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Meter Department
Somersworth, N. H.
April 6, 1956

Mr. W. B. Pomeroy
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As we move more and more into tape transactions, certain problems are showing up. None of them have been serious so far, but I do have some suggestions to make which I should like to see adopted in the transaction coding.

It has been the practice in the Districts to issue "M" bills for inventory surpluses or deficits. These instances have come about because the Districts checked their physical quantities on hand against their perpetual inventory records and have found a discrepancy. They have notified us through an "M" bill and we have booked the adjustment.

In setting up the codes, we established code 59 to record an inventory deficit and code 69 to record a surplus. These codes are fine, it seems, but we should like to have it understood by the Districts that codes 59 and 69 will be used only to record discrepancies between physical quantities on hand and what our (Department) records show they have on hand. It would be an error for the Department to adjust its record of on hand for discrepancies between District stock cards and physical quantities.

I do not mean to imply that the District should not adjust its stock records, but they should not transmit that adjustment to us.

I should also like to propose a change in the following codes:

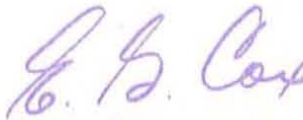
57 - Use this code to record a transfer from one warehouse to another warehouse or an adjustment bill from one warehouse to another.
Do not use it for warehouse to factory transactions.

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- E7 - Use this code to record a transfer from the warehouse to the factory or an adjustment bill to the factory from the warehouse. Do not use it for warehouse to warehouse transactions.
- 67 - Use this code to record an adjustment credit from one warehouse to another warehouse. Do not use it for warehouse to factory transactions.
- F7 - Use this code to record an adjustment credit from the warehouse (New) to the factory. Do not use it for warehouse to warehouse transactions.

We find it necessary to set up some cumbersome hand processing on sales statistics to handle the codes as they now exist. This suggested coding will permit us to make a full machine conversion of tape cards to order sales cards. At the same time it would not appear that any harm would be done from the standpoint of any stock replenishment plan.

I am quite strong in my belief that this change must be accomplished. It will benefit us greatly and I cannot conceive of any reason why it would not benefit others. From the District standpoint it is a simplification of the coding structure.



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Somersworth, N. H.
April 9, 1956

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On our 4-2 schedule (tape) from New York, we received hard copy for invoice 200-62260 (\$173.56) which should have gone to Distribution Transformer Department. The document was included in our dollars scheduled, but it was not included in our tape. I contacted Dave Sklar, but he was not sure whether it was on their tape. He was going to check.

As you know, it has been the practice up to now for the Departments to correct schedule errors between themselves. Under tape transmission this will not always be possible. We will see only the tape, and unless the proper Departments code number is on the tape or unless we might recognize the catalog number, we would be at a loss what to do.

In talking with Dave Sklar, we both felt it advisable to clear all these schedule errors back through the District. I am, therefore, having this error put into a suspense account on our books until we can establish a correction pattern.

As I see it, we have three possible types of schedule errors:

- (1) We could get a document which wasn't ours on tape, but not on the adding machine schedule.
- (2) We could get money which wasn't ours included on the adding machine schedule but not on tape.
- (3) We could get money on the adding machine schedule, and a document on tape, and neither was ours.

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I would suggest that we establish the following routines for each situation:

- (1) Cut out of the tape the section which did not apply to us, send it to the District, and let them send it to the proper party as a memo schedule. (Presumably, the dollars would have been scheduled to the proper Department originally.)
- (2) Put the dollars into a suspense account, notify the District, and wait for a credit on the schedule or a piece of tape.
- (3) Put the dollars into suspense until we got a credit against the schedule; send the piece of tape back to the District to be included in a proper schedule.

There may be many other ways to handle it. It is not particularly important how we do it, except that it would seem advisable to have the District clear up the problem. They are the only ones with fully descriptive hard copy.

For John Hines' information, so we won't throw his stock replenishment out of whack, the document in question is for 24 hangers. Sorry I can't tell you the catalog numbers, John. I can't read them.



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