

## Call In Return Option

There is a new field in Code 321 - Client Record Maintenance, Invoice Options 2 screen called "CALLIN RTN OPTION" that tells the system to not print call-in notices for retailers who have already returned a title/issue. The following instructions describe how to set up this new option.

1. In Code 500, update the field "Call-in Options" with one of the options listed below. You can use Code 501 to mass update this field.
  - 0 - no call in notice for retailer.
  - 1 - Call-in prints at bottom of retailer's invoice.
  - 2 - Call-in prints on a separate invoice, immediately after the normal invoice.
  - 3 - Call-in prints on a separate invoice, after all other invoices are printed.
2. In Code 321- Client Record Maintenance, Invoice Options screen, update the field "Detail Callin Option". Do F10 to view the available options. We recommend option "C".
3. In Code 321- Client Record Maintenance, Invoice Options 2 screen , update the field "CALLIN RTN OPTION" to a "Y".
4. 4. In Code 700, update the field "CALL IN DAYS". Code 154 calculates the call-in date (invoice date + call in days = call in date). If "CALL IN DAYS" = 0, then the title will not be given a call-in date and will not be called in. You can use Code 701 to mass update this field.
5. You must mass update the CALLED IN field in your Bulk File. Mass update the "CALLED IN" field to "Y" for all issues that went out prior to the last invoice run. For example: you just completed your last invoice run , it was dated 5/30/02. Use Code 401, select by 13 - invoice date, enter a range of 0 - 5/29/02 in the from/to fields. Update the field "CALLED IN" to a "Y". This will prevent the call in notice from being quite lengthy.
6. You must mass update the CALL IN DATE field in your Bulk File. Mass update the "CALL IN DATE" for all issues that went out with the last invoice run. For example: you just completed your last invoice run , it was dated 5/30/02. Use Code 401, select by 13 - invoice date, enter a range of 5/30/02 - 5/30/02 in the from/to fields. Update the field "CALL IN DATE" with date later than 5/30/02. The off sale date would be a good choice.