

S I S I * AMS2 USER MANUAL * RELEASE 10.0

A7100 * NAME AND ADDRESS UPDATE

The purpose of this program is to update and maintain the Name and Address master data set. The customer number must be in the name and address data set before entering an order for that customer.

AMS2 Data Base; NA Data Base

Data Sets: NA, Tables, SLSM

FUNCTION KEYS

F1 Add
F2 Change
F3 Delete
F4 Inquiry
F5 House level
F6 Clear the screen
F7 Check for errors
F8 End the job

OPTIONS

135 Alpha Credit Limits
292 A2000 use FM06 comm rt instead of Table 17
353 710 Slsm-02 mandatory
354 710 MMA, BTA mandatory
495 7100 able to use cr flag orders can only go in as H2 status
537 7100 consolidate flag on bill to for consolidated invoices
600 7100 710 zone required
643 7100 province postal code instead of state and zip
679 dates in DDMMYY format
707 A7100 Declared value not B/O
738 A7100 tropic-cal option special terms & due date calculations
844 Ord/royalty/label code custom
853 2000 gets comm rate table 65
859 2000 use AMSBAL division custom
874 to chnge capacity of tbl 21
901 Cr/MAS-Canadian-creates credit master in AR from NABASE custom
944 MGRCR-Canadian-only user MGRCR can change credit related fields
974 SPCL-INST to be rearranged into 4 boxes table 21
1030 Checks user name in table 92 to allow changes
1061 One position tax code uses price code field
1070 "Price code" field becomes "# of stores" (not compatible with option 1061)
1203 8400 to ck credit flag in N/A, will not allow invoicing to be done
1317 840 update bol info uses old acct no field as distr acct no
1344 Add bill-to record if not in house
1383 Check inv-mast of AMSAUX to allow a delete
1470 A7100 chk priority
1551 Comm-code2 in div 03 box of house level
1572 MPC980 check NA for 'F' frozen pay-from (custom)

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- 1690 Permits credit flag 'OR' for override when Option 495 is ON
- 1781 Retain info on screen when F6 is pressed to exit Inquiry Mode
- 1782 Tax Code mandatory for CA and NV states (Tables 40 and 49)
- 1783 Tax Code mandatory for all states (Tables 40 and 49)
- 1884 Password for priority to display and be maintained and priority will not print on A7101 audit reports
- 2021 Print Fax-no on P/T which will be pulled from the Duns no of the Bill-to account in N/A (A7100)

To Add a Name and Address Corporate Level

Press the "F1" key.

Note: All bill to, pay from and corporate customer number information must be on file before corresponding ship to information is added. A BILL TO and PAY FROM and CORPORATE CUSTOMER number is entered the same as a ship to customer number.

Type the following information in the blocks provided on the screen:

CORPORATE LEVEL FIELD	DESCRIPTION OR ACTION
----------------------------------	------------------------------

***CUSTOMER NO. (6)** Customer number. The individual account number assigned (6)to each address for each one of your customers. This is an alpha numeric field. If second position is alpha, this is considered a major account.

J. C. Penney requires their own style number on all of their invoices. Our programs will do this for you, however you must do the following:

1. The customer number for all J.C. Penney accounts must be numeric, 0000 - 9999.
2. Description 2 in your style master must have the J. C. Penney style number. or must be input at order time into descr-2
3. The program will print the J. C. Penney style number (description 2 in styles A1100) on your invoice in the field called "style".

Sears account number must be assigned as follows: SR0000 - SR9999. Description 2 in your style master (A1100) must have the Sears style number. in descr-2. The program will print the Sears style number on your invoice in the field called "style." or must be input at order entry time into descr-2

Montgomery Wards account number must be assigned as follows: MW0000 - MW9999. Description 2 in your style master (A1100) must have the Montgomery Wards style number. The program will print the Montgomery Wards style number on your invoice in the field called "style". or must be input at order entry time into descr-2

BILL TO (6) Bill to number. If the billing and shipping addresses are the same, leave this field blank. If different, enter the appropriate number.

PAY FROM (6) If the invoices are paid from an address different than from the bill to address, type the pay from account number. JCPenney s/b set up as '0001P' in Salt Lake City.

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- DISTR ACNT # (6)** Distr account number. A cross reference if needed. This is an information field only. Bill of lading system uses this field for distr-acct no.
- *NAME (20)** The name of the account exactly the way you want it to read on picking tickets and invoices. This block may not be left blank. J. C. Penney requires special coding in the name block. In the light area, type: JC Penney. In the dark area, type the paying office code in the first position:
1 = Salt Lake
Then space one and type the store number (4 positions) space one again and type the check digit number per your instructions from J.C. Penney.
Example: J.C. Penney 1 0203 8
- ABBREVIATION (10)** Special name abbreviation. Only type in this block when you want the Orders data set to contain a name abbreviation different from the first ten characters of the name that now appears in the "name" block. We suggest for multiple store customers, type the store number in
- *ADDRESS 1 (20)** Street address line. This block may not be left blank. If a store does not have an address, put an asterisk (*) in this field.
- ADDRESS 2 (20)** Additional address line. Type additional address information. Example:
Name Bullocks Wilshire
Address 1 Distribution Center
Address 2 One Wilshire Blvd.
City, State, Zip Los Angeles CA 90058
- *CITY (18)** City name. This block must not be left blank.
- *STATE (4)** State code. Type the two character post office abbreviation for the state. Abbreviations are listed in this section of the manual.
- *ZIP (10)** Zip code. This block must contain numbers only in the first five positions. If you do not know the proper zip code, type in all zeros.
- PHONE (3/3/4)** Customer account phone number. This block may be left blank. When you type a phone number, make sure that you include the area code. Do not type alphabetic characters. By option will print on P/T. Opt 1876 to display phone #, buyer name in AINQ3 as entered in in A7100. Opt 1025 will print phone # on P/T.
- OPENING DATE (6)** Date that this account was opened. When you type in the date, be sure that only numbers are used and in this format: MM/DD/YY (month, day, year). Default date is the entry date.
- FACTOR (10)** Factor. Type the number the factor has assigned to the account. By option will print on top of invoice
- CORP CUST (6)** Corporate customer number. To be used to group customers together for reports. and corporate inquiry A5001 screen

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MMA (3) Major marketing area for this customer account. Type three numeric characters which represent your company's designation for this customers MMA. Provided by Rand-McNally. Used by option for pay from table (custom)

BTA (3) Basic trading area for this customer account. Type three numeric characters which represent your company's designation for this customers BTA. Provided by Rand-McNally.

BUYING OFC (2) New York office code number assigned to the customer account. By option will print on 500 report instead of ship week

BUYING OFC GRP (2) The buying office group code assigned to a particular group of stores within the buying office. The 522 has sort & break for buying office and group

CREDIT LIMIT (6) Credit limit for the customer account. If this block is used, type in whole dollars (no cents) using leading zeros.

Example	CREDIT LIMIT	TYPE
	\$100,000.00	100000
	\$ 50,000.00	050000
	\$ 9,000.00	009000

This prints on the name and address listing. Also works with program A2800.

REGION (2) Region code assigned to the customer account. Use your companys coding system. Table 29

Example 2 = Eastern	or	SW = south west
4 = Southern		NW = north west
5 = Midwest		
6 = Western		

The gross profit 864 report will sort and total by region

CORP ID (2) The corporate ID assigned to a group of stores, for reporting purposes. To use this field you must first set up the corp id as a customer account number. The 264 and the 500 reports will sort, break and select by corp id

ZONE (4) The UPS zone.

Zone 7 = Z7
A split freight/zone = Z7/8

Zone 1 and 2 may be used as a four position field to input J.C.Penney region numbers (districts) which are 4 positions. 500 report will sort and break by zone.

With option 361 on, both Zones 1 and 2 must be filled in, for computed freight charges. Most customers are not using this as they have now utilized more sophisticated equipment in their warehouses for weighing packages.

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ZONE 1 (2) Zone 1 - UP Intrastate ' Intrastate Zone. Any shipments to be delivered in the area designated as "local" by UPS must have an "L" in the first position. To determine the second position, refer to the UPS chart.

Example: L3

Any shipments to be delivered out of the local area require a "Z" in the first position. To determine the second position, refer to the UPS chart.

ZONE 2 (2) Zone 2 - UP Blue (Air Freight). Look up the zone number on the UP Blue Chart. Type one of these codes:

X^ is for the letter zone from UP Blue Chart;
type the actual letter. (^ stands for a blank; press the space bar once)
** is for missing (address not on UP Blue Chart)

FREIGHT PD (6) The freight payment code established by your company. You may type up to three freight codes. This must be set up in table #19. This prints under the heading "billing instructions" on the standard picking ticket form.

SHIPPING INSTRUCTIONS (8) Special shipping instruction codes needed for this customer account as established by your company. You may type up to four codes. This must be set up in Table #20. This prints under "shipping instructions" on the picking ticket forms.

EXTRA INVOICE (1) A special code to indicate that this customer account requires extra invoices. Type "2" if a duplicate is required; "3" if a triplicate is required. The computer will not accept any other typed characters. This prints the number entered on the invoice and picking ticket forms. Turn on option 1065 to actually print the extra invoice (MPC842 and A8430).

ROUTING BY (1) Shipping method code specified by the customer or your traffic department. The computer will accept "C" if customer or "T" if traffic. No other characters will be accepted.

ROUTING CODES (6) (2) x 3 The routing codes established by your company. Up to three codes and weight combinations may be typed in. These will print on the picking ticket under headings "ship via" and "weight"

Code 1 Weight
Code 2 Weight
Code 3 Weight

The codes must be valid in table 01.

For each routing code type the maximum allowable weight may also be typed, but is not required. However, when weight is typed, it must contain four (4) numeric characters or the computer will not accept it.

For example

Each code is numbered and entered in the table. 01

Example 01	UP	
	02	Consolidated

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03 Cheapest

Enter the code and the maximum allowable weight. The weight is not required. When the weight is entered it must be four numeric characters.

Example Code 1 - Weight 01 - 0050 (UPS up to 50 lbs)

Code 2 - Weight 02 - 0100 (Consolidated Freight to 100 lbs.)

Code 3 - Weight 03 - 9999 (the least expensive way for any weight over 100 lbs.)

- DUNS NO (10)** Dun and Bradstreet account number for this customer account. Opt 2021 will print Fax-no on P/T which will be pulled from Name & Address.
- D & B RATING (3)** Dun and Bradstreet credit rating for this customer account. will print on factor slips and 500 report will sort/break
- D & B CATEGORY (2)** 522 and 500 reports sort/break by D & B and print D & B by option
- STMT FLAG (1)** Statement flag. To receive A/R statements. For flagged accounts only, enter "Y" in this field and when A/R statements are run system will ask to check flag or not. If blank, all statements will be printed.
- ACCT CODE (1)** Account code. Enter a "0" for factored or blank "1" for non factored If you have accounts receivable, check your AR manual for acct code set up.
- CR FLAG (2)** Credit flag. Enter "H2" on the bill to or pay from if different account. Option 495 allows the use of this flag
- CONSOLIDATE (1)** Consolidated invoice flag. If option 534 is on you may enter a C in this field. Option 537 will consolidate all pick tickets entered for the bill to provided they all have the same log number and are invoiced with output option of B all the same day.
- CATEGORY (1)** If you enter an * this account is considered "inactive" in the name and address inquiry by option 1499. Table CT must be built.
- SLSM (3)** For info only, can be updated to house level by program UTLINA
- SHIP FLAG (1)** Flag to not ship past completion date
- CONFIRM FLAG (1)** 'N' do not print order confirmations. 'C' is consolidated confirmation or bill to/log/po-no
- EDI (1)** To identify JC Penney retail and catalog stores on ship-to account numbers "C"= Catalog, blank or "R"=Retail. Also accept "R" & "S" for SAMS & RIM stores to use correct receiver ID when creating 810 & 856 files for EDI.

Press ENTER key and the corporate level will be updated if a single house, input your house level information before depressing the enter key

Adding a Name and Address Record House Level

- HOUSE (2)** House number. Leave blank if your account is set up as a single house. Enter appropriate house number if your account is set up as a multiple house.

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CUSTOMER (6) Customer number. Leave blank if your account is set up as a single house. Enter customer number if multiple house account.

MERCHANDISE DIVISION & SALESMAN CODE (10X3)

Merchandising division and salesman codes established by your company. There are ten fields provided for this information. The division codes already appear on the screen. You must supply the salesman code(s) in the applicable field(s). Valid salesman codes must be set up in your salesman file. With opt 1551, SLSM2 can be entered in Div 2 and SLSM 2's Commission Code in Div 3

BUYER (10) **Buyer name.** Type the buyer name. (one per house) option 5 will print on invoice & AINQ3.

SPECIAL INSTR (18) Special instructions. This is an information field that prints on the name and address listing and the name and address screen, and the standard picking ticket if not overridden on order entry.

PRIORITY (1) Priority code. This is either an alpha or numeric code of 1 through 9 and A through Z. 1 is highest and Z is lowest. The priority code may be overridden at order entry time. 500 has priority sort/break

PRICE CODE (2) for future development by option field becomes tax code

VENDOR (8) The vendor number assigned by the customer to you, the manufacturer. J. C. Penney assigns a vendor number to you, this number must be on all your invoices to Penneys. To print supplier number for all the customers that have it set up in NA (opt 1993) s/b on. For multi vendor # use table VN opt.1827.

VENDOR FLAG (1) Vendor flag. Do not use this field if "vendor number" was typed. Used only if you have more than one vendor number. per division this must be set up in control file see that section for instructions

CREDIT LIMIT (6) Credit limit.

TERMS (2) If you want to enter terms for this account, use any terms that you have set up in table 03 on bill to account number

COMM-CODE (1) Commission code. Use any code from table 17 by option will move to order entry (from bill to) opt 689.

CAT (1) For future development denotes inactive customer in that house

DISC (2.2) Order entry will move this discount to screen if left blank

Press ENTER key

If the information you typed is not accepted by the computer, an error message will appear in the lower left portion of the screen. Correct all errors using "F7".

When the computer accepts the add transaction, it will give you a message in the lower left portion of the screen saying "Customer Added". When you see this message, the computer is ready for a new add transaction.

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Note: The information typed for the previous add transaction remains on the screen. This makes it easier for you when adding more than one customer with the same or similar name and address information, but using a different customer number. If you want to erase the information from the previous add transaction before you type another add, press the "F6" key (erase) and then press the "F1" key (add).

To Change a Name and Address Record

Press the "F2" key.

Type in the customer account number of the customer you want to change. You can get this number from the most recently printed Name and Address listing. Press the "enter" key. The computer will display the name and address information for that customer number. At this time make sure the customer name and address information is what you expected.

The upper left of screen will say "change fields, press enter".

Press the "tab" key until you see the cursor at the field you want to change or add. Type the new information and continue doing this until each field you wish to change (or add) has been typed. Press the "enter" key.

The computer will check all of the information on the screen and display an error message. Correct all errors using "F7".

When the change transaction is accepted by the computer, the upper left portion of the screen will say "corp change enter cust no, F6 to exit".

Deleting a Name and Address Record

Press the "F3" key.

Note: you must not delete a name and address record if you have orders using this account number. Type in the customer account number of the customer you want to delete.

Press the "enter" key.

All of the information for the customer number that you typed will appear on the screen. At this time make sure that the screen reflects the correct name and address information.

The upper left of screen will display "if OK to delete corp & houses, press F3"

If you are sure that you want to delete that customer account number and all of its related information from the name and address file, press the "F3" key. The information will then be erased from the screen and the computer.

If you decide not to delete the information on the screen, press the "F6" key. The screen will be erased but the information will remain in the computer.

To end the program, press the "F8" key.

Inquiring on A Name and Address Record

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Press the "F4" key.

Type the customer account number.

Press the "enter" key.

All of the information for that customer number will appear on the screen.

Press "F6" to clear the screen.

"F8" to end the program.

For multi houses press F5 to go to house level

Then press F4 for house inquiry

F6 to clear

F8 to exit program

HELP WINDOWS

Underlined fields on the screen will display help information if a '?' is entered in that field.

A '#' will display actual data from the table or file for that particular field.

If a '@' is entered in the first field, information about the program itself will be displayed.

You must be in a function before accessing 'help'.

NOTE: available for XL machines only.

State Abbreviations

Abbr	State	Abbr	State
AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	Washington, D.C.	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island

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IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

Canadian Abbreviations

AB	Alberta	NF	Newfoundland
PQ	Quebec	MB	Manitoba
BC	British Columbia	NB	New Brunswick
SK	Saskatchewan		
ON	Ontario		

Sample Screen, "Name and Address Master Update A7100", is attached.

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Reflection 1 - HP3000.R1W										
File Edit Connection Setup Script Window Help										
HS99* * * * * NAME AND ADDRESS MASTER UPDATE * * * * (A7100) * * * * * *										
ENTER CORPORATE FUNCTION.... YOU ARE NOW IN THE CORP LEVEL										
CUSTOMER NO.	██████	BILL TO	██████	PAY FROM	██████	DISTR ACCT NO.	██████			
NAME	██████	ABBREVIATION	██████			F1 ADD				
ADDRESS 1	██████████████	ADDRESS 2	██████████████			F2 CHANGE				
CITY	██████████	STATE CODE	██	ZIP	██████	F3 DELETE				
						F4 INQUIRE				
						F5 HOUSE LEVEL				
PHONE	██-██-██	OPENING DATE	██/██/██	FACTOR NO	██████	CORP CUST	██████			
MMA	██	BTA	██	BUYING OFC-GRP	██-██	CREDIT LIMIT	██████	REGN	██	
ZONE1	██	ZONE2	██	FREIGHT PD	██/██	SHIPPING INSTR	██/██/██	EXTRA INV.	██	
ROUTING BY	██	CODE 1-WEIGHT	██	CODE 2-WEIGHT	██	CODE3-WEIGHT	██			
DUNS NO	██████	D&B RATING	--	D&B CATEGORY	██	STMT FLAG	██	ACCT CODE	██	
CR-FLAG	██	CONSOLIDATE	██	CAT.	██	SLSM	██	SHIP FLAG	██	
						CONFIRM FLAG	██	EDI	██	
***** HOUSE LEVEL *****										
HOUSE	██	CUSTOMER NO.	██████							
MERCHANDISE DIVISION-SALESMAN CODE										
1:	2:	3:	4:	5:	6:	7:	8:	9:	0:	
BUYER	██████	SPECIAL INSTR	██████████████	PRIORITY	██	PRICE CODE	██			
VENDOR	██████	VEND. FLAG	██	CR LIMIT	██████	TERMS	██	COM CD	██	
		CAT	██	DISC	██					
f1	f2	f3	f4	f5	f6	f7	f8			
ADD	CHANGE	DELETE	INQUIRE	HSE LEVEL	CLEAR	ERRORS	EXIT			
3, 14	HP70092 -- 192.1.1.1 via VT-MGR	Enter	Insert	Num	Caps	Stop				