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ASSISTANCE TO THE ST.JOHN'S DEVELOPMENT CORP (ANTIGUA)

FINAL REPORT FOR
PROJECT NO: DP/ANT/87/002

UNIDO CONTRACT NO: 89/119MK

1991

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1.0 INTRODUCTION TO A.C.S. (ANTIGUA'S CUSTOMS SYSTEM)

1.1 BACKGROUND

This report is in satisfaction of the development objectives of UNIDO Project Number DP/ANT/87/002 for the design and implementation of a computerized control system for the tourist complex, duty free shopping center at Heritage Quay.

Data General Puerto Rico, Inc. and the Caribbean Institute of Applied Computer Technology (CARIACT), Montserrat, entered into a joint venture agreement to satisfy the requirements of the project. The Terms of Reference for the Project direct that the Data General/ CARIACT Team work with the management of the St. John's Development Corporation (SJDC) to design an appropriate computerized system which will enable SJDC and Customs Service, to track both, duty-free and duty-paid sales at the Heritage Quay Shopping Center.

However, it should be mentioned that due to administrative matters, CARIACT withdraw from the study team previous to the completion of the system design. Data General then proceeded to complete the design and develop the software application.

1.2 SCOPE OF THE PROYECT

The project was initiated late in 1989, and suffered an unavoidable delay caused by Hurricane Hugo. This, together with the upcomming 1989/1990 tourist season, pressured the completion of the project and influenced the decision to focus the study on the automation of the manual system currently being used by Customs. This was decided at a Project Briefing conducted on September 14, 1989, which participants were members of government organizations, the Merchants Organization and the Chamber of Commerce.

The study team has been aware of ASYCUDA (Automated System for Customs Data Acquisition), the system being introduced throughout the Caribbean by the United Nations and the Organization of Eastern Caribbean States. Once implemented, ASYCUDA will automate information concerning the passage of imported goods into Heritage Quay shops. Discussions with Customs officials revealed that it was possible that ASYCUDA would not be fully operational before this project was finished. Consequently, the impact of ASYCUDA on the overall system did not significantly influence the proposed design.

Nevertheless, ASYCUDA was fully operational before the implementation of the proposed design was finished. During the training sessions, some modifications were requested so that the A.C.S. (Antigua's Customs System) would be compatible with the ASYCUDA.

The project suffered a second delay to comply with the workplan caused by a change in the scope of the project. Implementation of the system design was required in addition to its development.

1.3   EXECUTIVE SUMMARY

The difficulties associated with Custom's existing manual system are well recognized by Government officials, both in the Customs Service and in other branches. The legislation encouraging the local purchase of goods which would not be exported, and for which duty must be paid, has complicated the information needs of the Customs Service. This complication has proven almost impossible to manage manually and forced the design of an automated system.

There is also the perception that duty which should be paid is not being paid due to the lack of positive control of the goods destined for the Heritage Quay Center. In addition, merchants comment that delays in processing data at Customs adversely affect their business operations.

Discussions with local Customs officials, as well as officials associated with the ASYCUDA program, help the development of the computer system: hardware and software. Many alternatives were considered. These range from systems which only permit receipt of the duty-free goods as the purchaser is leaving the country; to systems which place the entire burden of record keeping and tracking upon the merchant, with detailed audits being performed by Customs to assure compliance.

The study team recommended that an analysis of the overall economic impact of the Duty-Free Center and its automation be accomplished. It could treat such matters as the economic and political benefits to the nation resulting from the operation of the Center, relative to the costs associated with each of the suitable alternatives for Customs control. However, this analysis was not possible and the immediate development of the application was required.

A.C.S. (Antigua's Customs System), the developed application, automates the current system, chosen by the Customs Service to provide the necessary information to track the sale of duty-free goods and to collect duty on those goods which are subject to payment. It therefore allows an accurate control of the duty that most be paid by the merchants. The application is based on the SYSTEM DESIGN developed by the study team.

The installed hardware includes an IBM PS/2 with four terminals for operator input and data processing. It is located at the Heritage Quay offices of Customs Service, and is operated by Customs Service personnel.

2.0   SYSTEM DEFINITION

2.1   ACCOMPLISHED OBJECTIVE

Install hardware, develop and install software, and train users of a system that manages the consolidation of business transactions at Heritage Quay Complex.

2.2   ENVIRONMENT IN WHICH THE SYSTEM IS OPERATING

Owned by St. John's Development Corporation, Heritage Quay is a duty free shopping center and tourist complex that includes stores of various types.

These stores range from locally-owned first time entrepeneurs with small inventory levels, to internationally -recognized well established stores. Available merchandise includes items of all types and prices.

The computer system under discussion is located at Customs facility at the Heritage Quay Complex.

2.3   SCOPE OF THE SYSTEM

The system supports a total of 4 simultaneous users that monitor the daily flow of duty free and duty paid goods sold, as reported by each store.

The current estimated amount of this information comes to a yearly total of 273,000 transactions. Nevertheless, the increasing competitiveness of Antigua as a duty free port and the expansion of its tourism industry has led the study team to take into account a yearly increase of 10% in business transactions. Growing capacity has been estimated by Mr. Winston James, SJDC Executive Director, to double the amount of shops in two years.

It should also be noted that Customs need to keep record of the information corresponding to seven years. Nevertheless, only that corresponding to the current year need to be online. It has therefore been provided for an "yearly cleanup". That is, at the end of each year they produce a hard copy report on the stores and their transactions, they also produce a backup, and then cleanup the files to free space in the computer. In case any of that information is again necessary, it can be restored from the backup.

2.4   BASIC FUNCTIONAL DESCRIPTION

Merchandise arrives in the Country at an airport or seaport It is generally accompanied by a commercial invoice or a "Bill of Landing", describing the merchandise in detail.The importer, or his agent, upon notification of the arrival of merchandise at a port of entry, prepares the Form 20, "Customs Warrant".

Information for transcription to the Form 20 is in general taken from a commercial invoice. There is a possibility that this information exists in machine readable form and thus could be automatically transferred to the Form 20. However, this part of the procedure will be influenced by ASYCUDA.

The filled-in Form 20, with computation for the amount of duty due, is sent with the merchandise listed on the form, for presentation to the Customs Examiner.

The warehouse of the vendor receiving the merchandise is treated by Customs as a Private Bonded Warehouse.

Each item in the shipment is inventoried by Customs officials, where the items are checked against reference numbers to determine legality for duty free sale.

For each item that appears on the Form 20 a page must be prepared in a Customs Bond Book. A Bond Book is prepared for each vendor authorized to sell duty-free merchandise at the complex. Within each Book, a page is set up for each item for which reference numbers have been defined.

Entries on the pages of the Bond Book are structured to provide a running inventory of items that have been sold; i.e., removed from bond. Each entry is identified as duty free or duty-paid transaction and the amount of that item remaining in bond is adjusted to reflect the withdrawal.

Information contained in a "Summary of Goods Sold for Profit" form, which is prepared each day by each vendor, is used to keep the Bond Books current. Each line in the summary represents a sale and must be supported by the attachment of "DutyFree Sales Invoice". Duty paid sales must also be accompanied by an invoice.

Every month each vendor is required to review his Form 20 to determine the amount of duty that should be paid. He submits completed Forms 20, which are checked against his Bond Book at the Customs Office. If the information in the vendor's Forms 20 agrees with that in the Bond Book, the duty as computed is accepted from the vendor.

2.5   OPERATING SYSTEM

A multiuser system developed includes an operating system with support for data-base management software and application development languages. Considering future expansion, it also provides support for office automation software, communications, and networking.

The DOS operating system is an industry standard, single-user, single-task disk operating system. DOS manages all system resources including display, keyboard, printer, disks, and communications. A simple command language provides the user interface to the system.

Some of its basic features include support for: large fixed disks and multiple DOS partitions on fixed disks, a virtual disk utility for creation of RAM disks for fast data access, a "searchlist" file access utility, a wide range of international keyboards, and networking support. A wide range of utilities enable file and disk management and program development. Third party utilities provide performance improvement, support for third party peripherals, and for the development of multiuser-multitasking application environments.

2.6   APPLICATION DEVELOPMENT TOOL

ICX, Data General's Interactive COBOL (ICOBOL) under DOS, has been used as the application development tool for A.C.S. (Antigua's Customs System), and utility to create a multiuser-multitasking environment of a microcomputer. With the appropriate hardware configuration, as many as eleven users may run ICOBOL programs concurrently.

This tool was selected and used since many ICOBOL applications have been designed specifically to meet the computing needs of businesses, large and small. Besides, it protects the customer's investment in application software by executing identical object code on diverse computer architectures. Application programs and associated data files may be moved among machines without recompilation or conversion. This level of compatibility offers an extremely attractive growth path at no cost in programming time.

It should not be forgotten that under DOS operating system, Data General supports ICOBOL on a runtime only basis. That is, it provides an execution environment and data file maintenance utility for PCs running the industry-standard MS-DOS operating system. It is compatible with full development ICOBOL on Data General's proprietary and open systems products, but does not include a compiler. In order to be executed, application object and data files must be developed on DG's AViiON, 386/ix, Eclipse, MV, or Desktop families and copied to the DOS systems.

2.7   SUPPORT SOFTWARE

"Carbon Copy" has been acquired from Computer World to provide remote technical support. This is a software package that enables a microcomputer (PC) to connect via modem to a remote microcomputer (PC) running under the DOS operating system, and control the remote computer's monitor and keyboard. It also allows for file transfer between computers. The idea is for Data General Puerto Rico to be able to connect to the Customs PC and provide immediate technical support without having to travel to Antigua.

2.8   HUMAN RESOURCES

Two System Administrators has been selected to perform system operation functions such as password structuring, system backups, report generation and overall system management.

Another individual with sufficient programming experience would be required to perform some specialized tasks that will be necessary on a part-time basis.

Four to five full-time operators have been designated to do the ongoing data entry of transactions from the summary forms.

2.9   TRAINING OF PERSONNEL

2.9.1   APPLICATION SOFTWARE

During her visit to Antigua on March 11 - March 18, Mrs.Lydia Cuevas, one of Data General's software specialist, performed the corresponding application training.

Mr.Erling Rask, UNIDO representative, participated on Lydia's training. He then, with Lydia's assistance, performed a second training session for Custom's employees who could not assist to the previous one.

System Administrators were given most emphasis, since they will now be responsible for additional training required by the operators.

2.9.2   OPERATING SYSTEM

System Administrators and operators were trained on DOS operating system general concepts. System Administrators were given most emphasis, since they will now be responsible for additional training required by the operators.

DOS is an unsophisticated operating system, which do not have "user-friendly" utilities to help the user "manage" the system. For this reason the study team considers that a complete course on the DOS operating system is essential for the Administrators. This type of course is provided by either the hardware supplier or any educational institution.

2.9.3 ICX (INTERACTIVE COBOL)

System Administrators and operators were given a general overview on Interactive COBOL as the developing tool and environment manager.

An Antigua's government technical official was given a more technical overview of the ICX. An instruction manual and technical notes were given to him for consulting purposes. He and Mr.Erling Rask (UNIDO representative) were present when Mrs.Lydia Cuevas gave Mr.Raphael Benjamin (Customs Deputy Comptroller) the diskettes containing the Customs Application, and the Interactive COBOL. Instructions on how to install both were included with the diskettes.

2.9.4 BACKUP UTILITY

Custom's system has two medias available for backup: diskette drive and tape drive. The diskette drive is managed through DOS commands. However, the tape drive is managed through a software program.

On March 18, 1991, the System Administrators had not yet been trained on the use of this control program. This is the supplier's responsibility. Dr.Perry (Computer World's representative) has compromised himself to prepare a menu for the tape backup procedure, so to make it more "user friendly" and perform the corresponding training.

2.9.5 SUPPORT SOFTWARE

On March 18, 1991 the System Administrators had not yet been trained on the use of the "Carbon Copy" either. Once again, this is the suppliers responsibility. Dr.Perry (Computer World) has compromised to offer the corresponding training.

3.0   HARDWARE DEFINITION

3.1   BASIC FEATURES

The nature of the procedures being automated required the development of a multiuser system with a reliable, cost- effective processor with enough capacity to maintain a small business environment. The basic system supports 4 standard "dumb" terminals and a printer.

If necessary, it provides to be available 24 hours a day, 7 days a week. It also provides a mechanism for periodic backups of the data, so allowing for reconstruction in case of disaster. Likewise, U.P.S. power requirements should be set out in detail for disaster prevention.

Based on these characteristics, the following hardware configuration was acquired from Computer World, Antigua:

1   IBM PS/2 Model 80
          25 MHZ
          1 MB RAM
          320 MB Hard Disk
          1.44 MB 3.5" Diskette Drive
          80 MB Tape Backup System
             with Software
          Enhanced Keyboard
          Asynch 8 Ports Comm. Board
          Dos 3.3
          Carbon Copy Software

3   IBM 6345 ASCII Terminals
          Data General D200 Series Emulation

1   IBM QuickWriter Printer

1   1 KV UPS

1   1200 BPS Modem

       Hayes Compatible

3.2 CONSTRAINTS

3.2.1 SITE CONSIDERATIONS

Proper site selection, preparation and maintenance can contribute to the successful operation of the computer system and to the efficiency and well-being of the people who work at the site. Certain aspects must be observed.

Avoid a corrosive or dusty environment. Keep in mind that the floor covering, and the computer hardware should be cleaned frequently.

Include space for the actual system, and for storage areas, worktables, desks, and traffic areas. Backup tapes should be stored in a well-protected, fire-proof vault or container. There should be enough space to expand your site as more equipment and personnel are added.

3.2.2 ENVIRONMENTAL CONDITIONS

Clean air is essential for the operation of a computer system. Airborne contamination can corrode copper and other metals and eventually can cause short circuits or other problems in computers.

Contamination may come into the computer room on people's clothes, in the air supply, or generated as paper dust, etc. Therefore, the air filtration system must be permanent and in proper working order. The best way to keep the air clean is with the site's air conditioner filters.

Computer equipment is not designed to operate outside of specified temperature and humidity ranges. Avoid abrupt changes in either, they could damage the equipment.

3.2.3 SAFETY AND SECURITY REQUIREMENTS

Always consider the safety of personnel, as well as system security. Check the local building safety codes, fire prevention and control codes, lighting protection, and emergency lighting codes to be sure that your site is in compliance.

3.2.4 ELECTRICAL REQUIREMENTS

A proper electrical system is essential to a site's safe and successful operation. Electrical problems can cause system downtime, lost data, and wasted manpower. Poor quality electrical power can even damage some equipment. Your main concern will be supplying the proper voltage and current. Power fluctuations in the external power system are quite common. Based on the Customs application and the environment in which it will operate, this study team recommended an Uninterrupted Power Supply (UPS) system, which has been included as part of the hardware configuration. To keep this UPS in optimal operating conditions is essential.

3.2.5 DELIVERY AND INSTALLATION

Computer World's hardware specialists were in charge of the equipment's installation. They prepared the system, connected the cables to the peripheral devices, and performed system diagnostics.

Data General's software specialist, Mrs.Lydia Cuevas, performed the application installation during her visit to Antigua, March 11-March 19. She gave Mr.Raphael Benjamin the diskettes with the application software and the ICX files, together with detailed written instructions on how to install both in case of disaster.

4.0   REQUESTED MODIFICATIONS

The training sessions were also used as a "debugging sessions" where the users were able to test all the A.C.S. (Antigua's Customs System) components. Several modifications were requested, some of them related to the ASYCUDA project, trying to make both systems compatibles.

Data General's programmer, Mr.Jorge Rodriguez, made the requested modificatios. Most of them were ready on time for Mrs.Lydia Cuevas to install them during her visit to Antigua (March 11 - March 18). The rest is been sent to Customs official Mr.Raphael Benjamin as A.C.S. Software Revision 1.1.

However, one of the requested modifications is beyond the scope of this project. It involves changes that do not comply with the system design developed according to the basic functional descriptions discussed by Customs officials, and approved by Customs and Government officials. It involves the development of an "Accounts Receivable Like" Module to inform the vendors about their duty liabilities and keep track of the payments.

It is this study team's recommendation that UNIDC evaluate the need for the development of such additional software module.

ANTIGUA CUSTOMS AT HERITAGE QUAY APPLICATION

CHAPTER I. WELCOME TO THE ANTIGUA CUSTOMS AT HERITAGE QUAY APPLICATION

This book introduces you to the Antigua Customs at Heritage Quay Application. You may use this book as a guide to learning about the system, and how it may help you in your office work. You do not need to have any experience with computers to use this book.

CHAPTER II. WORKING WITH THE TERMINAL AND COMPUTER

KEYBOARD INFORMATION

Your keyboard contains Function Keys and alphanumeric character keys. The Customs System uses both groups of keys. The keyboard layout varies depending on the personal computer and terminal you use. However, the key definition will be the same.

Function Keys appear at the top of the keyboard or to the left of the keyboard. The Function Keys are numbered **F1 through F10** (F for Function key, and a number for the corresponding position). The "Advice/Help Line" (see next Chapter, Session "Using the Customs System Menus") labels the Function Keys used in the Customs System according to the tasks assigned to them.

You use the Function Keys alone or in combination with the Shift (   ) key. An example of a Function Key used with the Shift Key is the **Index Key (Shift F2)**. The **Index Key** displays a "window" (small screen) with available options on prompts asking for: STORE NUMBER, REFERENCE NUMBER, CATEGORY OF GOOD, CARRIER, OR COUNTRY OF ORIGIN. This is true for all the Modules on the Customs System.

Use the **ESC key** (in the upper-left corner of your keyboard) to cancel an activity or exit a MENU.

The **Alphanumeric Character keys** are those keys you press to type some information. In addition, you may use some of these keys to perform a task when they identify a MENU option.

Key Name Symbols identify some keys on your keyboard that have printed names or abbreviations. Other keys have symbols instead of names.

For example: | <- | Backspace - to position the cursor one space
                           to the left of its current
                           position.

             | _||_ | Shift - to type a capital letter, or in
                           combination with a Function Key to
                           perform an assigned task.

             | NEW | New Line - <NL> - to accept a MENU option or
             | LINE | prompt information.

             | CR | Carriage
                        Return   - <CR> - similar to a New Line, but
                           ignoring information   the right
                           of the cursor.

             | ESC | ESC - to cancel an activity or   MENU.

GETTING YOUR USERNAME AND PASSWORD

To begin using the system, you need to know your username and password.
These are two code words that allow you to start communicating with the
computer and the Customs Application. Your username and password are
unique; they protect the privacy of each user.

If you haven't already done so, ask your office or system manager for
your username and password. Make a note of them and keep it in a safe
place. Your password is your personal key to the computer.

COMMUNICATING WITH THE COMPUTER

You are ready to open communications with the computer once your screen
looks like this:

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
                  *****  SECURITY LOGON SCREEN  *****           SYS000

 ===============================================================================
 ===============================================================================



         Username:

         Password: **************



 ===============================================================================
 ===============================================================================
```

On your screen, you see a little underlined space ("__") beside the
word, USERNAME. That underlined space is called the cursor. It shows
where the next character you type will appear on the screen.

The computer is waiting for you to type your username, so type it and
press the NEW LINE key once.

Now the cursor rests beside the word PASSWORD:. Type your password and
press NEW LINE once more. Your password will not show on the screen as
you type it.

The computer checks your username and password. If it recognizes them, it will begin communicating with you. If it doesn't recognize your username and password, chances are you made a typing mistake. The system then displays an error message (see below) and allows you to re-enter the information. You are given three chances to enter a correct USERNAME/PASSWORD pair, or you will be automatically loged-off.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                  *****   SECURITY LOGON SCREEN   *****              SYS000

================================================================================
================================================================================


       Username:

       Password: ***************


================================================================================
                  *** Invalid USERNAME-PASSWORD pair ***
================================================================================
```

After the computer recognizes your username and password, your screen will display the MASTER MENU.

Below is the MASTER MENU for the regular user. Users with System Administrator's privilege will use a different MASTER MENU.

```
                         ANTIGUA CUSTOMS HERITAGE-QUAY
                         *** USER MASTER MENU ***




             01. Bond Menu

             02. Sales Menu

             03. Inventory Menu



F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                  Enter option desired: 01
```

Below is the MASTER MENU for the System Administrator.   Regular users
will see the Menu described on the previous page.

```
+----------------------------------------------------------------+
|                   ANTIGUA CUSTOMS-HERITAGE QUAY                 |
|                 *** ADMINISTRATOR MASTER MENU ***              |
|                                                                |
|                                                                |
|              01.  Security Menu                                |
|                                                                |
|              02.  Master Files Menu                            |
|                                                                |
|              03.  Bond Transaction Menu                        |
|                                                                |
|              04.  Inventory Menu                               |
|                                                                |
|                                                                |
|                                                                |
|                                                                |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit      |
|                   Enter option desired: 01                     |
|                                                                |
+----------------------------------------------------------------+
```

CHAPTER III. TOURING THROUGH THE CUSTOMS SYSTEM

As shown in the previous Chapter, the first screen you see when you are in the Customs System is the MASTER MENU. This is similar to a MENU in a restaurant, except that you may "order" only one choice at a time. After you decide on a choice, you tell the system what it is. The system may then "deliver" your choice, or ask you more details - often by displaying another MENU.

THE MENU SYSTEM

The Custom's Master Menu is your starting point. You may move to other MENUs by selecting choices from the MASTER MENU, and you may return to the MASTER MENU by pressing the ESC key. ESC will bring you one step ("MENU") back each time you press it.

The Custom's **MENU SYSTEM** is like a roadway with many intersections (see illustration below). Starting from the MASTER MENU, you may move to any of several destinations and back "home" again. When you are at one destination and want to move to another, you go home first, and then off to another destination.

Following is a diagram for the SYSTEM ADMINISTRATOR'S MENU SYSTEM:

```
                    ┌──────────┐      ┌──────────┐
                    │ Security │──────│ Security │
                    │   Menu   │      │  Master  │
                    │          │      │   Menu   │
                    └──────────┘      └──────────┘

                    ┌──────────┐      ┌──────────┐      ┌───────────────┐
                    │ Masters  │      │ Masters  │      │  option 08.   │
                    │  Files   │──────│  Master  │──────│ Master Files  │
                    │   Menu   │      │   Menu   │      │ Reports Menu  │
┌────────┐          └──────────┘      └──────────┘      └───────────────┘
│ ADMIN. │
│ MASTER │          ┌──────────┐      ┌──────────┐      ┌───────────────┐
│  MENU  │          │   Bond   │      │ Customs  │      │  option 06.   │
└────────┘          │Transaction│─────│   Bond   │──────│    Bonds      │
                    │   Menu   │      │   Menu   │      │ Reports Menu  │
                    └──────────┘      └──────────┘      └───────────────┘

                    ┌──────────┐      ┌──────────┐      ┌───────────────┐
                    │Inventory │      │Inventory │      │  option 04.   │
                    │   Menu   │──────│  Master  │──────│  Inventory    │
                    │          │      │   Menu   │      │ Reports Menu  │
                    └──────────┘      └──────────┘      └───────────────┘
```

Following is a diagram for the REGULAR USER'S MENU SYSTEM:
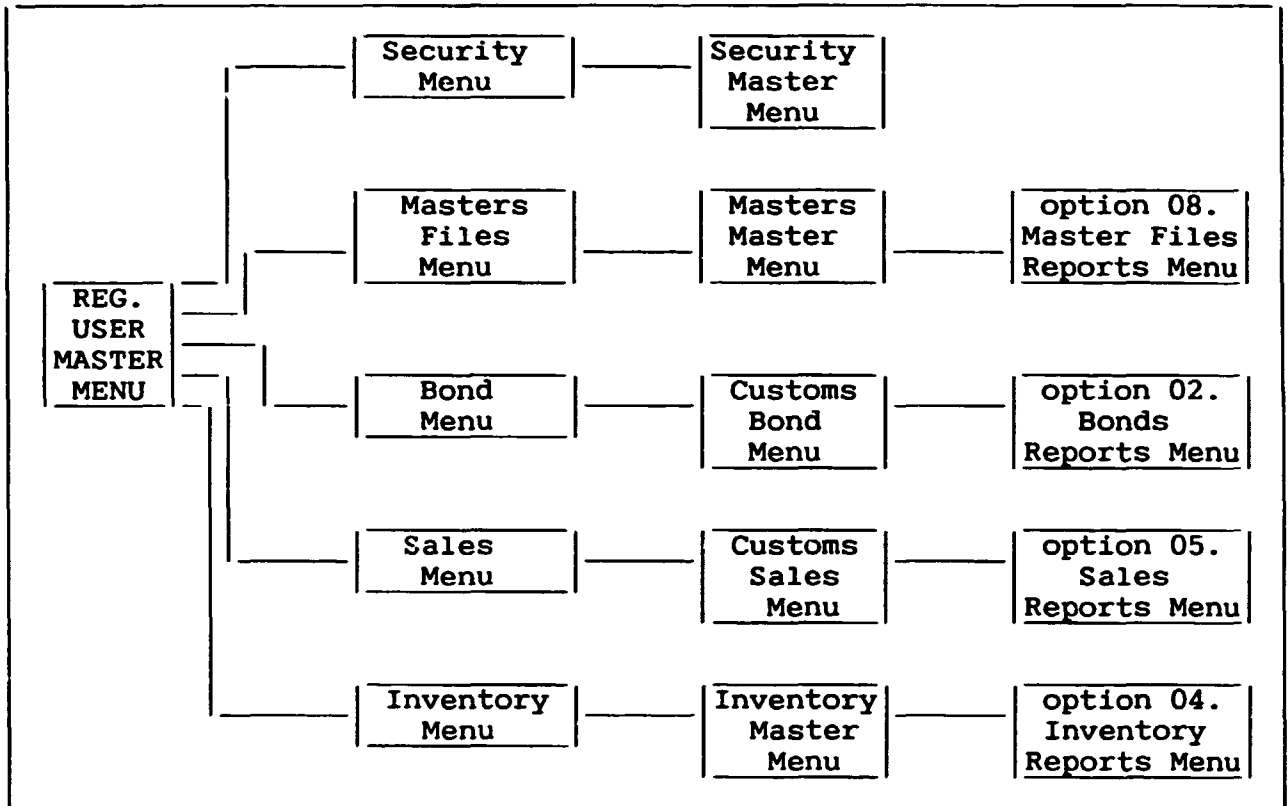
```
                    ┌──────────┐      ┌──────────┐
                    │ Security │──────│ Security │
                    │   Menu   │      │  Master  │
                    └──────────┘      │   Menu   │
                                      └──────────┘

                    ┌──────────┐      ┌──────────┐      ┌──────────────┐
                    │ Masters  │      │ Masters  │      │  option 08.  │
                    │  Files   │──────│  Master  │──────│ Master Files │
                    │   Menu   │      │   Menu   │      │ Reports Menu │
       ┌────────┐   └──────────┘      └──────────┘      └──────────────┘
       │  REG.  │
       │  USER  │   ┌──────────┐      ┌──────────┐      ┌──────────────┐
       │ MASTER │   │   Bond   │      │ Customs  │      │  option 02.  │
       │  MENU  │───│   Menu   │──────│   Bond   │──────│    Bonds     │
       └────────┘   └──────────┘      │   Menu   │      │ Reports Menu │
                                      └──────────┘      └──────────────┘

                    ┌──────────┐      ┌──────────┐      ┌──────────────┐
                    │  Sales   │      │ Customs  │      │  option 05.  │
                    │   Menu   │──────│  Sales   │──────│    Sales     │
                    └──────────┘      │   Menu   │      │ Reports Menu │
                                      └──────────┘      └──────────────┘

                    ┌──────────┐      ┌──────────┐      ┌──────────────┐
                    │Inventory │      │Inventory │      │  option 04.  │
                    │   Menu   │──────│  Master  │──────│  Inventory   │
                    └──────────┘      │   Menu   │      │ Reports Menu │
                                      └──────────┘      └──────────────┘
```

**ALWAYS REMEMBER THAT THE ESC KEY BRINGS YOU ONE STEP BACK FROM WHERE
YOU ARE; I.E., ONE MENU SCREEN OR ONE COMMAND SCREEN BACK.** If you are
at any particular screen on the system and you want to return to a
previous Menu or to the "Master Menu", PRESS ESC the necessary amount
of times until you get the desired Menu.

USING THE CUSTOMS SYSTEM MENUS

Let's look at a sample MENU SCREEN, the system's MASTER MENU:

```
                    ANTIGUA Customs (Heritage Quay)
                    *** ADMINISTRATOR MASTER MENU ***


                    01. Security Menu

                    02. Master Files Menu

                    03. Bond Transaction Menu

                    04. Inventory Menu


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                    Enter option desired: 01
```

Menu name   Shows the name of the current MENU, so you know
               where you are in the Customs system.

Choices   Lists the choices you may make from this MENU.

Advice/
Help line   Give you advice about what to do next, and about
               the tasks assigned to different keys.

Choice
Selection   Shows which choice the user have selected.
               Whenever the system displays a MENU, it suggests
               a choice; you may either accept the system's
               suggestion, or type another number instead.

SELECTING A MENU CHOICE

You tell the Customs System what you want to do by selecting a choice
from the MENU. The system responds to your choice only after you press
the NEW LINE key (<NL>). That means you may change your mind any
number of times before pressing this key. If you type a number that is
not on the MENU, the system sends you an error message.

There are three ways to tell the system which MENU choice you want:

1.   If you want the MENU choice number that the system give you
      automatically (the "default"), you do not have to typ   number at
      all. Just press NEW LINE (<NL>) and the system will   you the
      MENU choice it has suggested.

2.   If you want a MENU choice that is different than the one the
     system suggested, simply type the number that corresponds to your
     choice; for example, type **02** and press NEW LINE (<NL>). You
     could also type **2** and press CARRIAGE RETURN (<CR>).

3.   Follow the description on the "Advice/Help Line" (see previous
     page) to identify the uparrow (F1) and downarrow (F2). On your
     keyboard, find those keys and press them. Watch the choice number
     change again; but nothing else happens because you have not
     preseed NEW LINE yet. Position the cursor where desired and press
     NEW LINE (<NL>).

GETTING HELP FROM A MENU

As shown in the MASTER MENU on a previous Session on this Chapter,
Shift F1 is the key combination necessary for a regular user to display
the MENU PROCESSOR screen; i.e., the help screen shown below.

```
[MENU PROCESSOR,rev 1.0,Copyright (c) 1990,Data General P.Rico,Inc.]

Function       Description
   F1          Previous option
   F2          Next option
   F5          Execute option
   F7          Return to Main Menu
   F8          Exit Menu Processor
   F15         Execute program or call CLI
 s-F1          Display this list

  {NL}         Execute option
  {ESC}        Exit menu

Press NEW-LINE to continue: __
```

A user with System Administrator's privilege will see the following
MENU PROCESSOR screen; i.e., help screen.

```
[MENU PROCESSOR,rev 1.0,Copyright (c) 1990,Data General P.Rico,Inc.]

Function        Description
   F1           Previous option
   F2           Next option
   F3           Debug current menu file
   F5           Execute option
   F6           Show program to chain
   F7           Return to Main Menu
   F8           Exit Menu Processor
   F15          Execute program or call CLI
  s-F1          Display this list

  {NL}          Execute option
  {ESC}         Exit menu

Press NEW-LINE to continue: __
```

COMMAND SCREENS

Most MENU options will bring you to a COMMAND SCREEN. A COMMAND SCREEN
is a screen that contains one or more prompts, at which you are
expected to enter information.

Just as discussed for MENU SCREENS, COMMAND SCREENs may also present
"default answers" (system's guess) for some of its prompts. To accept
any default response just press NEW LINE while the cursor is at the
related prompt. To enter a different response, type over the default
response, and erase any extra characters by pressing the CARRIAGE
RETURN (CR) key, or pressing space bar the necessary number of times.

Some COMMAND SCREENs may lead you to another COMMAND SCREEN once the
information on all the prompts is completed or once you type a Function
Key. Always look at the information on the "Advise/Help Line" for
instructions. Go to the next Chapter, "Putting the Customs System to
Work", for a general explanation on available tasks.

You may return to the previous COMMAND SCREEN and/or MENU by pressing
the ESC key each time.

Let's look at a sample COMMAND SCREEN. This screen is the one used by
the Customs System to enter the information on GOODS SOLD FOR EXPORT:

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
                     GOODS SOLD FOR EXPORT                  SOL001

=================================================================
Store Number:  000
Reference No:
Transaction date: 00/00/00
Invoice No......:
=================================================================
              Quantity......:          0.00
              Diplomat......:
              Purchaser.....:
              Address.......:

              Carrier.......:          Type:       Stay Over:
              Departure date: 00/00/00
              Remarks.......:
=================================================================
F1-Create/F2-Search/F3-Delete/ESC-Exit: __
=================================================================
```

System
Information   Shows the current date, followed by the system
               name and the current time.

Menu name   Shows the name of the current COMMAND SCREEN, so
               you know where you are in the Customs System.
               It is followed by the program name associated
               with it (for programmers use).

Prompts   Fields of information on the screen.

Advice/
Help Line   Give you advice about what to do next, and about
               the tasks assigned to different Funciton Keys.
               This same line asks for the Choice Selection.

**ALWAYS REMEMBER THAT THE ESC KEY BRINGS YOU ONE STEP BACK FROM WHERE
YOU ARE; I.E., ONE MENU SCREEN OR ONE COMMAND SCREEN BACK.** If you are
at any particular screen on the system and you want to return to a
previous Menu or to the "Master Menu", PRESS ESC the necessary amount
of times until you get the desired Menu.

CHAPTER IV. PUTTING THE CUSTOMS SYSTEM TO WORK

Let's take a minute to talk about the "Advice/Help Lines".

MENU SCREENS

On MENU SCREENS, the "Advice/Help Line" is always the same:

F1-Up/F2-Down/F5-Execute/shF1-Help, <NL>-Select/{ESC}-Exit

F1-Up: in all MENUS, Function Key 1 (F1) has been assigned
                     the task of moving the cursor one line up throughout
                     the MENU options. Remember that the system responds
                     to your choice only after you press NEW LINE (<NL>).

F2-Down: in all MENUS, Function Key 2 (F2) has been assigned
                     the task of moving the cursor one line down throughout
                     the menu options. Remember that the system responds
                     to your choice only after you press NEW LINE (<NL>).

F5-Execute   Function Key 5 (F5) has been assigned a taks of an
                     equivalent to NEW LINE (<NL>). Once you identify the
                     desired MENU option, you press F5 and the system
                     responds to your choice.

ShF1-Help   Function Key 1 (F1) pressed together with the Shift
                     Key has been assigned the task of displaying a Help
                     Screen (see Chapter III., Session "Getting Help from a
                     Menu").

<NL>-Select   The NEW LINE Key has been assigned a task of an
                     equivalent to F5 (Execute). Once you identify the
                     desired MENU option, you press NEW LINE and the system
                     responds to your choice.

{ESC}-Exit   The ESC Key is used to exit a MENU; i.e., move you
                     back to the previous MENU.

COMMAND SCREENS

The first COMMAND SCREEN on most of the Modules (Security, Master Files, Bond, and Inventory), displays the following "Advice/Help Line":

F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __

COMMAND SCREENS with a different "Advice/Help Line" refer to situations where not all tasks are possible. For example, the COMMAND SCREEN used to enter information on GOODS SOLD FOR EXPORT (discussed in the previous Chapter) do not display the MODIFY (F2) option. The purpose of this Session is to present a general explanation on the available tasks, so that you may work with the system even if the "Advice/Help Line" you get on a specific screen is different from the one discussed. On the next Chapter we will discuss all the MENU OPTIONS on the system and most of the operations associated with them.

F1-Create: in the "Advice/Help Line" displayed above, Function Key 1 has been assigned the task CREATE a record.

When this Function Key is pressed, the cursor is positioned on the first prompt on the SCREEN, allowing you to enter information. NOTICE THAT THE "ADVICE/ HELP LINE" GIVES GENERAL INSTRUCTIONS ON WHAT EACH PROMPT IS ASKING FOR. Enter the information and press NEW LINE or CARRIAGE RETURN. The cursor advances to the next prompt, and the "Advice/Help" displays corresponding instructions. Once you press NEW LINE or CARRIAGE RETURN on the last prompt, the system asks you if it is OK to CREATE the record.

You may cancel the CREATE operation at any point by pressing the ESC key. You may also press ESC after the CREATE operation is completed to go back one "step": each time you press ESC, the system will bring you back one COMMAND SCREEN or one MENU.

F2-Modify: Function Key 2 (F2) has been assigned the task MODIFY information on a CREATED record.

When this Function Key is pressed, the cursor is positioned on a prompt on the SCREEN where you may enter some information that identifies the record you want to MODIFY. When the record is identified and its information displayed, the cursor is positioned on the first prompt, allowing you to make changes.

THE "ADVICE/ HELP LINE" GIVES GENERAL INSTRUCTION ON WHAT TO DO AT EACH PROMPT. Once you press NEW LINE or CARRIAGE RETURN on the last prompt, the system asks if it is OK to update the record.

You may cancel the SEARCH operation at any point by pressing the ESC key. You may also press ESC after the SEARCH operation is completed to go back one "step": each time you press ESC, the system will bring you back one COMMAND SCREEN or one MENU.

F3-Delete: in the "Advice/Help Line" displayed above, Function
Key 3 (F3) has been assigned the task DELETE;   i.e.,
delete the information on a record that has been
CREATED already.

When this Function Key is pressed, the cursor is
positioned on a prompt on the SCREEN where you may
enter some information that identifies the record you
want to DELETE. Once the record is identified and its
information is displayed, the system confirms if you
really want to DELETE it.

You may cancel the DELETE operation at any point by
pressing the ESC key. You may also press ESC after
the DELETE operation is completed to go back one
"step": each time you press ESC, the system will
bring you back one COMMAND SCREEN or one MENU.

F4-Search: in the "Advice/Help Line" displayed above, Function
Key 4 (F4) has been assigned the task SEARCH;   i.e.,
SEARCH for a record and display it's information.

When this Function Key is pressed, the cursor is
positioned on a prompt on the SCREEN where you may
enter some information that identifies the record you
want to SEARCH for. Once the record is identified and
its information is displayed, you are presented with
another "Advice/Help Line" giving you the available
tasks you may perform with that information.

Note that in a SEARCH operation the system does not
verify the validity of the information you enter to
identify the record it is going to SEARCH for. The
reason for this is that if the system is unable to
find a record with the exact same information as you
specified, it will bring the available record with
information closest to the one specified.

Note also that the SEARCH may be used as an indirect
way to MODIFY a record. If you are not absolutely
sure of which record you want to MODIFY, you may use
the SEARCH operation to display the information for
various records with a particular information. Once
you find the specific record you are looking for, you
may then choose to MODIFY it.

You may cancel the SEARCH operation at any point by
pressing the ESC key. You may also press ESC after
the SEARCH operation is completed to go back one
"step": each time you press ESC, the system will
bring you back one COMMAND SCREEN or one MENU.

ESC-Exit: The ESC Key is used to cancel the current activity and
go back one step; i.e., go back one task, or one
MENU, or one COMMAND SCREEN.

CHAPTER V. THE SECURITY MODULE

```
+------------------------------------------------------------------+
|                                                                  |
|                 ANTIGUA CUSTOMS-HERITAGE QUAY                     |
|               *** ADMINISTRATOR MASTER MENU ***                  |
|                                                                  |
|                                                                  |
|          01. Security Menu                                       |
|                                                                  |
|          02. Master Files Menu                                   |
|                                                                  |
|          03. Bond Transaction Menu                               |
|                                                                  |
|          04. Inventory Menu                                      |
|                                                                  |
|                                                                  |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit        |
|                 Enter option desired: 01                         |
|                                                                  |
+------------------------------------------------------------------+
```

Selecting the "Security Menu" option on the Master Menu brings us to
the available alternatives on the Security Module. Only the System
Administrator has access to this Module.

```
+------------------------------------------------------------------+
|                                                                  |
|                 ANTIGUA CUSTOMS-HERITAGE QUAY                     |
|                *** SECURITY MASTER MENU ***                      |
|                                                                  |
|                                                                  |
|          01. Company File Maintenance                            |
|                                                                  |
|          02. Security Master File Maintenance                    |
|                                                                  |
|                                                                  |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit        |
|                 Enter option desired: 01                         |
|                                                                  |
+------------------------------------------------------------------+
```
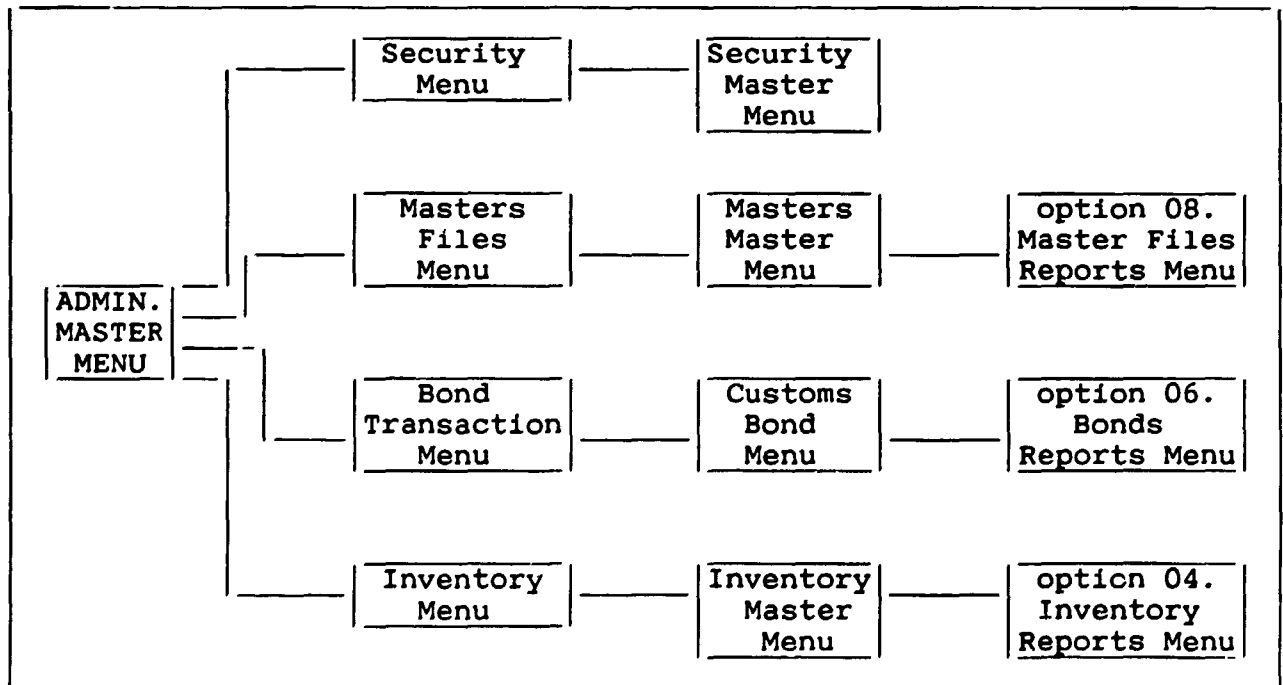
```
ANTIGUA CUSTOMS-HERITAGE QUAY
*** SECURITY MASTER MENU ***



01. Company File Maintenance

02. Security Master File Maintenance



F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                 Enter option desired: 01
```

The "Company File Maintenance" option manages the general information about the company that is using the system; i.e., Heritage Quay Customs Office.

The "Advice/Help Line" lists the available operations. We will only discuss the MODIFY and/or SEARCH options, since the other operations are very straight forward. For a general explanation on all the options, go to the "Command Screen" Session on the previous Chapter, "Putting the Customs System to Work".

```
__/__/__                                                  __:__:__
                CONTROL MASTER FILE MAINTENANCE              CON001

======================================================================
======================================================================
                     Company Name:
                        Address:


                      Telephone:

                  Access System:
             Failed Logon Message:
         System's Administrator:
             Printer Queue Name:

          Customs Service Rate: 00
======================================================================
F1-Create/F2-Modify/F3-Delete/ESC-Exit: __
======================================================================
```

Press F2 to select the MODIFY option, and the information corresponding
to the specified company will be displayed. The cursor will be
positioned on the first prompt, allowing you to make changes as
necessary. Remember to press NEW LINE or CARRIAGE RETURN at each
prompt after making the changes. Following is an example.

```
__/__/__                                                        __:__:__
MODIFY                 CONTROL MASTER FILE MAINTENANCE           CON001

========================================================================
========================================================================
                       Company Name: ANTIGUA CUSTOMS-HERITAGE QUAY
                            Address: ADDRESS 1
                                     ADDRESS 2
                                     ADDRESS 3
                          Telephone: (123) 123-1234

                      Access System: Y
                Failed Logon Message: N
             System's Administrator: JARS
                Printer Queue Name: @LPT

                Customs Service Rate: 10
========================================================================
F1-Create/F2-Modify/F3-Delete/ESC-Exit: __
========================================================================
```

Once the changes are made and you press NEW LINE (<NL>) or CARRIAGE
RETURN (<CR>) on the "Customs Service Rate" prompt, the system confirms
if it is OK to update.

```
__/__/__                                                        __:__:__
MODIFY                 CONTROL MASTER FILE MAINTENANCE           CON001

========================================================================
========================================================================
                       Company Name: ANTIGUA CUSTOMS-HERITAGE QUAY
                            Address: HERITAGE QUAY SHOPPING CENTER
                                     ANTIGUA

                          Telephone: (123) 250-1230

                      Access System: Y
                Failed Logon Message: N
             System's Administrator: JARS
                Printer Queue Name: @LPT

                Customs Service Rate: 10
========================================================================
Ok to update? __
========================================================================
```

```
┌──────────────────────────────────────────────────────────────────┐
│                    ANTIGUA CUSTOMS-HERITAGE QUAY                   │
│                    *** SECURITY MASTER MENU ***                    │
│                                                                    │
│                                                                    │
│              01. Company File Maintenance                          │
│                                                                    │
│              02. Security Master File Maintenance                  │
│                                                                    │
│                                                                    │
│                                                                    │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit         │
│                     Enter option desired: 02                       │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

The "Security Master File Maintenance" option manages the information
related to each system user within the specified company ("Company File
Maintenance" option).

The "Advice/Help Line" lists the available operations. We will only
discuss the MODIFY and/or SEARCH options, since the other operations
are very straight forward. For a general explanation on all the
options, go to the "Command Screen" Session on the previous Chapter,
"Putting the Customs System to Work".

```
┌──────────────────────────────────────────────────────────────────┐
│ __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__ │
│                   SECURITY MASTER FILE MAINTENANCE         CON003  │
│                                                                    │
│ ================================================================== │
│ ================================================================== │
│                                                                    │
│          Username...................:                              │
│          Full Name..................:                              │
│          Department Code............:  000                         │
│          Date Created...............:  000000                      │
│          Last Date Used.............:  000000                      │
│          Access System..............:                              │
│          Adminsitrator's Privilege.:                               │
│          Main Menu Name.............:                              │
│          Console Number.............:   000                        │
│                                                                    │
│ ================================================================== │
│ F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __               │
│ ================================================================== │
└──────────────────────────────────────────────────────────────────┘
```

Press F2 to select the MODIFY option. The system will position the
cursor at the "Username" prompt and display a message requesting you to
enter the USER NAME for which you want to MODIFY information.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
MODIFY                 SECURITY MASTER FILE MAINTENANCE          CON003

================================================================================
================================================================================

                 Username...................:
                 Full Name..................:
                 Department Code............:  000
                 Date Created...............:  000000
                 Last Date Used.............:  000000
                 Access System..............:
                 Adminsitrator's Privilege.:
                 Main Menu Name.............:
                 Console Number.............:  000

================================================================================
Enter USER NAME or {ESC} to exit
================================================================================
```

Enter the corresponding USER NAME and press NEW LINE (<NL>). The
information will be displayed, allowing to make the necessary changes.
Remember to press NEW LINE or CARRIAGE RETURN at each prompt after
making the changes. Following is an example.

```
 __/__/__              ANTIGUA CUSTCMS-HERITAGE QUAY          __:__:__
MODIFY                 SECURITY MASTER FILE MAINTENANCE          CON003

================================================================================
================================================================================

                 Username...................:  JARS
                 Full Name..................:  JORGE A. RODRIGUEZ SAINZ
                 Department Code............:  001
                 Date Created...............:  070390
                 Last Date Used.............:  082990
                 Access System..............:  Y
                 Adminsitrator's Privilege.:  Y
                 Main Menu Name.............:  ALL
                 Console Number.............:  -001

================================================================================

================================================================================
```

Once the necessary changes are made and you press NEW LINE (<NL>) on
the "Console Number" prompt, the system displays a message requesting
you to enter the PASSWORD corresponding to the USERNAME been modified.
The system will also ask you to re-enter the PASSWORD for confirmation
purposes.

```
__/__/__                  ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
MODIFY                    SECURITY MASTER FILE MAINTENANCE            CON003

================================================================================
================================================================================

              Username...................:  JARS
              Full Name..................:  JORGE A. RODRIGUEZ SAINZ
              Department Code............:  001
              Date Created...............:  070390
              Last Date Used.............:  082990
              Access System..............:  Y
              Adminsitrator's Privilege.:  Y
              Main Menu Name.............:  ALL
              Console Number.............:  -001

================================================================================
Enter USER's PASSWORD: ****************
================================================================================
```

```
__/__/__                  ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
MODIFY                    SECURITY MASTER FILE MAINTENANCE            CON003

================================================================================
================================================================================

              Username...................:  JARS
              Full Name..................:  JORGE A. RODRIGUEZ SAINZ
              Department Code............:  001
              Date Created...............:  070390
              Last Date Used.............:  082990
              Access System..............:  Y
              Adminsitrator's Privilege.:  Y
              Main Menu Name.............:  ALL
              Console Number.............:  -001

================================================================================
Re-enter for confirmation: ****************
================================================================================
```

Once the PASSWORD is entered and confirmed, the system asks if it is OK
to update the USER NAME's information.

```
┌──────────────────────────────────────────────────────────────────────┐
│ __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__    │
│ MODIFY             SECURITY MASTER FILE MAINTENANCE           CON003   │
│                                                                        │
│ ====================================================================== │
│ ====================================================================== │
│            Username...................: JARS                           │
│            Full Name..................: JORGE A. RODRIGUEZ SAINZ       │
│            Department Code............: 001                            │
│            Date Created...............: 070390                         │
│            Last Date Used.............: 082990                         │
│            Access System..............: Y                             │
│            Adminsitrator's Privilege.: Y                               │
│            Main Menu Name.............: ALL                            │
│            Console Number.............: -001                           │
│                                                                        │
│ ====================================================================== │
│ Ok to update?  __                                                      │
│ ====================================================================== │
└──────────────────────────────────────────────────────────────────────┘
```

CHAPTER VI. THE MASTER FILES MODULE

```
+--------------------------------------------------------------+
|                  ANTIGUA CUSTOMS-HERITAGE QUAY               |
|                *** ADMINISTRATOR MASTER MENU ***            |
|                                                              |
|                                                              |
|              01. Security Menu                               |
|                                                              |
|              02. Master Files Menu                           |
|                                                              |
|              03. Bond Transaction Menu                       |
|                                                              |
|              04. Inventory Menu                              |
|                                                              |
|                                                              |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit    |
|                 Enter option desired: 02                     |
+--------------------------------------------------------------+
```

Selecting the "Master Files Menu" option on the Master Menu brings us to the available alternatives on the Master Files Module. Only the System Administrator has access to this Module.

```
+--------------------------------------------------------------+
|                  ANTIGUA CUSTOMS-HERITAGE QUAY               |
|                  *** MASTERS FILE MENU ***                  |
|                                                              |
|              01. Category Master File Maintenance            |
|                                                              |
|              02. Store Master File Maintenance               |
|                                                              |
|              03. Reference Master File Maintenance           |
|                                                              |
|              04. Country of Origin File Maintenance          |
|                                                              |
|              05. Carrier Master File Maintenance             |
|                                                              |
|              06. Bond Quantity On-hand & Last Entry          |
|                                                              |
|              07. Deleted Stores Query                        |
|                                                              |
|              08. Master Files Reports Menu                   |
|                                                              |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit    |
|                 Enter option desired: 01                     |
+--------------------------------------------------------------+
```

```
┌─────────────────────────────────────────────────────────────────┐
│                  ANTIGUA CUSTOMS-HERITAGE QUAY                    │
│                    *** MASTERS FILE MENU ***                      │
│                                                                   │
│        01. Category Master File Maintenance                      │
│                                                                   │
│        02. Store Master File Maintenance                        │
│                                                                   │
│        03. Reference Master File Maintenance                    │
│                                                                   │
│        04. Country of Origin File Maintenance                   │
│                                                                   │
│        05. Carrier Master File Maintenance                      │
│                                                                   │
│        06. Bond Quantity On-hand & Last Entry                   │
│                                                                   │
│        07. Deleted Stores Query                                 │
│                                                                   │
│        08. Master Files Reports Menu                            │
│                                                                   │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit      │
│                      Enter option desired: 01                    │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The "Category Master File Maintenance" option manages the information related to the categories defined to group the goods for sale on the stores at Heritage Quay. The information on this file is the one that will appear as a task of the Index Key on prompts asking for a CATEGORY

Later on, as part of the "Store Master File", we will define the specific categories of goods each STORE is allowed to sell.

The "Advice/Help Line" lists the available operations. We will only discuss the MODIFY and/or SEARCH options, since the other operations are very straight forward. For a general explanation on all the options, go to the "Command Screen" Session on Chapter IV. "Putting the Customs System to Work".

```
┌─────────────────────────────────────────────────────────────────┐
│ __/__/__           ANTIGUA  CUSTOMS-HERITAGE QUAY      __:__:__   │
│                    CATEGORY OF GOODS FOR SALE           CAT001    │
│                                                                   │
│ ========:=========================================================│
│ ==================================================================│
│                                                                   │
│                    Category code:                                 │
│                                                                   │
│              Category description:                                │
│                                                                   │
│ ==================================================================│
│ F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __             │
│ ==================================================================│
└─────────────────────────────────────────────────────────────────┘
```

Press F2 to select the MODIFY option. The system will position the cursor at the "Category Code" prompt, and display a message requesting you to enter the CATEGORY for which you want to MODIFY information.

```
 __/__/__               ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
 MODIFY                 CATEGORY OF GOODS FOR SALE                CAT001

 ================================================================
 ================================================================




                      Category code:

                   Category description:



 ================================================================
 Enter Category Code/shF2-Index or press {ESC} to exit.
 ================================================================
```

Enter the corresponding CATEGORY CODE and press NEW LINE (<NL>). As suggested on the "Advice/Help Line" pressing F2 (Index Key) displays a window with a list of the CATEGORIES defined in the system (for more details go to "Store/Reference Master File Maintenance" Sessions).

The DESCRIPTION for that CATEGORY will be displayed, allowing to make the necessary changes. An error message wil be displayed at the bottom of the screen if the CATEGORY CODE specified has not yet been created: "record not found". Once the changes are made and you press NEW LINE (<NL>) or CARRIAGE RETURN (<CR>) on the "Category description" prompt, the system confirms if it is OK to update. Following is an example:

```
 __/__/__               ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
 MODIFY                 CATEGORY OF GOODS FOR SALE                CAT001

 ================================================================
 ================================================================



                   Category code: CATEGORY 1

                Category description: CATEGORY ONE


 ================================================================
 OK to update? __
 ================================================================
```

```
 ---------------------------------------------------------------------
|                     ANTIGUA CUSTOMS-HERITAGE QUAY                    |
|                     *** MASTERS FILE MENU ***                        |
|                                                                      |
|           01.  Category Master File Maintenance                      |
|                                                                      |
|           02.  Store Master File Maintenance                         |
|                                                                      |
|           03.  Reference Master File Maintenance                     |
|                                                                      |
|           04.  Country of Origin File Maintenance                    |
|                                                                      |
|           05.  Carrier Master File Maintenance                       |
|                                                                      |
|           06.  Bond Quantity On-hand & Last Entry                    |
|                                                                      |
|           07.  Deleted Stores Query                                  |
|                                                                      |
|           08.  Master Files Reports Menu                             |
|                                                                      |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit            |
|                     Enter option desired: 02                         |
 ---------------------------------------------------------------------
```

The "Store Master File Maintenance" option manages general information
related to stores at Heritage Quay.   The STORES on this file will
appear as a task of the Index Key on prompts asking for a STORE NUMBER.

The "Advice/Help Line" lists the available operations. We will only
discuss the MODIFY and/or SEARCH options, since the other operations
are very straight forward. For a general explanation go to the "Command
Screen" Session on Chapter IV. "Putting the Customs System to Work".

```
 ---------------------------------------------------------------------
| __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__  |
|                     STORE MASTER FILE MAINTENANCE          STO001    |
|                                                                      |
| ==================================================================== |
| Store number: 000      Name:                                        |
| ==================================================================== |
|     Address:                             Telephone:                 |
|                                                                      |
|                                                                      |
|     Contact name:                                                   |
| -------------------------------------------------------------------- |
|           C A T E G O R Y   O F   G O O D S   F O R   S A L E        |
| - 1---------- 2---------- 3---------- 4---------- 5---------- 6------ |
| A                                                                    |
| B                                                                    |
| ==================================================================== |
| F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __                 |
| ==================================================================== |
 ---------------------------------------------------------------------
```

Press F2 to select the MODIFY option. The system will position the
cursor at the "Store number" prompt and display a message requesting
you to enter the STORE NUMBER for which you want to MODIFY information.

```
__/__/__                 ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
MODIFY                   STORE MASTER FILE MAINTENANCE            STO001

=========================================================================
Store number: 000          Name:
=========================================================================
     Address:                              Telephone:


     Contact name:

-------------------------------------------------------------------------
            C A T E G O R Y   O F   G O O D S   F O R   S A L E
- 1---------- 2---------- 3---------- 4---------- 5---------- 6----------
A
B

=========================================================================
Enter the STORE NUMBER/ShF2-Index/ESC-Exit
=========================================================================
```

Press the Index Key (F2). The system will display a window with a list
of STORES already defined and the corresponding numbers.

```
__/__/__                 ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
MODIFY                   REFERENCE MASTER FILE MAINTENANCE         REF001

=========================================================================
Store Number+-----------------------------------------------------------+
============ |STORE           * * *   N A M E   * * *                |====
            | 001 BENJIES 1988 LTD.                                  |
            | 002 QUIAN FARANA                                       |
            | 003 NORMA'S DUTY FREE                                  |
            | 004 MILBERT JOSEPH                                     |
            | 005 SHIPWRECK SHOP                                     |
            | 006 CARIBBEAN GEMS                                     |
            | 008 MR T'S BEST PRICES                                 |
            | 009 WADADLI SMOKE & BOOZE                              |
            | 010 THE LINEN SHOP                                     |
            | 011 GLENETTE FRANCIS                                   |
            | F1-Up/F2-Down/F3-Prev/F4-Next/F5-Select/ESC-Exit_      |
===========+--------------------------------------------------------+====
=========================================================================
```

The cursor is positioned on the first STORE on the Index Window, which is highlighted. The bottom line on the window defines the task assigned to each Function Key that may be used to move through the Index. Notice that F1 moves the cursor one STORE up, while F2 moves it one STORE down. On the other hand, F3 (PREV SCREEN) displays the previous ten (10) STORES (if there are as many), and F4 (NEXT SCREEN) displays the next ten (10) STORES (if there are as many).

Use the function keys until the corresponding STORE is highlighted by the cursor; then press F5 (Function Key 5) to select it. The system automatically displays on the screen the NUMBER and NAME for that STORE. It also displays the corresponding information, allowing you to make the necessary changes.

Instead of pressing the Index Key (F2), you could have entered the corresponding STORE NUMBER and press NEW LINE (<NL>). In this situation also the information corresponding to that STORE will be displayed, allowing to make the necessary changes. Remember to press NEW LINE or CARRIAGE RETURN at each prompt after making the changes. Following is an example. NOTICE the information on the following pages regarding how to MODIFY the information shown for the CATEGORIES.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
|MODIFY              STORE MASTER FILE MAINTENANCE             STO001

=================================================================
Store number:  777        Name: DATA GENERAL ANTIGUA, INC.
=================================================================
     Address: 422 PALM BLVD                  Telephone: 123-1234
              HERITAGE QUAY
              ANTIGUA
     Contact name: MR. YEMERSON


-----------------------------------------------------------------
          C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1--------- 2--------- 3--------- 4--------- 5--------- 6---------
A CATEGORY 1 CATEGORY 5
B
=================================================================
=================================================================
```

LETS GO BACK TO THE "STORE MASTER FILE MAINTENANCE" COMMAND SCREEN AND SELECT TO PERFORM A SEARCH OPERATION.

Another option that allows to MODIFY information is the SEARCH option.

You invoke the SEARCH operation from the first COMMAND SCREEN of the STORE MASTER FILES MENU by pressing F4. The system will display a message requesting you to choose to SEARCH by STORE NUMBER, by STORE NAME or by CONTACT NAME.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                STORE MASTER FILE MAINTENANCE              STO001

====================================================================
Store number: 000        Name:
====================================================================
    Address:                              Telephone:


    Contact name:

--------------------------------------------------------------------
            C A T E G O R Y   O F   G O O D S   F O R   S A L E
- 1---------- 2---------- 3---------- 4---------- 5---------- 6----------
A
B

====================================================================
F1-Store number/F2-Name/F3-Contact/ESC-Exit: __
====================================================================
```

Select to SEARCH by the desired option. The system will position the cursor on the corresponding prompt and request for the specification. Note that in a SEARCH operation the system does not verify the validity of the information you enter to identify the record it is going to SEARCH for. The reason for this is that if the system is unable to find a record with the exact same information as you specified, it will bring the available record with information closest to the one specified.

It then displays the corresponding information and allows to: see the information for the NEXT STORE on the file, MODIFY or DELETE the displayed information.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                STORE MASTER FILE MAINTENANCE              STO001

================= =============================================================
Store number:  777        Name: DATA GENERAL ANTIGUA, INC.
==============================================================================
     Address: 422 PALM BLVD                      Telephone: 123-1234
              HERITAGE QUAY
              ANTIGUA
     Contact name: MR. YEMERSON
------------------------------------------------------------------------------
          C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1---------- 2---------- 3---------- 4---------- 5---------- 6----------
A CATEGORY 1 CATEGORY 5
B
==============================================================================
F1-Next/F2-Modify/F3-Delete/ESC-Exit:  __
==============================================================================
```

NOTE: The following instructions apply for situations where you
started the MODIFY operation with a SEARCH or directly with a MODIFY.

Press F2 to select to MODIFY. The system positions the cursor on the
first prompt of information, allowing to make the necessary changes.
Remember to press NEW LINE or CARRIAGE RETURN at each prompt after
making the changes.

Once the necessary changes are made and you press NEW LINE (<NL>) or
CARRIAGE RETURN (<CR>) on the "Contact name" prompt, the system
displays a message asking you if you want to MODIFY or DELETE any of
the CATEGORIES of goods for sale.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                STORE MASTER FILE MAINTENANCE              STO001

==============================================================================
Store number:  777        Name: DATA GENERAL ANTIGUA, INC.
==============================================================================
     Address: 422 PALM BLVD                      Telephone: 123-1234
              HERITAGE QUAY
              ANTIGUA
     Contact name: MR. YEMERSON
------------------------------------------------------------------------------
          C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1---------- 2---------- 3---------- 4---------- 5---------- 6----------
A CATEGORY 1 CATEGORY 5
B
==============================================================================
F1-Modify category/F2-Delete Category/ESC-Exit:  __
==============================================================================
```

For either option (MODIFY or DELETE), the system requests the CATEGORY position (row-column). It then positions the cursor where specified and allows to make the corresponding changes.

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY             __:__:__
 SEARCH            STORE MASTER FILE MAINTENANCE               STO001

 ====================================================================
 Store number:  777      Name: DATA GENERAL ANTIGUA, INC.
 ====================================================================
      Address: 422 PALM BLVD                  Telephone: 123-1234
               HERITAGE QUAY
               ANTIGUA
      Contact name: MR. YEMERSON


 --------------------------------------------------------------------
          C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1--------- 2--------- 3--------- 4--------- 5--------- 6---------
 A CATEGORY 1 CATEGORY 5
 B
 ====================================================================
 Enter category position (row-column): _-_
 ====================================================================
```

Enter the desired position.

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY             __:__:__
 SEARCH            STORE MASTER FILE MAINTENANCE               STO001

 ====================================================================
 Store number:  777      Name: DATA GENERAL ANTIGUA, INC.
 ====================================================================
      Address: 422 PALM BLVD                  Telephone: 123-1234
               HERITAGE QUAY
               ANTIGUA
      Contact name: MR. YEMERSON


 --------------------------------------------------------------------
          C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1--------- 2--------- 3--------- 4--------- 5--------- 6---------
 A CATEGORY 1 CATEGORY 5
 B                                                     CATEGORY 6
 ====================================================================
 Enter category position (row-column): B-6
 ====================================================================
```

The system then ask you to enter the CATEGORY or press the Index Key
(Shift F2) to display a window with a list of the CATEGORIES defined in
the system and the corresponding NUMBERS.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 SEARCH                STORE MASTER FILE MAINTENANCE             ST0001

 ================================================================
 Store number:  777       Name: DATA GENERAL ANTIGUA, INC.
 ================================================================
      Address: 422 PALM BLVD                 Telephone: 123-1234
               HERITAGE QUAY
               ANTIGUA
      Contact name: MR. YEMERSON


 ----------------------------------------------------------------
           C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1--------- 2--------- 3--------- 4--------- 5--------- 6---------
 A CATEGORY 1 CATEGORY 5
 B                                                    CATEGORY 6
 ================================================================
 Enter category position (row-column): B-6
 ================================================================

 Enter CATEGORY/shF2-Index
```

Press the Index Key (Shift F2). The system displays the following:

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 SEARCH                STORE MASTER FILE MAINTENANCE             ST0001

 ================================================================
 Store Number+-----------------------------------------------+
 ============| - CATEGORY NUMBER -  ---------DESCRIPTION-------- |====
        Add| CATEGORY 1           CATEGORY ONE                |
           | CATEGORY 10          CATEGORIA 10                |
           | CATEGORY 11          CATEGORIA 11                |
           | CATEGORY 12          CATEGORIA 12                |
        Con| CATEGORY 2           CATEGORIA DOS               |
           | CATEGORY 3           CATEGORIA 3                 |
 -----------| CATEGORY 4           CATEGORIA 4                |----
           | CATEGORY 5           CATEGORIA 5                 |
 - 1--------| CATEGORY 6           CATEGORIA 6                |----
 A         | CATEGORY 7           CATEGORIA 7                 |
 B         | F1-Up/F2-Down/F3-Prev/F4-Next/F5-Select/ESC-Exit |
 ===========+-----------------------------------------------+====
 ================================================================
```

The cursor is positioned on the first CATEGORY on the Index Window, which is highlighted. The bottom line on the window defines the task assigned to each Function Key that may be used to move through the Index. Notice that F1 moves the cursor one CATEGORY up, while F2 moves it one CATEGORY down. On the other hand, F3 (PREV SCREEN) displays the previous ten (10) CATEGORIES (if there are as many), and F4 (NEXT SCREEN) displays the next ten (10) CATEGORIES (if there are as many).

Use the function keys until the corresponding CATEGORY is highlighted by the cursor; then press F5 (Function Key 5) to select it. The system automatically displays the CATEGORY NUMBER chosen on the "Category" prompt of the COMMAND SCREEN.

Once you enter the information (manually or through the use of the Index Key) and press NEW LINE (<NL>), the system again displays a message asking you if you want to MODIFY or DELETE another CATEGORY.

When all the necessary changes are made and you choose to Exit or quit modifying categories, the system, if necessary, automatically accommodates the categories so that they occuppy contiguous positions. The system then confirms if it is OK to update the information.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 SEARCH                STORE MASTER FILE MAINTENANCE                STO001

 ================================================================================
 Store number:  777         Name: DATA GENERAL ANTIGUA, INC.
 ================================================================================
     Address: 422 PALM BLVD                    Telephone: 123-1234
              HERITAGE QUAY
              ANTIGUA
     Contact name: MR. YEMERSON


 --------------------------------------------------------------------------------
            C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1---------- 2---------- 3---------- 4---------- 5---------- 6----------
 A CATEGORY 1 CATEGORY 5 CATEGORY 6
 B
 ================================================================================
 OK to update?  __
 ================================================================================
```

```
                    ANTIGUA CUSTOMS-HERITAGE QUAY
                      *** MASTERS FILE MENU ***

              01. Category Master File Maintenance

              02. Store Master File Maintenance

              03. Reference Master File Maintenance

              04. Country of Origin File Maintenance

              05. Carrier Master File Maintenance

              06. Bond Quantity On-hand & Last Entry

              07. Deleted Stores Query

              08. Master Files Reports Menu

   F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                      Enter option desired: 03
```

The "Reference Master File Maintenance" option manages the information related to each good (item) for sale on each STORE. The REFERENCE NUMBERS on this file are the ones that will appear as a task of the Index Key on prompts asking for a REFERENCE NUMBER.

The "Advice/Help Line" lists the available operations. We will only discuss the MODIFY and/or SEARCH options, since the other operations are very straight forwar   For a general explanation on all the options go to the "Command Screen" Session on Chapter IV. "Putting the Customs System to Work".

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                     REFERENCE MASTER FILE MAINTENANCE          REF001

 =====================================================================
 Store Number: 000
 =====================================================================

              Reference Number:

              Description.....:

              Tariff Number...:

 =====================================================================
 F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __
 =====================================================================
```

Press F2 to select the MODIFY option. The system will position the cursor at the "Store Number" prompt and display a message requesting you to enter the STORE NUMBER for which you want to MODIFY information.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
|MODIFY                REFERENCE MASTER FILE MAINTENANCE        REF001

=================================================================
Store Number: 000
=================================================================


              Reference Number:

              Description.....:

              Tariff Number...:


=================================================================
Enter STORE Number/shF2-Index or press {ESC} to exit.
=================================================================
```

As suggested in the "Advice/Help Line", Shift F2 is the Index Key. Pressing this key displays a window with a list of the STORES defined in the system and the corresponding numbers.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
|MODIFY                REFERENCE MASTER FILE MAINTENANCE        REF001

=================================================================
Store Number+------------------------------------------------+
===========|STORE          * * *   N A M E   * * *          |====
           | 001 BENJIES 1988 LTD.                           |
           | 002 QUIAN FARANA                                |
           | 003 NORMA'S DUTY FREE                           |
           | 004 MILBERT JOSEPH                              |
           | 005 SHIPWRECK SHOP                              |
           | 006 CARIBBEAN GEMS                              |
           | 008 MR T'S BEST PRICES                          |
           | 009 WADADLI SMOKE & BOOZE                       |
           | 010 THE LINEN SHOP                              |
           | 011 GLENETTE FRANCIS                            |
           | F1-Up/F2-Down/F3-Prev/F4-Next/F5-Select/ESC-Exit_|
==========+--------------------------------------------------+====

=================================================================
```

The cursor is positioned on the first STORE on the Index Window, which
is highlighted. The bottom line on the window defines the task
assigned to each Function Key that may be used to move through the
Index (for more details go to the previous Session). Use them until
the corresponding STORE is highlighted by the cursor; then press F5
(Function Key 5) to select it. The system automatically displays on
the screen the NUMBER and NAME for that STORE and requests you to enter
the corresponding REFERENCE NUMBER.

```
 __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
 MODIFY             REFERENCE MASTER FILE MAINTENANCE          REF001

 =====================================================================
 Store Number: 777  DATA GENERAL ANTIGUA, INC.
 =====================================================================

              Reference Number:

              Description.....:

              Tariff Number...:

 =====================================================================
 Enter REFERENCE Number/shF2-Index or press {ESC} to exit.
 =====================================================================
```

Enter the corresponding REFERENCE NUMBER and press NEW LINE (<NL>).
DESCRIPTION and TARIFF NUM for that REFERENCE is displayed on the
screen, allowing changes. Remember to press NEW LINE or CARRIAGE
RETURN at each prompt after making the changes. Once changes are made
and you press NEW LINE or CARRIAGE RETURN on the "Tariff Numb" prompt,
the system confirms if it is ok to update.

```
 __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
 MODIFY             REFERENCE MASTER FILE MAINTENANCE          REF001

 =====================================================================
 Store Number: 777  DATA GENERAL ANTIGUA, INC.
 =====================================================================

              Reference Number: 2230

              Description.....: BLACK NYLON RIBBON

              Tariff Number...: 10089

 =====================================================================
 Ok to update? __
 =====================================================================
```

```
┌─────────────────────────────────────────────────────────────────┐
│                  ANTIGUA CUSTOMS-HERITAGE QUAY                    │
│                   *** MASTERS FILE MENU ***                       │
│                                                                   │
│              01. Category Master File Maintenance                 │
│                                                                   │
│              02. Store Master File Maintenance                    │
│                                                                   │
│              03. Reference Master File Maintenance                │
│                                                                   │
│              04. Country of Origin File Maintenance               │
│                                                                   │
│              05. Carrier Master File Maintenance                  │
│                                                                   │
│              06. Bond Quantity On-hand & Last Entry               │
│                                                                   │
│              07. Deleted Stores Query                             │
│                                                                   │
│              08. Master Files Reports Menu                        │
│                                                                   │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit        │
│                    Enter option desired: 04                       │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The "Country of Origin File Maintenance" option manages the information
related to accepted COUNTRIES OF ORIGIN for the goods received by the
different STORES. The COUNTRIES on this file will appear as a task of
the Index Key on prompts asking for a COUNTRY OF ORIGIN.

The "Advice/Help Line" lists the available operations. We will only
discuss the MODIFY and/or SEARCH options, since the other operations
are very straight forward. For a general explanation on all the
options, go to the "Command Screen" Session on Chapter IV. "Putting the
Customs System to Work".

```
┌─────────────────────────────────────────────────────────────────┐
│  __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY       __:__:__   │
│                       COUNTRY OF ORIGIN                  COU001   │
│  ===============================================================  │
│                                                                   │
│  ===============================================================  │
│                                                                   │
│              Country Code: 000                                    │
│                                                                   │
│          Country description:                                     │
│                                                                   │
│  ===============================================================  │
│  F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __             │
│  ===============================================================  │
└─────────────────────────────────────────────────────────────────┘
```

Press F2 to select the MODIFY option. The system will position the
cursor at the "Country Code" prompt and display a message requesting
you to enter the COUNTRY for which you want to MODIFY information.

Select the SEARCH option. The system will display a message requesting
you to choose to SEARCH by CONTRY CODE or by DESCRIPTION (name).

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH                 COUNTRY OF ORIGIN                    COU001

==================================================================

==================================================================



              Country Code: 000

          Country description:



==================================================================
Press FUNCTION # shown below for search/ESC-Exit: __
==================================================================

1-Country/2-Name
```

Select to SEARCH by the desired option. The system will position the
cursor on the corresponding prompt and request for the specification.
Suppose, for example, that we decide to SEARCH by COUNTRY CODE (F1).

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH                 COUNTRY OF ORIGIN                    COU001

==================================================================

==================================================================



              Country Code: 000

          Country description:



==================================================================
Enter COUNTRY CODE/shF2-Index or press {ESC} to exit.
==================================================================
```

Enter the COUNTRY CODE or NAME and press NEW LINE. Remember that, as
suggested in the "Advice/Help Line", Shift F2 is the Index Key.
Pressing this key displays a window with a list of COUNTRY CODES
defined in the system (for more details go to "Store/Reference Master
File Maintenance" Sessions).

Remember also that in a SEARCH operation the system does not verify the
validity of the information you enter to identify the record it is
going to SEARCH for. The reason for this is that if the system is
unable to find a record with the exact same information as you
specified, it will bring the available record with information closest
to the one specified.

The system then allows you to: view information for the NEXT COUNTRY
CODE on the file, MODIFY or DELETE the information on display.

```
__/__/__                 ANTIGUA CUSTOMS-HERITAGE QUAY                __:__:__
SEARCH                      COUNTRY OF ORIGIN                          COU001

=============================================================================

=============================================================================



                     Country Code: 001

               Country description: PUERTO RICO

=============================================================================
F1-Next/F2-Modify/F3-Delete/ESC-Exit: __
=============================================================================
```

This time select to MODIFY (F2) the information. The system positions
the cursor at the "Country Code" prompt and allows to make the
necessary changes. Once the changes are made and you press NEW LINE
(<NL>) or CARRIAGE RETURN (<CR>) at the "Country description" prompt,
the system confirms if it is OK to update.

```
__/__/__                 ANTIGUA CUSTOMS-HERITAGE QUAY                __:__:__
                            COUNTRY OF ORIGIN                          COU001

=============================================================================
=============================================================================



                     Country Code: 001

               Country description: PUERTO RICO

=============================================================================
OK to update? __
=============================================================================
```

```
┌─────────────────────────────────────────────────────────────────┐
│                    ANTIGUA CUSTOMS-HERITAGE QUAY                  │
│                    *** MASTERS FILE MENU ***                      │
│                                                                  │
│           01. Category Master File Maintenance                   │
│                                                                  │
│           02. Store Master File Maintenance                      │
│                                                                  │
│           03. Reference Master File Maintenance                  │
│                                                                  │
│           04. Country of Origin File Maintenance                 │
│                                                                  │
│           05. Carrier Master File Maintenance                    │
│                                                                  │
│           06. Bond Quantity On-hand & Last Entry                 │
│                                                                  │
│           07. Deleted Stores Query                               │
│                                                                  │
│           08. Master Files Reports Menu                          │
│                                                                  │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit       │
│                    Enter option desired: 05                      │
└─────────────────────────────────────────────────────────────────┘
```

The "Carrier Master File Maintenance" option manages the information
related to the accepted carriers for people that buy goods for export;
i.e., airlines, cruises, etc... The CARRIERS on this file will appear
as a task of the Index Key on prompts asking for a CARRIER.

The "Advice/Help Line" lists the available operations. We will only
discuss the MODIFY and/or SEARCH options, since the other operations
are very straight forward. For a general explanation go to the "Command
Screen" Session on Chapter IV. "Putting the Customs System to Work".

```
┌─────────────────────────────────────────────────────────────────┐
│ __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY        __:__:__  │
│                    CARRIER MASTER FILE MAINTENANCE       CAR001   │
│ ================================================================ │
│ Carrier:                                                         │
│ ================================================================ │
│           Name.....:                                             │
│                                                                  │
│           Type.....:                                             │
│                                                                  │
│           Address..:                                             │
│                                                                  │
│           Telephone:                                             │
│                                                                  │
│           Contact..:                                             │
│ ================================================================ │
│ F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __             │
│ ================================================================ │
└─────────────────────────────────────────────────────────────────┘
```

If you select the MODIFY option (F2), the system will position the cursor at the "Carrier" prompt and display a message requesting you to enter the CARRIER for which you want to MODIFY information.

Instead of MODIFY, select the SEARCH option (F4). The system will display a message requesting you to choose to SEARCH by CARRIER or by NAME.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 SEARCH                CARRIER MASTER FILE MAINTENANCE          CAR001

 ================================================================
 Carrier:
 ================================================================

          Name.....:

          Type.....:

          Address..:


          Telephone:

          Contact..:
 ================================================================
 Press FUNCTION # shown below for search/ESC-Exit: __
 ================================================================

 1-Carrier/2-Name
```

Select to SEARCH by the desired option. The system will position the cursor on the correponding prompt and request for the specification.

Note that in a SEARCH operation the system does not verify the validity of the information you enter to identify the record it is going to SEARCH for. The reason for this is that if the system is unable to find a record with the exact same information as you specified, it will bring the available record with information closest to the one specified.

Suppose, for example, that we decide to SEARCH by CARRIER (F1).

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH              CARRIER MASTER FILE MAINTENANCE          CAR001

====================================================================
Carrier:
====================================================================
          Name.....:

          Type.....:

          Address..:


          Telephone:

          Contact..:
====================================================================
Enter CARRIER/shF2-Index  or press {ESC} to exit.
====================================================================
```

Enter the CARRIER and press NEW LINE. Remember that, as suggested in
the "Advice/Help Line", Shift F2 is the Index Key. Pressing this key
displays a window with a list of CARRIERS defined in the system (for
more details go to "Store/Reference Master File Maintenance" Sessions).

The system then displays the corresponding information and allows to:
view the information for the NEXT CARRIER on file, MODIFY or DELETE the
displayed information.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH              CARRIER MASTER FILE MAINTENANCE          CAR001
====================================================================
Carrier:
====================================================================
          Name.....:

          Type.....:

          Address..:


          Telephone:

          Contact..:
====================================================================
F1-Next/F2-Modify/F3-Delete/ESC-Exit: __
====================================================================
```

This time select to MODIFY (F2) the information. The system positions
the cursor at the "Carrier" prompt and allows to make the necessary
changes. Remember to press NEW LINE or CARRIAGE RETURN at each prompt
after making the changes. Once the changes are made and you press NEW
LINE (<NL>) or CARRIAGE RETURN (<NL>) at the "Contact" prompt, the
system confirms if it is OK to update.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
 SEARCH               CARRIER MASTER FILE MAINTENANCE          CAR001

========================================================================
Carrier:
========================================================================

            Name.....:

            Type.....:

            Address..:


            Telephone:

            Contact..:
========================================================================
OK to update? __
========================================================================
```

```
+--------------------------------------------------------------------+
|                    ANTIGUA CUSTOMS-HERITAGE QUAY                     |
|                    *** MASTERS FILE MENU ***                        |
|                                                                    |
|            01. Category Master File Maintenance                    |
|                                                                    |
|            02. Store Master File Maintenance                       |
|                                                                    |
|            03. Reference Master File Maintenance                   |
|                                                                    |
|            04. Country of Origin File Maintenance                  |
|                                                                    |
|            05. Carrier Master File Maintenance                     |
|                                                                    |
|            06. Bond Quantity On-hand & Last Entry                   |
|                                                                    |
|            07. Deleted Stores Query                                 |
|                                                                    |
|            08. Master Files Reports Menu                            |
|                                                                    |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit          |
|                    Enter option desired: 06                         |
+--------------------------------------------------------------------+
```

The "Bond Quantity On-hand & Last Entry" option manages information
related to the transactions corresponding to a specific item for sale
on a STORE. The system records the amount of ENTRIES made for each
item on each TRANSACITON DATE. It also records the QUANTITY ON HAND.

The "Advice/Help Line" lists the available operations. We will only
discuss the MODIFY and/or SEARCH options, since the other operations
are very straight forward. For a general explanation go to the "Command
Screen" Session on Chapter IV. "Putting the Customs System to Work".

```
+--------------------------------------------------------------------+
| __/__/__         ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__   |
|                QTY-ON-HAND & LAST-ENTRY MAINTENANCE       BON002    |
|====================================================================|
| Store Number: 000                                                  |
| Reference No:                                                      |
|====================================================================|
|                                                                    |
|           Transaction date: 00/00/00                               |
|                                                                    |
|           Last entry......:       0                                |
|                                                                    |
|           Quantity On Hand:          0.00                          |
|                                                                    |
|====================================================================|
| F1-Create/F2-Modify/F3-Delete/F4-Search/ESC-Exit: __               |
|====================================================================|
+--------------------------------------------------------------------+
```

To MODIFY existing information you may either select the MODIFY or the
SEARCH option. If you choose to MODIFY, the system will position the
cursor at the "Store Number" prompt and display a message requesting
you to enter the STORE for which you want to MODIFY information.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
MODIFY                QTY-ON-HAND & LAST-ENTRY MAINTENANCE       BON002

=====================================================================
Store Number· 000
Reference No:
=====================================================================

            Transaction date: 00/00/00

            Last entry......:      0

            Quantity On Hand:          0.00


=====================================================================
Enter STORE Number/shF2-Index or press {ESC} to exit.
=====================================================================
```

Once the STORE NUMBER is defined, the system displays a message to
enter the REFERENCE NUMBER. Both prompts may be defined through the
use of the Index Key (Shift F2). For more details check the previous
Sessions on this Manual, "Store Master File Maintenance" and "Reference
Master File Maintenance".

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
MODIFY                QTY-ON-HAND & LAST-ENTRY MAINTENANCE       BON002

=====================================================================
Store Number: 777              DATA GENERAL ANTIGUA, INC.
Reference No:
=====================================================================

            Transaction date: 00/00/00

            Last entry......:      0

            Quantity On Hand:          0.00


=====================================================================
Enter REFERENCE Number/shF2-Index
=====================================================================
```

**LETS GO BACK TO THE "QTY-ON-HAND & LAST-ENTRY MAINTENANCE" COMMAND
SCREEN AND SELECT TO PERFORM A SEARCH OPERATION.**

If you press F4 to select the SEARCH option, the system will ask you to
define the SEARCH by STORE (F1) or REFERENCE NUMBER (F2), and to enter
this information. Notice that a TRANSACTION DATE will also have to be
specified. Remember that the Index Key (Shift F2) is available for
both, STORE NUMBER an REFERENCE NUMBER (for more details go to
"Store/Reference Master File" Sessions).

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH              QTY-ON-HAND & LAST-ENTRY MAINTENANCE        BON002
========================================================================
Store Number: 000
Reference No:
========================================================================

            Transaction date: 00/00/00

            Last entry......:      0

            Quantity On Hand:         0.00


========================================================================
Press FUNCTION # shown below for search/ESC to exit: __
========================================================================

1-Store#/2-Ref #
```

The corresponding information is displayed on the screen, allowing for
changes to be made (MODIFY) or information to be deleted (DELETE). The
information displayed first corresponds to the ENTRIES on a defined
TRANSACTION DATE. If you press F1 (Next), the system continues to
display ENTRIES on recorded TRANSACTION DATEs for that REFERENCE.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH              QTY-ON-HAND & LAST-ENTRY MAINTENANCE        BON002
========================================================================
Store Number: 777            DATA GENERAL ANTIGUA, INC.
Reference No: 2230           BLACK NYLON RIBBON
========================================================================

            Transaction date: 08/05/90

            Last entry......:      1

            Quantity On Hand:         0.00


========================================================================
F1-Next/F2-Modify/F3-Delete/ESC-Exit: __
========================================================================
```

The system continues to display the LAST ENTRY of recorded TRANSACTION
DATEs until there are no more transactions recorded for that REFERENCE;
in which instance the "Transaction date" and "Last entry" prompts are
displayed with zeroes, and the "Quantity on Hand" prompt is displayed
with the current information.   Following is an example.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                QTY-ON-HAND & LAST-ENTRY MAINTENANCE          BON002

========================================================================
Store Number: 777                 DATA GENERAL ANTIGUA, INC.
Reference No: 2230                 BLACK NYLON RIBBON
========================================================================

             Transaction date: 00/00/00

             Last entry......:      0

             Quantity On Hand:         20.00

========================================================================
F1-Next/F2-Modify/F3-Delete/ESC-Exit: __
========================================================================
```

As usual, if you choose to MODIFY any of the information, the system
allows you to do so. Once you press NEW LINE or CARRIAGE RETURN on the
last prompt of the screen been MODIFIED, or press ESC to exit, the
system confirms if it is OK to update the information.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                QTY-ON-HAND & LAST-ENTRY MAINTENANCE          BON002

========================================================================
Store Number: 777                 DATA GENERAL ANTIGUA, INC.
Reference No: 2230                 BLACK NYLON RIBBON
========================================================================

             Transaction date: 00/00/00

             Last entry......:      0

             Quantity On Hand:         20.00

========================================================================
Ok to update? __
========================================================================
```

```
+------------------------------------------------------------------+
|                  ANTIGUA CUSTOMS-HERITAGE QUAY                    |
|                    *** MASTERS FILE MENU ***                      |
|                                                                  |
|              01. Category Master File Maintenance                |
|                                                                  |
|              02. Store Master File Maintenance                   |
|                                                                  |
|              03. Reference Master File Maintenance               |
|                                                                  |
|              04. Country of Origin File Maintenance              |
|                                                                  |
|              05. Carrier Master File Maintenance                 |
|                                                                  |
|              06. Bond Quantity On-hand & Last Entry              |
|                                                                  |
|              07. Deleted Stores Query                            |
|                                                                  |
|              08. Master Files Reports Menu                       |
|                                                                  |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit        |
|                    Enter option desired: 07                      |
+------------------------------------------------------------------+
```

The "Deleted Stores Query" option manages the information related to
the STORES which have been DELETEd from the Store Master File. This
information may not be modified, it may only be viewed.

The "Advice/Help Line" lists the available operations. We will only
discuss the SEARCH option, since it is the only operation available.
For a general explanation go to the "Command Screen" Session on Chapter
IV. "Putting the Customs System to Work".

```
+------------------------------------------------------------------+
| __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY        __:__:__  |
|                    DELETED STORES MASTER FILE            DST001   |
| ================================================================ |
| Store number: 000      Name:                                     |
| Date deleted: 00/00/00  Time deleted: 00:00:00                   |
| ================================================================ |
|      Address:                              Telephone:            |
|                                                                  |
|                                                                  |
|      Contact Name:                                               |
| ---------------------------------------------------------------- |
|            C A T E G O R Y   O F   G O O D S   F O R   S A L E    |
| - 1--------- 2--------- 3--------- 4--------- 5--------- 6------- |
| A                                                                |
| B                                                                |
| ================================================================ |
| F1-Search/ESC-Exit: __                                           |
| ================================================================ |
+------------------------------------------------------------------+
```

Select to SEARCH for a DELETEd STORE, and define if the SEARCH will be
by STORE NUMBER (F1) or STORE NAME (F2).

```
__/__/__                  ANTIGUA CUSTOMS-HERITAGE QUAY               __:__:__
SEARCH                    DELETED STORES MASTER FILE                  DST001

===============================================================================
Store number: 000        Name:
Date deleted: 00/00/00   Time deleted: 00:00:00
===============================================================================
      Address:                                        Telephone:


      Contact Name:
-------------------------------------------------------------------------------
              C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1--------- 2--------- 3--------- 4--------- 5--------- 6---------
A
B
===============================================================================
Press FUNCTION # shown below for search/ESC to exit: __
===============================================================================

1-Store#/2-S Name
```

Then enter the NUMBER or NAME, as chosen. Remember that you may use
the Index Key (Shift F2) to help you enter the STORE NUMBER (for more
details go to "Store /Reference Master File Maintenance" Sessions).

```
__/__/__                  ANTIGUA CUSTOMS-HERITAGE QUAY               __:__:__
SEARCH                    DELETED STORES MASTER FILE                  DST001

===============================================================================
Store number: 000        Name:
Date deleted: 00/00/00   Time deleted: 00:00:00
===============================================================================
      Address:                                        Telephone:


      Contact Name:
-------------------------------------------------------------------------------
              C A T E G O R Y   O F   G O O D S   F O R   S A L E
 - 1--------- 2--------- 3--------- 4--------- 5--------- 6---------
A
B
===============================================================================
Enter STORE Number/shF2-Index or press {ESC} to exit.
===============================================================================
```

The corresponding information is displayed. You may then choose to see some statistics on the DELETEd STORE or display the next STORE DELETEd. If the system fails to find a DELETEd STORE as the specified, it will display a STORE with a NUMBER or NAME closest to the specified.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH              DELETED STORES MASTER FILE               DST001

==================================================================
Store number: 999        Name: XXX
Date deleted: 08/28/90  Time deleted: 00:14:10
==================================================================
       Address: addr 1                    Telephone: 777-2251
                addr 2
                addr 3
       Contact Name:  mr. ok
------------------------------------------------------------------
          C A T E G O R Y   O F   G O O D S   F O R   S A L E
- 1--------- 2--------- 3--------- 4--------- 5--------- 6---------
A
B
==================================================================
F1-Next/F2-Statistics/ESC-Exit: __
==================================================================
```

The statistics that will be displayed consist on the amount of records DELETEd from each one of the files belonging to the System.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH              DELETED STORES MASTER FILE               DST001

==================================================================
Store number: 999        Name: XXX
Date deleted: 08/28/90  Time deleted: 00:14:10
==================================================================
              Detailed Bond File records:      1
              Summary  Bond File records:      2
              Tariff File       records:      0
              Reference File    records:      3
              Goods Sold File   records:      2
              Invoice File      records:      2
              Detailed Inventory records:      1
              Summary Inventory  records:      2

              Total records deleted    :     13
==================================================================
Press NEW-LINE to continue: __
==================================================================
```

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                  ANTIGUA CUSTOMS-HERITAGE QUAY                     │
│                   *** MASTERS FILE MENU ***                        │
│                                                                   │
│            01. Category Master File Maintenance                   │
│                                                                   │
│            02. Store Master File Maintenance                      │
│                                                                   │
│            03. Reference Master File Maintenance                  │
│                                                                   │
│            04. Country of Origin File Maintenance                 │
│                                                                   │
│            05. Carrier Master File Maintenance                    │
│                                                                   │
│            06. Bond Quantity On-hand & Last Entry                 │
│                                                                   │
│            07. Deleted Stores Query                               │
│                                                                   │
│            08. Master Files Reports Menu                          │
│                                                                   │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit        │
│                  Enter option desired: 08                         │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The "Master Files Reports Menu" option displays the reports available
for the various master files.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                  ANTIGUA Customs (Heritage Quay)                  │
│                   MASTER FILES REPORTS MENU                        │
│                                                                   │
│                                                                   │
│                                                                   │
│            01. Store Master File Report                           │
│                                                                   │
│                                                                   │
│                                                                   │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit        │
│                  Enter option desired: 01                         │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

```
              ANTIGUA CUSTOMS-HERITAGE QUAY
              MASTER FILES REPORTS MENU




              01. Store Master File Report




F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
              Enter option desired: 01
```

Selecting the "Store Master File Report" option allows you to define
the STORES to be included on the report.

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY        __:__:__
                   STORE MASTER FILE REPORT             REP002
================================================================
================================================================




================================================================
F1-All/F2-Range/F3-Specific/ESC-Exit: __
================================================================
```

Select to print a "Range" of STORES (F2). The system then displays the
following screen asking you to enter the "BEGINNING value".

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
RANGE                   STORE MASTER FILE REPORT                  REP002

===============================================================================
===============================================================================




           From Store Number:   COO

              To Store Number:




===============================================================================
Enter BEGINNING value/F1-From beginning of file/ESC-Back _
===============================================================================
```

Select to print the "Store Master File" from the beginning to the end.
To do so, first press F1 (Beginning). The system displays the
following screen asking you to define the "ENDING value" of the range
of STORES to be printed. Remember that the system will SEARCH the
STORES File for the specified values, and that in a SEARCH operation
the system does not verify the validity of the information you enter to
identify the record it is going to SEARCH for. If it is unable to find
a record with the exact same information as specified, it will bring
the available record with information closest to the one specified.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
RANGE                   STORE MASTER FILE REPORT                  REP002

===============================================================================
===============================================================================




           From Store Number:   BEGINNING OF FILE

              To Store Number:




===============================================================================
Enter ENDING value/F1-To end of file/F2-Same/ESC-Back __
===============================================================================
```

You can either enter a specific STORE NUMBER, F2 to print only the
information for the STORE defined in the "From Store Number" prompt, or
F1 to print all STORES from the BEGINNING value until the last STORE on
the file.

Press F1 to select to print until the END fo the file.

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 RANGE                STORE MASTER FILE REPORT                 REP002

 ================================================================
 ================================================================




              From Store Number:  BEGINNING OF FILE

                To Store Number:  END OF FILE




 ================================================================
 F1-Print/ESC-Abort.
 ================================================================
```

As shown on the previous screen, the system then ask you to confirm
that you want to print, giving you the chance to abort the operation.

Choose to print.

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 RANGE                STORE MASTER FILE REPORT                 REP002

 ================================================================
 ================================================================




              From Store Number:  BEGINNING OF FILE

                To Store Number:  END OF FILE




 ================================================================
 Printing Report. Please wait.
 ================================================================
```

LETS GO BACK TO THE "MASTER FILES REPORTS MENU" AND CHOOSE TO PRINT
INFORMATION FOR "SPECIFIC" STORES (F3).

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
                        STORE MASTER FILE REPORT                REP002

========================================================================
========================================================================








========================================================================
F1-All/F2-Range/F3-Specific/ESC-Exit: __
========================================================================
```

The following screen is displayed:

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
SPECIFIC                STORE MASTER FILE REPORT                REP002

========================================================================

========================================================================
     Index     Store              S T O R E   N A M E
     -----     -----     -------------------------------------




========================================================================
Enter Store Number/shF2-Index/{ESC}-Back: _____
========================================================================
```

You may then start defining STORES. Remember that, as suggested in the
"Advice/Help Line", Shift F2 is the Index Key. Pressing this key
displays a window with a list of STORES defined in the system and the
corresponding numbers (for more details go to the "Store Master File
Maintenance" Session on Chapter VI. "Master Files Menu").

Select to print the information on STORE 001. The STORE name is
automatically displayed, together with the following screen:

```
__/__/__          ANTIGUA  CUSTOMS-HERITAGE QUAY         __:__:__
SPECIFIC              STORE MASTER FILE REPORT             REP002

===============================================================

===============================================================
     Index     Store              S T O R E     N A M E
     -----     -----     ----------------------------------------
      001       001      BENJIES 1988 LTD.




===============================================================
F1-Up/F2-Down/F3-Prev/F4-Next/F5-Print/F6-Add/F7-Delete/ESC-Abort _
===============================================================
```

The "Advice/Help Line" defines the task assigned to each Function Key
that may be used to move through the **selected STORES and to add other
STORES to the list.** Notice that F1 moves the cursor one STORE up
(within those already defined), while F2 moves it one STORE down. On
the other hand, F3 (PREV SCREEN) displays the previous ten (10) STORES
(if there are as many), and F4 (NEXT SCREEN) displays the next ten (10)
STORES (if there are as many).

If you define a STORE by mistake, use the function keys until the
corresponding STORE is highlighted by the cursor. You may then press
F7 to DELETE it.

If on the other hand, you want to add another STORE, press F6 to do so.

Once your list is complete, press F5 to start the PRINT operation.
Notice you always have the ESC option to abort the operation.

The system then displays the following message at the bottom of the
screen.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SPECIFIC            STORE MASTER FILE REPORT                 REP002

==================================================================

==================================================================
     Index     Store              S T O R E    N A M E
     -----     -----     ---------------------------------------
      001       001      BENJIES 1988 LTD.
      002       777      DATA GENERAL ANTIGUA, INC.




==================================================================
Printing Report.  Please wait...
==================================================================
```

CHAPTER VII. THE BOND TRANSACTIONS MODULE

FOR THE USER WITH ADMINISTRATOR'S PRIVILEGE, selecting the "Bond Transaction Menu" option on the "Master Menu" brings him to the available alternatives on the Bond Transacitons Module.

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                  ANTIGUA CUSTOMS-HERITAGE QUAY              │
│               *** ADMINISTRATOR MASTER MENU ***            │
│                                                             │
│                                                             │
│              01.  Security Menu                            │
│                                                             │
│              02.  Master Files Menu                        │
│                                                             │
│              03.  Bond Transaction Menu                    │
│                                                             │
│              04.  Inventory Menu                           │
│                                                             │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit │
│                  Enter option desired: 03                  │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                  ANTIGUA CUSTOMS-HERITAGE QUAY              │
│                  *** CUSTOMS BOND MENU ***                 │
│                                                             │
│                                                             │
│              01.  Customs Private Bond                     │
│                                                             │
│              02.  Goods Sold for Export                    │
│                                                             │
│              03.  Goods Sold Locally                       │
│                                                             │
│              04.  Duty Liability Maintenance               │
│                                                             │
│              05.  Delinquent Stores Query                  │
│                                                             │
│              06.  Bond Reports Menu                        │
│                                                             │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit │
│                  Enter option desired: 01                  │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

FOR THE REGULAR USER (NO ADMINISTRATOR'S PRIVILEGE) selecting the "Bond Menu" and the "Sales Menu" options on the "Master Menu" brings him to the available alternatives on the Bond Transacitons Module.

```
ANTIGUA CUSTOMS-HERITAGE QUAY
        *** USER MASTER MENU ***


            01. Bond Menu

            02. Sales Menu

            03. Inventory Menu


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
             Enter option desired: 01
```

The "Bond Menu" provides the following options:

```
ANTIGUA CUSTOMS-HERITAGE QUAY
         *** BOND MENU ***


            01. Customs Private Bond

            02. Bond Reports Menu


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
             Enter option desired: 01
```

The "Sales Menu" provides the following options:

```
ANTIGUA CUSTOMS-HERITAGE QUAY
        *** SALES MENU ***


            01. Goods Sold for Export

            02. Goods Sold Locally

            03. Duty Liability Maintenance

            04. Delinquent Sotres Query

            05. Sales Reports Menu


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
             Enter option desired: 01
```

WE WILL DISCUSS THE OPTIONS FOR THE BOND TRANSACTIONS MODULE BASED ON THE MENUS FOR THE REGULAR USER ("Bond Menu" and "Sales Menu"). The user with System Administrator's privilege must match the discussed options with the "Bond Transaction Menu" available to him.

LET DISCUSS THE "BOND MENU".

```
┌──────────────────────────────────────────────────────────────┐
│                  ANTIGUA CUSTOMS-HERITAGE QUAY                │
│                   *** USER MASTER MENU ***                    │
│                                                              │
│                                                              │
│             01. Bond Menu                                    │
│                                                              │
│             02. Sales Menu                                   │
│                                                              │
│             03. Inventory Menu                               │
│                                                              │
│                                                              │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit   │
│                     Enter option desired: 01                 │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────┐
│                  ANTIGUA CUSTOMS-HERITAGE QUAY                │
│                     *** BOND MENU ***                        │
│                                                              │
│                                                              │
│             01. Customs Private Bond                         │
│                                                              │
│             02. Bond Reports Menu                            │
│                                                              │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit   │
│                     Enter option desired: 01                 │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

The "Customs Private Bond" option manages the information about the BONDED/SHIPMENT RECEIVED GOODS. **Notice that goods received and entered through this Module will not affect the inventory for the corresponding STORE until the inventory is updated. This is accomplished with the option "Update Inventory from Bond", which is part of the "Inventory Menu" option on the Master Menu for users with System Administrator's privilege.**

Selecting the "Customs Private Bond" option on the "Bond Menu" brings you to the COMMAND SCREEN on the following page. Remember that the "Advice/Help Line" lists the available operations.

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                      CUSTOMS PRIVATE BONDED                     BON001
================================================================================
Store Number:   000
Reference No:
================================================================================
Tariff Item No..:
Transaction Date: 00/00/00           Date Arrival....: 00/00/00
Warrant No......:                    Carrier.........:
Country Origin..: 000                Quanty..........:           0.00
                                     ON HAND.........:           0.00
================= D U T Y   I N F O R M A T I O N ==================
                                     CIF Value.......:           0.00
Duty Rate...........: 00             Duty Amount.....:           0.00
Consumption Rate....: 00             Consumption Tax.:           0.00
Customs Service Rate: 00             Customs Service Charge:      0.00
                                     DUTY LIABILITY..:           0.00
Remarks:
================================================================================
F1-Create/ESC-Quit: __
================================================================================
```

NOTICE THAT REGULAR USERS only have the option to CREATE records;
i.e., enter information regarding RECEIVED GOODS. **USERS WITH SYSTEM
ADMINISTRATOR'S PRIVILEGE** are the only ones with the option to SEARCH/
MODIFY, or DELETE records (i.e., information on GOODS RECEIVED).

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                      CUSTOMS PRIVATE BONDED                     BON001
================================================================================
Store Number:   000
Reference No:
================================================================================
Tariff Item No..:
Transaction Date: 00/00/00           Date Arrival....: 00/00/00
Warrant No......:                    Carrier.........:
Country Origin..: 000                Quanty..........:           0.00
                                     ON HAND.........:           0.00
================= D U T Y   I N F O R M A T I O N ==================
                                     CIF Value.......:           0.00
Duty Rate...........: 00             Duty Amount.....:           0.00
Consumption Rate....: 00             Consumption Tax.:           0.00
Customs Service Rate: 00             Customs Service Charge:      0.00
                                     DUTY LIABILITY..:           0.00
Remarks:
================================================================================
F1-Create/F2-Search+Modify+Delete/ESC-Quit: __
================================================================================
```

This means that if a regular user finds out he has made a mistake after
creating the record (i.e., entering the RECEIVED GOOD), he will have to
ask a System Administrator to make the necessary changes.

WE WILL NOW DISCUSS THE CREATE OPTION (F1) FOR THE REGULAR USER. Press
F1, and the cursor will be positioned on the "Store Number" prompt.

```
 __/__/__         ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
 CREATE              CUSTOMS PRIVATE BONDED               BON001
================================================================
Store Number:  000
Reference No:
================================================================
Tariff Item No..:
Transaction Date: 00/00/00          Date Arrival....: 00/00/00
Warrant No......:                   Carrier.........:
Country Origin..: 000               Quanty..........:         0.00
                                    ON HAND.........:         0.00
================ D U T Y   I N F O R M A T I O N =================
                                    CIF Value.......:         0.00
Duty Rate...........: 00            Duty Amount.....:         0.00
Consumption Rate....: 00            Consumption Tax.:         0.00
Customs Service Rate: 00            Customs Service Charge:   0.00
                                    DUTY LIABILITY..:         0.00
Remarks:
================================================================
Enter STORE Number/shf2-Index or press {ESC} to exit.
================================================================
```

The "Advice/Help Line" reminds you the availability of the Index Key
(Shift F2) to display a window with a list of the STORES and the
corresponding numbers (for more details see Session "Store Master File
Maintenance" on Chapter VI. "The Master Files Module").

Enter the desired STORE NUMBER and press NEW LINE.

```
 __/__/__         ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
 CREATE              CUSTOMS PRIVATE BONDED               BON001
================================================================
Store Number:  777           DATA GENERAL ANTIGUA, INC.
Reference No:
================================================================
Tariff Item No..:
Transaction Date: 00/00/00          Date Arrival....: 00/00/00
Warrant No......:                   Carrier.........:
Country Origin..: 000               Quanty..........:         0.00
                                    ON HAND.........:         0.00
================ D U T Y   I N F O R M A T I O N =================
                                    CIF Value.......:         0.00
Duty Rate...........: 00            Duty Amount.....:         0.00
Consumption Rate....: 00            Consumption Tax.:         0.00
Customs Service Rate: 00            Customs Service Charge:   0.00
                                    DUTY LIABILITY..:         0.00
Remarks:
================================================================
Enter REFERENCE number/shF2-Index
================================================================
```

As shown on the previous screen, when you enter the STORE NUMBER the
system automatically displays the STORE name. It then positions the
cursor on the next prompt, "Reference No". Once again the "Advice/Help
Line" gives you help on what to do at the prompt and reminds you the
availability of the Index Key (Shift F2) to display a window with a
list of the REFERENCE NUMBERS defined for that STORE.

This time press the Index Key (Shift F2) instead of entering the
desired REFERENCE NUMBER.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
CREATE                CUSTOMS PRIVATE BONDED                     BON001
===================================================================
Store N+-----------------------------------------------------------+
Referen| - REFERENCE NUMBER - ---------- DESCRIPTION -----------    |
=======| 2230                 BLACK NYLON RIBBON                    |==
Tariff | 4467                 BLACK MULTI-STRIKE                    |
Transac| 5275B                DG/500RM: 20MB DISK, 21MB CART TAPE   |
Warrant| 6283                 DASHER D220 COLOR TERMINAL            |
Country| 6486                 20" MONOCHROME MONITOR FOR AViiON     |
       | 6487                 19" COLOR MONITOR FOR AViiON          |
=======| 6516                 BLACK 4 MIL NYLON RIBBON              |==
       | 6566                 D216+ 14" TERMINAL                    |
Duty Ra| 70030                AV310 20MHZ, 12MB SRVR, 322MB/150MB   |
Consump| 8948-A               MV/15000-8 16MB AOS/VS RTU            |
Customs| F1-Up/F2-Down/F3-Prev/F4-Next/F5-Select/ESC-Exit_         |
       +-----------------------------------------------------------+
Remarks:
===================================================================

===================================================================
```

The cursor is positioned on the first REFERENCE NUMBER on the Index
Window, which is highlighted. The bottom line on the window defines
the task assigned to each Function Key that may be used to move through
the Index. Notice that F1 moves the cursor one REFERENCE NO. up, while
F2 moves it one REFERENCE NO. down. On the other hand, F3 (PREV
SCREEN) displays the previous ten (10) REFERENCE NO'S (if there are as
many), and F4 (NEXT SCREEN) displays the next ten (10) REFERENCE NO'S
(if there are as many).

Use the function keys until the desired REFERENCE NUMBER is highlighted
by the cursor; then press F5 to select it. The system automatically
displays on the COMMAND SCREEN the REFERENCE NO., the description and
"Tariff Item No." for the good selected.

Suppose for example, that we select REFERENCE NO. 6486. The corresponding information is displayed and the cursor is positioned on the "Transaction Date" prompt.

```
 __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
 CREATE                CUSTOMS PRIVATE BONDED                BON001
================================================================
 Store Number:  777          DATA GENERAL ANTIGUA, INC.
 Reference No:  6486          20" MONOCHROME MONITOR FOR AViiON
================================================================
 Tariff Item No..: T6486
 Transaction Date: 00/00/00       Date Arrival....: 00/00/00
 Warrant No......:                Carrier.........:
 Country Origin..: 000            Quanty..........:        0.00
                                  ON HAND.........:        0.00
 ================ D U T Y   I N F O R M A T I O N ================
                                  CIF Value.......:        0.00
 Duty Rate...........: 00         Duty Amount.....:        0.00
 Consumption Rate....: 00         Consumption Tax.:        0.00
 Customs Service Rate: 00         Customs Service Charge:  0.00
                                  DUTY LIABILITY..:        0.00
 Remarks:
================================================================
 Enter TRANSACTION month
================================================================
```

Once you have entered the TRANSACTION DATE, the system displays a number on the left side of the third line on the screen. This number represents the amount of shipments received (records created) on the specified TRANSACTION DATE, and for the specified REFERENCE NUMBER (good) for that STORE.

Continue to enter the corresponding information for the next prompts. REMEMBER TO PRESS NEW LINE EACH TIME AFTER TYPING THE INFORMATION, NOTICE THAT THE SYSTEM WILL NOT ALLOW YOU TO LEAVE AN EMPTY PROMPT, AND NOTICE THE AVAILABILITY OF AN INDEX KEY FOR "COUNTRY OF ORIGIN".

It might be helpfull for you to use CARRIAGE RETURN (<CR>) instead of NEW LINE (<NL>) on the prompts asking for a number. This way you will not have to enter the decimal period and values each time (for more information go to Session "Keyboard Information" on Chapter II. "Working with the Terminal and Computer").

Also notice that some of the prompts are calculated automatically. For example, once you enter the the QUANTITY received, the "ON HAND" quantity is automatically updated to include the amount just received. Once you enter the DUTY RATE, the DUTY AMOUNT is calculated; once you enter the CONSUMPTION RATE, the CONSUMPTION TAX is calculated.

The CUSTOMS SERVICE RATE is a constant, which was defined to the system by the System Administrator, through the "Company File Maintenance" option of the "Security Menu". The system gets this constant and automatically calculates the CUSTOMS SERVICE CHARGE. It then adds up all the tax information (DUTY AMOUNT, CONSUMPTION TAX, CUSTOMS SERVICE CHARGE) and calculates the total DUTY LIABILITY.

When all the information is entered and you press NEW LINE or CARRIAGE
RETURN on the "Remarks" prompt, the system verifies if it is OK to
CREATE the record.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
 CREATE                  CUSTOMS PRIVATE BONDED                  BON001
     1
 ======================================================================
 Store Number:   777            DATA GENERAL ANTIGUA, INC.
 Reference No:   6486           20" MONOCHROME MONITOR FOR AViiON
 ======================================================================
 Tariff Item No..: T6486
 Transaction Date: 09/15/90        Date Arrival....: 09/01/90
 Warrant No......: 569s452          Carrier.........: NAVIERAS
 Country Origin..: 002 USA           Quanty..........:        25.00
                                     ON HAND.........:        25.00
 ================= D U T Y   I N F O R M A T I O N ====================
                                  CIF Value.............:    256.00
 Duty Rate...........: 20         Duty Amount...........:     51.20
 Consumption Rate....: 10         Consumption Tax.......:     25.60
 Customs Service Rate: 10         Customs Service Charge:     25.60
                                  DUTY LIABILITY........:    102.40
 Remarks: NOTICE CHANGE IN PRICE.
 ======================================================================
 Ok to create? __
 ======================================================================
```

Answer "Y" (yes) to record the shipment, or "N" (no) to abort the
CREATE operation.

The system then displays another COMMAND SCREEN with "default" values
(no information entered), allowing you to record another shipment
(i.e., CREATE another record).

Just press ESC if you do not want to record any other shipment.

AS ALREADY MENTIONED, REGULAR USERS only have the option to CREATE records; i.e., enter information regarding RECEIVED GOODS.

ON THE OTHER HAND, USERS WITH SYSTEM ADMINISTRATOR'S PRIVILEGE also have the option to MODIFY, or DELETE records (i.e., information on GOODS RECEIVED).

When a System Administrator selects to SEARCH, the system gives him the choice to SEARCH by STORE NUMBER, REFERENCE NUMBER, or WARRANT NUMBER.

```
__/__/__                 ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                   CUSTOMS PRIVATE BONDED                      BON001
=======================================================================
Store Number:   000
Reference No:
=======================================================================
Tariff Item No..:
Transaction Date: 00/00/00            Date Arrival....: 00/00/00
Warrant No......:                     Carrier.........:
Country Origin..: 000                 Quanty..........:        0.00
                                      ON HAND.........:        0.00
================= D U T Y   I N F O R M A T I O N ====================
                                      CIF Value.............:   0.00
Duty Rate...........: 00              Duty Amount...........:   0.00
Consumption Rate....: 00              Consumption Tax.......:   0.00
Customs Service Rate: 00              Customs Service Charge:   0.00
                                      DUTY LIABILITY........:   0.00
Remarks:
=======================================================================
Press FUNCTION # shown below for search/ESC to exit: __
=======================================================================
1-Store#/2-Reference#/3-Warrant#
```

Once the user specifies the type of SEARCH desired, the system positions the cursor on the corresponding prompt, allowing the user to enter the information. Remember the availability of the Index Key (Shift F2) to define the STORE NUMBER and REFERENCE NUMBER.

When the user fills the prompt and presses NEW LINE, the system displays the information corresponding to the first shipment recorded for that STORE/REFERENCE NUMBER/WARRANT NUMBER. If it cannot find a record with the exact information as specified, the system brings the record with information closest to the specified. It then gives the user the options to: go to the information on the NEXT record available, MODIFY, or DELETE the displayed information.

If the user selects to MODIFY, the cursor is positioned on the "Warrant No" prompt, allowing to make changes. Notice that the information on the previous prompts ("Store Number", "Reference No", "Tariff Item No", and "Transaction Date") may not be MODIFIED. To MODIFY this information, the record would have to be DELETEd and CREATEd again.

Once the user presses NEW LINE or CARRIAGE RETURN on the "Remarks" prompt, the system confirms if it is OK to update the record.

```
+------------------------------------------------------------------+
|                  ANTIGUA CUSTOMS-HERITAGE QUAY                    |
|                     *** BOND MENU ***                            |
|                                                                  |
|                                                                  |
|             01. Customs Private Bond                            |
|                                                                  |
|             02. Bond Reports Menu                               |
|                                                                  |
|                                                                  |
|  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit       |
|                     Enter option desired: 02                     |
|                                                                  |
+------------------------------------------------------------------+
```

Selecting the "Bond Reports Menu" option brings you to the available
reports that may be generated for the Bond File. As mentioned before,
this is information that has not yet updated the INVENTORIES. In order
to do so, the "Update Inventory from Bond" option of the "Inventory
Menu" (on Master Menu) must be run by a user with System
Administrator's privilege.

```
+------------------------------------------------------------------+
|                  ANTIGUA Customs (Heritage Quay)                 |
|                   *** BOND REPORTS MENU ***                      |
|                                                                  |
|                                                                  |
|           01. Full bond Book          Report                    |
|                                                                  |
|           02. Purchaser Transactions Report                      |
|                                                                  |
|           03. Goods Sold Locally      Report                    |
|                                                                  |
|           04. Goods Sold for Export (Cruise Pass.)               |
|                                                                  |
|           05. Goods Sold for Export (Stay-Over Pass.)            |
|                                                                  |
|           06. Goods Sold for Export to Diplomats                 |
|                                                                  |
|           07. Duty Liability Report                             |
|                                                                  |
|           08. Duty Liability Discrepancies Report                |
|                                                                  |
|  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit       |
|                     Enter option desired: 01                     |
|                                                                  |
+------------------------------------------------------------------+
```

All Reports have been designed using the same procedures. The purpose
of this Session then is to give you a general explanation. For that
reason, we will only discuss two examples: using the "Full Bond Book
Report", and the "Purchaser Transactions Report"

```
ANTIGUA Customs (Heritage Quay)
*** BOND REPORTS MENU ***


         01. Full Bond Book        Report

         02. Purchaser Transactions Report

         03. Goods Sold Locally      Report

         04. Goods Sold for Export (Cruise Pass.)

         05. Goods Sold for Export (Stay-Over Pass.)

         06. Goods Sold for Export to Diplomats

         07. Duty Liability Report

         08. Duty Liability Discrepancies Report


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
               Enter option desired: 01
```

Selecting the "Full Bond Book Report" option allows you to print the
information corresponding to the BOND FILE; that is, information that
has been entered, but has not yet updated the STORES' INVENTORIES.

```
__/__/__         ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
                 BOND INVENTORY PRINTING PROGRAM          INV003

==================================================================

==================================================================







==================================================================
F1-All/F2-Range/F3-Specific/ESC-Exit _
==================================================================
```

Press F2 to select to print a "Range" of REFERENCE NUMBERS for a specific STORE. The system then positions the cursor on the "Store No" prompt, asking you to define the STORE for which you want the report. Remember the availability of the Index Key (Shift F2).

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 RANGE                 BOND INVENTORY PRINTING PROGRAM           INV003

 ====================================================================
 Store No:  000
 ====================================================================




 
 
 
 
 ====================================================================
 Enter STORE Number/shF2-Index/ESC-Exit
 ====================================================================
```

Suppose we select STORE 001, the system automatically displays the name of the STORE and asks you for the REFERENCE NUMBER that defines the BEGINNING value of REFERENCE NUMBERS to print. Once again, remember the availability of the Index Key (Shift F2).

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 RANGE                 BOND INVENTORY PRINTING PROGRAM           INV003

 ====================================================================
 Store No.:  001           BENJIES 1988 LTD.
 ====================================================================


         From REFERENCE-NO      :

           To REFERENCE-NO      :


 ====================================================================
 Enter BEGINNING value/F1-From beginning of file/ESC-Back _
 ====================================================================
```

Valid REFERENCE NUMBERs are those that have been created by a System
Administrator through the "Reference File Maintenance" option on the
"Master Files Menu". Note that in the COMMAND SCREEN we are
discussing, the system does not verify the validity of the REFERENCE
NUMBER you enter. The reason is that the system gets it's information
to produce the report after doing a SEARCH of the file. If it is
unable to find a record with the exact same REFERENCE NUMBER as you
specified, it will use the available record with a REFERENCE NUMBER
closest to the one specified. This is a powerful feature that allows
you to produce reports that satisfy all your needs.

Select to print the information from the first REFERENCE NUMBER
(F1-BEGINNING) on file for that STORE.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
RANGE               BOND  INVENTORY  PRINTING  PROGRAM          INV003

=================================================================
Store No.:  001            BENJIES 1988 LTD.
=================================================================



          From REFERENCE-NO      : BEGINNING OF FILE

            To REFERENCE-NO      :



=================================================================
Enter ENDING value/F1-To end of file/F2-Same/ESC-Back __
=================================================================
```

Now select to print until the last REFERENCE NUMBER (F1-ENDING) on file
for that STORE. The system then confirms the REPORT operation.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
RANGE               BOND  INVENTORY  PRINTING  PROGRAM          INV003

=================================================================
Store No.:  001            BENJIES 1988 LTD.
=================================================================



          From REFERENCE-NO      : BEGINNING OF FILE

            To REFERENCE-NO      : END OF FILE



=================================================================
F1-Print/ESC-Abort __
=================================================================
```

```
__/__/__        ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
RANGE           BOND INVENTORY PRINTING PROGRAM           INV003

===============================================================
Store No.:  001          BENJIES 1988 LTD.
===============================================================


          From REFERENCE-NO      : BEGINNING OF FILE

            To REFERENCE-NO      : END OF FILE



==============================================================
F1-Print/ESC-Abort __
==============================================================
```

Select to PRINT (F1).

```
__/__/__        ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
RANGE           BOND INVENTORY PRINTING PROGRAM           INV003

===============================================================
Store No.:  001          BENJIES 1988 LTD.
===============================================================


          From REFERENCE-NO      : BEGINNING OF FILE

            To REFERENCE-NO      : END OF FILE



===============================================================
Scanning database.  Please wait...
===============================================================
```

**LETS GO BACK TO THE "BOND INVENTORY PRINTING PROGRAM" COMMAND SCREEN
AND CHOOSE TO PRINT INFORMATION FOR "SPECIFIC" COMBINATIONS OF
STORE/REFERENCE NUMBER.**

```
+-----------------------------------------------------------------------+
| __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__    |
|                    BOND INVENTORY PRINTING PROGRAM         INV003      |
|                                                                       |
| ===================================================================== |
|                                                                       |
| ===================================================================== |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
| ===================================================================== |
| F1-All/F2-Range/F3-Specific/ESC-Exit __                               |
| ===================================================================== |
+-----------------------------------------------------------------------+
```

Press F3 and the following screen is displayed:

```
+-----------------------------------------------------------------------+
| __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__    |
| SPECIFIC            BOND INVENTORY PRINTING PROGRAM        INV003      |
|                                                                       |
| ===================================================================== |
|                                                                       |
| ===================================================================== |
|  Num St#           STORE NAME                    REFERENCE-NO         |
|  --- ---  --------------------------    ----------------------------- |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
| ===================================================================== |
| Enter Store Number/shF2-Index/ESC-Exit                               |
| ===================================================================== |
+-----------------------------------------------------------------------+
```

You may then start defining combinations of STORE/REFERENCE NUMBER.
Remember that, as suggested in the "Advice/Help Line", Shift F2 is the
Index Key available to help you define the STORE NUMBER and the
REFERENCE NUMBER. Pressing this key displays a window with a list of
defined information (STORE or REFERENCE NO.). For more details on the
Index Key, go to "Store/Reference Master File Maintenance" Sessions on
Chapter VI. "The Master File Module".

Select to print the information on STORE 001, REFERENCE NUMBER 003.
The STORE name and the following screen are automatically disp'ayed:

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 SPECIFIC          BOND INVENTORY PRINTING PROGRAM             INV003

 ====================================================================

 ====================================================================
  Num St#            STORE NAME                  REFERENCE-NO
  --- ---  --------------------------------  ------------------------
  001 001 BENJIES 1988 LTD.                  003




 ====================================================================
 F1-Up/F2-Down/F3-Prev/F4-Next/F5-Print/F6-Add/F7-Delete/ESC-Abort _
 ====================================================================
```

The "Advice/Help Line" defines the task assigned to each Function Key
that may be used to move through the **selected STORES/REFERENCE NO.'s
and to add other combinations to the list.** Notice that F1 moves the
cursor one STORE/REF. NO. up (within those already defined), while F2
moves it one STORE/REF. NO. down. On the other hand, F3 (PREV SCREEN)
displays the previous ten (10) STORES/REF. NO.'s (if there are as
many), and F4 (NEXT SCREEN) displays the next ten (10) STORES/REF.
NO.'s (if there are as many).

If you define a STORE/REF. NO. by mistake, use the func⁺ion keys until
the corresponding combination is highlighted by the cursor. You may
then press F7 to DELETE it.

If on the other hand, you want to add another, press F6 to do so.

Add the combination STORE 777, REFERENCE NUMBER 2280. Once your list
is complete, press F5 to start the PRINT operation. Notice you always
have the ESC option to abort the operation.

Remember that the system will SEARCH the BOND File for the specified
values, and that in a SEARCH operation the system does not verify the
validity of the information you enter to identify the record it is
going to SEARCH for. If it is unable to find a record with the exact
same information as specified, it will print the available record with
information closest to the one specified.

Once you press F5 to start printing, the system confirms the PRINTING operation, giving you a last chance to abort it:

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SPECIFIC          BOND INVENTORY PRINTING PROGRAM            INV003

================================================================

================================================================
 Num St#          STORE NAME                    REFERENCE-NO
 --- ---  ------------------------------  ----------------------------
 001 001 BENJIES 1988 LTD.             003
 002 777 DATA GENERAL ANTIGUA, INC.    2280




================================================================
F1-Print/ESC-Abort __
================================================================
```

Select to print, and the system will display a message informing you it is SEARCHING the database (Bond File) for the specified information.

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SPECIFIC          BOND INVENTORY PRINTING PROGRAM            INV003

================================================================

================================================================
 Num St#          STORE NAME                    REFERENCE-NO
 --- ---  ------------------------------  ----------------------------
 001 001 BENJIES 1988 LTD.             003
 002 777 DATA GENERAL ANTIGUA, INC.    2280



================================================================
Scanning database.  Please wait...
================================================================
```

Once all the database (Bond File) has been SEARCHED and the information
for the report has been identified, the system displays a message
informing you the amount of records found that match the specified
STORE/REFERENCE NUMBER combinations.

```
┌─────────────────────────────────────────────────────────────────────┐
│ __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__   │
│ SPECIFIC           BOND INVENTORY PRINTING PROGRAM           INV003   │
│                                                                       │
│ ===================================================================== │
│                                                                       │
│ ===================================================================== │
│  Num St#           STORE NAME                     REFERENCE-NO        │
│  --- --- ------------------------------    ------------------------   │
│  001 001 BENJIES 1988 LTD.                 003                        │
│  002 777 DATA GENERAL ANTIGUA, INC.        2260                       │
│                                                                       │
│                                                                       │
│                                                                       │
│ ===================================================================== │
│ Records selected: 8- Printing Report...                               │
│ ===================================================================== │
└─────────────────────────────────────────────────────────────────────┘
```

```
ANTIGUA Customs (Heritage Quay)
*** BOND REPORTS MENU ***


   01. Full Bond Book        Report

   02. Purchaser Transactions Report

   03. Goods Sold Locally     Report

   04. Goods Sold for Export (Cruise Pass.)

   05. Goods Sold for Export (Stay-Over Pass.)

   06. Goods Sold for Export to Diplomats

   07. Duty Liability Report

   08. Duty Liability Discrepancies Report


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                Enter option desired: 02
```

Selecting the "Purchaser Transactions Report" option allows you to
define the purchasers and dates to be included in the report.

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
                  PURCHASER TRANSACTION REPORT               REP001

==============================================================================

==============================================================================


        From Purchaser:

          To Purchaser:

             From Date:

               To Date:

==============================================================================
Enter Purchaser/F1-BEGIN/F2-ALL/ESC-Exit
==============================================================================
```

The system positions the cursor on the "From Purchaser" prompt, asking
you to define the BEGINNING value. You may: enter a specific name,
press F1 to specify the PURCHASER that identifies the BEGINNING of the
file, or press F2 to include all PURCHASERS.

```
+----------------------------------------------------------------------+
| __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__   |
|                   PURCHASER TRANSACTION REPORT              REP001    |
|                                                                      |
| ====================================================================== |
| ====================================================================== |
|                                                                      |
|                                                                      |
|             From Purchaser:                                          |
|                                                                      |
|               To Purchaser:                                          |
|                                                                      |
|                 From Date:                                           |
|                                                                      |
|                   To Date:                                           |
|                                                                      |
| ====================================================================== |
| Enter Purchaser/F1-BEGIN/F2-ALL/ESC-Exit                             |
| ====================================================================== |
+----------------------------------------------------------------------+
```

Enter the desired name. The system then positions the cursor on the
"To Purchaser" prompt, asking for an ENDING value. You may: enter a
name, press F1 to specify the PURCHASER that identifies the END of the
file, or press F2 to only print the name specified as BEGINNING value.

Remember that the system performs a SEARCH operation in order to find
the records to be included in the report. If it is unable to find a
record with the exact same PURCHASER as you specified, it will use the
available record with a name closest to the one specified.

```
+----------------------------------------------------------------------+
| __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__   |
|                   PURCHASER TRANSACTION REPORT              REP001    |
|                                                                      |
| ====================================================================== |
| ====================================================================== |
|                                                                      |
|                                                                      |
|             From Purchaser: LYDIA CUEVAS                             |
|                                                                      |
|               To Purchaser:                                          |
|                                                                      |
|                 From Date:                                           |
|                                                                      |
|                   To Date:                                           |
|                                                                      |
| ====================================================================== |
| Enter Purchaser/F1-END/F2-SAME/ESC-Exit                              |
| ====================================================================== |
+----------------------------------------------------------------------+
```

Enter the desired name and the system will ask for the BEGINNING value for the range of DATES to be included in the report. Available alternatives are to: enter a specify month/day/year, press F1 to specify the earliest DATE on record, or press F2 to specify all DATES.

Press F1 to select to print from the earliest DATE on record.

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
                   PURCHASER TRANSACTION REPORT            REP001

================================================================
================================================================


              From Purchaser: LYDIA CUEVAS

                To Purchaser: JORGE RODRIGUEZ

                From Date: BEGINNING

                  To Date:

================================================================
Enter month/F1-BEGIN/F2-ALL/ESC-Exit
================================================================
```

The system then asks for an ENDING value. You may: enter a specific month/day/year, press F1 to specify the last DATE on record, or press F2 to only print the DATE specified as BEGINNING value.

Remember that the system performs a SEARCH operation in order to find the records to be included in the report. If it is unable to find a record with the exact same DATE as you specified, it will use the available record with a DATE closest to the one specified.

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
                   PURCHASER TRANSACTION REPORT            REP001

================================================================
================================================================


              From Purchaser: LYDIA CUEVAS

                To Purchaser: JORGE RODRIGUEZ

                From Date: BEGINNING

                  To Date:

================================================================
Enter month/F1-END/F2-SAME/ESC-Exit
================================================================
```

Select to look for purchases made by the specified range of names, from
the earliest DATE on record to the latest.

The system will display two messages. One informing you that it is
SEARCHING through the database (file), and the other informing you the
amount of records it found.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                      PURCHASER TRANSACTION REPORT              REP001

==================================================================
==================================================================

                From Purchaser: LYDIA CUEVAS

                  To Purchaser: JORGE RODRIGUEZ

                  From Date: BEGINNING

                    To Date: END

==================================================================
Scanning database.  Please wait...
==================================================================
```

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                      PURCHASER TRANSACTION REPORT              REP001

==================================================================
==================================================================

                From Purchaser: LYDIA CUEVAS

                  To Purchaser: JORGE RODRIGUEZ

                  From Date: BEGINNING

                    To Date: END

==================================================================
Records selected:  5- Printing report...
==================================================================
```

LETS GO BACK TO THE "USER MASTER MENU" SCREEN AND SELECT THE "SALES
MENU" OPTION.

SELECTING THE "SALES MENU" OPTION ON THE MASTER MENU brings us to the
other available alternatives on the Bond Transaction Module.

Users with System Administrator's privilege do not have this "Sales
Menu" as an option on their "Master Menu". Nevertheless, all the
alternatives the regular user has available as part of this Menu are
available to the System Administrator as part of the "Bond Transaction
Menu".

```
┌─────────────────────────────────────────────────────────────────────┐
│                    ANTIGUA CUSTOMS-HERITAGE QUAY                       │
│                    *** USER MASTER MENU ***                            │
│                                                                       │
│                                                                       │
│                                                                       │
│              01. Bond Menu                                            │
│                                                                       │
│              02. Sales Menu                                           │
│                                                                       │
│              03. Inventory Menu                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│ F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit             │
│                    Enter option desired: 02                           │
└─────────────────────────────────────────────────────────────────────┘
```

The "Sales Menu" provides the following options:

```
┌─────────────────────────────────────────────────────────────────────┐
│                    ANTIGUA CUSTOMS-HERITAGE QUAY                       │
│                    *** SALES MENU ***                                 │
│                                                                       │
│                                                                       │
│              01. Goods Sold for Export                               │
│                                                                       │
│              02. Goods Sold Locally                                  │
│                                                                       │
│              03. Duty Liability Maintenance                          │
│                                                                       │
│              04. Delinquent Sotres Query                             │
│                                                                       │
│              05. Sales Reports Menu                                  │
│                                                                       │
│                                                                       │
│ F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit             │
│                    Enter option desired: 01                           │
└─────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────┐
│                    ANTIGUA CUSTOMS-HERITAGE QUAY                  │
│                       *** SALES MENU ***                         │
│                                                                  │
│                                                                  │
│              01. Goods Sold for Export                           │
│                                                                  │
│              02. Goods Sold Locally                              │
│                                                                  │
│              03. Duty Liability Maintenance                      │
│                                                                  │
│              04. Delinquent Sotres Query                         │
│                                                                  │
│              05. Sales Reports Menu                              │
│                                                                  │
│                                                                  │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit       │
│                 Enter option desired: 01                         │
│                                                                  │
└─────────────────────────────────────────────────────────────────┘
```

The "Goods Sold for Export" option manages the information about the
SALES TRANSACTIONS FOR EXPORT. Notice that during the data entry of a
sale transaction, the system verifies that the quantity sold is
available as part of the updated inventory. If the quantity on hand is
insufficient, the system will display the following error message and
will not accept the transaction: **"Quantity on stock exceeded. Qty
available: X.XX"**, where X.XX is the available amount.

The "Advice/Help Line" lists the available operations.

```
┌─────────────────────────────────────────────────────────────────┐
│ __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__│
│                     GOODS SOLD FOR EXPORT                  SOL001 │
│ ================================================================ │
│ Store Number:  000                                               │
│ Reference No:                                                    │
│ Transaction date: 00/00/00                                       │
│ Invoice No......:                                                │
│ ================================================================ │
│            Quantity......:          0.00                         │
│            Diplomat......:                                       │
│            Purchaser.....:                                       │
│            Address.......:                                       │
│                                                                  │
│            Carrier.......:                   Type:    Stay Over: │
│            Departure date: 00/00/00                              │
│            Remarks.......:                                       │
│ ================================================================ │
│ F1-Create/F2-Search/F3-Delete/ESC-Exit: __                      │
│ ================================================================ │
└─────────────────────────────────────────────────────────────────┘
```

WE WILL NOW DISCUSS THE CREATE OPTION (F1). Press F1, and the cursor
will be positioned on the "Store Number" prompt.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__       │
│ CREATE              GOODS SOLD FOR EXPORT                    SOL001         │
│ ===========================================================================│
│ Store Number:  000                                                         │
│ Reference No:                                                              │
│ Transaction date: 00/00/00                                                 │
│ Invoice No......:                                                          │
│ ===========================================================================│
│             Quantity......:        0.00                                    │
│             Diplomat......:                                                 │
│             Purchaser.....:                                                │
│             Address.......:                                                │
│                                                                            │
│             Carrier.......:                    Type:      Stay Over:       │
│             Departure date: 00/00/00                                       │
│             Remarks.......:                                                │
│ ===========================================================================│
│ Enter STORE Number/shF2-Index or press {ESC} to exit.                      │
│ ===========================================================================│
└──────────────────────────────────────────────────────────────────────────┘
```

The "Advice/Help Line" reminds you the availability of the Index Key
(Shift F2) to display a window with a list of the STORES and the
corresponding numbers (for more information go to Session "Store Master
File Maintenance" on Chapter VI. "The Master Files Module").

Enter the desired STORE NUMBER and press NEW LINE. The system
automatically displays the STORE name, and positions the cursor on the
next prompt. Always check the "Advice/Help Line" for instructions.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__       │
│ CREATE              GOODS SOLD FOR EXPORT                    SOL001         │
│ ===========================================================================│
│ Store Number:  777          DATA GENERAL ANTIGUA, INC.                     │
│ Reference No:                                                              │
│ Transaction date: 00/00/00                                                 │
│ Invoice No......:                                                          │
│ ===========================================================================│
│             Quantity......:        0.00                                    │
│             Diplomat......:                                                 │
│             Purchaser.....:                                                │
│             Address.......:                                                │
│                                                                            │
│             Carrier.......:                    Type:      Stay Over:       │
│             Departure date: 00/00/00                                       │
│             Remarks.......:                                                │
│ ===========================================================================│
│ Enter REFERENCE/shF2-Index                                                 │
│ ===========================================================================│
└──────────────────────────────────────────────────────────────────────────┘
```

This time press the Index Key (Shift F2) instead of entering the
desired REFERENCE NUMBER.

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
CREATE               GOODS SOLD FOR EXPORT                  SOL001
================================================================
Store N+--------------------------------------------------------+
Referen| - REFERENCE NUMBER -  ----------- DESCRIPTION -----------
Transac| 2230                  BLACK NYLON RIBBON
Invoice| 4467                  BLACK MULTI-STRIKE
=======| 5275B                 DG/500RM: 20MB DISK, 21MB CART TAPE  |==
       | 6283                  DASHER D220 COLOR TERMINAL
       | 6486                  20" MONOCHROME MONITOR FOR AViiON
       | 6487                  19" COLOR MONITOR FOR AViiON
       | 6516                  BLACK 4 MIL NYLON RIBBON
       | 6566                  D216+ 14" TERMINAL
       | 70030                 AV310 20MHZ, 12MB SRVR, 322MB/150MB
       | 8948-A                MV/15000-8 16MB AOS/VS RTU
       | F1-Up/F2-Down/F3-Prev/F4-Next/F5-Select/ESC-Exit_        |
       +--------------------------------------------------------+
================================================================

================================================================
```

The cursor is positioned on the first REFERENCE NUMBER on the Index
Window, which is highlighted. The bottom line on the window defines
the task assigned to each Function Key that may be used to move through
the Index. Notice that F1 moves the cursor one REFERENCE NO. up, while
F2 moves it one REFERENCE NO. down. On the other hand, F3 (PREV
SCREEN) displays the previous ten (10) REFERENCE NO'S (if there are as
many), and F4 (NEXT SCREEN) displays the next ten (10) REFERENCE NO'S
(if there are as many).

Use the function keys until the desired REFERENCE NUMBER is highlighted
by the cursor; then press F5 to select it. The system automatically
displays on the COMMAND SCREEN the REFERENCE NO., and the description
for the selected good.

Suppose for example, that we select REFERENCE NO. 6486. The
corresponding information is displayed and the cursor is positioned on
the "Transaction Date" prompt.

```
__/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
CREATE                GOODS SOLD FOR EXPORT                   SOL001
=================================================================
Store Number:  777          DATA GENERAL ANTIGUA, INC.
Reference No:  6486         20" MONOCHROME MONITOR FOR AViiON
Transaction date: 00/00/00
Invoice No......:
=================================================================
             Quantity......:      0.00
             Diplomat......:
             Purchaser.....:
             Address.......:

             Carrier.......:              Type:     Stay Over:
             Departure date: 00/00/00
             Remarks.......:
=================================================================
Enter TRANSACTION month
=================================================================
```

Continue to enter the corresponding information for the next prompts.

REMEMBER TO PRESS NEW LINE EACH TIME AFTER TYPING THE INFORMATION,
NOTICE THAT THE SYSTEM WILL NOT ALLOW YOU TO LEAVE AN EMPTY PROMPT,
AND NOTICE THE AVAILABILITY OF AN INDEX KEY (Shift F2) FOR "CARRIER".

It might be helpful if you use CARRIAGE RETURN (<CR>) instead of NEW
LINE (<NL>) on the prompts asking for a number. This way you will not
have to enter the decimal period and values each time (for more
information go to Session "Keyboard Information" on Chapter II.
"Working with the Terminal and Computer").

Remember that the system verifies that the quantity sold is available
as part of the updated inventory. If the quantity on hand is
insufficient, the system will display the following error message and
will not accept the transaction: "**Quantity on stock exceeded. Qty
available: X.XX**", where X.XX is the available amount.

Also notice on the "Carrier" prompt, that that the system automatically
displays the type of CARRIER chosen (A=Airline, H=Hotel, C=Cruise,
etc...). This information was entered by a System Administrator
through the "Carrier Master File Maintenance" option on the "Master
Files Menu".

Once all the information is entered and you press NEW LINE or CARRIAGE RETURN on the "Remarks" prompt, the system verifies if it is OK to create the record. If you answer "N" (no), the system will not CREATE the record, and consequently will not substract the specified QUANTITY from inventory. On the other hand, if you answer "Y" (yes), the system will CREATE the record, substracting the specified QUANTITY from the current inventory.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 CREATE                GOODS SOLD FOR EXPORT                    SOLO01
=================================================================================
Store Number:  777             DATA GENERAL ANTIGUA, INC.
Reference No:  6486            20" MONOCHROME MONITOR FOR AViiON
Transaction date: 09/20/90
Invoice No......: L43567
=================================================================================
            Quantity......:        2.00
            Diplomat......: N
            Purchaser.....: LYDIA CUEVAS
            Address.......: IBERIA I #302
                           ALTAMIRA
                           GUAYNABO, PUERTO RICO
            Carrier.......: AE                 Type: A    Stay Over: N
            Departure date: 09/20/90
            Remarks.......:
=================================================================================
Ok to create?  __
=================================================================================
```

Answer "Y" (yes) to record the sale, or "N" (no) to abort the CREATE operation.

The system then displays another COMMAND SCREEN with "default" values (no information entered), allowing you to record another sale (i.e., CREATE another record).

Just press ESC if you do not want to record any other sale for export.

**LETS GO BACK TO THE "GOODS SOLD FOR EXPORT" COMMAND SCREEN AND SELECT
TO PERFORM A SEARCH OPERATION.**

Press F2 to select the SEARCH option.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
                      GOODS SOLD FOR EXPORT                   SOL001
=============================================================================
Store Number:  000
Reference No:
Transaction date: 00/00/00
Invoice No......:
=============================================================================
            Quantity......:        0.00
            Diplomat......:
            Purchaser.....:
            Address.......:

            Carrier.......:              Type:      Stay Over:
            Departure date: 00/00/00
            Remarks.......:
=============================================================================
F1-Create/F2-Search/F3-Delete/ESC-Exit: __
=============================================================================
```

The system displays the following message, giving the user the options
to SEARCH by STORE NUMBER, or by REFERENCE NUMBER.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH                GOODS SOLD FOR EXPORT                   SOL001
=============================================================================
Store Number:  000
Reference No:
Transaction date: 00/00/00
Invoice Nc......:
=============================================================================
            Quantity......:        0.00
            Diplomat......:
            Purchaser.....:
            Address.......:

            Carrier.......:              Type:      Stay Over:
            Departure date: 00/00/00
            Remarks.......:
=============================================================================
Press FUNCTION # shown below for search/ESC to exit: __
=============================================================================
1-Store#/2-Reference#
```

Cnce you specify the type of SEARCH desired, the system positions the cursor on the corresponding prompt, allowing you to enter the information. Remember the availability of the Index Key (Shift F2) to specify the STORE NUMBER and REFERENCE NUMBER.

```
 __/__/__                ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 SEARCH                    GOODS SOLD FOR EXPORT                     SOL001
 ================================================================================
 Store Number:   000
 Reference No:
 Transaction date: 00/00/00
 Invoice No......:
 ================================================================================
             Quantity......:          0.00
             Diplomat......:
             Purchaser.....:
             Address.......:

             Carrier.......:                  Type:      Stay Over:
             Departure date: 00/00/00
             Remarks.......:
 ================================================================================
 Enter STORE number/shF2-Index or press {ESC} to exit
 ================================================================================
```

Once you fill the prompt and press NEW LINE, the system displays the information corresponding to the first sale for export recorded for that STORE NUMBER or REFERENCE NUMBER. If it cannot find a record with the exact information as specified, the system brings the record with information closest to the specified. It then gives the user the option to: go to the information on the NEXT record available, or DELETE the displayed information. Following is an example:

```
 __/__/__                ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 SEARCH                    GOODS SOLD FOR EXPORT                     SOL001
 ================================================================================
 Store Number:   017              COLOMBIAN EMERALDS
 Reference No:   033              GUCCI GOLD CHAIN 18"
 Transaction date: 05/05/90
 Invoice No......: F653
 ================================================================================
             Quantity......:          5.00
             Diplomat......: Y
             Purchaser.....: JORGE RODRIGUEZ
             Address.......: CAYEY
                             PUERTO RICO
             Carrier.......: FIESTA CRUISE    Type: C   Stay Over: Y
             Departure date: 00/00/00
             Remarks.......:
 ================================================================================
 F1-Next/F2-Delete/ESC-Quit __
 ================================================================================
```

```
┌────────────────────────────────────────────────────────────────────┐
│                   ANTIGUA CUSTOMS-HERITAGE QUAY                     │
│                      *** SALES MENU ***                            │
│                                                                    │
│                                                                    │
│              01.  Goods Sold for Export                            │
│                                                                    │
│              02.  Goods Sold Locally                               │
│                   ─────────────────────                            │
│              03.  Duty Liability Maintenance                       │
│                                                                    │
│              04.  Delinquent Sotres Query                          │
│                                                                    │
│              05.  Sales Reports Menu                               │
│                                                                    │
│                                                                    │
│                                                                    │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit         │
│                    Enter option desired: 02                        │
│                                                                    │
└────────────────────────────────────────────────────────────────────┘
```

The "Goods Sold Locally" option manages the information about the SALES
TRANSACTIONS SOLD LOCALLY. Notice that, in this Module as well as in
the "Goods Sold for Export", during the data entry of a sale
transaction, the system verifies that the quantity sold is available as
part of the updated inventory. If the quantity on hand is insufficient,
the system will display the following error message and will not accept
the transaction: **"Quantity on stock exceeded. Qty available: X.XX"**,
where X.XX is the available amount.

The "Advice/Help Line" lists the available operations.

```
┌────────────────────────────────────────────────────────────────────┐
│ __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__   │
│                      GOODS SOLD LOCALLY                    SOL002    │
│ ==================================================================  │
│ Store Number:   000                                                │
│ Reference No:                                                      │
│ Transaction date: 00/00/00            Invoice No....:              │
│ ==================================================================  │
│ Purchaser....:                        Quantity......:     0.00      │
│ Address......:                                                      │
│                                                                    │
│                                                                    │
│ ================ D U T Y   I N F O R M A T I O N ================   │
│                                                                    │
│              CIF Value..............:    0.00                       │
│              Reported Duty Liability:    0.00                       │
│                                                                    │
│ Remarks................:                                           │
│ ==================================================================  │
│ F1-Create/F2-Search/ESC-Exit:  __                                  │
│ ==================================================================  │
└────────────────────────────────────────────────────────────────────┘
```

WE WILL NOW DISCUSS THE CREATE OPTION (F1). Press F1, and the cursor
will be positioned on the "Store Number" prompt.

```
┌─────────────────────────────────────────────────────────────────────┐
│ __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__ │
│ CREATE               GOODS SOLD LOCALLY                       SOL002  │
│ =====================================================================│
│ Store Number:  000                                                   │
│ Reference No:                                                        │
│ Transaction date: 00/00/00                Invoice No....:            │
│ =====================================================================│
│ Purchaser....:                            Quantity......:    0.00    │
│ Address......:                                                       │
│                                                                      │
│                                                                      │
│ ================ D U T Y   I N F O R M A T I O N ================     │
│                                                                      │
│              CIF Value..............:    0.00                        │
│              Reported Duty Liability:    0.00                        │
│                                                                      │
│ Remarks...............:                                              │
│ =====================================================================│
│ Enter STORE Number/shF2-Index or press {ESC} to exit.               │
│ =====================================================================│
│                                                                      │
└─────────────────────────────────────────────────────────────────────┘
```

The "Advice/Help Line" reminds you the availability of the Index Key
(Shift F2) to display a window with a list of the STORES and the
corresponding numbers (for more information go to Session "Store Master
File Maintenance" on Chapter VI. "The Master Files Module").

Enter the desired STORE NUMBER and press NEW LINE. The system
automatically displays the STORE name, and positions the cursor on the
next prompt. Always check the "Advice/Help Line" for instructions.

```
┌─────────────────────────────────────────────────────────────────────┐
│ __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__ │
│ CREATE               GOODS SOLD LOCALLY                       SOL002  │
│ =====================================================================│
│ Store Number:  777          DATA GENERAL ANTIGUA, INC.               │
│ Reference No:                                                        │
│ Transaction date: 00/00/00                Invoice No....:            │
│ =====================================================================│
│ Purchaser....:                            Quantity......:    0.00    │
│ Address......:                                                       │
│                                                                      │
│ ================ D U T Y   I N F O R M A T I O N ================     │
│                                                                      │
│              CIF Value..............:    0.00                        │
│              Reported Duty Liability:    0.00                        │
│                                                                      │
│ Remarks...............:                                              │
│ =====================================================================│
│ Enter REFERENCE Number/shF2-Index                                   │
│ =====================================================================│
│                                                                      │
└─────────────────────────────────────────────────────────────────────┘
```

This time press the Index Key (Shift F2) instead of entering the
desired REFERENCE NUMBER.

```
 __/__/__                ANTIGUA CUSTOMS-HERITAGE QUAY             __:__:__
 CREATE                    GOODS SOLD LOCALLY                       SOL002
 =============================================================================
 Store N+-------------------------------------------------------------------+
 Referen|  - REFERENCE NUMBER -  ----------- DESCRIPTION -----------          |
 Transac|  2230                  BLACK NYLON RIBBON                           |
 =======|  4467                  BLACK MULTI-STRIKE                        == |
 Purchas|  5275B                 DG/500RM: 20MB DISK, 21MB CART TAPE    CO |
 Address|  6283                  DASHER D220 COLOR TERMINAL                  |
        |  6486                  20" MONOCHROME MONITOR FOR AViiON          |
        |  6487                  19" COLOR MONITOR FOR AViiON               |
 =======|  6516                  BLACK 4 MIL NYLON RIBBON                  == |
        |  6566                  D216+ 14" TERMINAL                         |
        |  70030                 AV310 20MHZ, 12MB SRVR, 322MB/150MB        |
        |  8948-A                MV/15000-8 16MB AOS/VS RTU                 |
        |  F1-Up/F2-Down/F3-Prev/F4-Next/F5-Select/ESC-Exit_                |
 Remarks+-------------------------------------------------------------------+
 =============================================================================


 =============================================================================
```

The cursor is positioned on the first REFERENCE NUMBER on the Index
Window, which is highlighted. The bottom line on the window defines
the task assigned to each Function Key that may be used to move through
the Index. Notice that F1 moves the cursor one REFERENCE NO. up, while
F2 moves it one REFERENCE NO. down. On the other hand, F3 (PREV
SCREEN) displays the previous ten (10) REFERENCE NO'S (if there are as
many), and F4 (NEXT SCREEN) displays the next ten (10) REFERENCE NO'S
(if there are as many).

Use the function keys until the desired REFERENCE NUMBER is highlighted
by the cursor; then press F5 to select it. The system automatically
displays on the COMMAND SCREEN the REFERENCE NO., and the description
for the selected good.

Suppose for example, that we select REFERENCE NO. 6283. The
corresponding information is displayed and the cursor is positioned on
the "Transaction Date" prompt.

```
__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
CREATE                  GOODS SOLD LOCALLY                 SOL002
=================================================================
Store Number:  777        DATA GENERAL ANTIGUA, INC.
Reference No:  6283        20" MONOCHROME MONITOR FOR AViiON
Transaction date: 00/00/00              Invoice No....:
=================================================================
Purchaser....:                    Quantity......:    0.00
Address......:


============== D U T Y   I N F O R M A T I O N ==================

            CIF Value..............:    0.00
            Reported Duty Liability:    0.00

Remarks................:
=================================================================
Enter TRANSACTION month
=================================================================
```

Continue to enter the corresponding information for the next prompts.

REMEMBER TO PRESS NEW LINE EACH TIME AFTER TYPING THE INFORMATION,
NOTICE THAT THE SYSTEM WILL NOT ALLOW YOU TO LEAVE AN EMPTY PROMPT.

It might be helpful if you use CARRIAGE RETURN (<CR>) instead of NEW
LINE (<NL>) on the prompts asking for a number. This way you will not
have to enter the decimal period and values each time (for more
information go to Session "Keyboard Information" on Chapter II.
"Working with the Terminal and Computer").

Remember that the system verifies that the quantity sold is available
as part of the updated inventory. If the quantity on hand is
insufficient, the system will display the following error message and
will not accept the transaction: "Quantity on stock exceeded. Qty
available: X.XX", where X.XX is the available amount.

Once all the information is entered and you press NEW LINE or CARRIAGE
RETURN on the "Remarks" prompt, the system verifies the REPORTED CIF
VALUE AND DUTY LIABILITY with the information on recorded shipments,
i.e., information entered for the current inventory (entered through
the "Customs Private Bond" option on the "Bond Menu").

How does the system knows which CIF VALUE to use? The system keeps
record of the dates of the recorded shipments. It then looks within
the shipments with positive balance (i.e., all goods have not been
sold), and selects the one with the earliest date. This is known as a
"First In - First Out" method.

The CIF VALUE and DUTY LIABILITY on the selected shipments are the ones
that will be compared against CIF VALUE and DUTY LIABILITY of the sale
transaction been recorded.

If there is a discrepancy between these values, the system displays a message informing you. You may then press F1 to see where the error lies. LETS LOOK AT AN EXAMPLE:

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
CREATE                    GOODS SOLD LOCALLY                     SOL002
==============================================================================
Store Number:  777            DATA GENERAL ANTIGUA, INC.
Reference No:  6283           20" MONOCHROME MONITOR FOR AViiON
Transaction date: 09/20/90             Invoice No....: HG7552
==============================================================================
Purchaser....: GEORGE RIVERS           Quantity......:     1.00
Address......: RIVER STREET
               ANTIGUA


================ D U T Y   I N F O R M A T I O N ==================

          CIF Value..............:      2000.00
          Reported Duty Liability:       200.00


Remarks................:
==============================================================================
Press F1 to see it or ESC to skip: __
==============================================================================
Discrepancy in CIF-VALUE or DUTY LIABILITY.
```

Press F1 and the system will display the following screen showing the information corresponding to the goods currently on stock.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
CREATE                    GOODS SOLD LOCALLY                     SOL002
==============================================================================
Store Number:  777            DATA GENERAL ANTIGUA, INC.
Reference No:  6283           20" MONOCHROME MONITOR FOR AViiON
Transaction date: 09/20/90             Invoice No....: HG7552
==================I N V E N T O R Y   D I S P L A Y===============
Date   Seq_No Quanti Each_CIF_Vl Total_CIF_Vl Each_Duty_Lb Total_Duty_L
080290    1    1.00     2025.00     2025.00       303.75        303.75




==============================================================================
Totals.....   1.00     2025.00     2025.00       303.75        303.75
==============================================================================
Press NEW-LINE to continue __
```

Once you press NEW LINE, the system confirms if it is OK to create the record with the information entered.

```
+------------------------------------------------------------------+
| __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY        __:__:__   |
| CREATE               GOODS SOLD LOCALLY                  SOL002   |
| ================================================================ |
| Store Number:  777          DATA GENERAL ANTIGUA, INC.           |
| Reference No:  6283         20" MONOCHROME MONITOR FOR AViiON     |
| Transaction date: 09/20/90             Invoice No....: HG7552     |
| ================================================================ |
| Purchaser....: GEORGE RIVERS           Quantity......:    1.00    |
| Address......: RIVER STREET                                       |
|               ANTIGUA                                            |
|                                                                  |
| ================ D U T Y   I N F O R M A T I O N ================ |
|                                                                  |
|              CIF Value..............:     2000.00                |
|              Reported Duty Liability:      200.00                |
|                                                                  |
| Remarks................:                                         |
| ================================================================ |
| Ok to create? __                                                 |
| ================================================================ |
+------------------------------------------------------------------+
```

If you answer "N" (no), the system will not create the record, and consequently will not substract the specified QUANTITY from inventory. On the other hand, if you answer "Y" (yes), the system will create the record, substracting the specified QUANTITY from the current inventory.

Remember that creating this record simply enters the information reported by the merchant. As we know, if there is a discrepancy between the reported DUTY LIABILITY and the real DUTY LIABILITY the merchant has to correct it (i.e., pay). The system provides a program to keep record of the corresponding transactions through the "Duty Liability Maintenance" option (next Session) on the same MENU we are discussing, the "Sales Menu".

LETS GO BACK TO THE "GOODS SOLD LOCALLY" COMMAND SCREEN AND SELECT TO PERFORM A SEARCH OPERATION.

Press F2 to select the SEARCH option.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
                       GOODS SOLD LOCALLY                    SOL002
===================================================================
Store Number:  000
Reference No:
Transaction date: 00/00/00              Invoice No....:
===================================================================
Purchaser....:                          Quantity......:     0.00
Address......:



================ D U T Y   I N F O R M A T I O N =================

            CIF Value..............:    0.00
            Reported Duty Liability:    0.00

Remarks.................:
===================================================================
F1-Create/F2-Search/ESC-Exit: __
===================================================================
```

The system displays the following message, giving the user the options to SEARCH by STORE NUMBER, REFERENCE NUMBER, or by INVOICE NUMBER.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SEARCH                 GOODS SOLD LOCALLY                    SOL002
===================================================================
Store Number:  000
Reference No:
Transaction date: 00/00/00              Invoice No....:
===================================================================
Purchaser....:                          Quantity......:     0.00
Address......:



================ D U T Y   I N F O R M A T I O N =================

            CIF Value..............:    0.00
            Reported Duty Liability:    0.00

Remarks.................:
===================================================================
Press FUNCTION # shown below for search/ESC to exit: __
===================================================================
1-Store#/2-Reference#/3-Invoice#
```

Once you specify the type of SEARCH desired, the system positions the
cursor on the corresponding prompt, allowing you to enter the
information. Remember the availability of the Index Key (Shift F2) to
specify the STORE NUMBER and REFERENCE NUMBER.

```
|__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__ |
| SEARCH               GOODS SOLD LOCALLY                    SOL002 |
|================================================================= |
| Store Number:  000                                               |
| Reference No:                                                    |
| Transaction date: 00/00/00              Invoice No....:          |
|================================================================= |
| Purchaser....:                          Quantity......:     0.00 |
| Address......:                                                   |
|                                                                  |
|================ D U T Y   I N F O R M A T I O N ================  |
|                                                                  |
|              CIF Value...............:     0.00                  |
|              Reported Duty Liability:      0.00                  |
|                                                                  |
| Remarks...............:                                          |
|================================================================= |
| Enter STORE number/shF2-Index or press {ESC} to exit             |
|================================================================= |
```

Once you fill the prompt and press NEW LINE, the system displays the
information corresponding to the first local sale recorded for that
STORE NUMBER, REFERENCE NUMBER or INVOICE NUMBER. If it cannot find a
record with the exact information as specified, the system brings the
record with information closest to it. It then gives the user the
option to: go to the information on the NEXT record available, or
DELETE the displayed information. Following is an example:

```
|__/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__ |
| SEARCH               GOODS SOLD LOCALLY                    SOL002 |
|================================================================= |
| Store Number:  777       DATA GENERAL ANTIGUA, INC.              |
| Reference No:  70030      AV 310 20MHZ, 12MB SRVR, 322MB/150MB   |
| Transaction date: 10/22/57              Invoice No....: 70030-1  |
|================================================================= |
| Purchaser....: MARTIN MARTINEZ          Quantity......:     1.00 |
| Address......: SHERATON HOTEL                                    |
|               ANTIGUA                                            |
|                                                                  |
|================ D U T Y   I N F O R M A T I O N ================  |
|                                                                  |
|              CIF Value...............:    1000.00               |
|              Reported Duty Liability:      200.00               |
|                                                                  |
| Remarks...............:                                          |
|================================================================= |
| F1-Next/F2-Delete/ESC-Quit __                                    |
|================================================================= |
```

```
┌──────────────────────────────────────────────────────────────────────┐
│                    ANTIGUA CUSTOMS-HERITAGE QUAY                       │
│                       *** SALES MENU ***                              │
│                                                                        │
│              01. Goods Sold for Export                                │
│                                                                        │
│              02. Goods Sold Locally                                   │
│                                                                        │
│              03. Duty Liability Mainter nce                           │
│                                                                        │
│              04. Delinquent Sotres Query                              │
│                                                                        │
│              05. Sales Reports Menu                                   │
│                                                                        │
│                                                                        │
│  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit            │
│                      Enter option desired: 01                         │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

The "Duty Liability Maintenanace" option provides a mechanism to update
the information on the duty liability for the merchants. Notice that
when a local sale transaction is entered ("Goods Sold Locally" option
of the "Bond Transaction Menu" Module on the Master Menu), the system
verifies that the reported duty liability is the appropriate. If it is
not, a message is displayed where the user may compare the reported
liability versus the correct, and then take the appropriate actions to
collect the difference. Once this is accomplished, the system provides
this "Duty Liability Maintenance" program to update the information.

```
┌──────────────────────────────────────────────────────────────────────┐
│ __/__/__        ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__       │
│                   DUTY LIABILITY MAINTENANCE              SOL003       │
│                                                                        │
│ ======================================================================│
│ Store Number:  000                                                    │
│ Reference No:                                                         │
│ Transaction date: 00/00/00          Invoice No....:                  │
│ ======================================================================│
│                                                                        │
│                  Determined       Declared        Difference          │
│     +------------+---------------+---------------+---------------+     │
│     | CIF Value  |          0.00|          0.00|          0.00|       │
│     +------------+---------------+---------------+---------------+     │
│     | Duty Liability|       0.00|          0.00|          0.00|       │
│     +------------+---------------+---------------+---------------+     │
│                                                                        │
│                                                                        │
│ ======================================================================│
│ F1-Modify/F2-Search/ESC-Quit: __                                     │
│ ======================================================================│
└──────────────────────────────────────────────────────────────────────┘
```

The "Advice/Help Line" lists the available operations. For a general
explanation go to the "Command Screen" Session on Chapter IV. "Putting
the Customs System to Work".

Press F1 to select to MODIFY a record of information. The system asks
you to specify the information necessary to identify the record you
want to MODIFY. Remember the availability of an Index Key (Shift F2)
to help you specify the STORE NUMBER and REFERENCE NUMBER (for more
detailed information go to Sessions "Store/Reference Maintenance File"
on Chapter VI. "The Master Files Module").

The system first asks you to enter the STORE NUMBER.

```
__/__/__                ANTIGUA  CUSTOMS-HERITAGE QUAY              __:__:__
MODIFY                    DUTY LIABILITY MAINTENANCE                   SOL003


==============================================================================
Store Number:   000
Reference No:
Transaction date: 00/00/00              Invoice No....:
==============================================================================

                      Determined         Declared        Difference
        +----------------+----------------+----------------+----------------+
        | CIF Value      |          0.00|          0.00|          0.00|
        +----------------+----------------+----------------+----------------+
        | Duty Liability|          0.00|          0.00|          0.00|
        +----------------+----------------+----------------+----------------+


==============================================================================
Enter STORE NUMBER/shF2-Index or press ESC to exit
==============================================================================
```

Enter the desired STORE NUMBER. The system automatically displays the
STORE name and asks for a REFERENCE NUMBER. Lets follow an example:

```
__/__/__                ANTIGUA  CUSTOMS-HERITAGE QUAY              __:__:__
MODIFY                    DUTY LIABILITY MAINTENANCE                   SCL003


==============================================================================
Store Number:   777               DATA GENERAL ANTIGUA, INC.
Reference No:
Transaction date: 00/00/00              Invoice No....:
==============================================================================

                      Determined         Declared        Difference
        +----------------+----------------+----------------+----------------+
        | CIF Value      |          0.00|          0.00|          0.00|
        +----------------+----------------+----------------+----------------+
        | Duty Liability|          0.00|          0.00|          0.00|
        +----------------+----------------+----------------+----------------+


==============================================================================
Enter REFERENCE Number/shF2-Index
==============================================================================
```

Enter the desired REFERENCE NUMBER. The system will automatically
display the description for that REFERENCE NUMBER, and ask for the
TRANSACTION DATE. Notice there is no Index Key (Shift F2) to help you
specify this information. You therefore need to know the DATE for the
record you want to MODIFY.

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 MODIFY                 DUTY LIABILITY MAINTENANCE               SOL003

 ================================================================
 Store Number:  777           DATA GENERAL ANTIGUA, INC.
 Reference No:  2230           BLACK NYLON RIBBON
 Transaction date: 00/00/00         Invoice No....:
 ================================================================

                     Determined        Declared        Difference
      +----------------+----------------+----------------+----------------+
      | CIF Value      |          0.00|          0.00|          0.00|
      +----------------+----------------+----------------+----------------+
      | Duty Liability |          0.00|          0.00|          0.00|
      +----------------+----------------+----------------+----------------+


 ================================================================
 Enter MONTH
 ================================================================
```

Enter the desired TRANSACTION DATE. The system will ask for the
INVOICE NUMBER. Notice there is no Index Key (Shift F2) to help you
specify this information. You therefore need to know the INVOICE
NUMBER for the record you want to MODIFY.

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 MODIFY                 DUTY LIABILITY MAINTENANCE               SOL003

 ================================================================
 Store Number:  777           DATA GENERAL ANTIGUA, INC.
 Reference No:  2230           BLACK NYLON RIBBON
 Transaction date: 09/06/90         Invoice No....:
 ================================================================

                     Determined        Declared        Difference
      +----------------+----------------+----------------+----------------+
      | CIF Value      |          0.00|          0.00|          0.00|
      +----------------+----------------+----------------+----------------+
      | Duty Liability |          0.00|          0.00|          0.00|
      +----------------+----------------+----------------+----------------+


 ================================================================
 Enter INVOICE Number
 ================================================================
```

Once you enter the INVOICE NUMBER and press NEW LINE, the system will go to the file and look for a record with that exact information; i.e., STORE NUMBER, REFERENCE NUMBER, TRANSACTION DATE, and INVOICE NUMBER. If the system does not find the record, it will display a message informing you: **"Record not found."** If it finds the record, the information on that sale is displayed, allowing you to make changes on the DECLARED CIF VALUE, and DECLARED DUTY LIABILITY.

It might be helpful if you use CARRIAGE RETURN (<CR>) instead of NEW LINE (<NL>) on the prompts asking for a number. This way you will not have to enter the decimal period and values each time (for more information go to Session "Keyboard Information" on Chapter II. "Working with the Terminal and Computer").

Lets continue with our example:

```
__/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
MODIFY                 DUTY LIABILITY MAINTENANCE               SOL003

=================================================================
Store Number:  777            DATA GENERAL ANTIGUA, INC.
Reference No:  2230           BLACK NYLON RIBBON
Transaction date: 09/06/90        Invoice No....: 1432
=================================================================

                    Determined      Declared       Difference
      +---------------+---------------+---------------+---------------+
      | CIF Value     |        800.00| 1.00_____   |        799.00|
      +---------------+---------------+---------------+---------------+
      | Duty Liability|        120.00|          2.00|        118.00|
      +---------------+---------------+---------------+---------------+

=================================================================
Enter CIF Value
=================================================================
```

The system allows you first to MODIFY the DECLARED CIF VALUE. Once you press NEW LINE on this prompt, it allows you to MODIFY the DECLARED DUTY LIABILITY. Once you press NEW LINE here, the system automatically updates the DIFFERENCE on CIF VALUE and DUTY LIABILITY according to the changes made. It then confirms if it is OK to update the record.

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
MODIFY                DUTY LIABILITY MAINTENANCE              SOL003

===============================================================================
Store Number:  777          DATA GENERAL ANTIGUA, INC.
Reference No:  2230          BLACK NYLON RIBBON
Transaction date: 09/06/90       Invoice No....: 1432
===============================================================================

                  Determined          Declared          Difference
       +---------------+---------------+---------------+---------------+
       | CIF Value     |       800.00|        750.00|         50.00|
       +---------------+---------------+---------------+---------------+
       | Duty Liability|       120.00|        100.00|         20.00|
       +---------------+---------------+---------------+---------------+

===============================================================================
Ok to update?  __
===============================================================================
```

Answer "Y" (yes) to update the record, or "N" (no) to abort the MODIFY operation.

The system displays another COMMAND SCREEN with "default" values (no information entered), allowing you to maintain another liability (i.e., MODIFY another record).

Just press ESC if you do not want to MODIFY any other record.

**LETS GO BACK TO THE "DUTY LIABILITY MAINTENANCE" COMMAND SCREEN AND
SELECT TO PERFORM A SEARCH OPERATION.**

If you do not know all the information necessary to identify the record
you want to MODIFY, you could start the operation with a SEARCH, find
the corresponding record, and then select to MODIFY it.

```
__/__/__             ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                     DUTY LIABILITY MAINTENANCE                  SOL003

=================================================================
Store Number:   000
Reference No:
Transaction date: 00/00/00           Invoice No....:
=================================================================

                 Determined         Declared         Difference
     +----------------+----------------+----------------+----------------+
     | CIF Value      |           0.00 |           0.00 |           0.00 |
     +----------------+----------------+----------------+----------------+
     | Duty Liability |           0.00 |           0.00 |           0.00 |
     +----------------+----------------+----------------+----------------+


=================================================================
F1-Modify/F2-Search/ESC-Quit: __
=================================================================
```

Press F2 to select to SEARCH. The system will provide you with the
option to SEARCH by: STORE NUMBER, REFERENCE NUMBER or INVOICE NUMBER.

```
__/__/__             ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH               DUTY LIABILITY MAINTENANCE                  SOL003

=================================================================
Store Number:   000
Reference No:
Transaction date: 00/00/00           Invoice No....:
=================================================================

                 Determined         Declared         Difference
     +----------------+----------------+----------------+----------------+
     | CIF Value      |           0.00 |           0.00 |           0.00 |
     +----------------+----------------+----------------+----------------+
     | Duty Liability |           0.00 |           0.00 |           0.00 |
     +----------------+----------------+----------------+----------------+


=================================================================
Press FUNCTION # shown below for search/ESC to exit: __
=================================================================
1-Store #/2-Reference #/3-Invoice #
```

Select to SEARCH by the desired option. The system will position the
cursor on the corresponding prompt and request for the specification.

Remember always the availability of the Index Key (Shift F2) to help
you specify the STORE NUMBER, and REFERENCE NUMBER.

Note that in a SEARCH operation the system does not verify the validity
of the information you enter to identify the record it is going to
SEARCH for. The reason for this is that if the system is unable to
find a record with the exact same information as you specified, it will
bring the available record with information closest to the one
specified. It then displays the corresponding information and allows
you to: see the information for the NEXT record on file, or MODIFY the
displayed information. Lets look at an example, where we specified a
SEARCH by REFERENCE NUMBER 6283.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                   DUTY LIABILITY MAINTENANCE                 SOL003


================================================================================
Store Number:  777              DATA GENERAL ANTIGUA, INC.
Reference No:  6283             DASHER D220 COLOR TERMINAL
Transaction date: 05/15/90           Invoice No....: F523
================================================================================

                   Determined          Declared         Difference
      +---------------+---------------+---------------+---------------+
      | CIF Value     |      4,050.00|       4,050.00|           0.00|
      +---------------+---------------+---------------+---------------+
      | Duty Liability|        607.50|         607.50|           0.00|
      +---------------+---------------+---------------+---------------+


================================================================================
F1-Next/F2-Modify/ESC-Quit: __
================================================================================
```

Press F2 to select to MODIFY.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                   DUTY LIABILITY MAINTENANCE                 SOL003


================================================================================
Store Number:  777              DATA GENERAL ANTIGUA, INC.
Reference No:  6283             DASHER D220 COLOR TERMINAL
Transaction date: 05/15/90           Invoice No....: F523
================================================================================

                   Determined          Declared         Difference
      +---------------+---------------+---------------+---------------+
      | CIF Value     |      4,050.00| 4050.00_____  |           0.00|
      +---------------+---------------+---------------+---------------+
      | Duty Liability|        607.50|         607.50|           0.00|
      +---------------+---------------+---------------+---------------+
================================================================================
Enter CIF Value
================================================================================
```

The system allows you first to MODIFY the DECLARED CIF VALUE. Once you press NEW LINE on this prompt, it allows you to MODIFY the DECLARED DUTY LIABILITY. Once you press NEW LINE here, the system automatically updates the DIFFERENCE on CIF VALUE and DUTY LIABILITY according to the changes made. It then confirms if it is OK to update the record.

It might be helpful if you use CARRIAGE RETURN (<CR>) instead of NEW LINE (<NL>) on the prompts asking for a number. This way you will not have to enter the decimal period and values each time (for more information go to Session "Keyboard Information" on Chapter II. "Working with the Terminal and Computer").

```
 __/__/__            ANTIGUA  CUSTOMS-HERITAGE QUAY          __:__:__
 SEARCH                 DUTY LIABILITY MAINTENANCE             SOLO03

================================================================
Store Number:  777             DATA GENERAL ANTIGUA, INC.
Reference No:  6283            DASHER D220 COLOR TERMINAL
Transaction date: 05/15/90         Invoice No....: F523
================================================================

                    Determined        Declared        Difference
        +---------------+----------------+----------------+----------------+
        | CIF Value     |      4,050.00|      4,050.00|          0.00|
        +---------------+----------------+----------------+----------------+
        | Duty Liability|       607.50|        607.50|          0.00|
        +---------------+----------------+----------------+----------------+
================================================================
Ok to update? __
================================================================
```

Answer "Y" (yes) to update the record, or "N" (no) to abort the MODIFY operation.

The system displays another COMMAND SCREEN with "default" values (no information entered), allowing you to SEARCH for another record.

Just press ESC if you do not want to SEARCH for any other record.

```
+---------------------------------------------------------------+
|                ANTIGUA CUSTOMS-HERITAGE QUAY                  |
|                    *** SALES MENU ***                        |
|                                                               |
|           01. Goods Sold for Export                           |
|                                                               |
|           02. Goods Sold Locally                              |
|                                                               |
|           03. Duty Liability Maintenance                      |
|                                                               |
|           04. Delinquent Sotres Query                         |
|                                                               |
|           05. Sales Reports Menu                              |
|                                                               |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit     |
|                   Enter option desired: 01                    |
+---------------------------------------------------------------+
```

As discussed on the previous Section, the "Duty Liability Maintenanace" option provides a mechanism to update the information on the duty liability for the merchants. On the other hand, the "Delinquent Stores Query" option provides a mechanism to view detailed information about all the transactions that have reported inadequate DUTY LIABILITIES for local sales transactions. This Module also provides a mechanism to help you take the appropriate actions to collect the difference. Once this is accomplished and the recorded information is updated throught the "Duty Liability Maintenance" option, the "Delinquent Stores Query" module will automatically update its information.

```
+---------------------------------------------------------------+
| __/__/__        ANTIGUA CUSTOMS-HERITAGE QUAY        __:__:__ |
|                  DELINQUENT STORES QUERY              SOL004   |
|===============================================================|
| Store Number:  000                                            |
|===============================================================|
| Num Sto-- -Rererence-- -Date -Invoice# -DeltaCIFValue -Delta DutyLiab |
| :::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::: |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|===============================================================|
| F1-Search Delinquent Stores/ESC-Quit                          |
|===============================================================|
+---------------------------------------------------------------+
```

Select to SEARCH for delinquent STORES. Notice the availability of an
Index Key (Shift F2) to help you specify the STORE NAME (for more
information go to Session "Store Master File Maintenance" on Chapter
VI. "The Master Files Module").

Also notice that you may press NEW LINE to display information on all
the delinquent STORES.

```
 __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
SEARCH               DELINQUENT STORES QUERY                  SOL004

=================================================================
Store Number:  000
=================================================================
Num Sto-- -Rererence-- -Date -Invoice# -DeltaCIFValue -Delta DutyLiab
::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::




=================================================================
Enter STORE #/shF2-Index/<NEW LINE> for all/ESC-Quit
=================================================================
```

Press NEW LINE to view information on all the "recorded delinquent
sales" (i.e., transactions that generated inadequate DUTY LIABILITY).
The system will display one line of general information for each
transaction. The cursor is positioned on the first line of
information, which is highlighted.

```
 __/__/__           ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
SEARCH               DELINQUENT STORES QUERY                  SOL004

=================================================================
Store Number:  000    ALL STORES
=================================================================
Num Sto-- -Rererence- -Date--- -Invoice# -DeltaCIFVal -Delta DutyLiab
::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::
001 777  2230        09/06/90 1432            50.00          20.00
002 777  70030       10/22/57 70030-1     19,994.00       2,997.25



=================================================================
F1-PrevItem/F2-NextItem/F3-PrevPage/F4-NextPage/F5-Zoom/ESC-Quit: __
=================================================================
```

The "Advice/Help Line" defines the task assigned to each Function Key that may be used to move through the list of delinquent STORES. Notice that F1 moves the cursor one line up, F2 moves it one line down, F3 displays the previous ten (10) "recorded delinquent sales" (if there are as many), and F4 displays the next ten (10) sales (if there are as many).

You may use the cursor until the corresponding sale is highlighted by the cursor; then press F5 ZOOM to view the detailed information on that sale.

Lets continue with our example and ZOOM the information for the first sale on display. The system displays the following screen:

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
 SEARCH                DELINQUENT STORES QUERY                 SOL004


====================================================================
Store Number:  777           DATA GENERAL ANTIGUA, INC.
Reference No:  2230           BLACK NYLON RIBBON
Transaction date: 09/06/90    Invoice No....: 1432
====================================================================:
Purchaser.....: JORGE A RODRIGUEZ SAINZ      Quantity......:    10.00
Address.......: MARIOTT HOTEL
                HERITAGE QUAY
                ANTIGUA
================== D U T Y    I N F O R M A T I O N =================
                                Determined          Declared
                CIF Value.....:    800.00            750.00
                Duty Liability:    120.00            100.00
Remarks.................:
====================================================================
Press NEW-LINE to continue: __
```

The displayed information may not be MODIFIED or DELETED. You may only take a look at it.

Once you press NEW LINE, the system displays the list of "recorded delinquent sales". You may then select to view (ZOOM) the detailed information for another sale.

```
ANTIGUA CUSTOMS-HERITAGE QUAY
        *** SALES MENU ***


        01. Goods Sold for Export

        02. Goods Sold Locally

        03. Duty Liability Maintenance

        04. Delinquent Sotres Query

        05. Sales Reports Menu


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
            Enter option desired: 05
```

THE INVENTORY MODULE

FOR THE USER WITH ADMINISTRATOR'S PRIVILEGE, selecting the "Inventory Menu" option on the "Master Menu" brings him to the available alternatives on the Inventory Module.

```
ANTIGUA Customs (Heritage Quay)
*** ADMINISTRATOR MASTER MENU ***


01.  Security Menu

02.  Master Files Menu

03.  Bond Transaction Menu

04.  Inventory Menu


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
              Enter option desired: 04
```

```
ANTIGUA Customs (Heritage Quay)
*** INVENTORY MENU ***


01.  Update Inventory from Bond

02.  Inventory File Query

03.  Inventory On-hand Query

04.  Inventory Reports Menu


F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
              Enter option desired: 01
```

FOR THE REGULAR USER (NO ADMINISTRATOR'S PRIVILEGE), selecting the
"Inventory Menu" on the "Master Menu" also brings him to the available
alternatives on the Inventory Module.

NOTICE THE DIFFERENCE BETWEEN THE AVAILABLE ALTERNATIVES FOR THE SYSTEM
ADMINISTRATOR AND FOR THE REGULAR USER. The regular user is not
allowed the "Update Inventory from Bond" option.

```
ANTIGUA CUSTOMS-HERITAGE QUAY
            *** USER MASTER MENU ***




        01. Bond Menu

        02. Sales Menu

        03. Inventory Menu



F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                Enter option desired: 01
```

```
ANTIGUA Customs (Heritage Quay)

            *** INVENTORY MENU ***



        01. Inventory File Query

        02. Inventory On-hand Query

        03. Inventory Reports Menu



F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                Enter option desired: 01
```

LET FIRST DISCUSS THE "UPDATE INVENTORY FROM BOND" OPTION. As already mentioned, only the user with System Administrator's privilege has access to this option.

```
                    ANTIGUA Customs (Heritage Quay)
                       *** INVENTORY MENU ***



              01. Update Inventory from Bond

              02. Inventory File Query

              03. Inventory On-hand Query

              04. Inventory Reports Menu



  F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                      Enter option desired: 01
```

The "Update Inventory fron Bond" option updates the STORES INVENTORIES with the information on GOODS RECEIVED from the "Customs Private Bond" Module. Once a RECEIVED GOOD is updated to the INVENTORY, that good may be processed on a SALE TRANSACTION.

When you select this option, the system displays the following SCREEN, confirming if you really want to process the update.

```
 __/__/__            ANTIGUA  CUSTOMS-HERITAGE QUAY           __:__:__
                     INVENTORY  UPDATE PROGRAM                  BON003

 ======================================================================

 ======================================================================






 ======================================================================
 F1-Update/ESC-Exit: __
 ======================================================================
```

Select to go ahead and update the inventory. The following screen is
displayed:

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY             __:__:__
UPDATE                INVENTORY UPDATE PROGRAM                   BON003

=================================================================================

=================================================================================



                          UPDATING INVENTORY

                         *** PLEASE WAIT ***



=================================================================================

=================================================================================
```

Once the system processes the update, it again displays the "Inventory
Menu", allowing you to select another operation.

Just press ESC if you want to exti the "Inventory Menu".

WE WILL DISCUSS THE OTHER OPTIONS FOR THE INVENTORY MODULE BASED ON THE MENU FOR THE REGULAR USE (no "Update Inventory from Bond" option).

```
                        ANTIGUA Customs (Heritage Quay)
                          *** INVENTORY MENU ***



                    01.  Inventory File Query

                    02.  Inventory On-hand Query

                    03.  Inventory Reports Menu



F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                        Enter option desired: 01
```

The "Inventory File Query" option is used to view detailed information on the updated INVENTORIES. It does not show the information on shipments that have not updated the INVENTORY yet. For each shipment that updated the INVENTORY, it shows: quantities on hand and sold, CIF value, duty liability, etc... This Module does not allow to change any of the information, it only allows to VIEW it.

```
__/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY             __:__:__
                    INVENTORY MASTER FILE MAINTENANCE            INV001

==================================================================
Store Number:  000
Reference No:
==================================================================

                Transaction date...: 00/00/00
                Total Quantity.....:
                Quantity Available.:             0.00
                Quantity Sold......:             0.00
                CIF Value..........:             0.00
                Duty Liability.....:             0.00
                Date Entered.......: 00/00/00
                Time Entered.......: 00:00:00

==================================================================
F1-Search/ESC-Exit: __
==================================================================
```

Select to SEARCH for INVENTORY information. The system will provide
you with the option to SEARCH by: STORE NUMBER or REFERENCE NUMBER.

```
┌─────────────────────────────────────────────────────────────────────┐
│ __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__   │
│ SEARCH            INVENTORY MASTER FILE MAINTENANCE          INV001   │
│    0                                                                  │
│ ====================================================================  │
│ Store Number:  000                                                    │
│ Reference No:                                                         │
│ ====================================================================  │
│                                                                       │
│                 Transaction date...: 00/00/00                         │
│                 Total Quantity.....:                                  │
│                 Quantity Available.:              0.00                │
│                 Quantity Sold......:              C.00                │
│                 CIF Value..........:              0.00                │
│                 Duty Liability.....:              0.00                │
│                 Date Entered.......: 00/00/00                         │
│                 Time Entered.......: 00:00:00                         │
│                                                                       │
│ ====================================================================  │
│ Press FUNCTION # shown below for search/ESC to exit: __               │
│ ====================================================================  │
│ 1-Store#/2-Ref. #                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

Select to SEARCH by the desired option. The system will position the
cursor on the corresponding prompt, and request for the specification.
Remember the availability of the Index Key (Shift F2) to help you
specify the STORE NUMBER, and REFERENCE NUMBER.

Note that in a SEARCH operation the system does not verify the validity
of the information you enter to identify the record it is going to
SEARCH for. The reason for this is that if the system is unable to
find a record with the exact same information as you specified, it will
bring the available record with information closest to the one
specified. It then displays the corresponding information and allows
you to: see the information for the NEXT record on file.

Lets look at an example. Specify a SEARCH by STORE NUMBER 777. The following screen is displayed:

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
SEARCH              INVENTORY MASTER FILE MAINTENANCE          INVOO1
    1
==================================================================
Store Number:  777          DATA GENERAL ANTIGUA, INC.
Reference No:  2230          BLACK NYLON RIBBON
==================================================================

              Transaction date...: 01/14/90
              Total Quantity.....:        20.00
              Quantity Available.:         0.00
              Quantity Sold......:        20.00
              CIF Value..........:        15.00
              Duty Liability.....:         3.00
              Date Entered.......: 08/30/90
              Time Entered.......: 17:07:33


==================================================================
F1-Next/ESC-Quit:    __
==================================================================
```

On the previous screen the system has displayed the result of our request. We requested a SEARCH by STORE NUMBER, and specified STORE 777. The system then SEARCHED the available information on that STORE's INVENTORY. It first selected the smallest available REFERENCE NUMBER; and then selected the oldest shipment.

Notice the number on the left side of the third line on the screen. This number is the same as appeared on the "Customs Private Bonded" program when we were recording the shipment. It represents the amount of shipments received (records created) on the specified TRANSACTION DATE, and for the specified REFERENCE NUMBER (good).

Lets discuss the screen displayed above. We notice that it is the information for the first (1) shipment recorded on January 14, 1990 for Black Nylon Ribbons (REFERENCE NUMBER) on Data General Antigua, Inc. (STORE). We also notice that 20 units were received (TOTAL QUANTITY), from which there is none available (QUANTITY AVAILABLE) because all 20 have been sold (QUANTITY SOLD). The recorded CIF VALUE is 15.00, with a DUTY LIABILITY of 3.00.

Press F1 to view the information on the NEXT record. The system displays a shipment received on August 8, 1990 for the same REFERENCE NUMBER. 600 units were received, and 600 units have been sold:

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                 INVENTORY MASTER FILE MAINTENANCE          INVOO1
   1
================================================================================
Store Number:  777             DATA GENERAL ANTIGUA, INC.
Reference No:  2230            BLACK NYLON RIBBON
================================================================================
                 Transaction date...: 08/14/90
                 Total Quantity.....:        600.00
                 Quantity Available.:          0.00
                 Quantity Sold......:        600.00
                 CIF Value..........:         80.00
                 Duty Liability.....:         12.00
                 Date Entered.......: 08/14/90
                 Time Entered.......: 14:46:31
================================================================================
F1-Next/ESC-Quit:  __
================================================================================
```

Press F1 to view the information on the NEXT record. The system then displays the second shipment received on August 8, 1990 for REFERENCE NUMBER 2230. Out of 500 units received, only 458 units have been sold. Therefore, if we go to option "Goods Sold Locally" on the "Sales Menu" and record a sale, the REPORTED CIF VALUE and DUTY LIABILITY will be compared to the CIF VALUE and DUTY LIABILITY shown below. If they do not match, we would receive a message informing us, and the transaction would become part of the "Delinquent Stores".

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
SEARCH                 INVENTORY MASTER FILE MAINTENANCE          INVOO1
   2
================================================================================
Store Number:  777             DATA GENERAL ANTIGUA, INC.
Reference No:  2230            BLACK NYLON RIBBON
================================================================================
                 Transaction date...: 08/14/90
                 Total Quantity.....:        500.00
                 Quantity Available.:        458.00
                 Quantity Sold......:         42.00
                 CIF Value..........:         80.00
                 Duty Liability.....:         12.00
                 Date Entered.......: 08/14/90
                 Time Entered.......: 14:46:31
================================================================================
F1-Next/ESC-Quit:  __
================================================================================
```

Just press ESC whenever you want to exit or SEARCH for another record.

```
+----------------------------------------------------------------+
|                ANTIGUA Customs (Heritage Quay)                 |
|                   *** INVENTORY MENU ***                       |
|                                                                |
|                                                                |
|                                                                |
|            01.  Inventory File Query                           |
|                                                                |
|            02.  Inventory On-hand Query                        |
|                                                                |
|            03.  Inventory Reports Menu                         |
|                                                                |
|                                                                |
|                                                                |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit      |
|                    Enter option desired: 02                    |
|                                                                |
+----------------------------------------------------------------+
```

The "Inventory On-hand Query" option is used to view general
information on the INVENTORIES: total quantity, quantity sold, and
quantity on hand. This Module does not allow to change any of the
information, it only allows to VIEW it.

```
+----------------------------------------------------------------+
| __/__/__        ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__|
|                 INVENTORY QUANTITY ON HAND               INV002 |
|================================================================|
| Store Number:  000                                             |
| Reference No:                                                  |
|================================================================|
|             Transaction Date: 00/00/00                         |
|                                                                |
|             Total Quantity..:          0.00                    |
|                                                                |
|             Quantity Sold...:          0.00                    |
|                                                                |
|             Quantity on Hand:          0.00                    |
|                                                                |
|                                                                |
|================================================================|
| F1-Search/ESC-Exit:  __                                        |
|================================================================|
+----------------------------------------------------------------+
```

Select to SEARCH for INVENTORY information. The system will provide
you with the option to SEARCH by: STORE NUMBER or REFERENCE NUMBER.

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│ __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__   │
│ SEARCH                INVENTORY QUANTITY ON HAND               INV002   │
│                                                                        │
│ ====================================================================== │
│ Store Number:   000                                                    │
│ Reference No:                                                          │
│ ====================================================================== │
│                                                                        │
│              Transaction Date: 00/00/00                                │
│                                                                        │
│              Total Quantity..:          0.00                           │
│                                                                        │
│              Quantity Sold...:          0.00                           │
│                                                                        │
│              Quantity on Hand:          0.00                           │
│                                                                        │
│ ====================================================================== │
│ Press FUNCTION # shown below for search/ESC to exit: __                │
│ ====================================================================== │
│ 1-Store#/2-Ref. #                                                      │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

Select to SEARCH by the desired option. The system will position the
cursor on the corresponding prompt, and request for the specification.
Remember the availability of the Index Key (Shift F2) to help you
specify the STORE NUMBER, and REFERENCE NUMBER.

Note that in a SEARCH operation the system does not verify the validity
of the information you enter to identify the record it is going to
SEARCH for. The reason for this is that if the system is unable to
find a record with the exact same information as you specified, it will
bring the available record with information closest to the one
specified. It then displays the corresponding information and allows
you to: see the information for the NEXT record on file.

Lets look at an example. Specify a SEARCH by STORE NUMBER 777. The
following screen is displayed:

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 SEARCH            INVENTORY QUANTITY ON HAND                   INV002
 ====================================================================
 Store Number:  777              DATA GENERAL ANTIGUA, INC.
 Reference No:  2230             BLACK NYLON RIBBON
 ====================================================================

              Transaction Date: 00/00/00

              Total Quantity..:        1720.00

              Quantity Sold...:        1262.00

              Quantity on Hand:         458.00
 ====================================================================
 F1-Next/ESC-Quit:      __
 ====================================================================
```

On the previous screen the system has displayed the result of our
request. We requested a SEARCH by STORE NUMBER, and specified STORE
777. The system then SEARCHED for that STORE's INVENTORY and displayed
the global information (all shipments) for the smallest available
REFERENCE NUMBER. Out of 1720 units received (TOTAL QUANTITY), 1262
have been sold (QUANTITY SOLD). Therefore, there must be 458 units of
BLACK NYLON RIBBONS on stock (QUANTITY ON HAND).

Press F1 to view the information on the NEXT record, and the system
will show the information on the next REFERENCE NUMBER:

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
 SEARCH            INVENTORY QUANTITY ON HAND                   INV002
 ====================================================================
 Store Number:  777              DATA GENERAL ANTIGUA, INC.
 Reference No:  5275B            DG/500RM: 20MB DISK, 21MB CART TAPE
 ====================================================================

              Transaction Date: 00/00/00

              Total Quantity..:          10.00

              Quantity Sold...:           0.00

              Quantity on Hand:          10.00
 ====================================================================
 F1-Next/ESC-Quit:      __
 ====================================================================
```

Just press ESC whenever you want to exit or SEARCH for another record.

```
+-----------------------------------------------------------------+
|                                                                 |
|               ANTIGUA Customs (Heritage Quay)                   |
|                   *** INVENTORY MENU ***                        |
|                                                                 |
|                                                                 |
|                                                                 |
|            01. Inventory File Query                             |
|                                                                 |
|            02. Inventory On-hand Query                          |
|                                                                 |
|            03. Inventory Reports Menu                           |
|                                                                 |
|                                                                 |
|                                                                 |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit       |
|               Enter option desired: 03                          |
|                                                                 |
+-----------------------------------------------------------------+
```

Selecting the "Inventory Reports Menu" option brings you to the available reports that may be generated for the Inventory File.

```
+-----------------------------------------------------------------+
|                                                                 |
|               ANTIGUA Customs (Heritage Quay)                   |
|                *** INVENTORY REPORTS MENU ***                   |
|                                                                 |
|                                                                 |
|                                                                 |
|            01. Inventory Report                                 |
|                                                                 |
|            02. Good's Balance on Hand Report                    |
|                                                                 |
|                                                                 |
|                                                                 |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit       |
|               Enter option desired: 01                          |
|                                                                 |
+-----------------------------------------------------------------+
```

```
+------------------------------------------------------------------+
|                 ANTIGUA Customs (Heritage Quay)                  |
|                 *** INVENTORY REPORTS MENU ***                   |
|                                                                  |
|                                                                  |
|                                                                  |
|              01.  Inventory Report                               |
|                                                                  |
|              02.  Good's Balance on Hand Report                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
| F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit        |
|                   Enter option desired: 01                       |
+------------------------------------------------------------------+
```

Selecting the "Inventory Report" option allows you to print the
information corresponding to the STORES' updated INVENTORIES.

```
+------------------------------------------------------------------+
| __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__|
|                  INVENTORY PRINTING PROGRAM                INV003 |
|                                                                  |
| ================================================================ |
|                                                                  |
| ================================================================ |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
| ================================================================ |
| F1-All/F2-Range/F3-Specific/ESC-Exit: __                         |
| ================================================================ |
+------------------------------------------------------------------+
```

The "Advice/Help Line" displays the available alternatives.

Pressing F1 (ALL) allows you to print the information for all STORES.
Once you press F1, the system confirms the PRINTING operation, giving
you the opportunity to abort.

Press F2 to select to print a "Range" of REFERENCE NUMBERS for a
specific STORE. The system then positions the cursor on the "Store No"
prompt, asking you to define the STORE for which you want the report.
Remember the availability of the Index Key (Shift F2) (for more
detailed information go to Session "Store Master File Maintenance" on
Chapter VI. "The Master files Module").

```
__/__/__             ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
RANGE               INVENTORY PRINTING PROGRAM                  INV003

==================================================================
Store No: 000
==================================================================




==================================================================
Enter STORE Number/shF2-Index/ESC-Exit __
==================================================================
```

Suppose we select STORE 001, the system automatically displays the name
of the STORE and asks you for the REFERENCE NUMBER that defines the
BEGINNING value of REFERENCE NUMBERS to PRINT. Once again, remember
the availability of the Index Key (Shift F2) (for more information go
to Session "Reference Master File Maintenance" on Chapter VI. "The
Master Files Module").

```
__/__/__             ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
RANGE               INVENTORY PRINTING PROGRAM                  INV003

==================================================================
Store No: 001        BENJIES 1988 LTD.
==================================================================

              From REFERENCE-NO    :

              To REFERENCE-NO      :


==================================================================
Enter BEGINNING value/F1-From beginning of file/ESC-Back __
==================================================================
```

Valid REFERENCE NUMBERs are those that have been created by a System
Administrator through the "Reference File Maintenance" option on the
"Master Files Menu". Note that in the COMMAND SCREEN we are
discussing, the system does not verify the validity of the REFERENCE
NUMBER you enter. The reason is that the system gets it's information
to produce the report after doing a SEARCH of the file. If it is
unable to find a record with the exact same REFERENCE NUMBER as you
specified, it will use the available record with a REFERENCE NUMBER
closest to the one specified. This is a powerful feature that allows
you to produce reports that satisfy all your needs.

Select to print the information from the first REFERENCE NUMBER
(F1-BEGINNING) on file for that STORE.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
RANGE                 INVENTORY PRINTING PROGRAM                 INV003

=====================================================================
Store No: 001          BENJIES 1988 LTD.
=====================================================================


              From REFERENCE-NO    :   BEGINNING OF FILE

                To REFERENCE-NO     :


=====================================================================
Enter ENDING value/F1-To end of file/F2-Same/ESC-Back __
=====================================================================
```

Now select to print until the last REFERENCE NUMBER (F1-ENDING) on file
for that STORE. The system then confirms the REPORT operation.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
RANGE                 INVENTORY PRINTING PROGRAM                 INV003

=====================================================================
Store No: 001          BENJIES 1988 LTD.
=====================================================================


              From REFERENCE-NO    :   BEGINNING OF FILE

                To REFERENCE-NO     :   END OF FILE


=====================================================================
F1-Print/ESC-Abort __
=====================================================================
```

Select to PRINT (F1).

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY                 __:__:__
RANGE                  INVENTORY PRINTING PROGRAM                    INV003

===============================================================================
Store No: 001        BENJIES 1988 LTD.
===============================================================================


            From REFERENCE-NO     :   BEGINNING OF FILE

            To REFERENCE-NO       :   END OF FILE


===============================================================================
Scanning database.  Please wait...
===============================================================================
```

LETS GO BACK TO THE "INVENTORY PRINTING PROGRAM" COMMAND SCREEN AND
CHOOSE TO PRINT INFORMATION FOR "SPECIFIC" COMBINATIONS OF
STORE/REFERENCE NUMBER.

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│ __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__   │
│                     INVENTORY PRINTING PROGRAM              INV003     │
│                                                                       │
│ ===================================================================== │
│                                                                       │
│ ===================================================================== │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│ ===================================================================== │
│ F1-All/F2-Range/F3-Specific/ESC-Exit: __                              │
│ ===================================================================== │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Press F3 to select to print a SPECIFIC range, and the following screen
is displayed:

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│ __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__   │
│ SPECIFIC            INVENTORY PRINTING PROGRAM              INV003     │
│                                                                       │
│ ===================================================================== │
│                                                                       │
│ ===================================================================== │
│  Num St#            STORE NAME                    REFERENCE-NO         │
│  --- ---   -------------------------     --------------------------    │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│ ===================================================================== │
│ Enter Store Number/shF2-Index/{ESC}-Exit: _____                       │
│ ===================================================================== │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Enter the desired STORE NUMBER. The system displays the screen on the
following page, asking for you to specify a REFERENCE NUMBER.

```
__/__/__        ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SPECIFIC        INVENTORY PRINTING PROGRAM                INV003

=================================================================

=================================================================
  Num St#          STORE NAME               REFERENCE-NO
  --- ---    -------------------------    ----------------------




=================================================================
Enter REFERENCE-NO          /{ESC}-Back: _____
=================================================================
```

You may then start defining combinations of STORE/REFERENCE NUMBER.
Remember that, as suggested in the "Advice/Help Line", Shift F2 is the
Index Key available to help you define the STORE NUMBER and the
REFERENCE NUMBER. Pressing this key displays a window with a list of
defined information (STORE or REFERENCE NO.). For more details on the
Index Key, go to "Store/Reference Master File Maintenance" Sessions on
Chapter VI. "The Master File Module".

Select to print the information on STORE 001, REFERENCE NUMBER 003.
The STORE name and the following screen are automatically displayed:

```
__/__/__        ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SPECIFIC        INVENTORY PRINTING PROGRAM                INV003

=================================================================

=================================================================
  Num St#          STORE NAME               REFERENCE-NO
  --- ---    -------------------------    ----------------------
  001 001    BENJIES 1988 LTD.            003



=================================================================
F1-Up/F2-Down/F3-Prev/F4-Next/F5-Print/F6-Add/F7-Delete/ESC-Abort __
=================================================================
```

The "Advice/Help Line" defines the task assigned to each Function Key that may be used to move through the **selected STORES/REFERENCE NO.'s and to add other combinations to the list**. Notice that F1 moves the cursor one STORE/REF. NO. up (within those already defined), while F2 moves it one STORE/REF. NO. down. On the other hand, F3 (PREV SCREEN) displays the previous ten (10) STORES/REF. NO.'s (if there are as many), and F4 (NEXT SCREEN) displays the next ten (10) STORES/REF. NO.'s (if there are as many).

If you define a STORE/REF. NO. by mistake, use the function keys until the corresponding combination is highlighted by the cursor. You may then press F7 to DELETE it.

If on the other hand, you want to add another, press F6 to do so.

Add the combination STORE 777, REFERENCE NUMBER 2280. Once your 'ist is complete, press F5 to start the PRINT operation. Notice you always have the ESC option to abort the operation.

Remember that the system will SEARCH the BOND File for the specified values, and that in a SEARCH operation the system does not verify the validity of the information you enter to identify the record it is going to SEARCH for. If it is unable to find a record with the exact same information as specified, it will print the available record with information closest to the one specified.

Once you press F5 to start printing, the system confirms the PRINTING operation, giving you a last chance to abort it:

```
 __/__/__                ANTIGUA  CUSTOMS-HERITAGE  QUAY            __:__:__
 SPECIFIC               INVENTORY  PRINTING  PROGRAM                 INV003

================================================================================

================================================================================
  Num St#            STORE NAME                    REFERENCE-NO
  --- ---   -------------------------------   ----------------------------
  001 001   BENJIES 1988 LTD.                 003
  777 002   DATA GENERAL ANTIGUA, INC.        2280




================================================================================
 F1-Print/ESC-Abort ___
================================================================================
```

Select to print, and the system will display a message informing you it
is SEARCHING the database (Bond File) for the specified information.

```
 __/__/__          ANTIGUA CUSTOMS-HERITAGE QUAY          __:__:__
SPECIFIC          INVENTORY PRINTING PROGRAM               INV003

===============================================================

===============================================================
  Num St#            STORE NAME              REFERENCE-NO
  --- ---    --------------------------    -----------------------
  001 001    BENJIES 1988 LTD.             003
  777 002    DATA GENERAL ANTIGUA, INC.    2280




===============================================================
Scanning database.  Please wait...
===============================================================
```

```
                    ANTIGUA Customs (Heritage Quay)
                    *** INVENTORY REPORTS MENU ***



                    01.  Inventory Report

                    02.  Good's Balance on Hand Report




F1-Up/F2-Down/F5-Execute/shF1-Help/<NL>-Select/{ESC}-Exit
                    Enter option desired: 02
```

Selecting the "Good's Balance on Hand Report" option allows you to
define the STORE NUMBER and REFERENCE NUMBERS to be included in a
report that displays general information on the balance on hand, and
quantity sold.

```
 __/__/__            ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
                    GOODS BALANCE ON HAND REPORT             REP003

 ===================================================================

 ===================================================================




 ===================================================================
 F1-All/F2-Range/F3-Specific/ESC-Exit: __
 ===================================================================
```

Select this option and the system will present you with the
alternatives to print information on ALL (F1) STORES and REFERENCE
NUMBERS, a RANGE (F2) of them, or SPECIFIC (F3) STORE(S) and
REFERENCE(S). Following are examples for each of the alternatives.

First select to print ALL.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                       GOODS BALANCE ON HAND REPORT              REP003

 =================================================================
 =================================================================




 =================================================================
 F1-All/F2-Range/F3-Specific/ESC-Exit: __
 =================================================================
```

The system displays a message informing you that it is processing the request. It then sends the information to the printer.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                       GOODS BALANCE ON HAND REPORT              REP003

 ===============================   ===============================
 =================================================================




 =================================================================
 Scanning database. Please Wait.
 =================================================================
```

LETS GO BACK TO THE "GOODS BALANCE ON HAND REPORT" COMMAND SCREEN AND
SELECT TO PRINT INFORMATION FOR A "RANGE" OF REFERENCE NUMBERS WITHIN A
SPECIFIC STORE.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                      GOODS BALANCE ON HAND REPORT                 REP003

====================================================================

--------------------------------------------------------------------




====================================================================
F1-ALL/F2-Range/F3-Specific/ESC-Exit: __
====================================================================
```

The system displays a message requesting you to specify the STORE
NUMBER and the range of REFERENCE NUMBERS to be included in the report.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                      GOODS BALANCE ON HAND REPORT                 REP003

====================================================================
Store: 000
====================================================================


From Reference Number:

  To Reference Number:



====================================================================
Enter STORE Number/shF2-Index or press {ESC} to exit.
====================================================================
```

Suppose we select STORE 777, the system automatically displays the name
of the STORE and asks you for the REFERENCE NUMBER that defines the
BEGINNING value of REFERENCE NUMBERS to PRINT.   Once again, remember
the availability of the Index Key (Shift F2) (for more information go
to Session "Reference Master File Maintenance" on Chapter VI. "The
Master Files Module").

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                      GOODS BALANCE ON HAND REPORT                REP003
========================================================================
Store: 777  DATA GENERAL ANTIGUA, INC.
========================================================================


From Reference Number:

  To Reference Number:



========================================================================
Enter FROM Reference #/F1-Beginning/ESC-Exit
========================================================================
```

Valid REFERENCE NUMBERs are those that have been created by a System
Administrator through the "Reference File Maintenance" option on the
"Master Files Menu". Note that in the COMMAND SCREEN we are
discussing, the system does not verify the validity of the REFERENCE
NUMBER you enter. The reason is that the system gets it's information
to produce the report after doing a SEARCH of the file. If it is
unable to find a record with the exact same REFERENCE NUMBER as you
specified, it will use the available record with a REFERENCE NUMBER
closest to the one specified. This is a powerful feature that allows
you to produce reports that satisfy all your needs.

Select to print the information from the first REFERENCE NUMBER
(F1-BEGINNING) on file for that STORE.

```
 __/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                      GOODS BALANCE ON HAND REPORT                REP003
========================================================================
Store: 777  DATA GENERAL ANTIGUA, INC.
========================================================================


From Reference Number:  BEGINNING OF FILE

  To Reference Number:



========================================================================
Enter TO Reference #/F1-End/F2-Same/ESC-Exit
========================================================================
```

Now select to print until the last REFERENCE NUMBER (F1-END) on file for that STORE. The system then confirms the PRINTING operation.

```
__/__/__                ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                        GOODS BALANCE ON HAND REPORT               REP003

====================================================================
Store: 777  DATA GENERAL ANTIGUA, INC.
====================================================================


From Reference Number:  BEGINNING OF FILE

  To Reference Number:  END OF FILE


====================================================================
F1-Print/ESC-Abort __
====================================================================
```

Once this is specified, the system scans the database for the information and sends it to the printer.

```
__/__/__                ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                        GOODS BALANCE ON HAND REPORT               REP003

====================================================================
Store: 777  DATA GENERAL ANTIGUA, INC.
====================================================================


From Reference Number:  BEGINNING OF FILE

  To Reference Number:  END OF FILE


====================================================================
Scanning database.  Please wait...
====================================================================
```

LETS GO BACK TO THE "GOODS BALANCE ON HAND REPORT" COMMAND SCREEN AND
SELECT TO PRINT INFORMATION FOR "SPECIFIC" COMBINATIONS OF
STORE/REFERENCE NUMBER.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
                      GOODS BALANCE ON HAND REPORT              REP003

==================================================================

==================================================================




==================================================================
F1-ALL/F2-Range/F3 ·Specific/ESC-Exit: __
==================================================================
```

The system displays the following screen and allows you to enter as
many combinations of STORE NUMBER/REFERENCE NUMBER as you may need to
include in the report.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY           __:__:__
                      GOODS BALANCE ON HAND REPORT              REP003

==================================================================

==================================================================
St# Reference Number-- St# Reverence Number--  St# Reference Number--
000




==================================================================
Enter STORE Number/shF2-Index or press {ESC} to exit.
==================================================================
```

Supposse, for example, we specify STORE NUMBER 777. The system
displays the screen on the following page, asking for you to specify a
REFERENCE NUMBER.

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                      GOODS BALANCE ON HAND REPORT                  REP003

======================================================================

======================================================================
St# Reference Number-- St# Reverence Number--  St# Reference Number--
777




|
|
|

======================================================================
Enter Reference Number
======================================================================
```

You may then start defining combinations of STORE/REFERENCE NUMBER.
Remember that, as suggested in the "Advice/Help Line", Shift F2 is the
Index Key available to help you define the STORE NUMBER and the
REFERENCE NUMBER. Pressing this key displays a window with a list of
defined information (STORE or REFERENCE NO.). For more details on the
Index Key, go to "Store/Reference File Maintenance" Sessions on Chapter
VI. "The Master Files Module".

Select to print the information for REFERENCE NUMBER 2330. The
following screen is automatically displayed:

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY              __:__:__
                      GOODS BALANCE ON HAND REPORT                  REP003

======================================================================

======================================================================
St# Reference Number-- St# Reverence Number--  St# Reference Number--
777 2230




======================================================================
F1-Next/F2-Start printing/ESC-Exit:  __
======================================================================
```

The "Advice/Help Line" defines the task assigned to each Function Key
that may be used. Pressing F1 (NEXT) allows you to define another
combination of STORE/REFERNCE NUMBER. Pressing F2 starts the PRINTING
operation.

Once you press F2, the system scans the database for the information
and sends it to the printer. Remember that the system will SEARCH the
BOND file for the specified values, and that in a SEARCH operation the
system does not verify the validity of the information you enter to
identify the record it is going to SEARCH for. If it is unable to find
a record with the exact information as specified, it will print the
available record with information closest to the one specified.

Press F2:

```
__/__/__              ANTIGUA CUSTOMS-HERITAGE QUAY            __:__:__
                      GOODS BALANCE ON HAND REPORT               REP003

==================================================================

==================================================================
St# Reference Number-- St# Reverence Number--  St# Reference Number--
777 2230




==================================================================
Scanning database.  Please wait...
==================================================================
```