

Transaction Coding

Schenectady, June 27, 1956

IDP Contact Personnel -
Districts-Product Departments:

During the past several weeks we have received many suggestions on possible changes that could be made in the Transaction Code Matrix that appeared in our original brochure. These suggestions have been based on actual experience gained during the transition by several offices and Product Departments to a tape operation. Any changes proposed were carefully thought out and screened. We now believe we have the matrix and miscellaneous codes in final form.

We are attaching 3 copies of the new matrix, a listing of the miscellaneous codes, together with complete instructions for their use. Each sales office should begin using the new codes on July 2.

Substantially, the codes have remained the same. For your convenience, the following constitutes the changes made:

1. GESCO will no longer be coded as a distributor. A new series--the "6" series--has been set up to cover GESCO. Henceforth GESCO will be coded 06, 16, 26, 36, etc. depending on the transaction involved.
2. Code 57 - Transfer from a warehouse to another warehouse or an adjustment bill from a warehouse to another warehouse.
3. Code E7 - Transfer from a warehouse to a Product Department or an adjustment bill from a warehouse to a Product Department.
4. Code 67 - Credit from a warehouse to another warehouse.
5. Code F7 - Credit from a warehouse to a Product Department.

The most common of the above codes with which we will be concerned is the separate coding of GESCO, number 1 above. The balance of the changes fall in the miscellaneous class and should not cause any difficulties.

The concentrated efforts of several people have gone into these codes and instructions. We have tried to cover all the various transactions that take place in our everyday business. However, there will still be things that happen that cannot be recorded on tape. For these we must revert back to a copy of the invoice being sent with the tapes with a suitable explanation typed on it. In these few cases we must rely on the good judgment of the personnel operating the system in the field to make the transaction clear to the Product Departments at the receiving end.

We suggest that each of you review the codes and instructions attached and if you have any questions have them cleared up now while we are still in the transition period.

There is a limited number of extra copies of the attached available for those that require them.

Please destroy all copies of the original matrix that you have in your possession.


W.B. Pomeroy, Order Service

WBP:LR

Atts.

Transaction Coding Instructions

Index

- I - Transaction Code Matrix and miscellaneous codes
- II - Types of transactions
 - A. Shipments
 - 1. Shipment from stock at time of order
 - 2. Part shipment from stock - back order for balance
 - 3. Shipment against previous customer's order
 - 4. No charge shipment to customer - replacement for defective apparatus or parcel post losses
 - 5. No charge shipment to customer - previously billed not shipped
 - B. Orders
 - 1. Order only (back order, future delivery) or increase in existing order
 - 2. Cancellation or decrease in quantity on order
 - 3. Change in catalog number ordered
 - 4. Change in required date of shipment
 - C. Transfers
 - 1. Shipment or transfer to another warehouse
 - 2. Shipment or return to factory
 - 3. Shipment or transfer to agent's stocks or to consigned stocks
 - 4. Transfer to sample account
 - D. Returns
 - 1. Return from customer
 - 2. Return from agent's stock or from consigned stock
 - 3. Return from sample account

E. Material Scrapped

1. Scrapped at G-E warehouse
2. Scrapped at customer's, agent's or consignee's location

F. Miscellaneous

1. Sale from agent's stock or from consigned stock
2. Sale of apparatus originally charged to sample account
3. Error in billing - Additional billing required
4. Error in billing - Credit required
5. Notice of claim - Apparatus damaged in transit from factory
6. Notice of claim - Apparatus damaged in transit from warehouse to warehouse, customer, agent or consignee
7. Error - Wrong catalog number billed
8. Report of inventory deficit
9. Report of inventory surplus

TRANSACTION CODE MATRIX

Transaction Conducted with Type of Transaction	Customer	Distributor	Agent	Other Dept.	Canadian GE	IGE	GESCO	Miscellaneous	Miscellaneous	Miscellaneous
ORDERS New or Increased	00	01	02	03	04	05	06	07	08	09
ORDERS Cancelled or Reduced	10	11	12	13	14	15	16	17	18	19
SHIPMENTS For Previous Order	20	21	22	23	24	25	26	27	28	29
SHIPMENTS From Stock at Time of Order	30	31	32	33	34	35	36	37	38	39
RETURNS From Previous Sale	40	41	42	43	44	45	46	47	48	49
TRANSFERS To Consigned or Agent's Stock	50	51	52	53	54	55	56	57	58	59
RETURNS From Consigned or Agent's Stock	60	61	62	63	64	65	66	67	68	69
INVOICE For Sale from Con- signed or Agent's Stock	70	71	72	73	74	75	76	77	78	79
INVOICE To Correct Error in Dollars Billed	80	81	82	83	84	85	86	87	88	89
CREDIT To Correct Error in Dollars Billed	90	91	92	93	94	95	96	97	98	99

MISCELLANEOUS TRANSACTION CODES

Transaction
Code No.

57	Physical Transfers (shipment) from a warehouse to another warehouse
E7	Physical Transfers (shipment) from a warehouse to a factory
58	Transfer to sample account
59	Report of inventory deficit
E7	Correction document (adjustment) - Bill from a warehouse to the factory
57	Correction document (adjustment) - Bill from a warehouse to another warehouse
E8	Report of apparatus scrapped - Not complaint charge
E9	Notice of claim
N8	Report of apparatus scrapped - Complaint charge
N9	Report of parcel post loss
F7	Correction document - Credit from a warehouse to the factory
67	Correction document - Credit from a warehouse to another warehouse
68	Return from sample account
69	Report of inventory surplus
99	Adjustments - Where only taxes and/or extra charges are involved or for no charge shipments to a customer for apparatus previously billed not shipped

Transaction: Shipment (Sale) from Stock at Time of Order

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number being shipped
3. Information to appear on document:
 - a. Complete statistical block
 - b. Insert charge to and ship to locations
 - c. Requisition number
 - d. Invoice number
 - e. Invoice date
 - f. Customer order number and date
 - g. Shipping information - terms and point from which shipped

For each catalog number being shipped -

- h. Item number
- i. Quantity
- j. Catalog number and description
- k. Unit price, discount and unit of measure
- l. Use applicable transaction code:

30 -	shipment to customer
31 -	" " distributor
32 -	" " agent's customer (See "Transfer" instruction for shipment to agent's stock)
33 -	" " other Department
34 -	" " CGE
35 -	" " ICE
36 -	" " GESCO

- m. Date - year and fiscal week in which shipment is being made; i.e.,
636 would represent shipment made in the 36th week, year
1956
- n. Extended item amount

For complete document -

- o. Description of tax being billed and amount of tax
- p. Description of excess charges being billed and amount
- q. Total amount of document; i.e., amount charged

Note: Where a complete order cannot be shipped from stock at time of receipt of order, unshipped quantities will be placed on back order. A separate document should be prepared covering this back order. Instructions for the preparation of this document will be found under "Order only."

Transaction: Part Shipment from Stock

Back Order for Balance

Instructions:

1. Prepare two documents: one for shipment; one for order
2. Follow "Shipment from Stock at Time of Order" routine (Page A-1) for apparatus shipped
3. Follow "Order Only" routine (Page B-1) for apparatus placed on back order

Transaction: Shipment (Sale) Against Previous Customer Order (Back Order Shipment)

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number being shipped

The instructions for this transaction will be the same as for shipment from stock at time of order except for the transactions coding and fiscal date.

3. Use applicable transaction code as follows:

20 -	Shipment to customer
21 -	" " distributor
22 -	" " agent's customer (See "Transfer" instruction for transfer to agent's stock)
23 -	" " other department
24 -	" " CGE
25 -	" " IGE
26 -	" " GESCO

4. Date - Show fiscal date shipment was originally promised or scheduled regardless of week shipment is being made. This will be the same fiscal date shown on the original back order document.

Transaction; No Charge Shipments to Customer - Replacement for Defective
Apparatus - Parcel Post Loss

Instructions:

1. Prepare one document
2. Use one line for each catalog number being shipped
3. Information to appear on document:
 - a. Complete statistical block
 - b. Insert charge to and ship to locations
 - c. Requisition number, if known - If not, insert zero
 - d. Invoice number
 - e. Invoice date
 - f. Customer order number and date, if known
 - g. Shipping information - terms and point from which shipped

For each catalog number being shipped -

- h. Item number
- i. Quantity
- j. Catalog number and description
- k. Unit price, discount and unit of measure
- l. Type transaction code -

Replacement for defective apparatus - N8
Replacement for parcel post loss - N9

- m. Date - year and week in which shipment was made
- n. Extended amount - Leave blank
- o. Amount charged - Leave blank

Transaction: No Charge Shipment - For Apparatus Previously Billed but
not Shipped

Instructions:

No tapes need be cut for this transaction. A shipping document must
be transmitted to the warehouse. Operator can turn off reperforator
and line-feed down to ship to address and type shipping document.

Transaction: Order Only (Back Order) or Increase in Existing Order

Instructions:

1. Prepare one document
2. Use one line for each separate promise date for each separate catalog number
3. Information to appear on document:
 - a. Complete statistical block
 - b. Insert charge to and ship to locations
 - c. Requisition number
 - d. Invoice number prefix (warehouse number)
 - e. Insert five zeros in lieu of invoice number
 - f. Insert six zeros in invoice date
 - g. Complete customer order number and date of order

Use one line for each separate promise date for each separate catalog number.

- h. Item number
- i. Quantity
- j. Catalog number and description
- k. Unit price, discount and unit of measure
- l. Type transaction code:

00 -	New order or increase in previous order - customer
01 -	- distributor
02 -	- agent
03 -	- other department
04 -	- CGE
05 -	- IGE
06 -	- GESCO

Orders for shipment to consigned stock - Use applicable code above based on type of customer.

- m. Date - This is to be year and week in which shipment is required
- n. Extended item amount - Leave blank
- o. Amount charged - Leave blank

Transaction: Cancellation or Decrease in Quantity on Order

Instructions:

1. Prepare one document
2. Use one line for each separate promise date for each separate catalog number
3. Information to appear on document:
 - a. Complete statistical block
 - b. Insert charge to and ship to locations
 - c. Requisition number
 - d. Invoice number prefix (warehouse number)
 - e. Insert five zeros in lieu of invoice number
 - f. Insert six zeros in invoice date
 - g. Complete customer order number and date of order

Use line for each separate promise date for each separate catalog number.

- h. Item number
- i. Quantity (quantity being cancelled or the quantity by which a previous order is being reduced. Do not show quantity still on order after reduction.)
- j. Catalog number and description
- k. Unit price, discount and unit of measure
- l. Type transaction code:

10 -	Cancellation or decrease in order - customer
11 -	- distributor
12 -	- agent*
13 -	- other department
14 -	- CGE
15 -	- ICE
16 -	- GESCO

* Use code 12 both for changes in orders for shipment to agent's stock or for shipment to agent's customer.

Orders for shipments to consigned stocks - Use applicable code above based on type of customer.

- m. Date - This is to be year and week in which shipment was previously promised.
- n. Extended item amount - Leave blank
- o. Amount charged - Leave blank

Transaction: Change in Catalog Number Ordered

This is a two-part transaction -

1. Cancellation of order for the original catalog number
2. A new order for the new catalog number

Instructions:

1. Prepare one document

Part 1 of the transaction - Follow "Cancellation" instructions -
Page B-2

Part 2 of the transaction - Follow "Order Only" instructions - Page B-1

Transaction: Change in Required Date of Order

This is a two-part transaction -

1. A decrease or complete cancellation of quantity on order against original promise date
2. An increase or reinstatement of quantity on order against revised promise date

Instructions:

1. Prepare one document
2. Use one line for each separate promise date being revised for each separate catalog number
3. Information to appear on document:
 - a. Complete statistical block
 - b. Charge to and ship to locations
 - c. Requisition number
 - d. Invoice prefix
 - e. Customer order number and date

For each catalog number having required date changed (reduced or cancelled) -

- f. Item number
- g. Quantity
- h. Catalog number and description
- i. Unit price, discount and unit of measure
- j. Use applicable transaction code -

- 10 - Customer
- 11 - Distributor
- 12 - Agent
- 13 - Other department
- 14 - CGE
- 15 - IGE
- 16 - GESCO

k. Date - Year and fiscal week material was originally required

To reinstate catalog number with new required date - show for each catalog number -

- l. Item number
- m. Quantity
- n. Catalog number and description
- o. Unit price, discount and unit of measure

Cont.

p. Use applicable transaction code:

- 00 - Customer
- 01 - Distributor
- 02 - Agent
- 03 - Other department
- 04 - CGE
- 05 - IGE
- 06 - GESCO

q. Date - Year and fiscal week in which material is now required

r. Extended item amount - Leave blank

s. Amount charged - Leave blank

Transaction: Shipment or Transfer to Another Warehouse

Instructions:

1. Prepare one document - Do not put more than one type of transfer on document
2. Use one line for each catalog number being transferred
3. Information to appear on document:

a. Statistical block

Product Department	-	Insert number	
Destination)		
Tax code)	Insert zeros	
Office taking)		
Office receiving)		
Customer	-	Insert two zeros followed by three-digit code for	
		warehouse to which shipment is being made	
User customer)		
Collection number)	Insert zeros	
Collection district)		
Terms code)		

- b. Insert charge to and ship to locations (warehouse address)
- c. Requisition number
- d. Invoice number
- e. Invoice date
- f. Customer order number and date - Leave blank
- g. Shipping information - Terms and point from which shipped

For each catalog number being transferred -

- h. Item number, if applicable
- i. Quantity
- j. Catalog number and description
- k. Unit price and unit of measure
- l. Type transaction code - 57
- m. Date - Year and week in which transfer was made
- n. Extended item amount - Leave blank
- o. Amount charged - Leave blank

Transaction: Shipment or Transfer to Factory

Instructions:

1. Prepare one document
2. Use one line for each catalog number being transferred
3. Information to appear on document:

a. Statistical block

Product Department	-	Insert 3-digit number
Destination)	
Tax Code)	Insert zeros
Office Taking)	
Office Receiving)	
Customer	-	Insert two zeros followed by three-digit code for Product Department to which shipment is being made
User customer)	
Collection number)	Insert zeros
Collection district)	
Terms made)	

- b. Insert charge to and ship to locations
- c. Requisition number, if any - Zeros if not
- d. Invoice number
- e. Invoice date
- f. Customer order number and date - Leave blank
- g. Shipping information - Terms and point from which shipped

For each catalog number being transferred -

- h. Item number
- i. Quantity
- j. Catalog number and description
- k. Unit price and unit of measure
- l. Type transaction code - E7
- m. Date - Year and fiscal week shipment or transfer was made
- n. Extended item amount - Leave blank
- o. Amount charged - Leave blank

Transaction: Transfers from District Stocks to Agents' Stocks or to
Consigned Stocks

Instructions:

1. Prepare one document
2. Use one line for each catalog number being transferred
3. Information to appear on document:
 - a. Complete statistical block
 - b. Insert charge to and ship to locations
 - c. Requisition number
 - d. Invoice number
 - e. Invoice date
 - f. Customer order number and date of order
 - g. Shipping information - Terms and point from which shipped

For each catalog number being transferred -

- h. Item number
- i. Quantity
- j. Catalog number and description
- k. Unit price and unit of measure
- l. Type transaction code -

50 -	Transfer to consigned stock -	Customer
51 -	" " " "	- Distributor
52 -	Transfer to agents' stock	
53 -	Transfer to consigned stock -	Other Product Department
54 -	" " " "	- CGE
55 -	" " " "	- IGE
56 -	" " " "	- GESCO
- m. Date - Year and week in which transfer was made
- n. Extended amount - Leave blank
- o. Amount charged - Leave blank

Transaction: Transfer to Sample Account (No Charge to Customer)

Instructions:

1. Prepare one document
2. Use one line for each catalog number being transferred
3. Information to appear on document:
 - a. Statistical block - Insert Product Department - Fill all other fields with zeros
 - b. Insert charge to and ship to locations
 - c. Requisition number, if available
 - d. Invoice number
 - e. Invoice date
 - f. Customer order number and date, if available
 - g. Shipping information - Terms and point from which shipped

For each catalog number being transferred -

- h. Item number
- i. Quantity
- j. Catalog number and description
- k. Unit price and unit of measure
- l. Type transaction code - 58
- m. Date - Year and week in which transfer was made
- n. Extended item amount - Leave blank

For complete document -

- o. Amount charged - Leave blank

Transaction: Returns from Customers (See note pertinent to Returns due to defect in apparatus)

Instructions:

1. Prepare one document
2. Use one line for each catalog number being returned
3. Information to appear on document:
 - a. Complete statistical block
 - b. Charge to and ship to location
 - c. Show original invoice number in requisition block
 - d. Invoice (credit) number
 - e. Invoice (credit) date
 - f. Customer order number and date, if known

For each catalog number being returned -

- g. Item number
- h. Quantity being returned
- i. Catalog number and description (Catalog number being returned or catalog number billed if return is caused by an error in original shipment)
- j. Unit price, discount and unit of measure
- k. Type transaction code -

40	-	Return	from	customer
41	-	"	"	distributor
42	-	"	"	agent (Use only on returns to warehouse from agent's customer; not on returns from agent's stocks)
43	-	"	"	other Product Department
44	-	"	"	CGE
45	-	"	"	IGE
46	-	"	"	GESCO
- l. Date - Year and week in which return was made
- m. Extended item amount (If less than full credit is being given, the extended item amount should reflect this reduced credit.)

For complete document -

- n. Description and amount of tax being credited
- o. Description and amount of excess charges being credited
- p. Total amount of document

Note: Apparatus may be returned by the customer because of a supposed defect therein. If upon inspection it is found that it is defective and it is scrapped, this credit document must be supplemented by a

document recording the scrapping of the apparatus due to the defect. See transaction covering scrapping of defective apparatus for details.

If apparatus is restocked, the second document would not be issued.

Transaction: Return from Agent's or Consigned Stock (See note pertinent to Returns due to defect in apparatus or obsolescence of apparatus)

Instructions:

1. Prepare one document
2. Use one line for each catalog number being returned
3. Information to appear on document:
 - a. Complete statistical block where information is available - For those fields for which information is not available, fill with zeros.
 - b. Charge to and ship to location
 - c. Show original invoice number in requisition block
 - d. Invoice (credit) number
 - e. Invoice date
 - f. Customer order number and date if known

For each catalog number -

- g. Item number
- h. Quantity being returned
- i. Catalog number and description (Catalog number being returned or catalog number billed if return is caused by an error in original shipment)
- j. Unit price, discount and unit of measure
- k. Type transaction code -

60	-	Return from consigned stocks	-	Customer
61	-	" " " "	-	Distributor
62	-	Return from agent's stocks		
63	-	Return from consigned stocks	-	Other department
64	-	" " " "	-	CGE
65	-	" " " "	-	IGE
66	-	" " " "	-	GESCO

- l. Date - Year and week in which return was made
- m. Extended item amount - Leave blank

For complete document -

- n. Amount charged - Leave blank

Note: Apparatus may be returned from agent's or consigned stock because of a defect therein or because of obsolescence. If the return is caused by either of these, and upon return the apparatus is scrapped, the above memo bill or credit document must be supplemented by a second document recording this scrapping. See transactions covering scrapping of defective or obsolete apparatus for details. If apparatus is restocked in the warehouse, the second document would not be issued.

Transaction: Return from Sample Account (No dollar credit to customer)

Instructions:

1. Prepare one document
2. Use one line for each catalog number being returned from sample account
3. Information to appear on document:
 - a. Statistical block - Insert Product Department - Fill all other fields with zeros
 - b. Insert charge to and ship to locations
 - c. Requisition number, if available
 - d. Invoice number
 - e. Invoice date

For each catalog number being returned -

- f. Item number, if applicable
- g. Quantity
- h. Catalog number and description
- i. Unit price, discount and unit of measure - Leave blank
- j. Type transaction code - 68
- k. Date - Year and week in which return was made
- l. Extended item amount - Leave blank

For complete document -

- m. Amount charged - Leave blank

Transaction: Material Scrapped at Warehouse

Instructions:

1. Prepare one document
2. Use one line for each catalog number being scrapped
3. Information to appear on document:

a. Statistical block

Insert Product Department

Destination)	
Tax)	Fill with zeros
Office taking)	
Office receiving)	

Customer - Insert specific complaint number if applicable; otherwise fill with zeros.

User)	
Collection number)	Fill with zeros
Collection district)	
Terms)	

- b. Charge to and ship to - Leave blank
- c. Requisition number - Fill with zeros
- d. Invoice number - Invoice prefix only - Balance zeros
- e. Invoice date - Fill with zeros
- f. Customer order number and date - Leave blank

For each catalog number -

- g. Item number
- h. Quantity scrapped
- i. Catalog number and description
- j. Unit price, discount and unit of measure
- k. Type transaction code -

1. If apparatus is being scrapped because of obsolescence, use code E8.
2. If material is being scrapped because of defect found at warehouse prior to shipment to customer, or found at agent's warehouse prior to shipment to his customer, or found by consignee prior to sale, use code E8.
3. If material is scrapped because of defect reported by General Electric's customer, or because of defect found by agent's or consignee's customer, use code N8.

- l. Date - Year and week in which material was scrapped
- m. Extended item amount - Leave blank

For complete document -

- n. Amount charged - Leave blank

Transaction: Scrapping of Apparatus at Customer's Location or at Agent's
or Consignee's Location

Instructions:

1. Prepare one document
2. Handle as two transactions -
 - a. A return to warehouse from a customer, agent or consignee (See
Page D-1 or D-2)
 - b. Scrapping of apparatus at the warehouse (See Page E-1)

Transaction: Sale from Agent's Stock (Agent's Statement) of
Sale from Consigned Stock

Instructions:

1. Prepare one document
2. Use on line for each catalog number being billed
3. Information to appear on document:
 - a. Complete statistical block
 - b. Charge to and ship to location
 - c. Requisition number
 - d. Invoice number
 - e. Invoice date
 - f. Customer order number and date, if applicable

For each catalog number being billed -

- g. Item number
- h. Quantity
- i. Catalog number and description
- j. Unit price, discount and unit of measure
- k. Type transaction code -

70	-	Sale	from	consigned	stock	-	customer
71	-	"	"	"	"	-	distributor
72	-	Sale	from	agent's	stock		
73	-	Sale	from	consigned	stock	-	other department
74	-	"	"	"	"	-	CGE
75	-	"	"	"	"	-	IGE
76	-	"	"	"	"	-	GESCO

- l. Date - Year and week in which billing is being issued
- m. Extended item amount

For complete document -

- n. Description of tax being billed and amount of tax
- o. Description of excess charges being billed and amount of excess charges
- p. Total amount of document

Transaction: Billing to Customer for Apparatus Originally Sent Him on
Sample Account

Instructions:

This transaction should be handled in two steps:

1. Record return from sample account - See Page C-3.
2. Record sale as shipment from stock at time of order - See Page A-1 -
Shipment from stock at time of order.

Transaction: Error in Billing - Additional Billing Required

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number on which error was made
3. Information to appear on document:
 - a. Complete statistical block
 - b. Charge to and ship to locations
 - c. Requisition number (Insert invoice number covering original bill issued.)
 - d. Invoice number (new)
 - e. Invoice date
 - f. Customer order number and date

For each catalog number on which error was made -

- g. Item number
- h. Quantity
- i. Catalog number and description
- j. Unit price and unit of measure
- k. Use applicable transaction code -

80 - customer
81 - distributor
82 - agent
83 - other department
84 - CGE
85 - IGE
86 - GESCO

- l. Date - Year and fiscal week in which invoice is being made
- m. Extended item amount (additional amount due)

For complete document -

- n. Amount charged (total of additional amounts due)

Note: In some suitable place on the invoice a note should be typed indicating to the customer the purpose of the additional bill.

Transaction: Error in Billing - Credit Required

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number on which error was made
3. Information to appear on document:
 - a. Complete statistical block
 - b. Charge to and ship to locations
 - c. Requisition number (Insert invoice number covering original bill issued.)
 - d. Invoice (credit) number (new)
 - e. Invoice (credit) date
 - f. Customer order number and date

For each catalog number on which error was made -

- g. Item number
- h. Quantity
- i. Catalog number and description
- j. Unit price and unit of measure
- k. Use applicable transaction code

90 - customer
91 - distributor
92 - agent
93 - other department
94 - CGE
95 - IGE
96 - GESCO

- l. Date - Year and fiscal week in which credit is being issued
- m. Extended item amount (amount of credit)

For complete document

- n. Amount credited

Transaction: Notice of Claim - Apparatus Damaged in Transit from Factory

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number damaged
3. Information to appear on document:
 - a. Product Department
 - b. Balance of statistical block - Fill with zeros
 - c. Charge to and ship to - Leave blank
 - d. Requisition number - Fill with zeros
 - e. Invoice number - Show prefix - Balance zeros
 - f. Invoice date - Fill with zeros
 - g. Customer order number and date - Leave blank

For each catalog number damaged -

- h. Item number, if applicable
- i. Quantity
- j. Catalog number and description
- k. Unit price and unit of measure
- l. Type transaction code - E9
- m. Date - Year and fiscal week claim is prepared
- n. Extended item amount - Leave blank
- o. Amount charged - Leave blank

Transaction: Notice of Claim - Apparatus Damaged in Transit from Warehouse to Warehouse, Customer, Agent or Consignee

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number damaged
3. Information to appear on document:

Same as Returns from Customer - See Page E-1 - Except type transaction code and date - Use E9 for type transaction and year and fiscal week credit is being issued

Transaction: Error - Wrong Catalog Number Billed

Instructions:

1. Prepare one document
2. This is a two-part transaction:
 - a. Show the wrong catalog number returned to stock (See Page E-1)
 - b. Issue new invoice showing correct catalog number and coded shipment from stock at time of order (See Page A-1)

Transaction: Report of Inventory Deficit - Physical Units Less Than Units
on Record at Product Department

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number on which deficit appears
3. Information to appear on document:
 - a. Product Department
 - b. Balance of statistical block - Fill with zeros
 - c. Charge to and ship to - Leave blank
 - d. Requisition number - Fill with zeros
 - e. Invoice number - Prefix only - Balance zeros
 - f. Invoice date - Zeros
 - g. Customer order number and date - Leave blank

For each catalog number -

- h. Item number - Leave blank
- i. Quantity - Show quantity in question
- j. Catalog number
- k. Unit price and unit of measure
- l. Transaction code - 59
- m. Date - Year and fiscal week deficit statement is being prepared
- n. Extended item amount - Leave blank
- o. Amount charged - Leave blank

Transaction: Report of Inventory Surplus - Physical Units in Excess of
Units on Record at Product Department

Instructions:

1. Prepare one document
2. Use one line for each separate catalog number on which surplus appears
3. Information to appear on document:

- a. Product Department
- b. Balance of statistical block - Fill with zeros
- c. Charge to and ship to - Leave blank
- d. Requisition number - Fill with zeros
- e. Invoice number - Prefix only - Balance zeros
- f. Invoice date - Zeros
- g. Customer order number and date - Leave blank

For each catalog number -

- h. Item number - Leave blank
- i. Catalog number
- k. Unit price and unit of measure
- l. Transaction code - 69
- m. Date - Year and fiscal week surplus statement is being prepared
- n. Extended item amount - Leave blank
- o. Amount charged - Leave blank