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About Polaris Systems

Polaris Systems owns and publishes the Polaris business management system for re-manufacturers, re-builders and parts distributors. The company provides computer hardware, software, training and on-going support services to customers located throughout North America. Polaris Systems is organized into four primary groups.

Software Engineering & Development

The engineering team continually enhances the application software to maintain its market leading position. Ideas for enhancements are solicited from the management team and customer base. Projects are prioritized with input from the Client Advisory Board, which is made up of customers elected by client base at the annual user conference. Polaris Systems has historically issued 2 new releases of Polaris per year. New releases of the software are distributed to all customers subscribing to the annual maintenance program. Software releases are accompanied by release control notes and documentation on diskette in Microsoft Word format.

Help Desk and Technical Services

The company maintains a full time technical services staff to operate the Help Desk, a response center for assisting customers experiencing system problems. The Help Desk provides single call, front line support for all hardware and software questions or problems that periodically arise. An on-line support management system tracks open calls to ensure appropriate follow through. The help desk has sophisticated communications equipment integrated into the support tracking system, allowing technical services representatives to even dial into a customer's system to help diagnose a problem. Toll free telephone and fax numbers are provided to customers subscribing to the annual maintenance program.

Account Management and Consulting Services

Polaris Systems understands that the best software in the world is of little value until it is integrated into your company's operating procedures. Accomplishing this requires more than classroom training, so Polaris Systems offers an Account Management program with full-time project managers to help you during implementation, re-implementation, or reconfiguration of the software as your business changes. The account managers provide "roll up the sleeves" one-on-one consulting services at your place of business. Working at your site, our consultants can help you map the capabilities of the software with your business procedures and requirements for more effective utilization of the system. Account Management services are not just for new implementations, every customer can purchase account management services for any project related to the use of the Polaris software.

Sales and Marketing

The sales and marketing staff are responsible for matching your needs and goals to the capabilities of the Polaris software, and ensuring that customer and management expectations are clearly defined and met. Polaris Systems publishes a standard price list that is applied consistently.

Our Customers

Polaris Systems supports customers located throughout the US and Canada. All of our customers are affiliated with the automotive / heavy duty industrial / diesel and performance racing industries. We are active members of ADS, AERA, APICS, APRA, APAA, PERA, PRI and RIC1. A small sample of our customer base includes*:

Engine Re-builders	Electric Re-builders	Heavy Duty Re-builders
Central Distributors	Service Dealers	Productions Re-manufacturers
Job Shops	Racing Shops	Light Manufacturing
Heavy Duty Distributors	Parts Distributors	Drive Line Remanufacturing

Software Products

Polaris is a fully integrated suite of remanufacturing, shop floor control, distribution and financial applications, including:

Order Processing	Accounts Receivable	Inventory Control
Purchasing	Replenishment	Shop Floor Control
Labor Tracking	Job Cost	Production Management
Accounts Payable	General Ledger	Job Status Tracking

Several unique capabilities are provided to specifically serve the needs of our target markets, namely:

Casting / VIN tracking	Core Management	Fleet Reporting
Kits & Assemblies	Warranty Processing	OEM Cross Reference
Electronic price updating utility	Interchanges & Alternate suppliers	AERA PROSIS spec's integrated with job tickets / travelers

The software products are very flexible and capable of handling numerous business situations differently, based on your preferences and business policy.

Customer Services

Polaris Systems offers on-site implementation assistance and training, on-going consulting, toll-free help desk, and regular new releases under our maintenance program.

Implementation Services

Every new account is assigned an Account Manager who is responsible for coordinating all aspects of your implementation, marshalling technical and application expertise as required to ensure an effective implementation and smooth transition. The implementation process is well-organized and proven effective in many customer sites.

The heart of the implementation process is a series of facilitated "applied workshops" where your account manager and project team establish a prototype of every business process in your organization in a conference room pilot. The system is progressively set up until the "model" emulates your desired business processes completely. The conference room pilot approach reduces risk of cost overruns and delays, and delivers an early proof statement that the anticipated business benefits will be achieved. Your sales representative will provide detailed implementation steps and plans.

Help Desk Operations

The Help Desk operation provides toll-free access to answer questions and handle occasional problems as they arise. The help desk is staffed with full-time experienced personnel, using an on-line call tracking system that ensures your call is resolved in an effective manner.

Customer User Group

The Polaris Systems User Group is a non-profit independent association of Polaris Systems customers. The formation of the User Group was encouraged by the company to provide a structure to promote customer driven prioritization of enhancement requests and participation in the software development process. The User Group meets annually in Greensboro, NC. The annual conference offers seminars and workshops designed to promote peer interaction and training.

Regular Software Updates

The annual maintenance program includes distribution of all new releases containing technical updates and improvements to the software programs. Every customer can submit enhancement requests, which are then grouped and prioritized with the executive board of our User Group.

Learning more about Polaris Systems

Polaris Systems can travel to your site for a plant or warehouse tour and software overview to determine the preliminary fit. For mutually attractive opportunities, we also conduct a series of one-on-one workshops at our offices in Greensboro, NC, or your place of business. The workshops are intended to provide a thorough demonstration of the software and its ability to meet your specific business requirements.

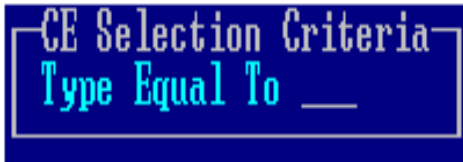
Section 1 Code Descriptions

Code Description Maintenance is where system codes are entered and maintained for use throughout the system.

Operating Procedure

Process Name: CD.MAINT

Control Menu
Code Descriptions



Type Equal To *F3*
Enter the two-letter code description.

Type
The Code Description type automatically loads based on your input at the selection criteria prompt.

Chapter 1 'AN' Alternate Manufacturers

Code Descriptions 'AN' Overview

The purpose of Alternate Manufacturer codes is to enter the codes used to identify your Alternate Manufacturers. Alternate Manufacturer codes are used as a sales tool, which enables you to cross-reference your part numbers with other manufacturer's part numbers.

Alternate manufacturer part numbers can be printed on any necessary documents (i.e. invoices, packing slips, credit memos). Customers may send you their orders with only their part numbers listed. Polaris's Alternate Manufacturer Codes facility makes it easy to do business with these large buyers and manufacturers by enabling you to quickly cross-reference your part numbers with their part numbers.

Your alternate manufacturer's part numbers are entered using the Alternate Manufacturers utility, which is available in your Inventory Maintenance program. When an alternate manufacturer's part number is entered, a "cross-reference" to your part number is automatically generated. That means you can enter the alternate number (during a part sale or inquiry) and the system automatically cross-references back to your part number.

Below is how 'AN' codes are used in conjunction with your inventory items.

	ABC1234	
Alternate Part#		<u>Vendor List</u>
00234		CATERPILLAR
12203		SCHWITZER

These are your Alternate Manufacturers' part numbers.

These are your Alternate Manufacturers.

Enter an 'AN' code here and the alternate's name displays. You may access your alternate manufacturer numbers, for any part, during Order Entry. By performing a Part Inquiry (function 'PI') on a particular part, you can view that part's alternate manufacturer numbers.

Enter as many Alternate Manufacturer codes as you would like. If you choose to use the alternate manufacturer numbers procedure, you are required to assign each a sequential number, a long description, and a three character short description.

Operating Procedure

Nbr *F1* *F3*
Assign each 'AN' code a number. Begin your numbering at '1' without breaking sequence.

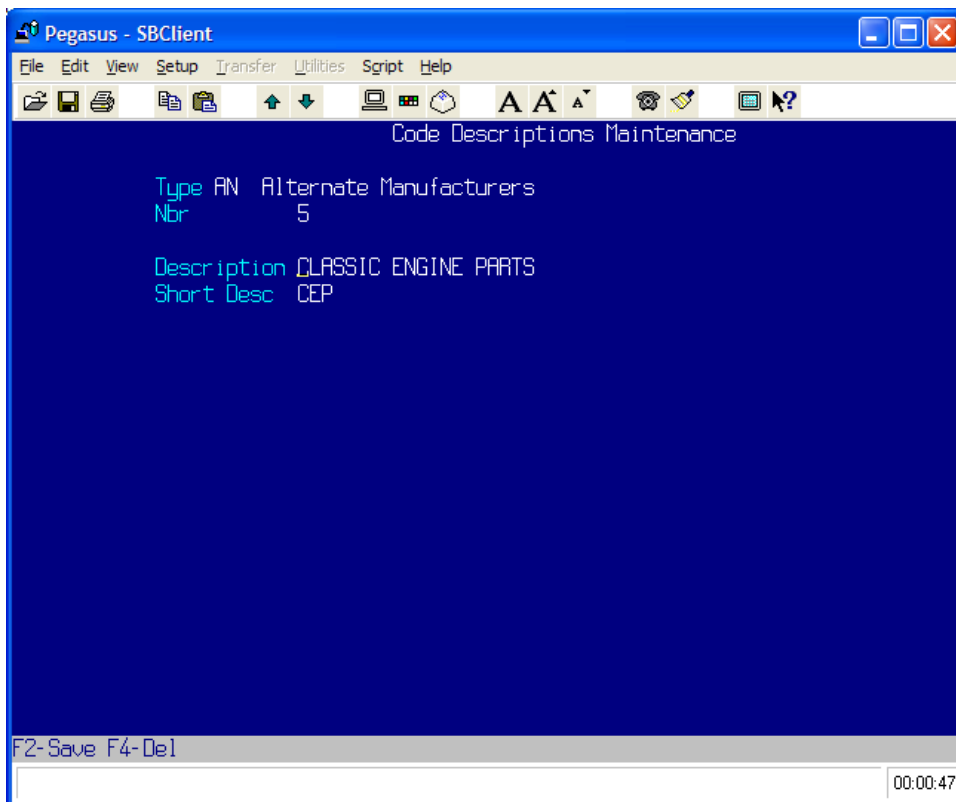
Description
Enter the alternate manufacturer's name.

Short Desc
Enter the alternate manufacturer's short description. Try to keep the short description as close to three characters as possible.

Depress F2 to save the record.

You may not duplicate any of the short codes. If duplication occurs, an error message displays.

Code Descriptions 'AN' Screen



Sample Alternate Manufacturers

<u>Nbr</u>	<u>Description</u>	<u>Short Desc</u>
AN1	SCHWITZER	SCH
AN2	INTERNATIONAL	INT
AN3	ROOSAMASTER	RSM

Chapter 2 'IC' Inventory Classifications

Code Descriptions 'IC' Overview

The purpose of the Inventory Classification Code Description file is to enable you to define various categories of inventory for sales analysis and purchase ordering.

Inventory classifications also provide you with the flexibility of listing your inventory by its classification. This is very useful in sales analysis. For example, you may wish to see the total dollar amount of camshafts sold in the past six months. This capability also lends itself well in making important purchase ordering decisions. You may also create purchase orders by inventory classification. Give each inventory category a unique description and a unique short description. For example, a unique inventory category description may be 'CAMSHAFT', with a corresponding unique short description of 'CAM'.

Operating Procedure

Nbr *F1* *F3*
Assign each IC code a number. Start with '1' and sequentially number.

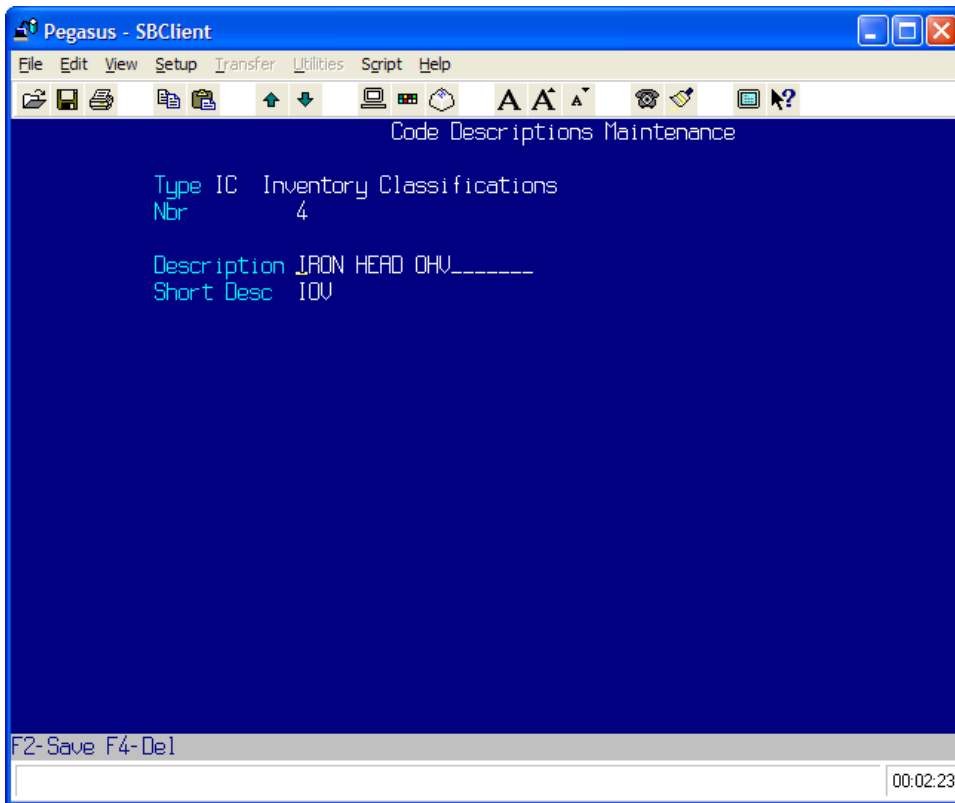
Description
Enter a description of this inventory class. (i.e. CAMSHAFT)

Short Desc
Enter a short description of this inventory class. (i.e. CAM)

Depress F2 to save the record.

You may not duplicate any of the short codes. If duplication occurs, an error message displays.

Code Descriptions 'IC' Screen



Chapter 3 'IT' Invoice Terms

Code Descriptions 'IT' Overview

The purpose of the Invoice Terms Code Description file is to define the various payment terms you apply to customer orders.

Invoice Terms codes enable you to assign specific payment terms to each of your customers. These codes give you the flexibility of providing favorable payment terms to your preferred customers, while assigning other terms to your other customers.

Each customer you establish in your Customer Master file (Customer Maintenance) is assigned an Invoice Terms code. This is a required entry in the customer file. However, any Invoice Terms code you specify for a customer may be overridden at Order Entry with another Invoice Terms code. The Invoice Terms you establish are displayed on Accounts Receivable statements and invoices. They are also used in processing your Aged Trial Balance reports and some Customer Sales reports.

Each Invoice Terms code you establish requires a unique code number, a unique description, and a unique short description. Also, specify any discount allowed if payment terms are met, and a payment period.

The terms payment period may be either a day of the month, (i.e. 10th) or a number of days from your invoice date.

For example, if you specify a discount of 3% with a corresponding payment period of 15, this customer receives a 3% discount off the invoiced total if paid within 15 days of the invoice date.

Also, specify a related Accounting Group. This entry is used in the production of sales journal reports and is used to group customer's sales by Invoice Terms. Related Groups are A/R (Accounts Receivable), and B/C (Bankcard), CASH and COD. During the computer's Nighttime processing, the related group field on each order record is referenced. This tells the computer whether or not to write invoice amounts to the Accounts Receivable File. A related group of A/R or COD causes an order's total to be written to the Accounts Receivable file.

IMPORTANT NOTE

Do not change any of the preset IT codes! You may add additional ones, but do not change the original codes. Also, only use one code with related terms of CASH, (IT10).

Operating Procedure

Nbr **F1** **F3**
Assign each IT code a number.

Description
Enter a description of this Invoice Term (i.e. CASH, BANKCARD, NET10TH).

Short Desc
Enter a short description of this Invoice Term (i.e. CSH, BC, NET10).

Discount Percent **F1**
Enter a discount amount that will be calculated on the invoice amount if the terms payment period is met.
Note: A discount percentage may only be used on A/R related terms.

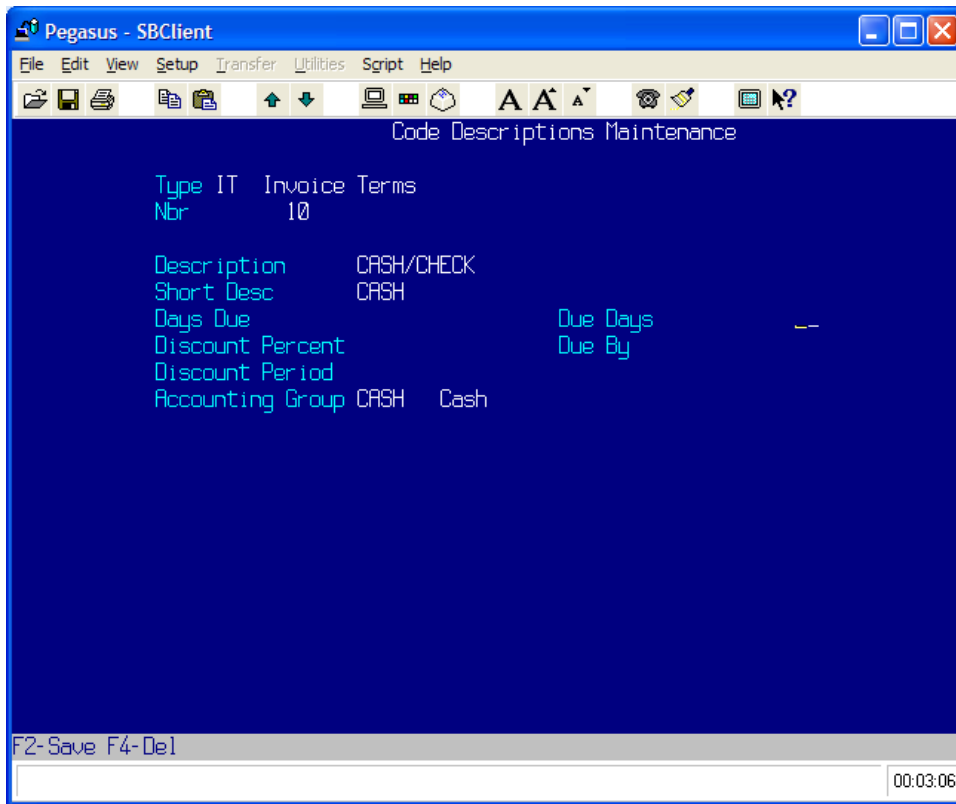
Discount Period **F1**
 Enter a payment period in days or specify a day of the month.

Accounting Group **F1 F3**
 Enter a related group name for this Invoice Term (i.e. CASH or COD). Remember, this is an important entry and is used in processing sales journal reports and updating the Accounts Receivable file. Valid entries are: CASH, COD, B/C, A/R.

Depress F2 to save the record.

You may not duplicate any of the short codes. If duplication occurs, an error message displays.

Code Descriptions 'IT' Screen



Sample Invoice Terms

<u>Nbr</u>	<u>Description</u>	<u>Short Desc</u>	<u>Accounting Group</u>
IT10	CASH/CHECK	CASH/CHK	CASH
IT20	COD	COD	COD
IT21	COD – COMPANY CHECK ACCEPTED	COD(CASHORCO.CK)	COD
IT22	COD – PERSONAL CHECK ACCEPTED	COD - PERSONAL CHECK	COD
IT23	COD – TEMPORARY	COD - TEMPORARY	COD
IT30	NET10TH	NET10TH	A/R
IT31	2%10TH NET 30	2%10NET30	A/R
IT50	BANK CARD	BANKCARD	B/C

Chapter 4 'JT' Job Types

Code Descriptions 'JT' Overview

The purpose of the Job Type Code Description file is to define the various ways you bill out customer orders that are done in your rebuilding shop. (The JT codes only need to be setup, and will only be used if you are a rebuilder.)

Job Type codes are used to define billing categories such as Flat Rate, Time and Materials, Warranty, etc. The Job Types you define are used for shop reports and should be tailored to your unique requirements. Job Type codes are referenced and their contents are displayed on shop orders, invoices, and job tickets. They are also used in building job detail statistics for the Daily File Update report, and the mechanics Stock Work report. Each Job Type code you enter requires a unique code number, a unique description and a unique short description. For example, a unique description may be 'FLAT RATE', with a corresponding unique short description of 'FR'.

Operating Procedure

Nbr

F1 F3

Assign each 'JT' code a number. Begin your numbering at '1' without breaking sequence.

Description

Enter a unique Job Type description (i.e. Flat Rate, Time and Material, etc.)

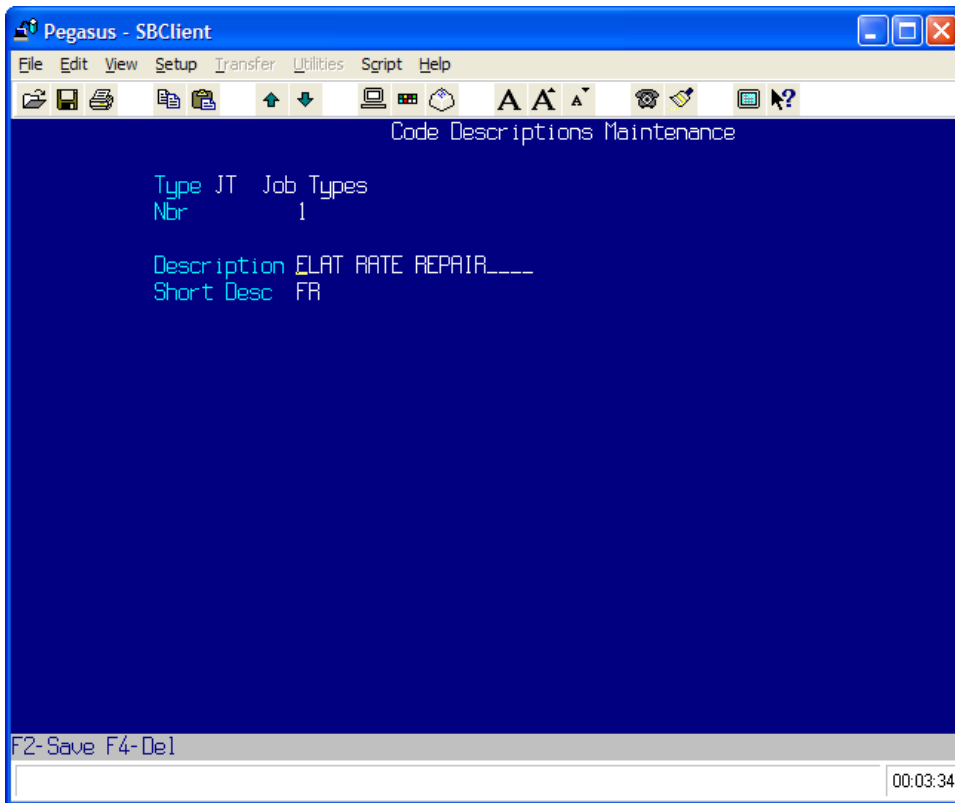
Short Desc

Enter a unique Job Type short description. (i.e. FR, TM, etc.)

Depress F2 to save the record.

You may not duplicate any of the short codes. If duplication occurs, an error message displays.

Code Descriptions 'JT' Screen



Sample Job Types

<u>Nbr</u>	<u>Description</u>	<u>Short Desc</u>
JT1	FLAT RATE	FR
JT2	TIME & MATERIALS	TM
JT3	ROAD WORK	RW
JT4	EMERGENCY WORK	EW
JT5	WARRANTY	W

Chapter 5 ‘MC’ Memo Classifications

Code Descriptions ‘MC’ Overview

The purpose of the Memo Classifications Code Descriptions file is to identify and enter Memo Classification codes and define reasons for issuing credit memos.

Memo Classification codes enable you to define reasons for customer returns. They provide you with the flexibility of grouping your merchandise returns into specific categories. Memo Classification codes are used to categorize customer returns during Credit Memo Entry. They are also used in generating Return Summary Reports. Each Memo Classification code you establish requires a unique Memo Classification code number, a unique description, and a unique short description. Also, specify whether this Memo Classification code causes a returned item to be posted to inventory automatically. For example, if a customer returned an item because it was defective, then you would assign the credit memo a classification of "defective parts return", and the item would NOT post back into the inventory.

Operating Procedure

Nbr *F1* *F3*
 Assign each ‘MC’ code a number. Begin your numbering at '1' without breaking sequence. Several ‘MC’ codes are predefined in the system. You may use those already setup, modify them and add additional codes, if necessary.

Description
 Enter a description of this MC code (i.e. defective part or warranty replacement).

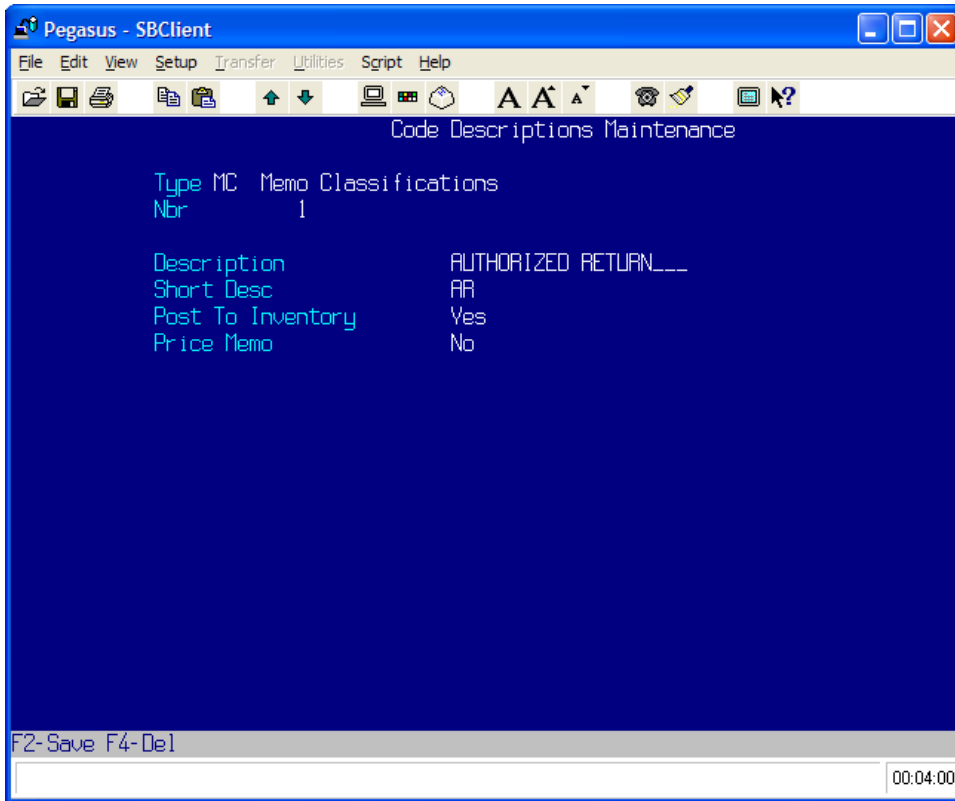
Short Desc
 Enter a short description of this MC code (i.e. DP or WR)

Post To Inventory
 Enter 'Y'es if you want this returned item to be posted to inventory. If you do not want the returned item to be posted to inventory, enter 'N'o.

Depress F2 to save the record.

You may not duplicate any of the short codes. If duplication occurs, an error message displays.

Code Descriptions 'MC' Screen



Preloaded Memo Classifications

<u>Nbr</u>	<u>Description</u>	<u>Short Desc</u>	<u>Post To Inventory</u>
MC1	AUTHORIZED RETURN	AR	YES
MC2	DEFECTIVE PARTS RETURN	DFR	NO
MC3	STOCK ADJUSTMENT RETURN	SAR	NO
MC4	MISCELLANEOUS ADJUSTMENT	MA	NO
MC5	PRICE CORRECTION	PC	NO
MC6	WARRANTY REPLACEMENT	WR	YES
MC7	CONSIGNMENT MEMO	CM	YES
MC8	BAD DEBT WRITE-OFF	BD	NO
MC9	SERVICE CHARGE ADJUSTMENT	SC	NO
MC10	REFUSED COD	RC	YES

Chapter 6 'PC' Pricing Descriptions

Code Descriptions 'PC' Overview

The purpose of the Pricing Descriptions is to define the standard pricing levels you use for customer sales.

Each of your customers is assigned a pricing code. (See Customer Maintenance).

A customer may be given a standard price "across the board", or standard price +/- a percentage, for all products purchased. You may name your standard prices any way. Possible suggestions are: Cost, Jobber, Dealer, Fleet, and List. Polaris requires that you establish at least two price codes. Most customers take full advantage of the price codes and use all five. Polaris uses these pricing codes in several ways. These codes are used in the construction of pricing tables (See Price Table Maintenance), pricing escalators for inventory items, (See Escalator Maintenance), inventory quantity discounts, and deferred pricing methods.

Each price code requires a description, short description, and a one-character description. For example: a description may be 'DEALER', a Short Description 'DLR' and a one-digit description of 'D'.

Operating Procedure

Nbr

F1 F3

Assign each pricing description code a number. Begin your numbering at '1' without breaking sequence. Price code number '1' MUST be your replacement or actual cost. *Remember:* FIVE CODES MAXIMUM.

Description

Enter a description of a price code. (i.e. COST)

Short Desc

Enter a short description of your price code. (i.e. CST)

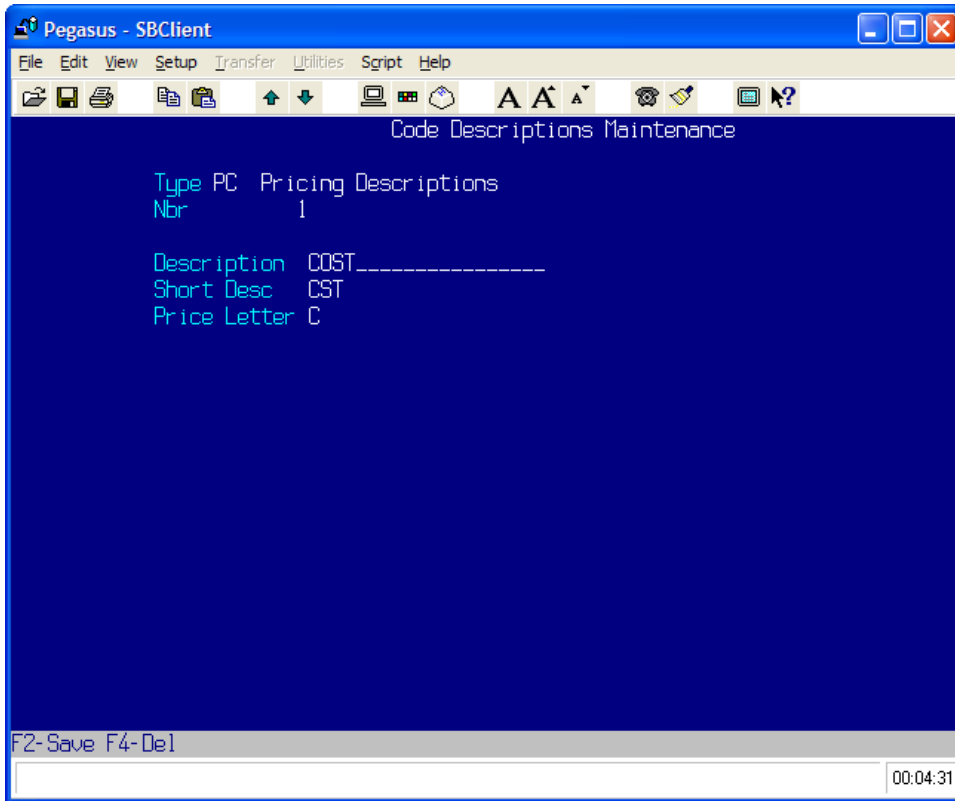
Price Letter

Enter a one-digit description of your price code. (i.e. C)

Depress F2 to save the record.

You may not duplicate any of the short codes. If a duplication occurs, an error message displays.

Code Descriptions 'PC' Screen



Preloaded Pricing Descriptions

<u>Nbr</u>	<u>Description</u>	<u>Short Desc</u>	<u>Price Letter</u>
PC1	COST	COS	C
PC2	JOBBER	JBR	J
PC3	DEALER	DLR	D
PC4	FLEET	FLT	F
PC5	LIST	LST	L

Chapter 7 'SC' Special Charges

Code Descriptions 'SC' Overview

The purpose of the Special Charges Code Description is to define special charges, which are added to a customer order in addition to the sale of merchandise (i.e. UPS charge, core charge, freight charge).

Special charge codes are used to define different "additional" charges put on customer's orders, and on customer's A/R accounts. They may also be attached to specific part numbers (i.e. a core charge) so that each time that part is sold, it will also have a "special charge" incurred automatically. That way you do not have to remember to add that "special charge" if you sell that particular part. (See Inventory Maintenance 'Special Charges').

Each special charge code you enter requires a unique code, a unique description, and a unique short description.

You may also specify if you want this special charge to be taxed and if the charge is to be included in customer sales history.

IMPORTANT NOTE

Please **DO NOT** change the following pre-defined 'SC' Codes: 1, 2, 7, 9, 13, 22, 23, 24, 25, 31, 38-41, 43, 44, 51, 52, 80-83. These specified code numbers are reserved, and should not be changed.

Operating Procedure

Nbr

F1 F3

Assign each 'SC' code a number. Begin your numbering at '3'. Be sure to skip any numbers in the above listing.

Description

Enter a description of this special charge. (i.e. Bus Freight, Handling Charge)

Short Desc

Enter a short description of this special charge. (i.e. Bus)

Rate

This field is ONLY used for UPS COD Tag Charge, and Shop Supplies. Enter a dollar value or a percentage. If a dollar value is entered, that amount will be added to the total cost of merchandise if the terms are COD. If you are using the "automatic shop supplies" feature, either a dollar amount or a percentage of the labor charges will be added to the customer's order.

Percent

Enter 'Y'es if the amount in the Rate field is a percentage. Enter 'N'o if it is a dollar value amount.

Taxable

F3

Is this special charge taxable? If this special charge will be added to the total cost of merchandise before tax is calculated, enter a '1' or 'Y'es for taxable. If this special charge will be included after calculating tax, enter 'N'o for non-taxable.

Group

This field enables you to group your special charges into specific categories. For example, you may want all your shipping charges to be grouped together, assign each shipping special charge the same group number. This feature is used for special charge reports only. Certain 'SC' code groups cannot be changed.

Sales History **F3**

If you want this special charge to be added into customer sales history, enter a '1' or 'Y'es. If you do not want this special charge to be added to customer sales history, enter 'N'o.

Commissions **F3**

Enter 'Y'es if there is a commission on this special charge. 'N'o if not.

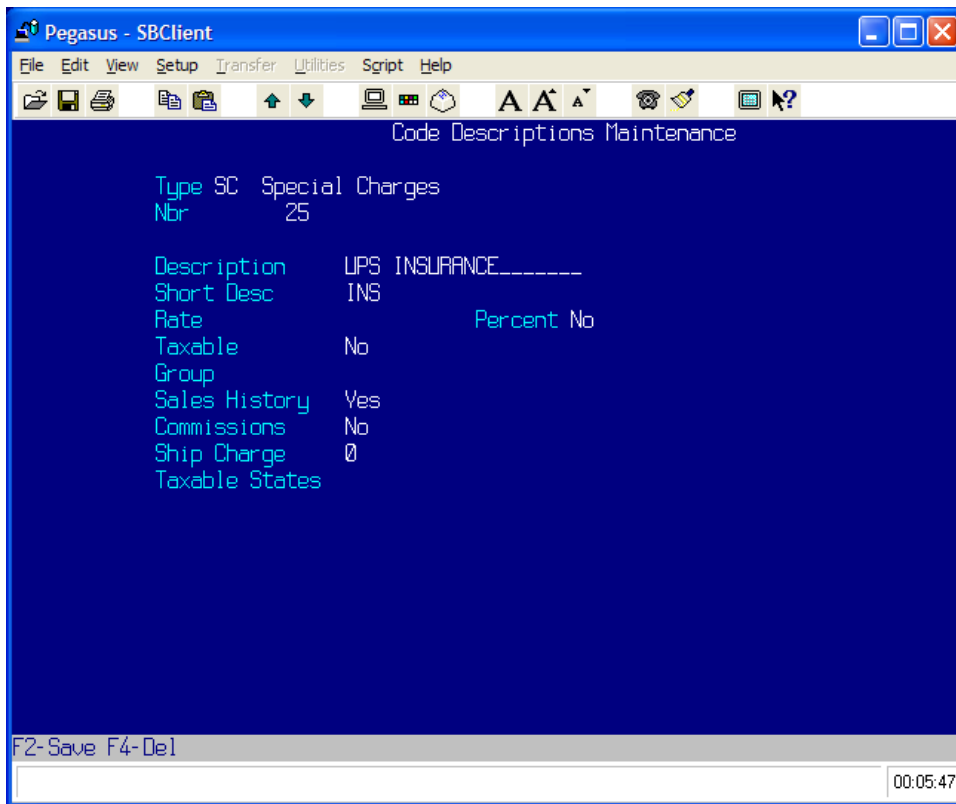
Ship Charge **F3**

Enter 'Y'es if this is a shipping charge. 'N'o if not.

Taxable States **F3**

Enter the states in which this special charge is taxable. Use valid two-letter state abbreviations. To enter more than one taxable state, depress enter for the next line.

Code Descriptions 'SC' Screen



Sample Special Charges

<u>Nbr</u>	<u>Description</u>	<u>Short Desc</u>	<u>Taxable</u>
11	Cod Charge	COD	No
17	Returned Check Charge	RCC	No

24 Section 1 Code Descriptions

20	Core Charge Tax	CTX	No
42	Freight Charges	FRT	Yes
61	Handling Fee	HF	No

Chapter 8 'SV' Ship Vias

Code Descriptions 'SV' Overview

The purpose of the Ship Via Code Description file is to enter shipping codes that identify various methods used in the shipping of merchandise. (i.e. UPS, Truck, Bus, Federal Express)

Ship Via codes are used during Order Entry to specify valid shipping methods on invoices and pick tickets. All shipping methods will be established in the code description file using the code 'SV'. A default ship via is setup in your system control file. If a ship via is not specified for a customer during Order Entry, the default ship via prints on pick tickets and invoices.

Ship Via codes are also printed on Purchase Orders and Back Orders, and play an important role in determining tax amounts on invoices (see Tax Table Maintenance). The tax that is calculated on a customer order is based entirely on the shipping address of the customer. If a customer lives outside of your state, and the ship via on the customer order is 'Pickup', and he picks up the order, he will correctly be charged your state sales tax. If you shipped the order 'UPS' out of state, he would not be charged state sales tax.

Each ship via you establish consists of a unique description and short description. For example, a unique description may be United Parcel Service, with a corresponding unique short description of UPS.

Operating Procedure

Nbr**F1 F3**

Assign each 'SV' code a number. Begin your numbering at '1' without breaking sequence.

Description

Enter a ship via description. (i.e. United Parcel Service)

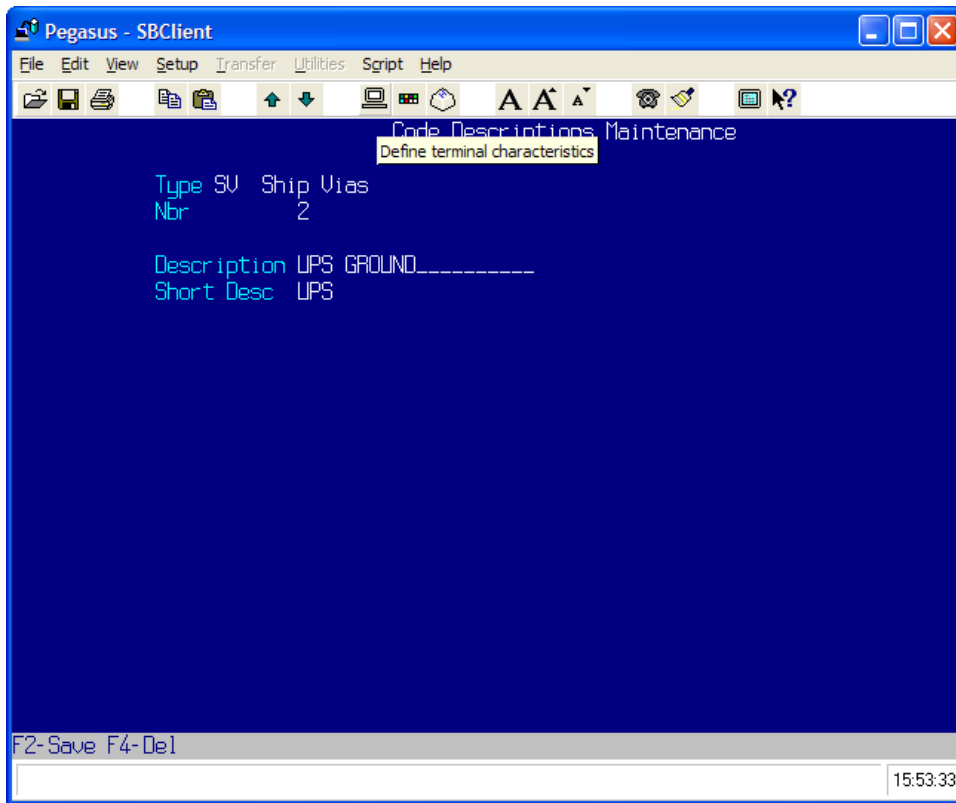
Short Desc

Enter a ship via short description. (i.e. UPS)

Depress F2 to save the record.

You may not duplicate any of the short codes. If duplication occurs, an error message displays.

Code Descriptions 'SV' Screen



Ship Via Samples

<u>Nbr</u>	<u>Description</u>	<u>Short Desc</u>
SV1	TRUCK	TR
SV2	UNITED PARCEL SERVICE	UPS
SV3	BLUE	UPS.BLUE

Chapter 9 'TC' Customer Types

Code Descriptions 'TC' Overview

The purpose of the Customer Types Code Description file is to enter the specific codes for the various types of customers with which you do business.

Customer Type codes provide you with the flexibility of grouping your customers into specific categories. Ford Dealer or Engine Rebuilder are good examples of Customer Types. Customer Type codes are used when entering new customers into the system. You will assign each customer a specific 'TC' code number in Customer Maintenance (see: Customer Maintenance, item #15).

Various sales reports use Customer Type codes for analysis. The Sales Breakout Report uses the 'TC' code to (optionally) group sales totals by customer type. The Salesman Commission Report also references 'TC' codes in figuring special commission totals. Each Customer Type code you establish consists of a unique Customer Type code number, a description, a short description, a profit margin percentage, and whether or not this customer is a Diesel Service Dealer.

If this customer is a Diesel Service Dealer, you may give your salesman a special commission rate, most likely lower than his regular commission rate, because your profit margin on sales to this customer is lower. (See: Salesman Maintenance).

To setup an internal account so no margin warnings occur, enter 'INTERNAL' as the description. Then set the margin at '0' (zero). Assign all internal customer accounts this TC code.

Operating Procedure

Nbr *F1 F3*
Assign each 'TC' code a number. Begin your numbering at '1' without breaking sequence.

Description
Enter a description of this customer.

Short Desc
Enter a short description of this customer.

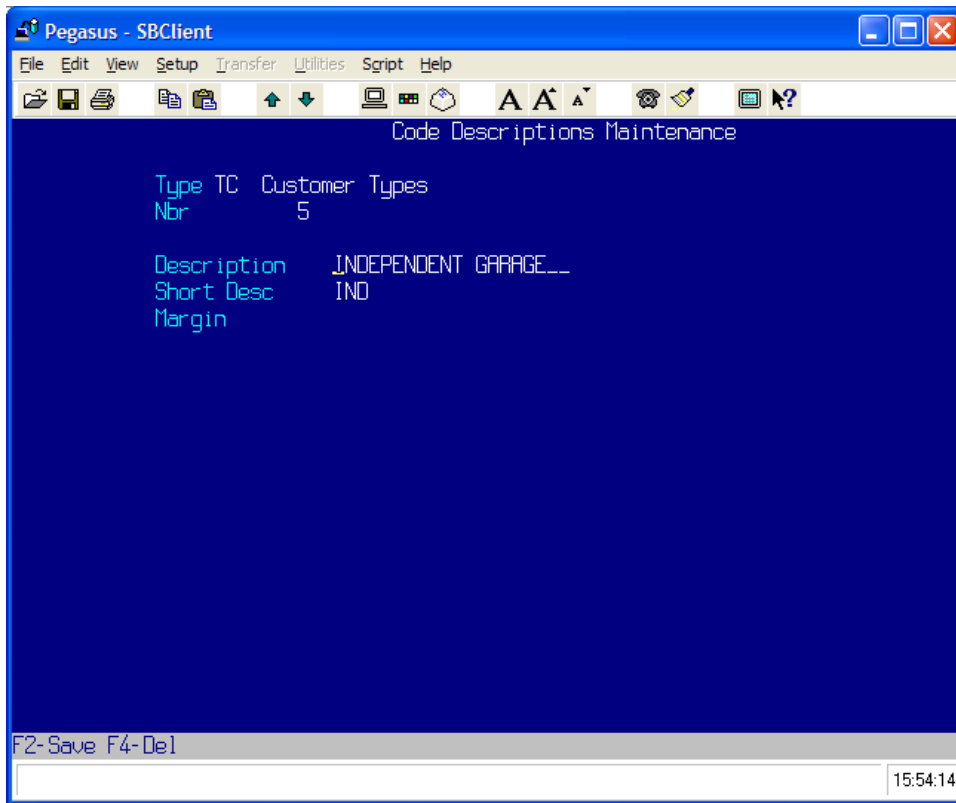
Margin *F1*
Enter the minimum profit margin you would like to generate from this customer type. 25% would be entered '25'. During Order Entry, if the margin for that customer type is not sufficient, the computer advises you that the margin is too low. If no profit margin percentage is entered, then calculations of margin are based on a default value, typically 23-25%. This default value is setup for you in the control file.

Diesel Sd Type *F3*
Is this customer a Diesel Service Dealer? Enter 'Y'es or 'N'o. Special salesman commission rates are based on this entry. (See: Salesman Maintenance)

Depress F2 to save the record.

You may not duplicate any of the short codes. If duplication occurs, an error message displays.

Code Descriptions 'TC' Screen



Sample Customer Types

<u>Nbr</u>	<u>Description</u>	<u>Short Description</u>
TC1	AMERICA LARGE WD	ALWD
TC2	MAC TRUCK DEALER	MAC
TC3	CHAIN STORE RETAIL	CSR
TC4	AMERICAN JOBBER	AJ
TC5	NEW CAR DEALERSHIP	NCD

Chapter 10 'WH' Warehouses

Code Descriptions 'WH' Overview

The purpose of the Warehouses Code Description file is to maintain shipping information for the master company's warehouse(s). This information is used in the printing of various report headings, packing slips and invoices, and prints on your purchase orders as your shipping address.

The code 'WH' is used to identify your warehouse(s). Two warehouse addresses are stored by the computer under each individual warehouse code description entry: Billing & Shipping.

Operating Procedure

Nbr**F1 F3**

Enter the numeric code number you would like to create/update. Information entered here is used in the printing of various report headings and is also used to link inventory items to warehouse locations. Remember, it is required that you establish the warehouse code 'WH1' regardless of having a single or multiple warehouse(s)!

IMPORTANT NOTE

If you are using a multiple warehouse application, ensure that the shipping address entered in this section corresponds to the proper warehouse.

Description

Enter the warehouse name or description of this warehouse.

Whse City

Enter the city where the warehouse is located.

Whse State**F3**

Enter the state where the warehouse is located.

Bill Name

Billing name and address information will be displayed automatically in the next six fields. This is the information that was entered in the Company Maintenance file under the corresponding warehouse number. Bill Name, Bill Address, Bill City, Bill State, Bill Zip, Bill County, Phone.

Ship Name

Enter the shipping location name for this warehouse.

Ship Address

Enter the shipping address for this warehouse.

Ship City

Enter the shipping city for this warehouse.

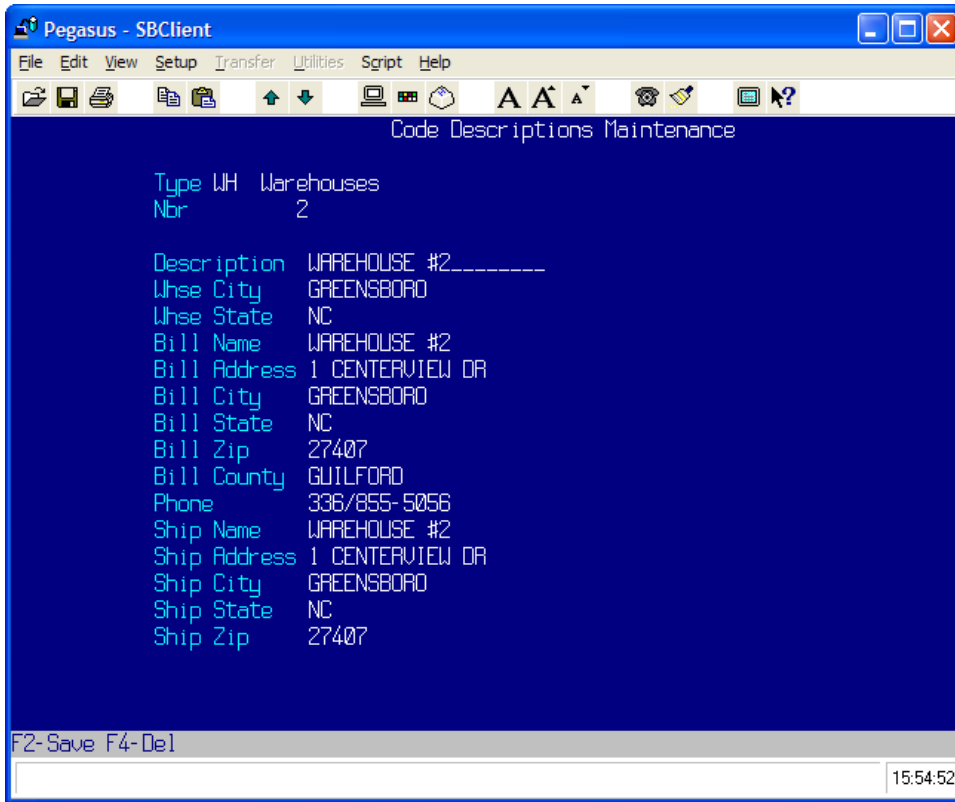
Ship State**F3**

Enter the shipping state for this warehouse.

Ship Zip

Enter the shipping zip code for this warehouse.

Code Descriptions 'WH' Screen



Available Code Descriptions Files

Here is a list of all of the available Code Descriptions. The codes in bold are explained previously in this section.

- | | |
|---------------------------------------|----------------------------------|
| AC - Activity Types | MC - Memo Classifications |
| AN - Alternate Manufacturers | MR - Mailer Codes |
| BC - Bankcard Types | NC - Note Codes |
| CC - Core Classes | PC - Pricing Descriptions |
| DL - Dealer Types | PD - Prospect Maint Prompts |
| DP - Departments | SC - Special Charges |
| DV - Divisions | SP - Sales Promotion Types |
| IC - Inventory Classifications | ST - Status Classifications |
| IS - Information Sent | SV - Ship Vias |
| IT - Invoice Terms | TC - Customer Types |
| JT - Job Types | TI - Name Titles |
| KS - Kit Sizes | TN - Transnet Information |
| KT - Kit Vendor Codes | TT - Time Codes |
| LG - Labor Groups | UM - Units of Measure |
| LH - Labor Hold Statuses | WH - Warehouses |

Section 2 Code Listing

Overview

The purpose of the Code Listing is to print code descriptions preloaded on the system or manually entered into the system. The entire code description file can be printed or just one code.

Operating Procedure

Process Name: CD.LIST

Control Menu
Code Listing

Enter Output Option ('P'rinter or 'D'isplay)

Do you want to 'P'rint the code description listing or 'D'isplay it on the screen?

Enter Type or 'S'kip

Enter a valid code description type or 'S'kip for all code descriptions.

Sort by 'N'umber, 'D'escription or 'C'ode

The code list sorts first by code description type. Enter 'N' if you want the report to sort next by code number, 'D' to sort by the code description, or 'C' to sort by the short description entered in the Code Descriptions file.

Section 3 Polaris Code Listing

Operating Procedure

Process Name: POL.PRINT.TABLE

Control Menu

Polaris Code Listing

Enter Output Option ('P'rinter or 'D'isplay)

Do you want to 'P'rint the Polaris Code Listing or 'D'isplay it on the screen?

Enter Table Name

F3

Section 4 User Code Listing

Operating Procedure

Process Name: U.PRINT.TABLE

Control Menu
User Code Listing

Enter Output Option ('P'rinter or 'D'isplay)

Do you want to print the user code listing 'P' or display it on the screen 'D'?

Enter Table Name *F3*

Section 5 Company Master Maintenance

Chapter 1 Company Master File

Company Master File Overview

To enter and subsequently maintain the Company Master file and the Company Warehouse/Location information. This information is always established prior to the initial operation of Polaris.

If you are establishing multiple warehouses, skip this section and go directly to Section 2. Your software license agreement specifies the exact number of locations you may establish.

The company information is divided into two sections: Company Master ('M') and Warehouse. The Company Master file contains important control information that is used by order processing, accounts receivable, and sales analysis.

Both Company Master and Warehouse/Location are required to insure the proper operation of Polaris, even if your company only has one warehouse. If you add another location in the future, the system will be appropriately configured to accept additional locations.

The Company Master section establishes the required billing information used by the order entry, accounts receivable and purchasing systems.

IMPORTANT NOTE

The receivables billing information used by the order entry, accounts receivable, and purchasing system extracts both Company Master and Warehouse Information. Therefore, enter billing address information in both Master and Warehouse sections. The shipping information used by the order entry and the purchasing system extracts only the Warehouse information, which is established by the Code Descriptions 'WH' file.

Operating Procedure

Process Name: CC.MAINT

Control Menu
Company **M**aster Maintenance

Whse
Enter 'M' for Master.

Name
Enter warehouse company name.

Country **F3**
Enter the country in which the company is located.

Address
Enter the company 's address. Use the second line for a PO Box or Suite.

City
Enter the company 's city.

ST *F3*
Enter the company 's state.

Zip
Enter the company 's zip code or zip+4 with or without dashes.

County
Enter the county in which the company is located.

Phone
Enter the telephone number for the company without dashes or slashes.

Fax *F1 Optional*
Enter your customer's fax number without dashes or slashes. If your customer does not have a fax machine or you do not know the number, skip this prompt.

Email *Optional*
Enter your customer's email address. This is a freeform field.

A/R Co #
Because the system supports multiple accounts receivables by location, the A/R company number tells the computer which receivables information to print on invoices and A/R statements. For each warehouse/location you operate, you must specify a warehouse number and corresponding billing address. Enter the warehouse number whose return address shows on this warehouse's A/R statements. However, when entering Master Warehouse information, leave this entry blank. In the Master (M) Company file, the A/R company number's displayed are positionally significant. The first A/R company number corresponds to warehouse #1, the second corresponds to warehouse #2.

State Emplr # *Optional*
Enter the state income tax number for the company.

Fed Emplr # *Optional*
Enter the federal IRS tax number for the company.

Billing Close
Enter 'EOM' if the company closes the accounts receivable billing on the last business day of the calendar month. Or, enter the numbered day of the month that the company closes the Accounts Receivable billing. For example, '25' if the company closes the Accounts Receivable billing on the 25th of each month.

UPS Nbr
Enter the United Parcel Service shipper number for this warehouse.

Fee Whse *F3*
Indicate whether this is a fee warehouse 'Y' or not 'N'.

First Fiscal Mth
Most companies choose to base their year-to-date sales and inventory analysis on a calendar year even though the accounting year may start in a month other than January. Enter '01' if you wish to base the year-to-date sales and inventory analysis on a calendar year. Or, enter the two-digit number of the month in which your fiscal year begins to have the Inventory and Sales History coincide with your General Ledger Fiscal Year. For example, 06 = June, 10 = October.

Late Chg Rate

If you do not charge a late charge, depress **<ENTER>**. If you do, enter the monthly percentage rate to charge on past due accounts receivable balances. Enter the late charge percentage, with decimals. For example: 1.50 = 1.50%. The past due balance, excluding late charges, is multiplied by the percentage entered and the resulting amount is added to the accounts receivable as a late charge. *NOTE:* Late charges may be charged to selected customers or all customers. You may establish a grace period for selected customers that delays the assessment of a late charge.

Date **F3**

If you do not charge a late charge, depress **<ENTER>**. If you do charge late charges, then enter today's date in the MM-DD-YY format. If you do not enter a date, then no late charges will be calculated regardless of the rate entered above.

Min Late Charge **F1** *Optional*

Enter the minimum late charge to be charged.

Min Late Charge Balance **F1**

Enter the minimum late charge balance before charging the minimum late charge.

Depress F2 to save and update the record.

Chapter 2 Single Warehouse

Single Warehouse Overview

Single warehouse essentially means that the master location and warehouse location are the same. After you have entered the information for master location, additional warehouse information is required. Follow the same entry procedures used in the master warehouse section.

Operating Procedure

Whse

Enter '1'.

Address Information

This is the address used by this warehouse.

A/R Company #

Enter '1'.

Other Information

Enter the necessary information for this warehouse. This may be the same information you entered in the Master section.

Chapter 3 Multiple Warehouse

Multiple Warehouse Overview

After you have entered the required information in the Master section, you may enter information about your various branch locations. Before entries are made, however, it is essential that you determine your Warehouse/Accounts Receivable Company billing format. An A/R company can also be thought of as a separate corporation. Several large companies with multiple locations keep separate General Ledger books for each corporation. Often, one corporation owns several different warehouse locations, so we give you the flexibility to accommodate any combination of possibilities.

Follow the same procedure for setting up each warehouse location as you did for the master location. Each location is entered in sequential order i.e. 1, 2, 3, 4.

IMPORTANT NOTE

The billing information used by the order entry, accounts receivable and purchasing system extract from both the Company Master and the Warehouse files. Therefore, you will enter billing address information in both Master and Warehouse sections.

The shipping information used by the order entry and the purchasing system is extracted from only the warehouse file. You will also enter shipping addresses for each Warehouse Location in the Code Descriptions 'WH' file.

Operating Procedure

Whse

Enter '1', '2', '3' etc. for the next sequential warehouse.

Name

Enter warehouse company name.

Country

Enter warehouse company country.

Address

Enter warehouse company address.

City

Enter warehouse company city.

ST

F3

Warehouse location two-character state abbreviation.

Zip

Enter warehouse company 's zip code or zip+4 with or without dashes!

County

Enter warehouse company county.

Phone

Warehouse company telephone number without dashes or slashes.

A/R Co #

Because the system supports multiple accounts receivables by location, the A/R company number tells the computer which receivables information to print on invoices and A/R statements. For each warehouse/location you operate, you must specify a warehouse number and corresponding billing address. Enter the warehouse number whose return address shows on this warehouse's A/R statements. However, when entering Master Warehouse information, leave this entry blank. In the Master (M) Company file, the A/R company numbers displayed are positionally significant. The first A/R company number corresponds to warehouse #1, the second corresponds to warehouse #2.

State Emplr # *Optional*

Enter the state income tax number for the warehouse.

Fed Emplr # *Optional*

Enter the federal IRS tax number for the warehouse.

Billing Close

Enter 'EOM' if the company closes the accounts receivable billing on the last business day of the calendar month. Or, enter the numbered day of the month that the company closes the Accounts Receivable billing. For example, '25' if the company closes the Accounts Receivable billing on the 25th of each month.

UPS Nbr

Enter the United Parcel Service shipper number for this warehouse.

Fee Whse *F3*

Indicate whether this is a fee warehouse 'Y' or not 'N'.

First Fiscal Mth

Most companies choose to base their year-to-date sales and inventory analysis on a calendar year even though the accounting year may start in a month other than January. Enter '01' if you wish to base the year-to-date sales and inventory analysis on a calendar year. Or, enter the two-digit number of the month in which your fiscal year begins to have the Inventory and Sales History coincide with your General Ledger Fiscal Year. For example, 06 = June, 10 = October.

Late Chg Rate

If you do not charge a late charge, depress <ENTER>. If you do, enter the monthly percentage rate to charge on past due accounts receivable balances. Enter the late charge percentage, with decimals. For example: 1.50 = 1.50%. The past due balance, excluding late charges, is multiplied by the percentage entered and the resulting amount is added to the accounts receivable as a late charge. *NOTE:* Late charges may be charged to selected customers or all customers. You may establish a grace period for selected customers that delays the assessment of a late charge.

Date *F3*

If you do not charge a late charge, depress <ENTER>. If you do charge late charges, then enter today's date in the MM-DD-YY format. If you do not enter a date, then no late charges will be calculated regardless of the rate entered above.

Min Late Charge *F1*

Enter the minimum late charge to be charged.

Min Late Charge Balance *F1*

Enter minimum late charge balance before charging the minimum late charge.

Depress F2 to save and update the record.

Additional Information about Multiple Warehouses

There are three ways in which to arrange your warehouse-billing format: Central Billing, Consolidated Billing, or Distributed Billing.

Central Billing

All Accounts Receivable statements are returned to one location. All sales reporting is consolidated for all locations.

Consolidated Billing

All Accounts Receivable statements are returned to one location. All sales reporting is broken out by A/R company.

Distributed Billing

Each location receives its own Accounts Receivable statements. All sales reporting is broken out by A/R company.

Variable Billing

A combination of Distributed Billing and Consolidated Billing.

Daily sales information and accounts receivable information is broken out and reported on by A/R company number. Inventory type reports are broken out by warehouse location. Here are some examples of different ways to configure your warehouse locations and A/R companies.

CENTRAL BILLING EXAMPLE

For example: You have four warehouse locations, and you want to have all the sales reporting consolidated. You want to send just one statement, even though a customer may buy from several locations. Your company file then would be structured like this:

Location #1 A/R Company #1	Statements Consolidated	Sales Reports Consolidated
Location #1 A/R Company #2	For ALL Locations (All #1)	For ALL Locations (All #1)
Location #1 A/R Company #3		
Location #1 A/R Company #4		

CONSOLIDATED BILLING EXAMPLE

For example: You have four warehouse locations, you want to have all the sales reporting separated by A/R company, and you want to send just one statement, then your company file would be structured like this:

Location #1 A/R Company #1	Statements Consolidated	Sales Reports Separated
Location #2 A/R Company #2	For ALL Locations (#1, #2, #3, #4)	For ALL Locations (#1, #2, #3, #4)
Location #3 A/R Company #3		
Location #4 A/R Company #4		

DISTRIBUTED BILLING EXAMPLE

For example: You have four warehouse locations, you want to have all the sales reporting separated by A/R Company, and you want to send separate statements for each A/R company, then your company file would be structured like this:

Location #1 A/R Company #1	Statements Separated	Sales Reports Separated
Location #2 A/R Company #2	For ALL Locations (#1, #2, #3, #4)	For ALL Locations (#1, #2, #3, #4)
Location #3 A/R Company #3		
Location #4 A/R Company #4		

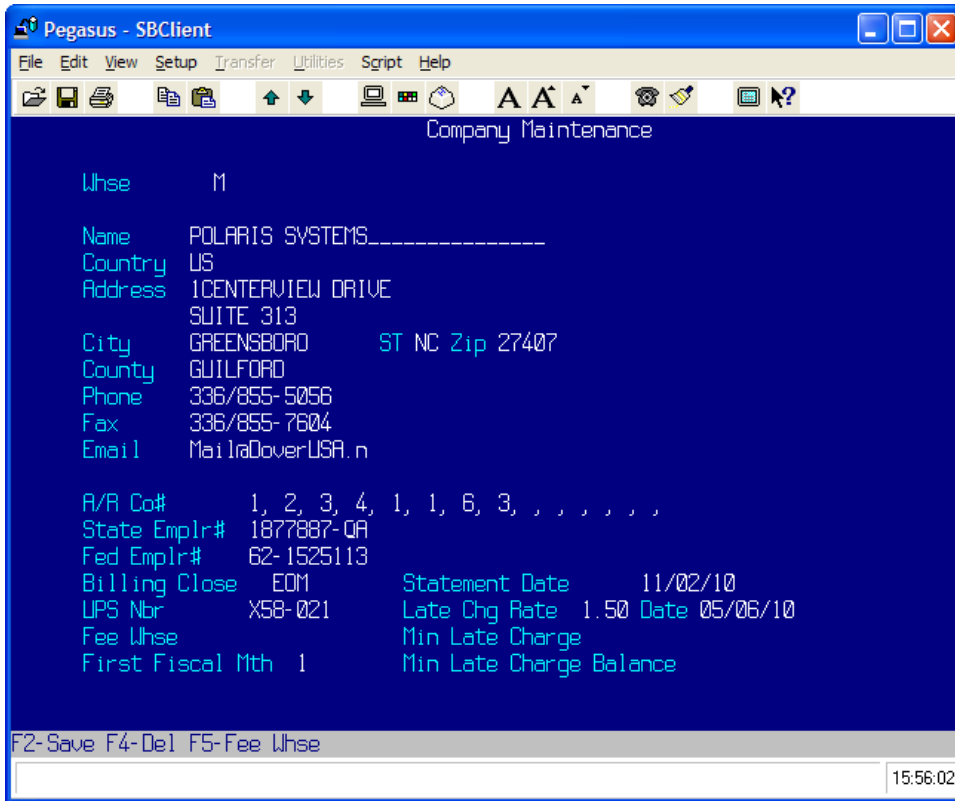
VARIATION BILLING EXAMPLE

(4 Warehouse -2 A/R Companies)

For example: You have four warehouse locations, and you want to have all the sales reporting separated by A/R Company. You want to send separate statements for each A/R company. Then your company file would be structured like this:

Location #1 A/R Company #1	Statements Consolidated	Sales Reports Consolidated
Location #2 A/R Company #1	For ALL Locations (#1 and #2)	For ALL Locations (#1 and #2)
Location #3 A/R Company #2		
Location #4 A/R Company #2		

Company Maintenance Screen



F5-Fee Whse

Fee Name

Enter the name of the fee warehouse that prints on factory invoices.

Fee Address

Enter the address, up to two lines, of the fee warehouse.

Fee City

Enter the city where the fee warehouse is located.

Fee State

Enter the state code for the fee warehouse.

Fee Zip

Enter the zip code of the fee warehouse.

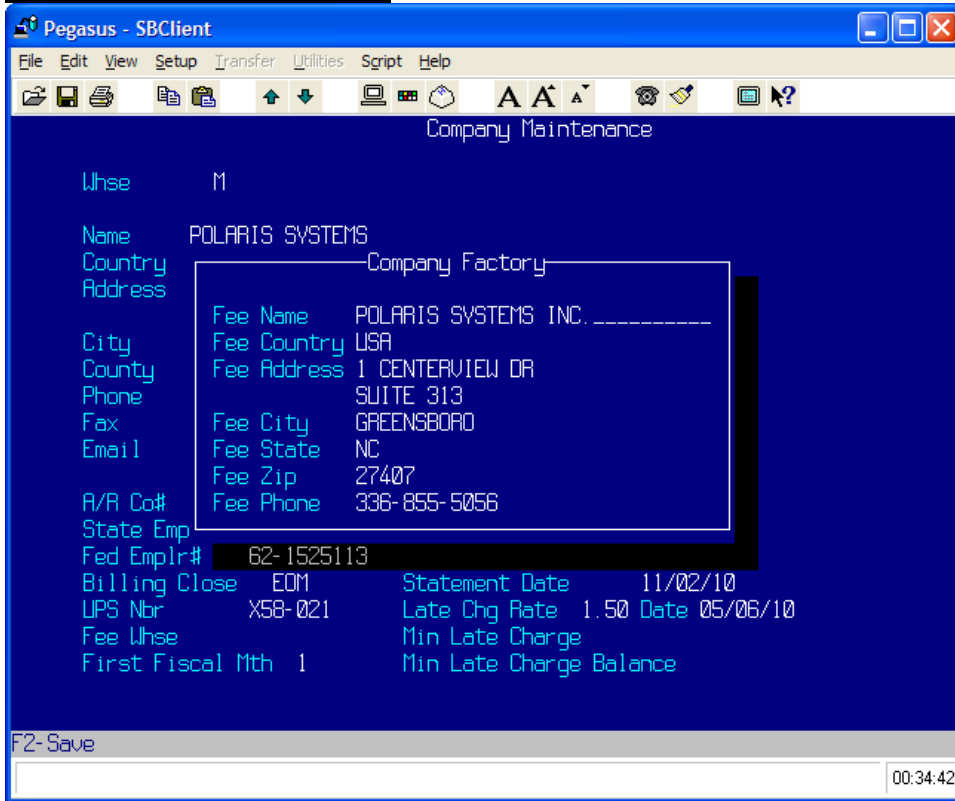
Fee Country

Enter the country for the fee warehouse.

Fee Phone

Enter the phone number, with dashes, for the fee warehouse.

Company Factory Screen



Section 8 Tax Table Maintenance

Tax Table Maintenance Overview

To enter and subsequently maintain sales, labor and core taxes codes and their rates required by the Order Entry/Point-of-Sale and tax reporting system. A single tax (State Sales Tax), or multiple taxes (State and/or County) may be calculated based on a customers' state, city, county or several combinations.

For each state, city and county, you may establish a unique sales tax rate for merchandise, labor charges and other special charges.

The sales tax reporting system creates a separate breakout for each tax code defined in the tax table. A maximum taxable amount and tax overrides may be established as options.

The tax calculated on a customer's invoice is based on destination, where the customer receives the product (either the warehouse if pick up or the customer's ship address), or origin, where the transaction originated (the warehouse). For example, if you charge a particular county tax, and the invoice is shipped to that same county, then the system locates the customer's county in the Tax Table and the tax will be computed accordingly. If the customer picks up the order at your warehouse location, then the appropriate tax rate for your warehouse location will be calculated.

In System Options F6 – OE, the flag 'Tax only in state' controls how taxes are assessed. When set to 'Y'es, taxes are only assessed to shipments that originate and terminate within the same state.

Each Tax Table entry *requires* a tax type, description and tax rate. You may optionally enter a replace tax, an upper tax limit and a lower tax limit.

The tax table should only have data in the Type, Tax Point and any one of the following combinations:

- State
- State and City
- State and County
- State and Zip
- State and first three numbers of Zip
- Country

The system will not read taxes if combinations are entered other than the above.

Operating Procedure

Process Name: TAX.TABLE.MAINT

Control Menu

Tax Table Maintenance

Tax Type

F3

Enter a valid tax type code. S = Sales, L = Labor, C = Core.

State

F3

If this tax is a state tax, type in the two-letter abbreviation for that state.

City

If this is a city tax or is used in conjunction with any other tax, enter the city for which this tax is applicable. You MUST use the same spelling in all applicable spaces in order for the tax to charge correctly.

County

If this is a county tax or is used in conjunction with any other tax, enter the county for which this tax is applicable. You MUST use the same spelling in all applicable spaces in order for the tax to charge correctly.

Country

F3

If this is a country tax or is used in conjunction with any other tax, enter the country for which this tax is applicable. You MUST use the same spelling in all applicable spaces in order for the tax to charge correctly.

Zip

F1 Required

Enter the customer's valid zip code in the standard US or Canadian format. If zip + 4, enter the zip code with a dash. You can enter a three-digit zip for prefix zip taxing. If the customer is located in Canada, you may simply enter 'CANADA'. If this is a miscellaneous customer, enter '00000'.

Tax Point

F3

Enter 'D'estination, where the customer receives the product, or 'O'origin, the point of origin of the transaction (the warehouse). The system defaults to 'D'estination because most areas tax according to destination.

Description

Enter a description of the tax code. This description prints on your State Sales Tax reports. (Example: NC State Sales Tax)

Tax Rate

Enter the tax rate with decimals. 5.00% would be entered as '5.00'.

Replace Tax

Optional

Enter another tax code, which will be overridden by the tax code entered above. For example, you may want a particular city tax code to override a local county tax code. Example: Both Greensboro and High Point are in Guilford County. Greensboro has a city tax of 1%, and High Point does not have a city tax. Guilford County has a 1% county tax. However, if taxed the 1% Greensboro city tax, the Guilford County tax is not assessed.

Upper Limit

Optional

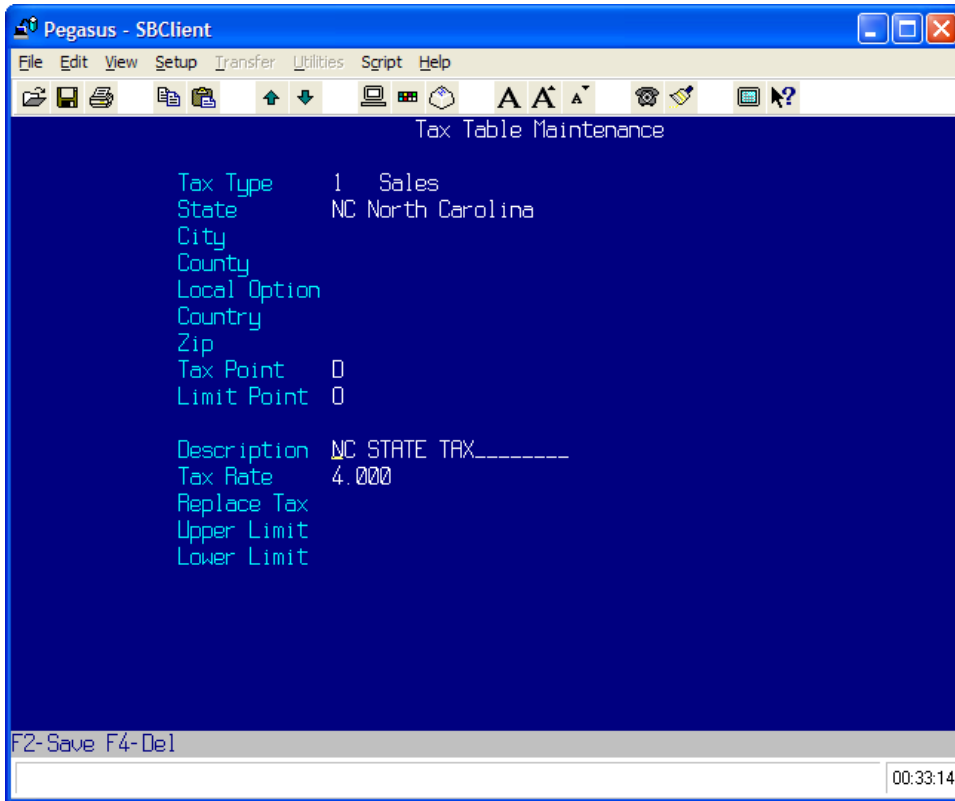
Enter the upper limit in dollars, with decimals, of this tax code. This is the maximum amount of tax that may be charged under this tax code. \$800.00 is entered as '800.00'.

Lower Limit

Optional

Enter the lower limit in dollars, with decimals, of this tax code. This is the minimum amount of tax that may be charged under this tax code. \$200.00 is entered as '200.00'.

Tax Table Maintenance Screen



F4-Delete a Tax Code

To delete an existing tax code, at the tax type prompt, enter the tax code you wish to delete. Depress F4 to delete this particular code. You will get the message 'Are You Sure You Wish To Delete?' Enter 'Y'es. Otherwise, it will default to 'N'o.

Important Notes About Sales Taxes

Tax calculations are based on a customer's state, city and county. Be sure that spelling is consistent in the customer file. For example, if you charge a Minneapolis City Tax, and the entry in the tax table is 'MINNEAPOLIS', and you enter 'MPLS' as the city in the customer file, the customer will not be charged tax correctly because 'MPLS' does not match an entry in the tax table. If your state permits city names to be abbreviated, then make two entries for the city in the tax table. (Example: MINNEAPOLIS and MPLS)

Remember, tax rate calculations are based on the customer's ship-to address, not the bill-to address. The ship via determines which taxes are calculated (ship to customer address versus picked up at your location).

A default ship via code is defined in the control-file so that during Order Entry/Point-of-Sale, when prompted for ship via, depressing <ENTER> loads the default ship via established.

Section 9 Country Maintenance

Overview

You can now make sure the states, zip codes and phone numbers are valid simply by entering a country. If you enter the country as 'USA', then you are only allowed to use one of the 51 valid two-character state abbreviations. This way, you can't put in a Canadian state with the country as USA and you can't put in a USA state when the country is Canada. You can set up the formats for state, zip and phone number for each country as you wish in Country Maintenance.

IMPORTANT NOTE

If the country is left blank, there is NO validation on the state, zip code or the phone number.

Operating Procedure

Process Name: COUNTRY.MAINT

Control Menu

Country Maint

Country Name *F1 F3*

Enter a three character short name of the country you want to create or edit .

Country Desc

Enter the full name of the country. This is used as a reference field throughout Polaris.

States *F3*

This field indicates whether or not this country has states as a sub-division, necessary to the address. If answered 'N'o, you cannot enter data in the states field for any record using this country. If answered 'Y'es, you are required to enter a valid state in the state field for any record that uses this country.

Phn Nbr Format

Using the '#' sign, enter the phone number format which is valid for this country. You must include slashes (/) and dashes (-). For example, the format for 910/855-5056 is ###/###-####. When a phone or fax number is entered as a string of numbers, the system automatically formats the numbers according to this format.

Phn Nbr Validate

Enter what type of information is valid in this field. Is it Numeric (N) or Alpha-numeric (A). For example, the correct valid format for 910/885-5056 is 10N, which means 10 numbers, or 855-5056 is 7N, which means 7 numbers. You can have multiple validations for phone numbers.

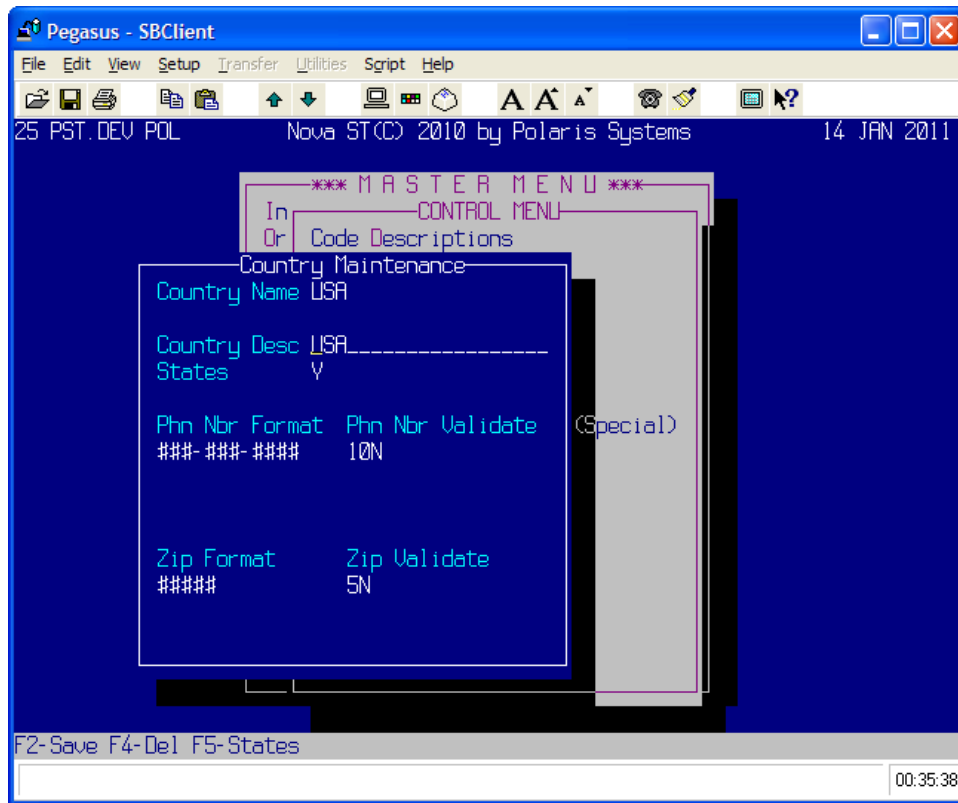
Zip Format

Using the '#' sign, enter the zip code format which is valid for this country. You must include slashes (/) and dashes (-). For example, the format for 27403 is ##### or 27403-1234 is #####-####.

Zip Validate

Enter what type of information is valid in this field. Is it Numeric (N) or Alpha-numeric (A). For example, the correct valid format for 27403 is 5N, which means 5 numbers, or 27403-1234 is 9N, which means 9 numbers. You can have multiple validations for zip codes. In Canada, the format may be ###-###, but the validation is '1N1A1N1A1N1A'.

Country Maintenance Screen



F5-States

Description *F1*
Enter a description indicating the contents of the table.

Internal Code *F1*
Should be the US Postal Service approved two-letter abbreviation for the state.

Display Text *F1*
Enter the complete state name.

Input Code *F1*
Code that is to be entered by the user if different from the Internal Code. The purpose of this is for language translation. If you intend to use the internal codes for input, then leave all values for this prompt blank.

Section 10 Special Menu Maint

Operating Procedure

Process Name: SPECIAL.MENU.MAINT

Control Menu
Special Menu Maint

Menu Name *F1 F3*

Enter a valid login name. Special menu names are the login names of the people who can use them. For the Special User Menu on the Master Menu, enter your User Id.

Description *F1*

Enter the description as you wish it to appear on the menu. Next enter the type, 'P'rocess or 'M'enu.

Type *F1*

Valid inputs are process types. Most process types are 'P' for process or 'M' for menu.

Name *F1 F3*

The process name is the command that you would use with a '/' to run the process. Enter a valid process name that exists on your system.

Letter *F1*

Indicate which letter in the description you would like highlighted. If the letter is not in the description, no letter is highlighted.

F4-Delete

To delete a record from your User Menu, depress '\' (backslash). To delete all the entries in the User Menu, depress F4. The system prompts, 'Are You Sure You Wish To Delete (Y/N)'.

Section 11 System Options

Operating Procedure

Process Name: SYSTEM.OPTIONS

Control Menu
System Options

Encrypt Value

This value is a code that contains most of the settings in the System Options screen. It displays based on the encryption string entered in F10 Decrypt.

Invoice Port

Enter the port number that the phantom invoice process will be logged on. The phantom invoice process is a phantom process that scans for invoices to be printed. This feature offloads the printing responsibilities for individual ports to a central port. This process must be logged onto a port, although it is normally set to a phantom port (a port that you do not have a physical port for.)

Invoice Delay

This value contains the number of seconds the phantom invoice process should delay between searching for a warehouse with an invoice to be printed.

Pick Tickets Port

Enter the port number that the phantom pick ticket process will be logged on. The phantom pick ticket process is a phantom process that scans for pick tickets to be printed. This feature offloads the print responsibilities for individual ports to a central port. This process must be logged onto a port, although it is normally set to a phantom port (a port that you do not have a physical port for.)

GI Interface *F3*

Enter the start date when you begin using the GI Interface. Transactions from previous dates will not be selected when you enter a start date here.

Clear to null *F3*

When answered Yes, X-refs for customer names and part descriptions will replace throw away characters with a null instead of a space. For example, if a customer's name is A&B Auto. If Clear to null is answered 'Yes', the cleared name becomes 'AB AUTO'. You may look this up by 'AB' or 'A&B'. If clear to null is set to 'No', the cleared name becomes 'A B AUTO'. You may look this up with 'A', 'B', 'A&B', 'A & B', or 'A B'. Having the flag answered 'No' gives you wider searches that may contain data you were not expecting. If this setting is changed, a reload of customer xrefs and part xrefs is required. (RELOAD.CMX and RELOAD.DX)

Deduct Avg Cost *F3*

When answered 'Yes', the process 'Done' removes the extended unit cost from extended average cost and recalculates the average cost.

Default Country *F3*

This is the default value for the country field. Any screen using country defaults to this value.

Load Def Pricing *F3*

This option controls the default value in Building of Night-Time Processes for the question Deferred Pricing, which loads scheduled price changes.

NT Sleep Time

Enter the time in military time (24:00 clock) that the Night Time job processing should start. The NT defaults to this time when loaded.

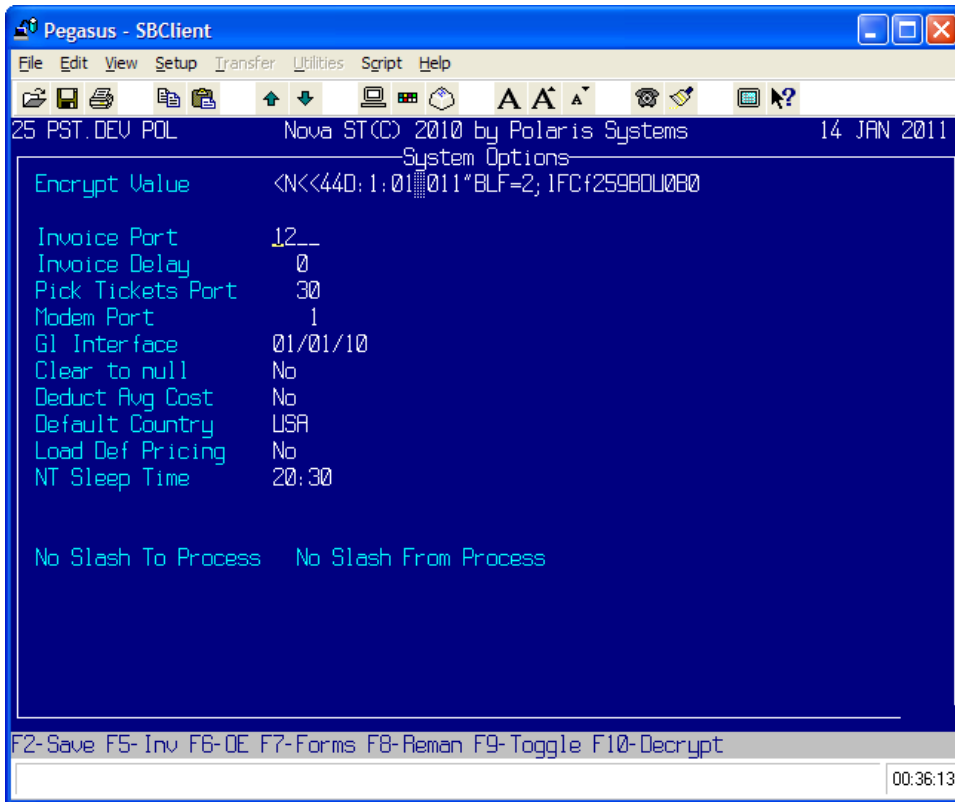
No Slash To Process **F3**

No user will be able to slash to any process in the following list. F3 displays a list of the valid process names.

No Slash From Process **F1** **F3**

No user will be able to slash from any process in the following list. F3 displays a list of the valid process names.

System Options Screen



F5-Inventory Options

Default New Prices *F3*

This item controls whether or not New Inventory Item Entry defaults the price, escalator, and LIFO cost to the value of that part in another warehouse if one is available. For example, part ABC123 is setup in warehouse 1 and you want to set it up in warehouse 2. If this item is answered 'Y'es, the system defaults the price, escalator and LIFO cost to the values for ABC123 in warehouse 2. If answered 'N'o, the system defaults normally.

Default Bin

Enter the bin that all parts with no bin or new parts default to when accessed within the system.

Require Master Pack *F3*

When set to 'Y'es, this item forces purchase order entry to order in increments equal to multiples of the master pack of an inventory item.

Load Replace Msg *F3*

When set to 'Y'es the system adds a message "part X replaced by part Y" when part X is used on the order.

Auto audit IM *F3*

When set to 'Y'es, the system performs an audit on the inventory record when it is accessed through Inventory Maintenance.

IT Running On Hands *F3*

When set to 'Y'es, the system performs an audit on the inventory record when it is accessed through Inventory Maintenance.

Double Lists *F3*

Double list in the DX file. This speeds up description look-ups. If this setting is changed a RELOAD.DX should be run immediately.

PI Skip Whse *F3*

When set to 'Y'es, the system skips the warehouse field in PI assuming port warehouse is the warehouse to be accessed.

Confirm Delete Part *F3*

When answered 'Y'es, this prompt causes inventory Delete Part to prompt you with 'Are you sure you wish to delete?' the part in question.

Reflexive Subs *F3*

This prompt controls whether the system automatically creates the reflex of each substitute part entered. For example, if part A = part B then part B = part A. This controls whether the system assists you in building substitute lists. When set to 'Y'es the system searches for each substitute part you enter through Inventory Maint. If the substitute is found then it will put in a substitute relation in the substitute part back to the original part.

Confirm Part *F3*

When answered 'Y'es, the system confirms all part choices when the system has multiple hits on the same short part number.

Days of Hist Cost

This contains the number of days old a transaction can be and still be used to calculate the historical average cost.

PI Find Whse *F3*

When set to 'Y'es, the PI and PIC screens automatically change warehouses to the first warehouse a part is contained in if it is not in your port's warehouse.

Display PI Cost *F3*

If set to 'Y'es, the PI and PIC screens will display cost. The 'X' option in PI and PIC will override this prompt.

PI only List *F3*

If answered 'Y'es, the PI and PIC screens only display list price. The 'X' option in PI and PIC will override this prompt.

Exclude INV Class *F3*

Indicates to the inventory list builders how to build inventory lists based on inventory classifications.

Exclude Suppliers *F3*

Indicates to the inventory list builders how to build inventory lists based on suppliers.

Ignore Sub Vendor *F3*

When answered 'Y'es, PO.CREATE ignores the sub vendor and makes only one PO for both the vendor and the sub vendor.

Inc PO SP CHGS *F3*

When answered 'Y'es, the system includes special charges in any PO created with PO.CREATE where appropriate.

Inv Replace Flag *F3*

When set to 'Y'es, the system prompts for the existence of that part in other warehouses during INV.REPLACE.

Replicate Whse

The warehouses contained in this field automatically update with any new item entered through New Inventory Item Entry. When a new item is entered to the system through INV.NEW.ITEMS it will be added to each of the warehouses contained in Replicate Whse list.

Load Special OD Cost

When set to 'Y'es, the system loads the pricing level 2 into the OD record cost field if the warehouse of the order is not '1'.

Check MFG Parts

When set to 'Y'es, the PI and PIC processes check the MP (MFG Parts) file for a part number and display it if the part is not in normal inventory. The system defaults to 'N'o.

Duplicate Part Xref

When set to 'N'o, any part that was replaced to a similar part will not have an additional xref in the PI screen. This controls one of the conditions in which a part cross-reference will not be created. If the control Duplicate Part Xref is answered 'N'o, and if a part is replaced to a similar part, both new and old would show up in the same cross reference item, but the system will only use the new part.

For example, part ABC111 gets replaced to part XYZ111. If the control is set to 'Y'es, then at any part number field if you enter in 111, the system displays a box prompting a choice between the two parts. If you select the old part, ABC111, it tells you the part has been replaced by XYZ111 and changes your selection for you. If the control is set to 'N'o, then when you enter in 111 in the part number field, the only part number in the system fitting that would be XYZ111. (The system would have never created the duplicate xref.)

Tbl Default Vendor

Enter 'Y' to default to the Main vendor if the sub vendor does not exist. Otherwise it will default to the default pricing. You want the escalator at the main vendor to take precedence over the part pricing, so answer this 'Y'.

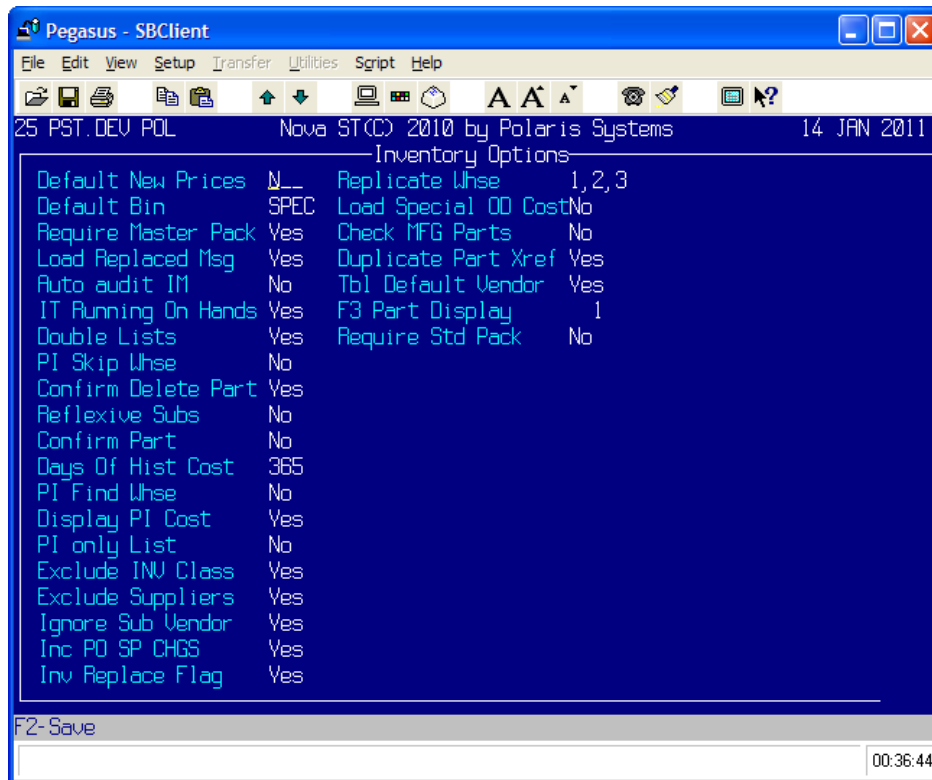
F3 Part Display

This control determines which of the F3 help displays that the parts lookup will use. (When you hit F3 at a part number, and you put in "Bearing" by putting a '1' in it will show you the availability on the far right-hand side of the intuitive help screen. If it is at '0' it won't).

IMPORTANT NOTE

Upon changing this control you are strongly suggested to run the process RELOAD.PART.XREF as part of your next night time.

Inventory Options Screen



F6-Order Entry Options

D L Ordered

Enter the default order quantity used in the Order Entry lines 'Order' field.

By-Pass Core Detail F3

If this item is answered 'Y'es, the core detail box in Order Entry operation 'L' will not pop up when selling a core part unless you depress the F8 key on that line. If it is answered 'N'o then the core detail box opens whenever you change the quantity on a part line with a core charge.

Start at Last Line F3

This option controls where you enter into the detail lines of an order through operation 'L'. If it is answered 'Y'es, you start on the first empty line at the end of the order. If answered 'N'o, you start on the first line of the order.

Split BO's early F3

When answered 'Y'es, this prompt causes operation 'D' to break out backorders at the same time when a pick ticket is printed. Any backordered lines will be separated to a new invoice at the first 'D'one (pick ticket printing). Any additional backordered lines are backordered at the second 'D'one in confirming. If answered 'N'o, the system performs as normal and breaks out lines to new orders only at the final 'D'one.

Manually Order BO's F3

When answered 'Y'es, order entry will not automatically create purchase orders to fill backordered lines.

OE Flags F3

When set to 'Y'es, the order entry screen displays below the header box information related to the order. For example, an order may display "Line Count 3, Special Charges, Labor Charges, Messages". This indicates that three detail lines are on the order, the order contains special charges, labor charges and messages.

PH Newest First F3

When answered 'Y'es, operation 'PH', purchasing history, will sort with the newest transactions first.

Never Merge BOs F3

When answered 'Y'es, the backorder system creates a new order rather than adding to an existing order.

Allocate to PTP F3

When answered 'Y'es, the backorder system allocates parts to orders in PTP status. If answered, 'N'o parts are allocated to INPUT and WFPT status.

Auto audit OS F3

When set to 'Y'es, the system performs an audit on the order record when it is accessed through Order Entry.

Warn Backorders F3

When set to 'Y'es, the system warns the user if they use operation 'D' on any order with backordered lines.

Warn Force Ship F3

If answered 'Y'es, the system warns to user if they use operation 'D' on any order with a force shipped line, or any line that cannot be filled because of force shipping.

Done check Line MGN *F3*

When answered 'Y'es, warn the user and require a password to continue in 'D'one for each and every line on an order with margins below minimum acceptable margin.

Allow Backorders *F3*

When set to 'Y'es, the system allows the user to select backorders as an option in order entry. 99% of users will want this set to 'Y'es.

D Avl Estimate *F3*

This prompt controls what the prompt 'Avl Estimate' in operation 'N' defaults to. If answered 'Y'es, the default is to put lines on an estimate according to availability.

D Print Invoice *F3*

This controls the default value of the 'D'one operation print invoice question. Should be answered 'Y'es for immediate printing, 'N'o for phantom.

Add After Pick

Indicates whether new lines can be added to orders after pick ticket printing. (0 = no, 1 = add in confirmation, 2 = add in PTP status).

Auto Load Alt Nbr

When answered 'Y'es, Order Entry automatically loads the alternate number for a part when the part is put on an order (even if the alternate is not used).

Select Order Quick

Enter the process name of the display screen used in Order Entry for 'I'nquiry, Type of Inquiry 'Q'uick. Once data has been entered in the search box, the system displays all matching entries at the bottom of the screen. You have the option of what information you want displayed about each order based on the entry at this prompt.

Check BO Allocation

This is a multi setting check to determine if you have shipped the maximum amount of a part that you possibly could on the order being 'D'oned. The check for maximum backorder allocation is done at the 'D'one time prior to the 'D'one screen displaying. The system has four settings.

0 = Do not check

1 = Check and warn of 'B' type lines that could be entirely allocated based on current available.

2 = Check and warn of 'B' type lines that could be entirely allocated based on current available with no consideration given to other backorders.

3 = Check and warn of 'B' type lines that could be entirely allocated based on current available with no consideration given to other backorders or other orders that have reserved the part.

In addition to all of the above settings, this can be further tweaked to allow the system to warn in the case that you want to be warned of partial amounts shippable at any of the above levels. This is indicated by tacking an *1 to the end of the option.

For example, 2*1 would warn you of any 'B' type lines on the order you are doing that you could allocate all or some of the backordered quantity, if the available + reserved backorder is greater than zero.

Check Other Wh Avl *F3*

When set to 'Y'es, the system prompts if you would like to ship from another warehouse (provided the order is set to print a pick ticket and part is available).

Default Ship Via *F3*

Enter the default ship via for all new orders created through Order Entry.

Force BC Entry *F3*

When set to 'Y'es, the 'N'ew operation will force entry of the bank card information.

Past Due Aging *F3*

When answered 'Y'es, the system uses current aging to determine if a customer is past due.

Past Due Password *F3*

When answered 'Y'es, the system requires a password to allow an order for an overdue customer to continue.

L Part Window *F3*

If answered 'Y'es, when a part number is entered in Order Entry Lines the Part window (similar to the PIC screen) will pop up to collect the ordered quantity.

Using Fee Whse *F3*

Enter 'Y'es if using Fee Warehousing.

Fee Disburse Fght *F3*

This is an option to select how freight is disbursed on a fee warehouse order.

AD Check *F3*

Enter 'Y'es to check margins when batch updating lines with a discount by using operation 'AD'.

Check Core Margin *F3*

This option controls whether or not core charges are included in the 'D'one operation's margin check.

Default Clerk *F3*

This controls whether or not the system defaults the order clerk to the User currently logged on that port. 'N'o leaves the field blank.

AD Price Base/SALE *F3*

Enter the discount price base or 'SALE' that AD or MU operations from Order Entry default to.

Tax only in state *F3*

When set to 'Y'es, taxes are only assessed to shipments that originate and terminate within the same state.

Pw Check Terms

When a value other 'O' is entered the system will demand a password of that level before allowing the user to change terms in Order Entry 'N'.

Alert msg on order

When answered 'Y', any alert messages for the customer will display in Order Entry when an order for the customer is accessed.

Order Entry Options Screen

Option	Value	Default
D L Ordered	J	Check Other Wh Avl No
By-Pass Core Detail	No	Default Ship Via PU
Start at Last Line	No	Force BC Entry Yes
Split BO's early	No	Past Due Aging Yes
Manually Order BO'S	Yes	Past Due Password No
OE Flags	Yes	L Part Window Yes
PH Newest First	Yes	Using Fee Whse No
Never Merge BOs	No	Fee Disburse Fight No
Allocate to PTP	No	AD Check No
Auto audit OS	Yes	Check Core Margin Yes
Warn Backorders	No	Default Clerk Yes
Warn Force Ship	No	AD Price Base/SALE SALE
Done check Line MGN	No	Tax only in state No
Allow Backorders	Yes	Pw Check Terms 0
D Avl Estimate	No	Alert msg on order No
D Print Invoice	Yes	Print ALT on PT/PK No
Add After Pick	1	Print ALT on Inv No
Auto Load Alt Nbr	No	Invoice Detail Labor No
Check BO Allocation	1	PT/PK Detail Labor Yes
Select Order Quick	S.ORDER.NBR.QUICK.05	

F7-Forms Setup

Invoice Form

F3

This is the form that will be used to print invoices. (Operation 'D' in order entry)

Job Ticket Form

F3

This is the form that will be used to print job tickets. (Operation 'PT' in order entry)

Packlist Form

F3

This is the form that will be used to print packlists. (Operation 'PK' in order entry)

Pick Ticket Form

F3

This is the form that will be used to print pick tickets. (Operation 'D' in order entry)

Labor Tag Form

F3

This is the form that will be used to print labor tags. (Operation 'LT' in order entry)

Statement Form

F3

This is the form that will be used to create your statements. (NEW.AR.STATEMENTS in your AR.EOM job queue.)

Po Form

F3

This is the form that will be used to print purchase orders (Operation 'PRINT' in purchase order entry)

Customer Label Form

F3

This is the form that will be used to print customer labels (Operation 'PL' in order entry)

Print ALT on PT/PK F3

When set to 'Y'es, the system prints the alternate number (if used on that order line) instead of the part number for printing a pack list/pick ticket.

BO Info on Pick F3

When answered 'Y'es, this causes Pick Tickets to print the original customer PO number and the original order number under each backordered line.

Print ALT on Pick F3

When set to 'Y'es, the system prints the alternate number (if used on that order line) instead of the part number for printing a pick ticket.

Print ALT on Inv F3

When set to 'Y'es, the system prints the alternate number (if used on that order line) instead of the part number for printing an invoice.

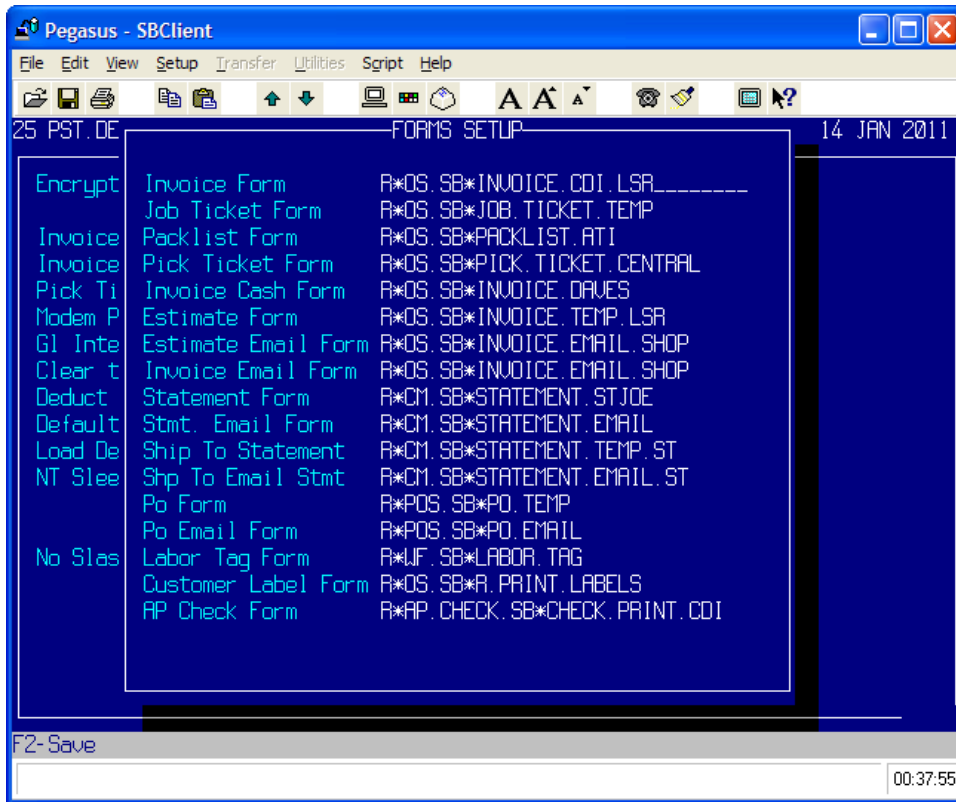
Invoice Detail Labor F3

When set to 'N'o, the invoice prints only a summary transaction of all labor on the invoice form.

PT/PK Detail Labor F3

When set to 'N'o, the PT/PK operation only prints a summary item for the labor on the job.

Forms Setup Screen



F8-Remanufacturing Options

TT Auto Help F3

When set to 'Y'es, in Technician Time card, this item automatically pops up the list of labor choices and job steps for the job selected.

TT Job List F3

When set to 'Y'es, Technician Time card displays the list of all jobs currently clocked in for the technician.

Auto TT **F3**

When answered 'Y'es, the system automatically logs start time and end time by clocking in then clocking out.

Apply Cores Ship To **F3**

When answered 'Y'es, the ship to number will be applied to the core.

Allow Auto Returns *F3*

If answered 'Y'es, operation 'RC', Return Core, allows users to answer 'A' for Auto Return core receipt.

Non Invoice Returns *F3*

If answered 'Y'es, operation 'RC', Return Core, allows an invoice number that is not in the core bank or no invoice number to be entered.

Check Parts Alloc *F3*

When set to 'Y'es, the system warns the user at 'D'one time if parts have not been allocated to labor charges.

WIP Ignore SCH Date *F3*

When set to 'Y'es, the system allows jobs without a scheduled date to affect the WIP field. If this control is changed RELOAD.WIP should be run.

Load Labor Desc *F3*

When set to 'Y'es, the system loads the labor step descriptions for any labor charges as labor charge messages.

Modify Auto TT *F3*

When set to 'Y'es and Auto TT is set to 'Y'es, the system allows the user to modify the time being entered in through Technician Time Card.

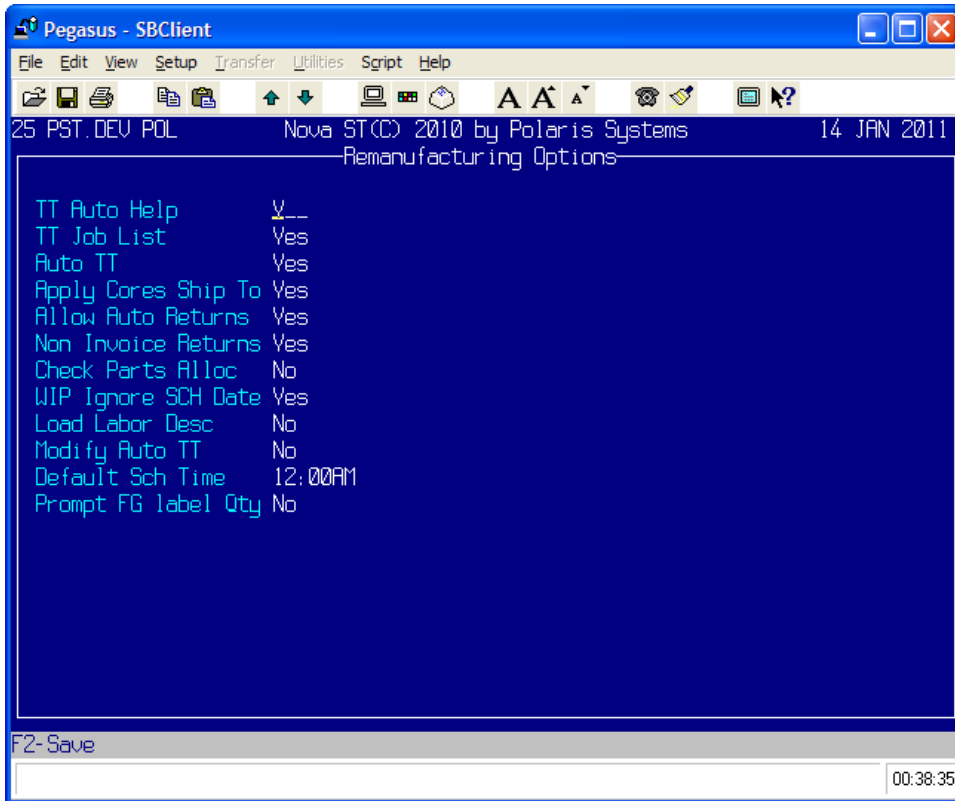
Default SCH Time

What the time will default to in Order Entry operation 'SCH'.

Prompt FG label Qty

If this prompt is answered 'Y', the system will prompt for the qty of FG labels to print. If answered 'N', it will use JT qty to determine label qty.

Remanufacturing Options Screen



F9-Toggle

F10-Decryption Value

Encrypt Value

This value is a code that contains most of the settings in the System Options screen. If you enter an encrypted string, the system explodes to make the settings in System Options match the settings on the system that the encryption string came from.

F5-PO Options

D PO Received

Enter the default value of the PO Confirm prompt 'Received'. If answered 'N'o, the 'Received' prompt on the Confirm screen defaults to 'N'o. If answered 'Y'es, the prompt defaults to 'Y'es. Typical setting would be 'N'ot received.

Allocate Delay *F3*

When answered 'Y'es, the process that allocates parts to backorder lines delays for three seconds before continuing.

Allow WT in Work *F3*

If answered 'Y'es, operation 'WT', Warehouse Transfer, allows orders in a work status to be used in warehouse transfers.

PO Start at Bottom *F3*

When answered 'Y'es, the purchase order operation 'L'ines takes you automatically to the first available line at the bottom of the PO.

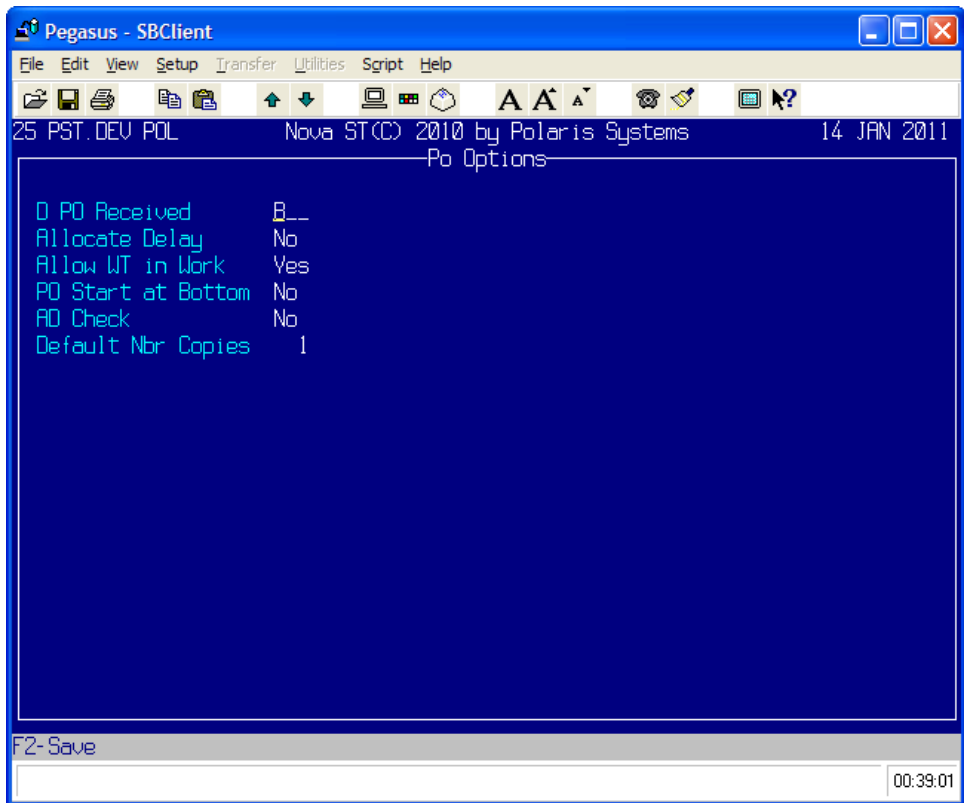
AD Check *F3*

Enter 'Y'es to check margins when batch updating lines with a discount using operation 'AD'.

Default Nbr Copies

The value in this control represents the default number of copies to be printed by operation 'PRINT'.

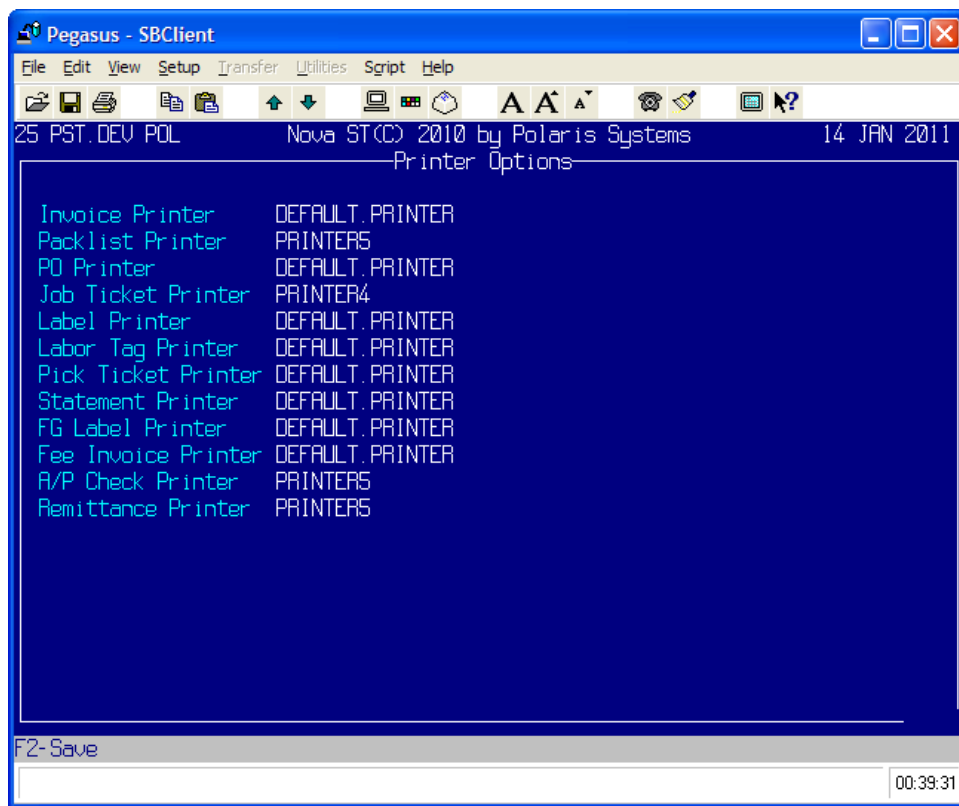
PO Options Screen



F6-Printer Options

- Invoice Printer** *F3*
Enter the printer you want to print invoices on.
- Packlist Printer** *F3*
Enter the printer you want to print packlists on.
- PO Printer** *F3*
Enter the printer you want to print purchase orders on.
- Job Ticket Printer** *F3*
Enter the printer you want to print job tickets on.
- Label Printer** *F3*
Enter the printer you want to print labels on.
- Labor Tag Printer** *F3*
Enter the printer you want to print labor tags on.
- Pick Ticket Printer** *F3*
Enter the printer you want to print pick tickets on.
- Statement Printer** *F3*
Enter the printer you want to print statements on.
- FG Label Printer** *F3*
Enter the printer you want to print finished goods labels on.
- Fee Invoice Printer**
Enter the printer you want to print fee invoices on.

Printer Options Screen



F7-AR Options

ADJ Date Diff

Enter the number of days old an adjustment can be in Adjustment Entry.

AR Newest First *F3*

When answered 'Y'es, Customer Inquiry options 'D' and 'S' sort the AR transactions by the newest first.

Age Credits *F3*

If answered 'Y'es, unapplied credits will be aged similar to a regular transaction.

Confirm as AR Date *F3*

If answered 'Y'es, the AR transaction date will be the confirm date of the order. If answered 'N'o, the AR transaction date will be the ship date of the order.

Ch Display Sales

Enter the number of months that display in Customer Inquiry option 'H', Return History.

Cm Keep Sales

Enter the number of months of No Sales a customer has to have before it can be deleted from the system.

Credit Limit Pw Lvl

Enter the minimum password level needed to by-pass the Credit Limit warning in Order Entry.

Overall Mgn Pw Lvl

Enter the minimum password level needed to by-pass the order margin below acceptable levels warning in Order Entry.

Overall Margin Cost

If margin checking in operation 'D'one is on, enter which cost to use to determine the margin, 'A'verage or 'R'eplace.

Check Overall MGN *F3*

When set to 'Y'es, the system checks the overall margin in 'D'one and requires a password if the margin is too low.

Cod Cash Only

This setting must match the CD Invoice Terms code setup for COD cash only. This code is normally set to '20'.

Cust Type Mgn Def.

Enter the minimum margin percentage, without percent sign, allowed from customers with no assigned customer type. For example, 25 is 25%.

Done Check Past Due *F3*

When set to 'Y'es, the system checks if the customer is past due, in operation 'D'one, and requires a password.

Dated Invoice Date

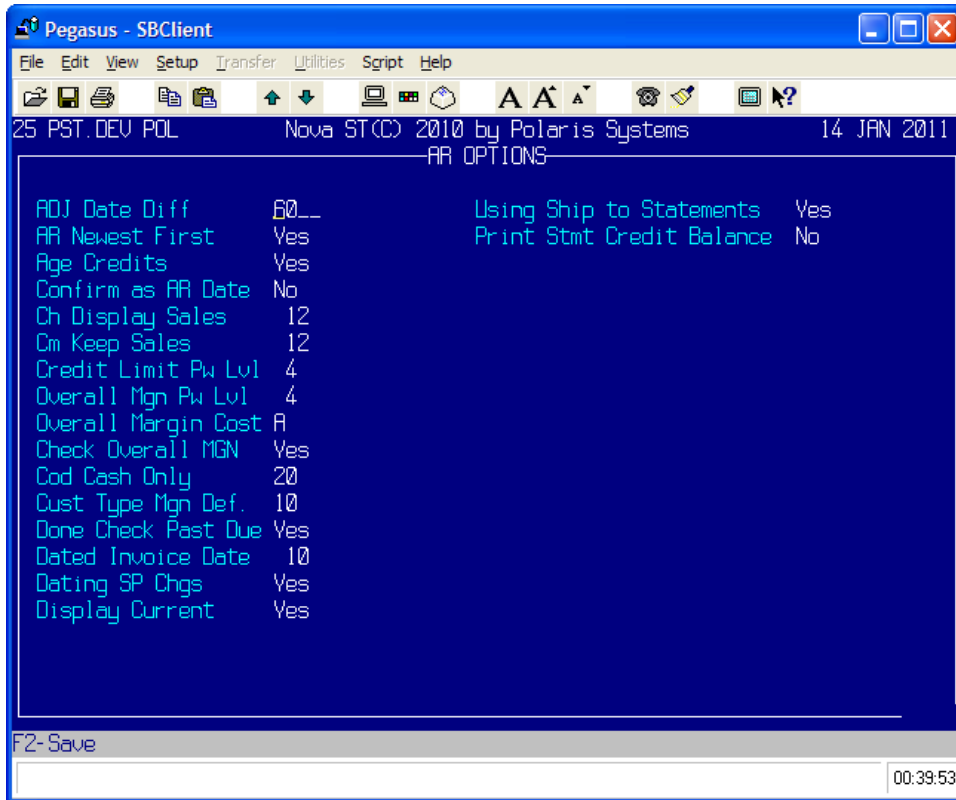
Enter the default date of the month for dated invoicing.

Dating SP Chgs **F3**

Enter 'Y'es to date the special charges or 'N'o to apply the special charges to the most current date.

Display Current **F3**

When answered 'Y'es, the Customer Inquiry screen calculates and displays a customer's current aging on the first screen.

AR Options Screen**F8-Backorder Options**

PO Enter

Allocate on Avail *F3*

If 'Y'es, the system uses available quantity when allocating receipts from the purchase order 'ENTER' operation. 'N'o uses receipt quantity.

Manual *F3*

If 'Y'es, the system uses manual allocation from the purchase order 'ENTER' operation. 'N'o uses automatic.

Modify Qty *F3*

If 'Y'es, the system allows the user to modify the quantity to allocate in the manual allocation screen for this process.

Modify Amount *F3*

If 'Y'es, the system allows the user to modify the amount to allocate to specific orders in the manual allocation screen for this process.

Finished Goods

Allocate on Avail

Manual

Modify Qty

Modify Amount

INV RTA Receipts
Allocate on Avail
Manual
Modify Qty
Modify Amount

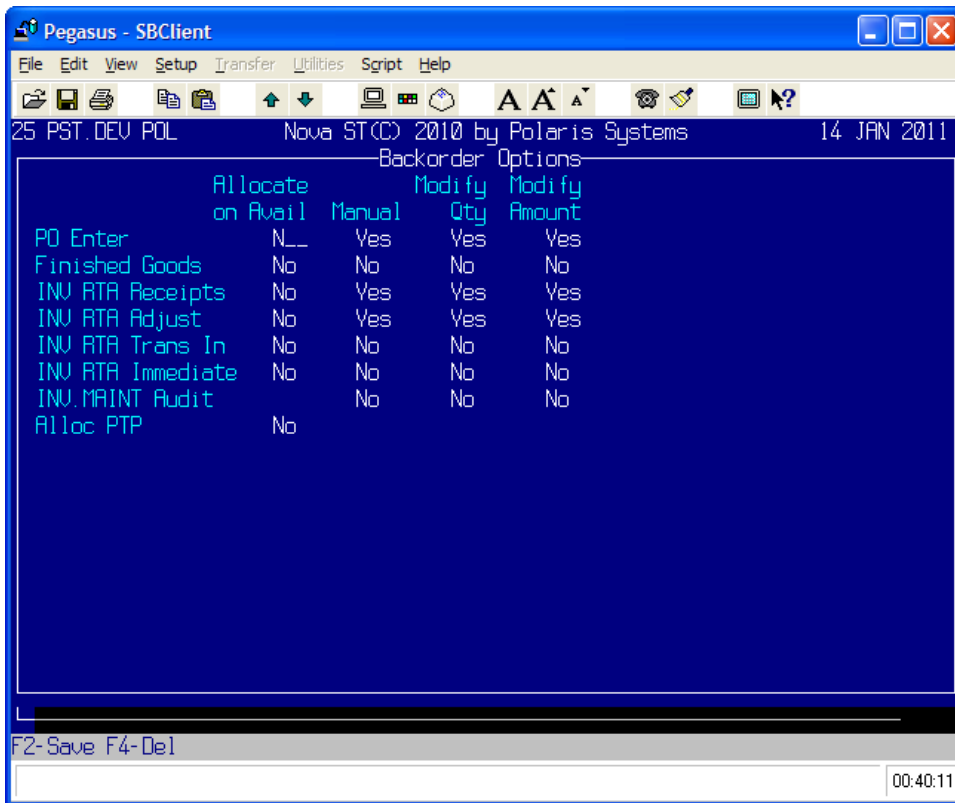
INV RTA Adjust
Allocate on Avail
Manual
Modify Qty
Modify Amount

INV RTA Trans In
Allocate on Avail
Manual
Modify Qty
Modify Amount

INV RTA Immediate
Allocate on Avail
Manual
Modify Qty
Modify Amount

INV.MAINT Audit
Allocate on Avail
Manual
Modify Qty
Modify Amount

Backorder Options Screen



Section 12 User Options

Operating Procedure

Process Name: USER.OPTIONS

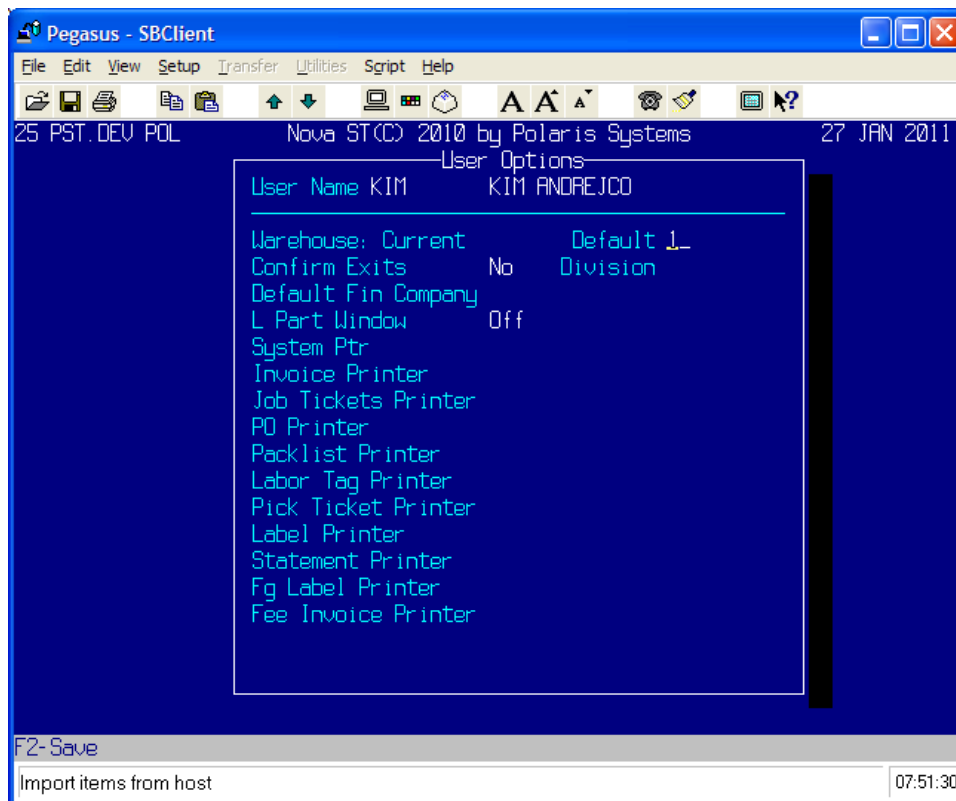
Control Menu
User Options

User Name *F3*
Enter your user ID to set the options.

Confirm Exits *F1 F3*
Controls some exit confirmations. When set to 'N'o the system will not confirm exits from OE, CD.MAINT, etc.

L Part Window *F3*
If control L Part Window in OE System Options is activated and this prompt is set 'Y'es, then the system displays the part selection window in Order Entry.

User Options Screen



Section 14 Security

Chapter 1 User Security Setup

Overview

The purpose of the User Security Setup file is to enter and subsequently maintain unique user logon names and user logon passwords.

User Security Setup establishes the control of user access to the system. Each system user is assigned a User ID Code, or logon name, usually the user's three initials, and a password, something easy to remember. To gain access to the system, each user enters their unique User ID Code, followed by their password at the 'Logon Please:' prompt.

IMPORTANT NOTE

If either an invalid logon name or invalid logon password is entered, access to any information on the system will not be permitted. This system feature protects your information from being accessed by any unauthorized personnel.

Operating Procedure

System Administration menu
 Security
 User Security Setup

User Id Code

Enter the user name the user enters when signing on to the system at the Logon Please: prompt. For example: Steve = Steven B. Smith

Alternative Id Code

Optional

An alternative code. This further uniquely identifies the specified user for applications external to this system.

First Name

Enter the user's first name.

Surname

Enter this user's last name.

Short Name

Enter the first letter of their first name and the last name. This is automatically assigned by the system if you do not enter any information.

Status

F3

The status code for the user being defined.

Users Group Code

F3

The group ID code to which the specified user belongs. Group ID determines the level of access the specified user has within the system.

Start Account *F3* *Optional*

This is the system account name containing the start menu, which is accessed by the user when they logon.

Start Sys, Menu, Opt *F3* *F5* *Optional*

The system ID and start menu to appear after the user logs on. The start menu is offered in preference to the master menu. The start menu can be built for the user by depressing F5.

Last Maintained

This field automatically fills in each time the record is updated. It shows who was the last person to enter this record. It also shows the date and the user who accessed this record.

Password

Enter the logon password, which permits the user to access the system account. The password will not display.

Pwd Rollover Date *F3* *Optional*

Enter a future date on which the user is required to change their password.

Diary Access Code

Macro Lead-in Character *F3* *F6*

The decimal ASCII value representing the keystroke signaling to the system that a macro follows. Depress F6 to define user macro keys. At the Define User Macro Key screen, under SW, enter the keyboard character to be used to recall the string defined at the next prompt. Then at Macro String, enter the string of characters making up the macro, which will be returned when the macro lead-in character and switch character keys are entered.

Keyboard Timeout

Enter the number of minutes on inactivity after which the password prompt will appear at the bottom of your screen. To continue activity, the password must be re-entered.

Auto Extend Field Length

Enter 'Y'es to be able to type past the given margin on field entry, 'D'isabled extended length functionality, or 'N'ormal length functionality. The field defaults to 'N'ormal .

Auto Help Display

This flag determines whether or not help reminders are automatically displayed as soon as a menu option is highlighted or the cursor moves to a field. The system defaults to 'N'o auto display. You can also select 'Y'es to auto display all reminders starting with a '?'; 'M' to auto display menu help only; or 'A'uto display all help.

Error Text In Dialog Box *F3*

'Y'es displays error text in the dialog box. The system defaults to 'N'o for standard error text.

Major Heading Justification *F3*

'C'enter the main heading, 'L'eft justify or 'R'ight justify. This field defaults to 'C'enter.

Full Refresh Of Screen *F3*

'Y'es always refreshes entire screen; 'N'o only refreshes the screen of the calling process. 'S' is for smart screen refresh. This field is defaults to 'N'o.

Suppress Confirm On Screen Esc *F3*

'Y'es suppresses the verification prompt when escaping from a data screen without saving changes. 'N'o confirms escape if changes will be lost. Defaults to 'N'o.

Command Stack Per Account *F3*

'Y'es makes the command stack account specific, a separate stack per account. 'N'o makes the command stacker global across all accounts. Defaults to 'N'o.

Suppress Beep On Error *F3*

'Y'es suppresses the bell character preceding error messages. 'N'o sends the bell. Defaults to 'N'o.

Suppress Logon Message Delay

'Y'es suppresses the delay when displaying logon details. 'N'o always has a delay. 'M' only delays if there is a message. 'A'lways solicits an accept response. Defaults to 'N'o.

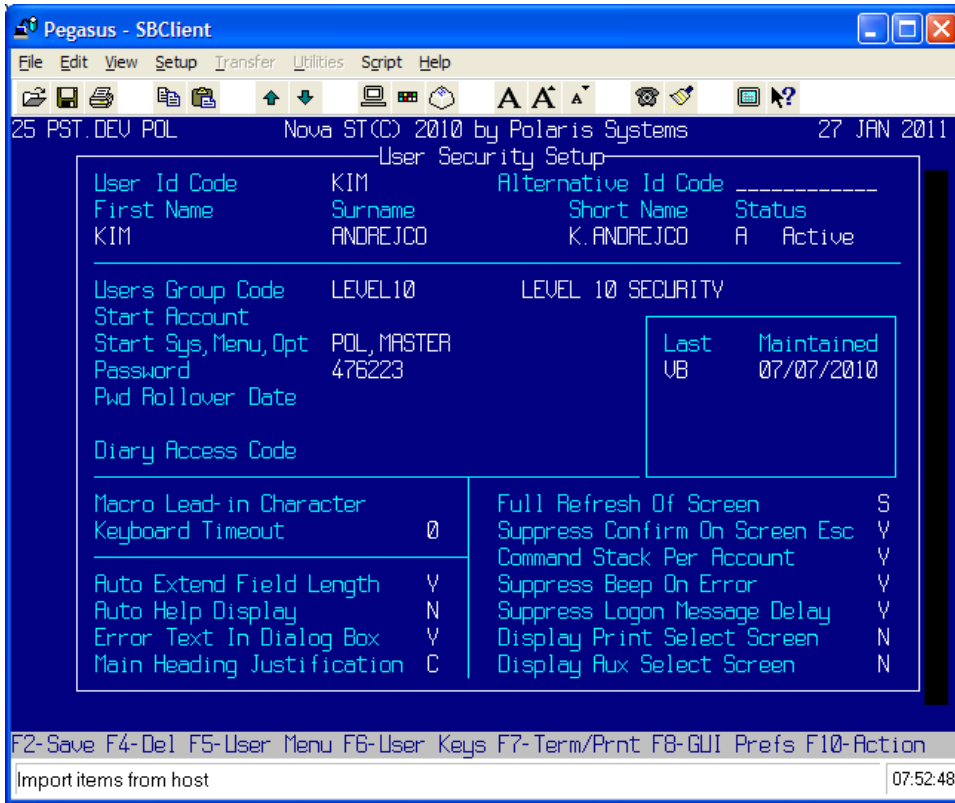
Display Print Select Screen *F3*

Print Manager normally displays a screen that allows the user to select Printer, Stationery, Assign Options and Number of copies. Using this flag, the administrator may restrict display of this screen. 'Y'es always displays the Print Selection screen. 'N'ever displays Print Selection screen. 'RO' displays the screen for reports only. Defaults to 'Y'es.

Other Miscellaneous Functions

F5 User Menu
F6 User Keys
F7 Term/Print
F8 GUI Prefs
F10 Action
Copy User
Print Defaults
Network

User Security Setup Screen



Chapter 2 Group Security Setup

Group Security Setup Overview

The purpose of the Group Security Setup is to enter and subsequently maintain group privileges and user restrictions after user security has been established.

To control the use of your system's features, privileges and restrictions are established by group. This control provides a high level of security for your company.

Operating Procedure

System Administration menu

Security

Group Security Setup

Group Id Code

F1 F3

Enter the group code to be created or amended. A group can only be accessed if it is at the same or lower level as your own.

Group Parent Code

F1 F3

Enter the Id of the parent group for the group id being defined in this window.

Group Description

F1

A description for the group id that you are defining.

Inhibit Break Key (Y/N)

F1

The Break key provides user access to the operating system.

Inhibit Supervisor (Y/N)

F1

'Y'es prevents subordinate groups being created by users in this group. 'N'o allows users in this group to create subordinate groups.

Inhibit Shell Access (Y/R/N)

F1 F3

'Y'es prevents all access to shell. 'N'o allows access. 'R' inhibits real shell. Restricted verbs may be specified at the next prompt if 'N' or 'R'.

Rstrict Shell Verbs (Y/N)

F1

'Y'es restricts shell verbs for this group. 'N'o does not restrict shell verbs. Restricted verbs from parent groups apply to lower levels.

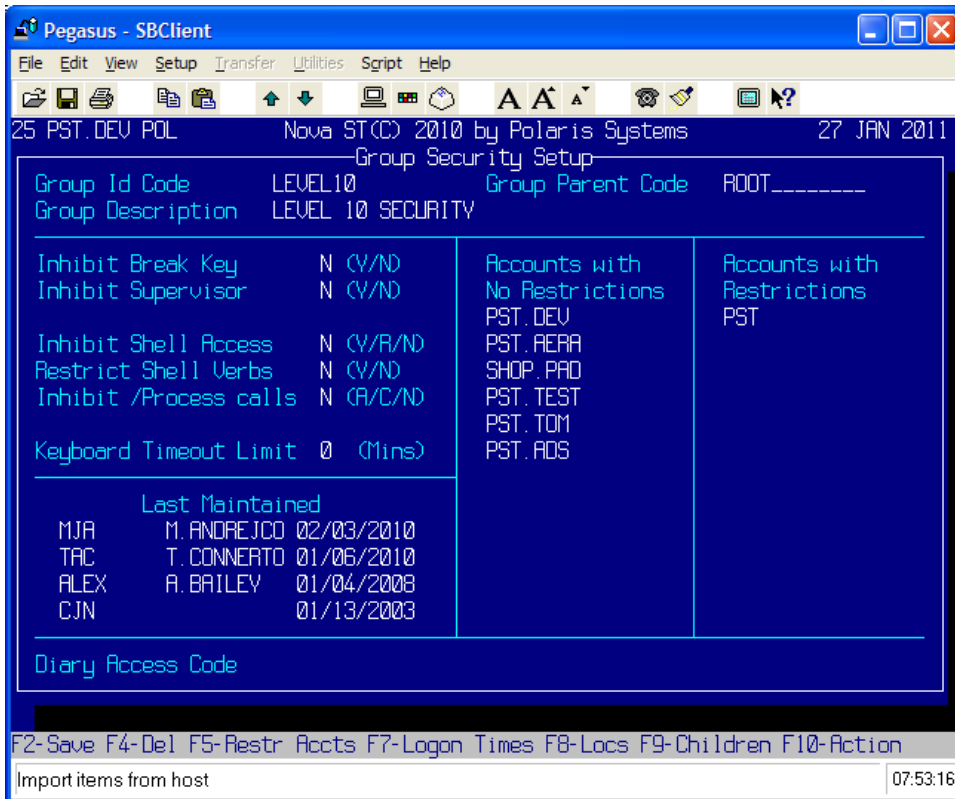
To Delete a Group

To delete a user name, enter the Group Id Code and depress F4. At the bottom of the screen you will be prompted once more 'Are you sure you wish to delete? (Y/N)'

Other Miscellaneous Functions

- F5 Restrict Accounts
- F7 Logon Times
- F8 Locs
- F9 Children
- F10 Action
- Copy Group
- Print Defaults

Group Security Setup Screen



Chapter 3 Menu/Process Report

Operating Procedure

Process Name: MENU.REPORT

System Administration Menu
 Security
 Menu/Process Report

Enter Output Option ('P'rinter or 'D'isplay)

Do you want to 'P'rint the Menu Report or 'D'isplay it on the screen?

Enter Beginning Menu Name

If you would like to display items beginning with a certain menu or sub-menu, enter the menu name. Otherwise, the system defaults at the Master menu.



Chapter 4: Setting up Multiple Tray Printers

We now have the capability of sending different documents to different trays on Lexmark or any other PCL emulation printer. To set this up, use the following procedures:

Step #1: Create a new Stationary Type

MASTER.MENU>>SYSTEM ADMINISTRATION>PRINTERS AND TERMINALS>PRINTER MANAGEMENT>MAINTAIN STATIONARY TYPES

Create a Stationary type called TRAY2, TRAY3, TRAY4, etc. Make sure that the Column width and length matches the form you are going to place in that tray. For Example: If the client wants to print invoices in TRAY2, and the invoice form has a current stationary type of 80X57, then use 80 and 57 on the bottom of Maintain Stationary Types. Save it.

Step #2: Add the Stationary Types to the Printer Class Definition of the Printer being used

MASTER.MENU>>SYSTEM ADMINISTRATION>PRINTERS AND TERMINALS>PRINTER MANAGEMENT>PRINTER CLASS DEFINITIONS

In Printer Class Definitions, go to the class of the printer being used and add the stationary type. <ENTER> to the Orientation Column and insert the following PCL Code:

(27)&l#H – Where the # represents the option of which tray to use: (the third character is a small ell)

Options for Trays

- 1 – Tray #1 – (Default)
- 4 – Tray #2
- 5 – Tray #3
- 20 – Tray #4
- 21 – Tray #5

So in our example of using Tray #2, the code for Orientation would be: (27) &l4H
Save it

Step #3: Add the Stationary Types to the Physical Printer Definition of the Printer being used

MASTER.MENU>>SYSTEM ADMINISTRATION>PRINTERS AND TERMINALS>PRINTER MANAGEMENT>PHYSICAL PRINTER DEFINITIONS

Now add the stationary types to the Physical Printer Definition and save that.

Step #4: Add the Stationary Types to the Document Form

Access Process Definitions – Reports (PD.R) and bring up the customer's form. Press F9 and change the stationary type from 80X57 to TRAY2. Compile it and you're done.

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