SNAK

INVENTORY CONTROL MODULE

PROCEDURES

(PRELIMINARY DRAFT)

PREPARED BY:

PROFESSIONAL ROUTE OPERATING SYSTEMS, INC.

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The forms and policies presented in this manual may not be the most current available. Please consult your consultant for the most up-to-date information. This manual has been developed for *SNAK Version 4.10.*

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Inventory Policies

Item Policies

New items will be added to inventory as they are ordered. Item product IDs are generally established based on the product's last five digits of the UPC code.

Item Categories

The following item categories may be used for inventory setup. You may establish up to 999 sale-type categories and up to 999 non-sale type categories.

Table 1 - Sample Item Categories

Sale Type	Number	Type	Description
	1	GSPOTATO	GROCERY POTATO
	2	GSRELATED	GROCERY RELATED
	3	MIDSIZEP	MID SIZE POTATO
	4	MIDSIZER	MID SIZE RELATED
	5	NOPRICEP	NO PRICE POTATO
	6	NOPRICER	NO PRICE RELATED
	7	DIPS	ALL DIPS
	8	VENDP	VEND POTATO
	9	VENDR	VEND RELATED
	10	PICKUPLINE	PICK UP LINE
	11	BULK	BULK PRODUCTS
	12	QUINLAN	PRETZELS
	13	HOSTESS	CAKES
Non- Sale Type	1	FINANCE	FINANCE CHARGES
	2	ADJUSTMENT	MISC ADJUSTEMENT
	3	RACKS	RACKS

Price Levels

The following price levels may be used.

Table 2 - Example of Price Levels

Level Number	Type	Description
1	WISEGROSS	Wise Gross Pricing
2	WISENET	Wise Net Pricing
3	WISENOPROM	Wise Net No Promotions
4	JOBBER	Jobber Pricing
5	MILITARY	Military Net Pricing
6	COMPANY	Use your Company Name for pricing your accounts

Site Locations

The following locations are valid sites:

Warehouse Number	Name and City
1	San Juan, Puerto Rico

Purchasing Policy

All items purchased or sold will be entered into inventory for historical and tracking purposes.

A new item will be entered at the direction of the purchasing manager.

Transfer Policy

Inventory may be transferred as needed between multiple warehouses.

Physical Inventory Policy

Inventory counts will be verified on a weekly and monthly basis via a physical inventory. The Warehouse Manager is charged with this responsibility.

Report Distribution Policies

The following tables outlines the policies for distributing reports on a timely manner to the appropriate personnel:

Report Name	Frequency	Recipients
Item Master Printouts:		
Item Master Report	As needed	
Price List	As needed	
Price Promotion List	Weekly	Controller/Sales Mgrs.
Vendor PPA Information	As needed	
Item Profit Listings	As needed	
Price Level Headings	As needed	
Total Inventory Reports:		
Truck Inventory Report	As needed	
Warehouse Inventory Rpt.	As needed	
Total Inventory Report	At End of Physical Cycle	Controller
Warehouse Reconciliation	At End of Physical Cycle	Controller
Inventory at a Glance:		
Inventory at a Glance	As needed	
Inventory Case Detail Rpt.	As needed	
Inventory Weekly Sales	Weekly	Warehouse Manager
Warehouse Movement Report	As needed	

End of Cycle Policies

In the SNAK system there are different cycles for the various modules. These cycles may or may not be for the same period.

The best method of determining cycles is to have as many cycles on the same time frame. This will allow for one weekly close out process. If cycles vary, there will be multiple weekly close outs.

Each company should discuss their current cycles with a representative from PROS to determine the best method of implementation.

Table 3 - Discussion of Cycles

Module Level	Description of Cycle
Inventory Physical Cycles	These are the cycles for the warehouse and truck inventories. This cycle runs from one physical count to the next. It may be weekly, bi-weekly, monthly or on demand. The only factor in this reset is to reset the appropriate trucks and/or warehouses. This cycle is totally controlled by when physicals are taken. Typical small companies do weekly physicals for routes and monthly for warehouses. Larger companies will typically rotate their warehouses and/or routes with bi-weekly

	physicals.
Inventory Weekly Cycle	This is a cycle of tracking movement of product (loads/jobber sales), stales/damages and cartons by each week. The cycle is a week. The weekly section of the System Reset controls these functions. This cycle is typically set as the same as the A/R Sales Cycle (Saturday through Friday or Monday through Saturday are the usual cycles.)
Accounts Receivable Sales Cycle	This is a cycle of tracking sales dollars for customers. The cycle is a week. The weekly section of the System Reset controls this function. This cycle is usually the same as the Inventory Weekly Cycle (Saturday through Friday or Monday through Saturday.)
Route Commission Cycle	This is a cycle of payroll. While most companies pay weekly, a few have a bi-weekly pay cycle. The Route Commission Reset is located in the Route Control Module. This reset is on a separate screen and does not have tie in directly with the other resets.

System Conventions

Menu Shortcuts

SNAK has imbedded several shortcuts for you to use to traverse to other module menus from anywhere within the SNAK system. The table below shows the shortcut keys available to you for this function. To view this table through your SNAK system, press ALT-F1 keys. You will notice how the ALT key is used in conjunction with the module number from the main screen. For example, to proceed to the Accounts Payable module, press ALT-2, Accounts Payable is menu selection number two (2) from the main menu.

Figure 1 - Shortcut ALT Keys

Menu Maneuvering

You may travel from menu to menu by selecting the number corresponding to the desired menu selection. In general, you may hit the ENTER key at the initial blank field on the screen and the system will take you back one screen.

The TAB key or the ENTER key may be used to move from field to field within a screen.

The F2 key is used throughout the system to provide for on-line help.

The F3 key is used throughout the system to allow you to 'look-up' certain indexed information. Look-ups only occur in designated fields throughout the system.

For a complete list of available **HotKeys**, please see page 8

Generally, the ESC key may be used to abandon a particular operation. When pressed, if the program allows you to halt the particular process the following message will be displayed and give you the option to abandon the program, or not.

Abandon Operation (Y/N) N

Most control modules are displayed in a four quadrant fashion. Each quadrant is summarized in the table below:

Quadrant Name	Description
MAINTENANCE	General file maintenance for the specific module. For example Item Maintenance, Category Maintenance, Customer Maintenance, etc. It is in the maintenance area of each module that you have the ability to edit, add or delete information to tailor the system to your specific needs.
POSTING	This area provides for the routine processing functions of the specific module. For example Receipts Posting, Physical Count Posting, Ticket Posting, Cash Posting, Settlement, etc.
MISCELLANEOUS	Other routines which aid you in customizing and/or scrutinizing your system. Special system resets, inquiries, special changes and other routines may be found in this area.
REPORTS	In general, any report from SNAK is included in this area.

Hotkeys

SNAK has provided several "hotkeys" for ease in getting from screen to screen. Below is a list of these keys and a brief description of what they do.

Hotkey	Description	Hotkey	Description
←	Cursor left in Field	**Tab**	Next Field
→	Cursor right in Field	**Shift-Tab**	Previous Field
(down arrow)	Next Field	**Ctrl-V**	Erase Field
(up arrow)	Previous Field	**Ctrl-U**	Recall Field
Home	First Record	**Insert**	Insert Mode On/Off
End	Last Record	**Ctrl-Del**	Delete Record
PgDn	Next Page	**Esc**	Abort, Exit
PgUp	Previous Page	**Ctrl-End**	Save, Exit
Enter	Accept Entry	**F1**	Field Level Help
Shift-F1	Function Level Help	**Alt-F1**	View Saved Files
F2	Module On-Line Help	**F3**	Lookup tables (not available for all fields)

Figure 2 - Hotkeys!

Printing throughout the SNAK System

For each request of a printout you will be given the option to print to a local printer, a shared printer, or a file.

Most often utilized will be a local or shared printer device.

Date and dollar entry through the SNAK System

All dates are displayed MM/DD/YY, but you do not need to key in each character of a specified date. In most instances, the system date will be used as a default date. In the event you wish to change the month and day, but not the year, you may enter a two digit month, and immediately enter a two digit day. You will not be able to key in the slashes (/). You may then TAB, of press ENTER to go on to the next field. In the event only the day needs to be changed, you may use the arrow (→) key to move the cursor to the first position of the day field.

In most posting routines, you are not allowed to use a transaction date which is 15 days prior to the system date.

All dollar information entered must include a decimal point where needed. The SNAK System does not automatically assume it.

Inventory Audit Trail

One of the strengths of SNAK is the audit trail. The proper maintenance of Inventory binders is critical to the completeness of the audit trail. These procedures will give you direction as to the proper filing of Inventory reports to insure a successful audit trail.

Company Name will maintain a permanent and an active Inventory binder. The permanent binder will contain reports that change very little throughout the year. The active binder will use tabs to separate each period and will contain an audit trail of all transactions originating in the Inventory module. Each of these binders will be purple.

The following demonstrate the Permanent and the Period binders:

Permanent Binder	Inventory List Price List Vendor PPA Information Item Profit Listings Price Level Headings

Period Binder	Truck Inventory Report Warehouse Inventory Report Total Inventory Report Price Promotion List Warehouse Reconciliation Reports Inventory Weekly Sales Stale/Damage Analysis Report

Maintaining Inventory Items

Summary

Adding and maintaining inventory items entails many factors. Inventory items may be used from the **Route Control**, **Jobber Control**, **Vending Control**, **Accounts Payable** and **Norand** modules. Because of this interaction, the set up of each item is very important.

Setting up inventory items requires decisions about measuring cost, accounts that the item's transactions will impact, pricing, reorder points, lot/serial numbering, and site locations. Since it can be difficult to change some settings these decisions must be well thought out prior to entering data.

The following procedure should be used to add records for new Items, to change the details of existing Item records, and to delete records for inactive Items. **Item Category**, **Price Level**, and **Vendor Maintenance** files must be set up before you can enter them into individual Item records.

Procedures for Setting Up & Maintaining Items

❒ Prepare or obtain a list of Item additions or changes for your company.

- Structure the Item IDs in accordance with your Item ID coding scheme.
- Assign the product category appropriate for each item. Ensure category exists in the **Item Category Maintenance** screen.
- Assign the product vendor for each item. Ensure the item's vendor exists in the **Vendor Maintenance** screen.
- Assign the Item Order Class for each item.
- Determine sales pricing information. Ensure all price levels are established in the **Price Level Maintenance** screen.

❒ Enter all Item data into the **Inventory Maintenance** screen. Enter the appropriate data into the following subscreens:

- Item Information
- Item Detail
- Pricing Levels

❒ Review or print the **Inventory Master Printout** reports to make sure all inventory information is entered correctly. If corrections or changes are needed, repeat this procedure.

Procedures for Item Category Maintenance

Item Categories must be established prior to creating new items. Item Categories are created through the **Item Category Maintenance** program. Categories may be established for Sale or Non-Sale item types. You may have up to 999 Sale Categories and 999 Non-Sale Categories. Sale Categories differ from Non-Sale Categories in that Sale Categories have a UPC number link to it. Non-Sale Categories products have no UPC code linked to them and may only be accessed through the **Accounts Receivable Module - Direct Sales**. Examples of common Item Categories may be found in Table 1 - Sample Item Categories found on page 1.

Item Categories are generally well established and thought out and require very little changes once the system is up and going.

- ❒ New Item Categories must be approved by the Controller at Filler Snacks, Inc.
- ❒ Determine if Item Category will be **Sale** or **Non-Sale** type of category
- ❒ Assign 10-digit alphabetical code for category
- ❒ If Sale category determine Route Commission Percentage for each category
- ❒ If Sale category determine Store Discounts for each category
- ❒ If Sale category determine Jobber Contributions for each category
- ❒ If Sale category determine Jobber Discount for each category

Please Note that the last four fields on the Item Category screen (Route Commission, Store Discounts, Jobber Contributions and Jobber Discounts) are mass-edit fields. If editing an existing category and these fields are modified, the system will update all existing customer, route and jobbers with the percentages entered, overriding any percentages previously set in the other maintenance routines. Once changes are made and saved in this program, the system will update the appropriate fields and then this screen is cleared back to zero.

If the General Ledger module is activated, account numbers for Sales, Bill Backs, Discounts, etc. must be entered into the Account Information Screen.

Sales Price Maintenance

Sales prices are maintained in the **Inventory Maintenance** screen, the **Price Level Maintenance** screen and the **Promotion Maintenance** screen . Promotions may be entered with future dates, however when entering a price change in the Item Maintenance or Price Change program, these changes take place immediately. To post future price changes you should utilize the Pre-entered Price Change program in the Utilities Module.

To set up the sales pricing structure for any given price level, perform the following steps:

- ❒ Determine if any new price levels are needed. New price levels are initiated only at the direction of the Accounting Manager at Filler Snacks, Inc.
- ❒ Set up any new price levels in the **Price Level Maintenance** screen.
- ❒ For any new price level added, assign the appropriate chains/stores to the new price level.
- ❒ Enter prices for new items in the **Item Maintenance** screen. Or the **Price Change** program may be used.

- ❒ Print the **Price List** report and review it for accuracy. Make any necessary changes.

Sales Promotion Maintenance

The following procedures should be followed when establishing Sales Promotions.

- ❒ Decide which inventory items are to use the **Itemized Promotions** method and which are to use **Grouped Promotions**. For each item determine the quantity break and discount for each quantity break.
- ❒ Group promotions for entry into those which are **Itemized** and those which are **Grouped**.
- ❒ Set up the sales price structure for each item via the **Promotion Maintenance** screen. For group promotions verify that the group exists. If it does not exist, you must add the group and then apply the promotion to the appropriate price levels, chains and/or stores.
- ❒ Print the Promotion Report and review for accuracy. Make any necessary changes.

Procedures for Vendor Maintenance

Vendor information for items must exist prior to establishing the vendor in the **Item Maintenance** screen. Vendors may be added to the system through this module in the **Vendor Maintenance** screen. The Accounts Payable module (if applicable) may also be used to establish new vendors.

- ❒ New vendors are established at the direction of the Controller.
- ❒ Determine if **Vendor ID** will be the same as the **Payment Company ID**.
- ❒ Obtain appropriate **Distributor Number** as assigned by your vendor, if applicable.
- ❒ Verify your Payment Company Address and information.
- ❒ Determine appropriate discount amount taken and whether or not discounts are computed on gross invoice or your net invoice.
- ❒ Verify the **Maximum Allowed Credit Percentage** if this vendor offers rebates and/or credits off the gross item cost as entered in the Item Maintenance program
- ❒ If the accounting system is used, enter the appropriate general ledger account numbers for all fields shown.
- ❒ Obtain valid **Manufacturing ID Number(s)** if the vendor supplies you with inventory products.
- ❒ Enter all appropriate data as directed on the screen. Verify the accuracy of the information before saving.

Processing Inventory Transactions

Summary

The transaction processing cycle for the Inventory module includes the following:

1. Receive inventory and enter the inventory received information into the database via the **Receipt/Transfer Post** screen.
2. Adjust inventory as needed via the **Stale/Damage Adjustments** screen. Inventory might need to be adjusted based on physical counts that are different from inventory balances or to remove obsolete or damaged items.
3. Transfer inventory between locations as needed via the **Receipt/Transfer Post** screen. This process serves to transfer inventory from one warehouse site to another or from one location to another.
4. Adjust inventory via a physical inventory count through the **Warehouse Physical Count** program.
5. Sell inventory through direct sales via the **Direct Warehouse Sales** screen.

Procedures for Receipt Entry

Receipts will be entered into the system using the **Receipt/Transfer Post** screen.

- ❒ Group receipts between those affecting the Current Warehouse cycle and those that do not.
- ❒ Enter each receipt via the **Receipts/Transfer Post** screen. Select Receipts program.
- ❒ Print Receipt Report for each receipt ticket entered.
- ❒ If errors were made during posting, you may call up the receipt ticket to adjust or delete the transaction.

Procedures for Transfers Entry

The **Transfers Entry** screen is used to transfer quantities of inventory from one site, lot, and/or warehouse location to another.

- ❒ Group transfer transactions together that affect the same **From Warehouse** and the same **To Warehouse**.
- ❒ Enter transfer transactions through the **Receipt/Transfer Post** screen. Select **Warehouse Transfer Program**.
- ❒ Once all the transactions are entered, verify the transaction accuracy before saving.

- ❒ Obtain a copy of the **Inventory Transfers Report** upon the completion of each individual transaction posted.
- ❒ If errors are determined, you may call up the original transaction and make changes, or delete the entire adjustment transaction. If changes are made, you must obtain another copy of the **Inventory Transfers Report**.

Procedures for Stale/Damage Adjustment Posting

Adjustments may be required regardless of the other modules in use. For example, adjustments are necessary to record stale or damaged inventory from warehouse stock or adjust quantities to beginning inventory (after reset has been performed.)

- ❒ Enter stale and damage adjustments through the **Stale/Damage Adjustments** screen.
- ❒ Group stale or damage transaction adjustments based on the Usage Week.
- ❒ Group stale or damage transaction adjustments based on those which affect the current warehouse cycle and those that do not.
- ❒ Identify the proper warehouse for the adjustment entries.
- ❒ If a transaction number is not pre-assigned, number all transactions MMDDnnn, with MMDD being the month and day the transaction is being posted, and nnn represents a sequential number assigned by you, where the first entry is 001 and the 20th is 020.
- ❒ Verify the accuracy of the transaction prior to saving the record.
- ❒ Obtain a copy of the **Inventory Adjustment Report** upon the completion of each individual transaction posted.
- ❒ If errors are determined, you may call up the original transaction and make changes, or delete the entire adjustment transaction. If changes are made, you must obtain another copy of the **Inventory Adjustment Report**.

Procedures for Warehouse Physical Count and Inventory

The Warehouse Physical Count program is used to compare all items or a group of item's physical unit count in the warehouse to the system's book count. Provisions are given to allow you to modify the system's book count with the physical. The system will automatically adjust the inventory quantity for you.

- ❒ Perform a truck inventory for all routes assigned to that warehouse.

> If an error occurred concerning a trucking inventory that impacts the warehouse inventory, it is helpful to have the truck inventories to compare against the warehouse inventories.

- ❐ Enter the **Warehouse Physical Count** screen, and post physical counts as prompted by the system.

- ❐ Print a hard copy of the physical counts posted.

- ❐ Enter all warehouse receipts, transfers, stales/damages from warehouse stock, direct warehouse sales, jobber invoice sales (**Jobber Control Module,**) Jobber Returns (**Jobber Control Module,**) Route Loads and Route Fresh Returns (**Route Control Module**) to the point that the physical was taken.

DO NOT ENTER ANY TRANSACTIONS THAT TOOK PLACE AFTER THE PHYSICAL INVENTORY WAS COUNTED UNTIL AFTER THE RESET HS BEEN PERFORMED.

- ❐ Print the **Warehouse Reconciliation Report**. This report will reflect the total activity for the cycle and give an inventory variance by item.

The dates entered on this report are for reference purposes only and have no effect on the data being printed. The beginning date should reflect the date of the last warehouse physical inventory. The ending date should be the date of the ending physical inventory just taken.

- ❐ Review the Reconciliation Report. If there are problems you may edit the warehouse transaction (with the exception of the beginning inventory) to correct any errors. If any corrections are made, reprint the **Warehouse Reconciliation Report**.

If still having problems with the reconciliation, you may obtain a copy of the **Warehouse Movement Report** to research the discrepancies. This report provides an excellent audit trail for specific items as requested.

- ❐ Reset the warehouse inventory through the **Warehouse Reset for BOC** program. Selection the option to reset with the '**P**'hysical counts posted.

Once the reset has been performed, transactions for the new cycle may be entered and/or uploaded, and the physical inventory may no longer be edited.

Procedures for Direct Warehouse Sales

Sales which are made direct from your warehouse inventory are entered through the system via this screen.

- ❐ Determine appropriate sales week.

- ❐ Verify that you are affect the current warehouse cycle.

- ❐ Enter appropriate information as requested by the system: warehouse number, date, store information, store ID number, ticket number, and item detail.

❒ Enter appropriate invoice type. Returns *must* be identified as either Stale, Damaged, or Fresh:

- I=invoice sale
- P=free goods
- S=stales
- D=damaged
- F=fresh

Inventory Module Daily Procedures

These procedures are done on a daily basis with respect to the Inventory Control module.

- ❒ Enter any item changes or new products through the **Item Maintenance** program.
- ❒ Enter any new item categories via **Item Category Maintenance**.
- ❒ Enter any new price levels needed through the **Price Level Maintenance** screen.
- ❒ Make any appropriate base level price changes either through the **Item Maintenance** screen, or through the **Price Change** program.
- ❒ Ensure all promotions have been entered.
- ❒ Post all receipts and/or transfers which have affected inventory through the **Receipt/Transfer Post** screen.
- ❒ Post all current stale and damage **warehouse** inventory adjustments through the **Stale/Damage Adjustments** program.
- ❒ Post any warehouse sales which affect the current inventory through the **Direct Warehouse Sales** program.
- ❒ File all pertinent transactions analysis, etc. in the appropriate binders.

Comprehensive Daily Procedures

In conjunction with the other modules in SNAK, the following daily procedures are recommended. Some of the procedures are included in this document, others may be found in the Module Procedures for that module.

Computerized Activities

❒ Upload all route activity through **NorSNAK** or manually key all route tickets via **Route Ticket Posting** in the Route Control Module. If keying manually you must also enter all route loads and unloads through the **Route Truck Loading** and **Route Truck Unloading programs** in the Route Control Module.

❒ Print Price Override Report in **NorSNAK.**

❒ Print Summary Sales Journal for the previous day through the **Accounts Receivable Module.**

❒ Print **Missed Stop Report.**

❒ Update Margin Minder (if applicable.)

❒ Perform file maintenance as needed:

Product Maintenance………	Inventory Control
Store Maintenance…………	Accounts Receivable
Promotions…………………	Inventory Control

❒ Build the download and set TCOM on HHC's through the **Norand Interface Utility Module**

❒ Make ticket corrections as needed through the **Accounts Receivable Module**

❒ Enter inventory related items as needed (warehouse receipts, transfers, etc.) through the **Inventory Control Module**

❒ Enter any Jobber invoices and/or returns as needed through the **Jobber Control Module**

❒ Enter payments received as needed through the **Accounts Receivable Module**

❒ Enter Accounts Payable invoices as needed through the **Accounts Payable Module**

❒ Prepare Central Bill and/or EDI files and transmit through the **Utilities Module**

❒ **Backup your system!**

Manual Activities

- ❒ Reconcile each route's previous day's paper work (i.e. cash-up)
- ❒ Compile Central Bill tickets and send them to processing center
- ❒ Reconcile on accounts received
- ❒ Make bank deposits
- ❒ Various filing and miscellaneous office duties.

It is recommended that HHC paperwork be filed by route by day with the End of Day (EOD) reports, loads, unloads and invoices attached together for each day.

If you have scattered truck physical inventories during the week, once the upload is processed that contained the inventory you should run **the Truck Reconciliation Report** (found in the **Inventory Control Module**) for each route if the variances are $10 or more. The **Truck Inventory Reset using Physical Count** must then be performed (also in the **Inventory Control Module**) before any other work being uploaded or processed for that specific route is performed.

Explanation of Daily Resets

```
Reset System Accumulators By Period:
Day?Y   Sales? Y  AR Pay? Y  Inventory? Y  AP Pay? Y
           JB Sales? Y
Week? N   Sales/Stales? N  Inventory? N  Cartons? N  Jobber? N
Month? N   Vending? N   Category Sales..Route? N   Warehouse? N
              A/R  Categories/Expenses? N   Reset Date? MM/DD/YY
Year? N   Sales/Stales? N  Inventory? N  Cartons? N  Jobber? N
           Vending? N
Reset Physical Inventories ............. Truck? N  Warehouse? N
```

The *Daily Reset* is used to roll the business *Post Date* forward. This *Post Date* controls the date of posting to *General Ledger* and is controlled separately for each of the options listed above. While these sub options to the *Day?* reset prompt do not have to be done all at once, it is best for the *System Administrator* to perform these all at once at day end. Once the *Daily Reset* has been performed, all transactions entered will be posted to the next *Post Date*. Data Entry personnel do not have the security access rights to change a *Post Date*, however, when necessary, the *System Administrator* may change the *Post Date* on specific transactions entered into the system.

The *Sales?* sub option is the date used for posting all customer sales transactions within the system. This includes warehouse direct sales, route sales, and jobber store sales. The *AR Pay?* sub option is the date for posting all payments against charge accounts and jobbers within the system. The *Inventory?* sub option is the date used for posting of all inventory related transactions within the system, such as loads, receipts, warehouse transfers, etc. The *AP Pay?* sub option is the date used for posting all Accounts Payable transactions within the system. The *JB Sales?* sub option is the date used for posting sales of product to jobbers and jobber returns within the system.

The rolling of the *Post Date* is the only reset to be done daily.

Weekly Close Out Procedures

The weekly close outs bring on additional tasks which need to be performed with respect to not only the **Inventory Control Module**, but also utilizes tasks from Accounts Receivable and Route Control. The procedures listed below suggest typical weekly close out tasks.

- ❒ Perform all daily suggested procedures as outlined on page 18 of this document.
- ❒ Ensure all data through your EOC close out date has been processed and verified.
- ❒ Print the **Warehouse Weekly Sales Report** for all vendors. Select only items with activity. This Report is available through the **Inventory Control Module**, Reports Quadrant.

  This report will provide the person responsible for ordering product.

- ❒ Print the **Stales Analysis Report** for all routes using the week's date range. This report is option one (1) from the Stales/Damage Report in the Miscellaneous quadrant of the Inventory Control Module.

  This will provide Route Management with an overview of the stales being returned by route.

- * Print the **Weekly Service Report** for all routes for the week's date range. This report is found in the **Customer Sales Report** which is in the reports quadrant of the Accounts Receivable Module.

  This report will give Route Management an overview of the week's sales by route, service levels, missed stops, etc.

- * Print a **Summary Sales Journal** for the week's date range. This report may be selected from the miscellaneous quadrant of the Accounts Receivable Module.

  This will give Management a total sales report for the week.

- ❒ Print the **Daily Sales Recap Report** for each route for the week's date range. This report is found in the reports section of the Route Control Module.

  This report can be used to balance out the route's cash sales and expenses for the week against the money turned in by that route. The detail pages reflecting the route's sales by day provide a good report to include with that route's paycheck. The summary page reflects total sales, expenses and total money due for the time period. This can be used by the office in balancing the route's cash deposits for the week.

❒ Print the **Commission Report**. This report is located in the reports section of the Route Control Module.

The detailed section of this report provides a breakdown of sales at each commission level. This is a good report to provide to the salespeople with their paycheck.

❒ Perform the Commission Reset after obtaining copies of the Commission Report.

❒ Print the **Weekly Statements** for all weekly accounts. This function is found in the reports section of the Accounts Receivable Module.

* Print an **Aged Receivable Report** for all accounts with past due balances over 45 days. This report is located in the miscellaneous quadrant of the Accounts Receivable Module.

* Compile and print the **Gross Profit Report** for all routes for the week's date range. This report is found under the Vendor Specific Reports in the reports quadrant of the Accounts Receivable Module.

Ensure above reports are printed before proceeding.

❒ Perform the System Reset for the following items. System Resets are found in the posting quadrant of the Utilities Menu.

- YES for WEEK. Indicate 'Y' for Sales/Stales, Inventory Cartons and Jobber
- NO for MONTH. Ensure 'N' for Vending, Category Sales, Warehouse, A/R Categories/Expenses
- NO for YEAR. Ensure 'N' for Sales/Stales, Inventory, Cartons, Jobber and Vending
- ENTER YES for Reset Physical Inventories for both TRUCK and WAREHOUSE

The answer to **Reset Physical Inventories** is depending on whether or not your trucks and/or warehouses did a physical count.

❒ You are now ready to begin processing for the new week.

It is not mandatory that items marked with an asterisk (*) as opposed to a check box be done prior to the reset. Those items are compiled by date range and may be done after the reset. It is suggested, however, that if time permits all close out procedures be performed prior to the reset. The only item that takes exception to this rule is the Gross Profit Report which may take an extensive amount of time to compile. You may want to leave this report compiling over lunch break or overnight.

Explanation of Weekly Resets

```
Reset System Accumulators By Period:
Day?Y   Sales? Y  AR Pay? Y  Inventory? Y  AP Pay? Y
          JB Sales? Y
Week? Y   Sales/Stales? Y  Inventory? Y  Cartons? Y  Jobber? Y
Month? N   Vending? N   Category Sales..Route? N   Warehouse? N
             A/R  Categories/Expenses? N   Reset Date? MM/DD/YY
Year? N   Sales/Stales? N  Inventory? N  Cartons? N  Jobber? N
          Vending? N
Reset Physical Inventories ............. Truck? Y  Warehouse? Y
```

The *Weekly Reset* performs several different resets as discussed below. When performing the *Weekly Reset*, the *Daily Reset* is also typically performed. The *Weekly Reset* is generally performed at the end of the day and at the end of the week; therefore, the *System Administrator* would perform both resets at once as indicated above.

The first sub option of the *Week?* reset prompt is *Sales/Stales?*. The customer file has a set of five 'buckets' for each customer. These 'buckets' are used to store sales information for the most recent five weeks per customer. Every sales transaction for a customer during the current week is added to the 'week 1 bucket'. The *Store Average Sales Report* found at *AR20* is the report that supplies the information contained in these five 'buckets'. This report must be ran prior to the reset being performed if they are to be accurate. The same type of five 'buckets' exist for every item for tracking of stales information. This data is used on the *Comparative and Summary Stales Reports* found at *IN18-2* and *IN18-3*. These reports must be ran prior to performing the reset if they are to be accurate By performing this *Sales/Stales* reset each week, the five 'buckets' are rolled. The data in 'bucket5' is thrown out and all other 'buckets' are rolled over to the next 'bucket' leaving 'bucket1' empty for the new sales week. IF this reset is not performed, the only effect on the system is that the reports mentioned above would be inaccurate. After resetting this option correctly for five weeks, the data would then be correct.

The second option of the *Week?* reset prompt is *Inventory?* The warehouse master file also has a set of five 'buckets' for each item for every warehouse. These 'buckets' are used to store unit movement information for the most recent five weeks per item per warehouse. Every transaction of product leaving the warehouses during the current week is added to the 'week 1 bucket'. The *Inventory Weekly Sales Report* found at *IN23* is that report that supplies the information contained in these five 'buckets'. This report must be ran prior to performing the reset. By performing this *Inventory* reset each week, the five 'buckets' are rolled. The data in 'bucket5' is thrown out and all other 'buckets' are rolled over to the next 'bucket' leaving 'bucket1' empty for the new sales week. IF this reset is not performed, the only effect on the system is that the reports mentioned above would be inaccurate. After resetting this option correctly for five weeks, the data would then be correct.

The third option of the Week? reset prompt is Cartons? This reset will clear out the current carton balance information for the week including the carton value and carton count balances. This data is used to display on the Carton Maintenance screen. Typically, all receipts and carton credits should be entered prior to this portion of the reset being performed.

The fourth option of the Week? reset prompt is Jobber? The jobber file has a set of five 'buckets' for each jobber. These 'buckets' are used to store sales information for the most recent five weeks per jobber. Every purchase and return transaction for a jobber during the current week is added to the 'week 1 bucket'. There is also a set of five 'buckets' for each jobber for each item to track both stales and sales. These 'buckets' are used to store unit movement information for the most recent five weeks per item per jobber. Every transaction of product purchased and returned by the jobber during the current week is added to the 'week 1 bucket'. The Jobber Weekly Sales Report found at JB23-001 and JB23-002 are the report that supply the information contained in these 'buckets'. These reports must be ran prior to performing the reset. By performing this Jobber reset each week, the five 'buckets' are rolled. The data in 'bucket5' is thrown out and all other 'buckets' are rolled over to the next 'bucket' leaving 'bucket1' empty for the new sales week. In addition the stales average is computed and stored and the 'weeks' number is incremented. IF this reset is not performed, the only effect on the system is that the reports mentioned above would be inaccurate. After resetting this option correctly for five weeks, the data would then be correct.

Monthly Close Out Procedures

In addition to daily and weekly cycles, certain procedures should be followed on a monthly basis as well.

❒ Perform all daily suggested procedures and be sure all data through your weekly close out date has been processed and verified. If it is also the end of the month, perform all weekly suggested procedures.

❒ Print Monthly Statements through the Weekly/Monthly Statement program in the Accounts Receivable Module. Preliminary statements may be printed to a file or hard copy first as a way to verify. Or, you may elect to print the final statements.

❒ Perform the System Reset for the following items. System Resets are found in the posting quadrant of the Utilities Menu.

- NO for WEEK. Ensure 'N' for Sales/Stales, Inventory Cartons and Jobber
- YES for MONTH. Indicate 'N' for Vending, and 'Y' for Category Sales, Route, Warehouse, A/R Categories/Expenses and enter appropriate Reset Date.
- NO for YEAR. Ensure 'N' for Sales/Stales, Inventory, Cartons, Jobber and Vending
- ENTER YES for Reset Physical Inventories for both TRUCK and WAREHOUSE

The answer to **Reset Physical Inventories** is depending on whether or not your trucks and/or warehouses did a physical count.

❒ You are now ready to begin processing for the new month.

Explanation of Monthly Resets

```
Reset System Accumulators By Period:
Day?Y   Sales? Y  AR Pay? Y  Inventory? Y  AP Pay? Y
           JB Sales? Y
Week? Y   Sales/Stales? Y  Inventory? Y  Cartons? Y  Jobber? Y
Month? Y   Vending? Y   Category Sales..Route? Y   Warehouse? Y
              A/R  Categories/Expenses? Y   Reset Date? MM/DD/YY
Year? N   Sales/Stales? N  Inventory? N  Cartons? N  Jobber? N
            Vending? N
Reset Physical Inventories ............. Truck? Y  Warehouse? Y
```

The *Monthly Reset* performs several different resets as discussed below. When performing the *Monthly Reset*, the *Weekly and Daily Resets* are also typically performed. The *Monthly*

Reset is generally performed at a time where it is day end, week end, and month end; therefore, the *System Administrator* would perform all resets at once as indicated above. Note that the *Reset Physical Inventories* would only be selected if in fact there were routes and/or warehouses that had performed a physical inventory on the same cycle.

The first sub option of the *Month?* reset prompt is *Vending?* This part of the reset will set the month to date computed variance and month to date actual variance back to zero.

The second and third sub option of the *Month?* reset prompt is *Categories/Expenses for Routes and Warehouses?*. The system tracks sales and costing information by category total as well for each truck and warehouse. This data is tracked by month and when this reset is performed, the 'buckets' are reset to zero to allow for tracking the next months' information. The Department Category Reports found at AR13 provides this information by company total, by route, and by warehouse. This report must be ran prior to the reset for the report to be correct. This portion of the reset controls the resetting of the category files for trucks and warehouses.

The fourth sub option of the *Month?* reset prompt is *A/R Category/Expenses?*. The system tracks sales and costing information by category total as well for each truck and warehouse. This data is tracked by month and when this reset is performed, the 'buckets' are reset to zero to allow for tracking the next months' information. The Department Category Reports found at AR13 provides this information by company total, by route, and by warehouse. This report must be ran prior to the reset for the report to be correct. This portion of the reset controls the resetting of the category files for company total.

The fifth sub option of the *Month?* reset prompt is *Reset Date?*. This date is assigned as the *Last Reset Date* for all category files. The date entered should be the date of the last *Post Date* for the monthly cycle.

Explanation of Yearly Resets

Reset System Accumulators By Period:
Day?**Y** Sales? **Y** AR Pay? **Y** Inventory? **Y** AP Pay? **Y**
JB Sales? **Y**
Week? **Y** Sales/Stales? **Y** Inventory? **Y** Cartons? **Y** Jobber? **Y**
Month? **Y** Vending? **Y** Category Sales..Route? **Y** Warehouse? **Y**
A/R Categories/Expenses? **Y** Reset Date? **MM/DD/YY**
Year? **Y** Sales/Stales? **Y** Inventory? **Y** Cartons? **Y** Jobber? **Y**
Vending? **Y**
Reset Physical Inventories .... Truck? **Y** Warehouse? **Y**

The *Yearly Reset* performs several different resets as discussed below. When performing the *Yearly Reset*, the *Monthly, Weekly and Daily Resets* are also typically performed. The *Yearly Reset* is generally performed at a time where it is day end, week end, month end and year end; therefore, the *System Administrator* would perform all resets at once as indicated above. Note that the *Reset Physical Inventories* would only be selected if in fact there were routes and/or warehouses that had performed a physical inventory on the same cycle.

It is imperative that all reports be generated prior to doing the Year End reset. Also, a system back up must be made and stored prior to performing the reset.

The first sub option of the *Year?* Reset is *Sales/Stales?* This part of the reset, zeroes all YTD values for sales for customers, categories, etc. It also rolls all of the THIS YEAR ‘buckets’ to the LAST YEAR ‘buckets’ and then zeroes all of the THIS YEAR ‘buckets’. The last year end reset date is set in the company master file. These are the ‘buckets’ that track sales to customers and are used on the Monthly Comparative Report.

The second sub option of the *Year?* reset is *Inventory?* This part of the reset zeroes all YTD costs and YTD sales figures on inventory items.

The third sub option of the *Year?* reset is *Cartons?* This part of the reset zeroes out the YTD values for carton maintenance.

The fourth sub option of the *Year?* reset is *Jobber?* This part of the reset zeroes the YTD purchases for jobbers. It also rolls the THIS YEAR ‘buckets’ to the LAST YEAR ‘buckets’ and then zeroes all of the THIS YEAR ‘buckets’. These are the ‘buckets’ that track purchases by jobbers and are used on the Jobber Monthly Comparative Report.

The fifth sub option of the *Year?* reset is *Vending?* This part of the reset zeroes the YTD sales for vending control.

Explanation of Reset Physical Inventories Prompt

Reset System Accumulators By Period:
Day?**N** Sales? **N** AR Pay? **N** Inventory? **N** AP Pay? **N**
JB Sales? **N**
Week? **N** Sales/Stales? **N** Inventory? **N** Cartons? **N** Jobber? **N**
Month? **N** Vending? **N** Category Sales, Route? **N** Warehouse? **N**
A/R Categories/Expenses? **N** Reset Date? **MM/DD/YY**
Year? **N** Sales/Stales? **N** Inventory? **N** Cartons? **N** Jobber? **N**
Vending? **N**
Reset Physical Inventories .... Truck? **Y** Warehouse? **Y**

The Physical Inventory Reset can be done in conjunction with any of the other resets OR it can be performed alone. This reset is performed ONLY AFTER trucks and/or warehouses have done a physical inventory. That inventory must then be entered into the system along with all inventory transactions that were before the physical. A truck and/or warehouse Reconciliation Report must be generated to show the inventory variances for the cycle found at IN21 for warehouses and RT21 for routes. Once these reports have been generated, the Physical Inventories Resets must be performed to move the End of Cycle Inventory to the Beginning of Cycle Inventory and to reset all other inventory cycle ‘buckets’ used for tracking inventory variances to zero.

SNAK Gross Profit Reporting

To ensure the accuracy of the Gross Profit Reporting function, the SNAK system must be used as designed without taking shortcuts. This includes, but is not limited to, ensuring the following is performed properly:

- ❒ Receiving promotions must be entered through the **Promotion Maintenance** screen as Receiving promotions with PPAs entered.

  The promotion item number may be keyed in, but it is not mandatory. The Ship dates must be entered. The special allowance offered by the manufacturer on the promotion must be entered. These entries must be made to Schedule 1. Schedule 2 and 3 are not typically used except by companies with multiple warehouses who receive varying shipping schedules based on their delivery schedules.

- ❒ All rebates, kick backs, tiered, and/or split promotions must be reflected by entering a split promotion with the correct amount of rebate/tiered that will be received back from the manufacturer.

  This includes tiered promotions, bid contract coverage, special rebates paid on Chain price programs, etc. This is accomplished through the Promotion Maintenance Screen in the **Inventory Control Module**. When prompted for promo type, you must enter an S(tore), C(hain), or P(rice Level). Once the dates, promo cost and retail data is entered, an S(plit) must be entered as the promo type. This split promo type informs the computer to track the amount of credit on these sales. The user will then be prompted for the Distributor's PPA (this is the amount of the promo allowance offered by your manufacturer.) You will also be prompted to enter the split allowance. This is the amount of rebate per unit sold that he manufacturer will credit back to you.

- ❒ Receivers must be keyed in with the actual cost as billed.

  If a user chooses not to key receivers, they can still use the Gross Profit Report if they consistently updated Last Received Cost in the Item Maintenance program, however, this method is not as accurate as keying receivers. If a receiver is keyed with an incorrect cost and corrected later (through the Receipt/Transfer Post screen in the **Inventory Control Module**) all sales that were made from that item lot will be updated.

- ❒ Data should flow through the system daily with one day's work being completed prior to the next day's work being processed. Upload files or manual entry of all route work should be processed daily and all pending receipts entered and/or imported. All jobber purchases should be entered and/or imported prior to processing the next day's work.

Comprehensive Weekly Close Out Checklist	**WEEK**											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
1) Perform all daily procedures												
2) Ensure all data through the weekly close out date has been processed and verified.												
3) Print Warehouse Weekly Sales Report												
4) Print Comparative Stales Report												
5) Print Weekly Service Report												
6) Print Summary Sales Journal for the week.												
7) Print the Daily Sales Recap Report												
8) Print the Commission Report												
9) Print the Weekly Statements for all weekly accounts												
10) Print an Aged Receivable Report												
11) Compile and print the Gross Profit Report												
12) ENSURE ALL REPORTS HAVE BEEN RUN (ABOVE)												
13) Perform System Resets • YES: Usage Stales Sales and Balance Rollover • X: Sales, Inventory, Cartons and Week • YES: Jobber Purchases • X: Balance Rollover for D only • N: Warehouse and Truck												

Inventories • N: General Ledger												
14) Begin processing for new week.												

Warehouse Inventory End of Cycle Checklist	**WEEK**											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
1) Perform truck inventories for routes assigned to warehouse being inventoried												
2) Enter Warehouse Physical Counts												
3) Obtain hard copy of physical posting												
4) Enter all warehouse data as shown below up to the point that the physical was taken: • receipts • transfers • stales/damages from warehouse • direct warehouse sales • jobber invoice sales • jobber returns												
5) Print the Warehouse Reconciliation Report												
6) Review Reconciliation Report												
7) Make adjustments or changes to any warehouse transaction and re-print Reconciliation Report if needed												
8) Reset the Warehouse Inventory using option ‘P’												