Retriever

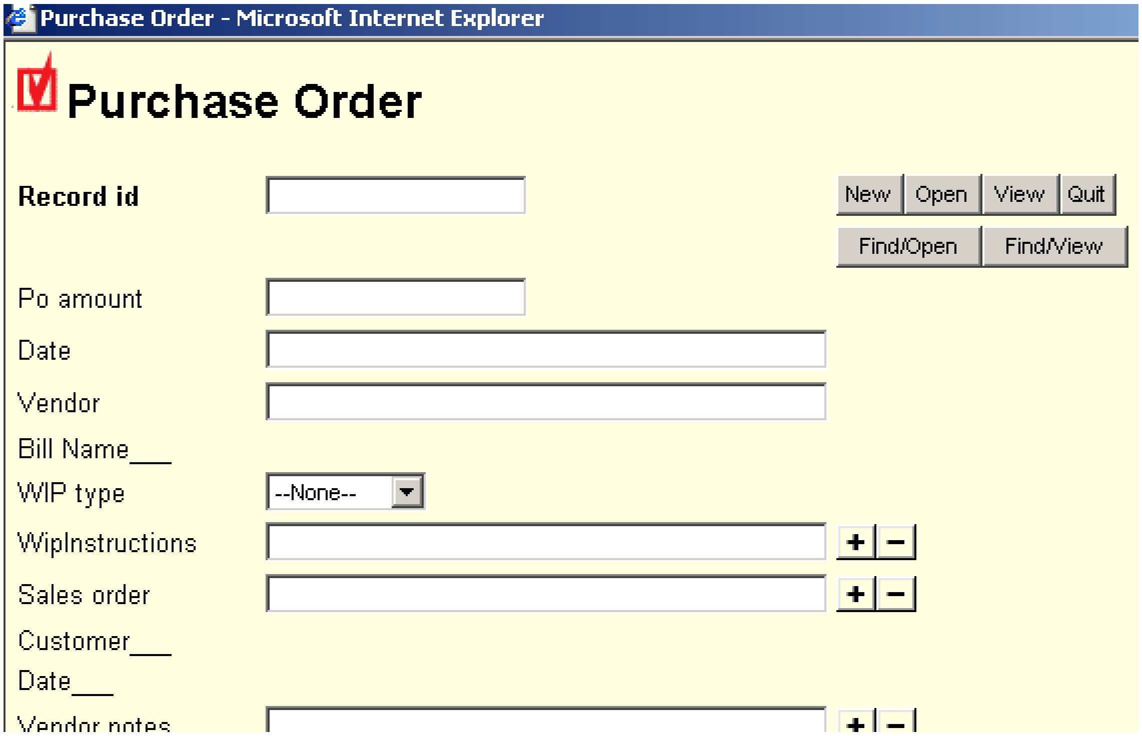
For the purposes of this document, an attribute is defined as a data field such as 'Vendor Name' or 'Order Quantity'. When a procedure entails multiple entries, such as lines on a purchase order, there are two windows involved with the entry. A header window is for information such as demographics, and a detail window that contains the multiple data lines, such as part number, description, quantity, etc. Primarily the purchase order procedure is used within the navigational instructions, but the same navigation procedures exist for ALL entry.

Retriever System Navigation:

The Retriever system is accessed after logging in by entering your login name and your password. A window will appear with your user menu in the standard Microsoft Explorer format. By clicking on a menu entry such as **Orders and Customers** or **Purchasing Receivable** an expanded menu will appear with the functionality for that module displayed.

Menu	After click on ⊞ **Purchasing**
retriever ⊞ **Orders & Customers** ⊞ **Products & Pricing** ⊞ **Purchasing** ⊞ **Sales & Commissions** ⊞ **Shipping & Receiving** ⊞ **General Ledger** ⊞ **Accounts Payable** ⊞ **Accounts Receivable** ⊞ **Support Files** ⊞ **Client System Administration** ⊞ **System Administration** Logoff system	**retriever** ⊞ **Orders & Customers** ⊞ **Products & Pricing** ⊟ **Purchasing** ▪ Purchase orders ▪ Vouchers ▪ Vendors ▪ Vendor products ▪ Reports - purchase orders ▪ Reports - vouchers ▪ Reports - vendors ▪ Reports - vendor products ▪ Reports - purchasing information ▪ Reports - products, last cost ⊞ **Sales & Commissions** ⊞ **Shipping & Receiving** ⊞ **General Ledger** ⊞ **Accounts Payable** ⊞ **Accounts Receivable** ⊞ **Support Files** ⊞ **Client System Administration** ⊞ **System Administration** Logoff system

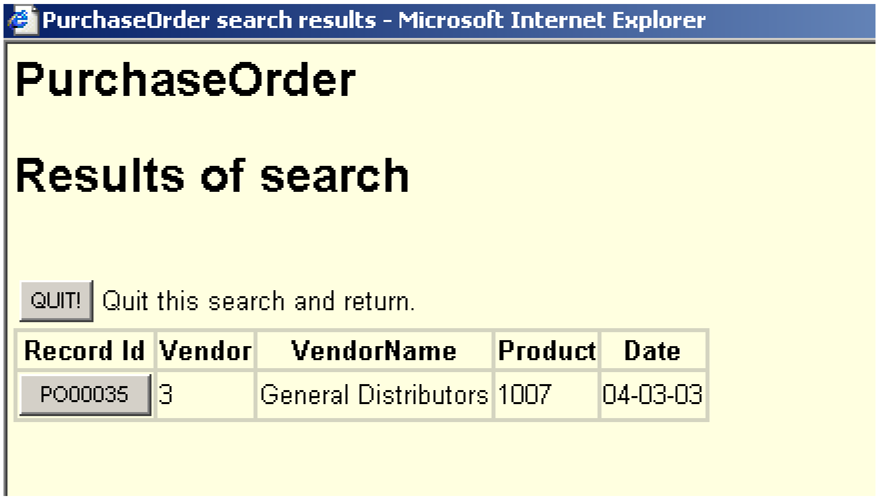
When a function such as **Purchase Order** (or **Customer**) is clicked a new window will appear.



There is a set of buttons that appears in this window that is used for navigation purposes. These same buttons will be used throughout the system and will function the same regardless of what window you are in. It is **extremely important** to use the 'Quit' button and not click on the X in the corner of the window when a procedure has been completed. Retriever is a mainstream Windows application and like all Windows applications clicking on the X causes an unconditional exit, which means that any backend processing such as record locking will not be handled.

New	Is used to enter new information
Open	Is used to access data that has previously been entered
View	Is used to see information but not change it. This is used when a user does not have the right to change information but does have the right to see it. Also used when a record has been 'closed'.
Quit	Is used to exit or quit this entry/view procedure and close the window
Find/Open	Is used to retrieve or find information when a record key is not known to identify that information which has previously been entered.
Find/View	Is used to as above but the information is to be viewed but not changed.

The Find function works by entering data in the record id area and then clicking on the relevant Find/Open or Find/View button. Example – using the Vendor file and looking for a PO for General Distributors entering 'Gener' in the **Record id** box will generate a window of 'found' data that contains the data string 'Gener'. Each of the retrieved entities will appear with a clickable **Record id** box and if clicked the window containing the information for that record will appear.

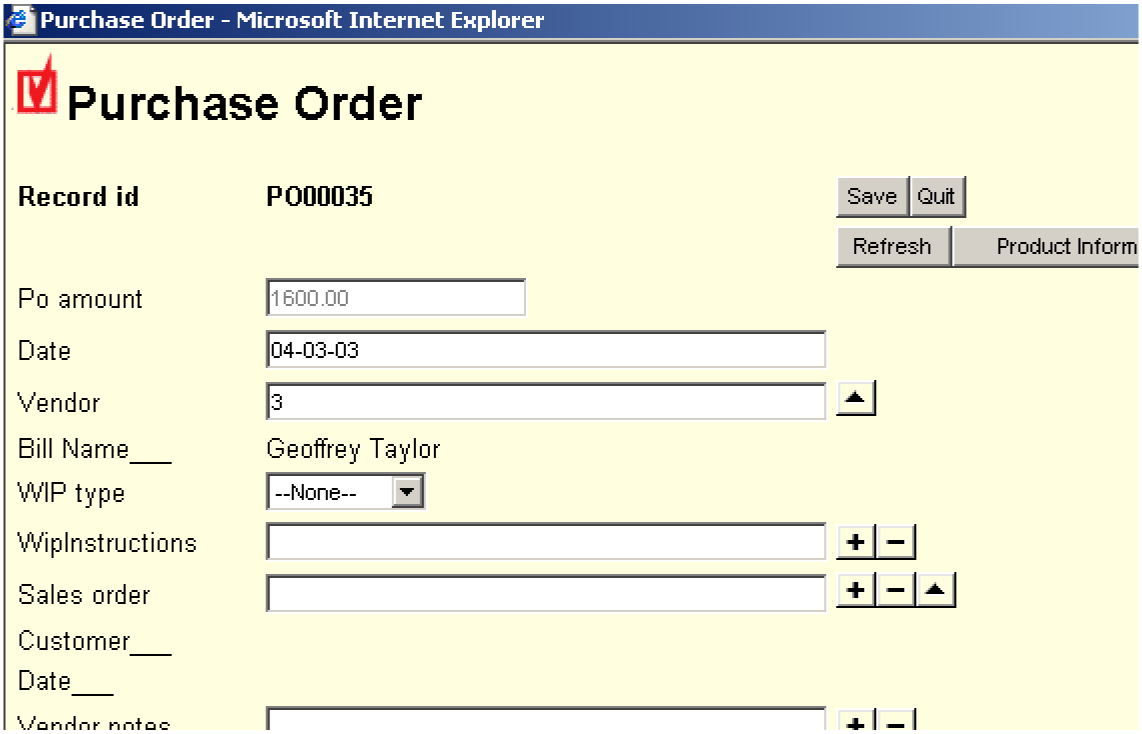


By clicking on the box containing PO00035 the system will access that purchase order. Of course if there had been multiple purchase orders found in the search then multiple record ids would have been made available for access.

Once a window of information has been created another set of navigation buttons will become available. These buttons will only appear as necessary:

Save	Is used to save new or amended data.
Quit	Is used to exit or quit the entry/view procedure for this record without saving any changes made.
Refresh	Is used in the standard browser way to refresh a window that has been corrupted for any reason.
Save As	Is used to save a set of data under a different record id. That id must be entered in the box to the right of the 'Save As' box before the 'Save As' button is clicked on.
Product Information (As an example)	Where Product Information is used to navigate to the multiple product line item detail sets for the purchase order. Of course if sales orders were being entered then you would access the multiple detail sets of information for orders. This button{s} appears twice – both at the top and the bottom of the window. The reason is to provide simpler navigation for the user.

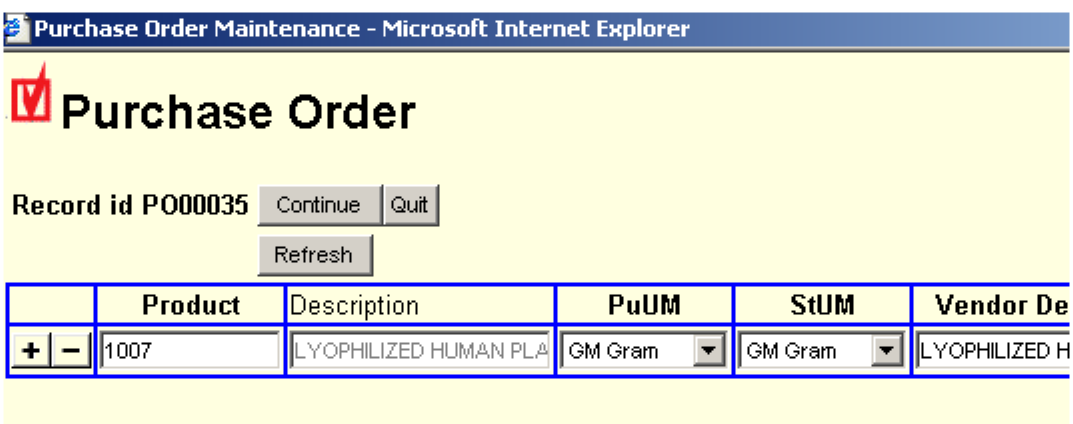
Within the header window structure a plus (+) sign allows the entry of multiple attributes, such as additional address lines or notes. A minus (−) sign has the opposite effect of deleting such attributes.



Once in the detail type of window another set of buttons is used:

Continue	Is used to return to the header part of the data record.
Quit	Is used to exit or quit the entry/view procedure for this record without saving any changes made.
Refresh	Is used in the standard browser way to refresh a window that has been corrupted for any reason.

At each end of a detail line are two more buttons may appear – a plus (+) sign and a minus (−) sign. These two are used to add or delete detail lines respectively. If the buttons are unavailable then addition and/or deletion is prohibited.



Whenever an inverted solid triangle () in a gray shaded box is clicked a drop down box will appear showing the permitted data for the relevant attribute. A solid triangle () is used to hyperlink to the file and data record represented, such as the customer or vendor from sales order or purchase order respectively. If data is present in the attribute when the triangle () is clicked on Retriever will open a window showing the relevant data – in the case of a sales order with the triangle next to the customer attribute the customer window will be opened. If the attribute is blank or empty a window will be opened in the 'New' mode where a new customer can be entered. Help is available at all times by clicking on the box definition such as customer in sales order or name in customer.

Retriever Setup.

To start using the system certain system files must be set up, verified for accuracy and their use known.

These are files are:

File Name	Use	Status
Company	Enter HQ address	Complete
Company Address	Entered	Complete
Personnel	Entered	Complete
Salespeople	Converted	Complete
Payment Type		
Terms	Updated and converted	Complete
CustomerType	Converted	Complete
HandlingCode	Entered	Complete
OrderStatus	Entered	Complete
TaxLocality	Tax reporting	Complete
ShipVia	Converted	Complete
ShippingClassification	Enter Marcor	
Fob	Converted	Complete
VendorFob	Converted	Complete
Packaging	Entered	Complete
CustomHouseBroker	Enter - Marcor	
ProductType	Entered	Complete
SalesCode	Same as ProductType	Complete
Uom	Entered	Complete

Order Entry:

Prior to an order being entered into the computer the product for that order must have been already entered. Inventory does not have to be available for an order to be entered, but if not, obviously batches cannot be assigned or picking tickets produced.
The handling code can be one of three options - regular, drop ship or sample, regular being the default. A regular order has batches assigned and is processed in the normal way with inventory being affected. A sample is processed the same as a regular order with the exception that there is zero pricing and no invoice is produced. A drop ship will automatically generate an invoice when a ship date has been entered against the shipping record to indicate that the drop ship vendor has shipped the product, no inventory is affected but sales analysis figures are maintained.

Once the customer is entered various information will automatically be added to the order. The salesperson, terms, ship via, fob and prepaid/collect flag will be loaded with the relevant billing demographics. The notes entered in the customer file under special instructions will be displayed in the form of a message on the users computer screen.

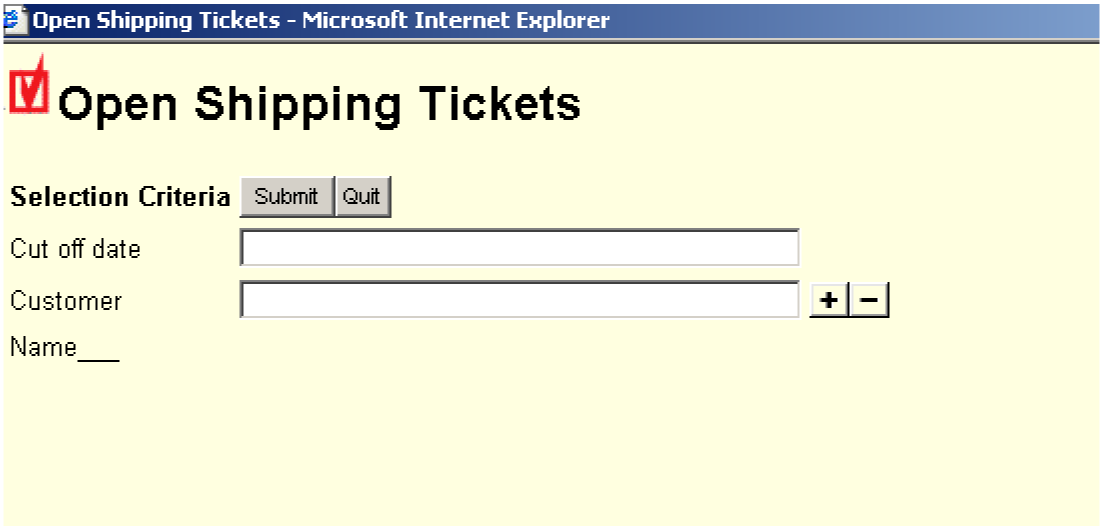
The 'Products' button is clicked on to start entering the products on the order. When the product code is entered the units of measure for stocking and pricing will automatically be displayed. When the quantity is entered the price will appear – this can be overridden. To assign a batch number against this product enter a 'Y' in the box marked B.
A screen will appear where batch allocation can take place. The batches marked reserved are reserved for the customer for whom the order is being entered. To assign batches enter the quantity of the batches to be used in the boxes to the left of the textual description, more then one batch may be selected, and then click on the 'submit form' button to apply. The batch data will automatically be added to the sales order. When all the lines for sales order have been entered the Continue is clicked, the header window will now appear. If the entry is complete now click on the Save button and the information will be saved.

A picking and shipping window will now appear. Notes to required on the output documentation, office worksheet, pick list, etc. are entered at this time. Clicking on the Save button will now save the shipping data. The relevant paperwork can now be printed.

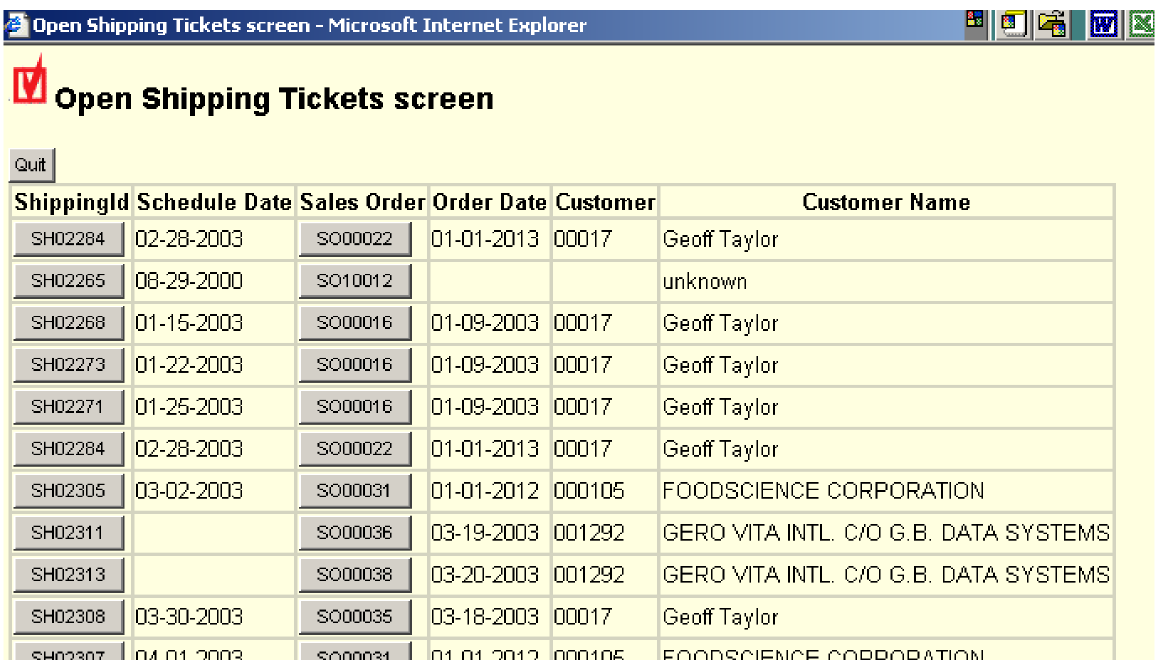
Picking and Shipping.

After picking has taken place certain information must be entered. The packing medium and pack quantity are required and the ship date must be entered to automatically create the invoice.

Click on the ‘Open shipping tickets window’ option from the menu



Enter a cutoff date and click submit and a new window will appear


Open Shipping Tickets screen - Microsoft Internet Explorer

Open Shipping Tickets screen

Quit

ShippingId	Schedule Date	Sales Order	Order Date	Customer	Customer Name
SH02284	02-28-2003	SO00022	01-01-2013	00017	Geoff Taylor
SH02265	08-29-2000	SO10012			unknown
SH02268	01-15-2003	SO00016	01-09-2003	00017	Geoff Taylor
SH02273	01-22-2003	SO00016	01-09-2003	00017	Geoff Taylor
SH02271	01-25-2003	SO00016	01-09-2003	00017	Geoff Taylor
SH02284	02-28-2003	SO00022	01-01-2013	00017	Geoff Taylor
SH02305	03-02-2003	SO00031	01-01-2012	000105	FOODSCIENCE CORPORATION
SH02311		SO00036	03-19-2003	001292	GERO VITA INTL. C/O G.B. DATA SYSTEMS
SH02313		SO00038	03-20-2003	001292	GERO VITA INTL. C/O G.B. DATA SYSTEMS
SH02308	03-30-2003	SO00035	03-18-2003	00017	Geoff Taylor
SH02307	04-01-2003	SO00031	01-01-2012	000105	FOODSCIENCE CORPORATION

When a shipping id is clicked on the shipping window will appear. The packing information is entered in the product window. An invoice will be created automatically by entering the shipping date and saving the shipping information.

Charges for freight, document charge, pallet charge, etc. may be added to the invoice by adding the lines(s) to the invoice.