

RECEIVING

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Receiving of Inventory

Receiving of inventory allows the user to receive inventory from a supplier, send inventory back to a supplier, integrate the received inventory into Accounts Payable (A/P), control the costs assigned to the inventory, and review received inventory through a wide variety of reports.

Receiving Related Flags

The Receiving Module has great flexibility through the settings of a large number of flags that control the appearance and performance of the software. A summary is provided here.

Flag	Purpose
20	Back order remaining quantities on PO
32	Allow item price maintenance within Receiving
43	Require a PO for Receiving
45	Barcode printer number
50	Receiving order counter
60	Cost type to use for Receiving (last, average, standard, department, vendor)
64	Allow discounts: Entire order, or by line
69	Bin Label printer number
83	Distribute freight over entire order
85	Update Inventory notes from AP Invoice entry from Receiving
90	View Inventory notes in Receiving
93	Input Freight by Item in Receiving
95	Recalculate freight base on line code settings
98	Update prices/margins in Receiving based on prices being frozen, margins being frozen, or determined by the line code setup.
107	Allow the return of more than current QOH
109	Printer for receiving orders
119	Print program for receiving orders
164	Number of copies to print for receiving orders

Flag	Purpose
209	Price label print program
236	When completed updating list prices, goto bottom or receiving order
285	Allow user to change cost if the quantity is negative
286	OKIData Bin Label print program
294	Barcode print program
295	Barcode Bin Label print program
377	Bundle Label print program
378	Bundle Label printer number
398	Ring Label printer number
445	Maintain import costs in Receiving
450	Use 4 decimal costs in Receiving
455	Save freight in Receiving using the same method as costs are loaded in Point-of-Sale (last, average, standard, or by department)
458	Enable creation of an AP Invoice directly from Receiving

Receiving Orders

The Receiving Order Menu provides access to the options related to receiving items into inventory. These options include receiving both PO-ordered and non-PO-ordered goods, printing labels, price tags and various receiving reports. The **Receiving Order Menu** may be accessed by using the plate letters **BE** or the vocabulary reference **REC**.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BE                                     ARNOLD 4.5.20
                                     RECeiving Order Menu

F1 a Exit                             sF1 k Import Cost Processing
F2 b RECEIVE Inventory                sF2 l Electronic Invoice Transfer
F3 c LABEL Printing Menu
F4 d Overdue Purchase Order Rept
F5 e RECeiving Order REPort Menu
F6 f Restocking Rept by Location
F7 g Pre Receiving Work Sheet
F8 h Current Special Order List
F9 i LabelRight Receiving File
F10 j Invoice UPLOAD Menu

Please select an option: [ ]

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Receiving Order Menu, BE or REC

The Receiving screen allows the user to receive goods into inventory whether or not they are part of a purchase order.

Suppliers must be assigned a unique code, using the Supplier Management function (plate BJDB) before using the Receiving system.

When saved, inventory data files are updated. New quantities are added to the existing inventory and the average cost is recalculated according to the 'weighted cost' formula. The supplier file is also updated to show the new MTD and YTD purchasing history.

Receive Inventory

Plate Letters: **BEB**

The Receiving menu leading into the main Receiving screen is displayed below and accessed using one of three methods:

- 1) With the cursor in the Please select an option field on plate B of the Retail Controller menu, choose option F5 – Receiving Order Menu; or

- 2) With the cursor in the Please select an option field anywhere in the system, use the vocabulary method and type RECV; or
- 3) Utilize the plate method and type BEB.

Enter the user's clerk number. The system verifies this number from the clerk data file and displays the clerk name.

The following screen is displayed:

Supp []	PH FX	PO []	Clerk# █
CDN\$			
RECEIVING ORDER			
Item Number	Description	Quantity	Unit Cost Ext Cost

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Enter a valid clerk number,...

F1
Exit
F2
F3
F4
F5
F6
F7
F8
F9
F10

Receive Inventory, BEB

To receive from an existing PO, enter the required PO number and press ↵. The purchase order is displayed.

If the PO number is not known press F9 and a pop up window will appear to lookup PO's for a specified supplier. Enter the supplier code and press ↵. A list of outstanding PO's is displayed. Use the ↑↓ arrow keys to scroll through and highlight the appropriate PO, and then press ↵ to select. The selected PO's information will load onto the screen.

If a PO was not issued, press ↵ to continue to the SUPP field. Enter the supplier code and press ↵. If the appropriate supplier code is unknown, press F9 to initiate a supplier code lookup. A pop up window will appear with a list of available suppliers displayed. Use the ↑↓ arrow keys to scroll through and highlight the appropriate supplier, and then press ↵ to select. The selected supplier's information will load onto the screen.

When the supplier code is entered, a blank Receiving Order screen is presented.

The following screen displays a Receiving screen for an existing Purchase Order. The cursor is on the first line of the Item Number field.

Supp [BD]	PH	PO [0000551P]	Arnold
Black and Decker	FX	Customer:	
33-456 Commercial Drive		BQ00: 0.00 Arrv: 04/16/2005	
Langley, BC	CDN\$	SQ00: 0.00 Arrv: 04/16/2005	

0001	001	RECEIVING ORDER	EACH	EACH	
Item Number	Description		Quantity	Unit Cost	Ext Cost
G	Pipe 2"		3.000	8.550	25.65
1100001	SunGlasses,Seafarer,Gloss Bla		1.000	94.500	94.50
1100002	SunGlasses,Seafarer,Tortoise,		1.000	94.500	94.50
1100003	SunGlasses,Wavemaker,Gloss Bl		1.000	94.500	94.50
1100004	SunGlasses,Wavemaker,Tortoise		1.000	94.500	94.50
1100005	SunGlasses,South Shore,Gloss		1.000	109.500	109.50
1100006	SunGlasses,South Shore,Espres		1.000	109.500	109.50
XLZ	Oil, slippery, cold, greasy		1.000	1.000	1.00
List Price	13.19	Qty On Hand	482027.970	Last Cost	9.50
Last Avg Cost	8.55	Qty On Order	373.000	Freight	0.10
Margin	34.4	Max On Hand	25.000	Landed Cost	8.65

Enter Item Number, Barcode, or Supplier xref,...									
Clear	LstRecv			ImpCost		Reports	Notes	LocSer	
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
First	Remarks	Show \$	Delete	Total	Prices	Row #			

Example of a Receiving Order for an existing PO

Item Number: Press ↵ to accept the item number. If you are receiving without a purchase order, enter the item number now.

Description: Assists in verifying the item. Displays automatically when valid item number is entered in the previous field.

Qty: The quantity of this item to be received. If a purchase order is received, the original quantity ordered is displayed in this field. When receiving a PO that is partially filled, enter the quantity received for each item. If Flag 20 is set to Y, the user is asked if they want the remainder placed on back order. If flag 20 is set to 'N', any stock not received is discarded. A new PO is required to order the missing amount. If a receiving order is prepared without a purchase order, the QTY field will be blank and must be filled in with the amount of the item received.

Note: When the user receives a complete PO, the PO is deleted from the system.

For each item entered, its current status information is displayed: List price, Last Average Cost, Margin, QOH, QOO, Max on Hand, Last Cost, Freight, Landed Cost. The UOM (shown above the Quantity and Unit Cost fields) is the Unit of Measurement in which the goods are received, or the base unit of measure.

When the COST is written to the inventory data file, it is always recalculated to the largest UOM, even when received in the smallest UOM.

Unit Cost: The old cost is displayed. To accept the old cost press ↵. If the cost has changed, key the new amount with a decimal point, but NO commas.

Extended Cost: Calculates automatically and the cursor moves to the next line.

Note: This cost is used to recalculate average cost and an error will throw off inventory value.

If an error occurs while entering (and filing) a new unit cost, use the Adjust Inventory option under the Adjustment Menu to correct it.

An item's QTY Received or Cost may be edited by moving the cursor, using the ↑↓arrow keys, to the correct Item Number. Press ↵ until the cursor is over the field to be changed. Enter the new value using the same process described above. Extended Cost is recalculated. Flag 032 must be set to 'Y' if cost is editable at receiving.

Note: If the cost is being modified, ensure that the cost entered is the cost for that UOM. (i.e., if a PRUOM CART is 267.98, and EACH is 35.66, ensure that the PRUOM displayed reflects the cost entered). Pressing the F4 key toggles the PRUOM.

To receive the items listed in this PO, press F5. A pop up window displays the total number of items received and the total value of the items. Three data entry lines display, TOTAL FREIGHT, COMMENTS and ARRIVAL. Use these to add additional information.

Note: The Main supplier screen has a field labeled Lead Time. This field stores the normal lead-time required when purchasing goods from a given supplier. If there is a value in this field, the ARRIVAL field is calculated using this lead-time value.

Press the F5 key to save the receiving order. Before it is printed, the prompt "*Print? (Y/N)*" appears. Enter Y to print. If the Comments field contains information, the following prompt appears: "*Print with Item Remarks (Y/N)*".

The system assigns a receiving number when a Receiving Order is completed and saved. The items on the PO are added to the current inventory. If F458 = Y, then a window will open asking whether to create an A/P Invoice directly from the current Receiving Order. If the clerk answers 'Y', the Supplier Invoice Entry routine (BHBDB) will begin. When complete, the clerk is returned to the Receiving screen. In either case, the receiving process is now complete.

With the cursor in the Item Number field **listing an item**, the following functions are available.

- F1** Places cursor on first item line of PO or used as a 'backup' key in the QTY or COST fields.
- sF1** To exit from receiving, hold the Shift key down and press F1. This clears the screen and returns the cursor to the Clerk # field. Press F1 again to exit the Receiving menu. The receiving number is assigned, but noted as CANCELLED. This is to ensure proper audit controls are in place where sequential numbering is used.
- F2** Remarks are available when preparing a Receiving Order. Press F2 while the cursor is on the Item Number for which comments are required. This activates a Comment function similar to that used at the Point-of-Sale.
- sF2** Last received is displayed. A pop up window appears with the date, quantity, cost, UOM and supplier last received for this product.

- F3** Toggles off the Cost and Ext Cost fields to display in dim video. If this function has been selected and F5 is pressed to total, the receiving do **not** display the individual cost of the items received. However, the total receiving value does display on the printed receiving report. To return to dark print from dim video toggle F3 again.
- F4** Deletes a row.
- F5** Totals and saves the Receiving Order.
- sF5** Go into Import Cost mode - requires F445 = Y. See Bulletin 26 for details on its use.
- F6** If the cost of a received item has changed, this function allows the user to make *price level modifications* to the item, while in the receiving screen. Prices can also be changed when the receiving process is completed as a result of costs increasing. This is dependent on a TARGET margin that has been set for the item and whether Flag 98 is set appropriately. If prices are to be adjusted from receiving, then set Flag 98 to M. This indicates that the target margin is to be maintained and therefore adjusts the actual margin and selling price to maintain the target margin. If the cost of goods has been reduced, the selling price is **not** adjusted downwards.
- F7** Moves the cursor quickly from one line (row number) to another. Notice above Item Number that a counter is displayed. To move to another row, press F7; enter the row number and press ↵. The cursor moves to the Item Number field of that row.
- sF8** Inv Note allows the user to make notes on specific items. With the cursor placed on the item you wish to make note for, press sF8 and a pop up window will display allowing for comments.
- sF9** Locate Serial numbered items. This function will list any items received that require serial number tracking. A pop up window appears after pressing sF9 which details the row number on the receiving where the serial numbered item is found, the item #, description, quantity, and quantity done.

With the cursor in a **blank** Item Number field, the following functions are available.

- F1** Places cursor on first item line of PO or used as a 'backup' key when in the QTY or COST fields.
- sF1** To exit from the Receiving screen, hold the Shift key down and press F1. This clears the screen and returns the cursor to the Clerk # field. Press F1 again to exit receiving completely. The receiving number is assigned, but noted as CANCELLED. This ensures proper audit controls are in place where sequential numbering is used.
- F3** Changes the Cost and Ext Cost fields to display in dim video (shaded). The value for each item will not print on the receiving sheet, only a total value received.
- F5** Totals and saves the Receiving Order.
- F7** Moves the cursor quickly from one line (row number) to another. Notice above Item Number that a counter is displayed. To move to another row, press F7; enter the row number and press ↵. The cursor moves to the Item Number field of that row.

F8 Allows the creation of new Item Numbers while receiving. When selected, a data entry window opens asking for pertinent information regarding the item. An Item Number and a department code **MUST** be assigned. When this is filed, the Item Number is displayed along with the appropriate cost (if input). The user is ready to receive the goods by entering a quantity.

Supp [BD]	PH	PO [0000551P]	Arnold
Black and Decker	FX	Customer:	
33-456 Commercial Drive		BQ00: 0.00 Arrv:	
Langley, BC	CDN\$	SQ00: 0.00 Arrv:	

[New Inventory Entry Screen]

Item number []	1. Description []	2. Department []	3. Line code []	4. Supplier []	5. Xref []	6. Barcode []	7. UOM []	8. Tax flags []	9. Inven. Type []	10. Location []	11. Cost [0.00]	12. Freight [0.00]	13. Landed [0.00]	14. List [0.00]	15. Margin [0.00]	16. Price 2 [0.00]	17. Price 3 [0.00]	18. Price 4 [0.00]	19. Disc [0.00]	20. Disc [0.00]
-----------------	--------------------	-------------------	------------------	-----------------	-------------	----------------	------------	------------------	--------------------	------------------	------------------	---------------------	--------------------	------------------	--------------------	---------------------	---------------------	---------------------	------------------	------------------

Field to modify []

Enter item number, or <F1> to Exit,...

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit		DupItem						Lookup	

BEB F8 - New Item Creation

Note: Short Form Item Entry must be subsequently updated more fully (i.e., pricing, unit of measure, margins, etc.) in the Inventory Management section, plate BBBB. Short Form Item Entry only writes out basic information to these files in order that the user may proceed quickly with the receiving function.

Always use the search option first before creating new Item Numbers - the Item Number may already exist.

F9 There are **two ways** to search for an Item. With the cursor in the Item Number field choose one of the following:

- For Item Number lookup, enter the first few digits of the Item Number and press F9. In the displayed lookup window, select the item you require by using the ↑↓ arrow keys to continue searching; **or**
- For Item Description lookup; press F9 and enter the first few letters of the Item Description in the lookup window; select the item you require by using the ↑↓ arrow keys to continue searching.

Label Printing

Overview

This section prints price labels for goods just received or for goods already in stock. In both instances, the item must exist in inventory. Each of these functions is explained in the following sections of this manual. The **Label Printing Menu** may be accessed by using the plate letters **BEC** or the vocabulary reference **LABEL**.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BEC                                LABEL Printing Menu                                ARNOLD 4.5.20

F1 a Exit
F2 b Preload Items
F3 c Label Maintenance
F4 d Price Label Report
F5 e Print Price Labels
F6 f Clear Price Labels
F7 g Reserved
F8 h BARcode Label Menu
F9 i BIN Label Menu
F10 j Label/Showcard Menu

Please select an option: [      ]

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Label Printing Menu, BEC

Price Labels

The first six options under the Label Printing Menu deal with price labels and are explained in this section.

Preload Items

Plate Letters: **BECB**

Pre-loads price labels 8, 10 or 12 wide from a selected line, department, or supplier.

BECC Prepare Price Labels for Selected Range 7.3.0.010

This program loads Label Data for all Items in a selected Range. Label Data may then be Edited (BECC), Printed (BECE), or Deleted (BECF).

Range Type (D,L,S) [0]

Starting Department [1]

Lumber

Ending Department [2]

Miscellaneous

Enter the range type ('D'epartment, 'L'ine, or 'S'upplier)...

Clear

F1

F2

F3

F4

F5

F6

F7

F8

F9

F10

Exit

Process

Line Price Tag Utility, BECB

Label Maintenance

Plate Letters: BECC

Allows the user to modify the information that will be printed on a label.

BECC Label Maintenance 7.3.0.022

Store # [001] Receiving # [0000311R]
Item Number [HONDA9.9] Honda 9.9 hp outboard

1. Price 1 [399.00] Price 1: \$388.06
2. Qty to print [1] QOH: 14
3. Price Changed [N]
4. Bundle [N]
5. Received Date [04/15/2005]
6. Vendor [BD] Black and Decker

Modify field []

Enter a Field Number to update, or <ENTER> to Save...

F1

F2

F3

F4

F5

F6

F7

F8

F9

F10

Clear

Delete

Save

Label Maintenance, BECC

After selecting F3 or Enter, the clerk can enter the item number, the quantity to print, the UOM for this label, and the price level. When manually entering items, the default quantity is the QOH (when printing barcodes), or 1 (for bin labels). Similar default quantities arise from a receiving order selection, except that the barcode quantity is the quantity received.

When selecting F5 ByRecv, the following display opens, allowing the clerk to add items to the list by selecting the receiving order(s).

BECE		Price Label Generator		7.3.12.002					
Store Number	[001]	Store 1 - General Materials							
Starting Recv number	[*]	All ROs in labels file							
Ending Recv number	[]								
Starting Recv date	[*]	Any date							
Ending Recv date	[]								
Starting supplier	[*]	All suppliers							
Ending supplier	[]								
Enter store number to print barcodes for,...									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit		GoEdit		ByRange		Align		Lookup	Process

When selecting sF5 ByRange, the following display opens, allowing the clerk to add items to the list via a filtering process.

BECE		Price Label Generator		7.3.12.002					
Store Number	[001]	Store 1 - General Materials							
Starting item	[*]	All items							
Ending item	[]								
Starting department	[*]	All departments							
Ending department	[]								
Starting line code	[*]	All line codes							
Ending line code	[]								
Starting supplier	[*]	All suppliers							
Ending supplier	[]								
Enter store number to print barcodes for,...									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit		GoEdit		ByRecv		Align		Lookup	Process

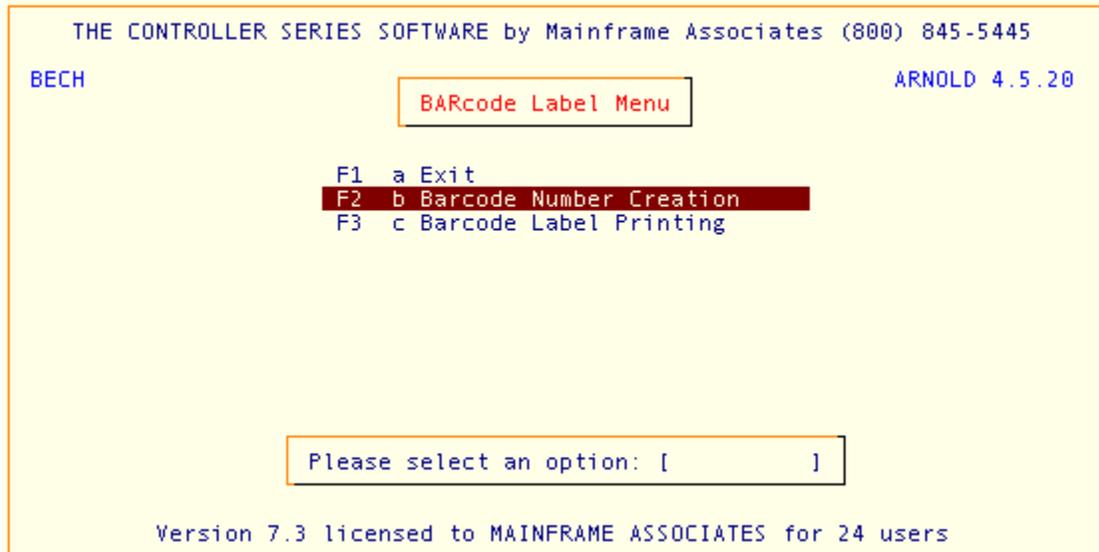
Clear Price Labels

Plate Letters: **BECF**

Clears the price label flag from the specified receiving order.

Barcode Labels

The **Barcode Label Menu** is located at plate letters **BECH** or vocabulary reference **BAR**. The various options are explained in this section.



Barcode Label Menu, BECH or BAR

Barcode Number Creation

Plate Letters: **BECHB**

Searches inventory for all items without a barcode, and then creates a EAN-standard barcode.

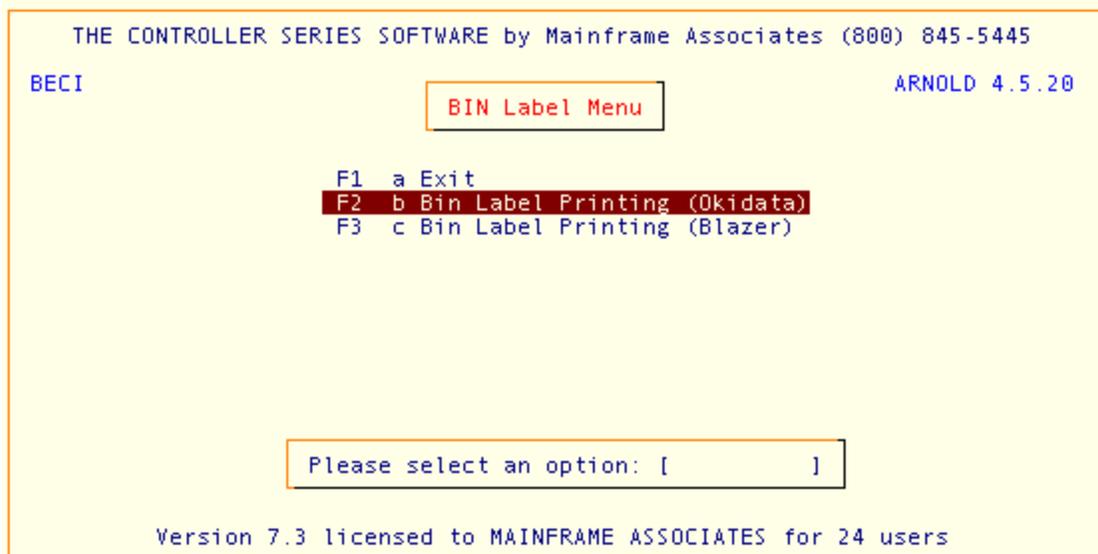
Barcode Label Printing

Plate Letters: **BECHC**

Prints barcode labels for selected items. The user interface is exactly the same as for the printing of bin labels (BECI), price labels (BECE), or barcodes (BECH). For details, see the section under BECE – Print Price Labels.

Bin Labels

The **Bin Label Menu** is located at plate letters **BECI** or vocabulary reference **BIN**. The various options available are explained in this section.



Bin Label Menu, BECI or BIN

Bin Label Printing (Okidata Printer)

Plate Letters: **BECIB**

Prints bin labels to an Okidata printer for selected items. The user interface is exactly the same as for the printing of bin labels (BECI), price labels (BECE), or barcodes (BECH). For details, see the section under BECE – Print Price Labels.

Bin Label Printing (Blazer Printer)

Plate Letters: **BECIF**

Prints bin labels to a Blazer printer for selected items. The user interface is exactly the same as for the printing of bin labels (BECI), price labels (BECE), or barcodes (BECH). For details, see the section under BECE – Print Price Labels.

Label / Showcard Menu

The **Label / Showcard Menu** is located at plate letters **BECJ**. The options available are Label / Showcard Production, verification, and printing and explained in this section.



Label / Showcard Menu, BECJ

Label/Showcard Production

Plate Letters: **BECJB**

When this option is selected from the Label/Showcard Menu, the following screen is displayed.

```

BECJB                               Label/Showcard Production          7.3.2.020
    Batch Number [  ]
    Item Number  [ ]
    Receiving Order [ ]
    Location Code Start [ ] End [ ]
    Line Code Start [ ] End [ ]
    Telxon Batch [ ]
    Promotion Start [ ] End [ ]
    Reference [ ]

Item/UPC      Description          UOM      Price      Type

Enter a batch, <F9> to Lookup, or <F1> to Exit,...
Exit
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Backup                               Lookup
    
```

Label / Showcard Production, BECJB

Batch Number: Press ↓ to assign a new batch number. This feature is stored as a system flag variable at Flag 293. When filed, the batch number is prefixed by a BATCH code:

```

Item Number  ITE
Receiving    REC
Location     LOC
Line         LIN
Telxon       TEL
Promotion    PRO
    
```

Press F9 to: (i) look up existing batches to load and then enter the edit mode (lower screen); or (ii) input the batch number to load an existing batch. The lookup includes the batch number, reference and creation date.

If this is a new batch, the cursor advances to Item Number. Only one of the filter options can be selected. Leave the field blank to proceed to the next filter/search option. One of these fields must be selected in order to print any labels.

Item Number: Type Y or N. The default value is N and appears in the field if ↓ or N is pressed; the cursor then moves to the RECEIVING ORDER field.

Note: If you enter N, the cursor moves to the next RECEIVING field, you can return to the ITEM NUMBER field by using the ↑ arrow key provided you have not entered a Receiving order number.

If you enter Y the cursor moves to the REFERENCE field to receive reference information specific to this batch and then moves to the lower screen to receive item number input.

Receiving Order: This is the field where the user inputs the daily receiving number from which to print labels. Only those items that had price changes will be listed on the lower screen. The cursor advances to the first item for editing or filing options. When a receiving order number is entered the REFERENCE field will display the receiving number, vendor name and receiving date.

To advance to the next field, leave the receiving number blank and press ↵.

Location Code: This field is applicable if the user wishes to select labels by location code. After inputting the starting location code, press ↵ and the cursor will move to the ending location code for similar input.

When location codes are input, items at these codes will appear on the lower screen. The cursor advances to the first item for editing or filing options. The reference field will load the range of location codes.

To advance to the next field, leave the location blank and press ↵.

Line Code: To select labels for printing by line code, the user enters the starting line code, presses ↵ and then enters the ending line code.

When line codes are input, items at these codes will appear on the lower screen. The cursor advances to the first item for editing or filing options. The reference field will load the range of line codes.

To advance to the next field, leave the line codes blank and press ↵.

Telxon Batch: This process is similar to loading a receiving order, but the user inputs a Sheet number to process. When the Sheet file name is entered the system will compare the price input by the Telxon with the price in the Inventory Master file. The cursor advances to the first item on the lower screen for editing or filing options. The reference field will load the Telxon Sheet file name. As well a description of which process (i.e., Process All, Process Discrepancy or Process Not Found) will appear.

To advance to the next field, leave the Telxon field blank and press ↵.

Promotion: To create a batch using Promotion, input the start date, press ↵ and then input the ending date field. All sale items processed via the SALE Management Menu (BBG) with the same begin/end sale dates will appear on the lower screen. The cursor advances to the first item for editing or filing options. The reference field loads the promotion dates.

In the lower part of the screen will be the list of items selected. The display shows:

Item/UPC: In addition to inputting items via the previous methods, a new item may be added by means of the Item Number, X-Ref Number or Barcode. For multi-barcode items, the primary or first barcode will be used. A lookup feature is also available at this field. There are two ways to search for an Item:

Item Number lookup: enter first few digits of the Item Number and press F9. A lookup window is displayed; select the item you require by number or use the ↑↓ arrow keys to continue searching; or

Item Description lookup: press F9 and enter the beginning letters of the Item Description. A lookup window is displayed; select the item you require by number or use the ((arrow keys to continue searching. If an item already exists in the selected batch, the cursor moves to that item number. New items are loaded at the end of the batch.

Description: Automatically displays the description of the item.

UOM: Automatically displays the Unit of Measure.

Price: The display price will be the price currently on file or loaded as a result of a receiving order, Telxon or Promotion price. The user can override this price by entering over the displayed value.

Type: The (Label) Type field will display '1' or '2' or 'N'. 'N' indicates that 'No' label type was assigned from the Inventory Master file (BBBB).

The following function keys are active when in the item number field.

- F5** Saves the batch and returns the cursor to the Batch Number field. Records are filed regardless of the method used to generate the batch. The user may load, modify or add to a batch as long as it remains open and not processed.
- F6** Transfers data to the Print Label / Showcard program (BECJD). The batch is tagged with a 'processed' flag and no longer appears on the open batch list.
- F7** Allows deletion of the entire batch. The user is prompted with "Okay to Continue" and an employee passcode is requested.

Showcard Verification File

Plate Letters: **BECJC**

Runs a utility to verify the Label / Showcard file.

Print Labels/Showcards

Plate Letters: **BECJD**

Prints the Labels / Showcards.

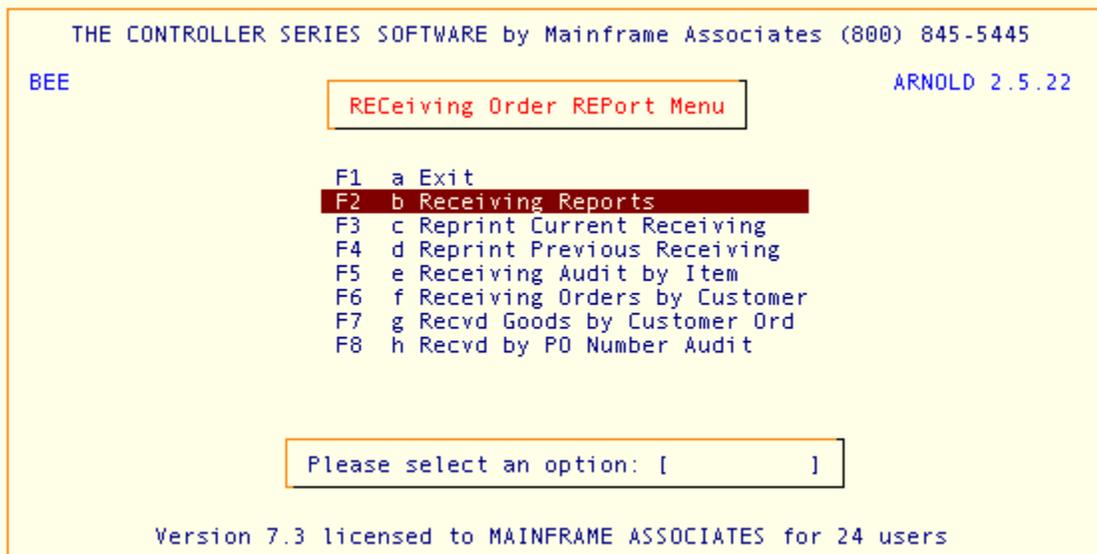
Overdue Purchase Order Report

Plate Letters: **BED**

This option reports overdue purchase orders. Report headings include: Store, Supplier, PO #, PO Date, ETA, PO Total, and Clerk who created the PO.

Receiving Order Reports

The **Receiving Order Reports Menu** may be accessed by using the plate letters **BEE** or the vocabulary reference **RECREP**. The available options will be explained in this section.



Receiving Order Reports, BEE or RECREP

Receiving Reports

Plate Letters: **BEEB**

Provides a report in detail or summary of items received during the selected day or days. The report can be sorted by department, line code, supplier, location, or receiving order. The report can include the list price, margin, and item barcode. Report headings include item #, description, received quantity, UOM, cost, total cost, total freight, receiving order number and date, margin, and list price.

Reprint Current Receiving

Plate Letters: **BEEC**

Allows the user to reprint a specified Receiving Order to the printer. This option will only print receiving orders from the current day.

Reprint Previous Receiving

Plate Letters: **BEED**

Allows the user to reprint a specified Receiving Order to the printer. This option prints receiving orders from a selected period in history.

Receiving Audit by Item

Plate Letters: **BEEE**

For a selected range of items and history periods, provides a report with headings including the following: Receiving Order #, Vendor, Receiving Date, Quantity, UOM, Cost / UOM, and Total Cost.

Receiving Orders by Customer

Plate Letters: **BEEF**

For a specified period, will report on inventory received for a specific customer. The report headings include the following: Receiving Order #, Date, Item No, Description, Received Qty, Received UOM, Received Cost, Line Total, Supplier, and WO #.

Received Goods by Customer Order

Plate Letters: **BEEG**

Reports on all items received for specific customers for the current day receivings only. Report headings include the following: Receiving Order #, Item # and Description, UOM, Price, Customer Order Quantity, QOH, PO Order Quantity, and Quantity Received.

Received by PO Number Audit

Plate Letters: **BEEH**

This report tracks the receiving orders arising from a selected PO #. Report headings include the following: Item # and Description, Received Date and Order #, Quantity, UOM, Cost/UOM, and Total Cost.

Restocking Report by Location

Plate Letters: **BEF**

Displays location report for open purchase orders that have not yet been processed through receiving, or receiving orders that have been received on the current day. The report is filtered by store number for a range of PO or Receiving Order numbers. The report headings include

the following: Location, Item #, Item Xref, Description, Barcode, QOO, UOM, List Price, and UOM.

Pre Receiving Work Sheet

Plate Letters: **BEG**

Displays those items that have just been loaded from purchase orders prior to receiving and printing of price tags. Report headings include Description, Item No., Item Xref, QOO, and Order UOM.

Current Special Order List

Plate Letters: **BEH**

Provides a report with a detailed breakdown of items received during the day for customers on special orders, or all open purchase orders for specific special orders. Report headings include Item No., Description, Ordered Quantity, UOM, List Price, Line Total, PO Order Date, and Special Order #.

Labelright Receiving File

Plate Letters: **BEI**

Select starting item number and ending item number. Creates a report by items number with Description, 2nd Description, List Price, UOM, and Barcode.

Invoice Upload Menu

Plate Letters: **BEJ**

The invoice upload menu is a highly specialized area of the menu, with all of the options customized for a specific Mainframe Associates customer. For additional information, see the internal manual for this section of the menu.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BEJ                                     ARNOLD 4.5.20
                                     Invoice UPLOAD Menu

F1  a Exit
F2  b Import FCL Invoice File(s)
F3  c Master String Process Menu
F4  d Receiving Worksheet Menu
F5  e Exception Reports Menu
F6  f Edit/View Worksheet Menu
F7  g Post and Receive Menu
F8  h Label Production
F9  i Maintenance Menu
F10 j FCL Cost/SRP Comparison

sF1 k Item Profile
sF2 l Invoice Deletion
sF3 m Import Sale Item Detail

Please select an option: [      ]

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```

Invoice Upload Menu, BEJ

Import Cost Processing

Plate Letters: **BEK**

Import Cost Processing is an alternative method to assign freight costs to received POs. This method is particularly useful if the supplier ships several POs in a single container, making it difficult to assign the freight costs to a single PO. Using this method allows the input of total shipping costs, and then assigns the costs to a selection of POs. To use this functionality effectively, set Flags 93 and 445 to Y.

BEK Distribute Import Costs To PO's 7.3.2

```

Total Freight          [ 1200.00]
Total Brokerage/Insurance [ 55.00]
Total Duty             [ 0.00]
Total Other Misc.     [ 75.00]
Total Import Costs     $1330.00
    
```

Vendor	PO #	PO Date	Total	%Sel	Imp Cost
ACE	0000538P	07/29/2005	85.50		
ACE	0000542P	08/03/2005	658.35	54.0	718.50
ACE	0000543P	08/08/2005	29.96		
ACE	0000545P	08/22/2005	42.75	3.5	46.66
ACE	0000560P	09/15/2005	367.65	30.2	401.24
ACE	0000580P	10/07/2005	115.70	9.5	126.27
ACE	0000596P	10/09/2005	34.20	2.8	37.33
ACE	0000602P	12/16/2005	25.65		

Arrow or Page Up/Down to move, Enter to Select PO, or use F-keys,...

Manual									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Clear	Toggle	All	None						Process

Import Cost Processing, BEK

Enter the total freight costs, as shown in the example above. Then select the POs that this shipping cost applies to. As each PO is selected, the costs are automatically distributed over the POs, based on the percentage that PO is of the total dollar amount of the selected orders.

F7 Manual Allows the user to override the automatic distribution. Enter the import cost to assign to the selected PO. A redistribution amount will then appear. Press SF10 Redistr to distribute this amount over all POs which have not been manually set.

F10 Process This will save this freight/import costs to the PO, and will be loaded by receiving. Note: While a supplier's PO has its costs stored according to the supplier's currency, the import costs are in the user's currency.

In the Receiving screen, one can further distribute the import/shipping costs by loading a PO with import costs, and then pressing sF5 ImpCost. The import costs can then be redistributed to individual items in a fashion analogous to that above.

EOD Receiving Reports

Plate Letters: **BDCC**

Report #14 on the EOD Optional Reports will automatically, when selected, provide a detailed report of all receiving activity for that day. The report is the same report as found at BEEB Receiving Reports.