

EQUINOX SOFTWARE SYSTEMS, INC.

ORDER ENTRY

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Version 11

Set up of Comparable/Substitute items.
 Master, 2, 13, 1, F14=Subs/Comp

The purpose of the Comparable and Substitute file is to provide the sales people the ability to suggest other items if you do have the exact item in stock that a customer is ordering. It allows the more knowledgeable purchasing and sales agents to share their knowledge with the rest of the sales force to increase sales.

You can change from Comparison to Substitution by changing the S or C code at the bottom of the screen.

Item Substitution/Comparison File Maintenance				
<u>Substitution</u>				
Seq	Item No.	Item Description	Item No.	Item Description
01	AT605	SMITH HEATING TIP	AW203	SMITH AW #3 WELDING TIP
02	AW201	SMITH AW #1 WELDING TIP	AW206	SMITH AW #6 WELDING TIP
03	AW202	SMITH AW #2 WELDING TIP	AW207	SMITH AW #7 WELDING TIP
04				
Seq: ____		No more records to display		
*Position to/Item to ADD:		S)ubs/C)omp code: <u>S</u>		
F1=Verify F3=Exit F4=Delete F6=Add F9=List file Roll Keys				

F6 = ADD

Substitution	
*Item Number:	_____
*S/C Item No:	_____

F9 = List file: Will provide you with a printout of all the items you have in this file.

Surcharge and additional billing of an Item.

The purpose of the Surcharge/add'l billing items are to automatically pull an additional item over when you sell a particular item. Example: If most orders when you sell an HE60 you also charge for a filler you should use this feature. If you would like to add an additional delivery charge to your liquid cylinders you could also use this feature by setting up another delivery item number and have it come over every time you sell a liquid cylinder.

Menu Master, Option 2, Option 13, Option 14. Surcharge/Add'l Billing Item Maint.

Item Maintenance for additional items			
Seq	Master Item	Additional Item	Qty Code
01	OX125	W-4	C
02	OX251	W-4	1
03	OX337	W-4	
04	HE110	FILLER	

Seq: ____
Position to Master/to ADD: _____
F3=Exit F4=Delete F6=Add

Qty Code:

- C = Use quantity shipped of original item for the qty of next item.
- 1 = Use a quantity of 1 for next item regardless of quantity of master item.
- (Blank) = Use cylinder ship for quantity of next item.

ORDER ENTRY AND BILLING

This program allows you to create new orders/invoices for customers, retrieve past orders/invoices that have not been billed in their entirety. The program provides access to customer inquiry and inventory inquiry for easier retrieval for information. As orders/invoices are created customer and inventory data are immediately updated.

Menu: MASTER, Option 3 (Order Entry & Billing Menu), Option 1 (Order Entry & Billing).

ANYBODY GAS & WELDING SUPPLY Order Entry/Point of Purchase Billing
Order Entered By <u>STEVE</u>
*Process Order for Location: <u>01</u>
*Transaction Type: ___
Order Number: _____ (ENTER for new order) (to update/release previously entered order)
Manual Delivery Slip # . _____
Back ordered from Invoice#: _____ (when filling a back order generated by a manual delivery slip)
F1=Customer Inq F2=Inventory Inq F7=Return F19=Cancel Program

Order entered by: Your sign on name is automatically placed on the first line and this is the name that will be printed on the packing slip. You have the option of changing this but it's not advisable to do so.

Process order for location: Your location number is automatically placed on the screen. If you are trying to look up an invoice for another location you will need to change this store number to the one you are looking for.

TRANSACTION TYPE

- D = Dealer slip billing: Allows you to use the same order number that your dealer is using.
- E = Equipment Rent: If you wish to rent out items, you should set up the rental program. (See Rental Equipment Set-up.)
- I = Installment Bill: This is to be use as a per-item installment. If you put 5 items on installment bill, they will be considered as 5 separate installment bills. One idea to this would be, if a customer wants a \$5,000.00 welder, \$100.00 of rods, and a \$30 helmet and wants to put them all on the installment bill. Put the welder price at \$5,130 on installment. Do another ticket on the rods and helmet as no charge. This will take the items out of inventory and we will not be sending the customer 3 confusing invoices.
- M = Manual slip billing: You must use the "M" to enter a manual ticket.
- O = Order Entry: If you use "O" your packing slip will not price out.
- P = Point of Purchase: This is the one you should use the most when a customer calls or walks in use the "P".
- Q = Quotes: To issue a quote use the Q. This will not do anything to your inventory but it will bill out the item, as you want. One good feature to this is, if the customer calls and says, "I like your quote, send me the merchandise", you can turn the quote into a sale ticket without retyping the full order.
- T = Transfers: If you are transferring items form one store to another you should use the "T".
- V = Voided Ticket: Once an invoice has been created you may use "V" mode. This creates a duplicate ticket with minus quantity, which is a credit ticket.

D	Dealer slip billing
E	Equipment Rent
I	Installment billing
M	Manual slip billing
O	Order entry
P	Point of Purchase
Q	Quotes
T	Transfers
V	Void Ticket
Select: 0	

Take a look at the bottom of the order entry screen. You see F1= Customer Inquiry, F2=Inventory Inquiry, F7=Return, F19=Cancel Program. When using F2 depending on the transaction type "P" the cost field will not be displayed of the item in inventory you wish to look at. If you use transaction type "O" you will be able to view the cost field. If you use transaction type "P" mode that indicates the customer will be picking up the order therefore the cost will not be displayed if the customer is looking at the screen.

ORDER NUMBER

If you are placing a new computer order you will <Enter> letting the computer assign an open order number. If you wish to see a previously placed order that has not been billed, you should place the 5-character order number here and hit <Enter>.

MANUAL DELIVERY SLIP

When you enter manual Tickets/Delivery slips, remember to place the "M" above in the "Transition Type" and put the manual ticket number here.

BACK ORDERED FROM MANUAL INVOICE#

To fill a backorder from a manual delivery slip you must use a different slip number to accomplish this.

You must key in the original manual order which has the back order on it and then place the new manual deliver ticket order number you wish to fill the back order on.

SEARCH WORD, CUST# OR TELEPHONE:

- Enter = Key in customer number or search name.
- F2 = Search by phone number.
- F3 = Search by City.
 - NOTE: The above may open up into another choice screen. If this account has open PO numbers you may be asked what PO number will this order go against. Always, read the screen and it will walk you through most things.
- F7 = Return to Order Entry Screen.

<p>Customer Search</p> <p>Search word, cust # or telephone: _____</p> <p style="text-align: right;">F13=Desk Master</p> <p>ENTER=Cust #, Name or Address F2=Telephone (7 digits)</p> <p style="text-align: center;">F3=City F7=Return</p>

<u>Desk Master</u>	
1. Calendar	6. Word Processing
2. Calculator	7. Mail
3. Phone Directory	8. Settings
4. Notepad	T. Tutorial
5. Task Manager	
Option: ____	

- F13 = You can access the third party software DESKMASTER from this screen.
 - To use this function you must set it up in Set-Up Option DESKMASTER.

If the same customer has two account numbers you will be asked which account do you want? Select the desired account. If you are not sure which account, open one of the accounts and just look it over. Always take time to look over an account. You do this by selecting <F1> Customer Inq. Most of the time they have ordered that same product before so you can look for the item. Some larger customers like a hospital for example may have two accounts, one for industrial products and the other for medical. Many times we get in a hurry and make costly mistakes like putting the wrong items on the wrong account. Go a little slower and get it right the first time.

Read the hi-lighted area, ALWAYS. If a customer is over their credit limit the system will display this information on the screen. If a PO is required the system will let you know that as well.

CUSTOMER INQUIRY

You have the option to take F1=Customer Inq. and see the customers history.

Lets assume that your customer is ordering 3 Oxygen, and the person placing the order does not know the size. If you look at previous orders you will see a history of the products they order. Before leaving this customer we need to check the customers collection history <F11>. This will give us an idea of what is going on with this account. There may be a message from the credit department advising you that this account is going bankrupt and no orders should be filled or perhaps we are having problems collecting on the account and we should not fill any orders till we get the problem corrected. This is also the place you can put your "Action taken" on this account. Now you know that you need to call and get this account opened. After you confirm that the account will be opened and you didn't overlook anything you can call the customer back and get a PO number and a release number.

F1 = Gases & Cylinders	F2 = A/R Detail
F3 = Hardgoods Special Pricing & Availability	
F4 = Cylinder Lease Records	
F5 = Trackable Sales	F7 = Return to Search
F8 = Installment Billing (Rental Purchase)	
F10 = Back Orders	F11 = Collections History
F12 = Payment History	F13 = Billing P.O.#'s
F14 = Equipment Rent	F15 = Cylinder Status
F16 = Propane Info	F17 = Customer Part#
F18 = Serial History	F19 = Cancel Program
F23 = Inventory Inquiry	

Here is a list of the screens you have available to review and learn more about your customer's account and products. Review these screens and know them well. Many questions can be answered by reviewing these screens.

PLACING AN ORDER

ANYBODY GAS & WELDING SUPPL	
Order # _____	ORDER ENTRY
Cust # STEVE	
Name STEVE BOWYER	Ship-To 1: _____
Addr 1 123 LITTLE RIVER DR.	Ship-To 2: _____
Addr 2 _____	Ship-To 3: _____
City/St GATESVILLE IL 60084	Ship-to 4: _____
Open Credit	
Loc #: 01 Entered by: TOBE	Date Ordered: 042700
Purchase Order#: _____	When Req'd: 000000 *PSLP printer: P1
Ordered by: _____	Dock Slip#: _____ X=No Invoice: ___
Terms Override: _____	Price PSLP? ___ *Ship Via: ___ Frt Req'd?(Y,): ___
Frt Chgs (.XX): _____	How To Ship: _____
Is Order to be Delivered (Y,): <u>Y</u> Ship Complete?(Y,): ___ Rte: <u>AA</u> Del Seq: <u>000</u>	
*Jurisdiction: _____	
Enter=Continue F1=Customer Inq. F2=Inventory Inq. F7=Return F19=Cancel Program F16=Upd Schd Ord	

1. Verify the customer name.
2. Is the Ship-To address correct? The customer may want the product delivered to a different place than the billing address.
3. Do not change the Date Ordered: This is the date the invoice was created.
4. Fill in the Purchase order number and <F+>. If the customer master file is coded "PO Required" you must add a PO Number at this time. If you do not have one you should put "Get PO" or something to indicate to the delivery or pickup person that a PO must be received prior to giving merchandise.
5. When Requested. Format should be 01/07/00. Use a valid date here. If you use the emergency PO feature you must use an accurate date because emergency PO uses this date to schedule the order. Also, there is a report you can pull up that will show you what cylinders you need to complete the orders for a specific date and it is keyed from this date. This feature will be available upon request.
6. *PSLP printer: The printer this packing slip is going to print at. You have the option to change this to another packing slip printer.
7. Ordered by: The customer who is placing the order. This is important to delivery personnel and yourself if there is a problem with the order.
8. Dock Slip#: If you have a remote dock where customer's pickup and drop off cylinders you may elect to issue manual packing slips from the dock. The customer would then take this manual packing slip to the counter where the counter person would key this manual number in Dock Slip#. This would relieve the Manual slip number from the location manual slip file.
9. Terms Override: If other than standard you can change it here.
10. Price Packing Slip? (Y,). If you use a "P" on the first page of this request you may leave this blank. NOTE: A blank indicates no. The P will over-ride this statement. On the other hand, if you use the "O" you will need to use the "Y" if you want the order priced out.
10. Ship Via: This code use to be found when you released a packing slip for billing. Now we give you the option of filling it in from the header screen or the billing screen. If you are using the UPS program you will need to key in the ship via for UPS on the header screen. If you are not using UPS you should not use the ship via code on the header screen rather wait and fill it in at time of billing. You can add a ship via code in Menu Maintenance option 15. Ship Via Code Maintenance.
 - a. Note: Once you have gone past the header screen and you decide to change the type of UPS shipment (Ground to 1 day or 2 day etc.) you must delete the ups shipment charge from the review screen first then you can go back to the header screen and select the new option.

- | |
|--|
| <ol style="list-style-type: none">1. UPS GROUND2. UPS 1 DAY3. UPS 2 DAY4. UPS 3 DAY |
|--|

See UPS SET-UP AND USE use for more information.

12. Frt Req'd?(Y,): If freight is required to be added to this order. You may not know the charges at the time you are placing the order. By placing a Y in this field the system will not let you bill the customer without keying in a freight charge. This would be a charge other than UPS charges provided you are using the Ship Via code "U" for UPS.

13. Frt Chgs: Amount of freight to be charged. If you key a "Y" in the above option "Frt Req'd" you will be required to key in an amount in this field prior to billing a customer.

14. How To Ship: (Route, Counter, UPS, Mail, etc.)

15. Is Order to be Delivered (Y,): Make sure you answer this question. If you use transactions type "O" the system will default to "Y" and the tax table for the customer location will be used. If you use "P" transaction type the system will default to "N" which will use the location tax code, however, you do have the option to change the "to be delivered" code to a Y or N.

16. Ship complete? (Y,): Use this code if you ONLY want to ship an order complete with no back orders.

17. Rte: If you are using route codes and the customer is set up with a route code it will come up here or you have the option of filling one in.

18. Del Seq: You have the option of placing the delivery sequence here. If this customer is going to be #8 on the delivery route you may put 08 here. The will be printed on the packing slip but does nothing else within the system.

19. *Jurisdiction: Tax is charged at point of delivery. The computer is already programmed for the correct tax area, the exception is, if the customer has the product delivered to a different place and it's outside their tax code area. Example. Johns trailer service is located in Del City but he has a job in Mustang and wants us to deliver some OX and AC there. The computer knows the tax code for Del City (His address) and OKC for all pick-ups. We have to manually put the tax code in for Mustang because this is not a normal delivery for Johns trailer.

Function Keys:

- Enter=Continue
- F1=Customer Inq.: Will take you to the "Customer Inquiry" screen for this customer.
- F2=Inventory Inq.: Will take you to "Inventory Inquiry".
- F7=Return: Once an order number has been assigned to an order DO NOT exit an order using this F7. You MUST leave an order on file by using F7 from the review screen.
- F16=Upd Schd Ordr: This will put you in Scheduled Orders so that you can schedule this packing slip to print on a certain date with your other scheduled orders.
- F19=Cancel Program: Will return you to the Bill Menu.

LINE ITEM ENTRY/UPDATE

If the customer is set-up to be charged a delivery by invoice you will receive this box. If the customer is set-up to be charged a surcharge by invoice you will receive a similar box after this one.

- Y = Yes
- N = No
- C = Place a delivery Credit on this packing slip.

Do you want to charge the delivery charge this time (Y/N/C)? Y Delivery charge amount: <u>15.0000</u> Enter=Continue
--

ANYBODY GAS & WELDING SUPPL ORDER ENTRY	
Order # _____	
Cust # STEVE	
Name STEVE BOWYER	Ship-To 1: _____
Addr 1 656 MARINE DR.	Ship-To 2: _____
Addr 2	Ship-To 3: _____
City/St WAUCONDA IL 60084	Ship-to 4: _____
Open Credit Loc #: <u>01</u> Entered by: <u>TOBE</u> Date Ordered: <u>042700</u> Purchase Order#: _____ When Req'd: <u>000000</u> *PSLP printer: <u>P1</u> Ordered by: _____ Dock Slip#: _____ X=No Invoice: _____ Terms O _____): __ Frt Chgs _____ Is Order _____ *Jurisdic _____	
Enter=C	
F19=Cancel Program F16=Upd Schd Ordr	

ITEM NUMBER: Part number<Enter>

- You can also search by typing a “?” followed by what you want to search and hit <Enter>.
- If you are using the “Customer Item Number” feature you should key it in here and use F12.
- If you have UPC codes assigned to your item numbers in inventory master you may key in your UPC code to bring up the item. NOTE: Some of you may be tempted to use the UPC code field to place larger item numbers than we allow in normal inventory maintenance. This will work but the search feature will not work for UPC codes also, in upcoming version releases of the Equinox Software Systems package you may not be able to take advantage of future features.

CYLINDER OWNERSHIP CODE. If the customer owns his own cylinders put a "C" here. This will prevent the system from automatically charging rent on that cylinder. If it is not customer owned leave it blank. If you are using a separate item number for customer own cylinders you should leave this blank.

SPECIAL PRICE Y/L/:

- If you wish to charge the system price or customer special price leave blank.
- If you are using “sale price in your inventory master for this item but you wish to charge the list price instead of the sale price you should use an "L".
- If you need to change the price use "Y".

BRACKET: Some of your merchandise may be priced in brackets. If a person buys only 5 of one item but you want him to be priced in the > 20 bracket you will need to specify what bracket you want them charged at. If you use a bracket that is not set up for this item you will receive a message “No price for this bracket”.

DISCOUNT: Use this feature if you wish to give a % discount off list. If this customer has a special price for this item it will disregard the customer special price and allow you to key in a discount % off list.

Function Keys:

- F1=Cust Inq: Will put you in this customer inquiry screen.
- F2=Inv Inq: Will put you in inventory inquiry.
- F5=Review: Will take you to the review screen to complete the order.
- F12=CPart#Src: This will activate the Customer item number search feature
- F13=Catalog Search: If you are using Vendor Pricing Updates this will activate the catalog search of this feature. This is for information only.
- F14=Non Stock Creation: See Purchasing for details.
- F20=Subs/Comp item: Activates the item substitute and compatible feature.

Non-Stock Items Creation			
Item#:	_____		
Item Des:	_____		
Unit of Measure:	_____		
*Purchase Group:	_____	*Product Group:	_____
Unit Cost:	<u>.0000</u>		
List Price:	<u>.0000</u>		
Qty 1)	_____	Price(9.4)	_____ Percent _____
Qty 2)	_____	Price(9.4)	_____ Percent _____
Qty 3)	_____	Price(9.4)	_____ Percent _____
Qty 4)	_____	Price(9.4)	_____ Percent _____
Qty 5)	_____	Price(9.4)	_____ Percent _____
F1=Verify	F9=Catalog	F12=PrevScrn	

PRICING HARDGOODS

This is for hardgoods only. Gases are slightly different and will be covered next.

After you key in the first item you will be able to see the review screen and the next item you are keying in.

Itemno: AW202	U/M: EA
Descr: SMITH AW #2 WELDING TIP	
List Price: 21.6000	
Orig Ord Qty: _____	Qty Avail this Loc <u>45</u>
Qty Open Ord: <u>0</u>	Qty Avail all Locs <u>82</u>
Qty Shp Over: _____	B/O? (Y,N): <u> </u>
S/P: Unit Price: <u>200000</u>	Disc%: <u> </u> *Tax table: <u>Y</u>
	(xxxxx.xxxx) .06000 .00000 .00000
ENTER=Cont	F4=Cancel F6=View Brackets

ORIGINAL ORDER QTY: Most of the time this is very simple. If a customer places an order for 10 put 10 in this field or if they order 250 put 250. Make sure you take unit of measure into consideration. A customer may call and request 1 striker flint when in reality he wants 1 package of 5 flints. Now you need to determine how the product is packaged. Look up in the upper right side of this screen. U/M: This will give you the Unit of Measurement. ie... package, lbs, ea, etc..

QTY AVAIL THIS LOC: If you have 200 at your location and the customer wants 500 then you already know that 300 will go on back order.

QTY OPEN THIS ORDER: Now you will put the quantity you wish to ship to the customer here.

BACK ORDER (Y,N): If you want to back order put a "Y" here. If you don't want to back order put an "N".

UNIT PRICE: If you didn't select Special price you will not be able to change this figure. One important thing to remember: We use 4 decimal places in the price. If you are special pricing this item at 79 cents a pound you must enter it as .7900.

DISCOUNT: If you want to give the customer a 5% discount this is where you place the 5.

TAX TABLE: The customer is pre-programmed to be charge tax or not. You may have an occasion to over ride this area, if so, a "Y" indicates to charge tax and the "N" not to charge tax. (You should be familiar with the Tax Jurisdiction table before making changes to this field).

To go to the next item press <Enter> and a new item screen will appear.

ADDING NOTES TO PRODUCT ITEMS

A "1" item number is used to provide you with a free type description for notes to customer.

After keying item number "1" and hitting <Enter> you will see there is no Description. You may write in what ever you want. You are limited to 35 characters. Then press <E>. This will print directly under the last item you put in this order. If you need more room you should use the item number "1" again to give you an additional line. You can keep doing this as many time, as you need to get your complete message on the packing slip and invoice.

PLACING A GAS ORDER

I will not cover gases as in depth as I did hardgoods. The items are basically the same but there is enough difference to make a separate section.

U/M: Must be checked. It may be CYL or CCF.

If it's a CYL put the number cylinders shipped<F+>, Cylinders returned, <F+>, and <Enter> provided you don't want to change the price. Don't forget the Cylinders Returned. If you are not sure place a "0" in this block and the driver will fill in the number that he picked up. There is a set-up option that will require you to put something in this field prior to billing the customer. If you didn't pick up any empty cylinders from the customer location you must put a "0" in return

If it's a variable capacity container such as Acetylene, you put the number of cylinders shipped and the total cubic foot of all cylinders shipped. Example: If you shipped 3 Cylinders to a customer and the capacities are 128, 135, & 125 the total capacity you must enter is 483.

After you have entered all the ordered items you press <F5> to review the order. Look over all the items and verify qty, pricing, tax and totals. The program is designed to verify your order with on-hand quantity. If you do not have sufficient product to fill the order the on-hand will show up in RED. Example: If you input 1 Cylinder of AC and fail to put in a "Qty ship override" you will have a price of \$00.00. Obviously not correct.

You now have the option to key in return cylinders from the review screen.

Customer: STEVE STEVE BOWYER							Order:			
01166										
Ln#	Item #	Orig Qty	Cord	CShp	CRtn	Bill Qty	Unit Price	Line Total	Available	
2	A-3-51	10				10	14.0000	140.00	325	
3	ULTRACLEAN	50				50	5.1100	255.50	189	
4	AC4		5	5	---		23.75		526	
5	OX125		2	2	---		9.75	60.94	213	
Ln#	Item Description	Billed	Open Qty	Spec.	Cost	S/P	Brk Disc	B/O	Tax	
2	NATIONAL STYLE A # 3 TIP	10							Y	
3	ANCHOR 22 OZ HAND CLEANER	50							Y	
4	#4 ACETYLENE	5							Y	
5	125 CF OXYGEN	2							Y	
Ent=Roll		F9=Opts		Subtotal: \$416.55		Tax: \$24.99		Total: \$441.54		
F10=Add		F15=Prtlbl		F16=Add Schd		F18=CrtEmrgPO LINE# to Update: ___ (Field+)				

Function Keys:

- ENTER=ROLL If you can't see all the products this will roll it over and give you more products.
- F9=Opts
 - F1 = Print Picking/Packing Slip & HOLD order for later release
 - F2 = Cash Sale - PRINT Invoice

- F3 = Cash Sale - DO NOT print Invoice
- F4 = CANCEL entire order
- F5 = RELEASE for Charge Sale Billing & PRINT Packing Slip
- F6 = RETURN to order HEADER Screen
- F7 = LEAVE order on file as shown without printing
- F8 = RELEASE for Charge Sale Billing & DO NOT print Packing Slip
- F10= ADD more items to order
- F11= Print PROPANE Delivery Slip
- F12= Print CO2 Delivery Slip
- F13= Customer Inquiry
- F14= Inventory Inquiry
- F17= Add UPS charges

No of boxes: 0	
Total UPS \$: 3.50	
Type: AA	UPS GROUND
*Zone: 002	Zone 002
	Weight: <u>023</u>
	Tracking#: <u>56895869258</u>
Package Price (xxx.xx): <u>01821</u>	
Ent=Verify F4=DelChg F10=Add F12=Exit	

Tracking number is required. After you key in the first box you should hit F10 to add that box. You can then add another box to be added. By hitting enter to verify, the package price will pre-fill from the price entered in the UPS Type Maintenance zone table.

If a customer has been special priced for UPS charges you will see S/P to the right side of the Total UPS charge. If a customer is special priced for UPS charges it will only charge that price regardless of the actual ups charges. The ups cost will be stored but the customer will only be charged his special price.

After you have entered all UPS boxes/charges you should hit F12 to exit.

No of boxes: 1	
Total UPS \$: 21.71	
Type: AA	UPS GROUND
*Zone: 002	Zone 002
	Weight: 000
	Tracking#: _____
Package Price (xxx.xx): _____	
Ent=Verify F4=DelChg F10=Add F12=Exit	

- F20=Assign Cyl Serial #'s
- F10=Add: If you need to add another item
- F15=PrtLbl

- F16=Add Schd
- F18=Crt Emrg PO
- F10=ADD .
- LINE# TO UPDATE: Find the LN# of the item that is in error, Key it in here and hit <F+>. You can now make any change you need.
After making changes <F5> and verify the order again. This is the part where we **do it right the first time.**

COMPLETED ORDER OPTIONS

- F1 = Print Packing/Packing Slip & HOLD order for later release.
- F2 = CASH SALE - PRINT Invoice
- F3 = CASH SALE - DO NOT print Invoice
- F4 = CANCEL entire order
- F5 = RELEASE for charge sale billing and print packing slip
- F6 = RETURN to order HEADER Screen
- F7 = LEAVE order on file as shown without printing
- F8 = RELEASE for Charge sale billing & DO NOT print Packing slip
- F10 = ADD more items to order
- F11 = Print PROPANE Delivery Slip
- F13 = Customer Inquiry
- F14 = Inventory Inquiry
- F20 = Assign Cyl Serial #'s
- F21 = Release Transfer

UPS Charges set-up and use.

1. Set up an item number for UPS charges. Example UPS
 - a. Set up as each and sold per 1.
 - b. Prices and item class should be left blank.
 - c. Use a purchase group number above 951 and less than 995
2. System options file. Set-up.
 - a. UPS
3. Set-up each location as to their default ups zone.
 - a. Go to "Location Maintenance" at bottom of screen.
4. Handling charge should be the handling charge on this order.

Option: UPS UPS Charges
Item to bill UPS charges: UPS *Ship Via code for UPS: U
Handling chg to add to order is (xxx.xx): 00350 3.50
*Default UPS zone: 002

Whatever Ship Via code for UPS you chose to use you will need to insure you have this code set-up in Ship via code file. (Menu Maintenance, Option 15. Ship Via Code Maintenance

5. You need to pick up your UPS zones and charts via the Internet.
 - a. http://www.ups.com/using/software/currentrates/rates_in_us.html
 - b. Or pick up a chart from your local UPS store.

Menu: MAINT:

19. UPS Zone Code Maintenance
20. UPS Type Code Maintenance

Option 19 UPS Zone Code Maintenance.

Data Dictionary Maintenance

Code: UPZ
 Description: UPS Zone

Seq	UPS Zone	Description	Sort des
01	002	UPS Ground Zone 2	ZONE 002
02	003	UPS Ground Zone 3	ZONE 003
03	004	UPS Ground Zone 4	ZONE 004
04	005	UPS Ground Zone 5	ZONE 006
05	006	UPS Ground Zone 6	ZONE 006
06	202	2nd Day Air Zone 202	ZONE 202
07	302	UPS 3 Day Zone	ZONE 302
08			
09			
10			

Seq: 00
 Position to/ UPS Zone to ADD: _____
 F3=Exit F4=Delete F6=Add F9=List in Sort order F11= Show Deleted
 F21=List in Key order

F6 = Add

UPS Zone	Description	Sort desc.	Del: __
<u>002</u>	<u>UPS Ground Zone 2</u>	<u>ZONE 002</u>	

Menu Maint: Option 20. UPS Type Code Maintenance

UPS Pricing File Maintenance			
Seq	UPS Type	Description	Sort Desc
01	UG	UPS Ground	UPS GROUND
02	U1	UPS Next Day Air	UPS NEXT
03	U2	UPS 2nd Day Air	UPS 2ND DA
04	U3	UPS 3rd Day Air	UPS 3RD DA
05			
06			
07			

Seq: 00
 Position to/UPS Type to ADD: _____
 F3=Exit F4=Delete F6=Add F9=List File F10=Zone Table
 F11= Show Deleted

This is where the pull down menu *SHIP VIA I the header screen gets the information.

F-6= Used to add a UPS type.

UPS Type: _____ Description: _____
Sort desc.: _____ Delete (D): __

UPS Pricing File Maintenance					
Seq	Zone	Desc	Weight	Price	
UPS Type: UG UPS Ground					
01	002	UPS Ground Zone 2	1	3.02	
02	002	UPS Ground Zone 2	2	3.08	
03	002	UPS Ground Zone	23	3.17	
04	002	UPS Ground Zone	24	3.29	
05	002	UPS Ground Zone	25	3.42	
06	002	UPS Ground Zone	26	3.57	
07	002	UPS Ground Zone	27	3.71	
08	002	UPS Ground Zone	28	3.85	
09	002	UPS Ground Zone	29	3.98	
10	002	UPS Ground Zone	210	4.11	
11	003	UPS Ground Zone	31	3.12	
12	003	UPS Ground Zone	32	3.28	
13	003	UPS Ground Zone 3	3	3.43	

Seq: 00
 *Position to Zone/Weight to ADD: ____/000
 F3=Exit F4=Delete F6=Add
 F11= Show Deleted F11= Show Deleted

After you have added your types you should Key in the Seq number and hit F10 = Zone Table.

F6 = Add.

*Zone: _____
Weight: _____ Price: _____ Delete (D): __

Other Changes:

Allow/Not Allow Customer Maintenance of salesman update.

Below are the instructions to restrict the ability to update the salesman field in Customer Maintenance:

1. Options File Maintenance System Set-up Option: CUSTSLS

Option: CUSTSLS Cust Maint Salesman Update

Restrict update of salesman field in Cust.Maint. to specific users? (Y/N): Y

F1=Verify F3=Exit F12=PrevScrn

2. User Authorization Maintenance:

- On a command line type: USRMNT<Enter>

Authorization Maintenance												
Seq	User ID	OE/ COD	Non-Stk	Options	Misc.	OE/ F9	Limit VndMnt	Pst Cr.B	Disp Cyl	Emrg PO	Upd Sls	(D)
01	BILL	N	Y	Y	Y	N	N	Y	Y	Y	Y	—
02	PERRI	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—
03	PAM	Y	N	N	N	Y	Y	N	N	Y	N	—
04												
05												
06												

- OE/COD
 - Allow this user to be able to obtain the credit lockout code.
- Non-Stk
 - Allow this user to create Non-Stock items in order entry.
- Options
 - Allow this user to change the software options file
- Misc
 - Allow this user to run the maintenance programs.
- OE/F9
 - Allow this user to use the F9 key to bypass selling under cost and a few other by-pass features.
- Limit VndMnt
 - Allow this user to view and make changes to the GL's and accounting features on the vendor master file.
- Pst Cr. B
 - Allow this user to Post Credit Card batch.
- Disp Cyl
 - Allow this user to dispose of cylinders in the Cylinder Management Program.

- Emer PO
 - Allow this user to create emergency PO's.
- Upd Sls
 - Allow this user to Update the salesman in the customer master file.
- D
 - To delete this user from the USRMNT file place a D in this blank. The user will be deleted during the next shutdown.

3. Customer Maintenance:

Error message: --- Update of this field not allowed --- will display and the salesman field will be highlighted if the following conditions exist:

- the Option File restriction is "Y"
- a user is not specified in User Authorization Maintenance, or
- a user is specified in User Authorization Maintenance, but the prompt to allow update if restricted is "N"

Entering gas price master records for this customer.

STEVE Gas Price Master File Maintenance									
STEVE BOWYER		Sp.Code	Spec Rate	Rate 2	Jur table		Trk	Del	
Gas item	Price (4 dec)	(*1-5)	(3 dec)	(Split)	Method	override			
OXTEST1	<u>239900</u>	*			* <u>D</u>	* -	<u>Y</u>	-	-
OX125	<u>97500</u>	-			* <u>E</u>	* -	-	-	-
OX251TH	<u>82500</u>	<u>3</u>			* <u>D</u>	* -	-	-	-
_____	_____	-			* -	* -	-	-	-
_____	_____	-			* -	* -	-	-	-

----- Press F9 to access fields -----

ENTER=Accept/Continue F1=Verify F3=Exit F5=Refresh F6=Add
 F11>Show deleted F12=PrevScrn F16=Delete all Records

The above is a Gas Price Master File and contains all the gases this customer has purchased from you. If you wish to give this person a special price or a location bracket price you must press F9 to gain access then key in the price you wish to charge the customer and place an "*" in the Sp Code field. If you fail to place the "*" in the Sp Code the price you just keyed in will be over written the next time this customer buys this gas with list price. If you have brackets set-up in the Branch Override Pricing File you may assign a bracket field for this item. Note: You cannot use both delivery zone pricing and bracket pricing for the same customer. If the customer is set up for Delivery zone pricing and you attempt to set up a bracket price for a gas item you will see the following message. Customer is coded with a delivery zone. Use caution, assigning brackets to this customer.

AP / GL Enhancements

We have added a new G/L# to the GLDFLT option that allows you to designate an "Inventory Clearing" G/L account#. This will be used by the system during the posting of vendor packing slip receipts.

Option: GLDFLT Default G/L Numbers

1st Digit of INCOME G/L Acct #'s: 4 1st Digit of EXPENSE G/L Acct #'s: 5

*PROFIT/LOSS CURRENT PERIOD G/L#: 3300 *RETAINED EARNINGS G/L#: 3200

*ACCOUNTS PAYABLE G/L Acct#: 2101 0000 *DISCOUNTS EARNED G/L Acct#: _____

*CREDIT CARD PAYABLE Acct#: _____ *INVENTORY CLEARING Acct#: 2101 0000

If you provide an account#, the system will create and post journals to the General Ledger, debiting the Inventory G/L account# found in the Product Group Master File associated with each item you receive, and offsetting that with a credit to the Inventory Clearing account#. Once you have activated this feature, you will need to alert your Accounts Payable department to be sure to debit the Inventory Clearing account# for all vendor's invoices for inventory received after activation, rather than to the Inventory account as you had done in the past.

You should go into your vendor master file for all vendors you purchase inventory from and change the default GL# from inventory to this clearing account number.

When you post an inventory receiving an automatic batch goes to your GL batch program where it will process, post and be removed. It may be in this processing stage for 1 to 2 minutes therefore if you go looking for it, it may not be there.

General Ledger Journal Maintenance
Directory of Open Batches

Seq	Batch	Description	Date	Passed	User	WS	Busy
01	ir104643	INVENTORY RECEIPTS POST	05/05/00		STEVE	SA	E

If you go into your G/L Trial Balance Inquiry/CRT it will ask you for Location, GL# and Dates. If you key in the new inventory clearing account number you should see your receipts as a CR balance.

G/L Trial Balance Inquiry

Run Date: 5/05/00

From: 05/00 Thru: 05/00

03 - 21010000 ACCOUNTS PAYABLE MODULE Beg Bal: _____

Loc	Entry	Jrnl#	Tr Date	Description	Debit	Credit
03	5/05/00	OORCV	5/05/00	PO# 297		21074.93CR
03	5/05/00	OORCV	5/05/00	PO# 304		15530.34CR

Maintenance REQUIRED prior to using the inventory clearing account.

- Create new general ledger number for the inventory clearing account.
- Change all vendor GL default to be the clearing account GL.
- On a command line type in A2PCHK. This will provide you with a list of all the open PO's that have not been put in new maintenance program A2PCHK. See all open Po's. Run one-time setup program A2PB. Run from Job que chain to options file and plug it in.

Menu: climnu

Option 21. Top 100 Cust List w/Date Range and This Yr/Last Yr Comparison

<p>Top 100 Customers Listing *This Year/Last Year comparison with date range*</p> <p>Sort by (S)ales, (P)rofit, (G)ross profit %: ____ (sort is in descending order)</p> <p>List top 100 per (L)ocation or (S)alesman? ____ (Blank=Top 100 over all)</p> <p>Limit report to one location/salesman: ____</p> <p>Limit report to date range- Starting fiscal month: ____ Ending fiscal month: ____</p> <p>Limit report to sales figures only?(Y/N): ____</p> <p>Printer overrides (optional) - Number of copies (02-99): ____ Hold print (Y/): ____ Printer ID: ____</p>

Vendor Maintenance

Print 1099 = We added "O" = Other.

Vendor Master File Maintenance	
Vendor number:	_____
Name:	_____
Sort name:	_____
Address line 1:	_____
Address line 2:	_____
Address line 3:	_____
City:	_____
*State:	___ Zip/Postal Code: _____
Phone #:	_____
Fax Phone#:	_____
Contact name:	_____
Vendor acct#:	_____
Number of days til due:	_____
Discount (.XXXXX):	_____
Vendor Tax ID:	_____
*Default G/L number:	0000 0000
Print 1099 (Y/N/R/O) R=Rent O=Other Income N Delete (D):	___
EDI Account #:	_____

NEXT ITEM

Menu Master, Option 2, Option 13, Option 14. Surcharge/Add'l Billing Item Maint.

Item Maintenance for additional items			
Seq	Master Item	Additional Item	Qty Code
01	OX125	W-4	C
02	OX251	W-4	1
03	OX337	W-4	
04			
05			
No more records to display			
Seq: _____			
Position to Master/to ADD: _____			
F3=Exit F4=Delete F6=Add			

Qty Code:

- C = Use quantity shipped of original item for the qty of next item.
- 1 = Use a quantity of 1 for next item regardless of quantity of master item.
- (Blank) = Use cylinder ship for quantity of next item.

Set-up procedure for VMI using NASCO as example

1. Vendor Maintenance

- Update EDI Account# field: key NASCO in field for each vendor to be included in VMI processing.

VNDMNT

Vendor Master File Maintenance	
Vendor number:	00108
Name:	MARTIN TIRE, INC
Sort name:	MARTIN
Address line 1:	41 BIGELOW STREET
Address line 2:	_____
Address line 3:	_____
City:	JEANNETTE
*State:	PA Zip/Postal Code: 156443104
Phone #:	17245235569
Fax Phone#:	17245235520
Contact name:	_____
Vendor acct#:	_____
Number of days til due:	___
Discount (.XXXXX):	_____
Vendor Tax ID:	_____
*Default G/L number:	_____
Print 1099 (Y/N/R/O) R=Rent O=Other Income N Delete (D):	___
EDI Account #:	NASCO

2. Purchase Group Master Maintenance

- Update Vendor# field: key vendor# associated with each purchase group to be included in VMI processing

Update Group to MERGE with for nightly P.O. field: Only if you want to consolidate PO's under a particular purchase group.

(INSERT PURMNT-02 SCREEN HERE)

3. Options File Maintenance

- Update NASCO FTP option under System Set-up Options
 - key printer to receive VMI PO report
 - key FTP options that will be supplied by NASCO

Option: NASCO NASCO FTP Options	
User ID: _____	Password: _____
IP Address: _____	Printer ID: _____
Outbound File Name: _____	Inbound File Name: _____

User ID:

- You would get this from the vendor.

Password:

- You would get this from the vendor.

Your company ID:

- You would get this from the vendor.

IP Address:

- You would get this from the vendor.

Printer ID:

- You would assign the printer you wish to receive the confirmation of your order.

Outbound File Name:

- You would get this from the vendor.

Inbound File Name:

- Equinox Software Systems. Inc will set this up for you and tell you what the name will be.

4. VMI Processing

- Shutdown
 - File will be picked up from NASCO and put on user system via FTP
 - Purchase orders will automatically be created on user system and PO listing will print
 - Updated VMI file will be created on user system and sent to NASCO via FTP procedure

Restrict Purchasing by Buyer Code

If you have this option activated this option will prevent anyone from placing a purchase order with this purchase group who is not the designated buyer.

Options File Maintenance System Set-up Option: PURBUYER

Option: PURBUYER Restrict Purchasing by Buyer Code
Restrict Purchasing Agents by Buyer Code? (Y/) Y
F3=Exit F12=PrevScrn

Buyer Code Master File:

Data Dictionary Maintenance				
Code: BUY				
Description: Buyer Code Master File				
Seq	Buyer code	Description		Sort desc.
01	1	Buyer 1	FERNANDO	BUYER 1
02	2	Buyer 2	PERRY	BUYER 2
03	3	Buyer 3	STEVE	BUYER 3

Purchase Group Master File Maintenance:

Buyer code: 1

Enter buyer code for user that will be allowed to access purchase group

Purchasing

PURCHASING

*Purchase Group Code: 101 SCULL CAPS

*** An error message will be displayed if purchase group is restricted for user signed on to session and the person placing the order is not that person.***

Major changes made to the purchasing program.

New set-up options in your purchase groups that must be completed to use some of the new features.

Wait until on hand is @ minimum before calculating suggested order qty's for items in this group (Y/)?: ____

Exclude from nightly P.O. creation (Y/)?: ____ Work group (Y/)?: ____

Group to MERGE with for nightly P.O.: ____

Exclude from Emergency P.O. creation (Y/)?: ____ Delete (D): ____

EMERGENCY ORDERS/BATCHING ORDERS SWITCHES AND OPTIONS.

1. Options file maintenance - (systems set-up options)

"CRTAPO" has several options to answer to initiate the batching and emergency order procedures.

- Create auto p.o's at nightly shutdown? (y or n)
- Release p.o.'s automatically if criteria is met? (y or n)
- Release p.o.'s if qty cost is less than % of prepaid Freight? (This percentage is able to be changed)
- Allow for creation of emergency p.o.'s? y or n)
- Clerk user I.D. to receive message? _____

Option: CRTAPO Creation of Automatic Purchase Orders
 Create Automatic P.O.'s during SHUTDOWN (Y/)?: Y
 Release P.O.'s Automatically if criteria is met (Y/)?: N
 Release P.O. if Qty/Cost/List is less than 75 % of "Prepaid Freight"
 Allow for creation of "Emergency Orders" in O.E. (Y/)?: Y
 Clerk User ID to receive messages: FERNANDO

2. Location master file maintenance - choose the Location that will be turned On. There are (2) Fields to set-up with a "y"

- Auto po's
- Emergency po's.

Note: These options can be turned on individually or simultaneously.

Aut POs: __ Emerg POs: Y

3. Buyer code master file within each buyer code, there must be an assigned user i.d. attached to each buyer code. This allows the auto messaging to occur.

Buyer code	Description	User ID	Sort desc.	Del
<u>1</u>	<u>Buyer 1</u>	- <u>FERNANDO</u>	<u>BUYER 1</u>	<u>__</u>

4. The purchase group master file contains a couple of options to be answered.

- Exclude from emergency p.o. creation? y or n)
- Exclude from nightly p.ow creation? y or n)

- Group to merge with for nightly p.o.? ___ (this Function allows one to combine purchase groups For the purpose of unified ordering)

Exclude from nightly P.O. creation (Y/)?: Y Work group (Y/)?: ___
Group to MERGE with for nightly P.O.: _____
Exclude from Emergency P.O. creation (Y/)?: _____

Note: 5,6, and 7 must be typed on a command line. PMRMNT<Enter>

5. "PMRMNT" - the name of the option to allow you to Merge locations for the purpose of unified Ordering.

Purchasing Location MERGE Maintenance

Seq	Loc	"Ship To" Location Name	Loc	"Order For" Location Name
01	01	AIRCO GAS & WELDING SUPPL	02	AIRCO GAS & WELDING SUPPL
02	01	AIRCO GAS & WELDING SUPPL	03	AIRCO GAS & WELDING SUPPL

No more to display

Seq: 00
Position to/ Loc."Ship To"-"Order For" to ADD: ___ - ___
F3=Exit F4=Delete F6=Add F9=List

6. "LTMMNT" - the name of the option to allow you to Manually over-ride the calculated lead-time for an Item by location.

Inventory Loc LEAD TIME Maintenance

Location: 01 AIRCO GAS & WELDING SUPPLLead

Seq	Item	Description	Time
01	*-TEST	TEST PO REVERSAL	00
02	*BRUSH	SPECIAL LONG BRUSH	00
03	*DX1	WORK GLOVES	00
04	*KEVLAR-22	ALUMINIZED GLOVE	00
05	*LANDRY	LANDRY WELDERS CAP	88

Seq: 00
Position to/Item to change: _____

ENTER=Continue F3=Exit F5=Chg Loc F8=Chg ALL Locs Roll Keys

7. "USRMNT" - within user maintenance, you must fill in the following field;

- Allow to create emergency p.o.'s? (Y) ___

Note: this gives the ability to access the emergency P.O. program by user I.D.

User ID: <u>EQUINOX</u> Allow COD/Lockout Authorization? <u>Y</u> Allow Non-Stock creation in OE? <u>Y</u> Allow access to Options Maint.? <u>Y</u> Allow access to Misc Maint.? <u>Y</u> Authorization Code needed for F9 OE prices? <u>N</u> Limit access to Vend.Maint.? <u>N</u> Allow post of Credit Card Batch? <u>Y</u> Allow acc.to Cyl.Dsp.Maint.? <u>Y</u> Allow to create Emergency PO's? ___ Enter=Continue F3=Exit F12=PrevScrn

Purchase order

Print statuses

- A. No items on purchase order - No P.O. created
- B. Minimum required qty not met - work P.O. created, not released
- C. Dollar value of order within 75% of the fir prepaid Amount - work p.o. created not released.
- D. No fax number listed within the purchase group Master file - work p.o. created, not released.
- E. Vendor number or G/L number - created and Released, but noted on report.

PURCHASING ENHANCEMENTS TRAINING MANUAL

OUTLINE

- A. INTRODUCTION - SUMMARY
- B. FREQUENTLY ASKED QUESTIONS & ANSWERS
- C. PURCHASING ENHANCEMENT DETAILS (FLOW CHARTS, ETC.)
- D. GLOSSARY OF TERMS

SUMMARY

Purchasing Enhancements to the Equinox System.

The purpose for the changes to the Equinox purchasing system is to automate some of the purchasing functions, thus allowing faster response time in order placement for the Branch locations in order to meet the customer required date and replenish stock items to improve customer service.

All orders including Emergency & Stock replenishment will be subject to Minimum criteria levels pre-established by Purchasing, prior to being forwarded to suppliers. Only those orders NOT meeting criteria will be handled by Purchasing after Branch personnel have reviewed their alternatives.

Purchasing has in no way abrogated its responsibility under this change, but rather instituted criteria to allow quicker response time to branch and customer needs.

Emergency" orders will be processed and forwarded to the vendors at the location (branch) level in the order entry program without any interaction with the Purchasing Department, unless necessary. Minimum order parameters will be checked "behind the scenes" as the order is processed. This capability should reduce the time required to process an order by removing a step from the supply chain.

These orders will be placed immediately upon order entry where minimum criteria are met, but no later than the same day provided data is entered during normal business hours.

Stock replenishment orders (including non-emergency customer orders) will be accomplished by a systematic nightly review of all items within the system inventory and "batch" together any items which have a suggested order quantity. These items are segregated within Their respective purchase groups. The individual purchase group "batches" will be tested against several pre-established parameters including minimum order amounts and freight prepaid amount as well as lead times and customer required dates. This Procedure, accomplished through automation, should allow orders meeting criteria to be processed no later than the evening of order entry. Orders not meeting necessary criteria will default to Purchasing for processing the next day to meet customer and Branch requirements.

The last enhancement to the system allows processing of orders to be expedited based on required dates of the customer. Implementation of this important and critical parameter will greatly enhance the ability to service our customers and allow Purchasing to expedite orders after placement based on most critical need according to customer required date

The customer required date field on the order entry screen becomes mandatory under this enhancement and is the determining factor regarding when an order should be considered an emergency. Either as a result of immediate customer need or after calculating the customer required date against the normal lead-time for the individual item (which will now be done automatically under this system). This field must accurately portray the necessary customer required date to both, ensure customer service and avoid any unnecessary expenses by you company.

Order processing time under these enhancements are expected to be reduced from 5 –8 days to 1-2 days.