

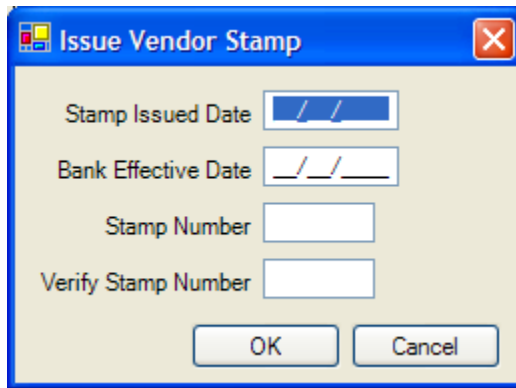
| | |
|--|----------|
| 12. VENDOR STAMP | 2 |
| 12.1 ISSUE VENDOR STAMP..... | 2 |
| 12.2 REPLACE VENDOR STAMP NUMBER | 8 |
| 12.3 TERMINATE STAMP | 16 |

12. Vendor Stamp

12.1 Issue Vendor Stamp

When a vendor returns a signed Contract Signature Page to WIC, the vendor will be issued a Vendor Stamp. The Vendor Stamp is used to validate all the WIC checks the vendor redeems. The Issue Vendor Stamp dialog allows the user to enter and verify the Vendor Stamp information. Once the Vendor Stamp information is verified, the Vendor Stamp is issued and the Vendor can accept and cash WIC checks. When a stamp(s) is issued, the user may not delete the stamp issuance Follow-up Activity from the event tree within the Event Log tab. The number of stamps issued (active at the same time) to a vendor may vary according to your state. If your state allows issuance of multiple stamps, for example: when a farmers market has enrolled in the WIC Program, a stamp will be issued for each location if there are multiple locations. When multiple stamps are allowed, the first stamp issued is flagged as the “primary” stamp for the vendor. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the dialog is in the “add” mode, the controls default to blank unless otherwise noted. If the dialog is in “view” mode, the controls will default to the previously saved values and will be read only. The Issue Vendor Stamp dialog is invoked in response to the following user actions:

- Selection of the Stamp Issuance follow-up activity on the Follow Up Activities dialog as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Stamp Issuance follow up activity is selected as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “view” mode.



The image shows a screenshot of a software dialog box titled "Issue Vendor Stamp". The dialog has a blue title bar with a close button (X) on the right. The main area is light gray and contains four input fields: "Stamp Issued Date" (with a date picker icon), "Bank Effective Date" (with a date picker icon), "Stamp Number" (a text box), and "Verify Stamp Number" (a text box). At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 1 - Issue Vendor Stamp Dialog (Add mode)

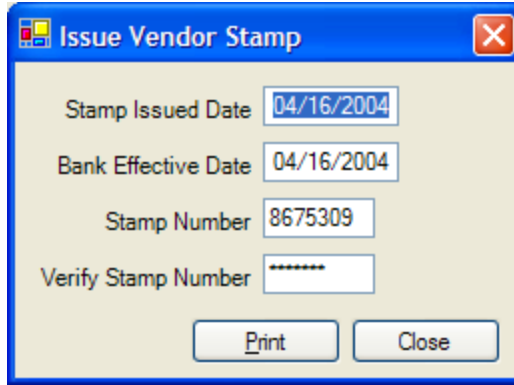


Figure 2 - Issue Vendor Stamp Dialog (View mode)

12.1.1 Controls

This section describes the behavior of the controls on the Issue Vendor Stamp dialog.

12.1.1.1 Stamp Issued Date Masked Edit Box

This control allows the user to enter or view the date of stamp issuance to the Vendor. The masked edit box will be enabled when the Issue Vendor Stamp dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

12.1.1.2 Bank Effective Date Masked Edit Box

This control allows the user to enter or view the date for which the bank will begin accepting WIC checks with the vendor’s issued stamp. The masked edit box will be enabled when the Issue Vendor Stamp dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

12.1.1.3 Stamp Number Masked Edit Box

This control allows the user to enter or view the issued stamp number of the Vendor. The masked edit box will be enabled when the Issue Vendor Stamp dialog is active. The maximum size of this control will be set by the value for the [STAMPNUMBERLENGTH](#) business rule. If the [STAMPNUMBERNUMERIC](#) business rule = 'Y', only numeric digits will be allowed. If the [STAMPNUMBERNUMERIC](#) business rule = 'N', alphanumeric characters will be allowed. No special characters will be allowed. The stamp number issued to the vendor cannot be one already issued to another vendor. When working in "add" mode, the entry field will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

12.1.1.4 Verify Stamp Number Masked Edit Box

This control allows the user to re-enter the stamp number for verification of the stamp number being issued to the Vendor. The masked edit box will be enabled when the Issue Vendor Stamp dialog is active. The maximum size of this control will be set by the value for the [STAMPNUMBERLENGTH](#) business rule. If the [STAMPNUMBERNUMERIC](#) business rule = 'Y', only numeric digits will be allowed. If the [STAMPNUMBERNUMERIC](#) business rule = 'N', alphanumeric characters will be allowed. No special characters will be allowed. The entry in this control must be identical to the entry in the Stamp Number edit box. The characters entered in the control will be masked with an asterisk (*). When working in "add" mode, the entry field will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

12.1.1.5 OK Button

This control allows the user to instruct the system to save the vendor stamp information and exit the Issue Vendor Stamp dialog. The OK button will be visible and enabled when the Issue Vendor Stamp dialog is active in 'add' mode. Characteristics for the OK button are defined in *Consistencies*.

12.1.1.6 Cancel Button

This control allows the user to exit the Issue Vendor Stamp dialog without issuing the Vendor Stamp. The Cancel button will be visible and enabled when the Issue Vendor Stamp dialog is active in 'add' mode. Characteristics for the Cancel button are defined in *Consistencies*.

12.1.1.7 Print Button

This control allows the user to generate the Issue Vendor Stamp letter. The Print button will be visible and enabled when the Issue Vendor Stamp dialog is active in "view" mode. It has a mnemonic of 'P'.

12.1.1.8 Close Button

This control allows the user to exit the Issue Vendor Stamp dialog. The Close button will be visible and enabled when the Issue Vendor Stamp dialog is active in 'view only' mode. Characteristics for the Close button are defined in *Consistencies*.

12.1.2 Processing

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

12.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Issue Vendor Stamp"
- In Add mode all fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close and Print buttons are visible. The OK and Cancel buttons are not visible

12.1.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
 - Stamp Issued Date Masked Edit Box
 - Bank Effective Date Masked Edit Box
 - Stamp Number Masked Edit Box
 - Verify Stamp Number Masked Edit Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an invalid date has been entered in one of the following entry fields
 - Stamp Issued Date Masked Edit Box
 - Bank Effective Date Masked Edit Box

the system will invoke the standard error message with the text "Invalid date entered."

- If the entered Bank Effective Date is less than the Stamp Issued Date, the system will invoke a standard error message with the text of "Bank Effective Date must be equal to or greater than the Stamp Issued Date."

- If the value of the Stamp Number masked edit box does not match the value of the Verify Stamp Number masked edit box, the system will invoke a standard error message with the text “The value of the Verify Stamp Number does not match the value of the Stamp Number. Please re-enter and verify the vendor stamp number.”

12.1.2.3 Saving the Data

Upon successful completion of the above listed edits:

- The system will save the Vendor stamp information and issue the stamp number to the Vendor.
- A Stamp Issuance follow up activity will be added to the Event Log of the Vendor. The Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new follow up activity.
- A record is written to the VendorStampHistory table.
- The Authorized Vendors report defined in [System Outputs Chapter 01 – System Outputs](#) will be automatically generated. The system will then invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#) to generate the New Vendor Stamp letter.

12.1.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Issue Vendor Stamp dialog without saving any information entered and will return the user to the Event Log tab of the Vendor Folder.

12.1.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Issue Vendor Stamp dialog and will return the user to the Event Log tab of the Vendor Folder.

12.1.2.6 Print

Upon selection of the Print button:

- The system will invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#).

12.1.2.7 Data Map

| Control Label | Entity | Attribute | Business Rule Applicable |
|-------------------|---------------|------------|--------------------------|
| Stamp Issued Date | StampIssuance | IssuedDate | |

| | | | |
|---------------------|--------------------|---------------|--|
| Bank Effective Date | StampIssuance | EffectiveDate | |
| Stamp Number | StampIssuance | StampNumber | |
| n/a | VendorStampHistory | VendorID | |
| n/a | VendorStampHistory | EventDate | |
| n/a | VendorStampHistory | StampNumber | |
| n/a/ | VendorStampHistory | EventType | |
| n/a | VendorStampHistory | Status | |

12.2 Replace Vendor Stamp Number

Occasionally a Vendor may need a replacement for their Vendor Stamp when the current stamp becomes unusable (when the stamp is damaged, lost, etc.). The Replace Vendor Stamp Number dialog allows the user to issue the Vendor a new stamp and void the current stamp number. If your state allows issuance of multiple stamps (which are all active), the user will have two options for the way the stamp will be replaced: “Create New” or “Use Existing”. If your state does not have these options, the stamp will always be replaced with a new stamp. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the dialog is in the “add” mode, the controls default to blank unless otherwise noted. If the dialog is in “view” mode, the controls will default to the previously saved values and will be read only. The Replace Vendor Stamp Number dialog is invoked in response to the following user actions:

- 1. Selection of the Stamp Replacement Event on the Events dialog as described in [Chapter 04 - Vendor Folder](#) will display in “add” mode.
- 2. Selection of the Details button on the Event Log tab when a Stamp Replacement event is selected as described in [Chapter 04 - Vendor Folder](#) will display in “view” mode.

The screenshot shows a Windows-style dialog box titled "Replace Vendor Stamp Number". It is divided into two main sections: "Current Stamp" and "Issue Stamp".

- Current Stamp:** Contains a "Bank Termination Date" field with the value "01/12/2004" and a "Reason" dropdown menu.
- Issue Stamp:** Contains two radio buttons: "Create New" (which is selected) and "Use Existing". Below these are four input fields: "Stamp Issued Date" and "Bank Effective Date" (both with date pickers), and "Stamp Number" and "Verify Stamp Number" (both with text boxes).

At the bottom of the dialog are "OK" and "Cancel" buttons.

Figure 3 - Replace Vendor Stamp Number Dialog (Add mode)

The screenshot shows a Windows-style dialog box titled "Replace Vendor Stamp Number". The dialog is divided into two main sections. The top section, "Current Stamp", contains a "Bank Termination Date" text box with the value "02/03/2004" and a "Reason" dropdown menu currently set to "Lost". The bottom section, "Issue Stamp", contains two radio buttons: "Create New" (which is selected) and "Use Existing". Below the radio buttons are four text boxes: "Stamp Issued Date" (02/03/2004), "Stamp Number" (867), "Bank Effective Date" (02/03/2004), and "Verify Stamp Number" (***). At the bottom right of the dialog are two buttons: "Print..." and "Close".

Figure 4 - Replace Vendor Stamp Number Dialog (View mode)

12.2.1 Controls

This section describes the behavior of the controls on the Replace Vendor Stamp Number Dialog.

12.2.1.1 Bank Termination Date Masked Edit Box

This control allows the user to enter or view the date that the bank will stop accepting WIC checks with the current Vendor stamp. The masked edit box will be enabled when the Replace Vendor Stamp Number dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the entry field will default to the present system date. When working in "view" mode, the control is populated with the previously saved entry and is read only.

12.2.1.2 Reason Dropdown

This dropdown allows the user to select or view the reason the current stamp is being returned for replacement. The dropdown will be enabled when the Replace Vendor Stamp Number dialog is active. It will be a read only drop down list. It is filled from a list of reasons the stamp is being replaced from the Reference Dictionary Table. When working in "add" mode, the field will initially be blank. When working in "view" mode, the control is populated with the previously saved selection.

12.2.1.3 Create New Check Box

This control allows the user to select or view if the replacement stamp will be a newly issued stamp number for the vendor. The new stamp number cannot be a stamp currently in use. The check box will be enabled when the Replace Vendor Stamp Number dialog is active. When working in “add” mode, the control is initially unchecked (blank). Selection of this control will require the user to enter the Stamp Issued Date and Bank Effective Date for the new stamp number. Use of this control will disable the “Use Existing” control. If the “Use Existing” check box is checked, this control will become disabled. If the user wants to change the selection made, click the currently selected control to uncheck the box. Once the check is removed, both the “Create New” and “Use Existing” controls are enabled. When working in “view” mode, this control will default to the previously saved selection.

12.2.1.4 Use Existing Check Box

This control allows the user to select or view if the replacement stamp will be replaced with an existing (active) stamp number for the vendor. The check box will be enabled when the Replace Vendor Stamp Number dialog is active. When working in “add” mode, the control is initially unchecked (blank). Selection of this control will allow the user to enter a stamp number that has been previously issued, but not terminated for the vendor. Use of this control will disable the “Create New” control. If the “Create New” check box is checked, this control will become disabled. If the user wants to change the selection made, click the currently selected control to uncheck the box. Once the check is removed, both the “Use Existing” and “Create New” controls are enabled. When working in “view” mode, this control will default to the previously saved selection.

12.2.1.5 Stamp Issued Date Masked Edit Box

This control allows the user to enter or view the issued date of the new (replacement) stamp for the Vendor. The masked edit box will be enabled when the Replace Vendor Stamp Number dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

12.2.1.6 Bank Effective Date Masked Edit Box

This control allows the user to enter or view the date for which the bank will begin accepting WIC checks with the vendor's issued stamp. The masked edit box will be enabled when the Replace Vendor Stamp Number dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the entry field will default to the present system date. When working in "view" mode, the control is populated with the previously saved entry and is read only.

12.2.1.7 Stamp Number Masked Edit Box

This control allows the user to enter or view the replacement stamp number issued to the Vendor. The masked edit box will be enabled when the Replace Vendor Stamp Number dialog is active. The maximum size of this control set by the value for the [STAMPNUMBERLENGTH](#) business rule. If the [STAMPNUMBERNUMERIC](#) business rule = 'Y', only numeric digits will be allowed. If the [STAMPNUMBERNUMERIC](#) business rule = 'N', alphanumeric characters will be allowed. No special characters will be allowed. The stamp number issued to the vendor cannot be one already issued to another vendor. When working in "add" mode, the entry field will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

12.2.1.8 Verify Stamp Number Masked Edit Box

This control allows the user to re-enter the stamp number for verification of the stamp number being issued to the Vendor. The masked edit box will be enabled when the Replace Vendor Stamp Number dialog is active. The maximum size of this control set by the value for the [STAMPNUMBERLENGTH](#) business rule. If the [STAMPNUMBERNUMERIC](#) business rule = 'Y', only numeric digits will be allowed. If the [STAMPNUMBERNUMERIC](#) business rule = 'N', alphanumeric characters will be allowed. No special characters will be allowed.. The entry in this control must be identical to the entry in the Stamp Number edit box. The characters entered in the control will be masked with an asterisk (*). When working in "add" mode, the entry field will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

12.2.1.9 OK Button

This control allows the user to instruct the system to save the vendor stamp information and exit the Replace Vendor Stamp Number dialog. The OK button will be visible and enabled when the Replace Vendor Stamp Number dialog is active in 'add' mode. Characteristics for the OK button are defined in *Consistencies*.

12.2.1.10 Cancel Button

This control allows the user to exit the Replace Vendor Stamp Number dialog without issuing the Vendor Stamp. The Cancel button will be visible and enabled when the Replace Vendor Stamp Number dialog is active in 'add' mode. Characteristics for the Cancel button are defined in *Consistencies*.

12.2.1.11 Print Button

This control allows the user to generate the Replace Vendor Stamp Number letter. The Print button will be visible and enabled when the Replace Vendor Stamp Number dialog is active in "view" mode. It has a mnemonic of 'P'.

12.2.1.12 Close Button

This control allows the user to exit the Replace Vendor Stamp Number dialog. The Close button will be visible and enabled when the Replace Vendor Stamp Number dialog is active in 'view only' mode. Characteristics for the Close button are defined in *Consistencies*.

12.2.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Replace Vendor Stamp Number dialog.

12.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Replace Vendor Stamp Number"
- In Add mode the Bank Termination Date will default to the current system date. All other fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close and Print buttons are visible. The OK and Cancel buttons are not visible

12.2.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
 - Bank Termination Date Masked Edit Box
 - Stamp Issued Date Masked Edit Box
 - Bank Effective Date Masked Edit Box
 - Stamp Number Masked Edit Box
 - Verify Stamp Number Masked Edit Box

the system will invoke a standard error message with the text “An entry is required for the <control label>.”

- In a selection has not been made in one of the following controls
 - Reason Dropdown

the system will invoke a standard error message with the text “A selection is required in the <control label>”.

- If a selection has not been made in either the Create New or Use Existing check boxes, the system will invoke a standard error message with the text “A selection is required for Create New or Use Existing.”
- If an invalid date has been entered in one of the following entry fields
 - Bank Termination Date Masked Edit Box
 - Stamp Issued Date Masked Edit Box
 - Bank Effective Date Masked Edit Box

the system will invoke the standard error message with the text “Invalid date entered.”

- If the entered Bank Effective Date is less than the Stamp Issued Date, the system will invoke a standard error message with the text of “Bank Effective Date must be equal to or greater than the Stamp Issued Date.”
- If the value of the Stamp Number masked edit box does not match the value of the Verify Stamp Number masked edit box, the system will invoke a standard error message with the text “The value of the Verify Stamp Number does not match the value of the Stamp Number. Please re-enter and verify the vendor stamp number.”
- If the value of the Stamp Number masked edit box has already been assigned to another Vendor, the system will invoke a standard error message with the text “The entered Vendor Stamp has already been assigned to another vendor.”
- If “Create New” is selected to replace a stamp number, and the value of the Stamp Number masked edit box is a number already active for the selected vendor or another vendor within the system, the system will invoke a standard error message with the text “The entered vendor stamp has already been issued to another vendor.”
- If “Use Existing” is selected to replace a stamp number, and the value of the Stamp Number masked edit box is not a number already assigned to the vendor, the system will invoke a standard error message with the text “The Stamp Number entered is not an active Stamp Number for this Vendor.”

12.2.2.3 Saving the Data

Upon successful completion of the above listed edits

- The system will save the new Vendor stamp information, void the current stamp number, and issue the new stamp number to the Vendor.
- A Stamp Replacement event will be added to the Event Log of the Vendor. The Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new event.
- A record is written to the VendorStampHistory table.
- The system will then invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#) to generate the Vendor Replacement Stamp letter.

12.2.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Replace Vendor Stamp Number dialog without saving any of the information entered. The system will then return the user to the Event Log tab of the Vendor Folder.

12.2.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Replace Vendor Stamp Number dialog and will return the user to the Event Log tab of the Vendor Folder.

12.2.2.6 Print

Upon selection of the Print button:

- The system will invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#).

12.2.2.7 Data Map

| Control Label | Entity | Attribute | Business Rule Applicable |
|-----------------------|---------------------------------|---|--------------------------|
| Bank Termination Date | StampReplacement VendorStamp | BankTermDate DeactBankEffective Date | |
| Reason | StampReplacement | ReturnedReason | |
| Stamp Issued Date | StampReplacement VendorStamp | IssuedDate IssuedDate | |
| Bank Effective Date | StampReplacement | BankEffectiveDate | |

| | | | |
|--------------|---|--|--|
| | VendorStamp | BankDateActivated | |
| Stamp Number | StampReplacement Vendor VendorStamp | NewStampNumber StampNumber StampNumber | |
| Stamp Number | StampReplacement Vendor | NewStampNumber StampNumber | |
| n/a | VendorStampHistory | VendorID | |
| n/a | VendorStampHistory | EventDate | |
| n/a | VendorStampHistory | StampNumber | |
| n/a/ | VendorStampHistory | EventType | |
| n/a | VendorStampHistory | Status | |

12.3 Terminate Stamp

There are times when some vendors may have more than one stamp issued (active at the same time). Because of this, it might become necessary to terminate a stamp but keep the vendor active. This dialog will allow the user to terminate a stamp that has been issued (and is active) to a vendor but is not the primary stamp. Because a vendor's primary stamp cannot be deleted, if a user attempts to terminate the primary stamp the replace vendor stamp number will need to be used, as described in this document . Once an active stamp has been terminated, the information will be sent to the bank for termination there as well. Depending on the way the dialog is invoked, the controls may differ in "add" mode vs. "view" mode. If the dialog is in the "add" mode, the controls default to blank unless otherwise noted. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read only. The Terminate Stamp dialog is invoked in response to the following user actions:

- Selection of the Terminate Stamp Event on the Events dialog as described in [Chapter 04 - Vendor Folder](#). The dialog will display in "add" mode.
- Selection of the Details button on the Event Log tab when a Terminate Stamp event is selected as described in [Chapter 04 - Vendor Folder](#). The dialog will display in "view" mode.

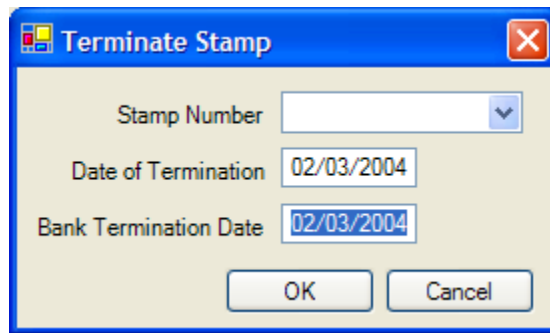


Figure 5 - Terminate Stamp Dialog (Add mode)

Error! Objects cannot be created from editing field codes.

Figure 6 - Terminate Stamp Dialog (View mode)

12.3.1 Controls

This section describes the behavior of the controls on the Terminate Stamp Dialog.

12.3.1.1 Stamp Number Dropdown

This control allows the user to select from the list of active stamp numbers. The dropdown will be active when the Terminate Stamp dialog is active. It will be a read only drop down list. It is filled from a list of issued stamps for the selected vendor and will display in numeric order. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

12.3.1.2 Date of Termination Masked Edit Box

This control allows the user to enter or view the date the stamp number will be terminated at the State Office. The dropdown will be enabled when the Terminate Stamp dialog is active. The masked edit box will be enabled when the Replace Vendor Stamp Number dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

12.3.1.3 Bank Termination Date Masked Edit Box

This control allows the user to enter or view the date the stamp number will be terminated at the bank. The dropdown will be enabled when the Terminate Stamp dialog is active. The masked edit box will be enabled when the Replace Vendor Stamp Number dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

12.3.1.4 OK Button

This control allows the user to instruct the system to terminate the selected vendor stamp exit the Terminate Stamp dialog. The OK button will be visible and enabled when the Terminate Stamp dialog is active and in “add” mode. Characteristics for the OK button are defined in *Consistencies*.

12.3.1.5 Cancel Button

This control allows the user to exit the Terminate Stamp dialog without saving the information. The Cancel button will be visible and enabled when the Terminate Stamp dialog is active and in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

12.3.1.6 Close Button

This control allows the user to exit the Terminate Stamp dialog. The Close button will be visible and enabled when the Terminate Stamp dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

12.3.2 Processing

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

12.3.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Terminate Stamp”
- In Add mode the Date of Termination and Bank Termination Date will default to the current system date. All other fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close button is not visible.
- In View mode the Close button is visible. The OK and Cancel buttons are not visible

12.3.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
 - Date of Termination Masked Edit Box
 - Bank Termination Date Masked Edit Boxthe system will invoke a standard error message with the text “An entry is required for the <control label>.”
- In a selection has not been made in one of the following controls
 - Stamp Number Dropdownthe system will invoke a standard error message with the text “A selection is required in the <control label>.”
- If an invalid date has been entered in one of the following entry fields
 - Date of Termination Masked Edit Box
 - Bank Termination Date Masked Edit Box

the system will invoke the standard error message with the text “Invalid date entered.”

- If the entry entered is less than the current system date in one of the following controls
 - Date of Termination
 - Bank Effective Date

the system will invoke a standard error message with the text “Date of Termination must be equal to or greater than the current system date.”

- If the date entered in the Bank Termination date is less than the Date of Termination, the system will invoke a standard error message with the text of “Bank Termination date must be equal to or greater than the Date of Termination.”
- If the stamp number selected for termination is the “Primary” stamp number for the vendor, the system will invoke a standard error message with the text “The selected Stamp Number is the primary Stamp Number for the Vendor. You must use Replace Stamp for the primary Vendor Stamp Number.”

12.3.2.3 Saving the Data

Upon successful completion of the above listed edits:

- The system will terminate the stamp.
- A Terminated Stamp event will be added to the Event Log of the Vendor. The Vendor Events tree view on the Event Log tab of the Vendor Folder will be refresh.
- A record is written to the VendorStampHistory table.
- The system will then invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#) to generate the Vendor Stamp Termination letter.

12.3.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Terminate Stamp dialog. The system will return the user to the Event Log tab of the Vendor Folder.

12.3.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Terminate Stamp dialog and will return the user to the Event Log tab of the Vendor Folder.

12.3.2.6 Data Map

| Control Label | Entity | Attribute | Business Rule Applicable |
|-----------------------|--------------------|-------------------------|---------------------------------|
| StampNumber | TerminateStamp | StampNumber | |
| Date of Termination | TerminateStamp | DateOfTerm | |
| Bank Termination Date | VendorStamp | DeactBankEffective Date | |
| n/a | VendorStampHistory | VendorID | |
| n/a | VendorStampHistory | EventDate | |
| n/a | VendorStampHistory | StampNumber | |
| n/a/ | VendorStampHistory | EventType | |
| n/a | VendorStampHistory | Status | |