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14. Introduction – Miscellaneous Functions

Through the *Miscellaneous Functions Menu*, access is given to several programs for correcting and updating various fields within the customer and inventory file. It is also used to set the system management printer, selecting the print size and quality, deleting entire product lines and for reprinting invoices.

Below is a short summary of each program covered in this section:

Delete A/R Details	Allows the deletion of invoice details for a specific customer/vendor.
Back Office Posting	Allows invoice details to be posted to a customer's statement detail.
Change Parts/Product Lines	Allows a part or a product line number to be changed.
Change Customer	Allows a customer number to be changed.
Price Updating	Allows a manufacturer's price sheet changes to be applied to matching part numbers within the inventory and source part files. Optionally UPC bar code information can also be loaded.
Duplicate Inventory Fields	Allows common fields to be duplicated for all part numbers in a product line or group of product lines.
Duplicate Customer Fields	Allows common fields to be duplicated for a range of customers.
Quick Inventory Data Entry	Allows quick, fast entry of new part numbers, price changes and general inventory changes.
Flexible Printing Option	Allows the printing of several management reports concurrently onto different printers.
Select Print Mode	Allows the print size and quality to be changed on the system printer.
Delete Entire Product Lines	Allows an entire product line or a range of parts within a product line to be deleted from the inventory file.
Reprint Invoices	Allows any invoice for the current day or until the transaction register has been deleted to be reprinted.

Of the programs mentioned above, the *Change Parts/Product Lines*, *Change Customers*, *Price Updating*, *Duplicate Inventory Fields* and *Duplicate Customer Fields* must be operated with all other terminals at the *login:* prompt to insure data integrity.

Note that the *Kits, Alternates & Supersessions*, *Core Banking & Eligibility*, *Core Credits Report* and *Print Core Banking Statements* menu option programs available from the *Miscellaneous Functions Menu* are discussed in their own respective chapters.

This chapter of the user's manual will aid and instruct in the correct method of using each of the programs described above.

14.1 Accessing The Miscellaneous Functions Menu

- From the *Autologue Main Menu*, enter **14** (*Miscellaneous Functions*) and press **<Return>**.

The *Miscellaneous Functions Menu* screen will appear as shown:

```

      MISCELLANEOUS FUNCTIONS MENU
      Release 7.1
      Login admin
      Printer 1

      1. Delete A/R Details
      2. Kits, Alternates & Supersessions
      3. Core Banking & Eligibility
      4. Core Credits Report
      5. Print Core Banking Statements
      6. Back Office Posting
      7. Change Parts/Product Lines
      8. Change Customers
      9. Price Updating
      10. Duplicate Inventory Fields
      11. Duplicate Customer Fields
      12. Quick Inventory Data Entry
      13. Flexible Printing Option
      14. Select Print Mode
      15. Delete Entire Product Lines
      16. Reprint Invoices
      - F11 to EXIT

      Enter a number:

      Demonstration Software

```

- With the cursor positioned at the **Enter a number:** prompt, enter the number of the menu option to access and press **<Return>**.
- Press the **<F11>** (*Exit*) key to return to the *Autologue Main Menu*.

14.2 Delete A/R Details

The Delete A/R Details menu option is used to delete incorrect customer/vendor statement details, allowing correct statements to be printed and account balances to be maintained.

Deleting an A/R detail will automatically adjust an account's open balance, but will not adjust a customer's sales history totals or a counterman's net sales, cost of sales or charge sales totals. If a current month invoice detail is to be deleted, it will not automatically adjust the open and current balance. An offsetting invoice should be created through point of sale and then offsetting details can be deleted.

14.2.1 Accessing A Customer's A/R Detail Information

- From the *Miscellaneous Functions Menu*, enter **1** (*Delete A/R Details*) and press **<Return>**.

The *Delete A/R Detail Entries* screen will appear as shown:

DELETE A/R DETAIL ENTRIES

CUSTOMER #
FUNCTION KEY

DETAIL #	DATE	INV #	AMOUNT	CODE

F1 ... NEW DETAIL
F8 ... NEXT DETAIL
F4 ... DELETE DETAIL

F3 ... NEW CUSTOMER
F9 ... PREVIOUS DETAIL
F11 .. EXIT PROGRAM

- With the cursor positioned at the **CUSTOMER #** prompt, enter the customer's number and press **<Return>**.

If the entered customer has current invoice details, the oldest invoice detail record will be displayed.

If the entered customer has no current invoice details, a **** NO A/R DETAIL **** message will be displayed on the screen.

- With the cursor positioned at the **FUNCTION KEY** prompt, press one of function keys displayed on the bottom of the screen.

14.2.1.1 Calling Up A Specific Invoice Detail

- Within the *Delete A/R Detail Entries* screen and with the cursor positioned at the **FUNCTION KEY** prompt, press the **<F1>** (*New Detail*) key to display a particular invoice detail item number for the current customer number accessed.
- With the cursor positioned below the **DETAIL #** column heading, enter the detail number to be accessed and press **<Return>**.

The detail number entered will now be displayed and the cursor will return to the **FUNCTION KEY** prompt.

If the detail number entered is higher than the highest number of detail entries, the last detail item will be automatically displayed.

14.2.1.2 Accessing A New Customer's A/R Detail Information

- Within the *Delete A/R Detail Entries* screen and with the cursor positioned at the **FUNCTION KEY** _ prompt, press the <F3> (*New Customer*) key to access a new customer's invoice detail information.
- With the cursor positioned at the **CUSTOMER #** prompt, enter the new customer's number and press <Return>.

If the entered customer has current invoice details, the oldest invoice detail record will be displayed.

If the entered customer has no current invoice details, a **** NO A/R DETAIL **** message will be displayed on the screen.

- With the cursor positioned at the **FUNCTION KEY** _ prompt, press one of function keys displayed on the bottom of the screen.

14.2.1.3 Scrolling Forward Through A Customer's A/R Detail Information

- Within the *Delete A/R Detail Entries* screen and with the cursor positioned at the **FUNCTION KEY** _ prompt, press the <F8> (*Next Detail*) key to access the next invoice number detail information for the customer being displayed.

14.2.1.4 Scrolling Backward Through A Customer's A/R Detail Information

- Within the *Delete A/R Detail Entries* screen and with the cursor positioned at the **FUNCTION KEY** _ prompt, press the <F9> (*Previous Detail*) key to access the previous invoice number detail information for the customer being displayed.

14.2.1.5 Deleting A Customer's A/R Detail

- Within the *Delete A/R Detail Entries* screen and with the cursor positioned at the **FUNCTION KEY** _ prompt, press the <F4> (*Delete Detail*) key to delete the current detail record for the customer being displayed.
- With the cursor positioned at the **ARE YOU SURE?** prompt, enter **Y** and press <Return>.

The detail record will be deleted and the message **A/R VERIFIED** will be displayed in the lower right hand corner of the screen to indicate that the detail has been successfully deleted. The next detail record will automatically be displayed and the cursor will return to the **FUNCTION KEY** _ prompt.

Entering an **N** at the **ARE YOU SURE?** prompt will NOT delete the current detail record for the customer being displayed.

- Press the <F11> (*Exit Program*) key to return to the *Miscellaneous Functions Menu*.

14.3 Kits, Alternates & Supersessions

The Kits, Alternates & Supersessions menu option is used to link existing part numbers as a kit, an alternate or supersession. See the separate *Kits, Alternates & Supersessions* section of the user's manual for complete details on how this menu options functions.

14.4 Core Banking & Eligibility

The Core Banking & Eligibility menu option is used to bank cores information on a per product line basis. See the separate *Core Banking & Eligibility* section of the user's manual for complete details on how this menu options functions.

14.5 Core Credits Report

The Core Credits Report menu option is used to print a report of cores credit owed to customers on a per product line basis. See the separate *Core Banking & Eligibility* section of the user's manual for complete details on how this menu options functions.

14.6 Print Core Banking Statements

The Print Core Banking Statements menu option is used to print core banking statements for a range of customers on a per product line basis. See the separate *Core Banking & Eligibility* section of the user's manual for complete details on how this menu options functions.

14.7 Back Office Posting

The Back Office Posting menu option allows invoice details to be posted to a customer's statement detail and open balance. However, it does not update a customer's sales history totals and should not be used for the posting of payments received on account. To apply a payment received on account, the <F2> (*Apply Receipts*) mode of point of sale should be used.

Back Office Posting is commonly used with Delete A/R Details menu option to correct customer A/R details for the printing of accurate statements.

14.7.1 Using Back Office Posting

- From the *Miscellaneous Functions Menu*, enter **6** (*Back Office Posting*) and press <Return>.

The *Back Office Posting* screen will appear as shown:

BACK OFFICE POSTING

ENTER CUSTOMER #

INVOICE DATE 08/19/02

INVOICE NUMBER

PO NUMBER

AMOUNT TO POST

PERIOD

0- CURR 1- 30 DAY 2- 60 DAY 3- 90 DAY

F1 NEW CUST

F10 SAVE DATA

F11 EXIT PGM

- With the cursor positioned at the **ENTER CUSTOMER #** prompt, enter the customer's number and press **<Return>**.

The customer's name and account type (BALANCE FORWARD or OPEN ITEM) will be displayed.

- With the cursor positioned at the **INVOICE DATE** prompt (the invoice date is preset to the current date by default), enter the invoice date and press **<Return>** or simply press **<Return>** to use the current default date.

Example: December 11, 2007 would be entered as 121107. Slashes between the month, day and year are not needed.

The invoice date refers to the date of this transaction and will appear on this customer's statement.

- With the cursor positioned at the **INVOICE NUMBER** prompt, enter the invoice number and press **<Return>**.

A number from 1 to 65,535 can be entered and refers to the invoice number of the detail being posted.

- With the cursor positioned at the **PO NUMBER** prompt, enter the purchase order number or text and press **<Return>**.

Note: Up to 15 printable characters or numbers can be entered at the **PO NUMBER** prompt and will appear on this customer's statement.

- With the cursor positioned at the **AMOUNT TO POST** prompt, enter the amount to post and press **<Return>**.

The maximum allowable amount to be posted is 999,999.99. Negative values can be entered by placing a dash (-) before the amount to be entered. Example: **-1234.56**.

- If the entered customer number is setup as an open item, with the cursor positioned at the **PERIOD** prompt, enter the value which corresponds the period in which to post against and press **<Return>**.

The **↑** arrow key can be used to return the cursor to prior prompts.

- Press the **<F10>** (*Save Data*) key to post this entry to the customer's file.

The cursor will return to the **INVOICE DATE** prompt. Continue posting new values to this customer or press the **<F1>** (*New Cust*) key to select a new customer.

- The **<F11>** (*Exit Pgm*) key will return the screen to the *Miscellaneous Functions Menu*.

14.8 Change Parts/Product Lines

The Change Parts/Product Lines menu option allows a part number, a manufacturer code or a product line number to be changed. Before using this menu option, the following precautions must be taken to ensure the integrity of product line and inventory file data:

- All other terminals must be at the **LOGIN:** prompt.
- All part numbers to be changed must first be deleted from any open workspaces.
- All part numbers to be changed must be deleted from any kits, alternates & supersession chains.
- All part numbers and product lines to be changed must first be deleted from any open purchase orders.

14.8.1 Using The Change Parts/Product Lines Program

- From the *Miscellaneous Functions Menu*, enter **7** (*Change Parts/Product Lines*) and press **<Return>**.

A warning information screen will appear as shown:

```
WARNING!! Cannot change Part Number(s) that are:
A) On Order;
B) On Back Order;
C) In an Alternate / Kit / Supercession;
D) A Sourced Part;
E) On a Work Space!!

WARNING! THIS PROGRAM MUST BE RUN ALONE. NO ONE ELSE
SHOULD BE ON THE SYSTEM.
ARE ALL TERMINALS AT LOGIN(Y/N) █
```

- With the cursor positioned at the **ARE ALL TERMINALS AT LOGIN (Y/N)** prompt, enter **Y** and press **<Return>**.
- ☞ **Note:** The program will not call up until all users are not accessing the inventory file within the current store! This means no one can be in point of sale, inventory update, purchasing or the product line file within the current store!

The *Change Program* menu screen will appear as shown:

```
CHANGE PROGRAM

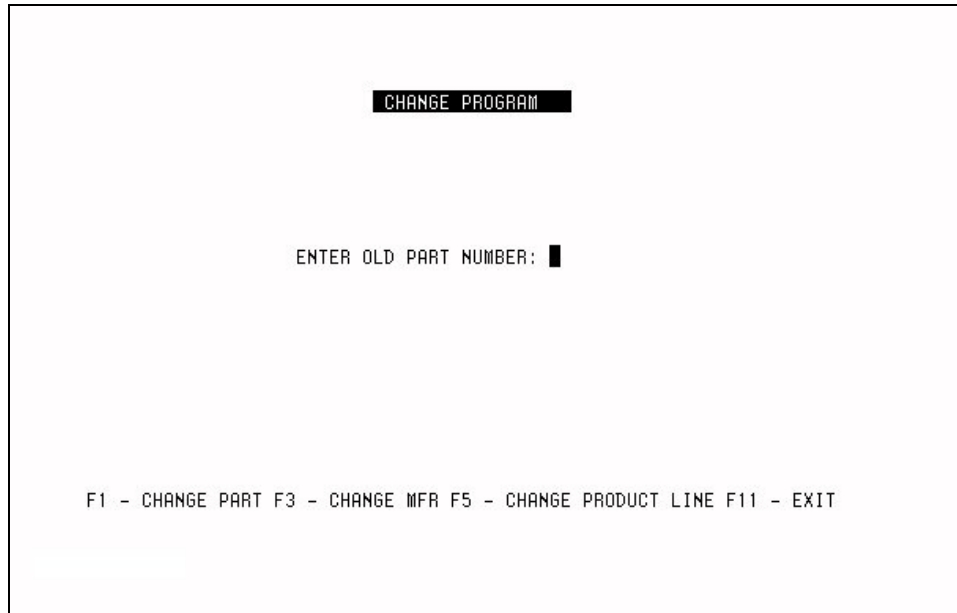
PART NUMBER ..... F1
MANUFACTURER CODE .. F3
PRODUCT LINE ..... F5
EXIT PROGRAM ..... F11

PRESS FUNCTION KEY █
```

14.8.1.1 Changing A Part Number

- From the *Change Program* menu screen, press <F1> (*Part Number*) key.

The *Change Program* screen will appear as shown:



CHANGE PROGRAM

ENTER OLD PART NUMBER: █

F1 - CHANGE PART F3 - CHANGE MFR F5 - CHANGE PRODUCT LINE F11 - EXIT

- With the cursor positioned at the **ENTER OLD PART NUMBER:** prompt, enter the old part number and press <Return>.
- With the cursor positioned at the **ENTER NEW PART NUMBER:** prompt, enter the new part number and press <Return>.

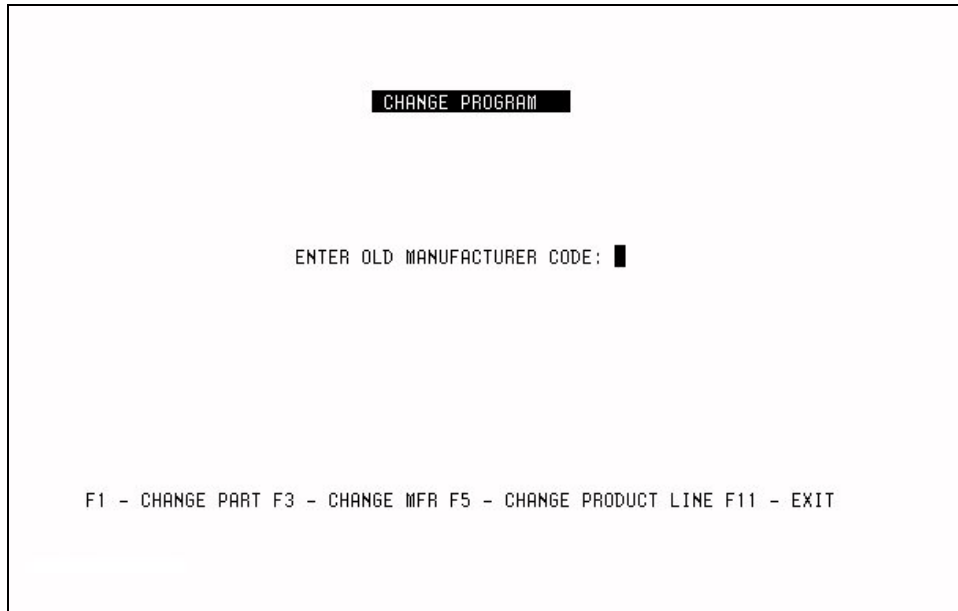
When changing a series of part numbers within the same product line, parts can be automatically scrolled forward or backward to the next or previous part number after each change by performing the following:

- Change the first part number in the series to be changed.
- Re-enter the new part number of the first part number changed and press <Return>.
- Press the <F8> (*Scroll Forward*) or <F9> (*Scroll Backward*) keys and either the next or previous part number to change will appear.
- Enter the new part number, press <Return> and the screen will automatic scroll forward or backward to the next or previous part number.

14.8.1.2 Changing Manufacturer Codes For A Product Line Range

- From the *Change Program* menu screen, press <F3> (*Manufacturer Code*) key.

The *Change Program* screen will appear as shown:



```
CHANGE PROGRAM

ENTER OLD MANUFACTURER CODE: █

F1 - CHANGE PART F3 - CHANGE MFR F5 - CHANGE PRODUCT LINE F11 - EXIT
```

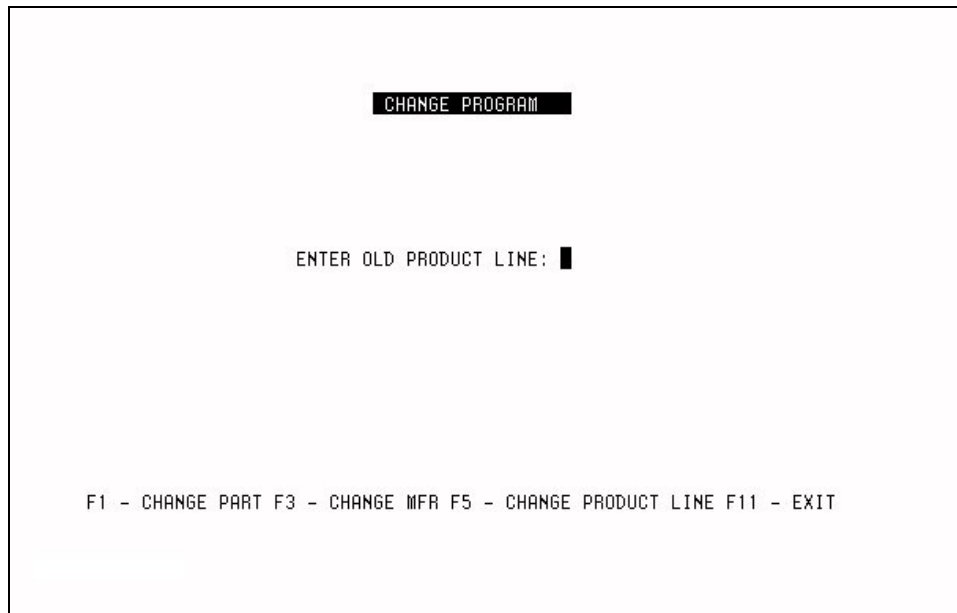
- With the cursor positioned at the **ENTER OLD MANUFACTURER CODE:** prompt, enter the old manufacturer code from which to change and press **<Return>**.
- With the cursor positioned at the **ENTER NEW MANUFACTURER CODE:** prompt, enter the new manufacturer code from which to change to and press **<Return>**.
- With the cursor positioned at the **FROM PRODUCT LINE** prompt, enter the product line number from which to start and press **<Return>**.
- With the cursor positioned at the **TO PRODUCT LINE** prompt, enter the product line number from which to end and press **<Return>**.

The program will then change all manufacturer codes for part numbers within the specified product lines that have the old manufacturer code specified.

14.8.1.3 Changing Product Line Numbers

- From the *Change Program* menu screen, press **<F5>** (*Product Line*) key.

The *Change Program* screen will appear as shown:



```
CHANGE PROGRAM

ENTER OLD PRODUCT LINE: █

F1 - CHANGE PART F3 - CHANGE MFR F5 - CHANGE PRODUCT LINE F11 - EXIT
```

- With the cursor positioned at the **ENTER OLD PRODUCT LINE:** prompt, enter the product line number from which to start and press **<Return>**.
- With the cursor positioned at the **ENTER NEW PRODUCT LINE:** prompt, enter the product line number from which to end and press **<Return>**.

If the new product line number entered has parts that already exist within it, the screen will display **TARGET PRODUCT LINE IS IN USE**.

- With the cursor positioned at the **APPEND OLD TO NEW (Y/N) ?** prompt, enter **Y** and press **<Return>** to append the part numbers of the old product line number to the end of the new product line number. If **N** is entered, the changes will not be made.
- The **<F11>** (*Exit*) key will return the screen to the *Miscellaneous Functions Menu*.

After changing product line numbers, be sure to update Customer/Vendor and Core Banking records for the following:

- ◆ Customer/Vendor Records
- ◆ Core Banking Records
- ◆ Product Lines Supplied
- ◆ Price Level by Product Line
- ◆ Product Lines by Customer


14.9 Change Customers

The Change Customers menu option allows customer or vendor numbers to be changed. Before using this menu option, all other terminals must be at the **LOGIN:** prompt to ensure the integrity of customer and system file data.

14.9.1 Changing A Customer

- From the *Miscellaneous Functions Menu*, enter **8** (*Change Customers*) and press **<Return>**.
- With the cursor positioned at the **ARE ALL TERMINALS AT MAIN MENU (Y/N)** prompt, enter **Y** and press **<Return>**.

The screen will now appear as shown:



ENTER OLD CUSTOMER NUMBER █

F11 EXITS PROGRAM

- With the cursor positioned at the **ENTER OLD CUSTOMER NUMBER** prompt, enter the old customer number and press **<Return>**.
- With the cursor positioned at the **ENTER NEW CUSTOMER NUMBER** prompt, enter the new customer number and press **<Return>**.

The message **CUSTOMER NUMBER CHANGED** will appear in the lower right hand corner of the screen and the cursor will return to the **ENTER OLD CUSTOMER NUMBER** prompt.

- Continue changing customer numbers or press the **<F11>** (*Exit*) key to return to the *Miscellaneous Functions Menu*.

14.10 Price Updating

The Price Updating menu option allows manufacturer's price update changes to be automatically applied to the inventory file and source parts from either the Parts Genie pricing information available via the internet or CD-ROM, magnetic tape or floppy diskette. Optionally bar code information can also be added to your UPC database when available through the Parts Genie™ pricing.

14.10.1 Accessing The Price Updating Menu

- From the *Miscellaneous Functions Menu*, enter **9** (*Price Updating*) and press **<Return>**.

The *Price Updating Menu* will appear as shown:

```

PRICE UPDATING MENU
Release 7.1
Login admin
Printer 1

1. List Price Update Files
2. Select Product Lines
3. Show Price Updates
4. Apply Price Updates
F11 to EXIT

Demonstration Software
Enter a number: 

```

From the *Price Updating Menu*, the following menu option functions can be performed:

- | | |
|--------------------------------|---|
| List Price Update Files | Lists the price updating files stored on a floppy diskette or magnetic tape. |
| Select Product Lines | Copies the price updating files from the floppy diskette or magnetic tape onto the hard disk drive. Can optionally create price update files from a Parts Genie™ CD-ROM or from the Parts Genie pricing available via the internet. |
| Show Price Updates | Displays the manufacturer's price update information for screen reviewing. |
| Apply Price Updates | Updates the inventory file and part sourcing information with the information available from the price-updating file. |

14.10.1.1 List Price Update Files

- From the *Price Updating Menu*, enter **1** (*List Price Update Files*) and press **<Return>**.
- With the cursor positioned at the **TAPE OR DISK T or D:** prompt, enter **T** if the price updates are on magnetic tape or **D** if they are on floppy disk and press **<Return>**.
- If **T** was entered at the **TAPE OR DISK T or D:** prompt, the cursor will be positioned at the **IS THE DISKETTE IN THE DRIVE (y,n)** prompt. Insert the floppy diskette into the drive, enter **y** and press **<Return>**.
- If **D** was entered at the **TAPE OR DISK T or D:** prompt, the cursor will be positioned at the **IS THE TAPE IN THE DRIVE (y,n)** prompt. Insert the tape into the drive, enter **y** and press **<Return>**.

The files will be listed on the screen as shown:

```
LIST ACS PRICE UPDATE FILES  
IS THE DISKETTE IN THE DRIVE (y,n) y  
THE FOLLOWING FILES ARE ON THE DISKETTE  
fra0-j.aut  
Press any Key: █
```

- With the cursor positioned at the **Press any Key:** prompt, press <Return> to exit back to the *Price Updating Menu*.

14.10.1.2 Select Product Lines

- From the *Price Updating Menu*, enter **2** (*Select Product Lines*) and press <Return>.

The following screen will now be displayed as shown:

```
EXTRACT ACS PRICE UPDATE FILES  
Is this an (A)CS or (C)CI price update ? █
```

- With the cursor positioned at the **TAPE, DISK, PARTS GENIE CD, or INTERNET?** [**T, D, P or I**] : prompt, enter **T, D, P or I** and press **<Return>**.

If the price updates are on magnetic tape, enter **T**. If the price updates are a floppy diskette, enter **D**. If the price updates are on the Parts Genie™ CD-ROM, enter **P**. If the price updates are available via the Internet, enter **I**.

If **P** (*Parts Genie CDROM*) or **I** (*Internet*) was entered, the cursor will be positioned at the **(C)URRENT MONTH or (A)LL AVAILABLE?** [**C or A**] : prompt.

- With the cursor positioned at the **(C)URRENT MONTH or (A)LL AVAILABLE?** [**C or A**] : prompt, enter **C** (*Current Month*) or **A** (*All Available*) and press **<Return>**.

Entering a **C** (*Current Month*) allows the user to only view the price updates that have been updated since the previous month.

Entering an **A** (*All Available*) allows the user to view ALL the available price updates that from the Parts Genie CD or via the internet.

The screen will display a *Building List Of Price Sheets ...* message and then the screen will display the following list of available price updates that can be created as shown:

CODE	MANUFACTURER	DESCRIPTION	PRI-DATE-SUP-DATE
3MC0	3-M PRODUCTS	AS PRICE SHEET-JOBBER NOT PUBL	02/25/98
3ME0	3-M PRODUCTS	EACH PRICES - JOBBER NOT PUBL	02/25/98
3MC1	3-M PRODUCTS	ROLL PRODUCTS CASE PRICES	02/25/98
3ME1	3-M PRODUCTS	ROLL PRODUCTS EACH PRICES	02/25/98
A1C0	A-1 CLUTCH CO	NEW & REMAN CLUTCHES	07/26/98
ABS0	ABSCO	AMERICAN WIRE & CABLE	07/02/97
AC03	AC DELCO	AC MISC SERVICE PARTS & SWITCH	02/01/98
AC15	AC DELCO	AIR CONDITIONING	12/01/97
AC48	AC DELCO	AIR FILTERS	06/01/98
AC18	AC DELCO	AUTOMOTIVE MOTORS	02/01/98
AC07	AC DELCO	BATTERIES	04/01/98
AC02	AC DELCO	BEARINGS	02/01/98
AC17	AC DELCO	BRAKE PARTS	02/01/98
AC44	AC DELCO	CABLE & CASING	02/01/98
AC53	AC DELCO	CAPS - RADIATOR/GAS/OIL/BREATH	02/01/98
AC10	AC DELCO	CHEMICALS	02/01/98
AC01	AC DELCO	DELCO REMV - NEW UNITS	02/01/98
AC31	AC DELCO	DELCO REMV - REMAN UNITS	06/01/98
AC14	AC DELCO	DURA-STOP BRAKES	06/01/98
AC24	AC DELCO	ELECTRONIC CLUSTER PARTS	02/01/98
AC27	AC DELCO	ELECTRONIC PARTS - J NOT PUBL	02/01/98
AC21	AC DELCO	EMISSION CONTROL PARTS	02/01/98

- With the first price update file highlighted, arrow down to the price update file to be converted and press **<Return>**.

An asterisk (*) will be shown to the left of each selected price sheet that will be converted.

Continue this process for all files to be converted.

- Once all files have been selected, press the **<F11>** (*Exit*) key.

- A window will prompt for a three-character manufacturer code to be used when converting the selected price sheet. With the cursor positioned under the **Mfr Code for MFR:DESC** prompt, enter the manufacturer code and press **<Return>**.

Continue this process for all selected files.

The screen will display a *Processing MFR:DESC...* message for each price sheet being converted. If the selected price sheet contains UPC bar code data, the screen will also display a *processing MFR.upc* message. A *Press <RETURN> to continue...* message will be displayed once all the selected files have been converted.

☞ **Note:** The **UseBarCodes** uservar option must be enabled in order to process and load the UPC bar code data.

- Press **<Return>** and the screen will again display the list of all available price updates.
- Press the **<F11>** key to exit back to the *Price Updating Menu*.

The price update/loadpack files are created and named using a 4-character code-3 character MFR code.aut (i.e. **ac14-acd.aut**). The 4-character code is the code listed within the selection list of available price sheets. The 3-character code is the entered MFR code for each price sheet converted.

If **D** was entered at the **TAPE OR DISK T or D:** prompt, the cursor will be positioned at the **IS THE DISKETTE IN THE DRIVE (y,n)** prompt. Insert the floppy diskette into the drive, enter **y** and press **<Return>**.

If **T** was entered at the **TAPE OR DISK T or D:** prompt, the cursor will be positioned at the **IS THE TAPE IN THE DRIVE (y,n)** prompt. Insert the tape into the drive, enter **y** and press **<Return>**.

The files will be listed on the screen.

- With the cursor positioned at the **DO YOU WISH TO COPY THESE FILES TO THE HARD DISK?:** prompt, enter **Y** to copy the price updates onto the hard disk or **N** to not copy the files and press **<Return>**.
- Upon completion, the program will exit back to the *Price Updating Menu*.

14.10.1.3 Show Price Updates

- From the *Price Updating Menu*, enter **3** (*Show Price Updates*) and press **<Return>**.

The screen will now display the following:

```
Do You Wish to View The Price Update Files Just Installed,  
All or Selectively? A or S : █
```

- With the cursor positioned at the **Do You Wish to View The Price Update Files Just Installed, All or Selectively? A or S :** prompt, enter **A** to view all the price updates one after another or **S** to view just one selected price update and press **<Return>**.
- If **A** was entered at the **Do You Wish to View The Price Update Files Just Installed, All or Selectively? A or S :** prompt, the available files will be listed and the cursor will be positioned at the **Enter Name Of File To View or Q to Quit. :** prompt. Enter the filename to be viewed and press **<Return>**. When the **<F11>** (*Exit*) key is pressed, the available files will again be listed and the cursor will be positioned at the **Enter Name Of File To View or Q to Quit. :** prompt. Enter another filename to be viewed or **Q** (*Quit*) to exit back to the *Price Updating Menu*.
- If **S** was entered at the **Do You Wish to View The Price Update Files Just Installed, All or Selectively? A or S :** prompt, the first of all available files will be screen viewed. When the **<F11>** (*Exit*) key is pressed, the next available file will be automatically screen viewed. This process will continue until all files have been screen view. After the last file has been screen view, the cursor will be positioned at the **All Files Listed. Press CR To Continue :** prompt. Press **<Return>** to exit back to the *Price Updating Menu*.

14.10.1.4 Apply Price Updates

- From the *Price Updating Menu*, enter **4** (*Apply Price Updates*) and press **<Return>**.

If **y** was entered, the *Price Update* screen will now be displayed:

Price Update									
Manufacturer Code? HAS		Inventory Price Level	Update?	Level from Price Update	% of Level				
Inventory Field		Update?	Level 0	Y	0	100.00			
Description		N	Level 1	Y	1	100.00			
Pop. Code		N	Level 2	Y	2	100.00			
Unit Pack		N	Level 3	Y	3	100.00			
Per Car		N	Level 4	Y	4	100.00			
Unit Weight		N	Level 5	Y	5	100.00			
			Core Cost	Y	6	100.00			
			Core Sell	Y	7	100.00			
Part Number	Lvl 0	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7	
HAS-3762	2.86	3.58	4.08	4.08	0.00	5.72	0.00	0.00	
HAS-3764	26.52	33.15	37.87	37.87	0.00	53.04	0.00	0.00	
HAS-3765	13.89	17.36	19.83	19.83	0.00	27.78	0.00	0.00	
F1-Restart		F3-Save Prod Ln Defaults				F10-Update			
F2-Save Std Defaults		F4-View Price Update				F11-Exit			
Enter the Manufacturer's code to update									

Notice the small window in the lower portion of the screen. Within this window are the first 3 part numbers and prices of the price update file. This information is displayed to assist the user with determining which levels have prices within them and which price levels are to be applied.

The cursor will be positioned at the **Manufacturer Code?** prompt. The three-character manufacturer's code of the price-updating file will be positioned within the field.

- If the part numbers within the inventory file are stored with a different manufacturer's code than what is displayed within the price updating file, enter the three character manufacturer code and press **<Return>** or else just press **<Return>** if the manufacturer's codes match.

The cursor will now move into the Inventory Field Update portion of the screen and be positioned next to the **Description** prompt beneath the **Update?** column heading. The default value stored is **N**.

- With the cursor positioned next to the **Description** prompt, enter **Y** and press **<Return>** to update the description fields within the inventory file or just press **<Return>** to use the default **N** to not update the descriptions.
- With the cursor positioned next to the **Pop. Code** prompt, enter **Y** and press **<Return>** to update the popularity code fields within the inventory file or just press **<Return>** to use the default **N** to not update the popularity codes.
- With the cursor positioned next to the **Unit Pack** prompt, enter **Y** and press **<Return>** to update the unit pack fields within the inventory file or just press **<Return>** to use the default **N** to not update the unit packs.

- With the cursor positioned next to the **Per Car** prompt, enter **Y** and press **<Return>** to update the per car fields within the inventory file or just press **<Return>** to use the default **N** to not update the per car quantities.
- With the cursor positioned next to the **Unit Weight** prompt, enter **Y** and press **<Return>** to update the unit weight fields within the inventory file or just press **<Return>** to use the default **N** to not update the unit weights.

The cursor will now move into the Inventory Price Level portion of the screen and be positioned next to the **Level 0** prompt beneath the **Update?** column heading. The default value stored is **Y**.

- With the cursor positioned next to the **Level 0** prompt, just press **<Return>** to use the default **Y** to update the prices in level 0 or enter **N** and press **<Return>** to not update the prices in level 0.

If **N** is entered, the level number under the **Level from Price Update** column heading will be blanked out and the cursor will move down to the next **Level** field.

- With the cursor positioned under the **Level from Price Update** column heading, just press **<Return>** to use the default **0** price level to update the prices from or enter a different price level number from which to update prices from and press **<Return>**.
- With the cursor positioned under the **% of Level** column heading, just press **<Return>** to use the default **100.00** percentage to update the prices from or enter a different percentage from which to update prices from and press **<Return>**.

This value is used to increase or decrease prices from the price level number entered within the **Level from Price Update** field.

Example: To decrease prices by 20%, enter **80.00**. To increase prices by 15%, enter **115.00**.

- Continue this process for each of the Inventory Price Level prompts.

When the *Price Update* screen is all set up, one of the following options can be performed:

- To save the screen setup for *only* this specific manufacturer's code, press the **<F3>** (*Save Prod Ln Defaults*) key. This way the next time this particular manufacturer's code is entered, the specific screen setup percentages will be automatically brought up!
- To save the screen setup as the standard default for manufacturer's codes without a specific setup, press the **<F2>** (*Save Std Defaults*) key. This way the next time a particular manufacturer's code is entered that doesn't have a specific setup saved, the specific screen setup percentages will be automatically brought up by default!
- Press the **<F10>** (*Update*) key to start updating the prices within the inventory, source parts and optionally the UPC bar code files.

☞ **Note:** The **UseBarCodes** uservar option must be enabled in order to process and load the UPC bar code data.

- With the cursor positioned at the **Print Report? N** prompt, enter **Y** to have the report printed or just press **<Return>** to not have the report printed.

The report will contain the number of parts that were updated and also a list of parts within the product line that were NOT updated.

```

=====
PRODUCT LINE #60
PARTS NOT UPDATED:
  FRA-BA6593      FRA-BA7347      FRA-BA7423      FRA-BA7425      FRA-FV175
  FRA-FV220       FRA-FV240       FRA-FV268       FRA-FV270       FRA-FV293
  FRA-FV317       FRA-P3940       FRA-P4102       FRA-PH3519      FRA-PH3976
  FRA-PH6552
=====
TOTAL PARTS UPDATED: 65
TOTAL PARTS NOT UPDATED: 16
Sample Price Update Report

```

- ☞ **Note:** The report will NOT print any information for parts contained within product lines 0 or 255 because these are designated product lines within the system.

A window will pop up in the middle of the screen displaying **Updating Inventory** ... as prices are being applied. Once completed, the menu screen will again be displayed with *only* the remaining price update files to be processed. Select the next price update file to be processed or enter **Q** to exit back to the *Price Updating Menu*.

The **<F4>** (*View Price Update*) key can be pressed to screen view the price update file.

The **<F1>** (*Restart*) key can be pressed at any time to start over.

14.11 Duplicate Inventory Fields

The Duplicate Inventory Fields menu option allows any or all quantity and pricing fields within the inventory file to be changed for a range of product lines or part numbers within a Product Line. The changes can be made for all pop codes or just for specific ones.

Before using this menu option, all other terminals must be at the **LOGIN:** prompt to ensure the integrity of inventory and description data files.

14.11.1 Duplicating Inventory Fields

- From the *Miscellaneous Functions Menu*, enter **10** (*Duplicate Inventory Fields*) and press **<Return>**.

The *Duplicate Inventory Fields* screen will appear as shown:

DUPLICATE INVENTORY FIELDS

ARE ALL OTHER TERMINALS AT LOGIN (Y/N)?

BEGINNING PRODUCT LINE ENDING PRODUCT LINE

QUANTITY ON HAND <input type="text"/>	AVERAGE COST \$ <input type="text"/>
UNITS PER PACKAGE <input type="text"/>	PRICE 0 \$ <input type="text"/>
PER CAR QTY <input type="text"/>	PRICE 1 \$ <input type="text"/>
UNIT WEIGHT (OZS) <input type="text"/>	PRICE 2 \$ <input type="text"/>
MINIMUM 1 QUANTITY <input type="text"/>	PRICE 3 \$ <input type="text"/>
MAXIMUM 1 QUANTITY <input type="text"/>	PRICE 4 \$ <input type="text"/>
MINIMUM 2 QUANTITY <input type="text"/>	PRICE 5 \$ <input type="text"/>
MAXIMUM 2 QUANTITY <input type="text"/>	CORE COST \$ <input type="text"/>
ZONE/BIN <input type="text"/>	CORE SELL \$ <input type="text"/>
WARRANTY RETURN QTY <input type="text"/>	TRACK (Y/N) <input type="text"/> SERIAL (Y/N) <input type="text"/>
CORE RETURN QTY <input type="text"/>	4DEC (Y/N) <input type="text"/> LAB/MISC CODE <input type="text"/>
STOCK OUT QTY <input type="text"/>	POPULARITY CODE <input type="text"/>
DESCRIPTION: <input type="text"/>	REPORT CODES <input type="text"/>

F1 RESTART PROGRAM
 F11 EXITS
 <RETURN> LEAVE FIELD UNCHANGED

- With the cursor positioned at the **ARE ALL OTHER TERMINALS AT LOGIN (Y/N) ?** prompt, enter **Y** or **N** and press **<Return>**.
- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt, enter the beginning product line number and press **<Return>**.
- With the cursor positioned at the **ENDING PRODUCT LINE** prompt, enter the ending product line number and press **<Return>**.
- With the cursor positioned at the **STOCKED PARTS ONLY (Y/N) ?** prompt, enter **Y** to only change part numbers that meet the stocked part criteria ((min1 + max1) > 0 or (quantity on hand > 0)) or **N** to change all stocked/non-stocked parts within the product line and press **<Return>**.
- With the cursor positioned at the **ALL PART NUMBERS IN PRODUCT LINE (Y/N) ?** prompt, enter **Y** to change all part numbers within the product line or **N** to only change a range of part numbers within a product line and press **<Return>**.
- If **N** was entered at the **ALL PART NUMBERS IN PRODUCT LINE (Y/N) ?** prompt, with the cursor positioned at the **PART #: BEGIN** prompt, enter the beginning part number to be changed within the product line and press **<Return>**. With the cursor positioned at the **PART #: END** prompt, enter the ending part number to be changed within the product line and press **<Return>**.
- With the cursor positioned at the **ALL POP CODES (Y/N) ?** prompt, enter **Y** to change all pop codes within the product line or **N** to not change all pop codes and press **<Return>**.

- If **N** was entered at the **ALL POP CODES (Y/N) ?** prompt, several pop code prompts will be displayed. With the cursor positioned at the **A _** prompt, enter **Y** to change these pop codes and press **<Return>** or **N** to not change these pop codes and press **<Return>**. Continue entering **Y** or **N** for all pop code prompts listed.

The rest of field prompts are used in input field values to be duplicated for the part numbers or product line range selected.

For each field prompt, enter a value to be duplicated or press **<Return>** to leave this field as is.

- With the cursor positioned at the **ARE YOU SURE (Y/N) ?** prompt, enter **Y** and press **<Return>** to start the field duplication process.

A **PROGRAM IN PROGRESS** message will appear while field duplication is occurring. When the process is complete, the cursor will return to the **ARE ALL TERMINALS AT LOGIN (Y/N) ?** prompt.

If **N** was entered at the **ARE YOU SURE (Y/N) ?** prompt, the cursor will return to the **BEGINNING PRODUCT LINE** prompt.

14.11.1.1 Maximum Values Less Than Minimum

If a value within the **MINIMUM 1 QUANTITY** or **MINIMUM 2 QUANTITY** field is greater than the maximum 1 or maximum 2 value stored within the part number record its updating, a **MAX IS LESS THAN MIN!! Re-enter a MAX or MIN Only!!** error message will be displayed in the lower right corner of the screen.

A window will pop up displaying the part number it's trying to update. The minimum and maximum values for the part will be displayed and the cursor will be positioned back in the **MINIMUM QUANTITY** field awaiting the entry of a minimum value that is less than the maximum value shown or press **<Return>** to leave the minimum value alone and enter a maximum value greater than the minimum value to be duplicated. If a minimum value was entered, this value will *only* be placed into the part it was trying to update and then revert back to the original duplicate minimum value entered and continue on. If a maximum value was entered, this value will *only* be placed into the part it was trying to update and continue on.

14.11.1.2 How Report Codes Are Duplicated

When duplicating report codes the program works as follows:

If a space is entered as the 1st character within the **REPORT CODES** field, the message **ALL REPORT CODES WILL BE CLEARED** will be displayed and an **ARE YOU SURE (Y/N) ?** prompt will be displayed. If **Y** is entered, the result will be the clearing of all report codes fields in the selected part or product line range.

It tries to append the entered codes onto existing report codes rather than overwriting the old codes.

The program handles the letter **R** as a special case scenario. Because the Rebate program relies upon parts being coded with the letter **R** within the 1st report code

position, the program will always insert the letter **R** at the beginning of the report code string. All other letters and numbers are appended to the end of the string.

☞ **Example:** If 12 are the current report codes and a code of R3 is being duplicating, the result would be R123.

The program first determines whether the result of appending the report codes would overflow the report codes field (with more than 4 codes). If overflow would occur, a window will pop up displaying the part number it's trying to update. The current report codes for the part being updated will be displayed and the user will be prompted to pick four report codes. Enter four report codes and press **<Return>** or just press **<Return>** to leave the original codes alone for *only* that part!

14.12 Duplicate Customer Fields

The Duplicate Customer Fields menu option allows several fields within the customer/vendor file to be changed for a range of customer or vendor records.

Before using this menu option, all other terminals must be at the **LOGIN:** prompt to ensure the integrity of customer/vendor data file.

The following fields may be changed for a specified range of customer and/or vendor records:

- | | |
|----------------------------|--------------------------|
| ◆ 3rd Billing Address Line | ◆ State Tax Code |
| ◆ Vendor/Customer Status | ◆ Salesman Code |
| ◆ Backorder Status | ◆ Service Charge Percent |
| ◆ Days | ◆ Net Percent |
| ◆ Credit Limit | ◆ Price Level |
| ◆ Billing Type | |

14.12.1 Duplicating A Customer Field

- From the *Miscellaneous Functions Menu*, enter **11** (*Duplicate Customer Fields*) and press **<Return>**.

The *Duplicate Customer Fields* screen will appear as shown:

```

      D U P L I C A T E   C U S T O M E R   F I E L D S

      ARE ALL OTHER TERMINALS AT LOGIN (Y/N)? █

      ENTER BEGINNING CUSTOMER NUMBER  _____
      ENTER ENDING CUSTOMER NUMBER    _____

      FILL IN THE FIELDS THAT YOU WISH TO DUPLICATE.
      LEAVE THE REST BLANK.

      3RD ADDR LINE  _____
      TAX CODE      _____
      V/C           _____
      SALESMAN CODE _____
      BKORD (Y/N)   _____
      SERVICE CHARGE _____
      DAYS          _____
      NET           _____
      CREDIT LIMIT  _____
      PRICE LEVEL   _____
      BILLING TYPE B/O _____

      UPDATE CUSTOMER FILE (Y/N)? _____
      F1 RESTART                                F11 EXIT PROGRAM
  
```

- With the cursor positioned at the **ARE ALL OTHER TERMINALS AT LOGIN (Y/N) ?** prompt, enter **Y** or **N** and press **<Return>**.
- With the cursor positioned at the **ENTER BEGINNING CUSTOMER NUMBER** prompt, enter the beginning customer number and press **<Return>**.
- With the cursor positioned at the **ENTER ENDING CUSTOMER NUMBER** prompt, enter the ending customer number and press **<Return>**.

The cursor will be positioned at the **3RD ADDR LINE** prompt.

The next several prompts define the customer field values to be duplicated for all customers/vendors in the range entered above.

For each prompt, enter a value to be duplicated or press **<Return>** to leave this field as is.

- With the cursor positioned at the **UPDATE CUSTOMER FILE** prompt, enter **Y** and press **<Return>**.

A **PROGRAM IN PROGRESS** message will appear and the cursor will return to the **ARE ALL TERMINALS AT LOGIN (Y/N) ?** prompt when the process is complete.

14.13 Quick Inventory Data Entry

The Quick Inventory Data Entry menu option allows the user to setup specific fields and their order to be accessed for the rapid entry inventory record information. This is useful for the entry of price updates, quantity on hand and general file maintenance.

After learning how to properly operate this program, price changes and inventory adjustments can be quickly entered, with as much as a 30% speed increase versus using the standard *Inventory Update* menu option program.

QUICK INVENTORY DATA ENTRY		
ENTER MANUFACTURER'S CODE ACD		
SPECIFY ORDER OF ENTRY	DUPLICATE PRICE FIELDS	KEY OF FIELDS
1. N	PRICE 0 = -	A = PRICE 0
2. K	PRICE 1 = -	B = PRICE 1
3. L	PRICE 2 = -	C = PRICE 2
4. J	PRICE 3 = -	D = PRICE 3
5. A	PRICE 4 = -	E = PRICE 4
6. G	PRICE 5 = -	F = PRICE 5
7. -	CORE COST = -	G = CORE COST
8. -	CORE SELL = 6	H = CORE SELL
9. -		I = UNIT PACK
10. -		J = POPULARITY CODE
11. -		K = MIN1 / MAX1
12. -		L = MIN2 / MAX2
13. -		M = DESCRIPTION
14. -		N = QUANTITY ON HAND
15. -		O = FREEZE MIN/MAX
BEGIN DATA ENTRY (Y/N)? <input type="checkbox"/>		
F1 RESTART	F10 BEGIN DATA ENTRY	F11 EXIT PROGRAM

The screen above would produce a Quick Inventory Data Entry screen with the following fields displayed: Quantity on Hand, Min1/Max1, Min2/Max2, Popularity Code, Price 0 and Core Cost. In addition, Core Sell would be set to any Core Cost prices entered.

14.13.1 Setting Up The Data Entry Screen

- From the *Miscellaneous Functions Menu*, enter **12** (*Quick Inventory Data Entry*) and press **<Return>**.

The *Quick Inventory Data Entry* screen will appear as shown:

QUICK INVENTORY DATA ENTRY		
ENTER MANUFACTURER'S CODE <input type="text"/>		
SPECIFY ORDER OF ENTRY	DUPLICATE PRICE FIELDS	KEY OF FIELDS
1. _	PRICE 0 = _	A = PRICE 0
2. _	PRICE 1 = _	B = PRICE 1
3. _	PRICE 2 = _	C = PRICE 2
4. _	PRICE 3 = _	D = PRICE 3
5. _	PRICE 4 = _	E = PRICE 4
6. _	PRICE 5 = _	F = PRICE 5
7. _	CORE COST = _	G = CORE COST
8. _	CORE SELL = _	H = CORE SELL
9. _		I = UNIT PACK
10. _		J = POPULARITY CODE
11. _		K = MIN1 / MAX1
12. _		L = MIN2 / MAX2
13. _		M = DESCRIPTION
14. _		N = QUANTITY ON HAND
15. _		O = FREEZE MIN/MAX
BEGIN DATA ENTRY (Y/N)? _		
F1 RESTART	F10 BEGIN DATA ENTRY	F11 EXIT PROGRAM

- With the cursor positioned at the **ENTER MANUFACTURER'S CODE** prompt, enter the three-character manufacturer's code to be used and press **<Return>**.

When a new product line is being entered, the entered manufacturer's code will automatically be entered for each new part number.

- With the cursor positioned under the **SPECIFY ORDER OF ENTRY** heading column, enter the corresponding key letter for the desired field to be changed and press **<Return>**.

Use the **KEY OF FIELDS** to enter the corresponding letter that references the field to be changed. For example, the key letter **A** corresponds to price 0 and **N** to quantity on hand. Up to 15 fields can be entered. Press **<Return>** to skip any unneeded fields.

- With the cursor positioned under the **DUPLICATE PRICE FIELDS** heading column and cursor positioned at the **PRICE 0 =** prompt, enter the corresponding key letter to be used to duplicate its price information into this field and press **<Return>**.

Duplicate price fields allow changes made to specific price levels to also be "duplicated" into a price level. For example, **PRICE 2 = 3** will automatically duplicate any price changes made to price level 3 into price level 2. Duplicating price fields will attain the same results as the automatic price adjustment program.

- Once all key field codes have been entered, press **<Return>** until the cursor is positioned at the **BEGIN DATA ENTRY (Y/N) ?** prompt or press the **<F10>** (*Begin Data Entry*) key.
- With the cursor positioned at the **BEGIN DATA ENTRY (Y/N) ?** prompt, enter **Y** and press **<Return>** to begin data entry.

The *Dataiu* screen will appear as shown:

DATAIU

CALL PART NUMBER ... F1

NEW PRODUCT LINE ... F5

EXIT PROGRAM F11

PRESS FUNCTION KEY

- Press the **<F1>** (*Call Part Number*) or **<F5>** (*New Product Line*) key to begin entering inventory changes. Press the **<F11>** (*Exit Program*) key to exit.

Entering changes or new part numbers is very similar to the steps required by the Inventory Update program. Remember to press the **<F10>** (*Write/Update Part*) key after all changes to a part number record are entered.

PRODUCT LINE	3	MANUFACTURER	ACD-
PART NUMBER	ACD-R44		
PRICE	0	1.23	
PRICE	5	2.83	
	ON HAND	31	
	POP CODE	A	
	MIN 1	16	MAX 1 24
	MIN 2	1	MAX 2 1

F1 CALL PART NUMBER F10 WRITE/UPDATE PART F11 EXIT PROGRAM

F2 INSERT NEW PART NUMBER AFTER _____

F3 MOVE PART NO. _____ TO FOLLOW ACD-R44

F4 DELETE PART NUMBER _____

F5 NEW PRODUCT LINE F8/F9 SCROLL FORWARD/BACKWARD IN PRODUCT LINE

CALL PART

14.14 Flexible Printing Option

The Flexible Printing menu option allows the printing of management reports to be directed to any available printer on the system. It also allows several management reports to print at the same time by using a different printer for each report. There is also the flexibility to assign a specific printer to a specific terminal. For example, all terminals in the bookkeeping department can be assigned management printer #2 and all terminals in the purchasing department can be assigned management printer #3 for reports.

14.14.1 Setting The System Printer

- From the *Miscellaneous Functions Menu*, enter **13** (*Flexible Printing Option*) and press **<Return>**.

The *Management Printer Assignment* screen will appear as shown:

```

MANAGEMENT PRINTER ASSIGNMENT

AVAILABLE PRINTER NUMBER(S):
1  2  3  4  5  6  99

ENTER PRINTER NUMBER:  |
SYSTEM PRINTER NUMBER: 1
TERMINAL PRINTER NUMBER: —

F6 REMOVE TERMINAL PRINTER
F8 SET TERMINAL PRINTER   F10 SET SYSTEM PRINTER   F11 EXITS PROGRAM
  
```

The available printer numbers displayed are based upon the number of printer's setup on the system.

- With the cursor positioned at the **ENTER PRINTER NUMBER:** prompt, enter the printer number, press **<Return>** and then press the **<F10>** (*Set System Printer*) key to save the new printer assignment.

The message *SYSTEM PRINTER SET TO LPR # X* will be displayed in the lower right hand corner.

- Press the **<F11>** (*Exits Program*) key to return to the *Miscellaneous Functions Menu*.

14.14.2 Setting The Terminal Printer

- From the *Miscellaneous Functions Menu*, enter **13** (*Flexible Printing Option*) and press **<Return>**.

The available printer numbers will displayed based upon the number of printers setup on the system.

- With the cursor positioned at the **ENTER PRINTER NUMBER:** prompt, enter the printer number, press **<Return>** and then press the **<F8>** (*Set Terminal Printer*) key to save the new printer assignment.

The message *TERMINAL PRINTER SET TO LPR # X* will be displayed in the lower right hand corner.

- Press the **<F11>** (*Exits Program*) key to return to the *Miscellaneous Functions Menu*.

☞ **Note:** The assigned terminal printer overrides the assigned system printer when reports are generated. Terminal printers can also be assigned from the Autologue Main Menu by entering P and a printer number. For example, entering P3 would assign printer #3 as the terminal printer.

14.14.3 Removing The Assigned Terminal Printer

- From the *Miscellaneous Functions Menu*, enter **13** (*Flexible Printing Option*) and press **<Return>**.

- With the cursor positioned at the **ENTER PRINTER NUMBER:** prompt, press the **<F6>** (*Remove Terminal Printer*) key to remove the terminal printer assigned.

The message *TERMINAL PRINTER REMOVED* will be displayed in the lower right hand corner.

- Press the **<F11>** (*Exits Program*) key to return to the *Miscellaneous Functions Menu*.

☞ **Note:** If no terminal printer is assigned, generated reports will print to the assigned system printer.

14.15 Select Print Mode

The Select Print Mode menu option allows the print size and quality to be changed through the software for an Okidata, Fujitsu or Texas 880 series printer.

The three printing modes available are high-speed printing, near letter quality and condensed print.

14.15.1 Changing The Print Mode

- From the *Miscellaneous Functions Menu*, enter **14** (*Select Print Mode*) and press **<Return>**.

The *Printing Options* screen will appear as shown:

```

      PRINTING OPTIONS
      =====

      1) OKIDATA HIGH SPEED PRINTING
      2) OKIDATA NEAR LETTER QUALITY PRINTING
      3) OKIDATA CONDENSED PRINTING

      4) FUJITSU HIGH SPEED PRINTING
      5) FUJITSU NEAR LETTER QUALITY PRINTING
      6) FUJITSU CONDENSED PRINTING

      7) TI 880 HIGH SPEED PRINTING
      8) TI 880 NEAR LETTER QUALITY PRINTING
      9) TI 880 CONDENSED PRINTING

      10) RETURN TO MENU

      SELECT MODE DESIRED: █

```

- With the cursor positioned at the **SELECT MODE DESIRED:** prompt, enter the corresponding menu option number and press **<Return>**.
- With the cursor positioned at the **ENTER PRINTER:** prompt, enter the printer number to have the selected print mode changed upon and press **<Return>**.

An *X PRINTER MUST BE ON-LINE TO CONTINUE* and *PRINT MODE UPDATED* messages will be displayed on the screen and upon completion will return to the *Miscellaneous Functions Menu*.

- Entering **10** (*Return To Menu*) at the **SELECT MODE DESIRED:** prompt will return to the *Miscellaneous Functions Menu*.

14.16 Delete Entire Product Lines

The Delete Entire Product Lines menu option allows parts to be deleted for a specific product line or a range of parts within a product line. Optionally, parts with specific popularity codes can be deleted.

14.16.1 Deleting A Part Number Range

- From the *Miscellaneous Functions Menu*, enter **15** (*Delete Entire Product Lines*) and press **<Return>**.

The *Delete Parts By Pop Code* screen will appear as shown:

DELETE PARTS BY POP CODE

ENTER THE FIRST PART TO DELETE?

ENTER THE LAST PART TO DELETE?

DELETE	(Y/N)	DELETE	(Y/N)
POP CODE "A"	-	POP CODE "B"	-
POP CODE "C"	-	POP CODE "D"	-
POP CODE "W"	-	POP CODE "R"	-
POP CODE "S"	-	POP CODE "O"	-

PRESS "F4" TO BEGIN TO DELETE

-

F1 ... RESTARTS F7 ... END OF PRL F8 ... SCROLL TO NEXT PART
 F9 ... SCROLL TO PRIOR PART F10 ... RECORD PART NUMBER
 F11 ... EXITS

- With the cursor positioned at the **ENTER THE FIRST PART TO DELETE?** prompt, enter the first part number to be deleted and press **<Return>**.

If the part number entered was not found within the inventory file, the line will be blanked out and a *Part not found, try another number* error message will be displayed at the lower right hand corner of the screen.

- If the part number entered was found within the inventory file, press the **<F10>** (*Record Part Number*) key and the next part number following the part number just entered will be placed within the **ENTER THE LAST PART TO DELETE?** field prompt.
- With the cursor positioned at the **ENTER THE LAST PART TO DELETE?** prompt, press the **<F7>** (*End Of Prl*) key to have the last part number within the product line automatically inserted at the prompt or enter an ending part number to be deleted and press **<Return>**.

If the part number entered was not found within the inventory file, the line will be blanked out and a *Part not found, try another number* error message will be displayed at the lower right hand corner of the screen.

- If the part number entered was found within the inventory file, press the **<F10>** (*Record Part Number*) key and the range of parts will be checked.
- With the cursor positioned at the **POP CODE "A"** prompt, enter **Y** to delete parts with this popularity code or **N** to not delete parts with this popularity code and press **<Return>**.

Enter **Y** within each of the pop code prompts to be deleted from the inventory and **N** for the pop codes that are to be left within the inventory file.

- With the cursor positioned at the **PRESS "F4" TO BEGIN TO DELETE** prompt, press the **<F4>** key to begin deleting the selected parts.

14.17 Reprint Invoices

The Reprint Invoices menu option allows any invoice to be reprinted from the day before. To save more than one day's worth of invoices for reprinting, set the **RepDayMax** uservar option through the *System Commands Menu* (#9 *Specify System Setup Options*).

14.17.1 Reprinting An Invoice

- From the *Miscellaneous Functions Menu*, enter **16** (*Reprint Invoices*) and press **<Return>**.

The *Reprint Invoices* screen will appear as shown:

REPRINT INVOICES					
TYPE	NUMBER	CNTM	CUSTOMER	DATE	AMOUNT
I	1350	A	260	12/10/00	4.85

ENTER NUMBER TO REPRINT:

F7: TAPE RECEIPT F8: SCROLL FORWARD F9: SCROLL BACKWARD
F11: EXIT

- With the cursor positioned at the **ENTER NUMBER TO REPRINT:** prompt, enter the invoice number from the list of invoice numbers shown on the screen and press **<Return>**.

The **<F8>** (*Scroll Forward*) and **<F9>** (*Scroll Backward*) keys can be used to scroll forwards and backwards through the available invoices that can be reprinted.

The **<F7>** (*Tape Receipt*) key can be used to view the tape receipt invoices that can be reprinted.

These are the only invoice numbers that can be reprinted. The printer will then print the invoice and return to the *Miscellaneous Functions Menu*.

- ☞ **Note:** Be sure that the countermand code for the invoice is not being used or the invoice will not print until the countermand code is not in use.