

# SNAK

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## UTILITIES MODULE

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## PROCEDURES

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## (VER 4.13 DRAFT)

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PROFESSIONAL ROUTE OPERATING SYSTEMS, INC.  
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## ***System Manager/Utilities Policies***

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### ***System File Purges***

Data will be purged annually at the beginning of each calendar year with the following criteria for maintaining the detail.

**Table 1 - System File Purges**

<b>SNAK File Description</b>	<b>Purge Date</b>
Inventory Transactions	One year prior to current date
Payment Posting	One year prior to current date
Paid/Cash Sales	Two years prior to current date
Customer Ticket Detail	Two years prior to current date
Jobber Ticket Detail	Two years prior to current date
History Archive Files	Five years prior to current date
Expense Transactions	One year prior to current date
Special Promotions	One year prior to current date
Accounts Payable	Two years prior to current date
Vending Machines	One year prior to current date
Orphaned Ticket Detail Master Files	

System file purges are to be done by the Accounting Manager. It is imperative that a full backup of all data files be performed prior to executing the system file purges.

### ***System File Archiving***

Before purging any files from the SNAK system it is recommended that archiving be performed on selected files. Archiving allows you to save large amounts of data in a compressed state.

### ***Company Master File changes***

Changes to the company master file are to be done by the Accounting Manager. Table 2 - Default fields for Company Master found on page 2 reflects the current default conditions of the system.

**Table 2 - Default fields for Company Master**

	<b>Field Description</b>	<b>Default</b>
<b>Company Setup</b>	Warehouse Locations	0
	Number of Routes	0
	Last Invoice Number	Updated by the system
	Start Statement Number	Updated by the system
	Aging Grace Days	0
	Jobbers/Franchisors	0 - Updated by the system
	Jobber/Franchisor Start	100
	First Date for Invoices	01/01/96
	Last Load Sheet Number	Updated by the system
	Jobber Credit by Gross or Net	G
	Inventory Access - Fifo/Lifo/Avg	F
	<b>G/L Default Accounts</b>	All General Ledger Accounts
Account Periods per Year		12
Profit Centers [R]oute or [C]ompany		C
<b>Other Defaults</b>	Primary Vendor for Sals Analysis	[blank]
	Include Company Header on Statements?	Y
	Utilize Carton Return System	N
	Utilize Vending Machine System	N
	Enforce HHC Master Account Number Scheme	Y
	Base History Collections on (P)ost Date or (I)nvoice Date	P
<b>Discount Information</b>	Single or Double Discount	S
	Fixed or Variable Discount	V
	Standard Discount	0.00%
	Jobber Standard Contribution	0.00%
	Trade Discount	0.00%
	Jobber Trade Contribution	0.00%
<b>Special Information</b>	ADF	N
	Sch #1	0.000
	Sch #2	0.000
	Sch #3	0.000
	DEX UCS	Y
	Signature Key	9999
	UCS Comm ID	9999999999000000
	Location Number	0000099
	EDI	N
	Batch No	001
Duns Number	0990099009900999	

## **Warehouse Master File**

Warehouse Master File data will be established only at the direction of the Accounting Manager. This file is used to maintain logistical data concerning each warehouse established in SNAK. Each warehouse is sequentially assigned beginning with warehouse number one (1.) For each warehouse, the following information is requested.

### **Warehouse Number**

This may be up to 2 numeric characters, but the system requires that this number be sequentially assigned, beginning with number one (1).

### **Route Number**

This route number is used to establish a warehouse as a route to allow the user to use the HHC for warehouse sales and/or physical inventory.

### **Manager**

This field houses up to 30 alpha/numeric characters for the Warehouse Manager's Name.

### **First Address Line**

This field maintains up to 25 alpha/numeric characters for the first line address of this warehouse.

### **Second Address Line**

This field maintains up to 25 alpha/numeric characters for the second line address of this warehouse.

### **City**

This field is used to record the city name. Up to 25 alpha/numeric characters may be used.

### **State**

This field should be used to record the state name. The standard two letter abbreviation for your state should be used.

### **Zip**

This field houses the standard zip+4 zip codes.

### **Phone Numbers**

These four fields allow you to enter up to two standard phone numbers as well as a Fax Phone Number and a Modem Phone Number. These numbers are for information purposes only.

## **Billing Types**

The following store billing types may be used. Please note that any CENTRAL billing types must include the word 'CENTRAL' in the Billing Type field. In addition, all Alternate Rebate billing types (i.e. 55-9 for Wise Distributors) must include ALTREBATE in its billing type. For more information on Billing Types please refer to the *Utilities Users Manual* guide.

**Table 3 - Examples of Billing Types**

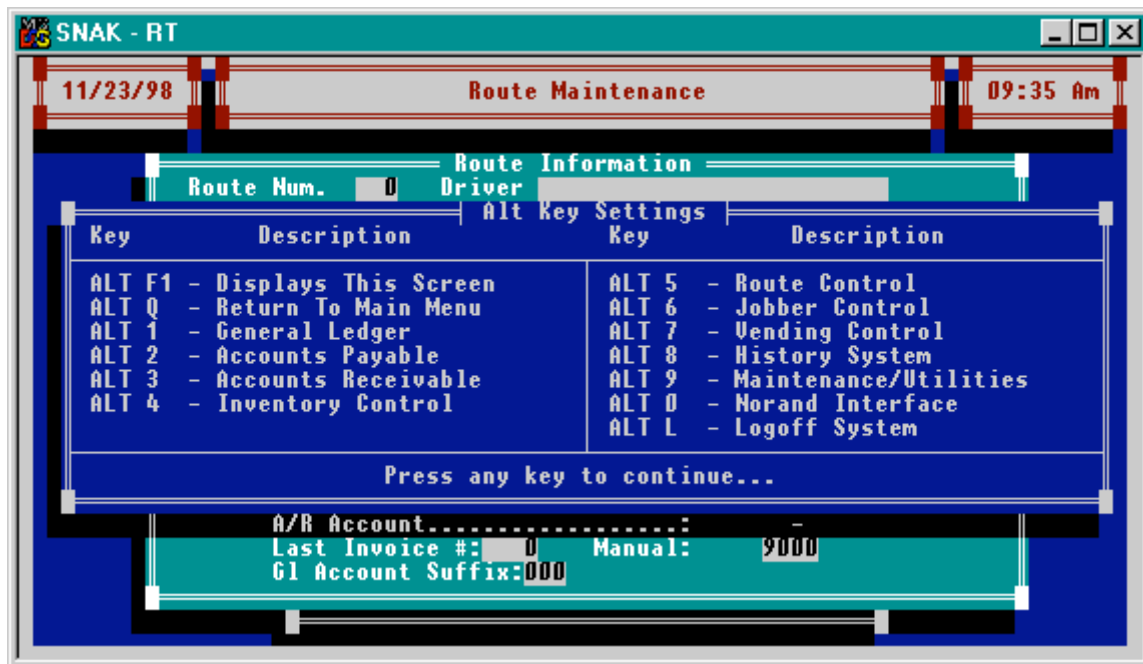
<b>Billing Type</b>	<b>Description</b>
WCENTRAL	Wise Central Billing Accounts
WALTREBAT	Wise 55-9 Billing Accounts
NCCCHARGE	Non-Central Billing Charge Accounts

## 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.

To display the screen below, press the ALT-F1 keys simultaneously.



### 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 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 7

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.

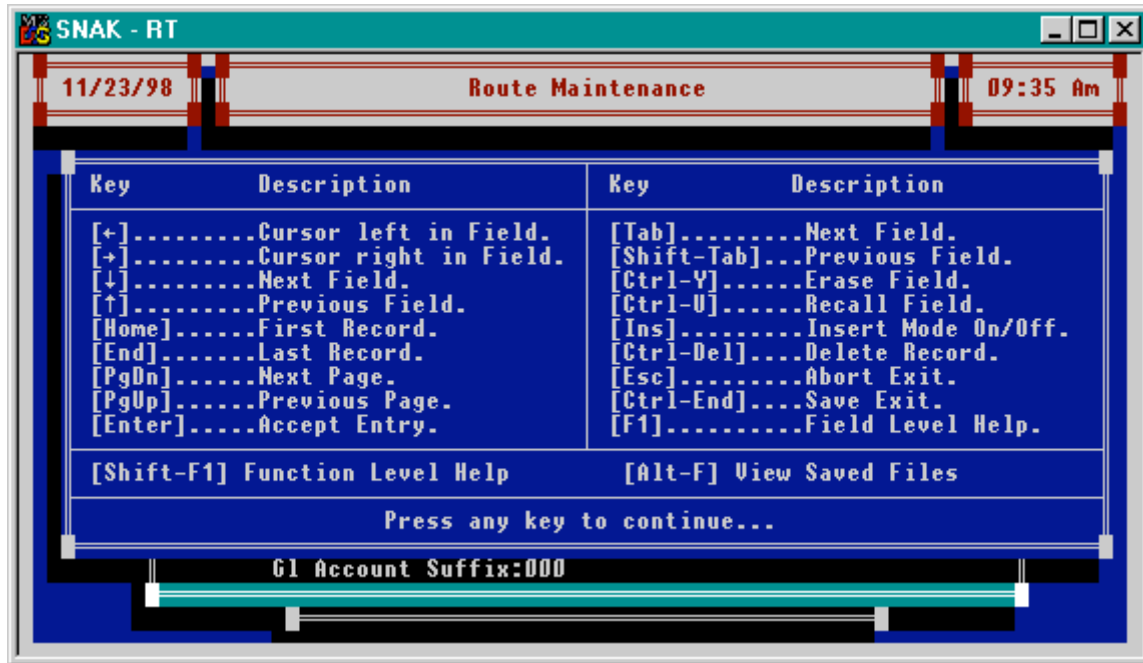
Abandon Operation (Y/N) **N**

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. To display this screen, press the F2 key at any time.



## 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.

## 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, or 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.

## ***Reindex Utilities***

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This function is performed typically at the recommendation of MIC. Items selected in this screen are generally used at the direction of MIC to rebuild certain files which may have been corrupted due to a user, software or hardware error.

### ***General Ledger Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the General Ledger Module applications. This option should be chosen when MIC Support has directed you to perform a re-indexing of the General Ledger files.

### ***Accounts Payable Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Accounts Payable Module applications. This option should be chosen when MIC Support has directed you to perform a re-indexing of the Accounts Payable files.

### ***Accounts Receivable Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Accounts Receivable Module applications. This option should be chosen when MIC Support has directed you to perform a re-indexing of the Accounts Receivable files.

### ***Inventory Control Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Inventory Control Module applications. This option should be chosen when MIC support has directed you to perform a re-indexing of the Inventory Control files.

### ***Route Control Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Route Control Module applications. This option should be chosen when MIC support has directed you to perform a re-indexing of the Route Control files.

### ***Jobber Control Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Jobber Control Module applications. This option should be chosen when MIC support has directed you to perform a re-indexing of the Jobber Control files.

### ***Vending Control Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Vending Control Module applications. This option should be chosen when MIC support has directed you to perform a re-indexing of the Vending Control files.

### ***Payroll Module Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Payroll Module applications. This option should be chosen when MIC support has directed you to perform a re-indexing of the Payroll files.

### ***Norand Module Files***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Norand Module applications. This option should be chosen when MIC support has directed you to perform a re-indexing of the Norand files.

### ***System Files Reindex***

When this selection is chosen, the system will automatically re-index the database files specifically related to the Utilities and system applications. This option should be chosen when MIC support has directed you to perform a re-indexing of the system files.

### ***Complete Reindex***

When this selection is chosen, the system will automatically re-index all files maintained in the database. This option should be chosen when MIC support has directed you to perform a complete re-indexing of all database files.

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WARNING: At no time should you ever attempt to abort the re-indexing process once it has begun.

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## System File Purges

The System File Purges program allows you to remove data from the various SNAK data base files. This process not only frees up additional disk space, but improves processing time throughout the SNAK system. Typically data will be purged annually at the beginning of each calendar year with the following criteria for maintaining the detail.

**Table 4 - System File Purges**

<b>SNAK File Description</b>	<b>Purge Date</b>
Inventory Transactions	One year prior to current date
Payment Posting	One year prior to current date
Paid/Cash Sales	Two years prior to current date
Customer Ticket Detail	Two years prior to current date
Jobber Ticket Detail	Two years prior to current date
History Archive Files	Five years prior to current date
Expense Transactions	One year prior to current date
Special Promotions	One year prior to current date
Accounts Payable	Two years prior to current date
Vending Machines	One year prior to current date
Orphaned Ticket Detail	(Delete option only)
Master Files	(Pack option only)

System file purges are to be done by the Accounting Manager. It is imperative that a full backup of all data files be performed prior to executing the system file purges. System File Archiving (pack) may also be performed before purging any files from the SNAK system it is recommended that archiving be performed on selected files. Archiving allows you to save large amounts of data in a compressed state.

More information on system file archiving and purging may be found beginning on page 1.

## ***Edit Company Master File***

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The Company Master File maintains certain information pertinent to various areas of SNAK. For instance, the route number ranges, the number of warehouses established in your company, the first available invoice/ticket date and other meaningful defaults are established and maintained in this Company Master File. Changes to the company master file are to be done by the Accounting Manager. Information maintained in this table may be found on page 1.

## ***Pre-Enter Inventory Price Changes***

---

In the event the company approves price changes for their products, you may pre-enter these changes ahead of time to facilitate the transition when the price changes occur. The steps involved for processing the price changes are as follows.

- Add, edit or delete any existing price changes through option one (1) of the Pre-Enter Price Changes program, Add/Edit/Delete Pre-Entered Price Change Information.
- Print list of all price changes entered into the system through option two (2) of the Pre-Enter Price Changes program, Print List of Pre-Entered Price Change Information.
- Review price changes and verify for accuracy.
- Make any corrections through option one (1), as above.
- On the day the price changes are to take effect, perform option three (3) of the Pre-Enter Price Changes program, Update Inventory File with Price Change Information.
- Enter the earliest and latest dates for price changes to take effect. That is, if changes have been entered into the system for the entire month of September and you only want to make changes which are effective on the first day of the month, you would enter 09/01/96 for both the earliest and the latest effective dates.
- Verify that the price changes occurred by calling up a few products in the Price Change program found in the Inventory Control module.

## ***System Resets - Weekly Close Out Procedures***

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The weekly close outs bring on additional tasks which need to be performed with respect to the Utilities Menu. In addition to the weekly procedures outlined in other Procedures Manuals, the System Resets are done through the Utilities System.

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Do not confuse the Weekly System Resets with the other utility program, System File Purges. Purges are done on an annual basis and actually delete records from the data base files. System Resets allows you to reset your current end of cycle period whether it be a week, a month or a year.

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- 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

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

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

## ***Explanations of System Resets***

### ***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 may 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.

## 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.

### ***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.

## ***Prepare Central Billing Transmit File***

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In conjunction with the other modules in SNAK, daily procedures as noted in other Procedures Manuals may also include the preparation of the Central Bill Transmit File.

- Perform a 'NEW' transaction to automatically prepare all previously unsent invoices.
- Perform a "RERUN" to recreate a transmit file which has previously been created for a specific batch number.
- Obtain the printout generated at the end of the prepare program and review for accuracy.
- Determine appropriate date for the Central Bill Transmission.
- MIC has the ability to provide multiple Central Billing transmits based on the different manufacturers needs. The table below demonstrates this unique ability.

Central Billing Types
CENTRAL
WCENTRAL

Central Billing Vendors
WISE

## ***Change Chain/Store Numbers***

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This selection allows you to enter and review Store and Chain numbers for changes. Performing this update will modify all files containing the store and/or chain number specified. This program may change either the individual store number or the Consolidate Master account number.

When using this program with HHC's, any route containing a customer number that is going to be changed must following the procedures below.

- HHC must be TCOMed and unloaded
- Make changes through Change Chain/Store Numbers
- Build a new download file and TCOM into the HHC prior to the HHC going back out.

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This is to ensure that the HHC does not try to upload the old number to the SNAK system that now has the new number. This is only for store changes. Even where HHC's are in use, chain changes may be done at any time.

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Changes in chain and store numbers must have prior approval by the Accounting Manager.

- If changing the Consolidated Master, enter as directed by the SNAK system through option number one (1) from the Change Store/Chain program, Enter Consolidated Masters for Modification.
- If changing the individual store number, enter as directed by the SNAK system through option number two (2) from the Change Store/Chain program, Enter Store Masters for Modification.
- Obtain a printout of the changes to be made through option number three (3) from the Change Store/Chain program, Listing of Masters set for Modification.
- Review the listing, and verify its accuracy before performing the update function, option number four (4) from the Change Store/Chain program, Execute Update/Modification of files.

## ***Purge Saved Report Files***

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All reports which are saved to disk through the SNAK system are actually files taking up space on your system. Some of the longer more detailed reports may in fact be quite large. Periodically, these reports may need to be deleted from the system. Instead of deleting the 6X6 files from DOS or Windows, it is necessary to use the Purge Saved Report Files program to delete not only the 6X6 file, but to delete its entry from the database.

- Using the function key 5 [F5], toggle the reports you wish to purge. Caution should be exercised if function key 6 [F6] is used to select ALL.
  
- Verify the selections before proceeding with purge.

## ***Change Category Name***

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This program is used when a company policies has deemed it necessary to change an existing item category. Changes to item categories may only be performed at the authorization of the Accounting Manager.

You are given the option to change all items who fall into the desired category for change, or you may elect to change only one product's item category. Once accepted, the system will change all references to the category being changed in all appropriate database files.

- If a complete category name is being changed to a new category, use option number one (1) from the Change Category Name program, Modify Category Name.
- If a specific Item's category is being changed, use option number two (2) from the Change Category Name program, Modify Specific Item Category Relationship.
- After all modifications have been entered, generate the printout of all anticipated changes through option number three (3), Print Listing of Pending Modifications.
- Review and verify that all changes are accurate, then proceed to option number four (4), Perform Update of Scheduled Modifications.
- Clear the modifications file by selecting option number five (5), Clear Modifications File.

## ***Accounting Periods Maintenance***

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This program must be used initially to establish the accounting periods used within the History Reporting module.

## ***System Week 1 Rebuild***

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This program is used to re-create weekly system figures for five week ended by the specified transaction date. By using this program you will override any cycle information that currently exists on your system. If this function is not part of your normal weekly procedures, please contact PROS for assistance before running this program.



## ***Print Invoices***

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You may use the Print Invoices program for all handwritten sales. For each different price schedule there will be a different set of invoices. Most companies have their Central Billed price schedules and then their own company's standard price. The Central Billed manufacturer who is the primary manufacturer generally supplies invoices so the company only has to print invoices for its own prices. However, if the company has a large number of items for sale, this may require multiple invoices with various categories on each invoice. Typically a company will have a supermarket invoice that has large bags down to midsize bags. They may then have a second ticket that contains smaller bags, vending items and bulk items. Depending on the number of items carried they may have several different invoices. Any bid contracts often require a special Invoice to be printed with special pricing and only certain items.

## ***Print Load Sheets***

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Load Sheet printouts are used to pull orders, do warehouse transfers, sales, etc. Any inventory tracking that must be done manually uses these load sheets. Normally companies use the standard price for these sheets. They normally have multiple sheets based on the number of items.

Load Sheets are printed in bulk amounts weekly. Over time you will learn how many are used and then adjust the amount printed each week or month to cover the supply needed.

## ***Customer Specific Invoices***

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This option allows the user to print invoices for each day with the customer name and address printed on them. Once these are printed the user may print a corresponding route cashup form which will also list each customer.