPSICO Items/Classes
Class Item      PEPSICO Category

Type options, press Enter.
2=Edit Record

F3=Exit  F8=Exclude Customers  F10=Add New Record
```

2. Press <F10> (Add New Record). The Enter Keys For PEPSICO screen appears.

```
GWE7PVR  ENTER Creative Data Research           7/05/06 12:40:12
                Enter Keys For PEPSICO

Type choices, press Enter.

Item Number

Or

Sales Class

F3=Exit
```

3. Enter data for one of the following fields:
  - **Item Number** (6,a) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.
  - **Sales Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

```

GWE6E1R  ADD      Creative Data Research          7/05/06 12:43:05
                        Edit PEPSICO Classes Details

Application Id . . . . : 020  PEPSICO Items

Item Number . . . . . : 105756  TROP TWIST ORG/RASP LITE  0.00

Sales Class . . . . . :

PEPSICO Category . .

F3=Exit

```

As illustrated above, the Edit PEPSICO Classes Details screen appears with the number and description of the item or the sales class.

4. Enter the necessary value for the **PEPSICO Category** (6,n) field (as designated by MSA), and press <Enter> when complete.

```

GWE6E1R  ADD      Creative Data Research          7/05/06 12:46:25
                        Edit PEPSICO Classes Details

Application Id . . . . : 020  PEPSICO Items

Item Number . . . . . : 105756  TROP TWIST ORG/RASP LITE  0.00

Sales Class . . . . . :

PEPSICO Category . .  2000

F3=Exit

CONFIRM: Y (Y/N)

```

5. Press <Enter> when prompted to confirm. The Enter Keys For PEPSICO screen appears.

```

GWE7PVR  ENTER  Creative Data Research          7/05/06 12:47:02
                        Enter Keys For PEPSICO

Type choices, press Enter.

Item Number 105756

Or

Sales Class

F3=Exit

```

6. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding records, and press <F3> to exit when data entry is complete. The Define PEPSICO Items/Classes screen appears.

```

GWE5DFR  DISPLAY Creative Data Research          7/05/06 12:48:10
                        Define PEPSICO Items/Classes
Class Item      PEPSICO Category

Type options, press Enter.
2=Edit Record

? Item  Class      Description              PEPSICO Category
 105756          TROP TWIST ORG/RASP LITE  0.00              2000

F3=Exit  F8=Exclude Customers  F10=Add New Record

```

The *2=Edit Record* option can be used to change and delete the records.

---

## Using The PRISM Module

Before using the PRISM module for manufacturer reporting, the following steps must be completed by the distributor. CDR support personnel must also be contacted to confirm that the distributor has received the authorization required to use the PRISM module, and to implement the necessary internal system default for distributors with multiple warehouses.

**Step 1:** Use the Work With System Options application to make any necessary changes to the values of the SYS039 (Vendor Data Options) default system option fields. To use the Unitrac applications, *Y* (for yes) must be entered for the **UNITRAC Active** field. Refer to the DAC Default System Options document for information about all the fields of this system option.

**Step 2:** Use the Edit Company Name Master application to enter values for the **Company Ship To** fields of the company name records. Refer to Working With Company Names of the System File Maintenance document for additional information.

**Step 3:** Verify that street address of the customer's shipping address is entered for the **Address Line 1** field of the DAC customer records. Refer to Working With Customers of the Customer File Maintenance document for information about the **Address Line 1** field.

**Step 4:** Verify that the DAC item records of the products for which data will be reported, including promotional items, are entered according to the format required by the manufacturers. Refer to Adding Item Records for information about the **Consumable Units, Inventory Sts and UPC Numbers1 - UPC Numbers4** fields.

**Step 5:** Verify that the CV1COM folder exists by entering the **WRKFLR CV1COM AS/400** command. If the *Folder not found* message appears, use the 1=Create option to create the CV1COM folder.

**Step 6:** A virtual drive (I: is recommended) must be mapped to QDLS on the AS/400 from every PC used for running the Unitrac applications.

**Step 7:** Contact CDR support personnel for information about using the SYS010 (User Point: Invoice Post) default system option to implement the PREPOSTCL pre-post function.

**Step 8:** Use the Define Promo Items application to add the promo item records. Refer to Defining Promo Items for additional information.

**Step 9:** Use the Define PRISM Item Classes application to add the necessary records. Refer to Defining PRISM Item Classes for additional information.

The instructions that follow describe using the PRISM module by distributors with:

- Multiple warehouses - The end of day closing process must be completed to include all the necessary sales data of posted invoices for a reporting period.
- A single warehouse - Invoices must be posted for the reporting period, but completing the end of day closing process is not required.

```

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

```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```

User: JEANNINE           Menu: OTHCV1           Date: 7/06/06
=====
> O T H E R   O P E R A T I O N S <=====
=====
|||||||      1. Archive Functions
THE   ||      2. Unitrac (PMSTARS Etc.)
DAC   ||      3. QDN Interface
SYSTEM ||      4. E-Mail
|||||||      5. Pre-Booked Order System
|||||||      6. Fast Track Reporting
|||||||      7. Hershey Reporting
|||||||      8. DEA Allocation

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

```

2. Select option 2 (Unitrac) from the Other Operations screen. The Unitrac Menu screen appears.

```

User: JEANNINE           Menu: UNITRAC           Date: 7/06/06

======>  U N I T R A C   M E N U <=====
=====
|||||||
THE  || 1. Build Vendor Data File
DAC  || 2. Define Promo Items
SYSTEM || 3. Define Discount Cigarette Classes
||||||| 4. Rebuild From History File
||| 5. Build MSA Data File
|| 6. Rebuild MSA Data From History
|| 7. Define MSA Smokeless Items
|| 8. Define MSA Candy Items
|| 9. Define PRISM Item Classes
|| 10. Define MSA PEPSICO Items
|| 11. Build MULTICAT Data File
M E N U   C A L L S
19.      20.      21. S.O.M. Reports
22.      23. Dac Main Menu      90. Sign Off
=====
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==>

```

3. Distributors with a single warehouse, must select option 5 (Build MSA Data File); otherwise, those with multiple warehouse must continue with step 4 below.

```

GSRWFPVR  ENTER  Creative Data Research           7/06/06 13:55:58
                Build MSA Data File

                (*USTRAD,*ADAMS,*WATCH,*PRISM)

Enter the Week Ending Date for which the data will be built.
The Program will be submitted to batch. Upon completion of the build a
report with the current totals will be printed.
A save file with the current weeks data will be created and should be saved
off to an archive tape. The file will be cleared for the next week's data.
Is this the last MSA file Build?      (*YES or *NO)

                Week Ending Date  70606

                Input Job Queue  *JOBDB

F3=Exit  F10=Create Record(s)

```

Enter *\*PRISM* at the top of the screen as illustrated below.

```

GSRWFPVR  ENTER  Creative Data Research           7/06/06 13:55:58
                Build MSA Data File

                *PRISM  (*USTRAD,*ADAMS,*WATCH,*PRISM)

Enter the Week Ending Date for which the data will be built.
The Program will be submitted to batch. Upon completion of the build a
report with the current totals will be printed.
A save file with the current weeks data will be created and should be saved
off to an archive tape. The file will be cleared for the next week's data.
Is this the last MSA file Build?      (*YES or *NO)

                Week Ending Date  70606

                Input Job Queue  *JOBDB

```

If this screen (Build MSA Data File) will also be used to build data for the USTRAD or ADAMS program for the same reporting period, *\*NO* must be entered for the **Is this the last MSA file Build?** (4,a) field.

*Note: If it becomes necessary to rebuild data for the PRISM program for the same reporting period, this screen cannot be used. Refer to step 4 below for additional information.*

If this screen will not be used to build data for the other programs for the same reporting period, *\*YES* must be entered for the **Is this the last MSA file Build?** field.

```
GSRWVVR  ENTER  Creative Data Research          7/06/06 16:00:54
                          Build MSA Data File

                          *PRISM  (*USTRAD,*ADAMS,*WATCH,*PRISM)

Enter the Week Ending Date for which the data will be built.
The Program will be submitted to batch. Upon completion of the build a
report with the current totals will be printed.
A save file with the current weeks data will be created and should be saved
off to an archive tape. The file will be cleared for the next week's data.
Is this the last MSA file Build? *YES (*YES or *NO)

                          Week Ending Date  63006

                          Input Job Queue  *JOB

F3=Exit  F10=Create Record(s)
```

Enter the ending date of the week's reporting period for the **Week Ending Date** (6,n) field, and continue with step 5 below.

4. Distributors with multiple warehouses, must select option 6 (Rebuild MSA Data From History) after the end of day process is complete.

```
GSR3PVR  ENTER  Creative Data Research          7/06/06 16:08:40
                          Rebuild MSA Data From History

                          (*USTRAD,*ADAMS,*WATCH,*PRISM)

Enter the beginning and ending dates for the rebuild.
The file will contain data from the orders that are in Invoice History.
The Program will be submitted to batch. Upon completion of the rebuild a
report with the totals for the dates selected will be printed.

                          Warehouse code  .
                          Beginning Date  .
                          Ending Date    . . .

                          Input Job Queue *JOB

F3=Exit  F10=Create Record(s)
```

*Note: The Rebuild MSA Data From History screen must also be used by any distributor who must rebuild data for the PRISM program for the same reporting period.*

Enter *\*PRISM* at the top of the screen as illustrated below.

```
GSR3PVR  ENTER  Creative Data Research          7/06/06 16:08:40
                    Rebuild MSA Data From History

                                *PRISM  (*USTRAD,*ADAMS,*WATCH,*PRISM)

Enter the beginning and ending dates for the rebuild.
The file will contain data from the orders that are in Invoice History.
The Program will be submitted to batch. Upon completion of the rebuild a
report with the totals for the dates selected will be printed.

Warehouse code .
Beginning Date .
Ending Date . . .

Input Job Queue *JOBQ

F3=Exit  F10=Create Record(s)
```

Enter the warehouse code for the **Warehouse Code** (6,a) field, and enter the starting and ending dates of the reporting period for the **Beginning Date** and **Ending Date** (6,n) fields.

```
GSR3PVR  ENTER  Creative Data Research          7/06/06 16:15:40
                    Rebuild MSA Data From History

                                *PRISM  (*USTRAD,*ADAMS,*WATCH,*PRISM)

Enter the beginning and ending dates for the rebuild.
The file will contain data from the orders that are in Invoice History.
The Program will be submitted to batch. Upon completion of the rebuild a
report with the totals for the dates selected will be printed.

Warehouse code . 1
Beginning Date . 62406
Ending Date . . . 63006

Input Job Queue *JOBQ

F3=Exit  F10=Create Record(s)
```

5. Press <F10> (Create Records), and press <Enter> when prompted to confirm.

6. Press <F3> (Exit).

After completing the instructions above, distributors must e-mail the data file from their AS400 to Swedish Match.

## Defining PRISM Item Classes

The instructions which follow describe adding the necessary records before the PRISM module can be used for manufacturer reporting. Information about editing and deleting these records is also included below.

```
User: JEANNINE          Menu: UNITRAC          Date: 7/13/06

=====> U N I T R A C   M E N U <=====
=====
|||||
THE  ||
DAC  ||
SYSTEM ||
|||||

1. Build Vendor Data File
2. Define Promo Items
3. Define Discount Cigarette Classes
4. Rebuild From History File
5. Build MSA Data File
6. Rebuild MSA Data From History
7. Define MSA Smokeless Items
8. Define MSA Candy Items
9. Define PRISM Item Classes
10. Define MSA PEPSICO Items
11. Build MULTICAT Data File
M E N U   C A L L S

19.
22.

20.
23.

21. S.O.M. Reports
90. Sign Off

=====
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==>
```

1. Select option 9 (Define PRISM Item Classes) from the Unitrac Menu screen. The Define PRISM Classes screen appears with the *No data to display* message if no records were previously added.

```
CVQBDFR  DISPLAY Creative Data Research          7/13/06 12:51:22
                Define PRISM Classes

Sales      PRISM
Class      Category

Type options, press Enter.
2=Edit Record

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

2. Press <F10> (Add New Record). The Edit PRISM Classes KEY SCREEN screen appears.

```

CVQCE1R  ADD      Creative Data Research          7/13/06 12:54:18
                        Edit PRISM Classes KEY SCREEN

Application Id . . . . : 015
Sales Class . . . . .

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

```

3. Enter a sales class number of the necessary products for the **Sales Class** (5,n) field, and press <Enter>. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

```

CVQCE1R  ADD      Creative Data Research          7/13/06 13:21:58
                        Edit PRISM Classes Details

Application Id . . . . : 015  ADAMS Sales Classes
Sales Class . . . . . : 300  SMOKLESS TOBACCO-NON-FLAVORED
PRISM Category . . .

F3=Exit

```

As illustrated above, the Edit PRISM Classes Details screen appears with the number and description of the sales class.

4. Enter the necessary value for the **PRISM Category** (6,n) field (as designated by Swedish Match), and press <Enter> when complete.

```

CVQCE1R  ADD      Creative Data Research      7/13/06 13:28:21
                        Edit PRISM Classes Details

Application Id . . . . : 015  ADAMS Sales Classes
Sales Class . . . . . : 300  SMOKLESS TOBACCO-NON-FLAVORED
PRISM Category . . . . : 88

F3=Exit

CONFIRM: Y (Y/N)

```

5. Press <Enter> when prompted to confirm. The Edit PRISM Classes KEY SCREEN screen appears with the *Record added* message.

```

CVQCE1R  ADD      Creative Data Research      7/13/06 13:29:20
                        Edit PRISM Classes KEY SCREEN

Application Id . . . . : 015
Sales Class . . . . .

F3=Exit  F4=Search  F9=Go to 'Change' mode
Record added.

```

6. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding PRISM item class records, and press <F3> to exit when data entry is complete. The Define PRISM Classes screen appears.

```

CVQBDFR  DISPLAY Creative Data Research      7/13/06 13:31:43
                        Define PRISM Classes

Sales      PRISM
Class      Category

Type options, press Enter.
2=Edit Record

? Sales      Sales Class Desc.      PRISM
  Class      Category
  300 SMOKLESS TOBACCO-NON-FLAVORED  88

F3=Exit  F10=Add New Record

```

After PRISM item class records are added, the *2=Edit Record* option can be used to change and delete the records.