200 Customer Menu

OVERVIEW

* To Select the Customer Menu:

OPTION 201: Work with Customers

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* To Display an Account by Customer Number:
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* To Display Shipping Options Window:
* To Use the [F7=Jump] Function:
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* To Display a Different Account:
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Layout for Customer List Spreadsheet

OPTION 203: Work with Customer Ad Allowance
* To Select Work with Customer Ad Allowance
* To Display a List of All Ad Transactions for All Customers:

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* To Display Ad Allowance History for one Customer
* To Add Advertising Allowance for a Customer
* To Edit an Ad Allowance Transaction
* To Delete an Ad Allowance Transaction

OPTION 204: Work with NAICS Code:
* To Select Work with NAICS Code:
* To Display the NAICS Code List:
* To Delete a NAICS Code from the List:
* To Add a New NAICS Code to the List:

OPTION 208: Work with Tax Bodies
* To Work with Sales Tax Bodies:

Layout, Sales Tax Body screen

OPTION 209: Work with Tax Authorities
* **To Work with Tax Authorities:**

Layout, Tax Authority/Locality screen

OPTION 213: Customer List
* To Print a Customer List:

Layout, Customer List

OPTION 214: Stock Sales/Customer Summary Report
* To Print a Stock Sales/Customer Summary Report

Layout, Stock Sales/Customer Summary Report

OPTION 215: NAICS Code Customer Reports
* To Print a NAICS Code Customer Report

Layout, NAICS Code Customer Report

OPTION 218: Stock Shipped Summary Report
* To Print a Stock Shipped Summary Report

Layout, Stock Shipped Summary Report

OPTION 219. List Tax Bodies
* To Print a List of Sales Tax records for All States:

OPTION 220. List Tax Authorities
* To Print a List of Sales Tax records for All States:

Customer Menu

Overview:

The Customer Account Menu lets you:

- Create, edit, annotate, display and deactivate customer account records.
- Customize and track distribution and fulfillment services that you provide for each Customer Account.
- Specify Account Payment Terms, Finance Charges, and automatically generate Late Fee Invoices.
- Assign and track Advertising Allowances.
- Print a Customer List and Reports.
- Track the Industry Sectors of your Customers.
- Streamline customer service with integration of order fulfillment, shipping, and accounts receivable.

Each new company in Conveyorware has a **Point-of-Sale Customer, Number 1**, and a **Counter-Sale Customer, Number 99**. These accounts are used to record and process sales that don't require the customer management functions of Conveyorware. Conveyorware assigns a Customer Number to a new account (sequentially, beginning with 100), or the user may assign a 3-or-more digit number as desired.

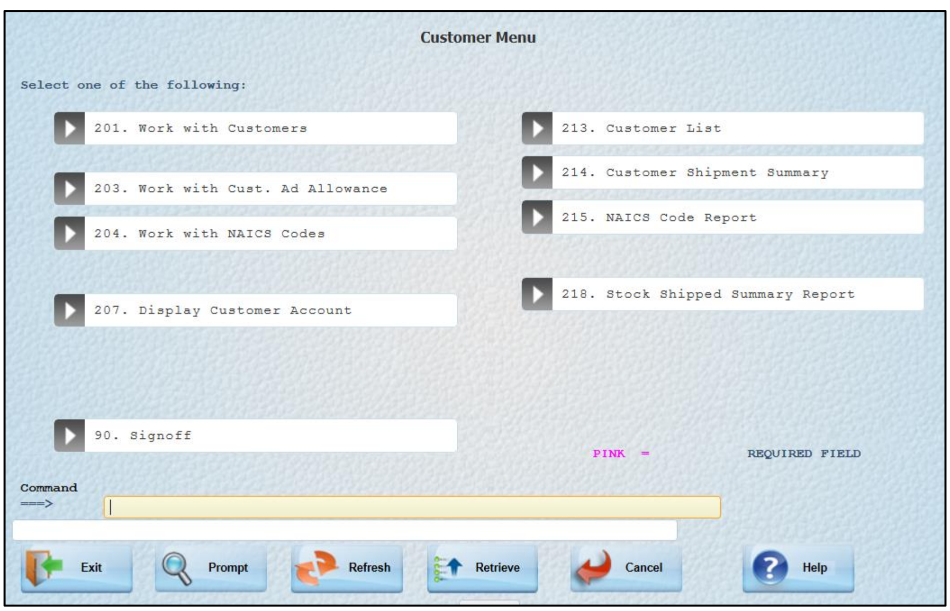
* To Select the Customer Menu:

From the Main Menu screen**:,**

➔ Click on **200 Customer Menu**, *or*

➔ Key Command **"200," [Enter].**

The Customer Menu appears.



Customer Menu screen

OPTION 201: Work with Customers

Customer Accounts provide the framework to manage financing, billing, sales territories & commissions, customizing services and shipping, and maximizing ongoing relationships. Use 201 Work with Customers, to add **permanent customers** to the files: add, change, delete, display, reactivate, or comment on customer records here.

Each new company in Conveyorware has **two default Customers**. The Point-of-Sale Customer (Number 001), and a Counter Sale Customer (Number 99). These "Customer Accounts" record sales for:

- Retail and store-front sales. Use **Point-of-Sale** (**POS**) for **immediate-payment, take-with transactions** that don't require order management and shipping.
- The **Counter Sale Account** is commonly used for **web-based sales,** but can also be used for take-with merchandise. These "shopping cart" transactions have immediate payments, but each requires **warehouse order fulfillment** and **shipping management.** The transactions are recorded to Customer 99, but each order has the web-order's Ship-To Address and Contact Info.

If you extend credit to customers, the system will limit shipments beyond specified terms, and displays/prints credit and payment data in the 100. Accounts Receivable Menu.

For new Customer Accounts, Conveyorware assigns a Customer Number sequentially, beginning with 100, or a new number can be specified. *Before* creating a new record, gather the following information:

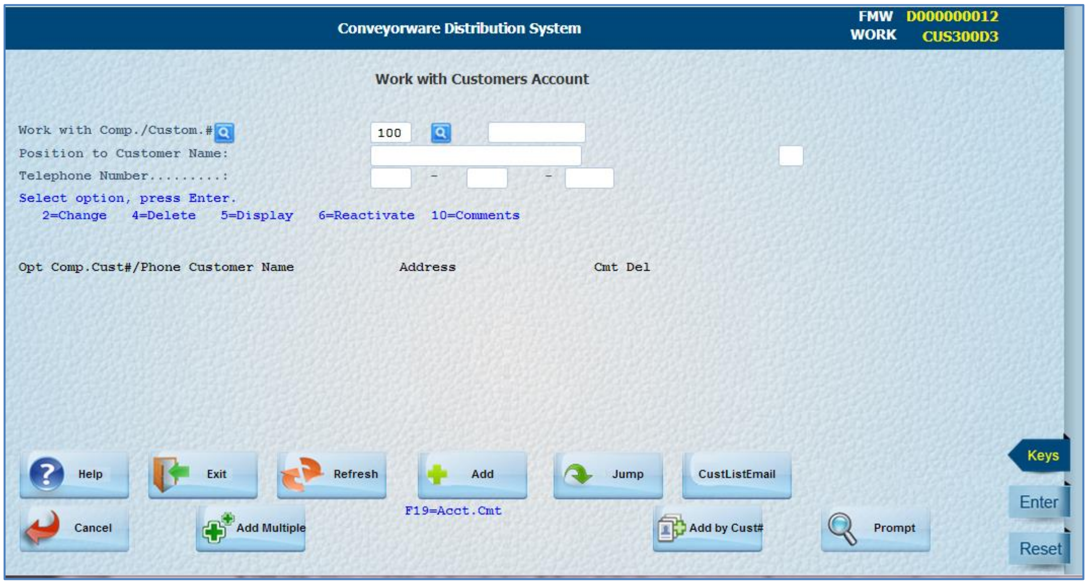
- Company name, contact name and e-mail, mailing address, phone, and fax numbers. Note if billing, sales and delivery contacts and addresses are different.
- The Inventory Management code affects the warehouse processing for a third-party fulfillment customer. The code otherwise controls stock handling for your inventory.
- Sales Territory Number (default is No. 1). A specific Sales Rep can be assigned, too.
- A NAICS number (classifies its business sector, for statistical and marketing use--optional).
- The company's financial rating (Dun & Bradstreet® code), if extending credit.
- Payment Terms and Credit Limit for the account.

∗ **To Select Work with Customers:**

➔ Click on **201. Work with Customers**, *or*

➔ Key command **"201," [Enter].**

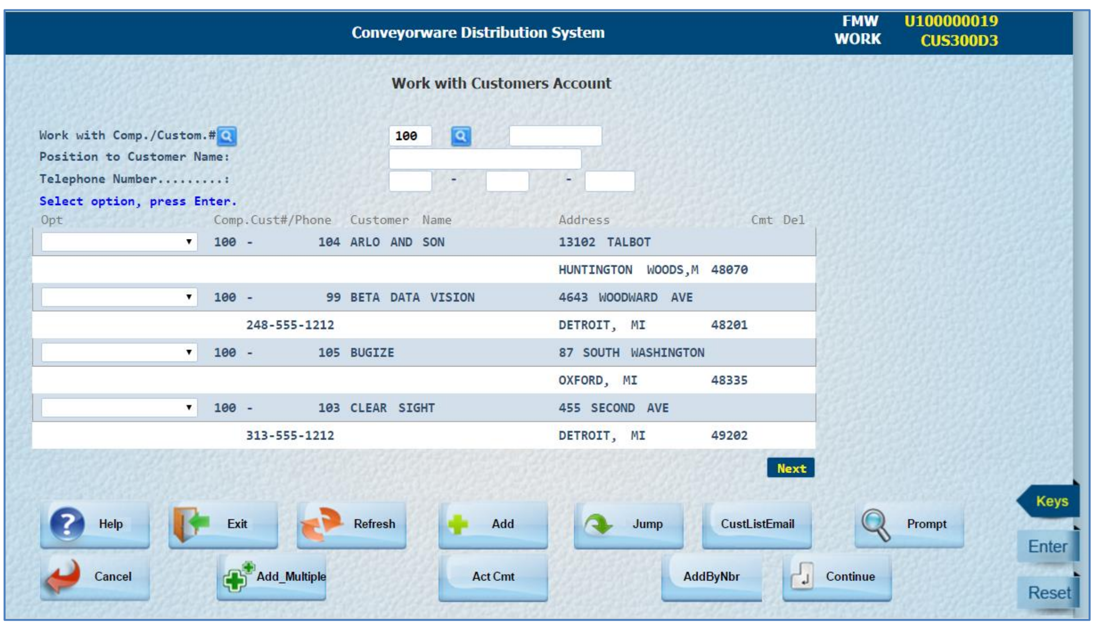
The Work with Customers selection screen appears.



Work with Customers selection screen

* **To Display the List of Current Customers:**
  - ➔ *View* or key **Company Number, [Enter].**

The Work with Customers list screen displays a list of all customers, sorted by **Customer Name.**



Work with Customers list screen

Layout, Work with Customers List screen

Header **Selection Fields:**

Work with Comp /Custom.# : Select or specify a Customer Account Number.

Position to Customer Name: Display part of the list, positioned to a letter or partial name.

Telephone Number: Sort the list by Phone Number with any entry here.

Customer List **Columns:**

Opt: **Options** field with drop-down selection list.

2=Change: Opens Customer Account detail screen for active editing.

4=Delete: (Deactivate) AR Balance must be $0. Customer record remains in this list, but the account does not appear in selection lists. "**D**" appears in the far-right **Del** column. No new orders are accepted.

5=Display: Opens Customer Account screen for display only.

6=Reactivate: Allows active ordering and shipping for a Customer account; removes "**D"** from **Del** column.

9=Billing Template: For a Third-Party Fulfillment End-Customer Account, This billing screen sets prices for your services and supplies.

10=Comments: Brings up the local Comments screen, (also reached, from a Customer Account detail screen, by [Comments] (F10)).

11=Cust. SKUs: For Business-to-Business or Business-to-Consumer use, this function lets you print Packing Slips that list the Customer Account's SKUs instead of your Inventory Stock Numbers.

Comp/Acct#/Phone: Company & Customer Account Numbers, above Contact Phone Number.

Customer Name, Customer Account **Bill-To** Name
May display a 2nd line of Street Address.

Address: Street Address, City, State, Zip

Cmt: Comments exist if an * appears.

Del: Account Status: Blank=Active (default), D=deactivated.

Active Buttons (F-Keys), under the List, include: (*=function is **unique** to this screen)

[Help] (F1): Brings up a "Help" window with information about the cursor's field. From any [F1=Help] window, press **[Extended Help]** (F2) for detailed information about the *entire* screen.

[Exit] (F3): Cancels the current screen, and returns to the menu.

[Prompt] (F4): For fields with a " " (**Lookup icon**), lists all data choices to fill the field.

[Refresh] (F5): In a list screen, Press this button (F5) to update the list with current and recent actions.

[Add] (F6): Brings up a screen to add a new Customer Account

[Jump] (F7)**:** Displays the current Customer Account's screen in your choice of other Menus: **A**ccounts Receivable,
Customer Account,
Sales **H**istory,
Order List, and
Return/Repairs.
On this screen, displays the Customer at the **top of the list**. Note that this function accesses other parts of the system's Main Menu.

***[CustListEmail]** (F10): Email a CSV file of (active and/or inactive) Customer Accounts, with billing contact info. Can be opened with a spreadsheet program, sorted as desired, converted to table format, etc. Subject line: **Customer List**. Spreadsheet tab: **CustList_(Co#).**

[Cancel] (F12): Cancels the current screen and returns to the previous screen.

[Add Multiple] (F18): brings up an Add a Customer screen after each new record is saved.

[Acct Cmt] (F19): Displays a **Global** Comments window, specific to one **Customer Account**. Access Global Comments from many functions in the system that are related to a Customer Account.

***[Add by Cust#]** (F20): **Choose** a new Customer Number, key it in the **Account Number** field, then press this button (F20) to add.

Navigating Add a Customer screens

Each Customer Record is added using **several** screens:

1. The **Bill-To Address** window: Specifies the Company Name and Mailing Address.
2. **Primary Customer screen:** Displays sales and receivables data, contact info, preferences, and credit terms.
3. **Shipping and Sales Tax** window: Specifies order fulfillment defaults.
4. **Ship-To Address** window: Has Delivery Contact and Address.

The **[Tab]** key advances the cursor to the **next data field**.

The **[Enter]** key advances to the **next screen**. The **[Enter]** key does **NOT** save any data until the final Ship-To Address screen is finished by pressing **[Continue]** (Enter), saving the record.

Customer Account Numbers can be selected and assigned **by you,** or **by the system:**

[Add] (F6) or **[Add Multiple]** (F18)**:** **Conveyorware** assigns a **sequential** number as the new account is created.

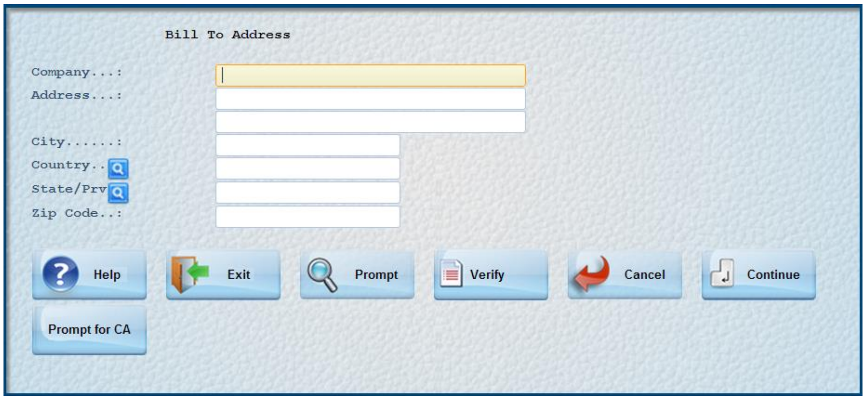
[Add by Cust#] (F20)**:** **You select** & **key** the Number in the **Customer Number** field, then press this button (F20)**.** Use Customer Numbers **only** between **99** and **10,000,000,000.** The New Customer process is otherwise the same as **[Add].**

✱ To Add a New Customer Account Record:

From the Work with Customers selection screen (assume Company Number is selected),

➔ Press or click on **[Add]** (F6).

The Add a Customer screen appears, with the Bill-To Address window.



Bill-To Address window

The Bill-To **Company** field becomes the **Customer Account Name.**

➔ Key **Company Name, Address**, **and City, [Tab]**

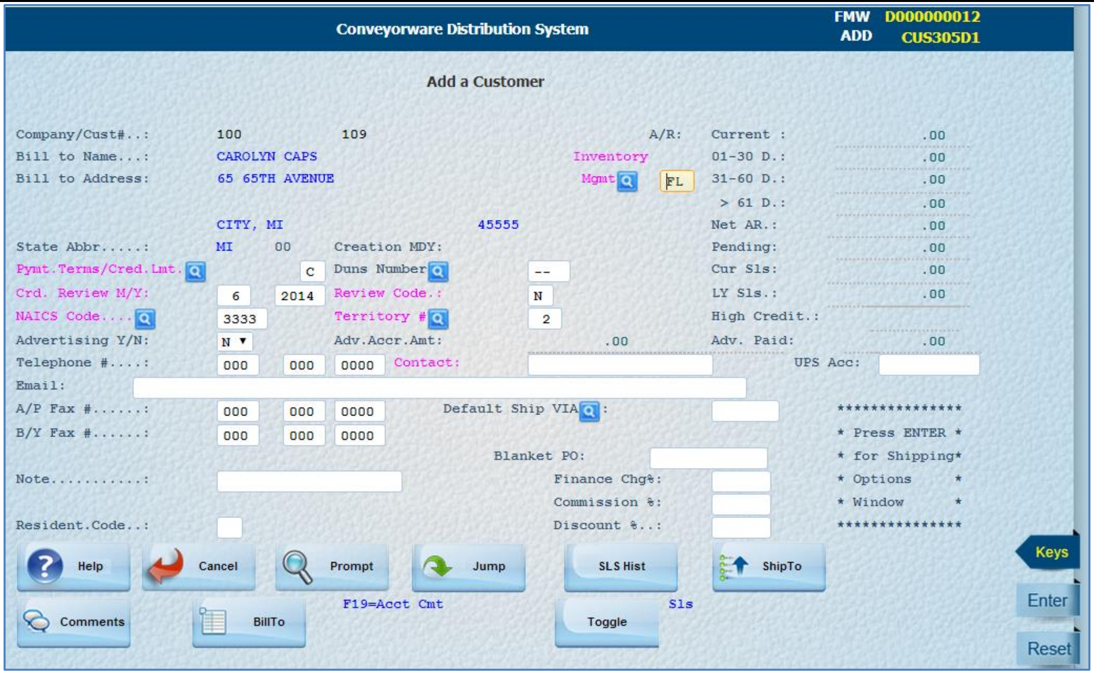
➔ Select or key **Country**, and **State/Prv**, **[Tab]**
Use [Prompt] for US States, and [Prompt for CA] for Canadian Province Codes.

➔ Key **Postal (Zip) Code**.

> Note that this panel has a **[Verify] (Address)** Button. Use this function to authenticate an address through the **US Postal Service Address** database. The [Verify] button is also found on the Customer's Ship-To Address panel, and on the 401 Order screen's Ship-To panel.

➔ Press **[Continue]** (Enter).

The Bill-To Window disappears, and the primary Add a Customer detail screen appears.



Primary Add a Customer screen

> Note that the **Company Number** and **Bill-To Address** data are **display-only** on this screen. Other active fields have been filled with your Company's **default** customer account settings.

Layout for the Add a Customer primary screen:

(Upper Left): **Company/Cust#:** The new Account Number is displayed.
Bill-To Name & Address are displayed.
Creation MDY (now blank) Creation Date will display here

(Upper Right): Starting with **A/R Current**, a list of the accounts receivable balances, and purchasing activity. Of course, the balances are now zero.

Active Buttons (F-Keys) for this screen include: (*****=function is **unique** to this screen)

[Help] (F1): Brings up a "Help" window with information about the cursor's field. From any [Help] window, press **[Extended Help]** (F2) for detailed information about the *entire* screen.

[Exit] (F3): Cancels the current screen, and returns to (usually) the menu.

[Prompt] (F4): For fields with a "" (**lookup icon**) in the field name, lists all data choices to fill the field.

[Jump] (F7): Displays the current Customer Account's records in your choice of other Menus: Accounts Receivable,
Customer Account,
Sales History,
Order List, and
Return/Repairs.

***[SlsHist]** (F8): Displays the net yearly sales to this customer for the past 9 years.

***[ShipTo]** (F9): Display's the account's (editable) **Ship-To Address** window.

[Comments] (F10): Display the Local Comment window for the this Customer record.

***[BillTo]** (F15): Display's the account's (editable) **Bill-To Address** window**.**

[Cancel] (F12): Cancels the current screen and returns to the previous screen.

[Acct Cmt] (F19): Displays a **Global** Comments window, specific to the **Customer Account**, which can be displayed in many system menus.

[Toggle Sls] (F20): **Cur Sls** and **LY Sales** fields: For a company with a non-calendar fiscal year, this button toggles the display of current and last Fiscal Year Sales. (FYr flag).

NOTE: The **Company Name** and **Address** fields cannot be edited directly on the Add a Customer or Change a Customer primary screens. Use **[Bill-To]** (F15), or **[Ship-To]** (F9) to display and edit these fields.

The cursor appears in the **Inventory Mgmt** field.

➔ Select, or key **Inventory Managment** Code, **[Tab]**

The **Inventory Management Type** determines the way stock is received, labeled, and allocated to sales. This field describes either:

- the inventory management **your company** uses, OR
- the inventory management **service YOU provide** for this customer.

Use the **[Prompt]** (F4) to choose:

F: **Fulfillment**, the field's **default choice.** For **standard** fulfillment, the system automatically prepares pick list/order sheets, allocates inventory by warehouse, and debits the inventory for completed orders. This basic system records received quantities with System Serial Numbers, but doesn't distinguish between lots of the same Stock Number for order allocation. If receiving is done with 302 Add/Adjust Stock, Pick Lists use the 301 Stock Record's specified **shelf location.**
All **Point-of-Sale** (POS) transactions are standard fulfillment, cash-and-carry

FA: Fulfillment **Autoship** is a streamlined process, used to sell/ship a single item in a standard package. FA deactivates the picking/packing warehouse process, directly creating an Invoice.
The Autoship process is only active when:

- orders specify "Bill" in the **Ship-Via** field, and
- when Stock is transferred to (a virtual) Autoship Warehouse 111.

FL: Fulfillment **Locator,** uses **more specific** details for each item on the pick list/order sheet: The **System Serial Number** assigned to a Stock Number **group** is used to record a **specific location** in the warehouse, and order **Stock allocation** is **FIFO.** Manufacturer (or Customer-specific) Numbers print for each line item on every order. The FL process **REQUIRES using the Scanner Menu** for receiving. The Main Menu's 302 Add/Adjust Stock process does not assign the System Serial locations needed for FIFO allocation.

These Codes have programmed functions and cannot be edited.

➔ Key **Credit Limit**, **[Tab]**
The system places a Credit hold on all orders that will exceed this **Dollar Limit.** An (Admin Company Setup) selection can default here. (Up to $9,999,999 numeric).

➔ Key, or view **Credit Review M/Y**, **[Tab]**
Format MM/YYYY: for new customer, default is current month. Date of the last credit review on this account. Change this date whenever the account is re-evaluated.

➔ *View* or key **Review Code, [Tab]**
"N" (default) indicates a Credit Review took place when the account was opened (i.e., **N=New**). Users may define other one-character codes for this field. (For example, Credit Reference Check, Update Financial Statement, or Month for next review).

➔ View, select or key **Payment Terms**, **[Tab]**
Defaults to all new Customer Orders. This field controls Invoice Due Date and is used IF the system automatically generates Late Fee Invoices. Use **[Prompt]** to select.

➔ View, select or key **Dun & Brad**, **[Tab]**
Use **[Prompt]** for choices. Select the D&B Financial rating, if available. "**--**", no rating, is default. These codes are created and edited in the Admin Menu, Option 908.

➔ *View,* select, or key **Territory #, [Tab]**
The sales territory for this Account (default=1). Territories are required for the commissions programming, and are set up in the 150 Territories Menu.

➔ *View,* select or key **Sales Rep, [Tab]**
The Sales Rep for this Account. (default=1). Sales Rep must be assigned to the Account's Territory. Sales Reps are set up in the 150 Territories Menu.

➔ *View* or key **NAICS Code**, **[Tab]**
[Prompt] will list choices. Default is 9999. North American Industry Classification System classifies businesses for statistical and marketing use. See Option 204. NAICS Code Master Maintenance. If the code is unknown, or not used, leave the default value.

➔ Key **Telephone #**, **[Tab]**
10 digits, numeric. no dashes.

➔ Key **Contact Name, [Tab]**
Up to 20 characters, alphanumeric. The billing contact, required.

➔ Key **Email**, **[Tab]**
Address for the billing contact, but this field also defaults for **parcel shipment notification** with UPS, FedEx, or USPS.

Note: If a **delivery** contact's email address is *different* from this email in the Customer record, enter the **recipient** email on the Ship-To panel in each **sales order** as it is created.

➔ Key **AP Fax Number**, **[Tab]**
10 digits, *numeric*. No dashes. Customer's Accounts Payable fax number.

➔ Select or key **Default Ship Via**, **[Tab]**
Use [Prompt] for choices. (no default) Ship-Via is a mandatory field in Orders. A selection here will default to each new order, but then may be changed there, if desired.

Note: A Common Carrier (**freight**) Ship-Via code directs orders into the **"truck"** process that prepares a **Bill of Lading** as the order is completed. A **parcel** service Ship-Via code directs orders into the **"mail"** process of fulfillment.

➔ Key **B/Y Fax #**, **[Tab]**
10 digits, no dashes. Buyer's fax number.

➔ Key **UPS Acct#, [Tab]**
6 digit, *alphanumeric*. If used. An entry here will:
1. Allow adding the UPS account to the system-integrated UPS shipping (through 988 UPS Shipping) if UPS approves, and
2. Charge the Customer's UPS shipping to this UPS account.

A **Customer's UPS Account** can be added to Conveyorware with the 411 Shipping Menu option 981 Work with UPS Shipping. The customer's account might be used to ship TO the customer, and/or to ship FOR the customer.

➔ Key **Blanket P.O. #, [Tab]**
If the customer provides one. This field is for information only, and does not default to customer orders. For a Blanket PO that does default to Customer Orders,

➔ Key **Note**, **[Tab]**
Up to 20 characters; this short note about the account appears only in Credit Hold reports, for internal use.

➔ Key **Finance Charge%**, **[Tab]**
U*p to four digits*, plus decimal. The system will use this percentage for an automatically generated **Late Fee** for all past-due Invoices. See Admin 626 Company Setup, **Generate Late Fee Invoices.**

➔ Key **Advertising Y/N**, **[Tab]**
N is default, not participating, or not used. Key "Y" to enable Advertising Allowance transactions. See Option 203. Work with Cust. Ad Allowance.

➔ *View* **Adv. Accrued:**
Any **Advertising Allowance** accrued for the customer, if applicable, displays here. Ad Allowance transactions are made with Option 203 Work with Ad Allowance. Ad Allowance Paid displays in the account summary fields at upper right.

➔ Key **Commission %**, **[Tab]**
Up to four digits, plus decimal. An entry here assigns sales commission for **all stock** in **all orders.** For example:
to enter a **5%** commission, key in "**5**"
to enter a **1/2%** commission, key in "**.5**"
This commission rate overrides any assigned through the 150 Sales Territories Menu.

The system applies only one commission rate for a stock sale. Any commission entered in 301 Stock Number, or in 401 Orders overrides this Customer commission rate.

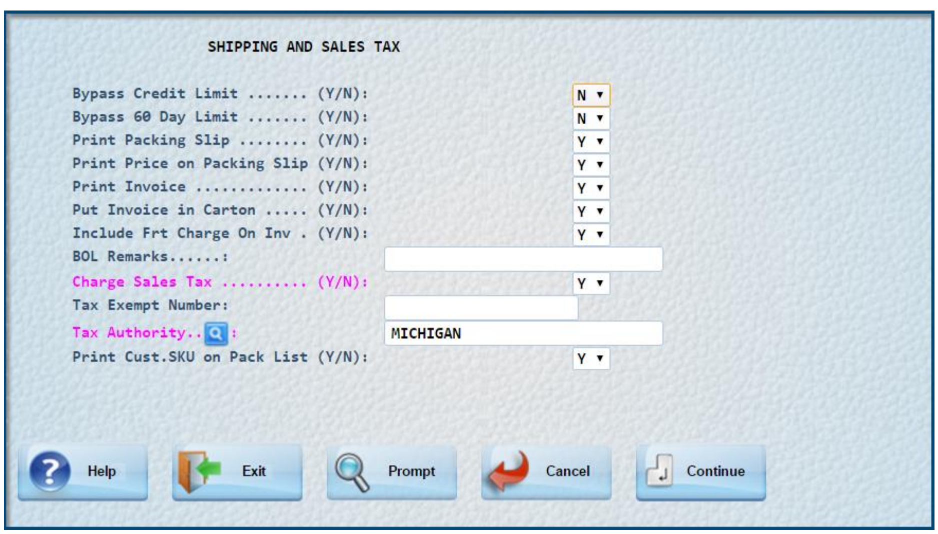
➔ Key **Resident. Code**, **[Tab]**
For a **commercial address**, leave **blank**. For residential, key **"R".**

Note: **UPS** and **FedEx** have separate (higher) rates for residential addresses.

➔ Key **Discount %**,
If a discount is entered, the system computes discounts for **all stock** in **all orders** for this customer account, in addition to any inventory quantity discounts. Up to four digits, plus decimal. For example:
To enter a **5%** discount, key in "**5**"
For a **1/2%** discount, key in "**.5**".

➔ Press **[Enter] to continue.**

The Shipping and Sales Tax window appears:



Shipping and Sales Tax window.

Fields in this window display the defaults selected in the Admin Menu 625/626 Company Setup, which may differ from the following system defaults. Edit these fields, if desired.

➔ *View* or select **Bypass Credit Limit. (Y/N)** , **[Tab]**
Default is N. "**Y**" will bypass the account credit dollar limit, and continue to ship new orders.

➔ *View* or select **Bypass 60 Day Limit (Y/N) , [Tab]**
Default is N. "**Y**" will bypass 60-Day past-due limit, and continue to ship new orders.

➔ *View* or select **Print Packing Slip (Y/N) , [Tab]**
Default is N. "Y" prepares a packing slip to the print spool, to send with the shipment (may be used instead of packing an Invoice, especially with prepaid orders).

➔ *View* or select **Price on Packing Slip (Y/N) , [Tab]**
Default is Y, to print prices on Packing Slips (also prints on Order Sheet/Pick List).

➔ *View* or select **Print Invoice (Y/N) , [Tab]**
Default is Y; Each order/shipment will generate a formal invoice, to be sent **in the shipment**, *or* **to the Bill-To Address**.

➔ *View* or select **Put Invoice in Carton (Y/N) , [Tab]**
Default is N. N= Print the invoice after day-end. Y= Print the invoice at order fulfillment.

➔ *View* or select **Include Frt Chg in Inv. (Y/N) , [Tab]**
Y= Add Parcel Shipping charge to invoices. N= Do not add. Integrated **UPS s**ervice can add the shipping charge immediately. **FedEx** and **USPS (Indicia)** can add shipping to each invoice at day-end.

➔ Key **BOL Remark, [Tab]**
A message here prints on all freight shipment Bills of Lading.

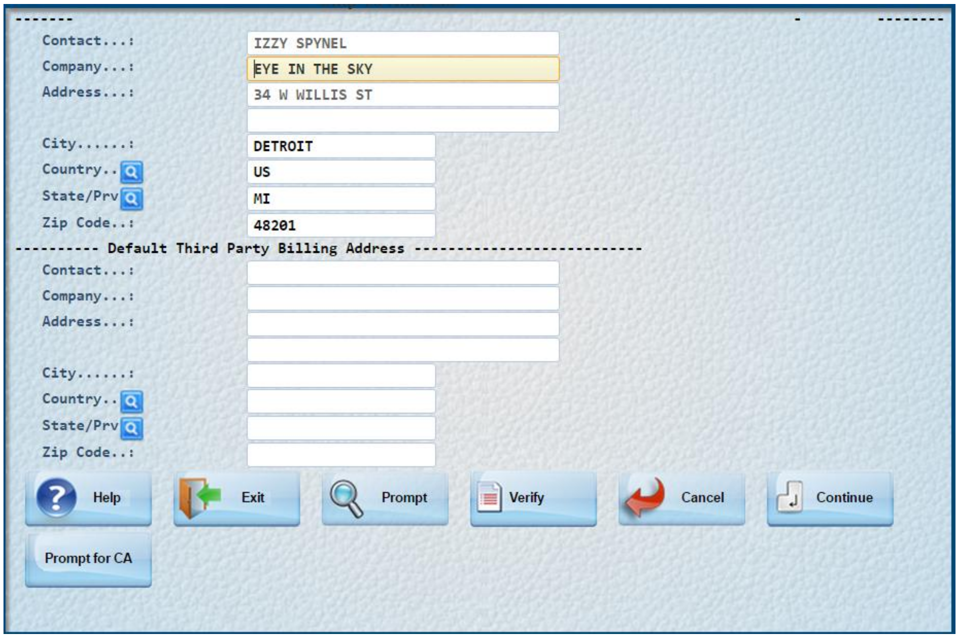
➔ *View* or select **Charge Sales Tax (Y/N) , [Tab]**
Default is Y. Y= Calculate Sales Tax. N= Customer's purchases are sales tax-exempt. Most jurisdictions require sellers to keep the customer's exemption certification on file.

➔ **Tax Exempt Number, [Tab]**
If applicable. Most jurisdictions require that sellers keep customers' exemption certificates on file.

➔ *View* or select **Tax Authority, [Tab].**
The locality for Sales Tax for this customer. The Company's State Tax Body defaults here, if Sales Tax was included in Company setup. Tax Bodies and Tax Authorities are set up in the Customer Menu (Options 208 and 209) or the 619 POS Management Menu.

➔ *View* or select **Print Cust. SKU on Pack List (Y/N), [Enter]**
If applicable. Default is N=No. Y=Yes will print only the Customer Account's own SKU on order Packing Slips, without your Stock Number.

The **Ship to Address** window appears:



Ship-To Address window

This window has two addresses: the **TOP address** will default to ALL of the account's **manually-generated** orders (i.e., using Option 401). **Leave this area BLANK if orders will be digitally imported/generated,** or if each order will ship to a unique address.

➔ Key the information for each Ship-To field.
This Ship-To address can be edited for each order, if needed. Specify the receiving contact, if one exists. Complete all upper fields, even if all information is the same as the Bill-To Address.

Use **BOTTOM address** fields only for FREIGHT Shipping. This address prints only on a Bill-of-Lading (BOL), and only for **Third-Party Collect**, where the carrier agrees to deliver to one address (like a factory or warehouse), but collects from a different address (like a business office).

Note that this panel has a **[Verify] Address** Button. The system automatically verifies the shipping address through the **US Postal Service Address** database for every order, and holds orders whose address is not found. Use [Verify] here to authenticate this address, and prevent any delay. The [Verify] button is also found on the Customer's Bill-To Address panel, and on the 401 Order screen's Ship-To panel.

➔ Press **[Continue]** (Enter)
to return to the primary Customer screen.

➔ Press **[Continue]** again, to **Save the New Record**.

The system saves the record and returns to the Work With Customers list screen. If the new customer does not appear in the list, press **[Refresh]** (F5).

Comments for Customer Records:

Use a Comments box for short or extended internal notes; Comments windows **never print** on documents. Date any notes to provide an account history accessible throughout your company. Add your notes from bottom-to-top, which keeps the most recent note as the first one to read, or from top-to-bottom. Both local **[F10= Comments]** and global **[F19=Comments]** keys open test boxes that can be displayed, edited, and expanded by any system user.

The **[F10] Comments** are **LOCAL**, and can be attached to **many kinds of records,** including transactions and documents. They appear only with the **record** where they were entered. An **[F10]** Comment entered on a Customer Record screen is indicated by a *CMT flag that appears next to the customer account number. It can only be viewed (and can only be edited) on a Customer Account record or list screen. An [F10] Comment for an Inventory record can only be displayed within the Inventory Records.

Display existing local comments, while in Customer Account records, with the **[F10=Comments]** key. [F10=Comments] may also be displayed, added or deleted from the **Customer list** screen, using the dropdown **Opt 10=Comments**.

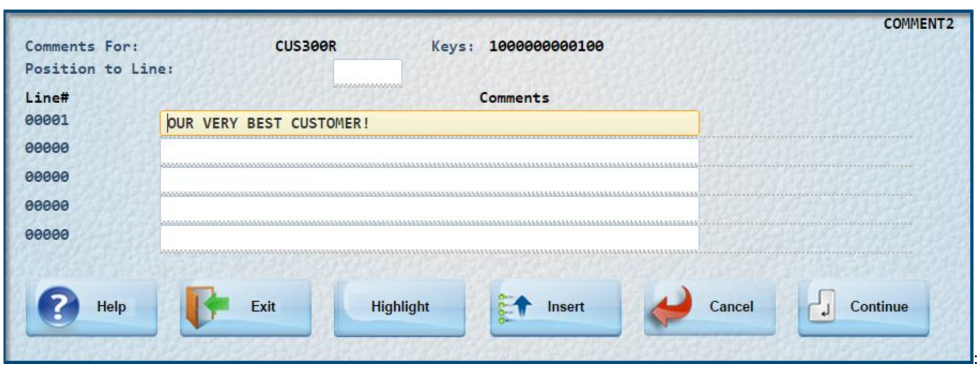
[F19=Comments] are GLOBAL Customer Account info, and can be displayed and edited in many Conveyorware functions: Accounts Receivable, Sales History, Orders, and Returns/Repairs, in addition to Work with Customers. Although an **[F19]** Comment may display in many locations in the system, it will always be associated with a **specific** Customer Account. There is **no flag** for F19 Global Comments.

∗ To Insert a Local Comment:

While in a customer's record,

➔ Press **[F10=Add Comments].**

A Customer Comments window appears, with the cursor at the beginning of the top line.



Customer Comments window

➔ Add the note.

➔ Press **[Enter] to save**, and

➔ Press **[Cancel]**(F12) *or* **[Exit]**(F3) to return to the customer record.

A *CMT flag now appears next to the Customer Number on the Customer Record screen, indicating a *Local* Comment exists.

✱ To Insert Additional Lines for Comments:

When comment lines are filled, add space for more:

- ➔ Place the cursor on the *top* comment line, and press **[Insert]**(F9): A new comment line is created **above** the line.
- ➔ Add a comment. Press **[Enter] to save,** then **[Cancel]**, or **[Exit],** to return to the customer record screen.

✱ To Activate Highlights for a line of Comments:

First, be certain that any new comment is saved. Then, place the cursor at (or within) the comment line you wish to highlight:

- ➔ Press **[Highlights]:** The line changes color from blue to brown, and the color change is automatically saved.

✱ To De-activate Highlights for a line of Comments:

Place the cursor on the comment line you wish to un-highlight:

- ➔ Press **[Highlights]:** The color changes back to blue.

✱ To Exit a <u>Comments</u> Window:

- ➔ Press **[Enter]** to save changes, then
- ➔ Press **[Exit]** or **[Cancel].**

The System returns to the Customer screen.

Customer SKUs for Packing Slips:

There may be situations when your Inventory's **Stock Number** should not be included in shipments. In **business-to-business sales**, the Customer may want their own SKU listed to identify products. In **shipments to End-Customers**, for instance, you may want unique webstore SKUs.

Conveyorware can print Customer-based SKUs on Packing Slips, omitting your Stock Numbers and Descriptions. These can print as each order is fulfilled, or can print with Option 896 Print Packing Slip.

Setting this up is a **two-step process** in the Customer record.

✱ **To Set Up The Customer Account for SKUs:**
On the Customer Account's Shipping and Sales Tax window,

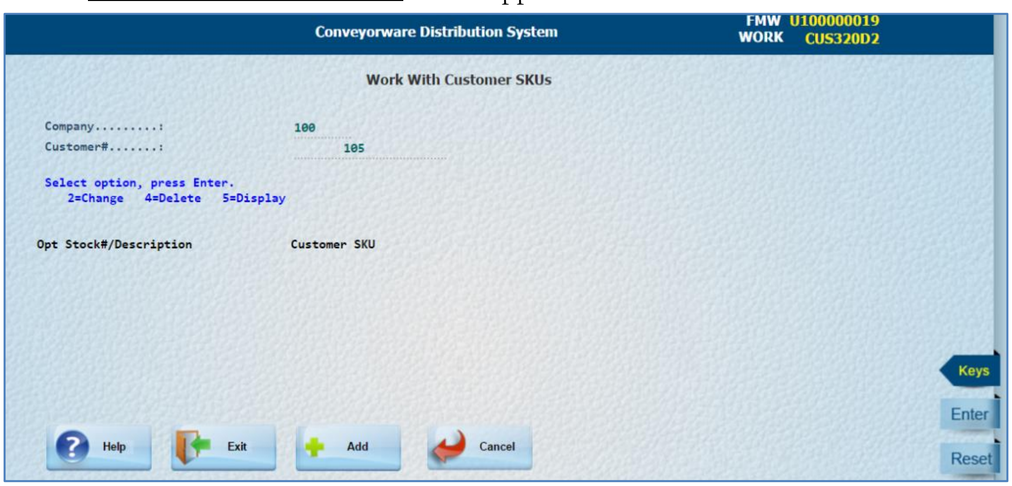
➔ Select **Print Packing Slip = "Y".**

➔ Select **Print Cust. SKU on Pack List = "Y".**

Then, on the Customer List screen, in the Customer's **Opt** field

➔ Click on **11=Cust.SKUs**

The Work with Customer SKUs screen appears.



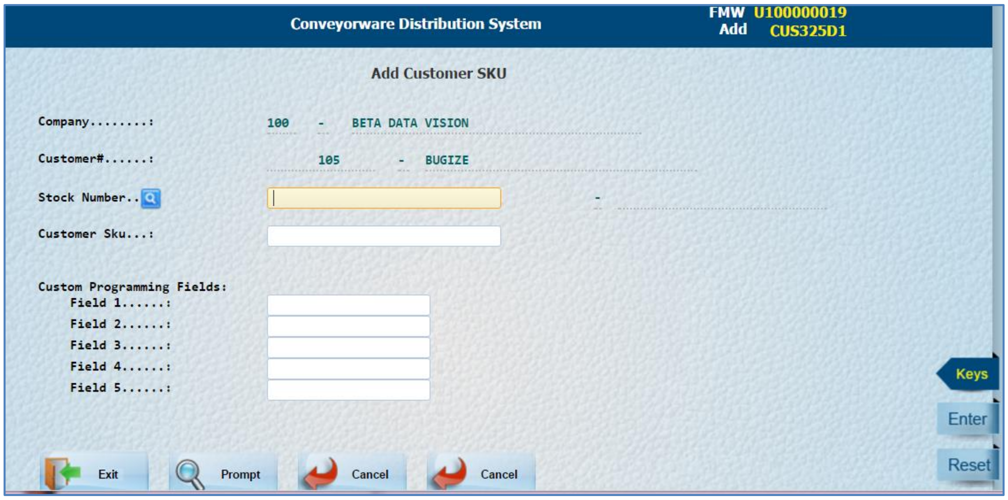
Work with Customer SKUs selection screen

The Company Number and Customer Account Number display.

✱ **To Begin Adding Stock Numbers:**

➔ Click on **[Add]** (F6).

The Add Customer SKU screen appears.



Add Customer SKU screen

With the cursor in the **Stock Number** field,

➔ Select or key a **Stock Number, [Tab]**
Use [Prompt] (F4) to select, if desired.

➔ Key or paste the **SKU, [Continue]** (Enter).

The **Custom Programming** fields can be ignored here. They don't have active functions for general users.

The system returns to the Work With Customer SKUs screen; the SKU record is now in the list. The list sorts by Stock Number with alpha first, then numeric.

Work With Customer SKUs list screen

➔ Continue to **[Add]** (F6).

Add as many Stock Numbers to the SKU List as desired.

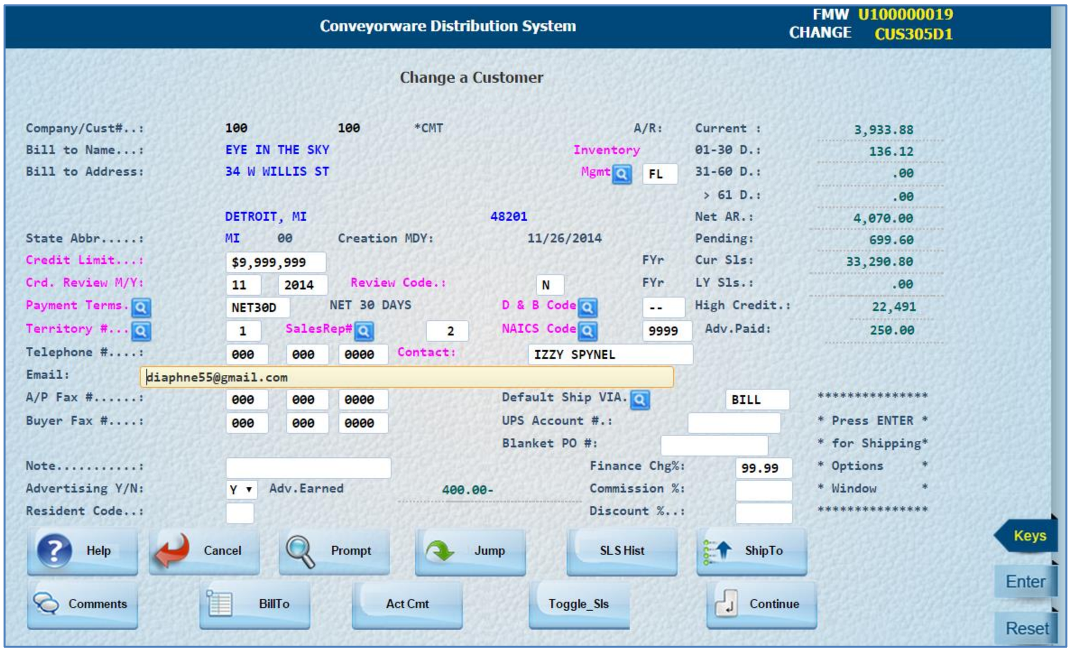
Edit a Customer Record:

***** **To Edit a Customer Record:**

From the Work with Customers List screen, in the Account's **Opt** box,

➔ Click on **2=Change.**

The Change a Customer screen appears.



Change A Customer primary screen

***** **To Change Information in a Customer Record:**

➔ Key any **changes** in the **active fields**.

➔ Use **[BillTo]** to edit **Bill-To Name & Address**

➔ Use **[ShipTo]** to edit **Ship-To Name & Address** (and/or 3rd-Party freight Name and Address)

NOTE: **Mailing Address** should be **Billing Address** since this field is used for **invoices.**

➔ Press **[Enter]** to Save.

The Shipping Options screen appears; **changes are NOT saved yet**. Key any desired changes in the Shipping Options window, then

➔ Press **[Enter]** again;

NOW all changes to the record are saved, and the system returns to the 201 Work with Customers list screen.

Change a Customer Account Status

Deactivate a Customer Account to prevent shipments to a former customer. The system will not post transactions or ship merchandise to a deactivated account. **CUSTOMER DELETED** appears above the account name on the Display a Customer screen.

Before deactivating an account, the account **balance must be zero**.

If an account's balance is *not* zero, collect or write-off the debt, or issue a refund. Use the 100 Accounts Receivable Menu Option 101 Apply Payments to AR.

✱ To Deactivate a Customer:

From the 201 Work with Customer list screen, in the Account's **Opt** box,

➔ Click on **4=Delete.**

A confirmation message appears:

Press Enter to confirm your choice(s) for delete.

Press [Cancel] to return to change your choice(s).

➔ Press **[Enter]** to Confirm the Deactivation.

The system saves the change and returns to the Customer Account list screen. The Customer Account appears with "**D**" in the far-right **Del** column.

✱ To Reactivate a Customer:

From the 201 Work with Customer list screen, in the Account's **Opt** box,

➔ Click on **6=Reactivate.**

The system accepts the reactivation without a confirmation message. The Customer Account's "**D**" disappears, and the account is now active.

✱ To Exit the Work with Customers Account list screen:

➔ **Press [Exit].**

The System returns to the 200 Customer Menu screen.

Display a Customer Account

This **display** of **Customer Account Records** displays the Customer List, or searches for customers with one of three identifiers:

1. Customer **Account Number**,
2. **Account Name**, or
3. Customer **Phone**.

The **Customer Account Number** is the key identifier.

From the 201.Work with Customers Account selection screen:

Work with Customers selection screen

✱ **To Display a Customer Account with an Account Number**,
With cursor in the **Work with Custom.#** field:

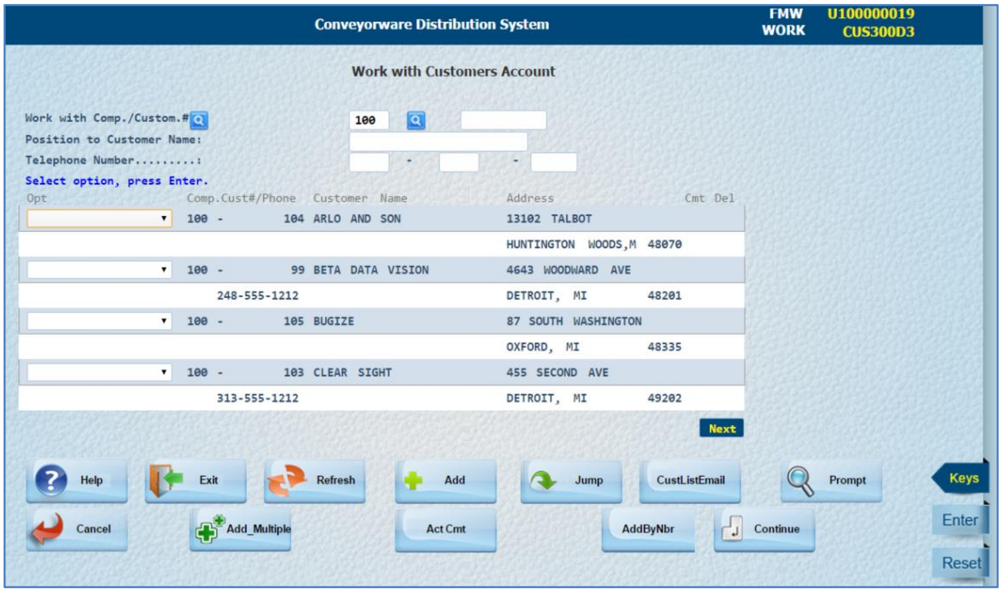
➔ Key the **Customer Account Number**, **[Enter] .**
Up to 10 digits, numeric.

The Display Customer Account detail screen appears.

✱ **To Display the Customer Account List** :
With cursor in ANY field, display the list of ALL accounts:

➔ Press **[Enter].**
The [Prompt] button also works here, but requires more steps to display the list.

The Display Customer Account list screen reappears, with the list of accounts **sorted** by **Customer Name.**



<u>Display Customer Account</u> list screen

To navigate the list, click on [Next] and [Previous], or use a keyboard's **Page Down** and **Page Up** keys. In any selected record's **Options** field, click on **5=Display.**

✱ **To Search for an Account by Customer Name**:

In the **Position-to Customer Name** field:

➔ Key **Customer Name**, an **Initial**, or a **Partial Name, [Enter].**

The <u>Work With Customers</u> screen reappears, with a list of accounts that **match** or **include** the name or initial letters entered. The list is **sorted** by **Customer Name.**

To navigate the list, click on [Next] and [Previous], or use Page Down and Page Up.

In the correct record's **Opt** field,

➔ Click on **5=Display.**

The <u>Customer Account</u> detail record displays.

✱ **To Sort and Search for Customer Account by Customer Phone:**

With cursor in the **Area Code** field,

➔ Key **Any Number, [Enter].**

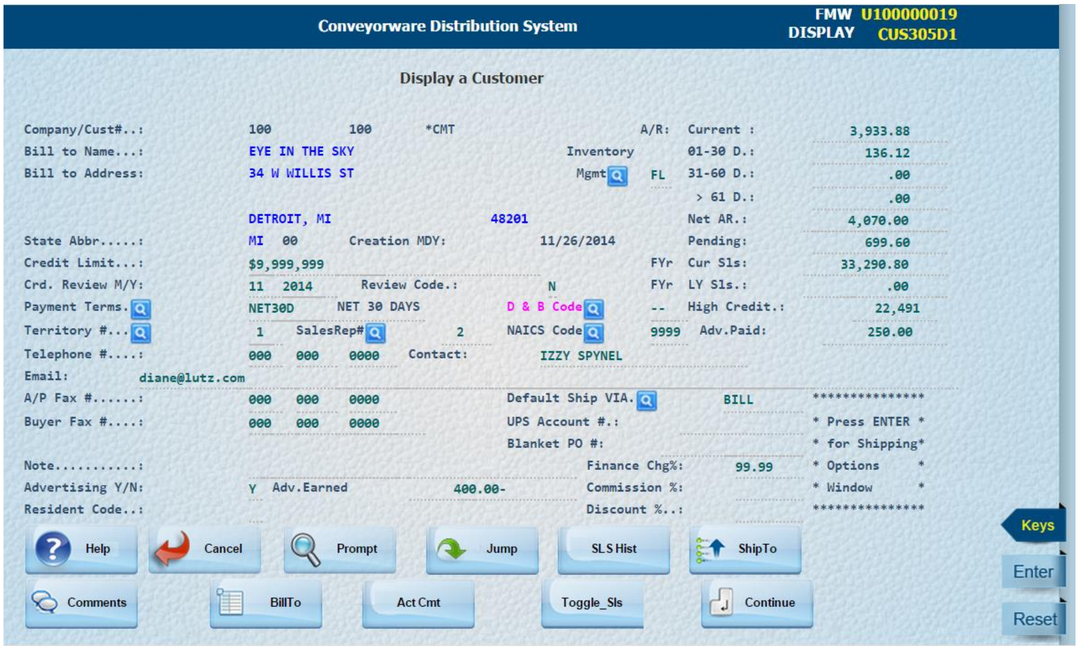
To limit the list, enter an Area Code, or enter an entire phone number to display the account.

The <u>Customer Account</u> list displays, sorted by Customer Phone Number. Accounts with **no phone** number are <u>not</u> included in the list.

In the correct record's **Options** field,

➔ Choose **5=Display.**

The <u>Display a Customer</u> detail record displays.



Display A Customer screen

Layout for the Display a Customer screen

On the **Top Right column** of the screen:

Ten data fields, beginning with AR Current, show the customer's Accounts Receivable, Sales, Credit History, and Total Advertising Paid.

On the **Left and Center** of Screen**:**

Company and **Customer Account Numbers**

***CMT:**	**This flag** next to Customer Account # indicates that notes exist in the local **[Comments]** window.
Bill-to Name:	Company Account Name
Bill-to Address:	Address for invoices/statements.
Inventory Mgt:	Inventory Management code.
City & State:	City and State
Zip Code:	5-digit Postal Code
State Abbreviation:	2-digit USPS State Code
Creation MDY:	Month, Day & Year the account was created.
Credit Limit:	*Up to 8 digits.* The upper credit limit for this customer.
Credit Review M/Y:	*2 and 4 digit date fields,* mm/yyyy. Month of the account's latest credit review, or account creation.
Review Code:	"N" (default) = New account credit assessment.
Payment Terms:	Invoice payment terms default to all new orders.
D & B® Code:	Dun and Bradstreet financial rating code.

Territory #: Assigned Sales Territory Number.

Sales Rep#: Assigned Sales Rep Number.

NAICS Code: *4 digits*. Specifies the customer's industry sector. If unknown, or not used, default is "9999."

Telephone Number: Contact Phone

Contact: Primary (Billing) Contact Name.

Email: Email address for the primary contact. A shipping recipient email can be added to individual orders.

A/P Fax #: Accounts payable/primary contact fax.

Default Ship-Via: Preferred shipping service. This selection defaults to the account's new orders

B/Y Fax #: Buyer's/Shipping recipient's fax

UPS Acct: Customer's UPS Account. The system may integrate a customer's UPS account, and shipping may then be billed directly to the customer.

Blanket PO: A Customer-specified Purchase Order Number to be used for all orders. Information-only field: this does NOT default to new orders.

Note: 20-character field for short comment about this account.

Finance Charge: If the system is set up to generate Late Fee Invoices, it will charge this percentage for all past-due amounts.

Advertising Y/N: Default is N. "Y" If the customer accrues advertising credit.

Adv. Earned: Current advertising credit accrued.

Commission %: 4 digits, up to 99.99. If one is specified here, the system assigns sales commission for all stock sold to this customer.

Resident. Code: Blank (default) = Commercial Address.
R = Residential Address, for Parcel Shipping rates.

Discount %: Discount rate given on **each invoice** (computes **in addition to** volume price breaks).

On **Lower Right corner** of screen:

➔ Press **[Enter]** to display the Shipping Options window:

The Shipping Options window appears.

Shipping Options window

Bypass Credit Limit (Y/N): "**Y**" will bypass the account dollar credit limit, and continue to ship new orders.

Bypass 60 Day Limit (Y/N): "**Y**" will bypass 60-Day past-due limit, and continue to ship new orders.

Print Packing Slip (Y/N): "Y" prints a packing slip at order completion.

Print Price on Packing Slip (Y/N): "Y" prints prices on pick slips and packing slips.

Print Invoice (Y/N): "Y" prints an Invoice for each shipped order.

Put Invoice in Carton (Y/N): "Y" to include with the shipment.

Include Frt Chg in Inv. (Y/N): "Y" to add the **parcel shipping** charge to each invoice.

BOL Remarks: An entry here prints on all freight **Bills of Lading** to or for this customer.

Charge Sales Tax (Y/N): Default is Y. N if this customer's purchases are sales tax-exempt.

Tax Exempt Number: If applicable. Most jurisdictions require that sellers keep customers' exemption certificates on file.

Tax Authority: The selected locality for state and municipal taxes.

To Return to the Display a Customer detail screen,

➔ Press **[Cancel]**, or **[Exit]**.

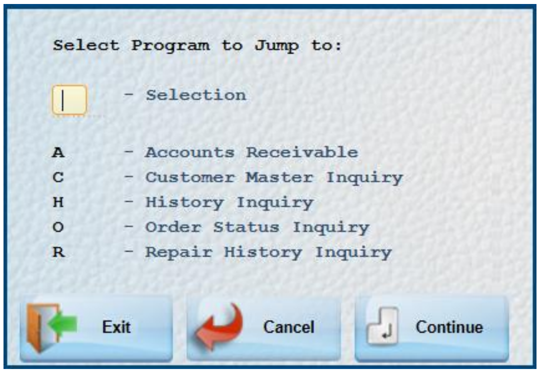
The system returns to the Display a Customer detail screen.

Note: **[Continue]** exits the Customer Account record, and returns to the Customer List screen.

∗ To Display *this* Customer's Record in a Different Menu:

➔ **Press [Jump]** (F7)**.**

The Jump window appears.



To jump to the Customer Account's screen in a different menu:

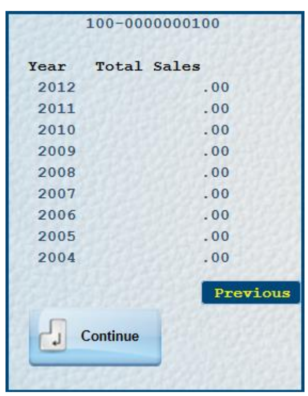
➔ Key **[Letter], [Enter].**

The current customer account is displayed in the selected module display screen.
To return to the original module, repeat the **[Jump].**

∗ To Display the Customer Sales History for Prior Years:

➔ Press **[Sls Hist]** (F8).

The Sales History window appears. Data only appears for customers with previous years' history in the system. The most recent year is listed first.



Sales History window

Exit the Sales History window:

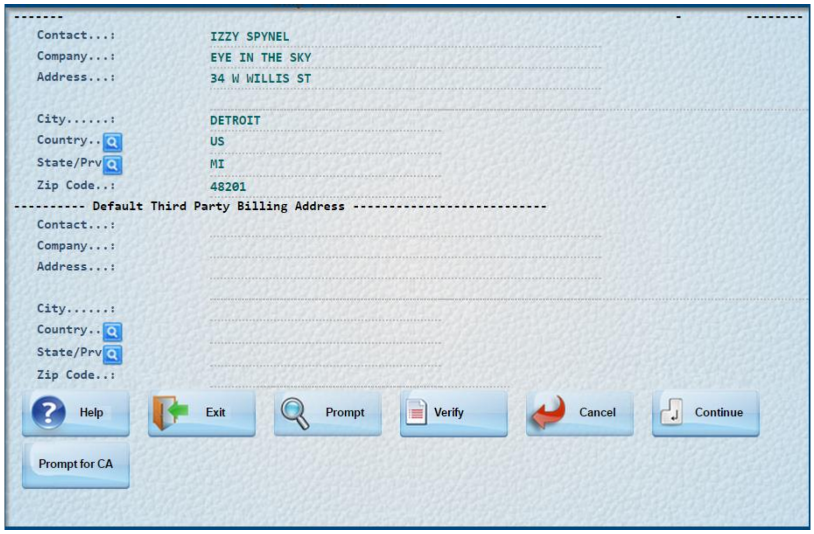
➔ Press **[Continue]** (Enter), or **[Exit]** (F3) or **[Cancel]** (F12)**.**

The system returns to the Display a Customer screen

✱ To Display the <u>Ship-To Name & Address</u>:

➔ Press **[Ship-To]** (F9).

The <u>Ship To Address</u> window appears.



<u>Ship-To Address</u> window

Exit the **<u>Ship To</u>** <u>Name and Address</u> Screen**:**

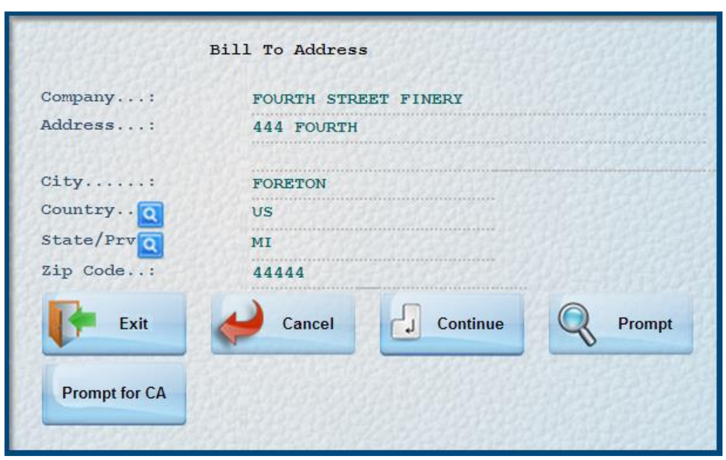
➔ Press **[Cancel]** (F12) to return to <u>Display a Customer</u>, **or**

➔ **[Exit]** (F3) to return to the <u>Customer Menu.</u>

✱ To Display the <u>Bill-To Name and Address</u>:

➔ Press **[Bill To]** (F15).

The <u>Bill-To Address</u> window appears.



<u>Bill-To Address</u> window

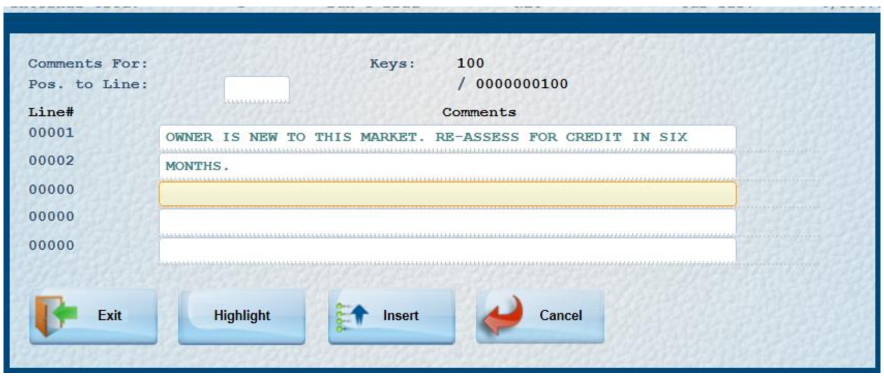
Exit the Bill-To Address Window:

- ➔ Press **[Cancel]** to return to Display a Customer, or
- ➔ **[Exit]** to return to the Customer list.

✱ To Display Account Comments:

- ➔ Press **[Comments]** (F19).

The Account Comments window appears.



(F19) Account Comments window

> This **Account Comments** window can be displayed while working with the Customer Account in any activity. Display and/or add Account Comments in AR, Orders, Sales History, and Returns.

The Account Comments window is **active**, and may be edited. Both **[Exit]** and **[Cancel]** return to the Display a Customer screen.

✱ To Display a Different Customer Account:

- ➔ Press **[Cancel]** (F12) or **[Exit]** (F3).

The system returns to the Work with Customers list screen. Choose another customer account to display or to edit.

✱ To Return to the Customer Menu:

- ➔ Press **[Cancel]** (F12) or **[Exit]** (F3) **twice**.

The System returns to the 200. Customer Menu screen.

Send a Customer List Email

Email a CSV file of Customer Accounts, with billing contact info. The file can be opened with any spreadsheet, sorted as desired, converted to table format, or imported into word processing applications.

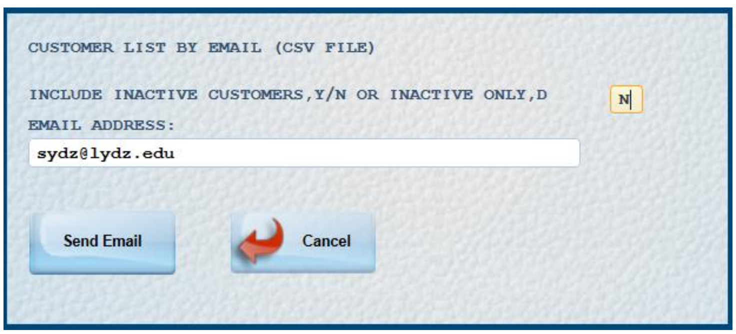
Select to include active and/or inactive customers; the company email address is the default, but this address can be edited.

∗ To Send a Customer Account List by Email:

From the 201.Work with Customers selection screen:

➔ Press **[CustListEmail]** (F10).

The Customer List by Email selection window appears.



Customer List by Email selection window

➔ *View* or key **Include Inactive Customers Y/N,**
1digit, alphanumeric. **N=No** is default. Key **"Y"** for both active and deactivated customers, **"N"** for only Active customers, or **"D"** for deactivated/inactive customers only.

➔ *View* or key **Email Address, [Send Email]** (F6)**.**
The Company Setup email address defaults to this field. Key a different address, if desired.

The email is sent. The email's Subject line is: **Customer List.** When opened with a spreadsheet (Excel), the Spreadsheet tab is: **CustList_(Co#).**

Account	Attn Name	Company Name	Street Address 1	Street Address 2	City	State	Zip Code	Country	Phone	Email
100-0000000001	POS SALES	POS CUSTOMER	29882 SECOND		DETROIT	MI	45556	US	555-555-5555	
100-0000000099	DEEDEE LIDZ	SYDZ LIDZ AR	29882 SECOND		DETROIT	MI	45555	US	555-555-5555	sydz@lydz.edu
100-0000000100	MIKE MIKEY	MIKES MENSWEAR	456 SIXTH		CITY	MI	48555	US	111-111-1111	MIKE@MENSWEAR.EDU
100-0000000101	WILLIAM F WILLIAMS	BILL TO BILL	54634 WM AVE		BILLYTON	MI	45555	US	000-000-0000	
100-0000000102	SADIE SHADE	SADIES LADY SHADES	00 SLIPPERY ROCK		SETTLEHERE	AR	66669	US	000-000-0000	
100-0000000104	DAN DAPPER	DAPPER DANS MANSWEAR	89 98TH AVENUE		ABBINGDON	OH	55555	US	555-555-5555	DD@DAPPERDAN.NET
100-0000000105	HATTIE CHAPEAU	HATTIES	4562462456 IST STREET		TOPPING	MI	49888	US	000-000-0000	HCHAPEAU@HATTIES.MMM
100-0000000106		HOUSE OF HATS	7 3/4 MADDOX		CITY	MI	45555	US	000-000-0000	
100-0000000107		THREE CORNERS COSTUMES	56 65TH STREET		CIT	MI	35555	US	000-000-0000	
100-0000000108	CHERYL ATOSSAL	SHAREPOINTS	P3 7TH AVENUE		NY	MI	01234	US	000-000-0000	
100-0000000133		FOURTH STREET FINERY	444 FOURTH		FORETON	MI	44444	US	000-000-0000	

Account	Ship to Company	Ship to Street Address 1	Ship to Street Address 2	Ship to City	Ship to State	Ship to Zip Code	Ship to Country	Status
100-0000000001	POS CUSTOMER		29882 SECOND	PORT HURINE	MI	45555	US	
100-0000000099	SYDZ LYDZ INC	SYDZ LIDZ	29882 SECOND	DETROIT	MI	45555	US	
100-0000000100	MIKES MENSWEAR	MIKE MIKEY	466 SIXTH	CITY	MI	48555	US	
100-0000000101	SAME AS BILL-TO	SAME AS BILL-TO	SAME	SAME	MI	45555	US	
100-0000000102	SADIES LADY SHADES	SADIE SHADES	00 SLIPPERY ROCK	SETTLEHERE	AR	66669	US	
100-0000000104	DAPPER DAN	DAN DAPPER	89 98TH STREET	ABBINGDON	OH	44444	US	
100-0000000105	COMPANY	CONTACT	ADDRESS	TOPPING	MI	45898	US	
100-0000000106	DEFAULT WOULD BE NICE HERE!	HATTIE HOUSE	7 3/4 MADDOX	CITY	MI	45555	US	
100-0000000107	THREE CORNERS HISTORICAL COSTUMES	BENEDICT ARNOLD	56 65TH STREET	CIT	MI	35555	US	
100-0000000108	SHAREPOINTS		P3 7TH AVENUE	NY	NY	01234	US	
100-0000000133	4TH ST. FINERY	FLORA FOREMAN	44 FOURTH	FORETON	MI	44444	US	

Note that 201 Work with Customer record **field names** comprise row 1 of the spreadsheet. The **columns** are:

Account Number:	Company -- Customer Account Numbers.
Attn Name	Customer Contact
Company	**Bill-To** Company Name
Street Address 1:	**Bill-To** Address lines
Street Address 2:	
City	
State	
Zip Code	5 digits only for US addresses.
Country:	Country Code
Phone:	Contact Phone Number
Email:	Contact Email. Parcel Shipment tracking uses this email, unless another is keyed in the Order.
Ship-to Company	Ship-To Default/Company Name (Ship-To Contact is not included here).
Ship-to Street Address 1:	
Ship-to Street Address 2:	
Ship-to City	
Ship-to State	
Ship-to Zip Code	
Ship-to Country:	Country Abbreviation/Code
Status:	Blank=Active; Inactive=Deactivated/Deleted.

OPTION 203: Work with Customer Ad Allowance

Business-to-Business companies may offer an Advertising Allowance to retailers and other Business-to-Consumer companies. Conveyorware records these transactions with here, with accruals and payments in a **running list** of credits and debits. Each Customer Account screen displays the account's current **Advertising Earned** and total **Advertising Paid** amounts.

Ad Allowance transactions may **only** be entered if the 201. Customer Account's **Advertising Y/N** field is set to **Y=Yes**.

Any Ad allowance program or policies can be accommodated, but add each **accrual** manually for each account. Record Ad allowance **pay-outs** here, as well, but there is **no interaction** with customer invoicing and payments. Any Credit Memos or Payments to the Customer Account must be issued separately.

Even though ad transactions are not integrated with orders and invoicing, they cannot be deleted, and only a transaction's **Memo** field can be edited. If a transaction is entered in error, create a second transaction to offset it.

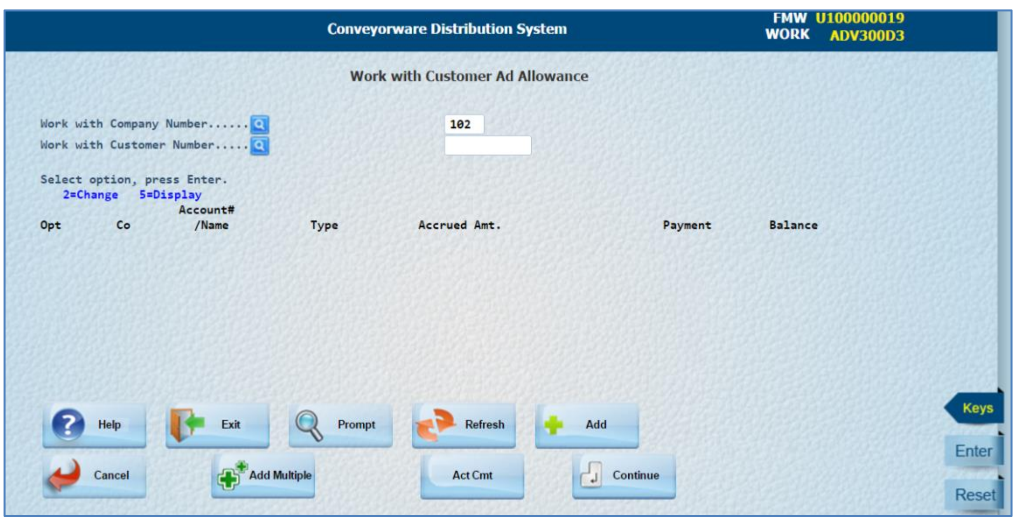
✱ To Select Work with Customer Ad Allowance:

From the 200. Customer Menu,

➔ Click on **203. Work with Cust. Ad Allowance,** or

➔ Key command **203, [Enter].**

The Work with Customer Ad Allowance selection screen appears.



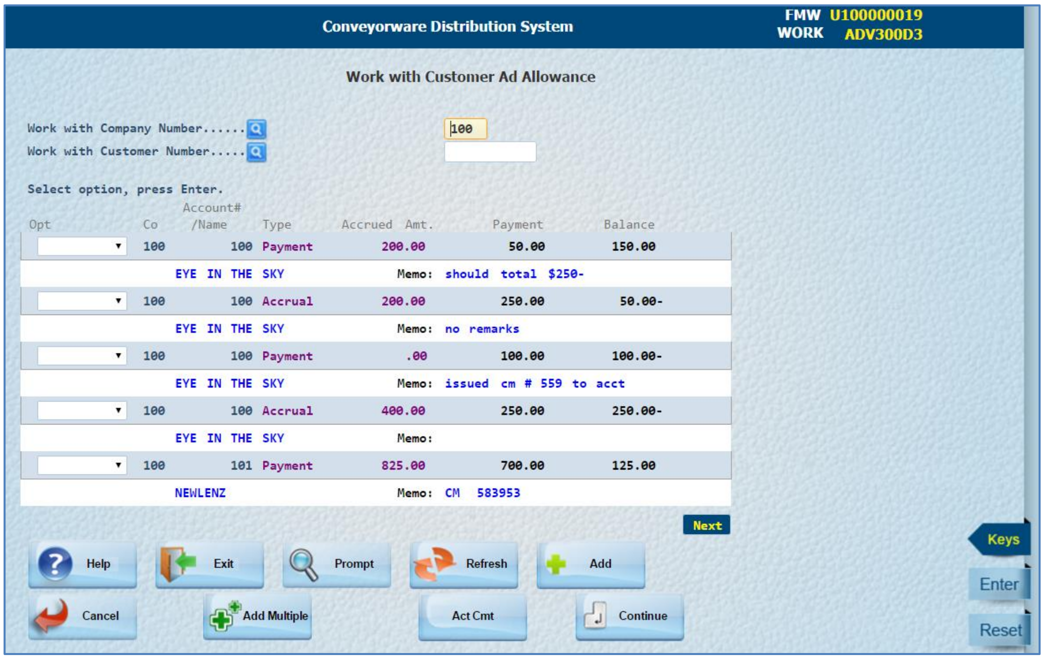
Work with Customer Ad Allowance selection screen

✱ **To Display a List of All Ad Transactions for All Customer Accounts:**

In the Company field,

➔ Select or key **Company Number, [Enter].**

The Work with Customer Ad Allowance list screen appears. All company ad transactions appear in the list, for all customer accounts, sorted by Customer Number and recent-to-older dates.



Work with Customer Ad Allowance list screen

Layout for Work with Customer Ad Allowance list screen:

Selection fields: **Company Number**, and **Customer Number.**

Columns:

Opt: List Options field.
- **2=Change** To edit a record's Memo field.
- **5=Display** To view the transaction with all details.

Co: Company Number

Account# Customer Account Number, above

/Name: Customer Account Name

Type: Transaction Type, Accrual or Payment

Accrued Amt.: Positive (Accrual) or Negative (Overpaid)

Payment Amount subtracted from Accrued Amt., added on the Account screen to **Adv. Paid.**

Balance Net Accrual Amount, displays in the Account screen as **Adv. Earned.**

Memo: Identifying Note (only the first of 4 lines displays in the list).

Active Buttons (F-Keys):

[Help] (F1)**:** Brings up a "Help" window with information about the cursor's field. From any [F1=Help] window, press **[Extended Help]** (F2) for detailed information about the *entire* screen.

[Exit] (F3)**:** Cancels the current screen, and returns to the menu.

[Prompt] (F4)**:** For fields with a "" (**Lookup icon**), lists all data choices to fill the field.

[Refresh] (F5)**:** Updates the list with current and recent transactions.

[Add] (F6): Brings up a screen to add a new transaction

[Cancel] (F12): Cancels the current screen and returns to the previous screen.

[Add Multiple] (F18): Brings up an Add Customer Ad Allowance screen after each new record is saved.

[Acct Cmt] (F19): Customer Account Number is required. Displays a **Global** Comments window, specific to one **Customer Account**. Display the Global Comments window from many functions that are related to the Customer Account.

✱ To Display Ad Allowance History for One Customer:

➔ *View*, select, or key **Company Number**, **[Tab]**
Use [Prompt] to select, if desired.

➔ Select or key **Customer Number, [Enter].**
Use [Prompt] to select, if desired.

The Work with Customer Ad Allowance list screen appears with the Customer Account's transactions listed.

If **no transactions** appear, the Customer Account either:

- Has no advertising transactions, or
- Is not eligible for Ad Allowance (and the account record's **Advertising Y/N** field is set to **N=No**).

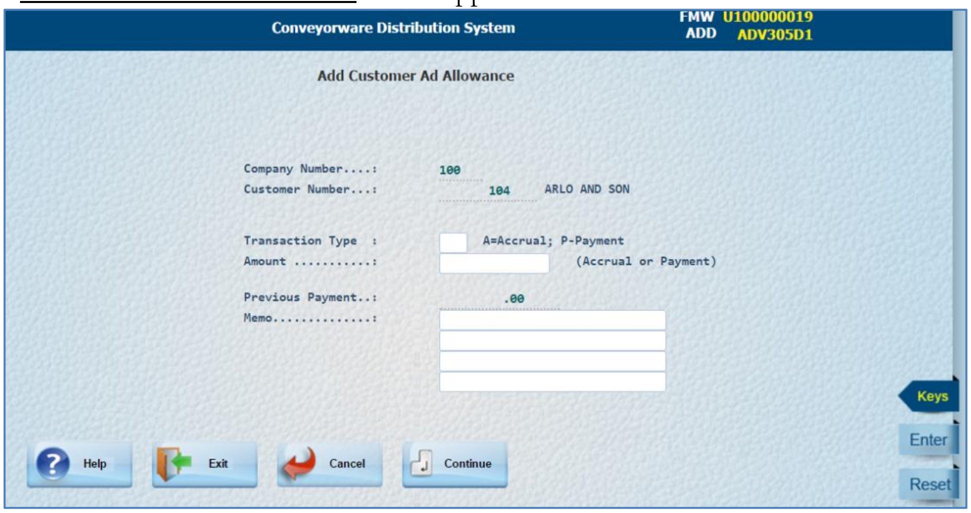
* To Add an Advertising Allowance Transaction for a Customer:

From the Work with Customer Ad Allowance list screen:

→ View, select, or key **Customer Number,**
Use **[Prompt],** if desired.

→ Press **[Add]** (F6).
<OR> To add multiple transactions for one customer, press **[Add Multiple]** (F18).

The Add Customer Ad Allowance screen appears.



Add Cust Ad Allowance screen

The cursor is in the **Transaction Type** field.

→ Key **"A" or "P", [Tab]**
A= Allowance **Accrual**, **P**=Allowance **Payment.**

→ Key **Amount, [Tab],**
The system assumes whole dollars. Add a decimal for amounts less than a dollar.

→ Key **Memo, [Continue]** (Enter).
An entry is **required**. Note the date range, payment method, or other information.

The system returns to the customer's Work with Customer Ad Allowance screen. If the new transaction isn't in the transactions list, click on [Refresh]. The new totals will display in the 201 Customer Account screen.

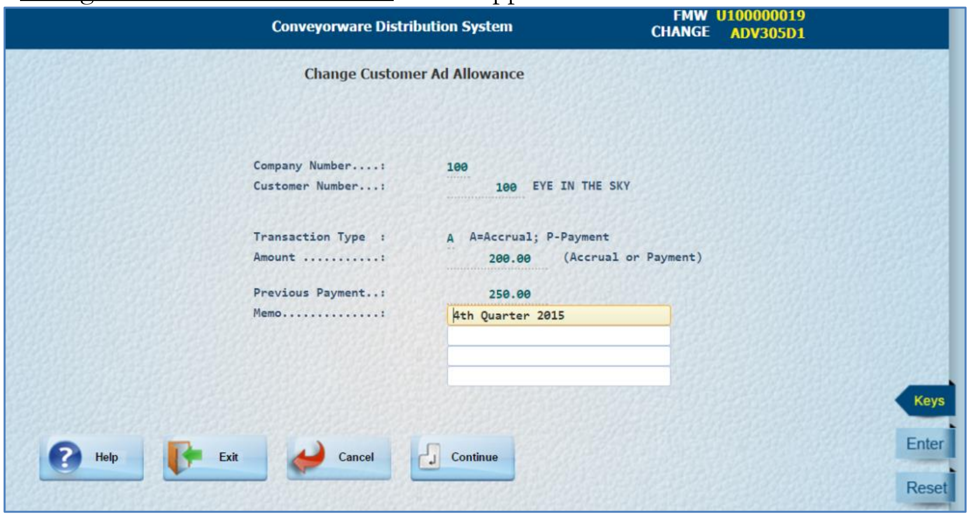
Note: If **[Add Multiple]** (F18) is used, **[Enter]** saves a record, and a new Add Ad Allowance screen is displayed.

∗ To Edit an Ad Allowance Transaction:

From the Work with Customer Ad Allowance screen, in the transaction's Opt box,

➔ Click on **2=Change.**

The Change Customer Ad Allowance screen appears.



Only the **Memo** field may be edited. The transaction **Type** (accrual/payment) and **Amount** cannot be changed. To save the edit:

➔ Press **[Continue]** (Enter).

The system returns to the Work with Customer Ad Allowance list screen.

OPTION 204: Work with NAICS Codes

This option allows you to display, edit, and add NAICS codes. The **NAICS** (North American Industry Classification System) field in Customer Records is used to classify customers for marketing and research purposes. Full NAICS codes are three- to six-digit numbers; the 2012 list contains over 2,000 codes. List revisions occur every five years.

The Conveyorware database uses the **three-to-four-digit** NAICS **Industry Sector** codes, with two-digit sub-codes. Use Option 215. NAICS Code Report to print and verify your Customer Accounts' industry sectors.

You might need to add new or additional sector codes. The full 2012 list can be downloaded as an easily scrollable spreadsheet at http://www.census.gov/eos/www/naics/ Only the **Description** of a code record can be edited, but any code can be deleted from the list.

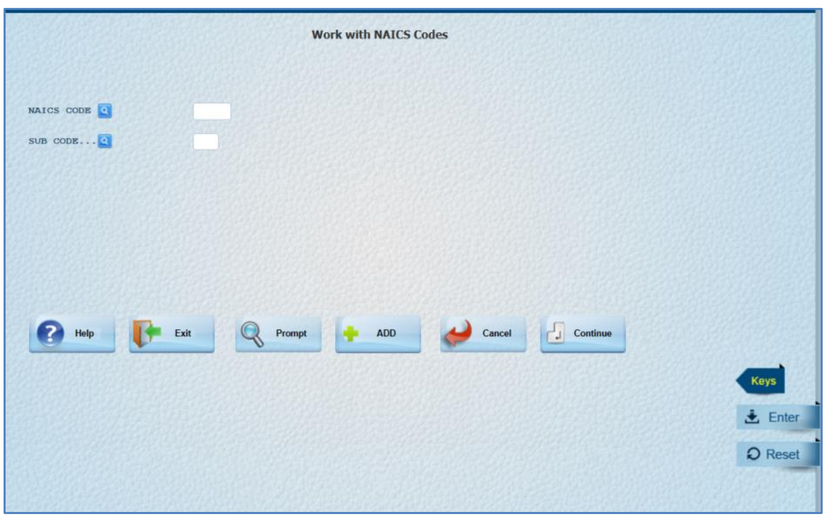
✱ To Select Work with NAICS Codes:

From the 200 Customer Menu:

➔ Click on **204. NAICS Code Master List** or

➔ Key command **"204", [Enter].**

The Work with NAICS. Code selection screen appears.



Work with NAICS Code selection screen

✱ To Display the NAICS Code Master List:

With cursor in the **NAICS CODE** field,

➔ Click on **[Prompt].**

The Work with NAICS Codes List screen appears.

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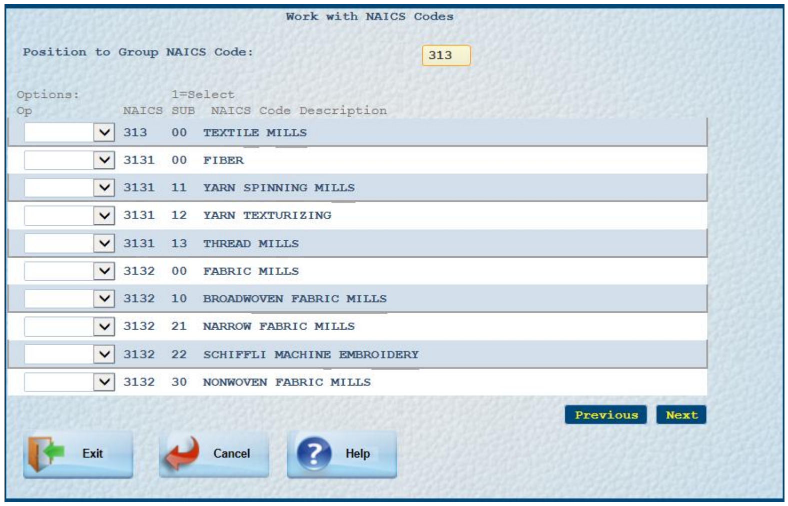


NAICS Code [Prompt] list

This screen lists **3- and 4-digit Industrial Sector** codes. The system has no default Sub-codes.

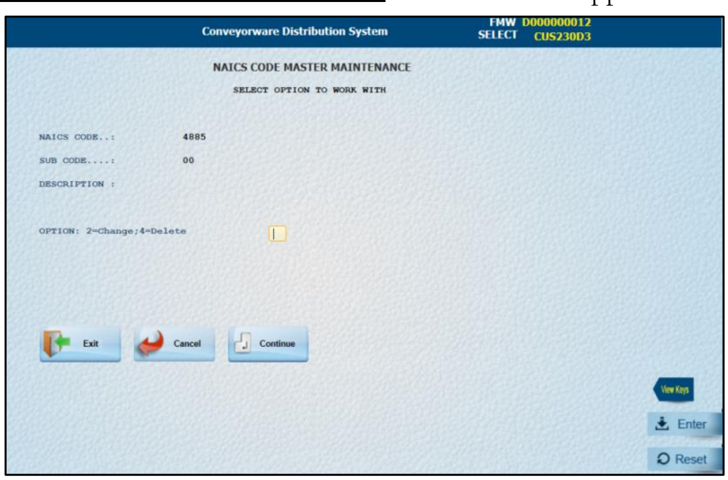
Navigate the list by **paging** with the **[Next]** (Page-Down key) button, or use the **Position-To field** to position the list.

✱ To Change a NAICS Sector Code record:

The **Description** field of an existing code may be edited. With the **[Prompt]** list displayed, In the Code's **Options** field,

➔ Click on **1=Select.**

The NAICS Code Master Maintenance selection screen appears.



NAICS Code Master Maintenance selection screen

Note that the selected **Sector Code Number** displays, but the **Description** does not display. Be certain that the **correct code** number is selected. In the active **Option** field,

➔ Key **"2", [Enter].**

The NAICS Code Master Maintenance detail screen appears with the Code **Description** displayed. Be certain this is the **correct** Description to change.

NAICS Code Master Maintenance detail screen

➔ Key **"Changes", [Enter]**.

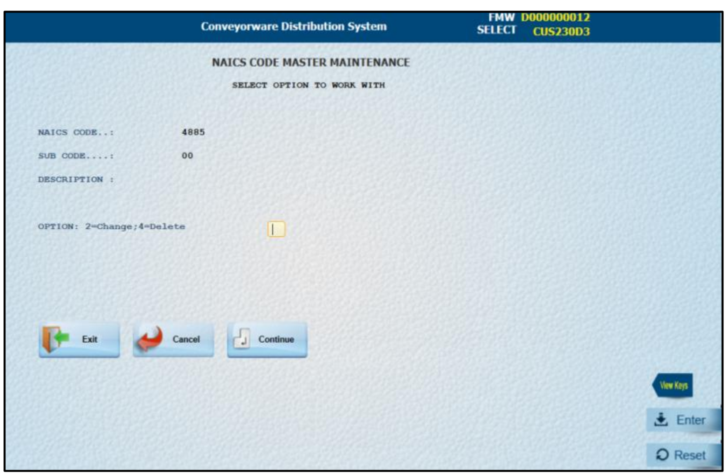
The system saves the change and returns to the Work with NAICS Codes selection screen.

✱ To Delete a NAICS Sector Code:

The NAICS Code list may contain more industries than is necessary for your needs. You may delete parts of the list. With the **[Prompt]** list displayed, In the Code's **Options** field,

➔ Click on **1=Select.**

The NAICS Code Master Maintenance selection screen appears.



NAICS Code Master Maintenance selection screen

Note that the selected **Sector Number** displays, but the **Description** does not display. Be certain that the **correct code** number is selected. In the active **Option** field,

➔ Key **"4", [Enter].**

The Confirmation screen appears; the Code **Description** now displays. Be certain this is the correct code to delete.

In the active **To Confirm DELETE, Enter 'Y' field**,

➔ Key **"Y", [Enter].**

To **abort the deletion**,

➔ Press **[Cancel].**

The system deletes the code, and returns to the Work with NAICS Codes selection screen.

∗ To Add a New NAICS Sector Code to the List:

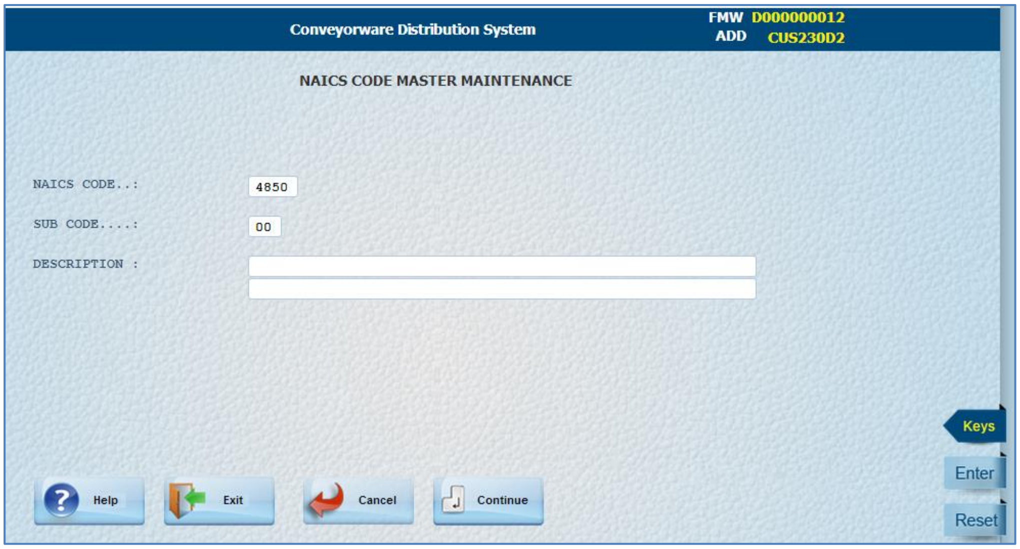
From the Work with NAICS Code selection screen, in the **NAICS Code** field,

➔ Key **New NAICS Number, [Add]** (F6)**.**

3 to 4 digits, numeric.

The NAICS Code Master Maintenance detail screen appears.

If the Number is already listed, an error message appears instead.



NAICS Code Master Maintenance detail screen

With cursor in **NAICS Code** field:

➔ *View* the **new** NAICS Code Number, **[Tab].**

➔ Key final **2 digits** in Sub Code field.

00 is default. *Optional.* Only the Industry Sector Code is included in NAICS reports. the Sub-Code digits cannot be distinguished in this system's reports.

➔ Key **Description, [Enter].**

Use the NAICS description specified in the published list.

The entry is saved, and the system returns to the Work with NAICS Codes selection screen.

OPTION 207 Display Customer Account

This option provides no-editing access to Customer Account records. Both local [Comments] (F10) and global [Account Comments] (F19) can be displayed and edited here.

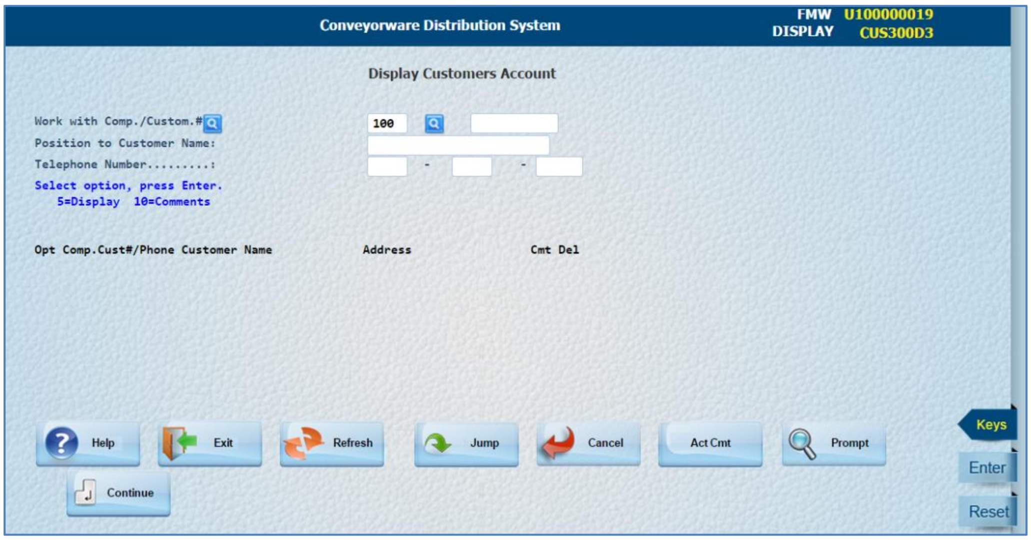
∗ To Display a Customer Account record:

From the 20 Customer Menu,

➔ Click on **207 Display Customer Account**, or

➔ Key command **“207”, [Enter]**

A Display Customer Account screen appears.



Display Customer Account selection screen

∗ To Display a Customer with the Account Number,

With cursor in the **Work with Custom.#** field:

➔ Select or key the **Customer Account Number**, **[Enter].**

Up to 10 digits, numeric. Use [Prompt] (F4) to select the account, if desired. The [Prompt] list is sorted by Account Name.

The Display Customer Account detail screen appears.

∗ To Display the Customer Account List :

The Company Number field is required. Then, with cursor in ANY field:

➔ Press **[Enter].**

The Display Customer Account list screen reappears, with the list of accounts **sorted** by **Customer Name.**

Display Customer Account list screen

To navigate the list, click on **[Next]** and **[Previous],** or use a keyboard's **Page Down** and **Page Up**.
In any selected record's **Options** field, click on **5=Display.**

✱ **To Sort and Search by Customer Name**:
In the **Position-to Customer Name** field:

➔ Key **Customer Name**, an **Initial**, or a **Partial Name, [Enter].**

The Work With Customers screen reappears, with a list of accounts that **match** or **include** the name or initial letters entered. The list is **sorted** by **Customer Name.**
To navigate the list, click on **[Next]** and **[Previous],** or use a keyboard's **Page Down** and **Page Up**.

In the correct record's **Options** field,

➔ Click on **5=Display.**

The Customer Account detail record displays.

✱ **To Sort and Search by Customer Phone:**
With cursor in the **Area Code** field,

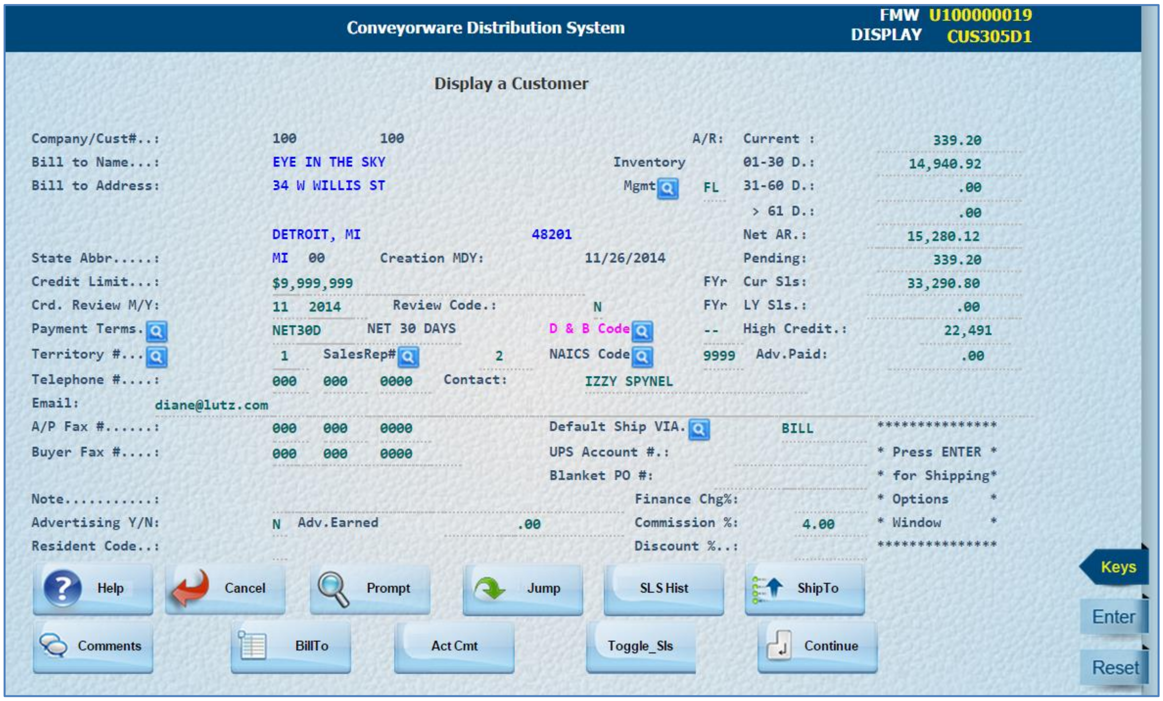
➔ Key **Any Number, [Enter].**
To limit the list, enter an Area Code, or enter an entire phone number to display one account.

The Customer Account list displays, sorted by Customer Phone Number. Accounts with no phone number are not included in the list.

In the correct record's **Options** field,

➔ Choose **5=Display.**

The Display a Customer detail record displays.



Display A Customer detail screen

Layout for the Display Customer Account screen

The Top Right corner of the screen:

These ten data fields, beginning with AR Current, show the customer's Accounts Receivable, Sales, and Credit History.

The Left and Center of Screen**:**

Company Number and **Customer Account Number**

***CMT:** This flag next to Customer Account # indicates that notes exist in the **local** Comments (F10) window. The **global** Customer Account Comment (F19) does not have a flag/indicator.

Bill-to Name: Company Account Name

Bill-to Address: Address for invoicing.

Inventory Mgmt: The Inventory Management code affects receiving, storage, and order allocation for stock.

City & State: City and State for invoicing.

Zip Code: 5 Digit Zip Code for US addresses, or postal code.

State Abbreviation: *2 digit* USPS State code.

Creation MDY:	Month, Day & Year the account was created.
Credit Limit:	Maximum Dollar Limit for the Account. New Orders that will exceed this amount are automatically placed on Credit Hold.
Credit Review M/Y:	Date fields, format mm/yyyy. Month of account's creation, or most recent credit assessment.
Review Code:	N=New: Credit assessment took place when the account was new. Other entries can be subscriber-defined.
Payment Terms :	Invoice payment terms, defaults to new orders.
Territory #:	Assigned Sales Territory.
Sales Rep#:	Assigned Sales Rep.
Dun & Brad®:	Dun and Bradstreet financial rating.
NAICS Code:	Specifies the customer's industry sector; 4 digits shown. If unknown, or not used, default is "9999."
Adv. Paid:	Total advertising credit paid.
Telephone Number:	Contact Phone
Contact:	Primary (usually Billing) Contact Name.
Email:	Address for the primary contact. A shipping recipient email can be added to individual orders.
A/P Fax #:	Accounts payable/primary contact fax.
Default Ship Via:	Preferred shipping service. This field defaults to the account's new orders.
Buyer Fax #:	Buyer/Ship-To recipient's fax.
UPS Account #:	An entry here allows this Customer's parcel shipments to be billed to the Customer; UPS Account must be added to 981 Ww UPS Shipping.
Blanket PO:	A Customer-specified Purchase Order Number for all orders. Information-only field: this does NOT default to new orders.
Note:	20-character field for short comment about this account.
Finance Chg%:	If the system is set up to generate Late Fee Invoices, it will charge this percentage for all past-due amounts.
Advertising Y/N:	Default is N. "Y" If the customer accrues advertising credit.
Adv. Earned:	Current Advertising Amount accrued.
Commission %:	4 digits, no assumed decimal. If specified here, the system assigns this sales commission for all stock sold to this customer. This rate can be overridden by rates entered in inventory records and order screens.

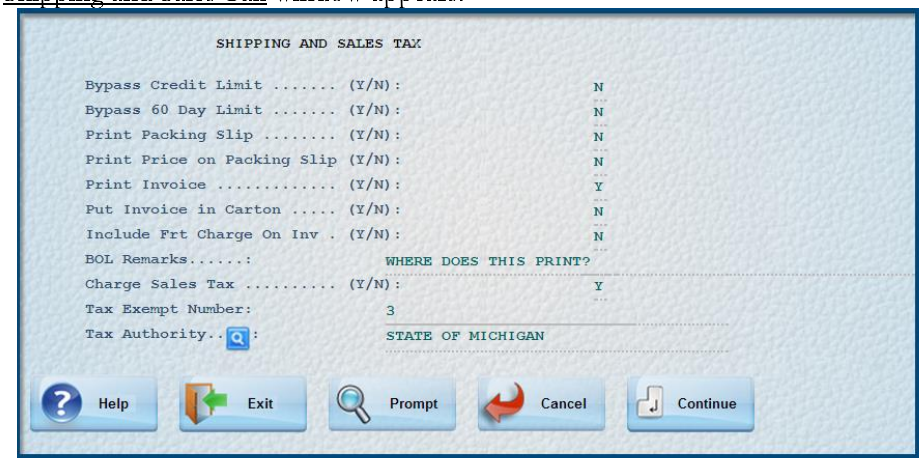
Resident. Code: Blank (default)= Commercial address. "R" defines the account's ship-to address(es) as residential, for parcel shipping (UPS) rates.

Discount %: Discount rate given on each invoice (computes **in addition** to volume price breaks).

On **Lower Right corner** of screen:

➔ Press **[Enter]** to view the Shipping Options window:

The Shipping and Sales Tax window appears.



Shipping and Sales Tax window

Bypass Credit Limit: "**Y**" ships new orders without dollar limit.

Bypass 60 Day Limit: "**Y**" ships new orders without overdue limit.

Print Packing Slip: "**Y**" prints a packing slip at order completion

Print Price on Packing Slip: "**Y**" prints prices on order sheet and packing slips.

Print Invoice: "**Y**" prints an Invoice for each shipped order at order completion (see next field), or with the day-end process.

Put Invoice in Carton: "**Y**" to print and include the Invoice with the shipment. "N" (with Print Invoice=Y) prints the Invoice with the day-end process.

Include Frt Chg in Inv.: "**Y**" to add **parcel** shipping charge to each invoice. This can be done at order completion for integrated-UPS shipping accounts, or with the day-end process for Endicia and FedEx.

BOL Remarks: A message here prints on all freight shipment Bills of Lading.

Charge Sales Tax (Y/N)**:** Y= Calculate Sales Tax. N= Customer's purchases are sales tax-exempt.

Tax Exempt Number: If applicable. Most jurisdictions require that sellers keep customers' exemption certificates on file.

Tax Authority: The locality for Sales Tax for this customer.

✱ **To Return to the Display a Customer detail screen:**

➔ Click on **[Cancel]** (F12).

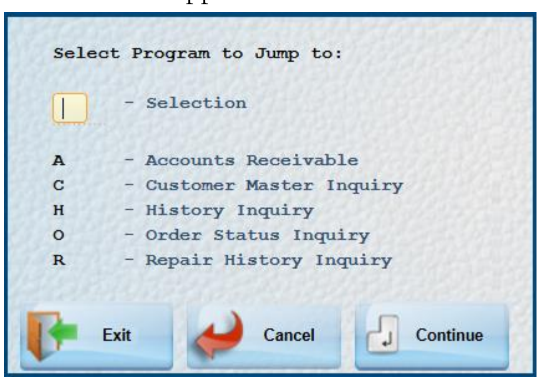
The system returns to the Display a Customer detail screen.

Note: **[Continue]** (F3), here, exits the Customer Account record, and returns to the Display Customer list screen.

✱ **To Display *this* Customer's Records in a Different Menu:**

➔ **Press [Jump] (F7).**

The Jump selection window appears.



Choices are:

A= Accounts Receivable (Option 107 Display AR by Customer list),

C= Customer Account (Option 207 Display Customer Account detail),

H= Sales History (Option 109 Display Sales History most recent record)

O= Order List (Option 401 Work with Orders list), and

R= Return/Repairs (Option 701 R/R Orders most recent record).

➔ Key the **[Letter], [Enter].**

The current Customer Account is displayed in the designated screen. Note that for AR and Orders, the Customer Account's transaction list displays. For the **Sales History list** and the **R/R Order list**, click on [Cancel] (F12) from the record detail screen.

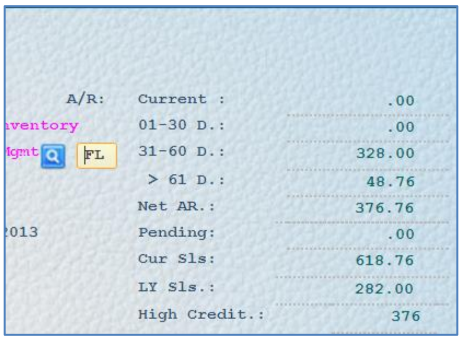
To return to the original module, repeat the **[Jump].**

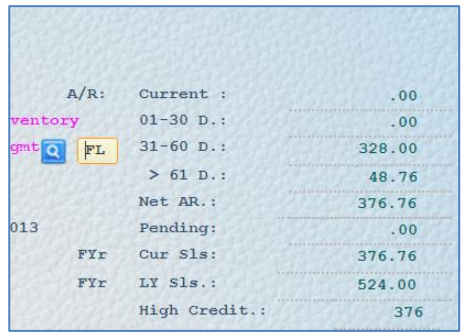
The **Cur Sls** and **LY Sls** fields that display Year-To-Date and Last Year Sales assume a calendar-based fiscal year. If your Company operates on a **non-calendar fiscal year,** display current and last **fiscal year** sales:

✱ To Display Fiscal Year Sales:

➔ Click on **[Toggle_Sls]** (F20)**.**

The **Cur Sls** and **LY Sls** fields change to fiscal year net totals with the **FYr** flag.

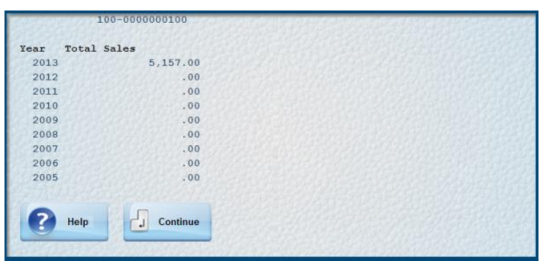




✱ To Display the Customer's Sales History for Prior Years:

➔ Press **[Sls Hist]** (F8).

The Sales History window appears. Data only appears for customers with previous years' history in the system. The most recent year is listed first.



Sales History window

Note that this window reflects the Calendar Year/Fiscal Year display on the main screen. To display this window with **non-calendar fiscal year** figures, use the [Toggle_Sls] (F20) button. Be sure the **FYr** flag appears on the main screen.

✱ To Exit the Sales History window:

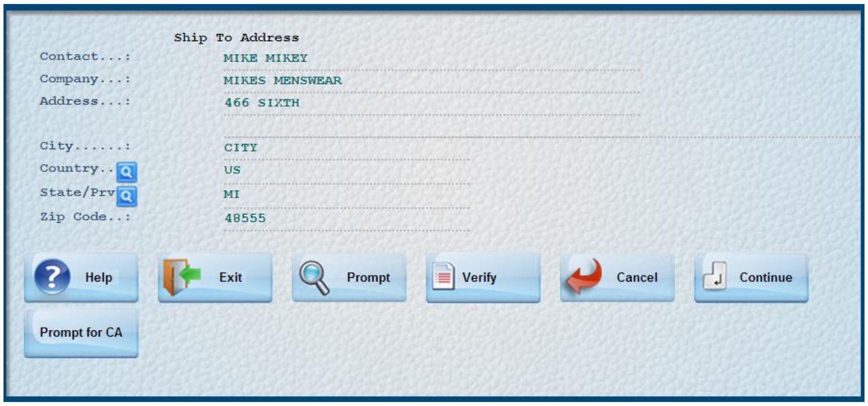
➔ Press **[Enter],** or **[Exit]** (F3) or **[Cancel]** (F12)**.**

The system returns to the Display a Customer screen

✱ To Display the **Ship To Address window:**

➔ Click on **[Ship-To]** (F9).

The Ship To Address window appears.

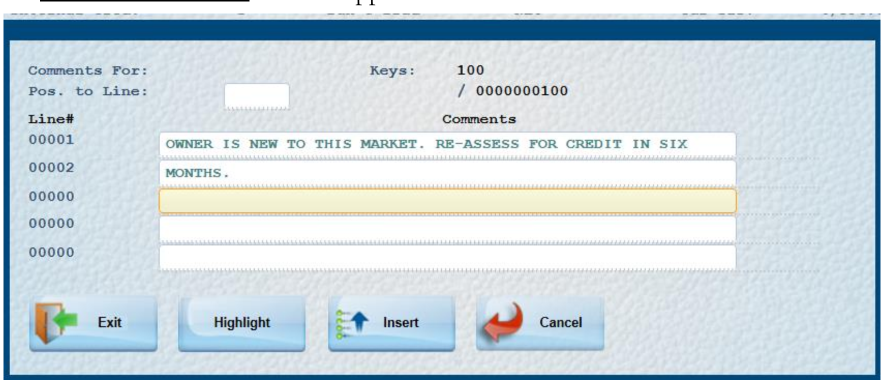


Ship-To Address screen

✱ **To Display Account Comments:**

➔ Click on **[Acct Cmts]** (F19).

The global Account Comments window appears.



(F19) Account Comments window

The Account Comments window is **active**, and may be edited. Both **[Exit]** and **[Cancel]** return to the Display a Customer screen.

This **Account Comments** window can be displayed while working with the Customer Account in any activity. Display and/or add Account Comments in AR, Orders, Sales History, and Returns.

✱ **To Exit from Display a Customer:**

➔ Press **[Exit]** (F3).

The system returns to the 207 Display a Customer Account selection screen.

OPTION 207: Display a Customer Account

This option provides non-editing display of Customer Account records. Both local Customer [Comments] (F10) and global [Account Comments] (F19) can be displayed and edited here.

✱ To Display a Customer Account record:

From the 200 Customer Menu,

➔ Click on **207 Display Customer Account**, or

➔ Key command **"207", [Enter].**

A Display Customer Account screen appears.

Display Customer Account selection screen

✱ To Display a Customer Account with an Account Number ,

With cursor in the **Work with Custom.#** field:

➔ Select or key the **Customer Account Number**, **[Enter] .**

Up to 10 digits, numeric. Use [Prompt] (F4) to select, if desired.

The Display Customer Account detail screen appears.

✱ To Display the Customer Account List :

With cursor in ANY field, display the list of ALL accounts:

➔ Press **[Enter].**

The [Prompt] button also works here, but requires more steps to display the list.

The Display Customer Account list screen reappears, with the list of accounts **sorted** by **Customer Name.**

Display Customer Account list screen

To navigate the list, click on **[Next]** and **[Previous],** or use a keyboard's **Page Down** and **Page Up**.
In any selected record's **Options** field, click on **5=Display.**

✱ To Search for an Account by Customer Name:

In the **Position-to Customer Name** field:

➔ Key **Customer Name**, an **Initial**, or a **Partial Name, [Enter].**

The Work With Customers screen reappears, with a list of accounts that **match** or **include** the name or initial letters entered. The list is **sorted** by **Customer Name.**

To navigate the list, click on **[Next]** and **[Previous],** or use a keyboard's **Page Down** and **Page Up**.

In the correct record's **Options** field,

➔ Click on **5=Display.**

The Customer Account detail record displays.

✱ To Sort and Search for Customer Account by Customer Phone:

With cursor in the **Area Code** field,

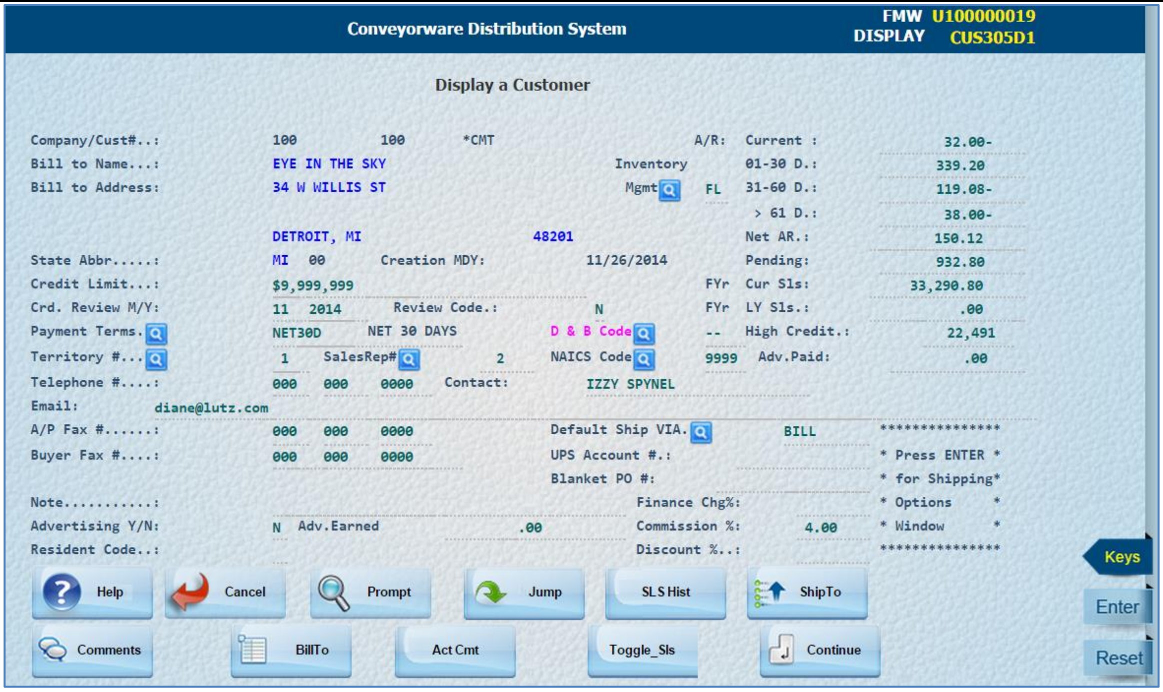
➔ Key **Any Number, [Enter].**
To limit the list, enter an Area Code, or enter an entire phone number to display one account.

The Customer Account list displays, sorted by Customer Phone Number. Accounts with no phone number are not included in the list.

In the correct record's **Options** field,

➔ Choose **5=Display.**

The Display a Customer detail record displays.



<u>Display A Customer</u> detail screen

Layout for the <u>Display Customer Account</u> screen

On the Top <u>Right</u> corner of the screen:

These ten data fields, beginning with AR Current, show the customer's Accounts Receivable, Sales, and Credit History.

On the <u>Left</u> and Center of Screen**:**

Company Number and **Customer Account Number**

***CMT**: This flag, next to Customer Account #, indicates that notes exist in the local **<u>Comments</u>** [F10) window. The global Customer Account Comment (F19) does not have a flag/indicator.

Bill-to Name:	Company Account Name
Bill-to Address:	Address for invoicing.
Inventory Mgt:	The Inventory Management code affects receiving, storage, and order allocation for stock.
City & State:	City and State for invoicing.
Zip Code:	5 Digit Zip Code for US addresses, or postal code.
State Abbreviation:	*2 digit* USPS State code.
Creation MDY:	Month, Day & Year the account was created.
Credit Limit:	Highest Amount on the Account to ship new orders.
Crd. Review M/Y:	mm/yyyy. Month when the account's credit was last reviewed.

Review Code: N=New: Credit assessment took place when the account was new. Other entries can be subscriber-defined.

Payment Terms : Defaults to each new order.

Dun & Brad®: Dun and Bradstreet financial rating, if used.

Territory #: The assigned Sales Territory (default is 01).

Sales Rep : The assigned Sales Rep, if used.

NAICS Code: Specifies the customer's industry sector, 4 digits shown. If unknown, or not used, default is "9999."

Telephone Number: Contact Phone

Contact: Primary (usually Billing) Contact Name.

Email: Email address for the primary contact. A shipping recipient email can be added to the Ship-To panel in orders.

A/P Fax #: Accounts payable/primary contact fax.

Default Ship Via: Preferred shipping service. This field defaults to the account's new orders.

B/Y Fax #: Buyer's/Shipping recipient's fax

Blanket PO: A Customer-specified Purchase Order Number for all orders. Information-only field: this does NOT default to new orders.

Note: A short comment about this account; this field appears on Credit Hold and AR Aging Reports. .

Finance Chg%: If the system is set up to generate Late Fee Invoices, it will charge this percentage for all past-due amounts.

Advertising Y/N: Default is N. "Y" If the customer accrues advertising credit.

Adv. Earned: Current advertising credit amount accrued.

Commission %: 4 digits, no assumed decimal. If specified here, the system assigns this sales commission for all stock sold to this customer. This rate can be overridden by rates entered in inventory records and order screens.

Resident. Code: Blank (default)=Commercial address. R=Residential, for parcel shipping surcharge.

Discount %: Discount rate given on each invoice (computes **in addition to** volume price breaks).

On **Lower Right corner** of screen:

➔ Press **[Enter]** to view the Shipping and Sales Tax window:

The Shipping and Sales Tax window appears.

Shipping and Sales Tax window

Bypass Credit Limit: "**Y**" ships new orders without dollar limit.

Bypass 60 Day Limit: "**Y**" ships new orders without overdue limit.

Print Packing Slip: "**Y**" prints a packing slip at order completion

Print Price on Packing Slip: "**Y**" prints prices on order sheet and packing slips.

Print Invoice: "**Y**" prints an Invoice for each shipped order at order completion (see next field), or with the day-end process.

Put Invoice in Carton: "**Y**" to print and include the Invoice with the shipment.

Include Frt Chg in Inv.: "**Y**" to add parcel shipping charge to each invoice. This can be done at order completion for integrated-UPS shipping accounts, or with the day-end process for Indicia and FedEx.

BOL Remark: A message here prints on all freight shipment Bills of Lading.

Charge Sales Tax (Y/N)**:** Y= Calculate Sales Tax. N= Customer's purchases are sales tax-exempt.

Tax Exempt Number: If applicable. Most jurisdictions require that sellers keep customers' exemption certificates on file.

Tax Authority: The locality for Sales Tax for this customer.

✱ **To Return to the Display a Customer detail screen:**

➔ Click on **[Cancel]** (F12)**.**

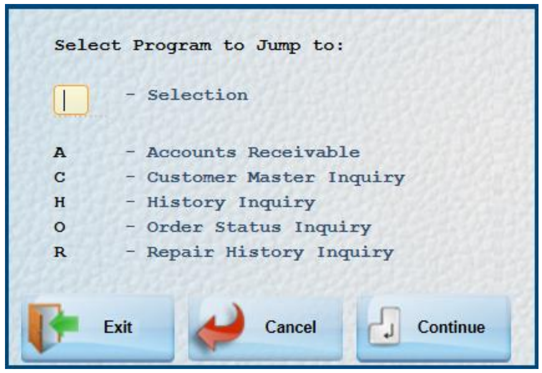
The system returns to the Display a Customer detail screen.

Note: **[Continue]** (Enter) and **[Exit]** (F3) exit the Customer Account record, and return to the Display Customer List screen.

✱ To Display *this* Customer's Record(s) in a Different Menu:

➔ Click on **[Jump]** (F7).

The Jump selection window appears.



Choices are: **A=A**ccounts Receivable (Option 107),
C=Customer Account (Option 207),
H=Sales **H**istory (Option 109)
O=Order List (Option 401), and
R=Return/Repairs (Option 701).

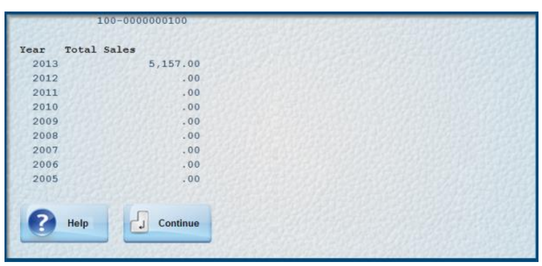
➔ Key **[Letter], [Enter].**

The current Customer Account is displayed in the selected display screen.
To return to the original module, repeat the **[Jump].**

✱ To Display the Customer's Sales History for Prior Years:

➔ Click on **[Sls Hist]** (F8).

The Sales History window appears. Data only appears for customers with previous years' history in the system. The most recent year is listed first.



Sales History window

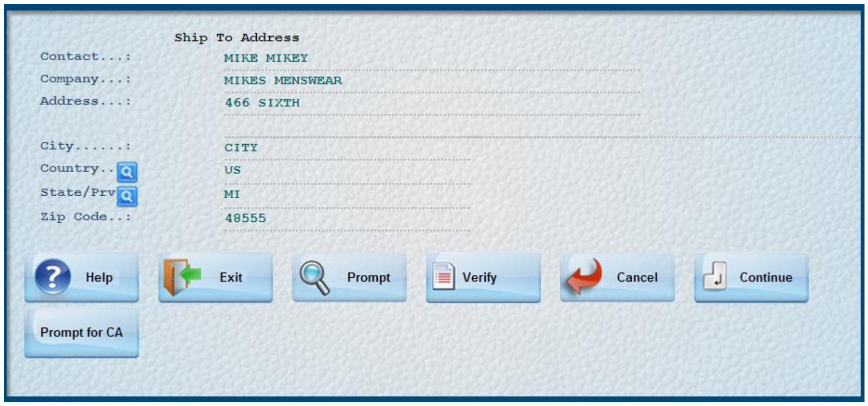
✱ To Exit the Sales History window:

➔ Press **[Enter],** or **[Exit]** (F3) or **[Cancel]** (F12)**.**

The system returns to the Display a Customer screen

* To Display the **Ship To Name and Address:**
  - ➔ Click on **[Ship-To]** (F9).

The Ship To Address window appears.

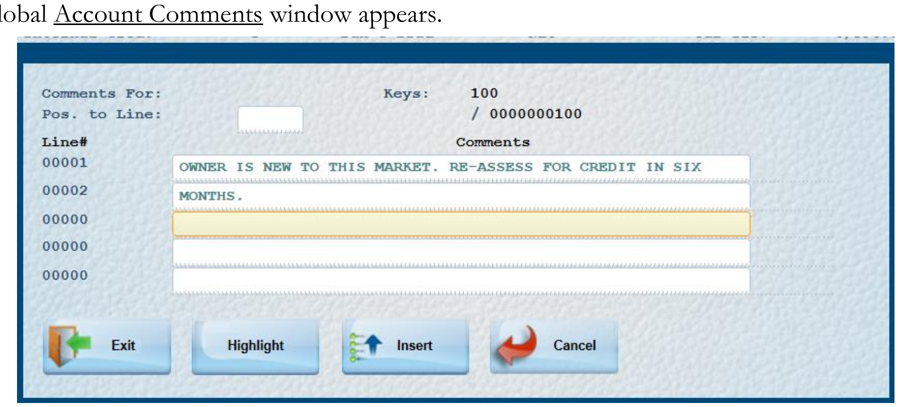


Ship-To Address screen

* To Exit **Ship To** Name and Address Screen:
  - ➔ Press **[Cancel]** (F12)
  to return to Display a Customer, or
  - ➔ **[Exit]** (F3) exits to the AR Menu.

* **To Display Account Comments:**
  - ➔ Click on **[Acct Cmts]** (F19).

The global Account Comments window appears.



(F19) Account Comments window

This **Account Comments** window can be displayed while working with the Customer Account in any activity. Display and/or add Account Comments in AR, Orders, Sales History, and Returns.

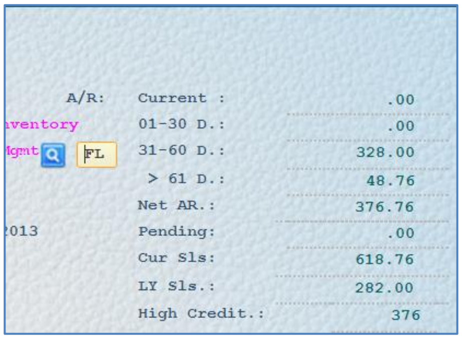
The Account Comments window is **active**, and may be edited. Both **[Exit]** and **[Cancel]** return to the Display a Customer screen.

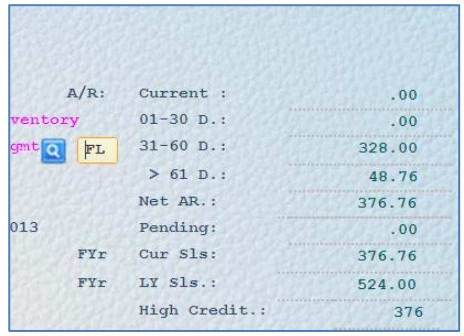
∗ **To Display (Non-Calendar) Fiscal Year Sales:**

The display assumes a calendar-based fiscal year. If your Company operates on a **non-calendar fiscal year,** display current and last fiscal year sales:

➔ Click on **[Toggle_Sls]** (F20)**.**

The **Cur Sls** and **LY Sls** fields change to fiscal year net totals with the **FYr flag.**





∗ **To Return to the <u>Customer Menu:</u>**

➔ Press **[F3=Exit]** or **[F12=Cancel] twice.**

The System returns to the 700 <u>Return/Repair Menu</u> screen.

OPTION 208: Work with Tax Bodies

Conveyorware can accommodate complex taxing situations, where several government entities levy Sales Taxes, with various types of merchandise and services taxed at different rates. Each Company location can have different sales taxes to collect in accordance with state, regional, and/or local regulations.

Taxing laws and regulations change by jurisdiction, and over time. Know your responsibilities as a seller. Be aware that tax liability can be based on sales accrued or on payments received. Many legal and accounting factors exist; consult professional advisors for your business and your location(s).

In Conveyorware, sales taxes are created and selected in a two-step process. **Tax Body** records specify the **government entity** that levies a tax, the sales tax rates(s), and which goods/services are included. A **Tax Authority** record ties (one or) several levels of government together for a **specific location**.

Taxing can be fairly simple for a single-location retail business with only one State-level Sales Tax. In this **Point of Sale** process, Sales Tax is assessed based on the **Retail Location**. The "warehouse" holding the inventory is the selling location, and the Sales Tax Authority is selected in the warehouse record (MM Option 328, <u>Work with System Warehouses</u>). Tax-Exempt sales can be individually specified.

The <u>Main Menu</u> 401 <u>Order</u> system accommodates business-to-business and business-to-consumer trade, and assumes (but doesn't require) parcel and freight shipping. Taxable status is assigned to each **Customer Account** here, which streamlines the processing of taxes for local, in-state, and interstate trade.

For **each governmental level** that levies sales tax, create a basic, blanket **Tax Body**, with <u>no</u> Category/Class restrictions. Then add any specific Inventory Category/Class differences and/or exemptions. A Tax Body might have a specified (tax-free) holiday period; if so, specify its date range. The tax rate for any tax body specifies only its <u>own</u> rate, <u>not</u> an (additive) total rate.

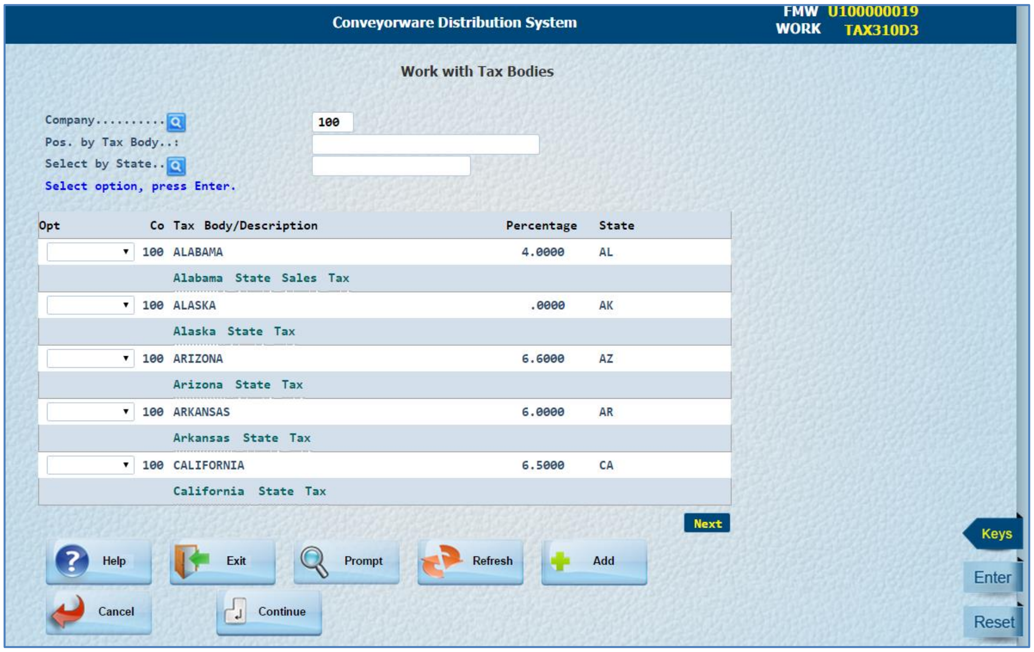
The simplest Sales Tax Body would have a blanket (state) tax rate with one or two exemption Class/Category records. A different government entity may tax only one category of merchandise (such as junk food, or hotels); this body might have a blanket rate of 0.0, with a single Class/Category incurring the specified tax.

Use Option 627 <u>Tax Authority/Locality</u> to create the records that tie (one or) several levels of government together for a specific business location.

∗ **To Select Work with Sales Tax Bodies**:

- ➔ Click on **208 Work with Sales Tax Bodies**, or
- ➔ Key command **"208", [Enter].**

The <u>Work with Tax Bodies</u> selection screen appears.



Work with Tax Bodies selection screen

The Tax Bodies list screen displays each existing Tax Body, with its Tax Description, **Blanket** Tax Percentage, and it's State.

For each Tax Body, **Option** field choices are **2=Change, 4=Delete,** and **5=Display.**

Note that a displayed **blanket Tax Rate** does not reflect any **non-taxable** Categories of merchandise or services. There may be, also, **higher rates** for some Categories.

∗ **To Add a New Tax Body**:

➔ Click on **[Add].**

The Add Tax Body Info detail screen appears.

Add Tax Body Info detail screen

Layout, Tax Body (Info) detail screen

Company: Company Number is display-only on this screen.

Tax Body: Name of the **Government Body** that levies this tax.

Description: Name of the **Tax**.

Tax Percentage: Base/Blanket rate for **ALL** Categories/Classes of Merchandise and Services. This rate **displays on the list screen**, but may be misleading: if a tax is assessed on only one category/class, the blanket rate may be 0.00% when the class rate is 15.00%

State : State Abbreviation.

Tax Holiday Date Range, From ….Thru : A sales tax may be suspended during a one-time or recurring date range.

List Section: **Exception/Exemption** Category/Class records.
(This section is **always empty** on the Add Tax Body screen; exception records can be added after saving the new tax body).

Opt: Action choices for each record. On this screen, **2=Change, 4=Delete,** and **5=Display**

Description: Name of the **Tax**

Cat Class: Inventory Category and Class Codes.

Percentage: Tax Rate for the Category/Class. This rate **overrides** the Tax Body's **blanket** Rate.

Active [Buttons]:

[Help] (F1)**:** Displays a Help window with information about the cursor's field. From that window, **[Extended Help]** (F2) displays general information about this screen.

[Exit] (F3)**:** Returns to the Menu screen.

[Prompt] (F4)**:** For fields with the icon, displays a selection list.

[Refresh] (F5)**:** For list screens, re-displays the list.

[Cat/Class] (F6)**:** (Not yet visible) Brings up a screen for specifying an Inventory **Category/Class Code** with a superseding tax rate. Use this function to set higher and/or lower rates than the blanket tax.

[Cancel] (F12): Returns to the Work with Tax Bodies list screen.

➔ Key the **Tax Body, [Tab]**
Up to 30 characters, alpha. Name of the Jurisdiction levying this Sales Tax. This field is a permanent entry; it cannot be edited later.

➔ Key the **Description, [Tab]**
Up to 30 characters, alpha. Name of the Sales Tax.

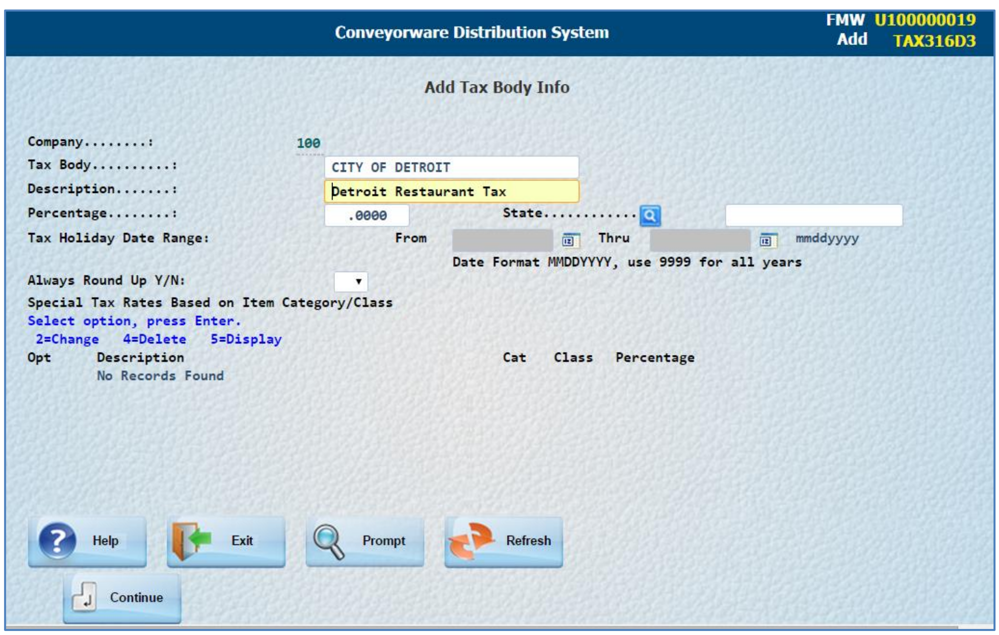
➔ Key the **Tax Percentage, [Tab]**
Up to 99.9999999%. Blanket Tax Rate.

➔ Select or key the **State** , **[Tab]**
2 digits, alpha. Use [Prompt] to select, if desired.

➔ Key the **Tax Holiday Date Range, From** **[Tab]**
Format ddmmyyyy. For a single date, select the same the date in both fields. Specify a one-time holiday with the actual year. For recurring holiday, key year "9999".

➔ Key the **Tax Holiday Date Range, Thru** **[Enter].**
Format ddmmyyyy.

Note that the Tax Body example below has a blanket rate of 0.00%. Because tax will apply to a single Inventory Category/Class in this company, the actual tax rate will be added with an exception record AFTER the new Tax Body is saved. The Add Tax Body screen does not display a [Cat/Class] button for this edit function.



The system saves the new Tax Body record and returns to the Work with Tax Body list screen. To **display the new record** in the list,

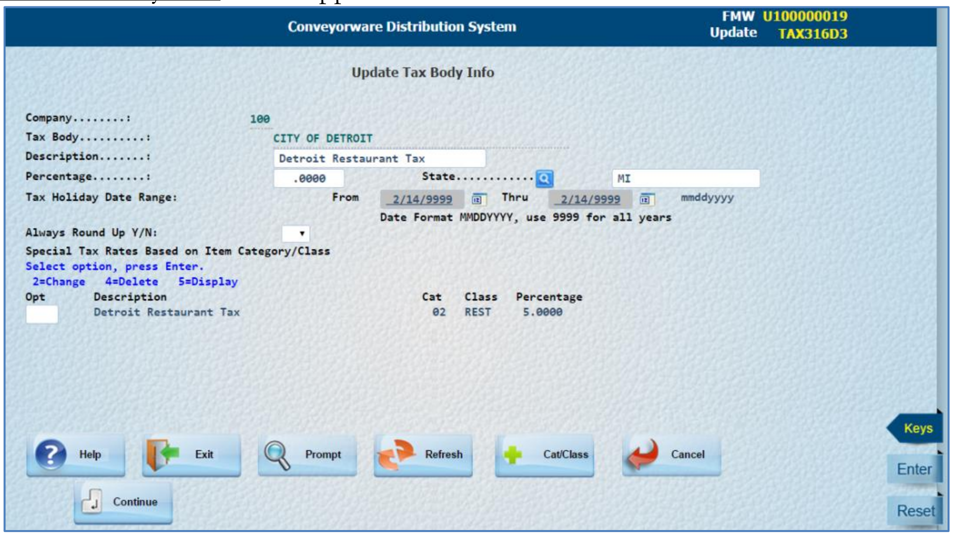
➔ Click on **[Refresh].**

The new Tax Body record appears in the list. This blanket tax rate will apply to **all merchandise** and **services** if no Category/Class limits are specified. Use Opt **2=Change** to **edit** the tax, and **add exception Cat/Class Codes.**

∗ **To Edit a Tax Body Record**:
In the Tax Body's **Opt** field,

➔ Click on **2=Change.**

The Update Tax Body Info screen appears.

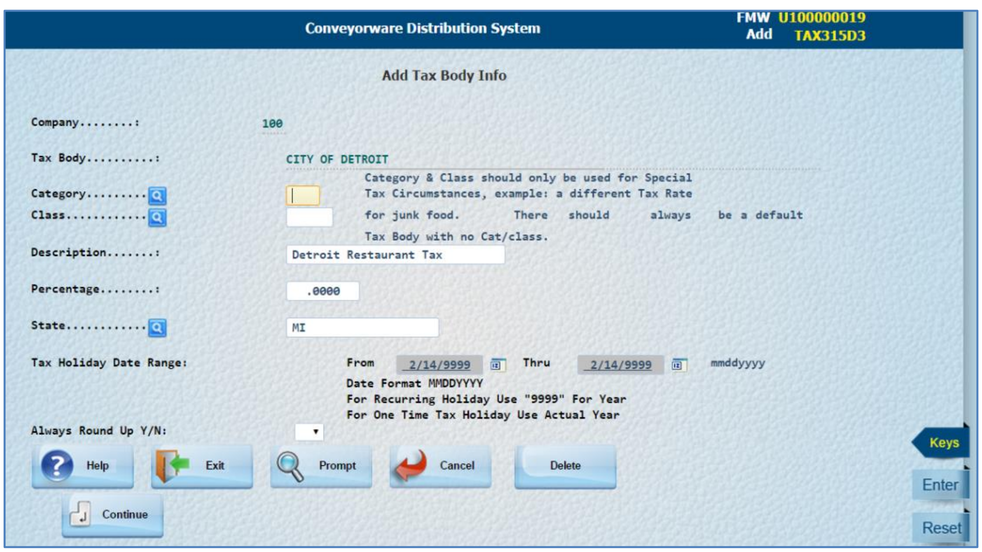


Any of the record's active fields may be edited here.

Any of the company's Inventory Category/Class Codes may be added as exception to (or exempt from) the blanket tax rate:

➔ Click on **[Cat/Class].**

The Add Category/Class Info screen appears.



Category/Class Info screen

Company Number and **Tax Body** are display-only fields on this screen.

➔ Select or key the **Category** & **Class**, **[Tab]**
Up to 2 digits, & *up to 4 characters.* Inventory accounting codes.
Use [Prompt] to select a code combination.

➔ *View* or key the **Description, [Tab]**
Up to 30 characters, alpha. Name of the Sales Tax. This exception record may use a different or more specific name than the Tax Body record.

➔ Key the Exception **Tax Percentage, [Tab]**
Up to 99.9999%. Tax Body Rate (default). Key a different Tax Rate for this C/C Code, expressed as percentage.

➔ Select or key the **State , [Tab]**
2 digits, alpha. Tax Body State (default). Use [Prompt] to select, if desired.

➔ Key the **Tax Holiday Date Range, From [Tab]**
Format mmddyyyy. Tax Body Date Range (default); Enter another date range, if needed. For a single date, key the date in both fields. Specify a one-time holiday with the actual year. For recurring holiday use year 9999.

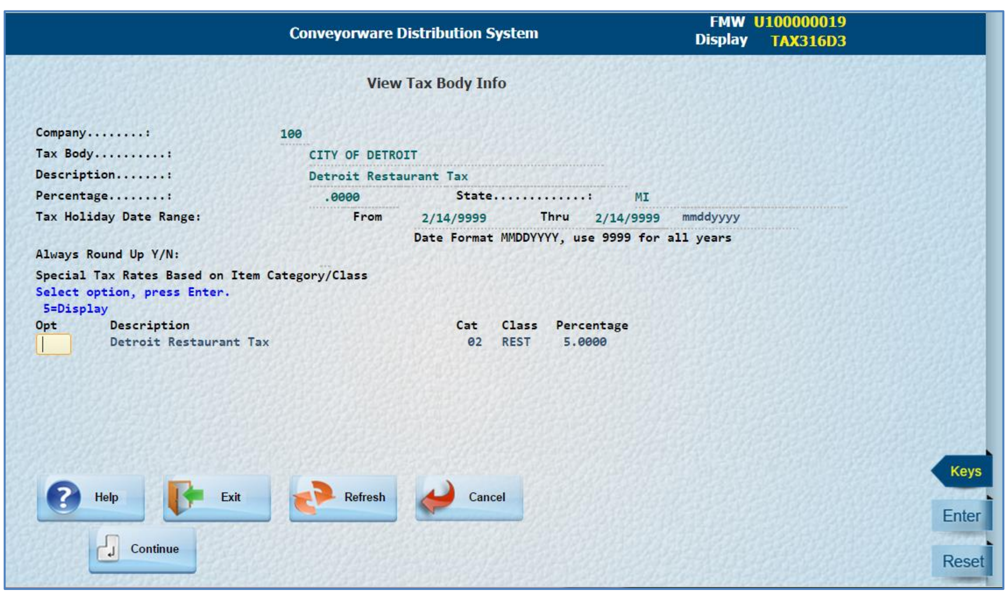
➔ Key the **Tax Holiday Date Range, Thru [Enter].**
Format mmddyyyy.

The system saves the record and returns to the Work with Tax Body list screen.

∗ **To Display the Tax Body record**:
In the Tax Body **Opt** field,

➔ Click on **5=Display.**

The View Tax Body Info screen appears.



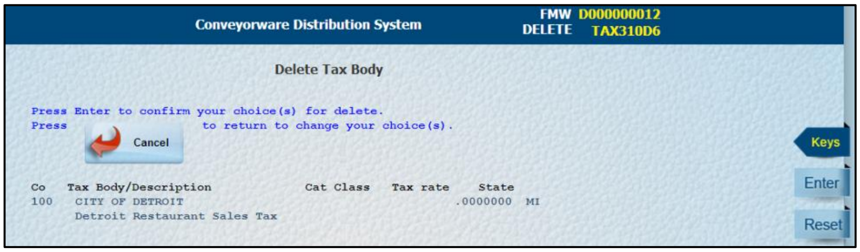
The Tax Body record now lists the 02 REST C/C code with a 5.0% tax rate. Any number of C/C records can be added to the Tax Body.

In all cases, the Category/Class Code record **overrides** the blanket tax rate.

* **To Delete a Tax Body**:
Only a Tax Body with NO attached Locality, and NO accrued transactions can be deleted. In the Tax Body **Opt** field,

➔ Click on **4=Delete.**

The Delete Tax Body confirmation screen appears:



Delete Tax Body confirmation screen

➔ Click on **[Enter].**

The system deletes the record and returns to the Work with Tax Body list screen. The record is no longer in the list.

Use Option 209 Tax Authority/Locality to create the records that tie (one or) several levels of government Tax Bodies to a specific business location.

OPTION 209: Work with Tax Authorities /Localities

Tax Locality / Authority records tie (one or) several levels of government sales taxes together, defining a tax zone by its **most localized** area. This tax zone can combine the rates of several sales tax bodies for a:

- **Retail Location** (POS location, through Option 328 Work with System Warehouses) **and/or** for a
- **Shipping Address** (401 Orders, through the 201 Customer Account record, or on the order Remarks screen).

For a simple state sales tax, this record is just a second level of the State Tax Body. Conveyorware includes a Tax Authority record for each State, with that State as the only Tax Body.

For state plus region, county, and/or local sales taxes, this authority/locality can include several tax bodies. The sales tax levels in the authority/locality are additive; be certain that each governmental Tax Body record specifies only its own rate.

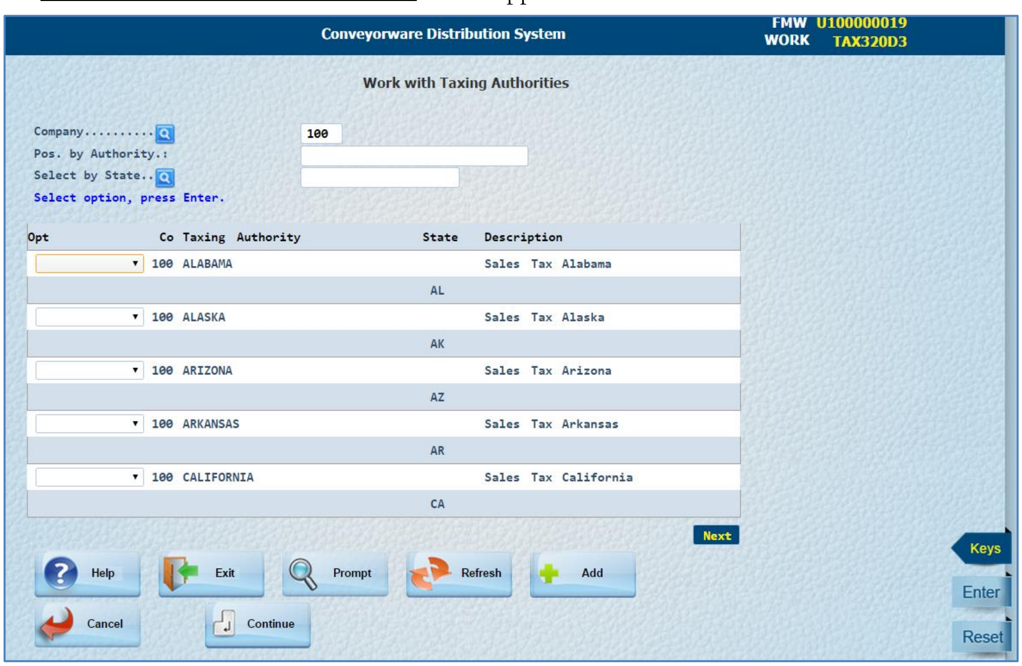
First, use option 208 Work with Tax Bodies to specify taxing agencies, their tax rates, and tax exceptions.

∗ To Select **Work with Tax Authorities**:

➔ Click on **209 Work with Tax Authorities**, or

➔ Key command **"209", [Enter].**

The Work with Tax Authorities selection screen appears.



Work with Tax Authorities selection/list screen.

Layout, Work with Sales Tax Authorities screen

Company : Company Number is display-only on this screen.

Pos by Authority/Locality: Name of the (smallest) Local Area for this tax zone.

State : State Abbreviation.

Description: Name of the (single or additive) **Tax**.

List Section Columns:

Opt: Action choices for each record. On this screen,

2=Change: Brings up Change Tax Authority Info screen, to edit only **Description, State,** or **Stock Number** for this tax area.

4=Delete: Brings up a Delete Taxing Authority confirmation screen.

5=Display: Brings up Display Tax Authority Info screen. Each component Tax Body record can be displayed, too.

12=Work With: Brings up Work with Tax Authority Info screen, to **Add and/or Delete** component **Tax Bodies** for the Authority.

Co: Company Number

Taxing Authority/Locality: Smallest, most specific government unit for the business location.

State: State Abbreviation.

Description Name of the (combined) **Tax.**

Active [Buttons]:

[Help] (F1)**:** Displays a Help window with information about the cursor's field. From that window, **[Extended Help]** (F2) displays general information about this screen.

[Exit] (F3)**:** Returns to the POS Manager Menu.

[Prompt] (F4)**:** For fields with the icon, displays a selection list.

[Refresh] (F5)**:** For list screens, re-displays the list.

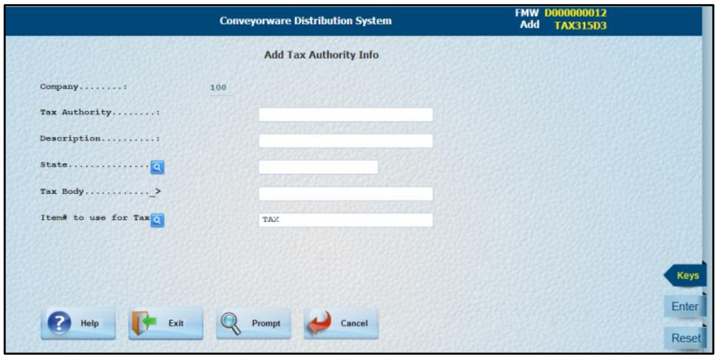
[Add] (F6)**:** Brings up a screen for specifying a new Tax Authority record

[Cancel] (F12): Returns to the POS Manager Menu.

∗ **To Add a Tax Authority/Locality Record**:
First, Create the Tax Locality record, then add the Tax Body(s) to it through the list screen Option 12. From the 227 Work with Tax Locality screen,

➔ Click on **[Add].**

The Add Tax Authority/Locality screen appears:



Add Tax Authority information screen

Layout, Add Sales Tax Authority screen

Company: Company Number is display-only on this screen.

Pos by Authority/Locality: Name of the (smallest) Local Area-for this tax zone.

Description: Name of the (single or additive) **Tax.**

State : Selection field for State Abbreviation.

Tax Body : Selection field for a component Tax Body.

Sales Tax Stock Number : Selection field to specify the inventory Stock Number for this tax. "**Tax**" is the system's default Stock Number, but another SN may be added (with 301 Work with Inventory)and selected here.

Active [Buttons]:

[Help] (F1): Displays a Help window with information about the cursor's field. From that window, **[Extended Help]** (F2) displays general information about this screen.

[Exit] (F3): Returns to the POS Manager Menu screen.

[Prompt] (F4): For fields with the icon, displays a selection list.

[Cancel] (F12): Returns to the Work with Tax Authorities list screen.

Note that there is **no [Add]** button on this screen. Only one Tax Body is connected to the new Locality record now. To add more Tax Bodies to this record, wait until it is saved to the Tax Authorities list. Then add more Tax Bodies using **12=Work With**.

➔ *View* **Company Number, [Tab]**
This field is display-only on this screen.

➔ Key **Tax Authority, [Tab]**
Up to 30 characters, alpha. Name for the Tax Locality. This field might reflect the smallest government taxing unit of the location, or the area of overlap for 2 or more Tax Bodies: "Detroit Sales Taxes"

➔ Key **Description, [Tab]**
Up to 30 characters, alpha. Name of the Sales Tax. This field might include all the levels of tax: "City, County, and State Sales Tax"

➔ Select or key the **State**, **[Tab]**
2 digits, alpha. State Abbreviation. Use [Prompt] to select, if desired.

➔ Select **Tax Body**, **[Tab]**
Up to 30 characters, alpha. Use [Prompt] to select from existing Tax Bodies. Only <u>one</u> Tax Body can be added as the record is created.

➔ *View*, select, or key **Tax Stock Number**, **[Enter].**
Up to 30 characters, alpha. "Tax" is default. Use [Prompt] to select a different Stock Number, if desired.

The system saves the record and returns to the <u>Work with Tax Authority/Locality</u> list screen. To **display the new record** in the list,

➔ Click on **[Refresh].**

The new Tax Locality record appears in the list. If needed, use Opt **12=Work With** to add more Tax Body records to the Locality.

✱ **To Add a Tax Body to a Tax Authority/Locality Record**:
In the Tax Locality's **Opt** field,

➔ Click on **12=Work With.**

The <u>Work with Taxing Authority</u> detail screen appears.

<u>Work with Taxing Authority</u> detail screen

The first Tax Body, added at record creation, is listed here. The Tax Locality Name and Description are display-only. The screen **now** displays an **[Add]** button.

➔ Click on **[Add].**

The Add Tax Authority Info screen appears; only the **Tax Body** field is blank.

➔ Select **Tax Body** **, [Enter].**
Up to 30 characters, alpha. Use [Prompt] to select another Tax Body.

The system saves the second record and returns to the Work with Tax Authority/Locality detail screen. To **display the new record** in the list, again,

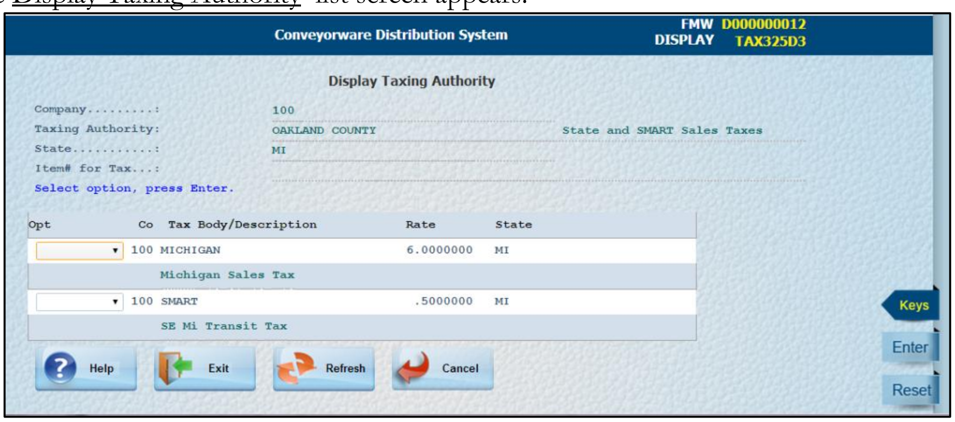
➔ Click on **[Refresh].**

Use the [Add] button (from the Work with Tax Bodies detail screen), if needed, for additional Tax Bodies in the Locality.

∗ To Display the Tax Authority/Locality record:
In the Tax Locality **Opt** field,

➔ Click on **5=Display.**

The Display Taxing Authority list screen appears.



Display Taxing Authority list screen

None of the screen's fields are active for editing, but a listed Tax Body can be displayed: In the Tax Body **Opt** field,

➔ Click on **5=Display.**

To return to the previous screen,

➔ Click on **[Cancel]** (F12).

Delete a Tax Authority record

A Tax Locality record is just the grouping of Tax Bodies. When the Tax Authority is deleted, the Tax Body records still exist.

Only a Tax Authority/Locality with NO accrued transactions can be deleted.

* **To Delete a Tax Authority/Locality Record**:
  In the record's **Opt** field,

  ➔ Click on **4=Delete.**

The Delete Tax Authority/Locality confirmation screen appears:

Delete Tax Body confirmation screen

➔ Click on **[Cancel]** to abort.

<OR>

➔ Click on **[Enter]** to confirm.

The system deletes the record and returns to the Work with Tax Authority/Locality list screen. The record is no longer in the list.

OPTION 213: Print Customer List

This Option prints the list of Customer Accounts, with address(es) and contact info. Choose to sort by Company Name or by Number. Include Ship-To Address with the Bill-To Address, and/or to exclude inactive accounts.

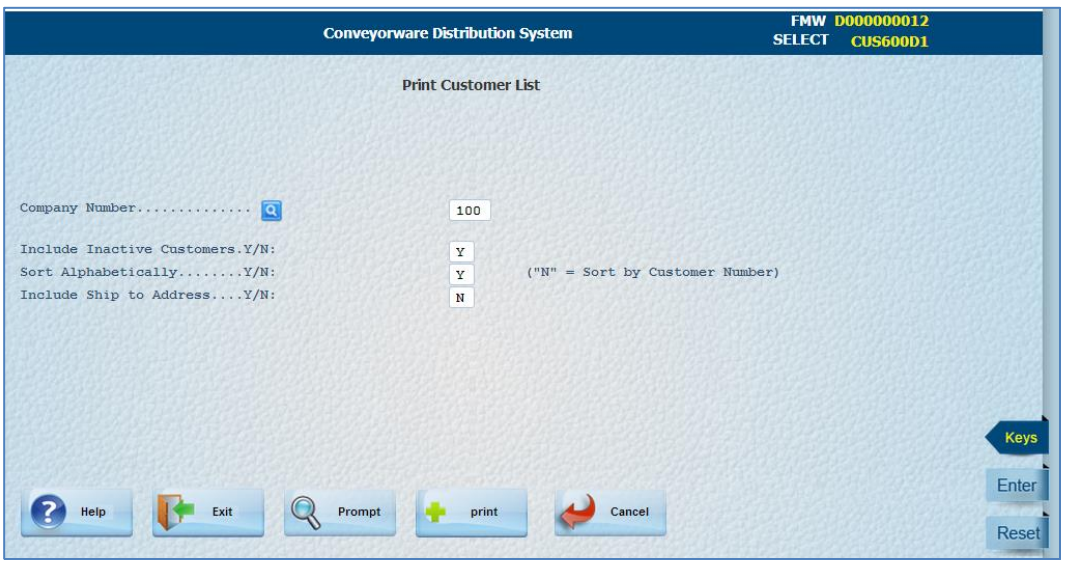
A more detailed report, in csv format, can be emailed from the 201 Customer Account List screen. There, use [CustListEmail] (F10) for a data file that can be used for mailings or spreadsheets.

∗ **To Print a Customer List:**

➔ Click on **213. Customer List with Contact**, or

➔ Key command **"213", [Enter]**.

The Print Customer List selection screen appears.



Print Customer List selection screen

➔ *View,* key, or select **Company Number, [Tab]**
Use [Prompt] to select, if appropriate.

➔ *View,* or key **Include Inactive Customer Y/N, [Tab]**
"Y" (default) lists all Customer Accounts, but flags deactivated accounts.

➔ *View,* or key **Sort Alphabetically, [Tab]**
"Y" (default) sorts by Account Name. "N" sorts by Account Number.

➔ Click on **Include Ship-To Address Y/N, [Print].**
"N" (default) prints only the Billing Address for the Account.

The system prints the list, and returns to the 200 Customer Menu..

PROGRAM : CUS600R
COMPANY : 100 SYDZ LIDZ

Conveyorware Distribution System
CUSTOMER MASTER LIST REPORT

6/20/14 12:00:29
PAGE: 1

* - Inactive CO/ACCT

CO#-ACCOUNT#	CUSTOMER NAME	PHONE	CONTACT	ADDRESS
100-0000000101	BILL TO BILL		WILLIAM F WILLIAMS	54634 WM AVE, BILLYTON, MI 45555
Ship To:	**SAME AS BILL-TO**			**SAME AS BILL-TO, SAME, MI 45555**
100-0000000104	DAPPER DANS MANSWEAR	555-555-5555	DAN DAPPER	89 98TH AVENUE, ABBINGDON, OH 55555
Ship To:	**DAPPER DAN**			**DAN DAPPER, 89 98TH STREET, OH 44444**
100-0000000133	FOURTH STREET FINERY			444 FOURTH, FORETON, MI 44444
Ship To:	**4TH ST. FINERY**			**FLORA FOREMAN, 44 FOURTH, MI 44444**
100-0000000105	HATTIES		HATTIE CHAPEAU	4562462456 IST STREET, TOPPING, MI 49888
Ship To:	**COMPANY**			**CONTACT, ADDRESS, MI 45898**
100-0000000106	HOUSE OF HATS			7 3/4 MADDOX, CITY, MI 45555
Ship To:	**DEFAULT WOULD BE NICE HERE!**			**HATTIE HOUSE, 7 3/4 MADDOX, MI 45555**
100-0000000100	MIKES MENSWEAR	111-111-1111	MIKE MIKEY	456 SIXTH, CITY, MI 48555
Ship To:	**MIKES MENSWEAR**			**MIKE MIKEY, 466 SIXTH, MI 48555**
100-0000000103 *	NEW CUSTOMER			ADDRESS Q, QTY, MI 47777
Ship To:	**NRE YWY**			**NEW CUSTOMER, ADDRESS, MI 56666**
100-0000000001	POS CUSTOMER	555-555-5555	POS SALES	29882 SECOND, DETROIT, MI 45556
Ship To:	**POS CUSTOMER**			**, 29882 SECOND, MI 45555**
100-0000000102	SADIES LADY SHADES		SADIE SHADE	00 SLIPPERY ROCK, SETTLEHERE, AR 66669
Ship To:	**SADIES LADY SHADES**			**SADIE SHADES, 00 SLIPPERY ROCK, AR 66669**
100-0000000108	SHAREPOINTS		CHERYL ATOSSAL	P3 7TH AVENUE, NY, MI 01234
Ship To:	**SHAREPOINTS**			**, P3 7TH AVENUE, NY 01234**
100-0000000099	SYDZ LIDZ AR	555-555-5555	DEEDEE LIDZ	29882 SECOND, DETROIT, MI 45555
Ship To:	**SYDZ LYDZ INC**			**SYDZ LIDZ, 29882 SECOND, MI 45555**
100-0000000107	THREE CORNERS COSTUMES			56 65TH STREET, CIT, MI 35555
Ship To:	**THREE CORNERS HISTORICAL COSTUMES**			**BENEDICT ARNOLD, 56 65TH STREET, MI 35555**

Customer List with Ship-To Address

Layout for <u>Customer List</u>

Header Left: **Program Code, Company Name,**
Center: **Report Name, Date & Time**
Right: **Report Date & Time**

Columns:

Co/Acct: Company Number **-** Customer Account Number

Customer Name: Customer Account Name. If a **Ship-To Address** is included, the Ship-To Name appears <u>below</u> the Bill-To Name.

Phone: Contact Phone Number

Contact: Billing Contact, from the Customer Primary Record

Address: Billing Address. If a **Ship-To Address** is included, the Ship-To Address appears <u>below</u> the Bill-To Address.

OPTION 214: Stock Sales/Customer Summary Report

This report summarizes **all** company sales, <u>both</u> invoices and credit-memos, within a specified date range. For each Customer Account, the report lists all Stock Numbers sold, with net units and dollars invoiced.

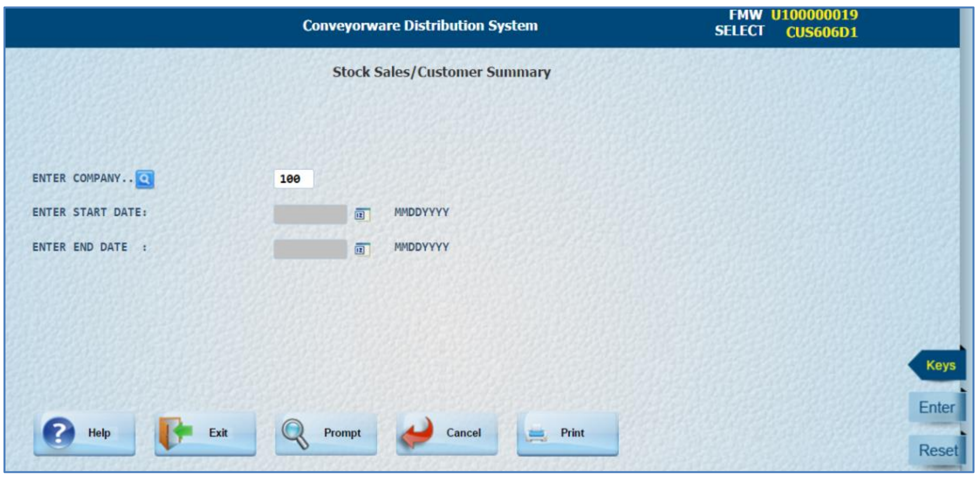
There are Customer Account Subtotals, with a Company Summary Total.

✱ **To Print a Stock Sales/Customer Summary Report:**

➔ Click on **214. Stock Sales/Customer Summary Report**, or

➔ Key command **"214", [Enter].**

The <u>Stock Sales/Customer Summary</u> screen appears.



<u>Stock Sales/Customer Summary Report</u> screen

➔ *View,* key, or select **Company Number, [Tab]**
Use **[Prompt]** to select, if desired.

➔ Select or key **Start Date, [Tab]**
Format: mmddyyyy. No default. Click on the Calendar icon to select the date, if desired.

➔ Key **End Date, [Print].**
Format: mmddyyyy. No default. Click on the Calendar icon to select the date, if desired.

The system prints the report for the specified date range.

PROGRAM : CUS606R
COMPANY : 100 BETA DATA VISION

Conveyorware Distribution System
STOCK SALES/CUSTOMER SUMMARY
FROM: 1/01/2015 TO: 6/30/2015

1/22/16 11:47:32
PAGE: 1

CUSTOMER	CUSTOMER NAME	STOCK #	STOCK/ITEM DESCRIPTION	UNITS	AMOUNT
0000000001	POS CUSTOMER	BOX	SHIPPING CARTON	24	24.00
		CAT EYE LENS KIT	16MM LENSES, APERTURES	3	750.00
		CE APERTURE 8-16	CAT'S EYE ADJUST 8-16 MM	56	3,920.00
		GIFTCARD	GIFT CARD	8	980.00
		RESTAURANT-FOOD	SEATED DINING	2	128.80
		TAX	TAX	29	970.36
		20 MM LENTICULAR	5 MULTIFOCAL GLASS LENS	53	4,165.00
		24 M LENTICULAR	8 MULTIFOCAL GLASS LENS	6	720.00
		4D LENS 10MM	10MM POLISHED EDGE 1	67	2,600.00
		4D LENS 16MM	16MM GROUND EDGE	60	3,660.00
	TOTALS:			308	17,918.16
0000000099	BETA DATA VISION	CAT EYE LENS KIT	16MM LENSES, APERTURES	22	5,600.00
		CE APERTURE 8-16	CAT'S EYE ADJUST 8-16 MM	44	.00
		FREIGHT	FREIGHT	1	20.00
		TAX	TAX	7	751.74
		20 MM LENTICULAR	5 MULTIFOCAL GLASS LENS	5	425.00
		4D LENS 10MM	10MM POLISHED EDGE 1	51	5,579.00
		4D LENS 16MM	16MM GROUND EDGE	12	720.00
	TOTALS:			142	13,095.74
0000000100	EYE IN THE SKY	CAT EYE LENS KIT	16MM LENSES, APERTURES	48	12,650.00
		CE APERTURE 8-16	CAT'S EYE ADJUST 8-16 MM	110	176.00
		FREIGHT	FREIGHT	2	32.00
		TAX	TAX	27	1,722.12
		20 MM LENTICULAR	5 MULTIFOCAL GLASS LENS	113	9,585.00
		24 M LENTICULAR	8 MULTIFOCAL GLASS LENS	0	.00
		4D LENS 10MM	10MM POLISHED EDGE 1	92	712.00-
		4D LENS 16MM	16MM GROUND EDGE	108	6,624.00
	TOTALS:			500	30,077.12
0000000101	NEWLENZ	CE APERTURE 8-16	CAT'S EYE ADJUST 8-16 MM	4-	50.00-
		REIMBURSABLE EXPENSE	SEE ATTACHED	1	240.00
		TAX	TAX	10	749.85
		4D LENS 10MM	10MM POLISHED EDGE 1	129	5,416.80
		4D LENS 16MM	16MM GROUND EDGE	110	6,420.60
	TOTALS:			246	12,777.25
0000000102	CLIENT 121	CARTON OUT	MASTER PACK PICK/PACK	182	182.00
		INNER PACK	INNER PACK PICK/PACK	31	31.00
		ORDER PROC	DOMESTIC ORDER PROCESS	122	366.00
		PICK/PACK	UNIT PICK/PACK FEE	4,647	2,396.95
	TOTALS:			4,982	2,975.95

PROGRAM : CUS606R
COMPANY : 100 BETA DATA VISION

Conveyorware Distribution System
STOCK SALES/CUSTOMER SUMMARY
FROM: 1/01/2015 TO: 6/30/2015

1/22/16 11:47:32
PAGE: 2

CUSTOMER	CUSTOMER NAME	STOCK #	STOCK/ITEM DESCRIPTION	UNITS	AMOUNT
GRAND TOTALS:				6,178	76,844.22

Stock Sales/Customer Summary Report

Layout for Stock Sales/Customer Summary Report

Header: Company Number & Name, Report Title, Specified Date range, Report Date.

Columns: for each Customer Account:

Customer:	Customer Account Number & Name
Stock #	Stock Number
Stock Desc.	Stock/Item Description
Units	Number Shipped AND Returned, with (absolute) Total per Customer
Amount	Net Dollar Amount of sales, with Total per Customer

Grand Totals Total Units & Total Dollars for the Date Range.

OPTION 215: NAICS Code Customer Reports

This report lists Customer Accounts with specific NAICS (3 to 4 digit) Industry Group codes, in Code Number, and then Customer Number order. Contact information and status (active/inactive) are included.

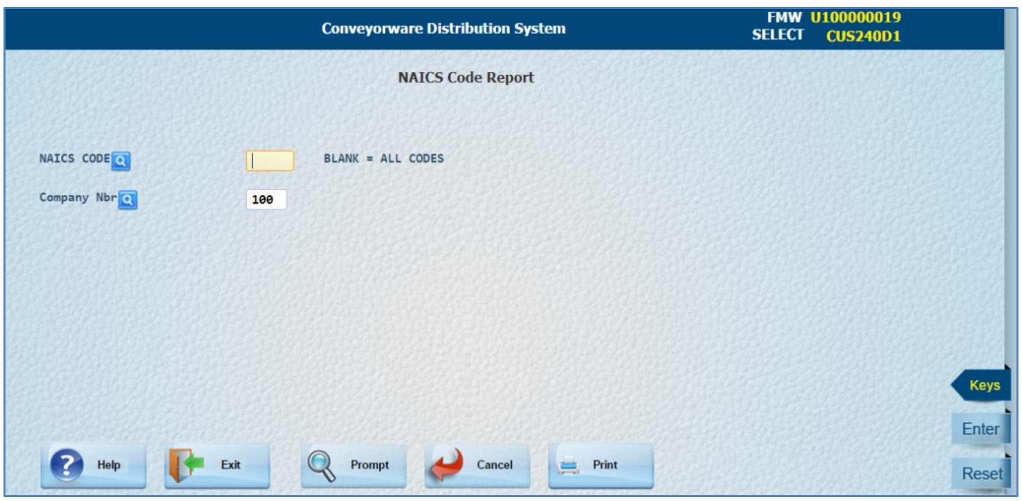
Select all codes (default) or specify one code. This report can be helpful in sales and marketing analysis, and in researching and targeting industry sectors.

∗ **To Print a NAICS Code Customer Report:**

➔ Click on **215. NAICS Code Customer Report**, or

➔ Key command **"215", [Enter]**

The <u>NAICS Code Report</u> selection screen appears.



<u>NAICS Code Report</u> selection screen

➔ View, select, or key **NAICS Number,**

4 digit numeric. Optional. Blank (default) selects all codes. For a report with a single 3-4 digit Industry Group NAICS code, select or key the code.

➔ View, select, or key **Company Number, [Print].**

The specified NAICS report prints.

```
PROGRAM : CUS240R                              Conveyorware Distribution System                               6/25/13 15:05:37
                                                  NAICS CODE MASTER REPORT                                          Page     1
CO# ACCOUNT#     CUSTOMER NAME           ADDRESS                                          CONTACT               PHONE         STATUS
***** 4481   CLOTHING STORES                                                               *****
             #------------------------------------------------------------------------------#
100-0000000099  SYDZ LIDZ AR            29882 SECOND, PORT HURINE, MI 45555               DEEDEE LIDZ           555-555-5555 ACTIVE
                                        EMAIL: sydz@lydz.edu
100-0000000100  MIKES MENSWEAR          456 SIXTH, CITY, MI 42232                         MIKE MIKEY            111-111-1111 ACTIVE
                                        EMAIL: MIKE@MENSWEAR.EDU
100-0000000101  BILL TO BILL            54634 WM AVE, BILLYTON, MI 45555                  WILLIAM F WILLIAMS                 ACTIVE

                     NAICS  TOTAL  COUNT    3 *****
***** 9999   DEFAULT                                                                       *****
             #------------------------------------------------------------------------------#
100-0000000001  POS CUSTOMER            29882 SECOND, PORT HURINE, MI 45555               POS SALES             555-555-5555 ACTIVE

                     NAICS  TOTAL  COUNT    1 *****

                     NAICS  GRAND  TOTAL    4 *****
```

NAICS Code report

Layout for NAICS Code Report: all (default) NAICS Codes

Header: **Report Code**
Report Title
Date & Time

For Each NAICS Code: ****4-digit Number & Industry Sector Description****

Columns for each Code:

Co# Cust#:	Company Number, Customer Account Number
Customer Name:	Customer Account Name
Address	Customer Billing address, above
	Contact Email
Contact	Primary (Billing) Contact
Phone	Contact Phone Number
Status	Account status: Active or Deactivated

Summaries: **Sector Code Count**
All Records Count

` ` `

OPTION 218: Stock Sales Summary Report

This report summarizes all stock activity within a specified date range. The report lists units(both sales and returns), and dollars (sales only) for each Stock Number, with Totals.

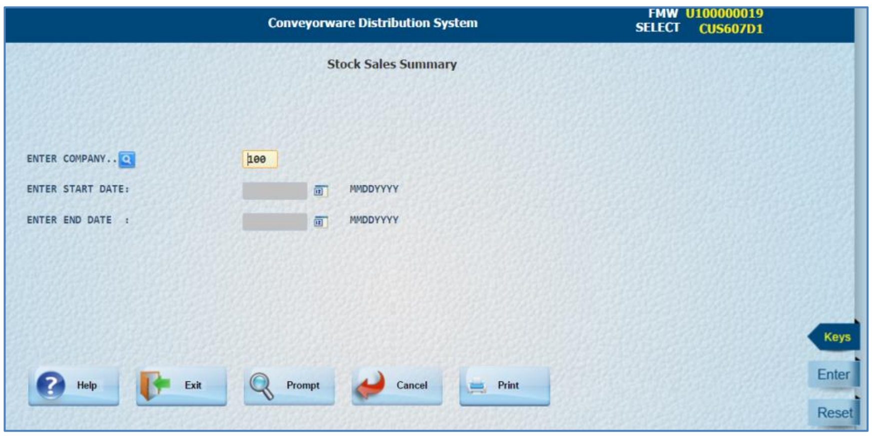
This report makes no distinction for + or – units; **returned** stock adds to the units along with **sold** stock.

✱ **To Print a Stock Sales Summary Report:**

➔ Click on **218. Stock Sales Summary Report**, or

➔ Key command **"218", [Enter]**

The Stock Sales Summary Report selection screen appears.



Stock Sales Summary Report selection screen

➔ View, select or key **Company Number, [Tab]**
Use [Prompt] to select, if desired.

➔ Key **Start Date, [Tab]**
Format: mmddyyyy. No default. Click on the Calendar icon to select the date, if desired.

➔ Select or key **End Date, [Print].**
Format: mmddyyyy. No default. Click on the Calendar icon to select the date, if desired.

The Stock Sales Summary Report prints.

PROGRAM : CUS607R
COMPANY : 100 BETA DATA VISION

Conveyorware Distribution System
STOCK SALES SUMMARY REPORT
FROM: 1/01/2015 TO: 12/31/2015

1/22/16 11:55:31
PAGE 1

STOCK/ITEM#	STOCK/ITEM DESCRIPTION	UNITS	AMOUNT
BOX	SHIPPING CARTON	26	25.70
CARTON OUT	MASTER PACK PICK/PACK	185	183.00
CAT EYE LENS KIT	16MM LENSES, APERTURES	77	20,100.00
CE APERTURE 8-16	CAT'S EYE ADJUST 8-16 MM	278	10,810.00
FREIGHT	FREIGHT	1	194.00
GIFT CARD $50	$50 GIFT CERTIFICATE	2	100.00
GIFTCARD	GIFT CARD	8	980.00
INNER PACK	INNER PACK PICK/PACK	32	32.00
ORDER PROC	DOMESTIC ORDER PROCESS	133	358.80
OUTBOUND MN	DAILY MINIMUM FEE	1	10.00
PICK/PACK	UNIT PICK/PACK FEE	4,950	2,553.35
REIMBURSABLE EXPENSE	SEE ATTACHED	0	740.88
RESTAURANT-FOOD	SEATED DINING	2	128.80
RESTOCKING FEE	RETURNS CHARGE	1-	16.00
TAX	TAX	119	5,901.51
20 MM LENTICULAR	5 MULTIFOCAL GLASS LENS	219	18,101.75
24 M LENTICULAR	8 MULTIFOCAL GLASS LENS	63	7,100.00
4D LENS 10MM	10MM POLISHED EDGE 1	389	16,675.80
4D LENS 16MM	16MM GROUND EDGE	365	23,158.60
TOTALS :		6,849	107,170.19

Stock Sales Summary Report

Layout for Stock Sales Summary Report

Header**:**

Company Number & Name, Report Title, Specified Date Range, and Report Date.

Columns:

Stock/Item # Stock Number

Item Desc. Stock Description

Units Units with Activity: Number Sold and Number Credited

Amount Dollar Sales Amount

Grand Totals: Total Units & Total Dollars for the date range.

219. List Tax Bodies

This report lists each of Conveyorware's default State Tax Body records, with any User modifications. Also included are other government sales tax rate records that have been added to the system with Option 626 Work with Tax Bodies.

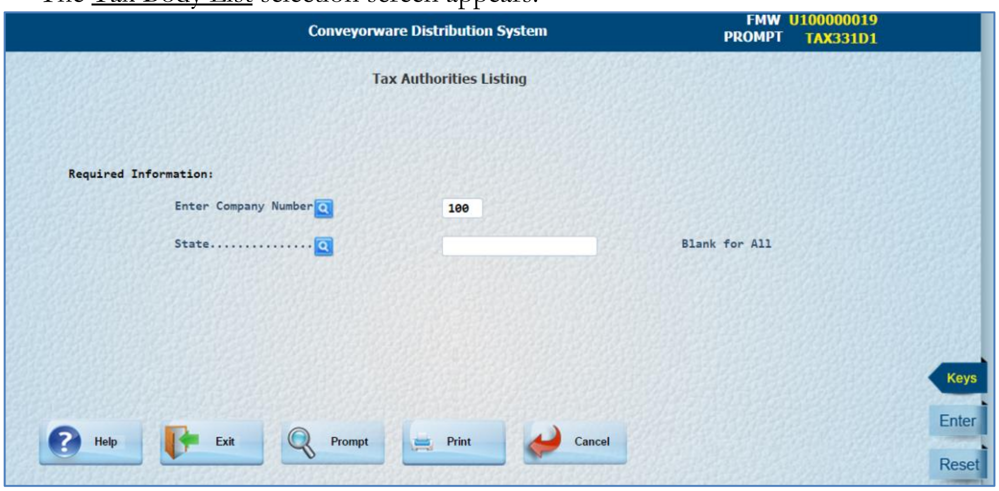
An agency will have multiple records in the list when tax is levied (or exempted) on specific categories of products and/or services, and when tax is levied at multiple rates.

✱ **To Select Tax Bodies List:**

➔ Click on **219 Tax Bodies List**, or

➔ Key command **"219", [Enter].**

The Tax Body List selection screen appears.



Tax Body List selection screen

✱ **To Print the Tax Body List:**

➔ View, select or key **Company Number**, **[Tab]**
Up to 3 digits, numeric. Use [Prompt] to select, if desired.

➔ View, select, or key **State**, **[Print].**
2 digits, alpha. State Abbreviation Code. Blank (default)= All.

The Tax Body List prints, and the system returns to the 200 Customer Menu.

```
REPORT  :   TAX340R                 Conveyorware Distribution System                2/27/14 13:19:48
COMPANY :   SYDZ LIDZ                       TAX BODY LISTING                             PAGE:     1
```

Tax Body	Description	State	Tax Rate	Cat.Class		Tax Holiday Beg.Date	End Date
LAPEER COUNTY	Lapeer Junk Food Tax	MI	5.0000000	00		0/00/0000	0/00/0000
LAPEER COUNTY	Lapeer Junk Food Tax	MI	5.0000000	01	EMTY	0/00/0000	0/00/0000
MI	Michigan Junk Food Tax	MI	15.0000000	01	EMTY	0/00/0000	0/00/0000
MI	Michigan Groceries Sales Tax	MI	2.0000000	01	FOOD	0/00/0000	0/00/0000
MI	Rx Medicine and Health Care	MI	.0000000	01	PHAR	0/00/0000	0/00/0000
MICHIGAN	Michigan Sales Tax	MI	6.0000000	00		0/00/0000	0/00/0000
MICHIGAN	Michigan Sales Tax	MI	15.0000000	01	EMTY	0/00/0000	0/00/0000
MICHIGAN	Michigan Sales Tax	MI	2.0000000	01	FOOD	0/00/0000	0/00/0000
MICHIGAN	Michigan Sales Tax	MI	.0000000	01	PHAR	0/00/0000	0/00/0000

Tax Body List, State of Michigan

Layout for Tax Body List

Header Left: **Report Code & Company,**
Center: **Title,**
Right: **Date, Time & Page.**

Columns:

Tax Body: Name of the State, Regional, or Local Government.

Description: Name for the Tax, or the Tax Exemption.

State State Code/Abbreviation

Tax Rate: **Percentage** levied for this Category/Class of merchandise

or service.

Cat. Class: Inventory Category Number and Class Code. **00=ALL**, the Body's **basic/default** record. All **other** Category & Class records for this body **override** the basic rate.

Tax Holiday Begin Date: If a scheduled tax holiday exists, the dates.
End Date: /9999 indicates every year.

639. Tax Authorities List

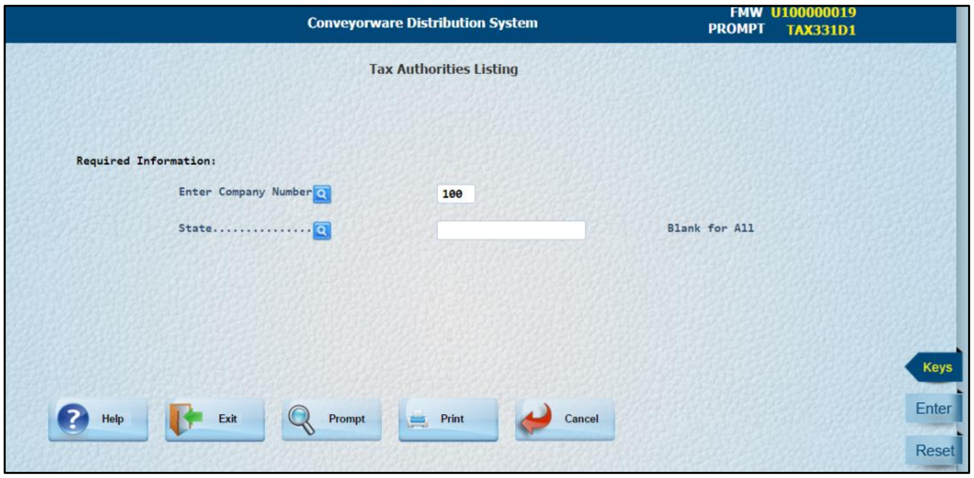
Print a list of all Sales Tax Authority/Locality records, or limit the list to one State, if desired. For each Tax Authority, the report lists each component Tax Body with its base Sales Tax, and the combined Total. For details of each Tax Body's component rates, print Menu Option 219.

✱ **To Select Tax Authorities List:**

➔ Click on **220 Tax Authorities List**, or

➔ Key command **"220", [Enter].**

The Tax Body List selection screen appears.



Tax Authorities List selection screen

✱ **To Print the Tax Authority List:**

➔ View, select or key **Company Number , [Tab]**
Up to 3 digits, numeric. Use [Prompt] to select, if desired.

➔ View, select, or key **State , [Print].**
2 digits, alpha. State Abbreviation Code. Blank (default) = All. Select one State, if desired, to limit the list.

The Tax Authority List prints, and the system returns to the 200 Customer Menu.

```
REPORT  :   TAX330R                           Conveyorware Distribution System                                           5/13/15 10:50:40
COMPANY :   BETA DATA VISION                       TAXING AUTHORITY LISTING                                                  PAGE:     1

----------------------------------------------------------------------------------------------------------------
  Taxing Authority                Description                       Tax Body                          Tax Rate
----------------------------------------------------------------------------------------------------------------
  MICHIGAN                        Sales Tax Michigan                MICHIGAN                            6.0000
                                                                                                    ----------
                                                                                      Total Tax:        6.0000

  OAKLAND COMBINED                Oakland Co. Michigan              MICHIGAN                            6.0000
                                                                    OAKLAND COUNTY                      3.0000
                                                                                                    ----------
                                                                                      Total Tax:        9.0000
```

<u>Tax Authority List</u>, State of Michigan

Layout for Tax Authority/Locality List

Header Left: **Report Code & Company,**
Center: **Title,**
Right: **Date, Time & Page.**

Columns:

Tax Authority: Name of the State, or of a Combined-Tax Locality

Description: State Tax or Combined Localized Tax

Tax Body State, Region, or Local Government Body

Tax Rate: Base **Percentage** levied for each Tax Body, and the **Total** for the Authority.