

S I S I * AMS2 USER MANUAL * INTERIM RELEASE 10.0

A8900 * RETURN AUTHORIZATION

For entering new R/A's, change existing, delete or inquiring on information related to R/A's and credits issued against them.

TABLE REQUIRED: OPTIONS:

01 - Ship Via (2 pos) EXECUTION 95 To print R/A forms
 MPC890 in the daily SKEL file
 1297 cr memo check R/A # (R/A number is your CR log #)
 1307 when all Returns are created via A8900
 1132 for cr memo history
 1593 if pay from is on credit hold or frozen, message will display
 1631 print logo from Table 59
 1663 print total qty and reason code where ship-to usually prints (cannot use Table 59 with
 this option)
 1801 will not validate style entered against style master

Damage Return Code Table: Run MPCM52.PUB.AMS2000

Example:	Table Key	Table Literal
	1C	Accomodation return
	2C	Voided invoices
	3C	Cancellation return
	4C	Damages/Seconds
	5D	Handling Charge

1st position of Table key = Reason code for R/A.

2nd position of Table key = 'C'- denotes Credit Memo reason code;'D'- a Debit memo reason code

Clients using the S I S I Accounts Receivable: the first position of the Table Key, i.e., 1, 2, 3, must match Table 04 in Accounts Receivable (Credit Reason Codes).

Salesperson Code - From A4150 (3 position)

Salesperson Commission rate from Table 17 - Comm code (1 position)

Terms Table #03 - Terms Code (1 position or by Option 902- 2 position)

FUNCTION: F4 - To change functions; F8 - To Stop entering or end program.

RUN INSTRUCTIONS: A A8900 or RUN A8900.PUB.AMS2000

Your selection will be: 1)**ADD** 2)CHANGE 3)VOID 4)INQUIRE

(1) **ADD**- Press 1 and hit RETURN key.

Enter the CUSTOMER NUMBER you wish to add and then press RETURN.

The screen will bring up the customer name, bill-to number, address, city, state and zip code. The user will be asked to enter new information or RETURN to keep old. The system will continue to ask 'Enter new or return to keep old' at each field that may require changing.

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Enter the following data:

-
6. Ship Via - from table #01
 7. Reason Code - Damage Reason table from FM52 file
 8. Dept # - Department for Store
 9. Special Instructions - As required
 10. Salesperson-1 (3 pos)
 11. Salesperson-2 (3 pos)
 12. Terms code - (1 or 2 position)
 13. Valid Date Until for R/A expiration (Return will add 30 days)

You will have the opportunity to make any last minute changes to the fields you just entered at this time or press RETURN

if all fields are OK.

You will then be asked to enter a style number. This style no must be in the stylemaster.

Next the user will enter the quantity of the style. If the style has not been entered on the R/A, the style and quantity will be displayed on the screen with an asterick indicating it will be on the R/A. If the style was previously entered this screen will be shown:

You will have (3) choices

- (1) add more units
- (2) subtract units
- (3) delete units from R/A

If choice (1) or (2) is chosen you must enter the number of units you want to add or subtract.

If choice (3) is chosen the (*) will become a "." indicating the removal of the style from the R/A. A running total of units from all styles is kept in the master area in the field called "Quantity Authorized".

The program will keep asking for styles until the user presses "F8" for no more styles.

Claim entry - the user will be prompted to enter any claim numbers for this R/A if known; although it is not mandatory to have any claims on the R/A. The screen will keep asking for claim numbers until the user presses "F8" for no more errors. The user will then be asked whether or not to print R/A that night. Unless the user answers "N" the answer will be assumed to be "Y".

The Rtn Authorization # will be automatically assigned and display on the screen.

END OF R/A ADD

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(2) change-routine

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The user will be asked to enter R/A #. The screen will display all of the information input against that R/A # the user then has (3) choices:

- (1) reprint only
- (2) close R/A
- (3) change R/A

If (1) is chosen the R/A will reprint that night as it is shown on the screen.

If (2) is chosen the R/A will go to a closed status. Once closed an R/A stays closed and cannot be reopened.

If (3) is chosen the user will have (3) more choices.

- (1) master
- (2) styles
- (3) claims

If (1) is chosen you can make changes to master information in field (2-13).

If (2) is chosen you can change or add styles: To change enter the item number, not the style number. Once the item # is entered the screen will show you how many units you have entered against that style. If to add, or subtract units or to delete the style.

If (3) is chosen follow the same procedure on claims as you did on styles.

END OF CHANGE ROUTINE

(3) void routine

The user will be asked to enter the R/A number. If the number is valid, the current information is displayed. Void and closed R/A's cannot be voided. The user is then asked to confirm the void by answering "Y". Unless a "Y" is entered the R/A will not be voided.

(4) inquire routine

The user has (5) ways to inquire:

- (1) return authorization number
- (2) customer number
- (3) bill-to number
- (4) claim number
- (5) credit memo number

If (1) is chosen enter the R/A number. If valid the user can then inquire on style, claims, or credit memo's.

If (2) is chosen user will be prompted to enter the customer number. The screen will display cust/name, address, city and state. Then user will be asked if you want to see closed and void R/A's. If user answers 'Y' you must enter low date to see and high date to see. Example: low date = 01-01-90 High date = 01-31-90 The screen will then display void & open R/A's for that cust/no enter the item number you want to inquire on. If valid the user can inquire on styles, claims or credits.

If user answers 'N' you will only see open R/A's for that customer number. Enter item number to show: user can now inquire on style, claims or credits.

If (3) is chosen follow same procedures as customer number.

If (4) is chosen user will be asked to enter bill-to number and claim number. User may now inquire on styles, claims or credits.

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If 5) is chosen user will be asked to enter bill-to number and credit memo number. User may now inquire on styles, claims or credits.

MULTI HOUSE (GROUPS) USERS CAN ACCESS OTHER GROUPS OR PRESS RETURN FOR LOGON HOUSE WITHIN ANY FUNCTION

REPORTS:

MPC891.PUB.AMS2000 may be run on-line to see RETURN AUTHORIZATIONS open, closed or both. The screen will show various ways to sort and break.

MPC890.PUB.AMS2000 runs in the daily, if you must run it during the day no one can be logged on, to print R/As (if required) from the R/A-Mast set of AMSAUX. It goes down the 'PT' print key to find unprinted authorizations, prints them and changes the print key to 'NP'.

