

15. DIRECT DISTRIBUTION 2

- 15.1 INVENTORY LOCATION 3
- 15.2 FOOD PACKAGE LIST SEARCH 5
- 15.3 CONFIGURE DIRECT DISTRIBUTION 15
- 15.4 DIRECT DISTRIBUTION REDEMPTION 21
- 15.5 DIRECT DISTRIBUTION VIEW HISTORY 29
- 15.6 CAPTURE WEIGHT 33
- 15.7 MANAGE INVENTORY 37
- 15.8 CASH VALUE BENEFIT UPC / PLU SEARCH 42
- 15.9 RECEIVE INVENTORY 50
- 15.10 ADJUST INVENTORY 55
- 15.11 EDIT RECEIVABLES 59
- 15.12 EDIT RECEIVABLE 61

15. Direct Distribution

The Direct Distribution module of the SPiRiT WIC system allows users to manage the distribution of fruits and vegetables to WIC participants. Transactions are recorded for the food items distributed, the quantity of food items on hand are reduced by the number of units distributed, and the food instrument date of redemption and the redeemed dollar amount are recorded. The permissions of the currently logged-on user are checked to determine if the user has direct distribution system access rights.

15.1 Inventory Location

The Inventory Location dialog captures the location of the inventory to be managed. It is the first screen displayed after the Direct Distribution module is started. If an inventory location is not specified on this dialog, the Direct Distribution module cannot be invoked.

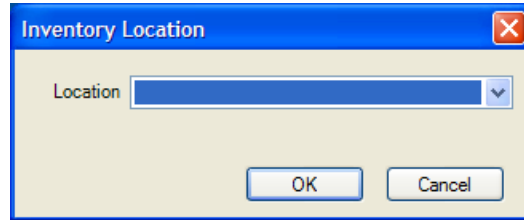


Figure 1 – Inventory Location Dialog

15.1.1 Controls

This section describes the behavior of the controls on the Inventory Location dialog.

15.1.1.1 Location Drop-down List

The control provides a list from which the inventory location to be managed can be selected. It is enabled when the dialog is active. The list includes all clinics in the local agency.

15.1.1.2 OK Button

The control processes the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

15.1.1.3 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.1.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Inventory Location dialog.

15.1.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Inventory Location".
- The Location drop-down list is initially blank.

15.1.2.2 *Inventory Location*

When the OK button is selected, the following processes are started:

15.1.2.2.1 Verify Required Information

A check is performed to ensure required information is provided:

- If the Location drop-down list does not contain a value, a standard error dialog is invoked with the text, "A selection is required for the Location."

15.1.2.2.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure the information provided is legitimate:

- All values are considered legitimate.

15.1.2.2.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

15.1.2.2.4 Set the Location

When the above-listed edits are completed successfully, and no errors are found:

- The Direct Distribution module is opened using database for the location specified. The Food Package List Search window is invoked.

15.1.2.3 *Cancel*

When the Cancel button is selected, the dialog is dismissed and the Direct Distribution module is closed.

15.2 Food Package List Search

The Food Package List Search window is the main screen of the Direct Distribution module and provides access to all other areas of the module. A list of participants with unredeemed or partially redeemed food package list(s) is displayed based on the search criteria specified. Participants displayed can be selected, and the food lists for all members of the participant's household can be managed.

The screenshot shows a software window titled "Food Package List Search". It has a menu bar with "File", "Inventory", "Options", and "Help". Below the menu bar are three icons: a person, a dollar sign, and a list. The main area is divided into a search section and a results table.

Search By:

- Household ID
- Food Package List ID
- State WIC ID
- Participant Name

Participant Name search fields:
Last Name: TEST
First Name: MI:

Buttons: Search, Clear

Household ID	State WIC ID	Last Name	First Name	MI	Food Package List ID	First Date to Use	Last Date to Use
00001172	00001230	TEST	MOTHER		00002369	7/20/2009	8/19/2009
00001172	00001230	TEST	MOTHER		00002370	8/20/2009	9/19/2009
00001172	00001230	TEST	MOTHER		00002371	9/20/2009	10/19/2009
00001172	00001230	TEST	MOTHER		00002372	10/20/2009	11/19/2009
00001172	00001231	TEST	INFANT		00002374	5/28/2009	6/27/2009
00001172	00001231	TEST	INFANT		00002375	7/6/2009	7/27/2009
00001172	00001232	TEST	CHILD		00002373	5/28/2009	6/27/2009
00001172	00001232	TEST	CHILD		00002376	7/6/2009	7/27/2009

Figure 2 – Food Package List Search Window

15.2.1 Menu Bar

This section describes the menu bar on the Food Package List Search window. The menu bar includes the following menu(s):

- File
- Inventory
- Options
- Help

15.2.1.1 File Menu

The menu includes menu items that are common to all the WIC system modules. It is enabled when the window is active. Its mnemonic is "F". It includes the following menu items:

- File
 - Set Default Printer
 - Exit

15.2.1.1.1 Set Default Printer Menu Item

The menu item provides access to the default printer settings for the WIC system. (The printers used for printing benefits, documents, and reports are specified through this function.) It is enabled when the menu is active. Its mnemonic is "S".

15.2.1.1.1.1 Process

When the menu item is selected, the Default Printers dialog defined in [Common Interface Panels Chapter S – System Tools](#) is invoked to allow the selection of a printer.

15.2.1.1.2 Exit Menu Item

The menu item exits the Direct Distribution module. It is enabled when the menu is active. Its mnemonic is "X".

15.2.1.1.2.1 Process

When the menu item is selected, the Direct Distribution module is closed.

15.2.1.2 Inventory Menu

The menu includes menu items that allow the management of direct distribution inventory. It is enabled when the window is active. Its mnemonic is "I". It includes the following menu items:

- Inventory
 - Set Inventory Location
 - Manage Inventory

15.2.1.2.1 Set Inventory Location Menu Item

The menu item provides access to location settings for the inventory to be managed. It is disabled when the menu is active. Its mnemonic is "S".

15.2.1.2.1.1 Process

When the menu item is selected, the Inventory Location dialog defined in this document is invoked for the user to specify the location of the direct distribution inventory.

15.2.1.2.2 Manage Inventory Menu Item

The menu item provides access to management functions for the direct distribution inventory. It is enabled when the menu is active. Its mnemonic is "M".

15.2.1.2.2.1 Process

When the menu item is selected, the Manage Inventory dialog defined in this document is invoked for the user to manage the direct distribution inventory.

15.2.1.3 Options Menu

The menu includes menu items that provide access to configuration options for the Direct Distribution module. It is enabled when the window is active. Its mnemonic is "O". It includes the following menu items:

- Options
 - Configure Direct Distribution

15.2.1.3.1 Configure Direct Distribution Menu Item

The menu item provides access to the configuration settings for the Direct Distribution module. It is enabled when the menu is active. Its mnemonic is "C".

15.2.1.3.1.1 Process

When the menu item is selected, the Configure Direct Distribution dialog defined in this document is invoked for the user to configure direct distribution to function with peripheral software and hardware.

15.2.1.4 Help Menu

The menu includes menu items that allow access to user assistance for the module. It is enabled when the window is active. Its mnemonic is "H". It includes the following menu items:

- Help
 - Help on Screen
 - WIC Help Topics
 - About

15.2.1.4.1 Help on Screen Menu Item

The menu item displays the help topic for the Food Package List Search screen. It is enabled when the menu is active. Its mnemonic is "H" and its shortcut is "F1".

15.2.1.4.1.1 Process

When the menu item is selected or the F1 key is pressed, the help system is invoked to display the panel-level help topic for the dialog or window.

15.2.1.4.2 WIC Help Topics Menu Item

The menu item displays the Help System Overview help topic. It is enabled when the menu is active. Its mnemonic is "W".

15.2.1.4.2.1 Process

When the menu item is selected, the help system is invoked to display the Help System Overview topic.

15.2.1.4.3 About Menu Item

The menu item displays information about the WIC system. It is enabled when the Menu is active. Its mnemonic is "A".

15.2.1.4.3.1 Process

When the menu item is selected, the About WIC Applications dialog is invoked.

15.2.2 Toolbar

The section describes the toolbar on the Food Package List Search window. The toolbar contains buttons that invoke features of the Direct Distribution module. The toolbar includes the following toolbar buttons:

- Set Default Printer
- Exit
- Redemption Food Package List dialog

15.2.2.1 Set Default Printer Toolbar Button

The toolbar button provides access to the default printer settings for the WIC system. It is enabled when the window is active. Its tool tip text is, "Set Default Printer".



Figure 3 – Set Default Printer Toolbar Button

15.2.2.1.1 Process

When the toolbar button is selected, the Default Printers dialog defined in [Common Interface Panels Chapter S – System Tools](#) is invoked to allow the selection of a printer.

15.2.2.2 Exit Toolbar Button

The toolbar button exits the Direct Distribution module. It is enabled when the window is active. Its tool tip text is, "Exit Direct Distribution Application".



Figure 4 – Exit Toolbar Button

15.2.2.2.1 Process

When the toolbar button is selected, the Direct Distribution module is closed.

15.2.2.3 Redeem Food Package List Toolbar Button

The toolbar button provides the means to redeem food items on the food package list of a selected participant and members of the participant's household who have also been issued benefits. It is enabled when the window is active and a row is selected in the Food Package List data grid. Its tool tip text is, "Redeem Food Package List."



Figure 5 – Redeem Food Package List Toolbar Button

15.2.2.3.1 Process

When the toolbar button is selected, a check is performed to verify that a bar code scanner is connected to the computer and the OPOS driver for symbol scanners has been installed:

- If the verification fails, a standard error dialog is invoked with the text, "The Bar Code Scanner must be installed on this machine to use the Direct Distribution Redemption screen. Please consult the Direct Distribution Installation Instructions."
- If the verification succeeds, the Direct Distribution Redemption dialog defined in this document is invoked.

15.2.3 Controls

This section describes the behavior of the controls on the Food Package List Search window.

15.2.3.1 Search by Radio Button Group

The control groups together all controls related to searching and allows the selection of the type of information by which a search is conducted. It is enabled when the window is active. It includes the following options:

- Household ID
- Food Package List ID
- State WIC ID
- Participant Name

15.2.3.1.1 Household ID Radio Button

The control is enabled when the dialog is active. It controls the availability of the following control(s):

15.2.3.1.1.1 Household ID Text Box

The control accepts a household ID by which to search. It is enabled when the radio button is selected. It allows the entry of alphabetic and numeric characters. All alphabetic characters are forced to uppercase. It allows a maximum length of eight (8) character(s) for the value. If less than the maximum number of characters is entered, the value is padded on the left with zeros.

15.2.3.1.2 Food Package List ID Radio Button

The control is enabled when the dialog is active. It controls the availability of the following control(s):

15.2.3.1.2.1 Food Package List ID Text Box

The control accepts a household ID by which to search. It is enabled when the radio button is selected. It allows the entry of alphabetic and numeric characters. All alphabetic characters are forced to uppercase. It allows a maximum length of eight (8) character(s) for the value. If less than the maximum number of characters is entered, the value is padded on the left with zeros.

15.2.3.1.3 State WIC ID Radio Button

The control is enabled when the dialog is active. It controls the availability of the following control(s):

15.2.3.1.3.1 State WIC ID Text Box

The control accepts a household ID by which to search. It is enabled when the radio button is selected. It allows the entry of alphabetic and numeric characters. All alphabetic characters are forced to uppercase. It allows a maximum length of eight (8) character(s) for the value. If less than the maximum number of characters is entered, the value is padded on the left with zeros.

15.2.3.1.4 Participant Name Radio Button

The control is enabled when the dialog is active. It controls the availability of the following control(s):

15.2.3.1.4.1 Last Name Text Box

The control accepts a Last Name by which to search. It is enabled when the radio button is selected. It allows the entry of spaces, alphabetic characters, and the following special characters: {apostrophe, comma, dash, and period}. All alphabetic characters are forced to uppercase. It allows a maximum length of twenty-five (25) character(s) for the value.

15.2.3.1.4.2 First Name Text Box

The control accepts a First Name by which to search. It is enabled when the radio button is selected. It allows the entry of spaces, alphabetic characters, and the following special characters: {apostrophe, comma, dash, and period}. All alphabetic characters are forced to uppercase. It allows a maximum length of twenty (20) character(s) for the value.

15.2.3.1.4.3 Middle Initial (MI) Text Box

The control accepts a middle initial (MI) by which to search. It is enabled when the radio button is selected. It allows the entry of alphabetic characters. All alphabetic characters are forced to uppercase. It allows a maximum length of one (1) character(s) for the value.

15.2.3.2 Search Button

The control starts a search for a specific participant using the search criteria specified in the Search by radio button group. It is enabled when the window is active. Its mnemonic is "S".

15.2.3.3 Clear Button

The control clears the search criteria specified in the Search by radio button group but leaves the selected radio button unchanged. It is enabled when the window is active. Its mnemonic is "C".

15.2.3.4 Food Package List Data Grid

The control displays information about participants whose data matches the search criteria and their food list. It is enabled when the window is active. It includes the following columns:

- Household ID
- State WIC ID
- Last Name
- First Name
- Middle Initial (MI)
- Food Package List ID
- First Date to Use
- Last Date to Use

A row is added for each participant that matches the specified search criteria when the Search button is clicked. The values are read-only. Clicking a row selects it. Double-clicking a row invokes the Direct Distribution Redemption dialog for the selected participant.

Rows are initially sorted in ascending order by Household ID and then by State WIC ID. Rows can be resorted by the data in a column by clicking the column header.

15.2.4 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Package List Search window.

15.2.4.1 Initializing the Interface

When the dialog is invoked:

- Its title is, "Food Package List Search".
- The Household ID radio button is initially selected in the Search by radio button group and the Household ID text box is enabled.
- The Food Package List data grid is initially blank (empty).

15.2.4.2 Searching for Participants

When the Search button is selected, the following processes are started.

15.2.4.2.1 Verify Required Information

A check is performed to ensure required information is provided:

- No information is required.

15.2.4.2.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure the information provided is legitimate:

- All values are considered legitimate.

15.2.4.2.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- If the Household ID radio button is selected and the associated text box does not contain a value, a standard error dialog is invoked with the text, "An entry is required for the Household ID."
- If the Food Package List ID radio button is selected and the associated text box does not contain a value, a standard error dialog is invoked with the text, "An entry is required for the Food Package List ID."
- If the State WIC ID radio button is selected and the associated text box does not contain a value, a standard error dialog is invoked with the text, "An entry is required for the State WIC ID."
- If the Participant Name radio button is selected and none of the controls listed below contains a value, a standard error dialog is invoked with the text, "An entry is required for at least one of the Participant Name fields to perform a participant name search."
 - Last Name
 - First Name
 - Middle Initial

15.2.4.2.4 Search the Database

When the above listed edits are completed successfully, a search of the participant database is performed:

- If the Participant Name radio button is selected, a soft search combined with a Soundex search is performed for the Last Name and First Name values if provided, and a hard search is performed on the MI value if provided. So a partial first or last name can be used to complete a search. For example:
 - If a search is performed using a partial Last Name of "PAT", it would yield results similar to the following: PADDER, PADDERSON, PATTTER, PATTERSON, POTTER, POTTERSON, and POTTERS.

- If the Household ID, Food Package List ID, or State WIC ID radio button is selected, a hard search is performed for the value provided.

The records returned from the search are then filtered to exclude participants who do not have a food package with a First Date to Use (FDTU) that falls before or within the current redemption period and a Last Date to Use (LDTU) that falls within or after the current redemption period.

15.2.4.2.5 Populate the Food Package List Data Grid

When the search is complete:

- If records are found that match the specified search criteria, the Food Package List data grid is populated with all matching records. The first row is initially selected.
- If no records are found that meet the search criteria, a standard error dialog is invoked with the text, "No UPC / PLU matching your search criteria could be found."

15.2.4.3 Invoking Direct Distribution Redemption

When a row in the Food Package List data grid is double-clicked, a check is performed to verify that a bar code scanner is connected to the computer and the OPOS driver for symbol scanners has been installed:

- If the verification fails, a standard error dialog is invoked with the text, "The Bar Code Scanner must be installed on this machine to use the Direct Distribution Redemption screen. Please consult the Direct Distribution Installation Instructions."
- If the verification succeeds, the Direct Distribution Redemption dialog defined in this document is invoked for the row (participant) selected in the Food Package List data grid.

15.3 Configure Direct Distribution

The Configure Direct Distribution dialog provides a means to configure the software and hardware to be used with the Direct Distribution module.

The dialog is invoked by performing the following action:

- Display the Food Package Distribution Search window. On the Options menu, click Configure Direct Distribution.

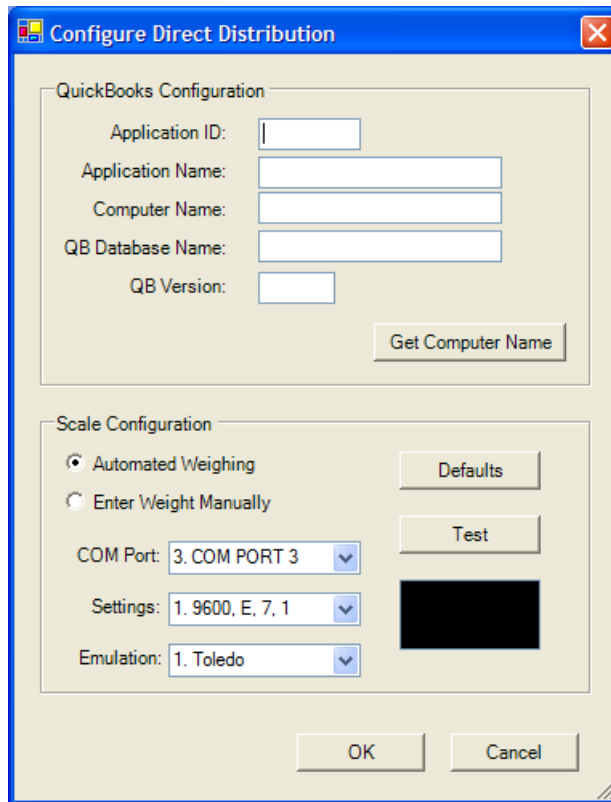


Figure 6 – Configure Direct Distribution Dialog

15.3.1 Controls

This section describes the behavior of the controls on the Configure Direct Distribution dialog.

15.3.1.1 Quick Books Configuration Group Box

The control groups together all controls related to QuickBooks configuration. It is enabled when the window is active. It includes the following controls:

15.3.1.1.1 Application ID Text Box

The control accepts the ID of the Direct Distribution application for QuickBooks. It is enabled when the dialog is active. It allows the entry of alphabetic, numeric, and all special characters. There is no maximum length for the value.

15.3.1.1.2 Application Name Text Box

The control accepts the name of the Direct Distribution application for QuickBooks. It is enabled when the dialog is active. It allows the entry of alphabetic, numeric, and all special characters. There is no maximum length for the value.

15.3.1.1.3 Computer Name Text Box

The control accepts the name of the computer on which the Direct Distribution application is installed for QuickBooks. It is enabled when the dialog is active. It allows the entry of alphabetic, numeric, and all special characters. There is no maximum length for the value.

15.3.1.1.4 QB Database Name Text Box

The control accepts the name of the QuickBooks database to which the Direct Distribution application connects. It is enabled when the dialog is active. It allows the entry of alphabetic, numeric, and all special characters. There is no maximum length for the value.

15.3.1.1.5 QB Version Text Box

The control accepts the version of the QuickBooks application to which the Direct Distribution application connects. It is enabled when the dialog is active. It allows the entry of alphabetic, numeric, and all special characters. There is no maximum length for the value.

15.3.1.1.6 Get Computer Name Button

The control populates the Computer Name text box with the computer name, as specified in Windows system information. It is enabled when the dialog is active.

15.3.1.2 Scale Configuration Radio Button Group

The control allows the selection of the type of weight capture that will be employed. It is enabled when the dialog is active. It includes the following options:

- Automated Weighing
- Enter Weight Manually

15.3.1.2.1 Automated Weighing Radio Button

The control is enabled when the dialog is active. It indicates that a scale is available and enables the following control(s) when selected:

15.3.1.2.1.1 COM Port Drop-down List

The control provides a list from which the communications (COM) port used by the scale can be selected. It is enabled when the radio button is selected. The list includes all available COM ports.

15.3.1.2.1.2 Settings Drop-down List

The control provides a list from which the settings for the COM port can be selected. It is enabled when the radio button is selected. The list includes selected configuration settings.

15.3.1.2.1.3 Emulation Drop-down List

The control provides a list from which the scale emulation method for the COM port can be selected. It is enabled when the radio button is selected. The list includes selected scale types.

15.3.1.2.1.4 Defaults Button

The control populates Scale Configuration drop-down lists with their default values. It is enabled when the radio button is selected.

15.3.1.2.1.5 Test Button

The control tests the configuration of the scale and displays the weight measurement in the black box below it if the configuration is correct. It is enabled when the radio button is selected.

15.3.1.2.2 Enter Weight Manually Radio Button

The control is enabled when the dialog is active. It indicates that a scale is not available and disables all controls in the Scale Configuration radio button group except the radio buttons themselves.

15.3.1.3 OK Button

The control processes the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

15.3.1.4 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.3.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Configure Direct Distribution dialog.

15.3.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Configure Direct Distribution".
- All controls initially display the last value with which they were saved.

15.3.2.2 *Configure Direct Distribution*

When the OK button is selected, the following processes are started:

15.3.2.2.1 Verify Required Information

A check is performed to ensure required information is provided:

- If any of the following controls do not contain a value, a standard error dialog is invoked with the text, "An entry is required for the {control name}."
 - Application ID text box
 - Application Name text box
 - Computer Name text box
 - QB Database Name text box
 - QB Version text box

15.3.2.2.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure the information provided is legitimate:

- All values are considered legitimate.

15.3.2.2.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

15.3.2.2.4 Save Settings

When the above-listed edits are completed successfully, and no errors are found:

- The information is saved to the database, the dialog is dismissed, and focus is returned to the Food Package List Search window.

15.3.2.3 *Cancel*

When the Cancel button is selected, the dialog is dismissed without saving any information and focus is returned to the Food Package List Search window.

15.3.2.4 Data Map

Control Label	Table	Column	Business Rule

15.4 Direct Distribution Redemption

The Direct Distribution Redemption dialog provides the means to distribute food items on the food package lists for a selected participant and members of the participant's household. In addition, it provides the means to display direct distribution redemption history and print food lists.

If a bar code scanner is connected to the computer and the OPOS driver for symbol scanners has been installed, the scanner can be used to capture the UPC / PLU and Qty values of food items.

The dialog is invoked by performing one of the following actions:

- Display the Food Package List Search window. Double-clicking a row (participant record) in the Food Package List data grid.
- Display the Food Package List Search window. Select a row in the Food Package List data grid, and then click the Redeem Food Package List toolbar button.

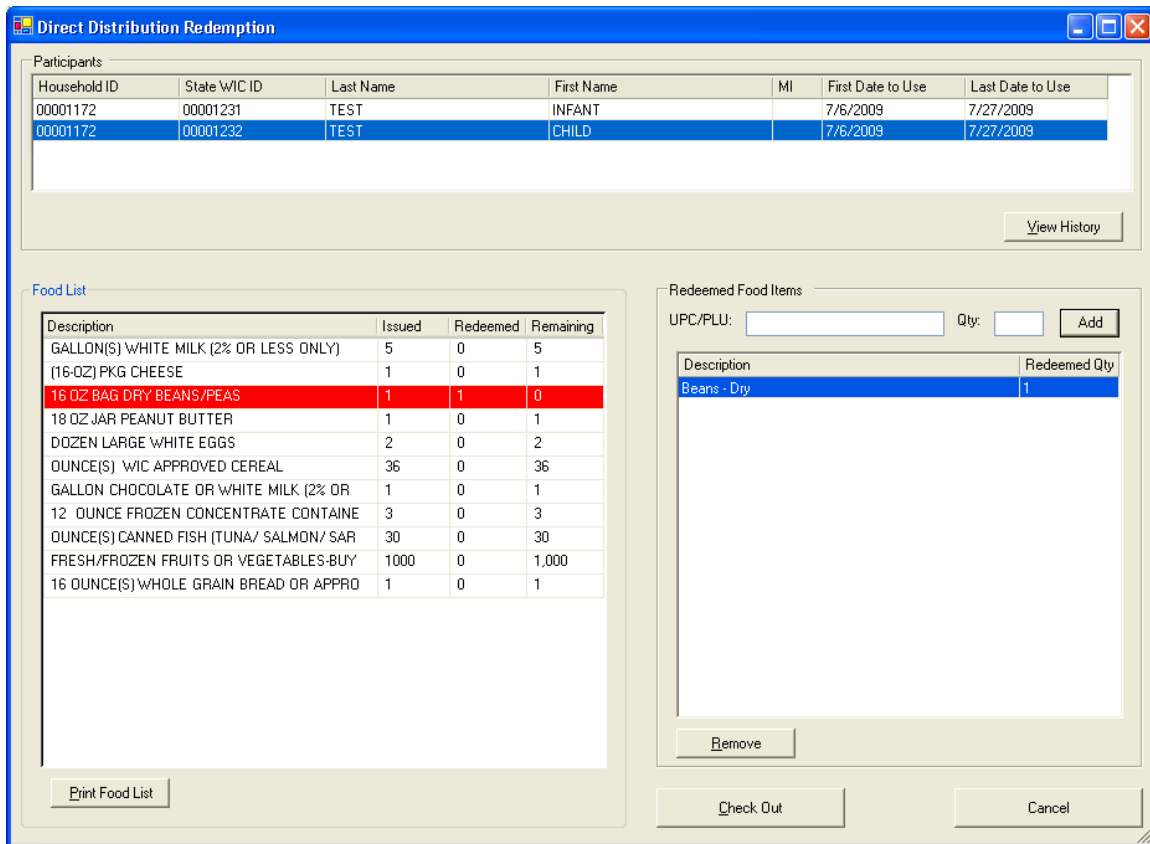


Figure 7 – Direct Distribution Redemption Dialog

15.4.1 Controls

This section describes the behavior of the controls on the Direct Distribution Redemption dialog.

15.4.1.1 Participants Group Box

The control groups together all controls related to participants. It is enabled when the dialog is active. It includes the following controls:

15.4.1.1.1 Participants Data Grid

The control displays a selected participant and all members of the participant's household. It is enabled when the dialog is active. It includes the following columns:

- Household ID
- State WIC ID
- Last Name
- First Name
- MI
- First Date to Use
- Last Date to Use

A row is added for the selected participant and all members of the participant's household. The first row is initially selected. The values are read-only. Clicking a row selects it, refreshes the Food List data grid to display food items for the selected participant, and clears the Redeemed Food Items data grid.

Rows are sorted in ascending order by State WIC ID.

15.4.1.1.2 View History Button

The control provides access to the redemption history of a participant selected in the Participants data grid. It is enabled when at least one food item has been distributed to the participant selected in the Participants data grid. Its mnemonic is "V".

15.4.1.2 Food List Group Box

The control groups together all controls related to a participant's food list. It is enabled when the dialog is active. It includes the following controls:

15.4.1.2.1 Food List Data Grid

The control displays the food list for the participant selected in the Participants data grid. It is enabled when the dialog is active. It includes the following columns:

- Description
- Issued
- Redeemed
- Remaining

A row is added for each food item in the participant's food list. The values are read-only.

NOTE: When the value in the Remaining column equals zero, the background color of the row is changed to red.

Rows are sorted in the order that they were added to the food package at the clinic.

15.4.1.2.2 Print Food List Button

The control prints the food list displayed in the Food List data grid. It is enabled when the dialog is active. Its mnemonic is "P".

15.4.1.3 Redeemed Food Items Group Box

The control groups together all controls related to the redemption of food items. It is enabled when the dialog is active. It includes the following controls:

15.4.1.3.1 UPC / PLU Text Box

The control accepts the Universal Product Code (UPC) or Product Look-Up (PLU) of a food item. It is enabled when the dialog is active. It allows the entry of numeric characters. It allows a maximum length of twenty (20) character(s) for the value.

NOTE: When the UPC / PLU code of a food item is scanned, the box is populated with the UPC / PLU code of the food item.

15.4.1.3.2 Qty Text Box

The control accepts the quantity or weight of a food item. It is enabled when the dialog is active. It allows the entry of numeric characters. It allows a maximum length of three (3) character(s) for the value.

NOTE: When the UPC / PLU code of a food item is scanned, the box is populated with the quantity of the food item, or if the UPC is a PLU, the Capture Weight dialog is displayed, and when it is processed, the box is populated with the weight captured (or manually entered) through that dialog.

15.4.1.3.3 Add Button

The control adds the specified UPC / PLU and Qty values to the Redeemed Food Items data grid. It is enabled when the dialog is active. Its mnemonic is "A".

NOTE: When the UPC / PLU code of a food item is scanned, the UPC / PLU and Qty boxes are populated, and the Add button is activated.

15.4.1.3.4 Redeemed Food Items Data Grid

The control displays the records of food items redeemed by the participant. It is enabled when the dialog is active. It includes the following columns:

- Description
- Redeemed Qty.

A row is added for each UPC / PLU scanned or manually added with the Add button. The values are read-only. Clicking a row selects it.

The items in the grid are listed in the order in which they are added.

15.4.1.3.5 Remove Button

The control removes a UPC / PLU selected in the Redeemed Food Items data grid. It is enabled when the dialog is active. Its mnemonic is "R".

15.4.1.4 Check Out Button

The control processes the items in the Redeemed Food Items data grid, and prints a receipt of the food items redeemed by the participant. It is enabled when the dialog is active. It is the default button for the dialog. Its mnemonic is "R".

15.4.1.5 Cancel Button

The control dismisses the dialog without saving any of the redeemed food items. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Direct Distribution Redemption dialog.

15.4.2.1 *Initializing the Interface*

When the dialog is invoked:

- Its title is, "Direct Distribution Redemption".
- The Participants data grid is initially populated with the participant selected from the Food Package List data grid on the Food Package List Search window and all members of the participant's household. The first row is initially selected.
- The Food List data grid is initially populated with the food list for the participant selected in the Participants data grid.
- The following controls are initially blank (cleared):
 - UPC / PLU text box
 - Qty text box
- The Redeemed Food Items data grid is initially blank (empty).

15.4.2.2 *Selecting a Different Participant*

When the row selection in the Participants data grid changes, a check is performed to determine whether rows exist in the Redeemed Food Items data grid:

- If rows exist in the data grid, a standard confirmation dialog is invoked with the text, "TBD"

15.4.2.3 *Viewing Direct Distribution Redemption History*

When the View History button is selected, the Direct Distribution View History dialog defined in this document is invoked for the participant selected in the Participants data grid.

15.4.2.4 *Printing a Food List*

When the Print Food List button is clicked, a check is performed to determine whether the Direct Distribution module has been configured to use a printer:

- If a default printer cannot be located (or a default printer has not been set), the Default Printers dialog defined in [Common Interface Panels Chapter S – System Tools](#) is invoked to allow the selection of a printer. When a printer has been selected and the dialog has been processed, the participant's Food List Receipt defined in [System Outputs Chapter 01 – System Outputs](#) is printed.
- If a default printer is located, the participant's Food List Receipt is printed.

15.4.2.5 Scanning a Food Item

When a UPC is scanned, the UPC / PLU box is populated with the scanned UPC, the Qty box is populated with the default value of one (1), and the Add button is selected.

15.4.2.6 Adding a Food Item

When the Add button is selected, the following processes are started:

15.4.2.6.1 Verify Required Information

A check is performed to ensure required information is provided:

- If the UPC / PLU box does not contain a value, a standard error dialog is invoked with the text, "An entry is required for the UPC / PLU."

NOTE: As food items are added to the Redeemed Food Items data grid, the values in the Issued, Redeemed, and Remaining columns of the Food List data grid are updated to reflect the change.

15.4.2.6.2 Verify UPC Is Not a PLU

When the above-listed edits are completed successfully, a check is performed to establish whether the UPC is a PLU:

- If the UPC is a PLU, a check is performed to determine whether a scale is connected to the computer, configured to work with the Direct Distribution module, and functioning properly:
 - If the check fails, the Capture Weight dialog defined in this document is invoked in Manual Weight Entry mode.
 - If the check succeeds, the Capture Weight dialog defined in this document is invoked in Automatic Weight Capture mode.

When the Weight Capture dialog is successfully processed and focus is returned, the Qty box is populated with the weight captured (or manually entered) through the dialog.

15.4.2.6.3 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure provided information is legitimate:

- If the UPC / PLU code is not a valid code, a standard error dialog is invoked with the text, "Invalid UPC."
- If the UPC / PLU value is not in the system, a standard error dialog is invoked with the text, "The UPC does not exist in the system."
- If the UPC / PLU value exists in the system but has not been assigned a Food Distribution Item ID, a standard error dialog is invoked with the text, "Missing distribution item ID. Please use Reference Utility to assign a distribution item ID to the UPC."
- If the UPC / PLU value does not identify a food item that is part of the participant's food list, a standard error dialog is invoked with the text, "Item is not part of food instrument."
- If the Qty value is not a positive value, a standard error dialog is invoked with the text, "Please enter a quantity of 1 or more items."
- If the UPC / PLU value identifies a food item that is not in the inventory, a standard error dialog is invoked with the text, "Nothing recorded in the inventory for this item."
- If the Qty value exceeds the amount remaining in the participant's food list, a standard error dialog is invoked with the text, "Quantity exceeds the remaining available items."

15.4.2.6.4 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

15.4.2.6.5 Add Food Item to Redeemed Food Items List

When the above checks are complete and no errors are found:

- The value in the UPC / PLU box and the value in the Qty box are stored in the Redeemed Food Items table.
- The UPC / PLU and Qty boxes are cleared.
- The Food List data grid is updated with recalculated Issued, Redeemed, and Remaining totals based on the Qty value of the UPC / PLU.

15.4.2.7 Removing a Food Item

When a food item is selected in the Redeemed Food Items data grid and the Remove button is selected, the food item is removed from the Redeemed Food Items data grid.

15.4.2.8 Check Out

When the Check Out button is selected, the list of redeemed food items is processed:

- The updated Food List values are saved to the database as indicated in the Data Map section below.
- The Redeemed Food Items data grid is cleared.
- A check is performed to determine whether the Direct Distribution module has been configured to use a printer:
 - If a default printer cannot be located (or a default printer has not been set), the Default Printers dialog defined in [Common Interface Panels Chapter S – System Tools](#) is invoked to allow the selection of a printer. When a printer has been selected and the dialog has been processed, the participant's updated Food List Receipt defined in [System Outputs Chapter 01 – System Outputs](#) is printed.
 - If a default printer is located, the participant's updated Food List Receipt is printed.

15.4.2.9 Cancel

When the Cancel button is selected, a check is performed to determine whether rows exist in the Redeemed Food Items data grid:

- If rows exist in the data grid, a standard confirmation dialog is invoked with the text, "TBD"
- If no rows exist in the data grid, the dialog is dismissed and focus is returned to the Food Package List Search window.

15.4.2.10 Data Map

Control Label	Table	Column	Business Rule

15.5 Direct Distribution View History

The Direct Distribution View History dialog displays the food distribution history of a participant. The one month's food distribution history displays at a time.

The dialog is invoked by performing the following action:

- Display the Direct Distribution Redemption dialog. Select a row in the Participants data grid, and then click the View History button.

Participant

State WIC ID: 00001232
Household ID: 00001172
Participant Name: CHILD TEST

Redemption Month: June 2009

Redeemed Food

Description	Dist. Date	Issued Qty	Prev. Dist. Qty	Dist. Qty	Available Qty
FOR FRESH/FROZEN FRUITS OR VEGETABL	6/5/2009	600	75	225	300
64 OUNCE CONTAINER(S) JUICE	6/5/2009	2	0	1	1
OUNCE(S) WIC APPROVED CEREAL	6/5/2009	36	0	28.5	7.5
DOZEN LARGE WHITE EGGS	6/5/2009	1	0	1	0
QUART CONTAINER(S) WHOLE MILK	6/5/2009	1	0	1	0
GALLON CONTAINER(S) WHOLE MILK	6/5/2009	3	1	1	1
64 OUNCE CONTAINER(S) JUICE	6/11/2009	2	1	1	0
16 OZ BAG DRY BEANS/PEAS	6/11/2009	1	0	1	0
(16-OZ) PKG CHEESE	6/11/2009	1	0	1	0

OK Cancel

Figure 8 – Direct Distribution View History Dialog

15.5.1 Controls

This section describes the behavior of the controls on the Direct Distribution View History dialog.

15.5.1.1 Participant Group Box

The control groups together all controls related to information about the participant. It is enabled when the dialog is active. It includes the following controls:

15.5.1.1.1 State WIC ID Text Label and Value

The control displays the State WIC ID of the participant. The value displays in the inverse color of the form.

15.5.1.1.2 Household ID Text Label and Value

The control displays the Household ID of the participant. The value displays in the inverse color of the form.

15.5.1.1.3 Participant Name Text Label and Value

The control displays the name of the participant. The value displays in the inverse color of the form.

15.5.1.2 Redemption Month Drop-down List

The control provides a list from which the redemption month displayed in the Redeemed Food data grid can be selected. It is enabled when the dialog is active. The list includes all months in which food items were available for distribution to the participant.

15.5.1.3 Redeemed Food Data Grid

The control displays the food items that were distributed to the participant during the month specified in the Redemption Month drop-down list. It is enabled when the dialog is active. It includes the following columns:

- Description
- Dist. Date
- Issued Qty.
- Prev. Dist. Qty.
- Dist. Qty.
- Available Qty.

A row is added for each food item that was part of the participant's food list for the month selected in the Redemption Month drop-down list. The values are read-only.

Rows are sorted in the order that they were added to the food package at the clinic.

15.5.1.4 OK Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter under "Cancel button".

15.5.1.5 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.5.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Direct Distribution History dialog.

15.5.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Direct Distribution View History"
- The value of the Redemption Month drop-down list is set to the current month.
- The Redeemed Food data grid displays the food distribution history for the selected Redemption Month.

15.5.2.2 Edits

There are no edits defined for this dialog.

15.5.2.3 OK

When the OK button is selected, the dialog is closed and focus is returned to the Direct Distribution Redemption dialog.

15.5.2.4 Cancel

When the Cancel button is selected, the dialog is dismissed and focus is returned to the Direct Distribution Redemption dialog.

15.6 Capture Weight

The Capture Weight dialog captures the weight of a food item distributed by weight such as raw fruits and vegetables. The weight value captured populates the Qty box on the Direct Distribution Redemption screen after the Capture Weight screen is processed.

The dialog is invoked by performing one of the following actions:

- Display the Direct Distribution Redemption dialog. Scan a PLU code.
- Display the Direct Distribution Redemption dialog. Enter a PLU code in the UPC / PLU box, and then click the Add button.

When it is invoked, a check is performed to determine whether a scale is connected to the computer, configured to work with the Direct Distribution module, and functioning properly:

- If the check fails, the dialog is invoked in Manual Weight Entry mode.
- If the check succeeds, the dialog is invoked in Automatic Weight Capture mode.

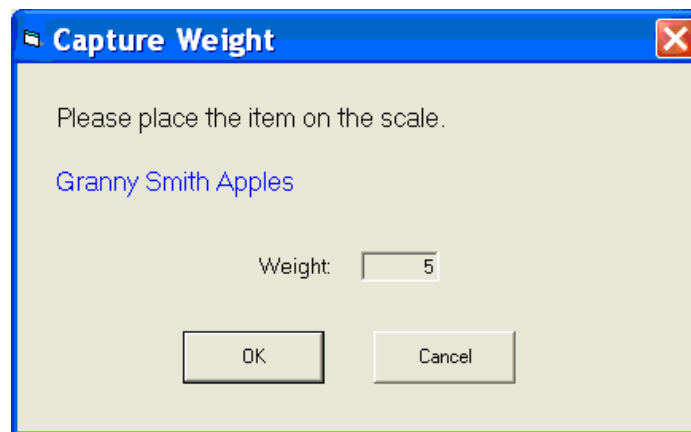


Figure 9 – Capture Weight Dialog

15.6.1 Controls

This section describes the behavior of the controls on the Capture Weight dialog.

15.6.1.1 UPC Food Item Description Label

The control displays the description for the UPC / PLU value entered on the Direct Distribution Redemption dialog.

15.6.1.2 Weight Text Box

The control accepts the weight of a food item:

- If the dialog is in Manual Weight Entry mode, the text box is enabled and the value must be typed.
- If the dialog is in Automatic Weight Capture mode, the text box is disabled and the value is captured by the scale.

For more information about scale configuration refer to the Configure Direct Distribution section.

15.6.1.3 OK Button

The control processes the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

15.6.1.4 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Capture Weight dialog.

15.6.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Capture Weight".
- If the dialog is in Manual Weight Entry mode, the Weight text box is disabled and the value initially displayed is the value captured by the scale.
- If the dialog is in Automatic Weight Capture mode, the Weight text box is enabled and it is initially blank.

15.6.2.2 Capture Weight

When the OK button is selected, the following processes are started:

15.6.2.2.1 Verify Required Information

A check is performed to ensure required information is provided:

- If the Weight box does not contain a value, a standard error dialog is invoked with the text, "An entry is required for the Weight."

15.6.2.2.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure the information provided is legitimate:

- All values are considered legitimate.

15.6.2.2.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

15.6.2.2.4 Return the Weight Value to the Direct Distribution Redemption Dialog

When the above-listed edits are completed successfully, and no errors are found:

- The value displayed in the Weight box is returned to the Qty box on the Direct Distribution Redemption dialog.
- The Add process, for which the Capture Weight dialog was invoked, continues.

15.6.2.3 Cancel

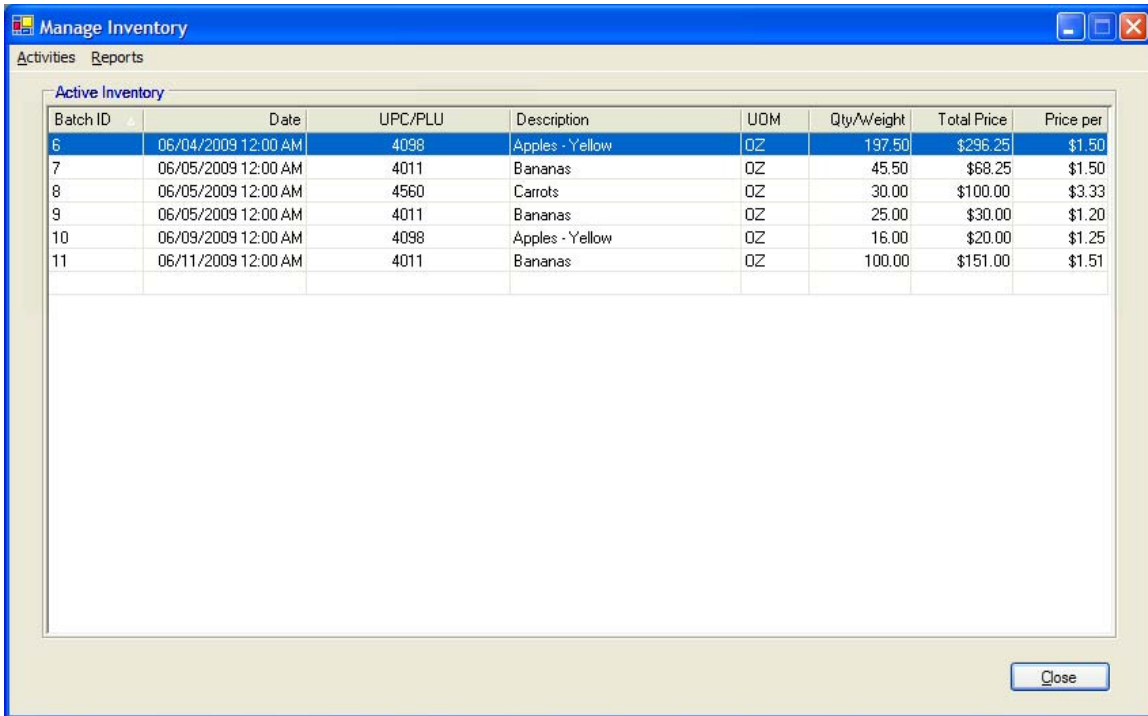
When the Cancel button is selected, the dialog is dismissed and focus is returned to the Direct Distribution Redemption dialog without returning the Weight value to the Qty box.

15.7 Manage Inventory

The Manage Inventory dialog displays all active food items in inventory and provides access to inventory management functions, including inventory receiving, adjusting, and reporting.

The dialog is invoked by performing the following action:

- Display the Food Package Distribution Search window. On the Inventory menu, click Manage Inventory.



Batch ID	Date	UPC/PLU	Description	UOM	Qty/Weight	Total Price	Price per
6	06/04/2009 12:00 AM	4098	Apples - Yellow	OZ	197.50	\$296.25	\$1.50
7	06/05/2009 12:00 AM	4011	Bananas	OZ	45.50	\$68.25	\$1.50
8	06/05/2009 12:00 AM	4560	Carrots	OZ	30.00	\$100.00	\$3.33
9	06/05/2009 12:00 AM	4011	Bananas	OZ	25.00	\$30.00	\$1.20
10	06/09/2009 12:00 AM	4098	Apples - Yellow	OZ	16.00	\$20.00	\$1.25
11	06/11/2009 12:00 AM	4011	Bananas	OZ	100.00	\$151.00	\$1.51

Figure 10 – Manage Inventory Dialog

15.7.1 Menu Bar

This section describes the menu bar on the Manage Inventory dialog. The menu bar includes the following menu(s):

- Activities
- Reports

15.7.1.1 Activities Menu

The menu includes menu items that provide access to various inventory management functions. It is enabled when the dialog is active. Its mnemonic is "A". It includes the following menu items:

- Activities
 - Receive Inventory
 - Adjust Inventory
 - Edit Receivables

15.7.1.1.1 Receive Inventory Menu Item

The menu item allows food items to be received into the inventory. It is enabled when the menu is active. Its mnemonic is "R".

15.7.1.1.1.1 Process

When the Receive Inventory menu item is selected, the Cash Value Benefit UPC / PLU Search dialog defined in this document is invoked in UPC List mode.

When the Receive Inventory dialog is successfully processed and focus is returned, the Active Inventory data grid is updated to display a new row for the received inventory item.

15.7.1.1.2 Adjust Inventory Menu Item

The menu item allows food items in the inventory to be adjusted. It is enabled when the menu is active. Its mnemonic is "D".

15.7.1.1.2.1 Process

When the Adjust Inventory menu item is selected, the Cash Value Benefit UPC / PLU Search dialog defined in this document is invoked in Active Inventory mode.

When the Adjust Inventory dialog is successfully processed and focus is returned, the Active Inventory data grid is updated to display the adjustment made.

15.7.1.1.3 Edit Receivables Menu Item

The menu item allows food items received into the inventory to be edited. It is enabled when the menu is active. Its mnemonic is "E".

15.7.1.1.3.1 Process

When the Edit Receivable menu item is selected, a check is performed to verify that an editable receivable (a receivable from which no food items have been redeemed) exists in the inventory:

- If an editable receivable does not exist, a standard error dialog is invoked with the text, "No editable receivables found!"

- If an editable receivable exists, the Edit Receivables dialog defined in this document is invoked.

When the Edit Receivables dialog is dismissed and focus is returned, the Active Inventory data grid is updated to display the edits applied.

15.7.1.2 Reports Menu

The menu includes menu items that provide access to inventory management reports. It is enabled when the dialog is active. Its mnemonic is "R". It includes the following menu items:

- Reports
 - Current Inventory
 - Inventory Balances
 - Inventory Adjustments
 - Price List

15.7.1.2.1 Current Inventory Menu Item

The menu item provides access to the Current Inventory report. It is enabled when the menu is active. Its mnemonic is "C".

15.7.1.2.1.1 Process

When the Current Inventory menu item is selected, the Current Inventory dialog defined in [System Outputs Chapter 01 – System Outputs](#) is invoked.

15.7.1.2.2 Inventory Balances Menu Item

The menu item provides access to the Inventory Balances report. It is enabled when the menu is active. Its mnemonic is "B".

15.7.1.2.2.1 Process

When the Inventory Balances menu item is selected, the Inventory Balances dialog defined in [System Outputs Chapter 01 – System Outputs](#) is invoked.

15.7.1.2.3 Inventory Adjustments Menu Item

The menu item provides access to the Inventory Adjustments report. It is enabled when the menu is active. Its mnemonic is "A".

15.7.1.2.3.1 Process

When the Inventory Adjustments menu item is selected, the Inventory Adjustments dialog defined in [System Outputs Chapter 01 – System Outputs](#) is invoked.

15.7.1.2.4 Price List Menu Item

The menu item provides access to the Price List report. It is enabled when the menu is active. Its mnemonic is "P".

15.7.1.2.4.1 Process

When the Price List menu item is selected, the Price List dialog defined in [System Outputs Chapter 01 – System Outputs](#) is invoked.

15.7.2 Controls

This section describes the behavior of the controls on the Manage Inventory dialog.

15.7.2.1 Active Inventory Data Grid

The control displays the food items in the inventory. It is enabled when the dialog is active. It includes the following columns:

- Batch ID
- Date
- UPC / PLU
- Description
- UOM
- Qty/Weight
- Total Price
- Price per

A row is added for each food item in active inventory. The values are read-only. Clicking a row selects it.

Rows are sorted in ascending order by the Batch ID value.

15.7.2.2 Close Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

15.7.3 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Manage Inventory dialog.

15.7.3.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Manage Inventory".
- The Active Inventory data grid is populated with the active food items in the inventory.

15.7.3.2 Close

When the Close button is selected the dialog is closed, and focus is returned to the Food Package List Search dialog.

15.8 Cash Value Benefit UPC / PLU Search

The Cash Value Benefit UPC / PLU Search dialog provides the means to search for UPCs and PLUs. It can be displayed in either UPC List mode or Active Inventory mode. In UPC List mode, it searches through the list of defined UPCs. In Active Inventory mode, it searches through the food items in the active inventory.

The dialog can be invoked in UPC List mode or Active Inventory mode. It is invoked in UPC List mode by performing one of the following actions:

- Display the Manage Inventory dialog. On the Activities menu, click Receive Inventory.
- Display the Receive Inventory dialog. Click the Search button.
- Display any of the following inventory management report dialogs defined in [System Outputs Chapter 01 – System Outputs](#), and then click the Search button:
 - Current Inventory
 - Inventory Balances
 - Inventory Adjustments
 - Price List

It is invoked in Active Inventory mode by performing either of the following actions:

- Display the Manage Inventory dialog. On the Activities menu, click Adjust Inventory.
- Display the Adjust Inventory dialog. Click the Search button.

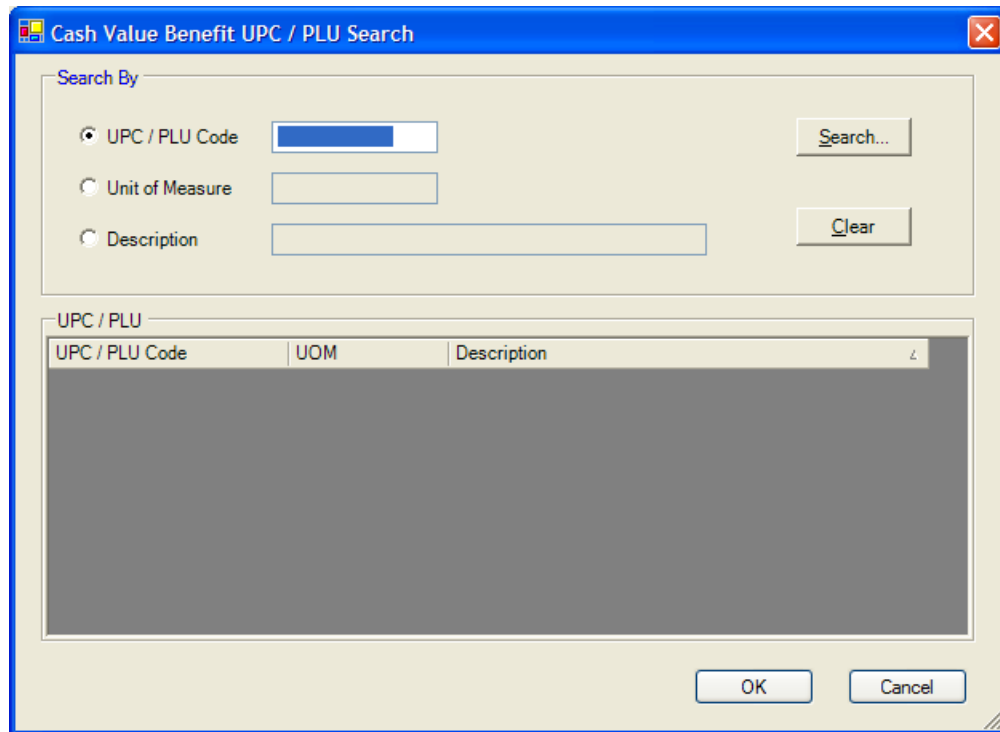


Figure 11 – Cash Value Benefit UPC / PLU Search Dialog

15.8.1 Controls

This section describes the behavior of the controls on the Cash Value Benefit UPC / PLU Search dialog.

15.8.1.1 Search by Radio Button Group

The control groups together all controls related to searching and allows the selection of the type of information by which a search is conducted. It is enabled when the dialog is active. It includes the following options:

- UPC / PLU Code
- Unit of Measure
- Description

15.8.1.1.1 UPC / PLU Code Radio Button

The control is enabled when the dialog is active. It controls the availability of the following control(s):

15.8.1.1.1.1 UPC / PLU Code Text Box

The control accepts a UPC / PLU code by which to search. It is enabled when the radio button is selected. It allows the entry of numeric characters. It allows a maximum length of ten (10) character(s) for the value. If less than the maximum number of characters is entered, the value is padded on the left with zeros.

15.8.1.1.2 Unit of Measure Radio Button

The control is enabled when the dialog is active. It controls the availability of the following control(s):

15.8.1.1.2.1 Unit of Measure Text Box

The control accepts a unit of measure by which to search. It is enabled when the radio button is selected. It allows the entry of alphabetic, numeric, and all special characters. All alphabetic characters are forced to uppercase. It allows a maximum length of twenty-five (25) character(s) for the value.

15.8.1.1.3 Description Radio Button

The control is enabled when the dialog is active. It controls the availability of the following control(s):

15.8.1.1.3.1 Description Text Box

The control accepts a UPC / PLU description by which to search. It is enabled when the radio button is selected. It allows the entry of alphabetic, numeric, and all special characters. All alphabetic characters are forced to uppercase. It allows a maximum length of thirty-five (35) character(s) for the value.

15.8.1.2 Search button

The control starts a search for a specific UPC / PLU code using the search criteria specified in the Search by radio button group. It is enabled when the dialog is active. Its mnemonic is "S".

15.8.1.3 Clear button

The control clears the search criteria specified in the Search by radio button group but leaves the selected radio button unchanged. It is enabled when the dialog is active. Its mnemonic is "C".

15.8.1.4 UPC / PLU Data Grid

The control displays information about UPCs / PLUs with data that matches the search criteria. It is enabled when the dialog is active. It includes the following columns:

- UPC / PLU Code
- UOM
- Description

A row is added for each UPC / PLU that matches the specified search criteria when the Search button is clicked. The values are read-only. Double-clicking a row invokes a particular dialog for the selected UPC / PLU depending how the Cash Value Benefit UPC / PLU Search dialog was invoked.

Rows are initially sorted in ascending order by the selected search criteria. The rows can be resorted by the data in a column by clicking the column header.

15.8.1.5 OK Button

The control processes the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

15.8.1.6 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.8.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Cash Value Benefit UPC / PLU Search dialog.

15.8.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is, "Cash Value Benefit UPC / PLU Search".
- The UPC / PLU Code radio button is initially selected in the Search by radio button group and the UPC / PLU Code text box is enabled.
- The UPC / PLU data grid is initially blank (empty).

15.8.2.2 Searching for UPCs / PLUs

When the Search button is selected, the following processes are started.

15.8.2.2.1 Verify Required Information

A check is performed to ensure required information is provided.

- No information is required.

15.8.2.2.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure the information provided is legitimate.

- All values are considered legitimate.

15.8.2.2.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met.

- No cross-edits are performed.

15.8.2.2.4 Search the Database

When the above listed edits are completed successfully, a soft search for the selected search criteria is performed. So a complete or partial value can be used to complete a search, and if no value is provided, all UPCs and PLUs are returned by the search. For example:

- If a search is performed using a partial UPC / PLU Code of "8", it would yield results similar to the following: 8230450192, 0001208231, 9230230018, and 0000004089.
- If a search is performed using a partial Description of "A", it would yield results similar to the following: Apples, Bananas, Bird's Eye Deluxe Baby Lima Beans, and Spartan Frozen Chopped Spinach.

The search is performed on different database tables depending on the way in which the dialog is invoked:

- If the dialog is invoked in UPC List mode, a search of all UPCs in the reference utility UPC table that have been identified as PLUs is performed.
- If the dialog is invoked in Active Inventory mode, a search of all UPCs in the Inventory table that do not have a Qty/Weight of zero (0) is performed.

15.8.2.2.5 Populate the UPC / PLU Data Grid

When the search is complete:

- If records are found that match the specified search criteria, the UPC / PLU data grid is populated with all matching records. The first row is initially selected.
- If no records are found that meet the search criteria, a standard error dialog is invoked with the text, "No Food Package List matching your search criteria could be found."

15.8.2.3 Invoke Dialog for Selected UPC / PLU

When a row in the UPC / PLU data grid is selected and OK is clicked, or a row in the data grid is double-clicked, the one of the following occurs:

- If the dialog is invoked using the Receive Inventory menu item on the Activities menu of the Manage Inventory dialog, the Receive Inventory dialog defined in this document is invoked for the selected UPC / PLU.
- If the dialog is invoked using the Search button on the Receive Inventory dialog, the Receive Inventory dialog defined in this document is invoked for the selected UPC / PLU.
- If the dialog is invoked using the Adjust Inventory menu item on the Activities menu of the Manage Inventory dialog, the Adjust Inventory dialog defined in this document is invoked for the selected UPC / PLU.
- If the dialog is invoked using the Search button on the Adjust Inventory dialog, the Adjust Inventory dialog defined in this document is invoked for the selected UPC / PLU.
- If the dialog is invoked using the Search button on any of the inventory management report dialogs (defined in [System Outputs Chapter 01 – System Outputs](#) and listed below), the dialog is dismissed and the UPC / PLU selected is returned to the UPC / PLU Code drop-down list on the inventory management report dialog from which it was called.
 - Current Inventory
 - Inventory Balance
 - Inventory Adjustments
 - Price List

15.8.2.4 *Cancel*

When the Cancel button is selected, the dialog is dismissed and one of the following occurs:

- If the dialog is invoked using the Receive Inventory menu item on the Activities menu of the Manage Inventory dialog, focus is returned to the Manage Inventory dialog.
- If the dialog is invoked using the Search button on the Receive Inventory dialog, focus is returned to the Manage Inventory dialog.
- If the dialog is invoked using the Adjust Inventory menu item on the Activities menu of the Manage Inventory dialog, focus is returned to the Manage Inventory dialog.
- If the dialog is invoked using the Search button on the Adjust Inventory dialog, focus is returned to the Manage Inventory dialog.
- If the dialog is invoked using the Search button on any of the inventory management report dialogs (defined in [System Outputs Chapter 01 – System Outputs](#) and listed below), the dialog is dismissed, and focus is returned to the inventory management report dialog from which it was called.
 - Current Inventory
 - Inventory Balance
 - Inventory Adjustments
 - Price List

15.9 Receive Inventory

The Receive Inventory dialog captures the date of receipt, the quantity (or weight) of the food items received, and the price paid for a shipment of food items. Information so captured is added to the active inventory.

The dialog is invoked by performing the following actions:

- Display the Cash Value Benefit UPC / PLU Search dialog in UPC List mode. Search for a UPC / PLU. Perform one of the following actions:
 - Double-click a row in the UPC / PLU data grid.
 - Select a row in the UPC / PLU data grid, and then click the OK button.

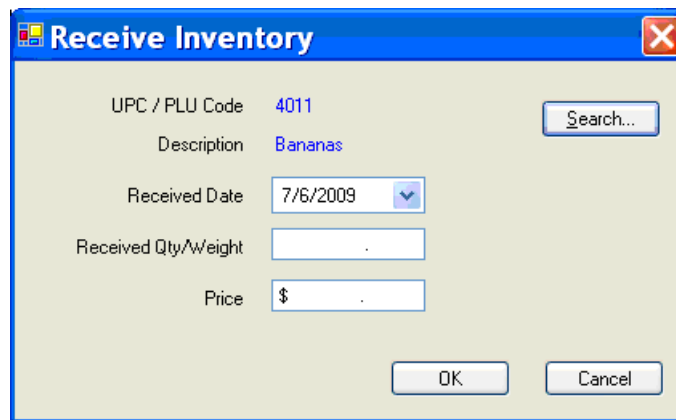


Figure 12 – Receive Inventory Dialog

15.9.1 Controls

This section describes the behavior of the controls on the Receive Inventory dialog.

15.9.1.1 UPC / PLU Code Label and Value

The control displays the UPC / PLU code for the food item. The value displays in the inverse color of the form.

15.9.1.2 Description Label and Value

The control displays the description of the food item. The value displays in the inverse color of the form.

15.9.1.3 Received Date Calendar Control

The control accepts the date on which the shipment of food items is received into the inventory. It is enabled when the dialog is active. The down arrow displays a calendar from which the date can be selected. Characteristics of calendar controls are defined in the [Consistencies](#) chapter.

15.9.1.4 Received Qty / Weight Masked Edit Box

The control accepts the quantity (or weight) of food items received into the inventory. It is enabled when the dialog is active. It allows the entry of numeric characters and a decimal. The mask is "###,###,###.####". If the decimal places are not given a value, they are filled with zeros (0).

15.9.1.5 Price Masked Edit Box

The control accepts the price of food items received into the inventory. It is enabled when the dialog is active. It allows the entry of numeric characters and a decimal. The mask is "\$ #,###,###.##". If the decimal places are not given a value, they are filled with zeros (0).

15.9.1.6 Search Button

The control provides access to the Cash Value Benefit UPC / PLU Search function. It is enabled when the dialog is active. Its mnemonic is "S".

15.9.1.7 OK Button

The control processes the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

15.9.1.8 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.9.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Receive Inventory dialog.

15.9.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Receive Inventory".
- The Received Date calendar control initially displays the current date.
- The following controls are initially blank (cleared):
 - Received Qty/Weight masked edit box
 - Price masked edit box

15.9.2.2 Search for a Different UPC / PLU

When the Search is selected, the Cash Value Benefit UPC / PLU Search dialog defined in this document is invoked in UPC List mode.

15.9.2.3 *Process the Dialog*

When the OK button is selected, the following processes are started:

15.9.2.3.1 Verify Required Information

A check is performed to ensure required information is provided:

- If any of the following controls do not contain a value, a standard error dialog is invoked with the text, "An entry is required for the {control name}."
 - Received Date calendar control
 - Received Qty/Weight masked edit box
 - Price masked edit box

15.9.2.3.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure provided information is legitimate:

- If the Received Date value is more than a year in the past, a standard error dialog is invoked with the text, "Selected date cannot be less than a year ago."
- If the Received Date value is in the future, a standard error dialog is invoked with the text, "Selected date cannot be greater than the current system date."

15.9.2.3.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

15.9.2.3.4 Add to Inventory

When the above checks are complete and no errors are found, the information for the received inventory is saved to the database, and focus is returned to the Manage Inventory dialog.

15.9.2.4 *Cancel*

When the Cancel button is selected, the dialog is dismissed without saving any information and focus is returned to the Manage Inventory dialog.

15.9.2.5 Data Map

Control Label	Table	Column	Business Rule

15.10 Adjust Inventory

The Adjust Inventory dialog captures the date of adjustment, the quantity (or weight) adjusted for the food items, and the reason for the adjustment. Information so captured is applied to the oldest shipment in the inventory. If the quantity (or weight) adjusted is more than that available in the oldest shipment, the remainder is applied to the next oldest shipment and so on until the adjusted amount has been fully distributed.

The dialog is invoked by performing the following actions:

- Display the Cash Value Benefit UPC / PLU Search dialog in Active Inventory mode. Search for a UPC / PLU. Perform one of the following actions:
 - Double-click a row in the UPC / PLU data grid.
 - Select a row in the UPC / PLU data grid, and then click the OK button.

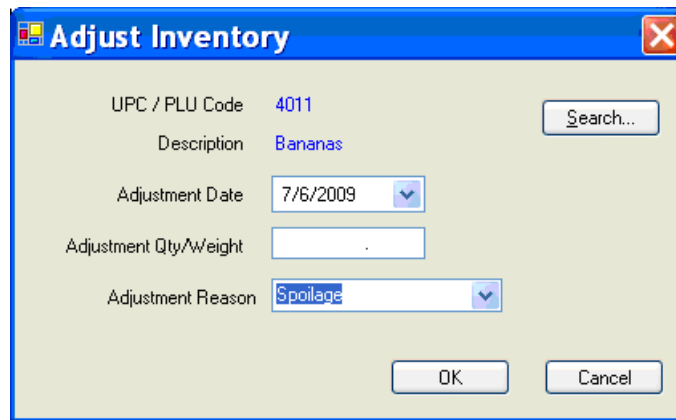


Figure 13 – Adjust Inventory Dialog

15.10.1 Controls

This section describes the behavior of the controls on the Adjust Inventory dialog.

15.10.1.1 UPC / PLU Code Label and Value

The control displays the UPC / PLU code for the food item. The value displays in the inverse color of the form.

15.10.1.2 Description Label and Value

The control displays the description of the food item. The value displays in the inverse color of the form.

15.10.1.3 Adjustment Date Calendar Control

The control accepts the date on which the food item in inventory is adjusted. It is enabled when the dialog is active. The down arrow displays a calendar from which the date can be selected. Characteristics of calendar controls are defined in the [Consistencies](#) chapter.

15.10.1.4 Adjustment Qty / Weight Masked Edit Box

The control accepts the quantity (or weight) adjusted for the food item in inventory. It is enabled when the dialog is active. It allows the entry of numeric characters and a decimal. The mask is "####,###,###.####". If the decimal places are not given a value, they are filled with zeros (0).

15.10.1.5 Adjustment Reason Drop-down List

The control provides a list from which a reason for the inventory adjustment can be selected. It is enabled when the dialog is active. The list includes all available reasons for an inventory adjustment.

15.10.1.6 Search Button

The control provides access to the Cash Value Benefit UPC / PLU Search function. It is enabled when the dialog is active. Its mnemonic is "S".

15.10.1.7 OK Button

The control processes the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

15.10.1.8 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.10.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Adjust Inventory dialog.

15.10.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Adjust Inventory".
- The Adjustment Date calendar control initially displays the current date.
- The Adjustment Qty/Weight masked edit box is initially blank (cleared).
- The Adjustment Reason drop-down list is initially populated with the first item in the list.

15.10.2.2 Search for a Different UPC / PLU

When the Search is selected, the Cash Value Benefit UPC / PLU Search dialog defined in this document is invoked in Active Inventory mode.

15.10.2.3 Process the Dialog

When the OK button is selected, the following processes are started:

15.10.2.3.1 Verify Required Information

A check is performed to ensure required information is provided:

- If either of the following controls does not contain a value, a standard error dialog is invoked with the text, "An entry is required for the {control name}."
 - Adjustment Date calendar control
 - Adjustment Qty/Weight masked edit box
- If following control does not contain a value, a standard error dialog is invoked with the text, "A selection is required for the {control name}."
 - Adjustment Reason drop-down list

15.10.2.3.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure provided information is legitimate:

- If the Adjustment Date value is more than a year in the past, a standard error dialog is invoked with the text, "Selected date cannot be less than a year ago."
- If the Adjustment Date value is in the future, a standard error dialog is invoked with the text, "Selected date cannot be greater than the current system date."

15.10.2.3.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

15.10.2.3.4 Adjust Inventory

When the above checks are complete and no errors are found, the adjustment to the inventory is saved to the database, and focus is returned to the Manage Inventory dialog.

The adjustment is applied to the oldest shipment in the inventory. If the quantity (or weight) adjusted is more than that available in the oldest shipment, the remainder is applied to the next oldest shipment and so on until the adjusted amount has been fully distributed.

15.10.2.4 Cancel

When the Cancel button is selected, the dialog is dismissed without saving any information and focus is returned to the Manage Inventory dialog.

15.10.2.5 Data Map

Control Label	Table	Column	Business Rule

15.11 Edit Receivables

The Edit Receivables dialog displays all food items in inventory that have not been distributed in whole or in part and provides the means to edit the date of receipt, quantity, and price of such food items.

The dialog is invoked by performing the following action:

- Display the Manage Inventory dialog. On the Activities menu, click Edit Receivables.

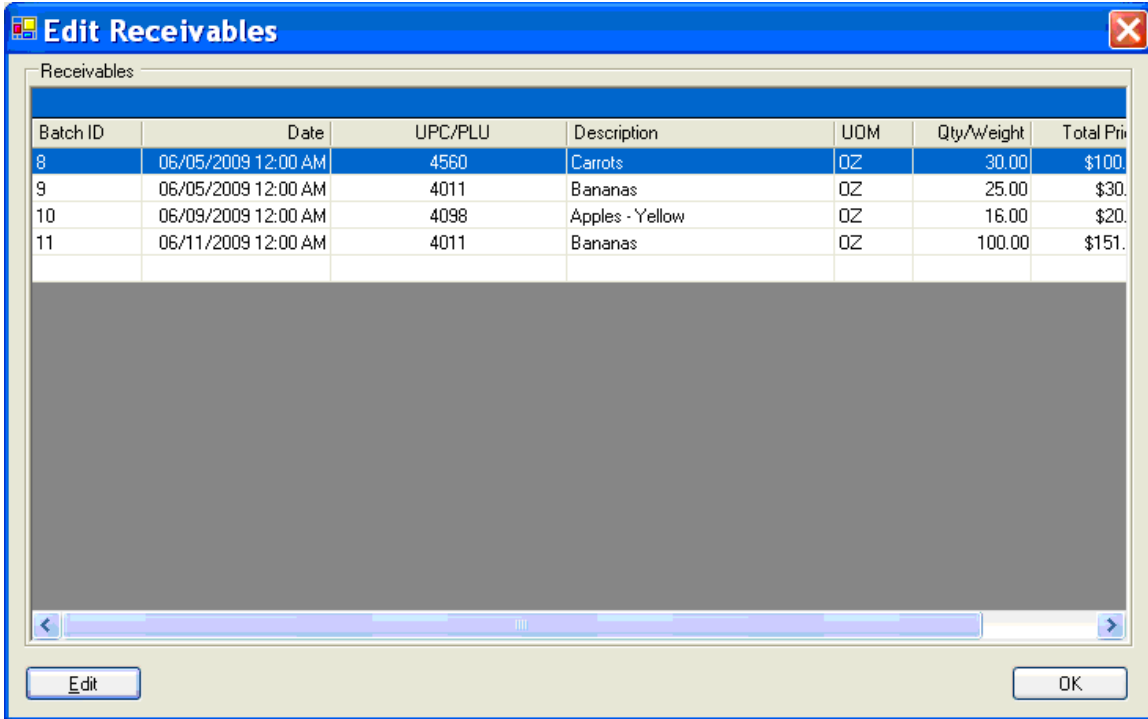


Figure 14 – Edit Receivables Dialog

15.11.1 Controls

This section describes the behavior of the controls on the Edit Receivables dialog.

15.11.1.1 Receivables Data Grid

The control displays the food items in the inventory that have not been distributed in part or in whole. It is enabled when the dialog is active. It includes the following columns:

- Batch ID
- Date
- UPC / PLU
- Description
- UOM

- Qty/Weight
- Total Price
- Price per

A row is added for each food item in active inventory that has not been distributed. The values are read-only. Clicking a row selects it.

Rows are sorted in ascending order by the Batch ID value.

15.11.1.2 Edit Button

The control allows a food item selected in the Receivables data grid to be edited. It is enabled when the dialog is active and a row is selected in the Receivables data grid.

15.11.1.3 OK Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

15.11.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Edit Receivables dialog.

15.11.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Edit Receivables".
- The Receivables data grid is populated with the active food items in the inventory that have not been distributed in whole or in part.

15.11.2.2 Edit a Receivable

When the Edit button is selected, the Edit Receivable dialog defined in this document is invoked for the receivable selected in the Receivables data grid.

15.11.2.3 Close

When the OK button is selected, the dialog is closed and focus is returned to the Manage Inventory dialog.

15.12 Edit Receivable

The Edit Receivable dialog captures changes to the date of receipt, the quantity (or weight) of the food item received, and the price paid for a shipment of food items. Information so edited is modified in the active inventory.

The dialog is invoked by performing the following action:

- Display the Edit Receivables dialog. Select a row in the Receivables data grid, and then click the Edit button.

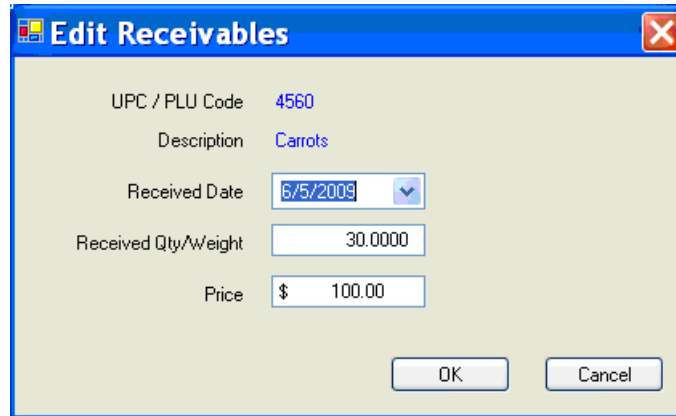


Figure 15 – Edit Receivable Dialog

15.12.1 Controls

This section describes the behavior of the controls on the Edit Receivable dialog.

15.12.1.1 UPC / PLU Code Label and Value

The control displays the UPC / PLU code for the food item. The value displays in the inverse color of the form.

15.12.1.2 Description Label and Value

The control displays the description of the food item. The value displays in the inverse color of the form.

15.12.1.3 Received Date Calendar Control

The control accepts the date on which the shipment of food items is received into the inventory. It is enabled when the dialog is active. The down arrow displays a calendar from which the date can be selected. Characteristics of calendar controls are defined in the [Consistencies](#) chapter.

15.12.1.4 Received Qty / Weight Masked Edit Box

The control accepts the quantity (or weight) of food items received into the inventory. It is enabled when the dialog is active. It allows the entry of numeric characters and a decimal. The mask is "###,###,###.####". If the decimal places are not given a value, they are filled with zeros (0).

15.12.1.5 Price Masked Edit Box

The control accepts the price of food items received into the inventory. It is enabled when the dialog is active. It allows the entry of numeric characters and a decimal. The mask is "\$ #,###,###.##". If the decimal places are not given a value, they are filled with zeros (0).

15.12.1.6 OK Button

The control processes the dialog. It is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

15.12.1.7 Cancel Button

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

15.12.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Edit Receivable dialog.

15.12.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Edit Receivable".
- The following controls are initially populated with the values stored for them in the database:
 - Received Date calendar control
 - Received Qty/Weight masked edit box
 - Price masked edit box

15.12.2.2 Process the Dialog

When the OK button is selected, the following processes are started:

15.12.2.2.1 Verify Required Information

A check is performed to ensure required information is provided:

- If any of the following controls do not contain a value, a standard error dialog is invoked with the text, "An entry is required for the {control name}."
 - Received Date calendar control
 - Received Qty/Weight masked edit box
 - Price masked edit box

15.12.2.2.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure provided information is legitimate:

- If the Received Date value is more than a year in the past, a standard error dialog is invoked with the text, "Selected date cannot be less than a year ago."
- If the Received Date value is in the future, a standard error dialog is invoked with the text, "Selected date cannot be greater than the current system date."

15.12.2.2.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

15.12.2.2.4 Modify Inventory

When the above checks are complete and no errors are found, the information for the edited food item is saved to the database, and focus is returned to the Edit Receivables dialog.

15.12.2.3 Cancel

When the Cancel button is selected, the dialog is dismissed without saving any information and focus is returned to the Edit Receivables dialog.

15.12.2.4 Data Map

Control Label	Table	Column	Business Rule