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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.

An Introduction to The Basics

The Basics is designed for companies setting up Polaris for the first time. Polaris Systems wants to assist new Polaris users as much as possible to get the most from the software provided. That is why we have included this section so that you, the user, can enter your company's information accurately, easily, and in the shortest amount of time possible. One of Polaris's strengths is its ability to adjust to your business; most software programs do not have the flexibility that Polaris does. It is during the set up procedure, outlined in The Basics, that you tell Polaris who you are and how you do business.

The Basics has been broken into several different parts, starting off with Company Maintenance. Company Maintenance is where you enter the name of your company, number of warehouses, and federal, state and local tax information. Accounts Receivable information such as billing terms, late charges and end of month is entered.

The second section of The Basics is Security Setup. Polaris' security system is designed so that you can control the access of anyone on the system. People who will only be using Order Entry can have their security clearance setup so that they only have access to the Order Entry functions of Polaris. If some employees will be doing several different things, such as Order Entry and Purchase Order Receipting, they can be setup so that they have access to only those two areas. Polaris uses a security system that can easily be compared to a tree. Initially you set up different levels, or branches. One of these branches could be people who only use the shop pad. Another would be people that will be spending a lot of time in the shop management functions of Polaris. Finally there would be a select few that would have access to the entire system. Once these different groups, or branches, have been setup then each user's access can be customized. This customization can include more or less access than the rest of the people in that group.

Another section that has to be setup before you can get the most from the Polaris System is the Code Descriptions file. It is in this area that you tell Polaris what type of customers you have, what different types of inventory you stock, what type of "jobs" your business performs, if you are using different warehouses, and even what different special charges you bill at different times.

Polaris needs to know the different tax rates for the areas that you do business in. In Tax Table Maintenance you setup Polaris so that it charges the correct amount of tax on your invoices. Polaris is designed so that it can include local city, county and states taxes on anything you sell anywhere. It automatically looks at the city, county and state of the customer, and then figures the appropriate taxes.

Polaris gives you the flexibility to develop different pricing levels, or escalators. These can be beneficial if you charge a different price for walk-ins, than a jobber that does a substantial amount of business with you. These pricing levels are entered in Escalator Maintenance.

Most businesses sell more than one product line. With Polaris you have the ability to setup your product lines, or vendors, and manage how they are used in Order Entry, Inventory and Automatic Purchase Ordering. Vendors can be divided into sub-vendors. Sub-vendors are a way for you to divide product lines even further. An example of a vendor would be Bosch. A sub-vendor of Bosch would be Bosch electrical products or Bosch gasoline injectors. A three-letter code is given for all vendors, and sub-vendors; a possible vendor code for Bosch would be BSH.

With each part you stock Polaris needs information concerning that part. This information has to be entered before you go on-line in Inventory Maintenance. One of the things that the system needs is a part's unit of measure. Unit of Measure is how you sell the part; does it get sold in pairs, like valve cover gaskets for a V-8 engine; or do you only sell that part in packages of ten, like small o-rings? If you use multiple warehouses, you can tell Polaris you only stock that part in one warehouse or all of them. When importing or exporting parts the system wants to know the country of origin. The part number's status is used when generating automatic purchase orders, which is covered in a different section. Polaris also gives you the ability to track a part by its serial number.

Different salesmen can be setup in Polaris. This allows your business to follow the progress and success of the salespeople. When a sale is made, Polaris keeps track of when it was made and the amount of the sale in that salesman's file. This allows you the ability to look that information up at a moment's notice and can even be used to figure out commissions, improvements, and comparisons of the sales staff.

Polaris gives you the ability to develop customer types and even have the computer automatically charge a specific pricing level for that particular customer or groups of customers. This specific customer information is entered in Customer Maintenance. The information that you enter at Customer Maintenance is used in Order Entry, Accounts Receivable, and sales analysis.

Just like the salespeople, Polaris wants to know about your technicians. By setting up your technicians in Polaris, you can track a technician's progress, know instantly what job a technician has worked on and is currently working on. The shop rates can be entered for a particular technician, and that rate is carried over when the job is billed out. This gives you the ability to evaluate a technician's performance, how many billable hours he has worked, and how he compares to the rest of the technicians.

Polaris tracks the progress of a job as well. In Job Step Maintenance you can tell the system what different steps a job has to go through before it is completed. As each step is completed a shop pad can be used so that the technician can update the status of a job quickly. Then anyone can look up the status of a job and know instantly how much has been done and approximately how much longer before it is completed.

Polaris gives you the ability to define different labor rates. By entering the different labor rates for specific jobs and assigning codes to those jobs, the Order Entry process is simplified. When it comes time to bill out a job, simply enter the code for the different jobs performed, and Polaris bills on the invoice the proper rate and applicable taxes.

By taking the time and entering the information in the beginning, you give Polaris the ability to help you and your business perform at the maximum level possible. Polaris was designed to adapt to how you do business, and help you and your company out perform all goals and expectations.

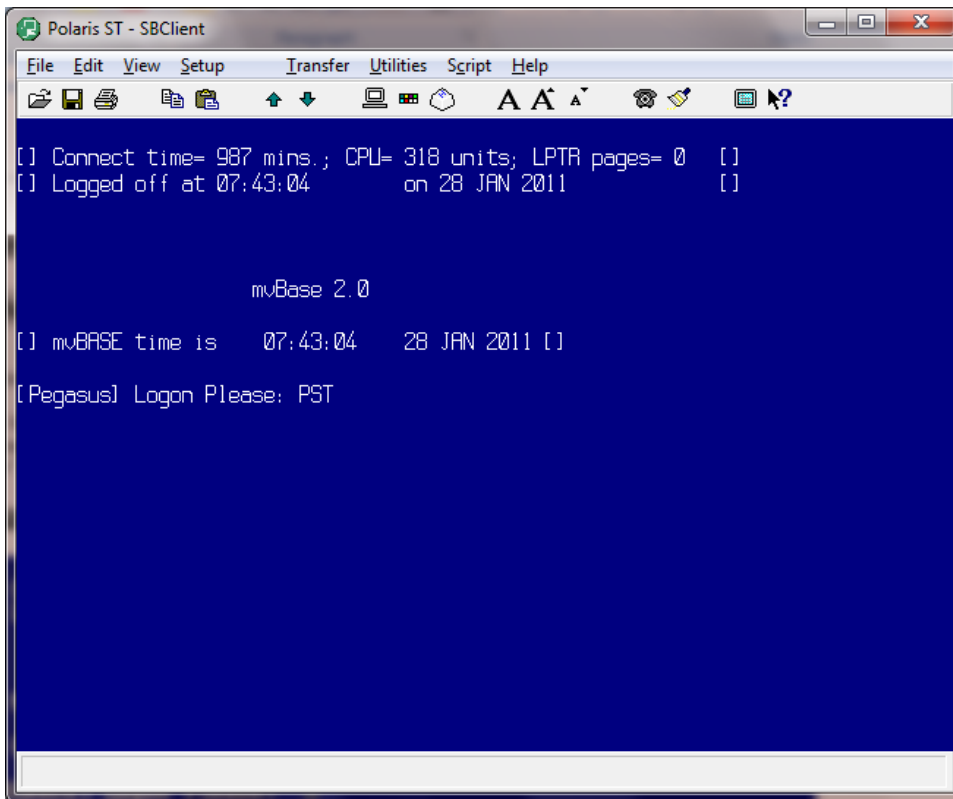
Section 1 Getting Started with Polaris

Chapter 1 Logging On

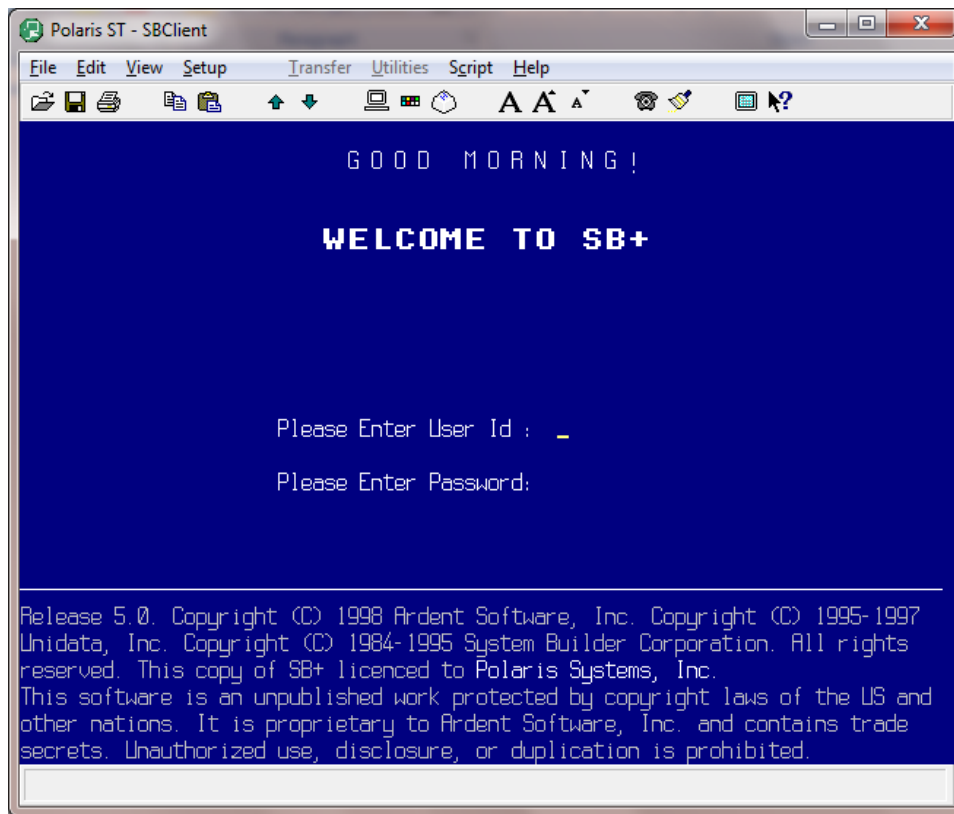
Before logging on, you need to know your logon name and password.

The logon prompt should appear on your screen. If not, depress <ENTER>. You are now ready to logon to your server by entering your Polaris account name. Your Polaris account name allows you to access the “Welcome to SB+” screen. Your Polaris account on the server is established by your system administrator.

Logon Screen



```
[ ] Connect time= 987 mins.; CPU= 318 units; LPTR pages= 0 [ ]  
[ ] Logged off at 07:43:04 on 28 JAN 2011 [ ]  
  
mvBase 2.0  
[ ] mvBASE time is 07:43:04 28 JAN 2011 [ ]  
[Pegasus] Logon Please: PST
```



Next, enter your User ID and password, respectively. A message appears showing when and where you last logged on the system, if you have any new mail and your port number.

OOPS!!! If your ID or password is entered incorrectly, an error message appears 'SORRY. TRY AGAIN.' You have two more opportunities to enter your ID and password correctly. Failing to enter a correct User ID and password in three attempts results in your being logged off the system. If this happens, check to see if the Caps Lock key is turned on. You are returned to the original screen.

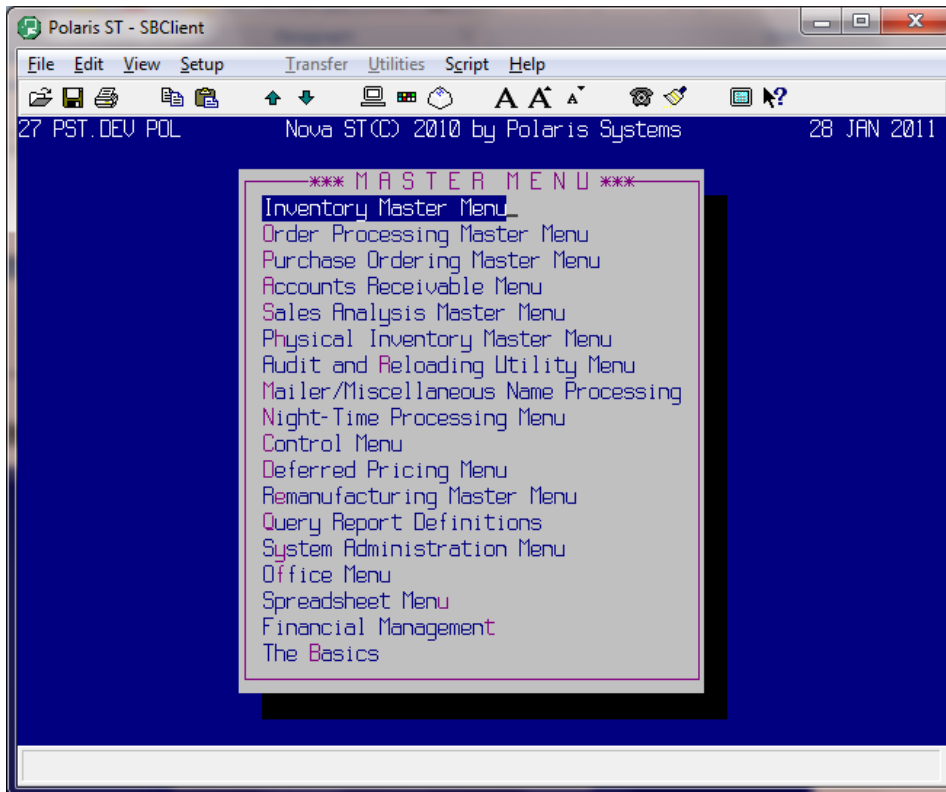
If you have not logged onto the system before, you do not have a personal password. Everyone is issued a temporary password until they log onto the system (usually 'XXX'). At this point, you are prompted to enter your new password and to re-enter it to verify.

IMPORTANT NOTE

SB passwords must be more than three characters and may NOT be part of your name or any character sequence (1234, ABCD, etc.)

You may be prompted for terminal/device type. Check with your system administrator or Polaris Coordinator for the correct type name. Your user profile can be updated to start with the correct type. Depending on your user profile, you are taken directly to the master menu or another menu or program.

Polaris Master Menu



If you do not use the system for a specified length of time and return to activate it, you will be prompted for your password. You can change the time allowed before the system prompts for your password.

Chapter 2 Keyboard Commands

The following table represents various keyboard commands that are used. Polaris makes use of function keys to perform certain activities. The first four function keys (F1, F2, F3, F4) are predefined by default to do the following:

F1	Displays 'Help' related to the current input prompt. F1 does not appear on the Function Key Status Line at the bottom of the screen, but it is always available.
F2	Generally used to save data on a screen. If F2 does not appear on the Status Line, there is no option to save. Use F2 primarily if you want to save something.
F3	Calls Intuitive Help if available for the current prompt. Intuitive Help acts as a guide to help you answer the prompt correctly by displaying available options or offering search criteria. F3 does not appear on the Status Line. Its availability is indicated in F1 'Help' by the presence of <F3> at the end of the help message.
F4	When available, F4 is used to delete records. You will always be asked to confirm deletion of records. If F4 does not appear on the Status Line, there is no delete option.
F5	Detailed search for the current prompt when available.
F10	Accesses the Action Bar where available.
Esc	The escape key always takes you back one input step.
\	Backslash = To clear a field, make it blank or null, depress the '\ ' key and <ENTER>. The same result can be achieved by pressing the Delete key repeatedly, the 'Clear to end of line' key, or CTRL-Y.
/	Forward slash = If you are at a menu, depressing '/' immediately requests a process name to execute. To call a process from any other prompt, type '/process name'. Elsewhere, '/' on its own represents a forward slash.

Chapter 3 The Polaris Menu System

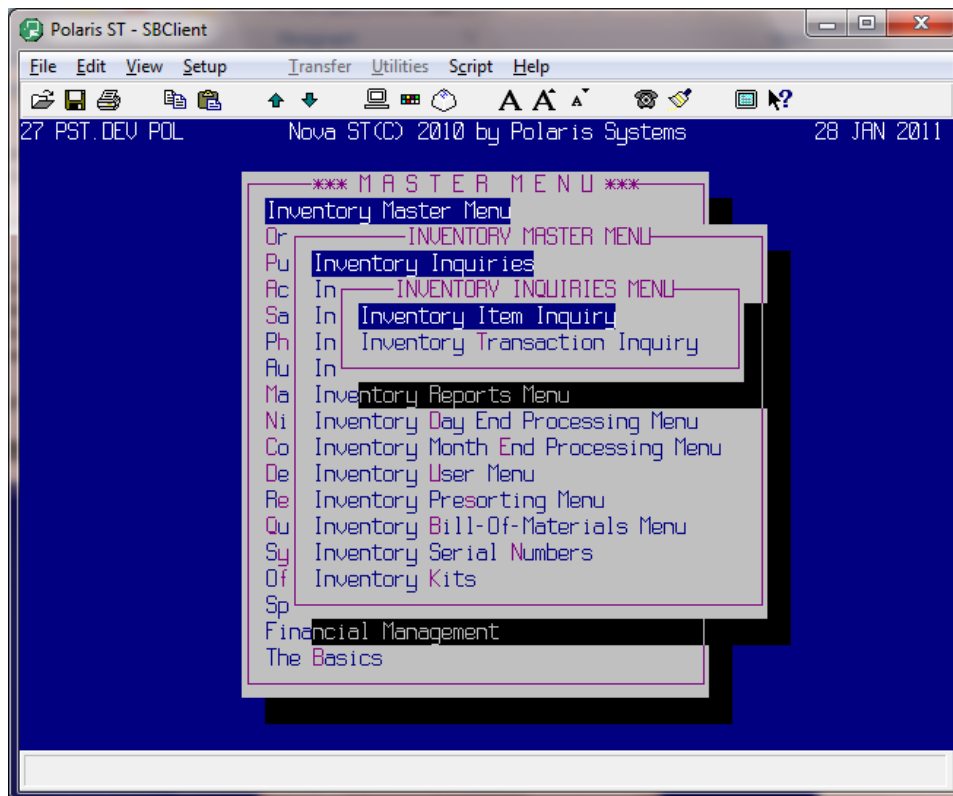
Polaris contains an extensive menu system. In order to operate each module effectively, the system's multi-level menu structure guides you through each functional area of the system.

When you logon at the beginning of the day, you are presented with Polaris's Master Menu.

You select an item from the master menu by entering the highlighted letter for that line or moving your arrow keys up/down to that line and depressing <ENTER>. (Use the arrow keys below the Delete key not the arrows on the number keypad.) You have now reached the level of the menu system where the actual programs are stored. From here, type the highlighted letter of the line/program you choose or move up/down to the specific line and depress <ENTER>.

To go back to previous menus, use the 'Esc' key.

Cascaded Menus



- TCL is a command line prompt allowing you to enter any TCL verb or SB+ process and allows access to the stacker. This process is subject to security restrictions. You may also get to "real" TCL by entering /TCL.
- TCL (Terminal Control Language).
- Keep this in mind when talking to Polaris Systems technical support. They may ask you to "drop to tickle."

Chapter 4 Slash Commands

Following is a list of commonly used slash commands. Enter a '/' (forward slash) before one of these commands to initiate an action.

IMPORTANT NOTE

Do not slash to a process if you already have the process actively running. If you do, the system gives you a warning and records the transaction.

LOGTO

For multiple locations and/or accounts, type /LOGTO then enter the account name you want to slash to.

OFF

Logs the user off of the system. Do not enter this command while in a program or report. It's best to only enter it from a menu.

P

Prints whatever you have on your screen.

R

/R refreshes the screen when garbage appears or the screen isn't lined up.

WHAT

This process gives you process ID names that you can slash to. It also gives you process ID's that you should not slash to. The best recommendation is to use the MENU.REPORT or the menu structure in the documentation to determine valid process names for slashing.

WHO

/WHO displays your user information including the port number you are logged to, the account name, if you have email, the system and your User Id.

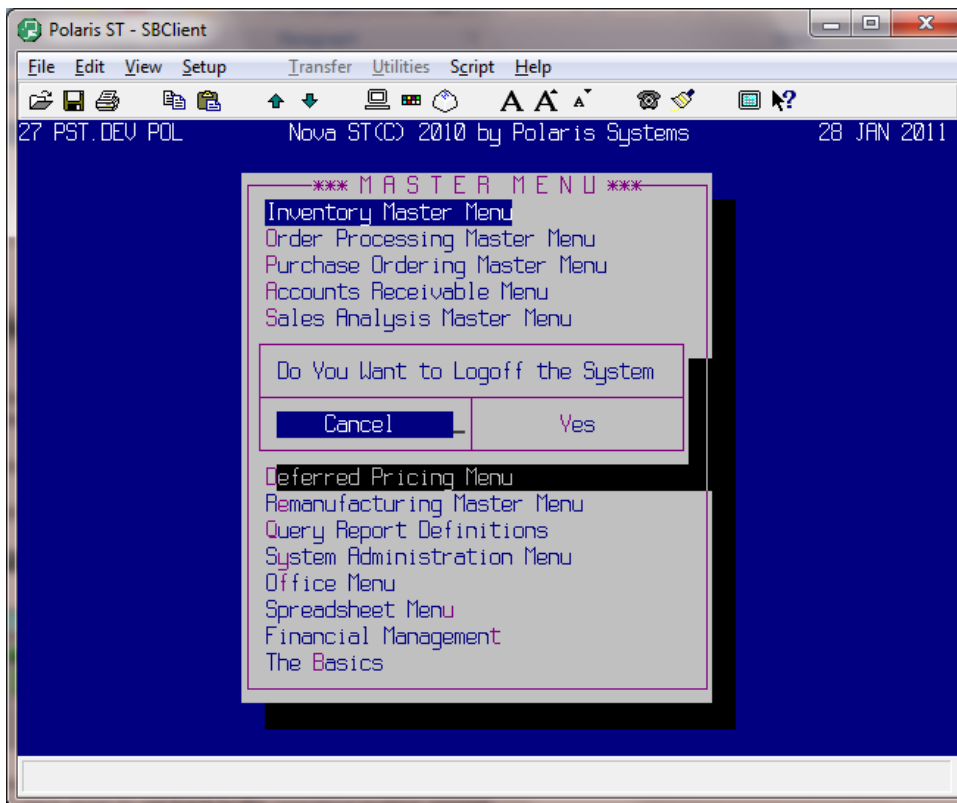
Chapter 5 Logging Off

Before you can successfully logoff, you must first determine where you are on the system. Are you currently running a program? Or does the screen display a menu?

If you are currently inside a program, depress the 'Esc' key to return to a menu.

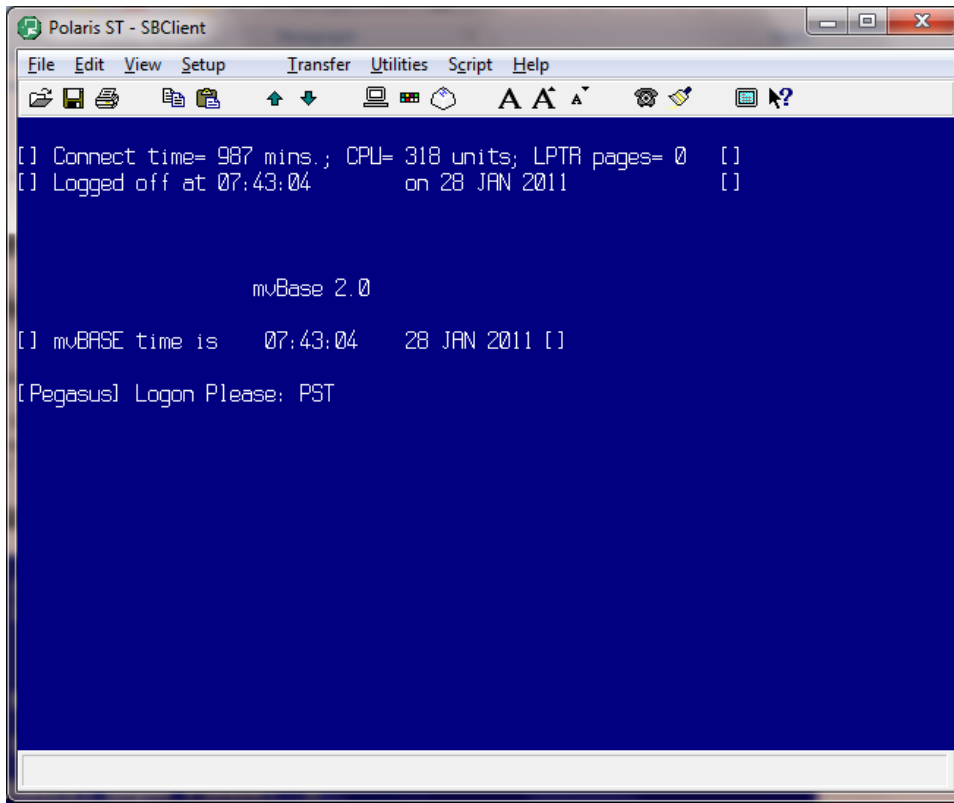
Keep depressing 'Esc' to backup through the menus.

Logoff Screen



If you answer 'Yes, you will return to the 'Welcome to SB+' screen at the 'Please Enter User ID' prompt. Depress 'Esc' once more to get back to the operating system prompt.

Logon Screen



The information displayed represents an “accounting” of your use of the system. The ‘Connect time’ tells you how long you have been logged on the system. ‘CPU=’ indicates how many milliseconds of the computer’s internal processor you have used. ‘LPTR pages’ show you how many pages you have sent to the printer.

You may now turn your terminal to the OFF position. If your terminal is located in a shop or industrial environment, please be sure to clean off any debris that may have accumulated on the keyboard or terminal top.

IMPORTANT NOTE

Before turning your server off please refer to your hardware and operating system user guide for appropriate procedures. Improper shut down may result in lost or damaged data.

Chapter 6 Do's and Don'ts

Please read the following information before you attempt to enter any data or perform any applications. The following is a list of helpful and important data entry hints. Take time to read this information carefully. The ten minutes it takes to understand this material can save you hours of data correction in the future.

Do	Always log off the system before turning off the power to your terminal.
Do	Always have terminal keyboard in the CAPS mode.
Do	Always have terminal keyboard in the FDX mode.
Do	Always start entering your data in the first position of a field.
Do Not	Use the BREAK key.
Do Not	Use a forward slash (/) as the first character in an inventory part number or Order Entry message field. The slash is a special character in Polaris. Use a dash (-) instead of a slash.

Section 2 Company Master Maintenance

Chapter 1 Company Master File

Company Master File Overview

This is 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 OR The Basics
Company Master Maintenance

Whse

Enter 'M' for Master.

Name

Enter warehouse company name.

Address

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

City

Enter the company 's city.

State

Enter the company 's state.

F3

Zip

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

County

Enter the county in which the company is located.

Country

F3

Enter the country in which the company is located.

Phone

Enter the telephone number for the company 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 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 (consignment 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.

The following entries automatically default to No if you depress **<ENTER>**. These fields are informational only. Definition answers will be 'Yes' or 'No'.

Auto Backorder

Backorders can be automatically generated or entered manually.

Balance Check

The computer checks the customer's accounts receivable aging (60 days or greater) before and after an order is entered in Order Entry.

Req Return Invoice

If using the Return Processing module, the system has a special program that generates "return invoices". If you are using this utility, will you require that all returned items be present on the original invoice?

Rtn Authorization

Will special authorization be required before a return is accepted?

Req Credit Password

During Order Entry/Point-of-Sale, the computer checks the customer's credit limit just before the order is completed. If the customer exceeds their limit, the computer displays a message informing the counter personnel of the credit problem. Do you wish the counter personnel to complete this order without entering a special password?

Batch Invoicing

Will you be using Batch Invoicing? Batch Invoicing enables you to print invoices for the day's sales activity at the end of the day.

Batch Returns

Will you be using Batch Returns? Batch Returns enables you to print all of the return invoices that were entered during the day at the end of the day.

Add After Pick

Will you allow additional items to be added to pick tickets after they have been printed? Otherwise a new pick ticket will have to be generated.

Display Cost

Will merchandise cost information be accessible for viewing?

Depress F2 to save this 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

Process Name: CC.MAINT

Control Menu

Company **M**aster Maintenance

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 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 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.

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		

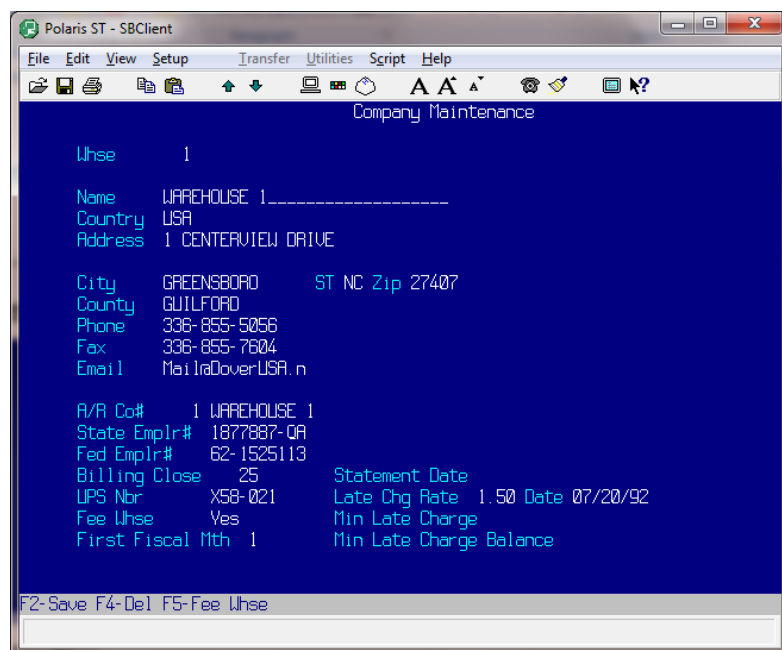
VARIATION BILLING EXAMPLE

(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.

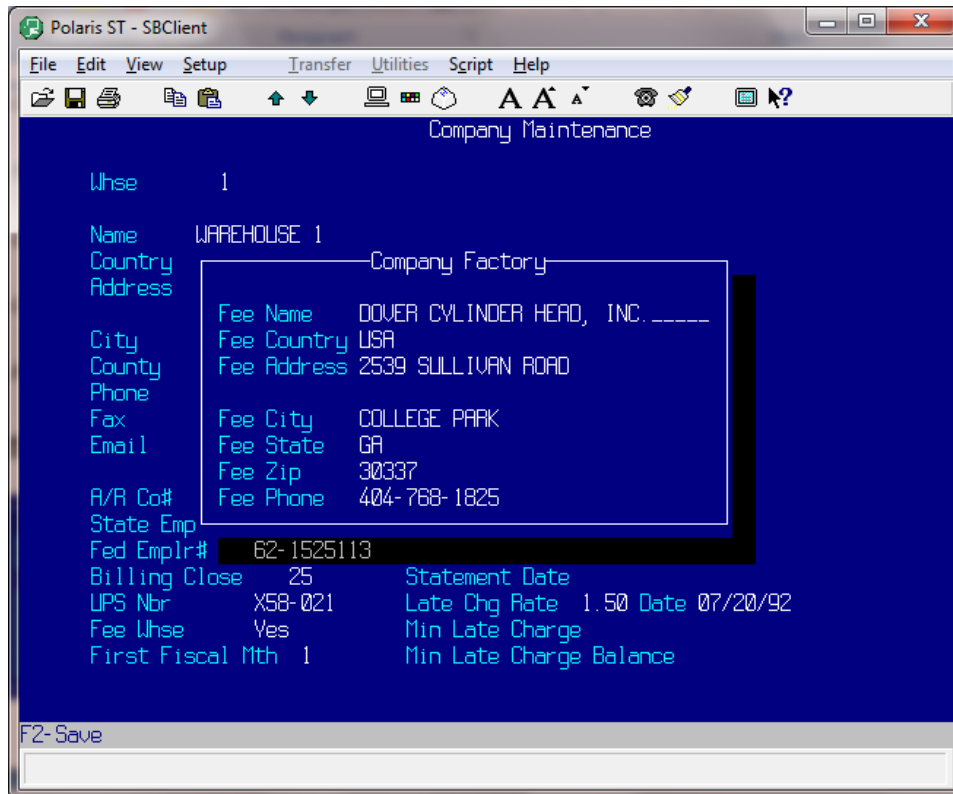
Fee Country

Enter the country for the fee warehouse.

Fee Phone

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

Company Factory Screen



Section 3 Security

Chapter 1 User Security Setup

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

Process Name: SEC.USER.SETUP

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

Enter a code to encrypt/decrypt diary entries, if required. Care should be taken in making any amendments as previous entries cannot be decrypted.

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.

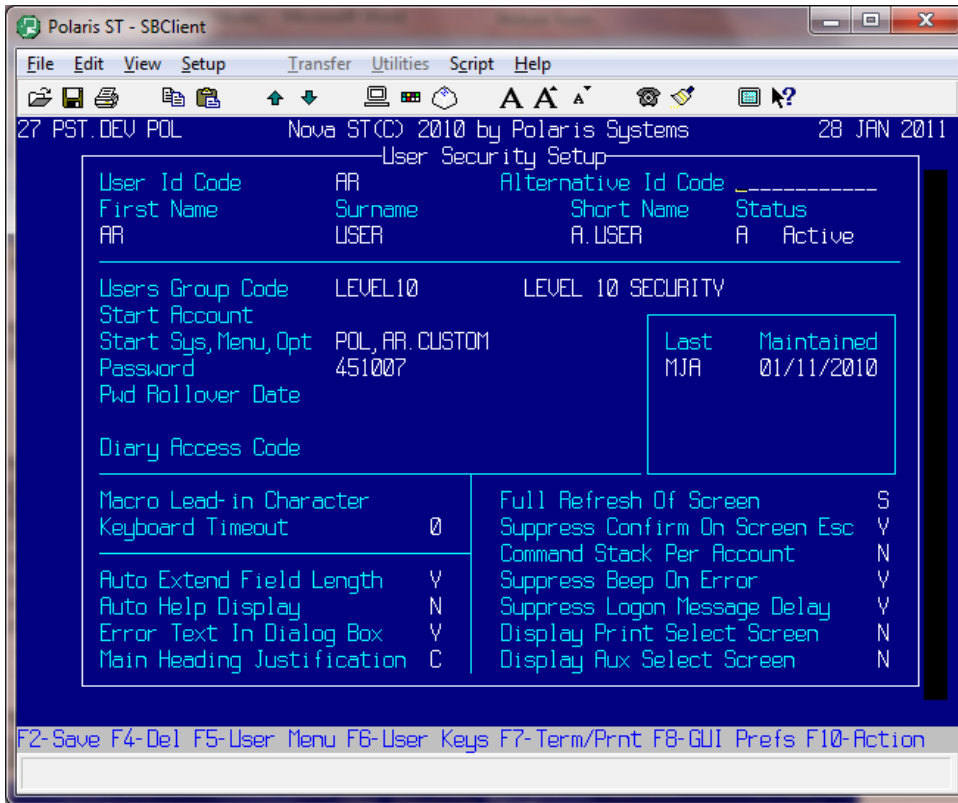
Display Print Select Screen F3

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

Process Name: SEC.GROUP.SETUP

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.

Inhibit /Process calls (A/C/N)
 'A'll restricts from using '/' commands in the system.

Keyboard Timeout Limit (Mins)
 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.

Accounts with No Restrictions
 Accounts that user at this level are not restricted from accessing.

Accounts with Restrictions

Accounts that users at this level are restricted from accessing.

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.

Diary Access Code

A code used to Encrypt/Decrypt Diary entries, if required. Warning: Care should be taken.

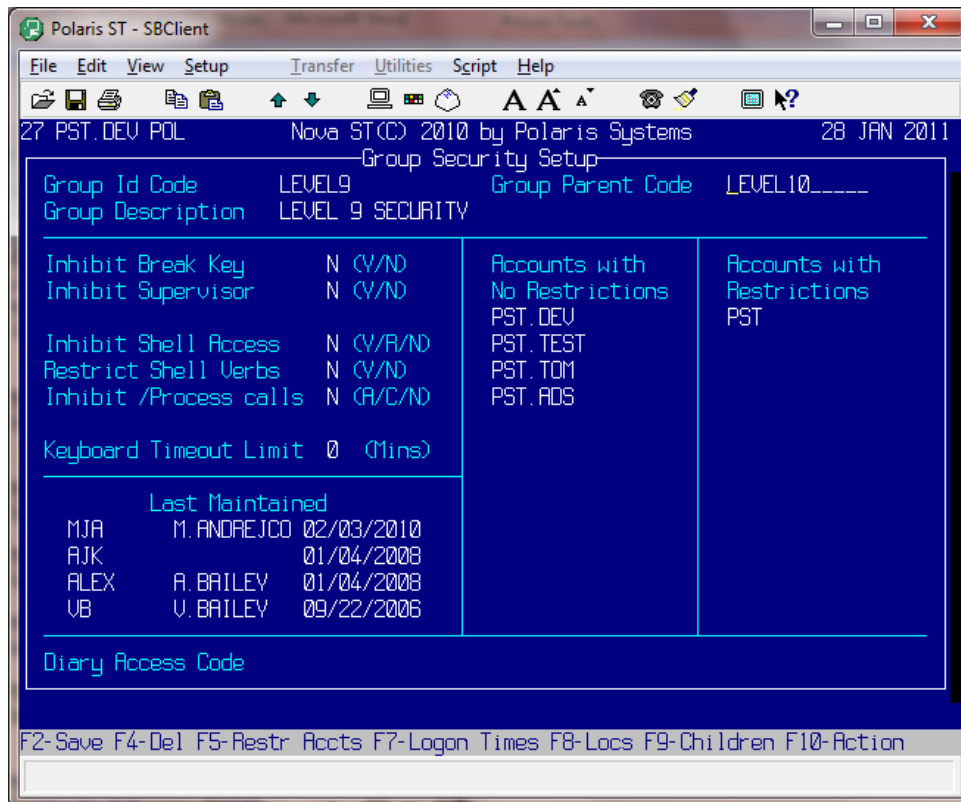
To Delete a Group

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



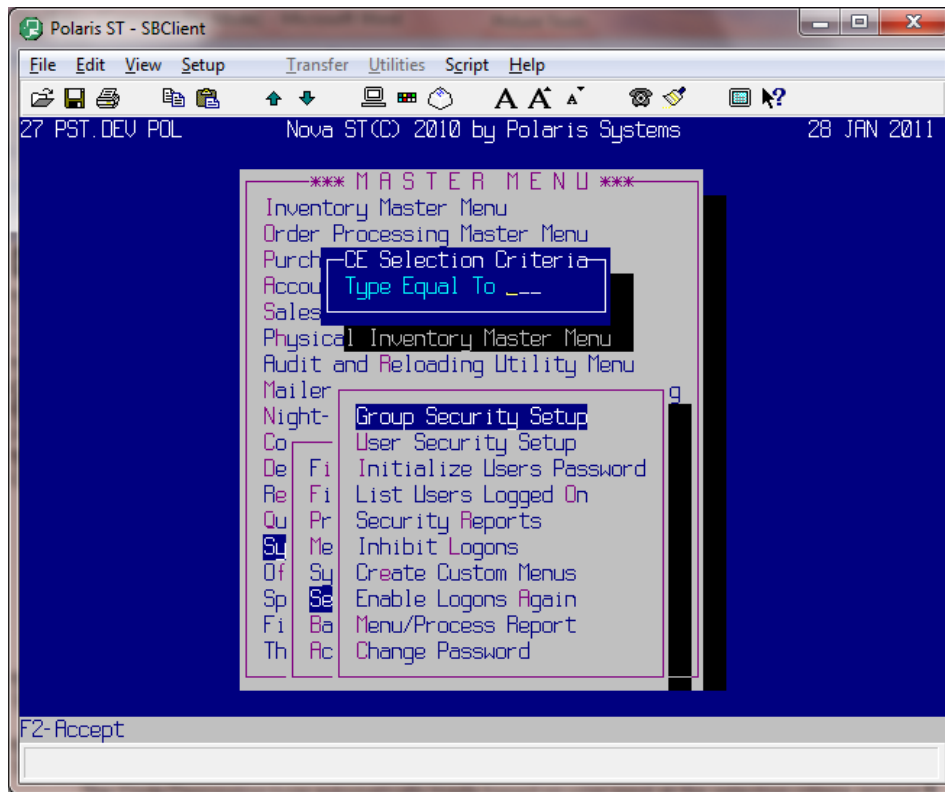
Section 4 Code Description Maintenance

Code Description Maintenance is where system codes are entered and maintained for use throughout the system. Code Descriptions can be accessed from two locations on the Master Menu.

Operating Procedure

Process Name: CD.MAINT

- Control Menu
 - The Basics
 - Code Descriptions
 - Code Description Maintenance



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#		Vendor List
00234		CATERPILLAR
12203		SCHWITZER
These are your		These are your
Alternate Manufacturers' part numbers.		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.

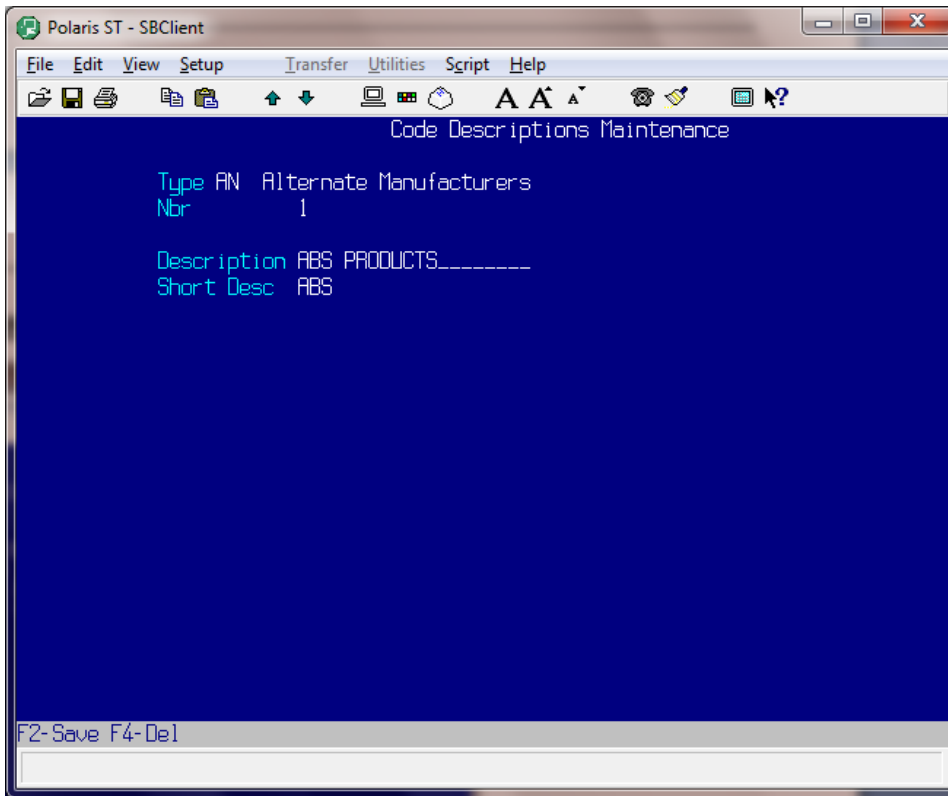
Description
Enter the alternate manufacturer's name.

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 and update 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.

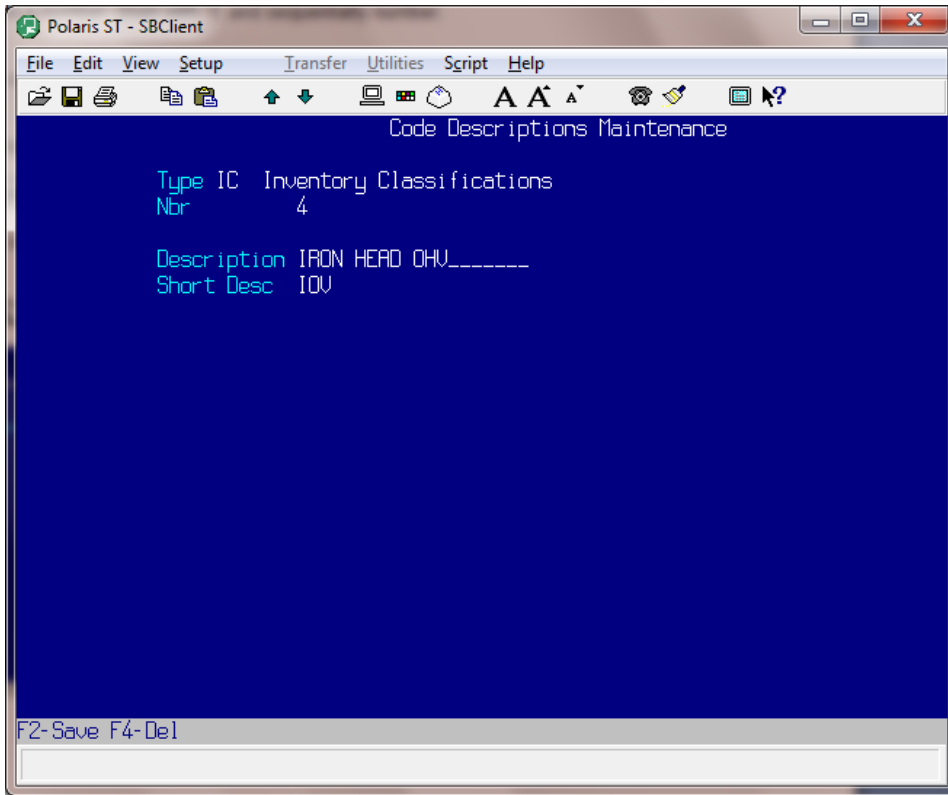
Description
Enter a description of this inventory class. (i.e. CAMSHAFT)

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

Depress F2 to save and update 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.

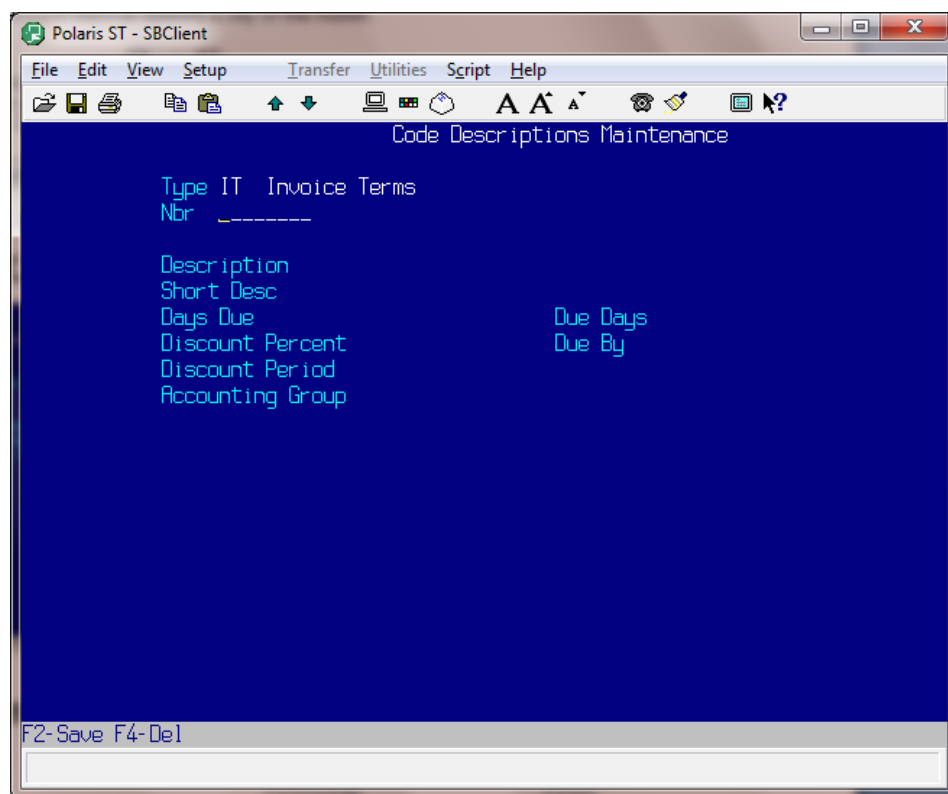
Discount Period **F1**
 Enter a payment period in days or specify a day of the month.

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 and update 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>Acct. 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 – PERSONALCHECK	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 re-builder.)

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.)

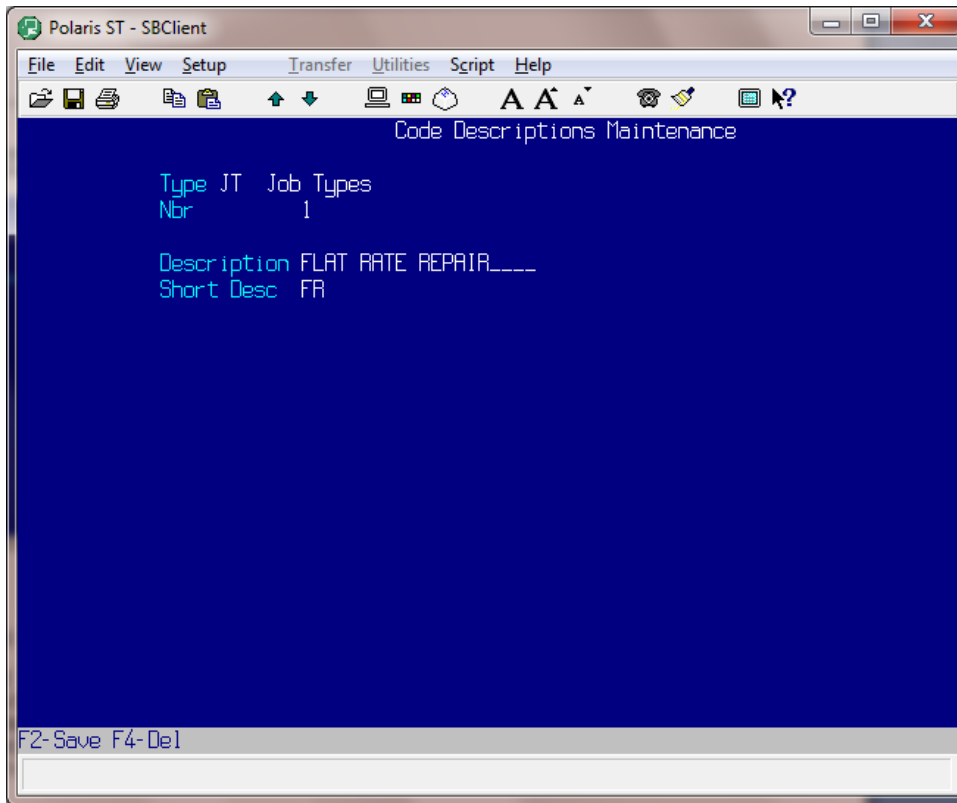
Short Desc

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)

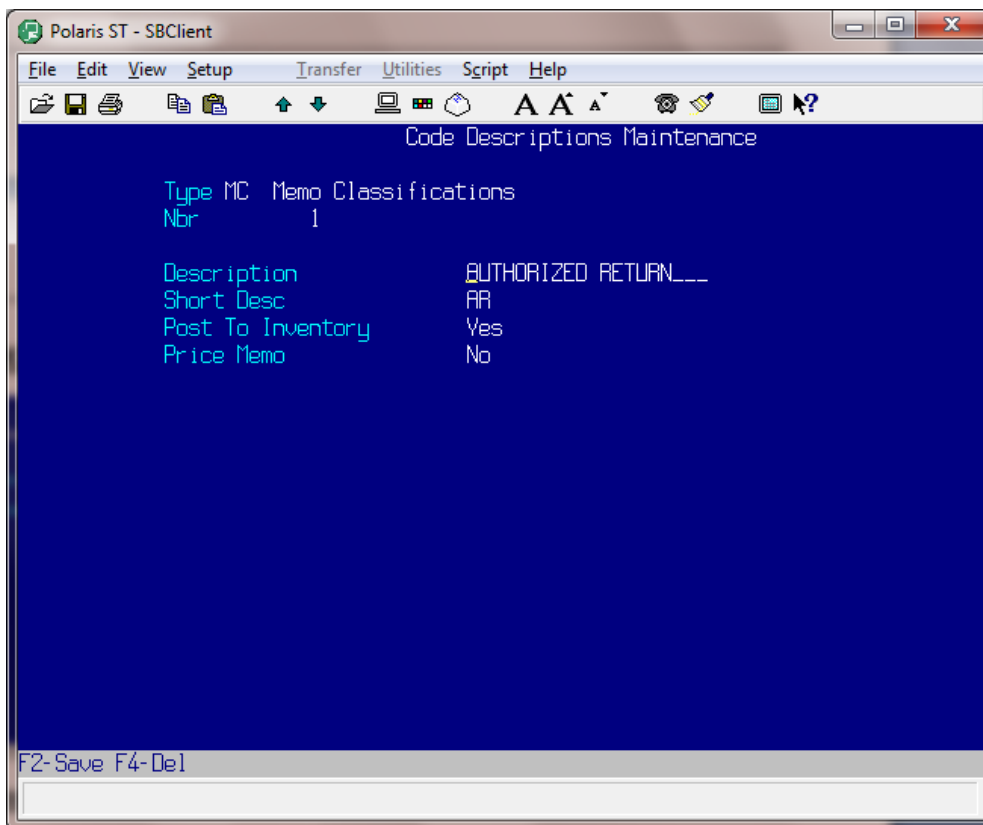
Post To Inventory

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)

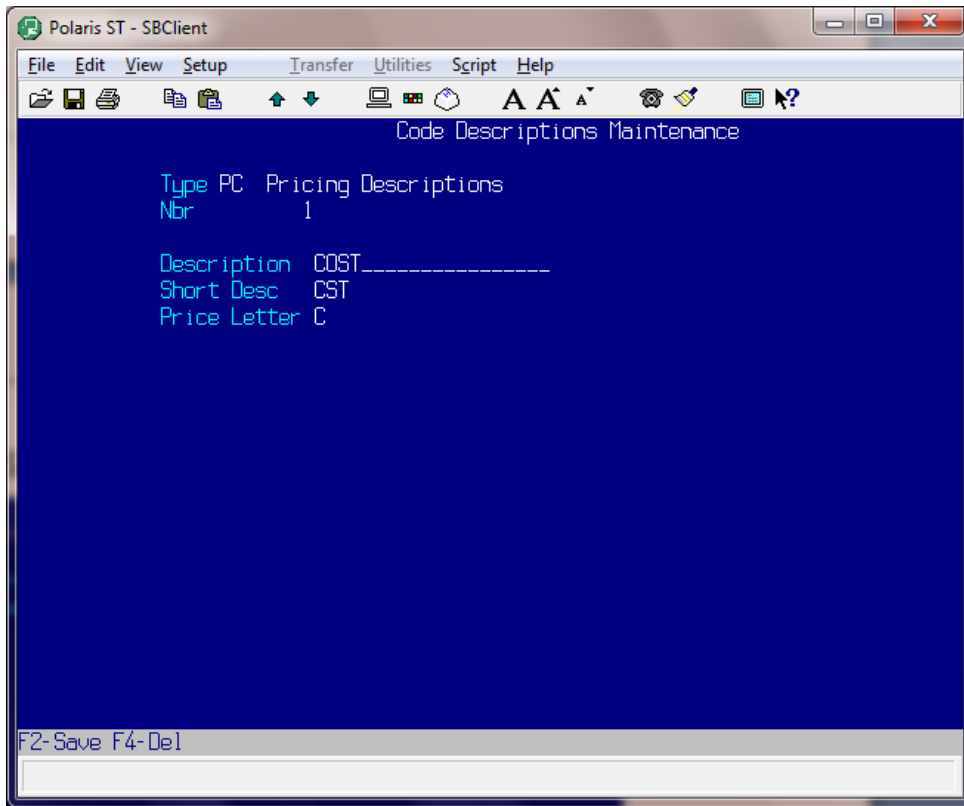
Price Letter

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.

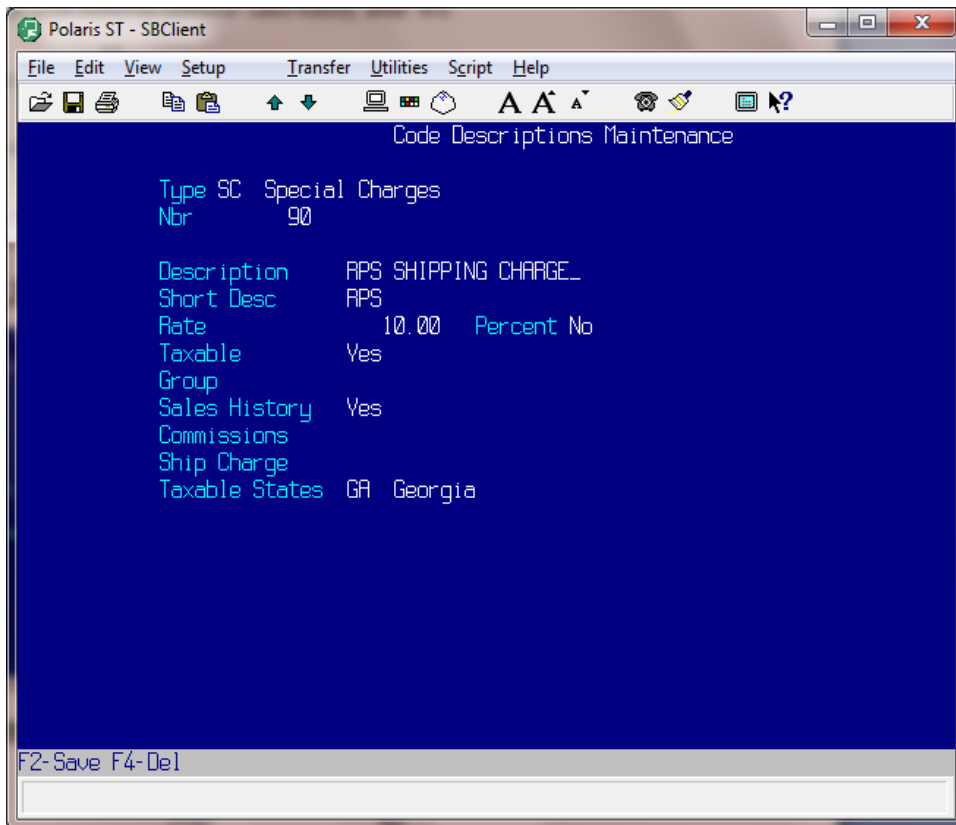
Ship Charge **F3**

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
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)

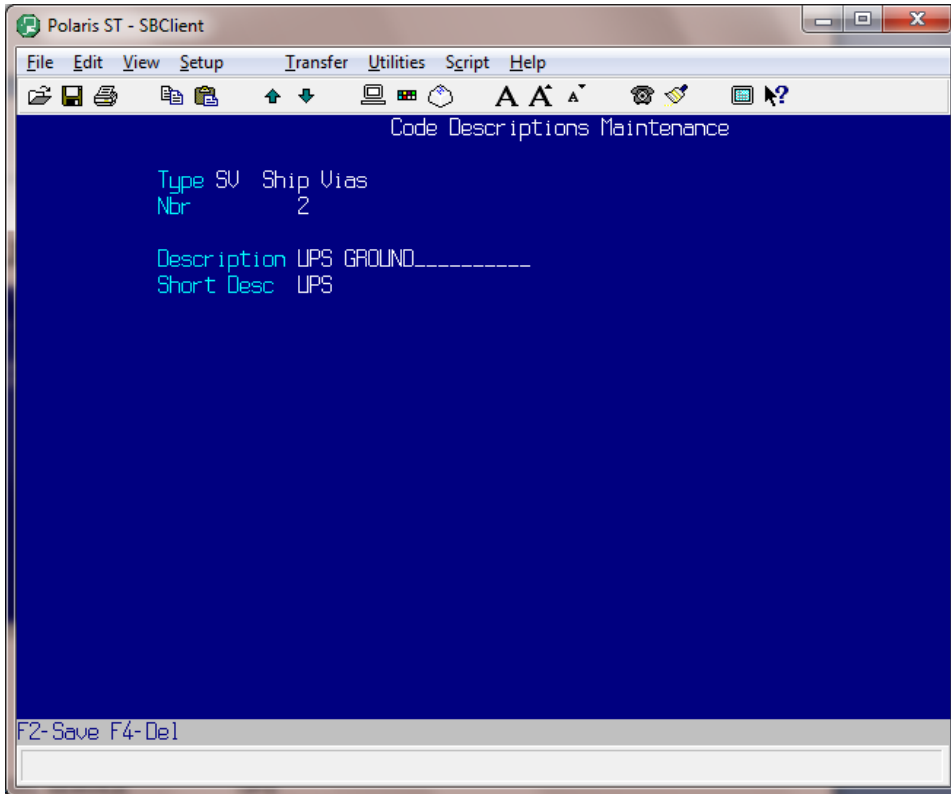
Short Desc

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).

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

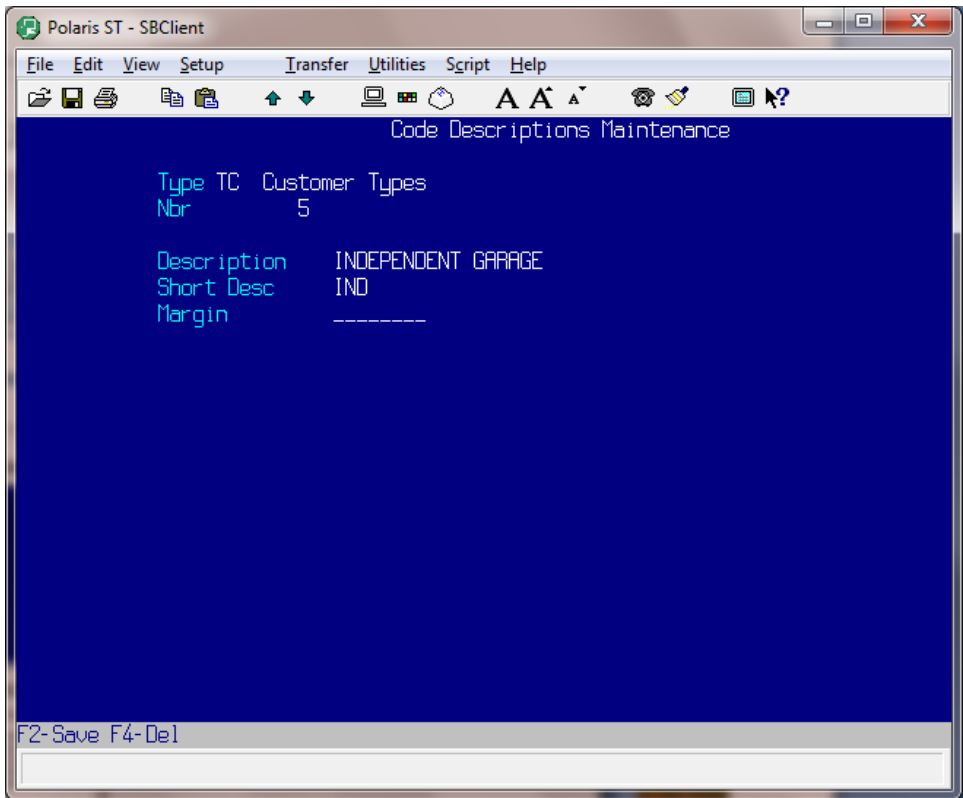
F1

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.

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 Procedures

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

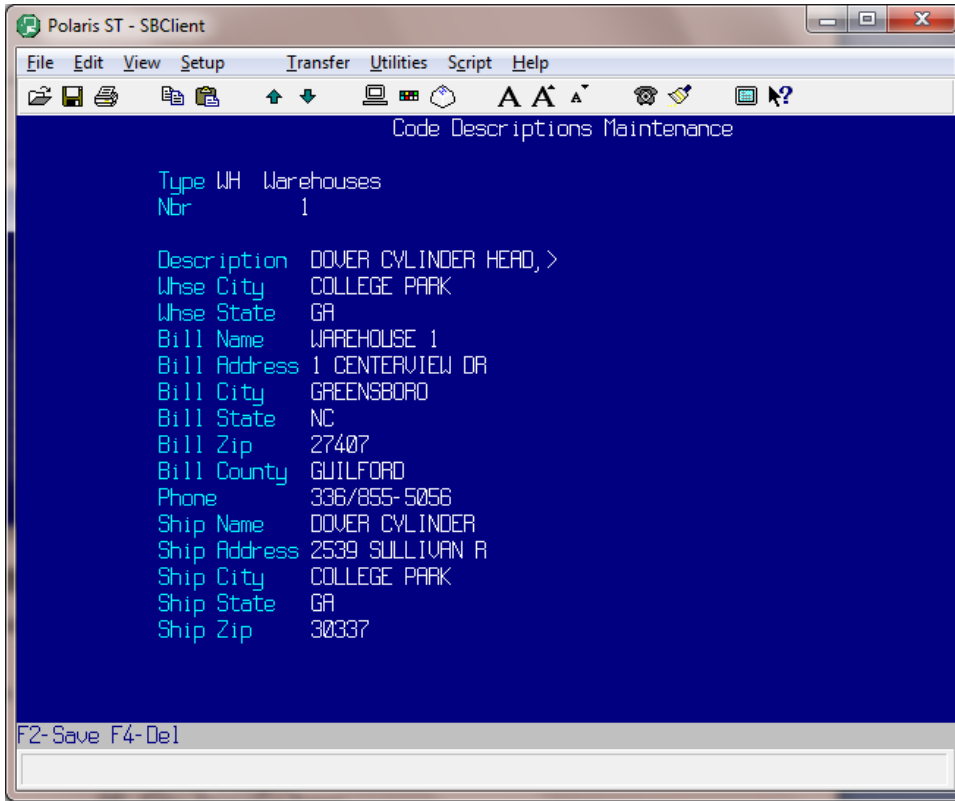
F3

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 5 Tax Table Maintenance

Tax Table Maintenance Overview

To enter and subsequently maintain various state, city, and county tax 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 (City and/or County) may be calculated based on a customers' state, city, county or any combination.

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 the shipping location if shipped, or point-of-delivery if not shipped. 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.

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

Operating Procedure

Process Name: TAX.TABLE.MAINT

Control Menu

The Basics

Tax Table Maintenance

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. If the customer is located in Canada, you may simply enter 'CANADA'. If this is a miscellaneous customer, enter '00000'.

Tax Point

'O'rigination, sell from NC and ship to PA, you have to charge PA State Tax. 'D'estination, sell in NC and ship to PA, you don't have to charge tax.

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***

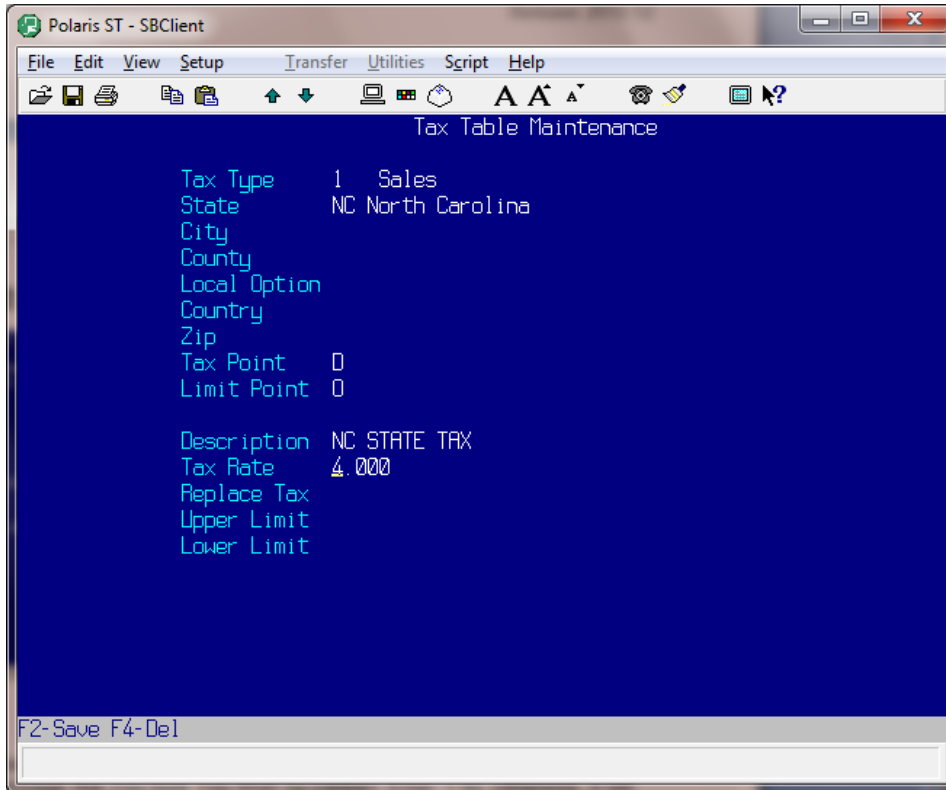
Enter the lower limit in dollars, with decimals, of this tax code. This is the minimum amount of tax that may be charged under this tax code. \$200.00 is entered as '200.00'.

Limit Point***Optional***

Enter 'L'ine Level if you want the system to tax in relationship to the individual line items on an order or 'O'rder Level, if you want the order to be taxed as a whole.

Depress F2 to save the record.

Tax Table Maintenance Screen



To 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 6 Escalator Maintenance

Escalator Maintenance Overview

The purpose of the Escalator Maintenance program is to enter and subsequently maintain pricing formulas (escalators), which are used to automatically calculate standard prices for inventory items.

A price escalator is a formula used to automatically price inventory items. If no escalator is used, then you are required to enter each standard selling price for the item (maximum of five standard prices, which were defined in Code Description Maintenance). If an escalator is used, then you will only have to enter the "required" price(s) for the escalator being used, and the system automatically calculates the other standard selling prices. These escalator formulas may be assigned to an entire vendor/product line, or particular products within a product line (sub-vendor), or may even be assigned to a particular inventory item.

Each price escalator is assigned an escalator number. When price adjustments are made to inventory items, each inventory item's escalator number will be referenced for pricing information.

Price escalators use the price code descriptions and one character price letter entered in the 'PC' code description file. Each escalator must have *at least* one 'REQUIRED' field. Escalators use the 'REQUIRED' fields as a basis for pricing inventory (See INV.NEW.ITEMS). Keep in mind that each 'REQUIRED' field in an escalator requires you to enter its corresponding price when entering inventory.

Operating Procedure

Process Name: ESCALATOR.MAINT

The Basics

Escalator Maintenance

Escalator Number **F3**

Enter an escalator number. This escalator number will be referenced when pricing inventory.

Description

Enter a description or name of the escalator you are entering. The next five fields display pricing descriptions as set up in Code Description Maintenance.

Req **F3**

Enter 'Y'es if this price code is a manual entry. Enter 'N'o if you want the system to calculate this price from another price.

Price Code **F3**

Enter the short description or the number of this price code.

Sign

Enter '+' to add a percentage to the price code entered above or enter '-' to deduct a percentage. For example: L-50.00 = List - 50.00%

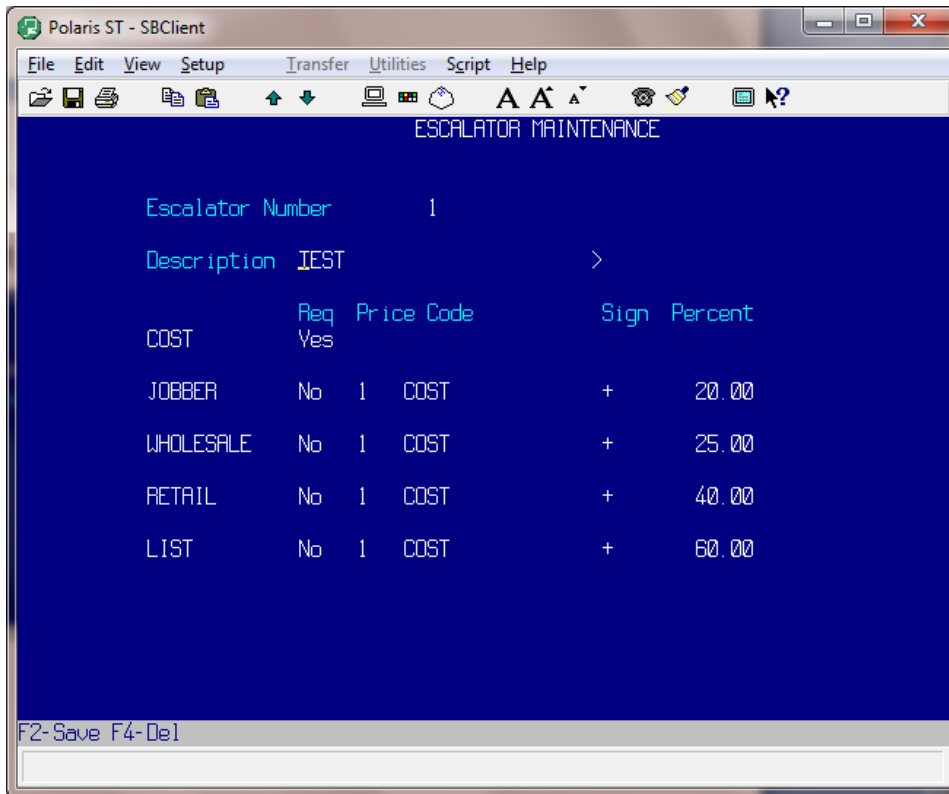
Percent

Enter the amount of the percentage to add or deduct from the price code.

IMPORTANT NOTE

Escalators are usually based on replaced cost, but can be based on any price field.

Escalator Maintenance Screen



Section 7 Vendor Maintenance

Vendor Maintenance Overview

The purpose of the Vendor Maintenance file is to enter and subsequently maintain the vendor (product line) Master File, which is used by Purchase Ordering, Order Processing/Point-of-Sale, Inventory Control, Sales Analysis and Accounts Payable.

For each vendor (product line) you will establish a three-letter code. This code represents the product line or manufacturer of an inventory item. This is not necessarily from whom you purchase the inventory item, but rather the actual manufacturer of the item. Your supplier of this product, if not the manufacturer, may be established and maintained in Alternate Supplier Maintenance.

Each part number in inventory will be assigned a valid vendor code. (Example: BOS = Bosch, BEN = Bendix) BOS and BEN are referred to as main vendors.

Vendor Maintenance also provides the facility to sub-divide vendor codes into several sub-vendor codes. Sub-vendor codes are used to sub-classify items within a product line. Sub-vendors are not substitute suppliers!

For example:

ACE = Main Vendor - (No parts assigned to the main vendor)

ACE1 = ACE FUEL INJECTORS (Sub-vendor #1)

ACE2 = ACE TURBO CHARGERS (Sub-vendor #2)

ACE3 = ACE AIR FILTERS (Sub-vendor #3)

ACE4 = ACE OIL FILTERS (Sub-vendor #4)

ACE5 = ACE TOOLS (Sub-vendor #5)

Sub-dividing vendor codes adds flexibility to purchase ordering, customer table pricing, and sales analysis. Automatic pricing formulas (escalators), as well as best stocking levels and best reorder points, may be established by vendor and sub-vendor. For example, you may wish to maintain a 90-day supply of ACE oil filters, but only a 45-day supply of ACE turbochargers.

Important note

If sub-vendor codes are established, do not assign any inventory items to the main vendor code. Rather, enter your inventory items assigning both the vendor code and sub-vendor code number. (See New Inventory Item Entry)

The vendor codes established are used to classify inventory items. Each inventory item entered into the system requires a vendor code, which is displayed in front of each inventory item. For example: BOS15672-33. BOS is the vendor code, and 15672-33 is the inventory item (part number). Optionally, the three-character vendor code 'BOS' may be omitted from invoices and pick tickets, so only the part number prints. Please advise Your account manager of your preference. Vendor codes are also used for selection criteria in various inventory and sales reports, producing more meaningful report formats. They are also used in Customer Price Tables, Purchase Ordering, and general Inventory Maintenance.

Remember, each entry in the vendor file requires a three-character vendor code, an optional sub-vendor number (if not the main vendor), and vendor name. If you buy direct from the vendor (manufacturer), then enter all the information fields. If you buy this product line from an alternate supplier, then these fields may be left blank with the exception of the escalator number field (if using).

Operating Procedure

Process Name: VEN.MAINT

The Basics

Vendor Maintenance

Vendor **F3**

Enter a three-character vendor code.

Sub Vendor **F3**

Enter the corresponding number to which sub-vendor this is in relation to the vendor. When setting up the main vendor, the system will by-pass this prompt. Once you have set-up the main vendor and F2 it, then you can enter into the sub vendor and set those up.

Sub Vendors

The numbers of the sub vendor's set-up for this vendor will display here

Inventory Master Count

The total number of parts linked to the vendor will display here. If you have a sub vendor entered, the number associated with that sub vendor will display.

Name

Enter the vendor's complete name. If you are entering a sub-vendor, then indicate the classification of the product. (Example: BOSCH FUEL INJECTORS or BOSCH REBUILT PUMPS)

Country **F3**

Enter the vendor's country.

Address

Enter the vendor's address, if you buy direct. Enter street address first and PO Box numbers secondly. The post office delivers mail from the bottom up.

City

Enter the vendor's city.

ST **F3**

Enter the vendor's two-character state abbreviation.

Zip

Enter the vendor's zip code or zip+4 code without the dash. The zip code must be valid for the country selected.

Phone

Enter the vendor's phone number without slashes or dashes. They will be automatically inserted.

IMPORTANT NOTE

The following information is optional. However, the more you enter here, the less information will be needed when purchasing.

Fax Nbr

Enter the vendor's fax number without slashes or dashes. They will be automatically inserted.

Contacts

Enter the name of the contact(s) for the vendor.

Email

Enter the vendor's Email address.

Start Date

The date this record was first created.

P/O Required?

Enter a "Y" if the Accounts Payable System requires a PO for this vendor. Enter "N" if it does not. By answering "Y" for yes, you are telling the Accounts Payable System to automatically reconcile this vendor's invoice price (either whole or partial) with your corresponding purchase order cost.

Remittance Statement

Enter a "Y" if the Accounts Payable System to print a remittance statement only if the amount of invoices paid exceeds 16 invoices. Otherwise, do not print. Enter "N" if you do not want the system to print a remittance statement at all. By answering "Y" for yes, you are telling the Accounts Payable System to automatically save check paper only when it needs to.

Account Nbr

Enter the vendor's account number for you.

Default GL Accounts

Enter the default general ledger chart of account numbers that the Accounts Payable system will normally apply it's expenses to.

CO

F3 F1

Indicates the company portion of the GL Account Number. For example, "01" indicates company 01. Companies used are setup in the Accounts Payable system under "Company Maintenance".

COA

F3 F1

Indicates the actual chart of account portion of the GL Account Number. For example, "2000" might indicate accounts payable

DEPT

F3 F1

Indicates the department portion of the GL Account Number. (If using departments) For example, "02" might indicate the Crank Department. The departments used are setup in Code Description Maintenance under account type "DP".

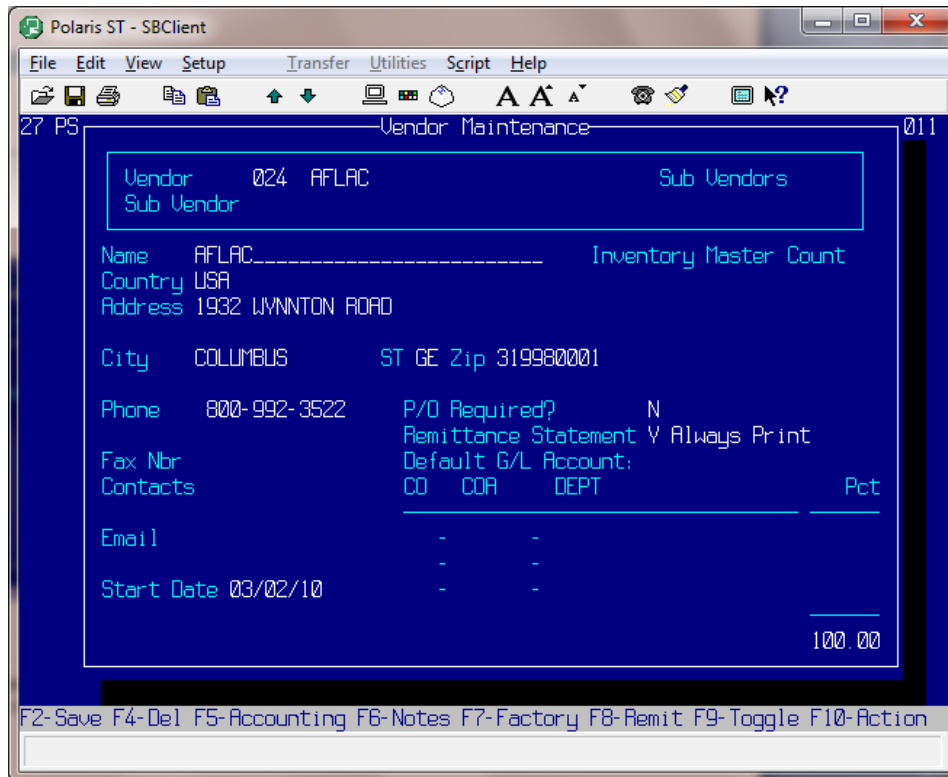
Pct.

F1

Indicates the default percentage of the GL allocation to each expenditure. For example, if you are using multiple departments under one warehouse, you might allocate 50% of the rent expense to department 01 and 50% of the remaining expense to department 02. Please be sure that all expenditures total 100%.

Depress F2 to save this record.

Vendor Maintenance Screen



F4-Del

To delete an existing vendor code, depress F4. If any inventory items are on file for this vendor or sub-vendor code, they must be deleted before you can delete the vendor or sub-vendor code.

F5-Accounting

Account Nbr

Enter the vendor's account number for your company.

Escalator

F3

Enter the escalator number that will be used for this vendor. If you enter an escalator number, then when adding new items into inventory, this pricing formula will be used to calculate the prices automatically. This promotes pricing consistency throughout the product line.

Ship Via

Enter the shipping method that will be used to deliver the merchandise contained on this invoice. The Ship Via displays in the Order Entry header section on the screen.

A/P Terms

Enter this vendor's usual billing terms. Use the terms codes from your code descriptions 'IT' file. (Example: NET30, or NET10)

Freight Terms

Enter this vendor's usual freight terms. (Example: PREPAID or COD)

PPD Freight

Enter the minimum dollar amount of each purchase order that qualifies for pre-paid freight. Enter this as a whole number. (Example: 1000 = \$1000)

Percent Off

F1

Enter the percentage off list price you receive from this vendor. During Purchase Ordering, this percentage displays on the purchase order screen to advise you of your additional discount allowed.

Books Close *F1*
Enter the day of the month the books close for this vendor.

Day Due *F1*
Enter the day of the month that billing becomes due for this vendor.

Discount *F1*
Enter the discount percentage this vendor allows on purchase orders.

Billing Period
Enter the number of days, 0-200, for this vendor's billing period. Default value is loaded with 'M'onth.

Exclude from Lists
Polaris creates and automatically maintains a select list of inventory items with this vendor code, which can be used in Automatic Purchase Ordering. (See Inventory Presorting Menu) Using pre-selected lists reduces the workload on the system resources and may noticeably improve performance. If you do not wish to have the system automatically generate a list for this vendor code, enter 'Y'es, otherwise enter 'N'o. When you answer 'Y' and run Automatic Purchasing, the system will not include this vendor. It means you want to order manually.

Include Sp Chgs
Do you wish to include special charges (Example: core charges) cost on purchase orders for this vendor? If so, any special charge costs that are assigned to this vendor's products will be included in your purchase order total dollar amount. If you wish to add special charges costs to purchase orders, enter 'Y'es, otherwise enter 'N'o. (See Inventory Maintenance - Special Charges).

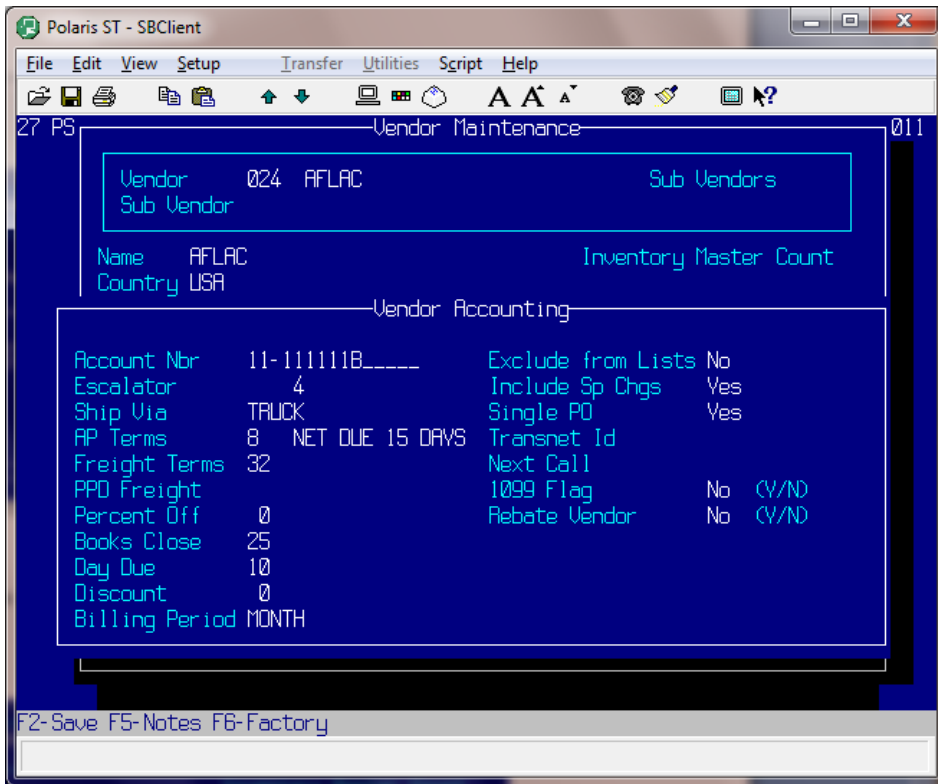
Single PO
During Automatic Purchase Order creation (PO.CREATE), will only one PO be generated for this vendor, regardless of how many sub-vendor codes are contained within this vendor? A response of 'Y'es produces one PO (for this vendor containing all sub-vendor codes), while a response of 'N'o generates a separate PO for each sub-vendor contained within this vendor. This field pertains only to main vendors.

Transnet Id
Enter this vendor's Transnet ID Identification number.

Next Call *F3*
Enter the scheduled date of the next phone call to this vendor.

Depress F2 to save this record.

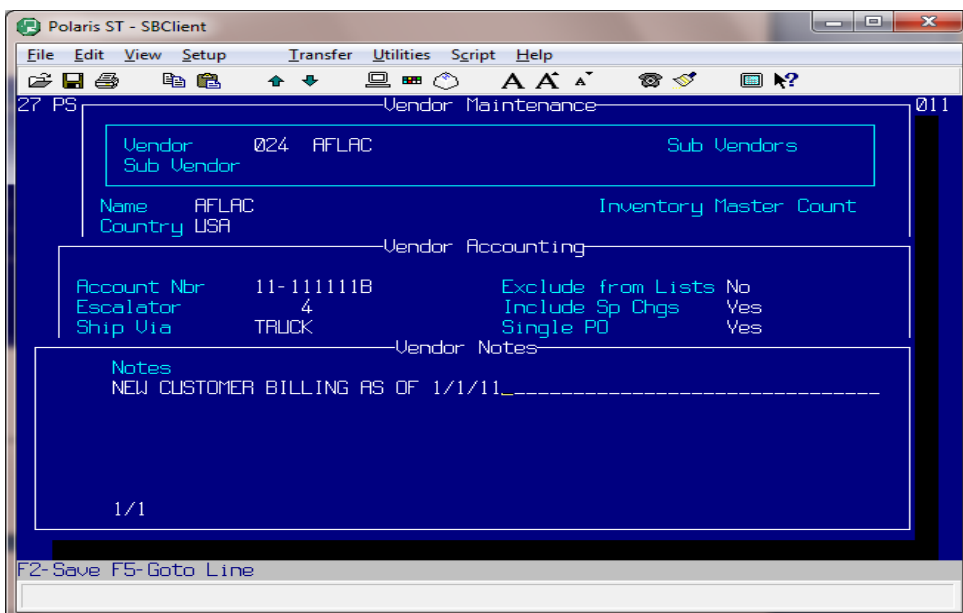
Vendor Accounting Screen



F5-Notes

Enter notes relevant to this vendor. The notes are for your information only.

Notes Screen



F6-Factory

Fee Whse

Enter the warehouse, which this vendor is a fee warehouse for.

Vendor Order #

The next order number for this vendor.

Customer

The customer number for this vendor is entered here.

Sales Fee Commission

The commission rate when a sale is made. This can be either a percentage or a flat rate.

Whse Fee Commission

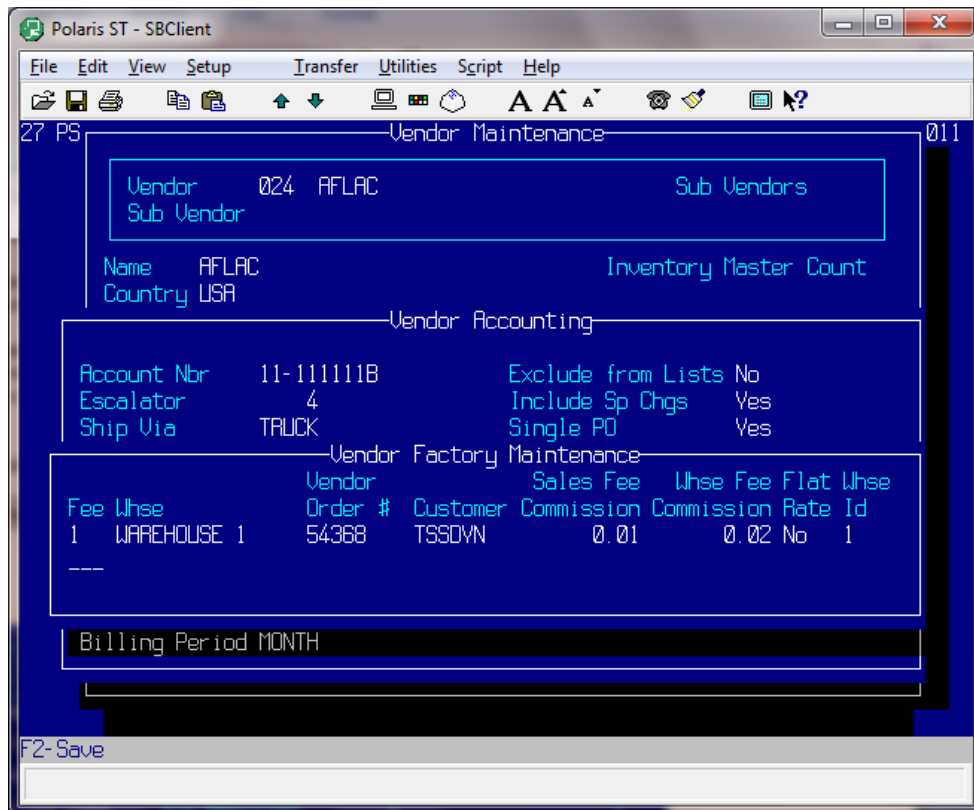
The commission rate for warehousing this part when a sale is made. This can be either a percentage or fee commission.

Flat Rate

Enter 'Y'es if flat rates otherwise it will be considered a percentage.

Depress F2 to save this record.

Factory Screen



Section 8 Table Maintenance

Price Table Maintenance Overview

The purpose of the Pricing Table is to enter and subsequently maintain Customer Price Tables (matrix pricing), which define customer discounts based on vendor (product line) and or sub-vendor (sub-product line). One price code is assigned as the default price code for the entire table, so only exceptions to the default price code need to be entered. These tables are consequently assigned to a customer, or a group of customers. Order Entry/Point-of-Sale uses the assigned customer price table to calculate the appropriate price for each inventory item, for each customer.

Before entering your price tables, be sure you have established and entered all vendor and sub-vendor codes. (See Section 7 Vendor Maintenance)

Price tables promote greater flexibility in customer pricing because inventory items within separate product classifications (vendor and sub-vendor codes) may be priced uniquely to any customer or group of customers, rather than pricing inventory items for customers at one standard price across-the-board. The benefit of higher profit margins will likely result from utilization of customer price tables. Because your margins differ among items within the product line you may, for example, choose to sell ACE oil filters (ACE4) to Ford dealers at Dealer - 20.00% because of high quantities purchased. However, you may choose to sell the same Ford dealer ACE tools (ACE5) at List - 10.00% because your margin on ACE tools is lower.

You may establish as many price tables as needed. In most companies, pricing is established by customer types. (Example: Ford Dealer, Large Fleet, Small Repair Shop, etc.) Each price table requires a table number, a table description, a default price code, and a list of all exceptions to the default price code.

Operating Procedure

Process Name: TABLE.MAINT

The **Basics**
Table **Maintenance**

Table Nbr **F3**

Enter the customer price table number. Start with '1' and sequentially number each table.

Description

Enter a short description of this price table. (Example: FORD DEALER, SMALL REPAIR SHOP or LARGE FLEET)

Vendor

First, establish the default price code for this table. The default price code is entered as one of your standard price codes, or one of your standard price codes plus or minus a percentage. For example, for a FORD DEALER table, you may assign the default price code as List - 20.00%. This means that items sold to a customer assigned this price table will be priced at List - 20.00% for all items, except those specified in this table as exceptions.

After the default price code has been established for the table, enter the three-character vendor code (Example: ACE) or vendor code with sub-vendor number (Example: ACE5) for the exceptions.

Price Code **F3**

Enter one of the standard price codes.

Sign

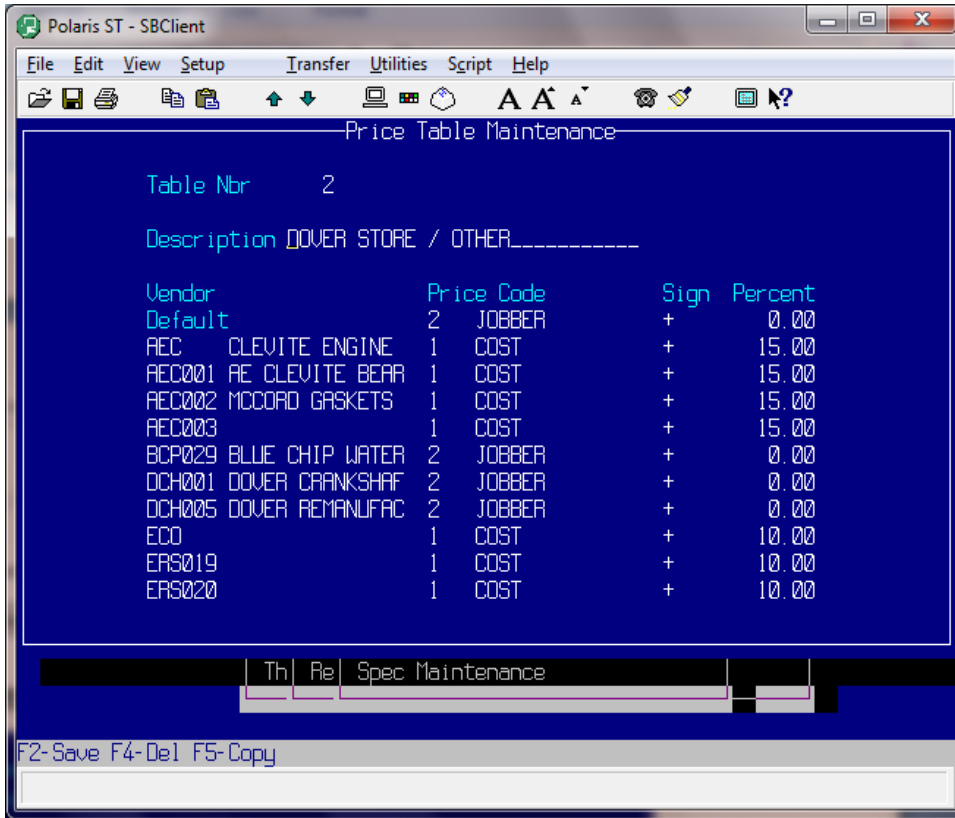
Enter a '+' or a '-' or leave this field blank.

Percent

Enter the percentage off with decimals for this particular sub-vendor.

Depress F2 to save this record.

Price Table Maintenance Screen



After you have entered the first vendor code, continue entering the other vendor and sub-vendor codes for this Price Table. The vendor codes and price codes you enter into this price table display on the screen as you continue entering new information. The vendor codes do not have to be entered in any specific order, because they will be automatically resorted and displayed alphabetically.

For the customer assigned to this price table when they get something from vendor RMM, they are charged WHS + 5%.

Anything from vendor RMM, sub vendor 2 is charged LIST + 7%.

Anything from vendor RMM, sub vendor 1 is charged at WHS + 5%, the vendor rate.

If you put in a part from a vendor other than RMM, you are charged at the Default price of RESALE + 0%.

F4-Del

To delete an entry from a price table, enter the table number at the Table Nbr prompt. Depress F4 to delete. You will be prompted to answer the question, 'Are You Sure You Wish To Delete (Y/N)'.

To delete a line from the table, position the cursor on the line and enter '\.

Section 9 Salesman Maintenance

Salesman/Order Clerk Maintenance Overview

The purpose of the Salesman/Order Clerk Maintenance file is to enter and subsequently maintain the Salesman Master File information used by Order Entry/Point-of-Sale, sales analysis and commission reporting.

For each salesperson entered, the system requires a salesman number, name, address information and a phone number. Password and commission information is optional.

The optional salesman password feature enables you to assign passwords to your salesmen, which enables them access to certain customer backorder functions. In Order Entry/Point-of-Sale, function 'SB' (Switch Backorder) may be password protected. This Order Entry function enables your salesman to move one customer's reserved backorder merchandise to another customer's order. To activate this feature, the control-file item 'NEED.BO.PASSWORD' is to be set to '1'.

IMPORTANT NOTE

Whether or not your company has salesmen, it is required that you enter Salesman 1 as a House Account. This is required because every sale requires a salesman.

Operating Procedure

Process Name: SALESMAN.MAINT

The Basics

Salesman Maintenance

SM#

F1 F3

Enter the salesman number assigned to this salesman. Enter the salesman number beginning with '1' and number consecutively. The system then places the prefix 'SM' in front of the number you entered. Example: SM1 is salesman #1.

Name

F1

Enter the salesman's first name, middle initial and last name.

Country

F3

Enter the salesman's country.

Address

F1

Enter the salesman's home address.

City

F1

Enter the salesman's city.

ST

F1 F3

Enter the salesman's two-character state abbreviation.

Zip

F1

Enter the salesman's zip code or zip+4 code without dashes.

Phone

F1

Enter the salesman's phone number without dashes or slashes.

Password *F1*

Enter the salesman's password. This password enables the salesman to access confidential customer backorder information.

Special Commission *F1* *Optional*

Enter the salesman's special commission rate percentage with decimals. You may assign your salesmen special commission rates based on what type of customer they sell.

Normal Commission *F1* *Optional*

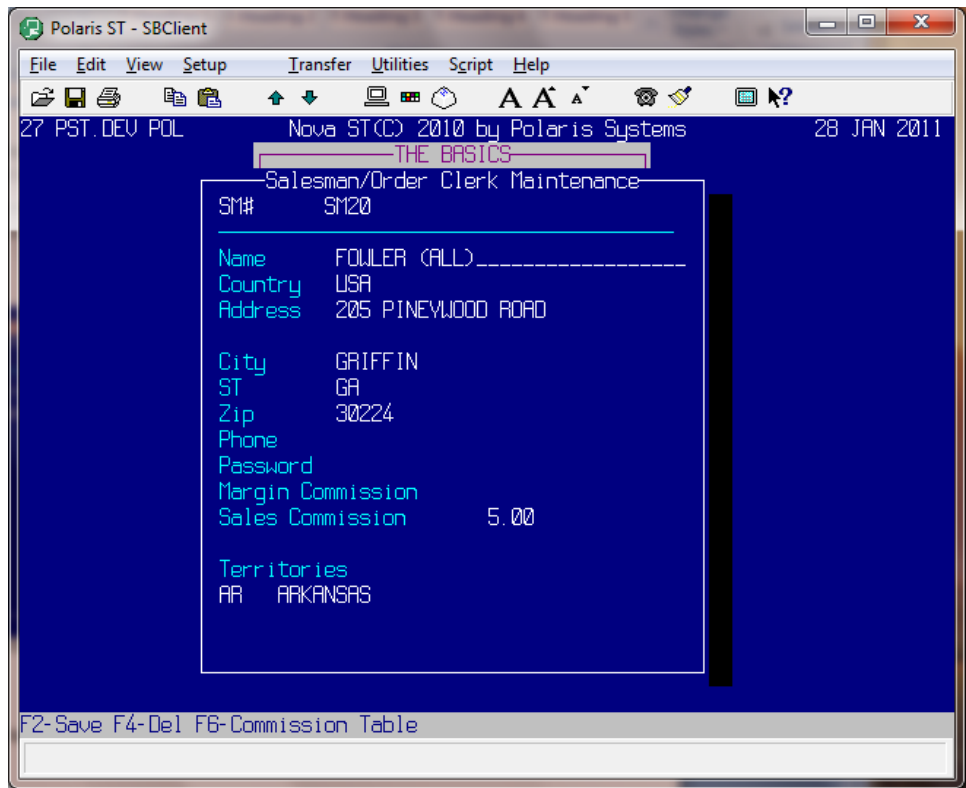
Enter the salesman's normal commission rate percentage with decimals.

Territories

Enter valid territories for this salesman from Code Descriptions code 'TY'. The territories for this salesman automatically load when a new customer is setup in Customer Maintenance.

Depress F2 to save this record.

Salesman Maintenance Screen



F4-Del

To delete an existing salesman, enter the salesman number at the SM# prompt and depress F4.

F6- Commission Table

Vendor/Sub Vendor

Enter the vendor or vendor/sub vendor for this lines special commission.

Type

Enter a 'P'ercent or 'F'lat Rate to determine the commission type for this line.

Rate

Enter the Flat Rate amount or the Percentage amount for commission on this line.

Base

Enter the Commission Base for calculating the percentage of commission.

F5-Labor Commission

Enter the percentage of commission to be paid out based on the labor charges.

Section 10 Customer Maintenance

Customer Maintenance Overview

The purpose of the Customer Maintenance file is to enter and subsequently maintain the Customer Master file information used by Order Processing, Accounts Receivable, Sales Analysis and Customer Pricing.

Customer Maintenance provides you with the flexibility of tracking your miscellaneous customers as well as your accounts receivable customers. Miscellaneous customer accounts are typically used for 'Walk-in' or one-time customer sales. All miscellaneous customer numbers you enter are assigned a special miscellaneous account number.

IMPORTANT NOTE

It is important to enter your miscellaneous customer numbers before you enter your accounts receivable customers. You need to reserve these special numbers first so they are not assigned to accounts receivable customers.

The following suggested format will assist you in assigning miscellaneous customer account numbers. A miscellaneous customer account number is divided into three categories: Invoice Terms, Price Codes, Tax Codes.

Examples of Miscellaneous Customer Account Numbers

5020 = CASH CUSTOMER-DEALER PRICING-NON-TAXABLE

6041 = COD CUSTOMER-JOBBER PRICING -TAXABLE

7051 = BACK CARD CUSTOMER-LIST PRICING -TAXABLE

5030 = CASH CUSTOMER-WHOLESALE PRICING-NON-TAXABLE

In Order Entry, when an invoice is started for a miscellaneous customer, you will then be prompted to enter their name/address information. This information will automatically be written into a "miscellaneous mailer" file at night, so the next time that miscellaneous customer comes in, it will look up his name and address in the mailer file so you don't have to enter the information again. This is a big time saver during Order Entry.

IMPORTANT NOTE

You may use any numbering scheme you wish when assigning miscellaneous customer numbers. The numbering scheme explained in this text serves as one possible numbering format. When entering miscellaneous customers, certain fields that were required for your Accounts Receivable customers, are not applicable.

You assign the customer number. It must be *numeric only*, and can be up to six digits long. After your customer file has been updated, you will not be required to know the customer's number in any program because Polaris has name/city cross-referencing and looks the number up for you if you do not know it.

Some important fields of information that are stored in the Customer Master File: Company Name and Address, Contact, Order Entry Message, Phone Number, Fax Phone Number, Email Address, Terms, Salesman, Credit Limit, Account Type, Grace Period, Statement Flag, Late Charge Flag, Ship-to Flag, Price Code, Customer Group, Tax Exemption Number and Special Tax Override. Some of these fields are optional; most are required. If you forget to enter a field of required information, you are reminded that it is missing before the record can be updated.

Before you can begin entering your customer's information, it will be necessary to determine the customer's type or group in the Code Descriptions 'TC' file, (Section 3 Chapter 9 Customer Types) and into which pricing category they fall. For example: Is this customer a parts store, Ford shop, or a muffler shop, and will the customer pay wholesale, dealer, or list prices?

Each customer is assigned a salesman. Therefore, it is necessary to ensure that your salesman file be completed before entering customer information. (See Section 8 Salesman Maintenance)

Also, it is necessary that you determine billing terms for this customer. For example: OPEN account (terms 30), COD (Certified Check/Cash - terms 20). Billing terms are established in the Code Descriptions 'IT' file (Section 4 Chapter 3 Invoice Terms).

Operating Procedure

Process Name: CUST.MAINT

The Basics	Accounts Receivable Processing	Remanufacturing Setup
Customer Maintenance	Customer Maintenance	

Customer **F3**
Enter a number for a new customer account. (Usually last four digits of their phone number).

Ship To
A customer may have multiple shipping addresses. If so, enter 'Y'es in field Ship-to Sales on the F7 Customer Accounting Information Screen. Then upon completion of entering information for this customer, you may enter the shipping address by entering the customer's number at the 'Customer' prompt. The cursor stops at the Ship To prompt and you then assign each shipping address a number, (1, 2, 3) and enter shipping address information.

Name **F1**
Enter the customer's name. If this is a miscellaneous customer, enter an appropriate miscellaneous customer name. For example, CASH/TAXABLE, CASH/NON-TAXABLE, COD/TAXABLE, etc.

Country **F1 F3 Optional**
Enter the customer's country.

Address **F1**
Enter the customer's address. Use the second address line for a PO Box number, if applicable. This is a required entry. If you are entering a miscellaneous customer, enter 'N/A' at this prompt.

City **F1**
Enter customer's city. This is a required entry. If you are entering a miscellaneous customer, enter 'N/A' at this prompt.

ST **F1 F3**
Enter customer's valid two-character state code. Whether you are entering a regular customer or a miscellaneous customer, a valid state code is required.

Zip **F1**
Enter a valid U.S. zip, a valid Canadian zip, or enter 'CANADA'. If the customer has a zip+4, enter without dashes or slashes. This is a required entry. If you are entering a miscellaneous customer, enter '00000'.

County **F1**
Enter the customer's county. The county you enter will be used to figure tax charges for this customer when they purchase inventory. This is not a required entry but it is recommended that you enter your customer's county.

Contact **F1 Optional**
Enter a contact name for this customer.

Alert **F1 Optional**
This field contains a message that displays to the screen anytime this customer is used.

OE Msg **F1** **Optional**

Enter a message that you want to display in Order Entry to remind your clerks of something in particular about this customer (i.e. "No Backorders" or "Always get a PO#"). If you place the word 'BELL' at the beginning of your OE message, the terminal's internal bell sounds anytime an order is started for this customer. Do not use slashes '/' or semi-colons ';' in your message.

Phone **F1**

Enter customer's phone number without slashes or dashes.

Fax **F1** **Optional**

Enter the customer's fax phone number.

Email **Optional**

Enter the customer's email address. This is a freeform field.

Type **F1** **F3** **Optional**

Enter a customer group number (See Code Descriptions 'TC' Customer Types). Customer group codes allow you to divide your customers into groups based on their type of business. If the customer type code is TC5, enter '5'. The long description of the customer type set up in your code description file for TC5 then displays.

Mailer **F1**

Enter 'Y'es if this customer will be included on your mailing list. Enter 'N'o to omit this customer from your mailing list. Do you want customer flagged for mailings?

PO Req

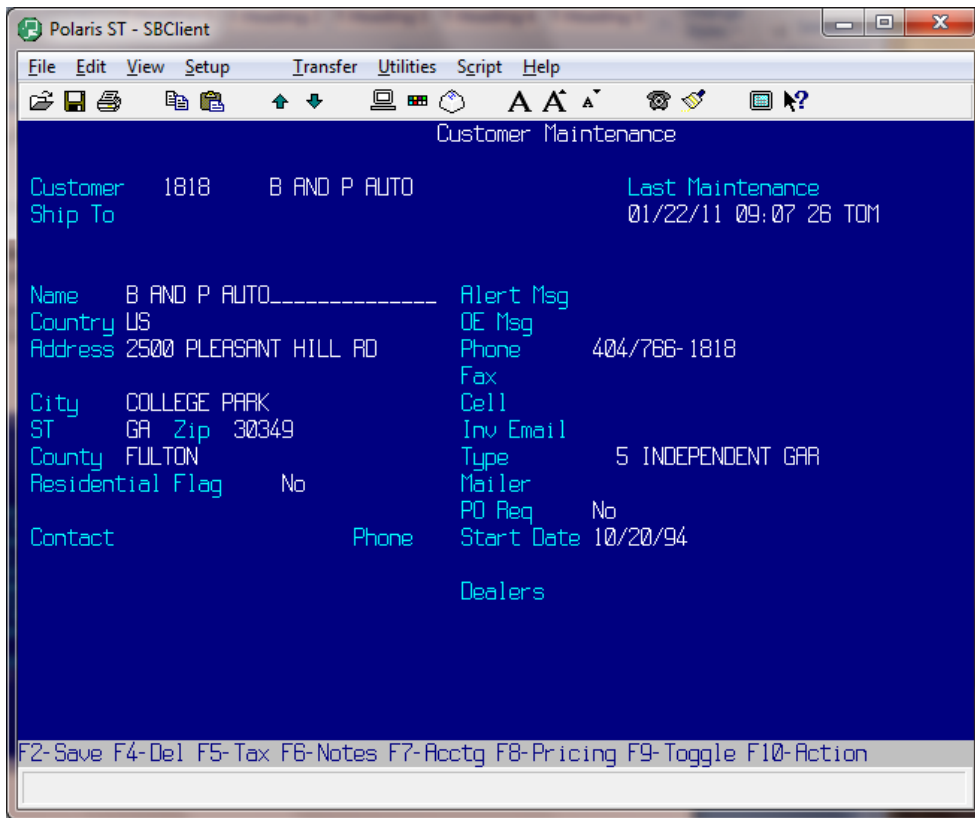
Do you require this customer to submit a PO before they can place an order? Enter 'Y'es or 'N'o.

Dealers **F1** **F3**

Enter the customer's dealer code from your code descriptions file (See Code Descriptions 'DL' Dealer Types). If you would like to assign dealer DL12, enter '12' and the dealer's name displays at the bottom of the screen. You may enter as many dealers as you wish. These dealer codes are used as a further classification of the types of customers you sell to.

Depress F2 to save the whole record.

Customer Maintenance Screen



Additional Customer Maintenance Functions

F5-Tax

Type **F3**
 Enter the type of tax you are setting up for this customer.

Tax Exempt Nbr
 Enter the tax number that corresponds to the type selected above. If a tax number is not entered here, the customer will be charged tax.

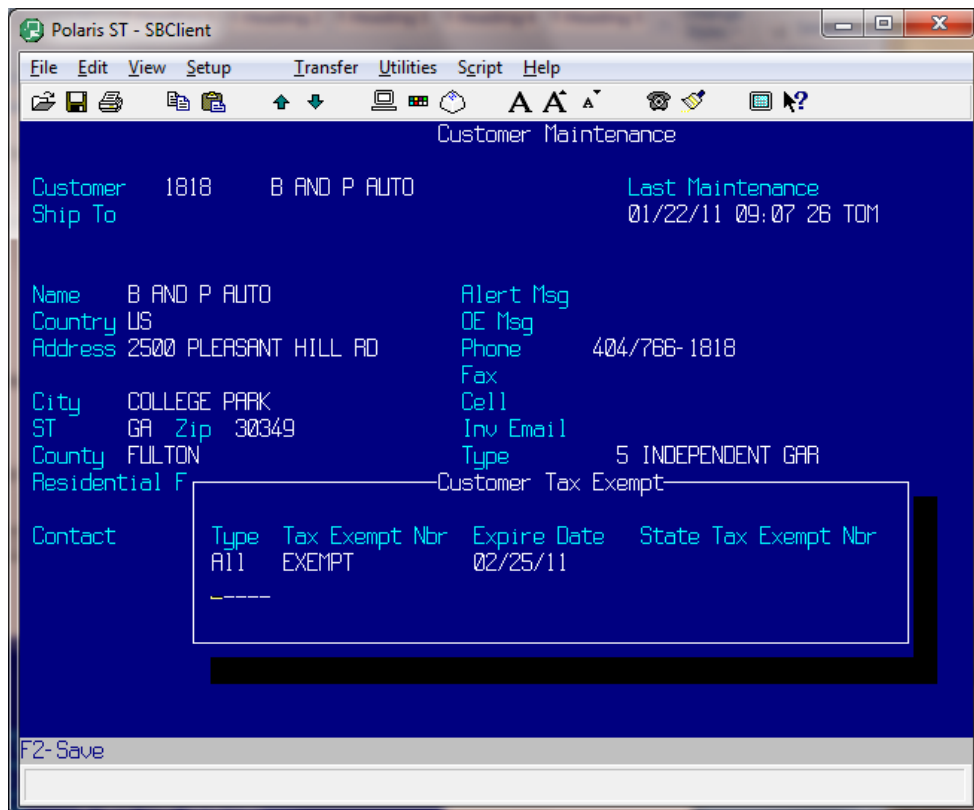
Expire Date **F1** **F3**
 Enter the tax expiration date.

State **F3**
 Enter the two character state code for which this customer is tax exempt. You may enter more than one tax-exempt state.

Tax Exempt Nbr
 Enter the tax number that corresponds to the type selected above. If a tax number is not entered here, the customer will be charged tax.

Depress F2 to save the whole record.

Customer Tax Exempt Screen



F6-Notes

Enter any notes relevant to this customer. The notes will print on the Aged Trial Balance if indicated. Just for you to see, not the customer.

F7-Accounting

Terms

F1 F3

Enter the customer's two-digit invoice terms (See Code Descriptions 'IT' Invoice Terms). If the Invoice Terms code is IT10, enter '10'. The Invoice Terms set up in your code description file for IT10 displays (i.e. CASH/CHECK).

Salesman

F1 F3

Enter a salesman code number. (See Section 9 Salesman Maintenance). For example, '1' or '2'. After the number is entered, it automatically loads an 'SM' in front. The salesman entered is assigned to this customer's account.

Territory

F1 F3 Optional

Enter the sales territory number. It must be a territory, which exists for the Salesman.

Credit Limit

F1

Enter a credit limit for this customer. Enter a dollar value without commas or dollar signs. \$1000 is entered as '1000'. If this customer exceeds their assigned credit limit, a message appears on the Order Entry screen. If you leave this field blank, the customer will not have a credit limit.

Account Type

F1 F3

Enter 'O' for an open account or 'B' for a balance forward account. If you select 'O'pen, all of the customer's open invoices will be saved by the computer from month to month. A 'B'alance Forward account will tell the system to take a customer's open invoices and consolidate them onto one invoice at the end of the month. This field defaults to 'O'pen.

Core Handling

F1 F3

This field indicates how to process the customer's cores. Enter 'S'plit billing, 'D'eferred billing or leave blank for Normal billing method for this customer. If you wish to use Split or Deferred, please contact your Account Manager for invoice program modification.

Split

An additional invoice is created for the core charge(s) only. Therefore when a customer purchases items with core charges, they receive two invoices - one for the merchandise and one with the core charges. This is helpful when you have salesmen on the road picking up cores from customers.

Deferred

The system will not bill the core charge but put the core in the customer's core bank. Then at the end of the month, one invoice will be generated for each customer with an aged core balance.

Normal

Normal core billing applies the core charge directly to the invoice located under the part sold. The system default is 'N' so to select 'N' simply depress <ENTER>.

Grace Period

F1

Enter the number of days after which a late charge will be calculated and added to this customer's account (i.e. '60' = 60 days). The grace period must be a number greater than 30 here. Late charges are only calculated when the AR end of month process goes through nighttime. Therefore any number entered into the grace period field will allow the customer to avoid any late charges for the first month.

Exempt Shop Supplies

Enter 'Y'es if the customer is exempt from being charged for shop supplies. 'N'o if they are not exempt.

Invoice Copies

Enter the number of invoices you would like to print for this customer.

Statement *F1 F3*

Enter 'Y'es if you want to generate a statement for this customer at the end of the month. 'N'o suppresses the printing of an end-of-month statement for this customer. Be sure all customers with A/R terms have this field set to 'Y'es.

Late Charge *F1*

Enter 'Y'es to calculate a late charge for this customer when the customer's account is past due. 'N'o suppresses the calculation of a late charge.

Past Due Flag *F1*

Enter 'N'o for no past due message or '1' for 30, '2' for 60, '3' for 90 days or leave blank for standard past due message.

Core Statement *F1 F3*

Enter 'Y'es if you want to print a core statement for this customer.

Ship-to Sales *F1 F3*

Enter 'Y'es if this customer's billing address is different from the ship-to address. Enter 'N'o if this customer has the same billing and shipping address.

Miscellaneous *F1 F3*

Enter 'Y'es if this is a miscellaneous customer and does not have an account on file. Enter 'N'o if this customer has an accounts receivable account. Only the special miscellaneous customer numbers have this field set to 'Y'es.

A/R Co *F3*

This field is only used if you have multiple warehouses. Enter the warehouse number under 'Co' field. If you have a single warehouse location, your cursor will not access this field.

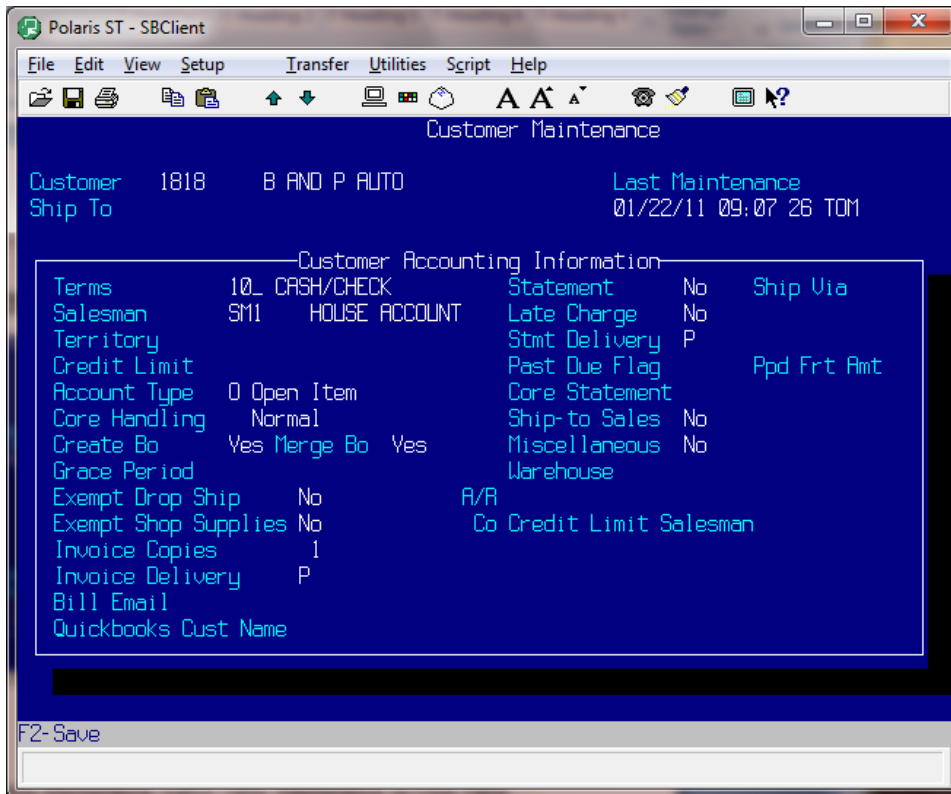
Credit Limit *F1*

If you have multiple warehouses, assign this customer a separate credit limit for each of your warehouses. Enter a credit limit for warehouse #1, #2, #3, etc.

Salesman *F1 F3*

Assign different salesmen to a customer based on the location they purchase from. For example, if they buy from your Chicago warehouse, they are assigned salesman #3, but if they buy from your Minneapolis warehouse, they are assigned salesman #7. (See Salesman Maintenance)

Customer Accounting Information Screen



F8-Pricing

Table

F3

Enter a valid price table number, from Table Maintenance, Labor Table Maintenance or Core Table Maintenance, for the type of price you are establishing - parts, labor or cores respectively.

Price Code

Enter a valid price code from your Code Descriptions 'P'rice 'C'ode file.

Sign

Enter a sign or a standard price code +/- a percentage. For example, LIST - 20.00% is entered as 'L-20.00'.

Percent

Enter a percentage with decimals.

Cost

Special Parts

F1 Optional

Enter the customer special pricing by part table.

Special Labor

F1 Optional

Enter the special labor charge table.

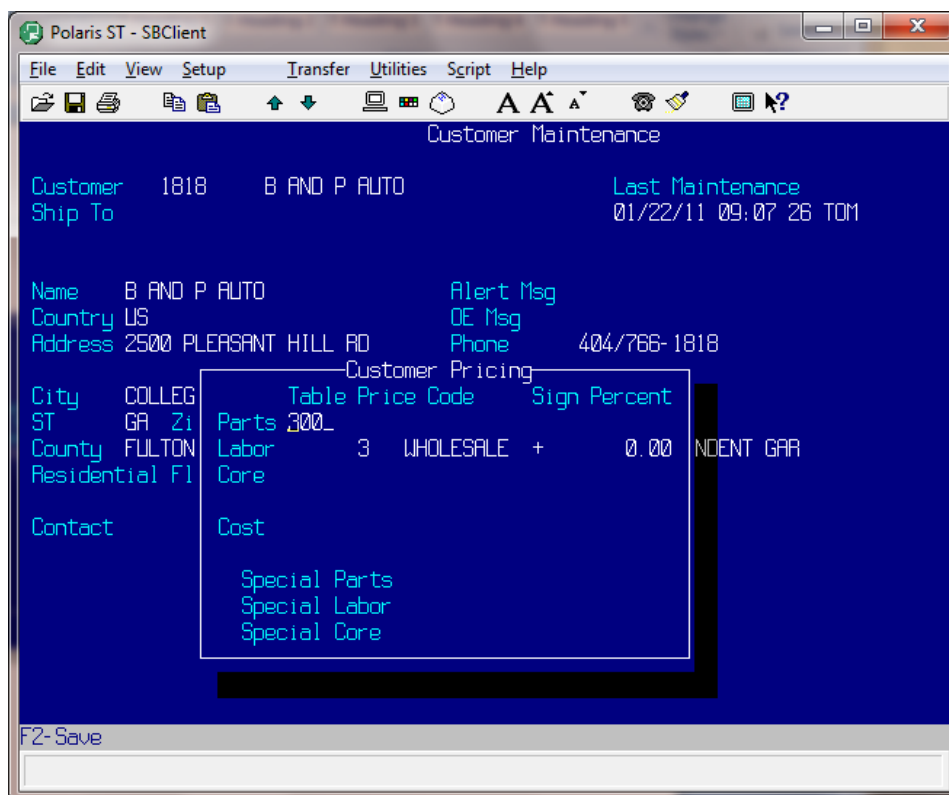
Special Core

F1 Optional

Enter the customer special pricing core by part table.

Depress F2 to save the whole record.

Customer Pricing Screen



F9-Toggle

Toggles the selection of the function keys.

F10-Action

Factory

Fee Vendors **F3**

Enter the vendor code for the fee warehouse.

Cust

Terms

What the customer's term are.

Credit Hold

Sales Fee Commission **F1**

Enter the sales fee commission, either a percentage or flat rate.

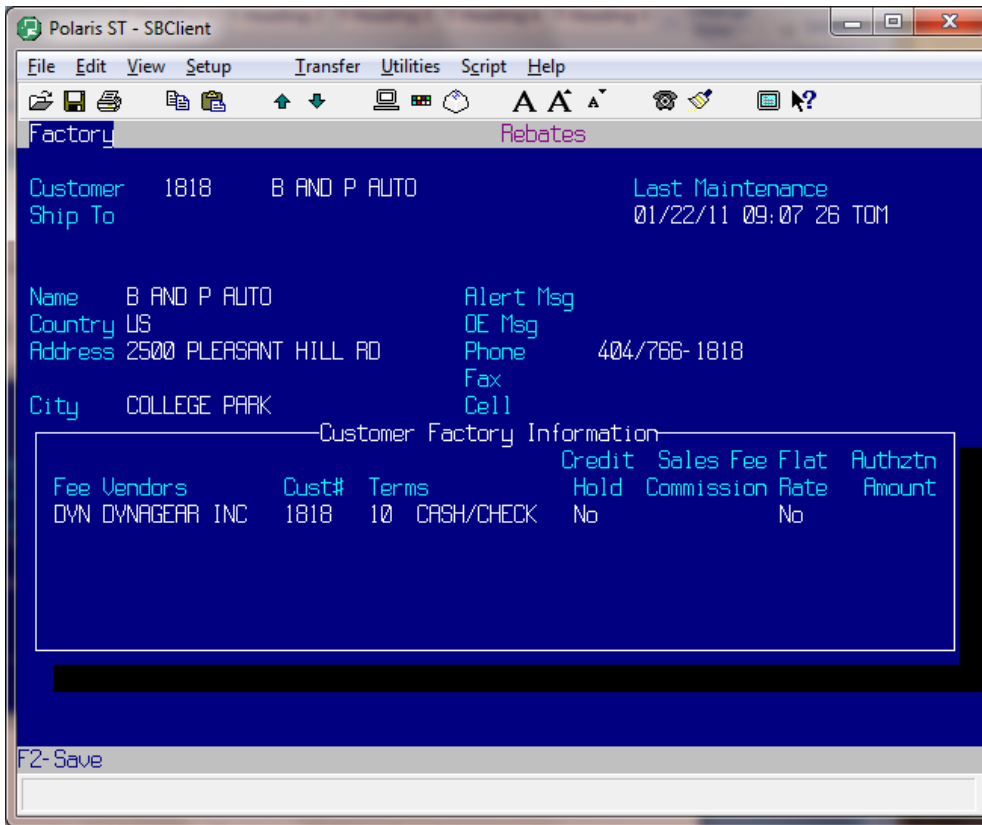
Flat Rate **F1 F3**

Enter 'Y'es if this is a flat rate. Otherwise, it will be considered a percent.

Authztn Amount

Enter the per order credit limit for this customer. This indicates how much the customer can purchase on one order.

Customer Factory Information Screen

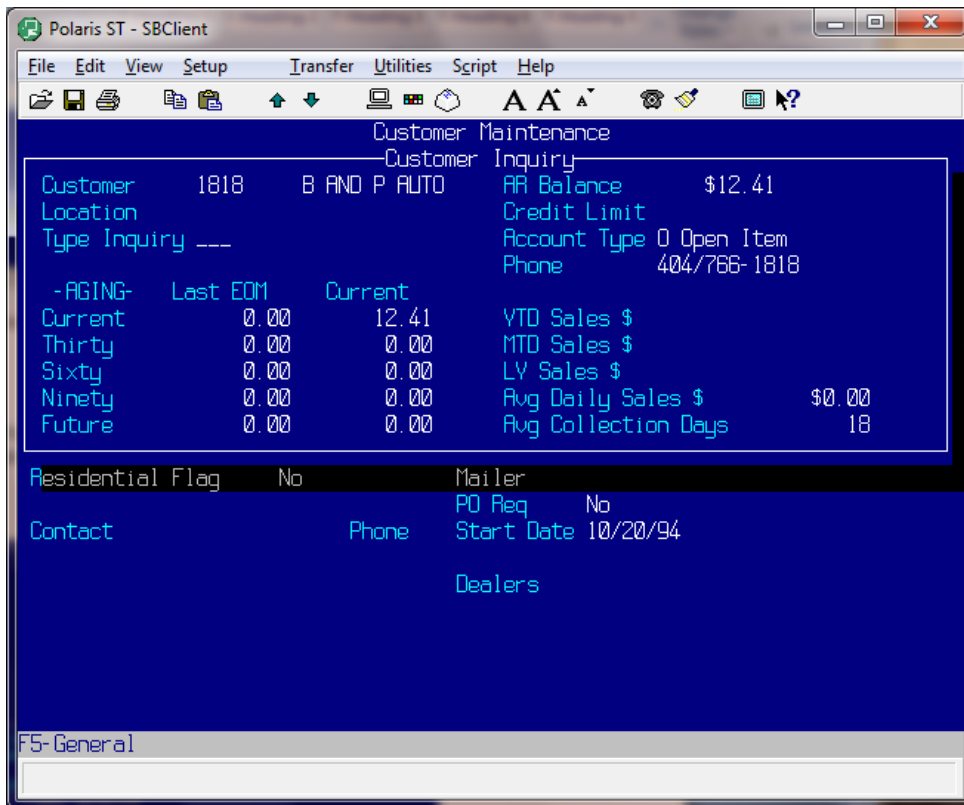


F5-Customer Inquiry

Type Inquiry **F3**

Enter the type of inquiry you want to perform for this customer. The last end of month and current aging displays along with the AR balance, credit limit, account type and phone number for the customer.

Customer Inquiry Screen



F6-Customer Sales Inquiry

Contact

Last Name *F1*
Insert the last name of the contact for this company.

First Name *F1*
Insert the first name of the contact for this company.

Middle Name *F1*
Insert the middle name of the contact for this company.

Title *F1 F3*
Enter the title of the contact for this company.

Sub Title *F1 F3*
Insert a sub title for the contact of this company if applicable.

Attention
Enter a name to whose attention sales correspondence is made.

Phone
Enter the phone number, without dashes or slashes, for the sales contact.

Fax
Enter the fax number, without dashes or slashes, for the sales contact.

Status *F3*
Enter the status of the sale with consideration of the close date.

Last Call *F3*
Enter the date when the last call was made to the customer.

Next Call *F3*
Enter the scheduled date of the next phone call.

Mailer *F3*
Enter 'Y'es if you want this customer to be placed on your mailing list. 'N'o if not.

MAP

TZ

DLR.TYPE

Groups *F3*
Enter the group code associated with this customer.

Branches *F3*
Enter the customer number for the branch location of this customer.

Mailer Types *F3*
Enter the mailer type code for this customer.

Mailed

Enter the date your mailer was sent.

Response F3

Enter the date of any response to the mailer.

Inquiry Slsm F3

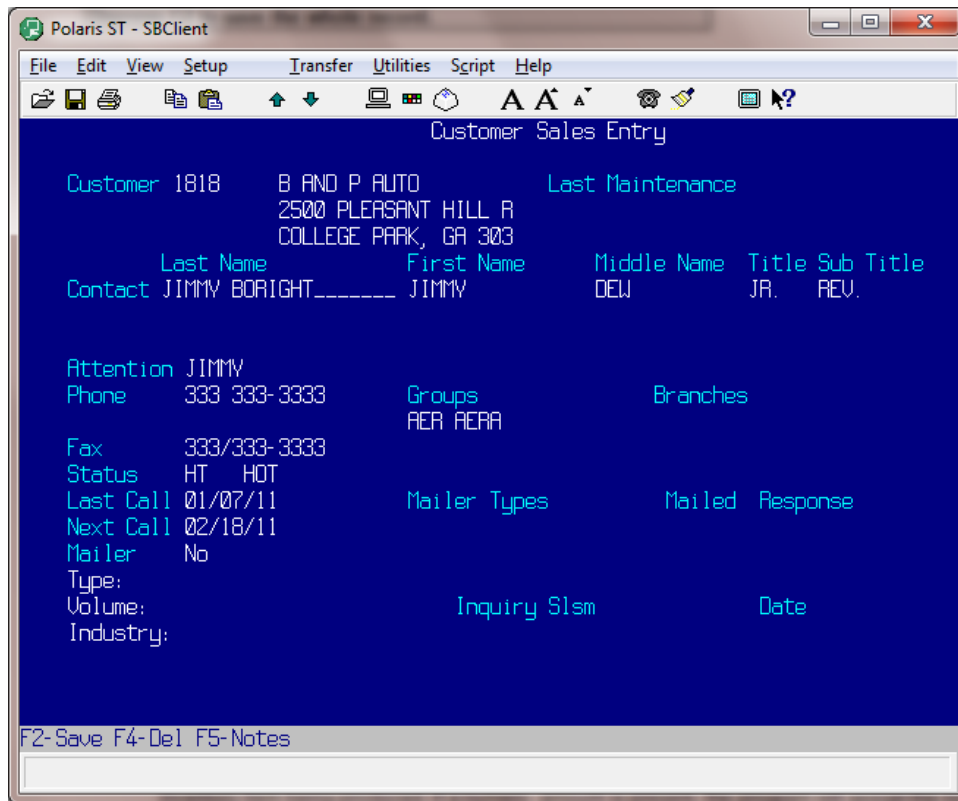
Enter a valid salesman number from Salesman Maintenance.

Depress F2 to save the whole record.

F5-Notes

This is a freeform field where you can record sales information notes.

Customer Sales Inquiry Screen



F7-Internal

Internal Customer F1 F3

Enter 'Y'es if this customer is an internal customer. An internal customer is an account (usually in the name of company) whose orders will not be booked to accounts receivable. This customer is usually a branch or a division of your company to which all finished or remanufactured products will be booked in order to allow the finished item to be placed in inventory.

Merchandise % F1

Enter an additional percentage that you want applied to the cost of each remanufactured item. This field indicates to the finished goods program how to assign the merchandise amount to the cost of the inventory item being produced. If a numeric amount is present, the program will assign the normal amount plus the amount of percentage indicated.

Merchandise Type *F1* *F3*

Enter the type of component cost or price to use when totaling cost of the finished good. This field indicates what amount per unit to multiply times the quantity when totaling the merchandise amount in finished goods. The following choices are available:

- P – use override price and if not there, use selling price.
- R – use replacement cost.
- A – use unit cost, which is either average cost or replacement cost.
- V – always use the current average cost for this part.

Labor % *F1*

Enter the additional percentage of labor you want to apply to the remanufactured item. This indicates to the finished goods program how to assign the labor charges amount to the cost of the inventory item being produced. If a numeric amount is present, the program will assign the normal amount plus the amount of percentage indicated.

Labor Type *F1 F3*

This indicates what amount per unit to multiply times the quantity when totaling the labor charges amount in finished goods. The following choices are allowed:

- P – use labor charges.
- C – use labor cost.

Other Charges % *F1*

Enter the percentage amount that will be applied to other charges. This indicates to the finished goods program how to assign other charges to the cost of the inventory item being produced.

Other Charges Type *F1 F3*

This indicates what amount per unit to multiply times the quantity when totaling the other charges amount in finished goods. The following choices are available:

- P – use other charge
- C – use other cost

Use Special Chgs Cost *F1*

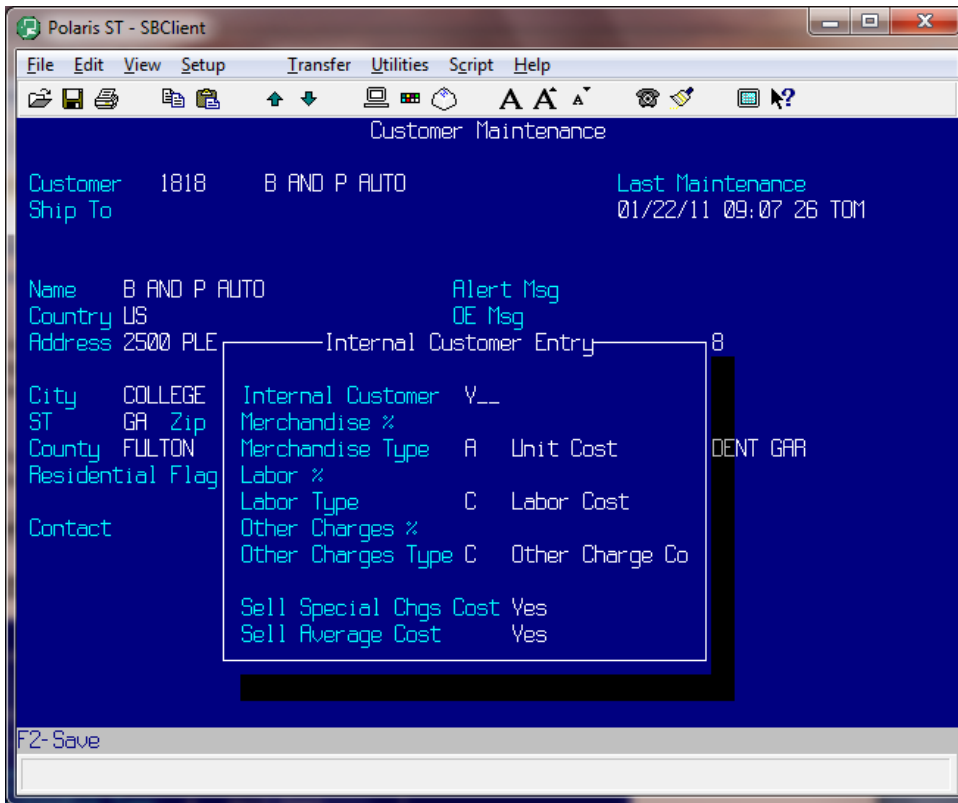
Enter 'Y'es if you want to use cost for all special charges when remanufacturing a finished good. Enter 'N'o if you want regular charges. This indicates when an order is built for this customer, which amount to use for special charges attached to the parts involved on the ticket.

Sell at Average Cost *F1 F3*

This indicates to the Order Entry program to use the current average cost when an order is entered for this customer. Enter 'Y'es to sell at average cost or 'N'o to sell at replacement cost.

Depress F2 to save the whole record.

Internal Customer Entry Screen



F8-Customer Bankcard Information

Bankcard Name *F1*

Enter the name on the bankcard to keep on file for the customer.

Bankcard Type *F1 F3*

Enter a valid code for the type of bankcard being used. (See Code Descriptions 'BC' Bankcard Types.)

Bankcard Nbr *F1*

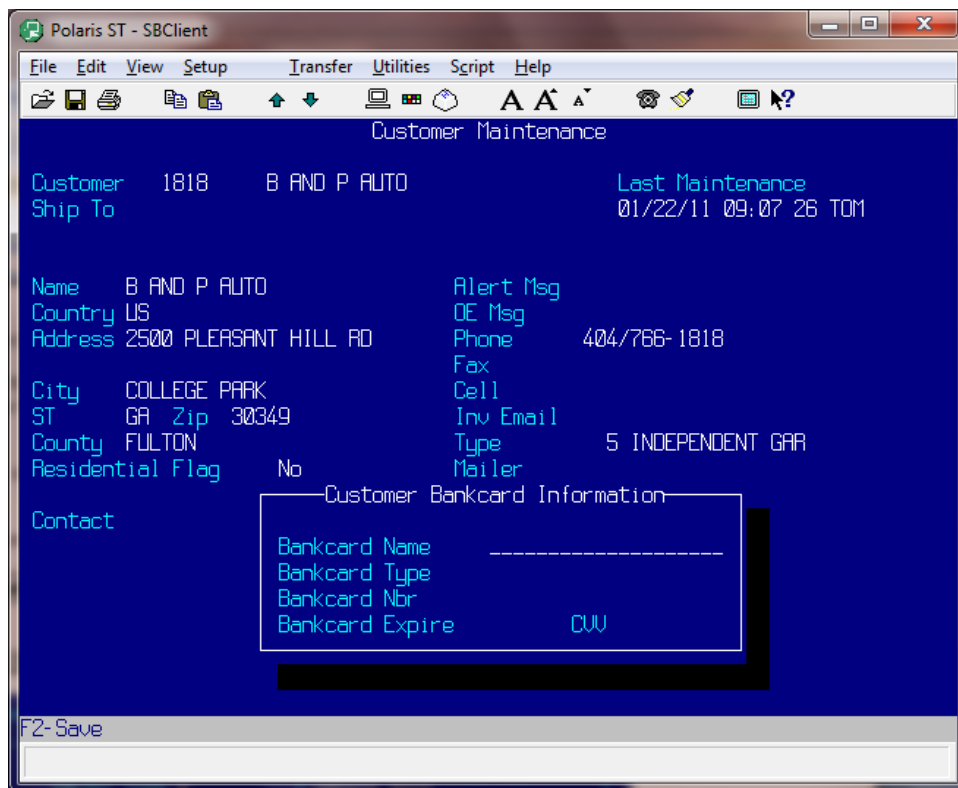
Enter the number of the card.

Bankcard Expire *F1*

Enter the expiration date of the card.

Depress F2 to save the whole record.

Customer Bankcard Information Screen



Section 11 Alternate Supplier Maintenance

Alternate Supplier Maintenance Overview

The purpose of the Alternate Supplier Maintenance file is to subsequently maintain the Alternate Supplier file information used by Purchase Ordering, Automatic Purchasing and Expanded Purchasing.

An alternate supplier is a company from whom you purchase inventory items. If you do not buy direct from the manufacturer, then you purchase from an alternate supplier. Alternate suppliers are used primarily in purchase ordering. Each alternate supplier is assigned an identifying number. This ID number is used in assigning alternate suppliers to your inventory items. (Inventory Maintenance F5 – AltSupp). This enables you to generate purchase orders based on an inventory item's alternate supplier number. For example, you may generate a purchase order for all inventory items that have an alternate supplier number of 2.

The alternate supplier's vendor number is automatically assigned when you update the record. Essentially, your alternate supplier will be treated as a vendor during purchase ordering.

Operating Procedure

Process Name: ALTERNATE.SUPPLIER.MAINT

Purchase Ordering Master Menu	The Basics
Purchasing Vendor	Alternate Supplier Maintenance
Alternate Supplier Maintenance	

Supplier Nbr *F1* *F3*
Assign each alternate supplier a unique supplier number. Start with 1 and sequentially number each supplier. This number is used by the system to generate automatic purchase orders by supplier.

Name *F1*
Enter the alternate supplier's company name.

Short Name *F1*
Enter a unique three character short name that identifies this alternate supplier. During purchase ordering, you will be prompted to enter a supplier's number or short name, so make sure the short name is easy to remember.

Country *F1* *F3*
Enter the country code for the alternate supplier.

Address Line 1 *F1*
Enter the alternate supplier's address. Put street address on the first line.

Address Line 2 *F1*
Enter the alternate supplier's additional address. Enter PO Boxes and/or Suite numbers.

City *F1*
Enter the alternate supplier's city.

State *F3*
Enter the alternate supplier's two-character state code.

Zip

Enter the alternate supplier's zip code or zip+4 code without dashes.

Phone

Enter the alternate supplier's phone number without dashes or slashes.

Fax Nbr

Enter the alternate supplier's fax phone number without dashes or slashes.

Email

Enter the email address of the alternate supplier. This is a freeform field.

Contacts

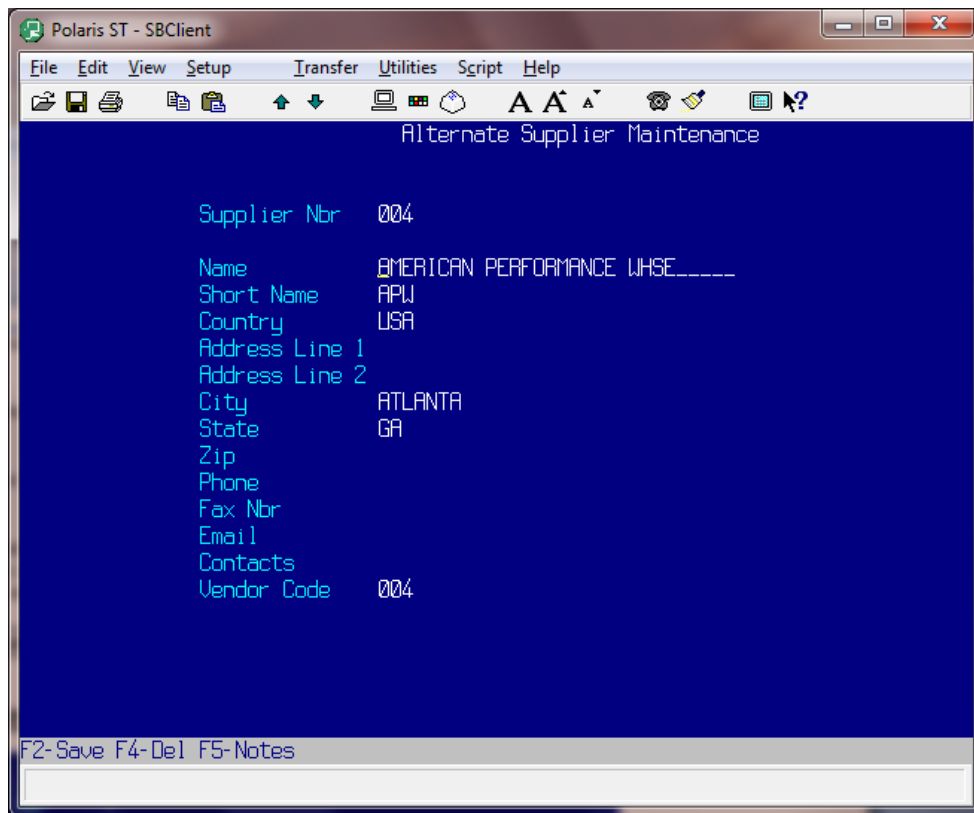
Enter a contact name for this alternate supplier.

Vendor Code *F3*

Enter the three-character vendor code. The system makes an automatic entry into the vendor file as a 3-digit ID number. This entry into the vendor file enables you to generate a purchase order by supplier number rather than vendor code.

Depress F2 to save the whole record.

Alternate Supplier Maintenance Screen



F4-Del

To delete an existing alternate supplier, enter the alternate supplier's number at the supplier number prompt and depress F4. You will be prompted 'Are You Sure You Wish To Delete (Y/N)'. Enter 'Y'es or 'N'o. Be sure not to delete a supplier number that is assigned to any inventory items.

F5-Notes

To enter notes concerning this alternate supplier, depress F5. The notes are informational and will not print.

Section 12 Inventory New Items

Inventory New Items Overview

New Inventory Item Entry is your facility to enter new inventory master file information used by Inventory Control, Order Processing, Purchase Ordering, Automatic Purchase Ordering, Expanded Purchase Ordering, Automatic Pricing and Sales Analysis. This process is used only to enter NEW inventory items. Inventory inquiries and updates are made in Inventory Maintenance.

Operating Procedure

Process Name: INV.NEW.ITEMS

Inventory Master
 The Basics
 Inventory Control
 Inventory New Items
 New Inventory Item Entry

Part Nbr **F1** **F3**
 Enter a part number without spaces or slashes. You may, however, use hyphens in your part numbers. If you enter a part number that already exists in your inventory master file, a message displays informing you that the part already exists in inventory. If you are updating an existing inventory part number, enter that part number with or without its vendor prefix.

Whse **F1** **F3**
 The system requires that each inventory item be assigned a warehouse number. This lets the system know where your inventory is shelved and enables it to track inventory sales more accurately. If you are using a single warehouse configuration, the warehouse number displays automatically. If you are using a multiple warehouse configuration, the warehouse number you have assigned to your port number displays.

Inventory General Maintenance

Description
 Enter the part's description. This description is used to lookup part numbers during Order Entry using the automatic catalog feature of Polaris. It is very important to be descriptive and consistent in describing your part numbers. Do not abbreviate words, unless you ALWAYS use that abbreviation.

IMPORTANT NOTE

A control file item can be set if you wish to have documents (invoices, pick tickets) ONLY print the Major Description.

Alert Msg
 Enter a message that displays every time the part is inquired on or sold.

Sub Vendor **F3**
 Enter a valid sub vendor number, which corresponds, to the vendor entered above. Sub vendors are used to breakdown product lines within a vendor. (See Vendor Maintenance)

Unit **F3**
 Enter a Unit of Measure by which this item is sold. How is the item priced? (i.e. EA = each, SET = set, PR = pair) This must be a valid unit of measure.

Master Pack **F1**

Enter the units of measure that make up one pack when purchased. This information is used in automatic purchase ordering. If 10 pair of this item makes up 1 pack, enter '10'. If the item is sold individually, leave this field blank. It automatically fills to 'EA' (each).

M/P Whse *F1*

Enter the number of units of measure that make up one pack for this warehouse (if different for this warehouse).

Weight

Enter the weight of this item in hundredths. If the item weighs 5.25 pounds, enter this weight, with decimals, as 5.25.

Bin *F1*

Enter a four-digit bin location number. It is required that you use only numbers when assigning bin numbers. You may develop your own bin-numbering scheme, however be sure to use only four digits. We suggest the first two digits represent the row and the second two digits represent the vertical bin. Do not separate bin locations by shelf.

O/S

The overstock bin is the same as the previous bin and is used when the first bin is full.

Pack Factor *F1*

This feature is used if you are printing part number labels along with the pick ticket and affixing the label to the item before packaging. If you will not be printing labels when a pick ticket is printed, leave this field blank. If you wish to use pick ticket labels, see documentation on pick tickets for further details on setup.

Min Stock Qty *F1*

Enter the minimum stock quantity you want to keep on the shelf. The automatic purchasing system orders at least the minimum quantity. The automatic purchasing system sets the 'BSL' (Best Stocking Level) and 'BRP' (Best Reorder Point) each time an automatic purchase order is created.

Be careful about assigning minimum quantities to part numbers, because this field requires maintenance. For example, you see that a part is selling well, so you enter '100' for minimum stock. Then, if you don't monitor the sales on this item and sales drop, you will probably get overstocked on this item. The best items to put minimum stock quantities on are service related items. If you run out of these, you may hold up a big job!

Per Job Qty *F1*

Enter the quantity it takes to do the job. For example, if it takes eight spark plugs to do the job, and you only have seven on the shelf, it's like having none! The automatic purchasing system orders to meet the first per job quantity. It will not order in increments of the per job quantity, so as to not overstock your inventory.

Upc Code

Enter the string of text that identifies the UPC Number for the item.

Non Taxable *F3*

Enter 'Y'es if the item is not taxed. Enter 'N'o if the item is taxed.

Country *F3*

Enter the country of origin for Import/Export purposes.

Country Exp *F3*

Core Class **F1 F3**
 Enter the core classification number or short description as entered in Code Description Maintenance.

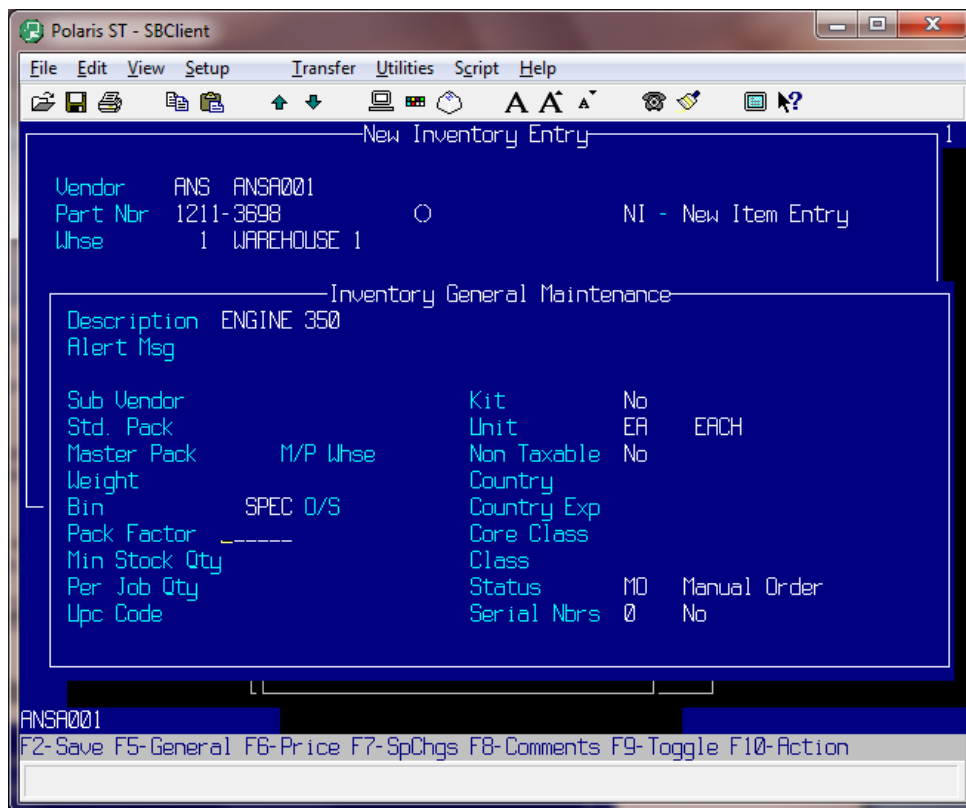
Class **F1 F3**
 Enter the inventory classification for this item. You may enter either the short description or the number. For example, if the inventory classification code for this item is 'IC3' with a corresponding short description of 'CAM', and a description of 'CAMSHAFT', enter either '3' or 'CAM'. The description 'CAMSHAFT' displays. See Code Descriptions Inventory Classification.

Status **F1 F3**
 Enter the automatic purchasing status of the part. Never override status to 'RP'. The status field defaults to 'OP'. See Purchasing Management manual for more information on statuses.

Serial Nbrs **F1 F3**
 This option controls whether or not and how the system handles this part's serial numbers. The system tracks serial numbers four ways.

Depress F2 to save the whole record.

New Inventory Entry Screen



Additional New Inventory Item Entry Functions

After entering your new inventory general information, you can enter additional information through the use of ten optional inventory facilities. These ten options display at the bottom of the screen.

F6-Price

Cost Measure F3

Enter the letter code, which corresponds, to the way this item is sold. For example, suppose you sell an item with a cost measure of 'D', groups of 10, and a selling price of \$20.00. If only five of these items were purchased, the extended selling price would be \$10.00. When a part is sold, the system automatically calculates the correct selling price based on the number sold.

Escalator F3

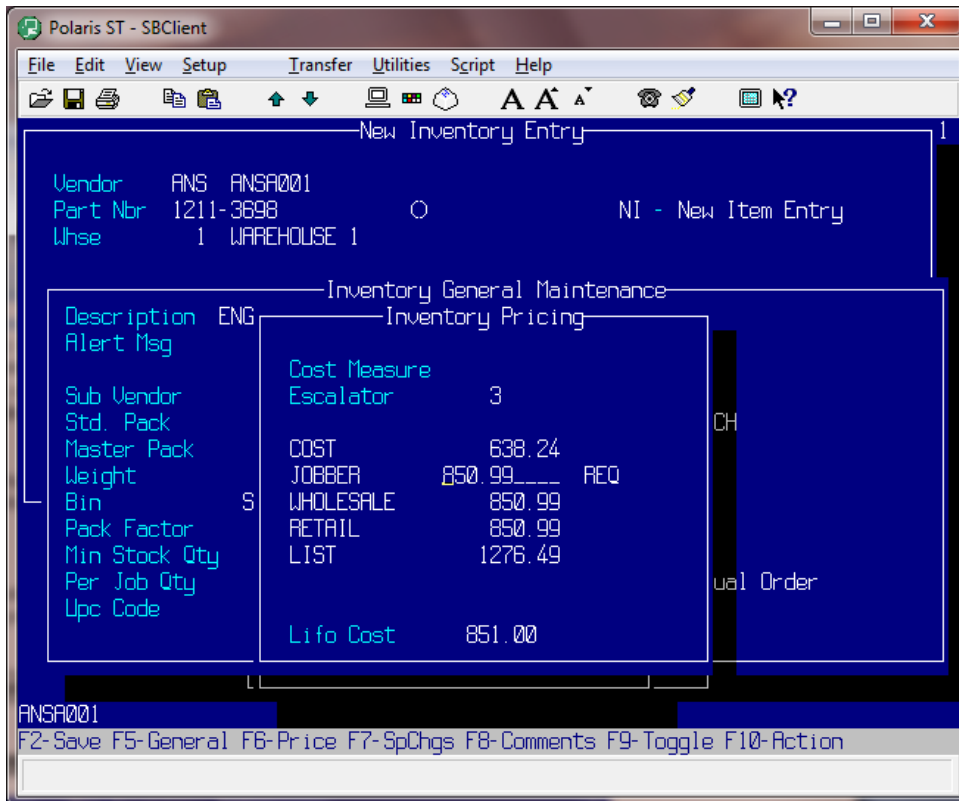
Enter the escalator number for this item. The five price levels set up in Code Descriptions 'PC' file appear. Enter the required prices, and the other levels calculate based on the parameters established in Escalator Maintenance.

LIFO Cost

'Last In First Out' cost. Enter a cost amount with decimals. This cost is used for inventory reports for tax purposes. The cost you enter here is used in figuring tax amounts on your on-hand inventory items at the end of the year.

Depress F2 to save the whole record.

Inventory Pricing Screen



F7-Special Charges

Special Charges **F3**

Use this utility to enter any special charges associated with a part. Each time this part is sold, the special charge is automatically added to the order. Enter a special charge code from your Code Descriptions 'SC' file or the number that corresponds to the special code.

Sp Chgs

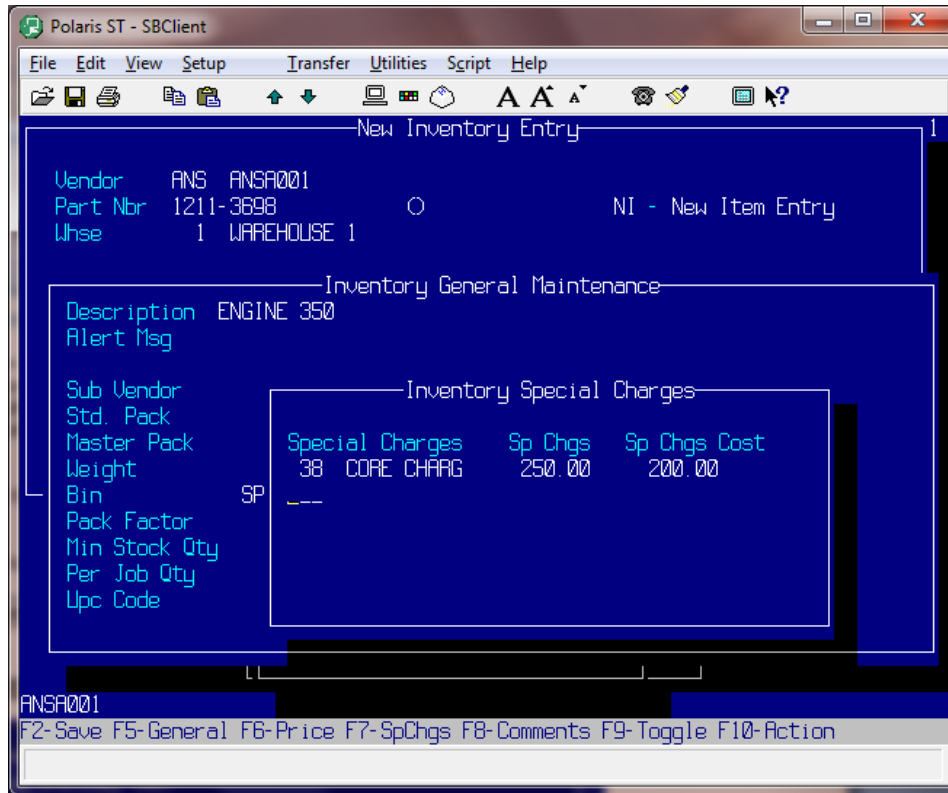
Enter the amount of this special charge.

SpChgs Cost

Enter your cost for this special charge.

Depress F2 to save the whole record.

Inventory Special Charges Screen



F8-Comments

Line

The line number for each comment updates automatically.

Comments

Enter comments. This is a freeform field.

Load

F1 F3

Enter 'Y'es if you want this comment line loaded into the line messages when this part is added on an order.

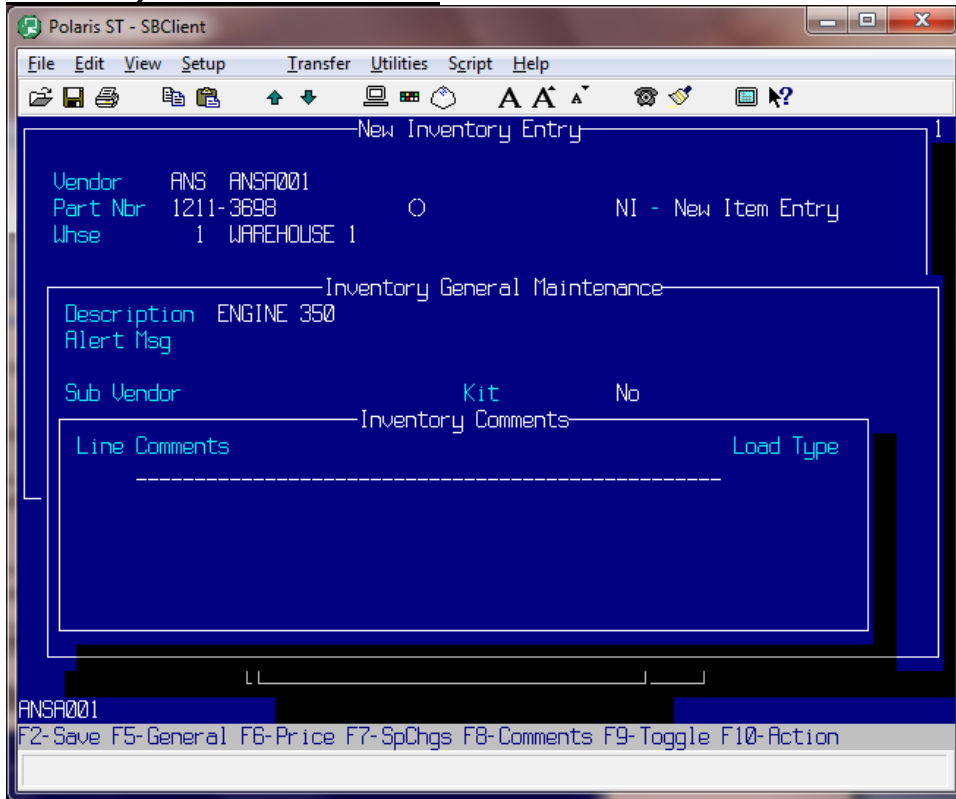
Type

F1 F3

This is where you load who should see these comments.

Depress F2 to save the whole record.

Inventory Comments Screen



F9-Toggle

Toggles the selection of the function keys.

F5-Alternate Suppliers

Supplier

F3

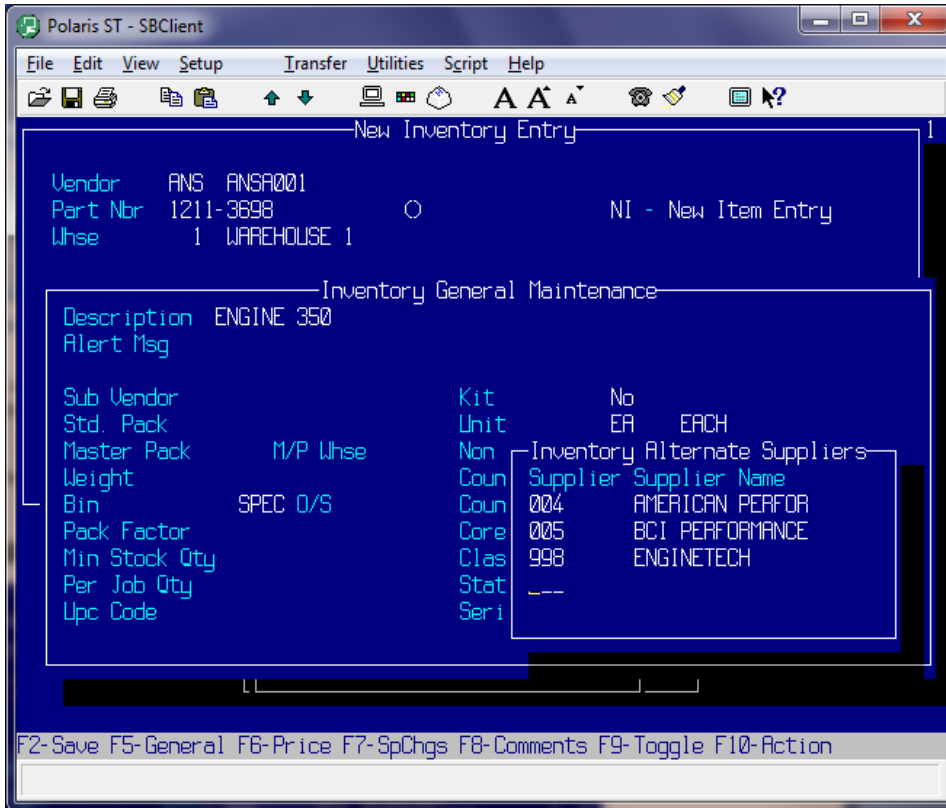
Enter the alternate supplier 's number from Alternate Supplier Maintenance. This utility enables you to enter any alternate suppliers from whom you purchase this item. You may enter as many alternate

supplier numbers as needed. The automatic purchasing system enables you to generate a purchase order by alternate supplier.

Supplier Name

The name of the corresponding supplier updates automatically.

Inventory Alternate Suppliers Screen



F6-Quantity Discounts

Qty Break

Enter the quantity at which the customer receives a price break. This price break is across the board; it is not customer specific. You may enter up to 11 quantity break prices per part number.

Qty Break Price

Enter the override price amount.

Price Code

If you do not enter an override price, enter a price code level.

Sign

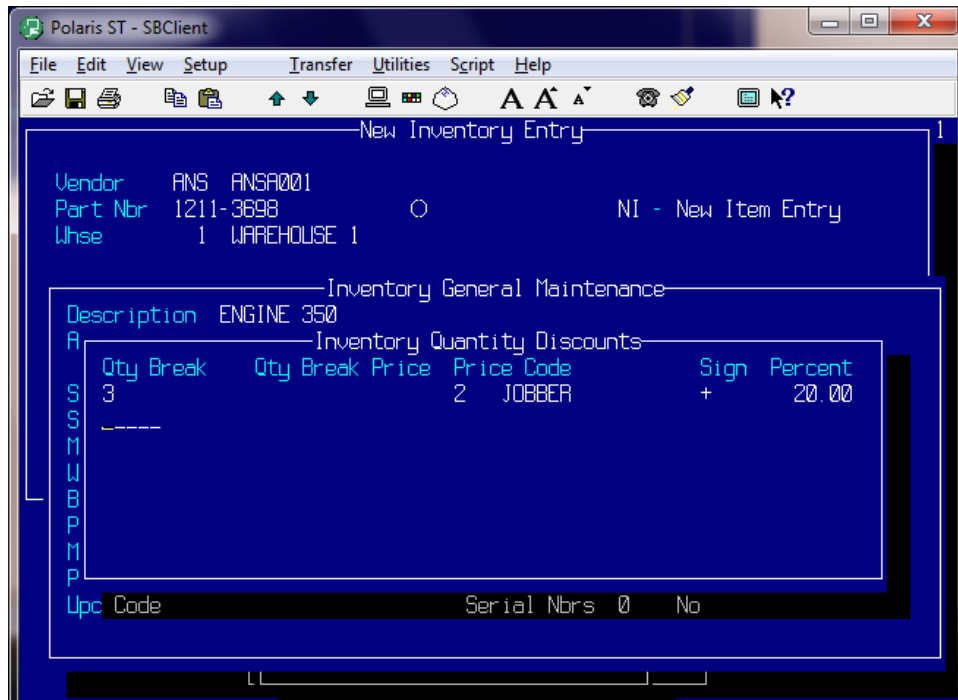
Enter '+' or '-' the given price code.

Percent

Enter the percentage amount to add or subtract to the price code.

Depress F2 to save the whole record.

Inventory Quantity Discounts Screen



F7-Substitute

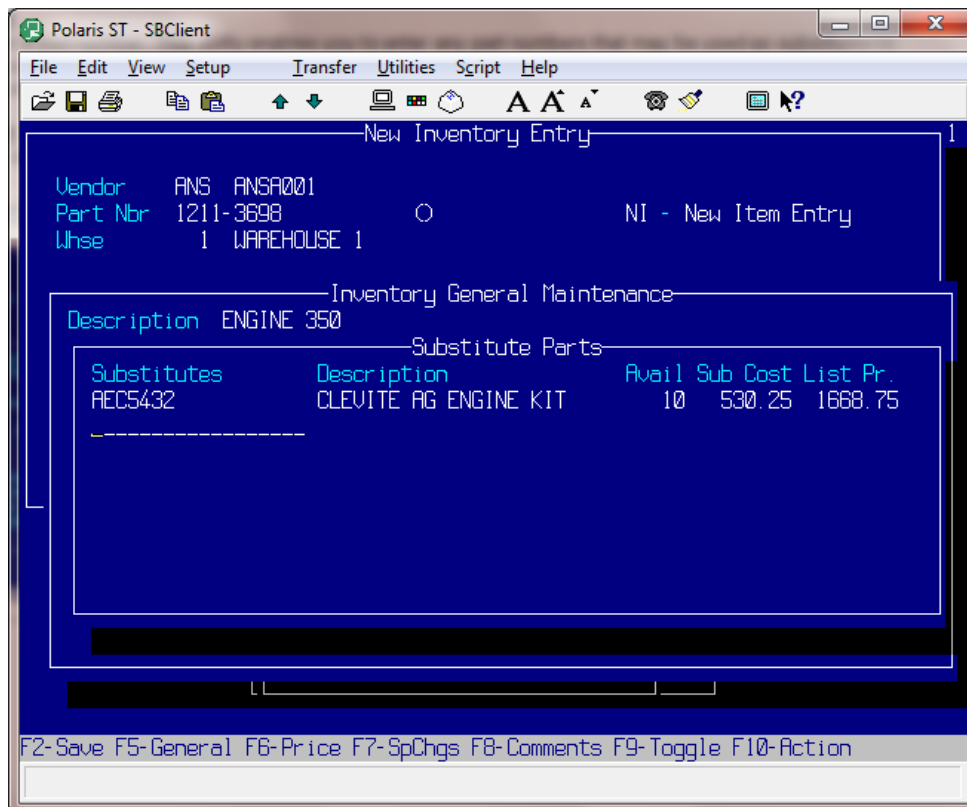
Substitutes

Enter a part number. This utility enables you to enter any part numbers that may be used as substitutes to any inventory item. The substitute part number is not required to be a stocking inventory item. These substitutes are used during Order Entry if an inventory item is currently out of stock.

Description

The description of the substitute part automatically updates.

Substitute Parts Screen



F8-Alternate Manufacturers

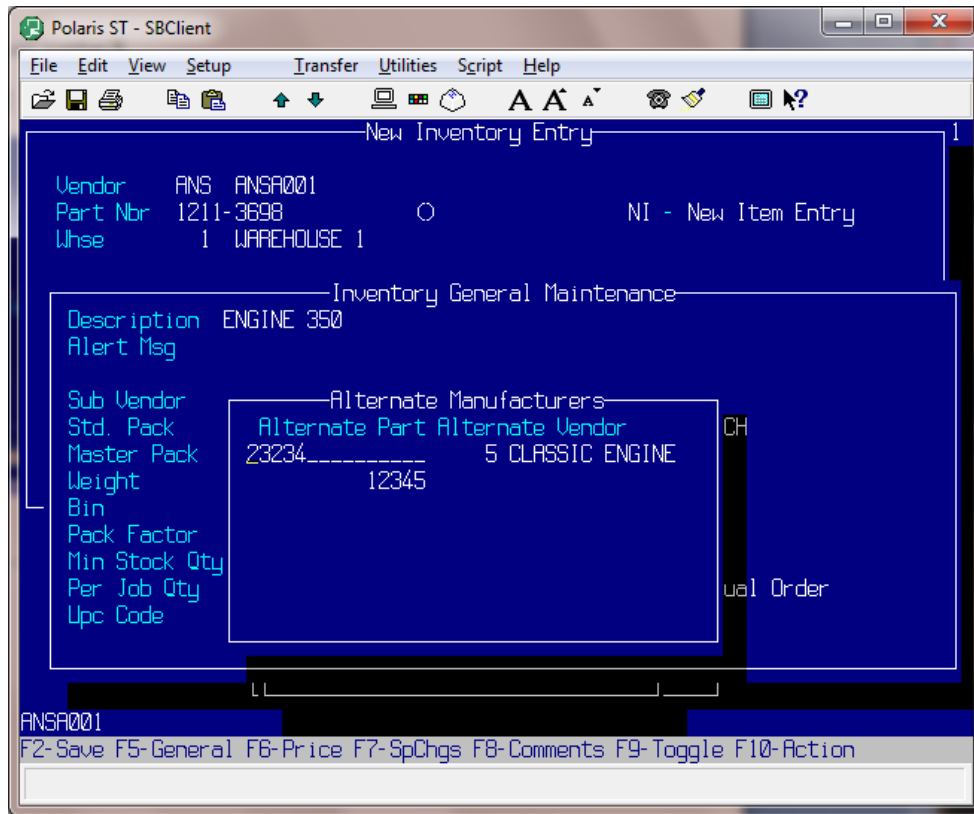
Alternate Part

Enter a part number. This utility enables you to enter alternate manufacturer part numbers. Once entered, an automatic cross-reference to your part number will be built. In Order Entry, a customer can order using the "alternate manufacturer number", and the system automatically crosses over to your part number. Optionally, the alternate number can be printed on documents. Your alternate manufacturer codes are required to be setup in your Code Descriptions 'AN' file before entering this information.

Alternate Vendor F3

Enter the alternate vendor for the part number.

Alternate Manufacturers Screen



F10-Action

Alternate Supplier Prices

Supplier *F3*
 Enter the alternate supplier 's number from Alternate Supplier Maintenance.

Part *F3*
 Enter the part number.

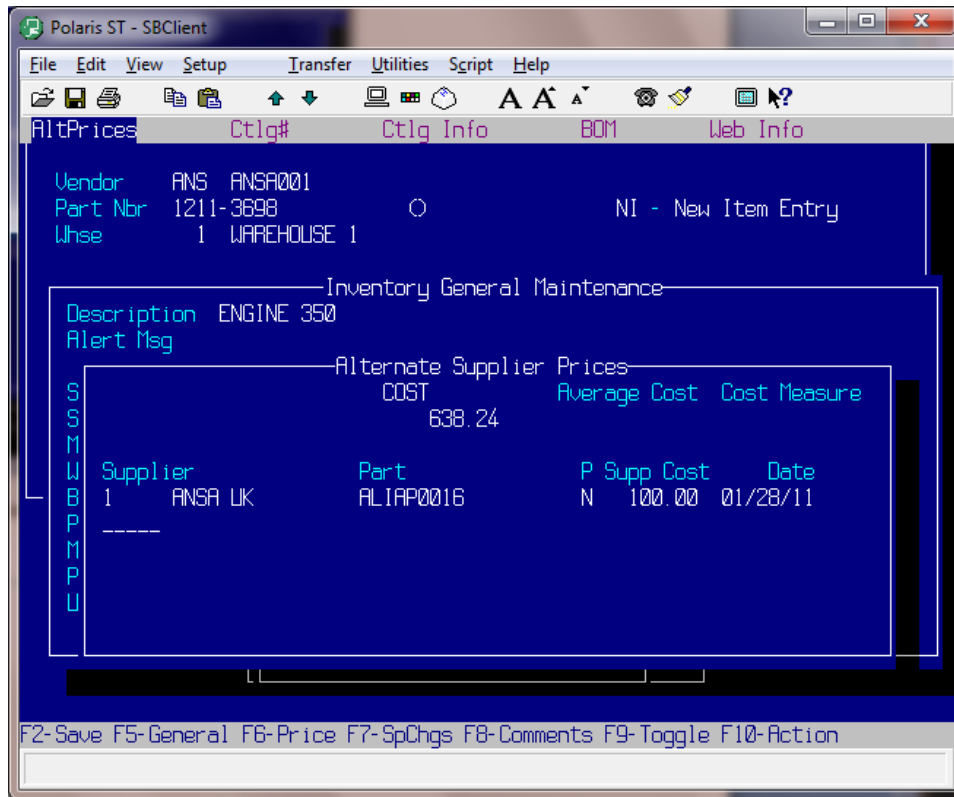
P
 Enter 'Y'es if this is the preferred supplier and the Automatic Backorder system will use this supplier, number and cost when ordering the part. If not, leave 'N'o.

Supp Cost
 Enter the supplier's cost with decimals.

Date *F3*

Depress F2 to save the whole record.

Alternate Supplier Prices Screen



Inventory Cataloging

Catalog Part

If your company has its own catalog, then this program enables you to enter a catalog part number.

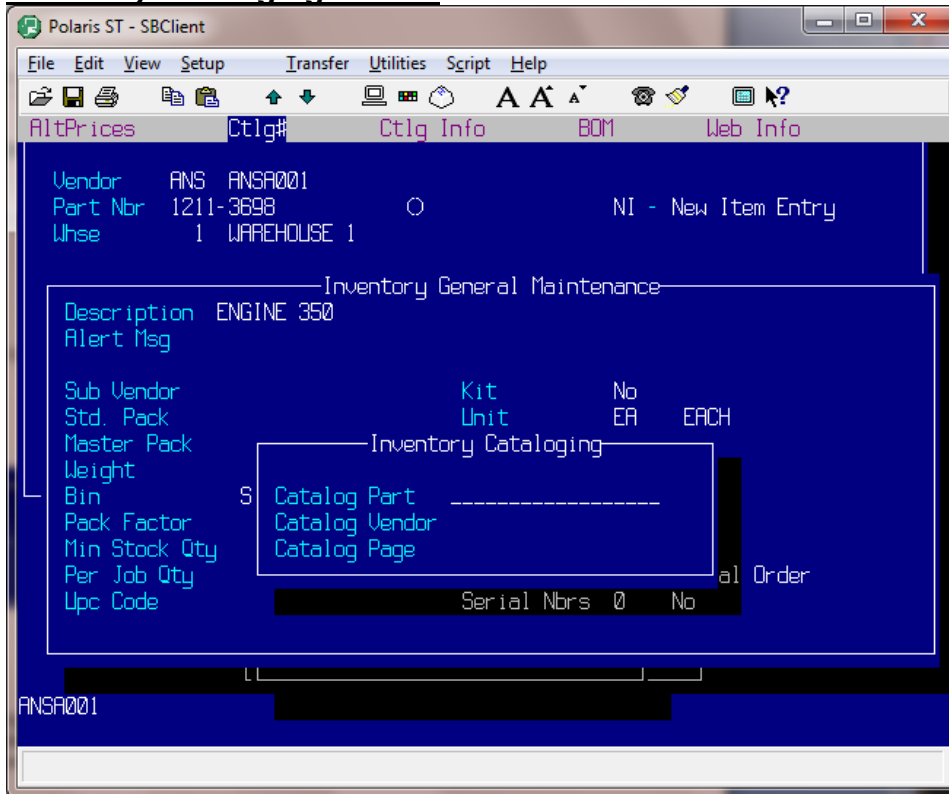
Catalog Vendor

Enter the catalog vendor code.

Catalog Page

Enter the page number where you can find this part in the catalog.

Inventory Cataloging Screen



Inventory Catalog Information

Catalog Information

If your company has its own catalog, then this program enables you to make additional comments and notes about the products in the catalog. Or you can use this field as a freeform to put any additional information about this inventory item. The system will cross-reference any word in this section that is three or more characters.

Section 13 Inventory Maintenance

Inventory Maintenance Overview

Inventory Maintenance is used to update/maintain the inventory master file information. New inventory items are entered by through Inventory New Items Entry (See Section 11). The Inventory Master File information is used by Inventory Control, Purchase Ordering, Automatic Purchase Ordering, Expanded Purchase Ordering, Automatic Pricing and Sales Analysis.

General Inventory Maintenance enables you to update and maintain an existing inventory item. Any item number entered here must already be established in your Inventory Master File.

In order to perform inventory inquiries and updates, you need only know a valid item number. It is not necessary to know the vendor code when performing inquiries or updates. After you enter an item number, the vendor code assigned to that item displays along with the following inventory information:

Operating Procedure

Process Name: INV.MAINT

Inventory Master	The Basics
Inventory Control	Inventory Maintenance
Inventory Maintenance	

Part Nbr *F1* *F3*
 Enter a part number without spaces or slashes. You may, however, use hyphens in your part numbers. If you enter a part number that already exists in your inventory master file, a message displays informing you that the part already exists in inventory. If you are updating an existing inventory part number, enter that part number with or without its vendor prefix.

Whse *F1* *F3*
 The system requires that each inventory item be assigned a warehouse number. This lets the system know where your inventory is shelved and enables it to track inventory sales more accurately. If you are using a single warehouse configuration, the warehouse number displays automatically. If you are using a multiple warehouse configuration, the warehouse number you have assigned to your port number displays.

Inventory General Maintenance

Description
 Enter the part's description. This description is used to lookup part numbers during Order Entry using the automatic catalog feature of Polaris. It is very important to be descriptive and consistent in describing your part numbers. Do not abbreviate words, unless you ALWAYS use that abbreviation.

IMPORTANT NOTE

A control file item can be set if you wish to have documents (invoices, pick tickets) ONLY print the Major Description.

Alert Msg
 Enter a message that displays every time the part is inquired on or sold.

Sub Vendor *F3*
 Enter a valid sub vendor number, which corresponds, to the vendor entered above. Sub vendors are used to breakdown product lines within a vendor. (See Vendor Maintenance)

Unit *F3*
Enter a Unit of Measure by which this item is sold. How is the item priced? (i.e. EA = each, SET = set, PR = pair) This must be a valid unit of measure.

Master Pack *F1*
Enter the units of measure that make up one pack when purchased. This information is used in automatic purchase ordering. If 10 pair of this item makes up 1 pack, enter '10'. If the item is sold individually, leave this field blank. It automatically fills to 'EA' (each).

M/P Whse *F1*
Enter the number of units of measure that make up one pack for this warehouse (if different for this warehouse).

Weight
Enter the weight of this item in hundredths. If the item weighs 5.25 pounds, enter this weight, with decimals, as 5.25.

Bin *F1*
Enter a four-digit bin location number. It is required that you use only numbers when assigning bin numbers. You may develop your own bin-numbering scheme, however be sure to use only four digits. We suggest the first two digits represent the row and the second two digits represent the vertical bin. Do not separate bin locations by shelf.

O/S
The overstock bin is the same as the previous bin and is used when the first bin is full.

Pack Factor *F1*
This feature is used if you are printing part number labels along with the pick ticket and affixing the label to the item before packaging. If you will not be printing labels when a pick ticket is printed, leave this field blank. If you wish to use pick ticket labels, see documentation on pick tickets for further details on setup.

Min Stock Qty *F1*
Enter the minimum stock quantity you want to keep on the shelf. The automatic purchasing system orders at least the minimum quantity. The automatic purchasing system sets the 'BSL' (Best Stocking Level) and 'BRP' (Best Reorder Point) each time an automatic purchase order is created.

Be careful about assigning minimum quantities to part numbers, because this field requires maintenance. For example, you see that a part is selling well, so you enter '100' for minimum stock. Then, if you don't monitor the sales on this item and sales drop, you will probably get overstocked on this item. The best items to put minimum stock quantities on are service related items. If you run out of these, you may hold up a big job!

Per Job Qty *F1*
Enter the quantity it takes to do the job. For example, if it takes eight spark plugs to do the job, and you only have seven on the shelf, it's like having none! The automatic purchasing system orders to meet the first per job quantity. It will not order in increments of the per job quantity, so as to not overstock your inventory.

Upc Code
Enter the string of text that identifies the UPC Number for the item.

Non Taxable *F3*
Enter 'Y'es if the item is not taxed. Enter 'N'o if the item is taxed.

Country *F3*
Enter the country of origin for Import/Export purposes.

Country Exp *F3*

Core Class *F1 F3*
 Enter the core classification number or short description as entered in Code Description Maintenance.

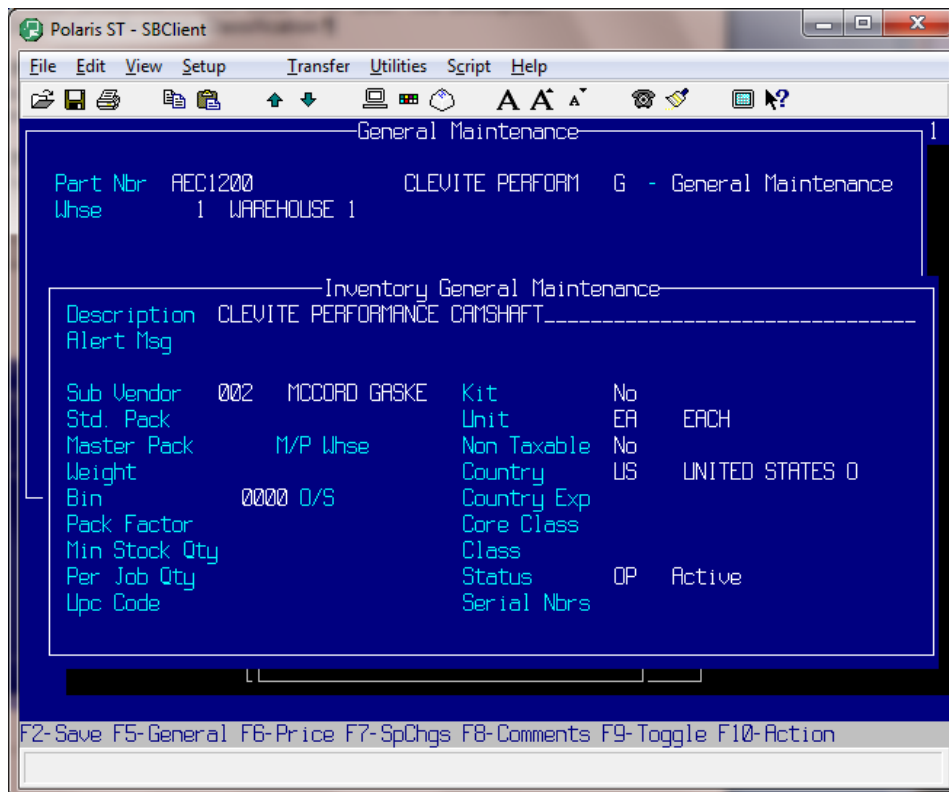
Class *F1 F3*
 Enter the inventory classification for this item. You may enter either the short description or the number. For example, if the inventory classification code for this item is 'IC3' with a corresponding short description of 'CAM', and a description of 'CAMSHAFT', enter either '3' or 'CAM'. The description 'CAMSHAFT' displays. See Code Descriptions Inventory Classification.

Status *F1 F3*
 Enter the automatic purchasing status of the part. Never override status to 'RP'. The status field defaults to 'OP'. See Purchasing Management manual for more information on statuses.

Serial Nbrs *F1 F3*
 This option controls whether or not and how the system handles this part's serial numbers. The system tracks serial numbers four ways

Depress F2 to save the whole record.

Inventory Maintenance Screen



Additional Inventory Maintenance Functions

After entering your inventory general information, you can enter and edit additional information through the use of ten optional inventory facilities. These ten options display at the bottom of the screen.

IMPORTANT NOTE

The following Inventory Function screens will not be displayed here, you may view them in the previous section (Section 12 New Inventory Item).

F6-Prices

Cost Measure F3

Enter the letter code, which corresponds, to the way this item is sold. For example, suppose you sell an item with a cost measure of 'D', groups of 10, and a selling price of \$20.00. If only five of these items were purchased, the extended selling price would be \$10.00. When a part is sold, the system automatically calculates the correct selling price based on the number sold.

Escalator F3

Enter the escalator number for this item. The five price levels set up in Code Descriptions 'PC' file appear. Enter the required prices, and the other levels calculate based on the parameters established in Escalator Maintenance.

LIFO Cost

'Last In First Out' cost. Enter a cost amount with decimals. This cost is used for inventory reports for tax purposes. The cost you enter here is used in figuring tax amounts on your on-hand inventory items at the end of the year.

F7-Special Charges

Special Charges F3

Use this utility to enter any special charges associated with a part. Each time this part is sold, the special charge is automatically added to the order. Enter a special charge code from your Code Descriptions 'SC' file or the number that corresponds to the special code.

Sp Chgs

Enter the amount of this special charge.

SpChgs Cost

Enter your cost for this special charge.

F8-Comments

Line

The line number for each comment updates automatically.

Comments

Enter comments. This is a freeform field.

Load F1 F3

Enter 'Y'es if you want this comment line loaded into the line messages when this part is added on an order.

Type F1 F3

This is where you load who should see these comments.

F9-Toggle

Toggles the selection of the function keys.

F5-Alternate Suppliers

Supplier

F3

Enter the alternate supplier 's number from Alternate Supplier Maintenance. This utility enables you to enter any alternate suppliers from whom you purchase this item. You may enter as many alternate supplier numbers as needed. The automatic purchasing system enables you to generate a purchase order by alternate supplier.

Supplier Name

The name of the corresponding supplier updates automatically.

F6-Quantity Discounts

Qty Break

Enter the quantity at which the customer receives a price break. This price break is across the board; it is not customer specific. You may enter up to 11 quantity break prices per part number.

Qty Break Price

Enter the override price amount.

Price Code

If you do not enter an override price, enter a price code level.

Sign

Enter '+' or '-' the given price code.

Percent

Enter the percentage amount to add or subtract to the price code.

F7-Substitute

Substitutes

Enter a part number. This utility enables you to enter any part numbers that may be used as substitutes to any inventory item. The substitute part number is not required to be a stocking inventory item. These substitutes are used during Order Entry if an inventory item is currently out of stock.

Description

The description of the substitute part automatically updates.

F8-Alternate Manufacturers

Alternate Part

Enter a part number. This utility enables you to enter alternate manufacturer part numbers. Once entered, an automatic cross-reference to your part number will be built. In Order Entry, a customer can order using the "alternate manufacturer number", and the system automatically crosses over to your part number. Optionally, the alternate number can be printed on documents. Your alternate manufacturer codes are required to be setup in your Code Descriptions 'AN' file before entering this information.

Alternate Vendor

F3

Enter the alternate vendor for the part number.

F10-Action

Alternate Supplier Prices

Supplier *F3*
Enter the alternate supplier 's number from Alternate Supplier Maintenance.

Part *F3*
Enter the part number.

P
Enter 'Y'es if this is the preferred supplier and the Automatic Backorder system will use this supplier, number and cost when ordering the part. If not, leave 'N'o.

Supp Cost
Enter the supplier's cost with decimals.

Date *F3*

Inventory Cataloging

Catalog Part
If your company has its own catalog, then this program enables you to enter a catalog part number.

Catalog Vendor
Enter the catalog vendor code.

Catalog Page
Enter the page number where you can find this part in the catalog.

Inventory Catalog Information

Catalog Information
If your company has its own catalog, then this program enables you to make additional comments and notes about the products in the catalog. Or you can use this field as a freeform to put any additional information about this inventory item. The system will cross-reference any word in this section that is three or more characters.

Section 14 Machine Maintenance

Machine Maintenance Overview

The purpose of Machine Maintenance is to define the machines within the shop and to optionally assign an hourly cost and billing rate to these machines so that accurate job costing may be accomplished as well as collection of machine operation times.

Each machine is defined with a name, cost and billing rate. As technicians log their time on shop jobs the system optionally prompts for the machine that they are using. Entering the machine number provides for the collection of additional costing and billing information. It also identifies which machines are being used the most or the least. If one technician has exclusive use of a machine the system optionally can post his time to that machine.

Operating Procedure

Process Name: MACHINE.MAINT

Remanufacturing Master	The Basics
Remanufacturing Processing	Machine Maintenance
Machine Maintenance	

Machine Id *F3*

Enter a number or view the list of all previously established machines. Depress **<ENTER>** at the 'Description equal to' box and a list of all previously defined machines displays. Use the arrow keys to select the appropriate machine. If no machines are established then the cursor remains at the Machine Id prompt. Number your machines beginning with '1' and then increment sequentially for each additional machine.

Description

Enter the description of the machine.

Labor Rate

This is only required if you have set the control file to bill labor using the machine rate. (See Chapter 1 The Control File) How much do you charge your customers for your machine's time? Enter that *hourly* rate with or without decimals. Your machine's hourly rate is multiplied by the time logged by the technician to calculate the labor charges.

Labor Cost

This is only required if you have set the control file to cost labor using the machine rate. What is the cost for one hour of this machine's time? Enter that hourly cost with or without decimals. Your machine's hourly cost is multiplied by the time logged by the technician to calculate the job cost.

Purchase Price *Optional*

Enter the amount paid at the time of purchase for this machine with or without decimals. This information is entered just for tracking purposes and does not have any affect on the rest of the program.

Purchase Date *F3*

Enter the date this machine was purchased in the format of MM-DD-YY. This information is entered for tracking purposes and does not have any affect on the rest of the program.

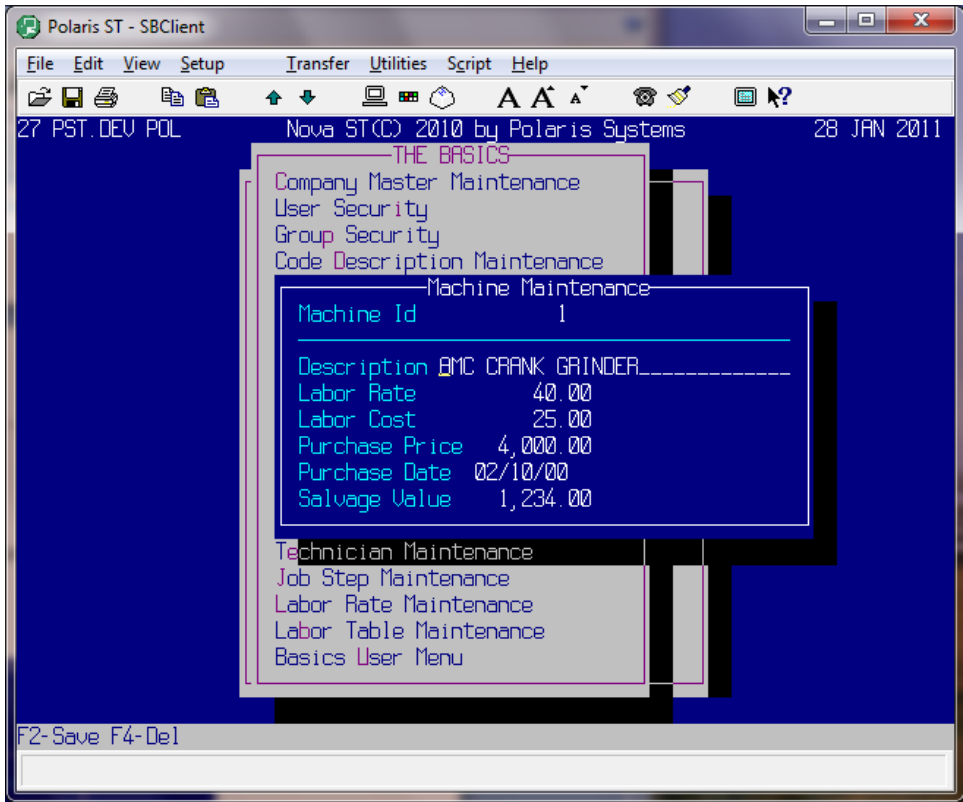
Salvage Value

Enter the value of this machine at the time of salvage with or without decimals. This information is entered for tracking purposes and does not have any affect on the rest of the program.

Depress F2 to save the whole record.

Repeat this process to enter all of your machines. Use the 'Esc' key to return to the menu when you are finished entering all machines.

Machine Maintenance Screen



Section 15 Technician Maintenance

Technician Maintenance Overview

The purpose of the Technician Maintenance file is to enter and subsequently maintain the Technician Master file information used by the Shop Management and Remanufacturing module.

Technician Maintenance enables you to enter specific technician information including hourly rates and hourly costs. This information is used to produce time analysis, shop productivity, technician specialty, technician labor, and flat-rate analysis reports, time card summaries, and job inquiries. Each technician entered requires a unique ID number, name and address information. You specify the hourly rate billed out for this technician's labor (used when doing Time & Materials billing), and the hourly cost. There are two different methods used in determining the technician's cost. One method is to enter the hourly rate you actually pay the technician. The other method used is to calculate your actual cost of that technician per hour: including his hourly pay rate, his insurance benefits, other benefits, your rent expense, comp insurance, utilities, etc. This method seems to give a more accurate picture of profits in your shop.

Operating Procedure

Process Name: TECHNICIAN.MAINT

Remanufacturing Master	The Basics
Remanufacturing Processing	Technician Maintenance
Technician Maintenance	

Technician *F1 F3*

Enter a **one or two digit** technician number. Start with 1 or 01 and sequentially number. This number is used to identify your technicians on various shop and labor reports and also used during order entry when billing labor and generating job tickets.

Name

Enter the technician's name.

Country

Enter the technician's country.

Address

Enter the technician's address.

City

Enter the technician's city.

State

F3

Enter the technician's two-character state abbreviation.

Zip

Enter the technician's zip code or zip+4 without dashes. Make sure the zip code is a valid zip code for the country of the technician.

Phone

Enter the technician's home phone number without slashes or dashes.

Rate

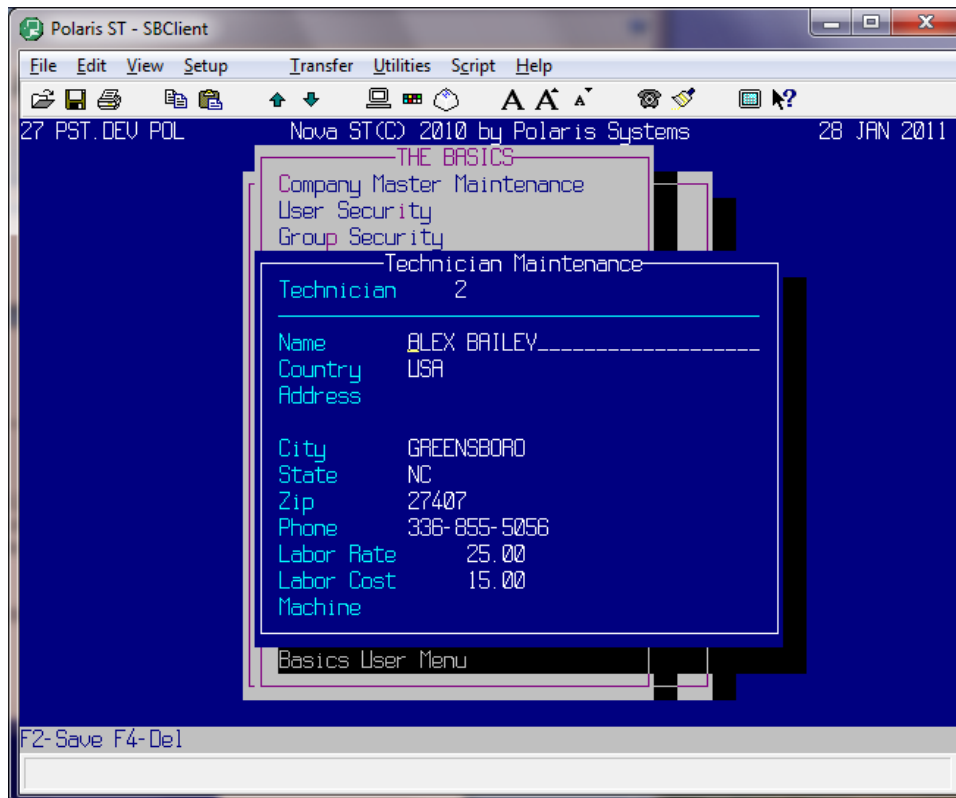
Enter the technician's hourly rate with decimals. For example, \$35.00 would be entered '35.00'.

Cost

Enter the technician's hourly cost with decimals. For example, \$16.25 would be entered as '16.25'. The cost of the technician needs to include all things such as the cost of labor, employee benefits, use of machine, electricity, etc. The cost is generally two-thirds of the rate paid.

Machine**F3**

Enter the optional machine to be loaded automatically during function 'TT' in order entry when this technician is chosen.

Technician Maintenance Screen

Section 16 Job Step Maintenance

Job Step Maintenance Overview

The purpose of the Job Step Maintenance file is to enter and subsequently maintain the Job Step Master file information used in conjunction with labor rates by the Shop Management and Remanufacturing module.

Polaris provides you with a step-by-step analysis of your shop jobs. The process of defining your job steps may be compared to an erector set. Before building anything with the erector set, you must first verify that all the components of the set exist. These components might include 6-inch beams, 12-inch corners, etc. Specific components can be used to build many different structures. Each job step you define requires a unique job step number, job step description, the normal amount of time required to complete the job step and any messages that may describe the job step. The job steps you define are used in building labor rates for your shop jobs. They also provide job information for customer claim checks, job tickets, job description and job messages for labor tags. After all the job steps are entered, enter labor rates using the Labor Rate Maintenance utility (Section 15).

There are two different ways the job step file and the labor rate file can be setup. The first way is to break down a labor rate into multiple job steps, and then assign those different job steps to the labor rate.

For example:

Labor File Code = REBCATV8

Description = Rebuild Caterpillar V-8 Engine

Normal Time = 4 hours

Sequence of Steps (always alphabetic sequence A-Z)

A = Tear Down and inspect for wear (Job Step #10)

B = Remove worn parts and replace (Job Step #22)

C = Calibrate to factory specs (Job Step #44)

D = Run-in and test (Job Step #57)

The other method is the "one-to-one" relationship of one job step for one labor code. That would mean that each labor code setup would only have the sequence of 'A', with one job step number assigned to it.

For example:

Labor File Code = REBCATV8

Description = Rebuild Caterpillar V-8 Engine

Normal Time = 4 hours

Step Sequence = A

Job Step Number = 10

This job step would have the entire description of the rebuild in the messages of the job step.

Operating Procedure

Process Name: JOB.STEP.MAINT

Remanufacturing Master

Remanufacturing Processing

Job Step Procedure Maintenance

The Basics

Job Step Maintenance

Code

F3

Enter a job step number. Job step numbers are used in building labor codes for shop jobs.

Description

Enter a description of this job step. (i.e. Bore Block Four Cylinder)

Time

Enter in tenths of an hour with decimals.
0.10 = 0 hours 6 minutes
0.50 = 0 hours 30 minutes
1.00 = 1 hour 0 minutes

Message

Enter a detailed message that clearly describes this job step or entire job (if using one-for-one method). This message appears on shop labor tags and can be printed on invoices. If printed on the customers' invoice, it gives them a very clear picture of the steps involved in the repair or rebuild. This message can be used internally or externally.

Department

F3

If you have divided your shop into departments, enter the applicable department number. If you wish to print labor tags, it is required that you define your departments in your Code Descriptions 'DP' file. This feature is used in the production of shop reports and labor tags.

Auto Post

F3

Enter the technician number in which you want to automatically post to the labor charge. This includes the step number for the amount of time taken to complete this step.

Piece Work

F1

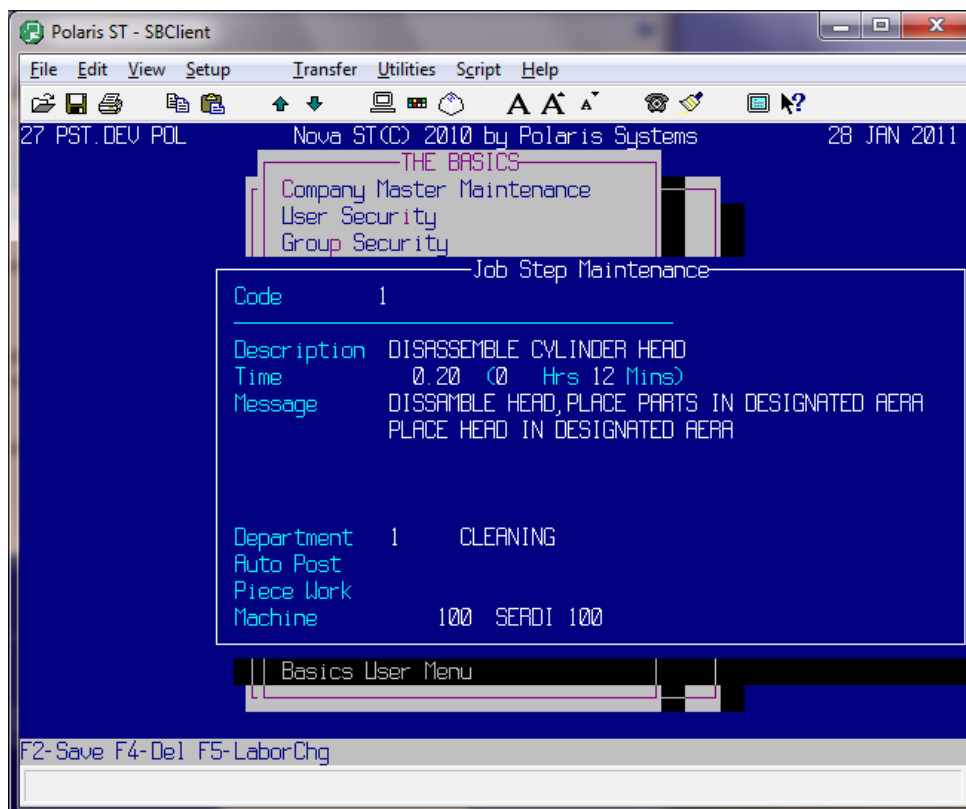
Enter the amount in dollars you pay the technician for completing this job. This amount is used for incentive pay. Enter with decimals. For example, \$1.00 is entered as '1.00'.

Machine

F3

Enter the machine to be loaded automatically during 'TT' function in Order Entry when this step is loaded. The machines are setup in Machine Maintenance.

Job Step Maintenance Screen



The job step description displays in order entry inquiry programs. The job step messages print on job tickets and on customer invoices. The labor code description, entered in Labor Rate Maintenance, prints on the customer's invoice along with the price of the labor rate.

F5-LaborChg

You can quickly move between Job Step Maintenance and Labor Maintenance by depressing F5. After you make changes in Labor Maintenance, depress 'Esc' to return to Job Step Maintenance.

Section 17 Labor Rate Maintenance

Labor Rate Maintenance Overview

The purpose of the Labor Codes and Order Entry file are to enter and subsequently maintain the Labor Maintenance information used by the shop management to keep track of the amount of labor needed for specific jobs.

Labor Maintenance enables you to assign specific time frames to jobs you may repeat frequently. Having specific guidelines established for each job will let you analyze whether or not a specific technician is doing the job effectively. This program also allows you to answer questions to someone that may call in and ask how much a specific repair may cost.

Labor codes are used during Order Entry when you create job tickets. Each labor code contains a description, flat rate, cost, time and job steps.

Operating Procedure

Process Name: LR.MAINT

Remanufacturing Master
Remanufacturing Processing
Labor Charge Rate/Code Maintenance

The Basics
Labor Rate Maintenance

Labor Code *F3*

Enter an abbreviation of the major job performed in the shop. For example, ALIGN HONE FOUR CYLINDER CATERPILLAR. A corresponding labor code may be AHCAT4C.

Description

Enter a description of the labor code. This description prints on customer claim checks. The description may read ALIGN HONE FOUR CYLINDER CATERPILLAR.

Labor Group *F3*

Enter the labor group or number that coincides with the labor charge entered. This labor group/number provides a way to price labor via table pricing.

Time

Enter the amount of time it takes to complete the job represented by the above labor code. Enter the time in tenths of an hour with decimals. For example, 8½ hours would be entered as '8.5'.

Non Taxable

Enter 'Y'es or 'N'o if the labor rate is taxable or not.

OE Msg

Enter a message to appear at Order Entry.

Escalator *F3*

Enter the Escalator Number of the formulas that you wish to represent. Escalators compute labor charge prices based upon its pricing formula. At the required entry, enter the amount with decimals. The remaining price levels fill in automatically.

Step

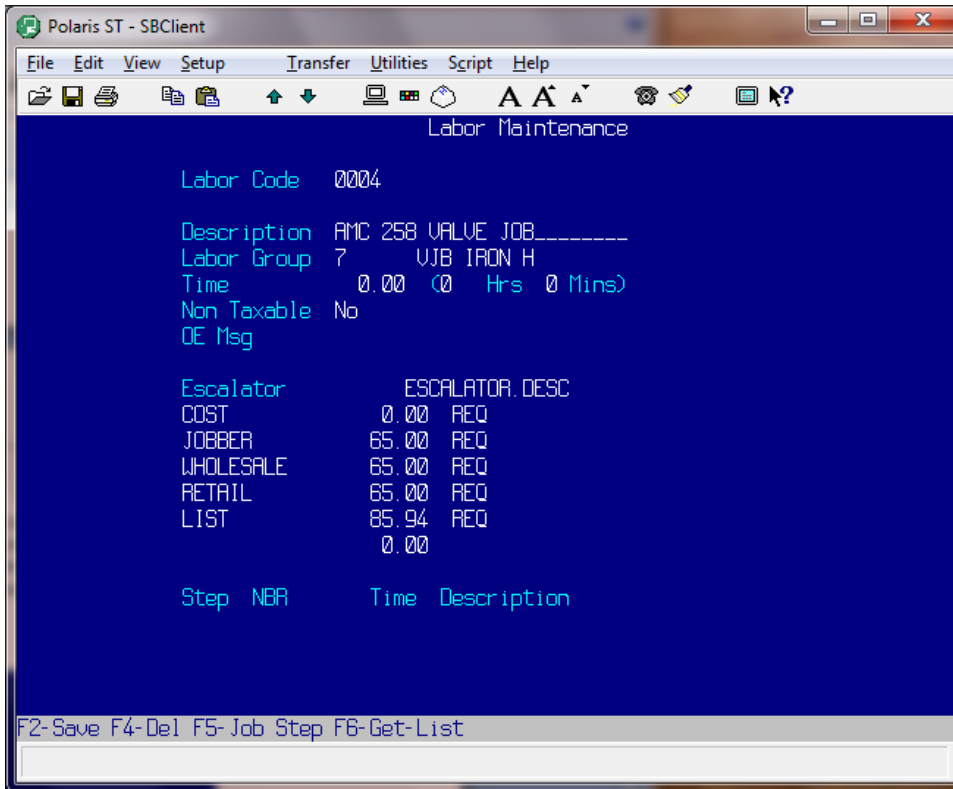
The step number fills in sequentially once you enter a job step number at the next prompt.

NBR

F3

Enter the job step number. The time and description of this labor code automatically fill in. After a step sequence and subsequent step code are entered, the computer compares the time between the labor code and job steps. If the standard time entered does not equal the total time of all the job steps entered, the computer asks for verification update. The time can be adjusted.

Labor Maintenance Screen



F5-Job Step

At any time in Labor Maintenance, you can depress F5 to jump to the Job Step Maintenance screen to make changes to a job step. Depress F2 to save changes and 'Esc' to return to the Labor Rate Maintenance screen. The changes you made in Job Step Maintenance are updated.

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