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Multistore Purchase Orders

The Multistore Purchase Order feature allows for the efficient and convenient handling of purchase orders in the multistore environment.

There are two ways of handling Purchase Orders in the Multistore system:

1. Create and update the Purchase Order at the Corporate Store, and then distribute the quantities to Satellite stores using Multistore Purchase Order Distribution.
2. Send the Purchase Order to a Satellite store using the Multistore Utility.

Receiving a Purchase Order at the Corporate Store

This process is used to receive orders for all stores in the multistore system. This process involves creating a purchase order, allocating item quantities, and receiving the Purchase Order.

Step 1: Creating a Purchase Order

At the Corporate store:

1. Select Process, and then select **Purchase Order** to open the Purchase Order Data Grid.
2. Select the **NEW** button from the Basic Toolbar.
 - a. **Add Purchase Order Form Displays**
3. Enter information specific to the Purchase Order. (*For more information, reference the Purchase Order section in the IMS User Manual*)
4. Select **OK** to save the Purchase Order information.
5. Select the **Detail** tab.
6. Add detail items to the Purchase Order.

You cannot add **Units Order** from this add item form. Units ordered are added in **Distribution Quantities** where quantities are added in specific amounts for each store.

The next step in this process involves allocating distribution quantities to each satellite store.

Step 2: Entering Distribution Quantities

Distribution quantities allow you to indicate the quantity of items that will be received at each Satellite store. The quantities are specified for each store in the Distribution Quantity form. There are two ways of entering Distribution Quantities;

1. Adding Distribution Quantities within the Add\Modify Item Form.
2. Using the Distrib Qty button from the Basic Toolbar

Option 1: Adding Distribution Quantities with the Add/Modify Item Form

1. Select the **Distribution** tab.
 - a. **Distribution Form Displays**

Store #	Order Qty	Receive Qty
1	24.00	24.00
2	0.00	0.00

General		12-Month Sales	
PID Qty	2.00	QoH	67.00
MID Qty	0.00	On Order	0.00
YTD Qty	2.00	Commit Qty	0.00
PY Qty	0.00		
Week1	0.00		
Week2	0.00		
Week3	0.00		
Week4	0.00		
Week5	0.00		
Week6	0.00		
Week7	0.00		
Week8	0.00		

1. Select a row in the **Order Qty** column. The rows correspond to each of the stores. Enter the quantity to order for each store. Move from field to field using the arrow keys or drop down to the next row by using the E key. Select **OK** to save distribution quantities.

The Distribution Form:

Store #: This is the store number. (Entered in the Stores section)

Order Qty: The distribution quantity for an individual store.

Receive Qty: The actual quantity received.

General Tab: Provides information regarding the sales history of an item.

12-Month Sales Tab: History of sales for the past 12 months for this item.

QoH: Quantity-on-hand for this item (as of the most recent date the Multistore Utility was performed.)

On Order: Quantity amount of this item currently on a purchase order but has not been received.

Commit Qty: Quantity of this item that is committed inventory.

Option 2: Using the Distrib Qty button from the Basic Toolbar

This method of entering Distribution Quantities allows distribution quantities for all items to be entered in one window.

After items have been entered on the purchase order:

1. Select the **DISTRIB QTY** button from the Basic Toolbar.
 - a. **Distribution Data Grid Displays**

Store #	Item #	Order Qty	Recv Qty	Description 1	Description 2
1	04133344001	0.00	0.00	Rayovac Maximum C Cell	4 Pack
2	04133344001	0.00	0.00	Rayovac Maximum C Cell	4 Pack
1	01280045325	24.00	24.00	Rayovac Maximum D Cell	4 Pack
2	01280045325	0.00	0.00	Rayovac Maximum D Cell	4 Pack

2. Select a row in the **Order Qty** column. Each row corresponds to a different store.
 - a. *Example: In this data grid there are two items, C Batteries and D Batteries, being distributed between two different stores, "1" and "2." Therefore, there are four rows in which distributed quantities may be entered.*
 - b. **Note: In the above window, a Distribution Quantity is present in the third row as this quantity was entered using the **Distribution** tab method.*
3. Enter quantities in the Order Qty column using arrow keys or the E key to move between fields. (It is important to press E after entering the last amount, otherwise, information in the last entry may not be recorded.)
4. Select **OK** to save information and return to the Purchase Order data grid.

Step 3: Receiving a Purchase Order at the Corporate Store

Follow this procedure once the items have been received and all distribution quantities have been entered:

1. Select **Process**, select **Purchase Order**.
 - a. **Purchase Order Data Grid Displays**
2. Select the Purchase Order to be received. Select the **DISTRIB QTY** button from the Basic Toolbar.
 - a. **Distribution Data Grid Displays**
3. Enter actual received quantities in the **Received Qty** column. (It may be necessary to allocate different quantities between stores than originally intended.) Use the **Distribution PO Report** to aid in receiving item quantities
 - a. *Example: Between two stores 24 packs of batteries are to be distributed evenly. Store 1 will order 12 and Store 2 will order 12. However, the actual received quantity*

was 18 packs. Therefore, adjustments will be necessary. Each store may receive 9 packs of batteries, or Store 1 may receive 12 and Store 2 will receive 6. Any combination between stores resulting in the distribution of 18 packs of batteries will work.

4. When all quantities are entered appropriately, reports should be printed. The standard IMS Purchase order reports are printed along with the following multistore reports:
 - a. **Distribution PO:** Prints a report for each store displaying Order Qty and a blank space to write received quantities when they arrive.
 - b. **Distribution Receiving:** Prints shipping info report for each store with the actual received quantities.
5. Select the **RECEIVE** button from the Basic Toolbar. A message displays “Do you want to receive this PO and transfer quantities (MS Transfer In) to the stores?” Select **YES**.

The Corporate Store portion of this process is complete. The Purchase Order files are sent to the Satellite Stores in the form of Multistore Transfer In’s the next time the Multistore Utility is run. For more information on how to receive a Store Transfer In, see the Store Transfer section of this manual.

Sending a Purchase Order

Sending a Purchase Order allows a Purchase Order to be created in the Corporate store, and then sent to Satellite stores to be processed and received.

At the Corporate system:

1. Select **Process**, and select **Purchase Order** to open the Purchase Order Data Grid.
2. Select the **NEW** button from the Basic Toolbar.
 - a. **Add Purchase Order Form Displays**
3. Enter information specific to the Purchase Order. (*For more information, reference the Purchase Order section in the IMS User Manual*)
4. Select **OK** to save the Purchase Order information.
5. Select the **Detail** tab.
6. Add detail items to the Purchase Order. The **Units Order** for entering quantities is inaccessible. Order Quantities need to be distributed to each store; therefore, the quantities must be entered in the Distribution Quantity forms.
 - a. For more information on entering Distribution Quantities, see previous section, “Creating and Receiving a Purchase Order at the Corporate Store”.
7. Select the **Send PO** button from the Basic Toolbar. A prompt appears asking for verification to send PO. Select **YES**.

Once this is completed, a Purchase Order will be sent to each store with distributed item quantities the next time the Multistore Utility is performed. From this point, standard Purchase Order receiving procedure can receive item quantities into the inventory.

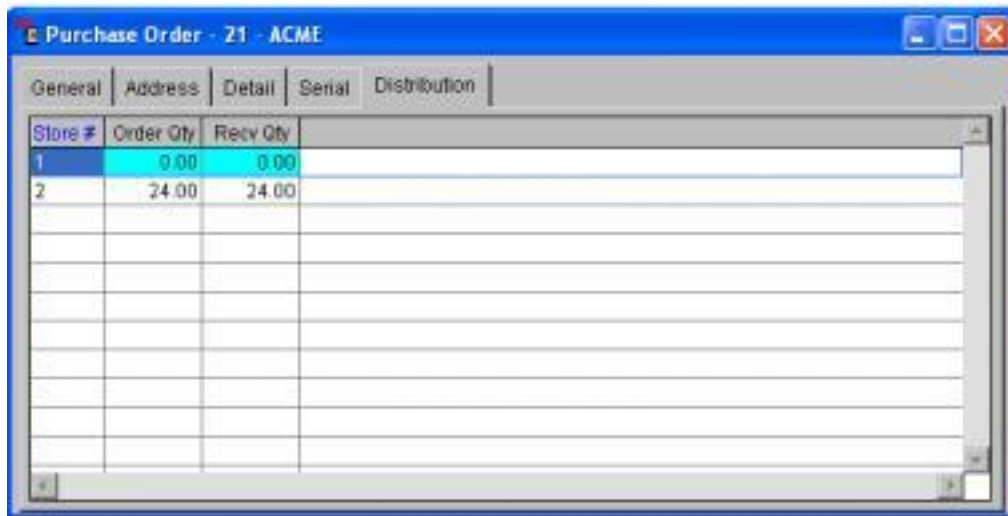
*Note: Stores that do not have allocated item quantities on the Purchase Order will not receive a

blank purchase order.

Viewing Distribution Quantities

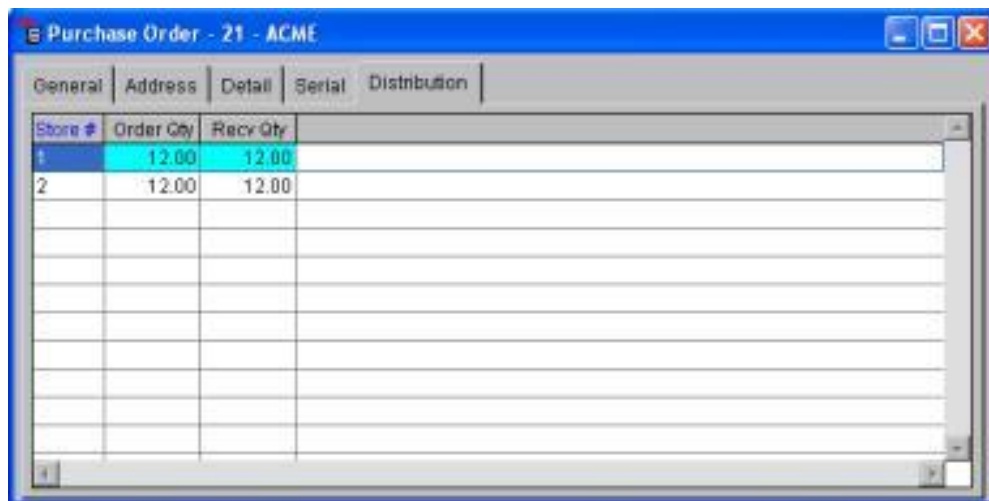
To view all distribution information for each item, select the **Distribution** tab on the Purchase Order data grid. This displays all allocated quantities for all stores for each individual item. It will not show all items in the data grid.

Example: The data grid below shows the distribution quantities for the Rayovac size C Batteries. Store 1 will not be receiving any quantities while store 2 will receive 24 packs.



Store #	Order Qty	Recv Qty
1	0.00	0.00
2	24.00	24.00

The data grid (below) shows the distribution quantity for the Rayovac size D Batteries. Each Satellite store will receive 12 packs.



Store #	Order Qty	Recv Qty
1	12.00	12.00
2	12.00	12.00

Multistore Promotions

Promotions, in the Corporate Multistore System, allow a standardized promotion to be distributed to any or all Satellite stores. This ensures a consistent, store-wide promotional sale.

There are three steps to complete this process:

1. Adding a promotion.
2. Specifying which stores will receive the promotion.
3. Receiving and updating the promotion at the Satellite store.

Adding a Promotion

At the corporate store:

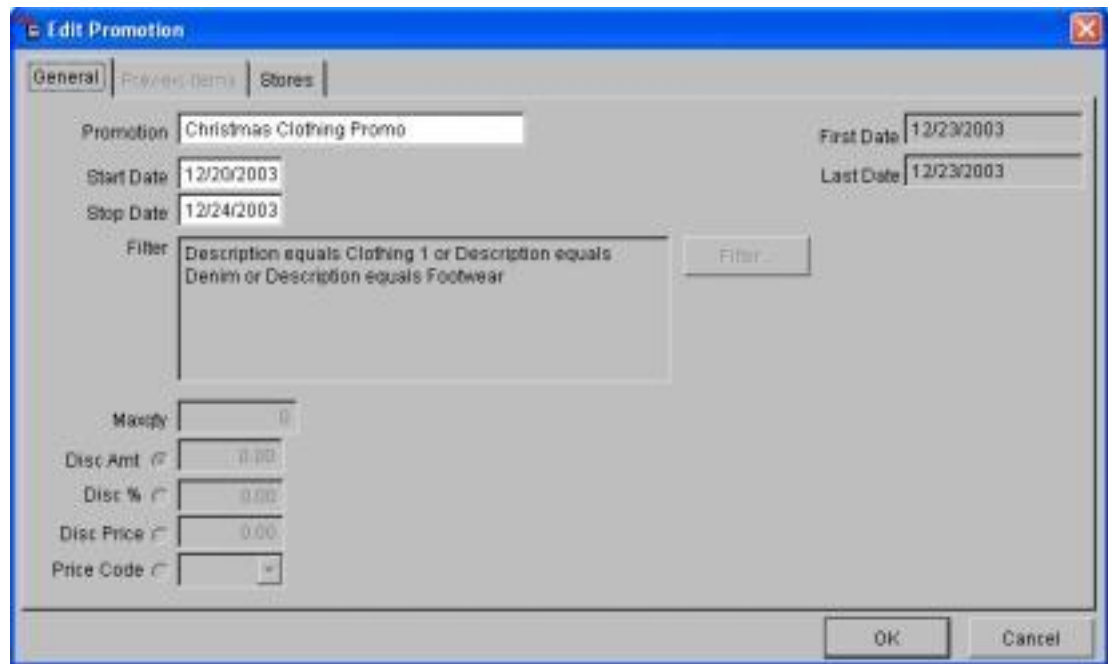
1. Select **Process** from the Main Menu, select **Promotion**.
 - a. **Promotion Data Grid Displays**
2. Select **New** from the Basic Tool Bar
3. Enter a name for the promotion in the Promotion Field.
4. Enter a date range for this promotion by entering the starting date in the Start Date field and the stop date in the Stop Date field.
5. Select **Filter** Button
6. Using the Filter Feature (Reference: Filter Feature Section in the IMS Manual), select the items for this promotion.
 - a. *Items can also be added individually by selecting the NEW button from the Detail tab of the Promotion data grid.
7. Select the method and amount of the discount for the selected items.
 - a. **Disc Amount:** Select Disc Amount to discount selected items by a specified dollar amount. Enter the dollar amount.
 - b. **Disc %:** Select Disc % to discount selected items by a specified percentage. Enter the discount percentage.
 - c. **Disc Price:** Select Disc Price to change the price of the selected items to one specified price. Enter the discount price.
 - d. **Price Code:** Select Price Code to change the price of the selected items to a different price level for this promotion. The various price levels are designated in the Cost/Price tab of the Item form. Select price level.
8. Select the **ADD** Button.

Specifying Recipient Stores

Once the promotion is added, the next step is to specify which stores will receive the promotion. There are three ways to do this: from the Add/Edit Promotion form, from the Promotion data grid, or from the Item Promotions utility.

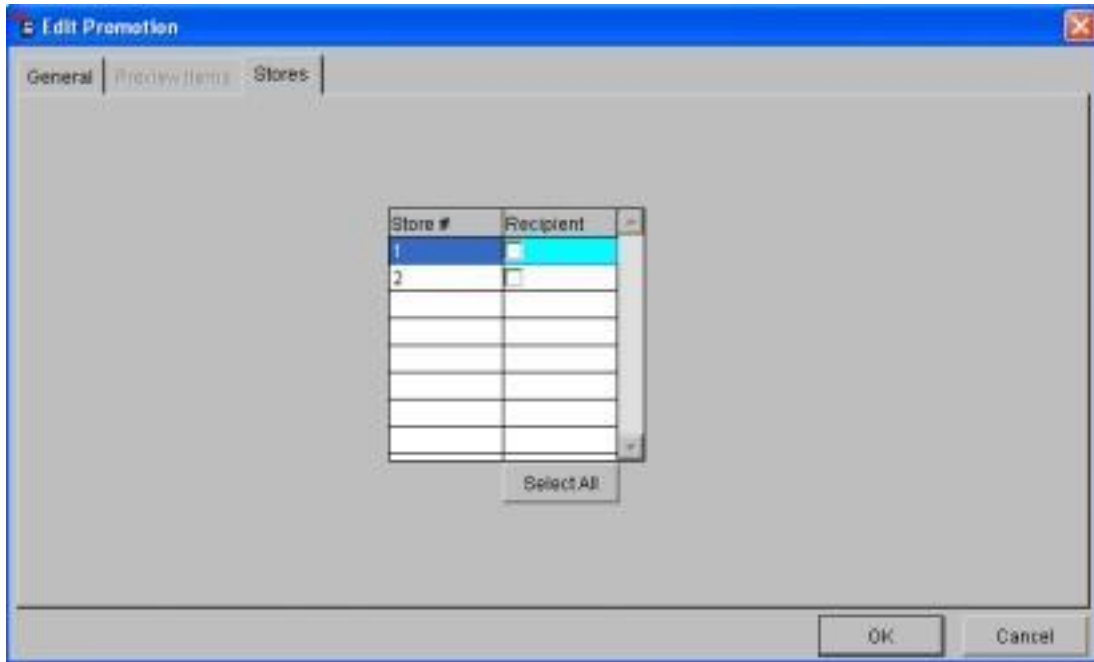
To specify recipient stores for a promotion from the Add/Edit Promotions forms:

1. Select Process, select **Promotion**.
 - a. **Promotions Data Grid Displays**



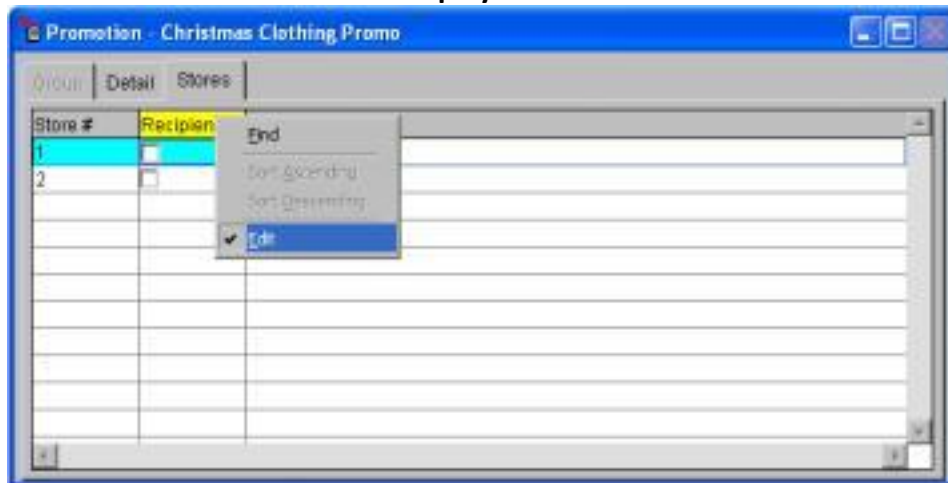
The screenshot shows the 'Edit Promotion' dialog box with the 'Stores' tab selected. The 'General' tab is also visible. The 'Promotion' field contains 'Christmas Clothing Promo'. The 'Start Date' is '12/20/2003', 'Stop Date' is '12/24/2003', 'First Date' is '12/23/2003', and 'Last Date' is '12/23/2003'. The 'Filter' field contains the text 'Description equals Clothing 1 or Description equals Denim or Description equals Footwear'. There are checkboxes for 'Maxify', 'Disc Amt', 'Disc %', 'Disc Price', and 'Price Code', all of which are currently unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

2. Create a new promotion by selecting the **ADD** button, or edit an existing promotion by selecting the **MODIFY** button from the Basic Toolbar.
 - a. **Add or Edit Promotion Form Displays**
3. Select the **Stores** tab.
 - a. **Edit Promotion-Stores Form Displays**
4. Select the promotion recipient stores by checking the appropriate check box in the **Recipient** column, or check all stores by selecting the **SELECT ALL** button.
 - a. The stores that are checked will receive this promotion when the promotion is updated, sent to Multistore and the Multistore Utility is performed.



To specify promotion recipient stores from the Promotions Data Grid:

1. Select **Process**, select **Promotion**.
 - a. **Promotions Data Grid Displays**
2. Select a promotion from the data grid and select the **Stores** tab.
 - a. **Promotions Data Grid-Stores Displays**



3. Right-click the **Recipient** column, and select **Edit** at the bottom of the menu. This will place a check next to Edit in the menu, and the Recipient column header will turn yellow. This allows fields within this column to be edited. Check the check boxes of the stores the promotion will be sent to.
 - a. *Note: The Edit option must be unchecked to exit this data grid. Follow the same process when finished with the Recipient column.

Sending a Promotion to Multistore

After the promotion is created and the stores specified, the final stage of the process at the Corporate store is to send the promotion to Multistore. In the Corporate Multistore, the Item Promotions utility is used to send a standardized promotion from the Corporate store to the Satellite stores.

To do this at the Corporate store:

1. Select **Utilities**, select **Item Promotions**
 - a. **Multistore Promotions Utility Form Displays**

Promotion	Send to MS	Start	Stop
Denfield	<input checked="" type="checkbox"/>	12/19/2003	12/11/2003
Christmas C	<input type="checkbox"/>	12/20/2003	12/24/2003

Select All

OK Cancel

2. Select the promotions to be sent to Multistore by checking the appropriate checkboxes in the **Send to MS** column, or press the **SELECT ALL** button to select all promotions.
 - a. *Note: If the stores to which a promotion will be sent have not been specified yet, this can be done from this form by selecting the **Stores** tab.

Store #	Recipient
1	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>

Select All

OK Cancel

3. Select the **OK** button to send all selected promotions to the Multistore utility.
4. Once this is finished, the next time the Multistore utility is run the promotion(s) will be sent

to the Satellite stores where they can be received and updated. For more information, reference the section titled “Receiving and Updating Promotions”.

Receiving and Updating a Promotion at the Satellite Store

The final step of the Multistore Promotions process is to receive the promotion at the Satellite store, and activate the promotion.

To receive the promotions, run the Multistore Utility in the Satellite store. If a Promotion has been created and sent from the Corporate store, the promotion will appear in the Promotion data grid.

To update active promotions at the Satellite Store:

1. Select **Utilities**, select **Item Promotions**. A message appears “Do you want to update promotion data now?”
2. Select **YES**. A progress bar displays. Once the utility is finished running, all item promotions that are scheduled to run during the current date will be activated.

Multistore Group Price Changes

In the Multistore environment, the Group Price Change feature allows for a standardized group price change to be created at the Corporate store and sent to any or all Satellite stores.

There are four steps to complete a Group Price Change:

1. Create a Group Price Change at the Corporate Store
2. Update the Group Price Change at the Corporate Store
3. Perform the MultiStore Utility
4. Update the Group Price Change at the Satellite Store

Create a Group Price Change at the Corporate Store

To create a group price change at the corporate system:

1. Select **Process**, select **Group Price Change**.
 - a. **Group Price Change Data Grid Displays**
2. Select the **NEW** button from the Basic Toolbar.
 - a. **Add Group Price Change Form Displays**

The screenshot shows a software window titled "Add Group Price Change". It has two tabs: "General" and "Preview Items". The "General" tab is selected. The fields are as follows: "Name" is "Batteries", "User" is "SUPERUSER", "Started" is "12/28/2003 10:54:09 AM", and "Filter" is "Class equals Batteries". There is a "Filter..." button to the right of the filter field. Below the filter field is a "Records" field showing "2". At the bottom left, there is a "Queue Labels" checkbox which is checked. At the bottom right, there are "Add" and "Close" buttons.

3. Enter information for the group price change.
 - a. **Name:** Enter a name for the group price change. The name should be something that will be easily recognized.
 - b. **User:** Displays the username that was used to login to the IMS. **Started:** Displays the date and time the group price change was created. **Filter:** Use the filter feature to add items to the group price change. **Records:** Displays the number of items that are currently attached to the group price change.
 - c. **Queue Labels:** When checked, labels will be added in the Print Labels menu of Reports for each item. (The label type is predetermined in the Item-Setup menu.)
4. Select the **ADD** button to save the group price change information.
5. Select the **Price (1-5, Retail)** tab to be changed
6. Select the method to change pricing from the Basic Toolbar:
 - a. **New Price:** To change selected items to the same price for this price level.
 - b. **By \$:** To change selected items by the same dollar amount for this price level.
 - c. **By %:** To change selected items by the same percentage amount for this price level.
 - d. **By GP%:** To change selected items by gross profit percentage.
 - e. **Fractions:** Allows adjusted prices to be rounded using specific criteria. Round up, down, off, or to the nearest specified dollar and cent amount.

Update a Group Price Change at the Corporate Store

The second step updates the group price change at the Corporate store. This will send the group price change to MultiStore. Rather than automatically changing prices in all stores, the group price change will be sent to the Satellite stores where it will need to be updated. This ensures that all group price changes are deliberately enacted.

To update a group price change at the Corporate store:

1. Select **Process**, select **Group Price Change**.
 - a. **Group Price Change Data Grid Displays**
2. Select a group price change, and select the **UPDATE** button from the Basic Toolbar. A prompt for verification displays “Do you want to apply all changes?” Select **YES**.

The group price change updated the adjusted prices in the Corporate store, and the group price change is sent to the Satellite stores the next time the MultiStore Utility is performed. Prices will not be affected until the MultiStore Utility is performed and the group price change is updated at the Satellite store.

Perform the MultiStore Utility

After the group price change has been updated at the Corporate store, the MultiStore Utility must be performed first at the Corporate store and then at the Satellite store for the group price change to be received at the Satellite stores.

To do this at each store:

1. Select **Utilities**, select **MultiStore**.
2. Select the tasks for the Multistore Utility to complete.
 - a. *Note: In order for the group price change to be sent\received, the checkbox labeled “Send and Receive Message” must be checked.
3. Select **OK**. The MultiStore Utility is complete, and the group price change is sent or received (depending on the store in which the utility was performed.)

Reminder: The MultiStore Utility must first be performed in the Corporate store, and then performed in the Satellite store to ensure that the group price change data will be received at the Satellite store.

Update the Group Price Change at the Satellite Store

The final step in this process is to update the group price change at the Satellite store. Doing so will affect all prices at the Satellite store that have been adjusted by the group price change.

To update the group price change at the Satellite store:

1. Select **Process**, select **Group Price Change**.
 - a. **Group Price Change Data Grid Displays**
2. Select a group price change, and select the **UPDATE** button from the Basic Toolbar. A prompt for verification displays “Do you want to apply all changes?” Select **YES**.

Once this is complete, the prices will be permanently adjusted, and the group price change is deleted from the Group Price Change data grid.

Store Transfers

Store Transfers are used to transfer quantities of items from one Satellite store to another Satellite store. This feature is similar to the Receive by Invoice process.

Highlights of the Store Transfer feature include:

- Updates inventory
- Updates inventory quantity-on-hand
- Calculates average cost
- Updates class information
- Prints a shipping report
- Prints a receiving report
- Tracks serial numbered items

Using Store Transfers

The Store Transfer process is used to transfer quantities of goods between stores. There are two ways this can be done:

1. Transferring goods from one satellite store to another.
2. Sending a purchase order from the corporate store to a satellite store. For more information on this process, see the Multistore PO's section of this manual.

In the first option, there are four basic steps for completing this process; create a Store Transfer Out, perform the multistore utility at the store shipping the goods, perform the multistore utility at the store receiving goods, and receiving a Store Transfer In.

Create a Store Transfer Out

At the store that a quantity of goods will be transferred from,

1. Select **Process**, select **Store Transfer Out**.
 - a. **Transfer Out Data Grid Displays**
2. Select **NEW** from the Basic Toolbar.
 - a. **Add Multiple Store Transfer Out Form Displays**

Add Multiple Store Transfer Out

General

Name: Battery Transfer

Store: 2

LookUp

First Date: 11/30/2003

Last Date: 11/30/2003

Print Transfer Out

Add Close

3. Enter information for the Store Transfer Out.
 - a. **Name:** Enter a name to distinguish the Store Transfer i.e. the name of the items, or the person who requested the transfer.
 - b. **Store:** Select the number of the store the items are being transferred to
4. Select **ADD** button to save the information.
5. In the Store Transfer Out data grid, select the **Detail** tab.
6. Select the **NEW** button from the Basic Toolbar to add items to the Store Transfer.
 - a. **Add Multiple Store Transfer Out Detail Form Displays**

Add Multiple Store Transfer Out Detail

General

Item #: 01280045325

LookUp

Description: Rayovac Maximum D Cell

Description: 4 Pack

Style: BATTERY

Color:

Quantity: 20.00

Order #:

Order Type:

Avg Cost: 2.7457

QoH: 0.00

Add Close

7. Enter an item or select one using the **LOOKUP** button. Enter additional information for the

store transfer detail item.

- a. **Quantity:** Enter the quantity of the item to transfer.
 - b. **Order #:** Enter a number in this field for tagging an item(s) on this transfer as part of a Special Order.
 - c. **Order Type:** Enter information in this field if more specific notification of special ordering is required.
8. Select the **ADD** button to save the information.
 9. Print Store Transfer Out reports. Select the **REPORT** button from the Basic Toolbar.
 - a. **Report Wizard Displays** Follow the instructions in the Report Wizard to print the following report:
 - b. **MultiStore Transfer Out:** Prints a detailed report showing items being sent by a Multistore Transfer.

MultiStore Transfer Out		Store #: 2		12/7/2000 12:21:49 AM		
ARS Solutions Ltd.		Battery Transfer		Page 1		
Item #	Description 1	Qty	Style	Price 1	Cost	Ext Cost
01280045325	Rayovac Maximum D Cell	24.00	BATTERY	3.99	2.75	65.90
00133344001	Rayovac Maximum C Cell	24.00	BATTERY	3.99	2.75	65.01
Total 2		48.00				130.91

10. To finish this step, select the **UPDATE** button from the Main Toolbar.
 - a. Select **YES** to verify the update. When a store transfer is updated, the record is removed from the Store Transfer data grid and the transfer will be sent the next time the multistore utility is performed.

Performing the Multistore Utility at the Store Transferring Out

The next step is to run the multistore utility at the store that is transferring goods out.

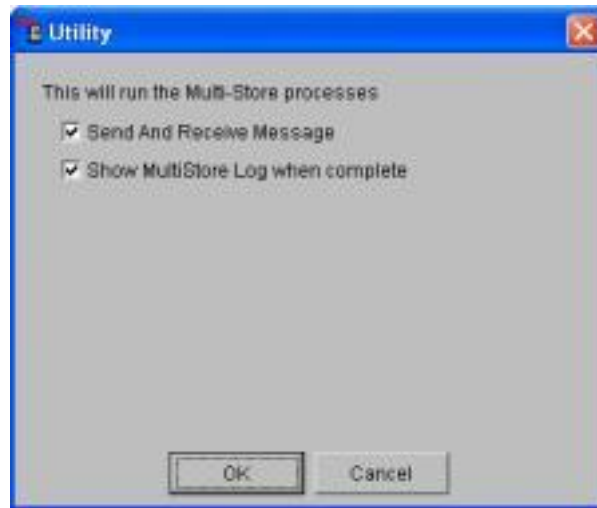
1. Select Utilities from the Main Menu Bar.
2. Select Multistore.
 - a. A prompt displays asking which multistore processes to run. Check the check box of each process that is to be run. In order for the store transfer to be sent, the check box labeled "Send and Receive Messages" must be checked.
3. Select **OK**.

Performing the Multistore Utility at the Store Transferring In

The third step is to perform multistore utility at the store receiving the goods. This step retrieves the store transfer files and creates a record in the Store Transfer In data grid.

1. Select **Utilities** from the Main Menu Bar.
2. Select **Multistore**.

- a. A prompt displays asking which multistore processes to run. Check the check box for each process to be run. In order for the store transfer to be received, the check box labeled “Send and Receive Messages” must be checked.
3. Select **OK**.



Receiving a Store Transfer In

The final step will update the Store Transfer and add item quantities to the inventory of the store receiving transferred items.

At the store that is receiving transferred items:

1. Select **Process**, select **Store Transfer In**.
 - a. **Transfer In Data Grid Displays**
2. Print Store Transfer In reports. Select the transfer to be updated. Select the **REPORT** button from the Basic Toolbar.
 - a. **Report Wizard Displays** follow the instructions in the Report Wizard to print the following reports.
 - b. **MultiStore Transfer In:** Prints a detailed report of items being received in the Multistore Transfer.
 - c. **MultiStore Received Special:** Prints a report of any special orders that are received with the Transfer. This allows for immediate notification of the customer when their special order has arrived.
3. Select the **UPDATE** button from the Basic Toolbar. A message will display asking for verification to update. Select **YES**.

When this is complete, the transfer is updated and item quantities are added to the inventory. The transfer has been removed from the Store Transfer In data grid. A record of the transfer will be kept in the Receiving History file.

Multistore A/P Posting

The Accounts Payable (A/P) Posting feature allows merchandise to be received before the actual invoice is received. Item quantities may be received into inventory using the Receive by Invoice and Purchase Order features and adjustments to cost, freight and discounts may be made after-the-fact using A/P Posting.

In a Corporate Multistore environment, the A/P posting feature can be setup one of three ways:

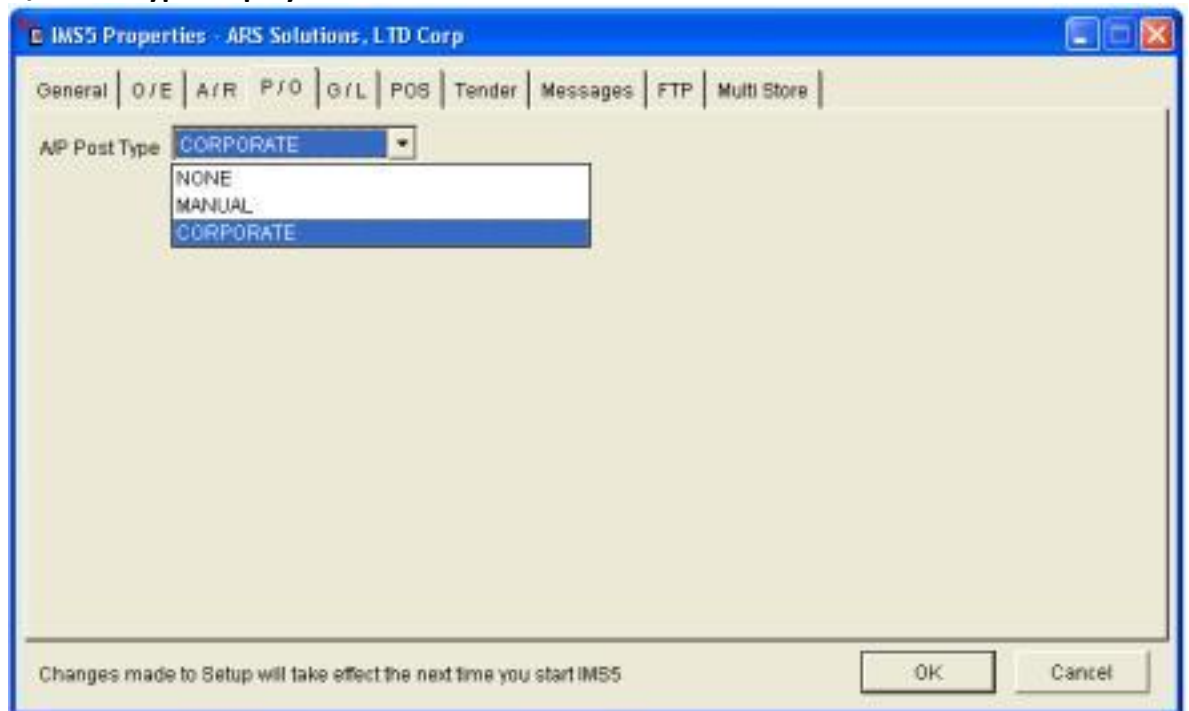
1. **NONE:** No A/P posting data is kept or transmitted between stores.
2. **MANUAL:** A/P Posting is done in each store separately.
3. **CORPORATE:** A/P Posting information is sent to the Corporate system via the Multistore Utility where it is posted.

A/P Posting Setup in the Corporate System

A/P Posting is setup one of three ways in the corporate system: None, Manual or Corporate.

To modify the A/P Posting type,

1. Select **File** from the Main Menu Bar.
2. Select **Properties**.
3. Select the **P/O** tab.
 - a. **A/P Post Type Displays**



4. Using the drop-down list, select the **A/P Post Type**.
 - a. **NONE:** No A/P posting data is kept or sent between stores.

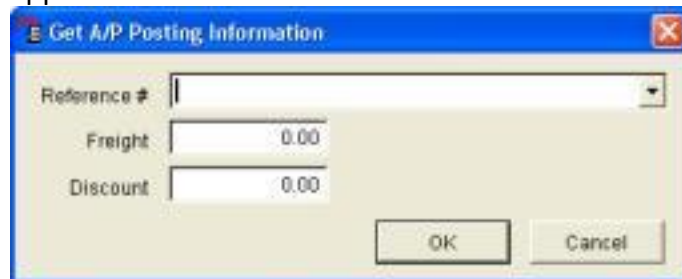
- b. **MANUAL:** A/P Posting is done in each store separately.
 - c. **CORPORATE:** A/P Posting information is sent to the Corporate system via the Multistore Utility where it is posted.
5. Select **OK**.
- a. The IMS needs to be restarted before the changes take effect.

Create a New A/P Posting Account

An A/P Posting account is created when a Purchase Order or Receive by Invoice, that is assigned a reference number, is received and updated at the store. Adjustments in cost, freight and discounts may be made in the A/P Posting account after the merchandise is received into inventory.

To create a new A/P Posting account using either the Receive by Invoice Process or Purchase Orders,

1. Create a new **Receive by Invoice** or **PO**. For more information, see the Receive by Invoice or Purchase Orders section of this manual.
2. In the General data grid, select the **MODIFY** button.
 - a. **Edit Receive by Invoice or PO Form Displays**
3. Select the Reference # field. Enter a name/value in this field that refers to the order (e.g. shipping number).
 - a. When the Receive by Invoice or Purchase Order is received and updated, a prompt appears with a **Reference #** field. Enter a Reference number and select **OK**.



The image shows a software dialog box titled "Get A/P Posting Information". It contains three input fields: "Reference #" (a dropdown menu), "Freight" (a text box with "0.00"), and "Discount" (a text box with "0.00"). At the bottom right, there are two buttons: "OK" and "Cancel".

*Note: Freight and Discount in this prompt may be adjusted as Unapplied Freight and Discount using A/P Posting.

If A/P Posting type is set as "Corporate," the Multistore Utility needs to be run to transmit A/P Posting data from the Satellite store to the Corporate store.

Adding Unapplied Discount and Freight

Discount and freight adjustments are either unapplied or applied. Unapplied freight and discounts are not included in the unit cost of an item. Unapplied freight and discounts are added when the Invoice or PO is received or through the A/P Costing form. Applied freight and discount amounts are entered for individual items (see Adjusting Cost, Freight, and Discount).

To adjust unapplied discounts and freight charges through the A/P Costing form,

1. Select **Process**, select **A/P Posting**.
2. Select a record and select the **MODIFY** button.
 - a. **Edit A/P Costing Form Displays**

3. Enter discount amounts in the **Unapp Disc** field.
4. Enter freight charges in the **Unapp Frght** field.
 - a. These discounts and freight charges will not be included in the unit cost of the items.
5. Enter information specific to the order, including: **FOB**, **Terms**, **Terms Discount**, **Terms Days**, **Due Date** and **Invoice Number**.
6. Select **OK** to save this information and exit.

Adjusting Cost, Freight and Discount

Adjustments made to an item's Actual Cost, Freight or Discount are said to be applied as they are included in the item's unit cost.

To adjust Actual Cost, Freight, and Discount.

1. Select **Process**, select **A/P Posting**.
 - a. **A/P Posting Data Grid Displays**.
2. Select the **Detail** tab.
3. Select a line item, and select the **MODIFY** button.
 - a. **Edit A/P Costing Form Displays**.

General		
Cross Ref #	DAMA GC120 GOLDCAST REEL	Reference # 22222
Item # 230288	12 LB MED 2BB SPINCAST MP 10	Vendor: BERE
		Invoice Date: 6/23/2005
		Recv Date: 6/23/2005
Ext Qty	5.00	
Ext Cost	195.1500	Actual Cost: 195.1500
Ext Freight	0.00	Act Freight: 7.50
		Actual Disc%: 5.00
Ext Disc	0.00	Actual Disc\$: 9.76
Ucost	39.0300	Ucost: 38.5780

4. Enter Actual totals.
 - a. **Actual Cost:** Enter the actual cost for the total quantity of the item.
 - b. **Actual Freight:** Enter the actual freight cost for the item.
 - c. **Actual Disc%:** Enter the percentage discount. The dollar amount for this percentage discount will appear in the
 - d. **Actual Disc\$:** Actual discount dollars.
 - e. **Ucost:** The unit cost includes Freight and Discount it changes when the Actual Cost, Freight, or Discount are changed.
5. Select **OK** to save this information and exit.

Review A/P Totals and Print Reports

To view totals for the A/P Posting account,

1. Select Process, select **A/P Posting**.
 - a. **A/P Posting Data Grid Displays**
2. Select the **TOTAL** button from the Basic Toolbar.
 - a. **A/P Totals Display**

	Extended	Difference	Actual	Unapplied	Total
Cost	195.15	11.00	206.15		
Discount	0.00	-9.76	-9.76	0.00	-9.76
Freight	0.00	7.50	7.50	25.00	32.50
Invoice Total	195.15	28.26	203.89	25.00	228.89

3. To print A/P Posting reports, Select **Process**, select **A/P Posting**.
 - a. **A/P Posting Data Grid Displays**
4. Select the **REPORTS** button from the Basic Toolbar. Available Reports include:
 - a. **A/P Receiving**: Prints a voucher showing all item totals, including: inventory adjustments, costs and gross profit margins.
 - b. **GL Received**: Prints a report showing GL totals and unapplied freight. GL accounts displayed on this report come from the **Glurch**
5. Use the Report Wizard to finish printing reports.

Update an A/P Posting Account

The final step of using the A/P Posting feature is to update the record. Three things happen when the A/P Posting is updated:

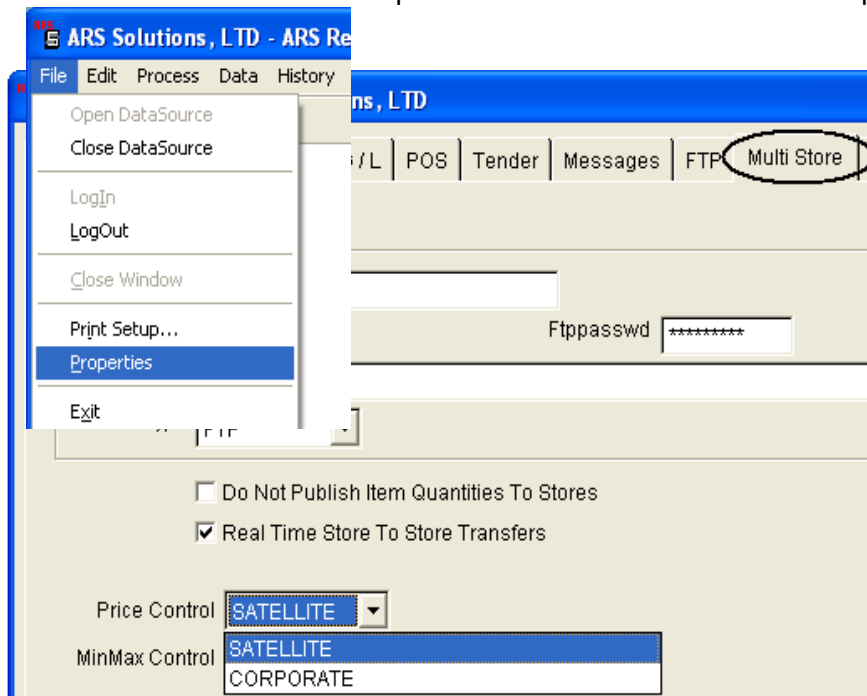
1. Item costs (Avg. Cost and Last Cost) will be updated accordingly in the Item database based on adjusted costs and applied freight and discount.
2. The A/P Posting record will be removed from the data grid.
3. Totals will be posted to General Ledger Accounts. For more information, see the GL Posting section of this manual.
4. To update and complete an A/P Posting record,
 - a. Select **Process**, select **AP Posting**.
 - b. Select the record to update.
 - c. Select the **UPDATE** button.
 - d. "Do you want to Update this Invoice?" Select **YES**.

Prompts asking for additional or missing information, such as invoice number or terms, may appear. Enter relevant information and select **OK**.

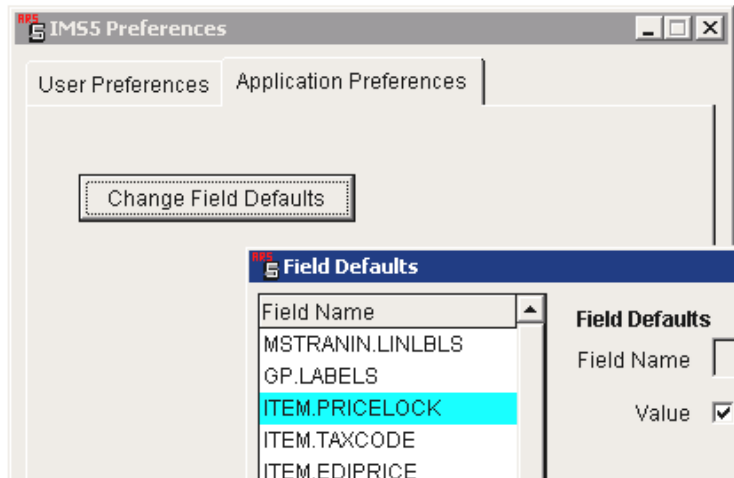
Multistore Distinct Pricing

This feature provides for the ability to maintain distinct pricing on some or all items at some or all satellite stores in a corporate complex. Stores that use distinct pricing can maintain prices locally, or price control can be retained at the corporate level. If price control is set to SATELLITE, price changes on distinctly priced items will be ignored at store level. If price control is set to CORPORATE, price changes sent from the corporate system for both standard and distinct prices will be queued in Group Price Change.

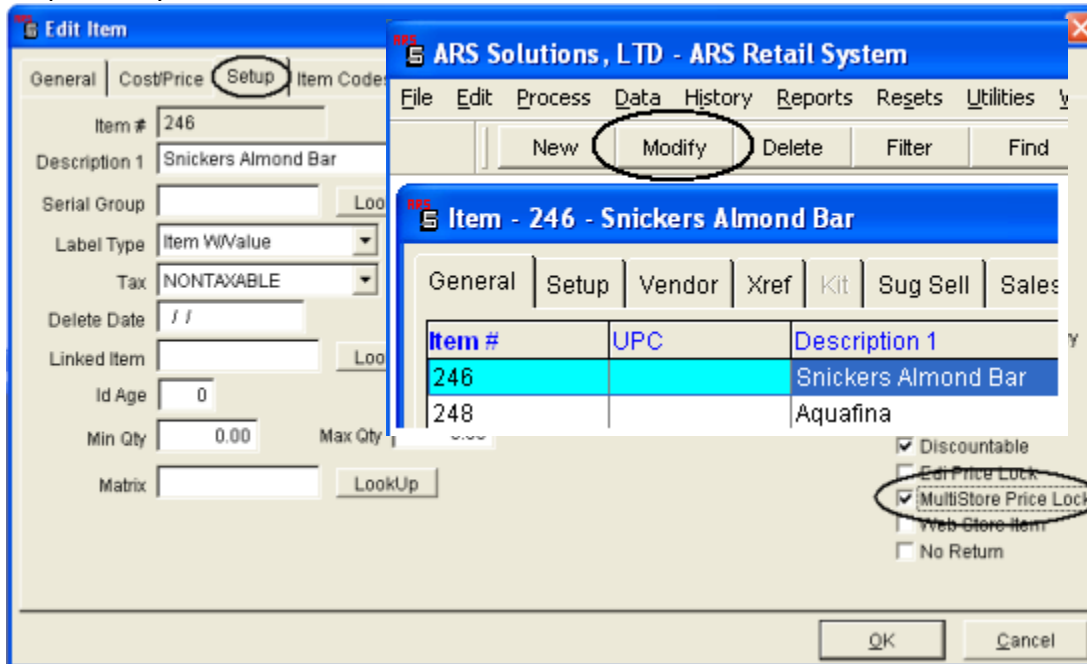
Price control is set at both corporate and satellite level in File>Properties on the Multistore Tab.



In corporate systems new items are added at the stores with pricelock off by default. The default can be set to on in IMS preferences at each of the stores.



Each item that is to be distinctly priced must have the Multistore Price Lock set at the satellite store. This option can be set via Data>Item>Modify, or via the Item Global Utility. Price lock cannot be set from the corporate system; it must be set on at the store and will be reflected in the corporate system after a MultiStore Process is run.



The following table describes the effect of the possible setting combinations:

Corporate Price Control Setting	Satellite Price Control Setting	Satellite Item MS Price Lock Setting	Pricing controlled by
CORPORATE	CORPORATE	OFF	Corporate Data>Item
CORPORATE	CORPORATE	ON	Corporate Data>Multistore>Multistore Item
CORPORATE	SATELLITE	OFF	Corporate Data>Item
CORPORATE	SATELLITE	ON	Satellite Data>Item
SATELLITE	CORPORATE	OFF	Corporate Data>Item
SATELLITE	CORPORATE	ON	Satellite Data>Item
SATELLITE	SATELLITE	OFF	Corporate Data>Item
SATELLITE	SATELLITE	ON	Satellite Data>Item

Default setting marked in bold

In any case, pricing sent from corporate to satellite will only take effect once the Group Price Change created by Utilities>Multistore is updated. Price changes from corporate can be ignored either by deleting the entire price change group, or deleting specific items from the group. In the combinations in the above table where pricing is controlled by "Satellite Data>Item," no price change records will be queued when item edits are sent from the corporate system.

Pricing edits in Data>Multistore>Multistore Item are accomplished by right-clicking the Price1 column heading in the Sales Tab, and clicking Edit. If a subset of items is to be changed, or changes made for a particular store, it may be more efficient to set a filter prior to editing the price column. As each price change is made, the user may notice a brief message that the system is "Scheduling

multistore edits...” Once edits are complete, edits must be disabled by right-clicking the Price1 column heading, and clicking Edit. Edits will be sent to the appropriate satellite stores upon the next Utilities>Multistore transfer.

The screenshot shows the ARS Retail System interface. The main window is titled "MultiStore Item" and contains a table with columns: Store #, Item #, Description 1, QoH, On Order, Commit Qt, Corp On Or, Min Qty, Max Qty, Avg Cost, and Price 1. A callout box at the top right says "Scheduling multistore edits...".

Below the main table, a detailed view of the "Price 1" column is shown with several callouts:

- The cursor will change to a down arrow as it is dragged into the column heading**: Points to the mouse cursor over the "Price 1" column header.
- Right click the mouse to display the quick menu and select Edit**: Points to the context menu that appears when right-clicking the "Price 1" header.
- The column heading will become highlighted yellow when in column edit mode**: Points to the yellow highlight on the "Price 1" column header.
- Select the row you would like to update by placing the cursor in that field**: Points to a row in the table where the cursor is positioned over the "Price 1" cell.
- Enter the new price**: Points to the input field in the context menu where a new price value is being entered.
- All of the rows in the column selected for editing can be changed until edit mode is deactivated**: Points to the entire "Price 1" column in the table.

Note: To ensure that store level CENTRALIZE transactions do not overwrite corporate edits to store level pricing, always run Utilities>Multistore in the corporate system just prior to editing prices in the Multistore Item table.

Multistore Min/Max

Minimum and maximum quantities are always stored as distinct values at the satellite level in IMS in a corporate complex. Stores can maintain min/max locally, or min/max control can be retained at the corporate level. If min/max control is set to SATELLITE, min/max changes made on items in the corporate system will be ignored at store level. If min/max control is set to CORPORATE, changes sent from the corporate system for both standard and distinct prices will applied automatically at satellite level by the Multistore Utility.

Min/max control is set at both corporate and satellite level in File>Properties on the Multistore Tab. The following table describes the effect of the possible setting combinations:

Corporate Min/Max Control Setting	Satellite Min/Max Control Setting	Min/Max Controlled By
CORPORATE	CORPORATE	Corporate Data>Multistore>Multistore Item
CORPORATE	SATELLITE	Satellite Data>Item
SATELLITE	CORPORATE	Satellite Data>Item
SATELLITE	SATELLITE	Satellite Data>Item
<i>Default setting marked in bold</i>		

Min and max edits in Data>Multistore>Multistore Item are accomplished by right-clicking the Min Qty or Max Qty column heading in the Sales Tab, and clicking Edit. If a subset of items is to be changed, or changes made for a particular store, it may be more efficient to set a filter prior to editing the price column. As each quantity change is made, the user may notice a brief message that the system is “Scheduling multistore edits...” Once edits are complete, edits must be disabled by right-clicking the column heading, and clicking Edit. Edits will be sent to the appropriate satellite stores upon the next Utilities>Multistore transfer.

Note: To ensure that store level CENTRALIZE transactions do not overwrite corporate edits to store level min/max, always run Utilities>Multistore in the corporate system just prior to editing min & max quantities in the Multistore Item table.