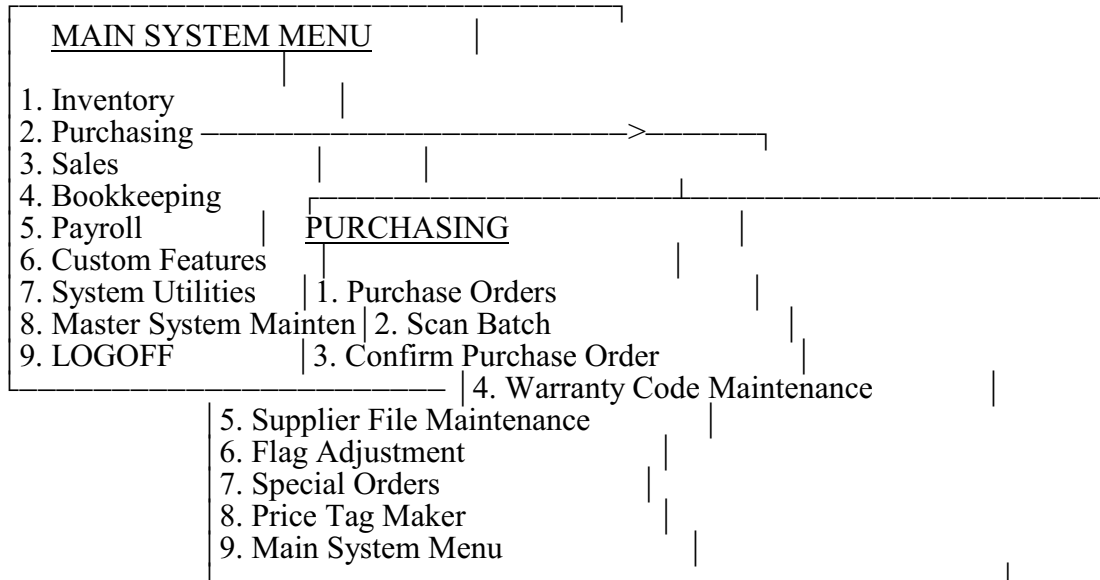


Purchasing
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PURCHASING SYSTEM



*NOTE: This Purchasing System will be dealing with Factory Packs and Sales Units. ALL Purchase Order quantities and costs will be in terms of SALES UNITS NOT WHOLE FACTORY PACK UNITS! - **StockBoy** will make sure that any Suggested Order Quantity is rounded up to the correct number of Sales Units to make an even Purchase Pack buy. However, you can manually order part of a Purchase Pack. If an item has a Factory Pack of 12, any automatic order quantity you see for this item will be in multiples of 12 SALES UNITS.*

Normally you will EXIT from any point inside this program section by following the screen prompts. However, **StockBoy** does provide a way to LOG OFF directly from most any point inside the programs by pressing the <Ctrl> <G> keys or <F8>. This will leave you at PLEASE LOGON with all programs safely terminated and all files properly closed.

Set User Privilege Levels, in Master System Maintenance, to the same level for both the Inventory and Purchasing System for each LOGON Name, since these two systems are so closely interrelated.

The MAIN PURPOSE of the entire **StockBoy** System is to provide the Buyer with the information needed to make buying decisions that will significantly increase your firm's Inventory Turn-Over Rate, and thereby your PROFITS!. Because this information is available without the delay and expense of manually recounting your stock, you can shorten your Order Cycles on many product lines, this is your key to raising your Turn-Over Rate without suffering product outs.

*NOTE - You cannot expect to change your results if you do not expect to change at least some of the ways you have been doing things. The **StockBoy** System presents some "New" techniques to your buying staff. Your ability to adapt to these techniques are a large factor between users who maximize their system benefits, and those who are satisfied with more modest improvements.*

Since **StockBoy** deletes inventory as it is sold - LIVE TIME, your Purchase Order Scans reflect exactly how many items you NEED to order as of right now! This information used to take days to get. The result was that we tended to order heavy to control the labor factor of making the order itself. It was better to spend the

man power counting inventory once every eight weeks for a large order instead of counting every few weeks for smaller orders. This was obvious economy and it was required under a manual system.

However, with Stockboy, this common sense rule can be turned upside-down. Now determining the Suggested Order Quantity (SOQ) is quick and easy to get. With the high cost of flooring merchandise today, let your price breaks and freight requirements be your guide to when to re-order, not the labor costs of finding your SOQ! Smaller, more frequent re-ordering will improve your turn-over.

The key to operating the **StockBoy** Purchasing System lies in the FLAG Variable set in the individual SKU record on a store by store basis. This is your adjusted demand forecast for this product. The Flag tells the system how to determine the QUANTITY NEEDED.

StockBoy'S ORDERING PROCESS - AN OVERVIEW

I. ORDERING:

- A. Place supplier and desired PO# on "Scan Batch" to obtain SOQ (Suggested Order Quantity)
 - 1. The SOQ is based upon each store's individual need (below Flag) and is shown in "Sales Units" with costs extended. (Over stock situations are ignored)
- B. Print Worksheet/Split Report before Editing (or Deleting) SOQ to reflect actual order desired.
- C. Print "Formal PO" and "Place" order (Will you need an Audit Trail of PO#s from Deleted SOQs?)
- D. File Accounting Copy of PO
- E. Send copy to Receiving

II. RECEIVING (and STOCKING the PO):

- A. Ordered Product arrives; mate Receiving PO Copy; Freight Slip; and Packing Sheet
- B. Check off quantities received on PO copy
 - 1. Stamp PO Sheet with:
 - a. Date Received
 - b. Checked By
 - c. Del Carrier
 - d. Amt of Freight
- C. Enter actual quantities received to PO via Terminal, and "STOCK" PO
- D. Upon Stocking, each item's quantity ordered will be reduced by the quantity received. (If 6 were ordered and 6 arrived the result is zero, but if 6 were ordered and 5 arrived 1 would still be left on order.) The quantity STOCKED is transferred to the individual store's FREIGHT AREA. Each line item on the PO that nets to a zero, or less, will be removed from the PO, leaving those items still not received showing as a Back-Order. If an amount less than the amount ordered is received the split will automatically be adjusted.
- E. Product will be put in the "Freight Areas" according to the "Split Sheet."
 - 1. Price Tags are made and put with the product in the Freight Areas.

a. Price Tags will carry the PO-Split ID (twice) on the first row of price tags much like a Bin Label.

F. Items in one store's Freight Area can be diverted to another store by using the "Shuffle Freight Area" option.

G. When you are ready to make a shipment to a store all items being sent on this shipment will be transferred to a "PACKING LIST." When you complete the Packing List you will "SHIP and CLEAR" it, getting a printout for a manifest. Shipping & Clearing will also change these items to show the product on hand instead of on order. This will activate (Sneaker-Net) updating the store's inventory "electronically" with the quantities being shipped. The Store will receive the manifest copy of the Packing Sheet to receive against. The packing list will include only those items and quantities actually shipped. Irregularities from the Packing List will be handled with an Inventory Adjustment Report to be entered at the Main Office which will adjust overages & shortages.

H. Receiving PO Copy sent to Office, with Freight Slip.

III. RECONCILIATION (or CONFIRMING the PO):

A. When the Purchase Order is "STOCKED" the quantities received are removed from the PO Screen. It will then show only the back orders if any. The quantities Stocked and the Costs from the PO will now be on the Confirmation Screen. This PO is now awaiting cost reconciliation between the cost you anticipated on your PO and the Supplier's ACTUAL Invoice. This is the "CONFIRMATION MODE."

B. Invoiced quantities and costs are compared to the Receiving PO copies.

1. Invoices that match with the PO as ordered are sent on to "Booking the Order."

2. Discrepancies are routed to the Buyer for action.

a. This action will either result in changing the Costs (which will require checking margins to see if a new retail is needed),

b. in an adjustment to the invoice (which will require notifying accounting), or Back-Orders may need to be deleted from the PO.

3. Alterations and Adjustments to the Costs are entered into the CONFIRMATION Section. A printout is then made and sent to the Merchandising Manager for approval prior to Confirmation.

IV. BOOKING THE ORDER

A. Once approved, the Freight Charge is added and the PO is "CONFIRMED and CLEARED" Confirming a PO updates the Invoice Cost, Book Value, and the Freight Factor for each item automatically. If the Invoice Cost is FROZEN, the confirmation will NEVER change it.

B. Once the PO is "CONFIRMED" the Invoice along with the PO Copies are sent to Accounting for Accounts Payable action. After all items of a PO have been "Received (or Deleted) and Confirmed" the PO is automatically deleted.

V. ACCOUNTS PAYABLE CYCLE (Vendor's Invoice Arrives)

A. When the Invoice arrives it is copied and the copy is routed to Merchandising to complete the "Confirm" process. The Invoice is Credited in A/P to the Vendor's Account upon receipt, the gross amount, any discounts, and qualifying date for discounts ("Due Date") are registered. The Invoice is registered with a "NO" pay authorization. Meaning this invoice can not be included on any check to this Vendor until this authorization is a "YES."

- B. The PO copies (including the Confirmation copy), Freight Slip, and Invoice copy are matched together.
1. If the Confirmed PO is returned with changes to the Invoice these must be adjusted against this invoice in the A/P file. These adjustments will then be netted and notated on the check voucher along with the invoice data, once the authorization status is set to "YES."
 2. Confirmed POs with no exceptions, or with adjusted exceptions, will be "Authorized" for payment with a "YES."
- C. The next A/P Check Batch run will automatically include this invoice and any other invoices to this vendor that have a "YES" authorization AND that have a "Due Date" within the target range you choose to include.
- D. The Check Batch process will automatically make the appropriate entries in the General Ledger to decrease the Bank Account and eliminate the Invoice transaction.
- E. The check batch is then printed; checks are signed, and sent. (**StockBoy** automatically goes back to the GL Transaction created above and enters the actual check # used to pay this transaction.)

PURCHASE ORDERS

```

MAIN SYSTEM MENU
1. Inventory
2. Purchasing
3. Sales
4. Bookkeeping
5. Payroll
6. Custom Features
7. System Utilities
8. Master System Maintenance
9. LOGOFF

PURCHASING
1. Purchase Orders
2. Scan Batch
3. Confirm Purchase Order

PURCHASE ORDERS
1. View / Edit / Input Purchase Orders
2. Individual PO Printouts
3. Master
4. Stock
5. Free
6. Warehouse
7. Exit
  
```

Press <ENTER> to exit back to the Purchasing Menu. Type an <N> to create a new Purchase Order. Or type in the number of the PO you wanted to work on and it will be displayed for you. If you did not type in an exact PO Number match, **StockBoy** will display the next 9 PO numbers after your entry. It will look something like this:

```

VIEW/EDIT/INPUT PURCHASE ORDERS
SEARCHING FROM "100001"

1 100018 ACME MANAGER 05/16/93
2 100019 ACME JAKE 05/16/93
3 100023 ACME BETTY 05/17/93
4 100025 ACME BETTY 05/17/93
5 100026 ACME MANAGER 05/17/93
6 100027 ACME MANAGER 05/17/93
7 100028 ACME JAKE 05/21/93
8 100034 ACME BETTY 05/22/93
9 100036 ACME BETTY 05/22/93

Choose Purchase Order <1-9>
<N> = Next <ENTER> = Quit
  
```

"Non-Placed" Purchase Orders will be shown with the number underlined as you can see on lines 7 & 9 above. You will simply select the PO you wanted to access, or <N> to see the next nine POs in numerical order. Once you select the PO you will see the PO Header displayed. (This sequence continues at the PO Header section a few pages later.)

You will select "N" for a new PO when you either want to "hand create" a PO or have **StockBoy** Scan for a single PO instead of using the "Scan Batch" process. Most of the time that new POs are being scanned they should be entered through the Scan Batch, do not have this procedure scanning while the Scan Batch is also running. It will slow BOTH scans down. After pressing <N> you will see:

```
| Enter New Purchase Order <Q> = Quit 100019 |
```

NOTE - The system will track sequential use of purchase order numbers ONLY if the default PO number is accepted at the prompt that asks for the new PO number. If another number is input, the computer will retain the default next PO number, and will display it when the next new PO is created. If the default number is accepted, the system will increment its counter by one, save it, and will recall that number as the default for the next new PO. Under Master System Options, the next new PO number can be changed manually to start any particular series of numbers that you wish.

Press <ENTER> to accept **StockBoy**'s automatic PO number, or you can type in a number of your own. If you enter a number of your own there MUST NOT be another PO in the system with the same number, **StockBoy** will not allow it.

When inputting a new PO number the system will check for duplicate numbered PO's to insure that you don't accidentally try to use a number that is in use. The system even examines the batch scan file to see if a pending batch contains an identical PO number.

THE PURCHASE ORDER HEADER

```
| VIEW/EDIT/INPUT PURCHASE ORDERS |
|
| PO #:      100019
|
| Supplier:   REG
| Buyer:      MANAGER
| Order Date: 7/8/93 Not Placed
| Required Date: 7/28/93
| Amt. on Order: $0.00
| Amt. Stocked: $0.00
| Total Weight: 0.00
|
```

You will be prompted to declare which SUPPLIER you are going to order from. Then the LOGON Name of the Buyer. (Your Logon Name will be defaulted.) Next you enter the Order Date of the PO You can accept the current date or type in the actual date you made the order if you placed it earlier. The Date Required can be entered, or it can be left blank.

```
| Enter Store to Scan, <*> = All Stores, <NO> = No Scan * |
```

StockBoy asks you to declare which store(s) you want included in the Purchase Order SCAN. The SCAN is the system's automatic procedure to establish the Suggested Order Quantity (SOQ), also called an Automatic Purchase Order. You can select any one store, all stores, or No Scan (Manual Order). You can make this a Single Store - Direct Ship PO (in Multi-Store Systems) by typing in the two letter name of the store you want. If you answer "NO" to the prompt above you will be turning the automatic features OFF, and you will be making a Manual Purchase Order. It is usually more efficient to run an SOQ and then ADD the items that you were going to purchase on a manual PO than to just make a Manual Order.

*NOTE - The SCAN formula is "FLAG less QUANTITY ON HAND less QUANTITY ON ORDER = SOQ." If the answer is a positive number **StockBoy** will place enough Sale Units rounded up, in either DISTRIBUTION or FACTORY PACKS, on the SOQ to eliminate the SOQ. SINGLE STORE SYSTEMS function in the same manner except they do not use Distribution Packs. See "**StockBoy's** AUTOMATIC SOQ and SPLITTING PROCEDURE" at the end of this manual for a detailed analysis of the Scan Process.*

NO SCAN Purchase Orders are used for anything that you have already ordered, or are going to order, without the benefit of an SOQ. However, it might be a better practice to run a Scan for the vendor you are going to make the order with and then ADD the items that you were going to order anyway. This way you will pick up any items needing restocking and improve your freight factor.

PLACE Purchase Order During Scan <Y> <N>
--

Now **StockBoy** needs to know if you want this PO "Placed" as it is Scanned or not. Normally PO Scans are used to find your SOQ. These Scans can then be evaluated to see if there is a large enough need to make an order. These are usually NOT Placed until after you have had time to review the SOQs. PO Scans will be added to the "On Order" category and be shown on the PO Screen of the SKU record ONLY after they are "Placed." (See Placing the Order in the PO Edit Options.) Scanning without Placing allows the system to move faster. However, if you are sure you are going to place this order "no matter what," you can make it Place each item on the SOQ as it goes, during the scan. After the scan is complete, and any time that you access this PO, you will see this same Purchase Order Header:

VIEW/EDIT/INPUT PURCHASE ORDERS	
PO #:	100019
Supplier:	REG
Buyer:	MANAGER
Order Date:	7/8/93 Not Placed
Required Date:	7/28/93
Amt. on Order:	\$0.00
Amt. Stocked:	\$0.00
Total Weight:	0.00

PURCHASE ORDER HEADER: You will see the purchase order header screen showing the amount received and amount on order next to each other for quick comparison. Notice also that the "Placed" or "Not Placed" status of the PO is displayed beside the Order Date. The system will also display "Single Store PO - Store AA" beside the On Order line if appropriate.

The Amount on Order is defined as the sum of the extensions of each line item derived from multiplying the number of units on order times the listed cost each. This amount will change as any portion of the PO is stocked or lines are deleted. The original extended on order value of the PO is not saved by the system; to reference that information you must keep a printed copy of the original PO.

The Amount Received total reflects the accumulated sum of the extensions of each line's number of units STOCKED times the line item cost. This total will accumulate the value of all stocking activity on the PO until the PO is deleted or completely stocked and hence removed from the system.

PO EDIT OPTIONS

At the bottom of the PO Header information you will see a two line 'Strip-Menu' with your options. It will look like this:

Q uit	P rintouts	D elete	E dit Line Items	F ill Rec'd Amts
P L ace	H eader	S tock PO	T ransfer or	Z ero Rec'd Amts

Let's take each option one at a time and go through how you will want to use it.

PRINTOUTS will provide you with the paper copies and reports of your PO in several formats. When you press <P> for Printouts you will see this menu:

PURCHASE ORDER PRINTOUTS	
1 = Formal	
2 = Worksheet	
3 = Split Report	
4 = Price Tag Maker	
5 = Receiving Worksheet	
6 = Fax Format	
7 = Exit	

This is a short cut to the INDIVIDUAL PO PRINTOUTS Section available also from the Purchase Orders Menu. (See the Purchasing Printouts Section of this manual for more complete explanation.) When you access the printout section from inside a Purchase Order, that PO Number will be defaulted to make it quicker to get your reports.

DELETE will erase the entire PO and back-out the quantity on order for each individual line item. Use this when your PO Scan tells you that quantity you need to order is not up to your ordering minimums. (There is one nice thing about a Deleted PO, you KNOW that you weren't low enough to need to order anything. You're not wondering if there were hidden needs lurking out on the floor that you missed.) You can turn around and use that same number on your next PO.

EDIT LINE ITEMS will give you a screen similar to this, so you can edit the information on the PO:

screen. Data is NOT changed; this feature is designed to assist buyers in quickly working with the products on the PO.

When you select a line to edit the line will be highlighted and the window at the bottom of the screen will be filled with the detailed information about which store is scheduled to receive how much of this item. To assist buyers in performing manual splits, the factory pack and distribution pack are now shown in the edit window. This is needed to help you remember the number of units to group together for orders and splits. No automatic cross-check is made to insure that your entries conform to factory or distribution packs.

P. O. EDIT WINDOW

O rdered: 10 R eceived: 0 C ost: \$10.00 Fac Pac: 24 Dist Pac: 6											
	<u>AA</u>	<u>BB</u>	<u>CC</u>	<u>DD</u>	<u>EE</u>	<u>FF</u>	<u>GG</u>	<u>HH</u>	<u>JJ</u>	<u>KK</u>	
ORD	3	0	2	0	1	3	0	0	1	0	
REC	0	0	0	0	0	0	0	0	0	0	

C ost	D elete Line	E dit Window	R etai L	O rdered	R eceived	S tock	[]
<ENTER> = Save Line Item				Line Co M ment			

Press <C> to change the Invoice Cost on this item. <D> will Delete this line from the PO. <E> will allow you to edit, or change, the way this item is to be distributed. If you change any part of the window, the amount on order and total of the distribution **must** agree or **StockBoy** will not let you leave the window. Therefore if you are going to increase the quantity ordered of an item, change the amount ordered first, then edit the window to specify the distribution. Pressing <O> will allow you to over-ride the quantity Ordered with a new amount.

<L> will allow you to change the Inventory record Retail Price. If you make a change here, the inventory line item file will be updated immediately, and if activated, the Retail Price Change Tag Batch will record that a change was made for later price tag printing. You may input either a dollar figure or a percentage ... when you input a '%', the system will calculate the retail price based on your method of mark-on (GPL, MUL, GPB, etc) and will put the answer back into the prompt as the default for you to accept or not.

<M> is for line item comments. These comments are associated with a particular line item on the screen, and will appear immediately after the SKU on the screen and on any PO printout. These comments are printed on the Formal Purchase Order, and are very handy to help explain or clarify a line item on a purchase order.

If you change an order quantity without specifying the distribution, **StockBoy** will pro-rate the changes against the existing distribution schedule. Selecting <R> will let you input the quantity received for this item. When you input a quantity received **StockBoy** will pro-rate the quantities against the distribution schedule if there is a difference between what was ordered and what was received. Pressing <S> will "Stock" the amount received on this line only. It is just like using the "Stock" option for the entire PO, except this is a line by line Stocking. Press <T> to designate the Type of Update you want THIS LINE ONLY to have. The Type of Update functions the same way as when you establish the Type of Function for the entire PO, this is just a single line override.

NOTE - When you select <E> to Edit the Window your cursor area will be on one of the On Order quantities or Received Quantities for the individual stores, and you will notice this prompt line at the bottom of the screen:

Enter Quantity On Order
 (Use Arrow Keys to Select Item) Order 5+ Received 0+

The total of the individual store's "ORD" quantities must match the total "Ordered" amount seen in the Window, and the "REC" amounts for each store must total the amount in the "Received" category in the Window, before you can exit Editing the Window. The numbers displayed at the bottom right of the prompt line will show you what number you would need to enter to bring the totals into balance. These figures will change as you scroll through the different stores. Once these figures match the ORD and REC numbers for the store highlighted, you can exit the window by pressing <ENTER>.

FILL REC'D AMTS

This option is used when your order has arrived and you are ready to enter the quantity received and get that hummer stocked. If most of your items came as ordered, use the FILL to put the amount in the ordered column into the received column. Then you can run through and make the FEW changes needed and Stock the PO. It will save you time because the items that arrived with no alterations require no work from you.

NOTE - The Purchase Order System allows you to select a range of SKU numbers when performing a FILL, STOCK, or ZEROING received amounts. This allows the operator to selectively work on portions of large PO's that may arrive from the manufacturers in multiple shipments.

PLACING A P.O.

When you want to "Place" the PO press <L>. Placing the Order is done after you have reviewed the SOQs and made sure that they are the way you want them. The system will then go to each SKU on the PO and update the "On Order" category in accordance with the "Type" setting for the PO. There is no way to "un-place" an order, without deleting it.

NOTE - Because of the potential changes in product status between when a PO is scanned or created several days prior to being placed, the system will warn an operator prior to placing if the date of the scan is different than the date the order's status is changed to placed. This is just a reminder message; simply pressing the <ENTER> key will allow the placing to continue.

| Enter Date of Placement <MM/DD/YY> |

You are prompted to enter the date when PLACING a PO, when placement is done after the initial scan. This allows you to input PO's after the fact and still maintain accurate re-cycle time calculations for the supplier master file. If you scan and place at the same time, the PO will use the current system date.

HINT - If the printer control codes for Special Feature Stop/Start are set properly, the printer should be able to generate a different printing attribute for NON-PLACED PO's. For example, if you are printing to an IBM compatible printer, and have '1B 2D 01' for special feature start and '1B 2D 00' for stop, the master PO list will show all NON-PLACED PO's with underlines on the paper, identically to the way they appear on the screen. If your printer does NOT support underline, perhaps the code to italicize or to boldface would be appropriate.

HEADER

Selecting **HEADER** will allow you to change most of the data in the Header of the PO. You can NOT change the PO Number.

STOCKING A P.O.

The Stock Option is used to add the RECEIVED items to your inventory. Use this option after you go through the PO and enter the quantities you have actually received on a line by line basis. When StockBoy "Stocks" a PO, the amount received is taken off the PO's Received

column and the Quantity Ordered. If there are items that are still outstanding on the line, the line will remain. Otherwise StockBoy will erase the lines completed (zero left on order). If all lines on this PO are cleared the whole PO will be empty. You will want to make a paper copy just before you "Stock" the PO.

NOTE - The System automatically writes the current date to the LAST STOCKING DATE field in the SKU record whenever an item is STOCKED for the first time on this PO. If you receive two or more shipments of one SKU on the same PO, ONLY the first stocking date is recorded.

TRANSFER P.O.

By pressing "T" for transfer, you can quickly create a new P.O. that includes all of the line items on the selected PO that HAVE ZERO QUANTITIES RECEIVED. You are prompted for the new PO number (the default number works the same way as when you are inputting a new PO), and the transfer begins automatically. The new PO has identical header information to the source PO except that there is NO stocked dollar figure. The original PO no longer has ANY line items with zero received amounts ... they have ALL been moved to the new PO. All appropriate SKU line comments have been moved, but NO public or private comments have moved. The new PO has the same Placed/Un-placed status as the original.

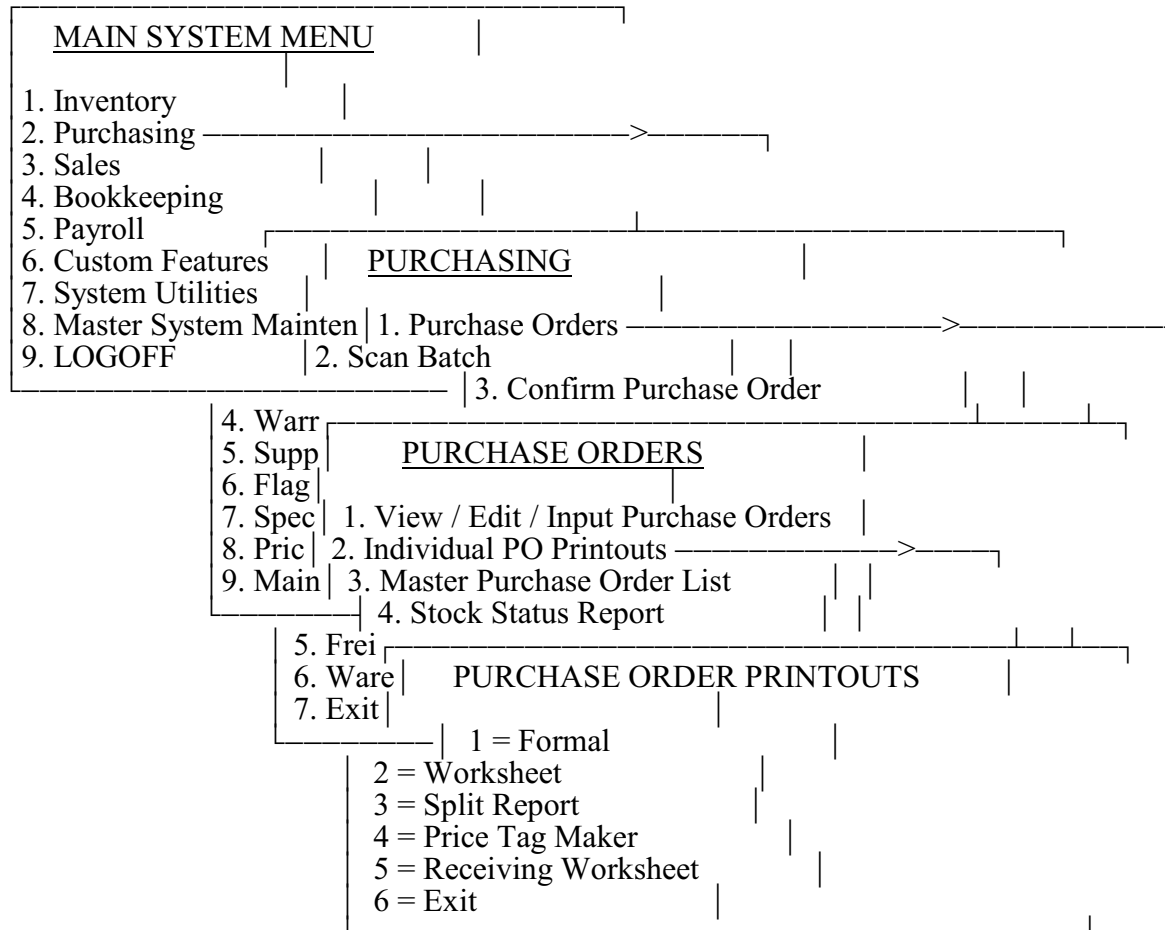
The main purpose for transferring a PO would be to handle a scenario where you have placed an order with one supplier, have received a partial shipment, then want to send the back orders to another supplier on a 'ship and cancel' basis. The new PO's header can now be edited to reflect another supplier. If you are using Alternate Suppliers, the A/S lines for the new supplier will be in affect when you print the new PO.

ZERO REC'D AMTS

This option is just like the "FILL REC'D AMTS" above except that it will set each item's Received quantity to ZERO. This would be used to reverse a "FILL."

NOTE - The Purchase Order System allows you to select a range of SKU numbers when performing a FILL, STOCK, or ZEROING received amounts. This allows the operator to selectively work on portions of large PO's that may arrive from the manufacturers in multiple shipments.

INDIVIDUAL PO PRINTOUTS



Once the PO has been edited to reflect your final decisions you will print out a "Formal PO" designed to be printed on NEBS Form #9055. The FORMAL PO will fill in the Company's address from your Supplier File. And ask for a "Ship to" address. If you want the merchandise shipped to the same address that is imprinted on your form, press <ENTER> to print "SAME" on the shipping address section of your form.

If you want this order "Drop Shipped" to another location, type in the shipping address. You will be asked for the information that will go in the appropriate boxes such as F.O.B point, Terms, and Required Date. Press <ENTER> to bypass any of these categories. You can print a Formal as many times as you want or need, there are no limits from the machine.

Alternate Suppliers: If A/S is activated, the information regarding purchase packs and purchase pack cost will be taken from the A/S file. Whenever an external purchase order (FORMAL or FAX) is printed, the system will search for an entry in the Alternate Supplier file and printout the PO line using the COST and PURCHASE PACK DESCRIPTION in the Alternate Supplier file.

If there is NO entry in the Alternate Supplier file for a particular SKU/SUPPLIER combination, then the standard information from the inventory line item HEADER file is used. The PO line will be calculated and will appear as it always has.

ALTERNATE SUPPLIERS FOR "8001-001"						
DESCRIPTION OF PRODUCT HERE	REG	REG-MPN	012345678912	EA	FP=12	
A = FLEEN FLEEN WAREHOUSE DISTRIB	F-1111111	144	1440.00	GRSS	04/01/93	
B = *REG REGIONAL WAREHOUSE	REG-ORD #	12	121.68	CASE	02/15/88	
C = *** input new entry ***						
Enter Line to Edit < A - C > [0]						
< 0 > = Exit < * > = Master Printouts < UP/DN ARROW > = Prev/Next SKU						

The above screen represents a sample of the Alternate Supplier (A/S) editor. The SKU is identified in the top portion of the screen along with the SKU description, primary supplier code, MPN (Manufacturer's Part Number), the UPC, the Sales Units, and the Factory Pack. (for full description see StockBoy Inventory Reference Manual)

The use of a primary supplier line in the A/S file (marked with an "***") allows for automatic use of the supplier's Order Number on external purchase orders. Without a primary supplier line, the PO will show the Manufacturer's Part Number ... this may or may not be completely satisfactory. The A/S Purchase Pack description will be printed on the PO, and that may make it easier for your supplier to properly fill your order.

In our above example, the Formal and FAX PO would like this:

Without A/S primary supplier line OR without A/S activated:

12	EA	8001-001	REG-MPN	10.14	121.68
----	----	----------	---------	-------	--------

With A/S primary supplier line:

1	CASE	8001-001	REG-ORD #	121.68	121.68
---	------	----------	-----------	--------	--------

On a Purchase Order to FLEEN:

.083	GRSS	8001-001	F-1111111	1440.00	120.00
------	------	----------	-----------	---------	--------

Note that in our third example line, the information is completely unique, because it is taking the information from the FLEEN A/S line for a FLEEN purchase order. Recall that you can place a SKU from one primary supplier onto a purchase order for another supplier. Without A/S activated, the invoice cost and factory pack for the primary supplier was used on the PO for the secondary supplier. Now, with A/S, the individual line for the targeted supplier will be used. Sometimes this can result in partial case lots, as in our third line example above. When we scanned for the SKU 8001-001, the factory pack of record was 12 ... so it ordered in groups of 12. However, if we edit the PO header and change the supplier to FLEEN, the purchase pack is 144 so the formal and fax PO will show 12 divided by 144 = .0833333. The extension of the PO will still be proper, but your FLEEN representative may want to discuss ordering a fraction of a purchase pack. *In actual practice it is very rare for competing suppliers to offer products in different purchase packs.*

The Receiving Worksheet and PO Confirmation screens will also reflect use of A/S data, so that these areas will appear as similar as possible to paperwork received from your supplier.

Important: All Flags, On Order Quantities, PO scanning, PO editing, stocking, shipping/clearing, inventory control, physical inventory reconciliation, networking, etc is performed in SALES UNITS with no regard for A/S data.

The WORKSHEET format is designed to give you the internal information you need to evaluate the PO, and begin to edit the PO for ordering. You will see the comment lines from your supplier file printed near the bottom of your PO Worksheet. These lines are usually used to remind the buyer of minimum order conditions or best ordering situations.

The Weight and Volume totals will also be found on the PO Worksheet. These totals will show the extended totals for every item that had the information in it's inventory record, other items are computed at zero.

Any item, or items, that have been specially ordered for a customer will print the customer's identification on the PO Worksheet, provided that you entered his name when you ADDED his items to the PO (This is the same name that will be printed on the Special Order Price Tags mentioned in the Price Tag Maker.)

The SPLIT REPORT allows the buyer to review all the items from this supplier in same format as the Worksheet above plus showing the Quantity on Hand, Flag, Quantity Ordered, and Quantity Received for each store. This report is a valuable tool in deciding how to edit the automatic order quantities. You are able to obtain a 'partial' split report by entering a "Starting SKU #" for the report, an <ENTER> will give you the complete report. You can even have this report printed in Manufacturer's part Number (MPN) order instead of the normal SKU # order.

The PRICE TAG MAKER option is simply another way to access the same Price Tag Maker program as is available in the Inventory System and directly from the Purchasing System Menu, full details are documented later in this Manual. If you access the Price Tag Maker directly from inside your PO, that PO Number will be defaulted for you.

The RECEIVING WORKSHEET is a special tool you can use to either check in the product being received, or review the progress of an order. This report will print the SKU number, the quantity ordered, received, MPN, description, factory pack, distribution pack, and the sales unit designator (EA, CTN, 6PK, etc.) for each SKU.

NOTE - It usually helps improve the flow of freight if you print a Receiving Worksheet (with no Received Quantities) at the time you Place your order. Then file this report where your receiving people can easily get it and start the check-in process. Many people print the price tags at this time and leave them with the worksheet. That way, product can move to the floor, or freight area, very rapidly and not have to wait for the system to catch up. You can do the paper-work later when things are more calm.

You can designate whether this report is to be printed in SKU or MPN order, to make your check-in process easier. You can decide to have this report print the quantities already registered in the RECEIVED column of the PO, instead of having the report print a blank to be filled in by your receiving personnel. If you have the received quantity printed (used only as a review report) the system will print ONLY those SKUs that have a quantity in the RECEIVED column. Those SKUs with a Zero in that column will not be seen.

Alternate Suppliers: If A/S is activated, the Receiving Worksheet will show both the MPN and the Order Number from the A/S file. All units will be converted to A/S purchasing units when appropriate.

MASTER PURCHASE ORDER LIST

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
4. Warr	
5. Supp	<u>PURCHASE ORDERS</u>
6. Flag	
7. Spec	1. View / Edit / Input Purchase Orders
8. Pric	2. Individual PO Printouts
9. Main	3. Master Purchase Order List
	4. Stock Status Report
	5. Freight Area Maintenance
	6. Warehouse Purchase Order
	7. Exit

MASTER PURCHASE ORDER LIST	
Sort by:	NUMBER 100018 - 100033
Output:	SCREEN
Sort for:	ALL
Summary:	NO
Rgd Dates:	NO
Sort PO's by: B uyer N umerical, S upplier, Q uit	

The MASTER LIST PRINTOUT section will allow you to review your Purchase Orders in progress on the screen or in a printout. You will see the PO Number, Date of creation, Supplier, Required date of delivery, Total Cost, and who the Buyer was that created the PO. You can request a master list to be created based upon either a group of PO Numbers, a Supplier, or a Buyer.

The Master PO List is sort-able by the Date Required field. You can input a range of dates (start and stop); if the required date lies between the range selected, the PO heading will be displayed/printed. This allows you to estimate the amount of purchase orders that are outstanding for any given period of time. If no Required Date was input on the PO header AND a range of dates has been selected, the PO header will NOT be displayed/printed.

When you first enter this section you will be prompted with this question:

Sort PO's by: B uyer N umerical, S upplier, Q uit

Your answer here will determine the basis for the Master List. Enter to have your List display all the PO's from a particular Buyer; or enter <N> to get a list arranged by a group of PO Numbers; or enter <S> to get a list of the PO's for any one Supplier.

Numerical selections will ask you to input a "First PO #" and a "Last PO #" to limit the length of the report. **StockBoy** will default the smallest and largest numbers in the PO file to provide an easy way to obtain a complete Master List of ALL POs in the system.

If you choose the Supplier sort, a standard **StockBoy** "next nine" algorithm is used. This allows you to input the correct Supplier Code (up to five characters), the complete Supplier Business Name, or the first few letters of the name to generate a search.

After selecting, you will be asked if you want the list Printed to the printer or displayed on the Screen. You will get the same information either choice.

Sort for P laced POs, N ot Placed POs, or A ll POs
--

Next you can limit the Master List Report to Placed, Not Placed, or All POs. Then **StockBoy** will ask you one last time if everything is correct. You will be asked one last question before **StockBoy** starts to assemble your report.

Print Summary <Y> or <N> [N]
Summary May Take Several Minutes to Create

The Print Summary is an addendum to your report that will give you the total lines contained on the POs and the total Retail Value (Primary Retail), of the POs in the report. **StockBoy** will need to look up each inventory record of the items contained in the POs included. Therefore answering <Y> to this question could add several minutes to the time this report takes to create. Usually you will answer <N> to this prompt.

NOTE - Since PO Types "" and "@" do not update the quantity "On Order," the summaries at the end of inventory reports and PO Master Lists cannot reflect the value of items contained on these POs. A totalling of all PLACED POs might give a better answer.

Select for Range of Required Dates ? <Y> or <N>

You are now asked if you want to select a range of Required Dates. If you answer <Y> to this question your report will be printed in Required Date order. POs that were input without a Required Date (left blank) will not be included in this report. Once you have selected this feature, you will be asked to input the start and stop dates of the Require Date Range.

Finally the system asks if you want to continue using these parameters. Answering <Y> will start the generation of the report.

Your Master List will look like this when you see it on the screen:

Number	Date	Supplier	Required	Total	Buyer
100021	P 01/05/93	REG	01/25/93	17.12	MANAGER
100094	N 01/03/93	REG		2,272.80	MANAGER
Total PO 2					
Total PO Cost 2,289.12					
Total Retail Value 3,309.73					
Total Volume 12					
Total Weight 54					
<ENTER> = EXIT					

As you can see from this Master List of the Purchase Orders for the Buyer, "Manger", PO # 100021 has a REQUIRED date of 01/25/93, meaning this merchandise is expected before then. The "N" or the "P" displayed just beside of the Purchase Order Number indicates the PO's "Not Placed" or "Placed" status.

NOTE - If the printer control codes for Special Feature Stop/Start are set properly, the printer should be able to generate a different printing attribute for NON-PLACED PO's. For example, if you are printing to an IBM compatible printer, and have '1B 2D 01' for special feature start and '1B 2D 00' for stop, the master PO list will show all NON-PLACED PO's with underlines on the paper, identically to the way they appear on the screen. If your printer does NOT support underline, perhaps the code to italicize or to boldface would be appropriate.

From this list you could return to the PURCHASING MENU then go to the EDIT/VIEW/INPUT PURCHASE ORDERS to Edit, any of these PO's. But you will need their PO numbers to access them.

STOCK STATUS REPORT

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders >
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
4. Warr	
5. Supp	<u>PURCHASE ORDERS</u>
6. Flag	
7. Spec	1. View / Edit / Input Purchase Orders
8. Pric	2. Individual PO Printouts
9. Main	3. Master Purchase Order List
	4. Stock Status Report >
Select Supplier for Stock Status Report <ENTER> = Quit	

Once you enter a Supplier's Code the screen will tell you to Prepare Line Printer and your Stock Status Report will be on its way.

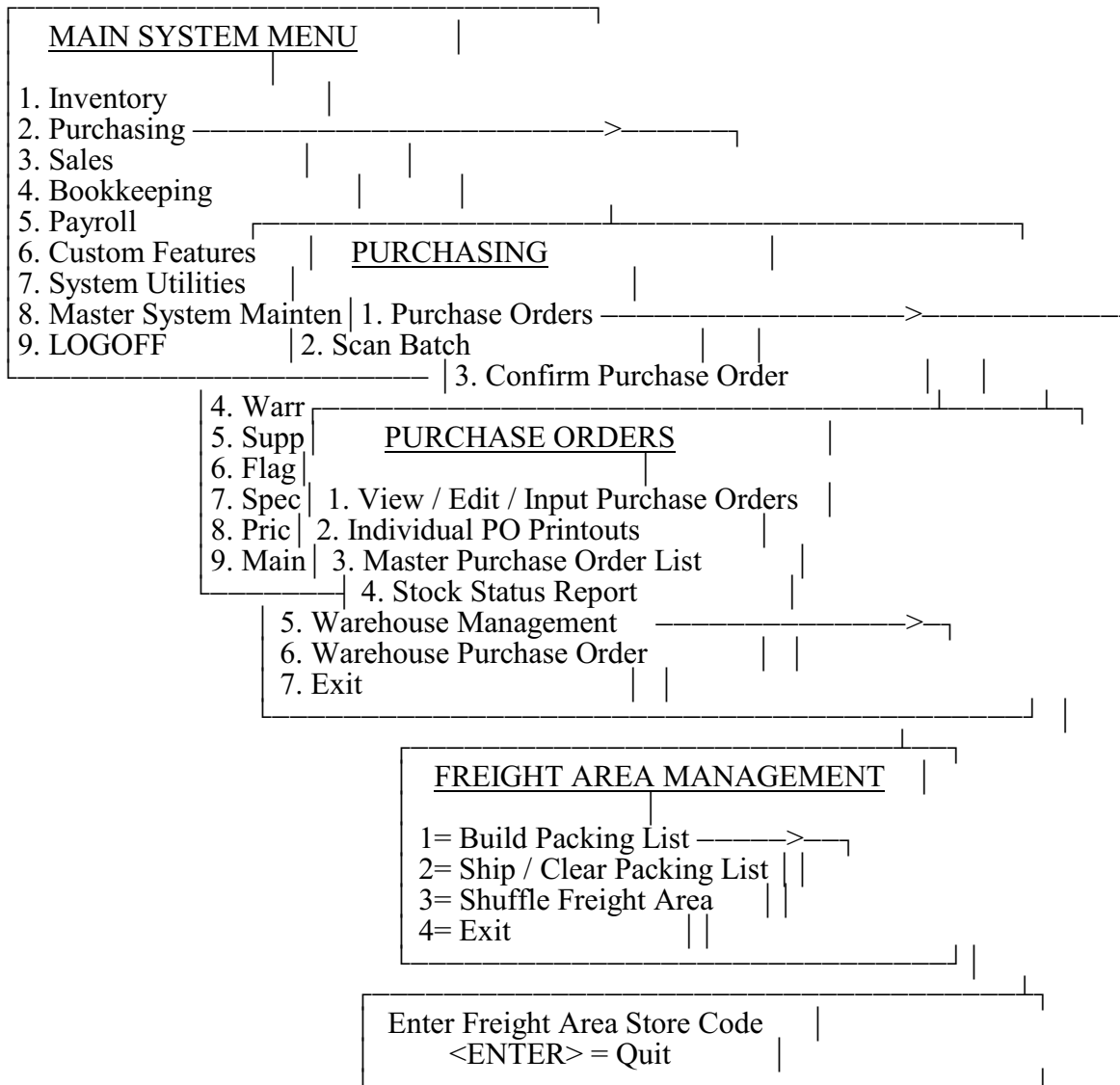
The STOCK STATUS REPORT is designed to give the Buyer a complete status printout of the buying situation in a given Supplier's product line. Every SKU with this Supplier's Code will be included on the report. The PO Split Report has both a start and a stop SKU range prompt for printing, so you can limit the length or extent of this report.

The report will provide you with the Landed Cost, the Factory Pack, the Distribution Pack, the Weight and Cubes of the Factory Pack, the Retail Price, and the quantity On Hand, On Order, Flag, plus the Current Need for each item. The Quantities are shown on a store by store basis along with the accumulated totals. The Current Need is much like the SOQ used in scanning for a purchase order except it does not eliminate negative needs (over stocks) and it does not round up to the correct Distribution Pack or Factory Pack.

This report is for reviewing a product line, to see if you are developing a "lump" of product in one store that should be moved between stores instead of ordering more. It is also useful for that occasion where a scan for a PO comes close to your minimums but falls short. Which item or items would be safest to over-order because they are close to tripping the order formula anyway?

NOTE - If you are not confident that your Flags are set to catch every item that should be ordered the Stock Status Report can be used to manually review the status of each item you purchase from this supplier. When used in conjunction with a scan, this report will help you spot any items that might have been missed by the scan. Manually add the item(s) to the PO, and manually adjust the flag so it will be accurate next time.

FREIGHT AREA MAINTENANCE BUILD PACKING LIST



The **FREIGHT AREA** is the stage (and location) where goods are placed after having been received and "Stocked" at the warehouse, AND before they are transferred to the individual stores. It is in this stage that the goods are "Split" into the separate holding areas for each store. The act of "Stocking" a PO in the **StockBoy** Purchase Order System places the store's quantity from the PO in the FREIGHT AREA to be managed until it is shipped to the individual store. The System assumes that items destined for the Warehouse have been delivered, leaving only the merchandise being sent to the other stores in the Freight Area.

The Freight Area is maintained by Store Code, and Purchase Order Number, and Stock Number. This will allow you to send or Ship the split for any one line item or partial PO (or Full PO) to its designated store. REMEMBER - items in the Freight Area do not show on a PO anymore, but they still show as ON ORDER in the inventory record. The Quantity Screen in the Inventory record will show "F.A." for these items.

You will be asked first to identify which stores's merchandise you are going to transfer.

| Enter Freight Area Store Code |

NOTE - The PACKING LIST is the tool you will use to clear the merchandise from the Freight Area and ship it to the store. You can only have one Packing List per store at one time. But you can create and ship as many Packing Lists per day as you wish.

| Enter PO Number <ENTER> = Quit
| <P>= Printouts <*>= List PO Numbers |

Next you will be asked to enter a PO Number that you want to work with. Or you can Press <P> to have reports printed out for you.

| Print: Packing List Detail or Recap
| F.A. Purchase Orders or Quit |

You have your choice of three report formats. The DETAIL format will show every line of every PO to be included on the Packing List for this Store Code. The RECAP will give you just the information on a PO by PO basis, showing how many lines are included and how many are not. And the F.A. Purchase Order Report will show the status of every PO in this store's Freight Area, both those included on the Packing List and those still waiting. Once you have completed your reports you will be returned to the Freight Area Main Menu.

Pressing the <*> asterisk, at the "Enter PO Number" prompt, will display the PO Numbers currently in this store's Freight Area, so you can select which PO you want to work on. Once you select a PO to work on your screen will look something like this:

| 100031 ACME ACME WAREHOUSE |
| 100038 REG REGIONAL DISTR |
| 100039 ACME ACME WAREHOUSE |
| <*> = Transfer ALL POs to Packing List <ENTER>=Quit |

You can transfer all items on all POs to this store's Packing List by pressing the <*> key from this screen. Or you can press <ENTER> to change the prompt at the bottom of the screen back to:

| Enter PO Number <ENTER> = Quit
| <P>= Printouts <*>= List PO Numbers |

At this point the PO Numbers will still be displayed on the screen to help you type in the correct number. The items from this PO, for this store, will then be displayed on the screen.

FREIGHT AREA SCREEN

Freight Area for Store: AA

Purchase Order #: 100014

	Freight Area	Packing List
A 1000-100 WIDGET	48	0
B 1000-150 SUPER WIDGET	96	0

Select Line to Change < A - B >

<ENTER> = Save <*> = Pack Entire PO

From this screen you can select any portion of any line to be included in the current packing list. You can also quickly include the entire PO in the Packing List by pressing <*>. After you select a particular line to change you will be asked for the correct Packing List quantity.

The amount you enter to for the Packing List will be deducted from the Freight Area amount. This let's you 'pack out' a partial shipment if truck space or other factors require. When you are finished editing the quantities to be put on the Packing List just press <ENTER> to save the file.

All you have done at this point is to tell the system how many of which items you are GOING to send to this store from this PO. You have not actually sent anything out the door as far as the system is concerned, you will do that in the "Ship and Clear Packing List" option when you are ready to load out this shipment.

FREIGHT AREA MAINTENANCE SHIP AND CLEAR PACKING LIST

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Menu	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
4. Warehouse	
5. Supplier	<u>PURCHASE ORDERS</u>
6. Flag	
7. Special	1. View / Edit / Input Purchase Orders
8. Price	2. Individual PO Printouts
9. Main	3. Master Purchase Order List
	4. Stock Status Report
	5. Freight Area Maintenance
	6. Warehouse Purchase Order
	7. Exit
 <u>FREIGHT AREA MANAGEMENT</u> 	
1= Build Packing List	
2= Ship / Clear Packing List	
>	
Enter Freight Area Store Code	
<ENTER> = Quit	

Once the Packing List has been edited to reflect what you could actually stuff onto the truck for the store, come to this option to clear the packing list out of the Freight Area file and transfer it to the Store's Inventory. After identifying the store code to ship you will see this message:

CAUTION This Program will remove ALL items on Packing List from Freight Area. Continue <Y> To Print Price Tags From Packing List <P> = Print Tags
--

Press <P> to print price tags for the items on the Packing List or <Y> to continue with the shipping, any other key will exit. Then you will be instructed to prepare your line printer and stand by for the actual

Packing List to be printed out, line by line. You may want to start this process just a bit early as it will take a few minutes.

If you select <P> to print price tags you will be routed to the program that will print them for you. It will automatically default to printing price tags for each item on this Packing List. This is an efficient way to relieve receiving bottle-necks at the store level.

After you have printed your price tags you will be returned to the prompt above. Press <C> to continue shipping the packing list out.

NOTE - It is at this point that items being shipped are changed from ON ORDER to ON HAND in the Inventory records for the individual stores!

FREIGHT AREA MAINTENANCE SHUFFLE FREIGHT AREAS

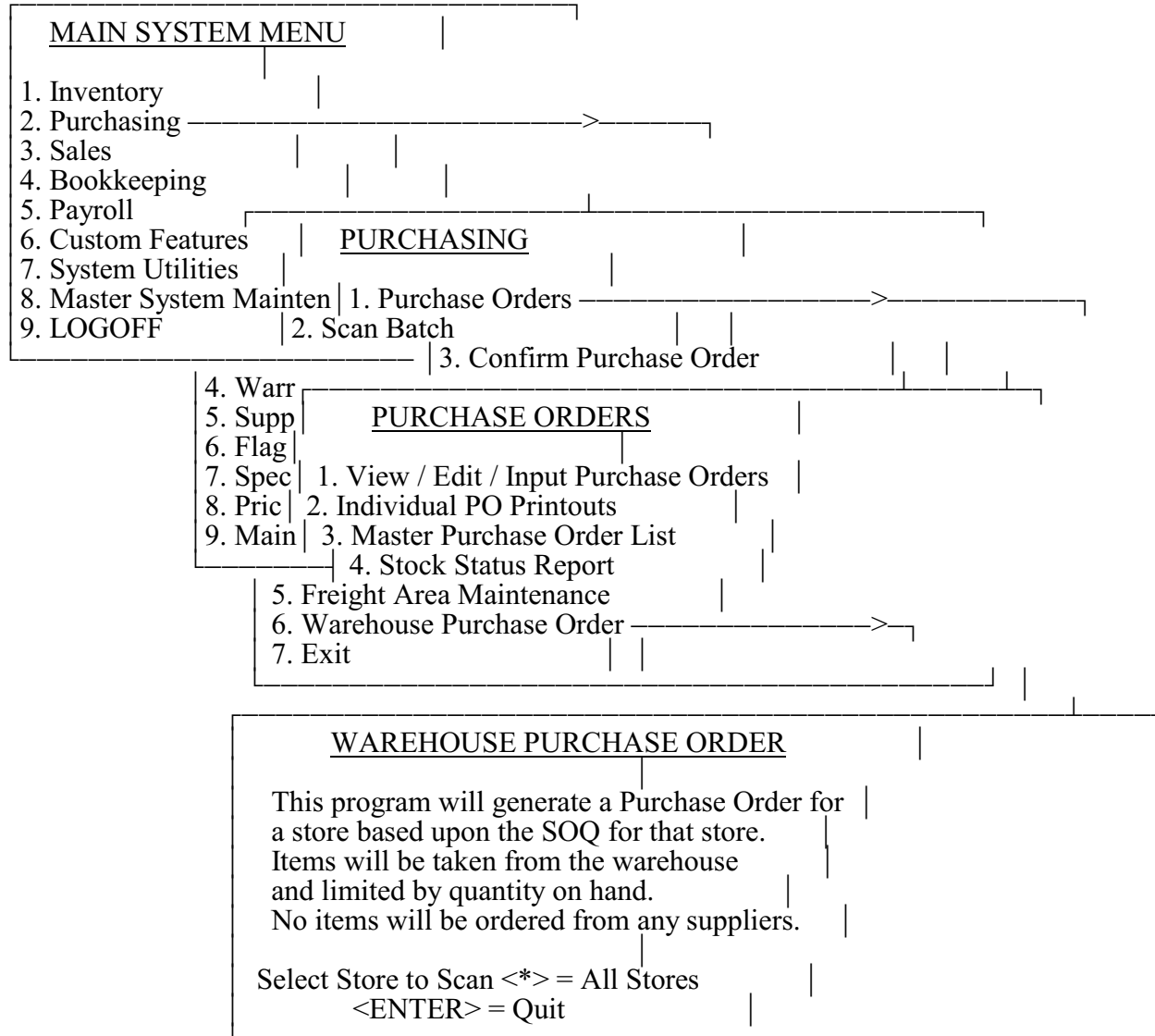
<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Menu	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
4. Warehouse	
5. Supplier	<u>PURCHASE ORDERS</u>
6. Flag	
7. Special	1. View / Edit / Input Purchase Orders
8. Price	2. Individual PO Printouts
9. Main	3. Master Purchase Order List
	4. Stock Status Report
	5. Freight Area Maintenance
	6. Warehouse Purchase Order
	7. Exit
<u>FREIGHT AREA MANAGEMENT</u>	
1= Build Packing List	
2= Ship / Clear Packing List	
3= Shuffle Freight Area	
4= Exit	
Enter PO Number <ENTER>= Quit	

Situations may arise from time to time that will require you to take some of the merchandise intended for one store and re-direct it to another store. This is function of the SHUFFLE FREIGHT AREA Module. You are first asked to identify which PO has the merchandise that you want to re-distribute. Then you will be asked for the SKU Number of the item. Your screen will then look something like this:

SHUFFLE FREIGHT AREA									
Purchase Order: 100014					Stock Number: 100-1000				
<u>AA</u> 2	<u>BB</u> 2	<u>CC</u> 1	<u>DD</u> 0	<u>EE</u> 1	<u>FF</u> 10				
Enter Number of Items in Area (Use Arrow Keys to Select Store's F.A.) In Area 0+									

You can move the quantities around between the stores Freight Areas but you must bring the total number to distribute back to the original amount before you can leave this item or this screen. In the lower right of the screen you see "In Area 0+." This is a counter to help you remember when you are back in balance. The Freight Area that you are working on will be highlighted. And by using the Arrow Keys you can move to the other freight areas to change their quantities. When you are in balance and you have finished just press <ENTER> on a blank cursor area to call another Stock Number.

WAREHOUSE PURCHASE ORDER



A WAREHOUSE PURCHASE ORDER is special type of PO Scan, designed to assist you in distributing merchandise normally held in quantity in your own warehouse to the stores as needed. It will include **ONLY** those items that are marked in the item file with a "W" (Warehouse Product) in the Status indicator. (See the Inventory Manual regarding Status Indicators)

These items, at the time of ordering from the Supplier, are Split only to the warehouse. A "Warehouse PO" is created to re-supply the stores as needed. The step of creating the Warehouse PO is the only unique step in this process. Once the PO has been created it is filed with your other "normal" POs. You will receive and ship this PO along with all your other POs in the Purchasing System.

A Warehouse PO can only "Order" as much product as is available in the Warehouse at the time of scanning.

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SCAN BATCH

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch >
	3. Confirm Purchase Order
	4. Warranty Code Maintenance
	5. Supplier File Maintenance
	6. Flag Adjustment Report
	7. Special Orders
	8. Price Tag Maker
	9. Main System Menu

<p>This procedure allows you to enter a maximum of twenty suppliers for whom you wish Purchase Order scans to be made. These scans will be made one after the other printing PO information, and the computer will exit to PLEASE LOGON following the last one.</p> <p>Continue with Editing the Scan Batch? <Y> or <N></p>

The SCAN BATCH is a special device to save the Buyer time in creating several Purchase Order Scans. This utility allows the Buyer to request up to twenty different POs in advance, and then have **StockBoy** do the scanning overnight when everyone has gone home. Since PO Scans are often time consuming procedures, this frees the terminal for other duties during the day.

As you enter this option the screen will display the message above. When you press <Y> you will see the Batch Screen where you will enter your PO requests. You select which one will be done in what order by selecting lines one through twenty. You can either put in a PO number yourself or let **StockBoy** assign one automatically. Select the Supplier and **StockBoy** will do the rest.

NOTE - The system performs additional checks to insure that duplicate numbered PO's are not allowed. When inputting PO numbers in the batch scan program, a check is made against several other files to eliminate duplication.

If you want to run this batch later you can jump out leaving your work in place by "quitting." Then, when it's time for you to go home, pop back to this screen and activate the scan. (It's a good idea to leave a note on the main computer that you are doing a scan and that it should not be turned off tonight.) Upon your returning to work tomorrow your POs will be ready and waiting for your editing. Go to the "View/Edit/Input Purchase Orders" option and printout the new SOQs (purchase orders) and get to work.

You can function the Scan Batch during the day if it does not create too much system slow down. If you do use it during the day you can add new POs to the Scan Batch while it is working on another PO. The Scan

Batch will check to see if all the POs ordered have been completed before shutting down and LOGGING OFF.

CONFIRM PURCHASE ORDERS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order >
	4. Warranty Code Maintenance
E dit Costs or P rint Reports <ENTER> = Quit	
8. Price Tag Maker	
9. Main System Menu	

The "Receiving" process is really a two step affair. First the count needs to be verified, in the **StockBoy** System this is handled with the "Stocking" procedure. And second, the costs must be verified or adjusted, and then "Confirmed." The CONFIRM PURCHASE ORDER Section is designed to provide you with a facility for verifying, or confirming, what the costs were on each item you received. These two steps can be done at different times, by persons of different authority, if you want.

At the time of making the order you used the Invoice Cost from the SKU record, when your invoice for the new order arrives it may have different costs. How you handle these cost changes is a matter for your company policies. This confirmation process simply provides you with a way to record those changes, when you are going to accept them. This process can also transfer the invoice information from here to Accounts Payable, to save time.

NOTE - Once a line from a PO has "STOCKED" a received quantity AND the cost for that line has been "CONFIRMED & UPDATED" the line will be considered to be complete and it will be deleted from the PO. You will receive a printout to verify the quantity, the Invoice Cost, and the resulting Freight and Book Value updates.

Since the invoice may arrive before, with, or after the product arrives this section functions somewhat independently from the Purchase Order Receiving and Stocking routines. To insure maximum flexibility **StockBoy** allows you to Confirm single lines of a PO, or entire POs. If you have the cost of an item before receiving has gotten the shipment you can set the correct prices and mark the item (or the PO) as CONFIRMED. Then, when the product is received and STOCKED the items marked as CONFIRMED will automatically be UPDATED and purged from the system.

E dit Costs or P rint Reports <ENTER> = Quit
--

PRINT REPORTS

When you select <P>, Print Reports, to the above prompt you will be instructed to "Prepare Line Printer" and the "PURCHASE ORDERS TO CONFIRM" printout will follow. It will show you all the POs that have been "Stocked" and not completely Confirmed. The report will show: the Order Number, the Buyer, the Supplier Code, and the PO Date of each PO in the Confirmation System.

EDIT COSTS

Selecting <E> will allow you to Edit Costs in this module. You CAN EXIT this option without changing or updating if you want to view only. This is where all the work will be done. When you have your Invoice from the Supplier, match it with its PO and call up the PO in the confirmation file.

Select Purchase Order <ENTER> = Quit

You must know the PO Number in order to call a PO up for editing. If you enter an incorrect PO Number the screen will beep and clear the prompt so you can try again. Next you are asked for the Freight amount on the items you will be confirming.

Enter Freight on Purchase Order \$.00

The amount of freight charges input here will become the FREIGHT FACTOR in the item file. **StockBoy** will proportionally split this freight amount among the items being confirmed based upon the dollar amount of the items being confirmed. This figure can be changed anytime before Approving the Confirmation.

Enter Discount Amount of Entire Purchase Order \$
Use <-> for Discount, use <+> for Increases/Adjustments

Next you will be asked to enter any "Purchasing Discount" that should affect the Book Value of the items received. (Many wholesalers bonus better retail customers by giving them an additional discount from a 'fixed' price list. This is where it would be used.) This discount is different from your "Performance Discounts" (payment before the 10th, etc.) that do not affect the Book Value of the items received. Performance Discounts will be handled in the Bookkeeping Account Payable section. You will input the dollar amount of the discount, the system will then pro-rate the discount amount to each SKU's unit cost.

The Purchase Order to confirm will then be displayed on the screen ready for your editing. It will then look something like this:

CONFIRM # 100015 ACME WHOLESALE DISTRIBUTORS

			Approve	Inv Cost		
A	100-1000	78219	WIDGET - GREEN LARGE	10	5.00	
B	100-1010	79886	WIDGET - RED LARGE	50	5.00 *	

Select Line to Edit < A - B > or <ENTER> = Quit
Enter SKU # for Top or <*> = Approve All or T otal or DELet e

You will see each PO line identified with a letter to the left of the line. Each line will show: your stock number, manufacturer's part number, description, quantity stocked (Approve), the invoice cost, and if this line has been marked as confirmed.

NOTE - The 'Confirmed' mark () will only be seen on items that are "Approved" for Confirmation but are waiting for you to complete the Confirmation Update. During the Confirmation Update ONLY the items marked will be updated and cleared from the file.*

The Invoice Cost shown will be the Invoice cost from the Inventory Record unless you have edited it. Any Cost changes on the Invoice must be shown here in order to update the item's Invoice Cost and Book Value properly. Incorrect or 'sloppy' handling of the costs shown here as being charged could have significant impact on the accuracy of your inventory valuations. Be careful, be accurate!

Typing a <T> will make the system go through the PO and Total the APPROVED lines. This total will be displayed above the "Inv. Cost" Column, and the Freight entered will be displayed above the "Approve" column. These totals will disappear with your next activity on this PO. They are not a running totals but are recalculated each time you press <T>.

The last option on the Edit Prompt line allows you to DELETE an entire PO. To activate this option you will need to enter the letters <D>-<E>-<L>, NOT the key. The ENTIRE PO will be deleted without updating any freight cost or invoice cost or book value! Quantities for inventory control that have already been handled by stocking or by ship/clear packing lists will not be affected, all others will be erased. Only one PO at a time may be deleted.

You can give a 'blanket' approval to items on the PO by simply typing an <*> asterisk at the prompt above. This blanket approval can be done for a range of SKUs within the PO. Once you select <*> your next prompt will ask you to select the first SKU in the PO to approve and then the last. The prompts will default to the first and last SKU on the PO.

Same Cost for All SKU's in Selected Range ? <YES> NO
--

Next you will be asked if you want to set the cost for all items in the selected range to the SAME number. This is useful when you receive a group of product (like jeans) with many SKU numbers involved but they may all have the same costs. Answering <NO> to the prompt above will approve all SKUs in the range at their individual costs. However, if you answer <YES> to the prompt above you will be asked to input the cost to be applied to ALL SKUs in the range, and the range will be shown in the prompt.

Enter Cost for SKU's from 123-1000 - 123-1200 0.00
--

EDIT CONFIRMATION LINE

Once you select a line to edit, that line will be highlighted and you will see:

Change Cost, Quantity, Approve, or Delete line <ENTER> = Quit
--

Press <C> then type in the correct price for the item from the Invoice. You will see the cost change on the screen and the asterisk (*) will appear to show that this line is ready to be approved. Be careful to note if there is more than one line on the screen for a particular SKU; if so, all costs on all lines for the same SKU should be changed, too.

Press <Q> to change the received amount for partial confirmation. Changing a Quantity will result in splitting the amount into two lines, one with the quantity you wanted to approve and another with the balance.

An <A> will switch the asterisk on this line on or off, approving or unapproving it. The <A> is a 'toggle' switch, it reverses the previous status.

A <D> will ask if you really want to Delete this line. If you answer "YES" the line will be deleted. This option functions just like the "DEL" function for the entire PO, except it is limited to just one line of a PO at a time.

NOTE - You may see multiple lines with the same SKU Number, these will occur if partial shipments have been received. Each time receiving "Stocks" a received amount on this PO a separate line will be generated to allow you confirmation flexibility. They will appear just like items that have had the quantity changed at this screen.

As the prompt says just press <ENTER> when you have finished editing the PO. You will then see this ominous screen of text.

<u>CONFIRM PURCHASE ORDER COSTS</u>	
If you update this PO, ONLY those items that have an '*' or 'T' at the end of the line will be updated and deleted from the confirmation file.	
PO freight entered will apply to those items and to no others.	
Confirm and Update PO ? <Y> N	
<T>=Transfer Approved Costs	<P>=Print Approval List

Pressing <ENTER> to accept the default "N" will exit with no updating, however any edits you made will be saved for later. Entering a <Y> will confirm and update the PO. The item files (SKU records) will be changed with this new data, and the lines will be deleted from the Confirmation screen. You will receive a Confirmation Report on the items being confirmed. Any PO that is completely cleared will be removed from the confirmation file.

Pressing <T> will Transfer the Approved Costs to another PO in the confirmation system. This is most commonly used when a series (Single Store - Direct Ship, etc.) of POs have been received, all with the same costs. After checking and adjusting costs on one PO you can transfer those costs to the other similar POs, one at a time. You will see this screen when you select to "Transfer:"

This will Transfer all costs on approved items to the PO entered below. The costs on the target PO will be marked with a 'T' to designate an approved transfer cost.
Enter PO Number or <ENTER> to Quit

If you simply want a printout of the data as it now stands without updating press <P>. This printout will be a paper recap of the confirmation file showing the current status.

Once ALL lines of a PO have been Confirmed and Updated the PO is deleted.

THE MECHANICS OF THE CONFIRMATION PROCESS

The Confirmation Process is used to update new product Invoice Costs, new Freight Factors, and the Book Values of each SKU as it is received. The Update printout will give you each of the factors used in computing these updates.

The Original Quantity on Hand, and the Original Book Value is stored at the time of Stocking the order. However in order to have the latest freight factor available, the Original Freight Cost is captured at the time of the Confirmation Update.

The Confirm Cost, and the Invoice Quantity are taken from the Confirmation file. The New Freight is computed from the Freight Charges in the Confirmation file. And the new Book Value is computed during Confirmation.

The New Invoice Cost replaces the old Invoice Cost in the item file at the time of confirmation, unless the Invoice Cost has been 'Frozen,' or the PO Type restricts it. The item file is updated with the Last Stocking Date at the time of Stocking as is the Average Re-Cycle time in the Supplier's File.

NOTE - PO Types "#" and "@" do NOT update the Invoice Cost nor the Freight Costs. However, Book Value is ALWAYS updated.

COMPUTING THE NEW FREIGHT

The Freight Charges input to this Confirmation PO are applied pro-rata to each item being confirmed and updated on the basis of the cost of each item. Each SKU record is updated with the new Freight in a WEIGHTED average that includes the previous freight and quantity with the new freight and quantity. (If the previous Freight Charge is zero, then the new Freight will replace, not average with, the previous Freight.)

COMPUTING THE NEW BOOK VALUE

BOOK VALUE is set automatically during the Confirmation process of the Purchase Order. The Book Value is used for bookkeeping valuation purposes, the "Book Value" of your inventory is ideally the sum of the extensions of the quantity on hand times the Book Value variable.

The Book Value formula can be set by the end-user in the Master System Maintenance, System Level Options, Software Configuration section (screen 5 option "D").

The system has four possible combinations of actions to take when computing Book Value during confirmation (confirmation is the only place where the *software* will change Book Value).

- 1) Weighted Average between confirmed cost and previous book value.
- 2) Simple replacement of existing book value with last confirmed cost.
- 3) and 4) each of the above with or without weighted average calculation of the freight factor.

In the Master System Maintenance setup, the codes "WF", "RF", "W_" and "R_" show the possible combinations ... 'W' standing for weighted average calculation, 'R' for replacement, 'F' for freight avg calculation and '_' for no freight calc. The system will automatically default to 'WF' ... which is the standard StockBoy method for calculating book value. Remember that the book value variable is used for inventory deduction, inventory valuation, repair inventory valuation, and GMROI calculations. The Physical Inventory Reconciliation System still has the option of using any one of three cost figures.

Alternate Suppliers: Use of the A/S file in confirmation is transparent to the operator. Under no circumstances will confirmation change any part of an Alternate Supplier record. The book value is ALWAYS updated, even if the item is purchased from an alternate supplier. The invoice cost is ONLY updated if it is not frozen and only when the line item is not using an alternate supplier.

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WARRANTY CODE MAINTENANCE

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
	>
4. Warranty Code Maintenance	
5. Supplier File Maintenance	
6. Flag Adjustment Report	
7. Special Orders	
8. Price Tag Maker	
9. Main System Menu	

E dit/ View or P rintout Master List <ENTER> = Quit

The WARRANTY CODE MAINTENANCE option allows you to create, edit, and delete the Warranty Instruction File that is accessed by the Warranty Code set in the SKU record. This file is unique to SKUs belonging to the same Supplier. (See Warranty Code in the Inventory Record, and Warranty Information lookup in the Sales Screen.) Therefore, you can use the same three letter access code for different instructions applying to SKUs from another Supplier.

You can even use the three letter code itself as a general indicator of the type of warranty procedures to follow on the item. (OTC might mean the item's warranty is an "Over the Counter Exchange," or 3MO could mean that the item carries a "90 Day warranty.")

The Warranty Code record takes this one step further, each code under a supplier can be maintained here to show the exact procedures and addresses to use in returning an item for warranty from this Supplier. Therefore "3MO" under the "ACME" Supplier would have different specific instructions than "3MO" from the "REG" Supplier.

Your Sales Clerk can access this information from the Sales Screen by going to the "Sales Menu" (<F4> from the Sales Screen) and selecting Warranty Information. Then the Stock Number is typed in and the Warranty Instructions for that item will be displayed. If no instructions have been set for this SKU you will still see the name, address, and phone number of the supplier for that SKU.

Here is how to use the Warranty Code Maintenance module; when you select this Option you will see:

| E dit/ View or P rintout Master List <ENTER> = Quit |

Select <E> to Edit or input new code records. You will be asked to enter the Supplier (the first one alphabetically will be defaulted.) Then you enter the Warranty Code. If the Code does not exist under this Supplier you will be asked if you want to create a new record with that name.

=====WARRANTY CODE=====	
RECORD=====	
Supplier Name:	ACE DISTRIBUTORS AND WAREHOUSE
Warranty Code:	ACE 3MO
Text Area:	
	OVER THE COUNTER EXCHANGE - 90 DAYS ///
	WRAP INDIVIDUALLY WITH EXPLANATION AND
	RETURN AUTHORIZATION NUMBER ON OUTSIDE
	PHONE CARL: MERCHANDISE RETURNS 111-555-
	1212. GET ADDRESS FROM HIM
	Press <ESC> <ESC> to Save Message
	F1=BOL F2=EOL F3=INS F4=DEL F5=ERASE F7=UP F8=DN F9=LEFT F10=RIGHT
	SHIFTED: F1=TOP F2=END F9=WORD LEFT F10=WORD RIGHT

You will see the Supplier's Name and the Warranty Code displayed along with six lines of text. (The legend at the bottom of the screen tells you the special uses of the Function Keys while in this mode.)

Your text should contain the instructions your people will need to handle the warranty requirements of this Supplier, on this item. Press <ESC> <ESC> to Save and Exit this screen. You will then be asked: " Print or Delete <ENTER> = Quit." <ENTER> will return you to the initial selection of the Supplier you want to work with.

NOTE - You can transfer the text from this Warranty Code to another Code by pressing <T> at this prompt:

<div> <div>P rint or D elete <ENTER> = Save</div> <div>T = Transfer</div> </div>
--

Transferring the text is useful when entering several codes that are very similar. Transfer the text and then edit the things that are different.

Selecting <D> will start the deletion process for this <P> will print a hardcopy of this record for you. Let's jump back to the first prompt you encountered when you selected this option:

<div> <div>E dit/ View or P rintout Master List <ENTER> = Quit</div> </div>

If you select the Print Master List option from this point you will start these selections:

| S ingle or M ultiple Suppliers, or Scan for C ode <ENTER> = Quit |

Press <S> to printout the record of information on a Warranty Code for a specific Supplier. You will be prompted to put in the name of the Supplier, and then the Warranty Code you are looking for, and finally to OK the printing of the information.

<M> will allow you to printout, or edit on the screen, ALL Codes for a group of Suppliers. You will be asked for the First and Last Supplier in the range you want to work with. Then you will decide if you just want them printed out, or do you want to step through each record for each Supplier included on the screen. If you wanted to Edit on Screen, you will see each record on the screen automatically in Edit mode. When you save the edited record the next record will pop up automatically. When finished you will return to the "Single-Multiple or Scan" prompt. Or if you had ordered a printout you would have all the Warranty Codes for the each of the Suppliers indicated. These would be in Supplier order.

The <S> provides a printout of all the records having the same Warranty Code name, no matter which Supplier it comes under. You will put in the Code you want to search for and prepare the printer.

ENTER NEW SUPPLIERS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
	4. Warranty Code Maintenance
	5. Supplier File Maintenance >
	6. Flag Adjustment Report
	7.
8.	<u>SUPPLIER FILE MAINTENANCE</u>
9.	
	1. Enter New Suppliers >
	2. View / Edit Supplier Files
	3. Master
	4. Alpha
	5. Edit St
	6. Supplier Price List Update
	7. Exit

Enter New Supplier Code <ENTER> = Quit
--

SUPPLIER FILE OVERVIEW

NOTE - SUPPLIERS are different from Accounts Payable Vendors. A Vendor is a company that you make payments to, but that company may have several different shipping points each creating different packing lists (shipments), therefore, several different Supplier Codes would be used. The Supplier Code is an Ordering and Receiving convenience rather than a bookkeeper's tool. A different Supplier Code could even be used to separate seasonal items within a particular warehouse.

The SUPPLIER FILE MAINTENANCE screens are where you will create, edit, or delete, the Supplier record which contains all of the information about a particular warehouse or distribution point that you will be receiving product from.

NOTE - You could say that a particular SKU 'belongs' to a certain SUPPLIER's "Family." And that PO SCANS are done by 'Supplier Family.'

CREATE NEW SUPPLIER FILE

Enter New Supplier Code <ENTER> = Quit
--

The SUPPLIER SCREEN contains all the information about this Supplier, or warehouse. When you are creating a new Supplier Code you will be asked to input the code you wish to use. This can be any combination of letters and numbers, up to five characters long.

*NOTE - Once you type in a New Supplier code at the first prompt you **MUST** complete the new record. You cannot escape during the input process. However, you can input blanks and then delete the new file if you have gotten in here accidentally.*

Enter A/P File # for Auto Input <ENTER> = None
Accounts Payable File Information May be Available for Instant Input

After inputting the Code for a NEW record you may call up the company name, address, and phone number by entering the Accounts Payable Vendor Number for that Company. **StockBoy** will go to the Accounts Payable Vendor File and get the information for you. If the address that you send the Purchase Order to is different from where you send the payments, you will need to edit the changes into the Supplier's Record. But the automatic transferring of the name and address information should save you a little time during new record creation.

After entering the name and address of the Supplier, you will be stepped automatically through each category. See the next section of this manual, for explanations of each category and how it will be used.

VIEW / EDIT SUPPLIER FILES

MAIN SYSTEM MENU	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
	4. Warranty Code Maintenance
	5. Supplier File Maintenance
	6. Flag Adjustment Report
	7.
	<u>SUPPLIER FILE MAINTENANCE</u>
	9.
	1. Enter New Suppliers
	2. View / Edit Supplier Files
	3. Master Supplier List

VIEWING/EDITING SUPPLIER FILE: AJAX

Business Name: AJAX DISTRIBUTION & WHOLESALE	
Address Line One: WEST COAST ORDER DESK	
Address Line Two: 1212 WAREHOUSE STREET	
Address Line Three: CHICAGO, IL. 64332	
Telephone: 319-693-8865	
Contact Name: SANDI CHARLES	Buyer: MANAGER
Terms: 2/10 NET 30	
Default FOB: ST. LOUIS MO.	Default VIA: UPS
Return Addr. Code: A	
Last Order Placed: 10/6/93	
Order Re-Cycle Time: 13.7 days	
Cost Variance: 15.0%	
Default CALC: #A/12*1.10-#P*#F/#F	
Current Mo. Purch: \$ 2,534.67	Prev. 12 Months: \$ 56,493.97
Comment: MIN ORD \$500 / MIN FRT 65 POUNDS	
Comment:	

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

View / Edit Which Supplier Code or Name ?
 <ENTER> = Quit <up/down arrows> = Previous/Next

This is what a completed **SUPPLIER SCREEN** looks like. The **NAME** and **ADDRESS** recorded here will be printed on your "Formal" Purchase Order, that will be sent to your Supplier. Now let's take a look at each category within the record, and explain each as we come to it.

The **TELEPHONE NUMBER** and the **CONTACT NAME** are provided so you can keep this information at your fingertips when ordering. The **BUYER** name is recorded here to allow you to get reports selected by Buyer, to evaluate Buyer performance.

The next three categories are the defaults that will appear on your Formal POs unless the operator overrides them. The **TERMS**, **DEFAULT FOB**, and the **DEFAULT VIA** are text lines where you can put in anything you wish. They are only used to print on Formal PO printouts and will affect nothing else in the system.

	Return Addr. Code: A	
	Last Order Placed: 10/6/93	
	Order Re-Cycle Time: 13.7 days	

The **RETURN ADDR. CODE** is used to which Return Address should be used on any Formal POs. (see "Edit Store Return Addresses" later in this manual for more details.)

StockBoy will automatically update both the **LAST ORDER PLACED** and the **ORDER RE-CYCLE TIME** as you make scans and re-stock product. **StockBoy** changes the Last Order Placed date each time you "Place" a Purchase Order. Use this information to manage your proper scanning schedules.

The first time **StockBoy** "Stocks" product on a Purchase Order the number of days between the Date Placed and the Stocking Date is computed and added to the Total Number Of Days and the Number Of PO's is increased by one. **StockBoy** then divides the Number of Days by the Number of PO's to arrive at a new **ORDER RE-CYCLE TIME**. These numbers just keep growing until you decide to set them manually back to zero, they **DO NOT EVER GET AUTOMATICALLY ZEROED!** Promo POs ("*" & "@" Type) **DO NOT** affect the Re-Cycle Time as they are unique.

	Cost Variance: 15.0%	
	Default CALC: (&0+&1+&2+&3)/3*#F/#F	

The **COST VARIANCE** factor controls when a change in costs from this Supplier will be printed out in the "Cost Variance Report" at the end of a Confirmation Session. Cost changes less than this factor will be left out of the report. You can set this variable to 00 % if you want **ALL COST CHANGES** to be reported.

The **DEFAULT CALC** is a sixteen character input field that is used in the Flag Adjustment System. If you select to work with one specific Supplier during a Flag Adjustment run using the Formula Calculation option, the **DEFAULT CALC** will appear as the default automatically. You may, of course, edit this default prior to setting new flags. If you edit the default in the Flag Adjustment System, you **WILL NOT** affect the **DEFAULT CALC** here in the Supplier master file.

Current Mo. Purch: \$ 2,534.67		Last Year Purch: \$ 56,493.97	
Comment: MIN ORD \$500 / MIN FRT 65 POUNDS			
Comment:			
Jan	Feb	Mar	Apr
Jul	Aug	Sep	Oct
			May
			Nov
			Jun
			Dec

The CURRENT MO. PURCH, LAST YEAR PURCH, and the 12 MONTHLY TOTALS are Re-Set by **StockBoy** automatically when Purchase Orders are "Stocked." Like the Inventory Sales History this is a rolling 13 month history of purchases from this Supplier (individual months plus the Current Month's Purchases.) The totals reflect when the order arrived. As orders are "Stocked" **StockBoy** adds the amount of the order to the corresponding month's total.

The COMMENT lines are a space for you to put in a line of up to 50 characters of text. These Comment Lines will ONLY appear when you print a Purchase Order Worksheet or Split Report. This is an excellent place to put internal reminders about minimum orders, freight requirements, or other Suppliers to scan with this one.

You can DELETE a Supplier - IF all items belonging to the supplier are at ZERO quantity on hand and ZERO items on order. When you request a Supplier Deletion, by pressing <Z> in the Edit Mode, **StockBoy** will go through each item belonging to this Supplier. Each item that has zero on hand and zero on order will be deleted from your files. **StockBoy** will make a printout of all the items deleted for your record. If an item fails the test, it will remain in the files.

After the sequence is completed for all the items belonging to the Supplier being deleted, **StockBoy** checks to see if there are any items left on file (not deleted) for this Supplier. If all items have been deleted THEN the Supplier will be deleted. If just one item fails to be deleted, the Supplier will remain on file.

HINT: It is often a good idea to provide a Supplier called "DISCO." When an item is DISCOntinued you go to that SKU's record and change it's supplier to DISCO. Next time when you scan the supplier that the item used to come from you will not take up any time with an item that cannot be ordered. Also by putting the item in a DISCO file you will not ever get it mixed in on an order.

This procedure lets you avoid having to re-tag items that have been discontinued to get them to an isolated stock number range. The item will be included in any report for that department or section. And you can quickly get a report of all the Disco items.

Then once a month try to "Delete" the Disco Supplier. This will erase any item that has gotten to zero on hand. Usually the Disco Supplier file will not be erased, but it's easy to replace anyway.

MASTER SUPPLIER LIST

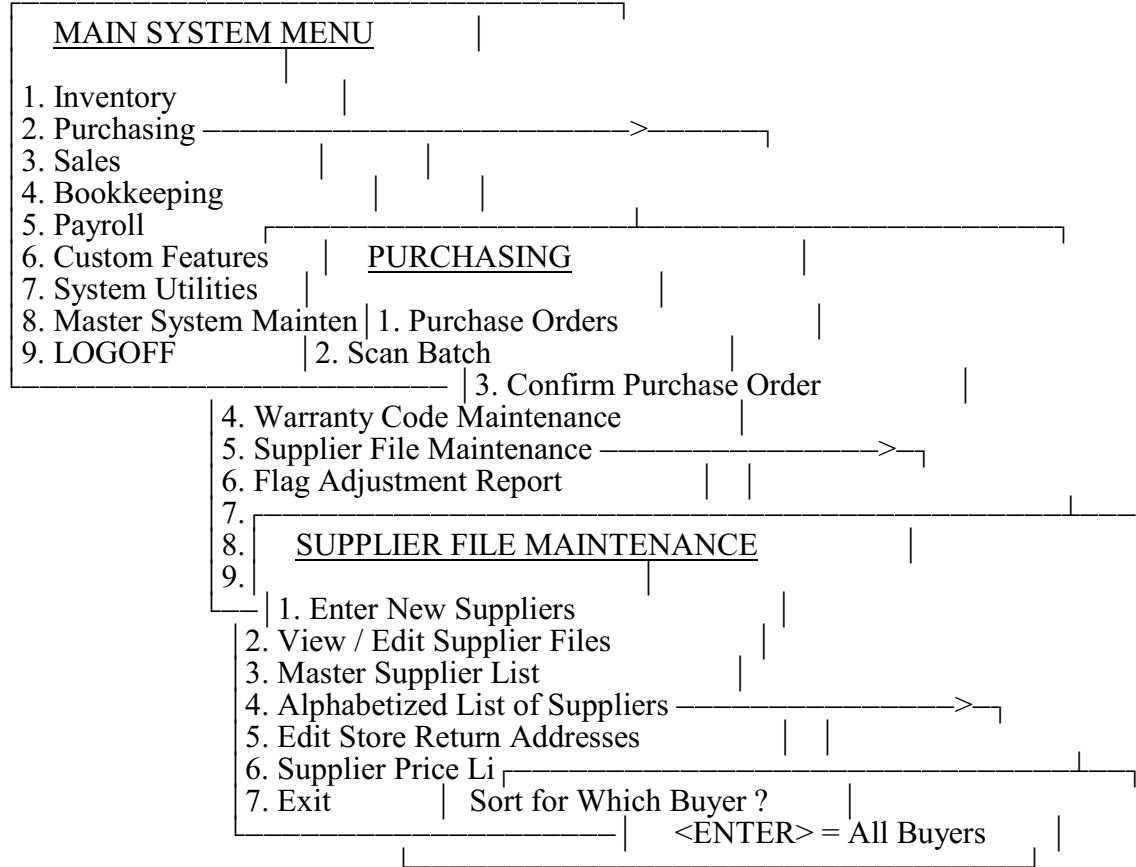
<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
4. Warranty Code Maintenance	
5. Supplier File Maintenance	>
6. Flag Adjustment Report	
7.	
8.	<u>SUPPLIER FILE MAINTENANCE</u>
9.	
1. Enter New Suppliers	
2. View / Edit Supplier Files	
3. Master Supplier List	>
4. Alphabetized List of Suppliers	
5. Edit Store Return	
6. Supplier Price List	Sort for Which Buyer ?
7. Exit	<ENTER> = All Buyers

MASTER SUPPLIER LIST

The MASTER SUPPLIER LIST option will provide you with sorted lists of your Supplier files. You can ask for a Master List sorted by Buyer, and/or by a Range of SKU Numbers. You are asked to enter the Buyer then the SKU Range, before you are prompted for the printer.

The Master Supplier List will show the Supplier's Code, Business Name, complete Address, Phone, Contact, Terms, Buyer, FOB, and VIA. As you can see from the information printed this report is designed to be used by the Buyers and Management.

ALPHABETIZED SUPPLIER LIST



ALPHABETIZED LIST OF SUPPLIERS

The Alphabetized List provides a method of listing the Suppliers alphabetically for cross reference and lookup purposes. The Master Supplier List provides the Suppliers in order of their Supplier Codes, while the Alphabetized List prints them in the alphabetized order of the Supplier Name instead of the Supplier Code.

The Alphabetized List functions the same way as the Master List, you can call for the report by Buyer and/or SKU Number. This report will print the Supplier's Company Name, Supplier's Code, Phone Number, Contact, and Comments. As you can see from the information printed this report is one that can be used by anyone from the Sales people to Management. This information usually can even be shown to a customer without giving away any critical data.

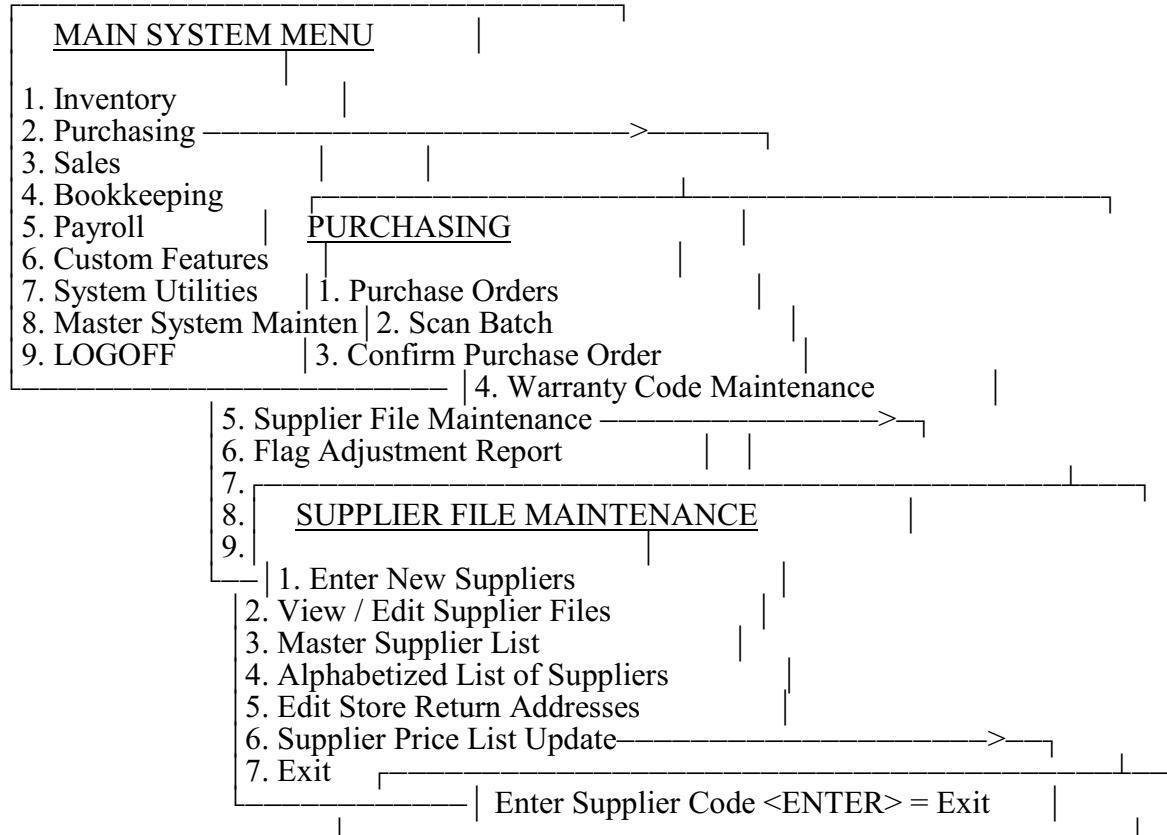
EDIT STORE RETURN ADDRESS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
4. Warranty Code Maintenance	
5. Supplier File Maintenance	>
6. Flag Adjustment Report	
7.	
8. <u>SUPPLIER FILE MAINTENANCE</u>	
9.	
1. Enter New Suppliers	
2. View / Edit Supplier Files	
3. Master Supplier List	
4. Alphabetized List of Suppliers	
5. Edit Store Return Addresses	
6. Supplier Price List Update	
7. Exit	

During the printing of a FORMAL Purchase Order, on your official PO Forms, you are asked which return address you want to use on that PO. (Also you can set your default choice of return addresses from this list in the Supplier File.)

This is where you set and edit changes on the return addresses to be used on your Formal PO. The screen will show all 6 addresses available and you simply select <A - F> which address you want to edit. When you are finished these addresses are saved to disk.

SUPPLIER PRICE LIST UPDATE



WARNING - Always take an **ARCHIVE** of your current data **BEFORE** importing a Supplier Price Update Disk. Also these processes should be attempted during 'AFTER HOURS' time (when you can be sure all other terminals are at LOGON) to eliminate the possibility of affecting data used by other operations. An error in using these functions is potentially corruptive to existing data, therefore only qualified operators should be allowed to use this module.

The SUPPLIER PRICE LIST UPDATE, is a very powerful module for importing data from other Computer Systems. As long as the data is written on a floppy disk that your machine can accept, in a DOS compatible text format, the information can usually be transported into your inventory records. This may include such data as price lists and product data bases from suppliers. This process will save huge amounts of your time updating price lists and entering new product information.

DEFINITION - In this section we will be using the terms "FILE, RECORD, and FIELD" to refer to specific units of data on the Update Disk. Let's **DEFINE** these terms so we all know what we're talking about. A "FILE" is a group of Records. The computer can copy and delete a file with one command, and a Directory of the floppy disk will show all the File Names on the disk. And a "RECORD" is comprised of a group of Fields. All the information for a specific SKU is contained in a Record. The "FIELD" is the smallest unit of data that this module will use. A Field would be data groups like the SKU number, price, cost, description, etc.

NOTE - Because some manufacturers have used a space, instead of a decimal point, between the dollars and cents, **StockBoy** will replace **ONE** space with a decimal point. A second occurrence of a space between numbers in a numerical data field will force the Supplier Price List program to import a zero. Also if you have a number surrounded by spaces with no decimal point (e.g. 89), the system will assume it to mean \$89.00 NOT \$0.89!

| Enter Supplier Code <ENTER> = Exit |

PRICE LIST UPDATE PARAMETERS

```

SKU                               Inv Cost    0
Description                       Frt Cost    0
Comment   ENTERED BY SPL SYSTEM   Book Val    0
Sup Stk #   = SKU                  Weight      0
Supp Desc   = Description           Cubes       0
Retail      .01                    Warr Code
Sale Units  EA                     GL Acct    Auto Set
Fac Pac     1                      Status      1
Dist Pac    1

```

E dit U pdate Header File or Q uit

*NOTE - To the computer each record (data for a single SKU) is simply a string of spaces, numbers, and letters. You will need to tell the system which POSITION in this 'string' contains the data field for each category you want to bring in. (i.e. If the Retail Price, field "F," is found in the floppy disk record between positions 32 and 40, and you want the Price imported, you need to set those positions in category "F.") The top portion of the Parameters screen contains the **StockBoy** fields that can be imported. You need to tell the system the position in the floppy disk record that contains the information you want put into these fields. The bottom portion of the screen is where you select which SKU records are to be updated. You will start the process by selecting <E> to Edit the Screen. If you haven't made your ARCHIVE yet, press <Q> to quit, and go make your Archive.*

Once you have entered the Edit Mode your screen will look something like this:

A SKU	J Inv Cost	0	
B Description	K Frt Cost	0	
C Comment	ENTERED BY SPL SYSTEM		L Book Val
D Sup Stk #	= SKU	M Weight	0
E Supp Desc	= Description	N Cubes	0
F Retail	.01	O Warr Code	
G Sale Units	EA	P GL Acct	Auto Set
H Fac Pac	1	Q Status	1
I Dist Pac	1		
R			
S			
T			
U			
V			
W			
X			
Y			
Which Letter Needs Correction ? <ENTER> = Save			

EDITING THE PARAMETERS

Editing the parameters is divided into two main groups. The first group identifies where to find the data you want, and the second group sets the selection masks that control which Manufacturer's part Number information will be picked up from the Price List Update Disk.

When you are editing the first 17 categories, your primary goal is to tell the system where to find the data for the field you are editing. If you import more characters than will fit into the **StockBoy** field, the excess will simply be chopped off. There is no way for the **StockBoy** system to know what is, or is not, a valid unit of data, so it is possible to use the same positions in more than one field. By carefully consulting your "Data Map" that should come with your Update Disk you will be able to correctly set these positions. Go back to the SKU records in question after you have completed an update pass to **VERIFY** that all the data moved as you expected. If an error happened you may be able to correct the mistake by just re-doing the update pass. Otherwise you may want to manually edit the corrections, or you may even need to Restore the files from your safety archive.

NOTE - Each of the first 17 categories on the screen have the same prompts. The name used in the prompt, of the Field being worked on, changes with each different category, described here by (field).

PARAMETER EDITING PROMPTS

Allow Overwrite of any Existing SKU ? <Y> or <N> N
--

Answering <N> to this prompt will cause **StockBoy** to import ONLY new SKU record information. Any pre-existing SKUs in your records would be completely unchanged. (The screen will display an asterisk (*) in front of any field you do NOT want to overwrite existing data.) If, however, you want to bring in ANY PORTION (e.g. new prices) of the new data to update (and overwrite) your current SKUs you will want to answer <Y> to this prompt. You will need to control what information is imported and written to your files.

| Enter Starting Character Position in Price List File |

You will be asked for the STARTING POSITION of the data you identify as this field. Enter the space position that is the beginning space for this data, obtain this information from the "Data Map" that came with your update disk. Then you will be asked for the "FINAL CHARACTER POSITION" of the field you are importing.

Next you will be asked if you want to allow the existing field to be overwritten or not. Answering <N> here will protect your current field from being changed, but will allow the fields for New SKUs to be imported. Then you will be asked:

| Is (Field) to be input from Price List ? <Y> or <N> |

If you answer <Y> to this prompt, you will be asked for the Starting and Final Character Positions of the data in the update file. Then the data from the floppy disk field will be copied to the data in your field. Or if you select <N>, you will be asked to enter the text that you want written to that field when it is brought in.

| Enter (Field) to be Written to All Input SKU's |

TIPS ABOUT EACH PARAMETER

SKU The SKU number (actually it's the Manufacturer's part Number on the Update Disk) position MUST be identified before any importing can be done. This applies to either overwrite or non-overwrite choices. Other fields can be left un-identified if they are not going to be used by any SKU. But you will want to be sure to mark such categories as Non-Overwrite.

COMMENT Any text imported in the Comment field will be placed on the Inventory Comment Line in the SKU record. It can be used to trap information that is useful but does not belong in any of the other **StockBoy** fields. You could even enter a text line to be put into the new, or updated, SKUs to help you see which ones were affected by this session.

SUP STK # You will encounter the standard prompts as you do with each of the other fields. It is very common to use the same positions for the Manufacturer's part Number as you did for the SKU number or the system provides a default "= SKU" to accomplish it automatically. Just enter an equal sign (=) if you want the Manufacturer's part Number to be the same as the SKU Number. This is the number the system will use when you order from them.

SUPP DESC Again with this field it is common to use the same positions as you used in the Description field. And the default "= Description" is an automatic procedure.

RETAIL The Retail Price is very common to overwrite existing data, this is how you would update your current prices. The default retail price is .01 (one penny) because you may want the Retail Price Manager to not alter SKUs with a price of number zero.

SALES UNITS Data imported here will go into the 3 character field in the SKU record that describes the unit being sold. (i.e. CTN, BOX, EA, etc.)

FAC PAC & DIST PAC This data will tell the SKU how many Sales Units make up a Factory Pack and it's inner-liner, or Distribution Pack.

INV COST This is the field that will receive your new costs. It is probably the most common field to overwrite existing data.

FRT COST & BOOK VALUE Be very cautious about importing these fields from an update disk. Importing these fields incorrectly could have substantial impact on your inventory valuation.

WEIGHT & CUBES Remember that the Weight and Cube field in the SKU record is for a Factory Pack's Weight and Cubic Volume, not just the individual Sales Unit.

WARR CODE Data imported to this field will refer to a Warranty Code. You may need to go into the Supplier File afterward and create the Warranty Code File to match any new codes being input.

GL ACCT The default setting for the GL Account Number to be placed in the SKU record, is "Auto Set." This means that the GL Acct number will be either taken from your System Default GL Acct, or it will be generated by the same formula as other new SKU GL Acct numbers (see Master System Maintenance). If you want to drive a specific GL Acct number to all SKUs imported in this session enter a TEXT line.

STATUS If you are importing SKUs that are all going to have a special Sales Tax code, or that will need to set any of the Status settings in the SKU record, you will do that here.

SELECTION MASKS FOR PRICE LIST UPDATE

You have maximum control of the data to be moved into your **StockBoy** System. This is achieved by giving you the ability to incorporate selective groups of data from your supplier's Update Disk with each update pass.

The second group of Price List Update Parameters to be Edited, the last 8 categories, set the "Masks" that control which records will be brought in during this pass. These Masks allow you to handle just a particular group of Stock Numbers on this pass, and another group in a different way on the next pass.

*NOTE - A Header File Update pass is NON-DESTRUCTIVE to the Supplier's Data! No Manufacturer's part Number information is erased once it is incorporated to the **StockBoy** System. The data is copied, not moved. So your source files remain untouched.*

Enter Selection Mask for Price List Input File Use '?' as wildcards <SPACE> to delete line

The first prompt you will encounter with each of the Selection Mask prompts asks you to type in the 'Mask' that will activate this category. You must fill all the spaces, any you leave empty (a space you type in is not empty) will be filled automatically by the system with question marks (?), which is the universal wildcard. (A wildcard in a certain position tells the system to accept anything in this position.)

The length of the mask is controlled by the first Edit Category, the SKU length and position statement. And the system will prevent you from trying to create a SKU number that is too long for your systems parameters. If your longest SKU is set to be 8 characters, and you want to add a two letter prefix or suffix to the number picked up from the Update Disk File, then be sure to declare the SKU length to be picked up to be 6 characters or less. If you don't you will see this message:

Suffix/Prefix too LONG!

Also, changing or editing the SKU length and position AFTER having set some of your Selection Masks will trigger the system to erase the Selection Masks. This is done because when you change the base that the Selection Masks work from they must be re-input or they won't work.

Building a 'Mask' is very much like the other masks you use in the report generator and in the inventory screens. If you want to pick out all the Manufacturer's part Numbers in the Update Disk File that have an "87-" in the second, third, and fourth positions; but you don't care what is in the other positions, your mask would look like this:"87-????". The system looks only for data occurrences that exactly match the NON-WILDCARD characters, in the exact positions you indicated. When a match is found the instructions for this line are executed.

You can use all 8 Selection Mask lines, they function with what programmers call "OR LOGIC." (No it isn't a form of Alternate Logic like my Junior High Schooler uses!) This means that the Stock Number data will be included if line 'R' matches, OR line 'S', OR line 'T', etc. You can in fact execute 8 different passes at the same time because of this feature.

OK, our Selection Mask tells the system which Stock Number data we want the system to pick up. But we haven't told the system how we want that SKU Number brought into the system. We could just use their number, or we could use part of their number and mix in part of our number, or we could just stick a number of our own on the front (Prefix) of theirs, or we could hook one of our numbers (or letters) on the end (Suffix) of their number. That is what the next prompt wants us to declare.

If you want to use their number as your own, or if you want to mix some of your numbers with some of theirs, you will select the OVERLAY OPTION.

	O verlay Destination Mask	S uffix	P refix ?	
--	---------------------------	---------	-----------	--

This option will ask you to enter the DESTINATION MASK that you want the system to use in translating the Manufacturer's part Number into YOUR SKU Number. It works just the same as the Selection Mask. Use Question (?) marks as wildcards. Put wildcards in every position that you want to be filled from the Manufacturer's part Number. And type in any characters that you want to overwrite whatever the Supplier had in that position. (e.g. If 983-9287 should be 123-9287 your mask = 12??????)

NOTE - When you want to use the whole Manufacturer's part Number as your SKU Number, your mask is all wildcards.

	Enter Destination Mask to overlay Source	
--	--	--

Once you have completed a prompt the resulting entry will be displayed on the line you are editing. What you see here is what the system is going to use! Double check to make sure what you thought you typed is what the system thought you typed!

	Select Mask: ?87-????	Overlay Destination Mask: 12??????	
--	-----------------------	------------------------------------	--

If you want to put your number on the end of their number select the SUFFIX OPTION. This is most often used to mark certain SKU Numbers for a particular date or promotion.

	O verlay Destination Mask	S uffix	P refix ?	
--	---------------------------	---------	-----------	--

Now you simply enter the letter(s) or number(s) that you want to use as your SUFFIX. Remember that the resulting length of the SKU Number established in the first category plus the Prefix/Suffix cannot exceed the maximum length of SKU Numbers for your **StockBoy** System.

WARNING!!! - DO NOT use wildcards in this prompt! You will get whatever you type in here, put into your SKU Numbers - including question marks!!! (Or would you want a SKU Number of 27?-7377)

	Enter Suffix to Add	
--	---------------------	--

Once you have completed a prompt the resulting entry will be displayed on the line you are editing. What you see here is what the system is going to use! Double check to make sure what you thought you typed is what the system thought you typed!

| Select Mask: ??4-?? Add Suffix 91 |

If you want to stick your own number on the front of their number, you will select the PREFIX OPTION. This is most common with Franchisees that have more than one franchise or supplier whose merchandise is pre-numbered and maybe even nationally advertised by Stock Number. They just add a number, let's say a 7, in front of the "XYZ" Stock Numbers the clerks can quickly adjust at the Sales Screen, and the "XYZ" goods are grouped separately from the "ABC" Franchise merchandise on printouts.

| Overlay Destination Mask Suffix Prefix ? |

Now you simply enter the letter(s) or number(s) that you want to use as your PREFIX. Remember that the resulting length of the SKU Number established in the first category plus the Prefix/Suffix cannot exceed the maximum length of SKU Numbers for your **StockBoy** System.

WARNING!!! - DO NOT use wildcards in this prompt! You will get whatever you type in here, put into your SKU Numbers - including question marks!!! (Or would you want a SKU Number of 27?-7377)

| Enter Prefix to Add |

Once you have completed a prompt the resulting entry will be displayed on the line you are editing. What you see here is what the system is going to use! Double check to make sure what you thought you typed is what the system thought you typed!

| Select Mask: ??4-?? Add Prefix 17 |

PARAMETER REVIEW

This is what a typical set of parameters might look like when it is ready to do an UPDATE PASS. Before we go into the actual Update procedure let's review what this screen is telling the system to do with the data. Remember that the asterisk (*) on a line indicates that the field will only be set on New SKUs, pre-existing SKUs data will be left unchanged. Categories that do not have an asterisk will update the field for both old and new SKUs.

SKU	#1 - #7	Inv Cost	#50 - #56	
Description	* #10 - #35	Frt Cost	* 0	
Comment	* ENTERED BY SPL SYSTEM	Book Val	* #50-#56	
Sup Stk #	#1-#8	Weight	* 0	
Supp Desc	= Description	Cubes	* 0	
Retail	* #41 - #47	Warr Code	*	
Sale Units	* EA	GL Acct	Auto Set	
Fac Pac	* 1	Status	* 1	
Dist Pac	* 1			
Select Mask: ??????? Add Prefix: 7				
Select Mask: 723????? Overlay Destination Mask: 140?????				
E dit U pdate Header File or Q uit				

Let's start reading the Parameters in the lower portion first. IF the Stock Number found at position #1-#7 is anything (all wildcards) then ADD a Prefix of "7". OR IF the Stock Number found at position #1-#7 has a "723" in the first three positions, THEN change them to a "140".

NOTE - Even the Stock Numbers beginning with 723 will qualify for a prefix of 7. So they will end up as a "7140?????".

Data inside records that do not match one of the Selection Masks in the lower part of the screen will be ignored on this pass. You can come back and get that data on another pass with different parameters.

According to the parameters set in the screen above, data from those Stock Numbers that do qualify in the Selection Masks will be handled in this fashion.

The Description will be copied from positions 10 thru 35, only on new SKUs. The Comment for new SKUs only will be "ENTERED BY SPL SYSTEM." The Manufacturer's part Number will be taken from positions 1 thru 8, on pre-existing and new SKUs. The Supplier's Description will be made the same as the SKU Description on All SKUs. The Retail Price for new SKUs only will be copied from positions 41 thru 47. Sales Units, Factory Pack, and Distribution Pack, on new SKUs only will be set to the defaults on the screen.

The Invoice Cost for both old and new SKUs will be copied from positions 50 thru 56. This will update existing SKUs with the new price list for ordering, but since the Retail Price is only being updated for new SKUs old SKU's prices should be reviewed later. Freight Cost, Weight, and Cubes, will be set to zero (0) on new SKUs only. The Book Value will be set to the Invoice Cost on new SKUs. The Warranty Code will be left blank on new SKUs, previous SKUs Warranty Codes will be left unchanged. The GL Accounts will be set to the systems automatic GL Account Number. And the Status for any new SKUs will be set to the first Taxable status.

CAUTION - Read the sample screen and see if you agree with the analysis of the settings, if you don't understand a section re-read that part of the manual. If you are still in the dark or confused contact your Support Team for additional individualized training. If you are unsure of what you are doing in this section it is far better to wait for assistance than to make one of those decisions we refer to technically as a 'Blunder.'

UPDATE HEADER FILE

| E dit U pdate Header File or Q uit |

OK, now that we have set out parameters, and checked them twice, now it's time to actually move some data. Press <U> to activate the Update Sequence. You will need to have your Update Disk and be near the CPU's floppy disk drive.

UPDATING INVENTORY FROM SUPPLIER PRICE LIST

CAUTION !!!

This program will add/overwrite SKU's to your inventory header file !

All fields marked with an "*" will NOT be changed.

If the SKU field is marked, NO INFORMATION for that SKU will be changed!

Every Supplier file item that matches ANY of the 8 source masks
will be evaluated for inclusion into your inventory files.

Proceed with Supplier Price List Update ? <YES> NO

(Kind of reads like Dante's warning at the gates of Hell doesn't it?)

Actually the warnings and cautions although a bit severe, are serious. From this point forward you can do serious harm to your data. Make sure you have just taken an Archive of your data, and that you are the ONLY user on date existing SKUs with the new price list for othe system until completion.

TRANSFERRING THE SUPPLIER FILE

| Has the DOS Supplier File been moved to your computer? <Y> or <N> |

If the DOS Supplier File has not been copied onto your hard disk answer <N> to this prompt and we will begin to copy it across. The system must first copy the DOS Text file onto your Hard Disk, from the Floppy Disk, before the price update can begin.

| Insert DOS compatible diskette - Press <ENTER> when ready |

| Use NON-TURBO speed on your computer when loading DOS file. |

Load the floppy disk from your Supplier into the disk drive in the proper manner, and close the disk drive handle. Make sure your computer is not in high speed or 'Turbo' Mode. High Speed in this situation can cause disk read errors. Then Press <ENTER> to tell the computer that you've finished.

| Enter filename to transfer from DOS diskette to your computer |
| Please write down these file names for future reference ! |

| Press <ENTER> to exit. |

Now type in the name of the DOS Text file that contains your price updates. (You will probably find the name of the file in with your "Data Map" and other papers the Supplier sent with the disk.) The name of the file must be input exactly, including any periods in the name. (DOS file names consist of up to eight characters followed by up to three characters, separated by a period. e.g. AAAAAAAA.BBB) Do not use the quotation (?) marks that you may see around the filename in the Supplier's documentation.

| Enter the File Name of your existing Price List File |

NOTE - If you had told the system that your DOS Text file already existed on the Hard Disk you would have jumped down to this prompt, since you did not need to copy a file across. Otherwise completing the prompt above will do the same job for you.

| This transfer may take several minutes - Please wait |

Now WATCH THE SCREEN FOR ANY ERROR MESSAGES!!! If the computer encounters any problems copying your file across an error message will be flashed on the screen. It will not stay there long, so you will want to watch the screen carefully. Write down any error message received at this point, and contact your Customer Support Team.

| Did the computer display any Error Messages ? <Y> or <N> |

If you saw any Error Messages during the past phase press <N> and you can exit this module. Otherwise Press <Y> and continue.

| Prepare Line Printer - then Select Printer Number to Use 1 |

Make sure your printer is ready to print the report of this Price Update pass. Select the number of the printer you want to print the report and press <ENTER> to activate the actual update.

| Press <SHIFT F1> to terminate |

If you need to terminate this process mid-way press <SHIFT F1>. When this process has been completed you will be routed back to the first prompt of this module, so you can do another update pass with different parameters if you want.

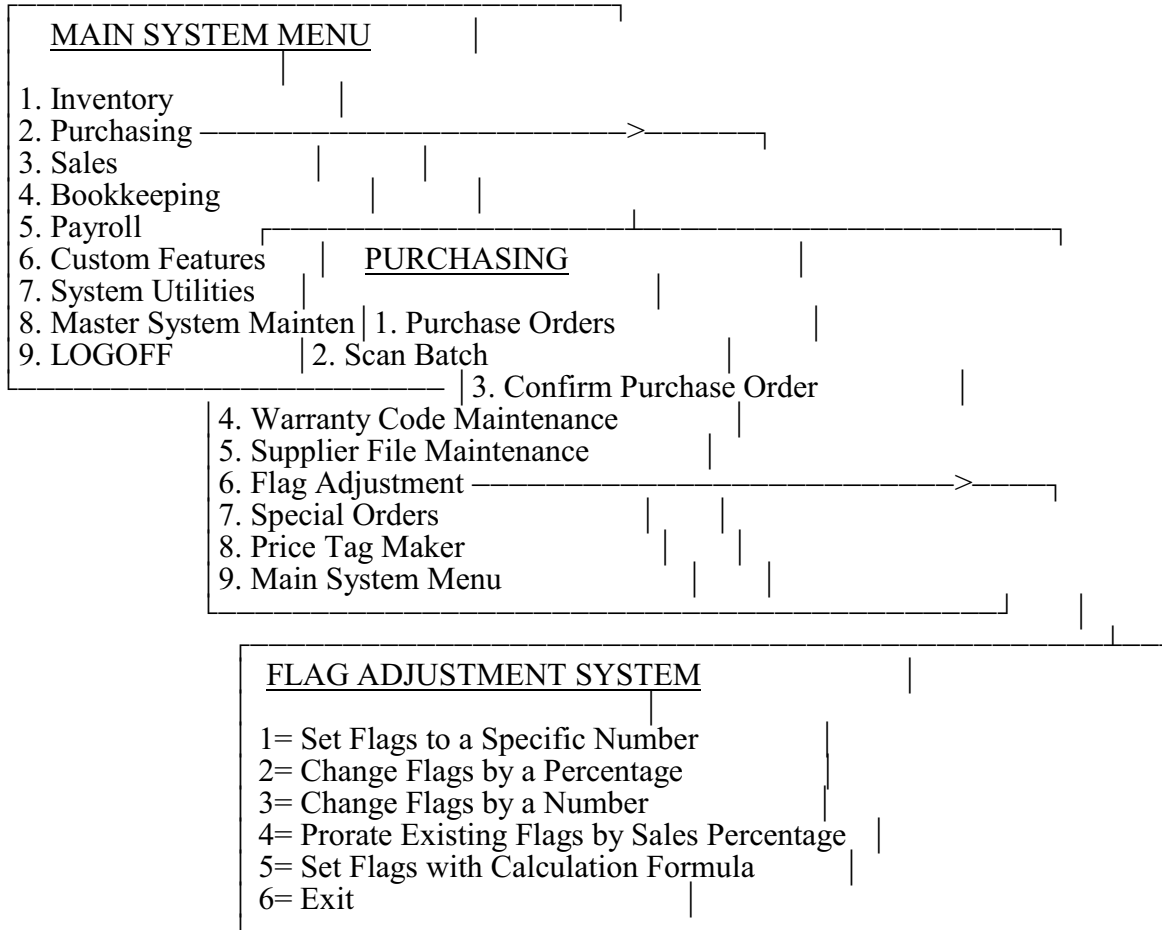
IMPORTANT !

After you have completed a Price Update Pass you should go to the Inventory records affected and check to see that what you expected to happen, did happen.

When you have finished making all the Price Update Passes you want to for this session go into the INVENTORY Utilities section, Verify Inventory Files, and you should run the "Verify Cross Reference Files" Option. This will build the cross reference files between the Inventory Files and Supplier that were not written during the Price Update process. Verifying these files will take a while. The module will LOGOFF when it is finished so it is OK to leave the system working while you go home and enjoy yourself.

REMEMBER to take the floppy disk out of the drive and put it away.

FLAG ADJUSTMENT SYSTEM



KEY TO SUCCESS

PROPER FLAG MAINTENANCE is the key to obtaining the benefits your **StockBoy** system can deliver. In this system you no longer need to worry about which items to order, or how many, IF you have set your flags properly. The **StockBoy** Inventory Control System requires that management establish the ideal stocking level (the FLAG) for each item. Then the system will take of the day-to-day problems of how many should be ordered today and how many are already on order.

The person that sets the Flags, controls the success of the department or store. Invest your management time in adjusting the flags in a timely manner, and sticking to your planned order cycles, and **StockBoy** will improve your inventory productivity/profitability while reducing the time you spend on Inventory Control.

The FLAG ADJUSTMENT SYSTEM provides you with almost unlimited POWER to adjust your Flag Levels in order to effortlessly maintain 'Ideal' stocking levels, whenever you need. You have five (5) different methods for updating or setting your Flags. You can set your Flags to a specific number, raise or lower them by a percentage, raise or lower them by a specific number, prorate them by a percentage of sales, or use the calculation formula to establish all new flags based upon previous demand.

SET FLAGS TO A SPECIFIC NUMBER

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	???????
Supplier:	ALL
Store:	ALL
Print Report:	NO
Update Flags:	NO

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

Enter the New Flag Value

Now you are asked for the new Flag Value that is to be written to all the items that match your parameters above. EVERY SKU that qualifies will have its Flag set to this value.

Print Report ? <Y> Y

You are asked to confirm the parameters, then if you want the report printed or not. Printing the report is usually not required if you have already made a 'Trial Run' with these parameters and already know what is going to happen. In that case it will speed up the process. If this is your first pass today with these parameters ask for the report to be printed.

Update Flags or Trial Run ? T

This is an important device in setting your Flags. You can do a preliminary pass that prints a report of what changes the system WOULD do with your parameters and conditions set this way. You can then review this report BEFORE you actually put these changes into process. It gives you a kind of 'What If' capability. If you answer <N> to the 'Trial Report' prompt, you will activate the Flags of the SKUs that match your parameters to be changed. This will change ALL FLAGS for ALL SKUs selected.

NOTE - If, after reviewing your 'Trial Run' you find that there are a few changes you DON'T want changed, mark them on the report and go back after you do the actual update run and manually change those back to what you wanted.

CHANGE FLAGS BY A PERCENTAGE

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL
Print Report:	NO
Update Flags:	NO

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

Enter Percentage Change in Flag
i.e. '20'=20% increase, '-15'=15% decrease

Now you are asked to enter the percentage increase or decrease for your flags. Just type in the number with no percent sign (%). If you include a minus sign (-) you will be asking for the flags to be lowered by that percent. EVERY SKU that qualifies, under your parameters, will have its Flag changed by this percentage amount.

Print Report ? <Y> Y

You are asked to confirm the parameters, then if you want the report printed or not. Printing the report is usually not required if you have already made a 'Trial Run' with these parameters and already know what is going to happen. In that case it will speed up the process. If this is your first pass today with these parameters ask for the report to be printed.

Update Flags or Trial Run ? T

NOTE - If, after reviewing your 'Trial Run' you find that there are a few changes you DON'T want changed, mark them on the report and go back after you do the actual update run and manually change those back to what you wanted.

CHANGE FLAGS BY A NUMBER

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL
Print Report:	NO
Update Flags:	NO

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

Change Flags by What Amount ?

Now you are asked to enter the FIXED AMOUNT to increase or decrease your flags. Just type in the number. If you include a minus sign (-) you will be asking for the flags to be lowered by that amount. EVERY SKU that qualifies, under your parameters, will have its Flag changed by this fixed amount.

PRORATE EXISTING FLAGS BY SALES PERCENTAGE

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL
Print Report:	NO
Update Flags:	NO

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

You will NOT be asked to enter an amount to increase or decrease the flags. This option will RE-BALANCE Flags in the various stores, pro-rating the total previous flag across each store based upon each store's TOTAL UNITS SOLD for the past 12 Months.

NOTE - This module will ensure that your total Flag amount for all stores is distributed to each store in accordance to their proportional demand. (i.e. if one store sold 35% of a SKU, and your chain's total Flag amount was 100, this module would set the flag for this SKU in this store to 35.)

SET FLAGS WITH CALCULATION FORMULA

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL
Print Report:	NO
Update Flags:	NO

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

If you select one supplier, the DEFAULT CALC formula from the supplier file will appear in the prompt input area. You may edit this default formula prior to running the Flag Scan. If you edit the default formula, there will be NO CHANGES MADE to the master file for the Supplier. Any permanent changes to the default formula must be made in the supplier file.

FLAG CALCULATION FORMULA

	First SKU: 123-1222 Last SKU: 123-4999 SKU Sort Mask: ????????	
	Supplier: ALL Store: ALL	
Variable List: <&0 - &11> Monthly Sales Relative to 05		
	<#F>= Current Flag <#R>= Recycle Time <#P>= Factory Pack <#Q>= Quantity on Hand <#A>= Annual Sales <#13>= Current Month Sales <#S>= Annual Store Sales <#1-#12>= Monthly Sales	
Enter Flag Formula		
Use <#> with variables, + - / * () as math operators, numbers=constants		

Now you are asked to enter the FORMULA that you want the system to use in creating new flags. EVERY SKU that matches your parameters, will have its Flag computed by this formula. This Flag Adjustment module will allow you to change the flags of the SKUs selected by forecasting your future needs based upon the Sales History. Since **StockBoy** maintains your inventory at the "Flag" levels, it is critical that you have an easy, and accurate, method to set these Flags to reflect changing seasonal demands.

The other options in the Flag Adjustment System are of a 'Maintenance' type, using the current Flag as the base for any changes. This module allows you to use other data stored in the SKU record of each store to project your actual demand. The FORMULA feature allows you to forecast that demand based upon actual sales adjusted for your order cycle.

*NOTE - This device actually replaces your old OPEN-TO-BUY process. The purpose of the Open-To-Buy was to forecast your purchasing budget. But that did nothing to tell you which items to buy in what quantities. Your **StockBoy** System corrects this problem. First determine how many of which SKUs do you actually need to stock, then extend these totals to find your anticipated investment level.*

If you are looking for a budget figure for expected purchases over a longer period than your order cycle (i.e. a whole month), go to the Inventory Report Generator to calculate your anticipated sales (Units Sold last June + 10%, etc.) for time period multiplied by the Cost.

USING THE FLAG CALCULATION FORMULA

	Variable List: <&0 - &11> Monthly Sales Relative to 05	
	<#F>= Current Flag <#R>= Recycle Time <#P>= Factory Pack <#Q>= Quantity on Hand <#A>= Annual Sales <#13>= Current Month Sales <#S>= Annual Store Sales <#1-#12>= Monthly Sales	
Enter Flag Formula		
Use <#> with variables, + - / * () as math operators, numbers=constants		

You can use any of the variables shown on the screen to calculate a projected Flag. The variable "RECYCLE TIME" mentioned on the screen comes from the Supplier File for this SKU. (It tracks the average number of days between "Placing" an order and "Stocking" it.) The other variables on the screen

are found in the SKU record of the individual stores, and are in units sold. The "Annual Sales" on the screen is a total of all store's Annual Sales for this SKU, while the "Annual Store Sales" is the total units sold during the past year for each store.

The #1 - #12 represent the unit sales for January - December respectively. The &0 - &11 represent unit sales relative to the current month. If your system date is set to MAY, for example, then &0 will equal last May's sales, &2 will equal last July's sales, &8 equals January unit sales, etc. Relative monthly sales variables automatically adjust relative to the current month.

Generally the development of a Flag Calculation Formula involves determining the BASE COMPARISON PERIOD, which months in the sales history can be best used to forecast future sales. Then the number of units sold during the base comparison period are totalled, and divided by the number of days in the comparison period to get the HISTORICAL AVERAGE DAILY DEMAND.

Next this daily demand is multiplied by the number of days in your ORDER CYCLE. That is the total of the number of days between scans (7 days if this Supplier is scanned weekly), plus the number of days it takes to receive the order (Recycle Time <#R> above). You may want to include a BUFFER FACTOR to allow for peak sales activity periods.

Next you will adjust this past demand by the percentage of ANTICIPATED CHANGE in sales over your base period. If you expect sales to be up 10%, multiply by 1.1 (110%).

Example: the "Calc Formula" $((\#1+\#2+\#3)/93)*(\#R+7)*1.2*1.1*(\#F/\#F)$ used on the Sample Flag Adjustment Report below, totals the units sold during January, February, and March; then divides by 91 days to get an average daily demand; then multiplies by the number of days Recycle time plus 7 days planned between scans; then multiplies by 1.2 to provide a 20% buffer; then multiplies by 1.1 to project a 10% increase in sales over last year; and finally multiplies this by the product of the original Flag divided by itself.

HINT - You may want to protect SKUs that had a Flag of Zero. You can stop Zero Flags from being changed automatically by dividing the original Flag by itself and multiplying at the end of your calc formula. (...#F/#F) Many merchants maintain items with a Zero Flag that are not intended to be re-ordered.*

Example: the formula $(\&0+\&1+\&2+\#13)/4*1.1*\#F/\#F$ will generate an ideal flag that adds the unit sales for the current month (#13), this same month last year (&0), and the sales of 11 and 10 months ago. The total is then multiplied by 1.1 to give a 10% increase factor. This sum is then divided by four to generate the average monthly demand, then multiplied and divided by the current flag to leave any ZERO flagged SKU still at zero, regardless of sales.

SAMPLE FLAG ADJUSTMENT REPORT

FLAG ADJUSTMENT SYSTEM <TRIAL RUN> CALC: $((\#1+\#2+\#3)/93)*(\#R+7)*1.2*1.1*(\#F/\#F)$
FIRST SKU: 900-0001 / LAST SKU: 900-0001 / SKU MASK: ???????? / STORE: All

SKU	DESCRIPTION	S.S.N.	AA	BB	CC	DD	EE	FF	TOTAL
900-0001	WIDGET	MPN 1234-9834	ORIG:	0	23	17	27	9	12 88
		NEW:	0	13	11	14	3	9	50
		# OSI:	0	1	0	3	2	0	6

The FLAG ADJUSTMENT SYSTEM prints out a separate line below the ideal flags showing the number of months with OSI set on per SKU. Therefore, a '3' would indicate that 3 of the 13 months had the OSI on, a zero would indicate that none of them were on. This is the number of OSI months, it does not indicate which months had OSI.

Sales histories based upon months where this SKU was out of stock may need to be manually adjusted to compensate for the true demand of the product which is not reflected in the Sales Forecasts. You must

decide if you need to adjust the projected Flag for this SKU. (A simpler method might be to go into the Inventory Quantity Screen and edit in your estimate for the true demand of that month.)

StockBoy recommends adjusting Flags on a monthly basis. However, you can run this module as often as you need. The Flag Adjustment Report should be run once prior to each Sales Season as an absolute minimum, for every SKU. (i.e. If your Marketing Seasons change every three months, then recalculate your Flags at least once every quarter.) Running this device more frequently will only improve your control and stock-turn rate.

The use of Relative Monthly Sales variables (&0 - &11) will have tremendous value on certain types of merchandise where the volume is consistent with seasons from year to year.

NOTE - Watch the LAST STOCK category in the Inventory Record for unusual re-stocking. The date will tell you if an item has been in-stock too long, indicating a flag too high. And the OSI (Out of Stock Indicator) will tell you if an item has been consistently out of stock when the new product arrives, indicating a Flag set too low.

SPECIAL ORDERS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	>
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	<u>PURCHASING</u>
7. System Utilities	
8. Master System Mainten	1. Purchase Orders
9. LOGOFF	2. Scan Batch
	3. Confirm Purchase Order
	4. Warranty Code Maintenance
	5. Supplier File Maintenance
	6. Flag Adjustment Report
	7. Special Orders >
	8. Price Tag Maker
	9. Main System Menu

Select: E dit Special Order M aster List or <ENTER> = Quit
--

The SPECIAL ORDERS section is designed to help you follow through with those Special Orders you need to order in just for a customer's special request. **StockBoy** has a unique procedure for you at the Sales Counter that also makes a copy of the Special Order and files it here. This is now your worksheet to follow-up ordering, and delivery of the goods ordered.

Note: Special orders may be re-called to the sales screen using the Services Menu. Many of the functions that special orders require are found in the sales screen recall section.

Select <M> to view a re-cap of the Special Purchase Orders that are "in process." **StockBoy** will ask if you want this list on the screen or on hard copy from the printer. Both reports are the same, whichever is more convenient at the time. The Master List will look like this:

CUSTOMER	SPO #	DOWN	COST	PEND	BALANCE
GEORGE EVANS	SPO-006	29.17	47.17	3	87.50
JACK PINCOCK	SPO-007	5.24	0.00	1	15.70
Total SPO's:		2			
Total Cost:		47.17			
Total Down:		34.41			
Total Pending:		103.20			
Press Any Key to Return					

Every item on this report is very straight forward in its use, giving you how many SPO's are in progress, how much revenue is pending, and whose orders are still in process. You can tell if an order is having problems by the SPO # column, if the break in the numbering sequence is significant then an order is being held up somewhere. Any "new" SPO's will show on this report with Zero Dollars in the Cost Column until someone has gone into the file in Edit Mode and looked at the SPO. Then the costs will be totaled here. The Pending Column contains the total lines of the SPO that have not been filled.

Total SPO's:	2
Total Cost:	47.17
Total Down:	34.41
Total Pending:	103.20

The four totals displayed at the end of the SPOs will include the total number of Special Orders on file, the total of all the costs from these orders, the total amount of the deposits, and the balance of the revenue still pending from these transactions. Press any key and you will return to the original question you encountered:

Select: Edit Special Order Master List or Quit

When you select the <E> for Editing option you will be asked for the name of the Special Order Customer you want to edit. As with the other name input prompts, you can enter the first few characters of the name and **StockBoy** will show you a list of the next eight names alphabetically following your string of characters. (Remember that these names will be alphabetized by the first character on the "Name" line of the ticket, UNLESS the special caret (^) was used to tell **StockBoy** to use another word in that line.) Select the customer that you want to edit and you will see that ticket displayed like this:

SPO-0005 MERL JONES INC.	MERL JONES
PO BOX 4532	SO HEIGHTS ROAD # 145
ATTN: PAYABLES	WAREHOUSE "J"
HOMETOWN, USA 00034	HOMETOWN, USA 00034

G-49237 10/06/93 12/01/93 UPS DELIVERY COD \$62.61

Stock #	Description	Qty	Retail	Ext	Ship	Cost	Date
01	900-0120 TENNIS BALL 3 - PAK	10	3.95	39.50	0	2.33	10/09
02	MISC TEAM PATCH 301-Q-NYL	20	9.95	199.00	0	0.00	

Select Line # or Delete Print Quit

This record is only a WORKSHEET for your convenience, therefore, you can delete any SPO from this file at any time you are finished with this information. It is, however, a good idea to delete the record only after the customer has picked up his Special Order or you have refunded the deposit. There is NO AUTOMATIC FACILITY TO DELETE OLD RECORDS!!! You will want to develop a Policy for this procedure.

SPO-0005 MERL JONES INC.	MERL JONES
PO BOX 4532	SO HEIGHTS ROAD # 145
ATTN: PAYABLES	WAREHOUSE "J"
HOMETOWN, USA 00034	HOMETOWN, USA 00034

G-49237 10/06/93 12/01/93 UPS DELIVERY COD \$62.61

The heading of the screen includes the SPO number and the customer's name and address, along with the shipping name and address. The information above the dashed line is not identified to save screen space, but includes: Customer's PO #, the date of the order, the promised delivery date, the shipping instructions, and the amount of the down payment.

Stock #	Description	Qty	Retail	Ext	Ship	Cost	Date
01	900-0120 TENNIS BALL 3 - PAK	10	3.95	39.50	0	2.33	10/09
02	MISC TEAM PATCH 301-Q-NYL	20	9.95	199.00	0	0.00	

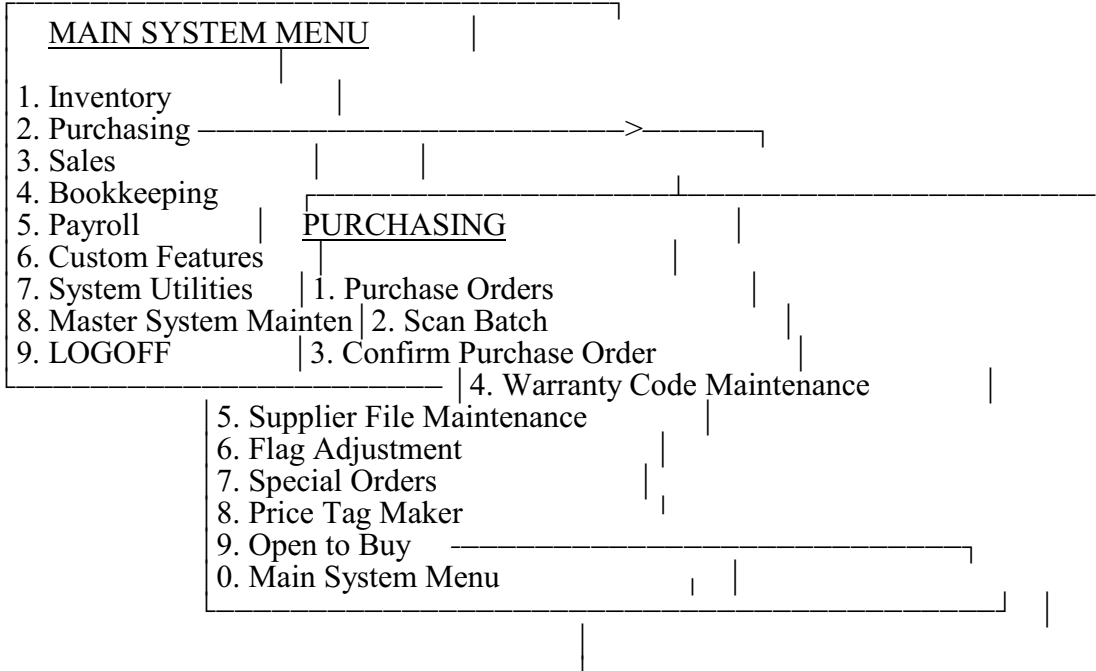
Edit: Description, Qty, Price, Shipped, Cost, Ordered Date |
<ENTER> = Quit

The cost will be automatically inserted by **StockBoy** if this was a valid stock item, if not you can put in the cost of the item, in sales units. Use the "Ordered Date" to indicate to yourself that this line item has been ordered from your supplier. This way you can easily tell which items are yet to be ordered.

Remember this is a "Worksheet" for you to keep track of the progress of the customer's special order. If used properly it will minimize your work and give you outstanding results. You are not forced to give the items ordered a valid stock number. However, if you do, you will be able to accumulate sales a history, showing which items are beginning to develop a trend that would suggest regular stocking.

If you choose, however, to maintain your own method of tracking Special Orders you will still need to come to this module at regular times and delete the records accumulated here.

OPEN TO BUY



THIS PROGRAM MUST BE INSTALLED BY CUSTOMER SUPPORT PERSONNEL. YOUR MENU MAY NOT HAVE THIS OPTION DISPLAYED!

The Open to Buy purchasing program is designed to assist those buyers who cannot practically utilize StockBoy's flag system for specific product lines. The OTB module will generate an estimated *purchasing budget* for a particular range of GL Codes, SKU's, and/or Supplier Codes. The OTB program will use information from a wide variety of other StockBoy data files to calculate the Open to Buy budgets, and therefore is most accurate when given the longest possible histories and time frames.

NOTE: The OTB program is simple to use, but is one of the more complex modules in the StockBoy system. It is available only by custom installation ... please contact your Customer Support personnel for details on charges and installation procedures. The trusted adage, "With computers, mistakes happen at the speed of light." is especially true with OTB. While the OTB modules DO NOT MODIFY ANY PURCHASING OR INVENTORY DATA, the answers can be misleading if the definitions are not complete or well thought out!

When accessing OTB profiles, the initial screen provides for displaying a complete list of existing OTB's in StockBoy's familiar 'next nine' fashion. To input a new profile, the screen prompts for the letter "N". The directory display begins alphabetically downward from your input. If you wish to see a listing of all OTB's that begin with the letter "F", you should enter "F". To view all profiles, enter "!".

As prompted on the screen, pressing "*" will generate a report that will printout a series of sequential OTB files.

The operator gives each OTB profile a file name for access. The name should not include any punctuation characters, but may include numbers and letters in any combination ... the name has a maximum length of 8 characters. The OTB name is the only way to access each OTB profile.

The profile consists of several definitions that the operator must input. These input fields define what range the profile covers, what methods of calculation will be used, etc.

<u>Open to Buy</u>	
OTB Name:	HARDWARE
A = Mode:	SKU Range
B = Start of Range:	8001-001
End of Range:	8001-199
C = Calculation Method:	GMROI
D = Cost of Goods %:	67%
E = Included Months:	JAN FEB MAR APR MAY
C alculate OTB E dit Header D elete OTB Q uit	

When inputting a new OTB file, you are stepped through each of the above prompts sequentially. When editing an existing OTB you can utilize the "E" Edit Header option to select the changeable fields. You may not change an OTB name ... but you can delete the OTB and re-create a new one with the name you'd like.

Mode. The mode has three options: "G" for GL Code "S" for SKU and "P" for Supplier Code. The Mode determines what range of information will be included in the OTB profile. If you wish to evaluate your purchasing by a range of consecutive GL Codes (GL Codes are GL Account numbers in the revenue section of your Income Statement that are determined by the GL code in each SKU's inventory record), you would choose "G". If your purchasing budgets are evaluated by a range of SKU numbers, "S" might be the logical Mode. You could also select a range of Supplier Codes as the Mode. Remember that the Mode will always involve a range of information ... a start and finish. You can setup an OTB to evaluate just one GL Code by establishing the start of the range and the end of the range as the same GL Code. You could also evaluate one SKU and/or one Supplier Code by making the start and end exactly the same.

The larger your Mode range, the longer the calculations will take. We suggest that you experiment with OTB profiles using small Mode ranges, just to keep the delays to a minimum.

When setting the Start of Range and the End of Range, you do NOT necessarily have to input a legitimate GL Code, SKU, and/or Supplier (depending upon the Mode). You could, for example, input SKU "8001-000" for Start of Range and "8001-999" for End of Range to cover the entire group of SKU's with the first four digits "8001" even though you do not specifically have either of the two SKU's in the example.

Calculation Method: The calculation method determines how the information will be calculated. The Mode tells the system what range of information will be examined, while the Calculation Method says HOW that data will be examined. Within each of the three possible modes there are two possible Calc Methods.

Mode: GL Code
 <G> = GMROI data file using GL Code entries
 = Bookkeeping data files using Income Statements

Mode: SKU Range
 <G> = GMROI data file using individual SKU entries
 <I> = Inventory data files using unit sales histories

Mode: Supplier Code
 <G> = GMROI SKU data file sorted by supplier code
 <I> = Inventory data files sorted by supplier code

If you do NOT have the GMROI system activated, your screen will not allow any options for Calculation Method. GMROI Calculation Method is highly recommended! Not only is the data available much faster, but it is likely to be more accurate. As the details of the calculation methods are explained below, this reasoning will become more obvious.

If you have GMROI activated by GL Code but not by SKU, the system will not let you select Mode SKU and Calc Method GMROI.

Cost of Goods Sold %: The COGS percentage is the global figure that each OTB profile uses to convert retail figures to cost figures. When discussing purchasing budgets, the ultimate Open to Buy answer must be expressed in terms of product COST; however, all figures that you input in the OTB process are input as RETAIL figures. The COGS percentage is the means for converting retail to cost. There is only one COGS percentage for each OTB profile, thus assuming that the range of SKU's, GL Codes, or Supplier Codes you're examining have a reasonable similarity in mark up. The OTB program can be asked to calculate the COGS percentage for you automatically. (see below)

Included Months: This is the final piece of critical data that the computer needs to know to perform open to buy calculations. The mode tells the system what information to gather, the calculation method tells the system which data files to gather the data from, and the Included Months targets which specific monthly data will be included in the calculation.

Open to Buy purchasing budgets are always based on a target sales period, in our example it's January through May. The system first asks you which month # is the start of your target sales period. Enter "4" for April, "11" for November, "7" for July, etc.

Next you're asked for the number of consecutive months in the target sales period. If you answer "4" you will see that the system will include your starting month and the next three months ... for a total of four months in the target sales period. In our example the answer was "5" ... JAN FEB MAR APR MAY.

You may start a target sales period towards the end of the year and 'wrap around' into January. You may include up to 12 months in your target sales period. The reason you must input a starting month is so that the OTB program can determine whether or not the current date is INSIDE the target sales period. If your current month is February (based on the system date/time), then you are in the second month of your target sales period and you're INSIDE your TSP. If you're buying for the fall, "SEP OCT NOV", then February is outside the target sales period. This is very important when calculating Actual Sales ... defined below.

Once you have input the base definitions of your OTB profile you can proceed to the actual calculation of the open to buy figure by pressing "C" Calculate OTB from the strip menu.

NOTE: You can always change your mode, range, method, COGS, and included months for any OTB profile. The data will, of course, have to be re-calculated using the new parameters.

	RETAIL	70.2% COST	
Anticipated Sales:	25,000.00	21,305.00	
Increase / Decrease Sales Estimate:	2,600.00	2,215.72	
Reserve for Future Purchases:	<5,000.00>	<4,261.00>	
Value of Existing Inventory:	<2,515.90>	<2,144.05>	
Value of Desired Ending Inventory:	3,000.00	3,000.00	
Actual Sales in Target Period:	0.00	0.00	
Purchases on Order for Target Period:	<8,602.70>	<7,331.22>	
Open to Buy:	14,481.40	12,341.05	
Last Calculated: 02/24/93			
C alculate	E dit Figures	P rint	Z ero Calc #s Q uit

The screen representation above shows how an OTB profile looks when calculated. Notice there are two columns, one for retail figures and the other for costs. Each dollar figure in the cost column is calculated by multiplying the cost percentage times the retail number (this is slightly different for the Purchases line ... to be explained later).

Let's discuss the strip menu first, then define each line on the OTB calculation screen.

Calculate. This option forces the program to calculate the Actual Sales line and the Purchases line, PLUS any of the following fields that currently have a zero amount: COGS percentage, Anticipated Sales, Existing Inventory. The last three, COGS %, Anticipated Sales, and Existing Inventory are OPTIONALLY calculated by the system. If there is a NON-ZERO number in them, they will not be re-calculated. (more details to follow)

Once the system has calculated these variables, it will not allow you to re-calculate them again without 1) exiting the OTB profile, or 2) editing a variable that will change the calculation totals. This is done to prevent accidental re-calculations that might waste several minutes of machine time.

When the program cannot positively determine whether or not the automatic calculation fields have been calculated, the screen will display the blinking message "MAY NEED CALCULATION". This will always occur when you first display the OTB calculation screen. The computer has to assume that each time you view the OTB screen that data might have changed that would affect the totals of Actual Sales and/or Purchases ... therefore the message blinks.

The system date is saved as the date LAST CALCULATED. This is handy reference when you access an existing OTB ... without the last calculation date you have no idea whether or not the screen needs to be re-calculated to take into consideration any recent data changes. All figures are saved when you exit the OTB screens.

Edit Figures. This option allows you to change the RETAIL values in any of the fields on the screen except Actual Sales and Purchases. The other five variables can be manually input and will be stored by the computer for later recall. When you re-examine an OTB profile at another time, these figures will remain where they were last saved. When you set Anticipated Sales or Existing Inventory to zero ... the computer will calculate answers automatically during the next "C" Calculation.

Whether or not you Calculate, the screen will always re-total properly following an edit. If you simply edit the Reserve, Increase/Decrease, or Desired Ending Inventory variables, the system does NOT have to recalculate. The totals will simply be updated on the screen.

Print. This option generates a one page printout that contains information identical to that on the screen. In addition, the printout will include data on Mode, Calc Method, Range, and Included Months for your reference.

Zero Calc #'s. Calc #'s are those variables that when set to zero will force the computer to automatically calculate them: Cost of Goods Sold Percentage, Anticipated Sales, and Existing Inventory. (Actual Sales and Purchases are always recalculated). Pressing the "Z" option will set these three numbers to zero so that the calculation process will generate numbers for all of these variables. This option has NO affect on any other variable under any circumstances!

Let's examine each of the OTB variables one at a time. Please keep in mind that positive numbers on the screen will add to the open to buy total, while negative numbers will reduce the OTB answer.

Anticipated Sales. This figure is input in terms of Retail dollars. When a zero is entered, the program will calculate the anticipated sales and leave that answer in this field at the conclusion of the Calculation process (option "C"). You may overwrite this answer with any number that you choose. The purpose of the calculation is to generate an approximation of your anticipated sales during the target sales period based on last year's performance. If you have no previous performance you may enter a figure that represents your best estimate. Anticipated Sales should represent the retail sales figure for your Mode (range of GL Codes, SKU's or Suppliers) for the target sales period. This figure is saved when you exit the OTB.

Anticipated Sales may be calculated in different ways depending upon the Mode and Calc Method. One factor is common to all Anticipated Sales calculations regardless of Mode or Method: when the target sales period includes a month that is the same as your current system month, the OTB calculation will ALWAYS use last year's figures (if available) and NOT the *current month* figures. This is to ensure that a complete month is evaluated rather than using Current Month figures which may only include a partial month's activity.

Mode: GL Code

Calc Method: Bookkeeping.

The system will locate the saved income statements for each month in the target sales period, if available, and will find the corresponding GL revenue accounts within the mode range. The revenues inside the GL code range will be added together to generate the Anticipated Sales total. If you have activated a Discount Mask, that mask will be used to locate the corresponding discounted sales revenue figures and these will be included in the calculation to reduce the total. This is done so that the Anticipated Sales will reflect any discounting done during the target sales period last year. No cost of goods sold is figured in here.

The income statement files that are used in this calculation have already been saved at the end of each bookkeeping month. If your target sales period calls for an income statement file that does not physically exist on the hard drive, that file will be skipped over without error and without notification. A list of existing income statement files can be displayed on the screen from the bookkeeping system's Comparative Income Statement printout program.

<G> GMROI. The system will locate the GL Code entries in the GMROI file that fall between the Start of Range and End of Range variables (inclusive), and will add the Revenue figures for the months in the target sales period. If there are no entries in the GMROI file for a GL code or for a particular month in the target sales period, no notice will be given and, of course, nothing will be added to the Anticipated Sales total. The GMROI option is superior because the actual revenues accumulated from the sales registers are stored in this file ... thus taking into consideration all discounts, overrides, sale prices, etc.

Mode: SKU Range

Calc Method: <I> Inventory Data.

Anticipated Sales is calculated by a FULL scan of the entire inventory data base, first checking to see if the SKU has a GL Revenue code within the Mode Range. If it does, the Unit Sales for each month in the target sales period is multiplied by the current Retail Price to generate a retail sales estimate. This method has a few obvious inaccuracies: 1) the total reflects the current retail price while using last year's unit sales history within the target sales period, 2) there is no consideration for discounting or price overrides, 3) there is no consideration for retail price changes or which units might have been sold at the Sale Price.

<G> GMROI. The system will locate the SKU entries in the GMROI file that fall between the Start of Range and End of Range variables (inclusive), and will add the Revenue figures for the months in the target sales period. The GMROI option is superior because the actual revenues accumulated from the sales registers are stored in this file ... thus taking into consideration all discounts, overrides, sale prices, etc.

Mode: Supplier Code

Calc Method: <I> Inventory Data.

Anticipated Sales is calculated identically to SKU range described above, except that only those SKU's are included that have a Supplier Code within the Mode range.

<G> GMROI. Anticipated Sales is calculated identically to SKU range described above, except that only those SKU's are included that have a Supplier Code within the Mode range.

Increase / Decrease Sales Estimate. This figure is input in terms of Retail dollars. It is not automatically calculated by the system. If you enter a number without using the '%' sign, the program will interpret your input as a dollar figure and display it on the screen. If you utilize a '%' sign, the program will interpret the preceding number as a percentage increase or decrease of the Anticipated Sales. For example, your Anticipated Sales is 100,000 ... if you input '5%' the computer will register '5000'. If you input '-10%' the computer will register '<10000>', if you input '723' the computer will register '723'. A positive number will increase the OTB final answer while a negative will decrease it. This figure is saved when you exit the OTB.

Reserve for Future Purchases. This figure is input in terms of Retail dollars and will always be forced to be NEGATIVE. This field is not automatically calculated. The purpose of the Reserve is to hold back a certain amount of funds for future purchases, so therefore it will always reduce the open to buy. As a practical example; your open to buy for the next product show indicates that you should spend \$50,000 for the next buying period ... you might set a reserve of \$10,000 to remind you to only obligate \$40,000 at the show. This figure is saved when you exit.

Value of Existing Inventory. This field may be automatically calculated by the program by setting it to zero. If calculated by the system, the answer will be the RETAIL PRICE extension of qualifying inventory AT THE PRESENT TIME. There is no way for the computer to estimate existing inventory at the beginning of the target sales period. The answer here will match the Retail Value of the same inventory items as printed on the summary sheet of an Inventory Report. The auto calculation might be used as a guideline for estimating the beginning inventory when your target sales period starts. The cost figure to the right is NOT calculated by adding the extensions of the INVOICE COST or BOOK VALUE ... it is simply the RETAIL figure times the COGS percentage!

Existing Inventory should ideally REDUCE the Open to Buy grand total so your manual input is forced to a negative number. When the amount is calculated by the system it will be negated automatically. If the system returns a POSITIVE number, your existing inventory extension is negative! That means that you have SKU's with negative quantities. These negative quantity on hand extensions ARE INCLUDED in the calculations!

Mode: GL Code. Calculation of Existing Inventory may take an *extended* period of time, as the system must scan the entire inventory looking for SKU's with GL Revenue Codes that fall within the Start Range and End Range.

Mode: SKU Range. Calculation of Existing Inventory involves only those SKU's within the Mode range, so the time spent is proportional to the number of SKU's in the range.

Mode: Supplier Code. Calculation of Existing Inventory will take slightly longer than with Mode SKU range. Since the system has a complete cross reference file for each SKU assigned to a given Supplier, the OTB program 'knows' which SKU's to look for during calculation.

Value of Desired Ending Inventory. This field is input in terms of Retail dollars, and is designed to represent the amount of inventory you wish to have at the conclusion of the target sales period. This figure is never calculated by the system and will INCREASE the open to buy grand total. If you anticipate that your inventory valuation will remain relatively consistent from the beginning of the target sales period to the end of the period, then perhaps the Existing Inventory Value and the Desired Ending Inventory value should cancel each other out. In the example above, the Desired Ending Inventory is +3000 while the Existing Inventory is <2515.90> ... this leaves a net increase to the Open to Buy total of 484.10. If you *inadvertently* leave Ending Inventory at zero, while there is a figure in Existing Inventory, you will be artificially REDUCING your Open to Buy. Remember, that if you set Existing Inventory to zero, the system will calculate an answer!

Actual Sales in Target Period. This field is NEVER input by the operator and is ALWAYS calculated fresh whenever the "C" for Calculation option is selected!

If the current system month (as shown at the top of all StockBoy screens) is inside the target sales period, that indicates to the computer that the target sales period is already underway and that any sales that have occurred since the first of the target period should be subtracted from the Open to Buy total. In effect, the Anticipated Sales for the period should be reduced by the actual sales already registered during the period. If the current month is outside the target sales period, this figure will show zero and no calculation time will be spent.

In our example, the target sales period is JAN FEB MAR APR MAY and the current system month is February ... this means that the Current Month sales and January's sales need to be subtracted from the Open to Buy calculation. This calculation involves different steps for the six mode and calc method possibilities:

Mode:GL Code

Calc Method: Bookkeeping.

The system will locate the saved income statements for each month in the target sales period that has elapsed (January and the Current Month Income Statement in our example), and will find the corresponding GL revenue accounts within the mode range. The revenues inside the GL code range will be added together to generate the Actual Sales total. If you have activated a Discount Mask, that mask will be used to locate the corresponding discounted sales revenue figures and these will be included in the calculation to reduce the total.

<G> GMROI. The system will locate the GL Code entries in the GMROI file that fall between the Start of Range and End of Range variables (inclusive), and will add the Revenue figures for the elapsed months (January and Current Month) in the target sales period. If there are no entries in the GMROI file for a GL code or for a particular month in the target sales period, no notice will be given and, of course, nothing will be added to the Actual Sales total.

Mode: SKU Range

Calc Method: <I> Inventory Data.

Actual Sales is calculated by a FULL scan of the entire inventory data base, first checking to see if the SKU has a GL Revenue code within the Mode Range. If it does, the Unit Sales for each elapsed month in the target sales period (January and Current Month in our example) is multiplied by the current Retail Price to generate the Actual Sales estimate.

<G> GMROI. The system will locate the SKU entries in the GMROI file that fall between the Start of Range and End of Range variables (inclusive), and will add the Revenue figures for the months that have elapsed in the target sales period (January and Current Month in our example).

Mode: Supplier Code

Calc Method: <I> Inventory Data. Actual Sales is calculated identically to SKU range described above, except that only those SKU's are included that have a Supplier Code within the Mode range.

<G> GMROI. Actual Sales is calculated identically to SKU range described above, except that only those SKU's are included that have a Supplier Code within the Mode range.

Purchases on Order for Target Period. This field is NEVER input by the operator and is ALWAYS calculated fresh whenever the "C" for Calculation option is selected!

The Purchases field derives its data from the StockBoy purchase order data base, so therefore it is calculated at the COST contained in each purchase order. For this field only, the calculation total is stored in the COST column and the RETAIL column is obtained by dividing the cost by the COGS percentage. (Just backwards from all other fields) The Purchases field will REDUCE the open to buy total and is shown as a negative number.

The system calculates this total by scanning the entire purchase order data base and determining which PO's have the REQUIRED DATE falling inside the target sales period. The Purchase Order required date is NOT EVALUATED FOR THE YEAR! If the PO required date is month #4, then that PO will be involved in the calculation for an OTB file that includes April in the target sales period...even if the required date is 04/01/33 or 04/01/99!!! This feature removes any confusion about purchase orders that might take over a year to arrive ... if the month for the PO is in the target sales period it will be included. The date of the PO is not considered ... only the REQUIRED DATE is examined. If the required date is omitted on a PO header, that PO WILL BE INCLUDED.

Once a qualified PO has been found, its individual line items are scanned to see if the SKU's match the Mode criteria: GL Code range, SKU range, or Supplier Code. If a SKU line falls between the Mode Range limits, the extension of the quantity on order and the cost will be added to the Purchases field. The accumulated Purchases is placed in the COST COLUMN, then the RETAIL purchases is calculated by dividing the COST by the Cost of Goods Sold percentage.

Cost of Goods Sold Percentage. This field is accessed from the 'header' screen, but is one of the three variables that can be manually set to zero to force the computer to calculate an answer for you. The COGS percentage is calculated at the same time and in the same manner as the Anticipated Sales. Whatever months are included in the Anticipated Sales are also included in the COGS percentage.

When using a GMROI calculation method, the total COGS is taken from the GMROI COGS field for the appropriate months, then that total is compared to the Anticipated Sales to generate the COGS percentage. Remember that GMROI is accumulating costs based on BOOK VALUE at the time of the sale.

When using Bookkeeping calculation, the system checks to see if a COGS mask has been utilized. If the mask contains NO "?" characters, NO COGS PERCENTAGE CAN BE COMPUTED. This situation means that all COGS from the daily sales registers are being written to one GL account, which is unacceptable for this calculation. If the mask has "?" characters in it, then each time the system finds a matching GL account during its calculation for Anticipated Sales, it will use the mask to find the corresponding COGS account and add that to the grand total Cost of Goods Sold. The COGS is compared to the Anticipated Sales to derive the COGS percentage.

When using Inventory calculation method, the system mirrors the calculation of Anticipated Sales, but uses the Unit Sales times the Invoice Cost to build the grand total cost of goods sold. This accumulated COGS does NOT include freight cost and does NOT involve BOOK VALUE. Invoice cost is used because that is the cost that will appear on future purchase orders. The accumulated COGS is compared to the Anticipated Sales to derive the COGS percentage. This method will differ from the GMROI calculation because it uses Invoice Cost not Book Value, and uses the same cost for the SKU throughout the entire target sales period ... not reflecting changes in cost that GMROI takes into consideration.

StockBoy's AUTOMATIC SOQ and SPLITTING PROCEDURE

HOW THE SCAN WORKS

The following is a detailed description of the SCAN process. The system maintains an index of the SKUs that are marked in the record as 'belonging' to this Supplier. The system goes to the Supplier's index and then looks up each SKU record in the index. The system then determines how many are needed at this time. This is then the SOQ that is placed on the PO.

NOTE - Since your system utilizes this Supplier Cross Reference File it is possible for the system to locate each record much faster. This also eliminates the requirement many other systems have that forces them to group all products from a supplier together by including a supplier code inside the actual SKU.

Now let's step through the actual process the system goes through when it accesses a SKU record and how it determines the SOQ. It is very straight-forward in its approach, but there are a couple of automatic steps that you will want to be aware of.

RAW NEED

After the system accesses the SKU record the system must determine each Store's individual raw NEED. The system's SOQ Formula is "FLAG minus QUANTITY ON HAND minus QUANTITY ON ORDER equals the NEED" (see Example #1.0).

Example #1.0

Store	AA	
Flag	5	+5
Qty On Hand	1	-1
Qty On Ord	1	-1
Store Need	3	3

STORE SOQ

Next the STORE'S SOQ is generated from this Need. If the Need is a negative amount the Store SOQ becomes zero for that Store (See Ex 1.1 - Store BB). If the Store Need is a positive amount it is rounded to even multiples of the Distribution Pack (Factory Pack if this PO is for a single store), which becomes this store's SOQ for this SKU.

TOTAL SOQ

TOTAL SOQ for a Purchase Order line is then computed by totalling all positive Store SOQs, and rounding it up to the next even multiple of the Factory Pack.

Example #1.1 Distribution Pack = 2 Factory Pack = 24

Store	AA	BB	CC	DD	EE	Totl	
Flag	5	3	2	2	5	17	
Qty On Hand	1	1	(-2)	2	1	6	
Qty On Ord	1	3	0	0	2	7	
Raw Need	3	(-1)	2	0	3	7	
SOQ	4	0	2	0	4	24	<== This line rounded
SOQ Dist							& Factory Packs.

for Distribution

NOTE - When doing a purchase order scan (including batch scans) the system does not consider negative quantity on hand figures. The scanning system will make it's need determination based upon a quantity on hand of either zero (0) or the actual quantity on hand, whichever is larger. Therefore, if you have -2 on hand with a flag of 2, the system will generate a Suggested Order Quantity (SOQ) of only 2, not the 4 you might expect. This eliminates potential errors in your SKU Records from being compounded in the ordering process. (See Example 1.1 - Store CC)

AUTOMATIC SPLITTING

Next the system will automatically split the amount placed on order in the following manner. Let's continue with the situation above, we have a Need of 8 positive units (since the negative unit became zero) and a Distribution Pack of 2 with a Factory Pack of 24. Now each Store's SOQ is filled first. What is the system going to do with those 14 extra units? Watch the "SOQ Dist" line of the example.

Example #2.1 Distribution Pack = 2 Factory Pack = 24

Store	AA	BB	CC	DD	EE	Totl	
Raw Need	3	(-1)	2	0	3	8	
SOQ	4	0	2	0	4	24	SOQ Remaining
SOQ Dist	4		2		4	10	

to Split = 14

PRO-RATA DISTRIBUTION OF EXCESS

If the SOQ still has a positive quantity after filling the stores SOQs, the system will distribute the remainder Pro-Rata, in full Distribution Packs, to those stores with a positive Store SOQ. For example: Store AA, above, is getting 40% of the Store SOQs. The remainder is 7 Distribution Packs, so the system will ADD 40% of the Distribution Packs to Store AA's SOQ. 40% of 7 Distribution Packs is 2.8, so store AA will get an additional 2 Distribution Packs (4 Sales Units). Store CC will get 1 additional (20% = 1.4 Dist Pack=2 Sales Units), and store EE will get 2 extra Distribution Packs (4 Sales Units).

Example #2.2 Distribution Pack = 2 Factory Pack = 24

Store	AA	BB	CC	DD	EE	Totl		
Need	3	(-1)	2	0	3	8		
SOQ	4	0	2	0	4	24	SOQ Remaining	
SOQ Dist	8	0	4	0	8	20		to Split = 4

STORE STOCKING PRIORITY DISTRIBUTION OF EXCESS

Since the "Pro-Rata Distribution" will only distribute whole Distribution Packs. If there is the possibility of an amount still remaining from the fractional amounts that did not get distributed. In our example we still have 2 Distribution Packs (4 Sales Units) to split out. Now the "Store Stocking Priority" schedule is activated. The remaining quantity left to split is added, one Distribution Pack at time to each store, that has a Flag greater than zero for this SKU, in the order they are listed, until the remaining amount is completely split out to the stores.

NOTE - Assume Store Stocking Priority is set to: = AA BB CC DD EE. Based upon the general sales volume of each store. The Store Stocking Priority List is set in Master System Maintenance, System Level Options, Software Configurations.

Example #2.3 Distribution Pack = 2 Factory Pack = 24

Store	AA	BB	CC	DD	EE	Totl		
Need	3	(-1)	2	0	3	8		
SOQ	4	0	2	0	4	24	SOQ Remaining	
SOQ Dist	10	2	4	0	8	24		to Split = 0

In Example 2.3 you can see that Store AA received 1 additional Distribution Pack of 2 Sales Units each. Notice that Store BB also received one Distribution Pack of 2 Sales Units. The "Store Stocking Priority" may send some merchandise to stores that do not have a need.

Because store BB was second on the Priority List (it has the second largest overall sales volume and can absorb extra stock better than those lower on the list) and it had a positive Flag, it received a Distribution Pack even though it had Zero SOQ. The "Store Stocking Priority" module continues this process until all extra product has been distributed.

Notice that Store CC did not receive any extras even though it had a positive SOQ, because the extras had all been distributed and there were none left. This leaves the new SKU status in a slightly "Over-Stocked" condition. As you can see in Example 2.4.

Example #2.4 Distribution Pack = 2 Factory Pack = 24

Store	AA	BB	CC	DD	EE	Totl		
Flag	5	3	2	2	5	17		
Qty On Hand	1	1	(-2)	2	1	6		
Qty On Ord	11	5	4	0	10	30		
Raw Need	(-7)	(-3)	(-2)	0	(-6)	(-18)	15 Sales Units	

overstocked

Remember that the "Over-Stock" condition exists, at this point, only in the On Order column. By the time the merchandise arrives you may find a totally different situation. However, your Buyers should be running reports on a regular basis to help them find situations where an incorrectly set flag is triggering over-supply to the rest of the stores.

The remedy to an "over-stock" situation can be two fold. First, if this is just a once in while occurrence, use your Scramble or Store Transfer procedures to readjust the product positioning. And re-evaluate your Flags to see if you can set them better.

Second, if this is starting to become a pattern, manually set the Flag to accommodate this SKUs unusual behavior. The system will function for the majority of the SKUs, but it is to be expected that there will be those items that do not neatly fit into typical patterns. That is why this system is equipped with an Intelligent Buyer Device - YOU!

MANAGE THE EXCEPTIONS, NOT THE REGULAR PERFORMERS

Through regular use of the Report Generator you can establish a series of reports that will help you find the SKUs that need more care than the machine can provide. This way you can use more of your time with the items that need the personal touch, and let the system tend those items that are performing 'normally.'

If you notice that you are doing a lot of 'husbanding' in a group of SKUs or Supplier, run the Flag Adjustment System to reset the Flags. It only takes a few minutes and will save you tons of time, while it magnifies your productivity!

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