GENERAL INFORMATION

In the price file maintenance & inquiry ("MP"), a Sales Analysis code must be entered. Use only the following:

501000 = White Goods	504000 = Traffics
502000 = Brown Goods	505000 = Used
503000 = Furniture	506000 = Parts
811000 = Service/Repair	

The following Major Categories will not print on the Truck Delivery Register ("TDR"):

ZB = Accessories	HO = Hoods
CA = Carts	TR = Traffics
DI = Disposals	ZZ = Supplies
EW = Service Contracts	-R = Ticket Registration

Make sure the above major categories are entered in the major category maintenance & inquiry ("MD").

The following terms codes must be entered in the terms maintenance & inquiry ("MT"). The terms codes may be shared by both the Accounts Receivable side of the system and the Accounts Payable side.

1 = Net 30 Days	31 = Finance Co.
2 = Take With	32 = Finance Co.
27 = Discover Card	33 = Finance Co.
28 = Credit Cards	34 = Finance Co.
40 = C.O.D.	35 = Finance Co.

In the Cash Receipts Entry program ("AC"), in order for cash/check and credit card payments to show on the Daily Sales Analysis Report ("CFA"), enter a "D" at the end of the line for the payment letter code if the payment made is either cash, enter a "C" is the payment made is with a credit card, or enter a "K" if payment is made by check.

In setting up customers in the customer maintenance & inquiry program, a customer code has to be set up for each store and for each credit card you handle.

      e.g. -VM01 (-VM for Visa/Master Charge & 01 for Store #1)
                 -VM02 (-VM for Visa/Master Charge & 02 for Store #2)
                 -DC01 (-DC for Discover Card & 01 for Store #1)

Also set up a customer code for each store for Credit (Hold Customers)

      e.g. 01CREDIT (Store #1 Hold Deposits)
            02CREDIT (Store #2 Hold Deposits)

In the vendor maintenance & inquiry ("MV") set up a vendor code for quotes. Use:

      &QU as the vendor code and enter "QUOTES" as the vendor name.

In the brand maintenance & inquiry ("MB"), enter "&QU" as the brand code and enter "QUOTE" as the brand description.

The following are vendor terms function codes. These are used in the vendor terms maintenance & inquiry ("MY"):

A = Advertising	R = Remainder on which deducts are given.
B = Qty Break (Level)	X = End Cash - Start Accruals
C = Advertising(Cert)	Z = End MFG Begin Co-op Stock Data
D = Cash Discount	M = Monthly Accrual
E = Extract	Q = Quarterly Accrual
J = SPA'S	S = Semi-Annual Accrual
P = Spiffs	Y = Yearly Accrual
T = Terms	W = Declining Balances
V = Volume Rebate	U = Add to the Value

NOTE: Make sure you set up your own stores as individual customers for Purchase Order purposes. Whatever Name & Address you enter will be the delivery address for merchandise ordered from vendors.