

**Purchase Order MRP Update Utility
User Manual**

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Purchase Order MRP Update

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Purchase Order MRP Update Features

The Purchase Order MRP Update utility is designed to automatically update your purchasing data base based on information from your last MRP run. It is designed to eliminate the tedious hours of routine purchase order maintenance performed by the purchasing department after every MRP run.

Features:

- * You may utilize the Purchase Order MRP Update utility to perform one or all of the following functions:
 - Add new blanket releases to an existing blanket orders based on your MRP requirements
 - Add new purchase orders based on your MRP requirements
 - Update the purchase order latest date to the MRP need date
 - Cancel any open purchase order line items suggested by your MRP run
- * The utility contains various selection options to allow you only to process the vendors, buyers, class codes or part numbers you wish to process
- * The utility has common sense rules built into it to allow the user to eliminate any bogus MRP suggestions from updating your data base
- * The Purchase Order MRP Update utility may generates either a detail or summary report which you can send (email, fax, EDI, mail, etc) to your vendors for action.
- * A "simulation" option is available to the user to allow them to run the utility and examine what updates would occur without updating the data base. This allows the user to modify their parameters to get the most benefit as possible.

Benefits:

- Set up blanket purchase orders for your routine buys and allow the Purchase Order MRP Update utility to manage them for you
- Free your purchasing department from hours of routine maintenance each week.

Enhancements made to Release 3.5

Aggregation of MPS planned orders

MPS planned orders do not bucket themselves as MRP Planned orders do. Therefore it is possible to have multiple MPS planned orders for the same part and date. Since it would be illogical to launch more than one purchase order line item for the same part and date, the Purchase Order MRP Update program now aggregates MPS planned quantities for the same date.

New Past Due Date option when adding Purchase Orders

A new prompt has been added to the UT,495 program that appears if you will be adding purchase orders or releasing blankets:

WHEN ADDING PURCHASE ORDERS OR RELEASING BLANKETS
IF THE NEED DATE IS *BEFORE* TODAY, THEN:

1. SET THE PO DUE DATE TO THE NEED DATE
2. SET THE PO DUE DATE TO TODAY'S DATE
3. ENTER A DATE TO USE

OPTION(1)?

This prompt will prevent you from adding purchase orders that are past due at time of creation.

Buyer Code Selection Refinement

A new prompt was added if you are selecting by buyer code. The prompt is:

WHICH BUYER CODE DO YOU WISH TO SELECT BY:

1. PO AND ITEM MASTER BUYER CODE
2. ITEM MASTER BUYER CODE ONLY

OPTION(1)?

This prompt will assist users that only want to manipulate a group of parts based on the item master buyer code. Often purchase order buyer codes differ than how the item master is defined.

Enhancements made to Release 3.0

Visibility in Database of Purchase Orders added

The field POCOMM (commodity) in dataset POFIL is now set to the value 'UT495' when the utility program adds purchase order line items. This provides visibility as to which line items were added by the user, and which line items were added by the utility.

Vendor option displayed in headings

The option the user choose to select vendor numbers from the last po entered, or vendor numbers from the item master record, now appears in the heading of the summary report.

Enhancements made to Release 2.5**Support for MPS Planned orders**

Buy parts that are master scheduled (opcode = 4) are now supported by the Purchase Order MRP Update utility.

Beginning Action Date

We are supporting a 'frozen time fence' capability by adding a new prompt named Beginning action date. By entering a date to this prompt you can prevent and reschedule messages from being processed prior to this date, and any new purchase orders being added prior to this date.

Enhancements made to Release 2.0**New Purchase Order Creation and Vendor Selection Option**

A new prompt has been added to the utility:

```
WHICH VENDOR CODE DO YOU WISH TO USE:  
1.  VENDOR CODE OF THE LAST PURCHASE ORDER ADDED  
2.  VENDOR CODE OF THE ITEM MASTER (ONLY COPY PO' S)  
3.  VENDOR CODE OF THE ITEM MASTER (CREATE PO' S)  
OPTION(1)?
```

If you select option number 2, the utility will use the vendor code of the item master for the purchase order if an item master vendor code exists. Option number 3, is a new feature which will allow you to create a purchase order for the part, even though a previous purchase order is not on file. The vendor code from the item master and the vendor master defaults are used to create the purchase order.

New Exception Report

The utility now captures planned order messages that were not processed, and prints them on the final page of the report. The errors and exceptions may be caused by blanket purchase orders being exhausted, a previous purchase order not existing on the system, a vendor code not on the item master, etc.

Purchase Order Description File Added

The utility has been enhanced to add a record to the purchase order description file (PODSFIL), which will contain the item master description of the part being added. This description will appear when purchase orders are printed (UT, 430) and within TR, 440.

Interplant Purchase Order Support

The utility will now create interplant purchase orders. If the vendor code selected is a type 7 vendor, then the purchase orders will be added as type 21 purchase orders (interplant) instead of type 1 (regular) purchase orders.

UT,495 Purchase Order MRP Update Utility

This command is used to update the purchase order files based on the results of the last MRP run. This command performs one or all of the following functions:

1. Update the latest date on the purchase order line item to the MRP reschedule date.
2. Update the line status of the purchase order line to cancel on purchase orders MRP suggests to cancel.
3. For planned order suggestions will enter a blanket release against an open blanket purchase order for the part number
4. Allow you to create a brand new purchase order for the planned requirement using a template of the last purchase order placed for the part number.

Two formats of reports may be generated:

1. The Vendor action detail report lists one page for each purchase order and part number. This document will list any of the line items that have been rescheduled or cancelled, and any new blanket releases for the part. If you are adding new purchase orders, it will create a document listing the new purchase order. This report is designed to be forwarded (faxed, mailed, e-mailed) to your supplier.
2. The summary report allows you to list what orders have been rescheduled, cancelled, blanket released, or new purchase orders added in a summary format for internal use.

Prompts

Displays output options.
OPTION (0)?

UPDATE LATEST DATE WITH MRP NEED DATE (Y)?

If you respond 'Y' to this prompt, the following prompts will appear:

HOW MANY DAYS LEEWAY TO YOU WANT TO ALLOW (0)?

If MRP suggests rescheduling a purchase order, and the order falls within the number of days you enter, the purchase order latest date will not be updated.

IF MRP SUGGESTS A NEED DATE BEFORE TODAY:

1. DO NOT UPDATE THE LATEST DATE
2. UPDATE THE LATEST DATE
3. SET THE LATEST DATE TO TODAYS DATE

OPTION(1)?

To eliminate the potential of a purchase order being rescheduled to a date that is before today, you have the option of ignoring the mrp suggestion, going ahead and updating the purchase order latest date with the past due date, or setting the purchase orders latest

date to today. This option is designed to allow you to control creating past due purchase orders.

MAXIMUM NUMBER OF DAYS TO PUSH/PULL THE LATEST DATE?

This prompt is to allow you to bypass any MRP suggestion that will move the purchase order date forward or backward a given number of days. For example, if you answer 60 to this prompt, the most a purchase order latest date could be moved would be 2 months forward or backward. We recommend you answer this prompt with a number that is appropriate for your environment. If you press return (no limit) you may possibly change the latest dates to a value way in the future (ie. 99/99/99)

CANCEL PO LINE ITEMS MRP SUGGESTS (Y)?

If you respond 'Y' to this prompt, the system will scan the purchase order lines looking for MRP need dates of 99/99/99 (cancel). It will then set the po line status of these orders to cancelled.

RESCHEDULE/CANCEL WHICH TYPES OF PURCHASE ORDERS:

1. BLANKET PURCHASE ORDERS ONLY
2. REGULAR PURCHASE ORDERS ONLY
3. BLANKET AND REGULAR PURCHASE ORDERS ONLY.

OPTION(3)?

If you will rescheduling or cancelling purchase order line items, this prompt will allow you to limit the rescheduling to blankets only or regular purchase orders only.

ADD BLANKET PURCHASE ORDER RELEASES (Y)?

If you respond 'Y' to this prompt, the system will read the MRP planned order file (MRPPLAN) and extract suggestions on parts to purchase. The purchase order files are searched for a blanket purchase order for the part number, and if one is found, a release is performed for the MRP suggested quantity and date.

ADD NEW PURCHASE ORDERS (Y)?

If you respond 'Y' to this prompt, the system will read the MRP planned order file (MRPPLAN) and extract suggestions on parts to purchase that do not have an open blanket purchase order. The purchase order files will be searched for the most recent time this part was purchased. If one a previous purchase was found, a new purchase order is added for this part, based on the MRP suggested quantity and date. The vendor, price and other static information is extracted from the most recent previous purchase order.

If you responded 'Y' to adding new purchase orders or releasing blanket purchase orders, the following prompt appears:

WHEN ADDING PURCHASE ORDERS OR RELEASING BLANKETS

IF THE NEED DATE IS *BEFORE* TODAY, THEN:

1. SET THE PO DUE DATE TO THE NEED DATE
2. SET THE PO DUE DATE TO TODAY'S DATE
3. ENTER A DATE TO USE

OPTION(1)?

If MRP's need date is before today, then you could add a purchase order that is past due at time of creation. By using option 2, you can set the purchase order due date to today, instead of a past due date. Using option 3 will allow you to enter a date a few days in the future to use.

If you responded 'Y' to adding new purchase orders:

NEW PURCHASE ORDER OPTION:

1. CREATE ONE PURCHASE ORDER FOR EACH PART
2. CREATE ONE PURCHASE ORDER FOR EACH VENDOR

OPTION(1)?

The Purchase Order MRP Update utility will summarize all of the new requirements by vendor number and create a single purchase order with multiple lines if you select option number 2. The default is to create one purchase order with one line item per part number.

WHICH VENDOR CODE DO YOU WISH TO USE:

1. VENDOR OF THE LAST PURCHASE ORDER ADDED
2. VENDOR CODE OF THE ITEM MASTER (ONLY COPY PO'S)
3. VENDOR CODE OF THE ITEM MASTER
(ALLOW CREATION OF PO'S FROM SCRATCH)

OPTION(1)?

When adding new purchase orders, the vendor code and other pertinent information is derived from the date of last purchase. If you respond with a '2' to this prompt, the primary vendor code will be used in lieu of the vendor it was last purchased from. If the primary vendor code is blank, it will continue to use the vendor code from the last purchase. If you select option number 3, the system will create a new purchase order for the part if a previous purchase order for the part is not found in the system. In this case, the vendor code from the item master record is used, along with the defaults from the Vendor Master file.

BEGINNING ACTION DATE?

This date is used to establish a frozen time fence. If you do not want any orders to be added prior to a given date, or any reschedule messages to be processed prior to a given date, enter that date here. If you do not have a frozen time fence, enter a zero to this date, and all orders and reschedule messages will be processed.

If you are adding blanket releases or new purchase orders,

the following prompt appears:

ENDING ACTION DATE?

Enter how far in the future to add or release purchase orders based on the MRP suggested action date

REPORT OPTION:

1. VENDOR ACTION DETAIL REPORT
 2. SUMMARY REPORT
 3. SIMULATION SUMMARY REPORT (DOES NOT UPDATE THE DATA BASE)
- OPTION(1)?

Enter the report format you wish to select. We recommend you begin with the summary report in simulation mode, until you are comfortable with the parameters you will be running. The select option number 1 or 2 to update the data base. Please be aware that the Vendor Action Detail report is one page per part number and could be voluminous.

If you selected option 1, the following prompt appears:
EXTENDED DESCRIPTION CODE FOR ACTION REPORT?

The extended description of the part you are purchasing is displayed on the vendor action detail report. Since you may have multiple extended descriptions for a part, this prompt allows you to choose which one to print. The default is blanks.

SELECTION OPTIONS:

1. ENTER SELECTED / EXCLUDE SELECTED VENDOR(S)
 2. ENTER A SELECTED BUYER CODE(S)
 3. ENTER SELECTED / EXCLUDE SELECTED CLASS CODE(S)
 4. ENTER A SELECTED PART NUMBER(S)
 5. SELECT ALL MRP SUGGESTIONS
- OPTION(5)?

This prompt allows you to select specific vendors, buyer codes, class codes, or part numbers. You may enter up to twenty different codes per report. To select all records, enter option 6. If you entered options 1 through 5 one of the following prompts will appear:

Option 1:

VENDOR CODE OR SEARCH STRING?

Our software allows you to enter either the vendor number or the first few characters of the vendor name. If you enter the vendor name, it will display the vendor information it matches upon, or if there is more than one match, which vendor code from the list to choose from.

Option 2:

WHICH BUYER CODE DO YOU WISH TO SELECT BY:

1. PO AND ITEM MASTER BUYER CODE
2. ITEM MASTER BUYER CODE ONLY

OPTION(1)?

This prompt will assist users that only want to manipulate a group of parts based on the item master buyer code. Often purchase order buyer codes differ than how the item master is defined.

BUYER CODE?

Enter a selected buyer code from the item master record or purchase order.

Option 3:

CLASS CODE GROUP(1)?

Enter the class group group (1, 2, 3 or 4) you will be entering class codes for.

CLASS CODE?

Enter the class code from the item master record to select.

Option 4:

PART NUMBER?

Enter the part numbers you wish to select

After entering up to 20 of the above codes, press 'E' or return to continue.

Files Accessed

IM	Item master file
MRPPLAN	MRP Planned order file
PODSFIL	Purchase order description file (updated)
POFIL	Purchase order detail file (updated)
POMAS	Purchase order master file (updated)
VNDMAS	Vendor Master file

Special Considerations in Simulation Mode

If you have more than one blanket release on a single line item it may appear on the report with the same line number. This is because the program looks at the 'last blanket line item' released field and increments it as it moves forward. Since we do not update the data base in simulation mode, the 'last blanket line item' field stays the same throughout the process. This may appear to the user that the utility is assigning the same line number when performing blanket purchase orders. In reality when the user runs the utility in 'update' mode, the blanket line numbers will update correctly.

Report Format

Summary Report

Buyer Code

Vendor number

Purchase Order

Purchase Order line number

Part Number

Old latest date (if a reschedule)

New latest date (if a reschedule or cancellation)

Quantity (quantity on order if it is a reschedule, or quantity released on the blanket, or added)

Unit of Measure

Price

Extended Price

Message - will be one of the following:

LATEST DATE UPDATED - for reschedule messages

LINE ITEM CANCELLED - for MRP suggested cancellations

BLANKET RELEASED - for blanket order releases

NEW PO LINE ADDED - for newly added purchase orders

Vendor Action Detail Report

Purchase order number

Vendor name and address

Vendor contact name

Vendor Fax number and phone number

Vendor code

Part number and description

Extended description for part number

Purchase order line number

Release quantity (quantity ordered)

Due date from - old latest date

Due date to - new latest date

Exception Report

The following error/warning messages appear on the exception report:

NO RELEASES AVAILABLE - Blanket has no more lines available to make a release

NO LINES AVAILABLE - Purchase order exceeds 327 lines

WARNING - BLANKET IS EXHAUSTED - The utility released as much of the quantity on the blanket that was remaining but did not release the full amount that the MRP planned order requested

NO PREVIOUS PO TO COPY FROM - The utility did not find any previous purchase orders on file for this part

NO VENDOR CODE IN IM RECORD - The utility did not find

a previous purchase order and the vendor code
in the item master record was blank

```
*****
* Example of the prompts and options available when *
* running the Purchase Order MRP Update utility to *
* reschedule purchase order latest dates, release *
* new blanket purchase order line items, and add *
* new purchase orders to the system. *
*****
```

COMMAND (TEST, MG, 0)? U, 495

*

Purchase order MRP update utility (v1.0)

ENTER DESIRED OUTPUT OPTION:

0. LINE PRINTER
1. TERMINAL, 132 COLUMNS
2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
OPTION (0)? 1

UPDATE LATEST DATE WITH MRP NEED DATE (Y)? Y *

HOW MANY DAYS LEEWAY DO YOU WANT TO ALLOW (0)? 3

IF MRP SUGGESTS A NEED DATE BEFORE TODAY, HOW DO YOU WISH TO PROCEED:

1. DO NOT UPDATE THE LATEST DATE
2. UPDATE THE LATEST DATE
3. SET THE LATEST DATE TO TODAY'S DATE
OPTION (1)? 1

MAXIMUM NUMBER OF DAYS TO PUSH LATEST DATE OUT (C/R = NO LIMIT)? 60

CANCEL PO LINE ITEMS MRP SUGGESTS (Y)? Y *

RESCHEDULE/CANCEL WHICH TYPES OF PURCHASE ORDERS:

1. BLANKET PURCHASE ORDERS ONLY
2. REGULAR PURCHASE ORDERS ONLY
3. BLANKET AND REGULAR PURCHASE ORDERS
OPTION(3)? 3

ADD BLANKET PURCHASE ORDER RELEASES (Y)? Y *

ADD NEW PURCHASE ORDERS (Y)? Y *

NEW PURCHASE ORDER OPTION:

1. CREATE ONE PURCHASE ORDER FOR EACH PART
2. CREATE ONE PURCHASE ORDER FOR EACH VENDOR
OPTION(1)? 1

ENDING ACTION DATE? 1/1/98 *

REPORT OPTION:

1. VENDOR ACTION DETAIL REPORT
2. SUMMARY REPORT
3. SIMULATION SUMMARY REPORT (DOES NOT UPDATE THE DATA BASE)
OPTION(1)? 2

SORT OPTION:

1. BUYER CODE, VENDOR CODE, PART NUMBER
2. BUYER CODE, PART NUMBER
3. VENDOR CODE, PART NUMBER
4. PART NUMBER
5. CLASS CODE, PART NUMBER
OPTION(1)? 1

SELECTION OPTIONS:

1. ENTER SELECTED / EXCLUDE SELECTED VENDOR(S)
 2. ENTER A SELECTED BUYER CODE(S)
 3. ENTER SELECTED / EXCLUDE SELECTED CLASS CODE(S)
 4. ENTER A SELECTED PART NUMBER(S)
 5. SELECT ALL MRP SUGGESTIONS
- OPTION(5)? 5

GATHERING RESCHEDULE INFORMATION...

RESCHEDULE RECORDS PROCESSED: 3

SEARCHING FOR BLANKET/REGULAR PURCHASE ORDERS...

NEW BLANKET RELEASES: 119

SEARCHING FOR 2 REGULAR PURCHASE ORDERS..

NEW PURCHASE ORDER LINES ADDED: 2

 * Example of the Summary report listing a new po added, blanket releases, and a latest date being updated *

TUE, MAR 11, 1997, 3:30 PM

MRP PURCHASE ORDER UPDATE

PAGE NO: 1

SORTED BY BUYER, VENDOR, PART

UPDATE LATEST DATE WITH MRP NEED DATE: Y

CANCEL PO LINE ITEMS: Y

RESCHEDULE / CANCEL: REGULAR/BLANKET PO

=====

NUMBER OF LEEWAY DAYS: 3
 MAX NO OF DAYS TO PUSH/PULL LATEST DATE: 60
 UPDATE IF MRP NEED DATE IS BEFORE TODAY: NO

ADD BLANKET PO RELEASES: Y
 ADD NEW PURCHASE ORDERS: Y
 END DATE: 01/01/98

BUYER CODE	VENDOR	PURCHASE ORDER	LINE	PART NUMBER	OLD LATEST	NEW LATEST	RELEASE QUANTITY	UM	PRICE	EXTENDED PRICE	MESSAGE
DB	ASHLAND CHEMICAL CO			STEARYL ALCOHOL							
DB	01049	DP48733	1.29	19207-5	03/17/97	03/17/97	120.00	LB	1.140	136.80	BLANKET RELEASED
DB	01049	DP48733	1.30	19207-5	03/24/97	03/24/97	333.00	LB	1.140	379.62	BLANKET RELEASED
DB	01049	DP48733	1.31	19207-5	04/01/97	04/01/97	78.00	LB	1.140	88.92	BLANKET RELEASED
DB	01049	DP48733	1.32	19207-5	04/07/97	04/07/97	270.00	LB	1.140	307.80	BLANKET RELEASED
DB	CI BA ADDITIVES			STEARIC 1076 FF							
DB	01124	D048702	2.10	19005-1	03/25/97	03/25/97	76.00	LB	3.100	235.60	BLANKET RELEASED
DB	01124	D048702	1.23	COLORANT CGT P 19006-1	03/25/97	03/25/97	142.00	LB	11.380	1615.96	BLANKET RELEASED
DB	01124	DP48722	1.17	COLORANT P CG 19006-5	03/17/97	03/17/97	29.00	LB	11.380	330.02	BLANKET RELEASED
DB	01124	DP48722	1.18	19006-5	03/24/97	03/24/97	127.00	LB	11.380	1445.26	BLANKET RELEASED
DB	01124	DP48722	1.19	19006-5	04/01/97	04/01/97	31.00	LB	11.380	352.78	BLANKET RELEASED
DB	01124	DP48722	1.20	19006-5	04/07/97	04/07/97	26.00	LB	11.380	295.88	BLANKET RELEASED
DB	JOHNSON AGA CANADA INC.			STYRENE LIGHT STABIL							
DB	01342	101091	1.00	18333-1	03/10/97	03/10/97	1.00	LB	2.360	2.36	NEW PO LINE ADDED
DB	M A HANNACOLOR			OXIDIZER ACY WHT 25/1 LDR							
DB	01857	D048747	7.01	14316-1	03/10/97	03/10/97	1343.00	LB	2.290	3075.47	BLANKET RELEASED
DB	01857	DP97113	8.04	PVC 3226 RED 18854-5	03/13/97	03/13/97	57.00	LB	6.090	347.13	BLANKET RELEASED
DB	01857	DP97113	8.05	18854-5	03/20/97	03/20/97	880.00	LB	6.090	5359.20	BLANKET RELEASED
DB	HAMPSHIRE CHEMICAL CORP			STEARYL PROPIONATE							
DB	04613	DP48727	1.29	19208-5	03/17/97	03/17/97	144.00	LB	3.000	432.00	BLANKET RELEASED
DB	04613	DP48727	1.30	19208-5	03/24/97	03/24/97	287.00	LB	3.000	861.00	BLANKET RELEASED
DB	04613	DP48727	1.31	19208-5	04/01/97	04/01/97	52.00	LB	3.000	156.00	BLANKET RELEASED
DB	04613	DP48727	1.32	19208-5	04/07/97	04/07/97	214.00	LB	3.000	642.00	BLANKET RELEASED
DB	04613	DP48727	1.33	19208-5	05/01/97	05/01/97	24.00	LB	3.000	72.00	BLANKET RELEASED
DB	DUPONT CO			LUBRICANT GR							
DB	06272	D048700	1.30	19008-1	03/25/97	03/25/97	2023.00	LB	4.400	8901.20	BLANKET RELEASED
DB	SMITH CONSTRUCTION PRODUCTS			DEC GABLE VENT RECTANGLR 16X22							
DB	CONGCP	D048800	2.03	871001-1-10	03/23/97	03/23/97	18.00	CT	107.500	1935.00	BLANKET RELEASED
DB	CONGCP	D048800	5.03	DEC GABLE VENT OCTAGON 16" 871004-1-10	03/18/97	03/18/97	18.00	CT	99.500	1791.00	BLANKET RELEASED
DB	CONGCP	D097160	8.02	DEC GABLE VENT HALF RND 22X34 871007-1-10	03/18/97	03/18/97	18.00	CT	197.500	3555.00	BLANKET RELEASED
DB	OPTICOLOR INC			COLORANT 50181 (CTNS)							
DB	OPT926	DX68498	1.00	20913-5	03/20/97	03/27/97	150.00	LB	1.890	283.50	LATEST DATE UPDATED

 * Example of the Vendor Action Detail report displaying *
 * the blanket releases requested by MRP and added to the *
 * purchase order automatically. *

THU, MAR 20, 1997, 2:44 PM PURCHASE ORDER NUMBER: DP48437-7

UNI SOURCE CONTACT: MARK PHELPS
 4259 DELP ST FAX NO : 901-360-0772
 PO BOX 18448 PHONE : 901-541-6216
 MEMPHIS TN VENDOR : UNI 381

PART NUMBER: 18869-5 NYLON BAG 1.75 MIL

EXTENDED DESCRIPTION:

LINE NO	RELEASE QUANTITY	---- DUE DATE ----	** = NEW RELEASE
		FROM TO	
** 1.14	1361.00	03/24/97	
** 1.15	295.00	04/01/97	
** 1.16	1747.00	04/07/97	
** 1.17	247.00	05/01/97	