

## **New Stores Processing**

To use the new store logic, use Code 321 - Client Record Maintenance to go to the Invoice Options 3 (More 2) screen and update the field, Invoice New Store Date (Y/N), to a 'Y'. When Code 170 is done, the screen will display the prompt, Future Store Open Date: \_\_/\_\_/\_\_. If the field is set to 'N', the Code 170 prompt for the future open date will not display.

## **Shipper File Set Up**

A special Shipper/Hub ID has to be used by each location for new stores, and those have to be set up in the shipper file with Codes 194, 195 and 197. Code 195 fields, New Store Hub and Location, have to be updated so that Code 500 can use these fields to automatically update the Default Shipper/Hub ID and the Special Shipper/Hub ID when a new store is added.

## **Retailer Set Up**

To set up a retailer to start invoicing as a future open account, use Code 500. When a new store is added in Code 500, you have to update the Dup Invoice Copies to an N and update the Future Open Date with the date to produce an invoice. The Default Shipper/Hub ID and Special Shipper/Hub ID are automatically updated by reading the Shipper File and using the Shipper/Hub ID set up as New Store Hub = Y and location number set up in Location (Code 195). Before a new store opens, Code 505 will not allow the Default Shipper/Hub ID or the Special Shipper/Hub ID to be updated if the Shipper/Hub ID is not set up as New Store Hub = Y for the retailer's location.

## **PTL Set Up**

The bin numbers in stations V-Y (8100-9499) that will be used for the new store titles pulled from the Save Billing File during the invoice run have to be added to the P04 table on the PTL System. Enter the from and to bin numbers with the station and update 'PTL Active' to an 'N'. When P58 is done, the table will be read and these bin numbers will be assigned to bin 1. This will allow the PTL file to be created and allow QC to be done.

## **Invoicing**

Invoice run code 170 prompts for Future Store Open Date after the "Do You Want To Include Reorders (Y/N)" prompt. For reorders, only new stores that have a date less than or equal to the date keyed will go. If a date is entered, the screen prompts "Include/Exclude/All Products (I/E/A)". This selection determines what titles (by product code) will be released from the Save Billing File for any retailer meeting the future store open date entered. The program then looks at the Include/Exclude Product Numbers entered to see if the reorders should be included based on the product number(s).

Key I(nclude) to designate what product codes to process for the invoice run. Key E(xclude) to designate what product codes to not process for the invoice run. Key A(ll Products) to process all product codes. For options I and E, up to 5 product codes can be entered. If less than 5 are entered, F9 to end. Titles are added to the invoice run only if there are other titles being invoiced for the location. If no other titles are being invoiced, the titles remain in the Save Billing File for future billing.

### **Invoice for Open Store**

The system uses the date keyed to check the Retailer File for Dup Invoice Copies = N and a date in Future Open Date. If there is an N found for a retailer and the future open date is not greater than the date that was keyed, an invoice prints for that retailer with the designated product codes.

For a future open store, if the off sale date for an title/issue in the invoice run is prior to the open date, the retailer is not included at all during the invoice run (X142) draw calculations.

The invoice date for the future open retailer comes from the date keyed in the Special Message Screen that displays when Code 173 - Step 2 of Invoicing is run. The date keyed in Code 154 is the date that must be entered in this screen. If no date is keyed, the future open date entered in Code 500 for the retailer is used for the future open invoices. If the Bulk File off sale date for any accumulated issues is less than the future open date, the issues do not appear on the invoice.

To assign a bin number and station to the titles/issues for the saved off boxes, the program (X149) checks the P03 bin table for stations V-Y (8100-9499) . Each title/issue going out for a new store from the Save Billing file will have a unique bin number from those stations. If more than one store is opening in the run for a location, and all have the same titles/issues, they will have the same bin number. Any titles that have a static bin number assigned in Code 127 will print on the new store invoice with the static bin number.

A new invoice number will be assigned to the titles/issues for the saved off boxes. The titles/issues will stay grouped as they were in the original box type assigned to them. If a title/issue is dropped from that box, the weight will be recalculated but the box type will stay the same as the original assignment.

The NEWSTBIN file (query file #142) is used during the invoice run to store the bin numbers for the new store titles/issues pulled from the Save Billing File and assigned to the bins in stations V-Y (8100-9499). When Code 179 is done to accept the invoice run, this file is cleared.

The NEWSTINV file (query file #149) is used during the invoice run to build the old invoice/new invoice number data used for the X017 - New Store Opening Pull Report that is printed when Code 179 is done to accept the invoice run. This file is cleared when the next invoice run is done (Code 173).

If the warehouse location is using the option to split reorders into a separate pick download file, the invoices for the saved off boxes will go into that download file and print on the 379 Range Sheet under the split reorder location number.

Two reports print detailing information about the stores that open. The first prints when Code 173 is run. X144 - Future Store Opening Report lists the retailer, name, store now open and the titles/issues that are off sale and will not appear on the invoice.

The second prints when Code 179 is run. X017 - Future Store Opening Report lists the retailer, name, store now open and the titles/issues that are off sale and will not appear on the invoice. All titles/issues are checked for all future open stores and if the off sale date is not greater than the open date, the copies are backed out and print on the X017 - Future Store Opening Report with the message that store now has old issues. The titles/issues listed as off sale on the Future Store Opening Report are unposted from the bulk and the O/R files. The O/R draw for each title/issue is zeroed out for the retailer and the house stock account draw is increased by that amount. The bulk file amount distributed for each title/issue is decreased by the amount of the retailer draw.

For each new store that opens, a complete listing by store of what is in the box and what is going to be left in the box after removing any of the old titles will print. The X017 - New Store Opening Pull Report, will list the new store retailer number, old invoice number, new invoice number, title, issue, title name, original quantity and ship quantity. If a title/issue was on the old invoice number but is now off sale, the ship quantity will be zero. The records for the old invoice number are flagged as processed and the tie number stays as zero. The records for the new invoice number are flagged as processed and the tie number is updated with the tie number from the run that opens the store. The spool file name for this report is 179 - X017 New Str Rpt.

After Code 179 is run, the Dup Invoice Copies in Code 500 is updated to a 0 and the Future Open Date is zeroed out and moved into the Open Date only after all records in the save billing file are flagged as processed.

The records for the old invoice number are flagged as processed and the tie number stays as zero. The records for the new invoice number are flagged as processed and the tie number is updated with the tie number from the run that opens the store.

Code 179 adds up the new store stock for unopened accounts from the save billing file and updates the warehouse bulk file.

When code 175 is run for the new store shipper/hub to print invoices, the code will make two passes through the file to print invoices. The first pass will be the print out all stores that are not yet open ('Pick Only No Ship'). Then, the second pass will be to print out all stores that are now open.

### **Invoice for Store Not Open**

If the future open date for the retailer is greater than open date keyed, an invoice will be created for pick purposes only. The invoice will print "Pick Only No Ship" in bold and no bar code will print. The shipper/hub set up in code 505 will be used. When code 175 is run for the new store shipper/hub to print invoices, the code will make two passes through the file to print invoices. The first pass will be the print out all stores that are not yet open ('Pick Only No Ship'). Then, the second pass will be to print out all stores that are now open.

No EDI, DPS sales or DPS A/R gets created for the 'Pick Only No Ship' invoices when code 179 is run. The 'Pick Only No Ship' invoices are archived.

The 'Pick Only No Ship' invoice dollars will not be included in the Code 379 - Range Sheet totals.