Customer Orders

Passport Business Solutions ™

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If you have any comments about this guide, please send your feedback to:

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Table of Contents

Understanding Customer Orders

This chapter contains the following topics:

Product Description

PBS Manufacturing Customer Order Processing helps you to easily enter and bill customer sales orders for your products, display or print information about open or closed customer orders, print various summary and detail sales and backlog analysis and report management summary statistics about current period orders, sales and delivery performance. Supporting programs allow you to define product pricing and sales commission variables.

If you manufacture all or some products only when you receive Customer Orders, the sales order entry function allows you to easily create Shop Orders from the Customer Order item records entered. You may thereby automatically establish an Inventory Management supply order that matches the new demand order entered in Customer Order Processing.

Order entry of standard product "assortments" or "kits" is another option provided if you maintain bills of material with the PBS Manufacturing Product Definition & Costing Package. This feature allows you to enter and bill a single "assortment" item number which actually consists of separate component items sold as a package or kit. If you ship the assortment from stock, each of its components is automatically issued from inventory.

Lookup or report sequencing of order data by Customer and Purchase Order Number, as well as by internal Order Number, is another convenient feature.

Functions

Major functions of PBS Manufacturing Customer Order Processing include:

- Sales order entry, including printing of customer order packing/picking lists for the orders you enter. The entry process includes automatic pricing and sales commission calculation, and customer credit checking.
- Quotations entry and printing for standard products. Quotes may be subsequently converted to orders.
- Order billing to include invoice printing and automatic posting of invoice data to Accounts Receivable, Inventory Management and Customer Order sales history. Optional printing of shipping labels and product certifications is also provided.
- Detail backlog and customer order history reporting, to include a variety of inquiry display and printed report sequences.
- Summary and detail sales analysis reports by customer, item, and sales rep.
- Management summary reporting of current order backlog, new order bookings, shipment dollars, and on-time delivery performance.

Supporting programs include maintenance of item prices, price discounts, salesman commission rates, sales account numbers, and product certifications text. Other programs allow you to easily update shipment schedule and promise dates, and to transfer inventory from production work-in-process or from stock to Shipping department work-in-process prior to shipment.

Orders, Billing, Pricing, Commissions and Reporting

Customer Order Processing is a powerful order entry and tracking system. It offers detailed backlog and sales reporting allowing the user to get information quickly and in useful formats. Complete sales analysis reporting is also available within this module.

Sales Orders

A sales order is the order you place in the system when a customer places an order with you. You will ship and invoice the product using this order.

Entering Sales Orders

Sales orders are entered in C/O Sales Order (Enter). Order numbers may be user defined or automatically defined by the system.

When you begin entering an order, you are asked what type of order you are entering. There are several types of sales orders which can be entered. Type "O" is for ORDER, which represents a standard sales order that will be shipped at any point in time. Type "I" is for INVOICE. This may be used if, for instance, you have some counter sales and need to enter the order and print the invoice immediately. When you choose type "I" you don't have to select the order for billing to print the invoice. It's considered as "selected" upon entry. Type "C" is for CREDIT MEMOS. Credit memos are used to handle product being returned to you or for handling refunds. This too is considered "selected at the time of entry and will print automatically in your next invoice run. Type "Q" is used for entering and printing QUOTES. Quotes have no impact on your actual on-order or demand information and can be converted into an order at a later time.

Next you will be prompted for the customer number and ship to address. If you don't define a ship to address the customers bill to address will be used automatically. From here on the defaults from customers will be used to fill in the other items on the screen with a few exceptions.

The next screen allows you to add line items to the order. All order lines have a "scheduled ship date" associated with them. This is the date PBS Manufacturing uses to plan the delivery of the product. Shop orders will be scheduled to be completed on time to make this delivery unless you specify otherwise. If you are entering order type "O" and have the Shop Order option turned on in C/O Control information, you will even be given the option to create shop orders for each sales order line item. Answering "Y" to the shop order question will create a shop order record automatically. This is very useful in a make to order environment.

The third and final screen allows you to establish overall order discounts, to split commissions among multiple sales reps, and you can even define overall order comments.

Standard order comments can be established and copied in automatically if you wish. Enter these in the C/O Master Information Default Comments program. They will be copied into the order automatically saving your order entry clerks time.

Commissions

Commission may be tracked in PBS Manufacturing and Accounting if the programs a structured to do so during setup. There are two ways to calculate commission:

- At the time of billing.
- At the time of payment

Either method will automatically calculate commission and post this to the A/R Commissions.

If using option 1, you must establish your commission rates in C/O Master Information Commission Rates program. You can establish commission to be calculated on sales or on gross profit. Using option 2 requires some setup in the Accounts Receivable module. Speak to your PBS Manufacturing support Representative for assistance on the setup of either method.

Sales Reporting

Open sales order demand is called "Backlog" in PBS Manufacturing. You may obtain backlog reports in PBS Manufacturing C/O Reports, Orders menu. The backlog reports may be printed in several ways to help you manage your shipping and production schedules.

A popular display in PBS Manufacturing Customer Order processing module is the C/O Displays Shipment Status. This program allows you to quickly determine the status of a customer order including information such as date shipped, invoice #, and carrier. You may look up the status of an order by your order number, or by your customers account and their PO#. This makes finding the status of an order a quick and easy process.

There are also several sales analysis reports available in PBS Manufacturing. Many of them offer multiple options for sorting and printing. This allows you great flexibility for reviewing your sales figures. These reports are available under the C/O Reports Sales Analysis menu. Take some time to review the different options to determine which reports will be most useful for your company.

Billing

All billing functions are performed under the C/O Billing menu. Most companies proceed in the following manner:

1. Select sales orders that are shipping or have already shipped for billing.
2. Print the Billing Edit List. Review this report to ensure there have been no mistakes during the selection process.
3. Print Invoices. Be sure to wait until the invoices have all printed successfully before answering the question "Invoices printed OK?". It's very easy to wait and say "N" that they did not print correctly and simply reprint. If you don't wait, and a print run needs to be redone, you will have to cancel your selections and start the process over. NOTE: If you wish to send electronic invoices via e-mail, simply print them one at a time. When asked if you would like print an HTML document, simply answer Y and provide the name of the document and where you'd like to save it. As soon as the document has been saved, click in the e-mail button on the toolbar at the top of the PBS Manufacturing screen. Select who you'd like to send the invoice to, enter a subject, enter in any text you'd like to add to the body of the e-mail, and attach the document you saved. Click send, and

your customer will receive their invoice in seconds! This method also applies to printing Quotes and Acknowledgments.

4. Finally, post your invoices. This process will update many different files (or SQL tables) depending on how the system is being used. Some of the files that may be updated include Item Masters, On-hand Detail, Customer files, Invoice History and more. With the PBS accounting modules, the posting process also updates associated Accounts Receivable and General Ledger interface data. The open items will be aged and all payments will be processed in the A/R module.

There may be some variations to the process described above depending on your company. Again, this is merely a guide by which you can establish your own internal practices.

Pricing/Special Pricing

PBS Manufacturing allows great flexibility in establishing special prices for customers. You can get as detailed as having a unique price for every sold product for every customer or as simple as having a percentage discount by customer type.

Standard "list prices" are entered in the item master records. These may then be used to establish special pricing through quantity price breaks, percentage discounts, etc. These functions are typically performed in the C/O Item Prices menu.

There are various programs available here. "Item master sales data" allows you to maintain your sales information in an item master record. "Update list prices" is used to automatically update item master prices in mass. This can save you much time in changing your current prices. "Special prices by customer" allows you to establish special list prices or quantity price breaks by customer. "Special prices by customer type" allows you to establish special prices and quantity price breaks by customer type providing you have established customer types in customer records. "Update special prices" allows you to update your special prices in mass. You may define a percentage increase/decrease, or use a price to cost ratio. There is one additional place special prices may be established. There is a program under C/O Master Information called "Price discounts". This program allows you to establish discounts for certain customer types and product categories. Unlike the other special pricing programs, this allows you to establish an actual percentage discount off of the list price.

The next logical question is "How are the special prices used by PBS Manufacturing?" When entering an order, special prices are checked to see of there are any pricing rules established for the customer or item in question. If there are, the special price will be used in the order and a small notation will be visible on the screen informing you the price being used is a special one. If no matching special price is found, the list price in the Item Master record will be used.

Integration

In addition to maintaining a unique data base of customer orders, sales history, and related files, Customer Order Processing also uses and updates data in PBS Manufacturing Inventory Management. PBS Accounts Receivable data is used and updated. For example, the programs to enter Customer Orders use A/R Customers and I/M Item Masters. Programs that bill Customer Orders and print invoices automatically post invoice information to Accounts Receivable and to item inventory and sales statistics in Inventory Management.

Key Words and Concepts

To understand how to use the Passport Business Solutions Customer Orders, you should understand some key concepts and words that are used in this module.

Clear

To clear means to mark an entry as having been recognized and recorded by the bank.

In the case of a check that you write, a check that is cleared is received and recognized by the bank as valid. The bank transfers money from your checking account to the bank in which the payee deposited it (the payee is the person or company to whom you wrote the check).

In the case of any other entry, e.g., a deposit, bank charge, etc., the bank recognizes the deposit or charge and updates your account in its own records.

At the point that an entry is cleared, your account balance (the amount of money you have in your checking account) is changed accordingly.

Transactions

As used in accounting, transaction refers to a business event involving money and goods or services. For example, a transaction occurs each time you put gas in your car, since you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events that have already taken place, in the Passport Business Solutions software, transaction means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable. The records of quantities of goods received or sold are transactions from the area of accounting called inventory control.

In the Passport Business Solutions software, when a transaction is entered into the system it is often referred to as an entry.

Accounting

Accounting is the function, which provides quantitative information about economic entities through the collection, categorization, and presentation of financial records.

General Ledger Account Number

General Ledger account numbers are often formatted as cost centers, main accounts, and subaccounts with each part or segment classifying transactions in different ways. The Passport Business Solutions allows General Ledger account numbers to be configured in a variety of formats to suit the varying needs of different enterprises. Most examples used in the documentation are in Dept.-Main-Sub format. Refer to the *Company Information* chapter in the *PBS Administration* documentation for more information on account number setups or a complete explanation of possible account number arrangements

Cost centers are generally used to gather transactions by lines of authority and responsibility (such as division or department). Main accounts are used for primary designations (such as separating wage expense, rent expense and tax expense). Subaccounts are used to keep separate items in the same general ledger main account (such as notes due to different banks).

The minimum format in the Passport Business Solutions is a single segment account number consisting of a four-digit account number. The maximum format is a four segment account number. When four segments are used, they are sequenced as two cost centers (such as division and department), main account and subaccount. The full account number may not exceed 17 characters, including the characters in all the segments and required separators between segments. Except for the main account, the segments may be omitted or designated in length from one to eight characters. The main account must be from four to eight characters. Use of letters is allowed on a segment-by-segment basis.

The layout of examples in the documentation is normally Dept.-Main-Sub. The setup is xxx-xxxxx-xxx (dept. of three digits, a dash, main of five letters and subaccount of three letters).

Cost Centers

Refer to the *Cost Center/Sub Accounts* chapter in the *System* documentation for information concerning Cost Center numbers.

Accounts Receivable

Accounts Receivable pertains to sales made by your company and the amount of money it is owed.

Accounts Payable

Accounts Payable pertains to purchases and disbursements made by your company and the money your company owes.

Payroll

Payroll defines the wages you pay as an employer to your employees.

Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of information (within large masses of information), and to be able to process it logically, information must be organized in some predictable way. The Passport Business Solutions accounting software organizes your information for you automatically as it stores it on your disk.

There are five terms you should understand about the way the information is organized:

Character

A character is any letter, number, or other symbol you can type on your computer keyboard.

Field

A field is one or more characters representing a single piece of information. For example, a name, a date, and a dollar amount are all fields.

Record

A record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the customer record. Using an SQL system a record is known as a row.

Entry

A record in a data file is often referred to as an entry.

Data File

A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data).

Customers in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer. Using an SQL PBS system a data file is known as a table.

Each file is kept separately from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to *file* in this User documentation refer to data file unless specifically stated otherwise.)

Purge

When you purge a file, you permanently remove information from that file. Once the information is purged, it cannot be recovered.

Compress

Compress means to make smaller. The *compress* selection reduces the number of records in a file by adding the dollar amounts of several cleared entries together and creating a single balance forward entry with the same total amount.

Help

Help refers to descriptions of functions which appear on the screen. The help text gives you a quick reference to the highlights of functions while you are running the application.

Select <Ctrl>+<F1> to access help on the graphical mode screens. Select the <F8> key on character mode screens.

ODBC

(pronounced as separate letters) ODBC is short for Open Database Connectivity. ODBC is a "pipe" that connects data from Passport Business Solutions files to popular ODBC compliant spreadsheet and reporting applications like MS Excel, Access and Crystal reports. ODBC requires a separate purchase. XDBC™ is the product name that allows PBS to interface with your data via ODBC.

Look-ups

Look-ups refer to a list of available entries for a particular field. There are two kinds of lookups: Data Lookup and Date Lookup.

Data Lookup

Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note	In character mode, depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Spool

SPOOL is a computer term meaning to Save Printer Output Off-Line. Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file, which is usually a lot faster.

When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

Getting Started

This chapter contains the following topics:

PREPARING TO USE CUSTOMER ORDERS

Before getting started, ensure that the Customer Orders software is installed on your computer. Refer to the Passport Business Solutions *PBS Administration* documentation to install the C/R module before proceeding.

Also, you may want to familiarize yourself with the main features of this module by reading the Understanding Customer Orders chapter in this documentation.

Your Accountant

You should consult with your accountant before using Passport Business Solutions software. Your accountant should be familiar with your accounting software and can advise you on converting from your existing order entry system.

Inventory Management and Customer Orders

You must set up the I/M and A/R modules first. Enter control information, item types, warehouses cost categories, and product categories in I/M first, so that you can correctly enter items into I/M. Customers and associated tax codes from A/R are used in processing orders in O/E.

If you will use the "product assortment" entry feature of Customer Orders, use the PBS Manufacturing Product Definition & Costing application to load Bills of Material.

The Customer Orders Control information

The Customer Orders Control information contains controls, which you must enter. This information defines which other Passport Business Solutions modules you are using and how Customer Orders is used.

STARTING CUSTOMER ORDERS

The remaining chapters describe, in detail, the functions of the Customer Order Processing package. For each program, you are shown how to select the program from a menu, what the program does, and how to enter required data.

The first Customer Order Processing functions described are presented in the order in which you should use them when first setting up the system. These are the procedures required to set up some of the files used by other programs in this system.

Set Up of System Information

Install PBS along with the Customer Orders application.

Following the install of PBS, Do these steps:

Step	Description
1	Study the PBS general features in the *System User* documentation.
2	Start C/O using the instructions in the Using Customer Orders chapter in this documentation.
3	Company information is set up for you as part of the installation procedure. Use Company information on the CTL menu to modify the Company controls. Refer to the *Company Information* chapter in the *PBS Administration* documentation.
4	If you are using sub accounts, enter them using the CTL menu selection *Profit centers / Sub accounts*. Enter your valid G/L accounts, using *Valid G/L accounts*. If you are also using the Passport Business Solutions General Ledger, you can enter your Chart of Accounts first, then use Setup valid G/L accounts within G/L to transfer accounts to the Valid G/L Accounts.

Setup Other Manufacturing Modules

Related steps required prior to using all functions of the PBS Manufacturing C/O package are:

Load the Accounts Receivable Customers, A/R accounts, Bank accounts, Sales reps, Ship-via, Tax codes and Terms codes.

Load the Item Masters and related "codes" in PBS Manufacturing Inventory Management. You don't have to load all component and raw material items to use the C/O package, but you will need to create Item Masters with sales price data for the products that you sell.

If you will use the "product assortment" entry feature of Customer Order Processing, use the PBS Manufacturing Product Definition & Costing package to load assortment Bills of Material.

Before you begin to enter data for Customer Order Processing, read the related chapters of this documentation.

Set Up Customer Order Processing

You should setup data in the following order before you proceed with the other functions of this package.

Build the C/O *Control information*.

Build the Valid Customer Types.

If you use sales rep commissions, build the Commission Rates.

If you use item Price Discounts, build Price Discounts.

If you use product certifications documents, build Standard Certifications.

If you use more than one sales or credit memos account number, build Sales Accounts.

Build the Ship-To Addresses.

If you use Item Quantity Price Breaks, or you have established Item/Customer Contract Prices, use the Item Prices function to build the special prices

After completing the preceding lists of tasks, there are alternative approaches to implementing the remaining Customer Order Processing functions. You may start entering only new customer orders to this system, or may wish to also load some or all of your order backlog to the new system. An installation approach and timetable tailored to your company will vary according to your previous systems and record-keeping procedures and the availability of personnel to assist in the conversion effort.

REGULAR USE

The remaining chapters in this documentation show you how to:

- Entering and copying sales orders
- Printing packing lists, acknowledgments and bills of lading
- Update the shipping status
- Billing, printing and posting invoices
- View displays of data and run reports
- Purge closed lines and detail sales history

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If you have problems with the Passport Business Solutions software, contact your dealer or authorized consultant.

For the name and location of a Passport Software, Inc. dealer or an authorized consultant near you, contact Passport at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900, x 124.

You can contact your own dealer for training; however, if your dealer does not offer training contact Passport at 1-800-969-7900.

For additional information see Passport's web site at www.pass-port.com.

Also, if you have any suggestions for improving PBS, you may email us at suggestions@pass-port.com.

Using Customer Orders

This chapter contains the following topics:

Organization of this Documentation

This documentation provides the information you need to use PBS Customer Orders.

Organization

The following chapter is a guide to daily operations. It explains how to use the PBS Customer Orders to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters provide instructions on entering basic information to set up the module according to your needs.

The remainder of the documentation contains chapters that you use most frequently. They describe how to use the PBS Customer Orders on a daily basis.

The last few chapters describe selections that you might use periodically, including utility selections.

You can obtain additional information from the *System User* documentation, which contains chapters that describe features common to all PBS modules.

- Topics covered in the *System User* documentation include:
- General rules
- Help and Lookups
- Switching companies
- Defining menu selections
- Advanced features
- Using printers for reports and forms
- Glossary of terms

Help

Graphical Mode

Help is accessed via the <Ctrl>+<F1> key.

Character Mode

You can press the <F8> key at any time for on-line help about a task or selection you are currently using.

If a data window is displayed instead of Help, you must press <F8> a second time to retrieve Help.

Menus

A *menu* is a list of things from which something can be selected.

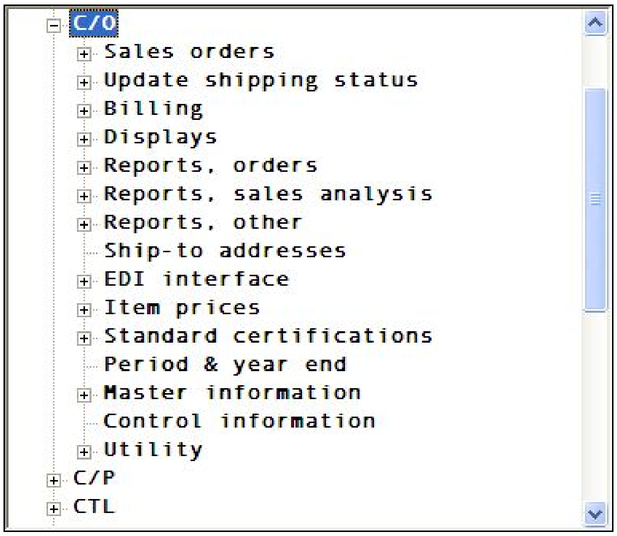
Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows and Thin client versions of PBS can have three different menu types. They are the Tree-view, Windows and Menu-bar menu types.

The SCO Open Server and Linux versions only use the Menu-bar.

Tree-view

The following screen is an example of the Tree-view menu.



The "+" corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the "-" closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

To select the menu program use the Enter key or click on the menu line with the mouse.

Menu bar

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

STARTING PASSPORT CUSTOMER ORDERS

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your PBS provider.

For Windows

Start -> Programs -> Passport Business Solutions -> PBS

For UNIX/Linux

Ensure you are logged in as a user authorized to use Passport software. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace *"/usr/pbs"* with the name of your Passport top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (refer to *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Entering Your Initials

You are prompted to enter your initials.

Entering Passwords

You will be prompted to enter your password. For security, the characters you type will not display on the screen.

For the initial setup of users and passwords, refer to *PBS Users* chapter in the *PBS Administration* documentation.

Exiting Customer Orders

To exit a Passport module, press <Esc> from the main menu. To exit a sub-menu, press <Esc> to return to a main menu. You can also exit out of the Windows menu by clicking on the Exit button.

If you exit PBS improperly it may cause a data loss or corruption.

Do not leave PBS open for long periods of time without using it to enter, view or report on data. If you start entering a transaction of master record finish it. Do not leave it partly done. Unexpected disconnections to the server, where the data is located, can corrupt your data.

Guide to Daily Operations

This chapter contains the following topics:

Customer Order Checklists

The following checklists are provided as examples of how you might use Customer Orders to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your PBS Manufacturing Trainer for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

Use the following guidelines for performing daily Customer Orders tasks:

Each Day	Each Day as Needed
Enter new quotes, sales orders, invoices or credit memos using Sales Orders, Enter.	
Select and print Sales Order Acknowledgments using Sales Orders, Acknowledgments. These may also be printed to PDF files and e-mailed.	
Select and print packing lists for orders using Sales Orders, Packing Lists.	
Review your shipping schedule (backlog) using the Reports, Orders, Detail Backlog report. This may be run by customer and PO, item, order, or schedule date and customer.	
	Review bookings using Reports, Orders, Bookings by Sales Rep.
	Review shipping status for any order using Displays, Shipment Status.
Performing invoicing functions using Billing; Select for Billing, Billing Edit List, Print Invoices and Post Invoices.	
	Review the availability of inventory using Displays, Inventory Availability. This is also available from the options menu while entering orders if you are using the Graphical User Interface.
Enter and maintain special prices or discounts.	
	Enter and maintain Standard Certifications for products requiring certifications.

Each Day	Each Day as Needed
Run Reports, Other, PTD Orders & Sales to review daily sales statistics. Best if run daily.	
	If using Shipping WIP (see your PBS Manufacturing Consultant for more information on this feature), receive or issue goods to sales orders using Receive S.O. to Shipping WIP or Issue Stock to Shipping WIP. You may also return material to stock from an order's Shipping WIP using Return Shipping WIP to Stock.
Add or modify EDI Items when using these for the customer item cross reference.	
	Upload, review and post EDI Orders if using EDI. All programs are available under EDI Interface.

Periodic/Monthly Operations Checklist

Use the following guidelines for performing periodic Customer Orders tasks:

Each Period	Each Period as Needed
There is no closing procedure in Customer Order Processing but be sure to follow instruction for closing Accounts Receivable each period and year end.	

Control Information

This chapter contains the following topics:

CONTROL INFORMATION

You use the *Control Information* selection to set up the Customer Orders module for your particular requirements.

The information entered here controls various operations throughout this module. You set up these values when you install Customer Orders and may modify them later as necessary.

Select

Select *Control information* from the C/O menu.

The following screen displays:

```
Control information

             1. Next sales order #
             2. Next invoice #
             3. Sales reps used ?
             4. Commissions used ?
             5. Split order commissions ?
             6. Ship to zones used ?
             7. Default F.O.B. location
             8. Certifications used ?
             9. Shipping labels used ?
            10. Create shop orders for some sales order items ?
            11. Use split ship schedules for some order items ?
            12. Apply order discount amount to sales accounts ?
            13. Order discount account #
            14. Standard lead time days
            15. Ship most order items from stock ?
            16. Use order line item comments ?
```

Enter the information as follows:

1. Next sales order

This is the number that will be assigned to the next order entered. Each time a new order is entered, this number is automatically increased by 1.

Format	6 numeric digits
Example	Enter 101

2. Next invoice number

This is the number that will be assigned to the next invoice printed. It is automatically updated for each new invoice printed. In Billing, when invoices are posted and System Information indicated PBS is the accounting system used, the invoice number becomes the Document Number referred to in Accounts Receivable.

Format	7 numeric digits
Example	Enter 1001

3. Sales reps used ?

Answer Y if you have sales reps, need to identify sales reps on order records, and wish to report sales history or commissions by sales rep. Sales reps are entered in A/R using the *Sales rep* selection found under *Master information*.

Format	Y for Yes or N for No
Example	Type Y

4. Commissions used ?

This entry defaults to (Not applicable) and cannot be changed if you answered N to the 3. Sales reps used ? question.

Answer Y if you want order processing programs to calculate and post sales rep commissions. For setting commission rates, see Commission Rates in the *Master Information* chapter.

Format	Enter Y or N
Example	Enter Y

5. Split order commissions ?

This entry defaults to (Not applicable) and cannot be changed if you answered N to the 3. Sales reps used ? question.

Answer Y if you need to split the order sales commission amount between several sales reps on some orders. A Y answer means the order entry programs will allow you to optionally specify a sales rep commission split on each order; a N answer means that any order commission amounts will only be assigned to one sales rep per order.

Format	Enter Y or N
Example	Enter N

6. Ship to zones used ?

Answer Y if you wish to specify Ship-To Zone codes (for example UPS, RPS, or other special zones, in addition to ZIP Codes) in your Ship-To Addresses and in Customers. Ship-To Zones will then be put into order records and printed on Packing Lists and Shipping Labels.

While A/R Customers do not have a field labeled Ship-To Zone, the first 10 characters entered to the Comment field in Customers is used for Ship-To Zone when the order ship-to address is defaulted to the customer billing address in the Sales Order, Enter program.

Format	Enter Y or N
Example	Enter Y

7. Default F.O.B. location

Enter up to 15 alphanumeric characters. This field will automatically display as the default order F.O.B. location entry, which you can accept or replace when you add an order.

Format	15 alphanumeric
Example	Enter Our dock

8. Certifications used ?

Answer Y if you need to provide product certifications for some or all orders when they are shipped and billed. A Y answer will cause the Sales Orders, Enter program to ask you for a Standard Certification Number (format to be used), if any, for each order entered.

Format	Enter Y or N
Example	Enter Y

9. Shipping labels used ?

Answer Y if you wish to print Shipping Labels for orders that are ready for shipment. A Y answer will cause the Sales Order, Enter program (if Order Type = Invoice) or the Select Orders For Billing program (if Order Type = Order) to ask you for the number of Shipping Labels to be printed.

Format	Enter Y or N
Example	Enter Y

Size:

When you answer Y to 9. Shipping labels used ?, you are prompted to enter the Size for the label height. You may enter 3, 3.5, or 4 inches.

Format	Enter 3, 3.5 or 4
Example	Enter 3

10. Create shop orders for some sales order items ?

Answer Y if you manufacture some of the items you sell, and you wish to create Inventory Management Shop Order records for selective *make to order* line items as they are entered in Customer Order Processing.

A Y answer will cause the Sales Order, Enter program in the C/O application to ask if you want to create an I/M Shop Order record when you enter each Customer Order line item. Shop Order records thereby created in Customer Order Processing can later be exploded and printed by using the PBS Manufacturing Inventory Management application.

Format	Enter Y or N
Example	Enter Y

11. Use split ship schedules for some order items ?

Answer Y if you need to enter multiple release dates and quantity shipping schedules for some customer order line items. If you answer Y, the Sales Order, Enter program will prompt you to enter a Release Number after you enter the order Line Number. After a release is entered for the Line item, the program will ask if you want to enter another date/quantity release for the same order Line Number. This option pertains to setting up item split shipment schedules on a planned basis, and does not affect the capability to partial ship items and backorder the balance due.

Format	Enter Y or N
Example	Enter Y

12. Apply order discount to sales accounts ?

This question pertains to percentage discounts applied to the customer order total after you enter all of the order lines (not to the order line item discounts).

Answer Y if you want total order discount amounts to be applied to (subtracted from) the order line item sales amounts distributed to sales accounts. Answer N if you want to charge total order discounts to a separate Order Discount Account Number which you may specify in this file.

Format	Enter Y or N
Example	Enter Y

13. Order discount account

This field is (Not applicable) and cannot be entered if you answered Y to the preceding question 12. Apply order discount to sales accounts ?.

Enter the account number in the format indicated in *Company information*. When a valid account is entered, the account description displays.

Example	Enter account 6500-000

14. Standard lead time days

Enter the lead time days or enter space for "None". This value, along with the Schedule Exception Dates, will determine the default date for the Required ship date in Sales Orders, Enter.

Format	3 numeric digits
Example	Enter 1001

15. Ship most order items from stock ?

16. Use order line item comments ?

If you answer Y, Sales Orders, Enter and Billing, Select will give you the option of entering extra comments for order line items. If line comments are used, they will print on the Order Edit List, and you will have the option to print those comments on Packing Lists and/or Invoices. If you need to print product serial numbers or other special references for some items on your invoices, you will probably want to use line comments for this purpose.

If you answer N, the order entry and billing programs will not ask if you wish to enter line comments after you enter other line item data.

This option selection pertains to line item comments only, and does not affect optional entry of up to 4 lines of Order Comments to be printed at the bottom of Packing Lists and/or Invoices.

Format	Enter Y or N
Example	Enter Y

If you answered Y to use order line comments, you are asked:

Save closed order line comments ?

Answer Y to save closed order line comments that can then be used for reporting purposes.

Field number to change?

Enter a field number to make changes or select the <Enter> key for the second screen of C/O Control information.

```
Control information

              17. Print packing lists on
              18. Print list prices on packing lists ?
              19. Select order lines for packing lists ?
              20. Print invoices on
              21. Order entry access to customer file ?
              22. Measure delivery performance to ship
                  schedule date or promise date ?
              23. Invoice graphic image?          File name:
              24. Picking list graphic image?     File name:
              25. Acknowlegement graphic image?   File name:
              26. Bill of lading graphic image    File name:
              27. Admin control for sales order entry ?
              28. Apply MRP rules when creating Shop Orders
                  from Sales Order Lines ?

Y = preprinted form, N = plain paper, C = custom form
```

17. Print packing lists on

Answer N to print your company name and address and all data field names, in addition to the variable data, if you are printing Packing Lists on plain paper.

Enter C to use a custom form. When you select this option, you must first design a custom form using Forms under the *Master information* menu selection.

Answer Y to only print the variable data on your preprinted paper format.

Format	Enter Y, N or C
Example	Enter Y

18. Print list prices on packing lists ?

If your list prices are retail prices that you wish to be included on the Packing Lists for your customers, answer Y. Otherwise, answer N.

Format	Enter Y or N
Example	Enter Y

19. Select order lines for packing lists ?

If you answer Y, the Packing Lists function will allow you to specify exactly which order line items, and shipment quantities for those items, are to be printed on packing lists.

If you answer N, printed order packing lists will include all open line items, and the total quantity balance to be shipped for each item.

Format	Enter Y or N
Example	Enter Y

20. Print invoice on

Answer N to print your company name and address and all data field names, in addition to the variable data, if you will be printing Invoices on plain paper. Answer Y to have the program only print the variable data on your preprinted form.

Enter C to use a custom form. When you select this option, you must first design a custom form using Forms under the *Master information* menu selection. There are transaction types that correspond to the custom form types:

- An O (Order) type transaction prints on the O type custom form
- An I (Invoice) type transaction prints on the I type custom form
- An Q (Quote) type transaction prints on the Q type custom form

Format	Enter Y, N or C
Example	Enter Y

21. Order entry access to customer file ?

If you answer Y, in Sales Order, Enter you are permitted to access Customers, Enter.

This means you may add a new Customer Number record while entering a sales order and immediately return to continue adding the sales order.

Format	Enter Y or N
Example	Enter Y

22. Measure delivery performance to ship schedule date or promise date ?

S = Ship schedule date, or P = Promise date.

These dates are stored in each Sales Order line record. Delivery performance statistics for the PTD Orders and Sales report will be based on the type of date defined here. If Promise Date is the selected criteria and Promise Date is "None" for an order line, the measurement date defaults to Ship Schedule Date for that line.

Format	Enter S or P
Example	Enter S

Graphical Printing

The next three sets of fields pertain to printing your forms by merging the data with a graphical image file.

Both .jpg and .bmp graphical image types are allowed. It must be located under the IMAGES folder in the top-level PBS.

If you are using a graphical image form file you must select *Windows printer* or a *Company information* PDF printer in order to merge the image file with the data. Other than a PDF printer, the printers defined in *Company information* will not merge the image file with the invoice data.

PDF Invoices

You may select a *Company information* -PDF- or -PDFP- printer to generate PDF (Acrobat type) invoices files.

If you are using a -PDF- or -PDFP- printer, as set up in *Company information*, the invoices are saved as PDF files. Selecting a -PDFP- printer also prints the invoices as the PDF files are being generated. Following an invoice printing you may later use Adobe™ Reader™ or Adobe Acrobat™ to display the invoice.

Default configuration settings are provided for PDF files. See the *PBS Administration* documentation for information on the PDF configuration options and the setup of a *Company information* PDF printer.

For PBS using Windows and Thin client you can view and email these documents under the CTL menu selection *Email/view printed PDF's*, found under *PDF form file processing*. The overview of configuration for emailing PDF files in PBS is found *Email Configuration* Appendix from the *PBS Administration* documentation.

You do not have to go to the folder where the file is generated to view or email a PDF file. If needed, PDF files are saved on the system in the PDFFIL\MANUFACTURING folder. An example of the PDF invoice file name is xx_COA_1_001100.PDF. The xx is the company number. The COA indicates it is an Customer Orders Acknowledgment. The "1" is the customer number and the 001100 is the acknowledgment number.

23. Invoice graphic image?

This field determines if a graphical image is used when printing invoices. A graphic image substitutes for a pre-printed form.

In order to generate an invoice with a graphic image it requires that you print invoices using a Windows printer or a *Company information* -PDF- or -PDFP- printer. The image will not print with a *Company information* laser or dot matrix printer.

Format	Enter Y or N
Example	Enter N

File Name:

If you selected Y for field 23, then enter the full name, including the extension. The graphic image file must be in the PBS Images folder.

24. Picking list graphic image

This field determines if a graphical image file is merged with the picking list data when printing.

File Name:

If you selected Y for field 24 enter the full graphic image name, including the extension. The graphic image file must be in the PBS Images folder.

25. Acknowledgment graphic image?

This field determines if a graphical image file is merged with the acknowledgments data when printing.

Format	Enter Y or N
Example	Enter N

File name:

If you selected Y for field 25, then enter the full name, including the extension. The graphic image file must be in the PBS Images folder.

26. Bill of lading graphic file File name:

For this field you only entry the file name.

Enter the full name of the bill of lading graphical image file, including the extension. The graphic image file must be in the PBS Images folder.

27. Admin control for sales order entry ?

This is provide greater security over the *Sales orders (Enter)* function.

With this field set to Y, only an administrative user can override the “over credit limit” message and only an administrative user can delete the order. A general user may not delete an order. They must have an administrative user delete the order.

With this set to N, any user who has access to the *Sales orders (Enter)* menu, may delete an order and override a credit limit.

Format	Enter Y or N
Example	Enter N

28. Apply MRP rules when creating shop orders from Sales Order Lines ?

This field is only available if you have Master Scheduling and MRP installed on your system.

For examples of how this field and the next affect the system, see the MRP Rules appendix.

Selecting Y will provide you with a recommended order quantity for manufactured goods being sold. If no material is required to be made, no recommendation will be made. If material is needed, MRP rules, as defined in the Item Master, will be used to compute a recommended quantity to order. Specifically, order minimum, order multiple, and safety stock values will be applied during the computation, resulting in a similar recommendation to what you would receive from MRP were you to allow MRP to make the recommendation after the fact.

Format	Enter Y or N
Example	Enter N

Order complete quantity?

The "Order complete quantity" field only displays if you select Y to the previous question; *Apply MRP rules when creating shop orders from Sales Order Lines ?*.

You have the ability to order more than is actually needed. When You select Y, if the total recommended quantity is less than the quantity you have ordered in the sales order line, the program will order the quantity from the sales order line and ignore the additional recommended quantity.

For example, we’ve taken an item that has nothing in inventory, nothing on order and nothing allocated. Also note that we’ve set a minimum order quantity of 10. That means we’ve indicated that we would not like to produce more than 10 of these at any given time. In other words, if we have a need for 4, we've told our MRP module that we would prefer to make 10.

Format	Enter Y or N
Example	Enter N

29. Print acknowledgment on

If Master Scheduling and MRP is not installed the field number becomes 28.

Answer N to print your company name and address and all data field names, in addition to the variable data, if you are printing Packing Lists on plain paper.

Enter C to use a custom form. When you select this option, you must first design or modify a custom form using Forms under the *Master information* menu selection.

Format	Enter C or N
Example	Enter N

30. Print Bill of Lading on

You may choose from a standard pre-printed bill of lading form or a custom form.

31. Next shipping control

This is a number that is sequenced when used. It is available in the custom forms to allow having a unique # assigned to the bill of lading when printed.

Field number to change?

Enter a field number to make changes or select the <Enter> key to save the C/O *Control information*.

Master Information

This chapter contains the following topics:

VALID CUSTOMER TYPES

Valid Customer Types (i.e. customer trade class codes) are needed by other Customer Order Processing programs which define price discount percents and salesman commission rates by Customer Type.

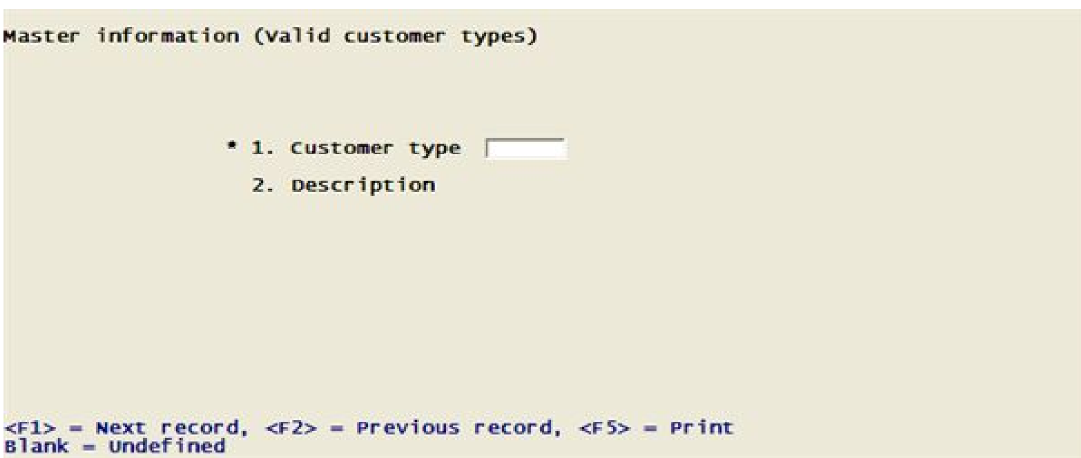
Except for a Customer Type code of spaces (Undefined), the code must be in Valid Customer Types before you can use it in programs that maintain price discounts and commission rates.

Customer Type codes are entered in Accounts Receivable Customers, but are not validated to this Customer type data. You may print the Customer List by Type report which will indicate which customers may be assigned invalid Customer Types.

If you do not vary price discounts or sales commissions by Customer Type you do not need to define valid customer types.

Select

Valid customer types from the *Master information* menu. The following screen appears:



You can work with both new and existing customer types.

Enter the following information:

*** 1. Customer type**

Options

Enter the customer type number or use one of the following options:

<F1>	For the next customer type
<F2>	For the previous customer type
<F5>	To print a list of the customer types
(blank)	Undefined customer type

Format	5 characters
Example	Type `RET`

2. Description

Enter the description of the customer type.

Format	25 characters
Example	Type `Retail`

Field number to change ?

Make any changes or select the <Enter> key to save the record. There are a these options:

<F3>	To delete and existing customer type
<F5>	To print a list of the customer types

Valid Customer Types List

Select <F5> from the *Valid customer types* field 1 or from Field number to change. There are no report criteria.

The customer type and description fields are printed on the list. See a Valid Customer Types List in the Sample Reports appendix.

Commission Rates

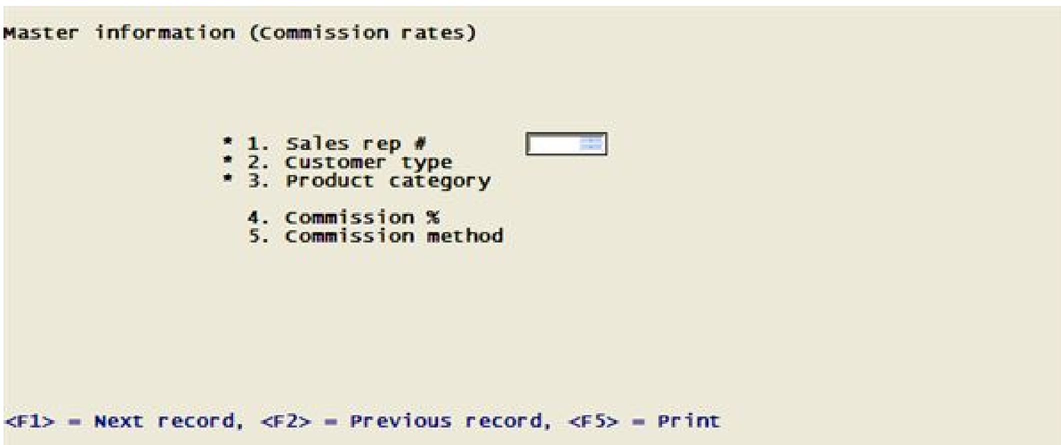
Use this selection to assign Sales Rep Commission Rates by any combination of Sales Rep, Customer Type and Product Category.

Commission Rates can also be assigned for "Undefined" or for "All" Customer Types and Product Categories. The rates are specified as a percentage of either sales or of gross profit.

Select

Commission rates from the *Master information* menu.

The following screen displays:



Enter the following information:

* 1. Sales rep

The sales rep number is validated against the A/R sales reps. Following entry the sales rep name displays. If a commission rate already exists for this sales rep for "All" customer types and "All" product categories, then the program alerts you to this condition and returns to the sales rep number entry field.

Options

Enter the sales rep number or use one of the following options:

<F1>	For the next commission rate
<F2>	For the previous commission rate
<F5>	To print a list of the commission rates

Format	Up to 3 alphanumeric characters
Example	Enter 1

* 2. Customer type

Except for "Undefined" and "All", the customer type is validated against the C/O Valid customer types. "Undefined" is a customer type of all spaces.

Format	Up to 5 alphanumeric characters
Example	Enter RET

* 3. Product category

Except for "Undefined" and "All", the product category is taken from *Product categories* maintained in Inventory Management. Once entered, the description displays.

"Undefined" is a Product Category of all spaces. If the Sales Rep Commission Rate has already been defined for this Sales Rep, Customer Type, and Product Category, or if there is an overlap with another Commission Rate category, you are informed of the duplication and are not allowed to enter this Commission Rate record.

Format	Up to 5 alphanumeric characters
Example	Enter LABOR

4. Commission %

Enter the commission percentage for this sales rep. Zero is allowed.

Format	Numeric 99.99
Example	Enter 5

5. Commission method

The sales rep commission rate is defined as a percentage of either total sales or gross profit.

Enter either **S** = Sales or **G** = Gross profit.

Format	One character, either G or S
Example	Enter G for Gross profit

Field number to change ?

Make any needed changes, then press <Enter> to save the record.

Options

If you have selected an existing record you have the following options:

<F1>	For the next commission rate
<F2>	For the previous commission rate
<F3>	Delete the commission rate
<F5>	To print a list of the commission rates

Sales Rep Commission Rates List

The commission rates list enable you to print a range of commission rates by sales rep number.

When selecting <F5> from the Commission rates entry screen a screen like the following displays:

1. Starting sales rep

Options

Enter the starting sales rep number or use one of the following option:

<F1>	For "All" sales reps

Format	Up to 3 alphanumeric characters
Example	Select <F1> for "All" sales reps to print

2. Ending sales rep

This field skipped and cannot be entered if you selected <F1> on the starting sales rep # field.

Enter the ending sales rep number.

Field number to change ?

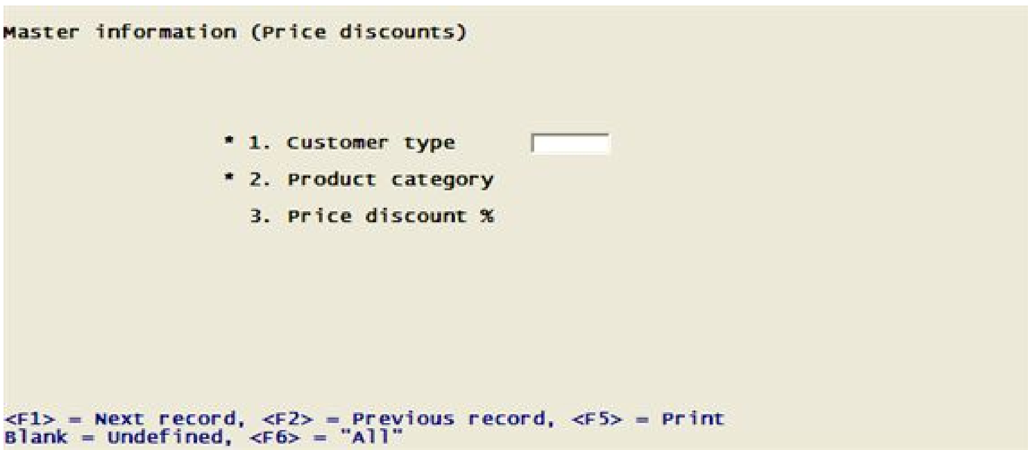
Make any needed changes, then press <Enter> to print the list. See a Sales Rep Commission Rates List in the Sample Reports appendix.

Price Discounts

Price Discounts can be assigned by any combination of customer type and product category. Price discounts can also be assigned for "Undefined" or "All" customer types and product categories. Price discounts are applied to the "list" prices maintained in the Inventory Management *Item masters*.

Select

Price discounts from the *Master information* menu.


```
Master information (Price discounts)

              * 1. Customer type
              * 2. Product category
                3. Price discount %

<F1> = Next record, <F2> = Previous record, <F5> = Print
Blank = Undefined, <F6> = "All"
```

Enter the following information:

* 1. Customer type

Except for "Undefined" and "All", the Customer Type is checked against the *Valid customer types*. "Undefined" is a customer type of all spaces.

Options

Enter the customer type or use one of the following options:

<F1>	For the next customer type
<F2>	For the previous customer type
<F5>	To print a list of the customer types
(blank)	Undefined
<F6>	For "All" customer types

Format	Up to 5 alphanumeric characters
Example	Enter RET

* 2. Product category

Enter the product category.

Except "Undefined" and "All", the product category is validated against the as entered in the Inventory Management menu selection *Product categories*. Following entry, the description displays.

"Undefined" is a Product Category of all spaces. If the Price Discount Percent has already been defined for this Customer Type, and Product Category, or if there is an overlap with another Price Discount category, you are informed of the duplication and are not allowed to enter this Price Discount Percent.

Options

(blank)	Undefined
<F6>	For "All" product categories

Format	Up to 5 alphanumeric characters
Example	Enter LABOR

3. Price discount %

Enter the price discount percentage for this customer type. Zero and negatives are not allowed.

Format	Numeric 99.99
Example	Enter 5

Price % of list

There is no entry for this field. It is calculated as 100 minus the Price discount %.

Field number to change ?

Make any needed changes, then press <Enter> to save the record.

Options

If you have selected an existing record you have the following options:

<F1>	For the next price discount
<F2>	For the previous price discount
<F3>	Delete the price discount
<F5>	To print a list of the price discounts

Price Discount Percent List

Select <F5> from the *Price discounts* field 1 or from Field number to change. There are no report selection fields.

The customer type, description, product category, discount percentage and price percentage of list fields are printed on the list.

SALES ACCOUNTS

Use this program to define accounts for Sales, Credit Memos, and Cost of Sales that vary by Supplying Warehouse, Customer Type, and Product Category.

All Sales and Credit Memo amounts are automatically distributed to the Default account number in A/R *Control information* when posting invoices in Customer Orders. If you only use one Sales Account, you may not need more than one Cost of Sales account which can be specified in I/M *Control information*. You may not need to specify Cost of Sales accounts with this function, if the default Cost Of Sales Account in I/M *Control information*, or in the I/M accounts by warehouse selection, are sufficient for G/L account distribution.

Select

Sales accounts from the C/O *Master information* menu.

```
Master information (Sales accounts)

           * 1. Supplying warehouse
           * 2. Customer type
           * 3. Product category
             4. Sales acct #
             5. Credit memos acct #
             6. Cost of sales acct #


<F1> = Next record, <F2> = Previous record, <F5> = Print
```

Enter the following information:

*** 1. Supplying warehouse**

Except for "Main", the Supplying Warehouse code is validated against records in I/M *Warehouses*. Following entry, the warehouse description displays to the right of the number.

Options

Enter the supplying warehouse or use one of the following options:

<F1>	For the next commission rate
<F2>	For the previous commission rate
<F5>	To print a list of the commission rates

Format	2 alphanumeric characters
Example	Enter 1

* 2. Customer type

Except for "Undefined" and "All", the customer type is validated against the C/O Valid customer types. "Undefined" is a customer type of all spaces.

Format	Up to 5 alphanumeric characters
Example	Enter RET

* 3. Product category

Except for "Undefined" and "All", the product category is taken from *Product categories* maintained in Inventory Management. Once entered, the description displays.

"Undefined" is a Product Category of all spaces. If the Sales Rep Commission Rate has already been defined for this Sales Rep, Customer Type, and Product Category, or if there is an overlap with another Commission Rate category, you are informed of the duplication and are not allowed to enter this Commission Rate record.

Format	Up to 5 alphanumeric characters
Example	Enter LABOR

4. Sales acct

Enter the sales account number in the format indicated in Company Information. After a valid account is entered, the account description displays.

Example	Enter account 4000-000

If the account number is not on file the following question displays:

This account is not on file - would you like to add it ?

If Y, you will be prompted to enter the account description after which that account is added to the *Valid G/L accounts*.

5. Sales acct

Enter the sales account number in the format indicated in Company Information. After a valid account is entered, the account description displays.

Example	Enter account 4000-000

If the account number is not on file the following question displays:

This account is not on file - would you like to add it ?

If Y, you will be prompted to enter the account description after which that account is added to the *Valid G/L accounts*.

6. Cost of sales acct #

Enter the sales account number in the format indicated in Company Information. After a valid account is entered, the account description displays.

Example	Enter account 5070-000

If the account number is not on file the following question displays:

This account is not on file - would you like to add it ?

If Y, you will be prompted to enter the account description after which that account is added to the *Valid G/L accounts*.

Field number to change ?

Make any needed changes, then press <Enter> to save the record.

Options

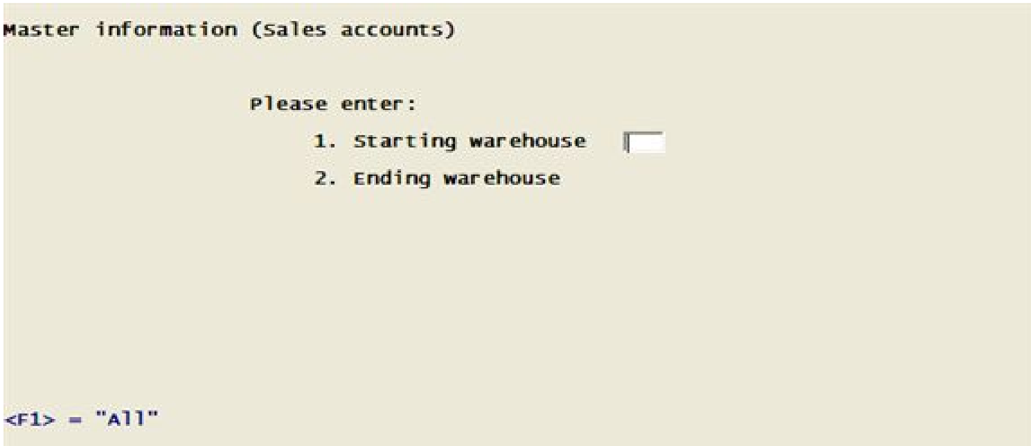
If you have selected an existing record you have the following options:

<F1>	For the next sales account record
<F2>	For the previous sales account record
<F3>	Delete the sales account record
<F5>	To print a list of the sales accounts

Sales Accounts List

The customer type, description, product category, discount percentage and price percentage of list fields are printed on the list.

Select <F5> from the *Sales accounts* field 1 or from Field number to change and a screen like the following displays:



1. Starting warehouse

Options

Enter the starting warehouse number or use one of the following option:

<F1>	For "All" warehouses

Format	Up to 2 alphanumeric characters
Example	Select <F1> for "All" warehouses to print

2. Ending warehouse

This field skipped and cannot be entered if you selected <F1> on the starting sales rep # field.

Enter the ending warehouse number.

Field number to change ?

Make any needed changes, then press <Enter> to print the list.

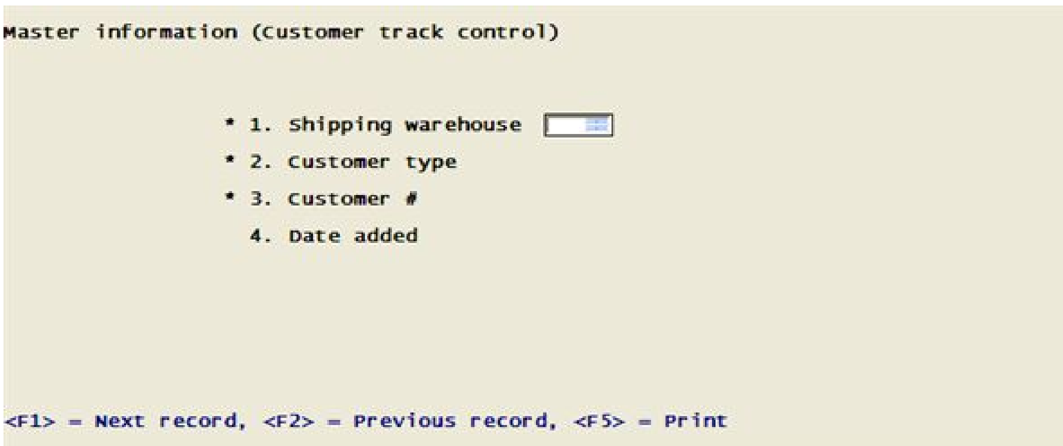
CUSTOMER TRACK CONTROL

Use this program to specify Customer Types or Customers to be separately reported on the *PTD orders & sales* report.

Note that new order bookings and billings will only be accumulated and reported separately for Customer Types or Customers entered here after you have added the respective tracking record. The customer bookings and shipments split cannot be determined retroactively for prior dates during which the tracking record did not exist in this control data.

Select

Customer track control from the C/O *Master information* menu.



* 1. Shipping warehouse

Except for "Main", the shipping warehouse code is validated against records in I/M *Warehouses*. Following entry, the warehouse description displays to the right of the number.

Options

Enter the shipping warehouse or use one of the following options:

<F1>	For the customer track control
<F2>	For the previous customer track control
(blank)	For Main warehouse
<F5>	To print a list of the customer track controls

Format	2 alphanumeric characters
Example	Enter 1

* 2. Customer type

Except for "Undefined" and "All", the customer type is validated against the C/O Valid customer types.

"Undefined" is a customer type of all spaces and does not have to be entered in *Customer types*.

Format	Up to 5 alphanumeric characters
Example	Enter RET

* 3. Customer

The customer number must match a record in A/R Customers. If the customer type entry does not match what is in the customer record, a message displays the correct type for that customer.

Options

Enter the customer number or use one of the following options:

<F1>	For "All as a group" customers
<F2>	For "Each customer"
(blank)	To lookup by customer name

When you enter "All as a group" or "Each customer", there must not be any existing tracking records on file for that same Type and a specific Customer Number.

Format	12 alphanumeric characters when looking up by number 25 alphanumeric characters when looking up by name
Example	Select <F2> for "Each customer"

4. Date added

Enter the date when the record is added.

Format	MMDDYY, the default is today's date
Example	Type 051520

Field number to change ?

Make any needed changes, then press <Enter> to save the record.

Options

If you have selected an existing record you have the following options:

<F1>	For the next customer track control
<F2>	For the previous customer track control
<F3>	Delete the customer track control
<F5>	To print a list of the customer track controls

Customer Track Control List

The customer track control list prints the shipping warehouse, type-description, customer number, customer name and date added fields.

Select <F5> from field 1 *Shipping warehouse* or from Field number to change. There are no report selection fields.

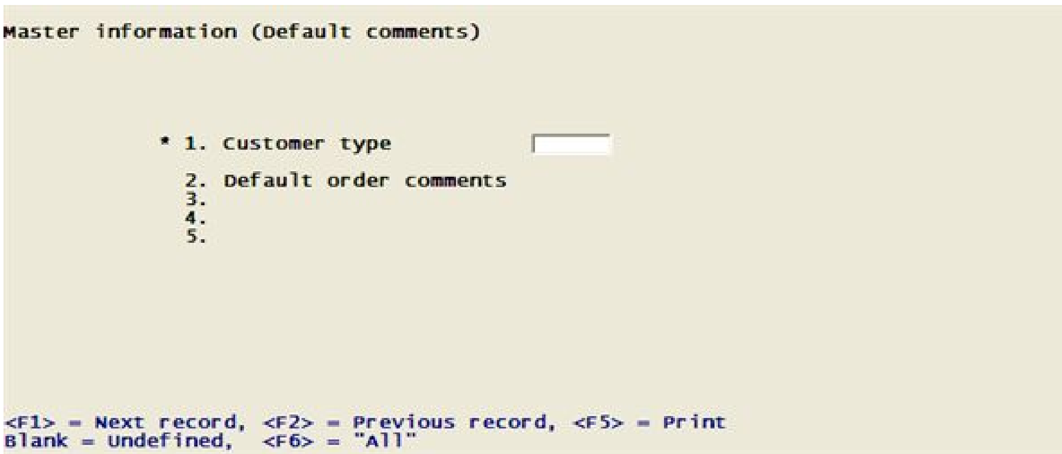
DEFAULT COMMENTS

This function is used to maintain default comments. Default comments may be by customer type.

These comments are used as defaults on the order summary screen in the Order comments field.

Select

Default comments from the C/O *Master information* menu.



Enter the following fields:

* 1. Customer type

Options

Enter the customer type number or use one of the following options:

<F1>	For the next customer type
<F2>	For the previous customer type
<F5>	To print a list of the customer types
(blank)	Undefined customer type
<F6>	For "All" customer types

Format	5 characters
Example	Select <F6> for "All" customer types

2. Default order comments

3.

4.

5.

Enter the default comments. There are up to 4 lines of comments.

Format	25 characters for each line
Example	Type `Thank you for your business!`

Field number to change ?

Make any needed changes, then press <Enter> to save the record.

Options

If you have selected an existing record you have the following options:

<F1>	For the next default comment
<F2>	For the previous default comment
<F3>	Delete the default comment
<F5>	To print a list of the default comments

Default Comments List

The default comments list prints the customer type and comments fields.

Select <F5> from field 1 *Customer type* or from Field number to change. There are no report selection fields.

Ship-to Addresses

This chapter contains the following topics:

Introduction to Ship-to Addresses

The *Ship-to addresses* selection enables you to enter ship-to addresses for customers in Customers.

A ship-to address is an address, different from the customer's billing address, to which customer orders are delivered or at which a service is performed.

These addresses may be used when entering :

- A/R invoices and Recurring bills,
- if interfaced to Order Entry when entering orders,
- if interfaced with Customer Orders when entering sales orders and
- if interfaced with Point of Sale when entering transactions.

There may be an unlimited number of ship-to addresses for the same customer. If ship-to addresses are not used you are not required to enter anything here. You may enter multiple contacts for each ship-to address.

Ship-to addresses may be added on-the-fly when entering orders, as described in the Sales Orders chapter. You may also enter a ship-to address on the fly in O/E Orders, C/O Customer orders and P/S Transactions.

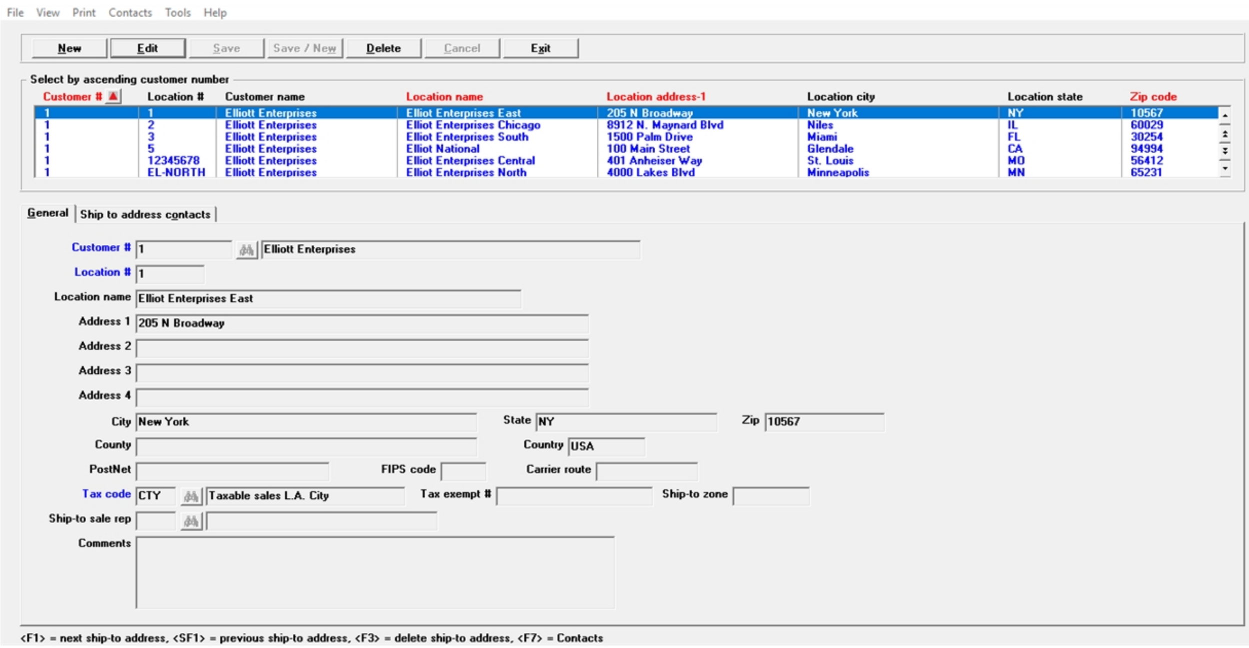
Select

Ship-to addresses from the C/O menu. You may also access it from *Ship-to addresses* on the A/R *Master information* menu.

ENTERING SHIP-TO ADDRESSES

The following screen appears:

Graphical Mode



Ship-to Address List Box

The list box displays up to 6 ship-to addresses at a time. You may sort the ship-to addresses by customer number, location name, location address 1 and zip code all in ascending or descending order. Only column names in red may be sorted. To select or change the sort field direction, click on the column name or the arrow to the right of the column name or use the *View* menu options.

To locate an ship-to address, start typing the customer number or by any of the other sort options. You may also use the arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the address. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Ship-to addresses that display in the list box are available for changes or deletion. The fields for the selected ship-to address display in the lower part of the screen.

When a ship-to address is found, you may select the <Enter> key or Edit button to start editing.

Ship-to Address Buttons

You have the following options with the buttons and keyboard equivalents:

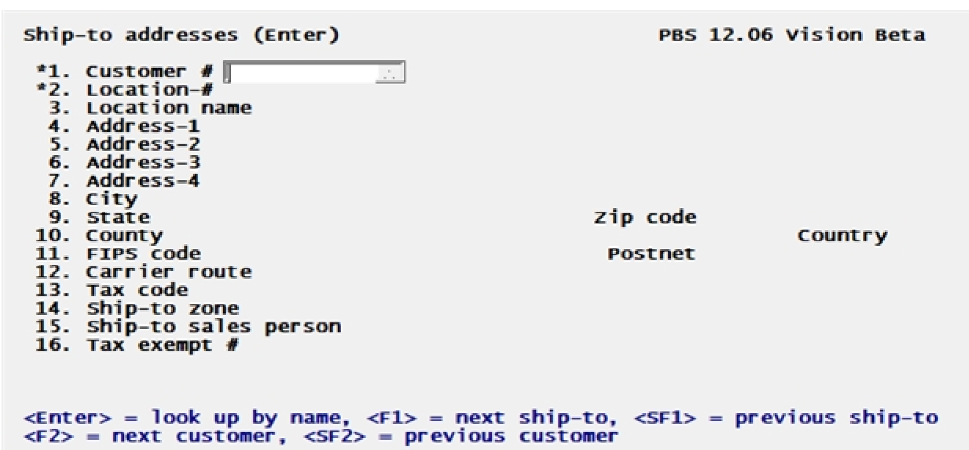
Button	Keyboard	Description
New	Alt+n	For entering a new ship-to address.
Edit	Alt+e	For editing an existing ship-to address.
Save	Alt+s	For saving a new ship-to address or for saving the changes to an existing ship-to address.
Save/New	Alt+w	This is a combination of the Save and New buttons.
Delete	Alt+d	To delete a ship-to address.
Cancel	Alt+c	To cancel adding or editing a ship-to address. Your entry will not be saved and the record will revert back to its previous state.
Exit	Alt+x	To exit the window and return to the menu.

Print and Contacts

There are several menu selections that are common to every screen and some that are unique to a screen. See the System documentation for a description of the common menu selections. The *Print* menu selection is unique to this screen as it allows you to print a list of ship-to addresses.

The *Contacts* menu selection provide access to the contacts for the selected ship-to address. You may also use the *All contacts* menu to find a contact.

Character Mode



From this screen you can work with both new and existing ship-to addresses. If a ship-to address has already been entered for the customer number and ship-to number you specify, it will appear and be available for changes or deletion.

Enter the following information:

General Tab

Customer

Enter the number of the customer that this ship-to address is for. There must already be an entry for this number in *Customers*. Miscellaneous customers may not have ship-to locations. A miscellaneous customer is not a real individual customer but a generic category of customers.

Options

You may use one of the options:

Blank	To look up the customer by name.
<F1>	For the next ship-to entry on file, regardless of customer. Information on file for this entry will display and the cursor will be positioned at *Field number to change ?*.
<SF1>	For the previous ship-to address.
<F2>	For the next customer, in customer number sequence, regardless of whether or not there is an entry on file for this customer.
<SF2>	For the previous customer.

Upon entry of a valid customer number, the customer's name displays to its right.

Format	12 characters
Example	Type 100

Entering Customers By Name

If you have left the customer number blank the cursor moves to the customer name field to allow selection by name. Enter the name, or just the leading characters of the name. Upper / lower case is significant. You may use one of the options:

Blank	To go back to looking up the customer by number
<F2>	For the next customer, in customer name sequence
<SF2>	For the previous customer

Format	50 characters
Example	(Does not occur in this example because you selected a customer by number).

Location

Enter a ship-to number code to identify this ship-to address. Where available, you may wish to use the customer's store number for this purpose. Each one of a customer's ship-to addresses must have a different code, but the same number may be re-used for different customers. If the customer and ship-to number correspond to an existing entry, that entry displays on the screen and the cursor is positioned at *Field number to change ?*; otherwise the cursor moves to the location name field.

Note that if you know the customer but not his ship-to codes, <F1> and <SF1> are not available here for paging through the various locations. Use <F8> or click on the binoculars icon for this purpose instead.

Format	8 characters
Example	Type NSE

Location name

Options

Enter the name to which shipments are to be made. This may be left blank. You may use the option:

<F2>	To use the customer name as the ship-to name.

Format	50 characters
Example	Press <F2>

Address 1
Address 2
Address 3, *and*
Address 4

Three lines are provided for the ship-to address. All three are optional. There are no rules about where the city and zip code go; you may wish to adopt your own standard about this.

When printed on the invoice, any blank lines in the address will be closed up so as to leave no gaps.

Format	60 characters at each field
Example	Type 1550 South Coastline Blvd. Press <Enter> for line 2 Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this ship-to address.

Format	45 characters
Example	Type Refugio Beach

State

Enter the state for this ship-to address. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this ship-to address.

Format	15 characters
Example	Type 91809

County

Enter the county for this ship-to address.

Format	45 characters
Example	Press <Enter>

Country

Enter the country code. This field is optional.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this ship-to address.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this ship-to address.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this ship-to address.

Format	12 characters
Example	Press <Enter>

Tax code

The sales tax where materials are delivered or services performed may be different from the tax at the customer's billing address. This field is required, and must correspond to an existing entry in A/R *Tax codes*. Enter a tax code, or use the option:

<F2>	For the customer's tax code at his bill-to location

Format	3 characters
Example	Press <F2>

Tax exempt

If the ship-to is exempt from taxes, enter his tax-exempt number.

Format	20 characters
Example	Press <Enter> to leave this field blank

Ship-to zone

If your freight charges are based on the customer's ship-to distance from your headquarters, you may assign a *shipping zone* to your ship-to addresses. This field is optional, and if present may be in any format.

Format	10 characters. There is no default.
Example	Type Southeast

Ship-to sales rep

If you specified in A/R *Control information* that you don't use sales representatives, this field may not be entered.

Options

Otherwise, this is the number of the sales representative assigned to this customer's ship-to. It will appear as the default when entering an invoice for this customer's ship-to (but can be overridden as needed). Enter a valid sales representative number, or use one of the options:

<F1>	For the next entry in *Sales reps*
<SF1>	For the previous sales representative
<F2>	For the customer's sale rep at the bill-to location.
<F8>	To access a list of representatives. You may select one from the list.

Format	3 characters
Example	Type 15A

Comments

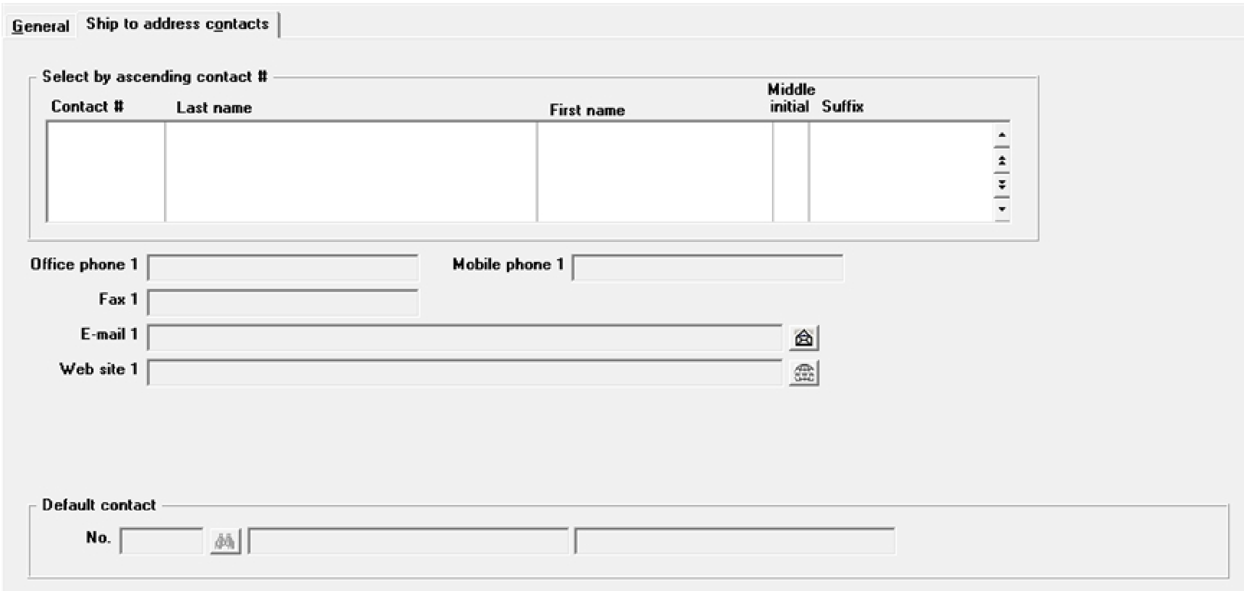
Enter any comments about this ship-to address. Comments are optional, and when used are entered like Notes.

For character mode refer to the *Using Notes* section of the *User of Function Keys, ToolBar and Windows* chapter in the *System User* documentation.

Format	Five lines of 64 characters each
Example	Type All deliveries to this address Press <Enter> Press <Esc> Press <Enter>

Ship-to Address Contacts Tab

This is the ship-to address contacts tab.



The phone numbers, email and web site fields on the tab are view only. Information will only display in these fields if a customer contact has been entered and data was entered for these fields.

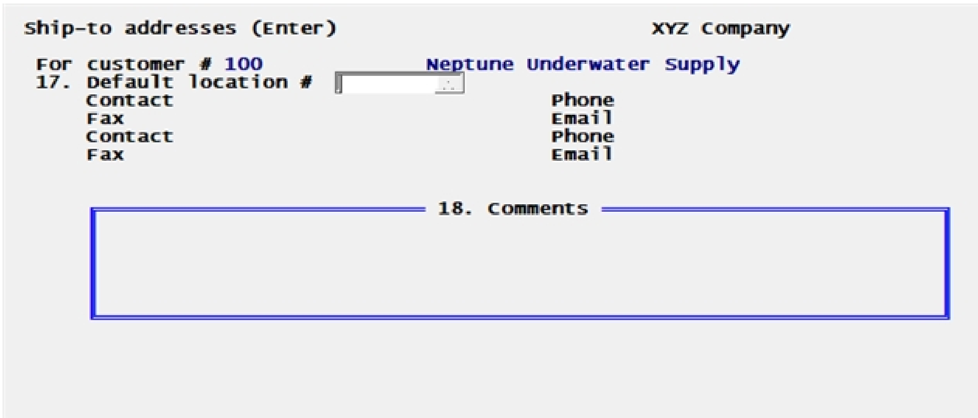
In the case of Email-1 and Web-site 1, you may click on the button to the right of Email-1 to start an email to the selected contact and you may click on the button to the right of Web-site 1 to open the contact's web site 1.

You may enter the following field:

Default contact

Enter the default contact for this ship-to address. On a new entry there will not be a contact for entering this field. Following entering the ship-to address, enter a contact. Then you may enter this field.

Character Mode

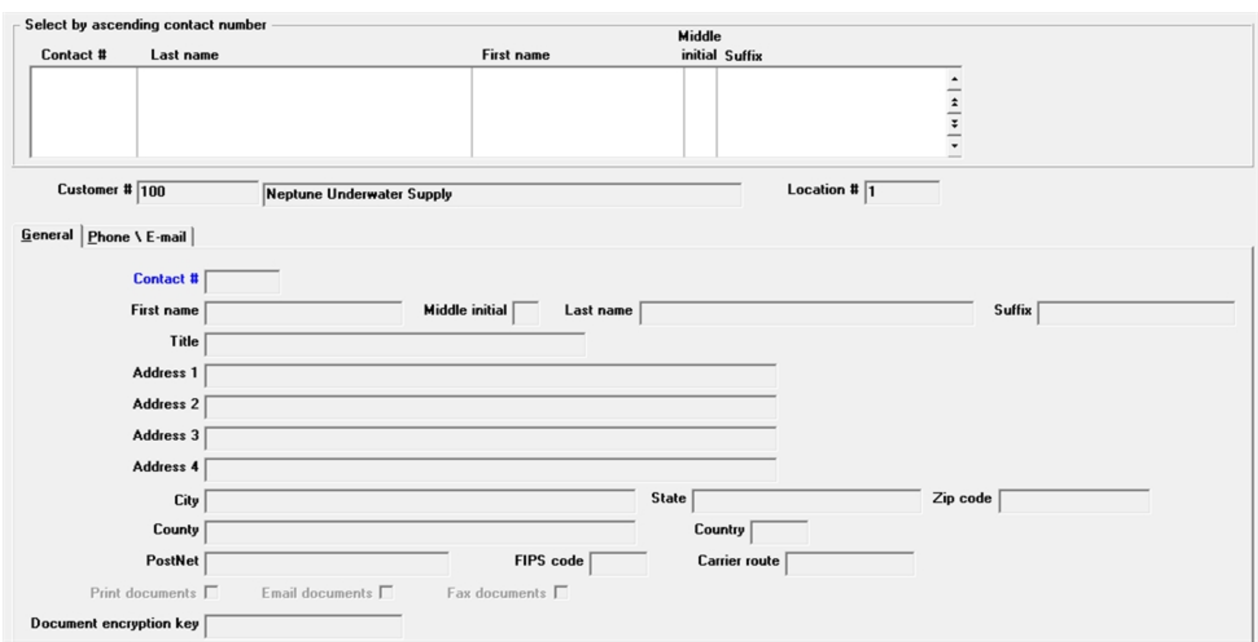


Ship-to Address Contacts

Enter the contacts for this location. For each contact, you may enter their address, telephone number, Fax number, e-mail address and web site.

- All contacts are optional.
- All the fields for each contact are optional. For example, you can know the contact's telephone number without knowing the person's name.
- No formatting rules are enforced for any of these fields. If you expect to be using any utility module to sort data by area code, you should adopt your own standard for phone number format.

List Box and General Tab



Character Mode

```
Ship-to address contacts (Enter)                    XYZ Company

 *1. Customer # 100          Neptune Underwater Supply  Location # 1
 *2. Contact-#
  3. First name                    Middle initial
  4. Last name
  5. Suffix
  6. Title
  7. Address-1
  8. Address-2
  9. Address-3
 10. Address-4
 11. City
 12. State                              Zip code
 13. County                                          Country
 14. FIPS code                           Postnet
 15. Carrier route
 16. Print documents?
 17. Email documents?
 18. Fax documents?
 19. Doc. encrypt. key
<F1> = next contact
```

Contact

Enter a unique number to distinguish this contact from the ship-to addresses other contacts.

Options

If you have ship-to addresses, these options will be available to you.

<F1>	For the next contact for this ship-to address
<SF1>	For the previous contact for this ship-to address
<F3>	To delete the displayed contact for this ship-to address

Format	99999999
Example	Type 3

First name

Enter the first name of this contact.

Format	20 characters
Example	Type Tim

Middle initial

Enter the middle initial of this contact.

Format	1 character
Example	Press <Enter> to leave this field blank.

Last name

Enter the last name of this contact.

Format	35 characters
Example	Type Rawlings

Suffix

Enter the suffix of this contact.

Format	20 characters
Example	Press <Enter> to leave this field blank.

Title

Enter a description of the position (title) of this contact.

Format	40 characters
Example	Type Purchasing Agent

Address 1, Address 2, Address 3 and Address 4

Enter the address of your contact.

Format	60 characters for all 4 lines
Example	Type Building 4-D Type 1000 Industrial Park Rd. Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this contact.

Format	45 characters
Example	Type Los Angeles

State

Enter the state for this contact. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this contact.

Format	15 characters
Example	Type 92251

County

Enter the county for this contact.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this contact. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this contact.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this contact.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this contact.

Format	12 characters
Example	Press <Enter>

Print documents

This field is reserved for future use.

Format	Check box
Example	Select <Enter> to not check the box

Email documents

This field is reserved for future use.

Format	Check box
Example	Select <Enter> to not check the box

Fax documents

This field is reserved for future use.

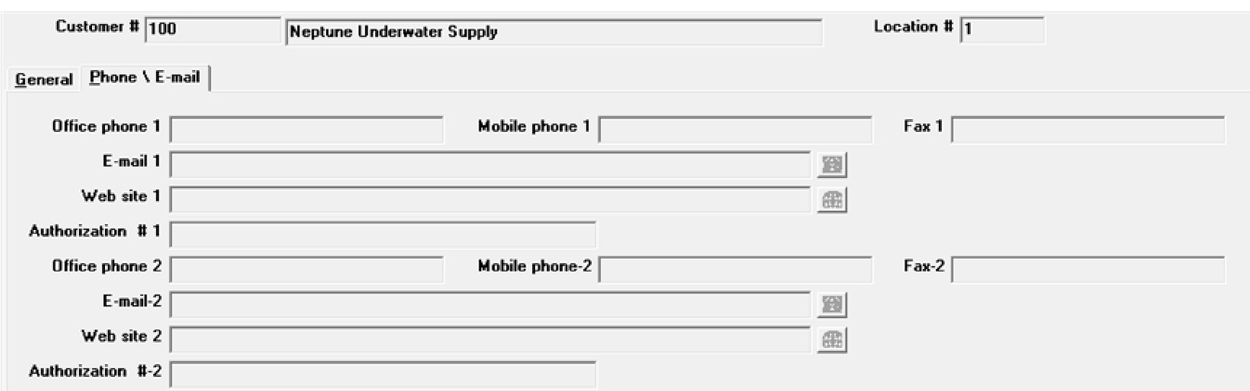
Format	Check box
Example	Select <Enter> to not check the box

Document encryption key

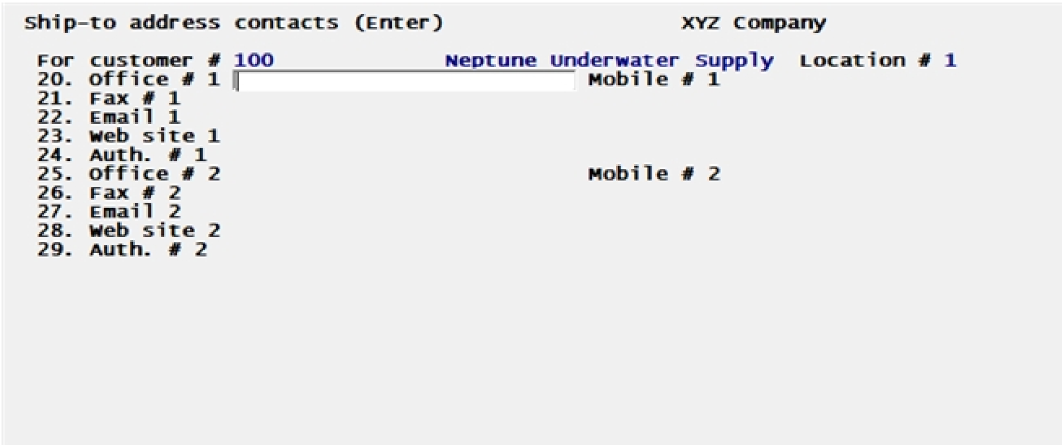
This field is reserved for future use.

Format	20 characters
Example	Press <Enter>

Phone \ Email tab



Character Mode



Phone \ Email tab

Office phone 1

Enter the first office telephone number for this contact.

Format	25 characters
Example	Type 437-555-1246 for office phone 1

Mobile phone 1

Enter the first mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 1

Enter the first fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 1

Enter the first email address of this contact. The contact email addresses are for informational purposes.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Type asmith@netunewater.com

Web site 1

Enter the first web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters.
Example	Press <Enter>

Authorization # 1

If applicable, enter the code which the customer has provided you in order to confirm that you have the authority to order goods from this customer.

Format	40 characters
Example	Press <Enter>

Office phone 2

Enter the second office telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Mobile phone 2

Enter the second mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 2

Enter the second fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 2

Enter the second email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Press <Enter>

Web site 2

Enter the second web site address for this contact.

Format	60 characters.
Example	Press <Enter>

Authorization # 2

If applicable, enter the code which the customer has provided you in order to confirm that you have the authority to order goods from this customer.

Format	40 characters
Example	Press <Enter>

To close the contact window and return to the ship-to address record, press <Esc>.

Options

Make any needed changes.

In character mode, if this is an existing entry, you may also use the option:

<F3>	To delete this entry

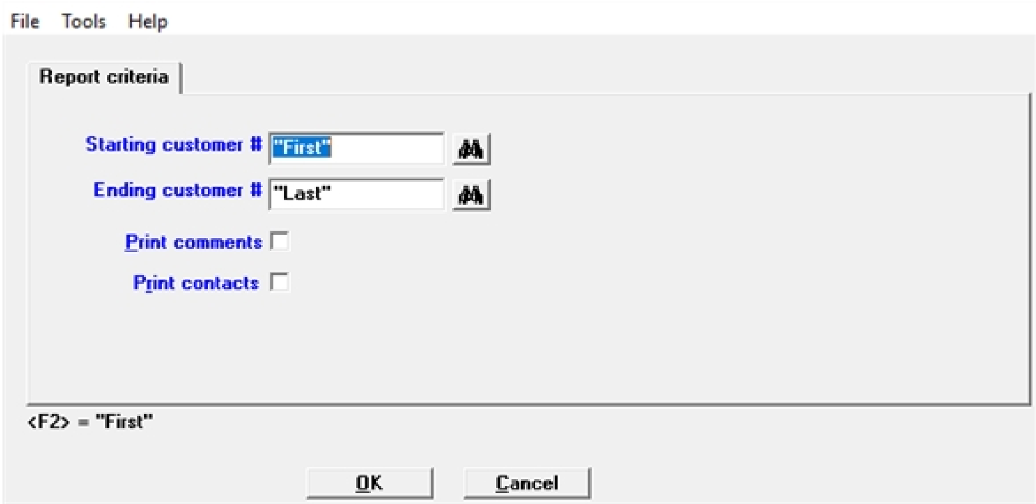
Upon pressing <Enter> with this field blank, the screen will clear for the next entry.

PRINTING A REPORT OF SHIP-TO ADDRESSES

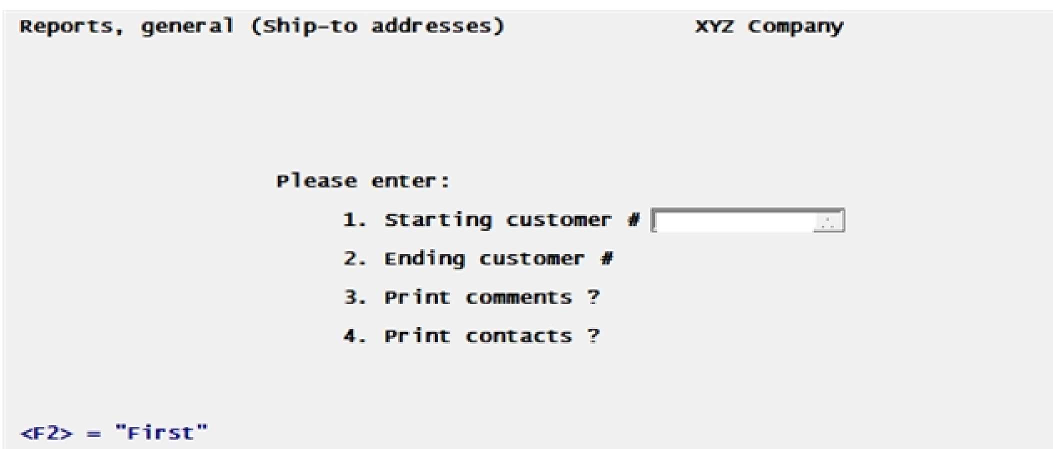
Select

Ship-to addresses from the *Reports, general* menu.

The following screen appears:



Character Mode



Enter the following information:

Starting customer #
Ending customer #

Enter the range of customers for the ship-to locations to be included on the report. You may use the option:

<F2>	For the First starting customer number or Last ending customer number

Format	12 characters
Example	Press <F2> at each field.

Print comments

Check the box to print the ship-to comments. Leave it uncheched to omit the comments.

Character mode. Answer Y to print comments or N to not print comments.

Format	Check box
Example	Select <Enter> to not check the box

Print contacts

Check the box to print the ship-to contacts. Leave it uncheched to omit the contacts on the report. There can be multiple contacts per ship-to location.

Character mode. Answer Y to print contacts or N to not print contacts.

Format	Check box
Example	Select the <Space bar> to check the box

OK or Cancel

Click on OK to displays a list of printers and select one to print the report. Click on Cancel to return to the menu without printing the report.

Item Prices

This chapter contains the following topics:

INTRODUCTION TO ITEM PRICES

Item price data maintained by these functions are accessed in *Sales orders* for pricing line items.

A matching special item price on file for the customer or customer type and item displays as the default item price entry when you add customer sales orders; otherwise the item master price is the default.

Special price by customer has precedence over special price by customer type, when more than one special price record matches an order line item.

ITEM MASTER SALES DATA

Select

Item master sales data from the *Item prices* menu.

The following screen displays:

```
Item prices (Item Master sales data)
   * Item #:                                                    P/M:
                                                                 UM:
Item sales data:
    1. Is this item sold ?       Stocked ?
    2. Product category
    3. Price/cost ratio                     Total unit cost:
    4. Price
    5. Price unit of meas
    6. Stk/price ratio
    7. Qty price breaks ?
    8. Apply discounts ?                    17. Ship weight/unit
    9. Spec sale price ?                    18. User code
   10. Taxable ?
   11. Date last sold                       19. Total sales PTD
   12. Total qty sold PTD                   20. Total sales YTD
   13. Total qty sold YTD                   21. Total sales lst yr
   14. Tot qty sold lst yr                  22. Total cost PTD
   15. Est avg daily sales                  23. Total cost YTD
   16. Sales fcst method                    24. Total cost last yr

<F1> = Next record, <F2> = Previous record, Blank = look up by desc
```

From this screen you can work with both new and existing item master sales data entries.

Enter the information as follows:

Item #:

Entry Format: Up to 15 alphanumeric characters, or

Blank = look up the item by its description.

Entry must match record in Item Masters.

The Item Master sales data is then displayed:

1. Is this item sold ?

Comments: If the answer to Is item sold ? is Y, use "Field number to change ?" to modify other information on the screen. If that answer is N, you may change it to Y and then enter and change sales data fields.

Stocked ?

Comment: Answer Y if the saleable item is usually stocked. Answer N if the item is normally only made or purchased upon receipt of customer order.

2. Product category

Entry Format: Up to 5 alphanumeric characters, or spaces.

Entry other than space must match a category in Inventory Management *Product categories*.

3. Price/cost ratio

Entry Format: Up to 1 numeric digit plus 2 decimals, or enter zero if you do not wish to calculate price from a ratio.

The Default Price/Cost Ratio from I/M Control Information displays when you first enter this field. Press <F1> to change the default.

Comments: If you enter a non-zero value to this field the item Price will automatically be calculated from Total Unit Cost, this ratio, and the Stock/Price Ratio.

4. Price

Entry Format: Up to 7 numeric digits plus 4 decimals.

Comments: This list selling price value is entered if the Price/Cost Ratio is zero. Otherwise it is calculated as:

Total unit cost X Price/cost ratio

X Stk/price ratio

5. Price unit of meas

Entry Format: Up to 4 alphanumeric characters.

Default: Item Stock Unit of Measure.

6. Stk/price ratio

Entry Format: Up to 4 numeric digits plus 3 decimals.

Default: 1.000, only when the Price Unit of Measure equals the Item Stock Unit of Measure.

Comments: This is the ratio of Inventory Units per Selling Price Unit. If the Price Unit of Measure is BX (box) and there are 24 EA item inventory units in a box, this ratio is 24.000 EA/BX.

7. Qty price breaks ?

Default: Default Qty/Price Breaks answer in I/M Control Information.

Comments: Indicates whether item quantity/price breaks apply to this item.

8. Apply discounts ?

Default: Default Apply Discounts answer in I/M Control Information.

Comments: Indicates whether customer line item discounts will be applied to the base Price for this item by the Sales Orders, Enter program.

9. Spec sale price ?

Default: N.

Comments: Indicates whether the current price is a sale price.

10. Taxable ?

Default: Default Taxable Code in I/M Control Information.

Comments: Indicates whether the Customer Order Processing System will apply Sales Tax to this item if the customer is taxable.

Values in the remaining fields are for item sales at all warehouses:

11. Date last sold

Entry Format: 6 numeric digits in MMDDYY format, or space.

12. Total qty sold PTD

13. Total qty sold YTD

14. Total qty sold lst yr

Entry Format: Up to 8 numeric digits plus 3 decimals with an optional minus sign, or zero.

Comments: These fields are normally updated by other programs and are protected from change in this program.

15. Est avg daily sales

Entry Format: Up to 6 numeric digits plus 3 decimals, or zero.

Comments: If Sales Forecast Method S is selected for the item, this quantity may be automatically updated by the Period & Year End closing program.

16. Sales fcst method

Entry Format: **N** = No forecast

S = Statistical

U = User forecast

17. Ship weight/unit

Entry Format: Up to 4 numeric digits plus 3 decimals, or zero.

Comments: This is the shipping weight per price unit of measure, used to optionally calculate estimated shipping weights in other Customer Order Processing programs.

18. User code

Entry Format: Up to 3 alphanumeric characters, or space.

Comments: Use this for any special code you wish to assign to saleable items, for sorting with a report writer, etc. It is not used by other programs in the standard PBS Manufacturing packages, except as a printed or displayed sales data field.

19. Total sales PTD

20. Total sales YTD

21. Total sales lst yr

22. Total cost PTD

23. Total cost YTD

24. Total cost lst yr

Entry Format: Up to 8 numeric digits plus 2 decimals, negative entry allowed to indicate credits, or zero.

Comments: These fields are normally updated by other programs and are protected from change in this program.

To change protected fields, "Allow protected changes ?" must be set to Y in System Information. Then when the "Change not allowed" message appears for these fields, press the <F2> Key and you will be allowed to enter new values.

Update List Prices

Use this program to automatically update Item Master list prices for groups of items in a Product Category and Item Number range that you specify. Only those items with an answer of Y in the "Is item sold ?" field of the Item Master are processed.

The price update factor may be specified as a percentage increase or decrease to current list prices, or as a fixed Price/Cost ratio to be applied to Total Unit Cost, for all items in the range that you request.

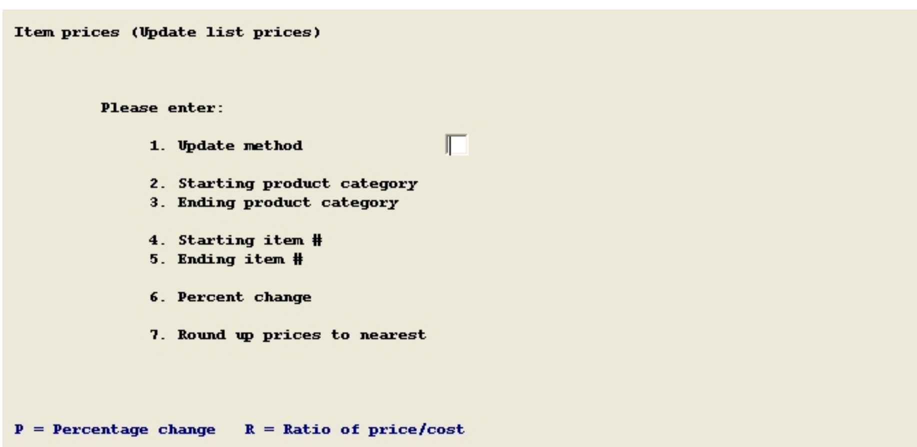
You also enter the update factor and the rounding factor (e.g. cents, dollars, etc.) to be applied in calculating new prices.

After calculating the new item prices and before posting them to Item Masters, the program prints a Price Update Audit List. You are then given the option of posting the new prices to Items after the audit list is printed.

Select

Update list prices from the *Item prices* menu.

The following screen displays:



```
Item prices (Update list prices)

        Please enter:

             1. Update method

             2. Starting product category
             3. Ending product category

             4. Starting item #
             5. Ending item #

             6. Percent change

             7. Round up prices to nearest

P = Percentage change    R = Ratio of price/cost
```

1. Update method

Entry Format: **P** for Percentage Change, or **R** for Ratio of Price/Cost

2. Starting product category

Entry Format: Up to 5 alphanumeric characters, or Blank = Undefined (items with a Product Category of spaces), or <F1> = "All".

3. Ending product category

Entry Format: Blank = Starting Product Category.

4. Starting item

Entry Format: Up to 15 alphanumeric characters, or <F1> = "All".

5. Ending item

Entry Format: Blank = Starting value.

6. Percent change (if you selected Percentage Change)

Entry Format: Up to 3 whole digits plus one decimal with an optional minus sign, entered as a percent value (e.g. enter 10.5 to increase list price by 10.5%, or enter -10.5 to decrease list price by 10.5%).

or,

6. Price/cost ratio (if you selected Ratio of Price/Cost)

Entry Format: Up to 1 whole digit plus 2 decimals. (e.g. if you enter 1.5 the new list price is calculated price by multiplying the item's Total Unit Cost by 1.5 and then by the item's Stock/Price ratio. If the item Price Unit of Measure is the same as its Stock Unit of Measure, the Stock/Price Ratio is 1.000.)

7. Round up prices to nearest

Entry Format: .001, or .01, or .1, or 1, or 10, or 100.

Comments: Calculated values of new list prices will be rounded up to a multiple of the value entered in this field.

The pending price changes will automatically be printed on the Price Update Audit List. Sequence of this list is Product Category, then Item Number.

After the price changes are listed, the program asks if it is

"OK to post new prices ?" to Item Masters.

Answer Y to post new prices, or answer N to proceed without posting. If you wish more time to review the list before making this decision, answer N. You may then later rerun this program for the same range of items, with the same or different update parameters.

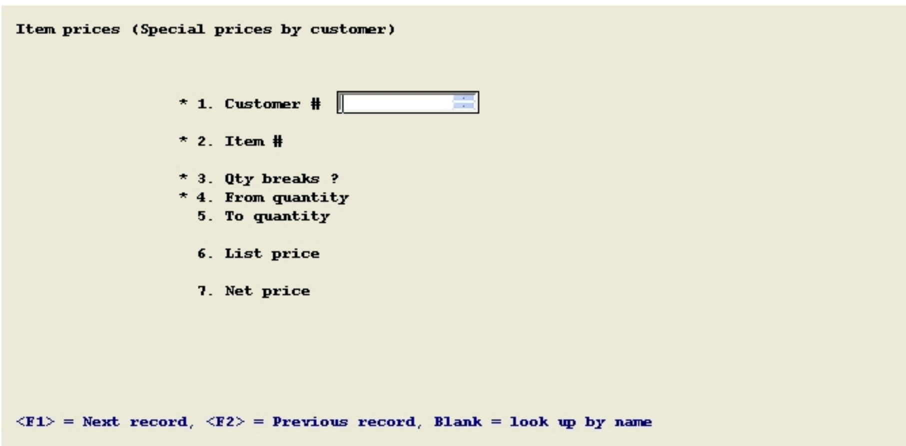
SPECIAL PRICES BY CUSTOMER

Use this function to maintain special contract prices, with optional quantity break levels, for specific customers. You may specify special List Price, or List and special Net if you use item discounts.

Select

Special prices by customer from the *Item prices* menu.

The following screen displays:



1. Customer

Entry Format: Up to 12 alphanumeric characters, or Blank = look up the customer by name.

Entry must match record in A/R Customers.

2. Item

Entry Format: Up to 15 alphanumeric characters.

Entry must match record I/M Item Masters, in which case Item Description displays.

3. Qty breaks ?

Default: N displays as default entry when adding the first record for a Customer and Item.

If you answer Y, you are prompted to enter:

4. From quantity

5. To quantity

Entry Format: Up to 8 numeric digits. Quantity is in the Price Unit of Measure displayed.

Validation: Must not overlap quantity range of another record already on file for same Customer and Item, and To Quantity must not be less than From Quantity.

Comments: For the highest quantity level, you may enter all nines for the To Quantity.

These fields are bypassed if the answer to the Quantity Breaks question is N.

6. List price

Entry Format: Up to 7 numeric digits plus 4 decimals.

If you only want to assign a special Net Price, press <F1> to automatically enter the Item Master List Price in this field.

7. Net price

Entry Format: Up to 7 numeric digits plus 4 decimals, or space for "Not applicable", or press <F1> to enter a Discount Percent which is used to automatically calculate and enter Net Price.

If you enter an amount, the Discount Percent is calculated and displayed.

If you only want to assign a special List Price and apply normal item discounts (if any) to the special List Price, enter space.

If you have just completed a quantity break record, the program will ask if you want to **"Add another quantity range ?"** for the same Customer and Item. If you answer Y, the cursor moves to Quantity From and displays a default value that is one higher than Quantity To in the last matching quantity break record on file. You may then enter the quantity range and prices for the next record.

To retrieve a record enter the Customer Number and Item Number. If there are matching quantity break records, you must also enter Quantity From.

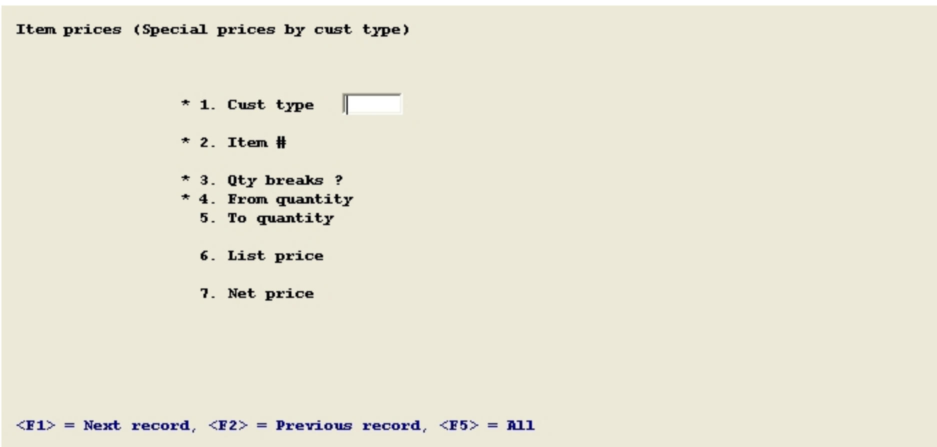
SPECIAL PRICES BY CUSTOMER TYPE

Use this program to assign special item prices by Customer Type, with optional quantity price breaks, or to designate item quantity price breaks for "All" Customer Types.

Select

Special prices by customer type from the *Item prices* menu.

The following screen displays:



Entry procedures are the same as for Maintain Special Prices By Customer, except for the first field:

1. Customer type

Entry format: Up to 5 alphanumeric characters, or

Blank = Undefined, or F5 for "All"

Validation: If not "All" or Undefined , must match a Valid Customer Type record on file.

Other inconsistencies between "All" and another record for the same Item, but a different Customer Type, are also detected by the program.

Comment: If you enter "All" for Customer Type, the Quantity Breaks question will automatically default to "Y" and cannot be changed. You don't need a Special Price for "All" unless there are quantity breaks.

Complete the remaining entries, as previously described for Special Prices By Customer.

To retrieve a record enter the Customer Type and Item Number. If there are matching quantity break records, you must also enter Quantity From.

UPDATE SPECIAL PRICES

Use this program to automatically update item special prices for groups of Special Price records for a specified range of Customer Numbers or Customer Types, Product Categories and Item Numbers.

The price update factor may be specified as a percentage increase or decrease to current list prices, or as a fixed Price/Cost ratio to be applied to Total Unit Cost, for all items in the range that you request.

You enter the update factor and the rounding factor (e.g. cents, dollars, etc.) to be applied in calculating new prices.

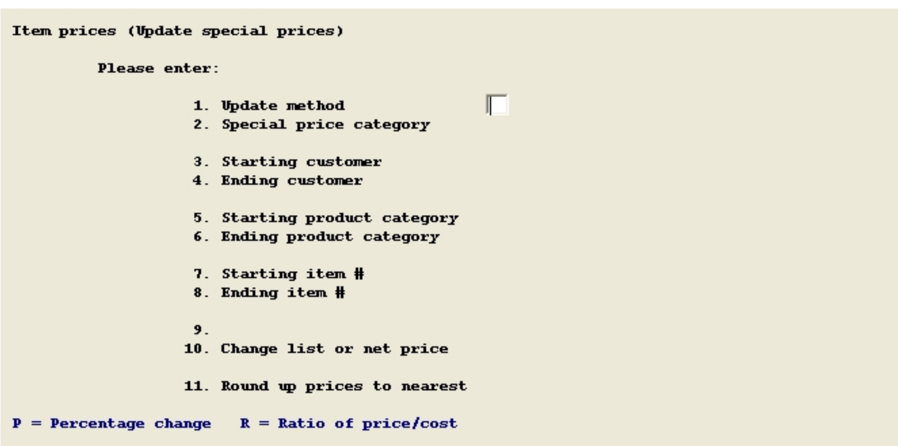
You designate the update of special List Prices or special Net Prices. If you need to update both special List and Net prices, you will have to run the program several times. If you request a special Net Price update, only those records with an existing Net Price will be changed.

After calculating new special prices and before posting them to the Special Prices data, the program prints a Special Prices Update Audit List. You are then given the option of posting the new prices after the audit list is printed.

Select

Update special prices from the *Item prices* menu.

The following screen displays:



Item prices (Update special prices)

Please enter:

1. Update method
2. Special price category

3. Starting customer
4. Ending customer

5. Starting product category
6. Ending product category

7. Starting item #
8. Ending item #

9.
10. Change list or net price

11. Round up prices to nearest

P = Percentage change R = Ratio of price/cost

1. Update method

Entry Format: **P** for Percentage Change, or **R** for Ratio of Price/Cost

2. Special price category

Entry Format: **C** = Customer, or **T** = Customer Type

3. Starting customer # (If you selected prices by Customer)

Entry Format: Up to 12 alphanumeric characters, or <F1> = "All".

4. Ending customer

Entry Format: Blank = Starting Customer Number.

or,

3. Starting customer type (If you selected prices by Customer Type)

Entry Format: Up to 5 alphanumeric characters, or Blank = Undefined , or <F1> = "First", or <F2> = "All".

4. Ending customer type

Entry Format: Blank = Starting Customer Type, or <F1> = "Last"

5. Starting product category

Entry Format: Up to 5 alphanumeric characters, or Blank = Undefined (items with a Product Category of spaces), or <F1> = "All".

6. Ending product category

Entry Format: Blank = Starting Product Category.

7. Starting item

Entry Format: Up to 15 alphanumeric characters, or <F1> = "All".

8. Ending item

Entry Format: Blank = Starting Item Number.

9. Percent change (if you selected Percentage Change)

Entry Format: Up to 3 whole digits plus one decimal with an optional minus sign, entered as a percent. (e.g. enter 10.5 to increase list price by 10.5%, or enter -10.5 to decrease list price by 10.5%).

or,

9. Price/cost ratio (if you selected Ratio of Price/Cost)

Entry Format: Up to 1 whole digit plus 2 decimals. (e.g. if you enter 1.5 the new list price is calculated price by multiplying the item's Total Unit Cost by 1.5 and then by the item's Stock/Price ratio. If the item Price Unit of Measure is the same as its Stock Unit of Measure, the Stock/Price Ratio is 1.000.)

10. Change list or net price

Entry Format: **L** = List, or **N** = Net.

11. Round up prices to nearest

Entry Format: .001, or .01, or .1, or 1, or 10, or 100.

Comments: Calculated values of new list prices will be rounded up to a multiple of the value entered.

The pending price changes will automatically be printed on the Update Audit List.

After the price changes are listed, the program asks if it is "OK to post new prices ?" to Special Prices. Answer Y to post new prices, or answer N to proceed without posting. If you wish more time to review the list before making this decision, answer N. You may then later rerun this program for the same range of items, with the same or different update parameters.

Standard Certifications

This chapter contains the following topics:

ENTERING STANDARD CERTIFICATIONS

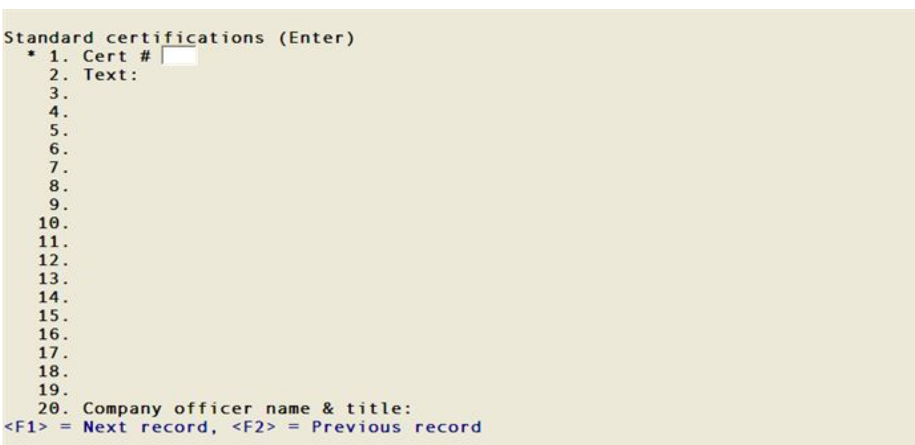
Product certification or product qualification is the process of certifying that a certain product has passed performance and quality assurance tests or qualification requirements stipulated in regulations such as a building code and nationally accredited test standards, or that it complies with a set of regulations governing quality and minimum performance requirements.

If you use product certifications, this function allows you to maintain and print sample copies of Standard Certifications. Up to 99 standard certifications can be defined for your business. In Sales Orders, Enter, you specify what Standard Certification Number format, if any, is to be used for the order. Then when you use the Billing function, you may print certifications that add the variable shipment information to the Standard Certification text.

Select

Enter from the *Standard certifications* menu.

The following screen displays:



* 1. Cert

<F1>	To access the next certification number
<F2>	To access the previous certification number

Format	Up to 2 numeric digits

2 - 19. Text

This question displays if you are using Payroll. Answer Y if you want to get payroll checks and ACH payments from Payroll; otherwise, answer N. Payroll checks that have been printed and posted, handwritten checks that have been posted, and ACH payroll payments are transferred. No unposted checks are transferred.

20. Company officer name and title.

Entry Format: Up to 40 alphanumeric characters.

Field number to change ?

Select a field number to make changes or select the <Enter> key finished the entry.

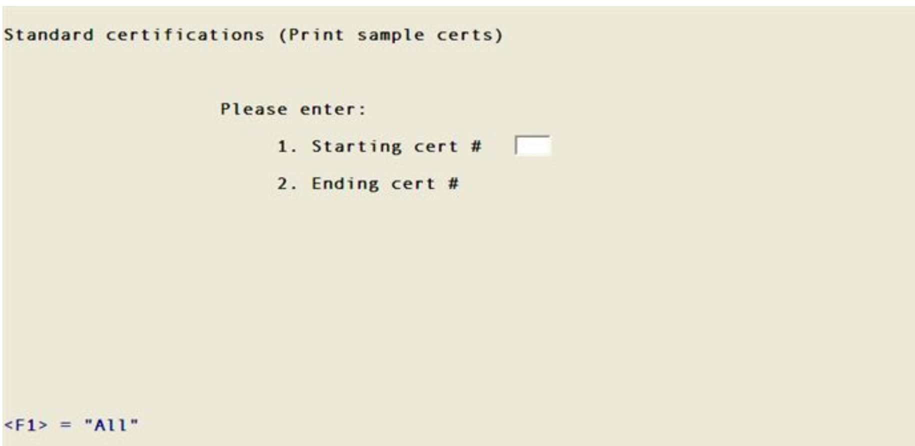
PRINT SAMPLE CERTIFICATIONS

Using the selection to print sample certifications.

To print sample standard certifications enter the range of Certification Numbers to be printed. Press <F1> in Starting cert # to print "All" standard certifications on file.

Select

Print sample certs from the *Standard certifications* menu.



Enter the following fields:

1. Starting cert #

or

2. Ending cert #

<F1>	At field 1 for "All"
Format	Up to 2 numeric digits for both fields

Field number to change ?

Make any changes or select <Enter> to print the report.

Sales Orders

This chapter contains the following topics:

INTRODUCTION TO SALES ORDERS

This program allows you to enter and maintain quotations, customer orders, and credit memos. Orders may also be entered directly as invoices allowing you to by-pass the selection process later. The invoicing option is useful in a company that has occasional immediate transactions.

Options in C/O Control Information manages the way you use this program. These include:

- The ability to set a sales Lead-Time. This allows the program to calculate an estimated Required Shop Date automatically.
- You can optionally specify a ship-zone for your ship-to addresses or can use this as an additional field in the ship-to address.
- For orders that make product to customer order, you may optionally create shop orders from the sales order lines.
- Whether or not sales reps or commissions are used.
- Whether or not you'd like to have the ability to split commissions.
- Whether or not you'd like to use product certifications.
- Whether or not you'd like to use and/or save sales order line comments.
- Whether or not you'd like to enter multiple release sales order lines.

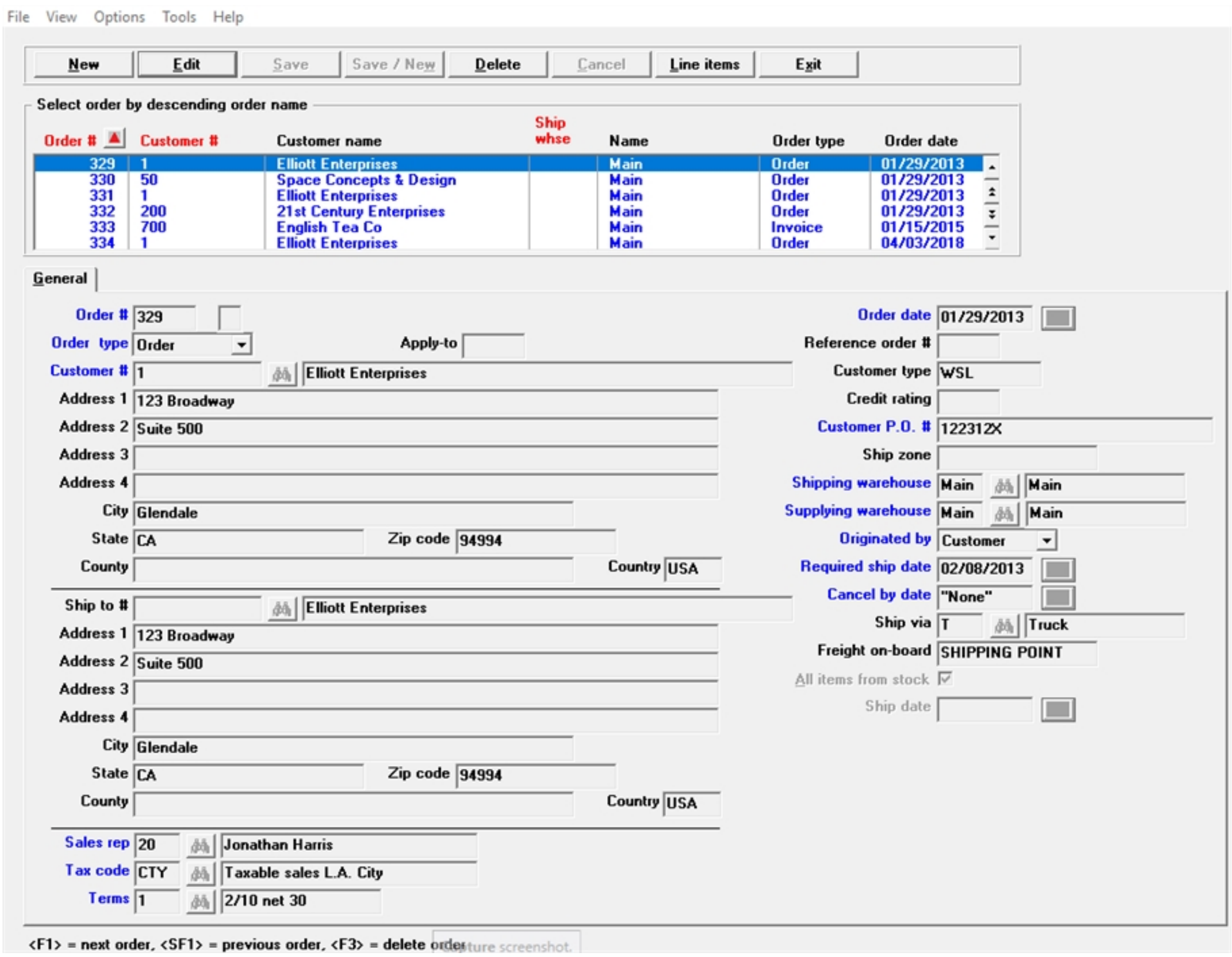
These settings will impact fields you may access in this program and may also directly impact how information is posted to the accounting modules so be sure you carefully consider your settings.

Select

Enter from the *Customer orders* C/O menu.

Entering Sales Orders

The following screen displays:



The are three screens for entering and order: Header, Lines and Summary screens. The first screen is the Header.

Sales Orders List Box

The list box displays up to 6 unposted sales orders at a time. You may sort the sales orders by order number, customer number or warehouse number, all in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a sales order, start typing the sales order number, customer number or warehouse number, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a sales order. The <F1> and <SF1> function the same as the up/down arrow keys.

Sales orders that display in the list box are available for changes or deletion. The fields for the selected sales order display in the lower part of the screen.

When a sales order is found, you may select the <Enter> key or Edit button to start editing.

Sales Orders Buttons

There is a row of buttons on all three screens you will have some or most of the following options:

Button	Keyboard	Button Description
New	Alt+n	For entering a new order.
Edit	Alt+e	For editing an existing order. This option is only available if there are orders on file.
Save	Alt+s	To save a new entry or the changes made to an edited entry.
Save/New	Alt+w	To save a new entry or the changes made to an edited entry and start a new order.
Delete	Alt+d	To delete an existing order.
Cancel	Alt+c	To cancel adding or editing an existing order.
Line items	Alt+l	To access the line items screen for an existing order. See the Sales Orders Line Item Screen.
Exit	Alt+x	To exit the screen.

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. The selections that are unique to this screen are Enter / maintain product structures, Copy product structure, Enter maintain routing, Copy routing, Update item / labor burden, Total cost rollup, Inventory availability and P.O. entry. These are explained in other manufacturing documents.

Sales Orders Header Screen

Enter the following fields:

Order

Entry Format: To add an order, enter spaces to assign the next available Order Number from Control information, or you may enter a new Order Number up to 6 numeric digits.

If the order has been partially shipped, a Backorder Number will display to the right of the Order Number.

Order date

Entry Format: 6 numeric digits in MMDDYY format, or press ENTER to accept the default System Date displayed.

Order type

Comments: Use Invoice only if you want to immediately invoice the order entered. Order Types CR memo and Invoice are automatically selected to bill in your next invoice print run. An order with Order Type is not invoiced until after it is selected for billing with the Billing function. See the Billing chapter.

If you enter quote you may later convert the Quote to an Order or Invoice by changing this field.

Format	Drop down list box with the choices of Order, Cr Memo, Invoice and Quote, Order is the default.

If you select CR memo for Order Type, you are next prompted to enter:

Apply-to

Comments: Specifies the Invoice Number to which the Credit Memo will be applied. If you leave this entry blank, the credit will be applied to the account but not to a specific invoice.

Format	Up to 6 numeric digits or space.

Reference order

Comments: Specifies the original Order Number to which this Credit Memo refers.

Format	Up to 6 numeric digits or space.

Customer

Entry Format: Up to 12 alphanumeric characters, or space to look up the customer by name.

If you use the name lookup option, type in any portion of the Customer Name, up to 25 alphanumeric characters. The program finds the first name in A/R Customers matching the characters you typed in. If a match is found the full customer name, address, and Customer Number will display and you will be prompted to answer "Right customer ?". Answer Y or N, or press <F1> to get the next Customer Name on file that matches your entry. If in the name lookup routine you enter space in Customer Name, the cursor will move back to the Customer Number entry position.

Validation: Must match a record in A/R Customers.

Comments: When you retrieve an order you are not allowed to change this field.

The Customer Type is displayed to the right of the Customer name.

If the customer Credit Limit is exceeded by the customer's Account Balance plus Unposted Balance (unbilled orders on file less unposted cash receipts on file), the program warns you of this condition.

A general user will not able to proceed with the order. An administrative user can override the credit limit.

If the customer is on credit hold, then you will not be able to enter a new order, invoice credit memo or quote for that customer until the credit hold is removed.

If the Customer Credit Rating code is not spaces, this Credit Rating is displayed on the screen.

Entering a Customer

If the answer in *Control Information* is Y to 21. Order entry access to customer file ?, and the Customer Number entered is not on file, the program will ask if you wish to add the Customer record. Answer Y to go directly to the Customer maintenance program and add the new Customer record, after which you will be returned to the order entry screen. For an explanation of each of the fields, see the *Customers* chapter in the A/R documentation.

Customer Name and Address lines

Entry Format: There are four address lines of up to 60 characters each. There is a city of 45 characters, state of 23 characters, zip code of 15 characters, county of 45 characters and country of 3 characters.

These fields are automatically entered from the Customer record. You may modify these fields as needed.

Ship to

Entry Format: Up to 8 alphanumeric characters.

Comments: Press ENTER to use the Customer Name and Address as the Ship-to Name and Address. Enter a Ship-to Number to use a pre-entered Ship-to Address for the customer. Or, press <F1> to display the first record in the Ship-to Addresses Locations file or table for this Customer.

Ship To Name and Address lines

These lines are automatically entered unless you press <F2> at Ship-to Number, in which case, you will make the entries at each line.

Graphical mode allows entering any ship-to address without validation. Using character mode when you enter a Ship-to Number or press <F1> , you will be asked "Right Ship-to ?". The default answer is "Y". Press ENTER to accept the default, press <F1> for the next Ship-to Address, or enter "N".

Comments: If the 6. Ship to zones used ? flag in *Control Information* is set to "Y", five lines (Fields 9 - 13) are available for the Ship-To Name and Address and the sixth (Field 14) is used for Shipping Zone.

Entering a Ship to Name and Address

Entry Format: A ship to name of 50 characters. Four address lines of up to 60 characters each. All spaces allowed in any line. There is also a city field of 45 characters, state of 23 characters, zip code of 15 characters, county of 45 characters and country of 3 characters.

There are two ways to enter a new ship-to address:

- Access the lookup. You may do so by selecting the <F8> key or clicking on the binoculars. On the lookup there is a *Locations* button:

  Click on this button and another screen displays where you may enter new, edit an existing or delete an existing ship-to address. You may do so for ANY customer. You may also add, edit or delete contacts for the selected ship-to address. You may just view the ship-to addresses for the customer. See the Ship-to Addresses chapter for an explanation of each of the fields.

  Once you are finished return to the lookup and select the ship-to location for this order.

- If you press <F2> you are allowed to enter any Ship-to Address. The <F2> option to enter a shipping address different from the billing location will not permit historical Sales Analysis by ship-to location; a Ship-to Number must be used to accommodate such subsequent analysis.

Ship zone

(if Shipping Zones are used)

Entry Format: Up to 10 alphanumeric characters, or press ENTER to accept the default that is displayed.

Comments: If the Ship-to Address is the same as the Bill-to Address the Shipping Zone default displayed is the first 10 characters of the Comments field in the Customer record. If the Ship-to Address is from the Ship-to Addresses Locations file or table the default is the Shipping Zone field from the Ship-to Addresses Locations.

If the 6. Ship to zones used ? answer in Control Information is set to "N", this line is used as an optional sixth Ship-to Address line of 31 characters in length.

Sales rep

Entry Format: Up to 3 alphanumeric characters, or press ENTER to accept the displayed Sales Rep Number. The displayed default is either from the Customer record or the Ship-to Addresses record if you entered a Ship-to Number.

Validation: Must match a Sales Rep as entered in A/R Sales Reps. The Sales Rep name is displayed.

Comments: This entry is bypassed if you answered N to "Sales reps used ?" in Control Information.

Tax code

Entry Format: Up to 3 alphanumeric characters. This field is automatically entered from the Customer record, or the Tax Code from the Ship-to Addresses record if you entered a Ship-to Number.

Validation: Must match a Tax Code in A/R Tax Codes. The Tax Code description is displayed.

Terms

Entry Format: Up to 3 alphanumeric characters. This field is automatically entered from the Customer record.

Validation: Must match a Terms Code in A/R Terms Codes. The Terms Code description is displayed.

Customer P.O.

(Customer Purchase Order Number)

Entry Format: Up to 30 alphanumeric characters.

Shipping warehouse

Entry Format: Up to 2 alphanumeric characters, or Blank = "Main" warehouse.

Validation: If not "Main", entry must match a record in I/M Warehouse Codes. The Warehouse description is displayed.

Comments: You are only allowed to change the Shipping Warehouse when you add the order.

Supplying warehouse

Entry Format: Up to 2 alphanumeric characters, press ENTER to default to the Ship from Warehouse, or Blank = "Main", or <F1> = "See lines".

Validation: If not "Main", must match record in I/M Warehouse Codes.

Comments: If a warehouse is specified, it will be the automatic default Supplying Warehouse for line items later added to the order. If "See lines" is entered here, you will later be prompted to enter a Supplying Warehouse for each line.

Originated by

Entry Format: Drop down list with the choices of Customer, Sales Rep and EDI.

Default: Customer is the default entry displayed.

Comment: EDI may display in this field if the order was created with an EDI interface.

Required ship date

Entry Format: 6 numeric digits in MMDDYY format, press ENTER to accept the default date displayed, <F1> = "Hold", or <F2> = "See lines".

Comments: If there is a value in Control Information for Standard Lead Time Days, then for a new order the displayed default is determined by the current system date plus Standard Lead Time Days, with the Schedule Exception Days considered. If a specific date or "Hold" is entered here, then that will be the automatic default Ship Schedule Date entry for line items subsequently added to the order. If "See lines" is entered here, you will enter a Ship Schedule Date for each line item added to the order.

If this date is changed for a previously entered order, the program will ask:

Change ship date for all open line items ?

A Yes answer will change the Ship Schedule Date for the order's open line items to this date.

Cancel by date

Entry Format: 6 numeric digits in MMDDYY format, or Blank = "None".

Comments: The Cancel By Date is printed on the Packing List and indicates that the customer wants the order to be canceled if not shipped by this date.

Ship via

(Code / description)

Entry Format: Up to 3 alphanumeric characters for Code, or accept the Code displayed from the Customer record, or spaces in Code to allow entry of a Ship Via Description up to 15 characters.

Validation: Any Code entry must match a Ship Via Codes record, for which the description displays.

Freight on-board

Entry Format: Up to 15 alphanumeric characters, or accept the Default F.O.B. location from Control Information, or <F1> = "Free freight".

Comments: If "Free freight" is selected, then you are not allowed to enter a freight amount on the Order Summary Screen in the entry or billing functions.

All items from stock

Entry Format: Check box, checked is yes and unchecked is no, or accept the default from Control Information.

Comments: If checked, then during line item entry the Quantity From Stock field will automatically be the same as the Quantity To Ship and the Quantity From WIP will automatically be zero. If unchecked, then you can enter any value for the Quantity From Stock, and Quantity From WIP will be calculated as the Quantity To Ship less the Quantity From Stock.

If the Order Type is Invoice, you will also be prompted to enter:

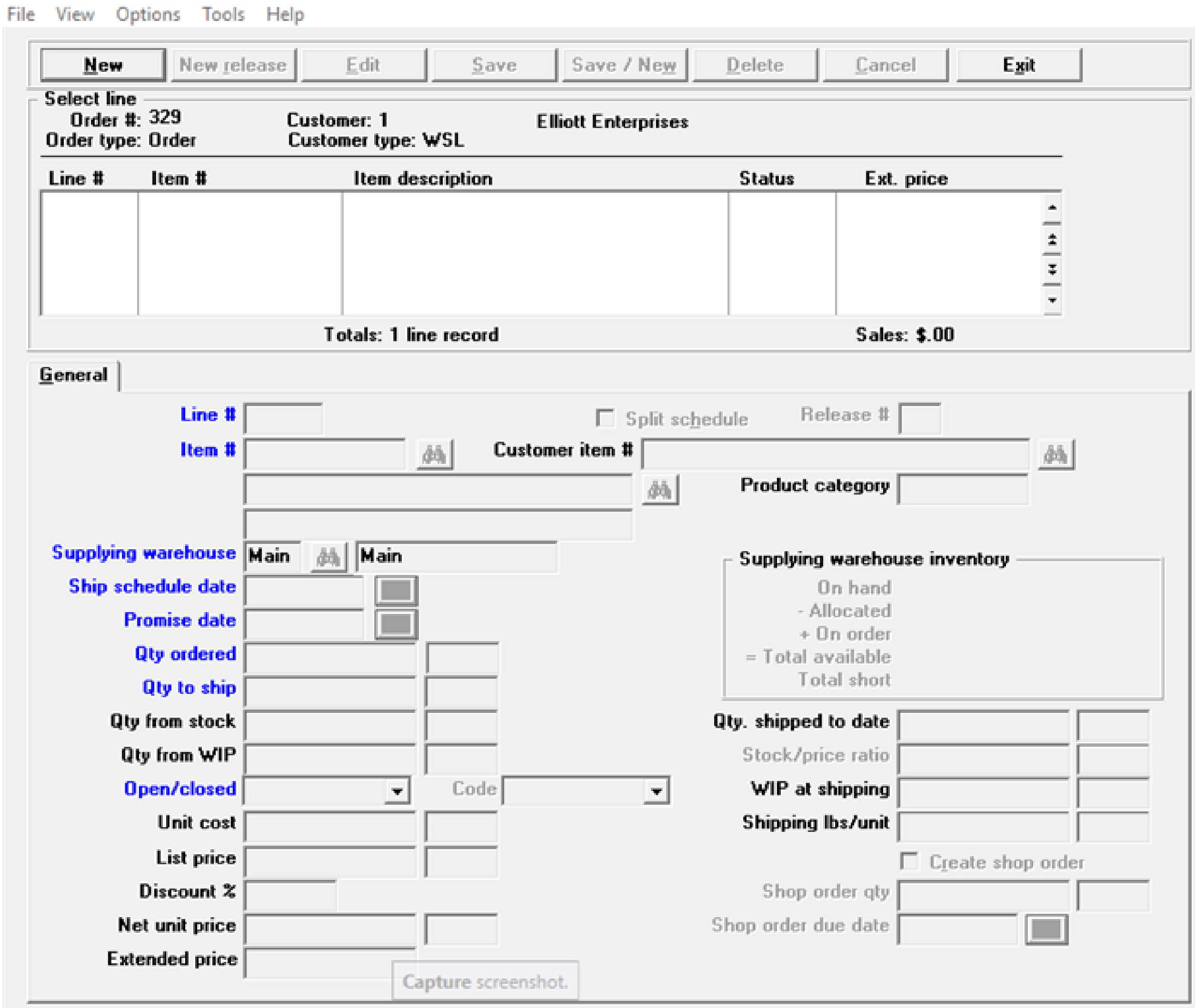
Ship date

Entry Format: 6 numeric digits in MMDDYY format.

When your entries are correct, select Save and the program will display the order line item screen.

Sales Orders Line Item Screen

Use the following procedure to enter order line items. When at the Line Number entry, you may also choose to enter an Assortment, or to display all of the line items already entered on the order. Here is an example of the line item screen:



Enter the following fields:

Line

Line number is automatically generated. You may change it as long as it does not match a line number for the order being added or edited.

Enter up to 3 numeric digits to change a previously entered line, press <F5> to get a review display of all lines already entered on the order, or type 999 to enter an Assortment.

Press Esc (or Tab) at this position when you are done adding or changing line items.

If you are adding a Line Number, and the answer is Y to "Use split schedules for some order items ?" in Control Information, you are next prompted to answer:

Split schedule

Entry Format: Check box, checked is yes and unchecked is no. Check the box if you wish to enter multiple shipment schedule releases for this Line Number.

If this box is checked, you must then enter:

Release

Entry Format: Up to 2 numeric digits, or press <F1> to bring up next Release Number already on file for the line.

Default: When you first add a new Line Number with split schedules, defaults to 1. When you consecutively add another release for the same Line Number during the same entry session, defaults to value of the previous Release Number plus 1. If you enter a Line Number already on file with split schedules, this value defaults to first Release Number on file for the line.

Comments: The split release feature permits easy entry of multiple scheduled shipment quantities for the same order line item. When you consecutively enter multiple releases for a Line Number, you do not have to enter the Item Number for each release after the first release is entered. Each release for the same Line Number must be assigned a unique Shipping Schedule Date. The quantity ordered and list price entries default to the values for the preceding release, but may be changed.

Item

Entry Format: Up to 15 alphanumeric characters.

To look up an Item by Description, enter spaces in this field to go to the first Item Description line. You may then type in any portion of the Item Description, up to 30 alphanumeric characters. The program will find the first record on the Item Masters that matches the characters you typed in. If a match is found the full Item Description will display and you will be prompted to answer "Right item ?". Answer Y to complete the Item Number entry, or press <F1> to search for the next Item with a Description that matches the characters you entered, or answer N to go back to the Description entry position. Enter space at Description to return to the Item Number field.

When you enter a valid Item Number that begins with an *, the program will treat this as a "miscellaneous" item. For such miscellaneous items, you must enter the full Item Description and List Price for the line item.

Validation: The Item Number must exist in the I/M Item Masters.

After the Item Number is entered, the Product Category from the Item Master is displayed. If Control Information indicates that sales rep commissions are used, the line item Commission Percent, if any, is automatically calculated and displayed. The Sales Rep, Customer Type, and Item Product Category are used to determine the Commission Percent from Sales Rep Commission Rates.

(Description)

Entry Format: One or two lines of up to 30 alphanumeric characters each. An entry of all spaces not allowed on the first line, but is allowed in the second.

These fields are automatically entered from the Item Master record, unless a "miscellaneous" Item Number beginning with * has been entered. Use "Field number to change ?" to modify these description entries.

Customer item

Auto Entry of Pre-entered Customer Item Numbers

After a valid customer item number is either selected or entered, the item number and description is completed automatically. Consequently, when a valid item number is entered, and a customer item number exists, it displays as well. This data is not stored in Sales Order Items. Instead, it is a link made to your cross reference number as assigned in EDI Items. For pre-entering customer items, see Customer Part Numbers and EDI Items.

If there is no assigned customer item, the field displays as "Not available".

Manual Entry

You do not choose to ere-enter your customer part numbers, you may add them on the fly while creating new orders. To do so, start entering a line item like you normally would. Once you enter the item from your item master database, you will be given an opportunity to enter a customer item number. If you do, and it does not match (if there is a match it is displayed), the program asks you if you would like to add it. Click Yes and the item will be added to the database automatically for you.

Supplying warehouse

Entry Format: Up to 2 alphanumeric characters, or Blank = "Main".

Validation: Must match either the Primary Warehouse in the Item Master record, or a Branch Warehouse Item record for this Warehouse Code and the Item Number. If it is not, an error message is displayed.

Comments: This field is automatically filled if there is a specific Supplying Warehouse specified on the first order entry screen. If you entered "See lines" as the Supplying Warehouse on the first screen , then you will be required to enter this field for each line item.

When shipment quantities and billing amounts for the order are posted in Billing, the line item Supplying Warehouse will be credited with the sale of the line item. Any part of the line item shipment quantity that is specified as Quantity From Stock will be deducted from the Supplying Warehouse inventory Quantity On Hand when the shipment is posted.

After a valid Supplying Warehouse is entered, the Item Number inventory status is displayed showing On Hand, Allocated, On Order, and Total Available values for this Supplying Warehouse.

Ship schedule date

Entry Format: 6 numeric digits in MMDDYY format or <F1> = "Hold".

Default: The Shipment Schedule Date is automatically entered as the Requested Ship Date from the first screen, unless the Requested Ship Date was "See lines".

Promise date

Entry Format: 6 numeric digits in MMDDYY format.

Default: If there is a Shipment Schedule Date, it automatically appears as the default. If the Shipment Schedule Date is "Hold", then the Promise Date is automatically entered as "None".

Comments: "On time" shipment performance will be measured against the Shipment Schedule Date, or the Promise Date, based on the specification in Control Information.

Stock/price ratio

This value, up to 4 numeric digits and 3 decimals, is displayed only if the Price Unit of Measure differs from Stock Unit of Measure for the Item Number. The ratio and both Units of Measure are shown.

Order quantities are entered in the Stock (Inventory) Unit of Measure. Unit Price data are in the Price Unit of Measure.

Qty ordered *or*

Qty for credit

Entry Format: Up to 8 whole digits, or 6 numeric digits and 3 decimals, or press ENTER to default to Quantity Ordered of one. A minus sign is not allowed.

Do not enter a minus quantity for Credit Memos. Using the Order Type (type = C) the quantities and extended amounts shown will automatically be credited.

Comments: This quantity is in the Price Unit Of Measure. For Credit Memos, it is the Quantity used to calculate the Credit dollar amount, not the physical Quantity Returned by the customer which may optionally be entered in the next field for Credit Memos.

Qty to ship *or*

Qty returned

Entry Format: For regular Orders or Quotes this field is automatically set to the Quantity Ordered when you add an order and is not changeable with this program.

For Invoice orders, enter the actual quantity shipped, up to 8 whole digits, or 6 numeric digits and 3 decimals, or zero. If you enter zero, the line item Open/Closed Status will automatically be set to Closed.

For Credit Memos only, this field represents the physical quantity returned that you wish to have credited to inventory when the Credit Memo is posted. You may enter up to 8 whole digits, or 6 numeric digits and 3 decimals, or zero, but the value cannot exceed Quantity For Credit.

Comments: This field is only changeable for regular orders (Order Type = O) in Billing, to specify a partial shipment quantity. If you partially ship and backorder the balance of a line item, the Post Invoices program will automatically reset this value to the Quantity Ordered less the Quantity Shipped To Date.

Qty from stock *or*

Qty to stock

Entry Format: Up to 8 whole digits, or 6 numeric digits and 3 decimals, or zero, but not exceeding the Quantity To Ship (or the Quantity Returned for a Credit Memo).

Comments: This field is automatically set to the Quantity To Ship if the All items from stock answer on the first order entry screen is Yes (checked). Changes to this field cause the Quantity From WIP to be updated to the Quantity To Ship less the Quantity From Stock.

In Billing Posting, this value will be deducted from the Item Quantity On Hand at the Supplying Warehouse (or added to On Hand if a Credit Memo).

Qty from WIP

(Quantity From Work-In-Process) or,

Qty to WIP

(To Work-In-Process if a Credit Memo)

Entry Format: Up to 8 whole digits, or 6 numeric digits and 3 decimals, or zero, but not exceeding the Quantity To Ship (or the Quantity Returned for a Credit Memo).

Comments: This value is automatically set to Quantity To Ship less the Quantity From Stock (or Quantity Returned less Quantity To Stock for a Credit Memo). Changes to this field cause the Quantity From Stock to be updated to the Quantity To Ship less the Quantity From WIP.

In Billing Posting, this part of the Quantity Shipped (or Returned) will not update Quantity On Hand.

Open/closed

Entry Format: Drop down list box choices of Open or Closed.

Comments: When adding a line item, this field is automatically set to Open for Orders, Credit Memo, and Quotes. For Order Type of Invoice it is set to Open, unless you enter zero to Quantity To Ship in which case it is set to Closed.

Closed code (Closed reason code)

Entry Format: **TO** = Temporarily Out, **DC** = Discontinued item, or space.

Comments: When you change the Open/Closed status to Closed, it means you will not ship the balance of the line item Quantity Ordered. You are asked to enter this optional closed reason code. This code may be printed on your invoice to inform the customer why the order balance was not shipped.

Unit cost

Entry Format: Up to 7 numeric digits and 4 decimals, or zero.

Comments: This field is only entered for miscellaneous item numbers (those that begin with a "*"). Otherwise, the value is displayed from the Item Master.

List price

Entry Format: Accept the default List Price displayed, or press <F1> to enter another value of up to 7 numeric digits and 4 decimals, or enter space for "Not applicable".

If the Item Number begins with *, representing a "miscellaneous" item, you will be prompted to enter this value.

Comments: The initial default value displayed when you add a line is either from an Item Special Price record for the Customer or Customer Type and Item, or from the Item Master.

"Special price" will display on the screen if the default price is from the Special Prices.

If you change the List Price to "Not applicable", then the Discount Percent will be set to zero, and you will need to enter the Extended Price for this line item.

Discount %

Entry Format: Up to 2 numeric digits and 2 decimals or zero. You may also enter 100 in this field for a "No charge" item.

Comment: If the answer is Y to "Apply discounts ?" in the Item Master record, a line Discount Percent, if any, is automatically retrieved and displayed. The Customer Type and Item Product Category are used by the program to look for a matching Discount record in Price Discounts. If the List Price is from Special Prices, the Discount Percent displays from Special Prices. You may modify this the value in this field.

Net unit price

Entry Format: Up to 7 numeric digits and 3 decimals, or zero.

Comments: This value is calculated and displayed as the List Price reduced by the Discount Percent. Press <F1> to change this value.

When you enter a Net Unit Price value, the Discount Percent and Extended Price values are recalculated and redisplayed.

Extended price

Entry Format: Up to 8 numeric digits and 2 decimals, or zero.

Comment: Entered only if the List Price entry was "Not applicable"; otherwise, it is automatically calculated by the program. For regular Orders, Quotes and Invoice orders Quantity To Ship is used in this calculation. For Credit Memos Quantity Ordered is used.

The following two fields, updated by other programs, are displayed in the lower right section of the line item screen. They will always have zero values when you first add a line item, but may show non-zero values if displayed after activity is posted.

Quantity shipped to date

Shown as the Stock Unit of Measure.

WIP at shipping

Shown as the Stock Unit of Measure.

Item quantities are transferred or issued to the Customer Order line item WIP Quantity At Shipping balance by other programs. This part of the line item Quantity To Ship is no longer allocated and will not be issued from the Quantity On Hand when line item billings are posted.

Shipping lbs/unit

Entry format: Up to 4 numeric digits and 3 decimals.

This field is automatically set to the Shipping Weight / Unit in the Item Master record.

If the answer is Y to 10. Create shop orders for some sales order items ? in Control information, you can selectively create new Shop Orders (supply orders) directly from the Sales Order (demand order) line items that you enter. You may then use Inventory Management to explode and track those Shop Orders.

The following three fields will be displayed:

Create shop order

Entry Format: Check box where checked is yes and unchecked is no.

If the Item Master record specifies that the item is Purchased or that the item is not controlled, or the Item Number begins with * indicating a "miscellaneous item, this entry defaults to unchecked and you will not be able to change the answer or enter the subsequent two fields.

Default: When you add a line, unchecked is the default.

Validation: If you check this box and there is already a Shop Order on file matching the Sales Order Number, Release Number (if you use Release Numbers), and Item Number for this line item, a message informs you of this condition and the entry reverts to unchecked.

If check the box to the preceding question, enter:

Shop order qty

Entry Format: Up to 8 numeric digits.

Default: The default displayed is the Quantity Ordered (converted to the stock unit of measure if the Stock / Price Ratio is not 1.000).

If MRP is licensed, the item is manufactured and you selected to Create shop order, once a quantity is entered the following occurs:

- Move the quantity ordered to a work field.
- Check the item master for rules and compute the proper quantity to order.
- If the resulting quantity is greater than 0 the program either checks off or moves Y to the create shop order field.

- If the quantity is greater than 0 AND the *Order complete quantity?* field in Control information is set to N the program moves the “recommended quantity to order” into the Shop Order Quantity field. If the other new field is set to Y, and it’s determined that a quantity is required, and the recommended quantity to order is less than the line item’s quantity ordered, the program moves the line items quantity ordered to the shop order quantity ordered.
- ALTERNATE CONDITION, if the computed recommended quantity is 0 or less the program does not check off the box to create a shop order. We also don’t prevent the user from doing so. If the user does check off the box on their own, the logic should work as MRP is not used.

Shop ord due date

Entry Format: 6 numeric digits in MMDDYY format.

Default: The default displayed is the Ship Sched Date, unless the Ship Schedule Date is "Hold".

When you add a Shop Order, if Manufacturing Job Costing is installed and a Job Master matching the Shop Order Number is not on file, the program asks:

Add job cost master

Answer Y if you want to add the cost master which allows reporting of Shop Order costs, otherwise answer N.

If you are changing a previously entered line item for which you had created a Shop Order record, you may change the Shop Order quantity or delete the Shop Order with this program only if the current Shop Order Status is "Open" (Not "Exploded", "Issued" or "Closed"). Also, this program does not allow deletion of Shop Orders posted with a non-zero Quantity Received.

When allowed, you may delete a Shop Order with the Line Item Entry screen by changing the answer for Create shop order from checked to unchecked, or by deleting the Line Item.

After each line item record is added or deleted, running totals of the number of lines entered and the extended prices for the order are displayed. These totals, and the allocated and ordered balances in related item inventory records, are not updated until you press ENTER in response to "Field number to change ?".

If you have just added a split schedule Release, the program then asks if you want to add another release for the same line. Answer Yes to add another release, or answer No to return to Line Number.

Line Comments

If you have just added a split schedule Release beyond the first Release and there are Line Comments on file for the preceding Release, the program asks if you wish to "Repeat comments from previous release ?". If you answer Y, Line Comments are automatically copied to the Release you have just entered.

If the answer to 16. Use order line item comments ? is Y in Control Information, you may press <F6> to add or change Line Comments after you have completed entry or change of the Line Item.

Line comments

Entry Format: Up to 99 lines of 45 alphanumeric characters each, in groups of 10 lines per screen.

When you are done adding or changing line comments, press <F1> to put spaces in a comment field and in subsequent comment fields in the group of 10. To delete all comments for a group of 10, press <F1> when the cursor is at the top comment field.

To display a list of all line item records currently on the order, press <F5> when the cursor is positioned at Line Number. When you have finished adding, changing or deleting line items, press Esc (or Tab) at Line Number to proceed to the order summary screen.

Lot/Serial Number Quantity Distribution - Invoices & Credit Memos

If Lot or Serial Number control applies to the line item and the Order Type is Invoice or Credit Memo, you are prompted to enter detail quantity distributions on a subsequent screen. This additional information is eventually posted to Lot/Serial Number History by another program.

The Lot/Serial Number distribution screen displays the Item Number and Description, Stock Quantity To Ship (or Returned), Stock Quantity (remaining) To Distribute, WIP Quantity To Ship (or Returned), and WIP Quantity (remaining) To Distribute. Previous Lot or Serial Number quantity distributions, if any, are also displayed on the bottom section of this entry screen. You must enter detail quantity distributions (to Lot or Serial Numbers) until Stock Quantity To Distribute and WIP Quantity To Distribute are both zero. Then press ENC (or TAB) to exit this screen.

The Lot/Serial Number quantity distribution data you enter are:

Lot # *or* Serial

Entry Format: Up to 15 alphanumeric characters, or Blank for "Undefined", or <F2> to "display on-hand detail". For Lot Number, the entry consists of the following 3 segments:

Lot/S.O. # Shop Order Number; up to 6 alphanumeric characters. Spaces not allowed.

Lot/Rls # S.O. Release Number, up to 2 numeric digits or space.

Lot/User The program reformats the S.O. # and Release # entries, and adds a "*" character. After the "*", you may add more User assigned identifiers to the Lot Number, or press ENTER to continue.

Validation: For Lot Numbers only: If the Shop Order and Release Number portions of the Lot Number entry do not match an open or closed Shop Order on file for the Item Number, the program warns you about this mismatch but provides the option to proceed.

Comment: If you are distributing a stock quantity and press <F2> to display on-hand detail, you may select the Lot or Serial Number by entering the related 3 digit Sequence Number in the on-hand detail window displayed by the program.

Source

Entry Format: Drop down list box with the choices of Stock or WIP.

Comment: Indicates whether you are distributing the Stock Quantity or WIP Quantity To Ship (or Returned). A default displays if the remaining quantity is not split between Stock and WIP.

Qty. to ship

Entry Format: Up to 8 whole number digits and 3 decimals, or zero.

Default: For a Serial # control item, 1 is the default. For a Lot # control item, remaining Quantity To Distribute for the designated Stock or WIP category is displayed as the default. Press <F1> if you wish to change the default quantity.

Comments: If the Lot # or Serial # entry matches a displayed previous distribution, this quantity will replace (not add to) the previously entered quantity. A zero quantity entry will therefore delete a previously entered distribution for the same Lot or Serial Number.

Reference

Entry Format: Up to 25 alphanumeric characters.

Default: The bill to Customer Name is displayed as the default entry.

Select Save or Save/New buttons to save the Serial/Lot entry.

The program deducts the distribution Quantity from the Stock Quantity To Distribute or WIP Quantity to Distribute. The new balances are then redisplayed, and the cursor returns to the Lot or Serial Number position. When both Quantity To Distribute fields are reduced to zero, you may press Esc (or Tab) at the top entry position to exit the screen. Otherwise, continue entering additional quantity distributions until both Quantity To Distribute fields are zero.

Assortment Item Entry

To enter Assortments or "Kits", you must have installed PBS Manufacturing Product Definition & Costing and must have bill of material records on file for the Assortment Item Numbers that you enter.

Fields two through eight of Assortment Item Entry are the same as for line item Entry. You may refer to the Line Item Entry section for the procedure for entering these fields. If the Item Number that you enter does not have a bill of material on file, a message will explain this and you will be prompted to enter another Item Number.

Extra discount %

Entry Format: Up to 2 numeric digits and 2 decimals.

Comments: This is an extra discount applied to the assortment line items after the regular line item Discount Percent is applied.

Ship assortment items from stock

Entry Format: Check box where checked is yes and unchecked is no.

Comments: This answer determines if the Quantity From Stock will be set equal to the Quantity Ordered for each assortment line item.

If box is checked to 10. Create shop orders for some sales order items ? in Control Information, you will be asked the following question. A Y answer will cause Shop Orders to be created for Manufactured and controlled line items in the assortment.

Create shop orders

Entry Format: Check box where checked is yes and unchecked is no.

If you checked the box, you are prompted to enter:

Shop order due date

Entry Format: 6 numeric digits in MMDDYY format.

Default: The default displayed is the Ship Schedule Date, unless the Ship Schedule Date is "Hold".

A message will inform you how many assortment component line records were automatically created, how many line records could not be created (if any) and the reason, and how many Shop Orders, if any, were created. For an assortment component line record to be created, the component item must be currently effective in the Assortment Bill of Material (not obsolete or not with a future effective date), its Item Master record must specify that it is sold, and the Supplying Warehouse entered for the Assortment must match the Primary Warehouse or a Branch Warehouse Item record for that component.

The Assortment parent Item Number and parent Quantity Ordered are stored in each assortment component line item record created. You will not see the Assortment parent Item Number when an assortment component line record is on the Line Item screen, but (For assortment) will display to the right of the component Item Number. The Assortment parent Item Number and Quantity Ordered are printed on Order Edit Lists, Packing Lists, and Invoices just before the related component line items.

Review Lines

This option is available only in Character mode. The list box displays the lines in Graphical mode.

When you press <F5> at Line Number to review the lines of an order, the following fields are displayed for each line item:

Line Number Schedule Date

Release (if any) Promise Date

Item Number Qty Ordered (or To Credit)

Description Qty to Ship (or Returned)

Supplying Whse Qty Shipped to Date (if any)

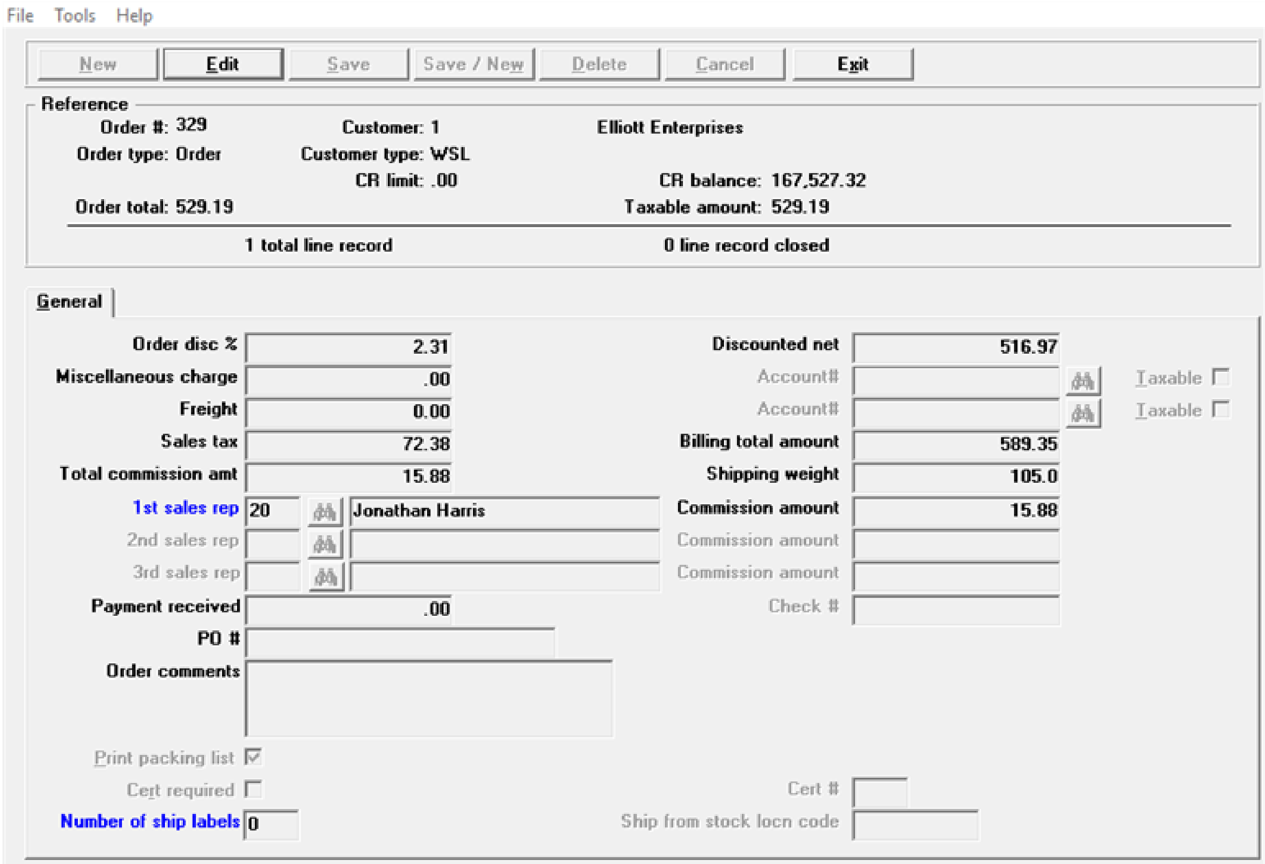
Open/Closed Net Unit Price

Closed Code Extended Amount

If there are more lines to display, you are asked "Display more ?". After you have finished with the line review, the program returns to the Line Item entry screen.

Sales Orders Summary Screen

The following totals are automatically calculated and displayed at the top of the order summary screen:



CR limit

Customer's credit limit from Customers.

Customer balance

Sum of customer's Account Balance plus Unposted Balance from the Customers.

Order total

Extended dollar sales value balance of the order before any total Order Discount, Misc Charges, Freight, and Sales Tax.

Taxable amount

This amount of the Order Total is subject to Sales Tax, but only if the Customer's Tax Code specifies a non-zero tax rate.

The data you enter are:

Order disc %

Entry Format: Up to 2 numeric digits and two decimals, or zero.

Default: If Discount Percent in the Customer record is not zero, it is displayed as the default and you may press <F1> to change that value.

Comments: After this field is entered, the Discounted Net value of the order is calculated and displayed.

Miscellaneous charges

Entry Format: Up to 7 numeric digits and 2 decimals with an optional minus sign, or zero. Press <F1> to enter an Allowance Percent for this order.

Comments: If you enter a non-zero amount in this field and the answer to "Distribute misc chrgs ?" in the A/R *Control information* is checked or Y, the program will prompt you to enter the distribution account for this charge, displaying the Miscellaneous Charges Default Account Number from *Control information* as the default entry. Accept the default or press <F1> to enter another Account Number.

If you do not distribute Miscellaneous Charges, the account number prompt will not appear on this screen and the Miscellaneous Charges Default Account Number in the *Control information* will be used as the distribution account.

If you enter a non-zero amount and if the A/R *Control information* answer to "Calc sls tax on misc chgs ?" is checked or Y, the program will ask if this Miscellaneous Charge is "Taxable ?". Answer Y or N.

Allow %

Entry Format: Up to 2 numeric digits and 2 decimals.

Comments: If you press <F1> at the Miscellaneous Charges line, then that line is replaced by the Allowance Percent line. You can then enter an Allowance Percent which will be applied to the Order Balance to calculate a deduction (negative) amount. Account and Taxable entries are the same as for Miscellaneous Charges.

Freight

Entry Format: Up to 5 numeric digits and 2 decimals, or zero.

Comments: This field is automatically zero for an Order type. You may change this value here or in Billing, unless, the F.O.B. for the order is "Free freight", in which case this field will default to zero and you are not allowed to change it.

If you enter a non-zero amount in this field and the answer to "Distribute freight" in A/R *Control information* is checked, the program will prompt you to enter the distribution account for this charge, displaying the Freight Default Account No. from Control information as the default entry. Accept the default or press <F1> to enter another Account Number.

If you do not distribute Freight, the account number prompt cannot be entered on this screen and the Freight Default Account Number in Control information will be used.

Sales tax

Entry Format: Up to 7 numeric digits and 2 decimals, with an optional minus sign.

Comments: This value is calculated from the Taxable Amount and the Customer Tax Code and automatically displayed.

Total commission amt

Entry Format: Up to 7 numeric digits and 2 decimals, with an optional minus sign.

Comments: This value is summed from the Commission Rate and the Extended Amount of each line item and automatically displayed.

If 5. Split order commissions ? in *Control Information* is Y, then you are allowed to distribute the commission amount to up to three sales reps.

Commission distributions

Entry Format: Up to 3 lines of Sales Rep Numbers and Commission Amounts. Sales Rep Number is up to 3 alphanumeric characters, and Commission Amounts are up to 7 numeric digits and 2 decimals.

The next two fields are initially bypassed, but may be entered from "Field number to change ?".

Payment received

Entry Format: Up to 7 numeric digits and 2 decimals. Zero allowed, but minus sign not allowed.

Comments: Enter the amount of cash down-payment received prior to shipment, if any. When the order is later invoiced, the Invoice Balance Due amount is calculated by deducting this amount from the Total Billed amount.

Customer Order Processing does not post the Cash Received amount entered here to Accounts Receivable. It is assumed that you separately entered any such cash amount to Accounts Receivable.

Check

Entry Format: Up to 6 numeric digits, or spaces for "Cash".

This field is automatically bypassed if the previous Cash Received entry is zero.

Order comments

Entry Format: Up to 4 lines of 30 alphanumeric characters each, or space. When you first enter these lines in Add, entry of all spaces to a line will cause the program to bypass any subsequent comment lines. You will be allowed to modify the Comments for a regular Order (Order Type is **O**) when it is later selected for billing and they will then print as Invoice Comments.

If you entered SEE BELOW in Customer PO Number on the first order entry screen, you are prompted to enter PO Number, up to 25 alphanumeric characters on the first Order Comment line.

If the customer type on this order matches a record on Default Order Comments or there is a record in the Default Order Comments for "All" customer types, the default comments are automatically entered and displayed when you add an order.

Print packing list

Entry Check box where checked is yes and unchecked is no. The automatic default for Orders and Invoices is checked. For Quotes or Credit Memos you will not be able to enter this field.

Comment: When you later select the "Print packing lists" program, that program prints Packing Lists for all customer orders with a checked for this field and automatically changes this answer to unchecked when you approve the printed Packing Lists. If you later need to reprint a Packing List, you may reset this field to checked. When a Quote is converted to an order, this field is automatically changed to checked.

If 8. Certifications used ? is Y in Control Information and Order Type is Order or Invoice the program asks:

Cert required

Entry Format: Check box where checked is yes and unchecked is no.

If Cert required is checked then you are prompted to enter:

Cert

Entry Format: Up to 2 numeric digits.

Validation: Must match a Certification Number in Standard Certifications.

The following entry is requested only if Order Type is Invoice, and the answer is Y to 9. Shipping labels used ? in Control information.

Number of ship labels

Entry Format: Up to 2 numeric digits, or zero.

If Order Type is Invoice or Credit Memo and I/M Control Information indicates you use Multiple Stock Locations and some line items will be Shipped From Stock (or Returned To Stock), you are prompted to enter:

Ship from stock locn code *or*

Return to stock locn code

Entry Format: Up to 5 alphanumeric characters, or Blank = "Undefined".

Comments: All line item quantities shipped from stock will be disbursed from this one location, or all credit quantities returned to stock will be returned to this location, when invoices are posted by another program. You may use "Relocate items" on the menu for "Inventory transactions" to move the items to or from this location.

When deleting an order, if the order has line items which were previously closed, then those line items will remain in Closed Items Order History. Any line item which is open, but has a non-zero shipments-to-date, will be automatically closed and the line item will remain in Closed Items Order History as well. Closed line records remain on file until you purge them with the Purge Detail History function.

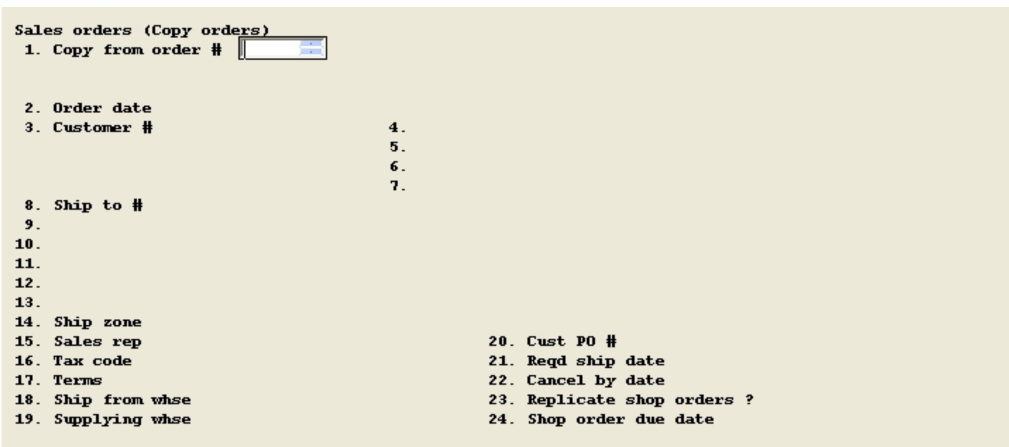
COPY ORDERS

Use this program to create new Orders by copying regular orders or quotations (i.e. Order Type is O or Q) already on file, after entering new variable data to be replaced in the order being copied.

When the new record is created, any applicable Sales Rep Commissions are recomputed based on the new Sales Rep Number and Customer Type. However, line item prices and total order discount are not changed from those on the order/quotation being copied, even if Customer Number and/or Customer Type for the new record are different from the order/quotation being copied.

Select

*Copy orders*from the *Sales orders* menu.



The data you enter are:

1. Copy from order

Entry Format: Up to 6 numeric digits.

Validation: Must match an order on file that is not a Credit Memo, and is not partially shipped and backordered. If found, the Order Date, Order Type, Customer Number, Customer Required Ship Date, Ship To Number (if any), and P.O. Number of the order to be copied are displayed.

Copy to order

(Automatically assigned from C/O Control)

The following data pertain to the new order being created, replacing data in the order being copied. Entry formats and procedures are the same as explained for the same field names in a preceding section of this chapter.

2. Order date

3. Customer #

4.-7. Customer name and address lines

8. Ship to number

9.-13. Ship to name and address lines

14. Ship to zone (or sixth Ship-to name and address line)

15. Sales rep (Sales Rep Number)

16. Tax code

17. Terms

18. Ship from whse

19. Supplying whse

20. Cust PO #

21. Reqd ship date

22. Cancel by date

If the answer is Y to "Create shop orders for some sales order items ?" in Control Information, and Order Type is not Quote, you are requested to answer:

23. Replicate shop orders ?

Y or N

Answer Y if you wish any shop orders created for the order you are copying to be duplicated for the new order, except for changing the Shop Order Number and Shop Order Due Date. If you answer Y, you are prompted to enter in MMDDYY format.

24. Shop order due date

(For new shop orders to be created)

Revise your entries, as needed, and the program creates the new order/quotation and any related shop orders, if requested.

Order Edit List

This program prints an edit list of orders on file, for a range of Order Numbers and range of Order Dates that you specify. Grand total dollar amounts for all of the orders listed are also printed.

Note that any regular Orders (Type = Order) that are selected for billing will not be included on the Order Edit List. After such regular Orders are invoiced and posted in Billing, any partially shipped backorders may then be printed on the Order Edit List with updated quantity balances.

See an Order Edit List example in the *Sample Reports* appendix.

Select

Order edit list from the *Sales orders* menu.


Sales orders (Order edit list)

Please enter:

1. Shipping warehouse
2. Starting order #
3. Ending order #
4. Starting order date
5. Ending order date
6. Include quotes ?

<F1> = "All", Blank = Main

The data you enter are:

1. Shipping warehouse

Up to 2 alphanumeric characters,

Blank = "Main", or <F1> = "All".

2. Starting order

Up to 6 numeric digits, or <F1> = "All".

3. Ending order

Up to 6 numeric digits, or Blank = Starting value.

4. Starting order date

6 numeric digits in MMDDYY format, or <F1> = "All".

5. Ending order date

6 numeric digits in MMDDYY format, or Blank = Starting value.

6. Include quotes ?

Y or N.

If you answer Y, the program asks:

Quotes only ?

Y or N.

Field number to change ?

Make any changes or select <Enter> to print the edit list.

PACKING LISTS

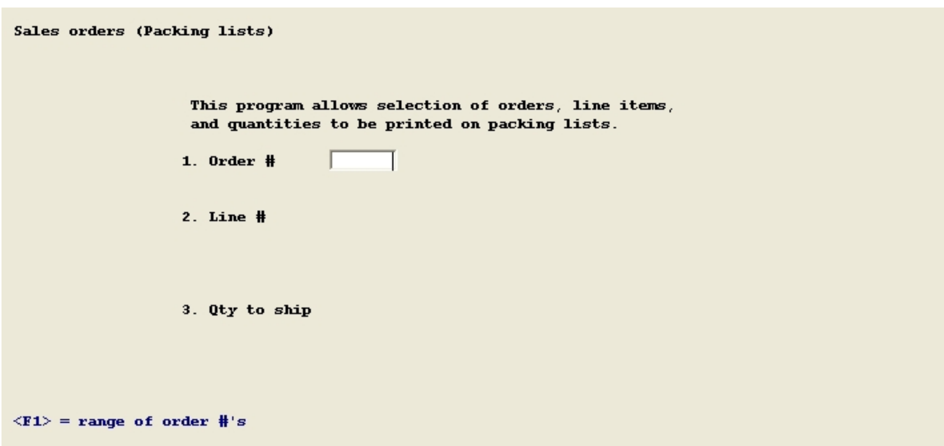
Selection of a customer order for Packing List printing is done in the Sales Order, Enter summary screen. Billing automatically selects partially shipped Orders with backordered items for Packing List printing when the partial billings are posted.

If the *Control Information* answer is N to 19. Select order lines for packing lists ?, Packing Lists are printed for orders with a Y answer in the "Print packing list ?" field. With this option, the Quantity printed on Packing Lists is the quantity balance due (original Quantity Ordered less Quantity Shipped to Date) and all order Line Items that are still open will print.

If your Control Information answer is Y to "Select order lines for packing lists ?", you will see a menu for **1. Select order lines**, and **2. Print**. With this option, you must also use the "Select order lines" program to specify the orders, order line items, and quantities to be printed.

Select

*Packing lists*from the *Sales orders* menu.



The fields you enter are:

1. Order

Up to 6 numeric digits, or

<F1> = range of order #'s

2. Line

Up to 3 digits, or <F1> = next, or

<F2> = Select qty due for all open lines.

This field defaults to "All" when a range of orders is entered.

If you use <F2> to select all open line items, the program displays how many open lines are selected.

If you request a specific line item, its Ship Schedule Date, Item Number, Description, Quantity Due, and the current print selection status display.

3. Qty to ship

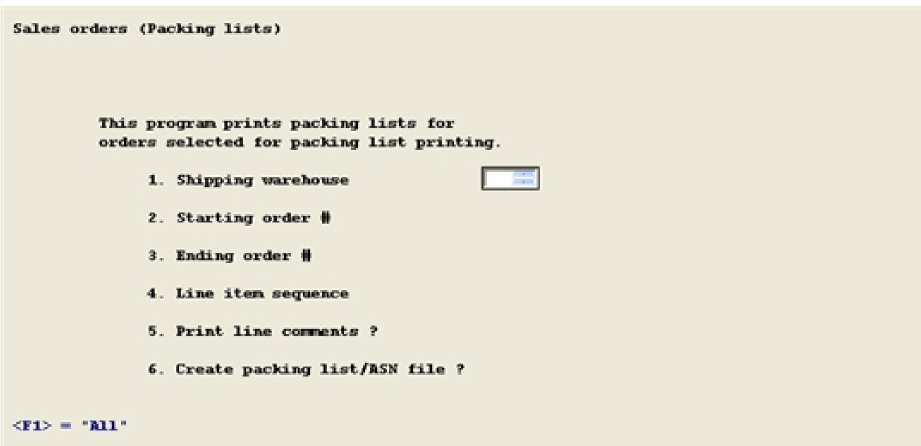
Up to 8 numeric digits and 3 decimals. Defaults to "Quantity Due", but may be changed.

This field defaults to "Quantity due" when a range of orders is entered.

If the order record does not indicate a Packing list should be printed the following message displays: "Packing list printing not selected for Order # _____, OK to select now ?". The default is Y.

For specifically requested line items, you are asked "Select this line ?". If you answer Y, you are asked if you wish to change "Qty to ship" (the packing list Quantity to be printed). Answer Y to change the quantity, or N when the quantity is correct.

If you answer N to "Select this line ?", the line item will not be included on the packing list.



The data you enter are:

1. Shipping Warehouse

Up to 2 alphanumeric characters. You may also hit the <Enter> key for Blank which selects the "Main" warehouse or the <F1> key for "All" warehouses.

2. Form ID

This field is only available if you select Custom form to the 17. Print packing lists on field in C/O Control information. Otherwise it is skipped. In order to design a custom form see the Forms chapter.

3. Starting Order

Enter up to 6 numeric digits.

You may press >F1> for "All" orders. The ending order # field is skipped.

4. Ending Order

Enter up to 6 numeric digits for the ending number. Press <Enter> to default to the Starting Order #.

5. Line item sequence

Enter **O** for Order Line Number or **I** for Item Number .

6. Print line comments ?

Y or N.

If the answer to 16. Use order line item comments ? in Control Information is Y, you may answer Y here to include any Line Item Comments on the Packing List or N to exclude these comments. This question pertains to Line Comments only and not to any Order Summary Comments, which if entered, will always print at the bottom of Packing Lists.

7. Create Packing List/ASN File?

Answer "Y" to create a text file containing information related to orders being shipped while packing lists are being printed. Answer "N" to simply print the packing lists.

A yes answer will result in a window that prompts for information related to the E.D.I. data export:

```
E.D.I. Export File Details

  1. File device:        C
  2. File name:
  3. File extension:
  4. File open method ?

Enter the EDI file drive letter (ex. "C")
or press <Enter> to accept the default value
```

This includes the following:

1. File Device:

Enter the drive letter where the text file should be saved. This is typically going to be the same drive letter where your PBS system is installed.

2. File Name:

Though you can choose any file name, a default file name is provided.

3. File Extension:

Similar to file name, you can opt to change the extension. A default of TXT is provided.

4. File Open Method ?

You may opt to create a new file (Option C) or you may opt to append the existing file (Option A). If you are trying to collect all orders for the day and printing packing lists throughout the day, you should use the Append option as this will add any new orders printed to the text file. Use the Create option to initialize a new file (removes all existing records in the file).

Field number to change ?

Make any changes or select <Enter> to continue.

The program then asks you to:

Mount forms on printer & type DONE when ready

Type DONE to proceed, or press Esc (or Tab) to exit the program.

The program next asks:

Print alignment ?

Answer Y to print alignment characters on one form, or answer N to print the Packing Lists. After Packing Lists are printed, the program asks

Packing lists printed OK ?

If you answer Y, the program changes the "Print packing list ?" answer to N in all related order records and returns you to the preceding menu.

If you respond N to the printed OK question, you are given the option to reprint Packing Lists immediately or exit to the menu.

ACKNOWLEDGMENTS

An Acknowledgment can be used for two purposes:

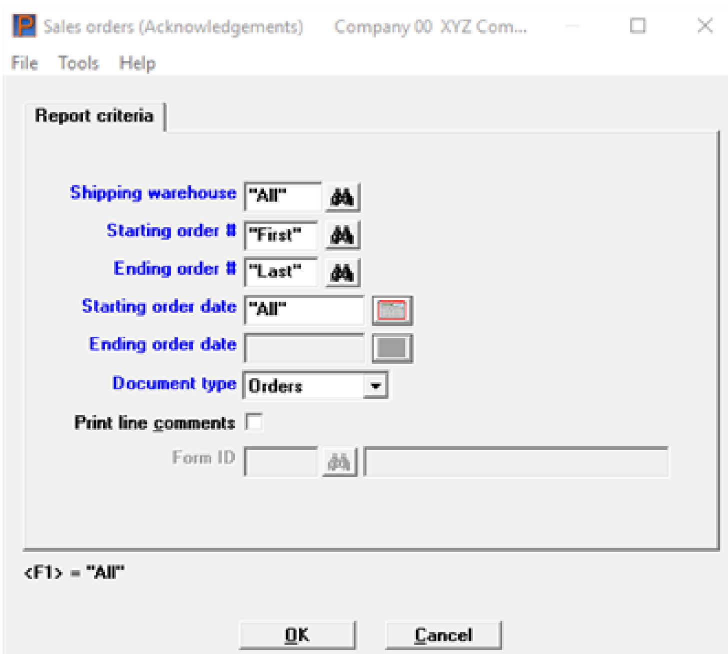
- To send a form to the customer to let them know that the order has been received, entered and the process of fullfilling the order is in progress.
- To print a quote and send it to the customer.

You may print Acknowledgments for a specific shipping warehouse or for all warehouses, for a range of orders and order dates.

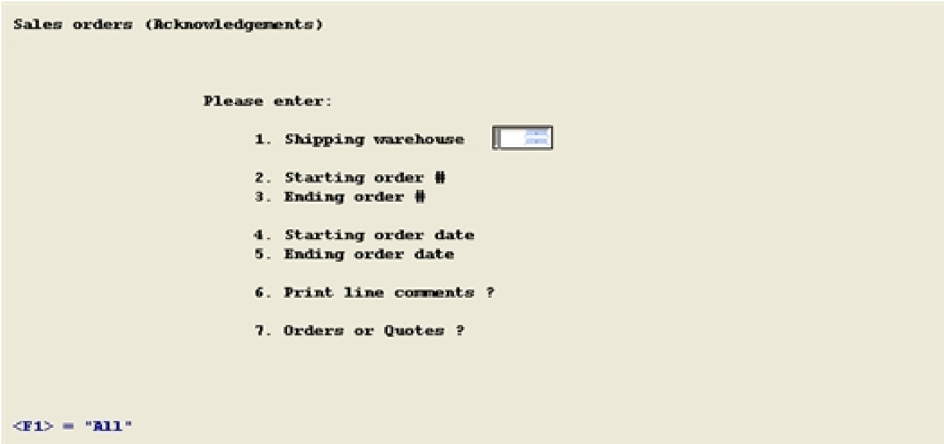
You may enter an Acknowledgment to a plain paper form or to a custom format. This is determined by the 29. Print acknowledgment on field in C/O Control information.

Select

Acknowledgments from the *Sales orders* menu.



Character Mode



The data you enter are:

Shipping warehouse

Enter up to 2 alphanumeric characters.

Blank = "Main"warehouse. <F1> = "All" warehouses.

Starting order

Enter up to 6 numeric digits. Select <F2> for the "First" order number.

Using character mode select <F1> for "All". After selecting <F1> the Ending order # field is skipped.

Ending order

Enter up to 6 numeric digits. Select <F2> for the "Last" order number.

Starting order date

Enter up to 6 numeric digits in MMDDYY format, or <F1> = "All".

Ending order date

Enter up to 6 numeric digits in MMDDYY format, or Blank = Starting value.

Document type

Select either Orders or Quotes.

Using character mode this field number is 7 and it is after field 6 *Print line comments*. Using character mode enter either **O** = Orders or **Q** = Quotes

To print Sales Order Quotations (Order Type = Q), select Q, otherwise, select O to print standard Acknowledgments.

Print line comments

Checked or unchecked (Y or N).

If the answer to "Use line item comments ?" is Y in Control Information, you may answer Y to include any Line Item Comments on the acknowledgments, or N to exclude these comments. This question pertains to Line Comments only and not to any Order Summary Comments which, if entered, will always print at the bottom of acknowledgments.

Form ID

Enter the form ID for printing acknowledgments. This field may not be available on your system.

OK or Cancel

Select OK to print the forms or Cancel to return to the menu without printing.

Using character mode the program then asks you to "**Mount forms on printer & type DONE when ready**". Type DONE to proceed, or press Esc (or Tab) to exit the program.

The program next asks "**Print alignment ?**". Answer Y to print alignment characters on one form, or answer N to print the documents.

When you print a Sales Order Accomplishment for an order that has been partially shipped, only the balances remaining on the order will be printed and a Backorder Number suffix will print after the Order Number.

BILL OF LADING

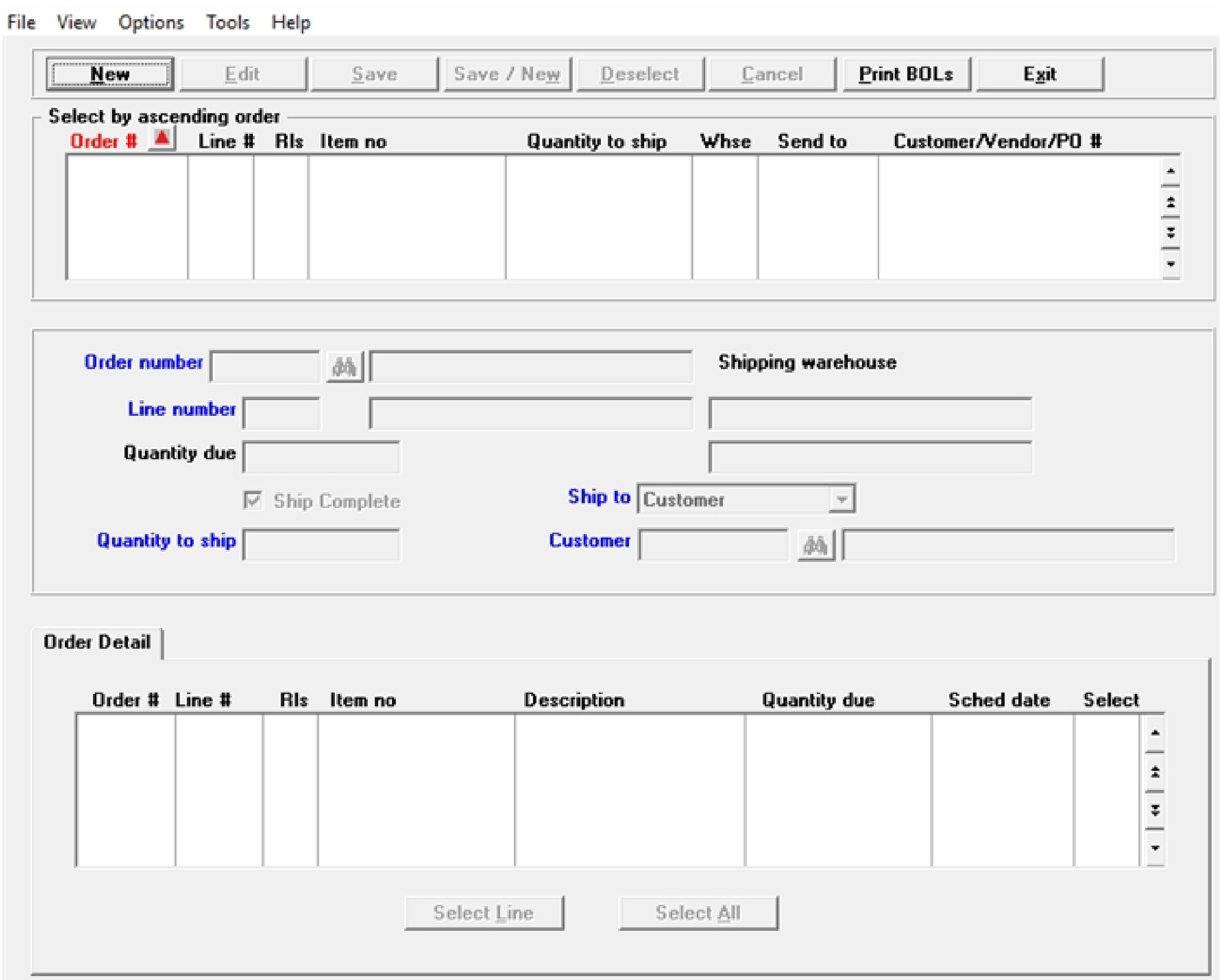
The first function allows you may select lines for an order, a specific line and a range of orders to be printed on the bill of lading.

The second function prints a bill of lading for a specific shipping warehouse or for all warehouses and for a range of orders.

Selecting a Bill of Lading

Select

Billing of lading from the *Sales orders* menu.



Character Mode

```
Sales orders (Bill of lading)

                    Please select

                         1. Select order lines

                         2. Print
```

Here you may select:

Please select

You may enter 1 to select the lines that are to print on the bill of lading or 2 to print the bill of lading.

To skip to the print screen select Print Bills of Lading. If you select 1, then the following screen displays:

```
Sales orders (Bill of lading)

                  This program allows selection of orders, line items,
                  and quantities to be printed on bills of lading.

                 1. Order #

                 2. Line #


                 3. Qty to ship


<F1> = range of order #'s
```

Field Entry

Enter the following fields:

Order number

Up to 6 numeric digits, or <F1> to enter a range of orders.

If you select a range or orders, then the next 2 fields cannot be entered.

Line number

This field can only be entered if you entered one order in the previous field.

Ship to

Enter either Customer, Vendor or Purchase order as the ship to type.

Customer *or* Purchase order *or* Vendor

Depending on the type selected in the Ship to field, you enter either the customer number, purchase order or vendor number. You may need to send the product to a vendor to have outside work done.

Quantity to ship

This field can only be entered if you selected one order and one line and you entered Y to change the quantity. Enter the quantity to ship.

If you enter an quantity that is more than on the order, then the question "Qty entered exceeds qty due - OK to proceed ?" Enter Y to proceed or N to re-enter the quantity.

Select line/Deselect Line *and* Select All

Graphical mode

There are two buttons to help you Select Line /Deselect Line and Select all. Select Line displays as the button name if the line has not been selected. Otherwise Deselect Line displays as the button name after the line has been selected.

Select Line

When Select Line displays on the button you may select each line one at a time.

Deselect Line

When Deselect Line displays you have already selected a line from an order and you may use the button to remove the selection.

Select All

This button selects all the lines on an order.

Character mode

Select <F1> to view the next line or <F2> to select quantity due for all open lines.

If you select <F1>, then the question "Select this line ?" displays. Enter Y to select the line or N to not select the line are start the selection process over.

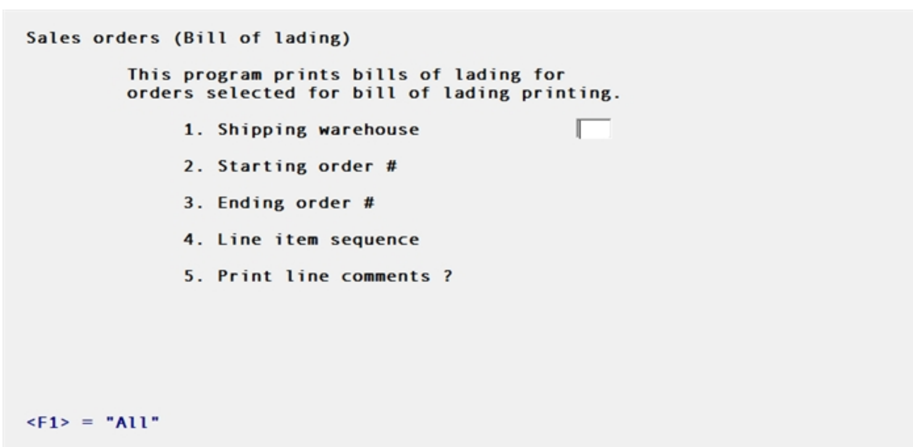
If the line is closed a message displays indicating this.

If you select one line, then the question "Change quantity ?" displays. Select Y allows you to change the quantity in the Qty to ship field.

Print Bills of Lading

This function prints a bill of lading for a specific shipping warehouse or for all warehouses and for a range of orders. You may print your bills of lading with a standard or custom format.

Character Mode



Enter the following fields:

Shipping warehouse

Entry Format: Up to 2 alphanumeric characters, or Blank = "Main" warehouse.

Enter a warehouse or <F1> for all warehouses.

Starting order

Entry format: Up to 6 numeric digits.

Enter the starting order number or <F1> for all orders.

Ending order

If you entered <F1> in the starting order number field, this field cannot be entered.

Entry format: Up to 6 numeric digits.

Enter the ending order number.

Line sequence

Enter Order for order number sequence or Item for item number sequence.

Include shipping control

Check this box to include the shipping control number.

Next control number

Enter the next control number. This number is incremented from C/O Control information. This control number can be added to your custom form. You may create as many bills of lading as needed to match the needs of the various trucking companies that you work with.

Print line comments

Check this box to print the line comments or leave it unchecked to not print them.

Form ID

If you selected to use a custom format in Control information this field is available for entry. Enter the format you wish to use for the bill of lading.

Sent to vendor

This field is can only be entered if you entered the starting and ending order as the same number.

Enter Y to send the bill of lading to the vendor or N to not send it to a vendor. If you select to send it to a vendor, then the vendor address prints on the bill. You will have a shipping document for sending the products to the vendor.

OK or Cancel

Select OK to print or cancel to not print and return to the previous screen. After selecting OK select a printer.

After printing the bills of lading you are asked "Bills of lading printed OK ? " Enter Y if yes or N if they did not print okay. If you entered N, then you are asked "Restart bills of lading printing or return to menu ?". Enter R to restart or M to return to the menu.

Update Shipping Status

This chapter contains the following topics:

Introduction to Update Shipping Status

Use Update shipping status to:

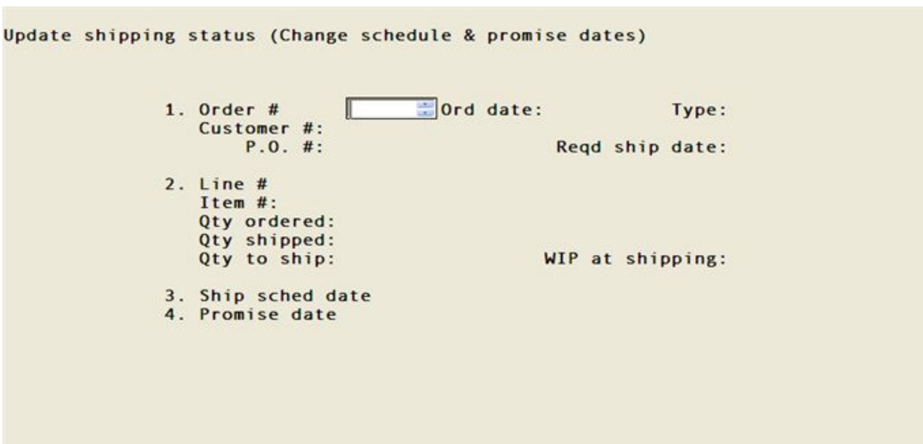
- Change shipping schedule dates and shipping promise dates for Customer Sales Order line items.
- Receive production to Shipping Work-In-Process. The effect of this transaction is to receive a completed Shop Order quantity to stock, and immediately issue that quantity to the Shipping WIP balance for a specified Customer Order line item.
- Issue stock to the Shipping Work-In-Process balance for specified Customer Order line items.
- Return Shipping Work-In-Process quantities to stock.

CHANGE SCHEDULE & PROMISE DATES

Use this program to change Ship Schedule Dates and/or Promise Dates for open Customer Order Line items. Ship Schedule Dates are used to schedule related production. Promise Dates are the most recent estimates of shipping dates that may have been communicated to customers.

Select

Change schedule & promise dates from the *Update shipping status* menu.



```
Update shipping status (Change schedule & promise dates)

              1. Order #          Ord date:           Type:
                 Customer #:
                     P.O. #:                 Reqd ship date:

              2. Line #
                 Item #:
                 Qty ordered:
                 Qty shipped:
                 Qty to ship:               WIP at shipping:

              3. Ship sched date
              4. Promise date
```

The fields you enter are:

1. Order

Entry Format: Up to 6 numeric digits

Comments: Must match an open Customer Order on file, in which case the Order Date, Order Type, Customer Number and Name, Customer P.O. Number and Requested Ship Date are displayed.

2. Line

Entry Format: Up to 3 numeric digits or press <F1> for the next line record on file for the order, or press F2 to select "All open lines without split schedules".

Pressing F2 tells the program to update all of the Line records for the Order (except those lines that may be "Split schedule releases") with the dates that you enter in Field 3 and 4.

Comments: If you request a specific line number that is closed, the program informs you of this condition and prompts you to enter another Line Number.

If the answer is Y to "Use split schedules for some order items ?" in C/O Control Information, the "Split schedule ?" answer will display for the Line Number. If this answer is Y, you must enter:

Rls

Entry Format: Up to 2 numeric digits, or press <F1> to bring up next Release Number already on file for the line.

If you requested a valid open line record and did not press F2 at Line Number, the line Item Number and Description, Quantity Ordered, Quantity Shipped, Quantity To Ship, and WIP At Shipping quantity will display, followed by the current values of Ship Schedule Date and Promise Date.

3. Ship sched date

Entry Format: Up to 6 numeric digits in MMDDYY format, or press ENTER to accept the current record value displayed for a specific line record.

4. Promise date

Entry Format: Up to 6 numeric digits in MMDDYY format, or press ENTER to accept the current record value displayed for a specific line record.

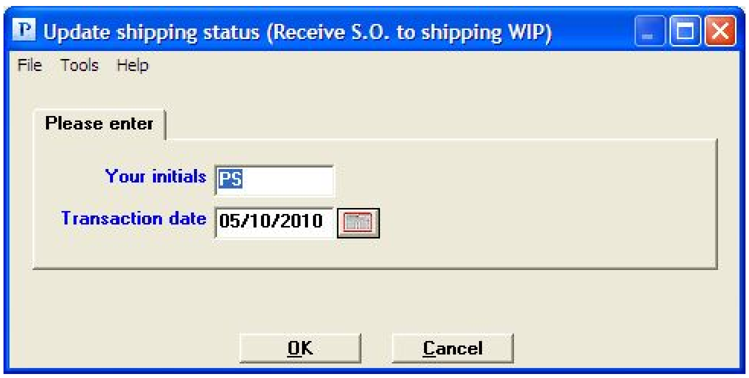
After the record is written, the program will ask "Change another line for this order ?". If you answer Y, the cursor will return to the Line Number entry position; otherwise, it will return to the Order Number entry.

RECEIVE S.O. TO SHIPPING WIP

This program allows you to move completed Shop Order production quantities directly to Shipping Work-In-Process quantity balances recorded on Customer Order line records. The effect of this one transaction is to receive a completed Shop Order quantity to stock, and immediately issue that quantity to the Shipping WIP balance for a specified Customer Order line item. If the Supplying Warehouse is different from the Shipping Warehouse, the quantity is Transferred (rather than Issued) to Shipping WIP at the Shipping Warehouse.

Select

Receive S.O. to shipping WIP from the *Update shipping status* menu selection.



This information from this screen is recorded on the Inventory Transaction History records that are automatically created when you use these programs.

Your initials

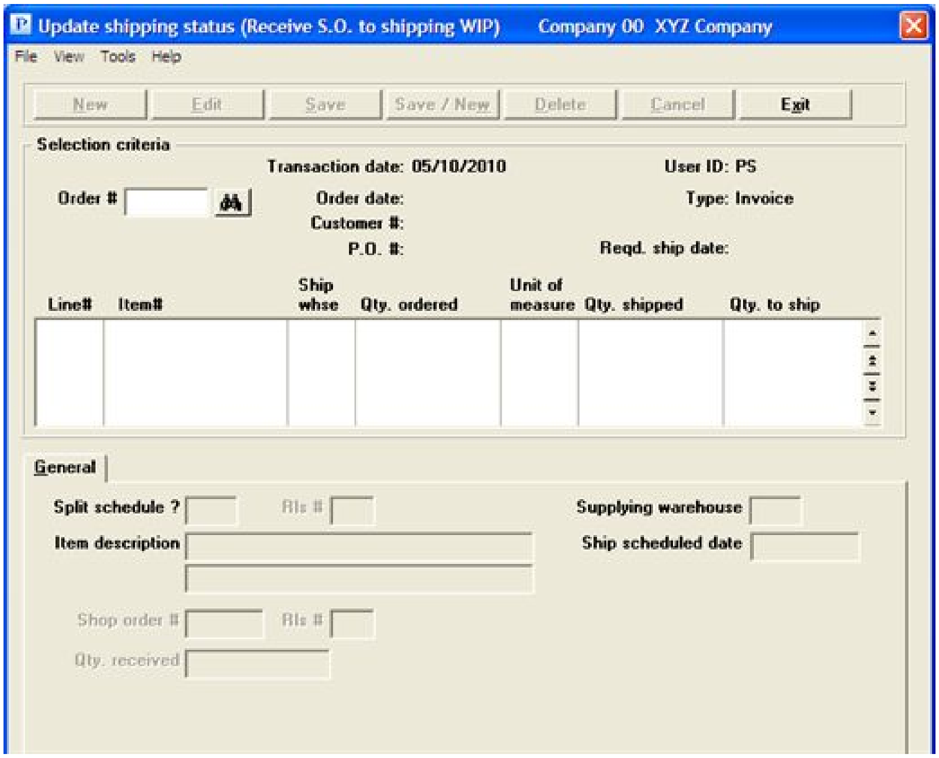
Enter "Your initials"

Transaction date

Enter the "Transaction date" (System Date is displayed as the default).

OK or Cancel

Select Cancel and you are returned to the menu. Select OK and the following screen displays:



The data you enter are:

Order

Entry Format: Up to 6 numeric digits

Comments: Must match an open Customer Order on file, in which case the Order Date, Order Type, Customer Number and Name, Customer P.O. Number and Requested Ship Date are displayed.

Line

Entry Format: Up to 3 numeric digits or press <F1> for the next line record on file for the order.

Comments: If you request a specific line number that is closed, the program informs you of this condition and prompts you to enter another Line Number.

If the answer is Y to "Use split schedules for some order items ?" in C/O Control Information, the "Split schedule ?" answer will display for the Line Number. If this answer is Y, you must enter:

Rls

Entry Format: Up to 2 numeric digits, or press <F1> to bring up next Release Number already on file for the line.

If you requested a valid open line record, the program displays Item Number and Description, Quantity Ordered, Quantity Shipped, Quantity To Ship, Supplying Warehouse, Shipping Warehouse, and Scheduled Ship Date for the line record. You are then prompted to enter:

Shop order

Entry Format: Up to 6 alphanumeric characters, or press ENTER to accept the displayed default corresponding to the Customer Order Number.

Rls

Entry Format: Up to 2 numeric digits, or press ENTER to accept the displayed default corresponding to the Customer Order Release Number (if any), or enter spaces if there is no Release Number for the Shop Order Number.

Comments: The Shop Order Number and Release Number must match an open order on the Shop Order File which is maintained in Inventory Management.

Qty received

Entry Format: Up to 8 numeric digits, or up to 6 numeric digits plus 3 decimals, with an optional minus sign.

Comments: You may use a minus sign if you are correcting (reversing) a previous transaction error.

If this quantity causes the updated WIP Quantity at Shipping for the Customer Order to exceed the Quantity To Ship balance, or causes the updated Quantity Received for the Shop Order to exceed the Quantity Ordered, a warning message is displayed. A negative transaction quantity which causes the updated WIP Quantity at Shipping to be negative, or causes the updated Quantity Received for the Shop Order to be negative, results in an "Invalid negative quantity" message, after which you are prompted to re-enter Quantity Received.

After you complete the Quantity Received entry, the "Before" and "After" values are displayed for:

Order WIP qty at shipping

(Supplying) whse qty allocated

Shop order qty ordered

Shop order qty received (to-date)

Revise the Shop Order or Quantity Received entries, as needed. The Customer Order Line record, Item inventory records, and the Inventory Transaction History are then updated, after which the cursor returns to the Order Number position.

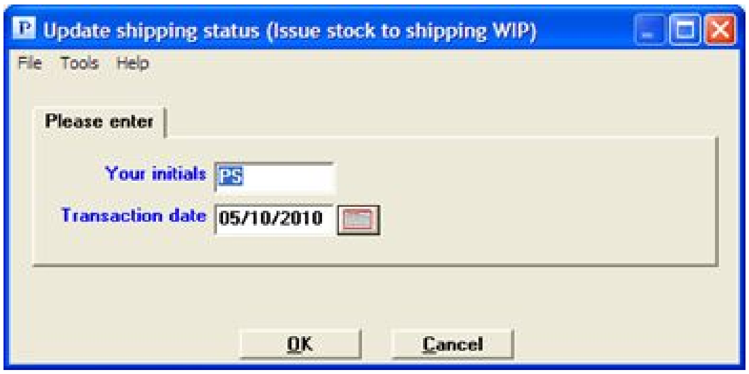
If the received item's Control Method is Lot or Serial Number, you are next required to enter the detail quantity distributions as explained at the end of this chapter.

ISSUE STOCK TO SHIPPING WIP

This program allows you to issue Stock On Hand quantities to Shipping Work-In-Process quantity balances recorded on Customer Order line records. The effect of this transaction is to reduce the item On Hand and Allocated quantities at the Supplying Warehouse.

Select

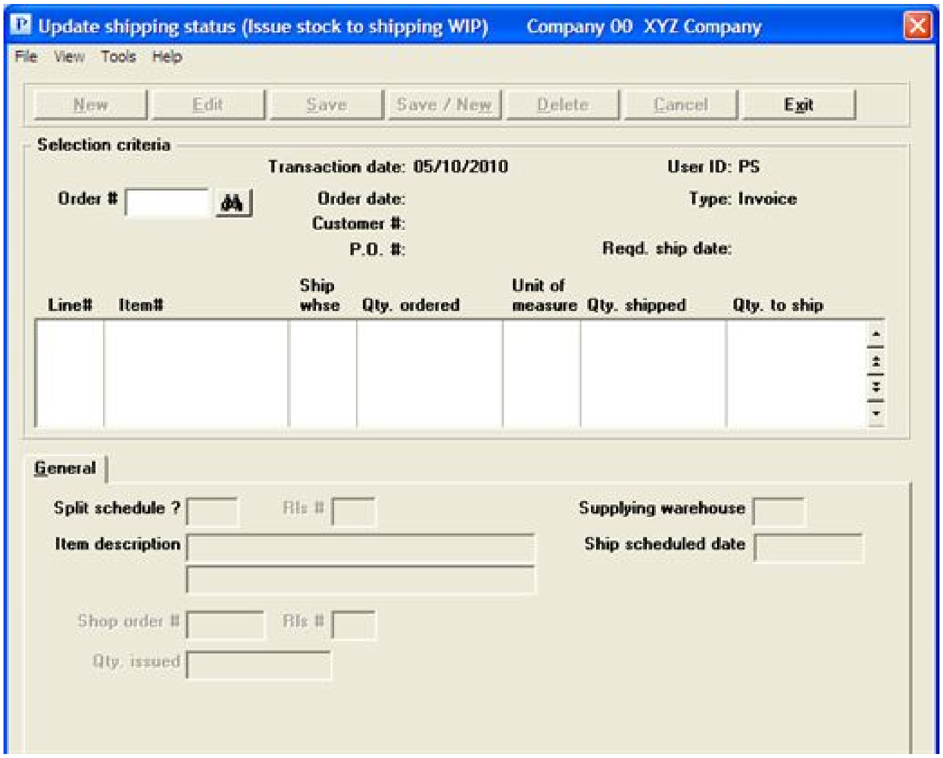
Issue stock to shipping WIP from the *Update shipping status* menu selection.



Enter your initials and transaction date.

OK or Cancel

Select Cancel to return to the menu or select OK to go to the next screen.



The fields you enter are:

Order

Entry Format: Up to 6 numeric digits

This number must match an open Customer Order on file, in which case the Order Date, Order Type, Customer Number and Name, Customer P.O. Number and Requested Ship Date are displayed.

Line

Entry Format: Up to 3 numeric digits or press <F1> for the next line record on file for the order.

Note	If you request a specific line number that is closed, the program informs you of this condition and prompts you to enter another Line Number.

If the answer is Y to "Use split schedules for some order items ?" in C/O Control Information, the "Split schedule ?" answer will display for the Line Number. If this answer is Y, you must enter:

Rls

Entry Format: Up to 2 numeric digits, or press <F1> to bring up next Release Number already on file for the line.

If you requested a valid open line record, the program displays Item Number and Description, Quantity Ordered, Quantity Shipped, Quantity To Ship, Supplying Warehouse, Shipping Warehouse, and Scheduled Ship Date for the line record. You are then prompted to enter:

Qty issued *or*

Qty transfer

Entry Format: Up to 8 numeric digits, or up to 6 numeric digits plus 3 decimals, with an optional minus sign.

Note	You may use a minus sign if you are correcting (reversing) a previous transaction error.

If this quantity causes the updated WIP Quantity at Shipping for the Customer Order to exceed the Quantity To Ship balance, a warning message is displayed. A negative transaction quantity which causes the updated WIP Quantity at Shipping to be negative results in an "Invalid negative quantity" message, after which you are prompted to re-enter Quantity Issued (or Transfer).

After you complete the Quantity Issued (or Transfer) entry, the "Before" and "After" values are displayed for:

Order WIP qty at shipping

(Supplying) whse qty allocated

(Supplying) whse qty on hand

Revise the Quantity Issued (or Transfer) entry, as needed. The Customer Order Line record, Item inventory records, and the Inventory Transaction History are then updated. The program will then ask "Issue another line for this order ?". If you answer Y, the cursor will return to the Line Number entry position; otherwise, it will return to the Order Number entry.

If you use Multiple Stock Locations, or the issued item's Control Method is Lot or Serial Number, you are next required to enter the detail quantity distributions as explained at the end of this chapter.

OK or Cancel Buttons

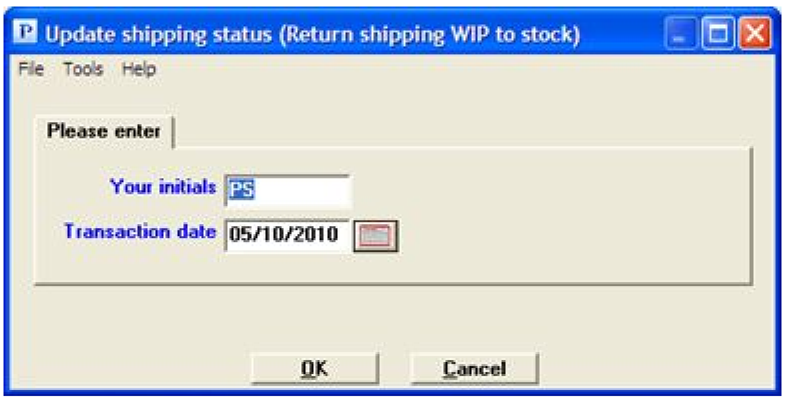
Select Cancel to return to the Menu or OK to go to this screen:

RETURN SHIPPING WIP TO STOCK

This program allows you to return Shipping Work-In-Process quantities recorded on Customer Order line records to Stock On Hand balances at the Supplying Warehouse. The effect of this transaction is to increase the On Hand and Allocated quantities at the Supplying Warehouse.

Select

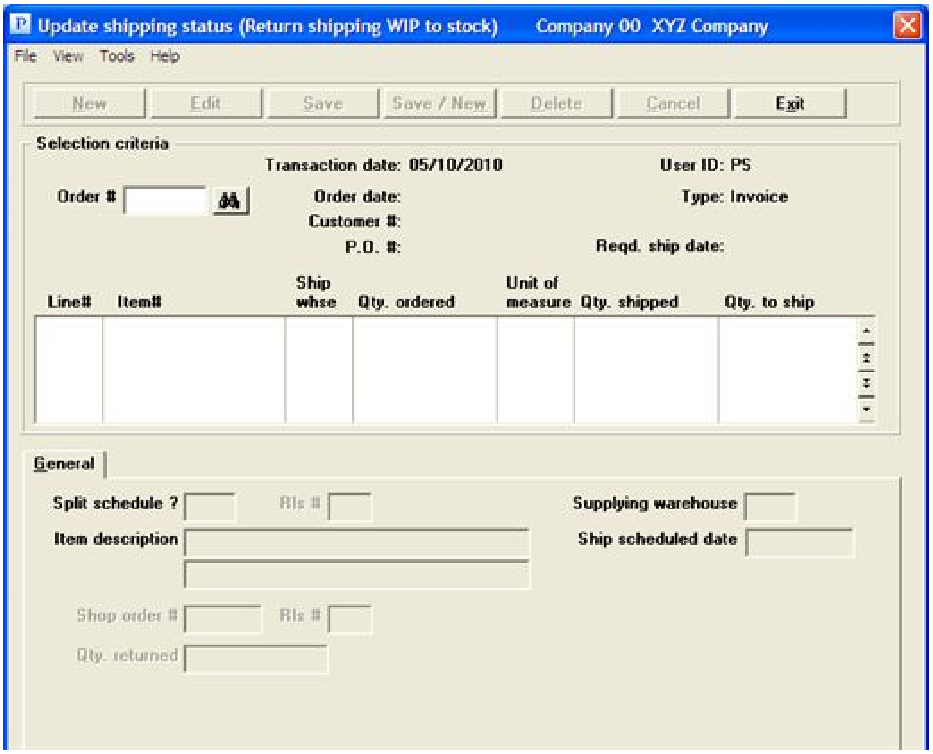
Return shipping WIP to stock from the *Update shipping status* menu selection.



Enter your initials and transaction date

OK or Cancel Buttons

Select Cancel to return to the Menu or OK to go to this screen:



The fields you enter are:

Order

Up to 6 numeric digits

Line

Up to 3 numeric digits, or press <F1> for next Rls # Up to 2 numeric digits, or press <F1> for next (only if the Line has a split schedule)

The above entry, validation and related data display routines are the same as for other programs previously described in this chapter. The program then prompts you to enter:

Qty returned *or*

Qty transfer

Entry Format: Up to 8 numeric digits, or up to 6 numeric digits plus 3 decimals, with an optional minus sign.

Note	You may use a minus sign if you are correcting (reversing) a previous transaction error.

If a negative return quantity causes the updated WIP Quantity at Shipping for the Customer Order to exceed the Quantity To Ship balance, a warning message is displayed. A plus transaction quantity which causes the updated WIP Quantity at Shipping to be negative results in an "Invalid negative quantity" message, after which you are prompted to re-enter Quantity Returned (or Transfer).

After you complete the Quantity Returned (or Transfer) entry, the "Before" and "After" values are displayed for:

Order WIP qty at shipping

(Supplying) whse qty allocated

(Supplying) whse qty on hand

Revise the Quantity Returned (or Transfer) entry, as needed. The Customer Order Line record, Item inventory records, and the Inventory Transaction History are then updated. The program will then ask "Return another line for this order ?". If you answer Y, the cursor will return to the Line Number entry position; otherwise, it will return to the Order Number entry.

If you use Multiple Stock Locations, or the returned item's Control Method is Lot or Serial Number, you are next required to enter the detail quantity distributions as explained at the end of this chapter.

Note	Item usage statistics are not updated by this function when you enter Shipping WIP transactions; related usage and sales statistics are updated by the Post Invoices function after the items are shipped and billed. If you ever take material from Shipping WIP to use in production, you should first use Return Shipping WIP To Stock to remove the material from the Shipping WIP category, and then use Inventory Transactions to issue that material to production. This will assure proper updating of WIP At Shipping in the Customer Order record and of item usage statistics.

Multiple Stock Location or Lot/Serial Number Quantity Distribution

Detail quantity distributions may be required for some receipt, issue, or return to stock transactions described in this chapter.

If you use Multiple Stock Locations, or if Lot or Serial Number control applies to the item inventory transaction, you are prompted to enter detail transaction quantity distributions on a subsequent screen. The detail distribution entry screen displays the Item Number and Description, Transaction Type, total Transaction Quantity, and the Quantity (remaining) To Distribute.

Existing on hand detail is also displayed on the bottom section of this entry screen. You must enter detail quantity distributions (to locations and/or Lot or Serial Numbers) until Quantity To Distribute is zero. Then press ESC (or TAB) to exit this screen.

The data you enter are:

Detail qty

Entry Format: Up to 8 whole number digits plus 3 decimals, with an optional minus sign.

Default: For a Serial # control item, 1 is the default. Otherwise, remaining Quantity To Distribute is displayed as the default quantity. Press <F1> if you wish to change the default quantity.

Note	Normally, you should enter distribution quantity with the same sign as the total Transaction Quantity that is displayed. Issue, Stock Scrap, or Sale quantity distributions will automatically subtract from on hand detail balances when entered as positive distributions. You may use an opposite sign, however, to reverse a previously entered quantity distribution.

Detail seq # (Bypassed for S.O. receipt to W.I.P.)

Entry Format: Up to 2 numeric digits, matching the Sequence Number of an On Hand Detail line displayed below, or press ENTER to bypass. If there are more On Hand Detail records than can fit on the screen, press <F1> to display more detail.

Note	Typing a number here automatically assigns the Location and/or Lot or Serial # of an existing On Hand Detail record to the quantity distribution you are entering.

If Lot or Serial Number control applies to the item transaction, you enter:

2. Lot # (or Serial #)

Entry Format: Up to 15 alphanumeric characters, or Blank for "Undefined", or <F1> to "display previous shipping entries" by Lot or Serial Number.

For receipts or returns of a Lot # Control item, the first part of the Lot Number automatically becomes the Order Number, followed by a Release Number if there is an Order Release Number, and a "*" character. You may append the automatically assigned portion of the Lot Number.

If you press <F1> at this field, the program displays any previously entered shipping W.I.P. quantities by Lot and Serial Number, in a window.

If Multiple Stock Locations are specified in I/M Control Information, you enter:

Location

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined".

The last field for the distribution transaction is optional, but may be entered by using "Field number to change ?":

Reference

Entry Format: Up to 25 alphanumeric characters.

Comment: You may wish to enter a Vendor Name or Customer Name, depending on the transaction type.

OK or Cancel Buttons

After you are done with the above entries, the program will post the detail quantity distribution. The program deducts the Detail Quantity from the Quantity to Distribute and updates the On Hand Detail records. The new balances are then redisplayed, and the cursor returns to the Detail Quantity position. When Quantity To Distribute has been reduced to zero, you may press ESC (or TAB) at the top entry position to exit the screen; otherwise, continue entering additional quantity distributions until Quantity To Distribute is zero.

Billing

This chapter contains the following topics:

SELECT FOR BILLING

Use this program to select regular orders (Type O) for billing and to enter or modify order data, such as Date Shipped or line item Quantity To Ship, before invoice printing and posting. Orders that were entered as Invoices or Credit Memos (Type I or Type C) cannot be selected by this program, since those order types are automatically selected for billing at the time of entry.

Select

Billing from the *Select for billing* menu. The select for billing header information is on two screens. This is the first screen:

```
Billing (Select for billing)
  * Order #
 1. Order date            2. Order type
 3. Customer #
 4. Name
 5. Address 1
 6. Address 2
 7. Address 3
 8. Address 4
 9. City
10. State                                11. Zip Code
12. County                                                    13. Country
14. Ship to #
15. Name
16. Address 1
17. Address 2
18. Address 3
19. Address 4
20. City
21. State                                22. Zip code
23. County                                                    24. Country
<F1> = next order
```

Select an order. Hit <Enter> from field number to change to get to the second screen. This is the second screen:

```
Billing (Select for billing)

 1. Ship zone
 2. Sales rep     20    Jonathan Harris
 3. Tax code      CTY   Taxable sales L.A. City
 4. Terms         1     2/10 net 30
 5. Shipping whs       Main
 6. Supplying whse     Main
 7. Cust PO #          122312X
 8. Originated by      Customer
 9. Reqd ship date     2/08/13
10. Cancel by date     "None"
11. Ship via     T     Truck
12. F.O.B.             SHIPPING POINT
13. All items from stock ? Y
14. Date shipped
```

The program prompts you to enter the Order Number of the order you wish to bill. Enter a number, or press <F1> to search for the next unselected regular order on file until you find the right order. If you enter an Order Number which is an Invoice or Credit Memo, the warning "Invoice or credit memo cannot be selected - Press ENTER to continue" will be displayed.

If you answer Y to "Right order", the program checks to see if the order has already been selected or invoiced (the invoice printed but not posted). If the order has already been selected, the question "Order is already selected - want to reselect ?" will be displayed. Enter Y to reselect or N to return to the Order Number entry position. If the order has already been invoiced, the question "Order is invoiced - want to reselect ?" will display. Enter Y to reselect, or N to return to the Order Number position.

Revise this entry or change other fields on the order header screen. Refer to Sales Orders Header Screen in the *Sales Orders* chapter for the data entry formats of these fields. You are not, however, allowed to change Order type or Customer number. You are also not allowed to change Shipping Warehouse, Supplying Warehouse, Requested Ship Date, Cancel by Date. If you use Commission splits, you are not allowed to change Salesman Number.

After you have completed making changes on the first order screen, you are given three options for billing of this order. You may select:

1. **Bill all lines**: to bill all open lines as they are currently on the order
2. **Bill selected lines**
3. **Bill all lines except**

Choices 2 and 3 will move you into the line item screen where you may be selective about the lines and quantities which will be billed. For "2. Bill selected lines", all lines in the order will be "Not selected" and you must select the lines you wish to bill. For "3. Bill all lines except", the opposite is true; all lines are automatically set to "Selected", and you will need to call up the lines that you do not want to select, or for which you need to change the Quantity to Ship or the Open/Closed status.

If you select "1. Bill all lines" or "3. Bill all lines except", closed line items with no shipments (line items which you previously forced to Closed Status and for which you entered a Closed Code) will also be automatically selected for printing on the invoice with their Closed Codes if the Order Number being selected does not a have a Backorder Number suffix.

If you choose "1. Bill all lines", the program will go directly to the summary screen.

If you choose options 2 or 3, the program will then go to the line item screen where you are prompted to enter Line Number, or press <F1> until you find the Line Number you want. This is the select for billing line screen:

```
Billing (Select for billing)
Order #: 329          Customer: 1           Elliott Enterprises       Order
                                                      Customer type: WSL
 1. Line #
 2. Item #
 3. Description
 4.
 5. Supplying whse
 6. Ship sched date
 7. Promise date

 8. Qty ordered
 9. Qty to ship
10. Qty from stock
11. Qty from WIP
12. Open/closed                           18. Shipping lbs/unit
13. Unit cost
14. List price
15. Discount %
16. Net unit price                            0 line records selected
17. Extended price                            2 total line records
<F1> = next line, <F2> = previous line
<F5> = review lines, <ESC> = exit
```

The program will ask "Field number to change ?". You may update fields 9 thru 19, (Quantity to Ship, Quantity from Stock, Quantity from WIP, etc), using the data entry formats described in Chapter 8.

After you have completed any changes to the record and If C/O Control Information indicates you use Order Line Comments, you may add or change Line Comments for the Invoice.

If Lot or Serial Number control applies to a line item selected for billing, you are prompted to enter detail quantity distributions on a subsequent screen. This additional information is later written to Lot/Serial Number History when invoices are posted.

Lot/Serial Number Distributions

The Lot/Serial Number distribution screen displays the Item Number and Description, Stock Quantity To Ship (or Returned), Stock Quantity (remaining) To Distribute, WIP Quantity To Ship (or Returned), and WIP Quantity (remaining) To Distribute. Previous Lot or Serial Number quantity distributions, if any, are also displayed on the bottom section of this entry screen. You must enter detail quantity distributions (to Lot or Serial Numbers) until Stock Quantity To Distribute and WIP Quantity To Distribute are both zero. Then press Esc (or Tab) to exit this screen.

The Lot/Serial Number quantity distribution fields you enter are:

1. Lot # (or Serial #)

Entry Format: Up to 15 alphanumeric characters, or

Blank = "Undefined", or

<F2> = "display on-hand detail".

For Lot Number, the entry consists of the following 3 segments:

- Lot/S.O. # Shop Order Number; up to 6 alphanumeric characters. Spaces not allowed.
- Lot/Rls # S.O. Release Number, up to 2 numeric digits or space.

- Lot/User The program reformats the S.O. # and Release # entries, and adds a "*" character. After the "*", you may add more User assigned identifiers to the Lot Number, or press ENTER to continue.

Validation For Lot Numbers only

If the Shop Order and Release Number portions of the Lot Number entry do not match an open or closed Shop Order on file for the Item Number, the program warns you about this mismatch but provides the option to proceed.

Comment: If you are distributing a stock quantity and press <F2> to display on-hand detail, you may select the Lot or Serial Number by entering the related 3 digit Sequence Number in the on-hand detail window displayed by the program.

2. Stock or WIP

Entry Format: S = Stock, or W = WIP.

Comment: Indicates whether you are distributing the Stock Quantity or WIP Quantity To Ship (or Returned). A default displays if the remaining quantity is not split between Stock and WIP.

3. Quantity

Entry Format: Up to 8 whole number digits plus 3 decimals, or zero.

Default: For a Serial # control item, 1 is the default. For a Lot # control item, remaining Quantity To Distribute for the designated Stock or WIP category is displayed as the default. Press <F1> if you wish to change the default quantity.

Comments: If the Lot # or Serial # entry matches a displayed previous distribution, this quantity will replace (not add to) the previously entered quantity. A zero quantity entry will therefore delete a previously entered distribution for the same Lot or Serial Number.

4. Reference

Entry Format: Up to 25 alphanumeric characters.

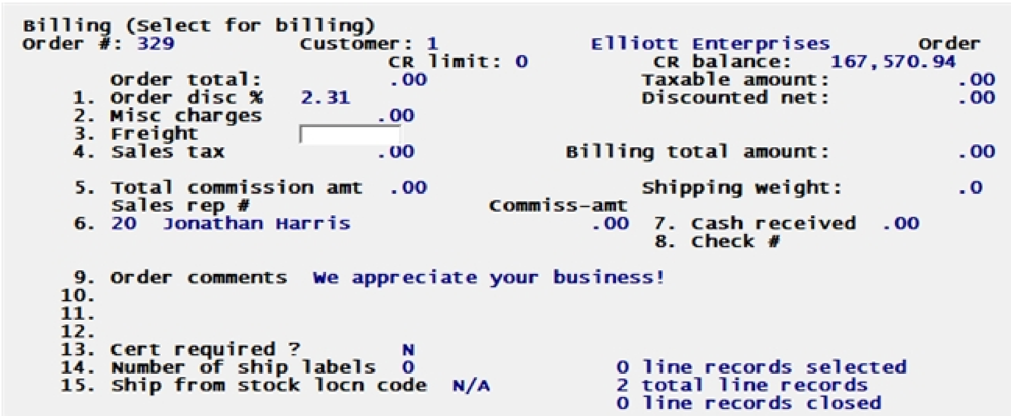
Default: The bill to Customer Name is displayed as the default entry.

Field number to change ?

Use "Field number to change ?" to modify entries, or press ENTER at that position to post the detail quantity distribution. The program deducts the distribution Quantity from the Stock Quantity To Distribute or WIP Quantity to Distribute. The new balances are then redisplayed, and the cursor returns to the Lot or Serial Number position. When both Quantity To Distribute fields are reduced to zero, you may press Esc (or Tab) at the top entry position to exit the screen. Otherwise, continue entering additional quantity distributions until both Quantity To Distribute fields are zero.

When you have finished selecting line items for billing, press Esc (or Tab) at the Line Number entry position. If in A/R Customers it specifies that the customer does not accept backorders, the program asks if it is OK to close unselected lines and delete the order after billing. Answer Y to confirm the "No backorder" rule, or N to override that procedure for the order.

The order summary screen then displays:



You are prompted to enter or to confirm the Freight amount. However, if the order F.O.B. was entered as "Free freight" you will not be allowed to enter or change the value of Freight.

If Certifications are used, you may change the fields 13. Cert required ? and Cert # before you print Certifications.

If you are using the Ship Labels option for this package, you are prompted to enter:

14. No. of ship labels

Enter up to 2 numeric digits or zero.

If I/M Control Information indicates you use Multiple Stock Locations and some line items will be Shipped From Stock (or Returned To Stock), you are prompted to enter:

15. Ship from stock locn code *or* Return to stock locn code

Entry Format: Up to 5 alphanumeric characters, or

Blank = "Undefined".

Comments: All line item quantities shipped from stock will be disbursed from this one location, or all credit quantities returned to stock will be returned to this location, when invoices are posted by another program. You may use "Relocate items" on the menu for "Inventory transactions" to move the items to or from this location.

When finished and selecting <Enter> from field number to change you will be prompted to:

Print packing list now ?

Select N to not print or Y to print the packing list.

CANCEL SELECTIONS

This report shows checkbook entries in order by date, along with a running balance.

Select

Cancel selections from the *Billing* menu.

```
Billing (Cancel selections)
  * Order #
 1. Order date              2. Order type
 3. Customer #
 4. Name
 5. Address 1
 6. Address 2
 7. Address 3
 8. Address 4
 9. City
10. State                              11. Zip Code
12. County                                                 13. Country
14. Ship to #
15. Name
16. Address 1
17. Address 2
18. Address 3
19. Address 4
20. City
21. State                              22. Zip code
23. County                                                 24. Country
<F1> = next selected order
```

Use this choice to cancel previous selections of regular Orders (Type O) for billing. This program changes the order billing status to "unselected", and keeps the order on file for future selection.

You may only cancel billing selections of regular orders (Type O). Invoice and Credit Memo orders (Types I and C) remain selected until they are invoiced and posted by other programs in this function or are deleted in the Sales Orders, Enter program.

The program prompts you to enter the Order Number of the order you wish to cancel billing selection. Enter a number, or press <F1> to search for the next selected regular order on file until you find the right order. After the header information of a selected order is displayed, the program asks: "Cancel selection of this order ?" Answer Y to unselect the order from billing, or N to keep the order selected. The cursor will then return to the Order Number position, where you may continue to cancel billing selection of more orders, or press Esc (or Tab) to exit.

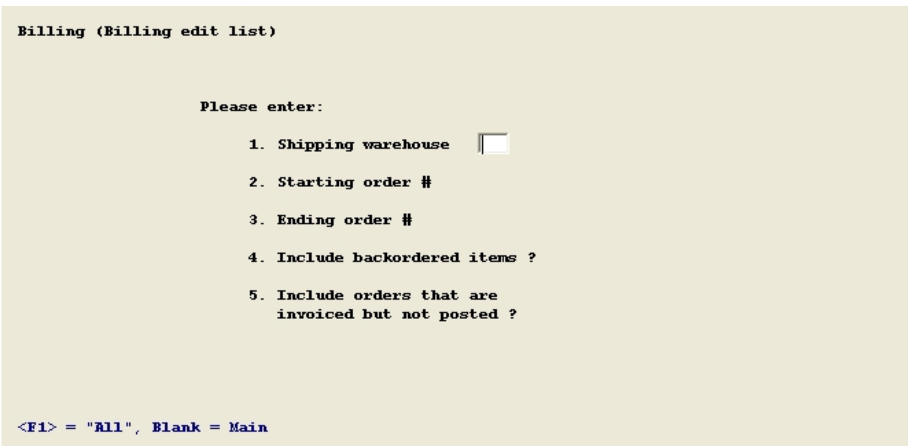
BILLING EDIT LIST

Only orders selected for billing will be printed. You may use this report to recheck the accuracy of billing data before you print the Standard Certifications, Shipping Labels, and Invoices. Grand total dollar amounts for all of the billable orders listed are also printed.

Select

Billing edit list from the *Billing* menu.

The following screen displays:



Enter the information as follows:

1. Shipping warehouse

Up to 2 alphanumeric characters.

<F1> = "All."

2. Starting order

Up to 6 numeric digits.

<F1> = "All" billable orders.

3. Ending order

Up to 6 numeric digits.

Blank = Starting value.

4. Include backordered items ?

Y or N.

5. Include orders that are invoiced but not posted ?

Y or N.

CERTIFICATIONS

Use this program to print Certifications for all orders selected for invoice printing that have a Y answer to the "Cert Required ?" question, or for a selected Order Number that you specify.

Select

Certifications from the *Billing* menu.

The following screen displays:

```
Billing (Certifications)

                Please enter:
                    1. Cert date                41218
                    2. Order selection
                    3. Order #
                    4. Shipping warehouse
                    5. Print line comments ?
```

Enter the information as follows:

1. Cert date

Enter 6 numeric digits in MMDDYY format, the System Date is the displayed default.

2. Order selection

S = Selected orders to invoice

U = User specified order #

3. Order

Up to 6 numeric digits.

(Not applicable if Order selection is **S**.)

4. Shipping warehouse

Up to 2 alphanumeric characters.

<F1> = "All".

(Not applicable if Order Selection is **S**.)

5. Print line comments ?

Y or N.

If you choose the all "Selected orders to invoice" option, this will not include orders for which invoices are already printed.

Certifications may be printed for any specific order needing a certification by choosing "User Specified Order Number". If the order is not selected you are asked if you want to print the open line descriptions only - this means shipping quantities will not be printed and may later be written on the certification.

When you have completed your entries and any changes, the program asks "**Forms mounted on printer ?**". When you answer Y, you are asked if you wish to "**Print alignment ?**". Answer Y to print a sample form for alignment purposes, or answer N to print the certifications.

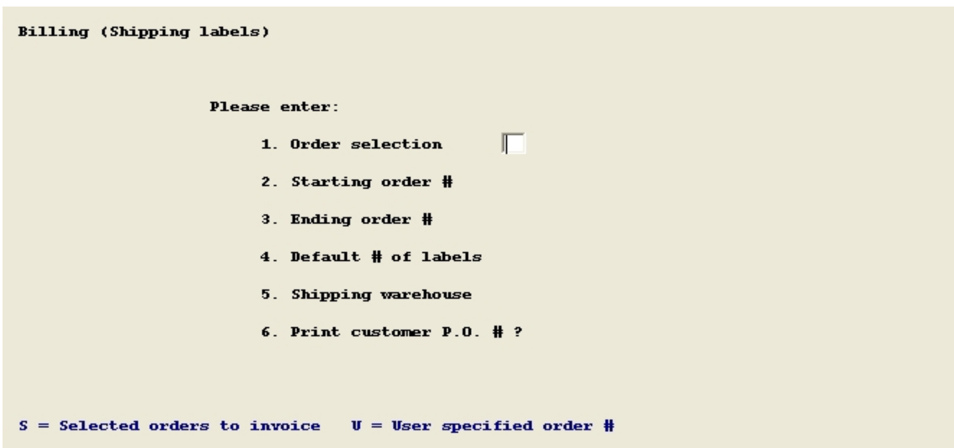
Shipping Labels

Use this program to print Shipping Labels for all orders that are selected for invoice printing, or for an Order Number range that you specify that are not Credit Memos.

Select

Shipping labels from the *Billing* menu.

The following screen displays:



Enter the information as follows:

1. Order selection

S = Selected orders to invoice

U = User specified order number

2. Starting order

Up to 6 numeric digits.

(Not applicable if Order selection is **S**.)

3. Ending order

Up to 6 numeric digits. Blank = Starting value.

(Not applicable if Order selection is **S**.)

4. Default # of labels

Up to 2 numeric digits.

If the number of labels is not specified in the Order record, this number of labels will be printed.

(Not applicable if Order selection is **S**.)

5. Shipping warehouse

Up to 2 alphanumeric characters. <F1> = "All".

(Not applicable if Order Selection is **S**.)

6. Print customer P.O. # ?

Y or N, with a default of Y.

If you choose the all "Selected orders to invoice" option, this will not include orders for which invoices are already printed. With the "S" option the number of labels to be printed for an order was specified when you selected the order for billing. Labels may be printed for any other order that is still open by choosing the "User Specified Order Number" option and then typing in the Number of Labels wanted. Labels are not printed for Credit Memos (Order Type C).

When you have completed your entries and any changes, the program asks "Forms mounted on printer ?". When you answer Y, you are asked if you wish to "Print alignment ?". Answer Y to print a sample form for alignment purposes, or answer N to print the labels.

PRINT INVOICES

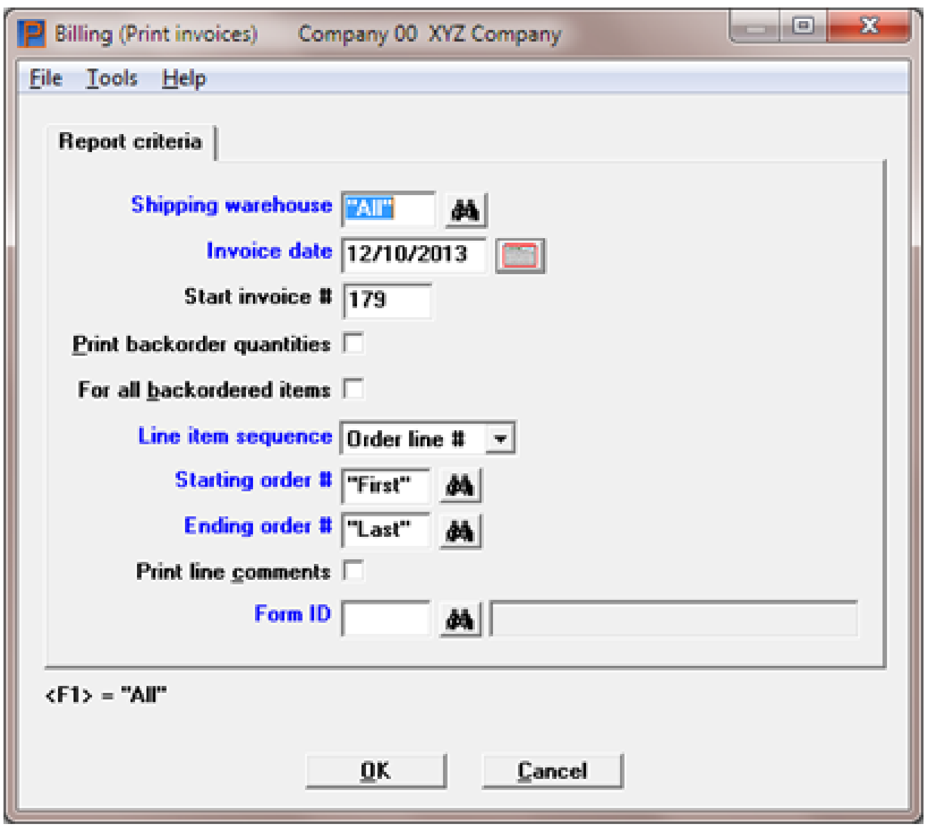
Invoice printing includes those orders initially entered as Credit Memos (Order Type C) or Invoices (Order Type I), and regular Orders (Order Type O) that you have selected for billing.

Invoices may be printed on preprinted forms, plain paper or a custom form, depending on the 20. Print invoice on setting in *Control information*.

Select

Print invoices from the *Billing* menu.

In graphical mode the following screen displays:



Character Mode

Enter the information as follows:

Shipping warehouse

Up to 2 alphanumeric characters. <F1> = "All".

Invoice date

6 numeric digits in MMDDYY format. The System Date is the default displayed.

Starting invoice

Press ENTER to accept the *Control information* default displayed, or enter another value. You should normally use the *Control information* value to prevent duplicate invoice numbers being assigned.

Print backorder quantities

Y or N, with a default of Y. A N answer means that no backorder quantities will print on invoices. If you answer Y, the program asks:

For all backordered items

Y or N, with a default of Y. A Y answer to this question means that backorder quantities will print for billed and unbilled lines. N means backorder quantities will print for billed lines only.

Line item sequence

Using graphical mode select either *Order line #* or *Item #*.

Using character mode select **O** for order line number, or **I** for item number.

Starting order

Up to 6 numeric digits. <F1> = "All selected" orders.

Ending order

Up to 6 numeric digits. Blank = Starting value.

Print line comments

This field can only be entered if C/O *Control information* indicates line comments are used.

Form ID

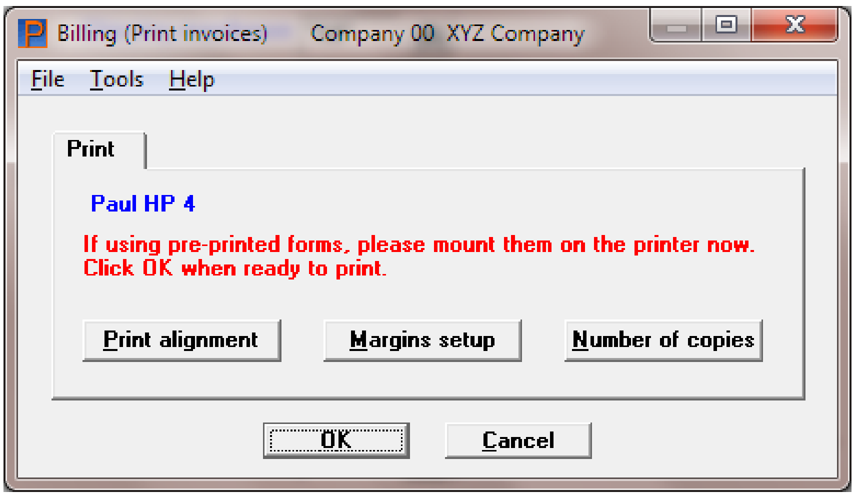
If using a custom format, enter the form ID. To enter a new custom invoice format see the Forms chapter.

Graphical Mode Printing

OK or Cancel

Select OK to proceed to the next screen. Select Cancel to return Customer Orders menu.

After you select OK you will be asked to select a printer. After selecting a printer the following screen displays:



Print alignment

Select this button to print a test alignment form filled out with X's and 9's. Alignments may be used if you are printing to one of the following:

- *Company information* laser printer
- Company information -PDF- or -PDFP- printer
- Windows printer

Alignments to a *Company information* non-laser printer, like dot matrix, is done manually.

If you have aligned the form in the past the default alignment settings are recalled from the last time done. You should only generate an alignment if the form has changed, the printer has changed or the driver on your computer has changed.

If you select a *Company information* -PDF- printer, the program displays the alignment image as long as Adobe Acrobat or Adobe Reader is installed on your system. You may also view the alignment again from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*.

Margins setup

If after printing an alignment, you may find you need to change the alignment settings. Select this button to change the up/down and right/left adjustment.

To change the alignment for a *Company information* printer enter a negative or positive number for the *Default top margin* and *Default left margin*. To change the alignment for *Windows printer* enter a number greater than the *Default top margin* or the *Default left margin* as the case may be. Negative numbers are not allowed for *Windows printer*.

Number of copies

By default you will print one copy. If you need to print more than one, select this button. You may also enter a label for each copy. The label prints near the bottom of the page.

OK or Cancel

Select OK to print the invoices. Select Cancel to return to the invoice selecting screen.

Character Mode Printing

When you have completed your entries and any changes, the program instructs: "**Mount forms on printer & type DONE when ready**". When you answer DONE, the program asks "**Print alignment ?**". Answer Y to print alignment characters on one form, or answer N to print the Invoices. After Invoices are printed, you are asked "**Invoices printed OK ?**". If you answer Y, the program internally marks those orders as invoiced and ready for posting and then returns you to the preceding menu. If you respond N to the printed OK question, indicating the invoices are not ready for posting, you are given the option to reprint Invoices immediately or exit to the menu.

POST INVOICES

This program posts data from orders which have been successfully invoiced to various files/tables including A/R Open Items and A/R Commissions Due, Customers, Sales Reps and Tax Codes, the Item Master records and Branch Warehouse Item records, Inventory Transaction History, and Detail Sales History. The Sales Journal is automatically printed for the new receivables.

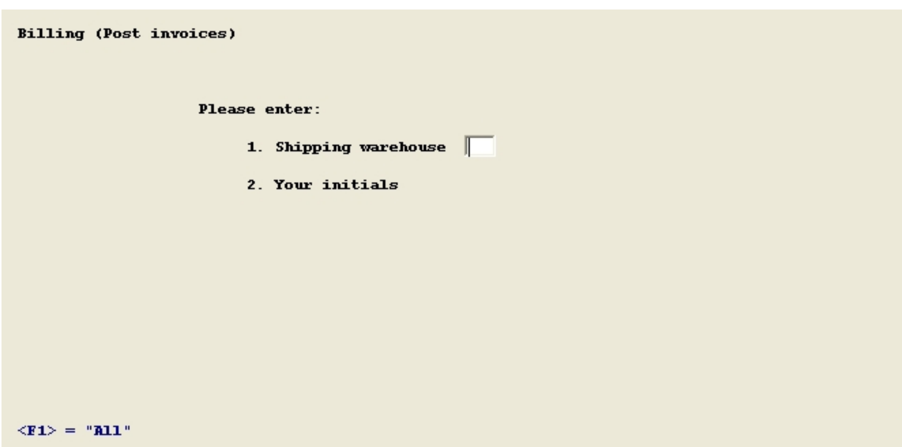
When invoices are posted, the quantity shipped to date is updated in order line item records. If all line items have "Close after billing ?" set to Y or were previously closed, the order header record is deleted. Regular orders with remaining open line items stay on file as backorders; the backorder number in the order header record is incremented and the "Print Packing List ?" answer is reset to Y to generate a new list the next time Packing Lists are printed. Closed order line items remain on file as history until you purge them with another program.

If you use PBS Manufacturing Job Costing, invoice amounts will also post to jobs with a sales order number in the job master that matches the order number being billed.

Select

Post invoices from the *Billing* menu.

The following screen displays:



Enter the information as follows:

Are invoices OK to post ?

Answer Y to post the invoice data and print the Sales Journal, or answer N to exit the program without posting. If the entry is Y, the data you enter are:

1. Shipping warehouse

Up to 2 alphanumeric characters. <F1> = "All".

2. Your initials

Up to 3 alphanumeric characters.

From Field number to change ? select Enter and you will be asked to select a printer. Select <Esc> and you will be asked to re-enter the screen.

Displays

This chapter contains the following topics:

INVENTORY AVAILABILITY

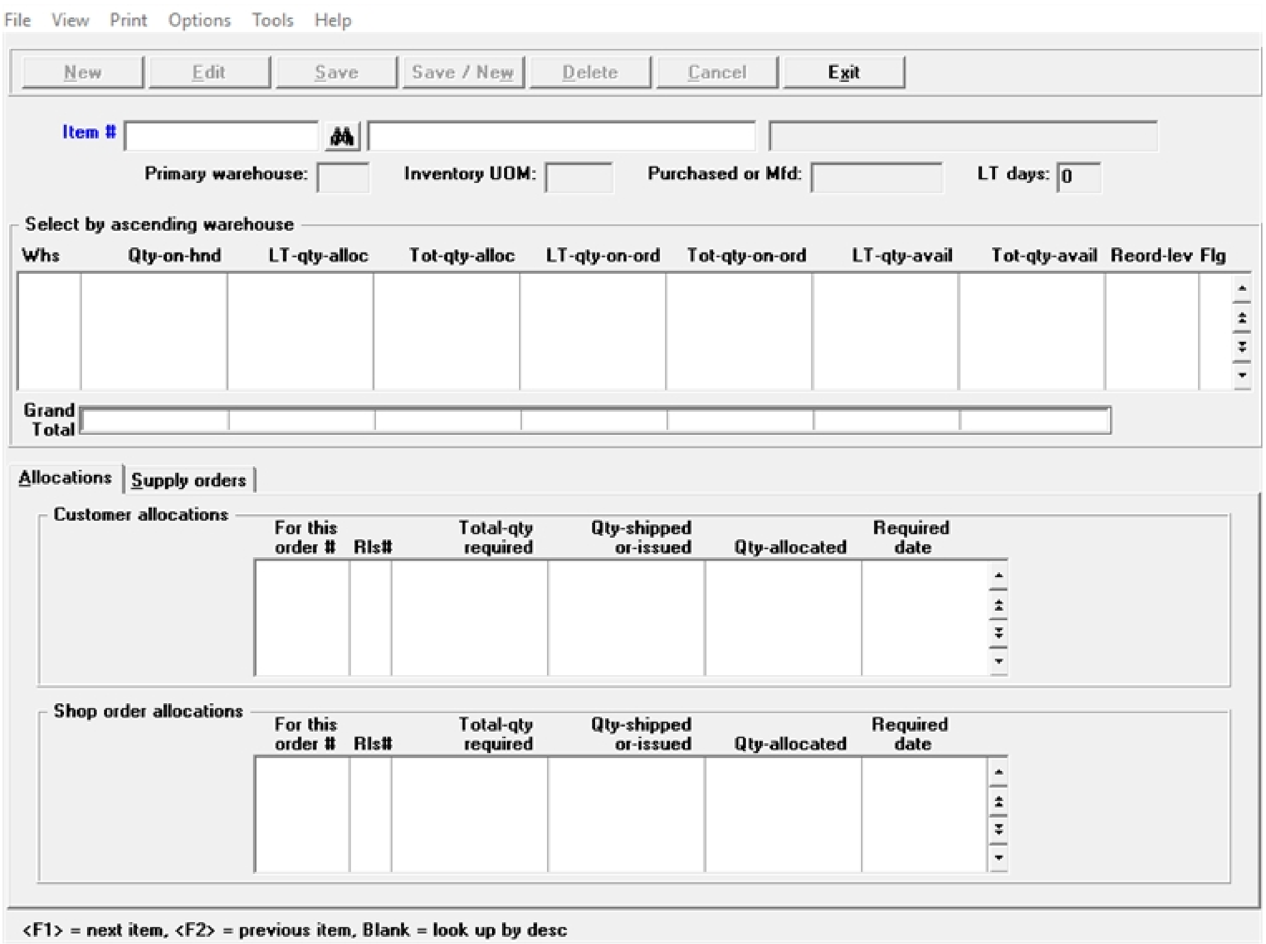
Use this program to display inventory availability status of selected items. Inventory summary data displayed for an item includes the On Hand, Allocated, On Order and Available, and Reorder Level quantities for each warehouse where the item is stocked or manufactured.

Quantity Available is defined as On Hand less Allocated plus On Order. The item Allocated, On Order, and Available balances are shown in two ways; the Lead Time quantities and the Total quantities. Lead Time quantities are most important since they indicate the short term inventory supply vs. demand status. The total Allocated, On Order, and Available figures are also shown, but may include some Allocations (customer orders or shop order material requirements) or some supply Orders (purchase orders or shop orders) that are dated beyond the current date plus the item's replenishment lead time. For example, assume a sale-able item has a two week replenishment lead time. A customer order Allocation for that item which is scheduled to ship four weeks from today would be excluded from the Lead Time Quantity Allocated, but included in Total Quantity Allocated.

You may optionally display a detail list of Allocations or of supply Orders for the item.

Select

Inventory availability form the *Displays* menu.



The fields you enter are:

Item

Up to 15 alphanumeric characters, or <F1> = the next Item Number on file, or Blank = lookup the item by description. Use <F2> to display a previous item. Select the <F8> key to lookup the item for a list of items.

If a matching Item Master record is found, the program displays the item's Description, Primary Warehouse, Stock Unit of Measure, Purchased or Manufactured code, and Lead Time Days.

Select the <Enter> key to lookup the item by description.

(Item description)

You may put the focus on the item description field and select <F1> for the next item on file in description order or <F2> for the previous item on file. Select the <Enter> key to toggle back to the item number field.

All subsequent balances listed are in the Stock Unit of Measure. Inventory status data displayed for the item's Primary Warehouse, and each of it's Branch Warehouses, are:

Primary warehouse

Primary or Branch Warehouse Code.

Qty on hand

Inventory quantity on hand, in a stocking area.

LT qty alloc

Quantity allocated, for Customer Orders and/or for Shop Order Material

Requirements, that is scheduled within the item's Lead Time.

Tot qty alloc

Total quantity allocated for Customer Orders and/or for Shop Order Material Requirements, including quantities that are due beyond the item Lead Time.

LT-qty-on-order

Supply quantity on order, as open Purchase Orders and/or Shop Orders, that is scheduled for receipt within the item's Lead Time.

Tot-qty-on-order

Total supply quantity on order, as open Purchase Orders and/or Shop Orders, including quantities that are due beyond the item Lead Time.

LT-qty-available

The availability of the item through its Lead Time, calculated as (Quantity On Hand - LT Quantity Allocated + LT Quantity On Order).

Tot-qty-available

The total availability of the item, calculated as (Quantity On Hand - Total Quantity Allocated + Total Quantity On Order).

Reorder level

The reorder level quantity of the item at the designated warehouse.

Flag

An asterisk (*) will appear in this column if the Lead Time Quantity Available is not above the Reorder Level, indicating the need to schedule or reschedule the item's supply or demand orders.

If more than one warehouse is listed for the item, grand total quantities for all warehouses are also displayed. After the item availability summary information is displayed, press <F1> to view detail of the item allocations or orders.

If you chose to display detail, the data you enter are:

Display detail for whse

Up to 2 alphanumeric characters

Allocations or supply orders

A = Allocations, or

O = Orders.

If you request Allocations, the following data is listed for each detail open allocation on file:

Alloc type

Customer (Customer Order) or Shop ord (Shop Order).

For this Customer Order Number or Shop Order Number.

order

Total qty

Customer Order quantity, or Shop Order Material Requirement Quantity.

Qty shipped

Portion of the total requirement that has been or issued satisfied or completed.

Qty allocated

The requirement balance; Total Quantity Required minus Quantity Shipped or Issued.

Required date

Schedule date for shipment or issue of the allocation.

If you request Orders, the following data is listed for each detail open supply order on file:

Order type

Purch (Purchase Order) or Shop (Shop Order).

Order

Purchase Order Number or Shop Order Number.

Qty ordered

Total quantity ordered.

Qty received

Portion of the total order that has been received.

Qty on order

The supply order balance; Quantity Ordered minus Quantity Received.

Due date

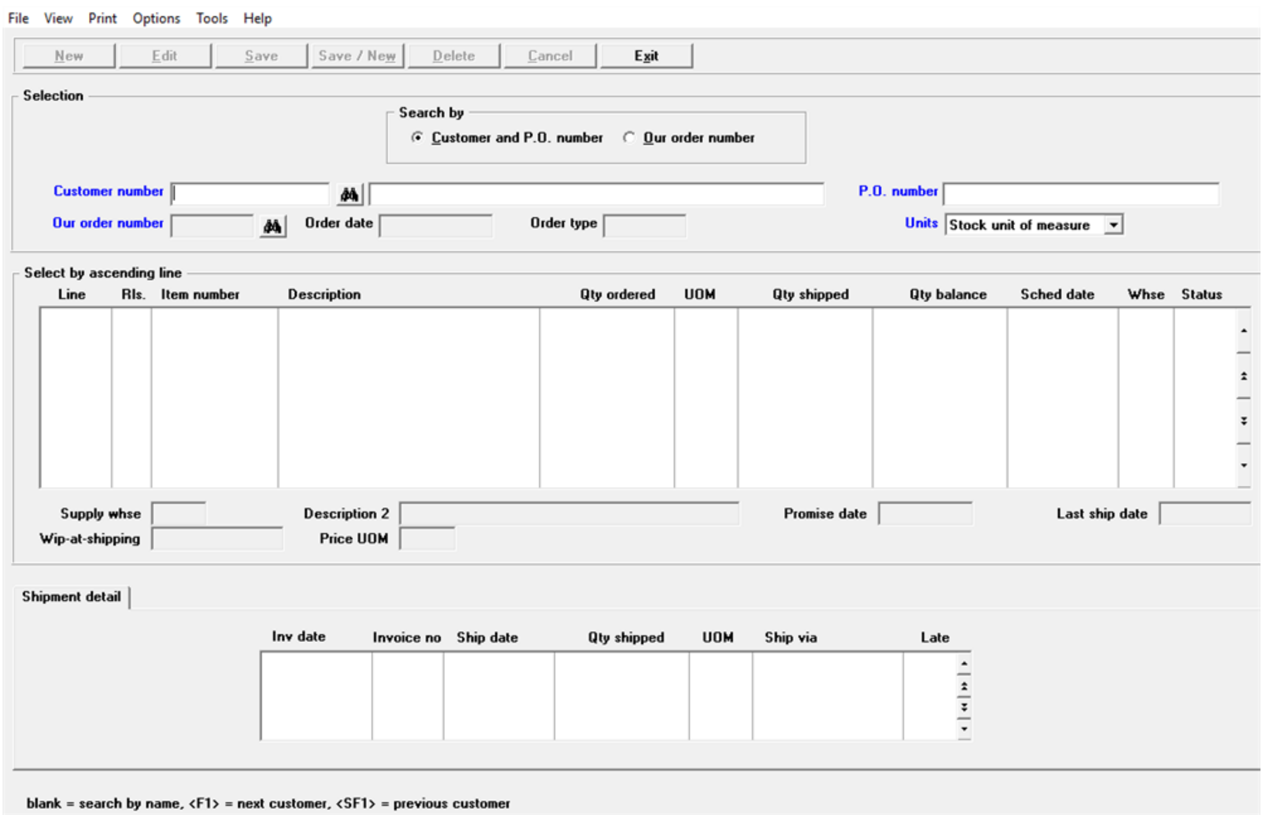
Schedule date for receipt of the on order quantity.

SHIPMENT STATUS

Use this program to display the shipping status of open or closed customer orders that you request.

Shipping status summary data displayed for the order line records includes item number and description, shipping and supplying warehouse, quantity ordered, quantity shipped to-date, quantity balance due (or closed status indicator), work-in-process quantity at shipping, and shipment schedule and promise dates.

For partial or complete shipments that have been billed, the shipment detail history displays with each shipment date, shipment quantity, and ship via description below the summary data for each line record.



Character Mode

The fields you enter are:

Search by

Select a radio option of either *Customer & P.O. number* or *Our order number*. In character mode enter either C for Customer & P.O. number or O for Our order number. The default is *Customer & P.O. number*. To select *Our order number* use the mouse or hit <alt+o>.

If the display is by *Customer & P.O. number*, enter:

Customer number

Up 12 alphanumeric characters.

Select the <F1> key for the next customer on file in customer number order. Select the <SF1> for the previous customer on file. You may select the <F8> key to find the customer in a list box.

Alternatively, select the <Enter> key to move to the name field and lookup the customer by name.

(Customer name)

When looking up by customer name select the <F1> key for the next customer on file in customer name order. Select the <SF1> for the previous customer on file. You may select the <F8> key to find the customer in a list box.

Select the <Enter> key to toggle back to the customer number field and lookup the customer by number.

P.O. number

Up to 30 alphanumeric characters. You may also enter just the first part of the P.O. Number and follow instructions on the screen to find the right P.O., or press <F1> to find the next P.O. number on file for the customer or <SF1> for the previous customer's P.O. number.

If the display is by *Our order number*, enter:

Our order number

Up to 6 numeric digits.

The final entry is:

Units

Using the drop down list select either *Stock unit of measure* or *Price unit of measure*.

Using character enter either P = Price Unit of Measure or S = Stock Unit of Measure.

This specifies the units in which all quantities will be displayed, if Price units are different from Stock units for some order line records.

The program then searches for all open or closed order line records on file that match your Customer & P.O. Number or Order Number entry.

Line List Box

The Line number column is sortable by ascending or descending order. In addition to order data shown at the top of screen, the following is displayed for each matching order line record:

Line

Line number.

Rls.

Release.

Item number

Description

Item description.

Qty ordered

Total quantity ordered.

UOM

Unit of Measure.

Qty shipped

Total quantity shipped to date.

Qty balance

Quantity ordered less quantity shipped.

Whse

Shipping warehouse.

Status

Closed indicator with an optional closed code.

Other fields

Supply whse

Supplying warehouse.

Description 2

Item description 2 for the line selected in the list box.

Promise date

Latest shipping promise date.

Last ship date

Date of the shipment.

WIP at shipping

Work-in-process quantity ready at shipping.

Price UOM

Price unit of measure.

Close reason

This field only displays if the order is closed.

Shipment detail List Box

The Shipment detail invoice date column is sortable by ascending or descending order. If there is detailed sales history on file for the order line record, the following detail displays for each shipment:

Invoice date

Date invoiced.

Invoice number

Invoice number.

Ship date

Date items were shipped.

Qty shipped

Quantity shipped on this date.

UOM

Unit of measure.

Ship via

Shipped via description (e.g. carrier name).

Late

Quantity delivered late.

BACKLOG & CLOSED ITEMS

Use this program to display the line item quantity status and prices for open or closed Customer Orders that you request. Quantity status and price data displayed for the order line records includes Item Number and description, quantity ordered, quantity balance due (or Closed status indicator), quantity shipped to-date, shipment schedule and promise dates, shipping and supplying warehouse, and net unit price.

The data you enter are:

Display by

C = Customer & P.O. Number, or

O = Our Order Number

If display is by Customer & P.O. Number, enter:

Customer

Up 12 alphanumeric characters, or

Blank = lookup the customer by name.

P.O.

Up to 30 alphanumeric characters. You may also enter just the first part of the P.O. Number and follow instructions on the screen to find the right P.O., or press <F1> to find the next P.O. Number on file for the customer.

If display is by Our Order Number, enter:

Our order

Up to 6 numeric digits.

The next entry is:

Units P = Price Unit of Measure

S = Stock Unit of Measure

This specifies the units in which all quantities and prices will be displayed, if Price Units are different from Stock Units for some order line records.

Comments

Y or N, to indicate if you want line item comments displayed.

The program then searches for all open or closed order line records on file that match the requested Customer & P.O. Number or Order Number. In addition to order data shown at the top of screen, the following information is displayed for each matching order line item record:

Item #

Description

Item description. If requested, line comments display below the description.

Qty ordered

Total quantity ordered, followed by Unit of Measure.

Qty balance

Qty Ordered less Quantity Shipped, or "Closed" indicator with an optional Closed Code.

Qty shipped

Total quantity shipped to-date.

Sched date

Scheduled Shipping Date.

Promise date

Latest Shipping Promise Date.

Ship

Shipping Warehouse

Sply:

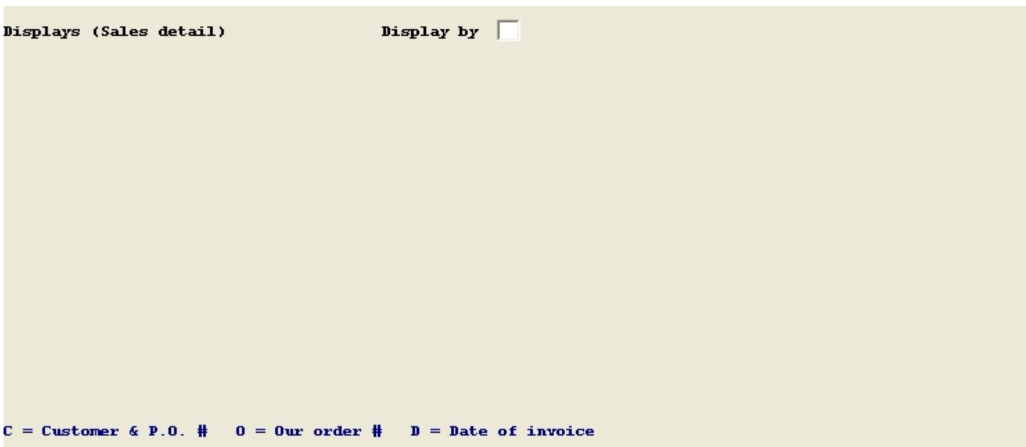
Supplying Warehouse.

Net unit price

Net selling price per unit. If you have only entered an Extended Price, with no Unit Price for the order line, the words "Total price" will display under the amount.

SALES DETAIL

This program allows you to display Detail Sales History from invoices that you have previously printed and posted. Invoice date and Invoice Number, your sales Order Number, customer name and P.O. Number, shipment date, quantity billed, net unit price, extended price, Item Number and description, and shipping and supplying warehouses are displayed for each invoice line item. Order freight and miscellaneous charges are not saved in the Sales History file and, therefore, are not displayed.



The data you enter are:

Display by

C = Customer & P.O. Number, or D = Date of Invoice, or O = Our Order Number

If display is by Customer & P.O. Number, enter:

Customer

Up 12 alphanumeric characters, or Blank = lookup the customer by name.

P.O.

Up to 30 alphanumeric characters. You may also enter just the first part of the P.O. Number and follow instructions on the screen to find the right P.O., or press <F1> to find the next P.O. Number on file for the customer.

If display is by Date of Invoice, enter:

Starting invoice date

6 numeric digits in MMDDYY format.

If display is by Our Order Number, enter:

Our order

Up to 6 numeric digits.

The next entry is:

Units

P = Price Unit of Measure

S = Stock Unit of Measure

This specifies the units in which all quantities and prices will be displayed, if Price Units are different from Stock Units for some order line records.

The program then searches for Detail Sales History records on file that match your Customer & P.O. Number, or Starting Invoice Date, or Order Number entry. The following information is displayed for each matching sales history record:

Ivc date

Invoice date.

Ivc

Invoice Number.

"CR memo" will display below the Invoice Number if the document was a Credit Memo.

Customer

Customer name. If the Customer is no longer on the Customer File, a message to telling you this and the Customer Number from the Detail Sales History record will display here.

P.O.

Customer Purchase Order Number.

Ord

Your sales Order Number.

Ship date

Date of the shipment.

Qty billed

Quantity shipped or credited, followed by Unit of Measure.

Net unit price

Net selling price per unit.

Ext price

Extended total price for the invoice line.

If a total order discount was applied to the total sales value of the invoice, that discount percent is displayed below the Extended Price.

Item

Item Number.

Description

Item description.

Warehouse

Ship Sply

Shipping and Supplying Warehouse.

Reports, Orders

This chapter contains the following topics:

Detail Backlog

Use this function to print detailed lists of open order backlog items. Detail Backlog may be sequenced by Shipment Schedule Date sequence, with dollar totals by date.

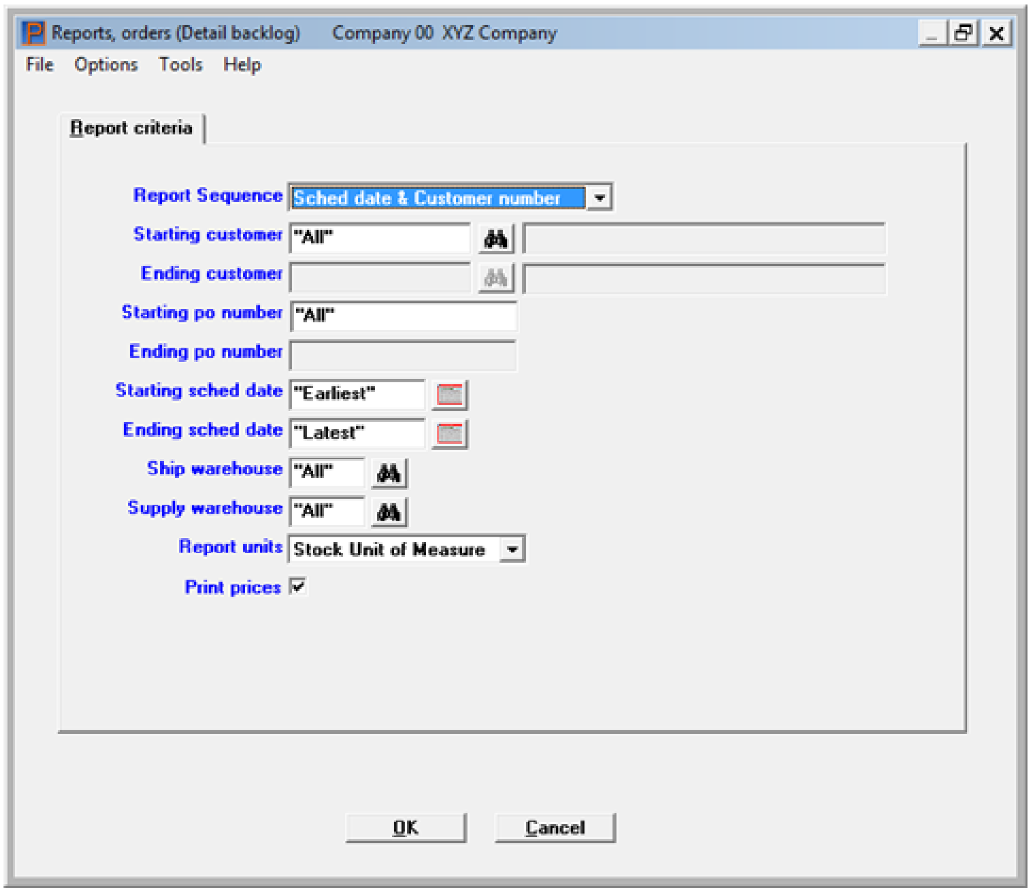
This report lists all Customer Order line items that are not closed and are in a range that you specify. The report excludes any Credit Memo items that may have been entered, but are not yet invoiced.

See a Detail Backlog Report example in the *Sample Reports* appendix.

Select

Detail backlog from the *Reports, orders* menu.

The following screen displays:



Character Mode

```
Reports, orders (Detail backlog)

        Please enter:

             1. Report sequence

             2. Starting customer #
             3. Ending customer #

             4. Starting
             5. Ending

             6. Starting sched date
             7. Ending sched date

             8. Shipping warehouse
             9. Supplying warehouse

            10. Report units
            11. Print prices ?

C = Customer & P.O. #   I = Item #   O = Order #   S = Sched date & customer #
```

Enter the information as follows:

Report sequence

With graphical mode use the drop down list to select either Customer & P.O. number, Item number, Order number or Schedule date & Customer number.

For character enter either C = Customer & P.O. #, I = Item Number, O = Our Order Number or S = Schedule Date.

Starting customer

Entry Format: Up to 12 alphanumeric characters, or <F1> for "All", or Blank to look up the customer by name.

Ending customer

Entry Format: Up to 12 alphanumeric characters, or Blank = Starting value.

If *Report Sequence* is either *Customer & P.O. number* or *Schedule date & Customer number*:

Starting PO number

Entry Format: Up to 15 alphanumeric characters, or <F1> = "All".

Ending PO number

Entry Format: Up to 15 alphanumeric digits, or Blank = Starting value.

If the *Report Sequence* field is *Item number*:

Starting item no

Entry Format: Up to 15 alphanumeric characters, or <F1> = "All".

Ending item no

Entry Format: Up to 15 alphanumeric characters, or Blank = Starting value.

If the *Report Sequence* field is *Order number*:

Starting order no

Entry Format: Up to 6 numeric digits, or <F1> = "All".

Ending order no

Entry Format: Up to 6 numeric digits, or Blank = Starting value.

Starting sched date

Entry Format: 6 numeric digits in MMDDYY format, or

<F1> = "Earliest".

Ending sched date

Entry Format: 6 numeric digits in MMDDYY format, or <F1> = "Latest", or

Blank = Starting value.

Ship warehouse

Entry Format: Up to 2 alphanumeric characters, or <F1> = "All".

Supply warehouse

Entry Format: Up to 2 alphanumeric characters or <F1> for "All".

Report units

With the drop down list select either Stock Unit of Measure or Price Unit of Measure.

Using character enter either S = Stock Unit of Measure or P = Price Unit of Measure.

This code determines the Unit of Measure in which all reported quantities and unit prices will be stated.

Print prices

Entry Format: Check box. If you uncheck the box, unit price and extended dollar amounts will be omitted from the report.

If the *Report Sequence* field is *Item number* you must also enter:

Print item totals

Entry Format: Check box. The default is checked.

Print item totals only

Entry Format: Check box. The default is unchecked.

If you check both *Print item totals* and *Print item totals only*, the program will only list backlog totals by item number and will omit the customer order line detail.

OK or Cancel

Select OK to display a list of printers, select a printer and print the report. Select Cancel to return to the menu without printing the report.

CLOSED ITEMS

Use this function to print detailed lists of closed order items by Customer and Purchase Order Number, or by Item Number, or by your Order Number.

This report lists Customer Order line items that have been closed. When line items are closed by you in order entry, billing, or posting, the closed lines remain on file until you use the Purge Detail History program to delete them. Until they are purged, closed line items may be accessed by this program and other functions to retrieve historical customer shipments and pricing information. Billed Credit Memo items are included.

Select

Closed items from the *Reports, orders* menu.

The following screen displays:

Enter the information as follows:

1. Report sequence

Entry Format: C = Customer & P.O. #, I = Item Number, O = Our Order Number.

2. Starting customer

Entry Format: Up to 12 alphanumeric characters, or <F1> for "All", or Blank to look up the customer by name.

3. Ending customer

Entry Format: Up to 12 alphanumeric characters, or Blank = Starting value.

If Sequence = C:

4. Starting P.O.

Entry Format: Up to 15 alphanumeric characters, or <F1> = "All".

5. Ending P.O.

Entry Format: Up to 15 alphanumeric digits, or Blank = Starting value.

If Sequence = I:

4. Starting item

Entry Format: Up to 15 alphanumeric characters, or <F1> = "All".

5. Ending item

Entry Format: Up to 15 alphanumeric characters, or Blank = Starting value.

If Sequence = O:

4. Starting order

Entry Format: Up to 6 numeric digits, or <F1> = "All".

5. Ending order

Entry Format: Up to 6 numeric digits, or Blank = Starting value.

6. Starting sched date

Entry Format: 6 numeric digits in MMDDYY format, or <F1> = "Earliest".

7. Ending sched date

Entry Format: 6 numeric digits in MMDDYY format, or <F1> = "Latest", or Blank = Starting value.

8. Shipping warehouse

Entry Format: Up to 2 alphanumeric characters, or <F1> = "All".

9. Supplying warehouse

Entry Format: Up to 2 alphanumeric characters, or <F1> for "All".

10. Report units

Entry Format: S = Stock Unit of Measure, or P = Price Unit of Measure.

Comments: This code determines the Unit of Measure in which all reported quantities, and unit prices will be stated.

11. Print prices ?

Entry Format: Y or N. If you answer N, unit price and extended dollar amounts will be omitted from the report.

12. Print line comments ?

Entry Format: Y or N.

BACKLOG SUMMARY

This report summarizes backlog dollars by Shipment Schedule Date and Order Number, with dollar totals by date and for the report date range. There is an option to print daily totals only, without the Order Number amounts.

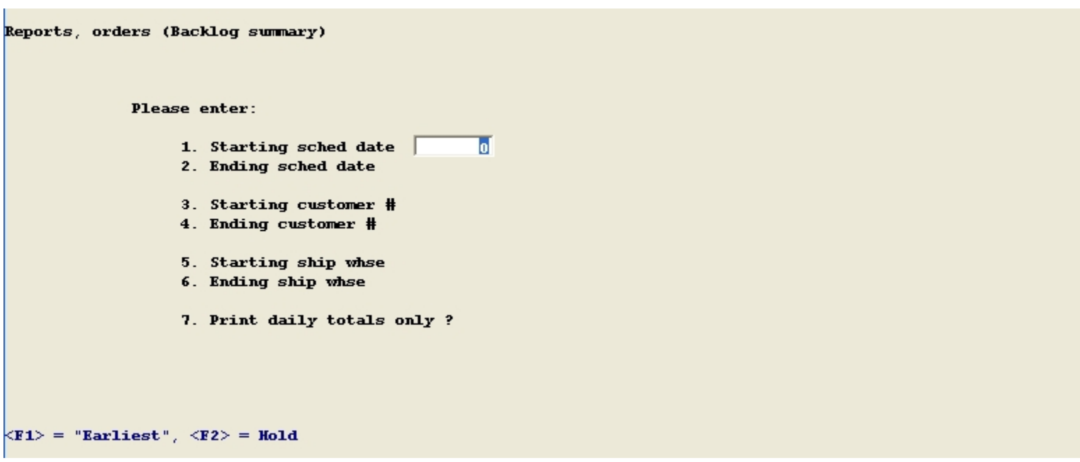
Shipment Schedule Dates for open order Line Items are used for this report. Therefore, an order with split schedule line items or with different schedule dates for different line items may appear several times (within several dates) on this list.

See a Backlog Summary example in the *Sample Reports* appendix.

Select

Backlog summary from the *Reports, orders* menu.

The following screen displays:



Reports, orders (Backlog summary)

Please enter:

1. Starting sched date 0
2. Ending sched date

3. Starting customer #
4. Ending customer #

5. Starting ship whse
6. Ending ship whse

7. Print daily totals only ?

<F1> = "Earliest", <F2> = Hold

Enter the information as follows:

1. Starting sched date

Entry Format: 6 numeric digits in MMDDYY format, or <F1> = "Earliest".

2. Ending sched date

Entry Format: 6 numeric digits in MMDDYY format, or <F1> = "Latest", or Blank = Starting value.

3. Starting customer

Entry Format: Up to 12 alphanumeric characters, or <F1> = "All", or Blank to look up the customer by name.

4. Ending customer

Entry Format: Up to 12 alphanumeric characters, or Blank = Starting value.

5. Starting ship whse

Entry Format: Up to 2 alphanumeric characters, or <F1> = "All".

6. Ending ship whse

Entry Format: Up to 2 alphanumeric characters, or Blank = Starting value.

7. Print daily totals only ?

Entry format: Answer Y if you only want to print dollar totals by Shipping Schedule Date and a grand total, without listing the orders for each date. Answer N, the displayed default, to include the orders.

MULTI-LOCATION ORDERS

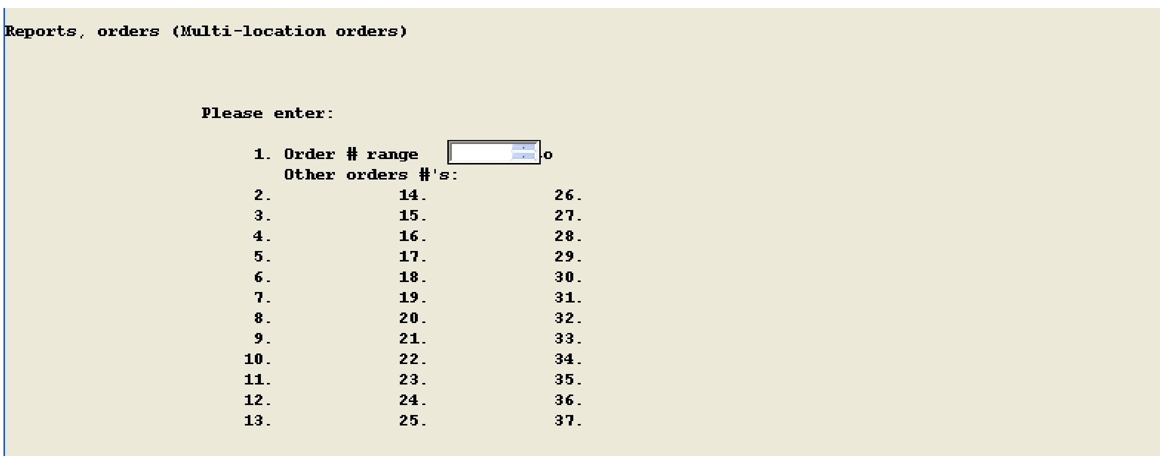
Use this report to print a Multi-location Orders Summary of quantities due by Item Number for a group of orders destined for several customer ship-to locations.

You enter a group of related Customer Order Numbers, usually for multiple ship-to addresses of the same customer. The report prints a list of quantities due by Item Number for the group of orders. The list may be used for consolidated item picking or scheduling of the item quantities, and subsequent splitting of item quantities for shipment to the multiple destinations.

Select

Multi-location orders from the *Reports, orders* menu.

The following screen displays:



Enter the information as follows:

1. Order # range (From number to number)

Entry Format: Two entries of up to 6 numeric digits each, or space for "Not applicable" if none of the orders to be selected are in a continuous number range.

2. - 37. Other order #'s (In addition to specified range)

Entry Format: Up to 36 entries of up to 6 numeric digits each, or press <F1> to skip or erase remaining entries in these fields.

Validation: Each Customer Order Number entered must match the open Customer Orders. Also the numbers entered in these fields must not also be within the previously specified range of Order Numbers.

SHIPMENT STATUS

Use this program to print a report that shows the shipping status of open or closed Customer Orders. Shipping status summary data printed for requested order line records includes the Customer, Item Number and description, shipping and supplying warehouse, quantity ordered, quantity shipped to-date, quantity balance due (or Closed status indicator), work-in-process quantity at shipping, and shipment schedule and promise dates.

For partial or complete shipments that have been billed, shipment detail history about each shipment date, shipment quantity, and Ship Via description is also printed below the shipment summary data.

You may request the orders to be listed by Customer and Purchase Order Number, or by your sales Order Number.

Select

Shipment status from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Shipment status)
              Please enter:

                   1. Request orders by
                   2. Report units
                   3. Customer #

                   4.                     17.
                   5.                     18.
                   6.                     19.
                   7.                     20.
                   8.                     21.
                   9.                     22.
                  10.                     23.
                  11.                     24.
                  12.                     25.
                  13.                     26.
                  14.                     27.
                  15.                     28.
                  16.                     29.

C = Customer & P.O. #    O = Our order #
```

Enter the information as follows:

1. Request orders by

Entry Format: C = Customer & P.O. Number, or O = Our Order Number

2. Report units

Entry Format: P = Price Unit of Measure

S = Stock Unit of Measure

Comments: This determines the units in which all quantities will be reported, if Price Units are different from Stock Units for some order line records.

3. Customer

Entry Format: Up 12 alphanumeric characters, or Blank = look up the customer by name.

To look up the customer by name, enter the first part of the Customer's name as it appears in A/R Customer and respond to instructions at the bottom of the screen to find the right customer.

This entry is bypassed if you are requesting orders by Our Order Number.

4.-29. P.O. numbers: (if requesting orders by Customer & P.O. #) or, Order numbers: (if requesting orders by Our Order Number)

Entry Format: Up to 26 entries of:

Up to 15 alphanumeric characters each, if entering P.O. Numbers for a designated Customer.

Up to 6 numeric digits each, if entering Order Numbers.

Comments: You may a print listings with 1-26 orders on each list, depending on the number of P.O. or Order Numbers you enter in these fields.

You do not need to enter the P.O. or Order Numbers in any specific sequence, but the program will put the requested P.O.'s in alphanumeric sequence or requested Order Numbers in numeric sequence on the printed listing.

BOOKINGS BY SALES REP

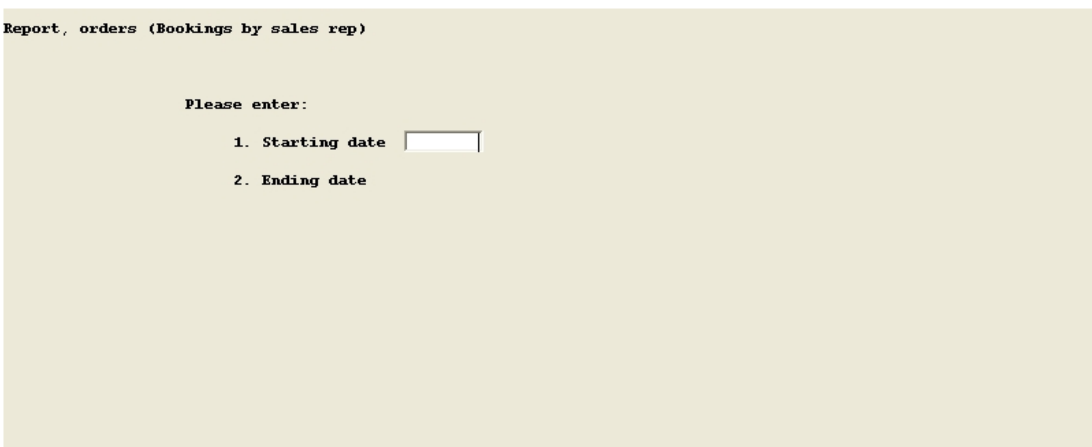
This report sorts and summarizes bookings dollars by responsible Salesman, Customer, and Product Category, with Product Category totals by salesman and Product Category grand totals for the requested date range. The information is derived from the same file used to print the "PTD Orders and Sales Summary Report" and from related Customer and Sales Rep records.

If you see a section at the beginning of this report for an "Undefined" Sales Rep, those bookings are for customers without a related record in "Customer Tracking" (specifying detail tracking for "Each customer" within the Customer Type) when sales order information was entered for those customers.

Select

Bookings by sales rep from the *Reports, orders* menu.

The following screen displays:



Enter the information as follows:

1. Starting date

Entry Format: 6 numeric digits in MMDDYY format.

2. Ending date

Entry Format: 6 numeric digits in MMDDYY format, or Blank = Starting value.

Reports, Sales Analysis

This chapter contains the following topics:

SUMMARY BY CUSTOMER

This report summarizes the Period-To-Date and Year-To-Date, and optionally Last Year, sales statistics for all or a range of customers. You may exclude customers with zero Year-To-Date sales.

See a Summary by Customer example in the *Sample Reports* appendix.

Select

Summary by customer from the *Reports, sales analysis* menu.

The following screen displays:

```
Reports, sales analysis (Summary by customer)

            Please enter:

                 1. Report sequence

                 2. Starting customer

                 3. Ending customer

                 4. Starting customer type

                 5. Ending customer type

                 6. Exclude customers with zero YTD sales ?

                 7. Include last year ?

C = Customer #   N = Name
```

Enter the following information:

1. Report sequence

C = Customer Number sequence, or N = Name sequence.

2. Starting customer

Up to 12 alphanumeric characters, or <F1> = "All".

3. Ending customer

Up to 12 alphanumeric characters or Blank = Starting value.

4. Starting customer type

Up to 5 alphanumeric characters, or <F1> = "All", or Blank = "Undefined".

5. Ending customer type

Up to 5 alphanumeric characters, or Blank = Starting value.

6. Exclude customers with zero YTD sales ?

Y or N.

7. Include last year ?

Y or N.

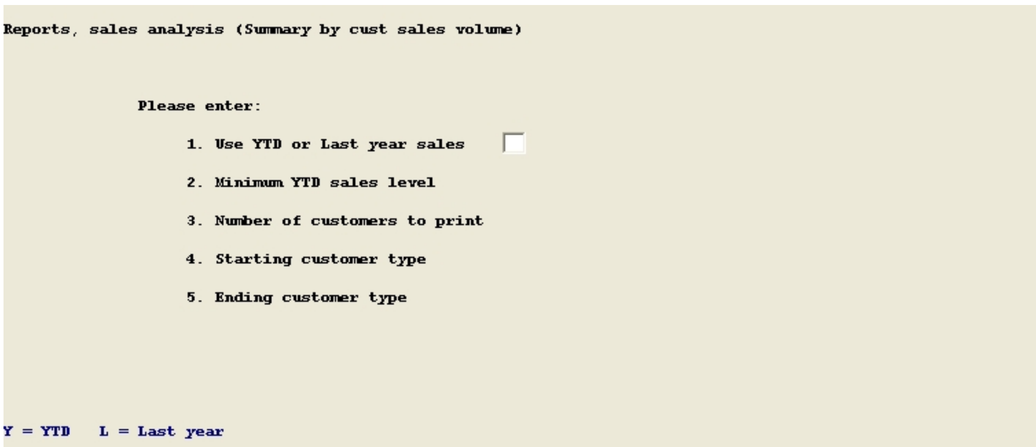
SUMMARY BY CUSTOMER SALES VOLUME

This report prints the Year-To-Date, or Last Year, customer sales statistics in order of sales amount.

Select

Summary by customer sales volume from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Use YTD or Last year sales ?

Y = YTD, or L = Last year.

2. Minimum YTD sales level

Up to 7 numeric digits, or <F1> = "None".

3. Number of customer to print

Up to 4 numeric digits, or <F1> for "All".

4. Starting customer type

Up to 5 alphanumeric characters, or <F1> for "All", or Blank = "Undefined".

5. Ending customer type

Up to 5 alphanumeric characters, or Blank = Starting value.

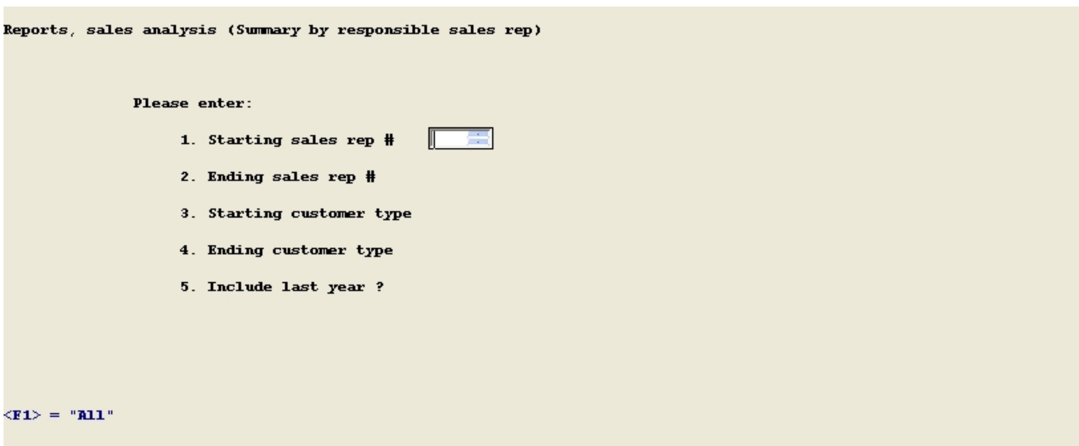
SUMMARY BY RESPONSIBLE SALES REP

This report summarizes PTD and YTD, and optionally Last Year, sales statistics for a range of sales reps. "Responsible" sales rep is the Sales Rep Number currently recorded in each Customer record.

Select

Summary by responsible sales rep from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Starting sales rep

Up to 3 alphanumeric characters, or <F1> = "All".

2. Ending sales rep

Up to 3 alphanumeric characters, or Blank = Starting value.

3. Starting customer type

Up to 5 alphanumeric characters, or <F1> = "All", or Blank = "Undefined".

4. Ending customer type

Up to 5 alphanumeric characters, or Blank = Starting value.

5. Include last year ?

Y or N.

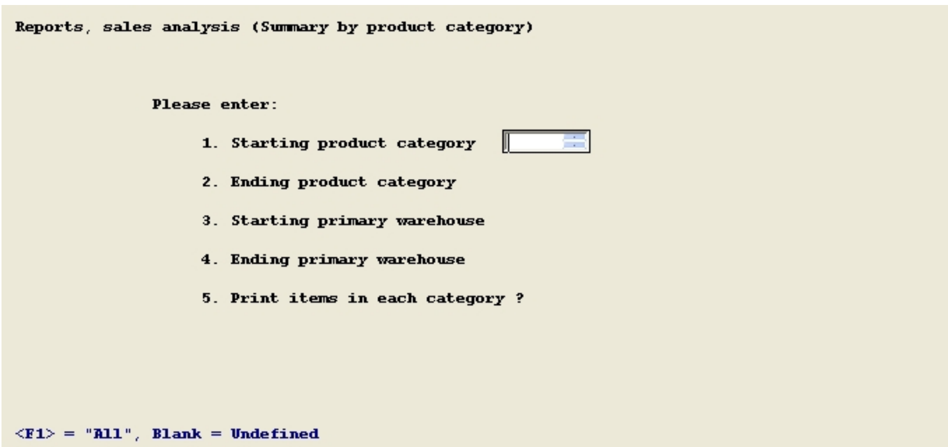
SUMMARY BY PRODUCT CATEGORY

This report list sales statistics for all or a range of product categories. You may also select to list the item statistics within each product category.

Select

Summary by product category from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Starting product category

Up to 5 alphanumeric characters, or <F1> = "All", or Blank = "Undefined".

2. Ending product category

Up to 5 alphanumeric characters or Blank = Starting value.

3. Starting primary whse

Up to 2 alphanumeric characters, or <F1> = "All".

4. Ending primary whse

Up to 2 alphanumeric characters or Blank = Starting value.

5. Print items in each category ?

Y or N.

Exclude items with zero YTD sales ?

Y or N (asked only if preceding answer is Y) .

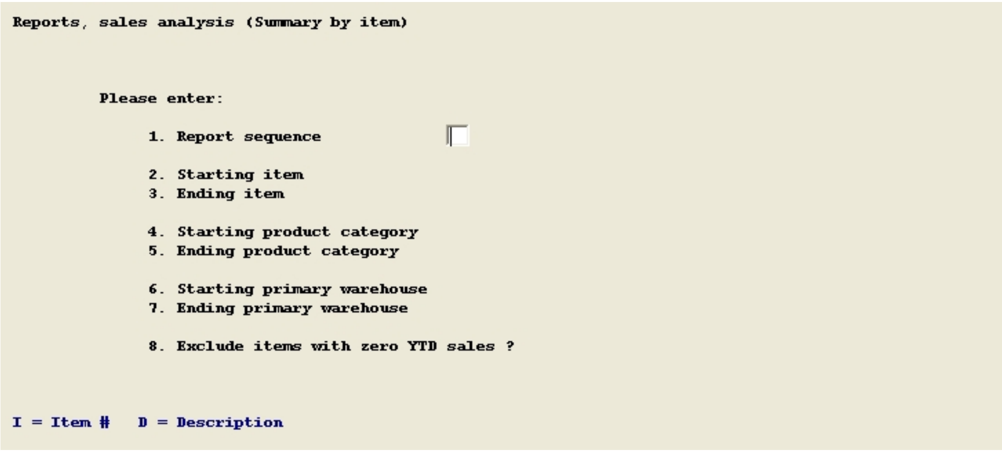
SUMMARY BY ITEM

This report will list the PTD, YTD and Last Year's sales statistics for a range or all items.

Select

Summary by item from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Report sequence

I = Item Number sequence, or D = Description.

2. Starting item #

or Requested entry is based on Sequence.

Starting description

<F1> = "All".

3. Ending item #

or Requested entry is based on Sequence.

Ending description

Blank = Starting value.

4. Starting product category

Up to 5 alphanumeric characters, or <F1> = "All", or Blank = "Undefined".

5. Ending product category

Up to 5 alphanumeric characters, or Blank = Starting value.

6. Starting primary whse

Up to 2 alphanumeric characters, or <F1> = "All".

7. Ending primary whse

Up to 2 alphanumeric characters, or Blank = Starting value.

8. Exclude items with zero YTD sales ?

Y or N.

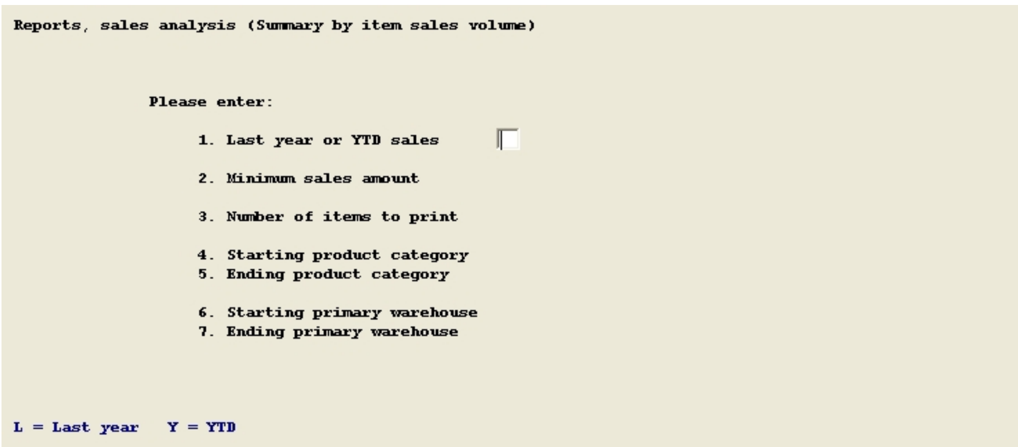
SUMMARY BY ITEM SALES VOLUME

This report will print item sales statistics in decreasing sales volume. You may select a cutoff of the number of items or sales amount to be printed.

Select

Summary by item sales volume from the *Reports, sales analysis* menu.

The following screen displays:


Reports, sales analysis (Summary by item sales volume)

Please enter:

1. Last year or YTD sales
2. Minimum sales amount
3. Number of items to print
4. Starting product category
5. Ending product category
6. Starting primary warehouse
7. Ending primary warehouse

L = Last year   Y = YTD

Enter the following information:

1. Last year or YTD sales

L = Last Year's, or Y = Year to Date.

2. Minimum sales amount

Up to 7 numeric digits, or <F1> = "None".

3. Number of items to print

Up to 4 numeric digits, or <F1> = "All".

4. Starting product category

Up to 5 alphanumeric characters, or <F1> = "All", or

Blank = "Undefined".

5. Ending product category

Up to 5 alphanumeric characters or Blank = Starting value.

6. Starting primary whse

Up to 2 alphanumeric characters, or <F1> = "All".

7. Ending primary whse

Up to 2 alphanumeric characters, or Blank = Starting value.

MONTHLY QUANTITY SOLD BY CUSTOMER AND ITEM

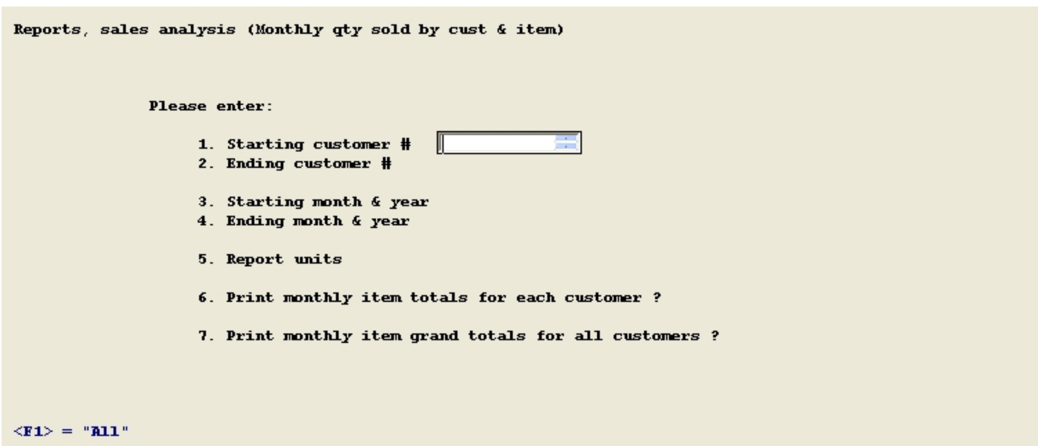
This report summarizes the quantities sold of different items to each customer by calendar month. You may optionally choose to print grand total quantities by Item Number and month, for the range of Customer Numbers that you select. Another option is to print the Item Number monthly grand totals only, without the customer/item detail by month.

See a in the Monthly Quantity Sold by Customer and Item report example in the *Sample Reports* appendix.

Select

Monthly qty sold by cust & itm from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Starting customer #

Up to 12 alphanumeric characters, or <F1> = "All".

2. Ending customer #

Up to 12 alphanumeric characters, or Blank = Starting value.

3. Starting month/year

4 numeric digits in MMYY format.

4. Ending month/year

4 numeric digits in MMYY format.

5. Report units

S = Stock Units, or P = Price Units.

6. Print monthly item totals for each customer ?

Y or N.

7. Print monthly item grand totals for all customers ?

Y or N.

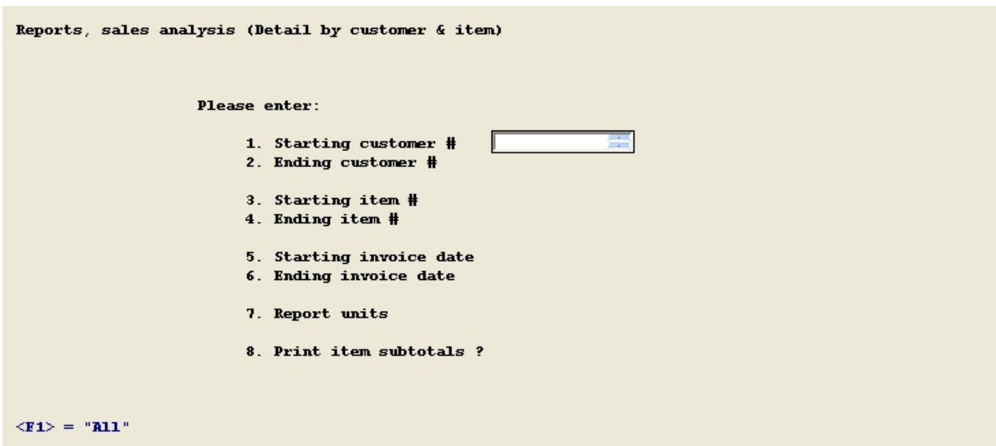
Detail by Customer and Item

This report gives detail of customer and item sales detail, in Customer Number then Item Number sequence.

Select

Detail by customer & item from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Starting customer

Up to 12 alphanumeric characters, or <F1> = "All".

2. Ending customer

Up to 12 alphanumeric characters, or Blank = Starting value.

3. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

4. Ending item

Up to 15 alphanumeric characters, or Blank = Starting value.

5. Starting invoice date

6 numeric digits in MMDDYY format.

6. Ending invoice date

6 numeric digits in MMDDYY format, or Blank = Starting value.

7. Report units

S = Stock Units, or P = Price Units.

8. Print item subtotals ?

Y or N. If Y, you are asked:

Print item subtotals only ?

Y or N.

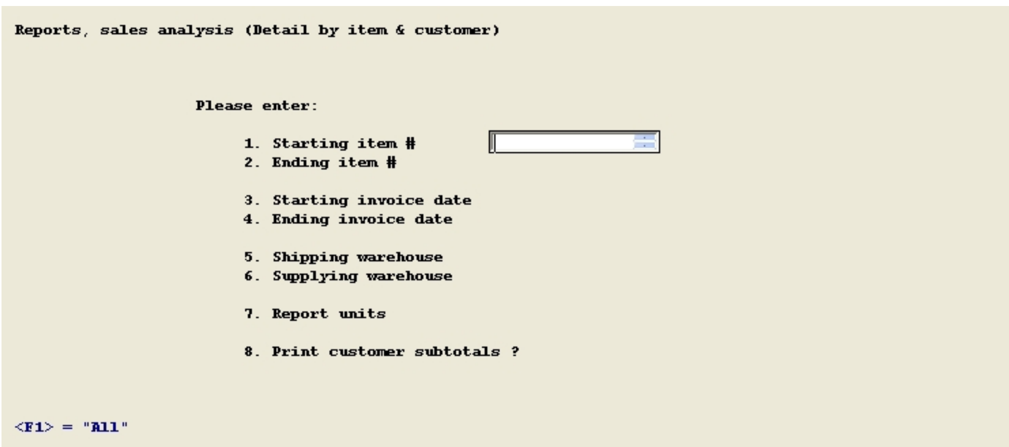
DETAIL BY ITEM AND CUSTOMER

This report lists item and customer sales detail, in Item Number then Customer Number sequence.

Select

Detail by item & customer from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

2. Ending item

Up to 15 alphanumeric characters, or Blank = Starting value.

3. Starting invoice date

6 numeric digits in MMDDYY format.

4. Ending invoice date

6 numeric digits in MMDDYY format, or Blank = Starting value.

5. Shipping warehouse

Up to 2 alphanumeric characters, or <F1> = "All".

6. Supplying warehouse

Up to 2 alphanumeric characters, or <F1> = "All".

7. Report units

S = Stock Units, or P = Price Units.

8. Print customer subtotals ?

Y or N. If Y, you are asked:

Print customer subtotals only ?

Y or N.

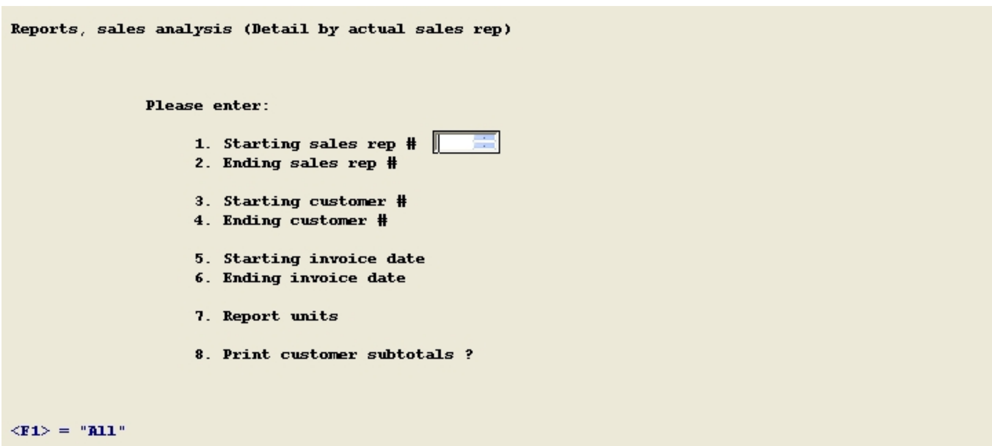
DETAIL BY ACTUAL SALES REP

This report lists sales detail for each sales rep, in Sales Rep Number then Invoice Date and Invoice Number sequence, based on the actual Sales Rep Number entered to each order record (the "primary" sales rep for the order, not including "secondary" sales rep participating in split commissions).

Select

Detail by actual sales rep from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Starting sales rep

Up to 3 alphanumeric characters, or <F1> = "All".

2. Ending sales rep

Up to 3 alphanumeric characters, or Blank = Starting value.

3. Starting customer

Up to 12 alphanumeric characters, or <F1> = "All".

4. Ending customer

Up to 12 alphanumeric characters, or Blank = Starting value.

5. Starting invoice date

6 numeric digits in MMDDYY format.

6. Ending invoice date

6 numeric digits in MMDDYY format, or Blank = Starting value.

7. Report units

S = Stock Units, or P = Price Units.

8. Print customer subtotals ?

Y or N. If Y, you are asked:

Print customer subtotals only ?

Y or N.

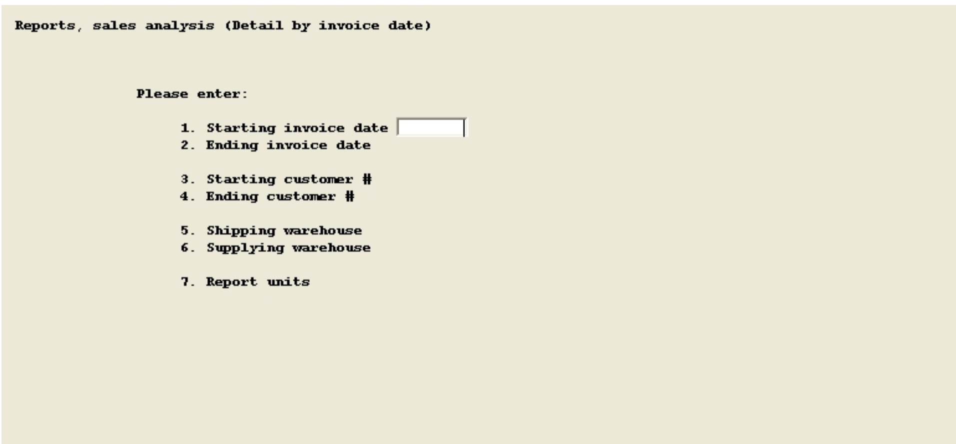
DETAIL BY INVOICE DATE

This report lists sales detail, in Invoice Date then Invoice Number Sequence.

Select

Detail by invoice date from the *Reports, sales analysis* menu.

The following screen displays:



Enter the following information:

1. Starting invoice date

6 numeric digits in MMDDYY format.

2. Ending invoice date

6 numeric digits in MMDDYY format, or Blank = Starting value.

3. Starting customer

Up to 12 alphanumeric characters, or <F1> = "All".

4. Ending customer

Up to 12 alphanumeric characters, or Blank = Starting value.

5. Shipping warehouse

Up to 2 alphanumeric characters, or <F1> = "All".

6. Supplying warehouse

Up to 2 alphanumeric characters, or <F1> = "All".

7. Report units

S = Stock Units, or P = Price Units.

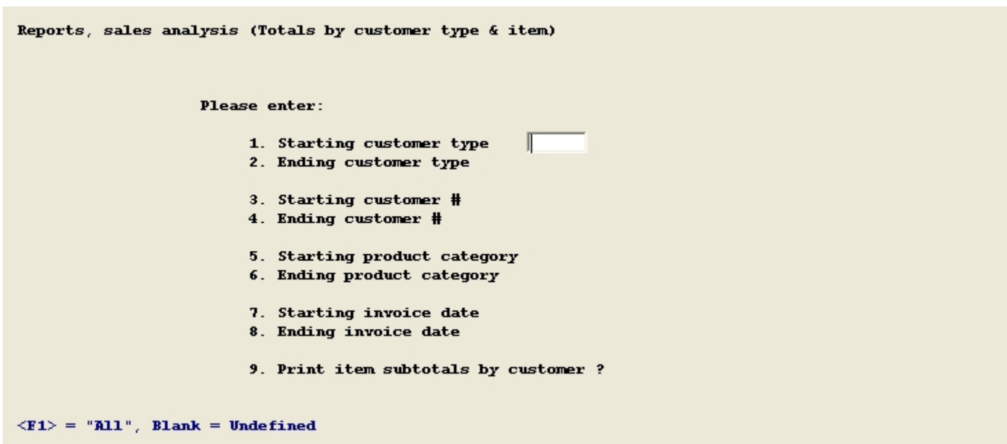
TOTALS BY CUSTOMER TYPE AND ITEM

This report shows item sales totals by Customer Type. You may also select ranges of Customer Numbers, Product Categories and Dates and optionally print customer subtotals for each item.

Select

Totals by customer type & item from the *Reports, sales analysis* menu.

The following screen displays:



Reports, sales analysis (Totals by customer type & item)

Please enter:

1. Starting customer type
2. Ending customer type
3. Starting customer #
4. Ending customer #
5. Starting product category
6. Ending product category
7. Starting invoice date
8. Ending invoice date
9. Print item subtotals by customer ?

<F1> = "All", Blank = Undefined

Enter the following information:

1. Starting customer type

Up to 5 alphanumeric characters, or <F1> = "All", or

Blank = "Undefined".

2. Ending customer type

Up to 5 alphanumeric characters, or Blank = Starting value.

3. Starting customer

Up to 12 alphanumeric characters, or <F1> = "All".

4. Ending customer

Up to 12 alphanumeric characters, or Blank = Starting value.

5. Starting product category

Up to 5 alphanumeric characters, or <F1> = "All", or

Blank = "Undefined".

6. Ending product category

Up to 5 alphanumeric characters, or Blank = Starting value.

7. Starting invoice date

6 numeric digits in MMDDYY format.

8. Ending invoice date

6 numeric digits in MMDDYY format, or Blank = Starting value.

9. Print item subtotals by customer ?

Y or N.

TOTALS BY SHIP-TO LOCATION

This report summarizes sales dollars by ship-to location for a specified range of customers, cities, and states. You may designate one or two periods, by date range, for which sales amounts are reported. Available historical sales statistics for this report is limited by the age of Detail Sales History records retained on file.

If a Ship-to Number was not entered to an order, this report program assumes that order's shipments were made to the billing address. The sales order option to enter a ship-to address that is different from the billing address without entering a Ship-to Number should be avoided if this report is used. This is because only the Ship-to Number, not the entire ship-to address, is stored with sales history, and Ship-to Addresses is used to retrieve the location information by Ship-to Number.

Select

Totals by ship-to location from the *Reports, sales analysis* menu.

The following screen displays:

```
Reports, sales analysis (Totals by ship-to location)

              Please enter:

                   1. Sequence & total by

                   2. Starting customer #
                   3. Ending customer #

                   4. Starting city name
                   5. Ending city name

                   6. Starting state
                   7. Ending state

                   8. First period starting date
                   9. First period ending date

                  10. 2nd period starting date
                  11. 2nd period ending date

C = Customer billing name   S = State
```

Enter the following information:

1. Sequence & total by

C = Customer billing name, or S = State

2. Starting customer

Up to 12 alphanumeric characters, or <F1> = "All".

3. Ending customer

Up to 12 alphanumeric characters, or Blank = Starting value.

4. Starting city name

Up to 18 alphanumeric characters, or <F1> = "All"

5. Ending city name

Up to 18 alphanumeric characters, or Blank = Starting value.

6. Starting state

Up to 2 alphanumeric characters, or <F1> = "All"

7. Ending state

Up to 2 alphanumeric characters, or Blank = Starting value.

8. First period starting date

6 numeric digits in MMDDYY format.

9. First period ending date

6 numeric digits in MMDDYY format, or Blank = Starting value.

10. 2nd period starting date

6 numeric digits in MMDDYY format, or Blank = None.

11. 2nd period ending date

6 numeric digits in MMDDYY format, or Blank = Starting value.

Reports, Other

This chapter contains the following topics:

PTD ORDERS AND SALES

Use this function to print a summary report of backlog, new order bookings, and sales statistics by Shipping Warehouse. Daily and period to-date bookings and sales statistics are printed, along with backlog dollar totals as of the report time. Sales statistics include dollar totals, total line items shipped, line items shipped on time, and the percentage of line items shipped on time.

The order bookings and sales summary report file is automatically updated by sales order entry and billing programs. Total new order booking amounts are dated according to the System Date at time of entry. Total sales amounts and line item delivery reliability figures are dated according to the Invoice Date, and only include invoices which have been posted. Backlog amounts are calculated when the report is run, for the System Date.

After the end of a month or other reporting period, you may use the report program to purge report file records for the preceding period.

Statistics on this report are grouped by Shipping Warehouse as designated on the Customer Order records. If the Supplying Warehouse is different than the Shipping Warehouse on some orders, or for some order line items, detail breakdowns of orders and sales by Supplying Warehouse can be obtained from other reports.

Select

PTD orders and sales from the *Reports, other* menu.

The following screen displays:

```
Reports, other (PTD orders & sales)


            Please enter:

                 1. Print report ?                  Y

                 2. Starting shipping warehouse
                 3. Ending shipping warehouse

                 4. Starting date
                 5. Ending date

                 6. Print customer type/customer detail ?
                 7. Print product category detail ?
                 8. Print order detail list ?

                 9. Purge report file ?
                10. Purge thru date
```

Enter the information as follows:

1. Print report ?

Y or N. Default displayed is Y. Answer N if you are only using the program to purge the report file.

If you answer Y to the above question, you enter:

2. Starting shipping warehouse

Up to 2 alphanumeric characters, or <F2> = "All".

3. Ending shipping warehouse

Up to 2 alphanumeric characters, or Blank = Starting value.

4. Starting date

6 numeric digits in MMDDYY format, or <F1> = "First".

5. Ending date

6 numeric digits in MMDDYY format, or <F1> = "Last", or Blank = Starting value.

6. Print customer type/customer detail ?

Y or N.

Answer Y if you wish to print daily and period to-date statistics at the Customer Type and Customer detail level as previously set up in your Customer Tracking Control File. Answer N if you only wish to report statistics by Shipping Warehouse.

7. Print product category detail ?

Y or N.

Answer Y if you wish to print daily and period to-date statistics by Product Category and in total for each date. Answer N if you wish to suppress the Product Category detail.

8. Print order detail list ?

Y or N.

Default displayed is N, answer Y to print an additional detail listing of bookings and sales amounts by Sales Order Number.

9. Purge file ?

Y or N.

Default displayed is N if you answered Y to "Print report ?", otherwise the displayed default is Y. Answer Y only if you wish to purge prior period report statistics through a date that you specify in the next entry.

If you answer Y to this question, you enter:

10. Purge thru date

6 numeric digits in MMDDYY format. Specify the date through which you wish to delete report statistics for all Shipping Warehouses.

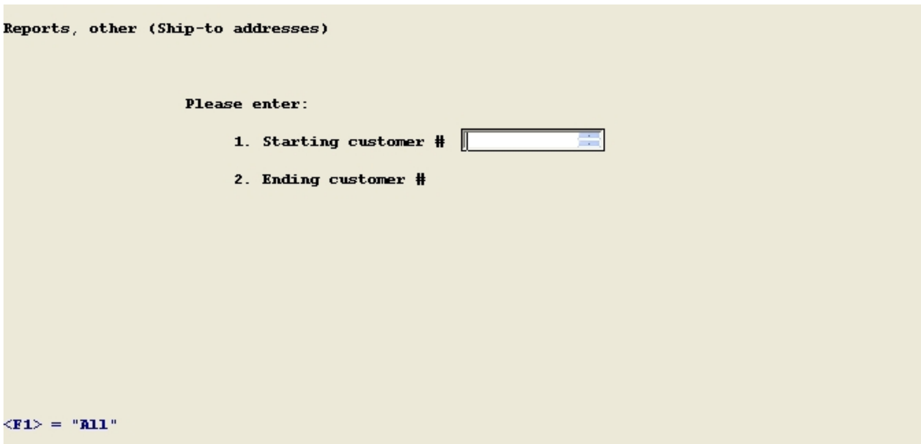
Ship-to Addresses

This program prints a list of the selected Ship-to Addresses on file.

Select

Ship-to addresses from the *Reports, other* menu.

The following screen displays:



Enter the information as follows:

1. Starting customer

Up to 12 alphanumeric characters or <F1> = "All".

2. Ending customer

Up to 12 alphanumeric characters, or Blank = Starting value.

Ship-to Labels

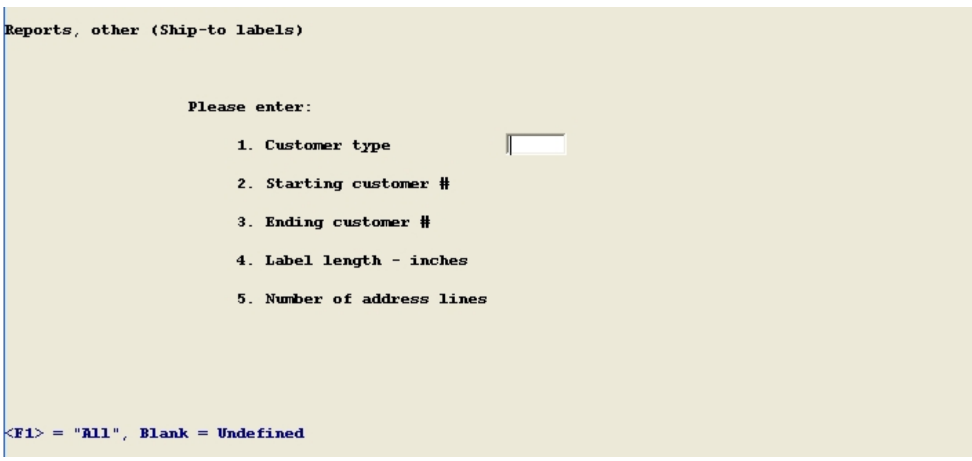
This program prints mail labels for selected Ship-to Address records.

Labels used must be at least 3 1/4 inches wide, and exactly 1 inch or 1.5 inches long (15/16 inch or 1 7/16 inch length, with a 1/16 gap between each peel-off form meets this requirement).

Select

Ship-to labels from the *Reports, other* menu.

The following screen displays:



Enter the information as follows:

1. Sold-to customer type

Up to 5 alphanumeric characters, or Blank = "Undefined", or <F1> = "All".

2. Starting customer

Up to 12 alphanumeric characters, or Blank = "All".

3. Ending customer

Up to 12 alphanumeric characters, or Blank to Starting value.

4. Label length - inches

1 or 1.5

5. Number of address lines

4 or 5 (in addition to Name line).

A default of 4 is displayed if you have specified a 1 inch label length, or if the C/O Control File indicates that Shipping Zone Number is in the fifth Ship-to Address line. Name plus 5 address lines will not quite fit on 1 inch (7/16 inch) labels, and you probably don't want Shipping Zone to print on a mailing label.

When you finish these entries and any changes to them, the program then prompts you to mount forms on the printer, and gives you the option to print a sample label for forms alignment.

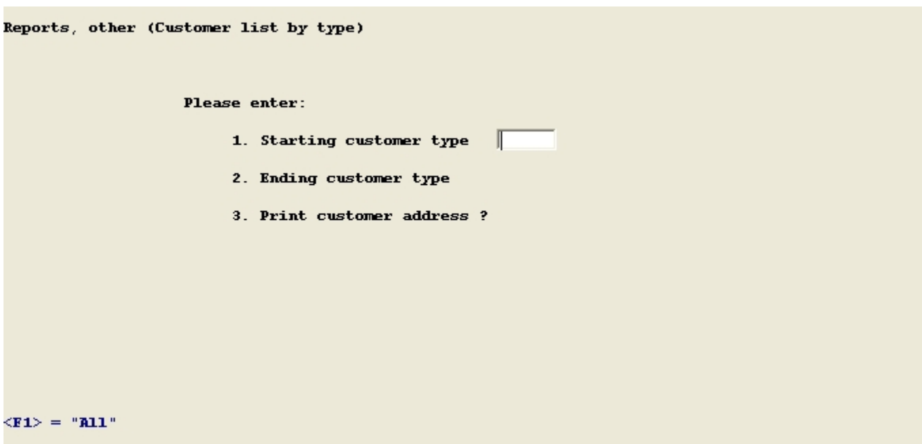
CUSTOMER LIST BY TYPE

This program prints the customer list in sequence of Customer Type. The report will identify any customers, within the requested Type range, that have an invalid Customer Type assigned.

Select

Customer list by type from the *Reports, other* menu.

The following screen displays:



Enter the information as follows:

1. Starting customer type

Up to 5 alphanumeric characters, or Blank = Undefined, or <F1> = "All".

2. Ending customer type

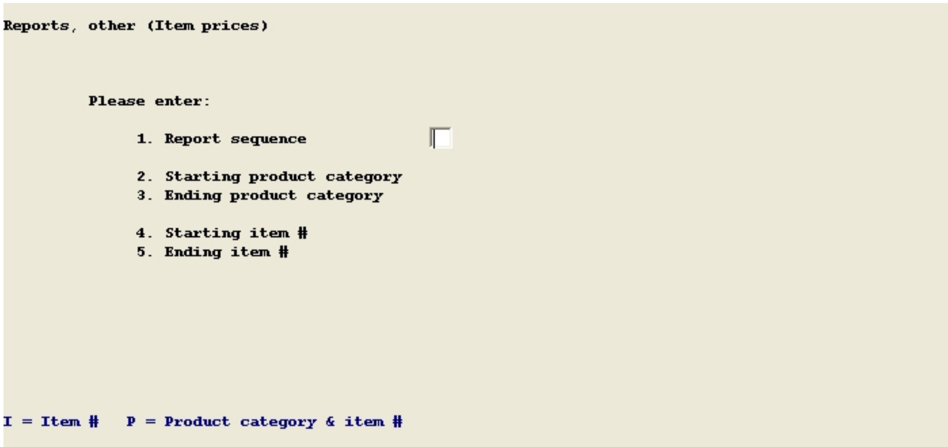
Up to 5 alphanumeric characters, or Blank = Starting value.

3. Print customer address ?

Y or N. Enter N to just print the Customer Number, Customer Name, and the Order Discount Percent, or enter Y to also print the customer address.

ITEM PRICES

This program prints an item price list for all items that are sold.



The data you enter are:

1. Report sequence

I for Item Number, or P for Product category & item #.

2. Starting product category

Up to 5 alphanumeric characters, or Blank = "Undefined" , or <F1> = "All".

3. Ending product category

Up to 5 alphanumeric characters, or Blank = Starting value.

4. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

5. Ending item

Up to 15 alphanumeric characters, or Blank = Starting value.

SPECIAL PRICES

This program prints a special prices list for a special price category (Customer, or Customer Type) and range of records that you specify.

Select

Special prices from the *Reports, other* menu.

The following screen displays:

Enter the information as follows:

1. Special price category

C = Customer, or T = Customer Type.

If special price category = C:

2. Starting customer

Up to 12 alphanumeric characters, or <F1> = "All".

3. Ending customer

Up to 12 alphanumeric characters, or Blank = Starting value.

If special price category = T:

2. Starting customer type

Up to 5 alphanumeric characters, or Blank = "Undefined", or <F1> = "First", or <F2> = "All".

3. Ending customer type

Up to 5 alphanumeric characters, or <F1> = "Last", or Blank = Starting value.

4. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

5. Ending item

Up to 15 alphanumeric characters, or Blank = Starting value.

Period & Year-end

This chapter contains the following topics:

PERIOD AND YEAR-END

For more information on closing a period and closing a year see the Account Receivable user documentation.

Utility

This chapter contains the following topics:

Purge Closed Line Items

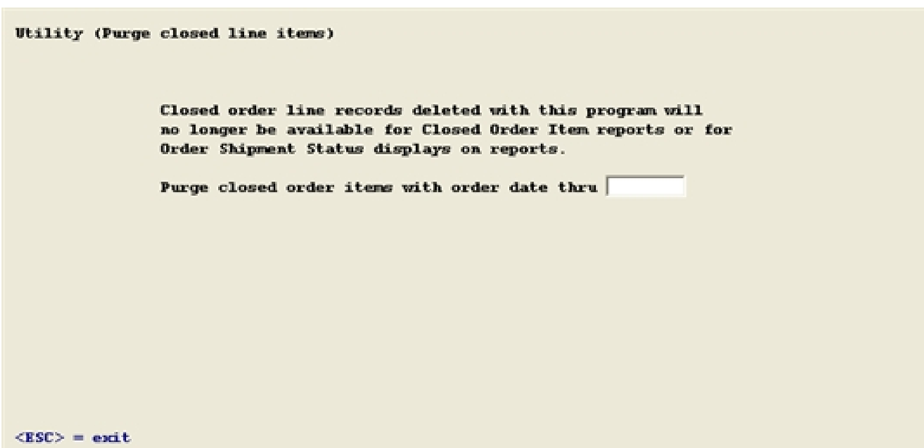
Records are deleted according to the cutoff date you enter, but listings of purged records are not automatically printed by these programs. If you wish to retain a hard copy of the records you are about to delete, you must first use other Customer Order Processing programs to print the closed order items report.

Deleting these detail records will not, however, affect information available for sales summary reports which list Period To-Date, Year To-Date, or Last Year sales and cost amounts from the Customer or Item Master files.

Select

Purge closed line items from the *Utility* menu.

The following screen displays:



The following message displays:

Closed order line records deleted with this program will no longer be available for Closed Order Item reports or for Order Shipment Status displays or reports.

Purge closed order items with order date thru ______

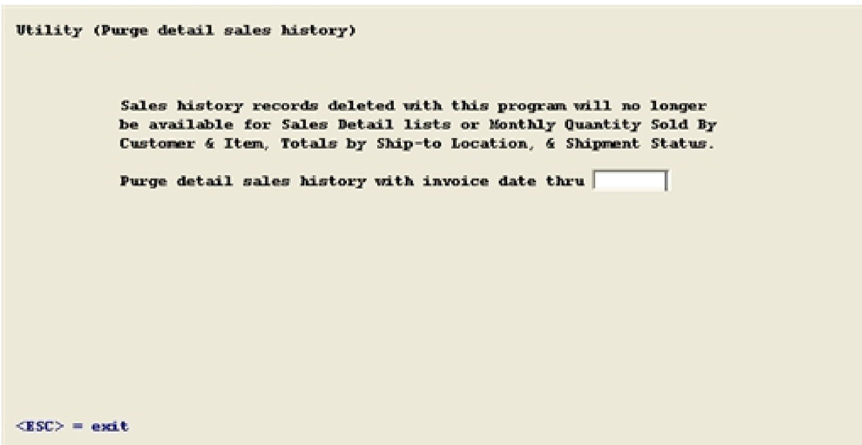
Enter the date in MMDDYY format or press <Esc> to exit the program without purging.

If you enter a date, the program asks **"Any change ?"**. Answer Y to change the date or answer N to proceed. You are then prompted to answer **"Are you sure ?"**. Answer Y to purge the file, or answer N to exit without purging. If you answer Y, the appropriate Closed Order Line Item records are deleted.

Purge Detail Sales History

Records are deleted according to the cutoff date you enter, but listings of purged records are not automatically printed by these programs. If you wish to retain a hard copy of the records you are about to delete, you must first use other Customer Order Processing programs to print detail sales reports.

Deleting these detail records will not, however, affect information available for sales summary reports which list Period To-Date, Year To-Date, or Last Year sales and cost amounts from the Customer or Item Master files.



A message informs you that:

Sales history records deleted with this program will no longer be available for Sales Detail lists or Monthly Quantity Sold By Customer & Item, Totals by Ship-to Location & Shipment Status.

The data you enter are:

Purge detail sales history records with invoice date thru ______

Enter the date in MMDDYY format or press <Esc> to exit the program without purging.

If you enter a date, the program asks **"Any change ?"**. Answer Y to change the date or answer N to proceed. You are then prompted to answer **"Are you sure ?"**. Answer Y to purge the file, or answer N to exit without purging. If you answer Y the appropriate Detail Sales History records are deleted.

RESET UNPOSTED BALANCES

You will only need to use this program on an exception basis. It should be run if:

1. If you have run *Set customer account balances* in A/R, it will zero out many of the Customer Unposted Balances that are updated by PBS Manufacturing programs, because A/R does not know about PBS Manufacturing order files. Running this PBS Manufacturing reset program properly restores Customer Unposted Balances.
2. You have restored the Customer File or Customer Order Header File from a backup.
3. Or, you have selectively cleared out one or more of those files, using the Initialize Files utility.
4. Or, you know that you have corrupted some records due to an unusual hardware problem.

This program resets the Customer Unposted Balance amount in each Customer File record to the sum of the "Total bill amounts" in the related Customer Order records.

The program will display a brief description of the balancing procedure and ask **"Are you sure?"**. Answer Y to start the processing or N to cancel your selection. When processing is completed, an audit report automatically prints and lists any adjustments that were made to the Unposted Balance Amount in the Customer records.

Forms

This chapter contains the following topics:

INTRODUCTION TO FORMS

This selection allows you to tailor Customer Order invoice formats, quotes, packing lists and acknowledgments.

You can use the custom form data several ways:

- Print on preprinted invoice paper.
- Print on a plain piece of paper.
- Print on a plain piece of paper along with a graphic file image that contains the form design.
- Send the data to a PDF file that can be emailed to the customer. This PDF file can also contain a graphic file image of the form.

In order to use a custom designed form you must indicate this in C/O *Control information*. You do have an option to not use custom forms at all.

When you print invoices , from the *Billing* (*Print invoices*) selection and you are using custom forms, you must specify a form ID to be used. The format for the form must exist.

One predefined format is included for four form types. You must restore the file using customer orders file utilities. See the PBS Administration doc for instructions on using the file utilities. The file is in either a zip format for Windows or tar format for UNIX/Linux. It is called COFRMF00.zip/.tar and is located in the top-level PBS folder.The available forms in COFRMF00.zip include:

Format	Type	Description	Image
COA	Order	Acknowledgement Laser Print	COACJ.jpg
COAP	Order	Acknowledgement PDF	COACJ.jpg
COQ	Order	QUOTE Laser Print	COACJ.jpg
COQ	Quote	QUOTE Laser Print	COQTE.jpg
COQP	Order	Quote for PDF	COQTE.jpg
COQP	Quote	Quote for PDF	COQTE.jpg

After you restore it, you may print the list of predefined forms, use the *Reports, other* (*Forms*) selection. See Printing a Forms List. If you have a company, other than 00, to restore the data, rename the 00 part of the file to the matching company ID and then restore it.

Following a restore, from the *Forms* menu selection you may display and print a test form with x's and 9's. Displaying the form will not include the graphical image but the test print will as long as you select Windows printer or a Company information PDF printer.

If the imported custom format is different than want you need, you may make a copy of an already existing format and make additional customizations to the form. You may also design your form from scratch.

The images do not have a logo or address. Add these to the image of choice and you will be ready for your system.

An unlimited number of forms can be defined with this selection. Forms allows you to print almost any information field in the C/O Header and Line Items.

Form and Transaction Types

The Customer Orders system allows you to enter the types of invoice, order, credit memo and quote. When designing a new custom form you may enter the corresponding types of invoice, order, credit memo and quote type. When an invoice is printed it uses the invoice custom form type. When printing an order the program uses the custom order form type and so on.

Form Definitions

Described below are definitions for certain terms used in this selection and in this chapter.

Each form consists of three information groups: header, line items, and totals.

Header

is the top part of the form and typically includes information that relates to the order in general (for example, the order number, order date, customer's name and address). Header information always prints before Line Item and Totals information.

Line Items group

is the middle part of the form, and typically includes information on each line item on the order (such as the item number and description, quantity ordered, and price). Line Item information always prints after Header information and before Totals information.

Totals

is the bottom part of the form, and typically includes the order total, order discount percent, and total weight. Totals information always prints after Header and Line Item information.

Pagination

A form is either paginated or not paginated:

- A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms. When printing using a laser printer or PDF device select Y for paginated.
- A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form. Typically a point of sale receipt is not paginated.

Lines and Columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11 inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (*Header, Line Item, or Totals*), its line number within the group, and the starting column number where it is to print.

Line number of a field

This is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

Column number of a field

This is simply the number of spaces to the right of the left margin of the form, beginning at 1.

Compressed Print

There are two font options when designing a format: normal (large) and compressed (small). Normal is the default. If you prefer a compressed small font you must use the Set to compress option available when designing your format. Compression can be used for part of the format or the entire format. To set the entire format to compressed do the following:

- Set line 1, column 1 as a literal field with a length of 80, but do leave the text field blank.
- For line 2, column 1 enter the header field 94 Set to compressed. Your first header field that prints must be line 3 or below. The entire format will print compressed.
- Set field 4. Width to 132 columns to take advantage of the compression.
- If you are modifying an existing form that was set to 80 characters in width and was not compressed, to one that is 132 characters in width you will need to modify the columns for your existing fields. Multiple the existing column setting by 1.66 to get the new column setting.

  Here is a tip: Start by modifying a field on the right side of format and move to the left.

If you want to have part of the format to not be compressed, use Set to normal to move it back to a maximum of 80 columns.

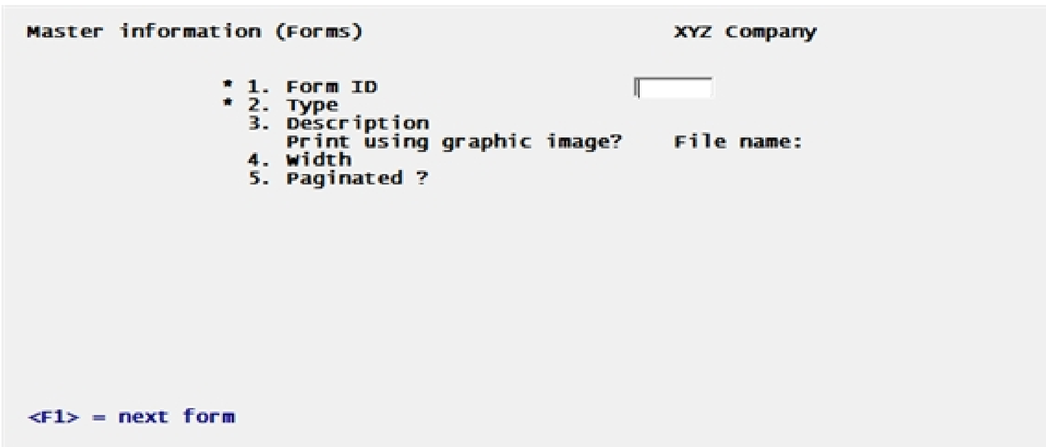
ENTERING FORMS

An unlimited number of forms can be defined with this selection. Forms allows you to print almost any information field in the C/O Header and Line Item files.

Select

Forms from the *Master Information* menu.

The following screen displays:



```
Master information (Forms)                        XYZ Company

                * 1. Form ID
                * 2. Type
                  3. Description
                     Print using graphic image?    File name:
                  4. Width
                  5. Paginated ?

<F1> = next form
```

On this screen, you identify the form with an ID, type, and description, You also define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

1. Form ID

Options

Enter the ID for this form, or use the options:

<F1>	For next form
<SF1>	For previous form
<F8>	For accessing a list of available forms. Select a form from the list.

Format	Up to five characters
Example	Type: 1

2. Type

Enter the character that designates the type of order for which this form will be used. The types are listed below:

O	order
I	invoice
C	credit memo
Q	quote

Options

You may also use the options:

<F1>	To display the next type on file for this form ID
<SF1>	To display previous form IDs

Usually, you would define all types for each new form ID. The predefined forms provided with C/O include all five types.

If the type you specify already exists for the form ID, the information for that form type displays and may be changed or deleted as usual. You also may use one of these options:

<F2>	To display the form as it currently exists (see the section titled Displaying a Form later in this chapter).
<F3>	To delete the form.
<F5>	To print a test form, substituting *X*'s or *9*'s for each field that you have selected to print (see the section titled Testing Forms later in this chapter). If there is a graphical image file associated with the format it will merge the form with the *X's* and *9's*. If you select a *Company information* PDF printer the test displays the PDF on screen if you have Adobe™ Reader™, Adobe Acrobat™ or compatible PDF program installed on your workstation.
<F6>	To copy an existing form to a new form (see the section titled Copying Forms later in this chapter).

Format	One letter from the *Types table* above
Example	Type: O

3. Description

Enter the description of this form type.

Format	Up to 30 characters
Example	Type: `Sample form`

Print using graphic image?

Answer Y to use a graphic image form file to merge with the data or N to print without an image file.

Format	One letter, either Y or N
Example	Type N

If you answer Y, then you will be prompted to enter the name of the file.

If you are using a graphical image file, then you must select Windows printer or a *Company information* PDF printer when you print C/O forms.

Windows printer is only available when running PBS on Windows or Thin Client, but the *Company information* PDF printer is available for printing forms on all the supported PBS systems.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter In the PBS Administration documentation to learn more about modifying the PBS graphical file examples or creating your own from scratch.

File name:

You must make an entry in this field if you select Y to *Print using graphic image?*

Enter the name of the file that will merge with the forms data. This file must be of a JPEG or Bitmap file format only. The file must be present in the top-level PBS folder called *IMAGES* and must be spelled exactly as the file name with the proper extension.

Format	12 characters including the extension that must be either .jpg or .bmp.
Example	Enter INVOICE.JPG

4. Width

(max = 132)

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or *pitch*).

Format	Up to three digits, maximum of 132
Example	Type: `90`

5. Paginated ?

Answer Y if the form has a specific length that does not change, regardless of the information to be printed on it. Answer N if the length of the form varies, depending upon the amount of information printed.

If you answer Y to *Paginated ?*, the fields 7-12 appear.

Format	One letter, either Y or N.
Example	Type `Y`

6. Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

Format	Up to three digits
Example	Type: `66`

7. First line for headers

Enter the first line number on which header information is to print.

Format	Up to three digits
Example	Type: `1`

8. Headers 1st page only ?

Answer Y to print header information on only the first page of the form. Answer N to print it at the top of every page of the form.

Format	One letter, either Y or N.
Example	Type: `N`

9. First line for line items

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for *First line for headers* (field # 7).

Format	Up to three digits
Example	Type 3 then press <Enter>

10. Last line for line items

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for *First line for line items* (field # 9).

Format	Up to three digits
Example	Type: 55

11. First line for totals

Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for *Last line for line items* (field # 10), and less than the number of lines specified for *Length* (field # 6).

Format	Up to three digits
Example	Type: 58

Field number to change ?

Make changes as usual. For an existing form, you are then asked *View/change form layout ?*. Answer Y if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:

```
Master information (Forms)                          XYZ Company
Form ID: 1      C/O Invoice

               1. Field group
               2. Line number
               3. Column
               4. Field number

               5. Conditional print ?









H=headers,L=line items,T=totals,<F1>=next field,<SF1>=prev field,<F2>=dsply form
```

On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

Refer to the Form Fields appendix for a description of each Header/Total and Line Item field.

For each field, enter the information as follows:

1. Field group

Enter **H** if the field is part of the Header group, **L** for the Line Item group, or **T** for the Totals group.

H	For Header group
L	For Line Item group
T	For Totals group

Options

You may also use one of the options:

<F1>	For next field on file
<SF1>	For previous field on file
<F2>	To display the form as it appears so far (see the section titled Displaying a Form later in this chapter)

Format	One letter from above.
Example	Type: `H`

2. Line number

Enter the line number on which this field is to print, or press <F1> to the display the next field on file within this group.

Format	Up to three digits
Example	Type: `1`

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

3. Column

Options

Enter the starting column in which to print this field, or use the Option

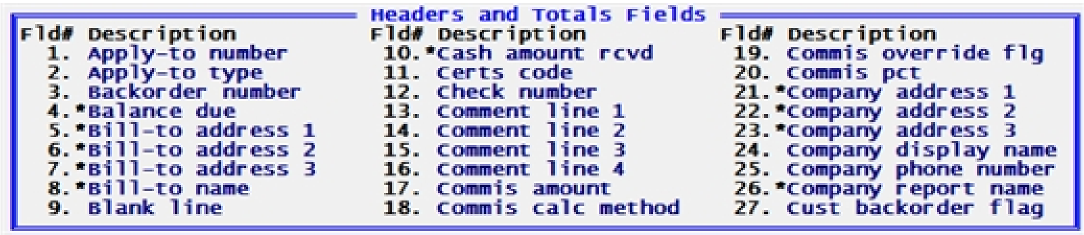
<F1>	To display the next field past line one
<F2>	To insert a new line
<F3>	To delete the current line

Format	Up to three digits
Example	Type: 1

Your entry may not be greater than the width of the form.

Selecting Fields

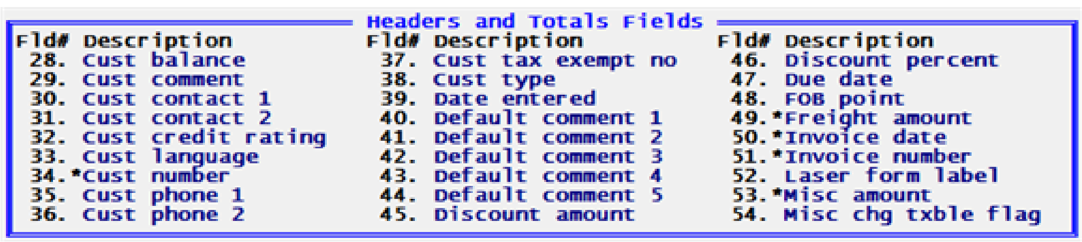
At *Field number*, a window displays at the bottom of the screen which looks like this:



```
                         Headers and Totals Fields
Fld# Description              Fld# Description              Fld# Description
  1. Apply-to number           10.*Cash amount rcvd          19. Commis override flg
  2. Apply-to type             11. Certs code                20. Commis pct
  3. Backorder number          12. Check number              21.*Company address 1
  4.*Balance due               13. Comment line 1            22.*Company address 2
  5.*Bill-to address 1         14. Comment line 2            23.*Company address 3
  6.*Bill-to address 2         15. Comment line 3            24. Company display name
  7.*Bill-to address 3         16. Comment line 4            25. Company phone number
  8.*Bill-to name              17. Commis amount             26.*Company report name
  9. Blank line                18. Commis calc method        27. Cust backorder flag
```

This window shows the first group of fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There are several more windows showing additional Header and Totals fields that you may select to print.

To see the additional windows, press <PgDn>. To return to a previous window, press <PgUp>. Here is the second set of fields after selecting <PgDn>:



```
                         Headers and Totals Fields
Fld# Description              Fld# Description              Fld# Description
 28. Cust balance              37. Cust tax exempt no        46. Discount percent
 29. Cust comment              38. Cust type                 47. Due date
 30. Cust contact 1            39. Date entered              48. FOB point
 31. Cust contact 2            40. Default comment 1         49.*Freight amount
 32. Cust credit rating        41. Default comment 2         50.*Invoice date
 33. Cust language             42. Default comment 3         51.*Invoice number
 34.*Cust number               43. Default comment 4         52. Laser form label
 35. Cust phone 1              44. Default comment 5         53.*Misc amount
 36. Cust phone 2              45. Discount amount           54. Misc chg txble flag
```

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

If you specify a *Field group* of Line Items, different windows display, showing only Line Item fields.

Refer to the Form Fields appendix for a description of each Header/Total and Line Item field.

Continue entering the information as below:

4. Field number

Options

Enter the number of the field that you wish to select, or use one of the options:

<F1>	To display the next field on file that is on or after this line number and column number
<Enter>	To enter a Literal (text) instead of a field number. Refer to Literal Fields section of this chapter.

Format	Up to three digits
Example	Type: 27

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

Format	One character
Example	Type: N

If you answer Y, these additional fields appear:

When Field-# 999

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the <PgUp> and <PgDn> keys to view additional windows.

Enter the conditions that this field must meet in order for the field being defined to print.

Format	Two characters 25 characters (alpha) 999,999,999.99999-(numeric) MMDDYY (date)

First, enter one of the following abbreviations:

EQ	equal to
NE	not equal to
GT	greater than
LT	less than
GE	greater than or equal to
LE	less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press <Enter> to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Format	One letter, either Y or N.
Example	Type: Y and then press <Enter>.

Printing a Field

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then redefine the field, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in *Field number* (field number 4). There are four different types:

Alphanumeric fields

These may contain any combination of letters, digits, and special symbols.

Numeric fields

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields

Date fields only contain dates.

Literal fields

Literal fields contain text that you type. Most literal fields are defined by pressing <Enter> at *Field number*, rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or press <Enter> for the maximum length of the field.

Format	Up to two digits

7. Justify

Enter R to *right-justify* the characters, or press <Enter> for no justification, to print the characters as entered

If you specify right-justify, the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press <Enter> for the maximum shown.

Format	Up to two digits

7. Decimal digits

(If the field has no decimal places, *(Not applicable)* displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or press <Enter> for the maximum shown.

Format	One digit

8. Commas ?

If the field has less than 4 integer digits, *(Not applicable)* displays here.

Answer Y to use commas when printing this field.

Format	One letter, either Y or N.

9. Leading zeros ?

If you specified to use commas, *(Not applicable)* displays here.

Answer Y to include any beginning zeros when printing this field.

Format	One letter, either Y or N.

10. Negatives ?

(If the field cannot be negative, *(Not applicable)* displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

R	Minus sign to the right of the number 99.99-
L	Minus sign to the left of the number, in a fixed position - 99.99
F	Minus sign to the left of the number, in a floating position -99.99
C	*CR* to the right of the number 99.99 CR
P	Enclose number in parentheses (99.99)

Format	One letter from the table above

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field, as follows:

1	MM/DD/YY (03/31/05)
2	MMM DD YY (Mar 31 05)
3	MMM DD (Mar 31)
4	DD-MMM-YY (31-Mar-05)
5	Month DD, YYYY (March 31, 2005)

Format	One digit

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following three fields display for each literal field:

6. Length (max = 80)

Enter the number of characters to be used when printing this field, up to the maximum shown, or press <Enter> for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

Format	Up to digits

7. Text

Enter the exact text to be printed, up to the length specified in field # 6.

Format	Up to 30 characters

8. Print on 1 character

Enter L to print the literal text only for line items that are not component items of kits. Enter C to print the text only for component items. Enter B to print the text for both line items and component items.

Options

Use the following options:

L	To print literal text only
C	To print text for component items kits
B	To print both

Format	One letter from the table above

DISPLAYING A FORM

While entering a form, you can press <F2> to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Displaying a form will not merge the form file.

Testing Forms

A test form can be printed that substitutes *X*'s or *9*'s for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using Invoices (Print), you can also print a test alignment form.)

To test your form, at the first Forms screen, display the form you wish to test and press <F5>.

When the printers defined in the Company file display, select the printer on which this form is to be printed.

If you are on Windows or Thin client and you have selected to merge data with a form file, then the form file will print with the test form.

Copying Forms

You can rapidly produce a new form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first Forms screen

Display the existing form that you wish to copy and press <F6>.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

Copy to type

Enter the character that designates the type of order for which this new form will be used. The types are:

O	Order
I	Invoice
C	Credit memo
Q	Quote

Options

You may also use the Option

<F5>	To copy *All* types of the existing form ID to the same types for the new form ID

If the type you specify already exists for the new form ID, the form cannot be copied and an error message is displayed.

After the copy process is complete, you may change the new form as needed.

PRINTING A FORMS LIST

This selection prints a report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

Select

Forms from the *Report, other* menu.

This is the screen you see:

```
Reports (Forms)                                    XYZ Company



                         1. Starting form ID
                         2. Ending form ID
                         3. Type to print
                         4. Print fields ?



<F2> = "First"
```

On the screen that appears, enter the following:

1. Starting form ID

2. Ending form ID

Enter the range of form ID’s for which to print the list. Follow the screen instructions.

Options

You may also use the following option:

<F2>	For *First* and *Last* on fields #1 and #2

Format	Up to five digits
Example	Press <F2> at both fields #1 and #2

3. Type to print

Enter the form type to print for the forms, as shown on the screen.

I	Invoice
O	Order
C	Credit memo
Q	Quote

Options

You may also use the following option:

<F5>	To print *All* form types

Format	One letter from the table above
Example	Press <F5> to select *All*

4. Print fields ?

Answer Y to print the information defined for each field on a form. If you answer N, only the general information about a form is printed.

Format	One letter either Y or N, the default is Y
Example	Press <Enter> to accept the default

Note	Many fields are defined for each form type of the predefined forms supplied with C/O. Selecting to print fields for several types may require a significant amount of time and paper

EDI Interface

This chapter contains the following topics:

EDI ORDERS

Use this selection for entering EDI Orders.

Select

EDI orders from the *EDI interface* menu.

Enter the fields.

EDI INVOICES

Use this selection for entering EDI invoices.

Select

EDI invoices from the *EDI interface* menu.

Enter the fields.

CUSTOMER PART NUMBERS AND EDI ITEMS

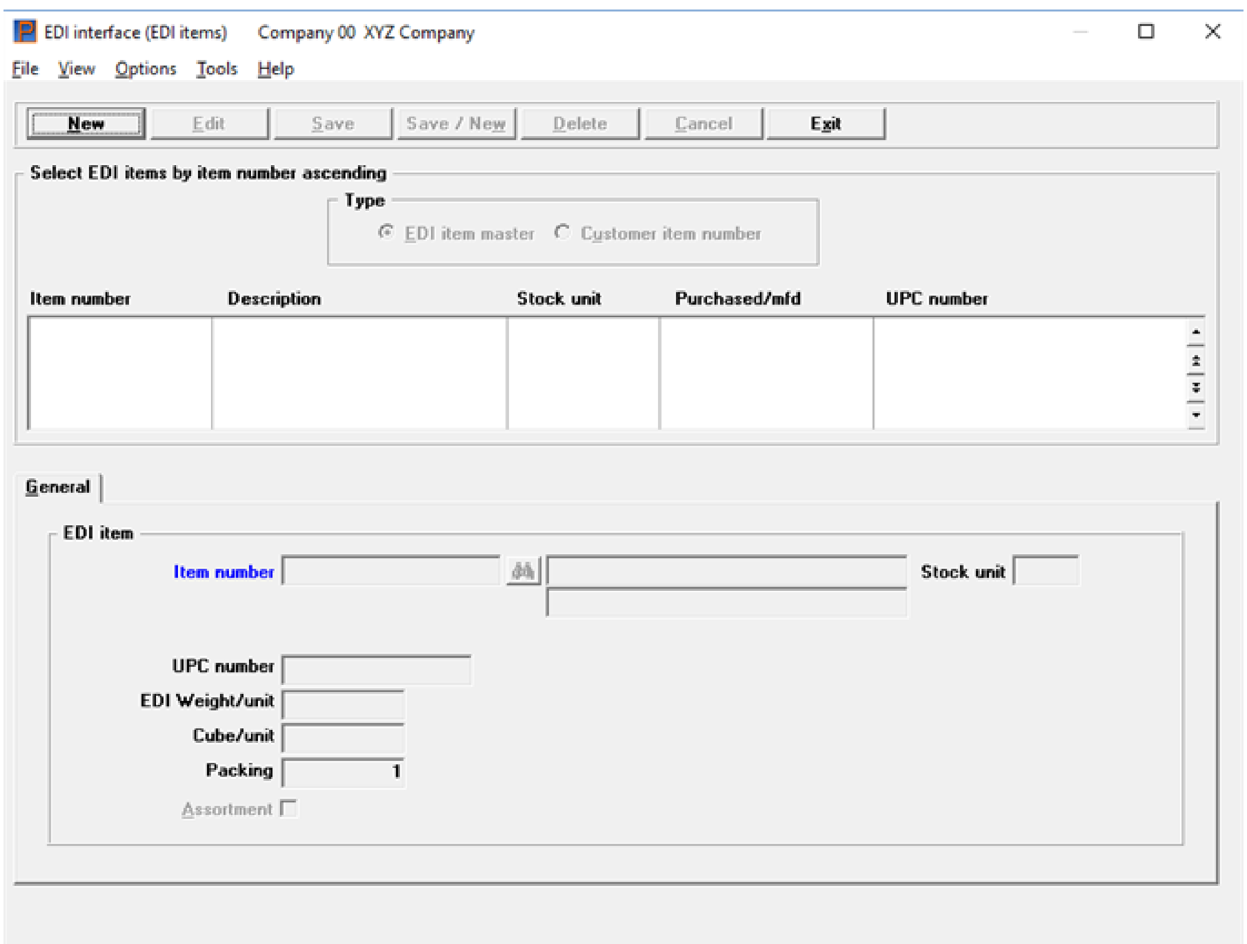
Use this selection to pre-define your customer part numbers. This will ensure they are available during your order entry process. You may also use this selection to define EDI item master records.

Customer part numbers will allow you to have a unique customer part number for each and any customer and item you have in your database. This allows you to use the EDI Item as a cross reference to a customer part number within the Sales Order entry process and will include this number on the invoice, packing list, and quote/acknowledgement forms. This provides an option for finding a part number while entering a sales order as well as the ability to reference the part number on those key documents. Entering a Customer item # happens while entering a new sales order line.

Select

EDI items from the *EDI interface* menu.

The following screen displays:



E.D.I. Items List Box

The list box displays up to 6 E.D.I. Items at a time. You may sort the E.D.I. Items by item number or UPC number, both in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate an E.D.I. Item, start typing the item number or UPC number, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a sales order. The <F1> and <SF1> function the same as the up/down arrow keys.

E.D.I. Items that display in the list box are available for changes or deletion. The fields for the selected E.D.I. Item display in the lower part of the screen.

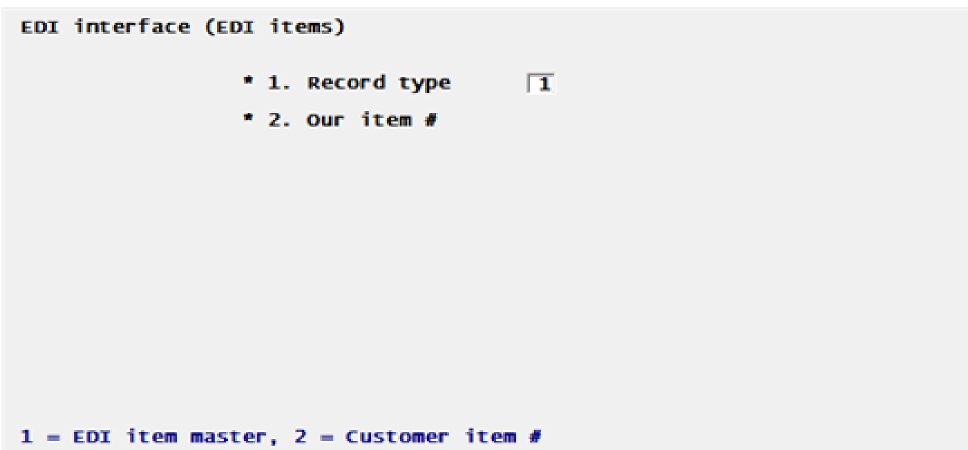
When an E.D.I. Item is found, you may select the <Enter> key or Edit button to start editing.

E.D.I. Items Buttons

There is a row of buttons on all three screens you will have some or most of the following options:

Button	Keyboard	Button Description
New	Alt+n	For entering a new E.D.I. Item.
Edit	Alt+e	For editing an existing E.D.I. Item. This option is only available if there are E.D.I. Items on file.
Save	Alt+s	To save a new entry or the changes made to an edited E.D.I. Item.
Save/New	Alt+w	To save a new entry or the changes made to an edited entry and start a new E.D.I. Item.
Delete	Alt+d	To delete an existing E.D.I. Item. Selecting the <F3> key provides a deletion as well.
Cancel	Alt+c	To cancel adding or editing an existing E.D.I. Item.
Exit	Alt+x	To exit the screen.

Character Mode



Enter the following fields:

Type

Select either EDI item master or Customer item number. Using character select either 1 for EDI item master or 2 for Customer item #.

- EDI item master – This is for the purpose of EDI Integration. After selecting EDI item master the only required field is the item number. You may prefer to enter a UPC code if you intend to implement EDI.
- Customer item number - This is the more important record for the purposes of cross referencing your item to your customer's item. You must have an *EDI item master* record entered before you can set up a *Customer item number*.

Optionally, you may elect to enter the customer item number when entering a customer order line. See the Sales Orders section in the *Sales Orders* chapter.

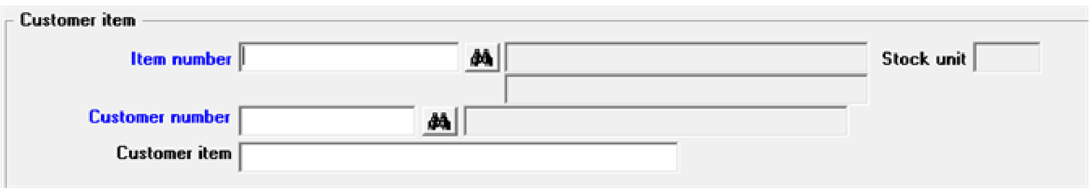
Item number

Description

This is a master item number. The description displays automatically after you enter the item number.

Customer Item Number

If the *Type* is *Customer item number*, continue with the *Customer number* field. If the *Type* is *EDI item master*, continue below with the EDI Interface field.



Customer number

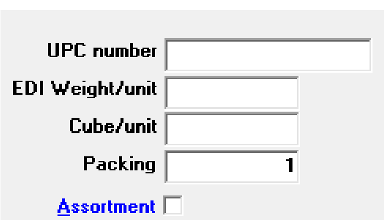
Enter the customer number.

Customer item

Enter the customer item number.

EDI Item Master

Enter these fields for an *EDI item master* record type:



Character Mode

```
3. UPC code
4. EDI weight/unit
5. Cube/unit
6. Packing
7. Assortment ?
```

UPC number

Enter the UPC Code.

EDI weight/unit

Enter the EDI weight/unit.

Cube/unit

Enter the Cube/unit.

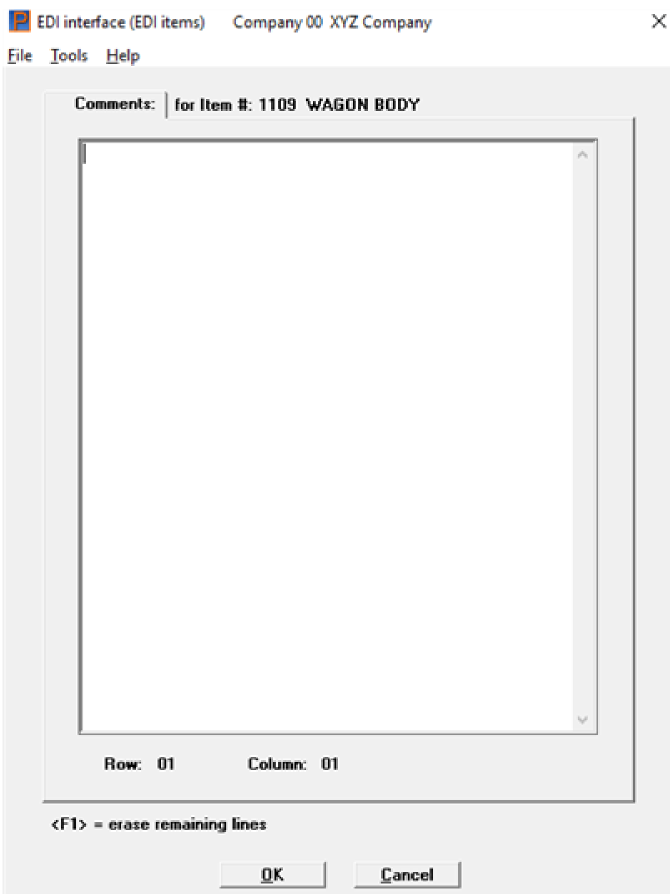
Packing

Assortment

Comments

Comments may be entered for both a customer item and EDI item.

Select the <F6> key to access Comments entry and display. A window like this displays:



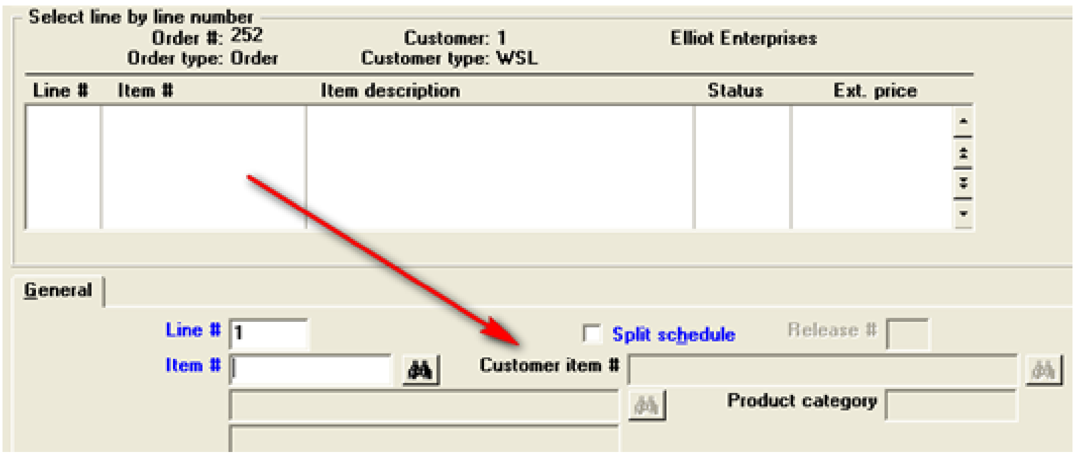
Start entering comments. When finished select OK to save the comments or Cancel to exit the screen without saving any comments.

For an existing entry you may position the cursor on any line and select <F1> to erase the remaining lines.

Customer Item Numbers and Sales Orders

This will allow you to have a unique customer part number for each and every customer and item you have in your database should you choose to.

Once created, you can now take advantage of the customer item number feature while entering a new sales order line. In the screen shot below, notice the *Customer item #* field in the *Customer orders* line entry:



This field includes a look-up which will allow you to either enter the customer's part number or to do a search for part numbers tied to this customer. If you enter a customer part number, it will be validated against EDI Items.

When a valid customer item number is either selected or entered, the item number and description will be completed automatically. Consequently, if a valid item number is entered and a customer item number exists, the customer item displays as well. This data is not stored in Sales Order Items. Instead, it is a link made to your cross reference number as assigned in EDI Items.

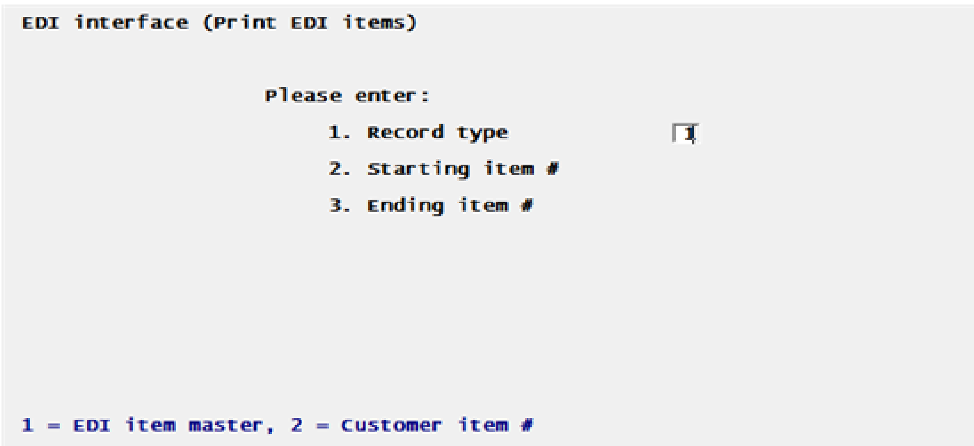
PRINT EDI ITEMS

Use this selection to print EDI items.

Select

EDI Orders from the *EDI interface* menu.

The following screen displays:



Enter the following fields:

1. Record type

Select 1 for EDI item master or 2 for Customer item #.

1. EDI Item Master – This is required as the original design of this program was for the purpose of EDI Integration. The only fields required are the record type 1, and your item number. You may refer to enter a UPC code here if you intend to implement EDI as well.

2. Customer Item # - This is the more important record for the purposes of cross referencing your item to your customer's. You must have the record type 1 entered before you can set up record type 2. When you select Customer item # the *Customer #* and *Include item comments ?* fields display.

2. Starting item

3. Ending item

4. Customer

This field can only be entered if you selected a record type of *Customer item #*.

5. Include item comments ?

This field can only be entered if you selected a record type of *Customer item #*.

TRADING PARTNERS

Use this selection to enter trading partners.

Select

Trading partners from the *EDI interface* menu.

Enter the fields.

STANDARD CARRIER CODES

Use this selection to enter standard carrier codes.

Select

Standard carrier codes from the *EDI interface* menu.

Enter the fields.

Sample Reports

This appendix contains sample Customer Order reports.

DETAIL BACKLOG REPORT

```
Date 05/13/2010  Time 16:59:44               XYZ Company                                               Report-#0000   Page 0001

                                             D E T A I L   B A C K L O G   R E P O R T

Sequence: Customer & P.O. #  Cust # range: "All"                            P.O. # range: "All"
Report units: Stock          Sched date range: "Earliest" to "Latest"     Print prices ? Y        Ship whse:"All"  Supply whse:"All"

Report location :Q:\Sup_test\120test_gui/RWWRK/16594496.htm

-----------------------------------------------------------------------------------------------------------------------------------
Order-#   Cust-#       P.O.-#        Warehouse Item-#               Line-#  Qty-ordered      Qty-balance Sch-date   Net-unit-prc
Ord-date  Name                                 Description                Qty-shipped      WIP-at-ship Promise    Extended-amt
-----------------------------------------------------------------------------------------------------------------------------------


  5221    1            1245           Shp:Main MLRW-2                   1             2 EACH           2  5/15/10       137.75
 5/10/10  Elliott Enterprises         Sup:Main My Little Red Wagon                    0                3  5/15/10       275.50
                                               Model RW-2

  5223    5            1245           Shp:Main MLRW-2                   1             5 EACH           5  5/17/10       145.50
 5/12/10  Sullivan Graphics Design    Sup:Main My Little Red Wagon                    0                0  5/17/10       727.50
                                               Model RW-2

  5225    20           1245           Shp:Main MLRW-3                   1             1 EACH           1  5/17/10        45.00
 5/12/10  James Holloway              Sup:Main New Spy Wagon                          0                0  5/17/10        45.00

                                      Shp:Main 8500                     3            25 EACH          25  5/17/10          .0787
                                      Sup:Main Ball Bearings - .125 inch              0                0  5/17/10         1.97

                                      Shp:Main 9101                     4             2 EACH           2  5/17/10          .0637
                                      Sup:Main Stove Bolt - 3/8x20 3/4"               0                0  5/17/10          .13

     5 line records listed                                      Grand totals  Qty balance:          35  Amount:      1,050.10


                                                                   -- End of report --
```

BACKLOG SUMMARY

```
Date 10/14/2014  Time 20:28:13                          Company 00                            Report #0100302   Page 0001

                                                   B A C K L O G   S U M M A R Y

Sched date range:  8/01/14  to "Latest" Cust # range: "All"                        Ship whse range:"All"        Daily totals only? Y

-------------------------------------------------------------------------------------------------------------------------------------
Sch-date Order-#   Ord-date Ship  Cust-#      Customer-name            Cust-PO-#          Backlog-amt Ord-disc  Net-backlog
                            whse                                                                       pct      amount
-------------------------------------------------------------------------------------------------------------------------------------

                                                          Daily total for  8/01/14           21,167.76            20,678.78

                                                          Grand total for date range         21,167.76            20,678.78

                                                        -- End of report --
```

VALID CUSTOMER TYPES LIST

```
Date 06/17/2010  Time 10:51:16          XYZ Company                                                Report-#0000   Page 0001

                                          V A L I D   C U S T O M E R   T Y P E S   L I S T

-----------------------------------------------------------------------------------------------------------------------------------
Cust-type  Description
-----------------------------------------------------------------------------------------------------------------------------------


    DIST   DISTRIBUTOR
    INT    INTERNATIONAL
    RET    RETAIL
    WSL    WHOLESALE

      4 types listed


                                                 -- End of report --
```

SALES REP COMMISSION RATES LIST

```
Date 06/17/2010  Time 11:08:21          XYZ Company                                                  Report-#0000   Page 0001

                                    S A L E S   R E P   C O M M I S S I O N   R A T E S   L I S T

Sales rep # range: "All"

-----------------------------------------------------------------------------------------------------------------------------------
Commission
Sales rep                       Cust-type                            Product-category                    %    Method
-----------------------------------------------------------------------------------------------------------------------------------


1    Thomas J. Finch            "All"                                "All"                            3.00  Sales

20   Jonathan Harris            "All"                                "All"                            3.00  Sales

23   Margaret Rockwell          "All"                                "All"                            3.00  Sales

     3 Sales rep commission rates listed


                                                        -- End of report
```

ORDER EDIT LIST

```
Date 02/04/2014  Time 20:14:58                            XYZ Company                                 Report-#0000001   Page 0001

                                                    O R D E R   E D I T   L I S T

Order #:    219       Order date: 9/15/10         Cust #: 1                                 Ship to:
   Type: Order                                            Elliott Enterprises                           Elliott Enterprises
                                                          123 Broadway                                  123 Broadway
Reqd ship:  9/25/10   Cust PO #: FEPA                     Suite 500                                     Suite 500
Cancel by: "None"     Origin by: Customer                 Glendale, CA  94994                           Glendale, CA  94994
Ship whse: Main       Sales rep: Jonathan Harris          Cust type: WSL
Suply whse:Main       Tax code:  Taxable sales L.A. City      Terms: 2/10 net 30        Ship zone: Regular wh
                      Billing status: Ordered                 F.O.B. SHIPPING POINT      Ship via: Truck

-----------------------------------------------------------------------------------------------------------------------------------
Lin Sch-ship Qty-ordered Qty-to-ship      Item-#                        List-price       Ext-price   Opn/Cls Comm-%  Stk-prc-ratio
Rls Promise  Qty-shipped Qty-backord      Description                   Line-disc-%                  Prd-cat Txbl ?  Unit-cost
-----------------------------------------------------------------------------------------------------------------------------------


  1  9/25/10         5           5  EACH MLRW-2                              19.0701         90.58   Opn      3.00S       1.000
     9/25/10          0                 WAGONS                                5.00                   WAG       Y        48.0046EACH
                                        Immediate delivery


  1 line records              Comments:                                Sale amt:       90.58    Taxable amt:       90.58
                                                                       Disc net:       90.58    Ord disc %:   .00
                                                                       Misc chg:         .00
Total ship wt:      17.5                                               Freight:          .00
                                                                       Sales tax:      12.68
                          Sales rep                      Commis-amt    Total amt      103.26    Total cost amt:       240.02
Cert #: None              20  Jonathan Harris                  2.72    Cash recd:        .00
                                                                       Bal due:       103.26
Print pack list ?
------------------------------------------------------------------------------------------------------------------------------------

Date 02/04/2014  Time 20:22:05                            XYZ Company                                 Report-#0000001   Page 0002

                                                   O R D E R   E D I T   L I S T


Order # range:    219 to    219   Date range: "All"                 Shipping warehouse: "All"


Grand totals:     1 documents        1 line records                    Sale amt:        90.58
                                                                       Disc net:        90.58
                                                                       Misc chg:          .00
                                                                       Freight:           .00
                                                                       Sales tax:       12.68
                                                                       Total amt:      103.26
                                                                       Amt recd:          .00
                                                                       Bal due:        103.26

Regular orders (Type = Order) selected for billing are not included.



                                                     -- End of report --
```

SUMMARY BY CUSTOMER

```
Date 02/04/2014  Time 20:38:36                           XYZ Company                               Report-#0000001   Page 0001

                                        S A L E S   S U M M A R Y   B Y   C U S T O M E R

Customer # range: 1            to 1                                          Cust type range: "All"
Exclude customers with zero YTD sales ? N                                    Include last year ? N

-----------------------------------------------------------------------------------------------------------------------------------
Cust-#        Name                 Sls-rep                        Sales    Pct-of           Cost-of             Gross    Pct-of  Margin
Type          City & State                                        amount   sales             sales              margin   margin   pct
-----------------------------------------------------------------------------------------------------------------------------------


1             Elliott Enterprises             PTD:            536.45   100.0            170.78             365.67   100.0    68.2
WSL           Glendale          CA   20       YTD:          3,746.16   100.0          1,435.30           2,310.86   100.0    61.7


     1 Customers                  Grand totals PTD:            536.45   100.0            170.78             365.67   100.0    68.2
                                              YTD:          3,746.16   100.0          1,435.30           2,310.86   100.0    61.7

                                                  -- End of report --
```

MONTHLY QUANTITY SOLD BY CUSTOMER AND ITEM

```
Date 07/15/2014  Time 21:29:28                          XYZ Company                              Report #1001451   Page 0001

                           M O N T H L Y   Q U A N T I T Y   S O L D   B Y   C U S T O M E R   &   I T E M

Customer # range: 1            to 1            Item totals for each customer ? Y
Months range: 1/14 to  6/14  Report units:Price    Item grand totals for all ? N

Customer #: 1            Elliott Enterprises
                         Glendale, CA  94994

-----------------------------------------------------------------------------------------------------------------------------------
Item-#          Description                    Mo-Yr  Units-sold
-----------------------------------------------------------------------------------------------------------------------------------

1000            WAGON BODY RED                  5/14         1      EACH
                                               Total:        1

427A            Reamer - Drillco                5/14       100      EACH
                                               Total:      100

MLGW-1          Wagon Green                     5/14         2      EACH
                                               Total:        2

MLRW-2          WAGONS                          4/14         1      EACH
                                                5/14     1,211
                                               Total:    1,212

MLRW-4          Wagon Green                     5/14         1      EACH
                                               Total:        1

MLRW-75         WAGONS YELLOW                   4/14         1-     EACH
                                               Total:        1-

SCB0003         SWEMCO Finished Good Example    5/14       300      EACH
                                               Total:      300

     7 Items

                                                        -- End of report --
```

Form Fields

INTRODUCTION TO FORM FIELDS

C/O comes with several predefined invoice forms. If none of the predefined forms meet your needs, you can select an existing form, make a copy, and modify the copy. You may also design your form from scratch, but this is not recommended.

The *Master information* (*Forms*) selection allows you to define an unlimited number of forms and to print almost all of the information fields in the C/O Order Header, Order Lines, and Lot / Serial numbers. See the Forms chapter for designing and assigning fields to forms.

This appendix describes each information field that is available for printing on a form.

The field descriptions are arranged in two groups: Header / Total fields, and Line Item fields.

Header fields are those that print at the top part of the form, while Total fields print at the bottom part. The Header and Total fields relate to the order in general, such as order number, date, customer name, tax, and total order amount.

Line Item fields print in the middle part of the form, between the Header and Total fields. Line Item fields relate to each line on the order, such as item number, description, quantity, price and extended price.

Header and Total Fields

The following table lists Header and Total fields:

Header / Total Fields	
Field Name	**Description**
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Apply-to-number	Apply to number for credit memos.
Apply-to type	Type of apply-to number on order: Blank = one O = open credit N = apply to number
Backorder number	Backorder number for orders.
Balance due	Amount that remains due on order.
Bill-to address 1	Bill to address line 1. When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters.
Bill-to address 2	Bill to address line 2. When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters.
Bill-to address 3	Bill to address line 3. When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters.
Bill-to address 4	Bill to address line 4. When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters.
Bill-to city, st zip	This prints the city, state and zip code for the customer all on one line. You must set the length to be greater than a combination of any city, state and zip code that you have on file for a customer. If the total length of the data is greater than the set maximum, the zip code and possibly the state and part of the city will be cut off when printing. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters..
Bill-to city	When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.

Header / Total Fields	
Field Name	**Description**
Bill-to state	When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.
Bill-to zip code	When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.
Bill-to county	When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters.
Bill-to country	When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.
Bill-to name	Customer bill-to name. Entered as line 1 for miscellaneous customer. When setting the maximum length to more than 35 characters the bill-to address will print compressed when the data exceeds 35 characters.
Cash amount rcvd	Amount of cash (or check) received with order.
Certs code	Certification code
Check number	Zero = cash
Comment line 1-4	The comments are entered when order is entered.
Commis amount	Order commission amount, net after discount.
Commis calc method	Method used to calculate commissions.
Commis override flg	Commission override flag. It is Y or N.
Commis calc method	Type of override entered for commission amount: N = not overridden, A = amount or P = percent.
Commis pct	Order commission percentage.
Company address 1-3	Company address lines 1 through 3.
Company display name	Company display name.

Header / Total Fields	
Field Name	**Description**
Company report name	Company report name.
Compressed name/addr	This is a group of fields that includes both the bill-to and ship-to addresses. The program prints the data as compressed only. The city, state and zip fields are truncated at 60 characters. The program will only print the name and address lines that have data with no blank lines between address fields. As many as 7 lines can print on the form. For both the bill-to and ship-to addresses the program prints these fields: 1. name 2. through 5. address 1-2-3-4 6. city state, zip 7. country
Cust backorder flag	Y = customer allows back orders.
Cust balance	Customer balance, including unposted balance.
Cust comment	Comment from customer record.
Cust contact 1	Contact 1. Contacts are separately entered and assigned to customers. This data is from the Contacts (CONTAC) and is the name for this customer's contact number 1.
Cust contact 2	Contact 2. Contacts are separately entered and assigned to customers. This data is from the Contacts (CONTAC) and is the name for this customer's contact number 2.
Cust credit rating	Credit rating from Customers.
Cust language	Customer language (not used).
Cust number	Customer number
Cust phone 1	Phone 1. Contacts with phone numbers are separately entered and assigned to customers. This data is from the Contacts (CONTAC) and is the office phone 1 for this customer's contact number 1.
Cust phone 2	Phone 2. Contacts with phone numbers are separately entered and assigned to customers. This data is from the Contacts (CONTAC) and is the office phone 1 for this customer's contact number 2.
Cust tax exempt no	Tax exempt number from Customers.
Cust type	Customer type from Customers.
Date entered	System date when order was entered.
Default comment 1-5	Comment lines 1 through 5 entered when invoices are printed.

Header / Total Fields	
Field Name	**Description**
Discount amount	Order discount amount.
Discount percent	Order discount percent.
Due date	Blank until invoice is printed.
FOB point	Freight on board point.
Freight amount	Freight amount.
Invoice date	Date assigned to invoice when printed. System date used if blank.
Invoice number	Number assigned to invoice when printed. Blank if invoice not printed.
Laser form label	This is the form label when entering number of copies information.
Misc amount	Miscellaneous charges amount.
Misc chg taxable flag	Y = taxable miscellaneous charges.
Misc customer flag	Y = miscellaneous customer.
Misc+freight amount	Miscellaneous charges plug freight combined.
Net sale amount	Order shipping amount, net after discount.
No. line items	Number of lines on order, including text lines.
No. COD labels	Number of COD labels entered. Zero for unselected orders.
No. shipping labels	Number of shipping labels entered.
Ord ship whse	Order shipping warehouse.
Ord ship whse adrs 1	Order shipping warehouse address 1.
Ord ship whse adrs 2	Order shipping warehouse address 2.
Ord ship whse adrs 3	Order shipping warehouse address 3.
Ord ship whse adrs 4	Order shipping warehouse address 4.
Ord ship whse name	Order shipping warehouse name.
Order date	Entered order date.
Order number	Order number or Quote number.
Order net total amt	Order shipping amount, net after order discount, plus tax, freight and misc charges.

Header / Total Fields	
Field Name	**Description**
Order total amount	Undiscounted order shipping amount, plus tax, freight and misc charges.
Order type	Order type, either I = Invoice, O = Order, C = Credit memo or Q = Quote.
Page number	Form page number.
PO number	Purchase order number.
Quote number	Quote number.
Requested ship date	Requested shipping date.
Sale amount	Undiscounted order shipping amount.
Sales rep	Sales rep for order.
Sales rep name	Order sales rep name.
Selection code	Selection code.
Set to compressed	This changes the text from a normal large font to a smaller compressed font. This allows printing to change from a maximum of 80 columns up to 132 columns. If using compressed printing on an 8.5 x 11 piece of paper, you may change the form 4. Width field to a maximum of 80 to 132. This setting does not correspond to any one field and can affect one or multiple fields including the row and following the row where it is set. You may use a printer that is PCL 5 compatible to use this setting with a *Company information* printer. You may also use *Windows printer* or a *PDF* printer.
Set to normal	The forms default is non compressed which is normal. Normal is up to 80 columns per line. This seting is used after *Set to compressed* to bring the font setting back to normal. This sets the text font to the larger non compressed font size, from the point where this field is entered in the document. You do not need to use this setting if the entire form is set to compressed.
Ship date	Order ship date.
Ship-to address 1	Ship to address line 1. When setting the maximum length to more than 35 characters the ship-to address will print compressed when the data exceeds 35 characters.
Ship-to address 2	Ship to address line 2. When setting the maximum length to more than 35 characters the ship-to address will print compressed when the data exceeds 35 characters.

Header / Total Fields	
Field Name	**Description**
Ship-to address 3	Ship to address line 3. When setting the maximum length to more than 35 characters the ship-to address will print compressed when the data exceeds 35 characters.
Ship-to address 4	Ship to address line 4. When setting the maximum length to more than 35 characters the ship-to address will print compressed when the data exceeds 35 characters.
Ship-to city, st zip	This prints the ship-to city, state and zip code all on one line. You must set the length to be greater than a combination of any city, state and zip code that you have on file for the ship-to address. If the total length of the data is greater than the set maximum, the zip code and possibly the state and part of the city will be cut off when printing. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Ship-to city	Ship to city.
Ship-to state	Ship to state. The USA postal service only requires a 2 character state.
Ship-to zip code	Ship to zip code or postal code.
Ship-to county	Ship-to county.
Ship-to country	Ship-to country.
Ship-to name	Ship to address name. When setting the maximum length to more than 35 characters the ship-to address will print compressed when the data exceeds 35 characters.
Ship-to phone	Ship-to addresses have contacts that are stored in (CONTAC) This field prints the office phone number 1 for contact 1.
Ship-to zone	Ship to zone.
Ship-to code	Ship-to code.
Ship-via code	Ship via code.
Ship-via description	Ship via description.
System date	System date.
Tax amount 1	Tax amount associated with A/R tax code Tax percent 1.
Tax amount 2	Tax amount associated with A/R tax code Tax percent 2.
Tax amount 3	Tax amount associated with A/R tax code Tax percent 3.
Tax amount 4	Tax amount associated with A/R tax code Tax percent 4.

Header / Total Fields	
Field Name	**Description**
Tax amount 5	Tax amount associated with A/R tax code Tax percent 5.
Tax code	Order A/R tax code.
Tax code description	Order A/R tax code description.
Tax description 1	Order A/R tax description 1.
Tax description 2	Order A/R tax description 2.
Tax description 3	Order A/R tax description 3.
Tax description 4	Order A/R tax description 4.
Tax description 5	Order A/R tax description 5.
Tax total amount	Total tax adding all tax amounts.
Taxable amount	Order taxable amount, net after discount.
Terms code	A/R terms code.
Terms description	A/R terms description.
Terms discount	Calculated early payment discount amount based on A/R terms code.
Terms discount date	Date on which early payment discount will be given; Zero = invoice not printed.
Terms discount pct	Early payment discount percent from order A/R terms code.
Terms due date	Date on which invoice payment is due; Zero = invoice not printed.
Terms type	D = days, P = proximo.
Total ord weight	Total order weight.
Total order cost	Total cost of all line items to be shipped.
Total qty	Total quantity ordered of line items.
Total qty to ship	Total quantity shipping of line items.
Total ship weight	Total shipping weight.

Line Item Fields

These are the line item fields:

Line Item Fields	
Field Name	**Description / Notes**
ABC code	The item value classification.
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Blank line ser/lot	Blank line that follows printing of serial numbers and lot numbers.
Commission amount	Line item commission amount, net after discount.
Commission method	P = price, G = gross profit.
Commission percent	Item commission percent.
Control method	Blank = Regular, N = No control, L = Lot #, or S = Serial #.
Customer item no.	Customer item number.
Date promised	Date promised to customer.
Description 1-2	Item description lines 1 and 2, or text for Text line.
Discount amount	Line discount amount. Calculated by multiplying discount percent by line extended price.
Discount percent	Entered discount percent.
Eng doc date	Engineering document date.
Eng doc number	Engineering document number.
Eng group code	Engineering group code.
Eng revision nbr	Engineering revision number.
Extended cost	Item cost multiplied by quantity to ship.
Extended price	Undiscounted line extended price.
Item category	Item category.
Item date created	The date the item was first entered.
Item net price	This is the net profit for the item.
Item number	Item number.
Item price	Item price.

Line Item Fields	
Field Name	**Description / Notes**
Item pricing unit	Pricing unit from Items.
Item ship warehouse	Stocking shipping warehouse.
Item ship whse name	Item shipping warehouse name.
Item stocked flag	Y if stocked and N if not stocked.
Item stocking unit	Stocking unit of measure.
Item supl whse	Supplying warehouse.
Item supl whse name	Supplying warehouse name.
Item type	Item type.
Item vendor	Item vendor.
Item weight unit	Item weight unit of measure.
Last ship date	Date that item is last shipped.
Line complete flag	Line complete flag.
Line item category	Line item catagory.
Line item comment 1	Line item comment 1.
Line item comment 2	Line item comment 2.
Line item comment 3	Line item comment 3.
Line item comment 4	Line item comment 4.
Line number	Line number.
Line order type	Line order type.
Location code	Location code for line item warehouse.
Lot number reference	Lot number reference.
Lot number	Lot number. (See Note 1.)
Lot number literal	Lot number literal.
Lot quantity	Lot quantity.
Misc item flag	Y = miscellaneous item.
Net extended price	Line extended price, net after line discount.
Order unit	Selling unit for the line.

Line Item Fields	
Field Name	**Description / Notes**
Out of stock flag	Y = quantity not shipped is out of stock.
Pricing unit	Pricing unit for the line.
Qty backord	Line quantity on backorder.
Qty backord/stk	Line quantity on backorder, expressed in stocking units.
Qty ordered	Quantity ordered.
Qty ordered/stk	Quantity ordered, expressed in stocking units.
Qty ret to inv	Quantity returned to inventory.
Qty ret to inv/stk	Quantity returned to inventory, expressed in stocking units.
Qty shipped to date	Quantity shipped to date.
Qty to ship	Quantity to ship.
Qty to ship/stk	Quantity to ship, expressed in stocking units.
Release no.	Line release number.
Routing doc date	Date of the routing.
Routing number	Routing number.
Routing rev number	Routing revision number.
Selection code	Order selection for billing code.
Serial no. literal	Literal printed on first serial number line.
Serial no. reference	Serial number reference.
Serial number	Serial number. Do not put another non-serial number related field on the same line. (See Note 2)
Ship date	Line ship date.
Shop order flag	Shop order flag.
Shop order qty	Shop order qty.
Taxable flag	Taxable flag.
Text line flag	Text line flag.
Unit cost	Item unit cost per selling unit.
Unit price	Selling unit price.

Note	Note 1 The Lot fields are for printing lot numbers. They may only be defined once on each form. If the Lot quantity or Lot no. reference field is also defined, lot numbers are printed one per line. If Lot number is the only Lot field defined, lot numbers print across the line, separated by commas.

Note	Note 2 There are three fields related to printing serial numbers. They may only be defined once on each form. Serial numbers print across the line, separated by commas, if *Serial no. reference* is not defined. If *Serial no. reference* is defined, serial numbers are printed one per line.

MRP Rules

ADDITION OF MRP RULES

Rules functionality can be applied to these menu selections:

- C/O, Sales Orders, Enter
- I/M, Shop Orders Explode (also appears in S/F)

This adds MRP intelligence to both processes. In the case of the Sales Orders (Enter), it provides a recommended order quantity for manufactured goods being sold. If no material is required to be made, no recommendation will be made. If material is needed, MRP rules, as defined in the Item Master, will be used in computing a recommended quantity to order. Specifically, order minimum, order multiple, and safety stock values will be applied during the computation, resulting in a similar recommendation to what you would receive from MRP were you to allow MRP to make the recommendation after the fact.

The information in this appendix should help you apply these new rules as needed.

Control Information

For system flexibility we added Control flags. *Control information* has new settings on the second screen:

```
Control information



             17. Use preprinted forms for packing lists ?  Y
             18. Print list prices on packing lists ?      N
             19. Select order lines for packing lists ?    N
             20. Use preprinted forms for invoices ?       Y
             21. Order entry access to customer file ?     N
             22. Measure delivery performance to ship
                 schedule date or promise date ?           Ship schedule date
             23. Invoice graphic image?        Y   File name:  INVOICE.JPG
             24. Picking list graphic image?   Y   File name:  PACKLST.JPG
             25. Acknowlegement graphic image? Y   File name:  acknow.jpg
             26. Bill of lading graphic image      File name:
             27. Apply MRP rules when creating Shop Orders
                 from Sales Order Lines ?                  Y
                 Order complete quantity?                  Y



Field number to change ?
```

The first question asks if you would like to apply the MRP rules during the sales order line entry. Essentially, this field is asking if you wish to use this functionality, so be sure to set this to yes.

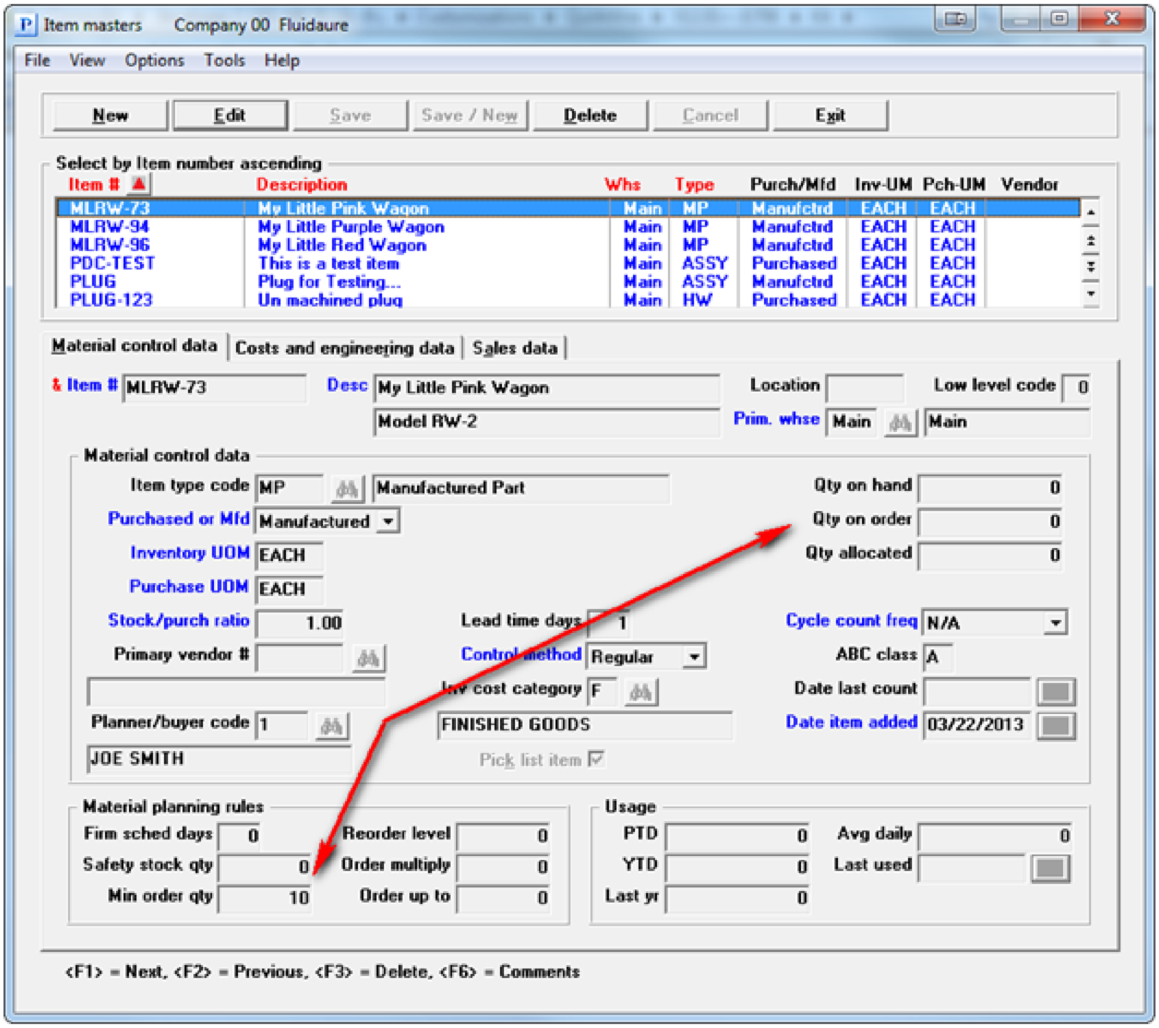
The second question is the important one. We've given you the ability to order more than is actually needed. By this, if the total recommended quantity is less than the quantity you have ordered in the sales order line, we will order the quantity in the sales order line.

Sales Orders

Once the *Control information* settings are updated, you are ready to use these features. Here are some examples:

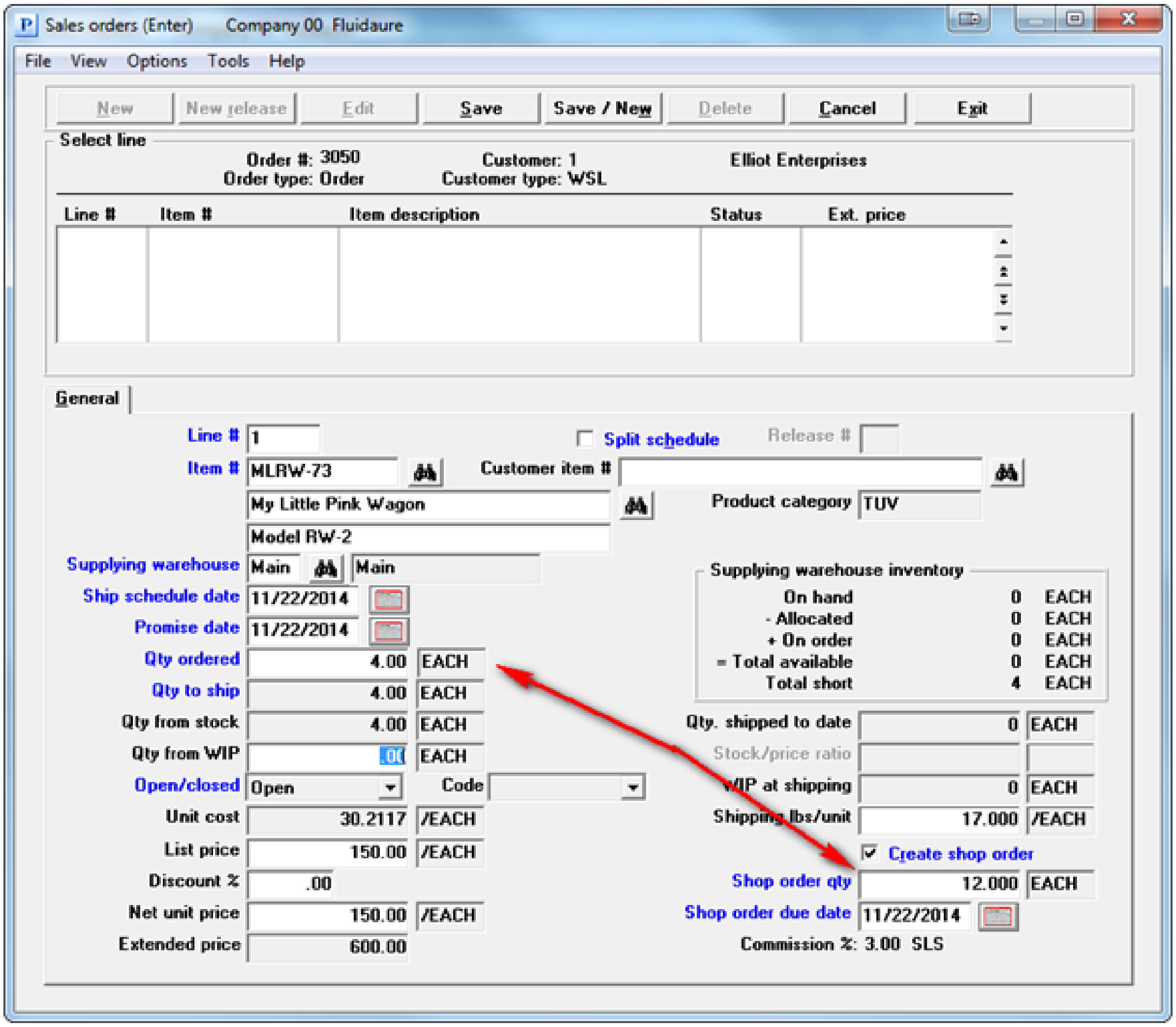
Sales Order Example 1

In the first example, we've taken an item that has nothing in inventory, nothing on order and nothing allocated. Also note that we've set a minimum order quantity of 10. That means we've indicated that we would not like to produce more than 10 of these at any given time. In other words, if we have a need for 4, we've told our MRP module that we would prefer to make 10.



When we enter a sales order for 4 units of item MLRW-73, we see that the Create Shop Order box is automatically checked off and the quantity to order is 10 (image above). Again, since we set an order minimum of 10, the program recognized this rule and computed a new value based on that rule.

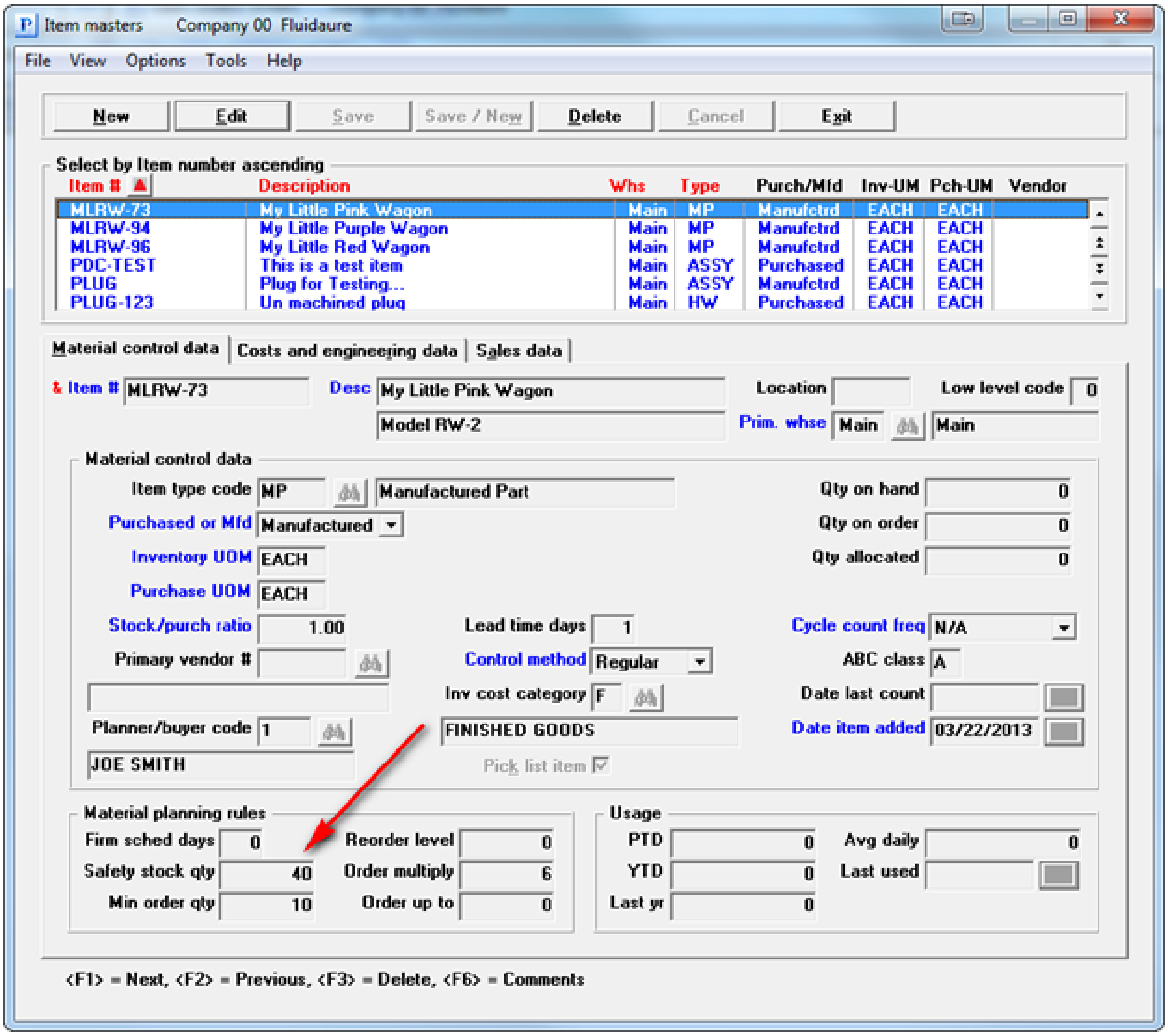
When we add an additional rule to the item, the results will again change. In this case, we defined an order multiply of 6. If we place an order for 4 again, we should now see a recommended quantity of 12:



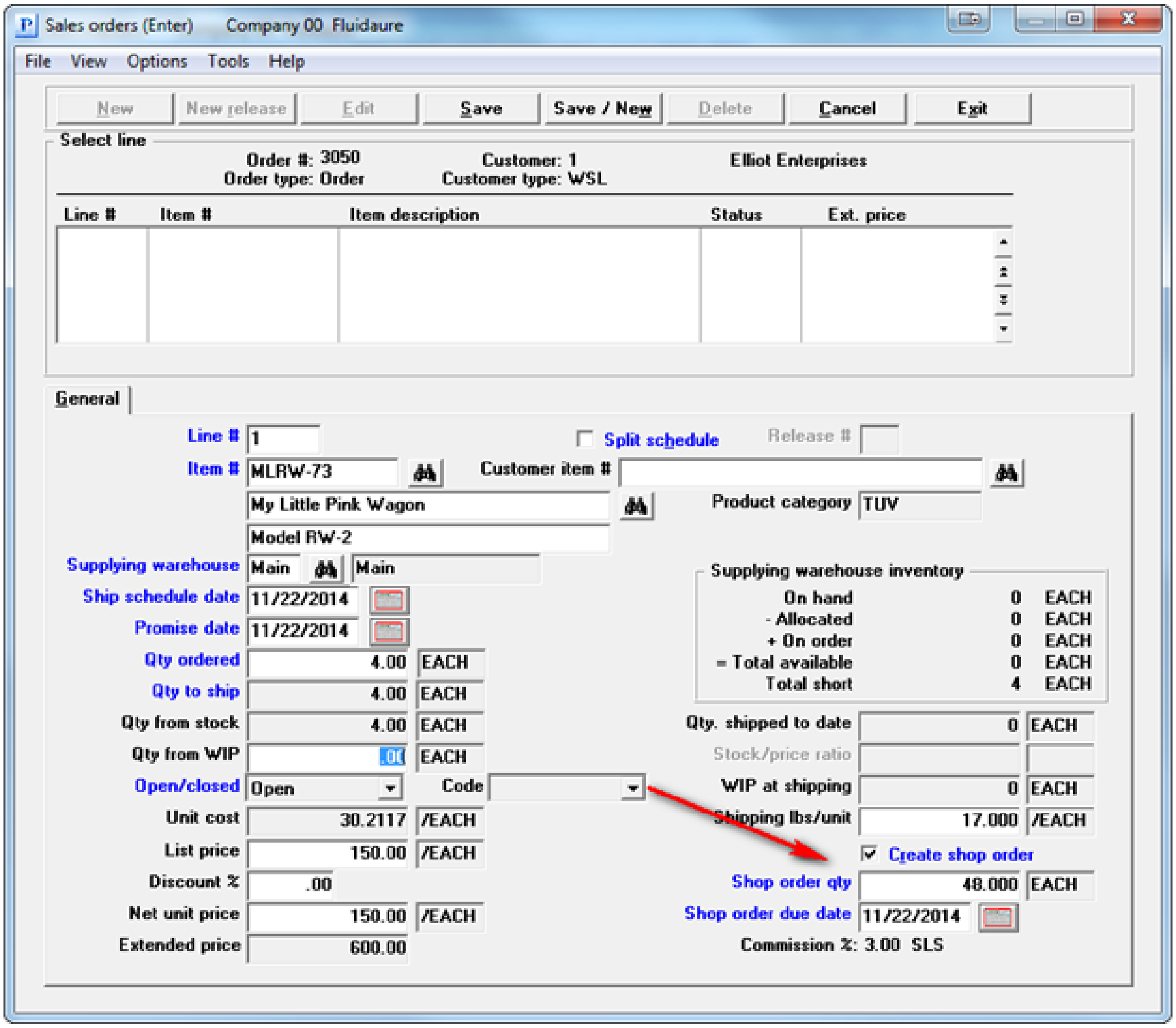
The reason this should be 12 is we have established a minimum order quantity of 10, which again means we should never recommend ordering less than 10 units at any time. In this example though, we've complicated the process by also indicating we have an order multiple of 6 which means we should always order in multiples of 6. Since 10 is our order minimum, we must order at least 10 to satisfy our need for 4, but since we must order in multiples of 6, that would indicate we have to order no less than 12 to satisfy both rules.

Sales Order Example 2

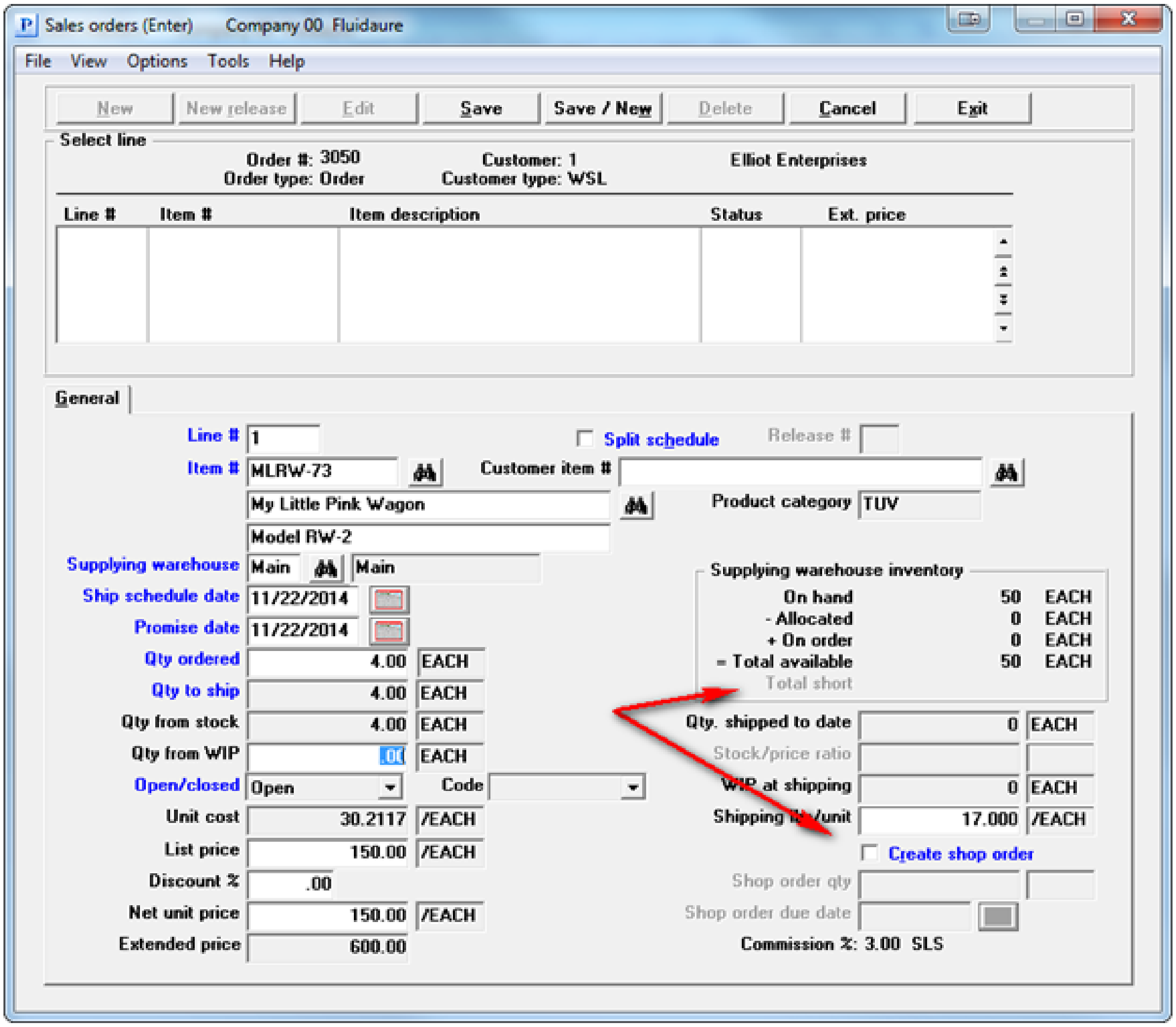
In this next example, we've added yet another rule to the item. We've defined a safety stock quantity of 40:



If we again order 4 units, we would expect to see an order quantity of 48. This will satisfy our need for 4, will also satisfy our order minimum of 10, in addition it remains a multiple of 6 and at the same time accounts for the fact that we've indicated we wish to keep a quantity of 40 on hand as safety stock. The presumption in this case is that MRP hasn't been run yet and the quantity isn't being satisfied by an order. The recommended quantity now takes this into account.



So what happens when you have sufficient stock to satisfy all of these rules? Nothing:



Since there is sufficient inventory to satisfy all of our rules, there is no recommended quantity to order needed here. Note the quantity on hand is 50 now and there is no quantity short. In this case, the no order is needed. Similarly, even if there are only 5 in stock, this results in no recommended order quantity. The reason for this is we only take safety stock into account here if there is a quantity short on the order. In other words, action is already required of us. If no action is required of us to satisfy this order quantity, then we allow MRP to handle the safety stock recommendations on the next MRP run.

NOTE: It's important to understand, this is a recommended order quantity! You are still free to increase or decrease the shop order quantity or shop order due date.

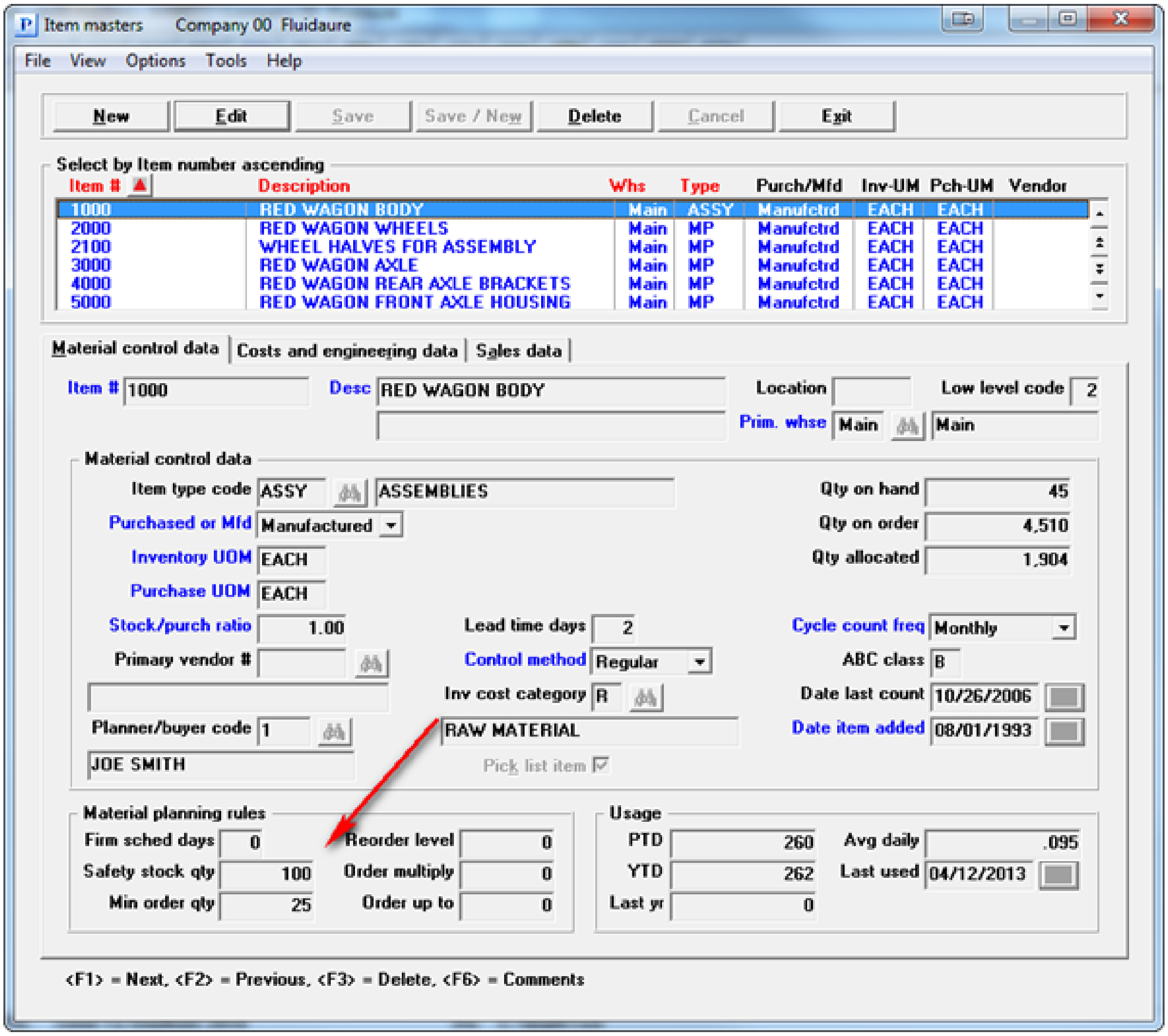
Shop Order Explosion

The other area of changes is in the Shop Order Explosion. In this case, we've added additional usage of MRP rules to the explosion process. Specifically, we were already accounting for order minimum and order multiple, but we weren't including safety stock requirements in the computation.

The modification now includes safety stock when applying MRP rules. As you'll see below, we've adjusted the way the questions are asked and have added some additional ones. In addition, it also accounts for quantities already on order on other shop orders in the system. It looks at the overall availability of inventory, what's in stock, what's on order, and what's allocated, and takes these into account first, then applies your MRP rules defined in the item master in determining the overall quantity you need to order.

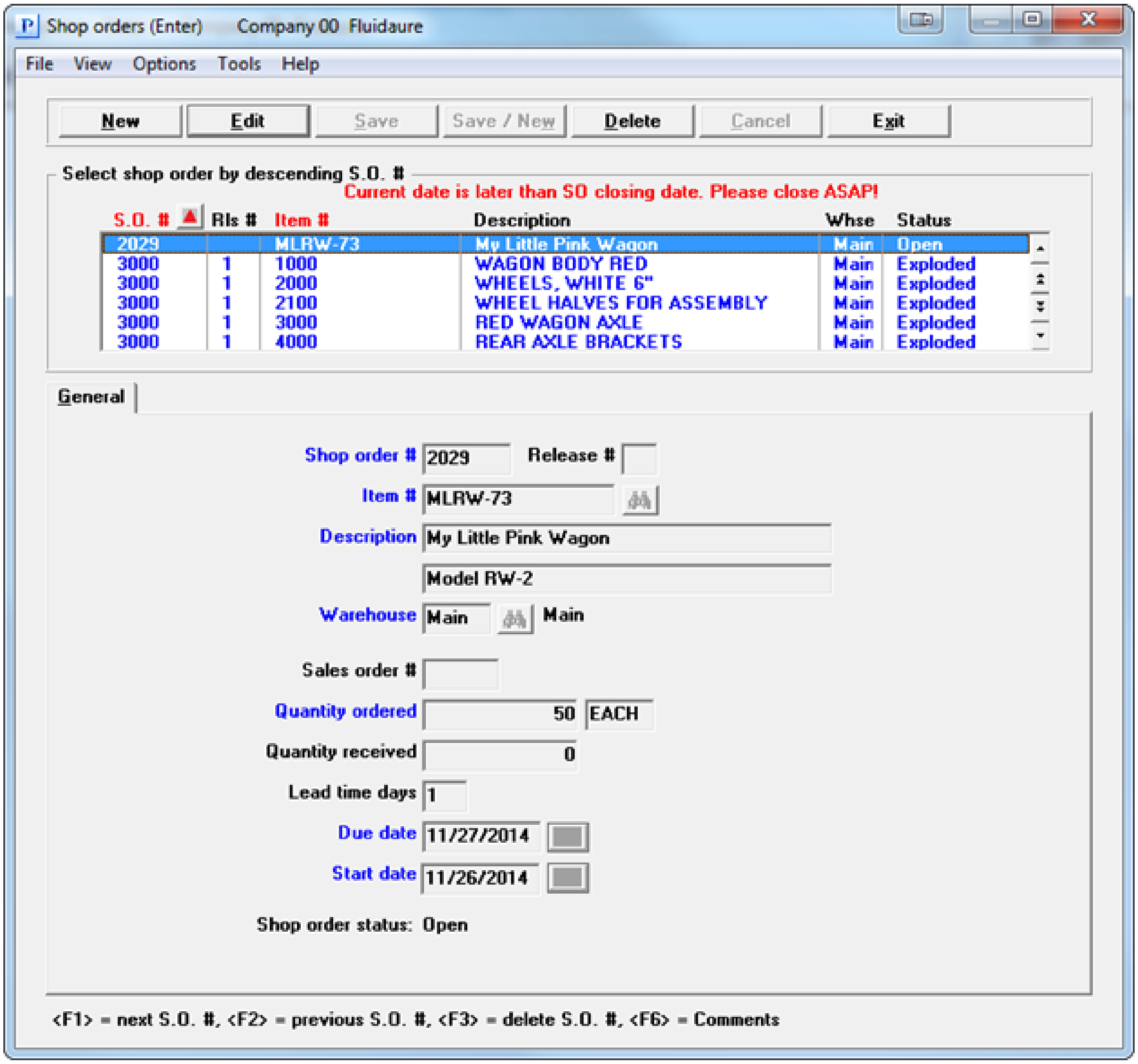
Explosion Example 1

In this example, we've structured an item with a safety stock of 100 and an order minimum of 25:

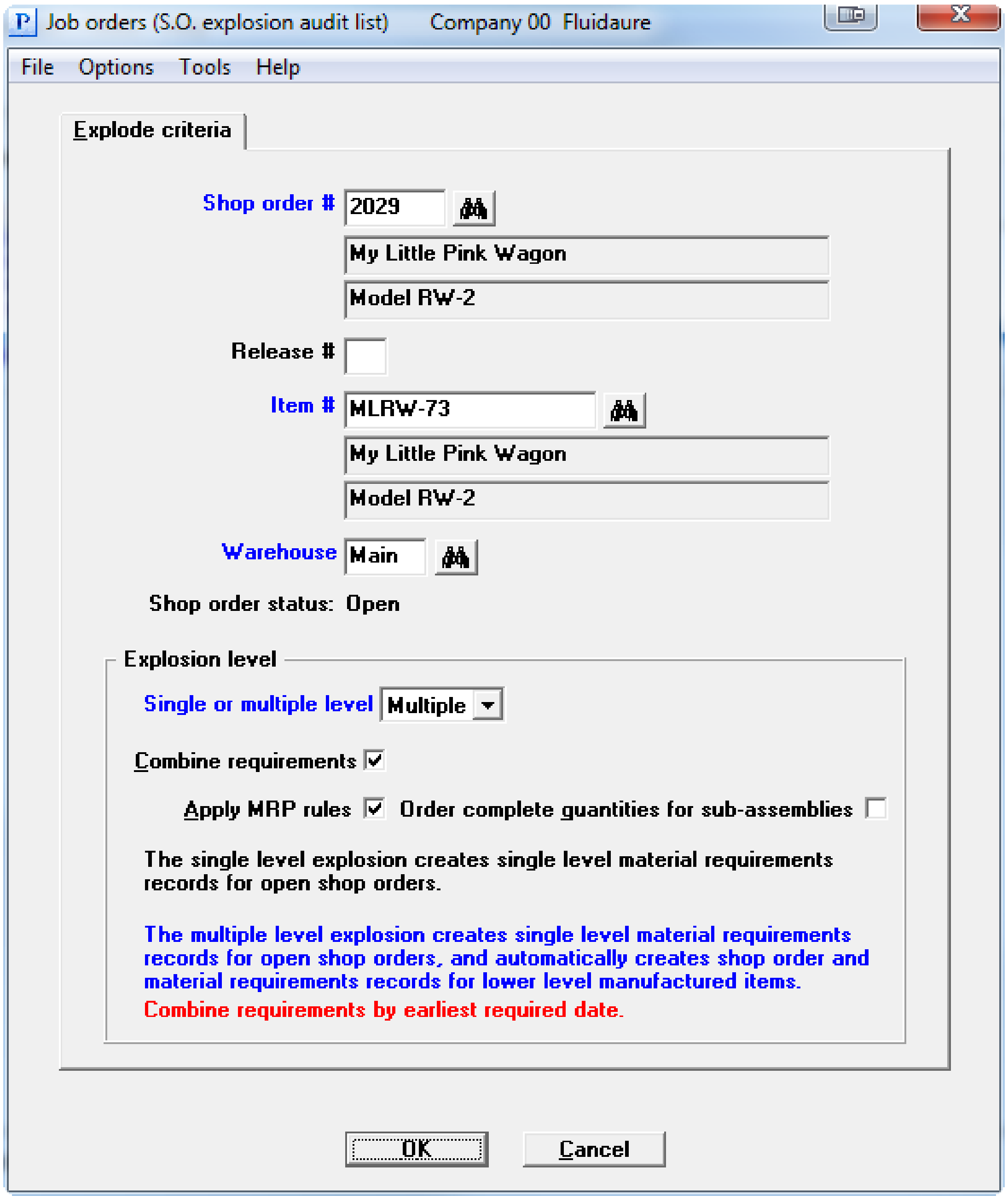


Also note that there are 45 on hand, 4510 on order and 1904 allocated. If you compute out availability, this should result in an availability of 2651 units. This item appears on the bill of material for MLRW-73.

In addition, I've created a shop order to make 50 MLRW-73. That should equate to a need for 50 item 1000:



Based on all of the information above, the net result of the current standard program should result in an order for 5 units if order minimum and multiple aren't applied, and an order for 25 if they are. In the new program, if you choose the explosion options as spelled out below, this will result in no order being created for item 1000:



In this case, I've indicated I don't wish to create complete order quantities when planning the sub- assemblies. We will run this both ways to highlight the differences later in this document. Using the above settings, here are the results in the Explosion Audit Report:

Date 11/19/2014 Time 16:18:48 Fluidaure PDF Generated Report Page 00

S H O P   O R D E R   E X P L O S I O N   A U D I T   L I S T

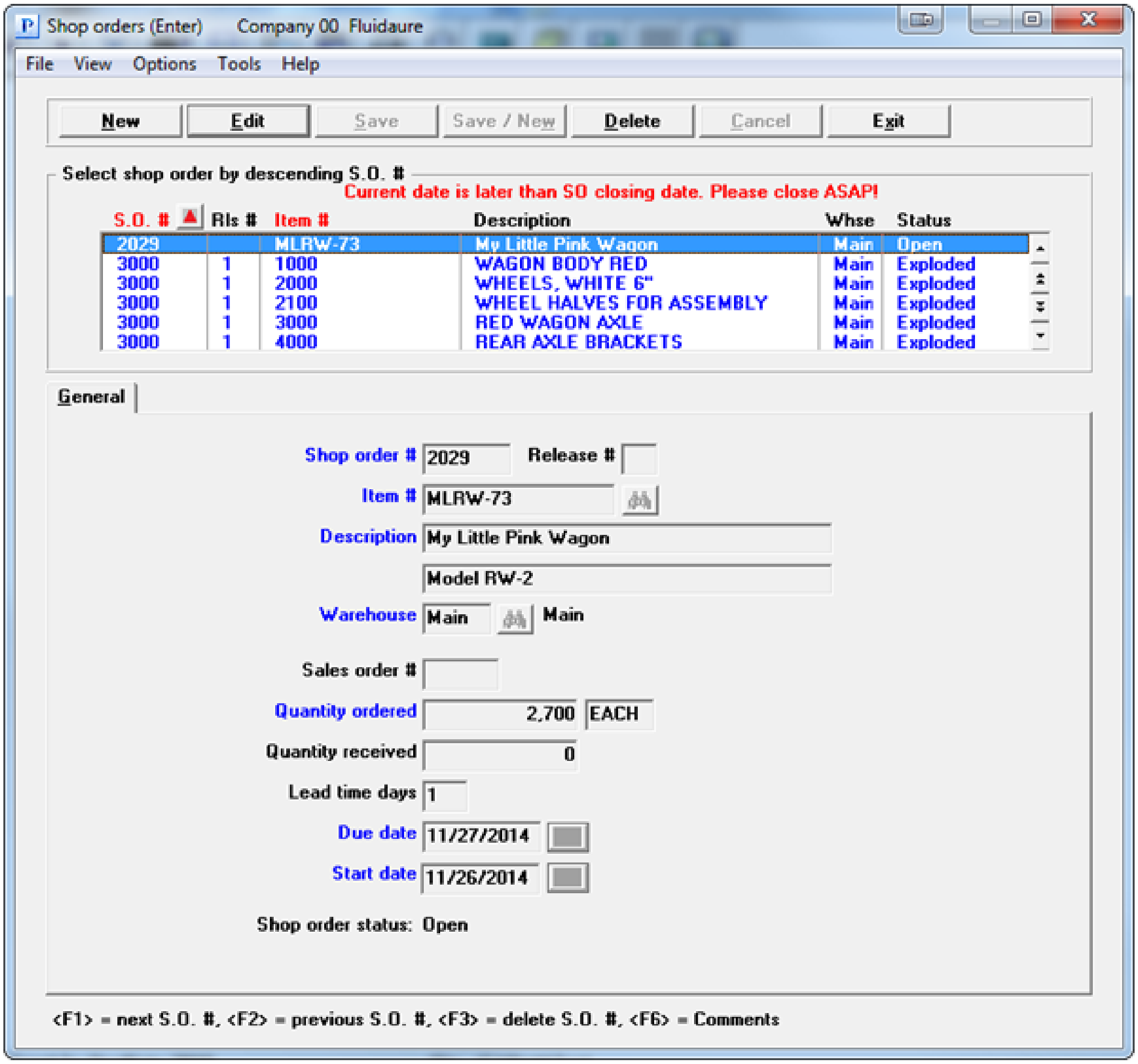
Expl level	SO-#	Rls	Item-#	Whse	Qty-ord	Qty-required / Inv-applied	Due-date / Start-date	Ord-status	Explosion-result-message
0	2029		MLRW-73	Main	50.000	50 / 0	11/27/14 / 11/26/14	Exploded	Material requirements records created
1	2029		1000	Main	0.000	50 / 50	11/26/14 / 11/24/14	None	Inventory applied - order not required
1	2029		2000	Main	200.000	200 / 0	11/26/14 / 11/25/14	Exploded	Material requirements records created
1	2029		3000	Main	100.000	100 / 0	11/26/14 / 11/25/14	Exploded	Material requirements records created

Note in the highlighted section, we've simply "applied inventory" which takes into account actual inventory currently in stock, as well as inventory due in on open shop orders. We will allow MRP to make any reschedule recommendations to make our open orders better match this demand.

Why would we choose to use this technique? Largely, to avoid creating a new shop order that we likely don't actually need. That means we can help reduce overall inventory while still satisfying customer demand. It is important that you are running your MRP periodically and reviewing the action messages for manufactured goods as you will likely see an increase in the number of reschedule actions, while you see a reduction in the overall number of orders you are producing.

Explosion Example 2

In the next example, we will increase our unexploded order quantity from 50 to 2700. We're using the same assumptions as before, we have 2651 units available like we had before. Using the identical explosion settings from above, we get a new result:

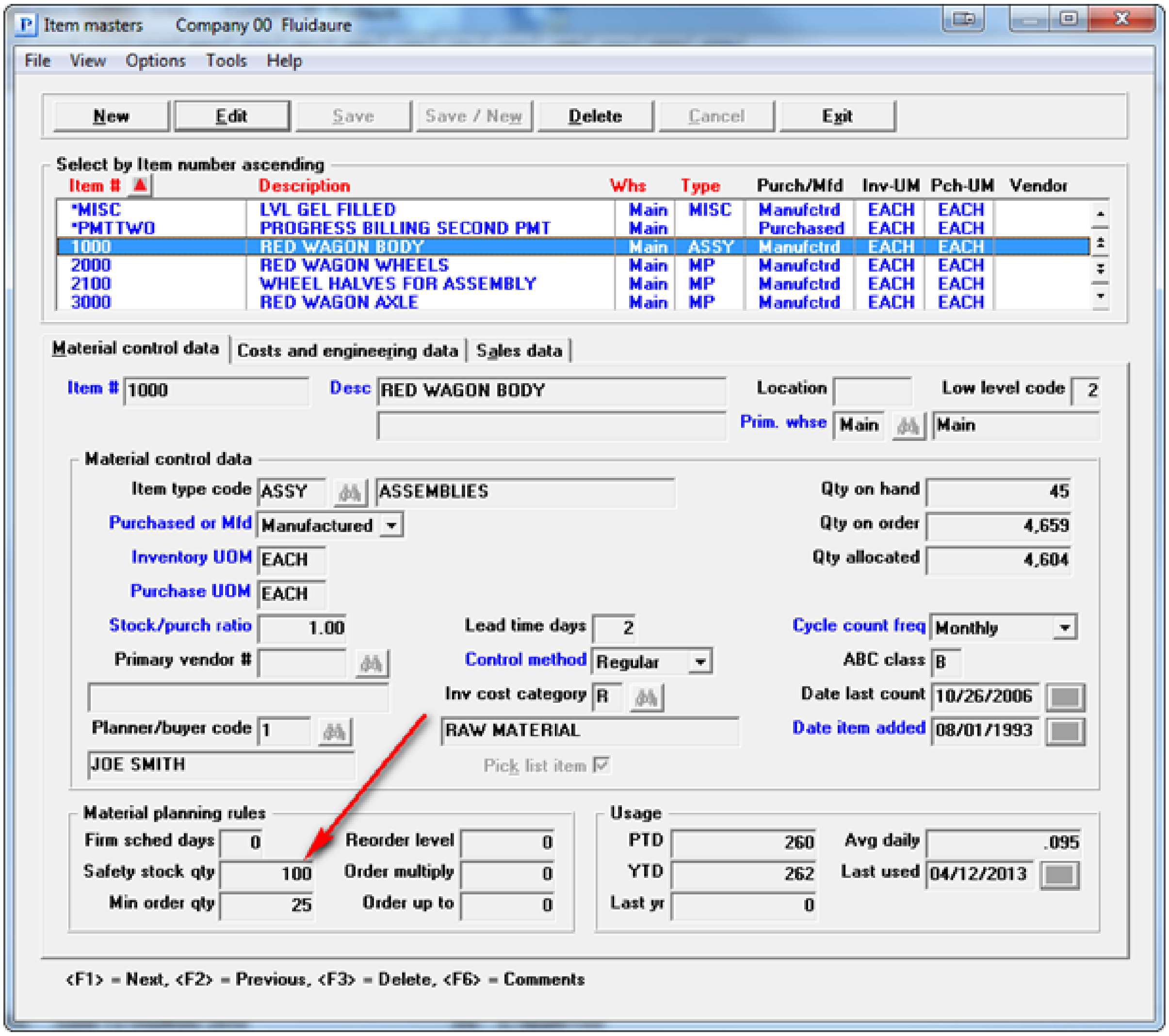


Date 11/19/2014 Time 16:25:54 Fluidaure PDF Generated Report Page 0001

S H O P   O R D E R   E X P L O S I O N   A U D I T   L I S T

Expl level	SO-#	Rls	Item-#	Whse	Qty-ord	Qty-required / Inv-applied	Due-date / Start-date	Ord-status / Explosion-result-message
0	2029		MLRW-73	Main	2,700.000	2,700 0	11/27/14 11/26/14	Exploded Material requirements records created
1	2029		1000	Main	149.000	2,700 2,651	11/26/14 11/24/14	Exploded Material requirements records created
1	2029		2000	Main	10,800.000	10,800 0	11/26/14 11/25/14	Exploded Material requirements records created
1	2029		3000	Main	5,400.000	5,400 0	11/26/14 11/25/14	Exploded Material requirements records created

Now if you're doing the math, you'll realize we only needed 47 units however, we ended up with an order for 149 units. How can that be? Let's review the item master again:

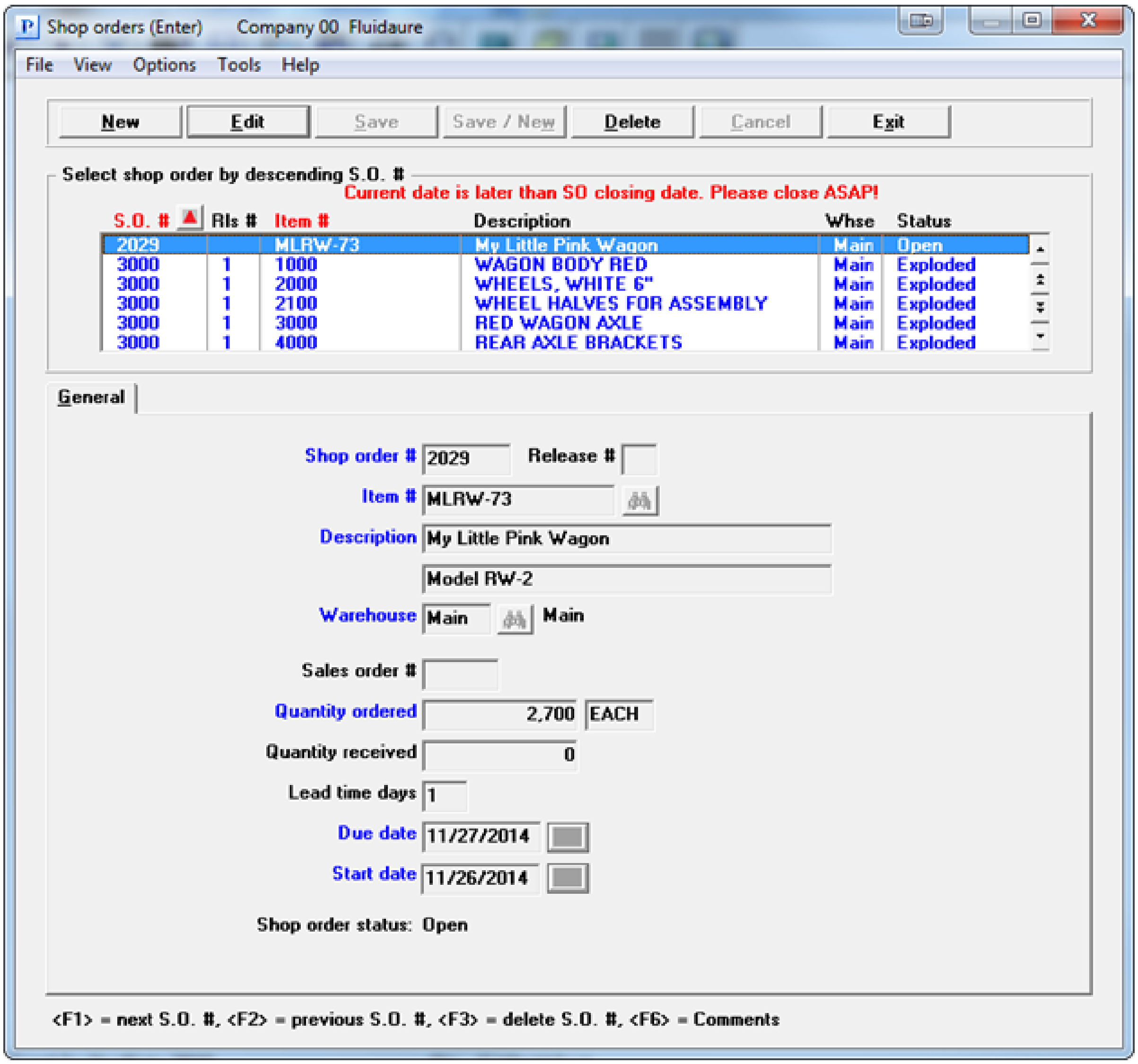


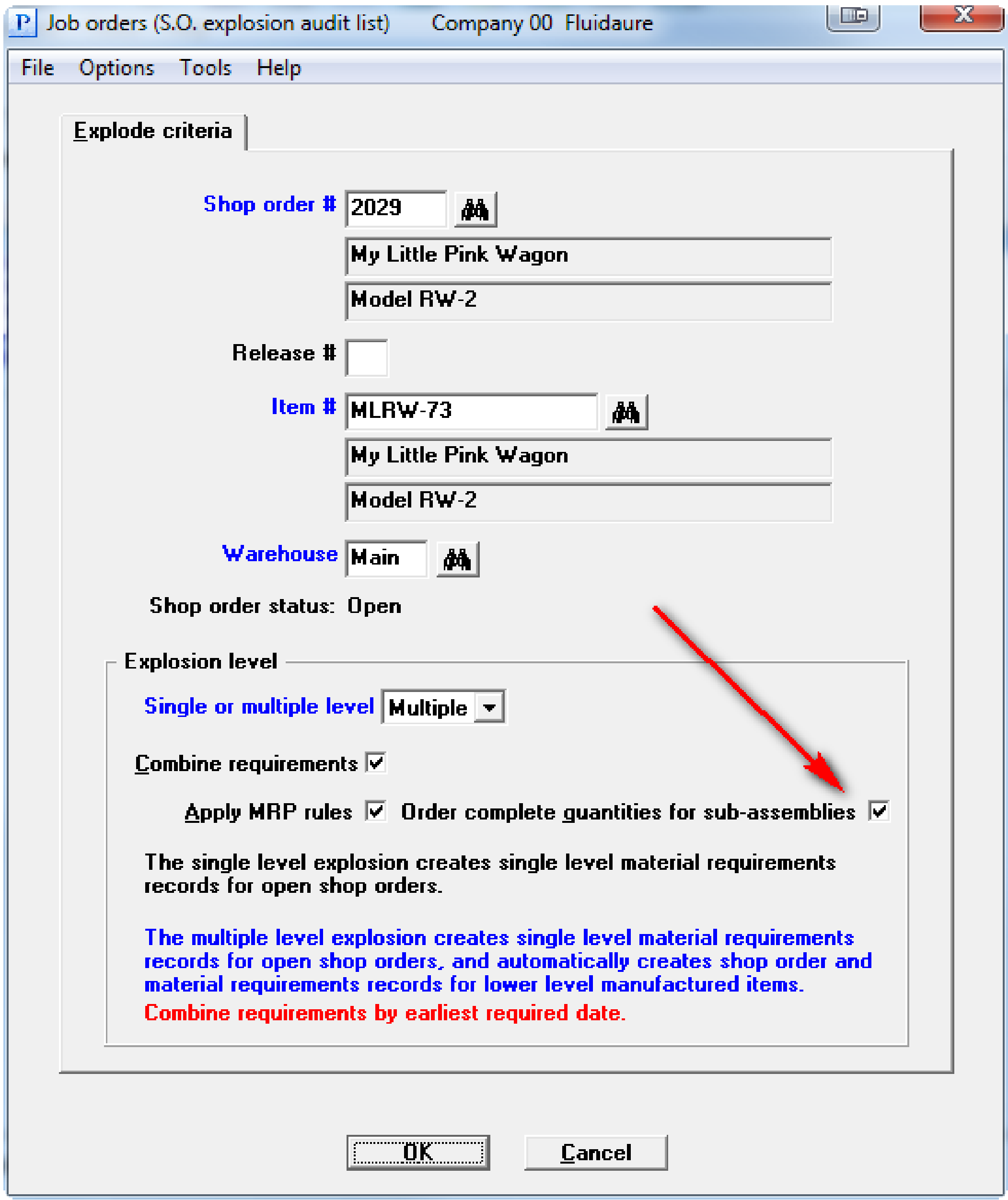
Notice the safety stock quantity of 100 for this sub-assembly item. When the program recognized a need to place an order for this item, it first determined how many were needed, 49 in this case, it then checked to see if there was an order minimum or multiply value. In this case there was indeed an order minimum of 25, which was already met since we had a need for 49. There is no order multiply so no rule is applied there, but there is a safety stock quantity and the overall order quantity of 49 won't meet both the need for this order, and our safety stock requirements, so the program also includes the safety stock requirements into the overall order quantity.

Essentially, as soon as the program determines a sub-assembly order is needed, it immediately takes into account each of these key MRP rules and creates an order to satisfy them all. That means you're reacting to your material needs before you ever run an MRP explosion. This will save you planning time, and help to ensure accuracy in the ordering process.

Explosion Example 3

In this last example, we'll introduce one more option, the ability to order complete quantities. In some environments, it may be more efficient to make larger lot sizes and as such, when you find a need, you may opt to order for the entire amount, instead of the difference. In the last example, we had a need for 49 units, once everything was netted out. If we check off the last box available during the explosion process, and the program finds a partial need, it will order the full amount required, instead of ordering the partial amount it finds. If this also covers safety stock, and meets our other rules, this will be the amount ordered, if not, then the quantity will be adjusted accordingly. Let's use that same example and see the difference:





S H O P   O R D E R   E X P L O S I O N   A U D I T   L I S T

Expl level	SO-#	Rls	Item-#	Whse	Qty-ord	Qty-required / Inv-applied	Due-date / Start-date	Ord-status	Explosion-result-message
0	2029		MLRW-73	Main	2,700.000	2,700 / 0	11/27/14 / 11/26/14	Exploded	Material requirements records created
1	2029		1000	Main	2,700.000	2,700 / 2,651	11/26/14 / 11/24/14	Exploded	Material requirements records created
1	2029		2000	Main	10,800.000	10,800 / 0	11/26/14 / 11/25/14	Exploded	Material requirements records created

In this case, the full amount of 2700 (our complete need for this order) was used. This covers our need on this order and our safety stock needs while still meeting our other MRP rules. You should be careful using this option as it can lead to increases in inventories which may or may not align with your company's inventory needs and goals. While some are willing to carry this inventory, as they are confident it will be sold and the efficiency gained by the larger lot quantities outweighs the carrying costs, many companies will not use this last feature and those who do, should monitor their inventory closely.

Index

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N

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