

## ORIGINAL MENU SELECTIONS

| BOSS             |   |          | New A | New B | New C |
|------------------|---|----------|-------|-------|-------|
| Order Status     |   | ord_stat |       |       |       |
| Estimates        |   | estimate |       |       |       |
| Update Order     |   | upd_sord |       |       |       |
| Authorisations   |   | author_b |       |       |       |
| Order Costings   |   | chkorder |       |       |       |
| Sundry invoicing | Create sundry Trade invoices                      | suntrade |       |       |       |
| Office Menu      |   | offc_men |       |       |       |
| Shop Menu        |   | newmenus |       |       |       |
| Warehouse Menu   |   | whse_men |       |       |       |
| Credit Limits    |   | cust_cr  |       |       |       |
| Contras          |   | contras  |       |       |       |
| Customers        |   | custom01 |       |       |       |
| Suppliers        |   | supplr01 |       |       |       |
| New Products     | Enter new Products                                | prod_ent |       |       |       |
| Fitters          |   | fitter01 |       |       |       |
| Representative   |   | repren01 |       |       |       |
| MRC range ref    |   | mrcrange |       |       |       |
| Purchase Orders  |   | purord01 |       |       |       |
| Purchase Price   |   | carpcost |       |       |       |
| Remnants         |   | sel_remn |       |       |       |
| Adjustments      |   | st_adjst |       |       |       |
| Products         |   | st_prods |       |       |       |
| Allocations      |   | regallcn |       |       |       |
| Check Measures   |   | chckmeas |       |       |       |
| Change Loc'n     |   | chnglocn |       |       |       |
| Roll History     |   | rollhist |       |       |       |
| Roll Allocns     |   | rollalln |       |       |       |
| Update Stock     |   | stckupdt |       |       |       |
| Stock Reserv's   |   | rsvstk_b |       |       |       |
| Clear Reserv's   |   | clr_resv |       |       |       |
| View Stock       |   | vu_stock |       |       |       |
| View Batch       |   | vu_batch |       |       |       |
| Job Requisition  |   | job_reqn |       |       |       |
| Stock Write-off  |   | clr_stck |       |       |       |
| O/S X orders     |   | os_xord  |       |       |       |
| List creditors   | Summarized list of amounts owing by Supplier      | supp_mon |       |       |       |
| Adjust anc'ls    | Adjust balances in STK_ANCL file                  | adj_ancl |       |       |       |
| Trade prices     | Calculate Trade prices                            | tradeord |       |       |       |
| Diary            |   | makeappt |       |       |       |
| Retail Prices    |   | rtll_prc |       |       |       |
| Purchase Prices  |   | prch_prc |       |       |       |
| Datafiles        |   | data_mgt |       |       |       |
| Fitter's Pay'ts  |   | ftr_payt |       |       |       |
| Customer credit  |   | cust_crd |       |       |       |
| DlyPstg CSV      |   | dp_4sage |       |       |       |
| DlyPstg Printou  |   | dly_pstg |       |       |       |
| Rates Analysis   | Process Rates Schedules                           | JNLrates |       |       |       |
| HP schedule      | Process Hire Purchase for month                   | JNLhirep |       |       |       |
| Bank Loans       | Process Bank Loans                                | JNLbloan |       |       |       |
| Convert P/cash   | Create CSV file from Petty cash TXT file          | PCSH_cnv |       |       |       |
| Create CSV file  |   | jnlchoic |       |       |       |
| SUN/Sage Acc nr  | Lookup SUN/SAGE account numbers                   | sun2sage |       |       |       |
| Summarise B'card | Create Mthly B'card Summaries for posting to SAGE | bcrd_jnl |       |       |       |

|                   |   |          |  |  |  |
|-------------------|---|----------|--|--|--|
| Sundry SAGE       |   | sndrysag |  |  |  |
| Book Appt's       | Book/change appts/reservations & deliveries           | alt_appt |  |  |  |
| Completed jobs    | Mark jobs as Completed                                | markcomp |  |  |  |
| Diary m'tenance   |   | makeappt |  |  |  |
| Hold fittings     | Hold specific payments to a fitter                    | hold_ftr |  |  |  |
| SUN to Sage con   |   | sun2sage |  |  |  |
| Conv't Imperial   |   | feet2ins |  |  |  |
| Index date        |   | indxdate |  |  |  |
| Shutdown!         |   | shutboss |  |  |  |
| Demand            |   | r_demand |  |  |  |
| Abnormal          |   | r_abnorm |  |  |  |
| Monthly           |   | r_mthlyb |  |  |  |
| Daily Posting     |   | dly_pstg |  |  |  |
| Franchise Invs    |   | franinv1 |  |  |  |
|                   |   |          |  |  |  |
| <b>SHOP</b>       |   |          |  |  |  |
| Cash              | Enter cash or new order, redirects to <b>SALORD03</b> | cashent1 |  |  |  |
| Order Details     | Full details of Order                                 | salord02 |  |  |  |
| Variat'n Order    | Variations to original order                          | add_varn |  |  |  |
| Requisitions      | Requisitions, Purchase Orders & Allocations           | ent_reqn |  |  |  |
| Reservations      |   | rsvstk_B |  |  |  |
| Petty Cash        |   | pcsh_ent |  |  |  |
| Completions       |   | despat_2 |  |  |  |
| Stock Prices      |   | chkprice |  |  |  |
| Order Status      |   | ord_stat |  |  |  |
| Stockholding      |   | vu_stock |  |  |  |
| Stock Orders      |   | chk_ordr |  |  |  |
| Recent BACS       |   | new_bacs |  |  |  |
| Update addr's     |   | upd_cust |  |  |  |
| Fitters           | Enter/update fitter details                           | fitter01 |  |  |  |
| Fitter pay'ts     | View fitter payments by Job                           | showpayt |  |  |  |
| Daily PDQ         | PDQ summary & reconciliation                          | dailypdq |  |  |  |
| Daily Cash        | Cash & Cheque summary                                 | dly_cash |  |  |  |
| Daily Routine     | End-of-Day routines                                   | dly_rout |  |  |  |
| Monthly Orders    | Listing of Sales Orders for Month                     | mthlyord |  |  |  |
| Monthly Sales     | Listing of Invoiced Sales for Month                   | mthlysal |  |  |  |
| Aged Debtors      |   | aged_drs |  |  |  |
| Order Confirmatio | Print Order Confirmation                              | printcnf |  |  |  |
| Archive Sales     | View Archived Orders                                  | A_ordsta |  |  |  |
| Order Book        | Progressive Order Book                                | porg_ord |  |  |  |
| Statements        | Print Statements                                      | statemnt |  |  |  |
| Fitting Diary     | Lookup or book appts for FITTERS                      | alt_appt |  |  |  |
| Measure Diary     |   | measopts |  |  |  |
| Manage Measure    |   | meas_upd |  |  |  |
| Alter Ftg slots   | Alter nr of slots for job                             | alt_slot |  |  |  |
| Imminent Bkgs     | Imminent Bookings                                     | immt_bkg |  |  |  |
|                   |   |          |  |  |  |
| <b>OFFC</b>       |   |          |  |  |  |
| Initial Order     | First-time entry for Sales Order - brief details only | salord01 |  |  |  |
| Full Order        | Full Order entry inc. Requisitions & Purchase Orders  | salord02 |  |  |  |
| Trade orders      | Not for Trade ACC ancillaries                         | tradeord |  |  |  |
| Authorizations    |   | author_0 |  |  |  |
| Invoice Orders    | Print Sales Invoices                                  | despat_3 |  |  |  |
| Ready to Inv      | Prepare Invoice for Trade Account Orders              | rdy4invc |  |  |  |
| Change Status     |   | alt_stat |  |  |  |
| Customer          | Change customer details                               | custom01 |  |  |  |

|                  |   |          |  |  |  |
|------------------|---|----------|--|--|--|
| Debit Notes      |   | dr_notes |  |  |  |
| Account Orders   |   | acc_ordr |  |  |  |
| Order Status     |   | ord_stat |  |  |  |
| Loading List     | View items on Loading List                        | chk_list |  |  |  |
| Shop Menu        |   | newmenus |  |  |  |
| Warehouse Menu   |   | whse_men |  |  |  |
| Receipts         |   | cashent1 |  |  |  |
| Adjustments      |   | cashent2 |  |  |  |
| Cheque returns   |   | cashent3 |  |  |  |
| Enter Credits    |   | cr_notes |  |  |  |
| BACS convert     |   | salord08 |  |  |  |
| Check receipts   |   | chk_cash |  |  |  |
| Process P/cash   | Summarise Petty Cash and process for SUN          | pcsh_prc |  |  |  |
| Enter B'card     | Enter Barclaycard charges                         | bcrd_ent |  |  |  |
| Check costs      | Shows req'ns and total of costs                   | chk_cost |  |  |  |
| Tfr ftg costs    | Transfer Fitters' payments                        | tfr_payt |  |  |  |
| Hold/rel payts   | Hold/release fitter's payments                    | hold_ftr |  |  |  |
| Pay fitters      | Create fitters' payment schedule                  | ftr_payt |  |  |  |
| Enter Order      | Purchase Order                                    | purord01 |  |  |  |
| Update Order     | Purchase Order                                    | purord02 |  |  |  |
| Check Invoice    | Invoices from Suppliers                           | supp_inv |  |  |  |
| Invs for SUN     | Process Suppliers' Invoices for SUN               | supp_prc |  |  |  |
| Stock prices     | Shows cut & roll cost prices                      | stckprce |  |  |  |
| Stock Menu       | Sundry stock programs                             | st_balnc |  |  |  |
| New index        | Rebuild indices for suppliers                     | supp_idx |  |  |  |
| Conv't Imperial  |   | feet2ins |  |  |  |
| Products         |   | prodchng |  |  |  |
| Fitters          | Enter/update fitter details                       | fitter01 |  |  |  |
| Shop Menu        |   | shop_men |  |  |  |
| Warehouse Menu   |   | whse_men |  |  |  |
| DlyPstg CSV      |   | dp_4sage |  |  |  |
| DlyPstg Printout |   | dly_pstg |  |  |  |
| Rates Analysis   | Process Rates Schedules                           | JNLrates |  |  |  |
| HP schedule      | Process Hire Purchase for month                   | JNLhirep |  |  |  |
| Bank Loans       | Process Bank Loans                                | JNLbloan |  |  |  |
| Convert P/cash   | Create CSV file from Petty cash TXT file          | PCSH_cnv |  |  |  |
| Create CSV file  |   | jnlchoic |  |  |  |
| SUN/Sage Acc nr  | Lookup SUN/SAGE account numbers                   | sun2sage |  |  |  |
| Summarise B'card | Create Mthly B'card Summaries for posting to SAGE | bcrd_jnl |  |  |  |
| Sundry SAGE      |   | sndrysag |  |  |  |
| Demand           |   | r_demand |  |  |  |
| Abnormal         |   | r_abnorm |  |  |  |
| Monthly          |   | r_monthl |  |  |  |
| Daily Posting    |   | dly_pstg |  |  |  |
| Drs letters      | Chasing letters for o/s balances                  | drschase |  |  |  |
|                  |   |          |  |  |  |
| <b>WHSE</b>      |   |          |  |  |  |
| Goods Received   |   | gds_rcv1 |  |  |  |
| Cutting & Parts  | Prepare Cutting & Parts List                      | cpl_prep |  |  |  |
| Cutting Tkt's    | Cutting Tickets for Stock Carpet                  | ctg_tckt |  |  |  |
| Loading Lists    | Loading Lists for Fitters                         | loadlist |  |  |  |
| Returns          | Goods/services returned                           | returns  |  |  |  |
| Jobs Imminent    | List Jobs & Goods for 3 days time                 | imminent |  |  |  |
| Ancl's needed    | List Stock Ancillaries for next 14 days           | chk_ancl |  |  |  |
| Cash received    |   | cashent1 |  |  |  |
| Order status     | Check status & req'ns of jobs                     | ord_stat |  |  |  |

|                  |  |          |  |  |  |
|------------------|--|----------|--|--|--|
| Book Appts/Reqs  | Book appt's & schedule deliveries              | alt_appt |  |  |  |
| Fitter's details | Add/alter name, address etc                    | fitter01 |  |  |  |
| Fitter payments  | Approve/amend fitters' payments                | prn_ftrs |  |  |  |
| Alter slots      | Alter nr of slots for job                      | alt_slot |  |  |  |
| Measures Diary   | View Measure Diary and details                 | measview |  |  |  |
| MRC Range refs   |  | mrcrange |  |  |  |
| View stock       |  | vu_stock |  |  |  |
| Reservations     |  | rsvstk_S |  |  |  |
| Void reserv'ns   | Remove reservations                            | voidrsvn |  |  |  |
| Roll history     |  | rollhist |  |  |  |
| O/S purchases    | Outstanding deliveries for Stock/Bespoke       | os_purch |  |  |  |
| Old deliveries   | List of Stock Deliveries for last 3 mths       | oldpurch |  |  |  |
| Old Collect'ns   |  | del_only |  |  |  |
| Check Measures   |  | chckmeas |  |  |  |
| Change Loc'n     |  | chnglocn |  |  |  |
| Purchase Orders  |  | purord01 |  |  |  |
| Stock Prices     |  | chkprice |  |  |  |
| Similar Stock    | Finds similar stock for given Roll Nr          | similccw |  |  |  |
| Rebuild Index    | Rebuild indices for goods due in from Supplier | supp_idx |  |  |  |
| Add'n Ancillary  | Issue extra ancillaries                        | addnancl |  |  |  |
| Remnants         |  | sel_remn |  |  |  |
| Stock req'ns     | All req'ns for job                             | job_reqn |  |  |  |
| Daily Cash       |  | dly_cash |  |  |  |
| Daily Goods      |  | dlygoods |  |  |  |
| Daily Returns    |  | dly_rtns |  |  |  |
| Order Anc'l's    | List of ancillaries to order                   | ancl2ord |  |  |  |
| Reprint Tkt      | Reprint last Label                             | trt      |  |  |  |

|                 |   |          |  |  |  |
|-----------------|---|----------|--|--|--|
| <b>PAUL</b>     |   |          |  |  |  |
| Requisitions    | Requisitions, Purchase Orders & Allocations | ent_reqn |  |  |  |
| Reservations    |   | rsvstk_B |  |  |  |
| Order Status    |   | ord_stat |  |  |  |
| Stockholding    |   | vu_stock |  |  |  |
| Fitting Diary   | Lookup or book appts for FITTERS            | alt_appt |  |  |  |
| Alter Ftg slots | Alter nr of slots for job                   | alt_slot |  |  |  |
|                 |   |          |  |  |  |