demand**bridge**™

d**b** distributor™

PRINT MANAGEMENT DOCUMENTATION

PRINT MANAGEMENT
TABLE OF CONTENTS

Welcome

Setup

System Setup

PM Customer Setup

Required

Optional

Other Setup

Cycle Processing

Reorder Processing

Reports

Customer Reports

Item Management Reports

Welcome to the DB Distributor Print Management text documentation.   The phrase "Print Management" is generally used to describe the services that a distributor will perform above and beyond the typical order processing functions. This includes items analysis, on-site counts, warehousing and distribution, along with other services. The Print Management module is used for setting up your custom items, deciding which items will be print management items, running count cycles, and creating custom reports about your customer's items and their usage behaviors. For clarification, DB Distributor defines a Print Management customer as a customer that you will be tracking usage statistics on. A customer must be designated as a Print Management, or FMS, customer in order to be able to setup Print Management items for them. You can setup all, or only some of a customers items as FMS items.

Note: The Print Management module was originally called the Forms Management System. That is why the abbreviations of FM or FMS are used in addition to PM for Print Management.

The main areas of Print Management that we will cover are:

> PM Setup - System Settings, Customer Settings, and Item Settings
> Cycle Processing
> Reorder Processing
> PM Reports

Where applicable, each topic in this help system provides a path to the related panel in the DemandBridge Graphical User Interface (GUI) application, with the path to the Character-Based User Interface (CHUI) panel presented in parentheses. For example:

DB Distributor > Print Management > Setup > Custom Items (F/M S1)

▣ PRINT MANAGEMENT SETUP

In order to use the Print Management module as intended, you will need to perform the initial system setup and the setup of your customers and their items, in the specific order presented as follows:

Initial System Setup

System Parameters

PM Customer Setup

Required

Customer Parameters

Ship-to Locations

Optional

Count Locations

Customer Cost Centers

Customer Contacts

Customer Reports

Customer Groups

PM Item Setup

Custom Item Setup

Optional Setup

Requisition Charges

Reorder Grouping Codes

▣ SYSTEM PARAMETERS

DB Distributor > Print Management > Setup > Other > Setups and Parameters > System Parameters (FMS S1)

Setting the Print Management System Parameters is the first step in initializing your Print Management System for processing. These parameters allow you to customize the processing of the system to meet your information goals.

For each parameter listed below, you will see the available options, and if applicable, a recommended setting.

Parameter	Description
Method for Calculating Average Monthly Usage?	Your options here are "Average" (straight average) or "Weighted Average". Weighted average is recommended. This should not be changed after it is set. Using the straight average will simply average the previous "X" number of months (with X being the number of months you choose in the following parameter). The weighted average will use the previous months average to count for X - 1 months, and have the current usage count for 1 month. Example: Using a 6 month weighted average with 3,500 as the previous months weighted average, and 4,200 as the current usage. $((3,500 \times (6-1))+4,200)/6=3,617$. Essentially, in this example, the previous months weighted average accounts for

5 of the 6 months when calculating the new weighted average.

Period of time in months for calculation?	This is the number of months that will be used for calculating the average monthly usage.
Number of months to dilute 1st shipments?	This field represents the number of months the first shipment will be divided by to determine a starting usage calculation.
Number of periods to save distribution detail?	This can be set between 1 and 99. The recommendation is 3 periods. This can be set higher if your DemandBridge server has available data storage capacity.
Number of years to save usage summary data?	This can be set between 1 and 9. The recommendation is 3 years.
FMS Options	You can enter an "F" for allowing fractional average usages. You can also enter an "S" to designate that stock items should not be updated as PM items.
Method of updating issues based usage?	This can be set to "Usage on Shipment" (recommended) or "Usage on Next Shipment". Click here for a detailed explanation.
Update issues based usage in current period?	This can be set to Yes or No. Click here for a detailed explanation.
Update out-of-date usage all to current period?	This can be set to Yes or No. The recommendation is no. Click here for a detailed explanation.
Update special charges to FMS pricing in FMZ?	This can be set to Yes or No. If this is set to Yes, the FMS pricing fields in FMZ (Item Detail Activity file) will be updated for all Special charges during the invoice update.
Are reorder notices automatically generated?	This can be set to Yes or No. The recommendation is No. Setting this to Yes will cause DB Distributor to automatically generate reorder notices as a result of completing the PM Cycle Usage Update. You should set this to No if you will be using the On-Demand Reorder Notice Update or manually specifying reorder notices.
Type of usage graph on reorder notices?	The usage graph can be set to Current Year or Prior Months. Current Year will give the customer a graph based on their current year. Prior Months will give the customer a graph based on their past 12 months of usage history.
How long to keep inactive count stops (months)?	This can be set between 1 and 9. The recommendation is 3 months. For counted locations, once a count is entered for an item, the system will continue to print an entry for the item on the location's count sheet. If the location stops using the item, no future counts will ever be entered. This option specifies the number of months that will pass, without a count being entered, before the system will remove the item from the locations count sheet.
Ask Update IFN print file question on "Inactive/Obsolete Item Analysis" screen?	This can be set to Yes or No. If answered with a Yes, the Inactive / Obsolete Item Analysis Report will have a new Question on the bottom of the selection screen. "Update Inactive Item Notice Print File?" The Inactive Item Notice is a preprinted form that is used to notify customers of forms that are inactive.

⏩ UPDATE USAGE ON CURRENT OR NEXT SHIPMENT?

This can be set to "Usage on Shipment" (recommended) or "Usage on Next Shipment". This parameter only affects customers that are set as "issue based" instead of "counted".

Usage on Shipment - Under this option, usage is recognized as soon as a shipment is billed. The actual usage recognized will be further affected by the setting of the next parameter (Update out-of-date usage all to current period).

Usage on Next Shipment - Under this option, usage is not recognized until a second shipment is made to the customer's using location. The logic behind this is that usage has not truly taken place until you have had to replace previously shipped forms. When the second shipment is made, then the previous shipment is recognized as usage in the month in which the current shipment was made. The actual usage recognized will be further affected by the setting of the next parameter.

⏩ UPDATE ISSUES BASED USAGE IN CURRENT PERIOD?

This parameter only affects customers that are set as "issue based" instead of "counted". This can be set to Yes or No. This parameter works in conjunction with the previous parameter (Method of updating Issues based usage). If the previous parameter is set to Current Shipment, then Yes is recommended. If the previous parameter is set to Next Shipment, then No is recommended.

The previous parameter instructs the system on when usage is to be recognized. This parameter allows you to define whether the usage quantity captured by the system should be prorated over the time between shipments or whether the entire usage quantity should be recognized in the period in which it was billed.

Note: The actual prorating algorithm used by the system divides the usage quantity by the number of DAYS that have elapsed between issues to determine a Daily Usage Rate. Distribution of usage across months is then done by multiplying the number of days that passed in each month by the Daily Usage Rate. The proration computations in the following examples have been simplified to add clarity.

Set to Yes - Using the Yes option will instruct the system to accept the captured usage quantity (which is dependent upon the previous parameter setting) as usage in the period in which it was shipped. Under this option, there would be no change in the usage figures.

Set to No - Using the No option will instruct the system to prorate the captured usage quantity over the time period between the current ship date and the previous ship date. Under this option, usage figures would change as time elapsed between shipments.

If in the previous parameter you have set usage to be determined by Current Shipments, then the resulting usage would now be prorated over the time period between the current ship date and the last ship date. This is referred to as backward proration.

As an example, let's say that we shipped 10,000 vouchers to our customer on January 15, with our last shipment of these forms occurring on November 1. Since we have set the previous parameter to Current Shipment and No to update usage into current period, the system will prorate the shipment between January 15 back to November 1. As a result January will show a usage equal to fifteen (15) days worth of usage (since the forms were shipped on January 15). We next shipped 12,000 vouchers on March 31. The system will now prorate the shipment of 12,000 vouchers in March from March 31 back to January 15.

If in the previous parameter you have set usage to be determined by the Next Shipment, then the resulting usage would now be prorated over the time period between the last ship date and the current ship date. This is referred to as forward proration.

As an example, let's say that we shipped 10,000 vouchers to our customer on January 15, with our last shipment of these forms occurring on November 1. For simplicity sake, we will assume that the system has calculated a usage of 2,000 vouchers for the fifteen days in January. We next shipped 12,000 vouchers on March 31. Since we have set the previous parameter to Next Shipment and No to update usage into current period, the system will prorate the shipment of January 15 forward for the days between January 15 and March 31. As a result January will show a usage equal to sixteen (16) days worth of usage (since the forms were shipped on January 15). The system will now prorate the shipment of 10,000 vouchers in January from January 15 forward to March 31.

UPDATE OUT-OF-DATE USAGE IN CURRENT PERIOD?

This parameter is concerned with the effect of shipments which have ship dates prior to the most recent ship date. This situation generally arises when returns are entered. This parameter only effects processing if both of the following are true:

- ➢ The location being shipped is Issue based
- ➢ The out-of-date (or current) ship date is before the last ship date

Set to Yes - Using the Yes option will cause the system to capture the entire quantity as usage in the month corresponding to the ship date. *Note*: A negative usage quantity for a month could result if a return were entered with a ship date in a month in which either no shipments occurred or in a month in which the return exceeded shipments.

Set to No - If the previous parameter is set to Yes, then setting this parameter to No will cause the out-of-date shipment to be posted entirely based on the date of the last shipment. If the previous parameter is set to No, then setting this parameter to No will cause the out-of-date shipment to be prorated between the out-of-date shipment date and the last shipment date. *Note*: Regardless of option selected, a credit amount will still be accumulated to the "Shipments Since" field on the Item Master - Customer Location Data screen. An excessively large credit amount may force this field to become negative and could distort the Average Monthly Usage calculation. It is recommended that all returns be processed as soon as they are received to reduce the likelihood of this occurring.

Return to PM System Parameters

PRINT MANAGEMENT CUSTOMER SETTINGS

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Customer Parameters (FMS S2) or
DB Distributor > Accounts Receivable > Setup > Customers > Customer Default Data (A/R S1 #10)

There are two areas where you can setup a customer to be a Print Management customer. When setting up a new customer, or modifying an existing customer, you can flag them as an FMS customer in the Customer Default Data area of the main Customer Setup in the Accounts Receivable module. The other area to set them up is in the Customer Parameters area of the Print Management module.

Follow these steps to complete this panel:

1. Enter the customer code that you want to add as a PM Customer, or edit existing PM settings for. If you type in a customer that is not currently a PM customer, it will ask you if you would like to change the customer setting to be FMS. If you are marking the customer as a PM customer in the customer defaults, you will be taken to the PM Customer Settings screen, described in step 2.

2. The Print Management settings for the customer can be divided into the following four categories. Click on the links to see the settings for each section.

   - ➢ Processing Controls (GUI - Tab 1, CHUI - Screen I)
   - ➢ Reporting Controls (GUI - Tab 2, CHUI - Screen II)
   - ➢ Reorder Controls (GUI - Tab 2, CHUI - Screen II)
   - ➢ Item Master Setup Defaults (GUI - Tab 3, CHUI - Screen III)

3. You will then need to setup the customers Fiscal Year.

4. Finally, Ship-to Locations will be added for the PM Customer.

▣ PM CUSTOMER - PROCESSING CONTROLS

The processing controls allows you to setup how this customer, and their items, will function within the Print Management module.

Field	Description
Last Completed FMS Year/Period	Available options: 01 to 13, This parameter identifies the period in which PM reporting was last completed. Once set, this parameter will be maintained by the Print Management system and will be incremented following the start of a PM Cycle for a customer. For new PM customers this parameter should be set to the period prior to the period in which the customer will first be included in PM cycle processing. For example, if the first period in which this customer will be included in the PM cycle is '06', then the correct setting for this parameter would be '05'.
Num of Periods to retain Dist. Detail Hist	Available options: 01 to 99. Recommended setting: 3. This parameter allows you to identify the number of periods you wish to save distribution detail for this customer. The main consideration in setting this parameter is the storage capacity of your computer. The more period distribution detail is maintained, the greater the storage requirements will be. Since the distribution detail file contains a record of every activity affecting a form, this file will be fairly large. This parameter may be changed at a later date with the only effect being the selection of distribution detail data to be cleared during period-end processing.
Num of Prior Years Usage Hist to retain	Available options: 01 to 99. This parameter allows you to identify the number of years of usage history to retain for this customer. It is recommended that you retain at least one year of usage history so that you will have the option of generating reorder notice usage graphs from a prior year's period. DB Distributor is able to store usage history in a space-conserving format. As a result, each year of usage history requires very little disk space. This parameter may be changed at a later date with the only effect being the selection of distribution detail data to be cleared during period-end processing.
FMS Cycle	You may group customers to be processed by assigning them the same PM cycle code. If you specify when beginning cycle processing to process by PM cycle, DB Distributor will select those customers whose PM cycle match the cycle that is entered in this parameter.
Should Stock Items be excluded from setup as FMS Items	If this is set to "Y", any stock items added to the items masterfile would have the FMS flag set to "N".
Does Cust have multiple ship-to's	Y or N. Tells the system if this customer has more than one ship-to location.
Default Ship-to	This parameter is used by DB Distributor to default prompting for a customer's location within the Print Management system and customer's ship-to location setup/inquiry. A valid ship-to location must be used.
Default Warehouse	Default warehouse for this customer in your system.
Cost Code format	Should the Cost Code format include the Cost Center, Department, or both. None can also be selected.
Store the Dept section of the cost code in Item Master	If the Cost Code includes the Department section, you can choose is the Department field should be viewable in the Custom Item Setup panel.
Track usage of KIT components	For your KIT items, should the component items have usage statistics kept for them.

Continue to Reporting Controls

Back to PM Customer Setup

▶ PM CUSTOMER - REPORTING CONTROLS

Field	Description
Customer Group Code	If this customer is to be part of a customer group, enter a customer group code.
Should Dist Owned Inventory be reported	Y or N. This determines if distributor owned inventory is reported as part of the on hand amount for PM reports. DB Distributor recognizes the issues that distributors face when deciding whether or not to report form availability. In some situations, a distributor may not want to show large on-hand quantities that resulted from a quantity buy as this may give some customers the feeling that order turnaround will not be an issue with such adequate supplies. Other distributors may face customers that may feel inhibited in ordering a form if large quantities do not seem to be available on an on-going basis. This parameter controls whether or not form quantities from distributor owned inventory should be added to customer owned inventories on PM reports.
Does customer use FMS% Pricing	If the customer charges their using locations a different price than you charge to them, set this to "Y".
FMS Markup	Entered as a percentage. This would be a standard FMS markup for your customer to charge their locations.
Standard Inventory Valuation Method	Is the inventory value based on sell price, FMS sell price, or a bundled sell price?
Reduce On-hand by Committed on Reports	If set to "Y", the on-hand amount will be reduced by any committed quantity on the reports listed.

Continue to

Back to

▶ PM CUSTOMER - REORDER CONTROLS

Field	Description
Primary Customer Contact Code	This should be set as your primary contact with this customer for matters related to Print Management.
Reorder Notice Format	This must be set to one of your valid reorder notice formats in order for reorder notices to be printed.
Subtract committed on RON	Should committed items be subtracted from the on-hand amount when printing reorder notices.
Graph Type for RON	Should the graph on the reorder notice display the current years usage, or the usage of the previous 12 months.
Reorder Notice Message	If needed, you can enter in a standard message to display on reorder notices.

Continue to

Back to

PM Customer - Item Master Defaults

The item master defaults will be used as defaults on new items that are setup for this customer and are marked as FMS items.

Field	Description
FMS Flag	Y or N. Should new items setup for this customer default to being a PM item?
Restocking Status	Should this be based upon a min/max, or based upon a fixed quantity?
Reorder Point in Days	Default reorder point in days supply to be set on the main Custom Item Setup.
Standard Supply Warehouse	Standard warehouse that their items would be pulled from.
Resupply Minimum in Days	Minimum days of supply on-hand before restocking is needed.
Restocking Number of Days	Number of days supply to be ordered when restocking.
Resupply Minimum Quantity	Minimum quantity on-hand before restocking is needed.
Resupply Restocking Quantity	Quantity to be ordered when restocking.

Back to PM Customer Setup

PM Fiscal Year

DB Distributor > Accounts Receivable > Setup > Customers > Print Management Fiscal Year (A/R S1 #12)

Use the Print Management Fiscal Year setup option to setup your customers Fiscal Year to be associated with their Print Management settings.

Follow these steps to complete this panel:

1. Enter a year to view/modify.

2. Enter the number of accounting periods that they use.

3. Enter in the date that the previous Fiscal Year ended.

4. If the period end dates are not automatically populated, you can manually enter them.

Note: In DB Distributor, the Fiscal Year is referred to as the Fiscal Year "ending in". So if the Fiscal Year runs from April to March, then, for example, Fiscal Year 2008 would be from April 2007 to March 2008.

SHIP-TO LOCATIONS

DB Distributor > Print Management > Setup > Customer Location (F/M S2) or
DB Distributor > Accounts Receivable > Setup > Customers > Ship to Location Setup (A/R S1 #11)

Use the Ship-to Locations screen to add shipping locations for both PM and Non-PM Customers.

After entering a customer code, enter in an existing location code to modify, or enter in a new location code to add a new record. Enter in a description for the location, and then you will need to enter in information for the following areas:

- ➢ Address Information
- ➢ Items Management Information
- ➢ Additional Defaults

SHIP-TO LOCATION - ADDRESS INFORMATION

The address information area is used for adding the standard address information for this location code.

Follow these steps to complete this panel:

1. Enter in a name if there is a specific name associated with this location.
2. Enter in the physical address information.
3. Enter in the phone and fax information.
4. Optionally, enter in an Attention and Greeting for this location.

Continue to Ship-to Location - Items Management Information

Back to Ship-to Location Setup

SHIP-TO LOCATION - ITEMS MANAGEMENT

The items management area is used to add information about how Print Management items should be treated that are shipped to this location.

Follow these steps to complete this panel:

1. Enter if this location code has an alternate location code used by the customer.
2. For PM customers, identify if this location is issue-based or counted.
3. For counted locations, mark if there are multiple count stops.
4. Enter a TOPS account if there is one associated with this customer location.
5. If using the Restocking Gateway, enter a Count Entry ID.
6. In the Location Options field, enter an "A" if new entries are not counted, "B" if stock items are not counted, and "R" or "W" for auto-replenishment.
7. Optionally, enter in a Cost Center and/or Receiving Department code.

Continue to Ship-to Location - Additional Defaults

Back to Ship-to Location Setup

▸ SHIP-TO LOCATION - ADDITIONAL DEFAULTS

The additional codes portion of the ship-to location setup will let you setup options similar to those from the customer default data.

Follow these steps to complete this panel:

1. If needed, enter a sales tax code and set the tax exempt status. Orders shipping to this location will use this taxing method as opposed to the main customer defaults.

2. If needed, enter a default supply warehouse.

3. If needed, enter the secure codes to allow all buyers at this location to see certain secure items.

4. If needed, enter a default FOB, How to Ship, and/or Ship Via code to use in place of those in the customer defaults.

5. Mark if this location should be excluded from Web.*ec*, or if Web.*ec* maximums should be ignored for this location.

Back to Ship-to Location Setup

▸ CUSTOMER COUNT LOCATIONS

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Location Count Stops (FMS S3)

For your PM customers that are counted rather than issue based, you may need to setup count locations. The count locations are generally used if the customer has a location code that has multiple buildings or warehouses that would need to be counted. A separate count sheet will be printed for every count stop at a location.

Follow these steps to complete this panel:

1. Enter the customer code to be added or modified.

2. Enter the location code that will need multiple count locations.

3. Enter a count stop code.

4. Enter a description for this count stop location.

5. Mark if the count stop has bin locations.

▸ CUSTOMER COST CENTERS

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Customer Cost Centers (FMS S4)

In addition to having ship-to location codes setup for a customer, you can also setup cost centers. After creating your cost centers, you can add them to the item management area of the customers location code. This field will be used for informational purposes only.

Follow these steps to complete this panel:

1. Enter the customer code to be added or modified.

2. Enter the cost center code to be added or modified.

3. Enter a description for the cost center code.

CUSTOMER CONTACTS SETUP

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Customer Contacts (FMS S6)

The Customer Contacts setup screen can be used for setting up multiple contact codes for your customers.

Follow these steps to complete this panel:

1. Enter the customer code that you need to setup contacts for.
2. Create a contact code for your new contact. This can be alpha or numeric.
3. If necessary, enter an alternate company name.
4. Edit the address, phone, and fax information as needed.
5. Edit the contact name field and the greeting field.

CUSTOMER REPORT SETUP

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Customer Report (FMS S8)

Each of your PM customers might have specific reports that they would like run for them each month. The Customer Report Stream Setup is where you can specify which PM reports you would like to have automatically run for your customers during the Cycle Processing.

Follow these steps to complete this panel:

1. Enter the customer code that you would like to add reports for.
2. Enter the report code that you would like to have run. For a listing of reports and their codes, click here.
3. If the report has multiple sequences it can be run by, enter in the desired sequence number in the Report Number. Sequence 01 would normally be used by default.
4. Enter in a Report Selection Code. It is recommended that you setup an alternate selection for each customer on each report that you wish to run for them. This will ensure that they receive their specific data each time the report is run for them.

PRINT MANAGEMENT REPORT CODES

Each print management report has a code that describes it. The code is the menu code that is used for the report on the CHUI menu.

Report Code	PM Report
R1	PM Status
R2	Grouping Analysis
R3	PM Catalog
R4	Detailed Usage Trend Analysis
R5	Budget/Usage Comparison
R6	Inventory Valuation
R8	PM Usage
RA	Warehouse Release Report

RB	Monthly Activity by Warehouse
RC	Monthly Usage
RD	Usage History Summary
RE	Inactive/Obsolete Item Analysis
RF	Inventory Status
RG	Customer Summary Bill
RH	Detailed Inventory Valuation
RI	Warehouse Release Report 3.8
RJ	Lot Inventory Status Report 3.8

Return to Customer Report Stream Setup.

▶ CUSTOMER GROUP SETUP

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Customer Group (FMS S9)

Customer Group codes can be used to group similar Print Management customers together for reporting purposes. The PM reports that are available to be printed by Customer Group Code are the Print Management Status Report, Grouping Analysis Report, and the Inventory Valuation Report.

Follow these steps to complete this panel:

1. Enter the customer group code that you want to add or modify. You can also use the query button to view existing codes.

2. Enter a description for the customer group code.

3. Enter a group note.

4. Enter in the main customer code for this group, or select one from the query.

5. If needed, enter in additional group codes. The customer's information will also be updated to this group.

▶ CUSTOM ITEM SETUP

DB Distributor > Print Management > Setup > Custom Items (F/M S1)

The custom item setup screen is used for setting up your customer specific items.

Follow these steps to complete this panel:

1. Enter the customer code that this custom item is for.

2. Enter an existing item code to modify it's settings, or enter a new item code to setup a new item. *Note*: When setting up a new item code, you have the option of copying all of the item settings from an existing custom item. To do this, simply enter the customer code and item code that you wish to copy when the "Custom Item - Copy" box appears.

You will then have the following options:

➤ Custom Item Setup/Inquiry - this option contains the basic settings for the item, along with reorder settings, and some basic item statistics. If setting up a new item, you will be taken here automatically.

- Item Inventory - selecting this option will allow you to use the basic settings of this custom item to setup an inventory item with those same settings.

- Custom Item Spec - Ply Section - if you have entered that this item has plys in the custom item setup section, you will need to enter the ply information in this section.

- Custom Item Spec - Composition - the composition section allows you to enter the main item specs. If the product code on this item uses a custom spec template, then this option will take you to enter the custom specs, rather than the system default specs.

- Custom Item Spec - Comments - this option will allow you to enter item specification comments for this item. It is used for adding any additional information about the item that did not fit into the spec area. These comments will print in the comments section of the PO, outside of the spec area.

- Sales Order History Display - this option will bring up a listing of all orders that this item has been on. Basic information about the order will also be shown, including: order number, order date, order type, price, cost, and quantity.

- Customer Location Data - this option will allow you to specify how this custom item is treated at different locations for the customer. You can also view transactions for the locations, and view or create item usage history.

- Custom Item Usage History - this will allow you to view the same usage history that can be accessed in the Customer Location Data section. Usage history is available by actual usage, cost, or budget.

- Custom Item Reorder Notes - this option allows you to enter a reorder note for this item, along with a requisition maximum.

- Delete/Reactivate - this option can be used to delete items, or you can reactivate items that have been set to inactive.

CUSTOM ITEM SETUP/INQUIRY

DB Distributor > Print Management > Setup > Custom Items - Custom Item Setup/Inquiry (F/M S1 #1)

Custom Item Setup/Inquiry is the main section of the Custom Item Setup. This is where the basic setup of the item occurs. The following areas will need to be setup for your items:

- Main Setup - this area includes information such as the product code and vendor code.

- Pricing - this area includes information about cost and sell, cartons, and finder's fees.

- Alternate U/M - this area contains information about using an alternate customer, alternate units of measure, and artwork.

- Reorder - this area is used for setting up reorder points for this item, or reviewing the current status of the item.

- Last Order - the Last Order area contains information about the last order for this item. This includes the order date, order number, quantity ordered, ending number (for numbered items), and the previous job number and job date from the vendor.

- Statistics - the Statistics area shows some basic statistics for this item. This includes Prior Year and Year-to-Date number of invoices, quantity ordered, net sales, gross profit, and gross profit percent.

Back to Custom Item Setup

🔃 CUSTOM ITEM SETUP - MAIN SETUP

Follow these steps to complete this panel:

1. Enter a valid product code, or select one from the lookup.

2. Optionally, enter in left to right and top to bottom dimensions.

3. Optionally, enter in a number of plys. Note: Ply information will only be used if you have selected a product code that uses the standard PO spec template. Product codes that use a custom spec template will not print any information that is entered into the ply section.

4. The item revision field is a non-validated field that is typically used for keeping a date of the last item revision.

5. Enter a valid vendor code, or select one from the lookup. This vendor will be used as the default vendor when orders are placed for this item.

6. Optionally, enter in a plant code if there is a specific vendor location that this item is ordered from.

7. Optionally, enter in a spec code. The Spec Code is used in conjunction with the Specification Copy Utility. This allows you to enter a custom item code, and copy its specifications onto all other custom items that are using the same spec code.

8. Optionally, enter in a contract expires date. If you have a contract for producing and/or distributing this item, you can enter in the date the contract expires. This field is for reference only.

Continue to Custom Item - Pricing

Back to Custom Item Setup/Inquiry

🔃 CUSTOM ITEM SETUP - PRICING

Follow these steps to complete this panel:

1. Enter in a selling unit of measure, quantity per that unit of measure, and sell price per that unit of measure.

2. Enter in a cost unit of measure, quantity per that unit of measure, and the cost per that unit of measure.

3. Select if this item is a numbered item. Numbered items will have a starting number in Order Entry, and will have the ending number entered during PO Receiving. The starting number in Order Entry will be based upon the ending number that shows in the "Last Order" area of the custom item setup.

4. Select if this item is a stock item. This flag tells the system to check your general stock inventory for this item when collecting data for producing usage statistics.

5. Optionally, you can use the "tax type" field to override any taxable settings you would already have set on the customer or any of their ship-to locations.

6. Optionally, enter in a carton weight and carton pack. The carton weight can be printed on a packing list. The carton pack is generally used when entering the sell price in thousands.

7. Optionally, the combination quantity field can be used if you had ordered this item with similar items. The total order quantity would be shown here for reference only.

8. Optionally, enter in a function code. The function code was originally used for entering a function of the item. It is currently used to print select items on the Warehouse Release Report 3.8. On the Warehouse Release Report 3.8, you can specify that only items with a specific function code be printed.

9. Optionally, select if this item is a Print Management item. Items for PM customers can be automatically set to "Y" based on their PM customer parameters.

10. Optionally, you can set an FMS price if the customer would like to charge their using locations a specific prince. This can be printed in place of the sell price on the PM Catalog Report. If you use

FMS percent pricing, you can also enter a percent to mark-up the sell price, rather than setting a specific FMS price.

11. Optionally, if you wish to pay a finder's fee when this item is sold, select a finder's fee type, vendor to pay the fee to, and the rate that should be paid.

Continue to

Back to

CUSTOM ITEM SETUP - ALTERNATE U/M

Follow these steps to complete this panel:

1. If you have enabled use of the Customer Item Code, you may enter an alternate item code for this item, up to 20 characters.

2. If inventory for this item is kept under a different customer code, enter the customer code in the "From" field.

3. If this item has been through an item code change, the previous item code will be displayed, or can be manually entered.

4. Optionally, enter in an Item Contact. This would print on any reorder notices for this item. This field will override the item contact that is set as the overall PM contact for this customer.

5. Optionally, enter in a Reorder Group code. You can specify that this item be considered part of a group of items for reorder reporting. You would normally do this if the item can be combined with other like items for combination pricing. The Grouping Analysis report evaluates items based upon this grouping code and prints them in grouping code order. You can use your query button to look up the possible groups and from the query option, you can set up new reorder groups.

6. Optionally, for artwork, you can specify a filename, status code, and status date.

7. Optionally, enter up to 4 Alternate Units of Issue. You can have up to four alternate units of issue setup for the item and the quantity for each. You will note that certain Print Management Reports give you the option to report using the first alternate unit of issue, so you will want to take this into consideration when setting up multiple alternates. For counted Print Management Items, DB Distributor allows you to specify alternate units of measure for counting purposes. Up to two of these units can be printed on the Print Management Physical Count Sheets in addition to the item's selling unit of measure. This gives you the flexibility to tailor the count sheets for the various units that may be encountered during the count.

Continue to

Back to

CUSTOM ITEM SETUP - REORDER

Follow these steps to complete this panel:

1. Enter in your reorder information:

   ➢ Suggested Reorder Quantity - You can enter a suggested reorder quantity that you wish to print on the customers reorder notice. A reorder point can be reached by setting any of the following 3 fields.

   ➢ Estimated Reorder Date - This field may be manually maintained on the custom item master or can be set as a function of processing an order that has an order line containing a reorder date. It represents the estimated date on which the item will need to be reordered.

   ➢ Reorder Point in Days - This field is manually maintained and represents the desired lead-time, in days, for placing an order for the item. DB Distributor determines the number of days supply for an item based on the item's average monthly usage figures and current estimated on-hand quantities and then compares the result with this field to determine if the item needs to be reordered. The advantage to using this method is that it does not require as much maintenance. As your customer's usage changes, the trigger for the reorder adjusts.

- ➢ Reorder Point Quantity - This field is manually maintained and represents the minimum on-hand quantity before the item needs to be reordered.
2. If needed, modify the item status information:
  - ➢ Item Status - This field is both automatically and manually maintained. It reflects the current status of the Item. This field will automatically be set to "New Item" when it is first created, "Reorder Notice" when the system creates a reorder notice for the item, "Sales Order" when the item is placed on a sales order, or "OK" after a sales order has cleared. You can also manually set the item to "Obsolete Item" or "Analyst Review".
  - ➢ Date - This will be the date the status changed. This will need to be modified if you manually set the item status.
  - ➢ Memo - this field is manually maintained by this system. If applicable, it will display information related to the status that was applied by the system.
3. Optionally, enter in a date to prevent reorder notices from being printed until that date is reached.
4. Optionally, enter in a requisition access code. This two character field is manually maintained and is used for security purposes to limit access to "secure" items. It is used by the optional DB Enterprise Web.*ec* module. If a code is entered here, the buyer in Web.*ec* would have to have this same code in their buyer record in order to be allowed to requisition this item on-line.
5. Optionally, enter in an amount to be used as the requisition maximum for this item.
6. Optionally, you can enter up to 60 characters into the memo field to display any additional information for this item.

Back to Custom Item Setup/Inquiry

CUSTOMER LOCATION DATA

DB Distributor > Print Management > Setup > Custom Items - Customer Location Data (F/M S1 #8)

The Customer Location Data area of Custom Item Setup is used for modifying how the item is to be treated at various customer locations, or to view different usage statistics and transactions by location.

Follow these steps to complete this panel:
1. Enter a customer location code to view/modify.
2. Enter a usage start date for the location.
3. Mark if items are counted at this location.
4. Optionally, enter in a billing department for this item.
5. Optionally, enter in a standard warehouse for this item to be pulled from.
6. Optionally, enter in a shelf code to be used with the Restocking Gateway.
7. Optionally, enter in a memo to be associated with this location for the item.
8. Optionally, you can set the restocking method based upon a min/max, or based upon fixed quantity requisitions.
9. Optionally, you can enter a minimum number of days supply or on-hand quantity to trigger a reorder point. You can also set the quantity to be reorder as a set quantity, or as a certain number of days supply, which will be based upon average usage.
10. Optionally, you can set a manual resupply date and a requisition maximum.
11. You will be able to view the last ship date, last counted date, last count quantity, warehouse shipments since last count, and direct vendor shipments since last count. An estimated on hand amount and estimated outage date is also viewable.

From the Customer Location Data panel you also have the option of going to:

- ➢ Transactions - this option is used to view transactions associated with this location.
- ➢ Count Stops - this option allows you to view the last count information for this location. It will show by bin if needed.
- ➢ Usage History - this option allows you to view the same usage history that can be accessed from the main Custom Item Setup area. Usage history is available by actual usage, cost, or budget.

Back to Custom Item Setup

CUSTOM ITEM USAGE HISTORY

DB Distributor > Print Management > Setup > Custom Items - Custom Item Usage History (F/M S1 #9)

The Custom Item Usage History panel is generally used to review item history by looking at usage or cost on a period-by-period basis. It can also be used to setup a monthly budget for this item per location. *Note*: Depending on how your Statistics Type file is setup, you may or may not have access to all three balance types. For each type, there is also a control that determines if you are allowed to modify the data.

Follow these steps to use this panel:

1. Enter a location code to review/modify.
2. Enter a Fiscal year to review/modify.
3. Select a balance type. The options are:
    - ➢ Usage - this option will allow you to view period-by-period usage for this item.
    - ➢ Cost - this option will allow you to view your cost for this item on a period-by-period basis.
    - ➢ Budget - this option will allow you to view period-by-period budgeted usage for this item.

Back to Custom Item Setup

ITEM NOTES

DB Distributor > Print Management > Setup > Item Notes (F/M S3)

The Item Notes Maintenance panel can be used for modifying or deleting notes that have been added to your custom items as a result of using the Ctrl+F6 feature from the main menu. These are notes that appear when you order the item in Order Entry, or when you call up the Custom Item record.

Follow these steps to complete this panel:

1. Enter the customer code for the custom item.
2. Enter the custom item that needs a note deleted/modified.
3. Enter in the date that the note was created. This is the date that shows along with the note when it appears on the screen.
4. You can then modify or delete the notes as needed.

⏩ REQUISITION CHARGES

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Requisition Charges (FMS S7)

The Requisition Charges screen can be used to setup special charges that should be automatically added to orders at the time of invoicing based upon certain criteria. The available criteria are explained below.

Follow these steps to complete this panel:

1. Enter the customer code that you would like this requisition charge to apply to. *Note*: Leaving this field blank will cause the charge to apply to all customers. If you are divisional, you will need to enter a division code to have the charge apply to all customers of that division.

2. Enter the Special Charge code that will be used for this requisition charge.

3. Enter a billing description to appear on the invoice.

4. To see a table of the remaining fields from this panel, click here.

⏩ REQUISITION CHARGE OPTIONS

Below is a listing of fields from the Requisition Charge Setup screen and a description of the field.

Field	Description
Price	If desired, enter a price for this charge. *Note*: based on what you select in the "Calculation Method" field will determine if the number entered in this field is treated as a fixed amount or a percentage of cost, sales, or value. The same is true for the "Cost or SLSP GP Adj" field.
P-Minimum	If desired, enter a minimum and/or maximum extended price in these fields.
P-Maximum	
Cost or SLSP GP Adj	If desired, enter an amount to adjust the Cost or Salesperson GP. Enter as a negative to reduce salesperson GP.
Comm Code	Enter a commission code if you would like to set a specific commission code to be used for this charge (for "line" type commissions only).
Calculation Method	Choose if the Price and/or Cost or Salesperson GP adjustment field should be calculated as a percent of sales, percent of cost, percent of value, a fixed amount, or if a table should be used.
Type of Charge	Choose if this charge should be per line, per requisition, or per carton.
Apply to Order Type	Choose if the charge should apply to standard invoices, invoices for releases, invoices for billable releases, or more than one invoice type. (Enter any combination of I, R, and W in CHUI, or hold the ctrl key to select multiple types in GUI.)
Apply to Terms Code	Enter a terms code if this charge should only apply to invoices with a specific terms code. *Note*: Use of the terms code field overrides all other options
Should this line be an Acct Cost?	Mark if the line should be an Accounting Cost. "Yes" will generate a cost only accounting line, "No" will treat this as a salesperson GP adjustment.
Memo Charge	This field is currently not used.
Don't print on invoice if Zero amount?	Mark if the line should not print on the invoice if it is calculated as a zero amount.
Omit from B/O's?	Setting this to "yes" means the charge will not be applied if order/req has already been billed.
Apply to supply items?	Mark if this should apply to supply items.
Apply to ship via codes	If desired, enter ship via codes that this charge should apply to, up to 5 ship via codes can be entered.
Warehouse Code - Out	Enter a warehouse code if this only applies to specific outgoing warehouse.

Warehouse Code - In	Enter a warehouse code if this only applies to a specific warehouse an item is coming into.
Inventory Ownership	If desired, designate if this charge should apply only to distributor owned or customer owned goods.
Apply to P/C Set	If desired, enter a product code set that this charge should apply to. If any line on the order contains any of the product codes that are in the Code Set, the automatic requisition charge will be created.
Apply Min/Max to GP Adj. or Cost?	The P-Minimum and P-Maximum fields were originally designed to work if your charge was set as a "per requisition" charge. An enhancement was made that allows the min or max to be applied to "per line" charges as well. You can select if you would like the min/max to apply to the price field, GP Adj., or Cost only line. To not use this enhancement, choose "none".
Only apply to BO Fill Report orders?	On the Backorder Fill Report there is an option to flag customers for Auto Req Charges. That question is used with this question to determine what orders should be charged.
	You can answer Only Flagged Orders (Y), All Orders (N), or Only Flagged orders AND Only this Req Charge (O). If the user answers Y, then only orders flagged when the Backorder Fill Report was run will have the Automatic Requisition Charges applied to them. If the user answers N, the Automatic Requisitions will be applied to all orders, whether they appeared on the Back Order Fill Report or not. If the user answers O, this Automatic Requisition Charge will be the ONLY one applied and it will only apply to orders printed on the Back Order Fill Report. In this last case, even if other Automatic Requisition Charges also meet the criteria for appearing on an invoice, they will NOT be applied. Only the one Automatic Requisition Charge with the O for only flag will be applied.
Cost Code	Data should not be entered into this field at this time.
Prompt before adding charge to invoice?	You can select if you would like to receive a message before the requisition charge is added to the invoice.

▶ REORDER GROUPING CODES

DB Distributor > Print Management > Setup > Other > Setups and Parameters > Reorder Grouping Codes (FMS S5)

Reorder Grouping Codes allow you to define the major ways that forms may be run in combination. Within a reorder group, you may specify which of the following features must be the same for forms to be produced in combination:

- ➢ Length
- ➢ Width
- ➢ Product Type
- ➢ Number of Parts

The Reorder Grouping code is set on the Custom Item Master and is used by the Reorder Grouping report. Forms are printed by reorder grouping code. In addition, if all forms with this reorder grouping code do not have all the required characteristics in common, they will be printed as sub-groups on the Reorder Grouping report.

Follow these steps to complete this panel:

1. Enter the reorder grouping code that you want to add or modify. You can also use the query button to view existing codes.
2. Enter a description for the group.
3. Select which of the previously mentioned four features must be the same.

ABOUT CYCLE PROCESSING

The Cycle Processor is used as a process to update your usage statistics for your Print Management customers and their items. The Cycle Processing will vary in its operation based upon how you have setup your Print Management customers and their items. Here are the main areas that will be covered:

> Cycle Processor
> Count Sheet Printing, Count Entry, Count Checklist, and Count Update (Optional - for Counted customers only)
> Restocking Report (Optional)
> Customer Reports (Optional)
> Completing the Cycle

There is also a list of items that should be checked before starting the Cycle Processor. These items include:

> Entering and Updating all Releases
> Performing any necessary Item Code changes
> Adding/Deleting Count Stops for Counted Customers
> Auditing Distributor Inventory

CYCLE PROCESSOR

DB Distributor > Print Management > Cycle Processing > Cyle Processor (F/M P1)

After all pre-cycle checks and changes have been performed, along with any distributor warehouse audits, the Print Management Cycle may be started. You can choose to run the cycle for a single customer, or you can run the cycle for a group of customers that share the same Count Cycle code. After entering a single customer code, or a count cycle code, you can proceed. You will automatically be returned to the menu. The Cycle Processor screen also has an "inquiry" option that will allow you to see the status of customers and locations that are currently being processed.

Effects of Starting the Cycle

1. Creation of PM Cycle Control Record - When you start the PM Cycle, a control record is created for each customer location that is being processed. This record prevents you from starting the cycle processing twice for the same customer.

2. Update of Customers PM Period - As each customers cycle is started, DB Distributor increments the "Last completed FMS reporting period" field in the Customer Master record. Prior to this point, any reports to be printed would have referenced the *last* FMS period for the customer. As of the start of the PM Cycle, we are going to process and report data for the *next* period.

3. Freezing of Location Data - When the PM Cycle is started, DB Distributor records (freezes) the current status of each customer's inventory which is stored at either the distributor's warehouse or the customer's location. This snapshot of inventory activity is used by DB Distributor as the basis for the PM Cycle and PM Reports. This allows for billing and ordering to proceed without affecting the consistency of figures reported to the customers via PM Reports.

At this point, you would continue to Count Sheet Printing for *counted* customers, or processing for *issue based* customers would continue to the Restocking Report (optional), Customer Reports (optional), or go directly to Complete the Cycle.

COUNT SHEET PRINTING

DB Distributor > Print Management > Cycle Processing > Count Sheet Printing (F/M P2)

For your PM customers that are counted customers, you will need to print count sheets for the locations that you will be performing a physical count at for this cycle. To print the count sheets, simply select which customers, locations, and items you would like to print count sheets for. To print all available count sheets, leave all of the ranges set from FIRST to LAST. Press the Print Report button to print your count sheets, then you can proceed to Count Entry.

Additional Count Sheet Information

DB Distributor prints count sheets for those items at a customer's locations that have been identified as counted items. As a result there is a different approach for gathering counts for locations in the current cycle that are being counted for the first time.

Reactive Count Sheets - When you establish a PM Customer as being counted, DB Distributor does not assume that all items you have setup for the customer are being used at every location. DB Distributor works in a reactive mode when determining which items should appear on the count sheet for a location.

The key for an item appearing on a customer's location count sheet is the existence of a Customer Location Data record on the Item Master, with a "Y" setting to the following field: "Is item counted at this location?" This Customer Location Data record can either be established manually or by the system following the processing of a factory order or warehouse release.

Newly Counted Item - When a new item is encountered during a count (one not on the system generated count sheet) it needs to be manually noted on the count sheet by the representative performing the count. The entry and subsequent processing of the count will establish the item as being used at the location and it will print on the next count sheet.

Count Stops - The same rules are true for location count stops. When multiple count stops are first established at a location, the representative performing the count will need to manually note the count stop of each item. When the count is entered along with the count stop, DB Distributor will record which items were counted at each count stop. In future cycles, separate count sheets will be printed for these count stops.

New Counted Locations - If a customer location is to be counted for the first time, the information about which items are used at the location may not be available. The initial count will establish the on-hand quantities at the location (along with a corresponding Customer Location Data record on the Item Master, if not already in existence) and enable future counts to determine usage data. For this first count, your representative can use a copy of the customer's Client Items Catalog as an initial count sheet. This report will show all items that you have setup on the item master for the customer. Print a Client Items Catalog for each customer in the current PM Cycle that is being counted for the first time. The representative will need a copy of the Print Management catalog for each customer location. Before distribution, manually note the appropriate customer's location code on each copy of the customer's Items Catalog. You will need to know which locations the counts were performed at when entering them back into the system.

Previously Counted Locations - When item counts are entered for a customer's location, DB Distributor records which items are used at which locations. Following the first count entry, DB Distributor is able to

generate count sheets. Based on the counted customers, for whom the PM Cycle has been started, DB Distributor has gathered the necessary data to print count sheets.

▶ COUNT ENTRY

DB Distributor > Print Management > Cycle Processing > Count Entry (F/M P3)

Following the counting of the customer's location, you will need to enter the counts back into the system. Based on the counts entered, DB Distributor will be able to determine usage for each item in its last count. The following steps assume you will be using either completed customer count sheets or a customer's Print Management catalog with counts (for those customers who were counted for the first time). If count sheets have been generated for the customer, then the count entry program will automatically prompt you for item counts in the same order in which they were printed on the customer's count sheets.

Follow these steps to complete this panel:

1. Enter the Customer Code from the top of the count sheet (or items Print Management catalog) and press ENTER.

2. Enter the Customer Location and press ENTER. The location will be in the header of the count sheet or should have been noted on the items Print Management catalog.

3. Enter the Count Date. If you are entering counts in addition to some made earlier, then DB Distributor will default the count date to the date under which counts already exist. In this case simply press ENTER to accept the defaulted date. If this is the first time that you have entered counts (during the current cycle) for this customer, you will be required to make this entry. In this case, type in the appropriate count date and press ENTER. Note: If a Warning message is received concerning the customer's period, refer to Effect of Count Date.

4. Enter the Count Stop. If the customer does not have multiple count stops, press ENTER and go to the next step. If this customer has multiple count stops (identified on the Customer Ship-to Location Setup/Inquiry sub menu option), then you will be prompted for the count stop now. Type the location's count stop and press ENTER.

5. Enter the counted Item Code. If entering counts from a count sheet, press ENTER, and DB Distributor will automatically display the next item for the location you are working with. If you are entering first-time counts from a customer's Items Catalog, type the counted item code and press ENTER.

6. The system will now be prompting you for the count quantities. You will first be allowed to enter the quantity in the unit entered in the Carton Pack field on the Item Master (under the Item Setup/Inquiry sub menu option). Following this you will also be allowed to enter counts in existing alternate units-of-issue or to establish new alternates for this item. For these entries type the appropriate count quantity beside the corresponding unit-of-issue and press ENTER. Following your entries, the system will update the accumulated count quantity and an updated usage figure for this item. If the usage shown is negative, click here.

    ➢ Entering/Changing a Unit of Issue - For some counted items, you may need to enter a count in a unit-of-issue that is not displayed on the count entry screen for the item. DB Distributor will allow you to either change an existing unit to reflect a new packaging quantity or enter a new unit entirely.

    ➢ Changing an Existing Unit-of-Issue Quantity - If the displayed quantity associated with an item's primary or alternate unit-of-issue differs from the quantity noted on the customer's count sheet, simply go to that field and updated it with the correct quantity.

    ➢ Entering a New Alternate Unit-of-Issue - DB Distributor allows you to enter a count in an alternate unit-of-issue that is not currently displayed on the count entry screen if no more than two units-of issue are currently displayed. If all three available units are used, you would need to change one of the existing units of issue. Following the entry of counts at the displayed units-of-issue, the system will advance the entry prompt to the Unit field. Type the appropriate unit and press ENTER. The system will again be prompting you for Quantity.

    ➢ Zero Count Quantity - If you fail to enter a count or the count you enter is zero, you will receive the following prompt after completing the count entry for an item: VERIFY: The count was zero at this location. If you say "Yes", a zero count for this item will be recorded. If you say "No", the system removes the count entry, preventing updating of any count for this item.

7. Save the record and proceed to enter the counts for the additional items. When all item counts are entered, Save and then Exit. You may then proceed to the Count Checklist Report, or the Count Update.

▶ EFFECT OF COUNT DATE

When items are counted, DB Distributor calculates usage based on the current physical count and date, and the last physical count and date. After calculating the usage that has occurred since the last count, DB Distributor will distribute this usage between the two count dates. Thus the count date you enter determines the ending date for this usage distribution.

➢ Current Count Date is AFTER the Current Period Ending Date - If the count date you have entered is beyond the ending date for the customer's current PM period, DB Distributor will display a warning message to this effect. Some distributors prefer to have the usage show in the current period, even if the count was performed a few days off from the period ending date. In this instance, you would enter the period ending date for the count date, not the actual count date. If you accept the entered date, DB Distributor will prorate the usage calculated since the last count date and update it into the next period. This means that the reports printed for the current reporting period will not match the total usage calculated since the last count.

➢ Current Count Date is BEFORE the Current Period Ending Date - If you were to enter a date prior to the ending date of the current period for this customer, DB Distributor will put all the calculated usage into the current period. In addition, when the next count is entered, some of the usage will be updated into the prior reporting period.

Back to Count Entry

▶ NEGATIVE USAGE

You may encounter situations where shipment of an item has reached your customer's location but has not yet been fully processed in DB Distributor. In this situation, the count of the item at the customer's location will include the shipment but DB Distributor will not have this quantity recognized as a shipment to the customer. When the count is entered a negative usage will result.

The adjustment feature allows you to compensate for these situations and accurately report usage. This is done by entering a negative count that is equal to the unprocessed shipment. The key to this negative entry is that it is entered under the Unit 'ADJ', along with an appropriate Unit/Quantity. The entry of the 'ADJ' Unit should be done by following the discussion on Entering a New Alternate Unit-of-Issue (under step 6). When the counts are updated, the negative quantity entered under the 'ADJ' entry will be posted to the Shipments field on the Customer Location Data sub menu option on the Item Master. When the associated shipment is processed it will also be posted to the Shipments Since field, thus zeroing out the effect of the 'ADJ' entry but allowing correct usage figures to be reported during PM Reporting.

Back to Count Entry

▶ COUNT CHECKLIST REPORT

DB Distributor > Print Management > Cycle Processing > Count Checklist Report (F/M P4)

Once all the count information has been entered, this report may be printed. This report is especially useful as a tool to track down count discrepancies if multiple packs are frequently used or there are

multiple count stops at a customer location. This report prints **all** the detail information about the count in the same order as the count sheets. The Physical Count Usage Audit report that is run prior to the updating of the Cycle data shows summarized information by location and item. You also have the option of printing only uncounted items and/or counts that resulted in negative usage. When using either, or both, of these options, you generate a report that can easily pinpoint count or data entry errors.

Follow these steps to complete this panel:

1. Enter a range of customers, locations, and/or items that you would like to print the report for.

2. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

3. Review the **Output Options**.

4. Click **Print Report**.

Proceed to the Physical Count Audit/Usage Update

PHYSICAL COUNT AUDIT/USAGE UPDATE

DB Distributor > Print Management > Cycle Processing > Physical Count Audit/Usage Update (F/M P5)

The next step in running your PM Cycle is the updating of the data collected since the start of the cycle. This process requires the printing of the Physical Count Usage Audit Report that will be followed by the Cycle Update. The following areas are affected by the update:

➢ Create Item Customer Location Data Records

➢ Item Usage/Cost Statistics

➢ Item Average Monthly Usage

➢ Last Count Information (Counted Locations Only)

➢ Shipments Since Data

➢ PM Report Data

As with the Cycle Processor itself, this report can be run by customer, or by count cycle code. The Physical Count Usage Audit Report is designed to report the PM data that will be posted by the subsequent update. The information on this report will differ in layout depending upon the PM Method being used at the customer's location. Following the printing of the Physical Count Usage Audit Report, DB Distributor will proceed to the update phase.

Following the completion of this update, there are some additional processing steps that need to be taken prior to completing the cycle. These steps include the printing of the Restocking Report and the printing of Customer PM Reports.

The following is additional information on the areas that are updated at this time:

Create Item Customer Location Data Records

If first-time counts were entered during the Cycle for previously non-counted items, the update will attempt to post various pieces of information to the Customer Location Data sub menu option record on the Item Master. If this record does not exist at the time the update is run, it will be automatically created. DB Distributor will also set the following prompt to 'Y' if the customer location PM Method is 'C' (Counted): Is item counted at this location? Y. With this field now set, the item will print on the next printing of the count sheets for the customer's location.

Item Usage/Cost Statistics

- ➢ Counted Locations - The update will post the usage figures reported on the Physical Count Usage Analysis Report to the customer's usage calendar (available under the Item Usage History sub menu option on the Item Master). The data is updated in the customer period(s) and year(s) between the last count date and the current count date.

- ➢ Issue Based Locations - Posting to the customer's usage calendar for Issue Based items is not required during the Cycle update, as posting occurs following the updating of completed shipments to a customer's location.

- ➢ Cost Statistics Record - There is an additional Cost statistical record, which is designed to represent the system's estimate as to the cost (based on Sell Price) of the usage at a customer's location. At the point that the usage quantity is updated, a calculation is made to determine the cost of that usage, using the current Sell price. This dollar amount is then updated to a Cost statistics record for the same customer year and period(s) as the usage quantity.

Item Average Monthly Usage

For Counted or Issue Based locations, DB Distributor will update the item's Average Monthly Usage figures. For Issue Based locations, the calculation is controlled by your PM System Parameters settings. If a count is updated for an item, the actual usage for the period of time since the last count is calculated by DB Distributor. This quantity is posted to the Customer Calendar as the usage for the period.

Last Count Information

For those items which counts were entered, the last count date and quantity fields (available under the Customer Location Data sub menu option on the Item Master) are updated with the count date and total count quantity as entered in the count entry program and reported on the Physical Count Usage Analysis Report. Note: Adjustment (ADJ) entries made in "Count Entry" do not affect the "Count Quantity". They are separated out and posted to the "Shipments Since" field (e.g. Count entered: 1,500 ADJ: -1,000 Updated Count: 1,500).

Shipments Since Data

- ➢ Reduced by Frozen Shipment Figures - For Counted locations, the current Shipments Since field for this location (available under the Customer Location Data sub menu option on the Item Master) is reduced by the quantity shown on the Physical Count Usage Audit Report's "Shipments" columns. This quantity represents the shipments that had been completely processed at the time the cycle was started and the location data frozen.

- ➢ Adjustment (ADJ) Entries - If Adjustment (ADJ) entries were made for an item during count entry, the adjustment quantity will be added to the result of subtracting the frozen "Shipments Since" figures from the current "Shipments Since" field (discussed above). The negative adjustment quantity, when added to the Shipments field, would be offset when the corresponding unprocessed shipment was updated.

PM Report Data

Following the posting of the above-mentioned figures, DB Distributor will automatically run the PM Report Update. This process accumulates all of the needed data for generation of the PM reports.

RESTOCKING REPORT

DB Distributor > Print Management > Cycle Processing > Restocking Report (F/M P6)

This report is used to track those items which have a Replenishment Supply Method established under the Item Master - Customer Location Data sub menu option. For these items, the Cycle Update will check if the on-hand quantity of an item for a Counted location falls below the restocking points (either the quantity or the days supply on-hand) that have been established under the Item Master - Customer Location Data sub menu option. If this situation exists, the item is flagged as being below its restocking point, and a record is written to the Restocking Report file.

The Restocking Report then prints all items and stock items that were written to the Restocking Report file. The report prints, by customer, all items marked as replenishment that were Customer Specific Items and next prints all items that were Stock Items. The resulting report is designed as a worksheet for data entry into the requisition entry program or the sales order entry program.

Follow these steps to run this report:

1. Set any ranges that are needed for limiting the data taken into consideration when looking for items to be restocked.

2. Set the additional fields as needed to control how the data will print, and what additional information will print.

CUSTOMER REPORTS

DB Distributor > Print Management > Cycle Processing > Customer Reports (F/M P7)

If you have established report streams for your customers, as setup in the Customer Report Setup, then you may use the Customer Reports option to de-queue all of the reports.

Follow these steps to run this report:

1. When prompted if you would like to begin processing the customer reports, choose **Yes**.

2. Select the appropriate printer, form type, and task type, then choose **Proceed**.

COMPLETE THE CYCLE

DB Distributor > Print Management > Cycle Processing > Complete the Cycle (F/M PZ)

Completing the Cycle is the final processing step in the running of the PM cycle. This procedure removes the PM Cycle Control records for those customer locations that have been processed during the current cycle, preparing the Cycle Control file for the next running of the cycle for these customers.

When entering this screen you will need to select if you need to complete the cycle by **Customer**, or by **Whole Cycle**. Selecting Customer will prompt you to enter a Customer code to process. Selecting Whole Cycle will prompt you to enter a Cycle code to process. After selecting your customer or cycle code to process, click **Proceed**. Following the completion of the cycle, you will be returned to the menu.

ITEM LABELS

DB Distributor > Print Management > Cycle Processing > Item Labels (F/M P8)

Similar to the Customer Mailing Labels in Accounts Receivable, the Item Labels panel is used for creating labels for your items.

Follow these steps to complete this panel:

1. Enter a range of customers and/or item codes to limit your selection.

2. Enter the label codes to print.

3. Enter the various information about positioning, spacing, lines, etc.
4. Select if you want to print only PM items or all items.
5. Review the **Output Options**.
6. Click **Print Report**.

📺 ABOUT REORDER PROCESSING

DB Distributor provides you with the ability to monitor those items that will soon require reordering from the factory. DB Distributor determines that an item has reached this point based on established reorder points on the Item Master. Along with the ability to monitor these items is the option of printing Reorder Notices that can be used to stimulate orders from your customers.

This section addresses those tasks involved in processing reorder information. Generally, reorder processing should immediately follow the completion of the PM Cycle. In this way, it becomes easier to schedule their processing since it falls in conjunction with the Cycle Processing. DB Distributor will, however, allow you to process Reorder Notices at any time.

NOTE: It is not recommended that Reorder Processing be done during a PM Cycle as the PM Cycle will be changing the data used by the reorder notice programs. Also, Reorder Processing is generally a procedure performed for PM Customers. For Non-PM Customers, you will have to start the Reorder Process by running the Customer Reorder Report.

The main areas of Reorder Processing include:

➢ **Establishing Reorder Points**

The criterion DB Distributor uses to determine whether an item is ready to be reordered is manually established on the Item Master under the Reorder Tab menu option in the Custom Item Master.

➢ **Creating Reorder Notice Print Records**

The Reorder Notice Print Records are the indicators used by DB Distributor that a Reorder Notice is ready to be printed for a customer's item. Creation of these print records can be accomplished through either automatic or manual methods.

Automatic - As discussed in the System Parameter Setup, you may specify whether or not Reorder Notices will be automatically generated as a result of the PM Cycle Usage Update. If this parameter has been set to 'Y' (checked), then DB Distributor will automatically create the Reorder Notice Print Records and you are ready for printing Reorder Notices. Reorder Notice print records can also be automatically generated by running the On-Demand Notice Report.

Manual - Reorder Notice print records can be manually generated as a result of running the Manual Notice Selection option on the menu.

➢ **Generating Reorder Notices**

Once the Reorder Notice Print Records are generated in the Reorder Notice print file, you are ready for printing the Reorder Notices.

➢ **Removing Reorder Notice Print Records**

The Reorder Notice Print Records exist both before and after printing of the Reorder Notice. Prior to printing, the existence of these records identifies those items for which notices are to be printed. Following printing, these records are updated with the notice printing date and are used as status records for the printed notices. Removal of these print records can be accomplished through either automatic or manual methods.

Automatic - The Reorder Notice Print Records will generally be removed by the system as a result of normal processing. The records will automatically be removed if the item is deleted, marked as obsolete on the item master, or if a Purchase Order is issued for the item.

Manual - The Print Records can also be removed from the file at any time by going to the Manual Notice Selection screen, calling up the print record, and simply deleting it.

CUSTOMER REORDER REPORT

DB Distributor > Print Management > Cycle Processing > Reorder/Low Stock Functions > Customer Reorder Report (FMO RA)

DB Distributor offers the flexibility of monitoring those items that are ready to be reordered for non-PM Customers. Identification of these items is done using the Customer Reorder Report. Following the identification of the items in question, Reorder Notices can be generated through the use of the Manual Notice Selection and Reorder Notice Printing functions. This report may also be used for PM items.

Follow these steps to run this report:

1. This report can be printed by Salesperson, or by 2nd Salesperson.
2. To narrow the selection criteria, you can choose a range of Salespersons, Customers, Items, Product Codes, and/or Item sizes to search.
3. Select a range of dates that items would need to be reordered within.
4. Enter a date if you want order history only to be looked at after a certain date.
5. Choose if you want the items found to write to the Reorder Notice Print file, and if so, should they overwrite existing RON's.
6. Choose if you want PM items to be included in your search. You would generally not include PM items if you process them at the time of Cycle Processing.
7. Choose the item types to include on the report. You can select any combination of inventory, customer inventory, custom items, and non-stock items.
8. Review the **Output Options**.
9. Click **Print Report**.

MANUAL NOTICE SELECTION

DB Distributor > Print Management > Cycle Processing > Reorder/Low Stock Functions > Reorder Notice > Manual Notice Selection (FMO R1)

The Manual Notice Selection screen is used to either add additional notices to an existing list of reorder notices to be printed, or to selectively specify items for which you want a Reorder Notice to print.

Follow these steps to complete this panel:

1. Enter a Customer code, Item code, and, if needed, a Location code.
2. Mark if the notice should be printed.
3. Enter either a specific quantity to be ordered, or a number of months supply to order. If entering a number of months supply, this will be converted to a quantity based upon the average monthly usage figure on the item.
4. Optionally, enter any comments you would like added to the notice.
5. Optionally, specify a warehouse or customer location to ship the reorder to.
6. Click **Save**.

▶ ON-DEMAND NOTICE REPORT

The On-Demand Notice Report will show those customer items that DB Distributor has evaluated as being ready for reorder. As a result of printing this report, you may specify whether Reorder Notice Print Records should be generated for each item listed on the report.

Follow these steps to run this report:

1. This report will print by Customer and Item code.

2. Optionally, enter a Customer or Item code range to narrow your search.

3. Choose an option on the "Update notice data to" field:

   ➢ RO Notice - this option will instruct DB Distributor to create a Reorder Notice Print Record for every item reported on the resulting On-Demand Reorder Notice report.

   ➢ Online Svc - this option will instruct DB Distributor to create a Reorder Notice Print Record and an On-Line Reorder Notice Record for every item reported on the resulting On-Demand Reorder Notice report. (This option only operational if the On-Line Services Module is installed.)

   ➢ None - this option will prevent the posting of any Reorder Notice record. This option should be used if you simply want to print and review the report without any intention of generating Reorder Notices at this time.

4. Choose an option on the "Clear existing entries" field:

   ➢ Yes - this option will instruct DB Distributor to clear any previously created Reorder Notice Print Records within the customer/item range that is currently specified.

   ➢ No - this option will instruct DB Distributor to leave any previously created (manual or automatic) Reorder Notice Print Records intact. Any existing Reorder Notice Print Records will be overwritten by information generated by this report.

5. Choose an option on the "Update notices if no reorder point" field:

   ➢ Yes - this option will instruct DB Distributor to report items that do not have any of the reorder fields set on the Item Master.

   ➢ No - this option will instruct DB Distributor to not report items that have none of the reorder fields set on the Item Master.

6. If the previous question is set to Yes, then you will need to enter a message to be used on the report to indicate no reorder point has been set for the item in the "Message to indicate no reorder point" field.

7. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

8. Review the **Output Options**.

9. Click **Print Report**.

▶ REORDER NOTICE PRINTING

The Reorder Notice Printing panel is used for printing Reorder Notices that have been manually or automatically added to the Reorder Notice Print File.

Follow these steps to run this report:

1. This report will print by Location for each Customer.
2. Optionally, enter a Notice Type or Format to limit the selection.
3. Optionally, enter a range of customers, locations, and/or items to limit the selection.
4. Choose if you want to print only new notices, only previously printed notices, or both.
5. If you are printing reprints, you can select a cutoff date to exclude reprinting notices that have recently been printed.
6. Review the **Output Options**.
7. Verify that you are using the correct notice forms.
8. Click **Print Report**.

NOTICE STATUS REPORT

DB Distributor > Print Management > Cycle Processing > Reorder/Low Stock Functions > Reorder Notice > Notice Status Report (FMO R4)

The Notice Status Report is used to show the status of outstanding Reorder Notices.

Follow these steps to run this report:
1. This report will print by Customer and Location.
2. Optionally, enter a Notice Type or Format to limit the selection.
3. Optionally, enter a range of customers, locations, and/or items to limit the selection.
4. Review the **Output Options**.
5. Click **Print Report**.

INACTIVE ITEM ANALYSIS

DB Distributor > Print Management > Cycle Processing > Reorder/Low Stock Functions > Inactive Item > Analysis (FMO N1)

The Inactive Item Analysis report is used to identify items that have become inactive, based upon a definition of your choice. You can then follow this up by printing Inactive Item Notices.

Follow these steps to run this report:
1. Use the ranges to narrow the data searched by customer and/or item code.
2. Set the required number of days of inactivity that should be used to determine if an item is "inactive".
3. Optionally, you can choose to have an item be classified as "inactive" if it has not been ordered from a factory within a certain number of days.
4. You can require that items only be marked as "inactive" if they meet both of the criteria you set in steps 2 and 3.
5. Use the additional questions to determine what additional information should print on the report.
6. If you want to print Inactive Item Notices, set the "Update Inactive Item Notice Print File" question to "yes".
7. Review the **Output Options**.
8. Click **Print Report**.

INACTIVE ITEM NOTICE PRINTING

DB Distributor > Print Management > Cycle Processing > Reorder/Low Stock Functions > Inactive Item > Notice Printing (FMO N2)

The Inactive Item Notice Printing panel is used to print Inactive Item Notices for items that have been set as "inactive" by running the Inactive Item Analysis.

Follow these steps to run this report:

1. Enter a range of Customer and/or Item codes to narrow your search.
2. Set the Flexible Format code to be used.
3. Review the **Output Options**.
4. Click **Print Report**.

🞂 PRINT MANAGEMENT REPORTS

Use the Print Management Reports to check the status of your customer specific items and inventory items. The following is a list of PM Reports that are available for review:

Customer Reports

Print Management Status

Grouping Analysis

Print Management Catalog

Detailed Usage Trend Analysis

Budget/Usage Comparison

Inventory Valuation

Print Management Usage

Print Management Report Data Update

Item Management Reports

Warehouse Release

Monthly Activity by Warehouse

Monthly Usage

Usage History Summary

Inactive/Obsolete Item Analysis

Inventory Status

Customer Summary Bill

Detailed Inventory Valuation

Warehouse Release Report 3.8

Lot Inventory Status Report 3.8

🞂 PRINT MANAGEMENT STATUS

DB Distributor > Print Management > Reports > Customers > Print Management Status (FMR R1)

The Print Management Status Report was designed to be a general purpose customer report. The printed report will include both usage information and item availability information. Current period, year-to-date, and average monthly usage figures are reported. Quantities in the warehouse, as well as quantities at customer counted locations, are shown and the total available at all locations is translated into a days supply. This days supply figure, when compared to the minimum requirement in days makes this report useful in determining those items that need to be reordered.

Follow these steps to run this report:

1. Select if you want to run this report by Item Code, Location Code, or by Customer Group.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to [Print Management Reports](#)

GROUPING ANALYSIS

DB Distributor > Print Management > Reports > Customers > Grouping Analysis (FMR R2)

Reorder grouping data is collected and sorted as part of the PM Cycle Update. This report allows you to consider items which are close to their reorder points so that they may be recorded along with items below their reorder points. This allows you to take advantage of "combo" discounts offered by manufacturers. The Grouping Code is setup on the item master in the Alternate U/M tab in GUI, and under the Reorder and Other Item Data option of the item master setup in CHUI. The printed report will include both usage information and item availability information.

Follow these steps to run this report:

1. Select if you want to run this report by Customer or by Customer Group.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to [Print Management Reports](#)

PRINT MANAGEMENT CATALOG

DB Distributor > Print Management > Reports > Customers > Print Management Catalog (FMR R3)

For situations where your customer resells items to their other locations, they often require a listing of their available items. This report allows you to provide a catalog of the items you handle for your customer, along with the flexibility in the printing of pricing and units-of-issue.

Follow these steps to run this report:

1. This report will print by Customer and Item code.

2. Optionally, enter a Customer or Item code range to narrow your search.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to [Print Management Reports](#)

⏩ Detailed Usage Trend Analysis

DB Distributor > Print Management > Reports > Customers > Detailed Usage Trend Analysis (FMR R4)

The Detailed Usage Trend Analysis Report is used for printing monthly usages for an entire year along with a yearly total. This can be useful in determining items that may be seasonal in nature, and in determining suggested reorder quantities.

Follow these steps to run this report:

1. This report will run by Customer and Location code.
2. Optionally, enter a range to narrow your search by Customer, Location, and/or Item code.
3. Optionally, you can choose to print the prior years information, and have the quantities print scaled to the selling unit of measure.
4. Review the **Output Options**.
5. Click **Print Report**.

Go to

⏩ Budget / Usage Comparison

DB Distributor > Print Management > Reports > Customers > Budget / Usage Comparison (FMR R5)

Use the Budget / Usage Comparison Report to compare your budgeted costs against your actual usage. Even if you have not established budgets (in the custom item usage history section of the custom item setup), this report will help you to estimate the annual cost of items for your customers.

Follow these steps to run this report:

1. Select if you want to run this report by Customer, Customer and Item, Customer and Location, or by Customer Group.
2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.
3. Optionally, you can choose if you would like the "budget" columns to print, and you can also select a column to sort by.
4. Review the **Output Options**.
5. Click **Print Report**.

Go to

⏩ Inventory Valuation

DB Distributor > Print Management > Reports > Customers > Inventory Valuation (FMR R6)

The Inventory Valuation report will use the on-hand amount from both customer and distributor locations along with cost information to come up with a value for existing inventory. It is unique in that you may

print it for the value of items in the distributor warehouse, the value of the items at the customer location (based upon last count information for counted customers), or the value of both.

Follow these steps to run this report:

1. Select if you want to run this report by Item, Location, or Customer Group.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, use the "Print only Customer Totals?" question to print a summary version of the report that will show only value of inventory per customer, and not the item detail.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to Print Management Reports

💾 PRINT MANAGEMENT USAGE

DB Distributor > Print Management > Reports > Customers > Print Management Usage (FMR R8)

The Print Management Usage Report is generally run at the end of Cycle Processing to show the most current usage by period, and to display the current inventory in the distributor warehouse and at the client site.

Follow these steps to run this report:

1. Select if you want to run this report by Customer and Item Code, or by Salesperson and Customer Code.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Review the **Output Options**.

4. Click **Print Report**.

Go to Print Management Reports

💾 PRINT MANAGEMENT REPORT DATA UPDATE

DB Distributor > Print Management > Reports > Customers > Print Management Report Data Update (FMR U1)

The Print Management Report Data Update is used for updating your PM data to be available for the PM reports. The PM reports generally will print the information as of the end of the last Cycle Processing, as this update automatically occurs at the end of the PM Cycle. You can also run this update outside of the Cycle Processing to run interim reports for your issue-based PM customers, and count-based PM customers where a mid-cycle count has been performed.

Follow these steps to run this report:

1. Select if you want to run this report by Customer or Group. If you need Interim versions of the report, you will need to click on this option first.

2. Enter the customer or group that you need to process.

3. You will then need to confirm if you would like to print interim versions of the PM Reports, and if you would like to update the data for the PM reports.

Go to Print Management Reports

WAREHOUSE RELEASE REPORT

DB Distributor > Print Management > Reports > Items > Warehouse Release (FMR RA)

The Warehouse Release Report is the most detailed cost center report available. This report may be printed as a periodic report of the Print Management Cycle, or for reporting activity since the last cycle processing, or for printing real time and historic activity. Usually this is used to report monthly releases in dollars for specific locations, cost centers, or departments. Direct shipments can also be included. There is also an optional recap of cost center activity at the end of the report.

Follow these steps to run this report:
1. This report will run by Customer.
2. Optionally, you can enter a range of Locations, Items, and/or Activity Dates to narrow your report.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the **Output Options**.
5. Click **Print Report**.

Go to Print Management Reports

MONTHLY ACTIVITY BY WAREHOUSE REPORT

DB Distributor > Print Management > Reports > Items > Monthly Activity by Warehouse (FMR RB)

The Monthly Activity by Warehouse Report is used to see all activity, by item, for the current PM cycle. Each transaction lists the type of activity (release, receipt, etc.), and the warehouse and/or customer location affected by the transaction. A dollar value is assigned for each transaction. A recap at the end of the report lists total value of Releases, Receipts, Adjustments, and Total Activity. A customer can track the value of inventory held in the distributor's inventory by using this report.

Follow these steps to run this report:
1. This report will run by Item code.
2. Optionally, enter a range Items, Customers, and/or Locations to narrow your search.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the **Output Options**.
5. Click **Print Report**.

Go to Print Management Reports

MONTHLY USAGE REPORT

DB Distributor > Print Management > Reports > Items > Monthly Usage (FMR RC)

The Monthly Usage Report summarizes all warehouse shipments made by item code. For each item, the total quantity shipped and a corresponding value will be shown. The period reported is either based on information that is part of a cycle, or activity that has occurred beyond the cycle. While the intent is to see the value of item releases for a period, direct shipments may also be reported. The value reported may be the value at the time of release, the current sell price, the billed amount for bill-as-shipped items, or a set catalog (FMS) price.

Follow these steps to run this report:

1. This report is run by Customer and Item code.
2. Optionally, enter a range of Customers and/or Item codes to narrow your search.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the **Output Options**.
5. Click **Print Report**.

Go to Print Management Reports

USAGE HISTORY SUMMARY REPORT

DB Distributor > Print Management > Reports > Items > Usage History Summary (FMR RD)

The Usage History Summary Report will print monthly usage and a yearly total for each item. This can be run for multiple years. This can be useful in determining items that may be seasonal in nature, and in determining suggested reorder quantities.

Follow these steps to run this report:

1. This report will run by Customer and Item code.
2. Optionally, enter a range of Customers and/or Items to narrow your search.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the **Output Options**.
5. Click **Print Report**.

Go to Print Management Reports

INACTIVE/OBSOLETE ITEMS REPORT

DB Distributor > Print Management > Reports > Items > Inactive/Obsolete Items (FMR RE)

The Inactive/Obsolete Items Report can be printed to look for items which have not been re-ordered from a factory for a specified period of time, or have not been distributed in a specified period of time. This report can help you identify items that are currently inactive or are becoming obsolete.

Follow these steps to run this report:

1. This report will be run by Customer and Item code.

2. Optionally, enter a range of Customers and Items to narrow your search.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to Print Management Reports

INVENTORY STATUS REPORT

DB Distributor > Print Management > Reports > Items > Inventory Status (FMR RF)

The Inventory Status Report prints an inventory valuation for goods stored at the distributor's warehouse locations. It reports value based on sell price, or a catalog (FMS) price. This report is based on the customer's accounting period and may be printed to show only activity since the customer's period close. It includes a concise reporting of what is on order, received, used, and on-hand quantities for each warehouse. Printing the value is an option, and if not chosen, average monthly usage, and months-on-hand supply is reported.

Follow these steps to run this report:

1. This report will run by Customer and Item code.

2. Optionally, enter a range of Customers, Items, and/or Locations to narrow your search.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to Print Management Reports

CUSTOMER SUMMARY BILL REPORT

**DB Distributor > Print Management > Reports > Items > Customer Summary Bill (FMR RG) or
DB Distributor > Accounts Receivable > Reports > Customer > Summary Bill**

Use the Customer Summary Bill Report to attach your "pending" summary bill invoices to a summary bill number within the Accounts Receivable module. This report will also print a Summary Bill that can be sent to your customer. Optionally, a Detail Shipments by Location report can also be printed to show all shipments to each location during a specified period. Split shipments will have freight prorated across the shipping locations based upon a percentage of value.

Note: For your customers that have invoice types designated as "Summary Bill", their invoices will be designated as "summary bill pending" until this report is run and updated in order to attach the "pending" invoices to a summary bill number.

Follow these steps to run this report:

1. This report will print by customer.

2. Optionally, enter a range of customers if you want to narrow your report.

3. Optionally, enter a range of invoice dates to select specific invoices, or leave blank to select all available pending summary bill invoices.

4. Select if you would like to print the Summary Bill Only, Detail Shipments by Location Only, or both.

5. Enter a summary bill reference number or allow the system to automatically assign one. (If auto assigned by the system, it will pull the next available invoice number from your A/R system parameters.)

6. Select if you would like to include invoices from Sales Orders, Releases, Billable Releases, or a combination of these order types.

7. Select if you would like to print an invoice cover sheet.

8. Optionally, if printing an invoice cover sheet, enter up to 3 message lines to print on the cover sheet.

9. Select if you would like to enter a page break each time the location changes if printing the Detail Shipments by Location.

10. Select if you would like for the Customer's PO number to replace your Order Number on the summary bill.

11. Optionally, enter a due date if you would like to have all of the selected invoices changed to a specific due date.

12. Review the **Output Options**.

13. Click **Print Report**.

14. If the report is correct, you will choose to update the data. This will clear the information from the Summary Bill (FMY) file. If the information is incorrect, you can choose to not update the data and re-run the report.

Go to <u>Print Management Reports</u>

DETAILED INVENTORY VALUATION REPORT

DB Distributor > Print Management > Reports > Items > Detailed Inventory Valuation (FMR RH)

Use the Detailed Inventory Valuation Report to print a listing of items with their quantities and values per location. If you request to have lot detail information printed, you will also be given the option of showing the valuation method, which will print a legend displaying the origin of the listed sell price.

Follow these steps to run this report:

1. This report will print by Customer and Item code.

2. Optionally, enter a range of Customers, Items, and/or Locations to narrow your search.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to <u>Print Management Reports</u>

WAREHOUSE RELEASE REPORT 3.8

DB Distributor > Print Management > Reports > Items > Warehouse Release Report 3.8 (FMR RI)

The Warehouse Release Report 3.8 is an updated version of the [Warehouse Release Report](#) with more options for how and what data you would like to print. In addition to printing by Customer and Location, you can also choose to print by Customer and Item.

Follow these steps to run this report:

1. Select if you want to run this report by Customer and Location, or by Customer and Item.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to [Print Management Reports](#)

LOT INVENTORY STATUS REPORT 3.8

DB Distributor > Print Management > Reports > Items > Lot Inventory Status Report 3.8 (FMR RJ)

Use the Lot Inventory Status Report 3.8 to view the status of your lotted inventory items. This will include beginning and ending balances, with receipts, shipments and adjustments. This report is usually run for a specific date range.

Follow these steps to run this report:

1. This report will run by customer and item code.

2. Optionally, enter a range of customers, items, or PO numbers to narrow your search.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the **Output Options**.

5. Click **Print Report**.

Go to [Print Management Reports](#)

▶ CONTACTING US

Demand Bridge, LLC

3500 Parkway Lane

Suite 300

Norcross, GA 30092

Sales: 800.448.1484

Technical Services & Support: 770.239.7777

Support Web Page: [Customer Service Center](#)

▶ LEGAL

<u>Disclaimer</u>

Demand Bridge, LLC makes no representation or warranties regarding the contents of this document. Demand Bridge, LLC reserves the right to revise this document or make any changes to the specifications of the product described within it at any time without notice and without obligation to notify any person of such revision or change.

<u>Copyright</u>

This documentation and the software described within it are copyrighted by Demand Bridge, LLC; Norcross, Georgia. The software described is furnished under a license agreement. You may not reproduce, transmit, transcribe, translate into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, any part of this publication without express written permission of Demand Bridge, LLC.

Demand Bridge, LLC

3500 Parkway Lane

Suite 300

Norcross, GA 30092