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TO: All Agencies  
FROM: DPS Customer Support  
DATE: March 7, 2008  
RE: ENHANCEMENT LETTER #180

**\*\*IMPORTANT\*\* - YOU MUST MAKE A NEW SYSTEM BACKUP PRIOR TO LOADING THE CD. THIS DOES NOT HAVE TO BE DONE ON THE SAME DAY, BUT MUST BE DONE PRIOR.**

**LOAD THE PROGRAM CD ONLY AFTER THE FOLLOWING HAS BEEN DONE.**

1. Your last invoice is complete through code 179 and you have not started another invoice.
2. You have accepted your last ARUN and have not started another.
3. Code 830 has been run and all credit memos are printed. If you utilize the *S* (save) option, all saved credit memos must also be printed.
4. EOD has been completed.
5. At the main menu, key **AR12 - A/R Transaction List**. If you are using the option to print this report, you will go to Report Number. All data in the file needs to be printed and the file cleared.

If you are not using the option to print this report, the screen will display '321 - Save AR07 Trans Not = 'Y' 'Press Enter to Return to Menu'.

**The steps to load your CD are as follows:**

1. Do a **990 backup**. Label the tape "Backup Prior to Program Tape." Remove from the tape drive and set aside.
2. Do a **SHUT**. No one should be logged into the system except the person loading the CD. Once the loading process is complete and all fixes have been run, all others can log back into the system.
3. Put the Enhancement CD into the CD reader.
4. At the menu, type DPS. Key 'setdev' at 'Enter Option>' prompt.
5. Then choose '2 Set the DPSMEDIA environment'.
6. Then choose '6 Set DPSMEDIA to /dev/cd0'.

7. You will then be asked to confirm the change. Answer 'Y'. Then press enter to get back to the menu.
8. Select option #15 or #16 - List media to printer.
9. At the next menu, key '2 Use Secondary Device ----/dev/cd0' at 'Enter Option>' prompt.
10. The screen will prompt, "Enter Printer Number. Press Enter to List /dev/cd0." Press enter.

This will list the programs that are on the CD to the printer and verify that the system can read the CD. If the CD lists successfully, continue with the instructions. **If you receive any errors, do not continue. Call DPS.**

11. If no errors came up, select option #13 - Load media to your RS/6000. When the programs have finished copying to the screen, you will be at "Press Enter to End." Press enter.

## FIXES

Please read what each fix does prior to running the code.

1. At the main menu, key **P3356 - Open Output Save A/R File**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display 'Records Processed 0'. This converts the Daily A/R Transaction File to handle a 7 digit retailer number.
2. At the main menu, key **P3086 - Format New Terms Fields**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This sets new fields in the Terms File (Code 378) to zero.
3. At the main menu, key **P3257 - Remove Help File From Data Area**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display ' Help File Removed'. Press enter to return to the main menu. This removes the old Help File.
4. At the main menu, key **P3413 - Remove VIPF9 File and Code 980**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This removes query file #25 - VIP F9 Keys Process from the Query System and the program, Code 980, that dropped data from query file #25.
5. At the main menu, key **P2825 - Add Alt Key to PRCCBM File**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This converts the EDI 832 Price Change File to handle a 7 digit retailer number, a 7 digit title number and an 8 digit issue number.
6. At the main menu, key **P3162 - Clear New ND Fields**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. Press enter to return to the main menu. This sets the new Code 350 - Credit Limit Days fields to zero.
7. At the main menu, key **P3304 - Format CALLINS File**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This expands the CALLINS File to have magazine route and magazine route sequence 1.
8. At the main menu, key **P3355 - Convert PRBUCS File**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This converts the Problem Distribution File to handle a 7 digit retailer number and a 7 digit title number.
9. At the main menu, key **501 - Retailer Mass Update**. Select Printer 4. Select 2 - Retailer Nbr and enter from 1 to 99999. Press F9. Select 'EMS GLN Number' and key '0' at Update Data. This sets the new field, EMS GLN Number, to '0' for all retailers.
10. At the main menu, key **501 - Retailer Mass Update**. Select Printer 4. Select 2 - Retailer Nbr and enter from 1 to 99999. Press F9. Select '830 Include in Export Flag' and key 'N' at Update Data. This sets the new field, Include in 830 Export, to 'N' for all retailers.

11. At the main menu, key **501 - Retailer Mass Update**. Select Printer 4. Select 2 - Retailer Nbr and enter from 1 to 99999. Press F9. Select 'Service Chg 3' and key '0' at Update Data. This sets the new field, Service Charge 3, to '0' for all retailers.
12. At the main menu, key **701 -Title Mass Update**. Select Printer 4. Select 1 - Title and enter from 1 to 99999. Press F9. Select 'UK151 Use Ttl Rtl' and key 'N' at Update Data. This sets the new field, UK151 Use Ttl Rtl, to an 'N' for all titles.
13. At the main menu, key **701 -Title Mass Update**. Select Printer 4. Select 1 - Title and enter from 1 to 99999. Press F9. Select 'Next Newspaper Issue' and key '0' at Update Data. This sets the new field, Next Newspaper Issue, to '0' for all titles.
14. At the main menu, key **PCODE - Add Program Codes to File**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. Press enter to return to the main menu. This adds new programs to PASS - Password Security Maintenance file.
15. At the main menu, key **P3281 - Convert Book Master**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This converts the Book Master File to have Book Prefix as 978 and Book Group Number as 0 for all book titles.
16. At the main menu, key **B66 - Create Book Name Lookup File**.

**\*\*Client 101 must run B66 for each Book Master (east, west, central).\*\***

17. At the main menu, key **P3458 - Convert ITMID File**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This converts the Book System Item ID File to include the Book Prefix and Book Group Number.
18. At the main menu, key **P3331 - Change Key to SKU File**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This converts the SKU File to include the Book Prefix and Book Group Number.
19. At the main menu, key **P3507A - Convert Multi Location Books**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This converts the Book System Back Order File, the Book System On Order File and the Book System O/R File to include the Book Prefix and Book Group Number.
20. At the main menu, key **P3507B - Convert Single Area Files**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This converts the Save EDI File, the ND Recon Hold File and the ND Recon Statement File to include the Book Prefix and Book Group Number.

21. At the main menu, key **P3162A - Convert POS File New Fields**. Key 'Y' at 'Do You Want to Continue (Y/N)?'. The screen will display the number of records processed. This number could be zero. Press enter to return to the main menu. This expands the POS File and initializes new fields.
22. At the main menu, key **Q403 - Process Report Offset Changes**. "Query Last Updated On X/XX/XX" will display. At "Continue with Update (Y/N):", key Y. This code will update the field offsets for query reports, exports, and screens that use the SKU File (query file #75 - SKU File). The number of records processed displays on the screen. This number could be zero. Press enter to return to the main menu.
23. At the main menu, key **Q403B - Process Report Offset Changes**. "Query Last Updated On X/XX/XX" will display. At "Continue with Update (Y/N):", key Y. This code will update the field offsets for query reports, exports, and screens that use the EDI 832 Price Change File (query file #79 - EDI 832 Price Chg). The number of records processed displays on the screen. This number could be zero. Press enter to return to the main menu.
24. Notify DPS by fax or e-mail that you have loaded the enhancement.

## Magazine System

### **187 - Update PO Numbers (PSR 2850) \*\*Client 101 Only\*\***

You will now have the option to use an import file to update the PO numbers for the invoice run. The import file layout is market number, PO number (no header) and gets put into the /u/dps/mag/import/data directory named as 187.csv. The file is not deleted after the import is done. This allows you to run code 187 for multiple chains using the same file.

### **173 - Step 2 of Invoicing (PSR 3578)**

The X744 - Distribution Report by National Distributor has been changed to print the number of copies distributed for each National Distributor with a grand total for all.

### **179 - Accept Invoice Run (PSR 3364)**

This code can now be set up to automatically run from CRON.

### **321 - Client Record Maintenance (PSR 9321)**

A new field, EOD - Auto Run 713, has been added to the General Options screen. When the flag is set to a Y, Code 713 - Update Title File Numbers will run automatically when EOD is done.

### **238 - Display O/R Title/Retlr (PSR 3361)**

The alpha lookup for this code has been expanded from 5 to 7 characters.

### **272 - Retailer Distribution Report (PSR 3329)**

The retailer alpha lookup for this code has been expanded from 5 to 7 characters.

### **350 - Add/Update National Distributor (PSR 3442)**

Dupe/Skip functionality has been added to this program.

### **378 - Add/Update Retailer Payment Terms (PSR 3086)**

Two new fields, Early Pay Discount and Early Pay Nbr Days, have been added to the Terms File for use by Client 182.

### **388 - Print CR Memos On Invoices (PSR 3484)**

The program has been changed to select credit memos that are in the date range of minus 10 days to plus 360 days from the invoice date.

### **409 - Warehouse/Version Bulk Add/Update (PSR 3451)**

The alpha lookup for this code has been expanded from 5 to 7 characters.

### **416 - Create EAM322 Records (PSR 3388/3508)**

The following changes were made.

1. For clients 162, 165, 166 and 168 only, Code 416 will now automatically run when EOD is done.
2. Code 416 has been changed to check the new Code 500 field, EMS GLN Number, to work in conjunction with the retailer's authorized list to determine what retailers and titles go into the export file.

### **435 - Bulk Inquiry - Detail (PSR 3398)**

The alpha lookup for this code has been expanded from 5 to 7 characters.

**436 - Bulk Inquiry - Summary (PSR 3398)**

The alpha lookup for this code has been expanded from 5 to 7 characters.

**437 - Bulk Inquiry - A/P (PSR 3398)**

The alpha lookup for this code has been expanded from 5 to 7 characters.

**500 - Retailer File Maintenance (PSR 3319/3508)**

The following changes were made.

1. A new field, Include in 830 Export, has been added for use by Client 135 only.
2. A new field, EMS GLN Number has been added for use with Code 416 - Create EAM322 Records.

**501- Retailer Mass Update (PSR 3319/3508)**

The following changes were made.

1. The Field Name, 830 Include in Export Flag, has been added as an update option.
2. The Field Name, EMS GLN Number, has been added as an update option.

**520 - Retailer Listing (PSR 3401/3447)**

The following changes were made.

1. A problem with the Select By option 22 - Class of Trade putting out a subscript error has been corrected.
2. For Clients 165, 166, and 168 only, Commission Number 1 will now print on the report instead of Book Percent.

**713 - Update Title File Numbers (PSR 3388)**

You now have the option to run Code 713 when EOD is done. Use Code 321 to update the field, EOD - Auto Run 713, on the General Options screen to a Y to run the update with EOD.

**720 - Title Listing (PSR 3398)**

This report has been changed to print 7 digits for the title number.

**Callin Notices - Multiple Programs (PSR 3304)**

The Callins File has been changed to contain magazine route and magazine route sequence 1. This will allow the callins to print in magazine route/sequence 1 order instead of retailer number order when callin option 3 is set up to print callins on a separate invoice after all invoices print. If Code 175 - Invoice Print is done to print an invoice range, the callins will not print. The callins will only print if ALL invoices are printed with Code 175.

**CRDAXML - Create XML RDA for Magnet (PSR 3350)**

CRDAXML has been changed to use the same future date that the incremental process uses.

**EOD - End of Day Processing (PSR 3380)**

Cosmetic changes were made for the headings on the EOD7 - O/R Maintenance Report.

**Invoice Service Charge (PSR 3271) \*\* NEW \*\***

You now have the option to print a third service charge on invoices.

A new field, Service Charge 3, has been added to Code 500 - Retailer File Maintenance. Update this field with the amount to be used for the third service charge.

A new field, Service Charge Desc3 has been added to the Code 321 - Client Record Maintenance Invoice Options screen. Update this field with the description to print on the invoices for the third service charge.

**M020 - Save Billing Mass Update (PSR 3217) \*\* NEW \*\***

This code allows you to change multiple records in the Save Billing File at one time using multiple selection criteria. The Bulk File, Warehouse Bulk File and O/R File are updated only if a copy change is done. The program prompts for a printer and will display the number of records to be updated with the option to update or not. If you key N, no update takes place and the screen returns to the main menu. If you key Y, the update takes place, the screen displays the number of records updated and a 'Save Billing Mass Update Report' prints listing Tie Number, Retailer, Date, Invoice Number, Title, Issue, Field Changed, Before Data and After Data.

The Select By options are title, retailer number, issue, retailer location, route, hold location, chain, release date, class of trade, tie number and invoice date. The Field Name selections for update are bin, chain, copies, cost, delete flag, hold location, invoice code, invoice date, issue description, location, price, release date, retail, route, sequence, title name and UPC.

**M022 - Request Invoice (PSR 3537)**

For those of you who do the monthly invoice cycle (clients 153, 151, and 138), this program has been changed to allow you to pick by route number in addition to chain, individual retailers, or all.

**Q220 - Add/Update Export File Request (PSR 3288/3521/3453)**

The following changes were made.

1. This code has been changed to write out the sign (+/-) for signed numeric fields in front of the signed numeric field instead of after it.
2. The file name can now be up to 40 characters in length without any spaces. This name will display when F4 is done and will be used as the export file name. The export file name will be in small letters even if the name was keyed in capital letters.
3. This code has been changed to write out the decimal point '.', as appropriate for certain numeric fields.

**Q320 - Query Update Screen (PSR 3391)**

This code has been changed so that when you key in changes and then press ESC or F1 instead of F9, the screen will display the message "Process Changes Keyed (Y/N)". Key Y to process the changes keyed or key N to not process the changes keyed.

**W10 - Letter Writer (PSR 3497)**

The ability to delete a letter writer form has been added to W10. The system will prompt 'Delete (Y/N)' after the form number description has been entered.

**Multiple Programs (PSR 3331)**

The SKU File has been changed to include the Book Prefix and Book Group Number. The following programs were updated to accommodate this change.

- 165 - Process Reorders
- 169 - Price Change Notification Report
- 188 - Create Callin File for Automatic Print
- 709 - Renumber A Title
- 825 - Process Tie Line Over/Retailer Short
- 863 - Title Change Notification Report
- E205 - Create POS Data
- E216 - Add/Update EDI 870 File
- EOD - End of Day Processing
- M022 - Invoice Print

**Multiple Programs (PSR 3397)**

The Credit Memo File has been changed to have the ISBN Book Prefix and Book Group. The following programs were updated to accommodate this change.

- 800 - Process Returns
- 806 - Cancel an Invoice
- 808 - Return Corrections
- 815 - Reconciliation Report
- 822 - Post Return Batches
- 824 - Process Return Rules
- 830 - Credit Memo Processing
- 840 - Nonsales Transaction Entry
- AZ120 - Create Control Batch

**Multiple Programs (PSR 3507)**

The Book System Back Order File, the Book System On Order File, the Book System O/R File, the Save EDI File, the ND Recon Hold File and the ND Recon Statement File have been changed to have the ISBN Book Prefix and Book Group. The following programs were updated to accommodate this change.

- 179 - Accept Invoice Run
- 291 - Change Retailer Number
- 391 - Merge Retailers into 1 Retailer
- 400 - Bulk Add/Update
- 814 - Request Affidavit
- 910 - Process IPDA Statements
- 911 - Reconciliation of Statement Data
- 918 - Reconciliation of ND Data
- 920 - ND Statement Summary List
- 930 - Backup/Restore Hold File

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931 - Backup/Restore Stmt File

M024 - Accept M022 Invoice

N814 - Request Affidavit

## A/R System

### **AR11 - New A/R Log of AR10's and AR13's (PSR 3384) \*\* NEW \*\***

Anytime you use codes AR13 - Delete AR Transactions or AR10 - Load Balance, we are currently printing a report for you. We will now also capture these transactions in a file that will print during your ARUN. If prior to the ARUN you would like to see these transactions, you can key in code AR11 at enter code. You will be prompted for your Master Password. This file will be cleared anytime an A999 is run to accept your ARUN.

### **AR13 - Delete A/R Transactions / AR10 - Load Retailer's Balance (PSR 3384)**

In addition to printing the transactions you key in, they will be logged in a file printed by AR11 (see above). We have also changed these codes so that if you try to key in either of these codes in between the time you do an ARUN and either accept the run or reject the run, you will get a message

ARUN MUST BE ACCEPTED OR REJECTED

And the code will end.

### **A999 - Accept A/R Statement Run (PSR 3516)**

A999 has been changed so that if you say Y to 'end of month run', when the program goes to post the accumulated sales for the month into the month number you entered and there are already sales in the buckets, it will give you a message:

SALES FILE HAS DATA ALREADY FOR MONTH

And the run will end. You will then need to reject your ARUN with A998 and determine if you keyed in the wrong month code and rerun, or if you have another problem. This error is telling you that you have already done an end of month run for the month you entered, and if you had continued, it would just overlay what is already in the records. Call DPS if you need help determining what the problem is.

### **AR17I - Payment Application Import (PSR 3327/3515) \*\*Client 101 Only\*\***

The following changes were made.

1. This code allows a .csv file to be imported for a chain master number and has been changed to automatically apply the transactions in the import file if they have an A/R description of 50. If any transactions in the import file do not have an A/R description of 50, they are added to the A/R Transaction File and not applied (like a shift/F3 transaction).
2. Store number will still be in the import file but will not be used for validation.
3. For A/R code 50 transactions in the import file, the first occurrence found in the A/R File that matches the reference number and the date in the import file will be applied.
4. For A/R code 50 transactions in the import file, if no match is found in the A/R File for the reference number in the import file, the AR17I Payment Application Import report will print 'Bad Refer' under the A/R Type column and the A/R amount from the import file will be left unapplied under the payment reference number.
5. For A/R code 50 transactions in the import file, if there is a match found in the A/R File for the reference number in the import file but the date in the import file does not match the date in the A/R File, the AR17I Payment Application Import report will print 'Bad Date' under the A/R Type column and the A/R amount from the import file will be left unapplied under the payment reference number.

6. If the A/R amount in the import file is zero or is not formatted correctly (2 decimal places) for all A/R code transactions in the import file, the AR17I Payment Application Import report will print 'Zero Amt' under the A/R Type column. The unapplied amount will be left open under the payment reference number.

#### **AR40 - Display A/R Transactions (PSR 3329)**

The retailer alpha lookup for this code has been expanded from 5 to 7 characters.

#### **ARUN- Request Statements (PSR 3358/3530)**

The following changes were made.

1. ARUN has been changed to run a new program, AX08 - Chain/Retailer Statement Check. This program will run after the backup is done and will compare the statement type (W - weekly/M - Monthly) for all retailers with a chain number against the chain master number to make sure they are the same. If they are not the same, the ARUN will stop and the screen will display the message 'Invalid Retailer Statement Type!! Check AX08 Report for Errors!!'. The AX08 - Chain/Retailer Statement Check report will print listing the chain number, the chain statement type, retailer number, retailer statement type and the message 'Chain Master and Retailer Have Mis-Matching Statement Types'. A998 must be done to reject the statement run and the statement types must be corrected before ARUN will process.
2. Internal changes were made to the AX26 - Batch Proof Register for a problem when statement code in the Retailer file becomes a blank.
3. If you are using the option to print the transaction detail on the AX50 - Aged Trial Balance, the transaction date will now print the year instead of just the month and day. Age will no longer print.

#### **Multiple Programs (PSR 3356)**

The A/R Daily A/R Transaction File (printed with AR12) has been converted to handle a 7 digit retailer number. The following programs have been updated to accommodate this change.

291 - Change Retailer Number  
391 - Merge Retailers into 1 Retailer  
AR07 - A/R Transaction Entry  
AR12 - A/R Transaction List  
AR57 - Manager's Weekly Evaluation

## Book System

### **Multiple Programs (PSR 3281)**

The Book Master has been converted to have Book Prefix as 978 and Book Group Number as 0 for all book titles. The Book System will allow 978 or 979 to be entered for Book Prefix and 0 or 1 for Book Group Number.

All Book System programs will now display and use Book Prefix and Book Group Number.

### **B30 - Add Book Order from CSV File (PSR 3281)**

If ISBN is used for the item number in the import file, the layout has changed to be 3 digits for the book prefix (as 978), 0 for the book group number (can be up to 5 digits), 8 digits for ISBN publisher and 8 digits for the ISBN title.

## EDI/POS System

### **E129 - Create EDI Data for Kroger (PSR 3276)**

This program has been updated due to specification changes.

### **E215 - Add/Update Save EDI File (PSR 3313)**

This code has been changed to right justify a numeric PO number and add leading zeroes. An alphanumeric PO number will be left justified.

### **E260 - Create EDI 810 Data for HMSHost (PSR 3510)**

This program has been changed to write out the product number from the Save EDI File into the IT109 segment.

### **E501 - Add Save EDI Data (PSR 3281)**

The file layout for this code has been changed to require Book Prefix (978) and Book Group Number (0) to be in the file after SKU Number.

### **EOD - End of Day Processing (PSR 3348)**

Posting returns to the Save EDI File for POS retailers (Save EDI Data = P) when EOD runs will now be done according to the Code E500 - Save Return EDI flag. If the flag is set to a Y, returns will post to the Save EDI File. If the flag is set to an N, returns will not post to the Save EDI File.

### **Multiple Programs (PSR 2825)**

The EDI 832 Price Change File has been changed to handle a 7 digit retailer number, a 7 digit title number and an 8 digit issue number. The following programs were updated to accommodate this change.

169 - Price Change Notification Report

291 - Change Retailer Number

391 - Merge Retailers into 1 Retailer

E115 - Purge EDI Data

E132 - Create Price Catalogue EDI Data for Walgreens

E148 EDI Price Change Data for Target

E184 - EDI Price Change Data for Dick's

E199 - Create EDI 832 Data for Kmart

E200 - Add/Update 832 Price Change

E258 - Create 832 EDI Data For Kmart (MARCFLIX specification)

E188 - Create EDI 832 Data for ShopKo

E189 - Create EDI 832 Data for Pamida

## VIP Pick System

### **804 - Print VIP Invoices (PSR 3343)**

If you get the message 'Billing File in Use', you will now have the option to clear the Billing File so that the code can continue or to end the code. The screen will display "Key in (C)lear or (E)nd Code'. The default is E to end the code. To continue, key C to clear the file. The screen will display 'Are You Sure You Want to Clear (N/Y)'. The default is N to end the code. Key Y to continue to clear the file. Code S100 will print the code as 804-CLR.

**\*IMPORTANT\***

In order for DPS to better serve you, Enhancement #180 should be loaded at your earliest convenience. All agencies are receiving the same programs.

To eliminate our calling you, please fill out the following portion of this sheet and fax it to DPS after the enhancement is loaded with DPS Option #13 or e-mail DPS with the information.

I have loaded the DPS Enhancement #180:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Name of Person Loading Enhancement: \_\_\_\_\_

FAX: (727) 532-9723