

System Setup File

PROGRAM NAME: SYSGUT
MENU OPTION TITLE: System Setup File
MAIN MODULE: IBS SYSTEM SETUP
HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

This program allows you to set up parameters that effect the entire operating environment of the IBS Professional Software Systems. Only qualified system managers or IBS personnel should have access to this data. You must follow the IBS System Setup exactly in order and set up all other initial databases first. This is because this program interfaces with many other databases, which must be set up prior to running this program. You cannot omit any fields. You MAY need to know the data that was set up in many other systems and retype it into the correct fields in this program. This program will not prevent you from typing in invalid data in an integrated field so BE CAREFUL! We do not prevent you from typing in invalid data so that this file could actually be setup prior to the setup of other systems.

Certain fields are used to globally default values into corresponding fields in other programs. These fields actually speed up processing data in other programs because you don't have to type in "common data" into newly created records.

PROGRAM OPERATION

COMPANY NAME: This field stores your company name to be referred to throughout the sales/inventory systems.

ADDRESS 1: This field is used for the mailing address.

ADDRESS 2: This field is used for the shipping address.

CITY:

STATE:

ZIP: This field is used for up to ten digits of your zip code.

PHONE: () - Type the main phone number of your company.

FAX: () - Type the fax number of your company.

G/L COMPANY ID: This is the two digit ID number that was set up in the general ledger system. The program to set up (G/L COMPANY ID) is called <GLCOMPAN>.

G/L DIVISION ID: This field represents the four digit code used to identify the division. The first two digits are actually the {COMPANY ID} and should be the same as the G/L COMPANY ID. The second two digits represent the G/L DIVISION ID and can be created with the program {GLCOMPAN}.

CASH ACCOUNT: This field represents the account number for cash deposits in the accounts receivable system. This account number will be used for updating the deposits to the general ledger. You set the general ledger accounts up with the program {GLMASTER}.

REFUND ACCOUNT: This field represents the account number for automatic refund processing functions in the accounts receivable system, the distribution system, and the customer service system. This account number will be used for updating the refunds to the general ledger. You set the general ledger accounts up with the program {GLMASTER}.

A/R ACCOUNT: This field represents the account number for accounts receivable deposits in the accounts receivable system. This account number will be used for updating the deposits to the general ledger. You set the general ledger accounts up with the program {GLMASTER}.

FINANCE ACCOUNT: This field represents the account number for finance charges in the accounts receivable system. This account number will be used for updating the finance charges to the general ledger. You set the general ledger accounts up with the program {GLMASTER}.

UPS SHIPPER#: This is the number assigned to you by United Parcel Service (UPS) when you have approved the use of the IBS UPS Manifest system. You must use their number.

UPS MAXIMUM WEIGHT: This is the maximum weight that UPS allows per box or container. This is an UPS controlled limit and is posted on their latest charge sheet. This will prevent a user from entering a box in the UPS system with a weight exceeding the UPS defined limit. An entry of 150 would represent one hundred and fifty pounds.

UPS MARKUP PERCENT: This allows you to assess a markup on the UPS shipping charges for additional shipping and handling charges. You must have an entry of at least <1.00>. This would be no markup. An entry of <1.30> would result in a thirty percent markup on the UPS shipping charges. This is an integrated field.

REPROCESS PERCENT: This field stores the percent to figure when assessing a customer a fee for returning or modifying an order. Canceling orders prompts the user with the ability to assess a REPROCESS PERCENT or a REPROCESS/RESTOCK FEE. In the event that this charge is less than the REPROCESS/RESTOCK FEE amount set, then the user would be prompted to charge the REPROCESS/RESTOCK FEE. Both amounts can be overridden or adjusted while in {CUSTSERV}. A <10> entry represents a ten percent charge.

REPROCESS/RESTOCK FEE: This is the minimum amount charged as discussed above. An entry of <15> would represent fifteen dollars.

REPROCESS PART NUMBER: The REPROCESS PART NUMBER is the part number used when assessing a REPROCESS PERCENT or a REPROCESS/RESTOCK FEE. We recommend using the part number <REPROC>.

MARKUP: Reserved for future use.

BEVEN: Reserved for future use.

YE FREIGHT CALC. RATE: This field is used to calculate against the raw materials cost in the parts master file for purchased part where the flag set in the inventory master file for the field PURCHASED/MANUFCTRD to <P>, indicating this part is primarily purchased as compared to manufactured <M>. When the NO FREIGHT flag is set to <N>, then the part will use this rate to calculate freight. This is an allocation method vs. a direct method of freight, based on general ledger totals. For instance, if domestic purchasing has been \$100,000 for the last 6 months and the purchase freight has been \$1,500, then the percentage of freight against domestic purchases is 1.5%! This assumes that you record all purchasing freight to domestic and international freight-in accounts separate from the purchases accounts. The IBS Accounts Payable System allows you to separate these expenses on one invoice. Remember, freight is stored in the parts master file as a separate component of cost for purchased goods. For manufactured goods, freight is added to the materials cost as goods are used in a bill of materials. Therefore, you will not see freight in a manufactured part freight field. An entry of <1.50> would represent one and one half percent markup.

AGEING DATE: This is the aging cutoff date that is updated each time any accounts receivable reports are ran. An entry is not required here.

REPORT START DATE: This is the report start date for many programs and accounting reports that need a start date. An entry is not required.

REPORT END DATE: This is the report end date for many programs and accounting reports that need an end date. An entry is not required.

COOP MINIMUM DOLLARS: This field is used by the COOP Advertising System to determine whether the shipped orders for a customer qualify for the COOP reimbursement program. It is used to establish a minimum, but is not used in the calculation of COOP accrual dollars. The entire shipped balance is used. <2000> would represent two thousand dollars.

COOP ACCRUAL PERCENT: This is the percentage that is used in the COOP Advertising System for calculation of the COOP accrual dollars, after the customer has reached the COOP MINIMUM DOLLARS. Again, the COOP MINIMUM DOLLARS is not included in the calculation of COOP accrual dollars a customer has earned. The entire shipped balance is what is used. An entry of <5> would represent a five percent accrual percentage.

EXPRD LCNSE GRACE DAYS: You can assign a license to a customer with an expiration date in the customer master file. The Point of Sale and the Distribution Order processing system will test against the expiration date of the customer and allow

orders to be processed for this number of days as a grace period beyond the expiration date. You can password override this control in both sales systems. An entry of <45> would represent a forty-five day grace period.

PAST DUE GRACE DAYS: Similar to the EXPRD LCNSE GRACE DAYS, the IBS Point of Sale and Distribution Order processing systems will test against open and unpaid orders for the customer you are processing the new order for, and allow the order to be processed for this number of days beyond the oldest past due order in the system for that same customer. Again, there is a password override in both sales systems. An entry of <60> would represent a sixty day past due grace period.

TM SCHEDULE LIMIT-#DAYS: You can use this field to restrict the number of days a sales representative can schedule a call from the current system date. This provides the ability to control the marketing cycle of a sales staff. Although we cannot force the sales representative to pick up that phone to call that tough customer, we sure can find out that he is not being called back! An entry of <90> days would represent a ninety day call back limit.

OVER CREDIT LIMIT GRACE: The same as the PAST DUE GRACE DAYS, both sales systems will check the total outstanding indebtedness of a customer and allow this much percent over that limit. This is a totally separate function from the PAST DUE GRACE DAYS. An entry of <15> would represent a fifteen percent overage amount.

DATE WANTED DAYS LIMIT: This is the outside limit that the distribution order processing will allow for an order to be scheduled for shipment. An entry of <90> days would represent a ninety day outside shipping limit.

Charge (A)ctual or (P)re-loaded Freight?: This flag will determine in the shipping function whether actual or pre-loaded freight will be charged to the invoice. Pre-loaded would mean that the freight has been entered in during order processing.

This completes the first page of company set-up.

Press RETURN to continue: This message indicates you have completed all entries on the first page of this program. Press <ENTER> and your changes will be stored and you will go to the second screen of this program. If you do not need to make any further changes in the program, press the F10 key when you come to a screen you are not changing and you will be able to skip over the entire screen and continue on to the next screen. You must enter to the bottom of the final screen to save any changes to the program information.

NEXT ORDER NUMBER: This field controls the Point of Sale and Distribution Order processing automatic numbering. This is the packing slip number or the invoice number. This number is unique to each record. You will need to set up the number you want to begin from. <1000> represents starting with an order number of one thousand.

NEXT TEMP CUSTOMER ID #: This field controls the Temporary customer automatic numbering. A temporary customer is automatically a retail customer by default. This

number is unique to each record. An entry of <1000> represents starting with an order number of one thousand.

NEXT PAYMENT NUMBER: This field controls the next Accounts Receivable payment number. This number is unique to each record. You will need to set up the number you want to begin from. An entry of <1000> represents starting with an order number of one thousand.

NEXT RMA NUMBER: This field controls the RMA automatic numbering. You need to set up the number you want the RMA system to begin from. An entry of <1000> represents starting with an order number of one thousand.

NEXT DEFECT TAG NUMBER: This field controls the defective inventory automatic tag numbering. You will need to set up the number you want the defective inventory tags to begin from. An entry of <1000> represents starting with an order number of one thousand.

NEXT PURCHASE ORDER #: This field controls the purchase order automatic numbering system. You will need to set up the number you want the purchase orders to begin from. An entry of <1000> represents starting with an order number of one thousand.

NEXT CHECK NUMBER: This field controls the next Refund check automatic numbering system. You will need to set up the number you want to begin from. An entry of <1000> represents starting with an order number of one thousand.

NEXT RECEIVING TICKET #: This field controls the Receiving Ticket automatic numbering system. You may ask why this is not the same number as the purchase order number. The answer is that you need to be able to receive multiple times against a purchase order. Since we store the purchase order in the receiving ticket record, we use this number to be the unique identifier for receiving tickets. You need to set up the number you want to begin from. An entry of <1000> represents starting with an order number of one thousand.

NEXT WORK ORDER NUMBER: This field controls the work order automatic numbering system. You need to set up the number you want to begin from. An entry of <1000> represents starting with an order number of one thousand.

NEXT CREDIT MEMO #: This field controls the Credit Memo numbering system. Set up the number you want to begin with. An entry of <1000> represents starting with the number 1000.

NEXT COD TAG# (COMP #1):

NEXT COD TAG# (COMP #2): Both of the above fields are used to provide for two separate computers to process UPS shipping. The unique numbering of the UPS C.O.D. tags are automatically calculated by the IBS UPS system, utilizing these two fields.

These two fields are not required to be filled in, but will be accessed as the UPS shipping system is operated. The first shipping computer will access the first field

(COMP #1..., which represents computer #1). The second field is accessed by the second computer. The reason for this is that the unique numbering system of the UPS C.O.D. tags

At this time the IBS UPS shipping system will only support two computers that are fully functional, capable of generating shipping labels and C.O.D. tags.

SHORT REPORT FLAG: This field is used by several reporting systems that print several reports in a row. An entry is not required.

PRICE UPDATE FLAG: This field is used by several reporting systems that print several reports in a row. An entry is not required.

DEPOSIT SLIP PRINT FLAG: This field is used to store a flag while the accounts receivable deposit is in use. If the flag exists, then all accounts receivable payments throughout the system will not be allowed until this flag is removed. This provides for clean deposits.

GLSPOOL IN USE FLAG: This field is used to lock out any entries in the general ledger system when you are closing an accounting period. An entry is not required.

FONHAND IN USE FLAG: This field is used to lock out the MRP calculation program from multi-user use. An entry is not required.

WOPROJ IN USE FLAG: This field is used by several reporting systems that print several reports in a row. An entry is not required.

WOPRJWRK IN USE FLAG: This field is used by several reporting systems that print several reports in a row. An entry is not required.

RESTRICT SHIP FLAG: This field is used to lock out entering additional orders into the Shipping/UPS manifest system while the manifest is being updated.

ENTER LOT #'S IN W.O.? This field and the next are used in custom program and do not apply to the operation of any IBS standard modules. You can ignore them.

ENTER LOT #'S IN SHPNG? See above.

PRINT INVOICES DURING SHIPPING? While processing orders for shipment through the UPS manifest system, the orders are tabulated including any taxes and shipping charges. You can immediately print the completed invoice if you need to send it with the physical shipment. This may work for billing the customer when he receives his goods, instead of having to print the invoice after the manifest update function, and then having to mail an invoice later. Answer <Y> for yes or <N> for no.

CALC FRGT IN DSTRBTION? This field is used to automatically add freight charges to an order, per part number, based on the dollar amount in the FRGHT OUT field in {INPRTBUT}. If you flag this field with <Y>, then the dollar value in the "freight out" field in {INPRTGUT} will load into the freight charges field on distribution order processing. If this field has an <N> in it, then freight charges will not be imported into

the distribution order. This is a valuable tool to the order processor to be able to give a complete shippable total to the customer while placing an order.

PRINT COMPANY INFO ON INVOICES? <Y> means that when you print sales/credit documents, your company information (as filled in on the first page of this program) will print on all sales/credit documents. This would include Company Name, Complete Address, Phone and Fax number. If you have custom made forms that already have that information printed on it, then you can answer <N> for no and the information will not print on the documents.

PRINT PAYMNT INFO ON POS INVOICE? If you want the payment detail to print at the bottom of each POS invoice, you need to answer <Y> in this field. If you don't want the payment information to be printed, answer <N> to this prompt.

In your parts file we have a field labeled LIST PRCE that indicates the list price or manufactures suggested retail selling price, if you distribute for another vendor. By answering <Y> in this field, if a list price is filled in, then it will print on the sales orders. If it is not filled in, then it will leave the field blank on the order.

PRINT LIST PRICE ON INVOICES? If you set this flag to <Y>, you can print the list price for each item on the invoices. The list price is stored in the inventory master file and is a separate field. Pure distribution businesses may use this to show the reseller what the typical list price would be on an order, compared to the reseller's actual price.

ALLOW BACKORDER SHIPPING IN POS? If you set this flag to <Y>, you can process point-of-sale items and over-ride quantities that show not in stock. Keep in mind, you could actually create a negative inventory quantity entry by doing this. What it allows you to do is run a fast paced sales department and not be slowed down by incorrect inventory quantities. When the customer is there to purchase an item and the system shows it is not in stock by you have one, then this flag will allow you to override the incorrect quantity. If it is set to <N>, then the system will not allow override of backordered inventory.

ALLOW ACCRUAL DISCNT ON ORDERS? Answer <Y> if you want to give a discount above and beyond any discounts applied to an item on an order. A value in the ACCRUAL DISC%: field indicates a percent discount. The percent amount is stored in the customer master file, {CMMMAINT}. An <N> means that even if a value exists in a customer's file, it will be ignored. So if any customers meet the above conditions to qualify for an accrual discount, and you plan to use it, you must flag this field as <Y>.

ALLOW WHOLE ORDER DISCOUNTS? If you answer yes to this field, then when you process orders you will be asked "**Do you want to give an additional dollar discount for this order?:**". This will give the order processor the ability to discount the order before it is shipped. This can be dangerous to the profit margins of any company should this go unmonitored. (Keep in mind you can still apply discounts when receiving payments against orders. So don't assume you need this ability here as the only way to apply discounts.)

STANDARD W/O CHANGE %: This field is for future use and is not required to be filled in.

INVENTORY COSTING METHD: (A)verage, (L)ifo, (F)ifo, (C)urrent Choose this selection for automatic updating of a single inventory item's part master cost data, as each receiving ticket is entered. <A>verage means the calculation is based on the total dollars of all receiving tickets with stock divided by the quantity on hand. <L>ifo means the cost will reflect the dollar value of the last receiving ticket. <F>ifo means that as receiving tickets are entered, the part cost on the recently received quantity is stored in the cost field. <C>urrent means that the price will not be adjusted regardless of part activity.

AUTO UPDATE COST (Y/N)? Enter <Y> to have the receiving software automatically update you part inventory master cost. If you type <N>, then the system ignores any entry in the above field.

RESTOCK RETURNED ORDERS: (Y/N) When you are in the program {CUSTSERV} and you are canceling shipped items from an order, you will be prompted to "return items to stock". What this does is automatically adjust up the quantity you have returned off the order. This saves you from having to go create a receiving ticket and update it as you would when you receive items from a purchase order. Answer <Y> to this field and you will be prompted in Order Modification/Restocking. Answer <N> and you will not be prompted.

****This completes the second screen of this program.****

These last screens are used to load defaults into the same field name in other programs and setup certain parameters used throughout other software functions. Keep in mind that you can override these defaults while in any of the programs that you are using to create new records.

The first box has multiple fields in it that pertain to your customer file {CMMMAINT}. This box is titled **CUSTOMER MAINTENANCE DEFAULT SETUPS**. The value that is entered in these fields will automatically load in the same fields there.

GROUP CODE: Type a valid group code that would represent the group code of the majority of your customers. You can leave this field blank if you do not want anything to fill in when creating new customers. This information is created in the program {CMASGRP}.

REP. CODE: Type a valid rep code that would represent the rep code of the majority of your customers. You can leave this field blank if you do not have one common rep code to use. This information is created in the program {TSALMENU}.

CUST TYPE: (W,D,R) Use <R>etail, <D>ealer, or <W>holesale, depending on the majority of your customers. If you have about the same amount between any two selections or all three, you might elect to leave this field blank.

ACCTYPE: Depending on how you allow customers to pay for their purchases, you may want to default a payment status. This information must be defined in {CMACCTYP}.

MAIL LABELS: (Y/N) Answer <Y> in this field and all customers will be included in normal mailing functions and will always have a mailing label printed for them. An <N> in this field and all of your customers will be flagged as NO when printing mailing labels for general mailings. You would then need to use {CMASTLBL} to print labels for those customers.

DELETE B/O?: (Y/N) If your business is such that you create a large number of backorders that you never plan to fill, enter a <Y> and when you run {OEBCKDEL}, all backorders will be deleted for those customers. An <N> means that those customers' backorders will not be deleted. (If you don't want any backorders deleted then don't run {OEBCKDEL}.)

WORKORDER/CREDIT LMT/PASTDUE PASSWORD: An entry in this field allows for a user defined password to override work orders that don't have all materials available.

PRICE CHANGE PASSWORD: An entry in this field allows you to set up a user defined password for overriding the restricted changing of prices in Point of Sale or Distribution Order processing.

POS SHIP B/O PASSWORD: This field is accessed by the IBS Retail Point of Sale system. Normally you cannot ship/invoice any items that are not in a net stock position. You can use this password to override that condition if you choose.

SERIAL DELETE PASSWRD: This password field controls the ability to flat out delete a serial number entry in the IBS Inventory serial system.

**Check for FFL Expired in (S)hipping, (O)rders, (B)oth, (N)either:
Credit Limit Checking in (S)hipping, (O)rders, (B)oth, (N)either:
Check for Past Due in (S)hipping, (O)rders, (B)oth, (N)either:** These three items allow you to control expired licenses, credit limit, and past due in either the shipping system, the sales system, both systems, or neither system. You can also set the password for each system.

SYSTEM NOTES FOR CHANGING CUST NOTES: Here you can type in basic notes that will be added to each new customer as it is created. It is also an area to store notes that a global note change program in the customer maintenance system utilizes to change the notes in all customers.

HIGHLIGHT BAR COLOR: This field is used by DATAFLEX for handling the screen highlighting and should normally be set to <120>.

BARCODE FILE NAME: This field designates the name of the ASCII file that will be created for barcode printing. Printing of Barcodes could occur during {RCENTRY} or during {INBARCDE}. This field must be filled in to print BARCODE labels.

DEFAULT BAR CODE PORT: This field names the port that the program will normally look to print, such as LPT2.

Press RETURN to save changes, ESC to abort You have now completed the third screen. Press the <ENTER> key and you will move to the fourth and final screen. Again, you can use the up and down arrow keys to move between screens. If you tap the <ESC> key you will exit the program without saving any changes.

INVENTORY MAINTENANCE DEFAULT SETUPS

UPC MFG. BARCODE ID: This is the six digit code assigned to each manufacturer from the UPC police. You are given this number and it will not change.

UPC MFG. ITEM ID: This is the five digit number you will assign to each part. It can only be five, no more or no less.

TURN ON UPC SYSTEM: This flag determines whether the UPC system is turned on or not. If turned on then when you create a part it will automatically assign the part the above two fields automatically. Note: if you are setting up the UPC system to work after you have created parts, then you will need to run {BARSET}, which will stick codes in each part. Create the above two fields first, then run {BARSET}. Then, from now on the system will set up the barcoding for new parts automatically.

The remaining fields are to allow you to set up how the majority of your parts are configured, which are then automatically loaded when creating new parts. You do not have to fill them all out, only the ones that will make it easiest to create parts quickly.

PURCHASE/MANUFACTURE FLAG: (Need information.)

SALES ACCOUNT ID: (Need information.)

BREAKDOWN FLAG: (Need information.)

INSPECT FLAG: (Need information.)

RECEIVE TO: (Need information.)

INTERNATIONAL FLAG: (Need information.)

COST ACCOUNT ID: (Need information.)

MASTER/SUBASSEMBLY: (Need information.)

PRICE FLAG: (Need information.)

FREIGHT FLAG: (Need information.)

TAX FLAG: (Need information.)

UNIT OF MEASURE: (Need information.)

CUSTOM: (Need information.)

EXCISE TYHPE (\$,%): (Need information.)

CUSTOM ORDER PART: (Need information.)

EXCISE RATE: (Need information.)

CALIBER: (Need information.)

REPORT GROUP: (Need information.)

VENDOR ID: (Need information.)