

Table Of Contents

Table Of Contents.....	I
Introduction	X
Dashb (Management Dashboard).....	X
General Info	XI
Getting Started	XIII

Chapter 1 Order Entry

OESYS	Order Entry System Overview.....	1-1
OE	Order Entry (Backroom).....	1-3
POE	Order Entry (Point of Sale).....	1-7
OW	Order Writing By Store.....	1-11
OR	Order Register By Store.....	1-11
CO	Change Order Entry.....	1-12
HOA	Hold Order Activate/Cancel.....	1-14
DAME	Damage/Floor Entry.....	1-14
DAMR	Damage/Floor Register.....	1-15
SDA	Screen Serial Status.....	1-15
SDAH	Screen Sold Serial History.....	1-15
SAR	Screen Aged Accounts Receivable.....	1-16
SDC	Screen Customer List.....	1-16
SSC	Screen Ship-Via List.....	1-16
SDT	Screen Sales/Purchase Terms List.....	1-17
SDR	Screen Sales Rep/Personnel List.....	1-17
SOR	Screen Order Register By Store.....	1-17
CLOSEOW	Order Writing (All Loc).....	1-17
CUSTINFO	Customer Dashboard.....	1-17
OI	Open Order Report By Model#.....	1-18
OIN	Open Order Report By Order#.....	1-18
OIC	Open Order Report By Customer.....	1-19
HOI	Open Hold Order Report By Model#.....	1-19
HOIN	Open Hold Order Report By Order.....	1-19
HOIC	Open Hold Order Report By Customer.....	1-20
SOM	Screen Open Order By Model#.....	1-20
SOI	Screen Open Order By Order#.....	1-20
SOIC	Screen Open Order By Customer.....	1-21
SHOM	Screen Open Hold Order By Model#.....	1-21
SHOI	Screen Open Hold Order By Order#.....	1-21
SHOIC	Screen Open Hold Order By Customer.....	1-21
LSOM	Screen Open Order By Store/Model#.....	1-22
LSHOM	Screen Open Hold Order Report By Store/Model#.....	1-22
DOI	Open Orders Due Report.....	1-22
SDOI	Screen Open Orders Due.....	1-23
MTAX	Set Sales Tax% By State & Tax Code.....	1-23
STAX	Screen Sales Tax List By State & Tax Code.....	1-23
TAXSET	Reset Sales Tax% On Customer & Ship-To Records.....	1-23

Chapter 2 Cash Receipts

AC	Cash Receipts Entry.....	2-1
SAJ	Screen Cash Receipts Journal.....	2-3
AJ	Cash Receipts Journal By Store#.....	2-3
MAJ	Monthly Cash Journal.....	2-4
MCJ	Monthly Cash Summary By Letter Code.....	2-4
HAJ	Customer Payment History Report.....	2-4

Chapter 2 Cash Receipts (con't)

PHDELETE	Customer Payment History Delete.....	2-4
AR	Aged Accounts Receivable Report.....	2-5
LAR	Aged Accounts Receivable Report By Store#.....	2-6
CAR	Contracts Aged Accounts Receivable Report.....	2-7
CHGAR	Terms Code 1 Aged Accounts Receivable Report.....	2-7
SAR	Screen Aged Accounts Receivable.....	2-7
SHAJ	Screen Customer Payment History.....	2-8
PCASH	POS Payment Entry.....	2-8

Chapter 3 Accounts Receivable

AR	Aged Accounts Receivable Report.....	3-1
LAR	Aged Accounts Receivable By Store#.....	3-1
CAR	Contracts Aged Accounts Receivable Report.....	3-2
CHGAR	Terms Code 1 Aged Accounts Receivable Report.....	3-2
SAR	Screen Aged Accounts Receivable.....	3-3
AS	Aged Statement Writing.....	3-3
AGE	Recalculate A/R Days Overdue For All Customers.....	3-4
MG	Sales Tax/Freight A/R Adjustment.....	3-4
IR	Invoice Register.....	3-4
ARZERO	Delete A/R Zero Balances.....	3-5

Chapter 4 Shipping & Invoicing

IP	Delivery Ticket Processing.....	4-1
IW	Delivery Ticket Writing.....	4-3
IWR	Delivery Ticket Manifest.....	4-3
IC	Delivery Invoice Confirmation.....	4-4
IR	Invoice Register (Daily).....	4-6
TDR	Truck Delivery Register.....	4-6
CFA	Daily Sales Analysis.....	4-6
MCFA	Monthly Sales Analysis Summary.....	4-7
MIR	Monthly Invoice Summary.....	4-7
SIC	Screen Unconfirmed Deliveries.....	4-7
SICM	Screen Unconfirmed Deliveries By Brand/Model.....	4-7
SSS	Screen Sales History By Cust Or By Ship-To.....	4-8
SWIM	Screen Inventory Movement.....	4-8
SDAH	Screen Shipped Serial History (Older).....	4-8
SSC	Screen Ship-Via List.....	4-9
SDT	Screen Terms List.....	4-9
PIP	Invoice Processing (No Delivery).....	4-10
CLOSEPIW	Invoice Writing (End Of Day From PIP).....	4-12
CLOSEIW	Delivery Ticket Writing (End Of Day From IP).....	4-12
CLOSEIWR	Delivery Ticket Register (End Of Day From IP).....	4-13
PIC	Unconfirmed Deliveries Report.....	4-13
DAH	Sold Serial History STATUS (OLDER).....	4-13
DSS	Sold Sales History By Customer.....	4-14
WIM	Inventory Movement Report.....	4-14
MWS	Monthly Warranty Sales Report.....	4-14
FPR	Floor Plan Items sold.....	4-15
TA	Monthly Sales Tax Report.....	4-15
HIR	Invoice Register History.....	4-15
HIRZERO	Delete Invoice Reg. History Up Thru A Date.....	4-16

Chapter 5 Inventory Management

DAME	Damage/Missing/Floor Entry.....	5-1
DAMR	Damage/Missing/Floor Register.....	5-1
SDDI	Screen Damage/Missing/Floor.....	5-1
DDI	Inventory Damages List.....	5-2
DI	Inventory Status.....	5-2
TIDI	Inventory On Hand Report By Loc#/Serial#.....	5-3
TE	Store Inventory Transfer Entry.....	5-3
RT	Transfer Register.....	5-4
HRT	Store Inventory Transfer History.....	5-4
HTDELETE	Delete Transfer History Up Thru A Date.....	5-4
QADELETE	Sold Serial History Delete By Date.....	5-5
DAP	Floor Plan Serials Paid But Not Sold Report.....	5-5
SDA	Screen Serial Status.....	5-6
SDI	Screen Inventory By Loc. Status.....	5-6
SDAH	Screen Sold Serial History Status (Older).....	5-6
SWIM	Screen Inventory Movement.....	5-7
SDIP	Screen Inventory For Purchasing Decisions.....	5-7
SHRT	Screen Inventory Transfer History.....	5-8
WIM	Inventory Movement Report.....	5-8
IMR	Inventory Merchandising Report.....	5-8
SSP	Screen Suggested Purchasing.....	5-9
SPO	Suggested Purchasing Report.....	5-9
INVCHECK	Print Inventory & Serial Count Differences.....	5-10
DA	Serial Status.....	5-10
DAH	Sold Serial Status (Older).....	5-11
MIHDELETE	Delete In-active Models From History.....	5-11
MPCOPY	Create New Model# From Old.....	5-12
SPIF	Vendor Spiff Sales Or Recall Report.....	5-12
SETHOOKSE	Set Co-Op Whse%.....	5-13
SETADM	Set Co-OP Adm%.....	5-13
SETINVEST	Set Co-Op Invest%.....	5-13
SETCOOP	Set Co-Op Code.....	5-13
ADJMIH	Add Old Model# To New.....	5-14
DIP	Inventory List For Purchasing.....	5-14
ZERO	Zero MTD/YTD Values.....	5-15
ICOUNT	Inventory Count Work Sheet.....	5-15

Chapter 6 Marketing

SPLIST	Model Spiff List Report.....	6-1
DIC	Inventory Report By Category.....	6-1
IMR	Inventory Merchandising Report.....	6-1
DRH	Sales Rep. Sales History.....	6-2
DWH	Store Sales History.....	6-2
LABELS	Customer Mailing Labels By Zip Code.....	6-2
KLABELS	Customer Label Count By Zip Code.....	6-3
MPPCT	Set 'MP' Std. Price Group Percentages.....	6-3
PRPCT	Set Store Sell Price Percentages.....	6-3
SPIF	Spiff Sales Or Model Recall Report.....	6-4
WIM	Inventory Movement Report.....	6-4
WLABEL	Customer Mailing Labels (3.7/8*2.7/8).....	6-4
ILABEL	Single Customer Label (3.7/8*2.7/8).....	6-5
ISLABEL	Single Customer Label (1 Inch).....	6-5
SLABELS	Customer Sold Labels In Date Range.....	6-5
MPBOOK	Master Price Book.....	6-6
SMBOOK	Screen Master Price Book.....	6-6
CDI	Screen Inventory By Category.....	6-6
PSA	Model Sales History Report.....	6-7

Chapter 6 Marketing (con't)

BMZ	Screen Sales History By Brand.....	6-7
DZ	Sales Report By Category/Brand.....	6-7
BDZ	Sales Report By Brand/Category.....	6-8
PBOOK	Store Price Book.....	6-8
SPBOOK	Screen Price Book Status.....	6-9
COM	Commission Report.....	6-10
GPCOM	Commission Report (Gross Margin).....	6-10
CHGCOM1	Chg. Comm. Summary totals By Sales Rep.....	6-10
COMM1	Commission Summary Report By Sales Rep.....	6-11
PRICESET	Update 'MP' Pricing.....	6-11
PRICESET0	Update 'MP' Pricing (No Cents).....	6-11

Chapter 7 Accounts Payable

ACCTPAY	Accounts Payable System Overview.....	7-1
VE	Received In Merchandise Voucher Entry.....	7-2
VW	Received In Merchandise Voucher Writing.....	7-4
LP	Direct Voucher Entry To A/P.....	7-5
VR	Voucher Register.....	7-7
AP	Aged Accounts Payable Report.....	7-7
AD	Automatic Cash Disbursements.....	7-8
CD	Cash Disbursement Entry.....	7-9
DJ	Cash Disbursement Journal.....	7-10
KW	Accounts Payable Check Writing.....	7-10
KR	Accounts Payable Check Register.....	7-10
MKR	Monthly Accounts Payable Check Register.....	7-11
RV	Monthly Accounts Payable Voucher Register.....	7-11
RD	Monthly Accounts Payable Distribution By G/L#.....	7-11
PD	Change Accounts Payable Voucher Due Date.....	7-12
APZERO	Delete Accounts Payable Zero Balances.....	7-12
SPSET	Floor Plan Payment Set-up.....	7-12
SPSET1	Floor Plan Payment Approval.....	7-13
SPSET2	Floor Plan Payment Remittance.....	7-13
VENDINFO	Vendor Dashboard.....	7-14
SAP	Screen Aged Accounts Payable.....	7-14
SDV	Screen Vendor Name & Address List.....	7-14
DX	Un-Voucherized Receiving Report.....	7-15
V1099	Year End 1099 Forms.....	7-15
DVH	Voucher History Report.....	7-15
DAF	Accruals Status.....	7-16
SVH	Screen Voucher History.....	7-16
SAF	Screen Accruals.....	7-17
CAFÉ	Accrual Payment Entry.....	7-17
CAF'R	Accrual Payment Register.....	7-18
CAF'H	Accrual Payment History.....	7-18
SDX	Screen Unmatched Receipts.....	7-18
APSKED	Account Payable Payment Forecast.....	7-19
KRVOID	Void an accounts payable check(s).....	7-19

Chapter 8 Purchasing

QE	Purchase Order Entry.....	8-1
QB	Purchase Order Writing.....	8-3
CLOSEQB	Purchase Order Writing (All Loc).....	8-3
QC	Purchase Order Register.....	8-4
QFO	Open Purchase Order Report By P.O.#.....	8-4
QF	Open Purchase Order Report By Brand.....	8-4
SQF	Screen Open Purchase Orders By Brand.....	8-5

Chapter 8 Purchasing (con't)

SQFO	Screen Open Purchase Orders By P.O.#.....	8-5
QO	Purchase Order Receiving.....	8-5
DQO	Direct Receiving Entry.....	8-7
DO	Receiving Register.....	8-8
VENDINFO	Vendor Dashboard.....	8-8
SDO	Screen Receiving Register.....	8-9
SDOH	Screen Receiving History.....	8-9
DOH	Receiving History Report.....	8-10
DX	Un-vouchered Receiving Report.....	8-10
SDX	Screen Un-vouchered Receivings.....	8-11
FPDX	Change Floor Plan Owner#.....	8-11
SDIP	Screen Inventory For Purchasing.....	8-11
IMR	Inventory Merchandising Report.....	8-12
SPO	Suggested Purchasing Report.....	8-12
SETWHSE	Set Co-Op Whse Percentage.....	8-13
SETADM	Set Co-Op Adm Percentage.....	8-13
DPR-	Daily POS Suggested Purchasing.....	8-13

Chapter 9 Service

SOE	Service Order Entry.....	9-1
SVOW	Service Order Writing.....	9-4
CLOSESVOW	End Of Day Service Order Writing.....	9-4
SVR	End Of Day Service Order Register.....	9-5
SCO	Service Change Order Entry.....	9-5
SCOW	Service Change Order Writing.....	9-6
CLOSESCOW	End Of Day Service Change Order Writing.....	9-7
VTR	Service Change Order Transaction Register.....	9-7
SIP	Service Invoice Processing.....	9-7
AUTOSIP	Automatic Service Invoice Processing.....	9-9
SIW	Service Invoice Writing.....	9-9
CLOSESIW	End Of Day Service Invoice Writing.....	9-9
VOI	Open Service Order Report By Brand/Item#.....	9-10
DSIP	Direct Service Counter Invoicing.....	9-10
ET	Assign Service Tech. To An Order.....	9-12
TI	Service Tech. Itinerary Report.....	9-12
TB	Service Tech. Time Sheet Entry.....	9-12

Chapter 10 Payroll

ML	Corp. Maintenance & Inquiry.....	10-1
ME	Employee Maintenance & Inquiry.....	10-1
EP	Payroll Entry.....	10-6
EC	Payroll Proof.....	10-7
PD1	Payroll Distribution Report (By G/L#).....	10-8
CW	Payroll Check Writing.....	10-8
CR	Payroll Check Register.....	10-8
MCR	Monthly Payroll Check Register.....	10-8
MPD1	Monthly Payroll Distribution (By G/L#).....	10-8
RK	Monthly 401K Report.....	10-8
UR	Monthly Union Report.....	10-9
RL	Quarterly Employee Ledger.....	10-9
QPR	Quarterly Pension Report.....	10-9
QW	Quarterly Employer Workmen's Comp. Report.....	10-9
QW2	Quarterly Employee Workmen's Comp. Report.....	10-9

Chapter 10 Payroll (con't)

QT	Quarterly Federal 941 Report.....	10-10
EST	Quarterly Employer's State Report.....	10-10
QST	Quarterly State Tax Report.....	10-10
WR30	NJ Quarterly Employer Report.....	10-10
QR	Quarterly Tax Report.....	10-10
SW2	W2 Forms (Zero YTD).....	10-10
TM	Tax Table Maintenance & Inquiry.....	10-11
DE	Employee Status.....	10-11
BWK	Set Base Week \$ Amount.....	10-11
SET401K	Set Yearly 401K Maximum.....	10-11
YED	Automatic Employee Delete (After W2's).....	10-11

Chapter 11 Human Resources

EB	Employee Biography Maint & Inquiry.....	11-1
JD	Job Description Title Maint & Inquiry.....	11-1
KS	Skill Sets Maint & Inquiry.....	11-1
SJD	Job Description Tiles List Screen Display.....	11-1
SKS	Skill Sets List Screen Display.....	11-1
ESS	Employee With Skill Set(s) List Display/Print.....	11-1

Chapter 12 General Ledger

GB	G/L System Overview.....	12-1
CA	Corporation Maintenance & Inquiry.....	12-3
GE	Chart of Account Maintenance & Inquiry.....	12-4
GJ	G/L Entry.....	12-5
RPGJ	G/L Transaction Journal.....	12-6
CRTRPGJ	G/L Transaction Journal (No Updating).....	12-6
GL	G/L Transaction Journal (Screen Display – No Updating).....	12-6
SGL	G/L Print.....	12-6
GF	Screen G/L.....	12-6
SGF	G/L Financials.....	12-6
PCL	Screen G/L Financials.....	12-7
MRJ	G/L Monthly Close.....	12-7
SRJ	Recurring G/L Entries Maintenance & Inquiry.....	12-7
SLLDET	Screen G/L Entries.....	12-7
PRTLLDET	Screen G/L Transactions for G/L#.....	12-7
	Print G/L Transactions for G/L#.....	12-7
	G/L Budgeting.....	12-8

Chapter 13 Warehouse Inventory

%GOF	Create an Inventory Backup.....	13-1
PHZERO	Zero Special Inventory Values.....	13-1
PHSAVE	Save Current On-Hand & Cost Values.....	13-1
PHLIST	Inventory List To Be Counted.....	13-1
PHENTER	Enter Item Count (Non Scanning).....	13-2
SCANINV	Scan Item Count (Scanning).....	13-2
PHDISC	Inventory Discrepancy Report.....	13-3
PHRECON	Reconciliation Of Inventory Discrepancies.....	13-4
PHRESET	Reset Inventory Values To the Physical Values.....	13-5
PHIVAL	Physical Ending Inventory Value Report.....	13-5

