

# Options File Maintenance Menu

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This program handles all user maintainable options for the Equinox Welding Supply Management System. These options range from printer priority and number of copies for reports, to the volume ID and/or method you use to back up your nightly files. They are divided into 4 categories on a directory.

You will not be able to ADD or DELETE any of these options but you can deactivate reports by placing "000" in the number of copies field.

Printer Options: On any option that asks for Printer Priority, Number of Copies and Printer ID. Priority refers to "Printer Priority". Valid options are: 0 = Hold Print, 1 = Release Print, Number of copies = 0 to 255. If the number of copies equals "000", the report will NOT print.

Printer ID is optional - if no ID is specified, the printout goes to the printer configured for the workstation at which the report was requested.

**\*\* NOTE \*\***

Any field preceded by an "\*" means it has "WINDOW" capabilities and you can search/scan for valid codes by placing a "?" in the field and pressing <ENTER=Continue> or <F1=Verify>.

\*NOTE: When you select an option to either view or update and press the <ENTER> key, the current system date will be updated in the DATE column for that option to let you know the last date this option was updated. If you are not actually changing an option we recommend pressing <F12>=PrevScrn so that the integrity of the "date changed" column is maintained.

## System Set-up options

Options File Maintenance		
Seq	Option	Description
01	A	System Set-up options
02	B	Daily Processing options
03	C	Nightly Shutdown options
04	D	Month-end Processing options

ABCINV

A/B/C Inventory Actual to Ideal variance

Option: ABCINV	A/B/C Inventory Actual to Ideal variance
Code "A" inventory percentage variances - Upper: __	Lower: __
Code "B" inventory percentage variances - Upper: __	Lower: __
Code "C" inventory percentage variances - Upper: __	Lower: __

The variance is the percent above or below ideal, which is set up at the purchase group level.

AP2PO                      A/P to P.O. Interface

Option: AP2PO    A/P to P.O. Interface Use the A/P to P.O. Interface: Y (Y)es / (N)o / (P)artial __ Create "layers" for multiple receipts of one PO? __
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Use the A/P to P.O. Interface? A "Y" in this option will allow a voucher to be created when a purchase order is released. A window will be displayed with the vendor for that purchase group. The vendor's default G/L number and your company's default A/P G/L number. The system will then create a batch in the A/P that can be edited and posted when the invoice arrives from the vendor. During voucher entry, if a P.O. number is entered on the voucher detail screen, a screen will be displayed allowing you to see all the merchandise that has been received on that P.O. A "P" for Partial interface will create the AP.PO file, but if costs are changed, the A/P clerk will not have access to FIFO Maintenance. Create a "layer" for multiple receipts for one P.O.? Gives the ability to create layered receipts for multiple shipped purchase order.

ARAGE                      Accounts receivable aging

Option: ARAGE    Accounts receivable aging Age by (M)onth or Age by (D)ay: __
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If you choose to age your receivables by DAY (true 30, 60, 90+), every SHUTDOWN the AR will be re-aged. If you are going to change your system from the default of (M)onth to (D)ay, it is important that you follow these steps:

1. Ensure you have a dedicated system.
2. Change the option from "M" to "D"
3. Call for all charge and cash sales registers for all locations.
4. Type in "ARAGE" at the command line and hit <Enter>

ARCHEK Order Entry lockout/C.O.D. plug

Option: ARCHEK Order Entry lockout/C.O.D. plug  
Number of days A/R must be to auto lock out of Order Entry (0=None): \_\_\_\_  
Number of days A/R must be to auto place on C.O.D. (0=None): \_\_\_\_  
Lock out of OE if credit limit equals/exceeds current balance (Y/N)? \_\_\_\_

Number of days A/R must be for a customer to be automatically locked out of Order Entry(0=none)

This option is used in conjunction with the 2 fields in the Customer Master File "No O.E." and "Stop Charge Sales". If "0=none" is used here the option is not activated and the system will not look at the customers A/R balance to determine if they should be locked out of order entry or placed on C.O.D. If a "number of days" is entered the system will age the customers A/R during Shutdown and determine if the customer is allowed order entry or charge sales depending on the response in their Customer master File. *(See Customer Master File for more details.)*

The status of customers being locked out of Order Entry is determined by their current Credit Limit. As invoices are released or cash being applied, customers can be locked out of Order Entry or released from "lock out" immediately.

ARGRACE

Option: AUTGRACE Automatic Grace Period for OE/COD  
Automatic extension days for OE lockout? 05 ...for COD lockout? 10

Any number of days entered in this field will create a grace period for the customers that are locked out of OE or COD whenever an authorization code is needed to proceed during the billing of these customers.

AUTOER

Equipment Rent Invoices option(s)

Option: AUTOER Equipment Rent Invoices option(s)  
Spool separate invoices/registers by location (Y/N)? \_\_\_\_

BARCODE Barcode Label/ Printer Setup

Option: BARCODE Barcode Label/ Printer Setup  
Printer Workstation Solution (I=IBM, O=I/O) : I Qty of Cylinder Labels \_\_\_\_  
Company Heading (L = Letterhead1, B = Branch Name, N = None) : \_\_\_\_  
Print Type of Cylinder (ITEMNO) on Cylinder Serial Number Barcodes (Y/N): \_\_\_\_  
Print (L)ist or (S)ales or (N)o price on hardgood label: \_\_\_\_

Printer Workstation Solution (I=IBM, O=I/O): Refers to the type of terminal the Barcode Printer will be hooded to. "O" = all other Equinox endorsed terminals.

Qty of Cylinder Labels: During Cylinder Master Maintenance newly added records will automatically produce barcodes on the barcode printer. this question is to see what the company default is for the number of labels per cylinder you apply.

Company Heading (L = Letterhead, B = Branch name, N = None): Barcode label contains the company name this ask if the name should come from the Location Master File, the LTRHEAD Option, or blank = no name to print.

Print Type of Cylinder (ITEMNO) on Cylinder Serial Number Barcode (Y/N): Print (L)ist of (S)ales or (N)o price on hardgood label.

BILLING Invoice printer defaults, Reprint Y/N?

Option: BILLING Invoice printer defaults, Reprint Y/N?  
Invoice Printer ID(optional): \_\_\_\_ Print Daily Trackable Sales? \_\_ LPI (6-9): \_\_\_\_  
Do you use Invoice Reprint for PRE 1093 invoices? \_\_ If (Y)es, Lines/page? \_\_\_\_  
Reset Location to workstation location in Order Entry? \_\_\_\_  
Print copy of invoices in green bar paper? (0=No 1=Cash 2=Charge 3=Both): \_\_\_\_  
Priority (0=hold/1=release): \_\_ Number of copies (0-255): \_\_\_\_ Printer ID: \_\_\_\_

This report is generated afer billing invoices each day. This option is only looked at by the system if the "INVOICE" option says "not on standard program". A 6 = 6 lines per page or LPI 10 characters per inch or CPI 7 = 6 LPI 15 CPI, and

BUDGET Propane Budget Billing

Option: BUDGET Propane Budget Billing Item, etc.  
Item number to use for Propane Budget Billing:  
\_\_\_\_\_  
Spool separate invoices/registers by location (Y/N)?

CASH01 Cash Receipts options

Option: CASH01 Cash Receipts options  
Should F1 (apply oldest) present prompt screen to verify (Y/N)? Y  
\*Default cash in bank loc#: 01 \*Default cash in bank G/L acct#: 1101 0200  
\*A/R G/L#: 1105 0100 \*Interest G/L#: 5212 0550 \*Cash Clearing G/L: 1101 0800  
\*A/R Notes G/L#: 1105 0100 \*Bad debt/Write-Off G/L#: 5212 0750  
Allow automatic posting of GL Batches (N/ ):       
If Using Cash Batch Application, only post one monthly batch (Y/ ): Y

CHECKS A/P Checks Sort Sequence

Option: CHECKS  
Sort Checks by Vendor (S)ort Name / Vendor (N)umber :       
Sort Invoices on Stub by (I)nvoice #/ Invoice (D)ate / (V)oucher #:       
Use Standard forms (Y/N)?     

CONAME Cylinder Ownership Codes, PSLPS CPI/LPI

Option: CONAME Printer ID for Packing Slips/POP invoices: P1  
LPI for Packing Slips(6,8): 6 Allow access to C=Cust Own & Codes? Y  
The 5 cylinder ownership codes are...  
1) BIG 2) BIGGER 3) LARGE 4) REAL LRG 5) VERY LRG  
Allow inventory to go "negative" in "P" mode of Order Entry? Y  
Show bracket pricing on Order Entry quantity screen? Y

CRTAPO Creation of Automatic Purchase Orders

Option: CRTAPO Creation of Automatic Purchase Orders  
Create Automatic P.O.'s during SHUTDOWN (Y/ )?: N  
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/ )?: N  
Clerk User ID to receive messages: FERNANDO

CSO Customer Special Order information

Option: CSO \*Customer special order Manufacturer:       
Make automatically trackable (Y/ )?      Number of months before purge:     

CUSTSLS

Option: CUSTSLS Cust Maint Salesman Update  
Restrict update of salesman field in Cust Maint to specific users? (Y/N): N

CYLE/F Cylinder Start/Stop Times.

Option: CYLE/F Prompt for Cyl. Fill Start/Stop Times  
Prompt for fill start/stop time in Cyl.Empty/Full Maint (Y/N)?  
\_\_\_  
Allow negative cylinder balances (Y/N)?

CYLRTN OE - Default to Zero for Cyls returned?

Option: CYLRTN Default to Zero cylinders returned? Y  
Force returns to be entered before release of invoice? N  
Selling of cylinder item#? SELLITEM Loss of use cylinder item#? LOSSUSE  
On "Sales" show window to reduce "Loc" balance from diff item than sold: N

DELNOTES Notes for Driver Trip/Haz Manifest/PSLPS

Option: DELNOTES Notes: here is where the delnotes  
will print on a pslip

DELRATIO Purge of Customer Fill Ratios

Option: DELRATIO Purge of Customer Fill Ratios  
Number of months to retain "ratio" information: \_\_\_

DESKMSTR Desk Master library existence

Option: DESKMSTR Desk Master library existence  
Do you have DESKMASTER installed in your AS400?: N

DISKETTE S/M/T/C/X and Volume I.D. for backups

Option: DISKETTE Volume ID for diskettes: IBMIRD  
Backup Options - (S)avefile then tape, or (I)mmediate to tape? \_\_\_  
Date of last CYLNQP in SHUTDOWN: 042794  
Batch name of last FTP to Std. Register: \_\_\_\_\_

DMEDIT Custs W/ > 99 cyls to have special rates

Option: DMEDIT Should customers with more than 99 cyls have special  
rent rates on all cylinders? N

EDI EDI Options

Option: EDI EDI options  
If PC based, directory for EDI files: 01\STX\TXARDA\A\  
Our EDI ID: \_\_\_\_\_ Next EDI Control Number: \_\_\_\_\_  
Request Acknowledgement from Vendor: \_\_\_ Is PREMENOS installed? \_\_\_



EOMITEMS End of Month Haz. Material Charge items

Option: EOMITEMS End of Month Haz. Material Charge items  
Haz Mat'l charge item for Rental bill: \_\_\_\_\_ for Lease Renewal: \_\_\_\_\_  
Haz Mat Rent use "(S)hip", "Subject to (C)harge" or New (B)alance less leases: \_\_\_  
Rental Hazmat Max Amt (xx.xx): \_\_\_\_\_  
Haz Mat Lease Max Amt (xx.xx): \_\_\_\_\_ Lease fee a (F)lat fee or (I)ncremental: \_\_\_  
Show ACTUAL rate & qty on Rent Hazmat? (Y/N, N=qty of 1 & calc'ed rate): \_\_\_  
"Minimum amt" item to use for Rental Bill: \_\_\_\_\_

EPBILL Installment Bill Invoice option(s)

Option: EPBILL Installment Bill Invoice option(s)  
Spool seperate invoices/registers by location (Y/N)? \_\_\_

FAXLINE Fax support

Option: FAXLINE Fax support  
Area Code of state where CPU resides: 978 Additional area code: \_\_\_\_\_  
Necessary to dial area code when calling in-state but long distance? \_\_\_  
(F)ax OFFICE COPY for fax billing, (P)rint on attached printer, or (N)one: \_\_\_  
Our Fax#: 2633084 263-3084 Printer ID for Fax output: \_\_\_  
Area Code that requires dialing, but does not require "1": \_\_\_

FIFOGAS Fifo Records for Gases

Option: FIFOGAS Fifo records for Gases  
Create (F)ifo rec's for gases or use (U)nit Cost from inventory File: U (F/U)

FISCMO Fiscal Mnths, 1st month=Fiscal Year start

Option: FISCMO Month that fiscal year begins: \_\_\_

GLBANK Bank Account G/L Numbers

Option: GLBANK Bank Account G/L Numbers  
\*Bank 1 CASH G/L#: \_\_\_\_\_ \*Bank 2 CASH G/L#: \_\_\_\_\_  
\*Bank 3 CASH G/L#: \_\_\_\_\_ \*Bank 4 CASH G/L#: \_\_\_\_\_  
\*Bank 5 CASH G/L#: \_\_\_\_\_ \*Bank 6 CASH G/L#: \_\_\_\_\_

GLDFLT Default G/L Numbers

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



GLSALE                    Month end journals by Loc or Corp...

Option: GLSALE    Month end journals by Loc or Corp...  
Create Month End batch of journals by (L)oc or (C)orp? L

HAZMSDS                MSDS compliance programs

Option: HAZMSDS    MSDS compliance programs  
Is HAZOX MSDS system installed? N    Use (B)ill to name, or (S)hip to? \_\_\_  
("S" uses Ship to if it exists, else it uses Bill to)

INTREG                 Options for Interest Charge Invoices

Option: INTREG    Options for Interest Charge Invoices  
Sort Finance Charge Invoices by (Z)ip, (C)ustomer#, (N)ame, (L)oc, or (O)Corp? \_\_\_

INVADJGL

Option: INVADJGL    Default Inventory G/L for Adjustments  
\*Inventory Adjustments Over/Under G/L#:

INVOICE                Daily Invoice Forms

Option: INVOICE    Daily Invoice Forms  
Use Standard Invoice forms (Y/N): \_\_\_ If standard, enter M if Mailer: \_\_\_  
Date Invoices with S)hipped date or I)ncensing date: \_\_\_ Sequence: \_\_\_\_\_  
If Standard: Print location name at top? \_\_\_  
    ...print 5 digit tracking number in upper left corner? \_\_\_  
    ...print Order date & Ship date on invoices? \_\_\_  
    ...OVERRIDE letterhead for faxed invoices: \_\_\_\_\_  
    ...Sort by Zip/Postal code? \_\_\_

LEASES                 Lease Renewal Forms/Options

Option: LEASES    Lease Renewal Forms/Options  
Sort by (Z)ip,(N)ame,(C)ust#,(L)oc, or (O)Corp? Z  
Print the "Friendly Reminder" message on bottom of form? Y  
Spool separate invoices/registers by location (Y/N)? N  
Spool leases separate for "Monthly Invoice" customers?

LEASES1                Friendly Reminder text lines 1 & 2

Option: LEASES1    Friendly Reminder text lines 1 & 2  
                          To renew your cylinder  
                          lease(s), please pay the

LEASES2 Friendly Reminder text lines 3 & 4

Option: LEASES2 Friendly Reminder text lines 3 & 4  
INVOICE TOTAL amount and  
avoid monthly rental fees

LOCSHIP Double/Single spacing of ship lists

Option: LOCSHIP Should "Ship Lists" double space? Y

LTRHEAD1 Company Letter Head Name

Option: LTRHEAD1  
Company name: Fort Smith Welding & Supply  
Addr Line 1: 215 N.Field Road

LTRHEAD2 Company Letter Head Address Lines

Option: LTRHEAD2 Addr Line 2: Acton, MA 01720-6067  
Addr Line 3: (508) 2631088

LUPRGR Cylinder Loss of Use Product Group

Option: LUPRGR \*Product Group for cylinder loss of use report:\_\_\_

\*MARKUP Markup Cutoff Quantities option

Option: MARKUP Markup Cutoff Quantities option  
Cutoff Costs(6.2) and Markup Tables -  
1) 100 X 4.00 2) 200 X 3.33 3) 300 X 2.50 4) 400 X 2.00  
5) 500 X 1.67 6) 600 X 1.43 7) 700 X 1.33 8) 800 X 1.25  
Round ALL selling prices to 2 decimals(Y/N/H=Hardgoods only below Pur 900)?  
Use negative COST PERCENT as (G)P% or (P)percent over cost?

MINMAX Min/Idel/Protect codes

Option: MINMAX Minimum/Ideal/Protect Code program  
Stop users from changing Ideal/Min qty's for different loc's (Y/N): Y  
Calculate "Minimum" qty as a percentage of "Ideal" qty? (Y/N): Y  
If above response "Y", what percentage of "ideal" should be used: 50

MONTH "Current" month for OE order release

Option: MONTH "Current" month for OE order release  
Current month of business operations: \_\_\_\_  
Allow orders to be released outside this month in Order Entry? \_\_\_\_

MONTHLY Spool "Monthly Invoices" by location?

Option: MONTHLY Spool "Monthly Invoices" by location?  
Spool separate invoices/registers by location (Y/N)? N

NASCO Nasco FTP Options

Option: NASCO NASCO FTP Options  
User ID: sdws Password: pacific  
IP Address: 12.40.16.30 Printer ID: P1  
Outbound File Name: W#FT852N Inbound File Name: W#FT855N

NEWGASPR How to update New Gas Pricing records

Option: NEWGASPR How to update New Gas Pricing records  
Create new GASPRICE records with special price entered (Y/N)? \_\_\_\_

NEXTCUST Next available customer number

Option: NEXTCUST Next available customer number: 10001  
Last used G/L history seq#: 0000019  
Next A/P Control#/Bank: 1. 00001 2. 3. 4. 5. 6.

OEHAZMAT Flat Fee Haz Mat'l Charge in Order Entry

Option: OEHAZMAT Flat Fee Haz Mat'l Charge in Order Entry  
Item for FLAT FEE Haz Mat'l for PICKED UP orders: \_\_\_\_  
Item for FLAT FEE Haz Mat'l for DELIVERED orders: \_\_\_\_

OEITEMS OE Items for Del/Frt/Surchg/Haz mat'l..

Option: OEITEMS OE Items for Del/Frt/Surchg/Haz mat'l  
Item for std del'y charge: DELIVERY Item for std frt charge: FREIGHT  
Item for std surcharge: SURCHARGE  
Item for INCREMENTAL Haz Mat'l Charge: HAZMAT  
Item for cylinder Cartage: \_\_\_\_ Only charge Cartage on del'd orders? N  
Automatically charge for del'y chg/surchg, w/o showing windows?(Y/ ): \_\_\_\_  
Override Del'y & Haz Mat Chg Tax Table based on Tax Tables in PSLP?(Y/ ): Y  
If override is "Y", NON Taxable table is: N and Taxable Table is: Y

OEPRIEXT Price/Extend option for OE Packing Slip

Option: OEPRIEXT Price/Extend option for OE Packing Slip  
Should "Y" for Price Pslp ALWAYS price and extend in Order Entry? N

OKI OKI FTP Options

Option: OKI OKI FTP Options  
User ID: SDW Password: R35Y66 Company ID: SDW  
IP Address: 256.145.398.7 File Name: E3XHSTF

PRICECAT Vendor Pricing File Catalog Creation

Option: PRICECAT Vendor Pricing File Catalog Creation  
Create CATALOG file on (F)ailed items, (A)ll items, or (N)o items: A

PROFCUT Gross profit cutoff, cutoff %, etc...

Option: PROFCUT Cutoff % for Incr/Decr message of CSALES report: 10  
Gross profit cutoff \$: 010 Cutoff based on (P)rofit or (S)ales: S

PROPANE Propane delivery scheduling information

Option: PROPANE Propane delivery scheduling information  
Limit nightly list to customers at XX% capacity or LESS: \_\_\_\_  
CALENDAR days between delivery before exception report for NON heat: \_\_\_\_  
Start/End Month for Propane Home Heat: \_\_\_\_ - \_\_\_\_  
Start/End Month for Propane Pool Heat: \_\_\_\_ - \_\_\_\_  
Break out tax as a line item on invoice? \_\_ Use (B)ill or (S)hip to on PSLP? \_\_  
Item number to use for Idle/Low tank billing: \_\_\_\_\_  
Spool separate Idle/Low tank invoices/registers by location (Y/N)? \_\_\_\_  
Print on standard packing slip? (Y/): \_\_\_\_

PROPEXCL PROPEXCL Propane Delivery Exclusion Items

Option: PROPEXCL Propane Delivery Exclusion Items  
  
Item1: \_\_\_\_\_ Item2: \_\_\_\_\_  
Item3: \_\_\_\_\_ Item4: \_\_\_\_\_  
Item5: \_\_\_\_\_

PSLIP Custom/Standard Packing Slip Options

Option: PSLIP Custom/Standard Packing Slip Options
Custom? N If (Y)es, compressed print? N
Standard slip options: Print branch heading? N Print control #? N
Emergency response company: Telephone:
Print vertical bar separators? N Use (A)State/County or (B)GST/PST taxes? A
(D)ouble or (S)ingle space between line items? S
Print Bill of Material "Component Items" on PSLP's (N/ ):
Print Only items with "Allocated" quantities (Y/ ): Y

PURNOTE1 Purchase Order "Notes" lines 1&2

Option: PURNOTE1 Purchase Order "Notes" lines 1&2
Notes: note1-----x note2-----x

PURNOTE2 Purchase Order "Notes" lines 3&4

Option: PURNOTE2 Purchase Order "Notes" lines 3&4
Notes: note3-----x note4-----x

PURORD Purchasing printing options

Option: PURORD Prompt for "8.5 X 11" forms?
Printer for Ship/Recv paperwork: Print original for Ship/Recv?
Detail lines per form to print: Show prices on Vendor copy?
Print Office Copy? Print Ship/Recv copy?
Print notes (B)efore or (A)fter the item? Months of sales history to use:
Calculate ideal before item reaches "maturity"?
Use (L)etterhead name, (B)ranch name, or (N)o name on top of PO?
Printer ID for "CONTROL" copy of receipts: Priority(0=hold/1=release):
OVERRIDE ltrhd for faxed PO's: OVERRIDE w/Br. ltrhd, if any? (Y/ ):

QUOTES Order Entry Quotes - Printing defaults

Option: QUOTES Print on O.E. packing slips (Y/N)? Y
If No, Priority (0=hold,1=release): 1 Copies (1-255): 001
Prompt for 8.5 X 11 paper? Printer ID:

RENTAL Rental Bill Forms

Option: RENTAL Rental Bill Forms
Use Standard Rental forms (Y/N): If standard, enter M if Mailer:
Sort by (Z)ipcode, (N)ame, (C)ustomer#, (L)oc, or (O)Corp?
If standard, print loc name (Y/N): If NOT standard, Lines Per Inch (6/8):
Last Rental #: Spool separate invoices/registers by location(Y/N)?
Spool rental separate for "Monthly Invoice" customers?
OVERRIDE letterhead for faxed rental bills:
On fax invoices, print (I)tem Number or (D)escription:

SCDCRT

Schedule Orders Creation Program

Option: SCDCRT Schedule Orders Creation Program  
When creating schedule orders print COD tickets (Y/N):? \_\_  
Print customer phone number as item 1 in ticket (Y/N):? \_\_  
Create up to 3 Fire ext orders in one invoice (Y/N):? \_\_

STDREG            STD Register FTP Information

Option: STDREG   Std. Register FTP User ID & Password  
User ID and Password tu use when you FTP invoices to Std. Register  
User ID: \_\_\_\_\_ Password: \_\_\_\_\_

STMTS            Include 0 balance, include paid invoices

Option: STMTS    Include 0 balance, include paid invoices  
Print full ATB w/stmts? \_\_ Print zero balance stmts? \_\_ Incl paid invoices? \_\_  
Item number for FINANCE CHARGE: DELIVERY    Finance chg rate(.xxxx): \_\_\_\_\_  
Sort STMTS by (Z)ipcode, (N)ame, (C)ustomer#, (L)oc, or (O)Corp? \_\_  
Standard Forms(Y/N)? \_\_ If (N)o, LPI to use (6/8): \_\_  
If standard forms- M=Mailer: \_\_.print loc name(Y/N)? \_\_.Min S/C \$(x.xx): \_\_\_\_\_  
Last Stmt# 932288    Print if "Over 90" bal, every qtr, if NO STMT? \_\_  
Spool separate Stmt# & Finchg invoices/registers by location(Y/N)? \_\_  
OVERRIDE letterhead for faxed statements: \_\_\_\_\_

TAXTITLE            Tax title headings for FAX'd invoices

Option: TAXTITLE Tax title headings for FAX'd invoices  
Enter the names of each tax field to be printed on FAX'd invoices.  
Tax Field 1            Tax Field 2            Tax Field 3  
LOCAL TAX            COUNTY TAX            STATE TAX

UPS                UPS Charges

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  
or amount to charge by LB is (xxx.xx): 00000    0.00  
\*Default UPS zone: 002

WELDDATA            Re-link WELDDATA defs during SHUTDOWN.

Option: WELDDATA  
Re-link WELDDATA file definitions during Shutdown : Y

## Daily Processing options

ADLPRT	Gas Delivery Slip Desc adds/chgs/ etc
BOMPRT	Bill of Materials file adds/chgs/ etc
BPOPRT	Billing Purchase Order File Maintenance
BRKPRT	Volume Pricing Break maintenance
BRPPRT	Branch Pricing Overrides Maintenance
CANORD	Adj/Cancel Vendor Order Printer Options
CLMPRT	Cylinder Lease Master Maintenance
CPTPRT	Customer Part Number File Maintenance
CSHCHG	Daily invoice MTD Cash/Charge sales
CSHFRM	Print CASH reconc. report after register
CUPPRT	Customer Propane Information Maintenance
CUSPRT	Customer Master Maint. adds/chgs/ etc
CYLPRT	Cylinder Master file adds/chgs/ etc
CYLUPDAT	Edit/Post transaction listings for CYLZ
DCTPRT	Data Dict. Maint. adds/chngs/etc
DLCPRT	Delivery Charge Maintenance
DPOPRT	Rent/Demurrage Purchase Order Maint.
EDIPRT	EDI Transaction Edit Listing
EXSRTN	Excess Returns Entered in Order Entry
FIFPRT	Fifo Layer File Maint. adds/chgs/ etc
GASPRT	Gas Price Master Maint. adds/chngs/etc
GASTDY	New Gas Prices Added today.
GLMPRT	G/L Chart of Accounts adds/changes/ etc
GUPPRT	Gas Item Price Increase/Decrease Maint.
HRDPRT	Hardgoods Special Pricing Maintenance
INVADJ	Inventory Adjustments Printer Options
INVPRI	Inventory price changes by MFG/PUR/PRD
INVPRT	Inventory Master Maintenance
JURPRT	Juris. Master Maint. adds/chngs/etc

LOCPRT Location File Maint. adds/chngs/etc  
MSDSL B MSDS accounting during Invoice Run

Option: MSDSL B MSDS accounting during Invoice Run  
Priority (0=hold/1=release): 1 Number of copies (0-255): 001 Printer ID: P1  
Archive report to COLD storage? N Remove Spool file after archive? N  
Print cust lbls (Y/): N Priority (0=hold/1=release): 0 Printer ID: P1

MSGPRT Invoice/Statement Message Maintenance  
OETRBO Order Entry Transfer printing options

Option: OETRBO Order Entry Transfer printing options  
Priority (0=hold/1=release):    Number of copies (0-255):    Printer ID:     
\*Default Rent/Dmrg method for gas transfers:    Last used T-mode order:     
Restrict users to transfer of their locations ? (Y/N):   

ONCPRT Old/New Customer Number Maintenance  
ONGPRT Old/New G/L Number Maintenance  
ONHAND Inventory Transaction Menu reports  
ONIPRT Old/New Item Number Maintenance  
ONPPRT Old/New Product Group File Maintenance  
OOCAN Cancel Entire Vendor Order Printer Opt.  
OORECV Packing Slip Receipt Printer Options

Option: OORECV  
Should "Back Ord for Ship/Recv" report print?: Y Prompt for "8.5 x 11 Paper"?: N  
Following information is for the "Packing Slip Receipt" report:     
Priority (0=Hold/1=Release): 1 No of Copies (0-255): 001 Printer ID:   

PRDPRT Product Group Maint. adds/chngs/etc  
PROFITEX Daily invoice Profit Exception report  
PURPRT Purchase Group Maint. adds/chngs/etc  
RBAPRT Rebate Reporting File maintenance  
RDRPRT Rent/Demurrage Rate Maintenance  
REGISTER Cash/Charge Sale Register "control" copy  
REVPSL Reverse Packing Slip Printer Options

SEARCH Limit Cust/Inventory search to 6 lines

Option: SEARCH Limit Cust/Inventory search to 6 lines  
Should CUSTOMER SEARCH limit to first 6 lines of "hits": \_\_  
Should INVENTORY SEARCH limit to first 6 lines of "hits": \_\_

SHDPRT Shipping Description File Maintenance

SHNPRT "Ship To" and "Notes" Printer Options

SLPICK Picking List for Customer Back Orders

Option: SLPICK Picking List for Customer Back Orders  
Should PSLP's print for Inventory Received?: \_\_  
Should "Picking List for Cust Back Order" print?: \_\_  
Priority (0=Hold/1=Release): \_\_ No of Copies (0-255): 001 Printer ID: \_\_  
If PSLP's print, should inventory allocate & fill B/O upon receipt? \_\_

SOLDFR Sold From Inventory Printer Options

SWAP3 Location Mini Shipping List Printer Opts

Option: SWAP3  
Do you want to create "T" mode orders for inventory received?: \_\_  
Should "Loc Ship List" report print Ideal or Ordered (I/O): \_\_  
Priority (0=Hold/1=Release): \_\_ No of Copies (0-255): \_\_ Printer ID: \_\_

TRNREC Transfers "Receive" Printer Options

UNEVEN Uneven Cylinder Exchange in Charge Sales

VARPRT ABC code variance overrides by location

VNDPRT Vendor Master Maint. adds/chngs/etc

WLCPRT Workstation Location Maintenance

## Nightly Shutdown options

ABCVAR ABC Inventory variance reports  
APCMD9 A/P Vendor/Invoice Overrides Report  
ARCOLT A/R Collection Letters

Option: ARCOLT A/R Collection Letters (F)ax / (P)rint Letters: P  
\*Letter Code: \_\_\_ Age of A/R to issue letter: \_\_\_ Fax option will  
\*Letter Code: \_\_\_ Age of A/R to issue letter: \_\_\_ print Letter if  
\*Letter Code: \_\_\_ Age of A/R to issue letter: \_\_\_ No Fax # in file  
\*Letter Code: \_\_\_ Age of A/R to issue letter: \_\_\_  
Letter overrides Prty (0=hold/1=release): \_\_\_ Copies (0-255): 001 Printer ID: \_\_\_  
Report overrides Prty (0=hold/1=release): \_\_\_ Copies (0-255): 001 Printer ID: \_\_\_  
Print Branch Name on Letter (Y/ ): \_\_\_ Sort by (S)alesman or (L)etter code: \_\_\_

ARCOMP A/R Date Discrepancy Report  
ARNOTL A/R Follow-Up Notes  
AUTOEX Purchase order group expediting

Option: AUTOEX Purchase order group expediting  
Limit to Purchase group (Blank=No limit): \_\_\_  
Limit to orders XX Days past "estimated": \_\_\_  
(L)ist only, or list and (F)ax expediting copy: \_\_\_  
Priority (0=hold/1=release): \_\_\_ Number of copies (0-255): \_\_\_ Printer ID: \_\_\_  
Position to/Option to change:

BACKORDS Listing of "Backorders Created Today"  
BONHND Customer fillable Backorders  
BPODEL Expired Purchase Order List/Delete  
CASHMTD Month-to-Date Cash Sales  
CATALG Orders containing "catalog" items  
CATTYPE System CATALOG of files before SHUTDOWN  
CHARGMTD Month-to-Date Charge Sales  
CRDLMT Customers within given PCT of CR limit

Option: CRDLMT Customers within given PCT of CR limit  
Percent within credit limit to report: \_\_\_  
Priority (0=hold/1=release): 1 Number of copies (0-255): 001 Printer ID: \_\_\_

DELDAY            Truck Delivery List by Day  
 DPODEL           Rent/Dmrg/Lease P.O. List/Delete  
 MSDS03           Equinox to Hazox MSDS discrepancy list  
 NEGINV           Negative inventory report  
 NEWCUS           New Customers since last SHUTDOWN  
 NUNONORD       B/O's created today w/nothing On Order  
 OEQEXP           Quote Expiration report  
 OROV90           Orders Generated for 'Over 90' Bal. Cust  
 OVRIDE           Overridden prices in Order Entry report

Option: OVRIDE    Overridden prices in Order Entry report  
 Priority (0=hold/1=release): 0    Number of copies (0-255): 001    Printer ID: P1  
 Should report page break by (L)ocation or (U)ser: L  
 Archive report to COLD storage?    Remove Spool file after archive?

PGMSDS           "Items requiring MSDS" Printer Options  
 PROCAL           Propane calculation/scheduling  
 PROPRPT          Propane delivery exceptions  
 PRTARCHK        O.E. Lockout/C.O.D. plug printouts

Option: PRTARCHK    O.E. Lockout/C.O.D. plug printouts			
	Prty (0=hold/1=release)	Copies (0-255)	Printer
Custs put on OE lockout-	0	001	—
Custs taken off OE lock-	0	001	—
Custs put on COD-	0	001	—
Custs taken off COD-	0	001	—
Custs over CR limit put on lockout-	0	001	—

PURGFI            FIFO layer History option

Option: PURGFI    FIFO layer History option  
 FIFO History to maintain in Months 01-12 (00=05 layers in total): 00

PURGTR           Transfer History option

Option: PURGTR    Transfer History option  
 Transfer History to maintain in Months 01-12 (00 = 18 transfers in total): 00

RATCHK Invalid combination for Rate file  
RPRNTPRG Days to Retain Reprinted Invoices

Option: RPRNTPRG Days to Retain Reprinted Invoices

Number of Days to Retain Reprinted CHARGE Invoices \_\_\_\_ 999=Do not purge  
Number of Days to Retain Reprinted CASH Invoices \_\_\_\_ 999=Do not purge  
Priority (0=hold/1=release): \_\_ Copies (0-255): \_\_\_\_ Printer ID: \_\_

TAR A/R Control Totals  
VOIDED Voided ticket report since last shutdown

Option: VOIDED Voided ticket report since last shutdown  
Priority (0=hold/1=release): 0 Number of copies (0-255): 001 Printer ID: P1  
Archive report to COLD storage? N Remove Spool file after archive? N  
Create report for locations(Y/ ): N (Rep created only if loc prtr ID<>\*blanks)

## Month-end Processing options

ADJLST	Monthly Inventory Adjustments
ARCONTRL	Monthly A/R control totals (final)
ARHIST	Accounts Receivable Analysis
AVGPRC	Average gas prices paid - Company wide
AVGPRL	Average gas prices paid - by Location
BOLIST	Backorders not yet filled asof Month End
BPOEXP	Purchase Orders expiring in 2 months
BRKTST	Volume Commitment Price Break Variances
BUDOVR	Overdue" Budget Bill Invoices

Option: BUDOVR "Overdue" Budget Bill Invoices  
Number of Unpaid Budget Bills before appearing on list? \_\_\_\_  
Priority (0=hold/1=release): 1 Number of copies (0-255): 001 Printer ID: \_\_\_\_  
Archive report to COLD storage? \_\_\_\_ Remove Spool file after archive? \_\_\_\_

CFELST	Cylinder Empty/Full Transaction Report
CHKCYL	"Rental" check for excess returns list
COLLOC	Collected Sales Analysis Report-Location
COLSHP	Collected Sales Analysis by How Shipped
COLSLS	Collected Sales Analysis by Salesman
CORPSLS	S/A by Product Group report
CSALEP	S/A by Customer, by Salesman report
CSHSUM	Monthly cash receipts summary by G/L #
CYLDEPS	Cylinder Deposit Report
CYLEFP	Cylinder Empty/Full Recap Report
CYLREPT	Detailed monthly transactions from CYLZ
CYLSHP	Daily Cylinder Shipments Report
CYLSHPH	Daily Cylinder Shipments by Ship Via
DAVIDSCO	Monthly Cylinder Report - Company Wide
DAVIDSL#	Monthly Cylinder Report - by Location
DELIST	Truck Delivery List

DPOEXP	Rent/Dmrg/Lease PO expiration report
EQRDEP	Equipment Rent Deposits
EQRENT	Equipment Out on Rent
EQUNBP	Unbilled Equipment Purchases
FIFLST	Month End Fifo Maintenance Listing
IDEALMIN	First time activity - No Ideal/Min.
IDLSLD	Items Sold over 100% of their ideal
INVALB	Summary Inventory Value by Location
INVALS	Inventory Value by PurGrp by Location
INVALT	Inventory Value by PurGrp for All Locs
INVBYPUR	Inventory by purchase group - year end
JURRP1	Jurisdiction report - Company wide
JURRP2	Jurisdiction report - by Location
LAST12	Year end - Customers w/no activity
LOCGS	Inter-Location "Rental" bills
LSALES	S/A by Product Group, by Location report
MOE017	A.T.B. by Territory/Salesman report
MTDCASH	Month-To-Date Cash Sales
MTDCHARG	Month-To-Date Charge Sales
NOTRACK	Customers going off "Trackable"
NSAFTER	Non-Stock Items After Purge
NSB4PURG	Non-Stock Items Before Purge
OVRIDM	Monthly Summary of Overridden Prices
PORECS	Monthly Vendor packing slip receipts
PRFMFG	Prefer Vendor Analysis (Hardgoods)
PSALEC	Summary Sales by Salesman report
PSALES	Company Wide S/A by Product Group report
REBATE	Monthly Rebate Reporting
RENEWAL	Lease Renewal listing

RENTTP                    Rental Dollars by Rent Rate Code

Option: RENTTP   Rental Dollars by Rent Rate Code  
Produce report as (S)ummary (no item numbers) or (D)etail? \_\_\_\_  
Priority (0=hold/1=release): 0   Number of copies (0-255): 001   Printer ID: \_\_\_\_

SALPRD                    S/A by PrdGrp, by Customer, by Salesman  
SATURDAY                Saturday Sales Analysis report  
SOLDP1MO                Cylinder Sales Summary - Monthly  
SOLDP1YR                Cylinder Sales Summary - Yearly  
SOLDP2MO                Cylinder Sales Detail - Monthly  
SOLDP2YR                Cylinder Sales Detail - Yearly  
SSALES                    'How Shipped' Analysis  
SSLSBYPG                S/A by Product Group by Salesman report  
SUMMRY                    Month End Summary Billing  
TMPLST                    "Temporary" Customer deletion listing

Option: TMPLST   "Temporary" Customer deletion listing  
Sort by (L)ocation or (S)alesman: \_\_\_\_  
Priority (0=hold/1=release): 0   Number of copies (0-255): 001   Printer ID: \_\_\_\_

TRKDEL                    Automatic purge of trackable sales

Option: TRKDEL   Automatic purge of trackable sales  
Number of days before automatic purge (000=No auto purge): 000  
Priority (0=hold/1=release): 0   Number of copies (0-255): 001   Printer ID: \_\_\_\_

TRNGL                    Gas transfers thru OE since last Close  
TRNSL                    Hardgoods Transfers since last Close  
UNDR10                    Monthly Profit Exception report  
UNPDLS                    Unpaid Lease Renewals  
UNPDSH                    Uncollected Sales Analysis by How Ship'd  
UNPDSL                    Uncollected Sales Analysis by Salesman  
UNPLOC                    Uncollected Sales Analysis Rpt-Location  
YTDCUS                    Monthly Top 100 Customer list