

Corporate Account Manager

Summary Tab

The **Summary Tab** (opening screen) is used to view and modify budget information for the current and previous years.

If the **Modify Account Budget Info** button is clicked, the **Modify Corporate System Info** window will open. From here the current year's budget as well as start date can be modified. The default budget and maximum order values for each location are also set up here. The default values will be used for each location if not individually modified in the **Location Summary** tab.

Corporate Account Manager * KSS Enterprises * Phone #: (269)349-6637

File Edit Search Help

Test Corporate Account Manager Go To Distributor's Website Exit

Summary | Location Summary | Product Summary | Pending Orders | Invoice History | Product History | Open Invoices

	This Year	Last Year
YTD Date Range:	1-Jan-2007 to 10-Jan-2007	1-Jan-2006 to 10-Jan-2006
Total Purchases YTD:	(\$9.73)	\$0.00
Total Budget YTD:	\$1,111.50	\$1,235.00
Total Over/Under YTD:	(\$1,121.23)	(\$1,235.00)
# Over Budget YTD:	0	0
# Under Budget YTD:	3	3
Total Annual Budget:	\$36,000.00	\$30,000.00
Sum Location Budgets:	\$45,000.00	\$50,000.00

3 Locations

Modify Account Budget Info

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Modify Corporate System Info

Login Name: TEST Change Login Password

Total Budgets

Total Current Year Budget: 36000.00

Total Last Year Budget: \$30,000.00

Budget Start Month (1-12): 1

Location Budget Defaults

Current Year Budget Default: \$12,000.00

Last Year Budget Default: \$10,000.00

Max Order Total Default: \$0.00

(Note: These default values will be used if the Location value is zero).

OK Cancel

Corporate Account Manager

Location Summary Tab

Individual locations can be viewed on the **Location Summary** tab.

Double-clicking a location name or selecting a location name and single-clicking the **View Location Info** button will open the **Location Information** window which contains a wide range of information about each location.

Selecting a location and single-clicking the **Modify Budget Info** button opens the **Modify Location Budget Info** window. From here, current budgets and max order totals can be changed. If the values are set to \$0 or left blank the default values established in the **Summary** tab will be used.

PLEASE NOTE – budget values established here and in the **Summary** tab do not prevent purchases over that amount but rather provide a method for tracking purchases over the budget year.

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File Edit Search Help

Test Corporate Account Manager Go To Distributor's Website Exit

Summary **Location Summary** Product Summary Pending Orders Invoice History Product History Open Invoices

LocationName	City	State	YTD Purchases	YTD Budget	Annual Budget	Last
CASH - GRAND RAPIDS	Grand Rapids	MI	(\$20.18)	\$494.00	\$20,000.00	
CASH - SOUTH BEND	South Bend	IN	\$10.45	\$370.50	\$15,000.00	
E-CATALOG TEST COMPANY	Kalamazoo	MI	\$0.00	\$247.00	\$10,000.00	

HINT – Any column on any tab may be sorted by clicking once on the column header. Another click will resort in reverse order.

Also, select any item within a column and press Ctrl-Z to open a search function. Alt-Z after a search repeats the last search.

Refresh Display | Filter Options: No Filter (List All Locations) YTD Purchases > YTD Budget User Defined Filter Expression --> | Sort/Search/Total: **3 Locations**
To Sort, Search or Total a Column, Right-click on the column.

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Location Information

File Search

CASH - GRAND RAPIDS CASHS100 Exit

Mail | Contacts | Pending Orders | Open Invoices | Customer Products | VMI Products | Ledger | Sales History | Invoice History

Bill To: CASH - GRAND RAPIDS

Bill Address 1:
Bill Address 2:
City/State/Zip: Grand Rapids MI 49548

Office Phone:
Office Fax:
Office Contact:
Sales Contact:
A/R Contact:

Salesman: Grand Rapids-House
SmanCode: 122
Pmt Terms: C.O.D.

Balance Information

Current	\$0.00
31-45 Days	\$0.00
46-60 Days	\$0.00
61-90 Days	\$0.00
91-120 Days	\$0.00
120+ Days	\$132.23
Balance Due:	\$132.23
Pending Orders:	\$69.34
Pending Total:	\$201.57
Credit Limit:	\$0.00

Modify Location Budget Info

Location Name: CASH - GRAND RAPIDS

Location Information

Current Year Budget: 20000.00
Last Year Budget: \$23,000.00
Max Order Total: \$0.00

Note: If you set a Location value to Zero (or Blank), the Location default value will be used.

OK Cancel

Corporate Account Manager

Product Summary Tab

The **Product Summary** tab lists detailed information about products by location.

PLEASE NOTE – Because of the great amount of data which must be searched in order to compile the information listed in this tab wait times of five minutes or more to allow the tab to populate are not unusual.

Selecting an item and clicking the **Product Compliance** button opens a window listing budget and purchase information by location for the selected item.

Selecting an item and clicking the **Modify Budget Info** button shows current and previous year's budgeted quantities. Maximum order quantity per order and current budget year quantity may be viewed and modified here also.

Corporate Account Manager * KSS Enterprises * Phone #: (269)349-6637

File Edit Search Help

Test Corporate Account Manager Go To Distributor's Website Exit

Summary | Location Summary | Product Summary | Pending Orders | Invoice History | Product History | Open Invoices

LocationName	Description	YTDQty	YTDBudgetQty	LastOrderDate	LastOrderQty
CASH - GRAND RAPIDS	10007B CFR 11" Roller Tool Ea	0	0	24-Oct-2002	1
CASH - GRAND RAPIDS	100118 Gasket	0	0	3-Aug-2005	1
CASH - GRAND RAPIDS	1015636 Cable, Squeegee Lift	0	0	10-Jun-2005	1
CASH - GRAND RAPIDS	103066 4" Dia. Wheel	0	0	29-Sep-2006	2
CASH - GRAND RAPIDS	11-145 Squeegee Blade	0	0	2-Aug-2005	1
CASH - GRAND RAPIDS	130700 Switch/Rocker Lighted	0	0	17-Jun-2005	2
CASH - GRAND RAPIDS	160617 Hose/Vacuum SS1701/2	0	0	6-Sep-2006	1
CASH - GRAND RAPIDS	190108 Typhoon Squeegee 26-27"	0	0	17-Dec-2001	1
CASH - GRAND RAPIDS	201013 Tip, Replacement For	0	0	22-Sep-2006	3
CASH - GRAND RAPIDS	230349 Belt, Brush Drive-Round	0	0	20-Jun-2005	2
CASH - GRAND RAPIDS	2640 Dolly For Brute Black	0	0	20-Sep-2004	1
CASH - GRAND RAPIDS	2643 Brute 44 gal Gray Each	0	0	20-Sep-2004	1
CASH - GRAND RAPIDS	27TMX 12 Volt 105AH Trojan Bat	0	0	10-Jan-2006	2

Refresh Display Filter Options: No Filter (List All Products) YTDQty > YTDBudgetQty User Defined Filter Expression --> Sorting: By Loc/Descr | By Descr/Qty 987 Products To Sort, Search or Total a Column, Right-click on the column.

Product Compliance Modify Budget Info

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Product Compliance

File Search

10007B CFR 11" Roller Tool Ea 333060_EA View Item Info Exit

LocationName	YTDQty	YTDBudgetQty	YTDNumOrders	LastOrderDate	LastOrderQty
CASH - GRAND RAPIDS	0	0	0	10/24/2002	1
E-CATALOG TEST COMPANY	0	0	0		

Refresh Display Filter Options: No Filter (List All Locations) No Purchases in Last xx Days --> User Defined Filter Expression --> To Sort/Search, Right-click on the column. 2 Locations

Email (Filtered) List

Modify Product Budget Info

Location Name: CASH - GRAND RAPIDS
Product: 10007B CFR 11" Roller Tool Ea
333060_EA

Product Information

Current Year Budget Qty: 0
Last Year Budget Qty: 0
Max Order Qty: 0

OK Cancel

Corporate Account Manager

Pending Orders Tab

This tab shows all currently pending orders.

To release an order on corporate hold, highlight it and click the **Release Order** button. NOTE – Replying to a confirmation email has the same end result as clicking the **Release Order** button.

To view, modify, or void an order, first select the order then click the **View/Modify Order** button. The **View/Modify CorpHold Order** window will open. Order quantities may be changed, items removed, or an entire order may be voided from here.

LocationName	PONumber	OrderNum	OrderDate	TargetShip	OrderStatus	OrderTotal
CASH - GRAND RAPIDS		564071	2-Jan-2007	1/5/2007	Shipped	\$57.60
CASH - SOUTH BEND	Bill Freeman	564689	8-Jan-2007	1/11/2007	Loading	\$111.94
E-CATALOG TEST COMPANY	DO NOT PULL	565154	11-Jan-2007		Corp Hold	\$501.50
FIBERBOND		560436	28-Nov-2006	11/28/2006	Quotation	\$1,888.24
LAPORTE COUNTY OFFICES		560470	28-Nov-2006		Quotation	\$328.39
MARK 616-540-0691		556366	20-Oct-2006		Shipped	\$4.40
MOORE FURNITURE, CARPET A		563666	27-Dec-2006	12/29/2006	New Order	\$6.68
NAI CONTAINER GROUP		564803P	9-Jan-2007	1/10/2007	PT Printed	\$0.00
NAI CONTAINER GROUP		564803	9-Jan-2007		Estimate	\$0.00

Description	Ordered	Ship	B/D	Price	Amount
DO NOT PULL					
TEST ORDER					
21oz Can 12/Cs					
Aero 3M Stainless Steel Cln CS	5	5	0	100.3	\$501.50

NOTE – Only orders with an order status of Corp Hold can be modified or voided.

Corporate Account Manager

Invoice History Tab

The **Invoice History** tab allows viewing of any invoice for any location. A basic summary of all invoices is initially displayed but details of each invoice may be viewed by selecting a particular invoice and clicking the **View Invoice** button.

LocationName	Invoice	InvoiceDate	PONumber	Type	OrderTotal	MaxOrderTotal
CASH - GRAND RAPIDS	562156	12/12/2006		CS	\$69.33	\$0.00
CASH - GRAND RAPIDS	562157	12/26/2006		IN	\$356.72	\$0.00
CASH - GRAND RAPIDS	562177	12/13/2006		CS	\$149.28	\$0.00
CASH - GRAND RAPIDS	562788	12/18/2006		CS	\$52.09	\$0.00
CASH - GRAND RAPIDS	562869	12/18/2006		CS	\$9.43	\$0.00
CASH - GRAND RAPIDS	562997	12/20/2006		CS	\$102.55	\$0.00
CASH - GRAND RAPIDS	563127	12/20/2006	Carlene	CS	\$56.92	\$0.00
CASH - GRAND RAPIDS	563525	12/22/2006		CS	\$113.45	\$0.00
CASH - GRAND RAPIDS	563527	1/4/2007		CS	(\$131.31)	\$0.00
CASH - GRAND RAPIDS	563532	12/22/2006		CS	\$53.76	\$0.00
CASH - GRAND RAPIDS	563533	1/4/2007		CS	(\$7.50)	\$0.00
CASH - GRAND RAPIDS	563592	12/26/2006		CS	\$4.25	\$0.00
CASH - GRAND RAPIDS	563593	12/26/2006		CS	\$8.05	\$0.00

Corporate Account Manager

Product History Tab

The **Product History** tab lists general information regarding products purchased like order quantity and last purchase date. For more detailed information please refer to the **Product Summary** tab.

Corporate Account Manager * KSS Enterprises * Phone #: (269)349-6637

File Edit Search Help

Test Corporate Account Manager Go To Distributor's Website Exit

Summary Location Summary Product Summary Pending Orders Invoice History **Product History** Open Invoices

LocationName	Description	InvoiceDate	Invoice	OrderQty	MaxOrderQty
CASH - SOUTH BEND	Degr KSS RTU Citrus Qt Foaming	9-Jan-2007		1	0
CASH - SOUTH BEND	E-Z Way Appli Pad-Synth L.Wool	15-Dec-2006		1	0
CASH - SOUTH BEND	Glove Latex Medical Disp LG Bx	11-Dec-2006		1	0
CASH - SOUTH BEND	H280-33 1907 Gym Finish 2.5 GL	18-Dec-2006		1	0
CASH - SOUTH BEND	H522 Top Shape, Gallon	14-Dec-2006		1	0
CASH - SOUTH BEND	H902 Clean Action II, Gallon	22-Dec-2006		2	0
CASH - SOUTH BEND	Handling Charge Exception	9-Jan-2007		1	0
CASH - SOUTH BEND	Handling Charge Exception	15-Dec-2006		1	0
CASH - SOUTH BEND	Handling Charge Exception	14-Dec-2006		1	0
CASH - SOUTH BEND	Handling Charge Exception	12-Dec-2006		1	0
CASH - SOUTH BEND	R.Glove 12" Yellow Med #8440	11-Dec-2006		1	0
CASH - SOUTH BEND	Screen Bak, 20", 120 Grit,Each	15-Dec-2006		2	0
CASH - SOUTH BEND	Singlefold Towel BW47000 CS	12-Dec-2006		1	0

Refresh Display View Invoice

Filter Options:
 No Filter (List All Purchases)
 OrderQty > MaxOrderQty
 User Defined Filter Expression -->

Sorting: By Loc/Descr By Descr/Date **59 Records**
 To Sort, Search or Total a Column, Right-click on the column.

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Corporate Account Manager

Open Invoices Tab

Information such as PO and invoice numbers, invoice dates, and amount for open invoices are listed in the **Open Invoices** tab.

The screenshot shows the 'Corporate Account Manager' application window. The title bar includes the application name and phone number: 'Corporate Account Manager * KSS Enterprises * Phone #: (269)349-6637'. The menu bar contains 'File', 'Edit', 'Search', and 'Help'. The main window title is 'Test Corporate Account Manager'. There are two buttons in the top right: 'Go To Distributor's Website' and 'Exit'. Below the title bar is a tabbed interface with the following tabs: 'Summary', 'Location Summary', 'Product Summary', 'Pending Orders', 'Invoice History', 'Product History', and 'Open Invoices'. The 'Open Invoices' tab is active and displays a table with the following data:

LocationName	CustPONum	InvNum	InvDate	Type	Invoice Amt	AmtDue
▶ CASH - GRAND RAPIDS		453298	20-May-2004	IN	\$132.23	\$132.23

At the bottom of the window, there is a 'View Invoice' button on the left. On the right, it says 'Sort/Search/Total: 1 Invoices' and 'To Sort, Search or Total a Column, Right-click on the column.' The status bar at the very bottom shows 'Connected to Server', 'STEP1 Extranet Software v6.251', and 'TEST'.