

Processing

Stock Receipts

Stock Receipts Entry
 Stock Receipts Journal
 Print Receipt Bar Code Labels
 B/O Receipts Review
 Receipts Cost Maintenance
 Cost Change Journal
 P/O Receiving Report
 Summary B/O Fill Report

Stock Adjustments

Inventory Adjustments
 Transaction Register

Price/Cost Updating

Batch Price/Cost Update
 Mass Price Change Entry
 Mass Price Change Update
 Kit Cost Update
 Price File Import
 Trade Services Import
 Manual Cost Change Audit

Physical Inventory

Count File Generation
 Count File Report
 Count Entry
 Physical Comparison Report
 Physical Inventory Update

Kit Production

Kit Production Input
 Kit Production Journal

Vendor Returns

Vendor Returns Entry Maintenance
 Print Vendor Returns Ticket
 Reprint Vendor Returns Ticket
 Open Vendor Returns/BMA Report
 Vendor Returns Journal
 Unreceived Credits Report

Inquiry

Master File Inquiry
 Serial Number Inquiry
 Catalog Inquiry
 Warehouse Transfer History Inquiry
 Nonstock Sales History Inquiry

File Maintenance

Master File Maintenance
 Inventory Default Maintenance
 Mass Inventory Maintenance

Mass Maintenance Input
 Mass Maintenance Update

Inventory Related Conversions

Stock Number Conversion Input
 Stock Number Conversion Update
 Product Code Conversion Input
 Product Code Conversion Update

Reporting	Supplemental Inventory Files	Multiple File Maintenance	
		Vendor/Discount Code Maintenance	
		Cross Reference Number Maintenance	
		Cross Reference Number Import	
		Kit Template Maintenance	
	Holds Maintenance		
	Quantity Detail Maintenance		
	Serial Number History Maintenance		
	Catalog Maintenance		
		Catalog File Maintenance	
		Inventory to Catalog Conversion	
	Purchasing Contract Maintenance		
	Supplemental Reports	Auxiliary Description Report	
		Related Items Report	
		Kit/Component Report	
		Multiplier Code Report	
		Cross Reference # Report	
		Inventory Master Export to Excel	
	Status Reports	Inventory Valuation Reports	
			Inventory Status by Stock #
			Inventory Status by WH/Dept/Sub
			Inventory Status by Prod Code
			Inventory Status by WH/Vendor
		Purchasing Contract Status	
	Stock Summary Status Report		
	Below Minimum Report by Vendor		
	Order Point Report by Vendor		
	Lost Sale Reporting		
		Lost Sales Report	
		Lost Sales Detail Report	
	Inventory Turns Report		
	Inactive Inventory Report		
	Damaged Stock Report		
	Nonstock Item Sales Report		
	Quantity Detail Status Report		
Review Reports	Cycle Review		
	Daily Review		
	Comprehensive Review		
	Additional Purchases Review		
	P/O Expediting Report		
	Non-Automatic Item Report		
Classification Reports	Detail Report by WH/Dept/Prod		
	Summary Report by Vendor		
	Detail by Vendor Request		
	Detail Report by Vendor		
Back Order Reports	Customer Report		
	Stock Number Report		
	Product Code Report		

End of Period		Vendor Report
		Buyer Report
	Price/Cost Reports	
		By Stock #/Prod/Alpha/Description
		By WH/Dept/Vendor/Subdept
		By Vendor/Stock #
	Physical Inventory Reports	
		Report by WH/Aisle/Bin/Stock #
		Report by WH/Dept/Vendor/Subdept
		Shelf Labels
		Print Bar Code Labels
	History Reports	
		Serial # History by Stock #
		Serial # History by Customer
		Transaction History Reporting
		Transaction History Report
		Transaction History Export to Excel
		Quantity Detail ID History Report
		Uninvoiced Reports
		Stock Receipts History Report
		Non-Stock Sales Report
		Warranty Credit Report
		Activity Report
		Top Selling Inventory by Vendor/Prod
	Month End Processing	
	Inventory Detail Purge	
	Transaction History Purge	
	Serial Number History Purge	
	Vendor Returns History Purge	
	Inventory Quantity Log Purge	
	Lost Sales History Purge	

Purchasing Management

Daily Processing		Suggested PO Review
		Purchase Order Entry/Maintenance
		Vendor Request for Quote
		Trial Purchase Orders
		Purchase Order Release
		Print Purchase Orders
		Re-Print Purchase Orders
		Daily Registers
	Inquiry	
		Purchasing WorkCenter
		PO Not List Expediter
		PO Acknowledgement Request Log Viewer
		Vendor RFQ Log Viewer
	File Maintenance	
		Standard Comments Maintenance
		PO Upcharge File Maintenance
	Reporting	
		PO Report by Stock #
		PO Report by Vendor
		PO Report by Customer

Order Processing	End of Period	Open PO Summary Report	
		PO Acknowledgement	
		Standard Comments Report	
		PO Purge	
		PO History Purge	
		PO Activity Log Purge	
		Vendor Request for Quote Purge	
	Daily Processing	Order Entry	
		Sales Order Processing	
			Print Pick Tickets
			Re-Print Pick Tickets
			Optional Sales Order Processing
			Order Approval & Review
			Approval Audit
			Group Picking Report
			Print Shipping Labels
			Ship-To Information Export
			Update Bar Code Picking
			Tracking #/Weight Update
			Batch Pick Ticket Scanning
			Customer PO Status Report
		Print Invoices	
		Re-Print Invoices	
		Daily Order Processing Invoice Register	
		Credit Card Batch Settlement	
		Quote Processing	
			Quote Conversion
			Quotation Print
			Quote to Exception Conversion
		Warehouse Transfers	
			Transfer Pick Tickets
			Re-Print Pick Tickets
			Transfer Register
			Warehouse Transfer History Inquiry
		EDI Processing	
			Update EDI POs To Orders
			QP Order to EDI Extract
			QP Invoice to EDI Extract
			EDI Invoice File Register
			Create Out-Going EDI Files
File Maintenance	Tax Jurisdiction Maintenance		Tax Jurisdiction # Maintenance
			Tax Jurisdiction # Chg Input
			Tax Jurisdiction # Chg Update
	Special Charges Maintenance		
		Price Schedule Management	
		Price Exception/Schedule Import	
		Asile/Section File Maintenance	
		EDI Maintenance Menu	
		Standard Comments Maintenance	
		Manage Credit Card Devices	

Reporting	Open Orders Reports	Detail Open Order Register
		Summary Open Orders Report
	Quotes Reports	Summary Invoiced Orders Report
		Order Bookings Report
		Order Deposits Report
		Non-Stock Reports by Warehouse
		Customer B/O Report & Email
	Transfers Reports	Open Quote Report
		Quote Analysis Report
		Salesman Quote Analysis
	Sales Tax Reporting	Open Warehouse Transfers Report
		Transfers Pending Report
	Supplemental OP Reports	Tax Jurisdiction Master Report
		Summary Tax Jurisdiction Report
		Detail Tax Jurisdiction Report
		Sales Tax Adjustment Report
	Customer Contracts Report	Special Charges Report
		Standard Comments Report
	Rebate Reports	Price Exception Report
		Rebate Exception Listing
		Rebates by Customer/Invoice
		Rebates by Customer/Invoice
		Rebates by Customer/Product Code
		Rebates by Vendor/Customer
		Parker Sales Export
		Rebate Export to Excel Template
		Parker Sales POS Export
		Credit Card Transaction Report
		Pick Ticket Print History
End of Period	Frequently Purchased Items Update	Detail Tax Jurisdiction Purge
		Expired Exception Purge
		Expired Contracts Purge
		Quotation Purge
		Rebate History Purge
		OP Activity Log Purge
		OP Deferred Freight / Tax Menu
		Deferred Tax/Freight Invoices
		Deferred Tax/Freight Re-Print
	Quote Activity Log Purge	Deferred Freight/Tax Journal
		Pick Ticket Print History Purge
		Quote Activity Log Purge
Manufacturer Rep Menu	Manufacturer Inquiry	
	Summary Commission Aging Report	
	Detail Commission Aging Report	

Sales Analysis	Prospect Menu	Commission Statements	
		Manufacturer Maintenance	
		Manufacturer Listing	
		Manufacturer Contacts Report	
	Prospect Inquiry	Prospect Inquiry	
		Prospect Listing	
		Prospect Maintenance	
	Processing	Daily Processing	
		Monthly Processing	SA End of Day Clear
		Yearly Processing	SA Months-End Processing
			Monthly SA Update
			SA Months-End Clear
		Inquiry	Customer History File Purge
			Department History File Purge
			Salesman History File Purge
		File Maintenance	Salesman's Workcenter
			Salesman's Call Report
			Salesman Inquiry
			Department Inquiry
	Reporting	Salesman Commission File Maint	
		Daily Reporting	
	Monthly Reporting	Daily Sales by WH/Salesman/Dept	
		Daily/MTD Billing Report	
		MTD Sales by Dept/Warehouse	
		Summary Sales by Dept/Warehouse	
		Buying Pattern Analysis	
		Item Summary/Detail Report	
		Item/Customer Multiperiod Analysis	
		Detail Sales by Salesman/Item	
		Customer Ranking by Vendor	
		Customer Reports	
	Salesman Reports	Sales by Customer	
		Customer Sales by Dept	
		Customer Sales by Salesman	
		Customer Classification by Slim	
		B.M. Classification by Customer	
		Cust Sales by State/Territory	
		Customer Sales Export to Excel	
		Salesman's Commission Report	
		Detailed Commission Report	
		Sales by Salesman	
		Summary Sales by Salesman	
		Summary Sales by Salesman/Cust/Dept	
		Summary Sales by Salesman/Dept	
		Summary Sales by Salesman/Customer	

Salesman/Dept Analysis by Warehouse
Salesman Sales Export to Excel

Sales by Department
Summary Sales by Department
Sales by Dept/Warehouse/Salesman
Department Analysis by Warehouse
Department Sales Export to Excel

Daily Processing

Cash Posting
Detail Cash Receipts Journal
Summary Cash Receipts Journal
Miscellaneous Cash Posting
Miscellaneous Cash Journal
Print Bank Deposit Ticket
Edit Bank Deposit Ticket
Manual Invoicing

Invoice Cost Change Journal

Customer Inquiry
Credit Management Workcenter
Cash Projection

Customer Maintenance
Customer Default File Maintenance
Customer Number Change Input
Customer Number Change Update
Customer Mass Maintenance Input
Customer Mass Maintenance Update
Statement Message Maintenance
Customer Credit Card Settings

Customer ReportsCustomer Master File Reports

Customer Master File Report
Ship-To Report by Alpha Key
Ship-To Report by Customer
Tax-Exempt Status Report
Customer Contacts Report
Abbreviated Master File Report

AR Register
AR Schedule
Detail Aging Reports

Accounts Payable	End of Period		Detail Aging by Customer
			Detail Aging by Alpha Key
			Detail Aging by Salesman
		Summary Aging Reports	
			Summary Aging by Customer
			Summary Aging by Alpha Key
			Summary Aging by Salesman
		Hot List Reports	
			Hot List by Customer
			Hot List by Salesman
		Invoice History Reprint	
		Invoice History Report by Salesman	
		Invoice History Export to Excel	
		Customer Statements	
		Service Charge Invoice Print	
		Service Charge Maintenance	
		Service Charge Invoice Register	
		Delete Paid Items	
		End of Month/Year	
		Summary Ledger History Purge	
		Invoice History Purge	
		Analysis History Purge	
Accounts Payable	Daily Processing		
		Invoice/Credit Entry/Change	
		Purchase Journal	
		Check Writing	
			Selective Check Writing
			Automated Check Writing
			Direct Disbursements
			Check Inquiry/Void
			Re-Print Checks
			Cash Disbursements Journal
			Direct Debit File Export
		Inquiry	
		Vendor File Inquiry	
		Cash Projection	
		File Maintenance	
		Vendor File Maintenance	
		Vendor Default Maintenance	
		Vendor Number Change Input	
		Vendor Number Change Update	
		Invoice Status Change	
		Reporting	
		Cash Requirements	
		AP Activity Report	
		AP Register	
		Aging Report	
		Expense Distribution Report	
		Vendor Reports	
			Vendor Master File Report
			Vendor Mailing Labels
			Vendor Contacts Report
			Vendor 1099 Report

Payroll	End of Period	Vendor 1099/1096 Report
		Vendor Analysis
		Recurring Entries Report
		Expense Analysis Report
	Check Reconciliation	Vendor Update
		Invoice/Credit Purge
		Recurring Entry Generation
		Transaction History Purge
		Analysis History Purge
		Check Reconciliation
		Check Reconciliation Report
Payroll	Processing	Payroll Input
		Payroll Maintenance
		Payroll Proof
		Payroll Checks
		Check Printing
		Check Re-Printing
		Voided Check Journal
		Payroll Register
		Direct Deposit Export
		Employee Inquiry
	File Maintenance	Employee File Maintenance
		Tax Table File Maintenance
		Payroll Configuration
		Time Clock Menu
		Time Clock In/Out
	Reporting	Time Clock Maintenance
		Time Clock Journal
		Earnings History Report
		Quarterly Tax Report
		Worker's Compensation Report
	End of Period	Employee Summary Report
		Employee Detail Report
		Vacation & Sick Leave Report
		Tax Table Report
		Departmental Report
		Year-End Reporting
		W-2 Register Only
		W-2 Forms & Register
		Yearly Payroll Report
	Check Reconciliation	Quarterly Wages Export
		Quarterly File Update
		Yearly File Update
		Earnings History File Purge
		Check Reconciliation
		Check Reconciliation Listing

General Ledger

Daily Processing	Journal Entry
	Journal Entry Register
	Business Analysis Calculations
	Bank Reconciliation
Inquiry	GL Account Inquiry
	Business Analysis Display
	Executive Information Center
File Maintenance	GL Account Maintenance
	Recurring JE Maintenance
	Business Analysis Configuration
	GL Account # Change Input
	GL Account # Change Update
Reporting	GL Chart of Accounts
	Account Activity Report
	Trial Balance, Detail & Summary
	Financial Statement Management
	GL Master File Report
	Journal Entry History Report
	Recurring Journal Entry Report
End of Period	Post Journal Entries To Master
	Year-End Closing
	Year-End Processing
	Journal Entry History Purge
	Recurring JE Generate

Job Cost

Daily Processing	Labor Input
	Labor Journal
	Material Allocation Input
	Material Allocation Audit
	Batch Material Allocation
	Material Issues Input
	Material Issues Journal
Inquiry	Job Inquiry
File Maintenance	Job Maintenance
	Permanent Operations Maintenance
Reporting	Permanent Operations Report
	Job Operations Report
	Job Status Report
	Job Status Held Report
	Detail Report by Job
	Detail Report by Operation
	Detail Report by Machine Code
	Hot List Report
	Planning Report

System Management

Run A COBOL Program

Command Prompt	
Answers Software Maintenance	- Answers Configuration - Application Interface Maintenance - Codes File Maintenance - Codes File Report - Batch Processing Data Entry - Batch Processing Scheduler - Control # Maintenance - Recover a Corrupt File - File Information Display - User Settings
	- User Profiles Maintenance - User Preferences Maintenance - Email Forms Notes Maintenance
Answers Menu Maintenance	- Menu File Maintenance - Menu File Report - Cross Reference Code Maintenance - Cross Reference Code Report - Tasks Reminders History Purge - Attached /Scanned Objects Purge - Archived Messages Purge - Maintenance Log Purge
Answers Printer Menu	- Spooled Reports Management - Archived Reports Menu - Archived Reports Management - Archived Reports Configuration - General Messages Maintenance - Generate Laser Form Values - Windows Printer Maintenance
Answers Activity/Status	
Answers Logs	- Fax Log Viewer - Order Processing Log Viewer - Cancelled Orders Report - Inventory Quantity Log Viewer - Purchase Order Log Viewer - Cancelled PO Report - Quote Log Viewer - Cancelled Quote Report - Maintenance Log Viewer - Maintenance Log Report/Export
Email Sales Brochures	
Send a Message	