

< Company Logo >

The WORLDWIDE LLC Logistics Billing System Customer Setup

< Company Logo >

Copyright © 2009 WORLDWIDE L.L.C. All rights reserved.

This manual and its contents are intended for internal company use only. Information in this manual is subject to change at any time, without notice.

This manual is property of WORLDWIDE L.L.C. Reproduction or translation of any part of this work is unlawful. Requests for permission, copies, or information should be directed to Business Process Management department.

Other product and company names mentioned herein may be the trademarks of their respective owners.

Table of Contents

The WORLDWIDE LLC Logistics Billing System	4
Definitions	5
Screen Functions.....	7
Help (F1)	8
Help (Shift+F1)	9
Expanding Fields	10
Command Rows (PF Keys)	11
System Time Out.....	14
LBS Customer Setup	15
BIL Record.....	16
Minimum Required Fields	17
Recommended Fields.....	18
CUS (Customer) Account	19
Field Requirements	20
Create a Customer Account	21
LCST1000 (L900)	22
Table Alignment (L900)	24
GL INFO (L900)	26
Are BS and CS Required?.....	28
Customer Profile Screen in Detail	29
Field Summary.....	30
Sub Menu (Shift+F1)	37
CLS Location Codes (Customer).....	38
CLS Location Codes (Name).....	39
CLS Location Codes (Billing Code)	40
Class Codes	41
Customer Programs	42
CLS Zone Definition Type Codes	43
WORLDWIDE LLC Vendor Codes (Salesperson)	44
WORLDWIDE LLC Vendor Codes (Booking Agents)	45
CLS Invoice Types for Printing	46
Colt Codes and Flags (Order Flags).....	47
Colt Codes and Flags (Charge Codes).....	48
Command Row Functions	49
Special Instructions (F5)	51
Billing Address (F10)	52
Screen History (Shift+F11)	53
Searching for Customer Accounts	54
Search All Customer Accounts	55
Search with Partial Information.....	56
Search for a Specific Customer Account	57
Search for a BIL Record	58
Search by Name	59
Finding a Customer Using a Phonetic Search	60

< Company Logo >

LBS Customer Setup

There are two major paths that you may take in a customer setup: Warehouse/Storage/Handling or Transportation. In either case, LBS Customer Setup is the starting point.

Topics in this Section:

- BIL Record
- CUS (Customer) Account
- LCST1000 (L900)
- Table Alignment (L900)
- GL INFO (L900)
- Are BS and CS Required?

CUS (CUSTOMER) ACCOUNT

A CUS account is created on a per needs basis as a sub account to the BIL Record. The purpose of a CUS account is to supply Billing information for the invoice.

The invoice draws the information from the CUS fields. However, if a CUS field is not populated, then the information is obtained from the associated BIL record.

The advantage to creating a CUS account is to override BIL information for a specific use. You may create as many CUS accounts as needed to satisfy a customer's requirements.

```

12/03/09                CLS CUSTOMER PROFILE                L020
Customer DERANJ10 Corp Name COMPAQ COMPUTER CORPORATION      Type CUS
- - - - Billing Address - - - - - Location Address - - - -
Name COMPAQ COMPUTER CORPORATION      Name
Attn C/O TRAX TECHNOLOGIES            Addr
Addr P.O. BOX 20430
City MESA                               State AZ      City
Zip 85277                               Country US    Zip          Country
Cont CINDY SCHILLER Ph 480-641-4108    Cont        Ph
Duns Number      Billing Code      COMPAQ      Termin Date  _ _ _ _
GL Basic Cd     TB      Class/Tariff      Program
Self-Invoice    Corp Credit#      Zone Type
A/R Stmts       Late Charge      %      Credit Terms  15
Dunning Notice  Late Chg Min      Salesperson  0003
International    IRS Number      Booking Agent 1706
EDI Type         Printer Copies 3 Id Invoice Type   B003
Dim Factor       Insur. Factor    Activity Type
Commodity
Order Flags
Charge Codes
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Edit Help Add Updt Del Inst          Menu Expd   Prev
Customer was modified on 12/05/2000 by UHDCCKZD

```

Field Requirements

There are only a few fields that are required to be filled in to add a CUS Account to the system.

For more details about each field on screen L020, see the section called Customer Profile Screen in Detail on page 29.

1. Go to LBS screen L020. The CLS Customer Profile screen opens.
2. Fill in the following required fields.
3. Press the F2 key when finished to add the CUS account to the system.

Field Name	Field Details	Requirement
Customer	System generated after pressing F2 Add key. > Contents based upon Billing Code field.	Required
Corp Name	Corporate Name (Full name of the company.)	Required
Type	Billing Type	Required
Name (Located under Billing Address)	Bill to Name	Required
Attn (Located under Billing Address)	Customer Bill to Address	Recommended
Addr (Located under Billing Address)	Customer Bill to Address	Required
City (Located under Billing Address)	Bill to City	Required
State (Located under Billing Address)	Bill to State	Required
Zip (Located under Billing Address)	Bill to Zip Code	Required
Country (Located under Billing Address)	Bill to Country	Required
Billing Code	BIL record name	Required

Create a Customer Account

The advantage to creating a CUS account is to override BIL information for a specific use. You may create as many CUS accounts as needed to satisfy a customer's requirements.

1. Go to LBS screen L020. The CLS Customer Profile screen opens.
2. In the Customer field, type in the BIL Record name.
3. Press the Enter key on the keyboard. The fields populate with information from the BIL Record.

```

07/30/09          CLS CUSTOMER PROFILE          L020
Customer DEMO-W&D Corp Name BECKY'S DEMO          Type BIL
  Billing Address          Location Address
Name BECKY DEMO          Name
Attn BECKY WELLS          Addr
Addr 123 MAIN
City FT WAYNE          State IN          City          State
Zip 46818          Country US          Zip          Country
Cont BECKY WELLS          Ph 260-429-2089          Cont          Ph
Duns Number          Billing Code          Termin Date
GL Basic Cd          DT          Class/Tariff          Program DEMO-W&D
Self-Invoice          Corp Credit#          Zone Type
A/R Stmt          Late Charge          %          Credit Terms 30
Dunning Notice          Late Chg Min          Salesperson
International          IRS Number          Booking Agent
EDI Type M          Printer Copies 1 Id          Invoice Type B003
Dim Factor          Insur. Factor          Activity Type
Commodity          Setup Date 06/19/09
Order Flags
Charge Codes
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Edit Help Add Updt Del Inst          Menu Expd Prev

```

4. Hit the Tab key to advance the cursor to the Billing Code field. Type in the contents of the Customer field.

```

Duns Number          Billing Code DEMO-W&D          Termin Date

```

5. Return to the Customer field. Clear out the field entry.
6. Hit the Tab key to advance the cursor to the Type field. Replace the BIL field entry with CUS.
7. Hit the F2 key on the keyboard.
8. The Customer Profile record has been added to the system.
9. The system generates the CUS code and populates the Customer field with it. The CUS code is based upon the following:
 - Up of 2 digits from the customer name.
 - 2 digits from the customer city.
 - 2 digits from the state code.
 - 2 digit tie-breaker number.

```

12/01/09          CLS CUSTOMER PROFILE          L020
Customer BDFWIN06 Corp Name BECKY'S DEMO          Type CUS
  Billing Address          Location Address
Name BECKY DEMO          Name
Attn BECKY WELLS          Addr
Addr 123 MAIN
City FT WAYNE          State IN          City          State
Zip 46818          Country US          Zip          Country
Cont BECKY WELLS          Ph 260-429-2089          Cont          Ph
Duns Number          Billing Code DEMO-W&D          Termin Date

```

LCST1000 (L900)

LCST1000 (Margin Analysis Report) is the name of the batch job that runs a large report at the end of the accounting period. It creates a variety of revenue reports that are used for accruals and financial analysis. The LCST1000 report displays the customer's profitability.

Each new customer that is added to this table becomes part of the financial reports created at the end of the period.

The following procedure adds a BIL record to the CLS Margin Analysis Customer Programs table. To make it easier to add the BIL record to the table, you will copy an existing entry.

1. Go to the L900 screen. The Table Maintenance screen opens.
2. In the Table Name field, type in LCST1000 and press the Enter key.
3. The CLS MARGIN ANALYSIS CUSTOMER PROGRAMS table populates the screen. The column fields include:
 - Cmd (Command)
 - Seq# (Table sequence number)
 - Table Key (BIL record name or AMS Customer Program name)
 - Table Data (Data fields separated by forward slashes)

```

12/03/09                               Table Maintenance                               L900
Table Name  LCST1000      Start Key
Description CLS MARGIN ANALYSIS CUSTOMER PROGRAMS
Cmd  Seq#  Table Key      Table Data (Field Delimiter is / )
-----
2904          SAN JOSE LC      /CLASS /
7897          BIRMINGHAM LC   /CLASS /
AGISTIX      AGISTIX         /CLASS /
AIRCELL      AIRCELL LLC     /CLASS /
AIRFRGHT     AIR FREIGHT     /CLASS /
AIT          AIT             /CLASS /
AT&T-MM      AT&T MATERIAL  /CLASS /
ATL-LD       ATLANTA LOCAL   /CLASS /
ATS          AUSTIN TELE-S  /CLASS /
AWS          AT&T WIRELESS  /CLASS /
  
```

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- PF:
 HELP ADD UPDT DELT BKWD FRWD MENU EXPD PREV

4. On your keyboard, press the Tab key to advance the cursor to the first line of the Cmd (Command) column. The options available are:
 - A (Add)
 - C (Copy)
 - D (Delete)
5. Type an A into the Cmd (Command) column. You are adding a BIL record to this table.

```

Cmd  Seq#  Table Key      Table Data (Field Delimiter is / )
A    2904          SAN JOSE LC      /CLASS /
  
```

6. The Seq# column (Table Sequence Number) is not used on this screen, so press the Tab key to advance the cursor to the Table Key column.
7. Type the BIL record name over the previous entry. Since you are adding information to the table, the previous entry will not be affected.

```

Cmd  Seq#  Table Key      Table Data (Field Delimiter is / )
A    COMPAQ    SAN JOSE LC      /CLASS /
  
```


- Press the Tab key to advance the cursor to the Table Data column. The first field of Table Data is the name of the account. The name listed here will appear in the header area of the Margin Analysis Report. Type in the company name over the previous entry. Be sure to completely cover the previous entry.

Cmd	Seq#	Table Key	Table Data	(Field Delimiter is /)
A		COMPAQ	Compaq Computer	/CLASS /

- The next field of Table Data is the name of the subtotal field. The default is CLASS.
 - CLASS sorts by Class Code.
 - SHIPTYPE sorts by Shipment Type.
 - OFFICE sorts by Office.
 - SOURCE sorts by Source.
- To add the BIL record to this table, **do not press the F2 key**. Pressing the F2 key will add the entire table to the system. Since the table already exists in the system, press the F3 key to update the table.

View Expanding Field (F10)

Sometimes, there are more fields in a line in the Table Data than are visible on this screen. In those situations, you can expand the line to view all the fields.

- To view the complete data line in the table, select a data line on the screen and press the F10 key.
- A pop-up window displays the expanded line. The expanded line may contain up to 250 alphanumeric characters displayed over 5 data lines of 50 characters each. Each field is separated by a forward slash. In this example, the data line in the pop-up window displays the entire line from the data table.

Table Sequence #	Table Key	COMPAQ
Data 1	Compaq Computer	/CLASS /
2		
3		
4		
5		

Press ENTER to change data or PF12 to return

Table Alignment (L900)

On screen L900, there are tables that have fixed length fields and tables that have variable length fields.
NOTE: There is no indication on the screen whether a table has fixed or variable fields.

Fixed Length Fields

Tables that were created in the early days of AMS/LBS were all fixed length fields. Therefore, alignment is very important in a table with fixed length fields!

If a column in a table with fixed length fields is not in alignment, then the information in the affected line may not be recognized properly in the system.

1. In the course of adding or updating information in a table, you move the fields out of alignment.

Cmd	Seq#	Table Key	Table Data	(Field Delimiter is /)
		MGE	LTLGA	/MILWT/
A		MGE	TRANSFER	/CLASS/20010130/20020827/
		MGE	DEFER	/CLSZN/19980816/20040731/
		MGE	TRANSFER	/CLASS/19960101/19990815/

2. If you press the F3 key, then the data fields are added out of alignment. The information in the affected line may not be recognized properly in the system.
3. Locate the table entry out of alignment. In the Cmd (Command) column, type in a C (Change).

Cmd	Seq#	Table Key	Table Data	(Field Delimiter is /)
		MGE	LTL	/CLSZN/19980816/20040731/
		MGE	SHAPE	/CLASS/ / /
C		MGE	TRANSFER	/CLASS/20010130/20020827/
		MGE	CPC	/CLASS/ / /

4. Use the Arrow keys on the keyboard to move the cursor to the beginning of the field out of alignment.

Cmd	Seq#	Table Key	Table Data	(Field Delimiter is /)
		MGE	LTL	/CLSZN/19980816/20040731/
		MGE	SHAPE	/CLASS/ / /
C		MGE	TRANSFER	█/CLASS/20010130/20020827/
		MGE	CPC	/CLASS/ / /

5. Use the space bar to enter leading empty spaces until you reach the beginning of the field.

Cmd	Seq#	Table Key	Table Data	(Field Delimiter is /)
		MGE	LTL	/CLSZN/19980816/20040731/
		MGE	SHAPE	/CLASS/ / /
C		MGE	TRANSFER	█/20010130/20020827/
		MGE	CPC	/CLASS/ / /

6. Type a Forward Slash to indicate the beginning of the field. Now type the original contents of the affected fields. If the line has expanding content, be sure to check it by hitting F10.
7. When the line has been completed, hit the F3 key to update the table.

Cmd	Seq#	Table Key	Table Data	(Field Delimiter is /)
		MGE	LTL	/CLSZN/19980816/20040731/
		MGE	SHAPE	/CLASS/ / /
C		MGE	TRANSFER	/CLASS/20010130/20020827/ █
		MGE	CPC	/CLASS/ / /

Variable Length Fields

Tables created recently have variable length fields. The fields are separated by a delimiter character, usually the forward slash. Table alignment is not an issue.

```
08/31/09                               Table Maintenance                               L900
Table Name  ABS SORT                      Start Key
Description ACTIVITY BILLING REPORT SORT COLUMNS
Cmd  Seq#  Table Key                               Table Data (Field Delimiter is / )
-----
H01                                     DNV-DC/LC/Y/ /04/
H02                                     DNV-SOURCE-SITE/Supplier/Y/ /08/
H03                                     INV-CONTROLLER/Supplier/Y/ /08/
H04                                     INV-PIECE-ID-1/Part Number/ /Y/20/
H05                                     INV-PIECE-ID-2/Serial Number/ /Y/20/
H06                                     INV-PIECE-ID-3/Piece ID 3/ /Y/05/
H07                                     INV-UNIT-OF-MEASURE/UM/ /Y/02/
H08                                     INV-ITN/ITN/ /Y/20/
H09                                     INV-PACKAGE-ID/Package ID/ /Y/20/
H10                                     SHP-SHIPMENT-TYPE/Shipments/Y/ /20/
H11                                     INV-CUST-INDEX-1/Cust Index 1/ /Y/30/
H12                                     INV-CUST-INDEX-1A/Order/ /Y/20/
H13                                     INV-CUST-INDEX-1B/Order Line#/ /Y/10/
H14                                     INV-CUST-INDEX-1C/Order/ /Y/10/
H15                                     INV-CUST-INDEX-2/Cust Index 2/ /Y/30/
PF:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP ADD  UPDT DELT                               BKWD FRWD MENU EXPD  PREV
```

GL INFO (L900)

GL INFO (General Ledger Information) is related to financial accounting. It is used to set up an account for revenue and expenses. If the system cannot find the accounting information on a specific charge record, then the system will default to the record on the GL INFO Table.

This procedure adds the new customer BIL record to the GL INFO table. To make it easier to add a BIL record to the table, you will copy an existing entry.

1. Go to the L900 screen. The Table Maintenance screen opens.
2. In the Table Name field, type in GL INFO and press the Enter key.
3. The CLS GENERAL LEDGER INFORMATION table populates the screen. The column fields include:
 - Cmd (Command)
 - Seq# (Table Sequence Number)
 - Table Key (BIL record name or AMS Customer Program name plus ACCTS)
 - Table Data (Data fields separated by forward slashes)

12/03/09		Table Maintenance		L900	
Table Name	GL INFO	Start Key			
Description	CLS GENERAL LEDGER INFORMATION				
Cmd	Seq#	Table Key	Table Data (Field Delimiter is /)		
		AIRCELL ACCTS	40000/9000/0100/AIRC0001/	/	/50300/9000/0100/A
		AIT ACCTS	40000/9000/0002/AITX0001/	/	/50300/9000/0002/A
		ATL-LD ACCTS	40300/9000/0110/LCLX0001/	/	/50300/9000/0110/L
		ATS ACCTS	40000/9000/0100/ATX0001/	/	/50300/9000/0100/A
		BELL-NEX ACCTS	40300/9000/0100/NORT0001/	/	/50300/9000/0100/N
		BORDERS ACCTS	40000/9000/0100/KIOS0001/	/	/50300/9000/0100/K
		BP ACCTS	40000/9000/0102/BPXX0001/	/	/50300/9000/0102/B
		BP-ROLL ACCTS	40000/9000/0100/BPXX0001/	/	/50300/9000/0100/B
		CANON ACCTS	40300/9000/0100/CANN0001/	/	/50300/9000/0100/C
		CANON-TS ACCTS	40300/9000/0100/CANN0001/	/	/50300/9000/0100/C

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 HELP ADD UPDT DELT BKWD FRWD MENU EXPD PREV

4. On your keyboard, press the Tab key to advance the cursor to the first line of the Cmd (Command) column. The options available are:
 - A (Add)
 - C (Copy)
 - D (Delete)
5. Type an A into the Cmd (Command) column. You are adding a BIL record to this table.

Cmd	Seq#	Table Key	Table Data (Field Delimiter is /)		
A		AIRCELL ACCTS	40000/9000/0100/AIRC0001/	/	/50300/9000/0100/A

6. The Seq# column (Table Sequence Number) is not used on this screen, so press the Tab key to advance the cursor to the Table Key column. Type the BIL record name plus ACCTS over the previous entry. Since you are adding information to the table, the previous entry will not be affected.

Cmd	Seq#	Table Key	Table Data (Field Delimiter is /)		
A		AMIGA ACCTS	40000/9000/0100/AIRC0001/	/	/50300/9000/0100/A

7. There are more fields in the line than are visible on the screen. To see the complete data line, press the F10 key to expand the field.

- 8. A pop-up window displays the expanded line. The expanded line contains up to 250 alphanumeric characters displayed over 5 data lines of 50 characters each. Each field is separated by a forward slash.

```

Table Sequence #      Table Key  AMIGA ACCTS
Data 1 40000/9000/0100/AIRC0001/ / / /50300/9000/0100/A
      2 IRC0001/ / / /20090522/20991231/50200/9000/0100/
      3 AIRC0001/*1/50100/9000/0100/AIRC0001/*1/50110/9000
      4 /0100/AIRC0001/*1/ / /9000/0100/AIRC0001/ /
      5
Press ENTER to change data or PF12 to return

```

- 9. Use the Arrow keys on the keyboard to move the cursor to the first group of 4 alphanumeric characters.

```

Table Sequence #      Table Key  AMIGA ACCTS
Data 1 40000/9000/0100/IR0001/ / / /50300/9000/0100/A
      2 IRC0001/ / / /20090522/20991231/50200/9000/0100/

```

- 10. Replace the first group of 4 alphabetic characters with the first 4 alphabetic characters of the BIL record name. Be careful not to change the length of the fields. (See Table Alignment on page 24.)
- 11. There are six groups of 4 alphanumeric characters to change. Advance the cursor to each group and replace each group with the first 4 alphabetic characters of the BIL record name.

```

Table Sequence #      Table Key  AMIGA ACCTS
Data 1 40000/9000/0100/AMIG0001/ / / /50300/9000/0100/A
      2 MIG0001/ / / /20090522/20991231/50200/9000/0100/
      3 AMIG0001/*1/50100/9000/0100/AMIG0001/*1/50110/9000
      4 /0100/AMIG0001/*1/ / /9000/0100/AMIG0001/ /

```

- 12. When finished with your changes, press the Enter key. You are returned to the GL INFO table.
- 13. Notice that the system changed the command column to C (Change) in the line you changed. This action is normal when you make changes to an expanded field.

```

Cmd  Seq#  Table Key      Table Data (Field Delimiter is / )
C    1     AMIGA ACCTS    40000/9000/0100/AMIG0001/ / / /50300/9000/0100/A

```

- 14. Since you have not added this account information to GL INFO yet, go back to the Command field. Change the C (Change) entry back to an A (Add).

```

Cmd  Seq#  Table Key      Table Data (Field Delimiter is / )
A    1     AMIGA ACCTS    40000/9000/0100/AMIG0001/ / / /50300/9000/0100/A

```

- 15. To add the BIL record to the table, **do not press the F2 key**. Pressing the F2 key will add the entire table to the system. Since the table already exists in the system, press the F3 key to update the table.

ARE BS AND CS REQUIRED?

If Bill from Shipment (BS) and Carrier Settlement (CS) are required, then the Business System Engineer (BSE) needs to confer with you concerning screens L934 and L964. L934 is for the Linehaul calculation. L964 is for Reported Activity Types.

The BSE configures the customer account on the operational side (AMS). The BSE will use these screens as part of an AMS Customer Program setup. Their actions will affect your setup as well. Sometimes, an LBS configuration will fail because screens L934 and L964 were not set up properly by the BSE.

10/23/09 10:12:03 Reported Activity Types L964

Cust Id	Activity Type	Shipment Type	Override Act Type	Save On Auth Cancel	Bill	TM Type
E4	BS	IR				
E4	BS	IT				
E4	BS	OR				
E4	BS	OD				
E4	BS	OO				
E4	BS	OR				
E4	BS	OS				
E4	BS	OT				
E4	CS	DD				
E4	CS	IA				
E4	CS	II				
E4	CS	IR				
E4	CS	IT				

Cust ID: Activity Type: Shipment Type:
 ADD Copy DELETE MODIFY SELECT
 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 HELP BKWD FRWD MENU PREV

10/23/09 10:20:56 LIST CUST SHIPMENT TYPE INDICATORS L934

Cust Id	Shipment Type	Download To PTS	Send TM Order	Description
E4	DD			Direct Delivery
E4	I1	Y		Inbound ERS
E4	IA	Y		Inbound Attempted Return
E4	II	Y		Inbound Inventory
E4	IP	Y		Inbound PO/Site
E4	IR	Y		Inbound Return
E4	IT	Y		Inbound Transfer
E4	O1			Outbound Delivery (Shipment Only)
E4	OR			Outbound Attempted Return
E4	OD			Outbound Delivery to Customer
E4	OO			Outbound Redelivery of Attempts
E4	OR			Outbound for Remanufacturing

Cust Program Id: Shipment Type:
 ADD Copy DELETE MODIFY SELECT
 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 HELP BKWD FRWD MENU PREV

< Company Logo >

Customer Profile Screen in Detail

The CLS Customer Profile screen (L020), displays customer account information. This section will cover the fields and options available on LBS Screen L020.

```
12/03/09                CLS CUSTOMER PROFILE                L020
Customer DERANJ10  Corp Name COMPAQ COMPUTER CORPORATION      Type CUS
- - - - Billing Address - - - - - - - - Location Address - - - -
Name COMPAQ COMPUTER CORPORATION      Name
Attn C/O TRAX TECHNOLOGIES            Addr
Addr P.O. BOX 20430
City MESA                            State AZ      City
Zip 85277                            Country US   Zip          Country
Cont CINDY SCHILLER Ph 480-641-4108   Cont        Ph
Duns Number          Billing Code      COMPAQ      Termin Date  - - - - -
GL Basic Cd   TB      Class/Tariff      Program
Self-Invoice          Corp Credit#      Zone Type
A/R Stmts          Late Charge      %      Credit Terms  15
Dunning Notice      Late Chg Min      Salesperson  0003
International          IRS Number      Booking Agent 1706
EDI Type          Printer Copies 3  Id      Invoice Type  B003
Dim Factor          Insur. Factor      Activity Type
Commodity          Setup Date
Order Flags
Charge Codes
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Edit Help Add  Updt Del  Inst          Menu Expd  Prev
Customer was modified on 12/05/2000 by UHDCCKZD
```

FIELD SUMMARY

Field Name	Description	Options	Sub Menu Shift + F1	Expanding Field F10	BIL Record Setup	CUS Account Setup
Customer	WORLDWIDE LLC Billing Code	Up to 8 alphanumeric characters.			Required	
	WORLDWIDE LLC Customer Code	System generated after CUS account has been added. > Entry options may be found on Sub menu.	CLS Location Codes (Page 38)			Required
Corp Name	Corporate Name	Up to 40 alphanumeric characters.			Required	Required
Type	Billing Code	For a BIL record, the required entry is BIL.			Required	
	Customer account code	For a Customer account, the required entry is CUS.				Required
	Transportation Management System account code	For a Transportation Management System account, the required entry is TMA.				
Name (Located under Billing Address)	Bill to Name	Up to 40 alphanumeric characters. > Entry options may be found on Sub menu.	CLS Location Codes (Page 39)	Billing Address (Page 52)	Required	Required
Attn (Located under Billing Address)	Customer Bill to Address	Up to 40 alphanumeric characters.		Billing Address (Page 52)	Recommended	Recommended
Addr (Located under Billing Address)	Customer Bill to Address	Up to 40 alphanumeric characters.		Billing Address (Page 52)	Required	Required
City (Located under Billing Address)	Bill to City	Up to 25 alphanumeric characters.		Billing Address (Page 52)	Required	Required

Field Name	Description	Options	Sub Menu Shift + F1	Expanding Field F10	BIL Record Setup	CUS Account Setup
State (Located under Billing Address)	Bill to State	Up to 2 alphanumeric characters.		Billing Address Page 52)	Required	Required
Zip (Located under Billing Address)	Bill to Zip Code	Up to 9 alphanumeric characters.			Required	Required
Country (Located under Billing Address)	Bill to Country	Up to 2 alphanumeric characters.			Required	Required
Cont (Located under Billing Address)	Bill to Contact	Up to 25 alphanumeric characters.				
Ph (Located under Billing Address)	Bill to Phone	Up to 15 numbers.				
Name (Located under Location Address)	Location Name	Up to 40 alphanumeric characters. Use screen L023 to search by location.	CLS Location Codes	Location Address		
Addr (Located under Location Address)	Customer Location Address	Up to 40 alphanumeric characters. Use screen L023 to search by location.		Location Address		
Blank field under Addr (Located under Location Address)	Customer Location Address	Up to 40 alphanumeric characters. Use screen L023 to search by location.		Location Address		
City (Located under Location Address)	Location City	Up to 25 alphanumeric characters. Use screen L023 to search by location.	CLS Location Codes	Location Address		

Field Name	Description	Options	Sub Menu Shift + F1	Expanding Field F10	BIL Record Setup	CUS Account Setup
State (Located under Location Address)	Location State	Up to 2 alphanumeric characters. Use screen L023 to search by location.	CLS Location Codes	Location Address		
Zip (Located under Location Address)	Location Zip Code	Up to 9 alphanumeric characters. Use screen L023 to search by location.	CLS Location Codes			
Country (Located under Location Address)	Location Country	Up to 2 alphanumeric characters.				
Cont (Located under Location Address)	Location Contact	Up to 25 alphanumeric characters.				
Ph (Located under Location Address)	Location Phone	Up to 15 numbers.				
Duns Number	Dun and Bradstreet number	Dun and Bradstreet number length.			Not used in a new BIL Setup.	
Billing Code	BIL record name	Enter BIL record name. > Entry options may be found on Sub menu.	CLS Location Codes (Page 40)			Required
Termin Date	Termination Date for closed account	2 digit month followed by 2 digit day followed by 4 digit year				
GL Basic Cd	General Ledger Basic Code	Normal entry is DT.			Required Not used in a new BIL Setup.	
Class / Tariff	Customer Class Code > For Custom BIL Setup.	Entry options may be found on Sub menu.	Class Codes (Page 41)		Special situations	

Field Name	Description	Options	Sub Menu Shift + F1	Expanding Field F10	BIL Record Setup	CUS Account Setup
Program	AMS Customer Program Name	Entry options may be found on Sub menu.	Customer Programs (Page 42)		Recommended	
Self – Invoice	Automatically Generates Invoice	Acceptable entries include: Y – Release status automatically assigned to invoice. Blank – Invoice placed in queue for release.			Recommended	
Corp Credit #	Corporate Credit Number	Assigned by Credit Department.			Not used in a new BIL Setup.	
Zone Type	Determines how customer rates are applied. Used in conjunction with Class Tariff.	Entry options may be found on Sub menu.	CLS Zone Definition Type Codes (Page 43)		Not used in a new BIL Setup.	
A / R Stmts	Accounts Receivable Statements	Acceptable entries include: W – Weekly P – Period Q – Quarterly None			Not used in a new BIL Setup.	
Late Charge	Allows WORLDWIDE LLC to charge a late fee. A message prints on the invoice.	Acceptable entries include: Y Blank			Recommended	
%	Assigning the Percentage. System adds a line on the invoice that displays an amount based upon the percentage calculation.	Up to 2 numbers.			Recommended	

Field Name	Description	Options	Sub Menu Shift + F1	Expanding Field F10	BIL Record Setup	CUS Account Setup
Credit Terms	Prints the Net terms at the bottom of the invoice. Uses the <field entry> to calculate the date that the payment would be due.	Up to 2 numbers. > Normal entry is 30.			Recommended	
Dunning Notice	Ability to automatically generate collection notes, dunning letters for invoices.	Acceptable entries include: N Y Blank (Yes)			Not used in a new BIL Setup.	
Late Chg Min	Late Charge Minimum Amount. Allows WORLDWIDE LLC to charge a minimum value for a late charge. Shows up on the invoice.	Normal entry: 2 (percent) for a large amount. 25 (percent) for a small amount.			Recommended	
Salesperson	Salesperson's number entered here.	Entry options may be found on Sub menu.	WORLDWIDE LLC Vendor Codes (Page 44)		Not used in a new BIL Setup.	
International	International Accounts	Acceptable entries include: Y Blank			Not used in a new BIL Setup.	
IRS Number	Federal Tax Identification Number				Not used in a new BIL Setup.	
Booking Agent	Booking agent's number entered here. Only used for legacy accounts.	Entry options may be found on Sub menu.	WORLDWIDE LLC Vendor Codes (Page 45)		Not used in a new BIL Setup.	

Field Name	Description	Options	Sub Menu Shift + F1	Expanding Field F10	BIL Record Setup	CUS Account Setup
EDI Type	Invoice Release Type	Acceptable entries include: E – EDI (Invoice electronically generated.) M – Manual (Invoice created and printed. - Normal entry.) P – Parallel (Invoice electronically generated and printed.) S – Summary (Individual invoices accumulated over a period of time for a master invoice.)			Required	
Printer Copies	If EDI or Parallel, then specify number of printed copies	Must specify number of copies. > Normal entry is 1.			Recommended	
Id	Printer Identification number Allows you to select a printer.	Entry options may be found on Sub menu.	List of printers.		Recommended	
Invoice Type	Controls appearance and format of invoice. Field is generally used for a manually generated invoice or a transportation invoice.	Entry options may be found on Sub menu. > Default type code is B003.	CLS Invoice Types for Printing (Page 46)		Required	
Dim Factor	Air Freight Dimensional Factor	Billed for size of package. Up to 3 characters.			Not used in a new BIL Setup.	
Insur. Factor	Air Freight Insurance Factor	Up to 4 numbers.			Not used in a new BIL Setup.	

Field Name	Description	Options	Sub Menu Shift + F1	Expanding Field F10	BIL Record Setup	CUS Account Setup
Activity Type	Activity Type	Acceptable entries include: Blank, P, L or D.			Not used in a new BIL Setup.	
Commodity	Type of Freight	Up to 40 characters.			Not used in a new BIL Setup.	
Order Flags	Refers to Accessorial codes.	Entry options may be found on expanding field.	Colt Codes and Flags (Page 47)		Not used in a new BIL Setup.	
Charge Codes	Refers to Accessorial codes.	Entry options may be found on expanding field.	Colt Codes and Flags (Page 48)		Not used in a new BIL Setup.	
Setup Date	Date that the account record was originally created.	System generated after CUS account has been added.				
PF:	Shortcuts to screen functions.	Refers to the PF keys on the screen. (Details on page 49.)	Colt Codes and Flags			

SUB MENU (SHIFT+F1)

When the cursor is in a field that contains a sub menu or additional functionality, you can access the additional functions by holding down the Shift key on your keyboard and then pressing the F1 key.

NOTE: There is no indicator on the screen that a field contains a sub menu or additional functionality.

- To access the additional functionality in a field, make sure the cursor is in the specific field. Hold down the Shift key on the keyboard and press the F1 key.
- If nothing happens, then look for a message at the bottom of the screen. Additional functionality may not be available in that field.

Command Functions

The command functions available in a sub menu are dependent upon the window presented. This chart illustrates some common command functions.

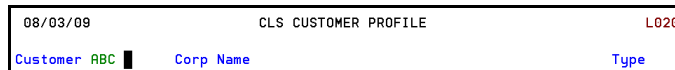
PF & Designation	Function	Keyboard Equivalent
Enter Select	Cursor is on a line in the list in the window. Pressing the Enter key copies the information to the L020 screen.	Enter key
Enter List	List Items in the window. (Special Instructions Window)	Enter key
PF3 Update	Updates the current record to the system.	F3 key
PF7 Bkwd	Returns you to the previous screen in the window.	F7 key
PF8 Frwd	Advances you to the next screen in the window.	F8 key
PF12 Prev	Closes the pop-up window.	F12 key
None	If there are no PF designations in the expanding window, then pressing F12 will close the window and return you to the screen.	F12 key

CLS Location Codes (Customer)

You can use the Customer field to search for a WORLDWIDE LLC Customer.

In the Customer field, when you hold down the Shift key and then press the F1 key, the CLS Location Codes window opens. The window displays the results of your search.

1. In the Customer field, you may enter up to 8 alphanumeric characters in your search.
2. For this example, you are looking for any customer beginning with “ABC” in their Customer Code. In the Customer field, type “ABC.”



3. While holding down the Shift key on the keyboard, press the F1 key. (PF13 on the screen)
4. The CLS Location Codes window opens with the results of your search inquiry. Customers in the database that begin with “ABC” in their Customer Code are displayed first.

Type	CUS	Search	CODE	Start From	ABC	Page 1
Type Code	Bill Cd	Name	City	St	Zip	
CUS ABC7		ALLIED INTERNATIONAL	BARCELONA		08013	
CUS ABCACA03	2904	ABTECH	CARLSBAD	CA	92008	
CUS ABCACA07	2284	ADJUSTABLE BED MART	CATHEDRAL	CA	92234	
CUS ABCHCA02	2284	ADVANCED BUSINESS SY	CHATSWORTH	CA	91311	
CUS ABCHCA03	2284	ADVANCED BUSINESS SY	CHATSWORTH	CA	91311	
CUS ABCHNC06		AMKO BUILDING SERVIC	CHARLOTTE	NC	28217	
CUS ABCHNC07		AMERICAN BARMAG	CHARLOTTE	NC	28273	
CUS ABCIOH10		ALLIED / BERGER CINC	CINCINNATI	OH	45246	
CUS ABCOCA07	2904	AAA BUSINESS	CONCORD	CA	94520	
CUS ABCOCA08	2904	AAA BUSINESS	CONCORD	CA	94520	

ENTER>Select Code PF7=Bkwd PF8=Frwd PF12=Return

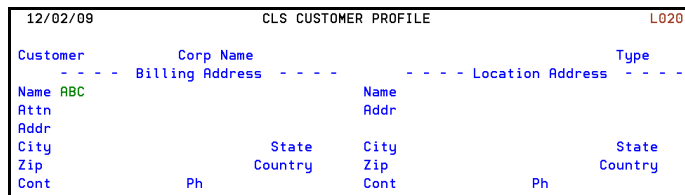
5. If the Customer that you seek is not listed in this window or if you wish to view other customers in this sort, then hit the F8 key on the keyboard to display the next page.
6. Continue to hit the F8 key until you locate the page containing the Customer that you seek.
7. When you have located the customer account, use the Arrow keys to move the cursor to that line.
8. Hit the Enter key.
9. You are returned to the CLS Customer Profile screen. The customer profile for the selected listing will be displayed on the screen.

CLS Location Codes (Name)

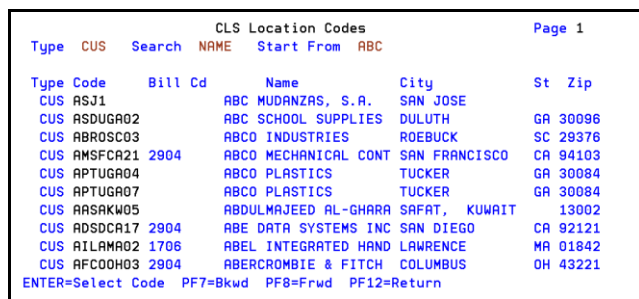
You can use the Name field under Billing Address to search for a WORLDWIDE LLC Customer.

In the Name field under Billing Address, when you hold down the Shift key and then press the F1 key, the CLS Location Codes window opens. The window displays the results of your search.

1. In the Name field under Billing Address, you may enter up to 8 alphanumeric characters in your search.
2. For this example, you are looking for any customer beginning with "ABC" in their Customer Name. In the Name field, type "ABC."



3. While holding down the Shift key on the keyboard, press the F1 key. (PF13 on the screen)
4. The CLS Location Codes window opens with the results of your search inquiry. Customers in the database that begin with "ABC" in their Name are displayed first.



5. If the Customer that you seek is not listed in this window or if you wish to view other customers in this sort, then hit the F8 key on the keyboard to display the next page.
6. Continue to hit the F8 key until you locate the page containing the Customer that you seek.
7. When you have located the customer account, use the Arrow keys to move the cursor to that line.
8. Hit the Enter key.
9. You are returned to the CLS Customer Profile screen. The customer profile for the selected listing will be displayed on the screen.

CLS Location Codes (Billing Code)

You can use the Billing Code field to search for the BIL record to a WORLDWIDE LLC Customer.

In the Billing Code field, when you hold down the Shift key and then press the F1 key, the CLS Location Codes window opens. The window displays the results of your search.

1. If you wish to locate a BIL record, then make sure the cursor is in the Billing Code field. The screen does not have to be empty.

Name		Name	
Attn		Addr	
Addr			
City	State	City	State
Zip	Country	Zip	Country
Cont	Ph	Cont	Ph
Duns Number	Billing Code	Termin Date	---
GL Basic Cd	Class/Tariff	Program	
Self-Invoice	Corp Credit#	Zone Type	

2. While holding down the Shift key on the keyboard, press the F1 key. (PF13 on the screen.)
3. The CLS Location Codes window opens on the screen with the results of your search inquiry. BIL records in the database that begin with your search inquiry are displayed first. The information is sorted by the Code column.

Type	BIL	Search	CLS Location Codes	Page 1
			CODE Start From	
Type Code	Bill Cd	Name	City	St Zip
BIL 1330				
BIL 1706		NORTH AMERICAN LOGIS	CHICAGO	IL 60694
BIL 1823				
BIL 2002		NORTH AMERICAN LOGIS	CHICAGO	IL 60694
BIL 2183		NORTH AMERICAN LOGIS	CHICAGO	IL 60694
BIL 2192		NORTH AMERICAN LOGIS	CHICAGO	IL 60694
BIL 2284		NORTH AMERICAN LOGIS	CHICAGO	IL 60694
BIL 2904		NORTH AMERICAN LOGIS	CHICAGO	IL 60694
BIL 2904B		HVP SAN JOSE DISTRIB	SAN JOSE	CA 95125
BIL 3405		NORTH AMERICAN LOGIS	CHICAGO	IL 60694

ENTER>Select Code PF7=Bkwd PF8=Frwd PF12=Return

4. If the BIL record you seek is not listed in this window or if you wish to view other BIL records in this sort, then hit the F8 key on the keyboard to display the next page.
5. Continue to hit the F8 key until you locate the page containing the BIL record that you seek.
6. When you have located the BIL record, use the Arrow keys to move the cursor to that line.
7. Hit the Enter key.
8. You are returned to the CLS Customer Profile screen. The Billing Code field will be populated with the BIL record code. None of the other fields on the screen are affected.

View the BIL Record

1. If you wish to view the contents of the BIL record, then take the BIL record code and populate Customer field with it.
2. After you hit the Enter key, the screen populates with the contents of the BIL record.
3. However, some of the fields may not be populated.

Class Codes

In the Class / Tariff field, when you hold down the Shift key and press the F1 key, the Class Codes pop-up window opens. This window refers to the CLASSCODE table found on screen L900.

CLASSCODE (screen L900) is a screen that is not used with every new customer setup. It is used to validate codes used in transportation. When you populate a Class Code field on a screen, the system compares your entry against the CLASSCODE table.

When you need to create a new class code and a new class of rates, you would use CLASSCODE table to create the new class code. Programming would also be required to create a set of rates.

CLASS CODES	
- 100	CLASS CODE 100
- 20 FT	20 FT. CONTAINERS
- 200	CLASS CODE 200
- 2DAY DLVRT	DEC ROUTINE - 2-DAY RATE
- 2DAY LTL	LEFEBURE LTL - 2-DAY RATE
- 2NDDY	2ND DAY RATE
- 2NDDY CA	2ND DAY RATE FOR IN CA
- 40 FT	40 FT. CONTAINERS
- 5DAY	5DAY DEFER
- 77	CLASS CODE 77
- 92	CLASS CODE 92.5
- ACI	ACI RATE
- AKHIPRSD	AK HI PR STANDARD SERVICE
- AMOCORE2	AMOCO A 2-DAY SERVICE
- AMOCOREX	AMOCO A 5-DAY SERVICE

ENTER>Select Code PF7=Bkwd PF8=Frwd PF12=Return

Customer Programs

In the Program field, when you hold down the Shift key and press the F1 key, the Customer Programs pop-up window opens. This window lists the AMS Customer Programs.

- The first column displays the two-digit AMS Customer Program Code.
- The second column displays the AMS Customer Program code (Up to eight alphanumeric characters). In LBS, this second group is known as the Billing Code.
- The third column displays the Full AMS Customer Program Name.

Customer Programs		
I2	AFFINITY	AFFINITY
A4	AG-CD	AGILENT CD
A3	AG-COS	AGILENT COLORADO SPRINGS
A1	AG-TMO	AGILENT-TMO
AC	AIRCELL	AIRCELL LLC
AF	AIRFRGHT	AIRFREIGHT CUSTOMER
AT	AIT	ADVANCED INTEGRATION TECHNOLOG
AA	ARDC	AGILENT ARDC
AQ	ASP	ADVANCED SOLAR PRODUCTS
A2	AT&T-MM	AT&T MATERIALS MANAGEMENT
NU	AT&T-USA	NORTEL AT&T-USA PROGRAM
14	ATL-LD	ATLANTA DC LOCAL STORAGE PROGR
BA	BELL-ATL	VERIZON WIRELESS
BX	BELL-NEX	BELL-NEX
BI	BILLING	NAL BILLING REPORTS

ENTER=Select PF7=Bkwd PF8=Frwd PF12=Return

CLS Zone Definition Type Codes

In the Zone Type field, when you hold down the Shift key and press the F1 key, the CLS Zone Definition Type Codes pop-up window opens. This window refers to Zone Maintenance.

A Zone can be made up of any combination of State codes or three-digit Zip Codes or five-digit Zip Codes, depending upon what the customer gives you.

- Zone Maintenance (Screen L001) is where you define a Zone or multiple Zones.
- Zone Rate Maintenance (Screen L002) is where you create your Rate Codes and to define your Zone to Zone Matrix.

CLS ZONE DEFINITION TYPE CODES	
- 3ZIP	ZONE DEF BY 3 DIGIT ZIP
- 3ZIPZ	ZONE = 3-DIGIT ZIP
- 5ZIP	ZONE DEF BY 5 DIGIT ZIP
- 5ZIPZ	ZONE = 5-DIGIT ZIP
- ACIRT	ZONE = ACI (ACI RATES)
- ACIZN	ZONE = ACI
- AIRPT	ZONE DEF = AIRPORT CODE
- AIRPZ	ZONE = AIRPORT CODE
- CHRGE	RATE = CHARGE CODE
- CLASS	RATE = CLASS
- CLDC	RATE = CLASS + DC CODE
- CLSZN	ZONE DEF = CLS 3ZIP
- CLUSA	ZONE = 'USA' (BY CLASS)
- CLWGT	RATE = CLASS + WEIGHT
- CNTR	RATE = CONTAINER CODE

ENTER>Select Code PF7=Bkwd PF8=Frwd PF12=Return

WORLDWIDE LLC Vendor Codes (Salesperson)

In the Salesperson field, when you hold down the Shift key and press the F1 key, the WORLDWIDE LLC Vendor Codes pop-up window opens. This window displays the salespersons that WORLDWIDE LLC had previously used when the company was a division of SIRVA. This field and window are no longer being used.

Type	Code	NAL Vendor Codes Name	City	St
SAL	0001	PETER CRUTCHLEY		
SAL	0002	ED POTTER		
SAL	0003	JOHN WOODBURY		
SAL	0004	JOHN WOODBURY		
SAL	0005	NON-COMMISSION SALES		
SAL	0007	JIM SMOLINSKI		
SAL	0008	WAYNE M/S/KIM OSTROSKI 1444	W CHESTER	PA
SAL	0010	ELECTRONIC TRANSPORT/DAVE MCLE		
SAL	0011	VALLEY/KRIZANN SUTTON		
SAL	0012	MARGE / SANTINI3028		

ENTER=Code Select PF7=BKWD PF8=FRWD PF12=RETURN

WORLDWIDE LLC Vendor Codes (Booking Agents)

In the Booking Agent field, when you hold down the Shift key and press the F1 key, the WORLDWIDE LLC Vendor Codes pop-up window opens. This window displays the booking agents that WORLDWIDE LLC had previously used when the company was a division of SIRVA.

Only a few accounts still use a Booking Agent. For example, WORLDWIDE LLC currently pays a commission to another party for business with customer Canon. Everything WORLDWIDE LLC does for Canon has a booking commission associated with it.

WORLDWIDE LLC is planning to use UNMAN COST (Unmanifested Cost Record) for paying booking commissions. The UNMAN COST table (Screen L900) was previously used to identify Accessorial charges that you would want to credit to another account or to another party.

The Booking Agent field feeds to a commission line on the invoice and to a commission line on the statement.

Type	Code	NAL Vendor Codes Name	City	St
AGT	0009	ALLIED / DIXION VAN LINES	LONDON	ON
AGT	1000	CENTRAL MOVING & STORAGE	MEMPHIS	TN
AGT	1001	CENTRAL MVG & STG	CHARLOTTE	NC
AGT	1004	ACE STORAGE & MOVING CO. INC.	MONTGOMERY	AL
AGT	1008	BLAIR/ATLANTIC NORTH AMERICAN	SARASOTA	FL
AGT	1009	NAVL / STERLING MVG & STG 1009	CRANSTON	RI
AGT	1010	AAA WAREHOUSING (DO NOT USE S/	MOBILE	AL
AGT	1013	VERNAY RELOCATION & STORAGE IN	PATERSON	NJ
AGT	1016	ACE MVG & STG INC	TEXARKANA	AR
AGT	1017	CORD/ATLANTIC NORTH AMERICAN	CHICAGO	IL

ENTER=Code Select PF7=BKWD PF8=FRWD PF12=RETURN

CLS Invoice Types for Printing

The default entry for the Invoice Type field is B (Basic Invoice). The default invoice entry is B003. Transportation uses an invoice mode of B.

The invoice type from the customer profile actually ends up controlling which invoice type is printed.

When you hold down the Shift key on the keyboard and press the F1 key, the CLS Invoice Types for Printing window opens. This window identifies the available invoice modes.

```
CLS INVOICE TYPES FOR PRINTING
- B001          BASIC INVOICE
- B002          DC INVOICE
- B003          BASIC INVOICE W\REF NBRS
- B004          AIRFREIGHT INVOICE
- B005          BASIC INVOICE W\SERIAL#
- B006          BASIC INVOICE W\MORE DESC
- B007          BASIC INVOICE W\MORE FLDS
- B008          BASIC INVOICE W\MORE FLDS
- B101          BASIC INVOICE
- B102          DC INVOICE
- B103          BASIC INVOICE W\REF NBRS
- B104          AIRFREIGHT INVOICE
- B105          BASIC INVOICE W\SERIAL#
- B106          BASIC INVOICE W\MORE DESC
- B107          BASIC INVOICE W\MORE FLDS
ENTER>Select Code PF7=Bkwd PF8=Frwd PF12=Return
```


Colt Codes and Flags (Order Flags)

In the Order Flags field, when you hold down the Shift key and press the F1 key, the Colt Codes and Flags pop-up window opens. This listing refers to Accessorial codes. The screen displays the Accessorial Code along with the Short Description of the code.

You may get details about a specific Accessorial code displayed in this window on screen L901.

You may look up Accessorial codes on screen L902. There are four types: Charge, Cost, Ship and Fee.

- CHARGE codes are used for customer invoicing.
- COST codes are used for carrier settlement.
- SHIP is used in TMS to identify codes which are added to the Invoice to charge for services identified by Service Flags on the Order.
- FEE codes that can be used as Extra Fees in the L090 Activity Billing configurations.

COLT CODES AND FLAGS	
1DKDEL	1 MAN DOCK DELV
1DKPU	1 MAN DOCK PKUP
1INDEL	1 MAN INS DELV
1INPU	1 MAN INS PKUP
2DKDEL	2 MAN DOCK DELV
2DKPU	2 MAN DOCK PKUP
2HWIND	2 HR WINDOW
2INDEL	2 MAN INS DELV
2INPU	2 MAN INS PKUP
3INDEL	3 MAN INS DELV
3INPU	3 MAN INS PKUP
4INDEL	4 MAN INS DELV
4INPU	4 MAN INS PKUP
4X4	4X4 TRUCK RENT
5INDEL	5 MAN INS DELV

ENTER>Select Code PF7=Bkwd PF8=Frwd PF12=Return

Colt Codes and Flags (Charge Codes)

In the Charge Codes field, when you hold down the Shift key and press the F1 key, the Colt Codes and Flags pop-up window opens. This listing refers to Accessorial codes. The screen displays the Accessorial Code along with the Short Description of the code.

You may get details about a specific Accessorial code displayed in this window on screen L901.

You may look up Accessorial codes on screen L902. There are four types: Charge, Cost, Ship and Fee.

- CHARGE codes are used for customer invoicing.
- COST codes are used for carrier settlement.
- SHIP is used in TMS to identify codes which are added to the Invoice to charge for services identified by Service Flags on the Order.
- FEE codes that can be used as Extra Fees in the L090 Activity Billing configurations.

COLT CODES AND FLAGS	
07	SIT PICK UP\DEL
08	STORAGE
08A	STORAGE - ATL
08B	STORAGE - BWI
08C	STORAGE - DEN
08D	STORAGE - DFW
08E	PALLET STORAGE
08F	STORAGE - CMB
08N	STORAGE - NYC
08O	STORAGE - CHICA
08S	STORAGE - SJC
09	PACKING
10	UNPACKING
1001C0	COMMISSION-1001
10490E	COMMISSION OCE

ENTER>Select Code PF7=Bkwd PF8=Frwd PF12=Return

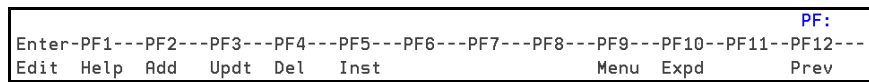
COMMAND ROW FUNCTIONS

Screen L020 has a set of command rows. They are labeled as PF keys. PF keys correspond to the row of function keys on your keyboard.

PF keys are programmable function keys. Each PF key that you see on the screen has a short description of its functionality below it.

First Command Row

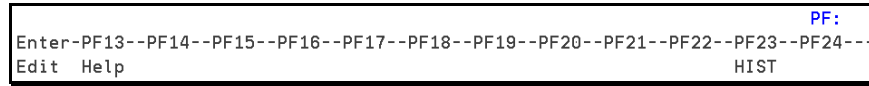
The first command row of PF keys is displayed on the screen.



PF Key on Screen	Keyboard	Function
PF1 Help	F1 key	Message line at the bottom of the screen > Informs you of important information related to the current screen. > Informs you if the current action is missing information. > Reminds you to complete a task. > Clears the message line at the bottom of the screen.
PF2 Add	F2 key	Add > Adds a new record to the system.
PF3 Updt	F3 key	Update > Updates the current record in the system.
PF4 Del	F4 key	Delete > Deletes the current record from the system.
PF5	F5 key	Opens the Special Instructions pop-up window.
PF9 Menu	F9 key	Main Menu > Returns you to the Main Menu of the WORLDWIDE LLC Billing & Payment System
PF10 Expd	F10 key	Expanding Field > When the cursor is in a field that contains more information than can be displayed on the screen, pressing the F10 key on the keyboard opens a pop-up window that will display the full contents of the field.
PF12 Prev	F12 key	Previous Action > Allows you to toggle back and forth with a previous screen. > Closes pop-up windows.

Second Command Row

To view the second row of PF keys on the screen, press the Page Down key on your keyboard.



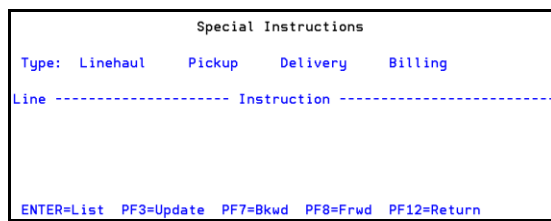
PF13 Help	Shift + F1 key	Help > When the cursor is in a field that contains submenus or additional functionality, holding down the Shift key while pressing the F1 key opens a pop-up window that displays the additional features. > In this situation, Help is not descriptive Help topics.
PF23 Hist	Shift + F11 key	Screen History > Opens up the Audit History Details screen.

Special Instructions (F5)

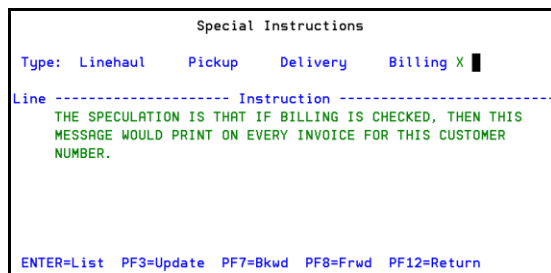
On the CLS Customer Profile screen (L020), a feature is available that would add comments (or special instructions) to every invoice for a customer. This feature was originally designed for use with the TMS (Transportation Management System).

This feature is not currently used in LBS Billing.

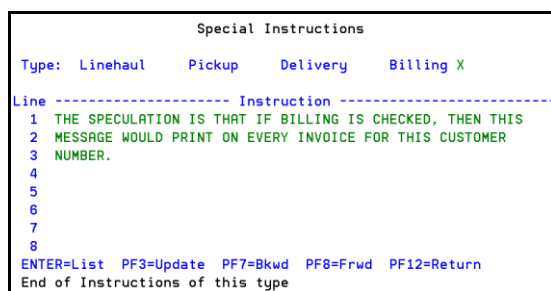
1. Go to the L020 screen. The CLS Customer Profile screen opens.
2. Locate a BIL record or CUS (Customer) account.
3. If you wish to add comments (or special instructions) to the customer's invoice, then press the F5 key on your keyboard.
4. The Special Instructions pop-up window opens.



5. Since this feature is not currently used in LBS Billing, the speculation is that if Billing were checked in this window, then anything entered into the middle area would print on every invoice for the customer number. You may use up to 60 characters per line across 8 lines to type in your comments.



6. When finished, press the F3 key to update the window. The system formats your comments.



7. Press the F12 key to exit and return to screen L020.

Billing Address (F10)

The CLS Customer Profile screen displays limited billing address information in order to maximize the space on the screen. Therefore, if you wish to view all the address information, then you need to use the Expanding Field feature.

1. In this example, some of the billing and location information appears to be cut off because the Corporation Name does not exactly match the Billing Address Name. The system limits the amount of information you see on the screen in order to save space. You can view the entire billing address information by utilizing the Expanding Field feature.

```

Customer ABCCA02 Corp Name ADVANCED BUSINESS SYSTEMS OF CHATSWORTH Type CUS
- - - - Billing Address - - - - - - - - Location Address - - - -
Name ADVANCED BUSINESS SYSTEMS OF CHAT Name
Attn MIKLOS HORVATH Addr
Addr 19736 DEARBORN ST
City CHATSWORTH State CA City State
Zip 91311 Country US Zip Country
Cont Ph 818-886-7710 Cont Ph

```

2. Use the Tab key to advance the cursor to the Name field under the Billing Address area. (You may also use the Attn, Addr, City or State fields.)
3. To use the Expanding Field feature, press the F10 key on the keyboard. (PF10 on the screen.)
4. The Billing Address window opens. It displays the full billing address information for the account.

```

Billing Address
Name ADVANCED BUSINESS SYSTEMS OF CHATSWORTH
Attn MIKLOS HORVATH
Addr1 19736 DEARBORN ST
2 SUITE 401
3
City CHATSWORTH State CA
Zip 91311 Country US
Cont Ph 818-886-7710

```

5. If you wish to add or change billing address information, then the following parameters apply:
 - The Name field is limited to 40 alphanumeric characters.
 - The Attn field is limited to 40 alphanumeric characters.
 - The Addr1 field is limited to 40 alphanumeric characters.
 - The Addr2 field is limited to 40 alphanumeric characters.
 - The Addr3 field is limited to 40 alphanumeric characters.
 - The City field is limited to 25 alphanumeric characters.
 - The State field is limited to 2 alphanumeric characters.
 - The Zip field is limited to 9 alphanumeric characters.
 - The Country field is limited to 2 alphanumeric characters.
 - The Cont field is limited to 25 alphanumeric characters.
 - The Ph field is limited to 15 numbers.
6. Press the F12 key to return to the CLS Customer Information screen.
7. Be sure to press the F3 key to update the customer record and save your changes.

Screen History (Shift+F11)

You have the ability to view the change history of the screen. This feature is not available on all screens.

1. Populate a screen with information.
2. While holding down the Shift key on the keyboard, press the F11 key. (PF23 on the screen.)

```

Enter--PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
Edit  Help                                     HIST
  
```

3. The List <screen number> History screen opens. It displays all the fields that have changed.
4. Each line entry documents:

- The name of the field that received the change.
- The previous contents of the field.
- The date the change occurred.
- The time of day that the change occurred.
- The User ID of the person who made the change.
- The action that occurred in the process of making the change.

```

UHDCWXH          ***** List L020 History *****
Aug  3,09 Audit History Details for GDNEMA02                               12:52 PM

Date Time Changed  Name of Changed Field          User ID  Action
-----
04/15/09 13:06:35  Customer Bill to Address          UHVPBSG  Modified
was: 77 "A" STREET
10/29/07 09:15:07  Bill to City                       UHVPBSG  Modified
was: NEEDMAM
05/22/07 10:42:40                               UHVPBSG  Added
is: Key GDNEMA02          Added
*** End of Data ***

List from Date 08 03 09
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Help                                     Bkwd Frwd                               Prev
  
```

5. Please note that sometimes, there will not be any change history on a screen.

```

UHDCWXH          ***** List L020 History *****
Aug  3,09 Audit History Details for CMATMA02                               12:41 PM

Date Time Changed  Name of Changed Field          User ID  Action
-----
*** End of Data ***

List from Date 08 03 09
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Help                                     Bkwd Frwd                               Prev
No records found for the current input
  
```