STARR ACCOUNTING

Section 10

ORDER ENTRY

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SC JC SL CR

STARR COMPUTER SYSTEMS INC.™

"Quality Business Software Since 1976"

Manual revision 03 - Starr Accounting version 4.09

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PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Order Entry module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

STARR DOCUMENTATION ON THE WEB

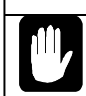
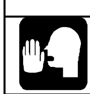
The latest versions of our documentation are available free from our Web site at “http://www.starrcs.com/”. The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

READER’S COMMENTS FORM

Please note the Reader’s Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4] A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.
TEXT	This **bold** typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
Text	We use this ***bold italic*** type for variable parts of command examples. Replace the text shown with the appropriate entry.
RETURN	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
CTRL-C	This indicates a control sequence you press on the keyboard. Press CTRL and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press CTRL-C, it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you *must* or *must not* do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

CHAPTER ONE INTRODUCTION

WHAT CAN IT DO FOR ME

If you sell and ship products you need Order Entry to take orders (which commits inventory), efficiently fill orders via picking documents, ship the product (which updates shipping records), bill the customer or accept cash or credit card payment (which updates Inventory and Accounts Receivable), optionally post the sale to Job Costing, and have all the associated financial data posted to the General Ledger. You need to monitor the customer's credit status so that orders do not ship to customers who are a poor credit risk. You need to back order items out of stock and fill those back orders as soon as the product is shipped. You need to direct ship from the manufacturer to your customer without affecting your inventory. You also need to do hundreds of other tasks related to order processing.

A strength of our system is it’s high integration with all of the above tasks. Our system eliminates double work, thus saving you time. In addition, our software is quick and efficient. You can take phone orders quickly, also getting the credit card authorization while you are still talking to the customer.

FEATURES OF THE SYSTEM

Order Entry interfaces closely with the Inventory Management system. The Order Entry system provides a fast and accurate method of entering sale and return transactions, updating inventory, and providing an invoice for A/R records. It also has point-of-sale capability.

The Starr Computer Systems Inc. Order Entry system is designed to:

- Update inventory as the order is entered
- provide the customer with a record of the sale
- provide picking ticket, packing list, and shipping label
- update Inventory and A/R when the order is billed

The system maintains detailed information on each customer's order including the billing customer, shipping location, shipping instructions, order date, shipping date, terms, and tax information for each order. Each order line contains the invoice number, part number, price, unit cost, discount, and tax information.

Through the inventory system a choice is offered between three different costing methods: Average, LIFO, and FIFO. The inventory is updated as the line items are entered.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Order Entry system include:

- Point of sale capability
- Direct interface with inventory management
- Interactive, menu-driven programs
- Self-instructing user documentation
- Use of accounts receivable billing
- Automatic interface with General Ledger
- Batch mode or inter-active processing
- Inventory bar codes
- Automatic calculation of UPS charges
- Choice of costing method
- Multiple pricing levels
- Automatically generates and fills back orders
- On-line order query at any time
- Comprehensive management reporting
- Sample data for training

HOW THE SYSTEM IS DESIGNED

Orders are entered through the "Order maintenance" module. The “Order header maintenance” program maintains order headers. The order header contains the billing customer information, shipping address, order number, tax codes, salesman number, shipping instructions, and other information important to this particular order.

Order lines are entered via the "Order lines maintenance" program or the "Order lines quick entry" program. The quick entry module provides for entry with a minimum of keystrokes, and can be used in a point-of-sale environment.

Each order line is posted to the Inventory and Job Costing master files as the order lines are created. Orders may be inspected on the CRT screen via the Order Inquiry program.

Orders can be billed at the time of entry, or may be billed later. Both individual billing or automatic batch mode billing are provided.

Batch mode processing is used to easily process a batch of orders, in either automatic or manual mode. It can selectively produce Picking Tickets, Packing Lists, or Invoices.

Reports include orders, picking tickets, packing lists, shipping labels, and invoices. Inventory, Order Entry, and Accounts Receivable master files are updated when the order is invoiced; invoiced orders are then automatically purged. Back orders are automatically filled (if possible) when the fill back orders program is run.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Order Entry system contains thirty-two programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

  This program maintains the O/E Control File parameters.

- **Customer price maintenance**

  This program maintains special customer pricing records.

- **Status price maintenance**

  This program maintains special inventory status pricing records.

- **Promo price maintenance**

  This program maintains special promo code pricing records.

- **Order header maintenance**

  This program maintains order headers (orders and returns).

- **Order lines maintenance**

  This program maintains order lines (line items associated with an order header).

- **Order lines quick entry**

  This program is a streamlined order entry designed so that entry of line items is quick and easy. This module can be used for entry of telephone orders, as well as regular or counter (point-of-sale) orders. Invoices can be generated either immediately or later (via batch mode processing).

- **Order inquiry display**

  This program displays order header information and associated line items on the terminal screen in a condensed format.

- **Fill back orders**

  This program automatically fills back orders, if possible. An audit trail of filled back orders is printed.

- **Billing**

  This is a series of programs that selects orders for billing, updates back order quantities, prints invoices, updates inventory, updates orders, generates A/R Transactions, posts to the customer master file, writes sales history, and purges orders.

- **Reset inventory reserve & BKO**

  This program re-computes the Inventory reserve and back order quantities based upon the order lines.

- **Select a batch**

  This program selects a batch of orders for batch mode processing.

- **Reset a batch**

  This program de-selects a batch of orders that were previously selected for batch mode processing.

- **Process a batch**

  This program processes a batch of orders that were previously selected for batch mode processing. It can process the batch of orders in either automatic or manual mode. It can selectively produce Picking Tickets, Packing Lists, or Invoices.

- **Print customer pricing file**

  This program prints the special customer pricing file. This program has numerous record selection options.

- **Print status pricing file**

  This program prints the special inventory status pricing file.

- **Print promo pricing file**

  This program prints the special promo code pricing file.

- **Print orders (long form)**

  This program produces a complete listing of the Order Header and Order Lines file. This program has sorting and record selection options.

- **Print orders (short form)**

  This program produces an abbreviated listing of the Order Header and Order Lines file. This program has sorting and record selection options.

- **Picking summary report**

  Prints picking totals in bin-item order.

- **Print picking tickets**

  Prints picking tickets in picking sequence order.

- **Print packing list**

  Prints packing list to be included with the shipped order.

- **Print shipping label**

  Prints a shipping label for an order.

CHAPTER TWO PROCEDURES

THE TWO TYPES OF ORDERS

The Order Header can be one of two order types. Order type "Sale" is used to record sales (invoices); order type "Return" is used to record returns (credit memos).

AUTOMATIC UPS CHARGES

The billing process will automatically compute UPS charges, if Shipping Clerk is implemented. To set up automatic charges, do the following:

1. Create an A/R Control file misc. charge entry named "SHIP & HAND".

2. Enter your UPS zone data in the UPS Zones Control file. Refer to the Shipping Clerk documentation.

3. The best method to get package weight is to weigh the packages at the time of shipping using the Shipping Clerk scale. However, you can optionally put the unit weight in the Inventory Master file for each item; you may want to add some weight for packing.

4. To cause automatic UPS charges, enter the shipping method in the header shipping instructions. If the shipping instructions has the string “N/C” anywhere to the right of the shipping method, the system will not compute shipping charges but will still compute additional charges

   When the order is billed, the freight misc. charge will default to the correct UPS charge for those items shipped.

SPECIAL PROCEDURES

There are several special cases that may arise in running the Order Entry system. The handling of each of these special cases is described in the following section:

1. Delete an order/return

   Delete the order header. The corresponding order lines will be automatically unposted to inventory and deleted.

2. Reverse a billed order

   Enter and bill a return.

3. Inventory reserve & back order quantities incorrect

   Run the "Reset inventory reserve & BKO" program.

LOADING INITIAL DATA

The following procedure is used to load your initial orders when you started using the Starr Order Entry system.

The initial data load procedure follows:

1. Load your Inventory balances. See the Inventory documentation.
2. Enter your open orders. This will reserve the order line quantities in the corresponding Inventory Master records.

DAILY PROCEDURES

This procedure is performed after you receive a shipment of product.

1. Receive the items into inventory.
2. Run the "Fill back orders" program.
3. Run batch mode billing to ship and invoice the filled back orders.

MONTH END PROCEDURES

There are currently no Order Entry month end procedures.

YEAR END PROCEDURES

There are currently no Order Entry year end procedures.

CHAPTER THREE PROGRAMS

CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define control information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Record number

   The control file record number.

2. Custom option

   Used to control custom O/E features. No custom options are currently defined. Enter the sum of the features to turn on multiple features.

3. Batch number

   The current batch mode billing batch number.

4. Use lines weight

   If Shipping Clerk is implemented, you usually do not want the system to calculate shipping charges using the order line item weight (which comes from the inventory master record); you want the charges to come from the Shipping Clerk transactions. When this option is “Yes” and Shipping Clerk transaction charges are zero, the software will use the sum of the line item weights to calculate shipping charges. Please note that the software *always* calculates the shipping charges via Shipping Clerk transactions *first*, and only uses lines weight when the Shipping Clerk transaction charges are zero. This option only applies when Shipping Clerk is implemented on your system.

5. Company name control

   If "Yes" is entered the program prints the company name and address in the upper left corner of the forms. Should only be "Yes" when printing forms on blank paper.

6. Field descriptions control

   If "Yes" is entered the program prints field descriptions prior to fields on forms. Should only be "Yes" when printing forms on blank paper or continuous letterhead.

7. Combo pick/pack

   Enter "Yes" if using the two part combination picking ticket/packing list form, else enter "No".

8. Pick form #

   Packing list form number. Form number "0" is the standard Picking List.

9. Pick copies

   The default number of copies of the Picking Ticket to print.

10. Pick contact name

    Enter "Yes" to print the contact name on the picking ticket; else enter "No".

11. Pick expand kits

    Enter "Yes" if you want to expand kits on Picking Ticket; else enter "No".

12. Pack form #

    Packing list form number. Form number "0" is the standard Packing List, which has an option print prices. Form number "1" is an "invoice like" format with the following additional fields: price, adjustment percentage, extended amount, and order subtotal.

13. Pack copies

    The default number of copies of the Packing List to print.

14. Pack contact name

    Enter "Yes" to print the contact name on the packing list; else enter "No".

15. Pack expand kits

    Enter "Yes" if you want to expand kits on Packing List; else enter "No".

16. Write IVTRAN

    When "Yes", will write Inventory transactions when invoicing. When "No", does not write an Inventory transaction when invoicing.

    It is not necessary to write Inventory transactions for the system to post to the General Ledger; posting occurs via the A/R transactions.

17. Maximum Quick Entry lines

    When using "Order lines quick entry", the maximum number of line items you will have on any one invoice. Cannot exceed 150 line items without exceeding 200K of memory; call us if you need more than 150 line items and we will provide you a special version of this program. Do not make this number bigger than necessary, as it slows the program down to process more line items.

18. Status Pricing

    If "Yes", will enable status pricing in the O/E and Quotation Quick Entry programs.

19. Promo Pricing

    If "Yes", will enable promo pricing in the O/E and Quotation Quick Entry programs.

CUSTOMER PRICING FILE MAINTENANCE

This program is used to maintain special customer pricing records. The pricing record contains records for each customer that gets special pricing on sets of inventory items, or on specific inventory items.

The fields that affect sets of items are department, class, and status. The pricing subprogram AND's department, class, and status (i.e. you can simultaneously select on more than one of these fields).

The fields that affect an individual item are location and item number. When specified, the item will be priced at the item price specified in this record.

Each pricing record has a beginning and ending date. The customer pricing starts on the beginning date and remains in effect through the ending date.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Customer key

   The customer key. The system immediately verifies that it is a valid customer.

2. Sequence number

   The record sequence number. In add mode, leave this field blank; the system will automatically assign the next available line number. When the program assigns line number, it starts with "0010" and increments by "0010" for each new line; this permits adding up to nine more new items between already existing lines. When the program automatically assigns line numbers the maximum number of lines on an order/return is 999; when manually assigning line numbers the maximum is 9999.

3. Department

   The inventory department to match.

4. Class

   The inventory class to match.

5. Status

   The inventory status to match.

6. Location

   The inventory warehouse location to match.

7. Item number

   The inventory item key to match.

8. Price code

   The inventory price code.

9. Adjustment %

   The adjustment percentage for this line item. This line item will be initially marked up/down by this percentage, but can be overridden manually. Discount percentages must be entered as a negative number.

10. Price

   The price for this item. This field is only used when the location and item number are specified above.

11. Beginning date

   The date this customer pricing takes effect.

12. Ending date

   The last date this customer pricing is valid.

STATUS PRICING FILE MAINTENANCE

This program is used to maintain special status pricing records. Status pricing is based on inventory status code. Within an order, the price of ***all*** inventory items with the same status is based on the ***total*** quantity (or dollar amount) of ***all*** line items with that status.

Each pricing record has a beginning and ending date. The status pricing starts on the beginning date and remains in effect through the ending date.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Status code

   The inventory status code.

2. Sequence number

   The record sequence number. In add mode, leave this field blank; the system will automatically assign the next available line number. When the program assigns line number, it starts with "0010" and increments by "0010" for each new line; this permits adding up to nine more new items between already existing lines. When the program automatically assigns line numbers, the maximum number of records for a status is 999; when manually assigning line numbers, the maximum is 9999.

3. Price/Adj% indicator

   If the indicator is set to “Price” the customer will pay this price if they are within range of Quantity/Amount (x). If the indicator is set to “Adjustment %” then the customer’s total will be modified by the “Adjustment %” (remember that discount percentages are negative) if in the range of Quantity/Amount (x).

4. Qty/Amt. indicator

   This is the range, whether it be a total dollar amount range (“Amount”) or a quantity range (“Quantity”), that is modified by Price/Adj% (x).

5. Price/Adj% (x)

   Item price/adjustment % in order of highest price / smallest adjustment.

6. Quantity/Amount (x)

   Will pay price / get discount (x) when ordering <= quantity/amount (x).

7. Beginning date

   The date this status pricing takes effect.

8. Ending date

   The last date this status pricing is valid.

PROMO PRICING FILE MAINTENANCE

This program is used to maintain special promo pricing records. The pricing record contains records for each promo code that gets special pricing on sets of inventory items, or on specific inventory items.

The fields that affect sets of items are department, class, and status. The pricing subprogram AND's department, class, and status (i.e. you can simultaneously select on more than one of these fields).

The fields that affect an individual item are location and item number. When specified, the item will be priced at the item price specified in this record.

Each pricing record has a beginning and ending date. The customer pricing starts on the beginning date and remains in effect through the ending date.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Promo code

   The order header promotion code.

2. Sequence number

   The record sequence number. In add mode, leave this field blank; the system will automatically assign the next available line number. When the program assigns line number, it starts with "0010" and increments by "0010" for each new line; this permits adding up to nine more new items between already existing lines. When the program automatically assigns line numbers, the maximum number of records for a status is 999; when manually assigning line numbers, the maximum is 9999.

3. Department

   The inventory department to match.

4. Class

   The inventory class to match.

5. Status

   The inventory status to match.

6. Location

The inventory warehouse location to match.

7. Item number

The inventory item key to match.

8. Price code

The inventory price code.

9. Adjustment %

The adjustment percentage for this line item. This line item will be initially marked up/down by this percentage, but can be overridden manually. Discount percentages must be entered as a negative number.

10. Price

The price for this item. This field is only used when the location and item number are specified above.

11. Beginning date

The date this customer pricing takes effect.

12. Ending date

The last date this customer pricing is valid.

ORDER HEADER FILE MAINTENANCE

This program is used to maintain order (invoice) or return (credit memo) header records. The order header contains the name, address, and other general invoice information (all information except the line items).

Uses the “Find customer key from customer name” subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

Customer comments can be entered from this program using the "Update comments" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

When reversing the sales tax or taxable freight (via a credit memo) and not reversing the line items (only entering the sales tax or freight), the billing program calculates the transaction apply amount, so the sales tax report can also reverse the taxable amount. If reversing sales tax or freight and you do not want the apply (taxable) amount calculated, zero the order header state and local codes before billing the credit memo.

After the order/return is entered, you have the option of printing the order/return. After printing, the associated A/R files are updated and the associated invoice header and lines are purged.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Bill to customer key

   The key of the customer that gets the bill. The system immediately verifies that it is a valid customer, and automatically fills in all associated customer fields in the order header.

   If the customer's past due indicator is "Yes" and the customer has past due invoices, the past due invoices will be automatically displayed.

   Use the “F1” key to activate the find customer key from customer name subprogram.

2. Order number

   Your internal order number. In add mode leave this field blank; the system will automatically assign the next order number.

3. Ship to customer key

   The key of the customer that gets the product. The system immediately verifies that it is a valid customer, and automatically fills in all associated customer fields in the order header.

4. Order type

   Enter "O" for order (invoice), or "R" for return (credit).

5. Entry mode

   Enter "F" for full "Order lines maintenance" of the line items, or "Q" for "Order lines quick entry".

   You would need full mode to enter serial numbers or change G/L accounts; otherwise use quick entry. You can enter using quick entry, and then use full entry to make changes.

6. Terms code

The terms code of the terms you are offering on this invoice.

7. PO# / apply #

For an invoice, enter the customer purchase order number. Uses the "Check for duplicate PO#" subprogram to check for duplicate purchase orders; see the "SUBPROGRAMS" section of the "System User's Guide" for more information (reports the database in which the duplicate was found).

For a credit memo, enter the customer purchase order, then a "/" character, then the invoice number to which the invoice applies. This will cause the generated A/R transactions to age with the invoice. If the invoice number is not known, then the credit will be applied to an invoice via the apply credits program.

8. Adjustment %

The default adjustment percentage for line items. Each line item will be initially marked up/down by this percentage, but can be overridden manually. Discount percentages must be entered as a negative number.

9. Comment

Will appear as the first comment line at the bottom of the invoice. Uses the "Order header comments" subprogram to construct special comments; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

10. Prepaid check number

For prepaid invoices, enter the check number paying this invoice.

11. Prepaid check amount

For prepaid invoices, enter the total prepaid amount.

If this amount is left zero, the software will assume that the check amount equals the invoice amount due.

If the check amount is less than the invoice amount due, then the invoice will be partially paid, and will be brought up by the apply payments/credits program the next time a credit is to be applied.

If the check amount is greater than the invoice amount due, then an open credit will automatically be created for the over payment. This credit will be brought up by the apply payments/credits program the next time a credit is to be applied.

12. Billing name & address

    Billing contact, name, address, and phone. If set in the System Control File, the city and the state will be defaulted based on the zip code.

13. Shipping name & address

    Shipping contact, name, address, and phone. In add mode, the shipping name and address can be defaulted to the billing name and address by entering “/BILLTO” in the shipping contact name.

14. FOB

    Freight on board shipping point.

15. Shipping instructions

    Shipping method/instructions. To have UPS charges automatically calculated from the weight, the shipping instructions must be as defined in the Shipping Clerk documentation.. If the shipping instructions has the string “N/C” anywhere to the right of the shipping method, the system will not compute shipping charges but will still compute additional charges.

16. Order date

    The order date in MMDDYY format.

17. Ship date

    Your promised ship date in MMDDYY format.

18. Salesman number

    The salesman number of the salesman making this sale. Used by the "Sales analysis" program to report sales by salesman.

19. Promotion code

    The sales promotion code.

20. Sales tax code

The sales tax code for the ship to customer. Used by the "Sales tax" program to report classes of non-taxable sales.

21. State code

    The state sales tax code for the ship to customer.

22. Local code (x)

    The local sales tax codes for the ship to customer. There can be up to three local sales tax codes per invoice.

23. Job key

    Job costing key.

24. Job cost code

    Job cost posting code; for costing line items when billed.

25. Job warranty code

    Job cost warranty code; for costing line items when billed.

26. Reseller ID

    If this invoice is items for resale, contains the purchaser's reseller ID number.

27. Batch number

    A display-only field.

28. Operator

    A display-only field.

ORDER LINES FILE MAINTENANCE

This program is used to maintain order or return line item records. The order lines contains the line items associated with an order/return.

As lines are added, the system displays updated order totals, weight, freight, and sales tax at the bottom of the screen. To increase processing speed, skips the recalculation of shipping and handling when the total line item weight (obtained from line item records) has not changed.

Function key F5 is used to bring up an "alternate item" window. It is used to select alternate (substitute) inventory items when an inventory item is out of stock. Use the PREV SCREEN and NEXT SCREEN keys to scroll through the set of substitute items. Enter the EXECUTE key to accept a substitute, or the MENU key to not substitute and return to the order line.

Function key F6 is used to bring up the payment/credit card subprogram. The order header terms, prepaid check number, prepaid check amount, and order header comment will be automatically updated in the order header via the subprogram. If the payment is via a credit card, the subprogram can also be used to automatically call the credit card processor's computer to record the sale and get an authorization number. See the "Credit Card Utility" documentation in the "System User's Manual" for details on the payment/credit card subprogram.

Function key “shift+F1” is used to bring up a “find item key by item description” window. It finds the inventory item# key from the inventory description using a three “key word out of context” (KWOC) search, and puts the location/item# into the order.

Each record contains a field called the record flag. This flag is used by the system to identify the status of that line item. The value of the flag will be the SUM of the status conditions. The various conditions follow:

Status condition 1

> This condition exists when the line item has been posted to it's corresponding Inventory Master record.

After the order/return is entered, you have the option of printing the order/return. After printing, the associated A/R files are updated and the associated order header and lines are purged, if no back orders.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Bill to customer key

   The customer key of the associated order header.

2. Order number

   The order number of the associated order header.

3. Line number

   The line item line number. In add mode, leave this field blank; the system will automatically assign the next available line number. When the program assigns line number, it starts with "0010" and increments by "0010" for each new line; this permits adding up to nine more new items between already existing lines. When the program automatically assigns line numbers the maximum number of lines on an order/return is 999; when manually assigning line numbers the maximum is 9999.

4. Record type

   Enter "D" for detail, or "N" for note. Detail records are described below. Note records contain a single item; a 76 character free-format note or comment. There can be any number of note records.

5. Item location

6. Part number

   The item part number.

   When you press RETURN after entering a part number, the system will default the inventory fields using the corresponding Inventory Master fields. To *not* default these fields, use the up or down arrow keys when passing through the part number.

   If a non-stock item but what follows the “\” character is a valid part number, the system will default the inventory fields using the corresponding Inventory Master fields.

   When the Inventory Control file “Use barcodes” field is “Yes” it tries to access the Inventory Master via the barcode key; if that fails it tries the item key.

7. Description

   The item description.

8. Quantity ordered

9. Quantity shipped

   The quantity to ship.

10. Quantity back ordered

11. Unit price

    Price per sale unit.

12. Unit cost

    Cost per sale unit.

13. Taxable

    Enter "Yes" if a taxable item; enter "No" if the item is not taxable.

14. Unit weight

    Weight per sale unit (in pounds).

15. Serial number

    The item serial number, if serial number tracking is desired.

16. Sale account number

    Sale G/L account number. Must match a "SALE" credit account in the A/R Control file.

17. Inventory account number

    Inventory G/L account number. Must exist in the G/L Account Master file. The system immediately verifies that it is a valid account.

18. Cost of goods account number

    Cost of goods sold G/L account number. Must exist in the G/L Account Master file. The system immediately verifies that it is a valid account.

19. Adjustment percentage

    Adjustment percentage for this line item. Markups are entered as positive numbers, and discounts are entered as negative numbers.

ORDER LINES QUICK ENTRY

This program is used to maintain order or return line item records. The order lines contains the line items associated with an order/return.

The order header customer key, order number, company name, contact name, phone number, and customer price code are displayed at the top of the screen.

As lines are added, the system displays updated order totals, weight, freight, and sales tax at the bottom of the screen. To increase processing speed, skips the recalculation of shipping and handling when the total line item weight (obtained from line item records) has not changed.

After the order/return is entered, you have the option of printing the order/return. After printing, the associated A/R files are updated and the associated order header and lines are purged, if no back orders.

The maximum number of line items for an order that this program can process is 150; but may be set for less in the O/E Control file. Ten lines at a time are on the screen, and can be "browsed through" using the function keys:

a) F1 = go down one line.

b) F2 = go up one line.

c) F3 = go down ten lines.

d) F4 = go up ten lines.

Additional function keys are used to optionally enter the part description and return to the current line.

a) F5 = go to item description field.

b) F6 = return to your current line.

Additional function keys are used to optionally run subprograms. See the "System User's Manual" for documentation on the subprograms.

a) F9 = alternate item subprogram.

b) F10 = payment/credit card subprogram.

c) F11 = status pricing subprogram.

   i) Status pricing is only performed if the O/E Control file “Status pricing” switch is set to “Yes”.

d) F12 = notes subprogram.

e) Shift+F1 = find item# key from item description subprogram.

f) Shift+F11=promo pricing subprogram

i) Promo pricing is only performed if the O/E Control file “Promo pricing” switch is set to “Yes”.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Record Fields

1. Bill to customer key

   The customer key of the associated order header.

2. Order number

   Once the order header is read, the following fields are displayed:

   a) Company contact name

   b) Company name

   c) Phone #

   d) Sales tax code

   e) Price code

   f) Note code

      Will be "N" if notes exist for the current detail line (the detail line associated with the current cursor position)

3. Item location

4. Part number

   The item part number.

   When you press RETURN after entering a part number, the system will default the inventory fields using the corresponding Inventory Master fields. To ***not*** default these fields, use the up or down arrow keys when passing through the part number.

If a non-stock item but what follows the “\” character is a valid part number, the system will default the inventory fields using the corresponding Inventory Master fields. However, defaults the G/L account numbers from the Inventory Control file non-stock G/L accounts.

When the Inventory Control file “Use barcodes” field is “Yes” it tries to access the Inventory Master via the barcode key; if that fails it tries the item key.

5. Taxable

   Enter "Yes" if a taxable item; enter "No" if the item is not taxable.

6. Quantity ordered

7. Quantity shipped

   The quantity to ship.

8. Quantity back ordered

9. Unit cost

   When a non-stock part number that exists on inventory, you can set the cost to zero (does not set the cost when in the discount percentage field – although does set the cost via other line item fields).

   Cost per sale unit.

10. Adjustment percentage

    Adjustment percentage for this line item. Markups are entered as positive numbers, and discounts are entered as negative numbers.

11. Unit price

    Price per sale unit.

ORDER INQUIRY DISPLAY

This program is used to display Order Header information at the top of the terminal screen, as well as all order lines that are associated with this Order Header.

Order Header and associated Order Line Items are displayed in line number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of line items that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of line items that are currently displayed (e.g. if you were displaying the last twelve line items in a set of one hundred lines the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Use the “F6” key to look up an order by the customer’s purchase order number (within an order date range).

Order Header

The Order Header fields are displayed at the top of the screen. The header fields are:

1. Customer key
2. Customer name, address, and phone
3. Order number
4. Order type
5. Salesman number
6. Terms code
7. Order date
8. Ship date
9. Purchase order number
10. Freight on board

11. Shipping instructions

12. Batch Number

13. Promotion code

    The sales promotion code.

14. Order header flag

Order Lines

The Order Lines are displayed on the bottom of the screen. The line fields are:

1. Warehouse location

2. Item part number

3. Item description

   Only the first eighteen characters are displayed.

4. Quantity ordered

5. Quantity shipped

6. Quantity back ordered

7. Price

8. Line item flag

FILL BACK ORDERS

This program automatically fills back orders, if there is sufficient quantity in inventory to either partially or completely fill the back order. An audit listing of filled back orders is produced.

The program will not reduce an existing ship quantity, even if there is insufficient inventory to ship it. This is because the operator had to override the default ship quantity when the order was entered; the operator is assumed to be correct.

The program works in two passes. Pass one unposts all the back orders to inventory (i.e. reduces the Inventory Master reserve and the back order quantities). Pass two fills the back orders (if possible), and then posts the back orders back to inventory (i.e. increases the Inventory Master reserve and the back order quantities). If the system halts between the two passes, the Inventory Master reserve and back order quantities could be incorrect; they can be fixed by running the "Reset inventory reserved & BKO" program.

Because pass one of this program unposts all of the existing Inventory Master back orders, no one should be entering orders while this program is running.

The report is produced in order number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the order number low and the order number high for the beginning and ending order numbers to process.

6. Enter the customer key group to match, or "All" for all customers.

Order Header Report Fields

The report has two lines for each order header. The report fields are:

Line one:

1. Customer key
2. Customer name
3. Contact name
4. Order type
5. Order date
6. Ship date
7. Salesman number
8. Terms code
9. Sales code
10. State tax code
11. Local tax code (x)
12. Job cost key
13. Order header flag

Line two:

1. Order number
2. City, state, zip code
3. Contact phone number
4. Ship customer key
5. Shipping instructions

Order Lines Report Fields

The report has one line for each line item. The report fields are:

1. Line number
2. Warehouse location
3. Item number
4. Description
5. Sales tax code
6. Old quantity ordered
7. Old quantity shipped
8. Old quantity on back order
9. New quantity shipped
10. New quantity on back order
11. Unit price
12. Adjustment percentage
13. Line item flag

BILLING

The billing programs bill an existing order (invoice) or return (credit memo). The following tasks are performed:

1. Optionally select an order to bill
2. Optionally update the print options
3. Optionally update the ship and invoice dates
4. Optionally override the automatically assigned invoice number
5. Optionally update misc. charges and notes
6. Print the invoice/credit memo

The print program recognizes the following operator special options: “|IVFx”, “PCNx”, and “PFDx”. See the “Operator file maintenance” section of the “System User’s Guide” for additional information.

7. Write the Customer A/R Transactions

8. Optionally write Sales History records

9. Purge the order

When selling a kit at zero price, the Inventory Transaction unit amount is set to zero. This change does not affect the sale account posting to the Accounts Receivable transaction file (which posts to the General Ledger); that continues to be determined from the Order Entry kit line item price.

If an order line item is adjusted by the discount percentage, the generated inventory transactions sale price is reduced by this percentage.

The corresponding kit master record “sale price” and “purchase cost” determine the inventory transaction unit amount (sale price) of a kit component. The ratio of the kit master “sale price / cost per sale unit” is used to determine a “sale/cost multiplier”. The “kit component price is computed as the component “cost per sale unit” times the “sale/cost multiplier”. If the kit master “purchase cost” is zero, the kit component will be priced at it’s cost. This change does not affect the sale account posting to the Accounts Receivable Transaction file (which posts to the General Ledger); that continues to be determined from the Order Entry kit line item price.

This program also prints the file “OEBIL1.MSG” at the bottom of the invoice in the invoice notes section (if room for the entire message after any notes manually entered in the invoice notes section). This file can be created with the XED text editor, and can be up to four lines of up to seventy-eight characters on each line. To print a blank line, enter at least one space on that line.

Operating Steps

The operating steps are:

1. Enter the customer/order # to process.

   This step is skipped if you went to billing directly from order entry; in this case the software already knows the customer/order #.

2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 85-column paper. Set the paper in the printer to the first line of a new page.

4. Enter the number of copies of the report desired. Default is 1.

5. Enter the run date in MMDDYY format. Default is the system date.

6. Change the ship date, if desired.

7. Change the invoice date, if desired.

   If the entered ship/invoice date is zero, the zero date(s) will be set to the current date. If the entered ship/invoice date is prior to the start of the current accounting year, the generated A/R and Inventory transactions will be set to the current accounting period.

8. Enter your invoice number, if you want to override the automatically generated invoice number. If you had previously printed but not posted an invoice for this order, the system will re-use that earlier invoice number.

9. Enter the misc. charges. If a credit memo, enter the charges as negative numbers.

   If entering a misc. debit/credit, enter the amount and the posting account number. The account number will print in square brackets to the left of the misc charge description on the invoice.

   Function key F9 is used to bring up the payment/credit card subprogram. The order header terms, prepaid check number, prepaid check amount, and comment line will be automatically updated in the order header via the subprogram. If the payment is via a credit card, the subprogram can also be used to automatically call the credit card processor's computer to record the sale and get an authorization number. See the "Credit Card Utility" documentation in the "System User's Manual" for details on the payment/credit card subprogram.

10. Enter the invoice notes. Notes can be extracted from the associated note files by entering the note number followed by function key F1.

11. The invoice now prints, and you are asked if the invoice is OK. If the invoice is OK, say "Yes" and press the EXECUTE key. If the invoice is not OK, say "No" and press the EXECUTE key, or press the MENU key.

    The print invoice program scans prepaid check number for credit card prefixes; “VS means “Visa”, “MC” means “Master Card”, “DC” means “Discovery”, and “AE” means “American Express”. If one of these prefixes, the “*** Prepaid invoice …” line will say “prepaid via credit card auth# …”. If no prefix, the line prints “prepaid via check# …”

If you say the invoice is OK, the A/R transactions will be written. Full G/L distribution records will be written for this invoice; common accounts will be summed, and signs will be adjusted. The discount amount, discount date, and due date will be generated via the terms code and the Terms file. The A/R distribution record will be posted to the customer's record within the Customer Master file.

If the A/R Control file write Sales History option is "Yes", a Sales History record will be written for each line item of the invoice.

RESET INVENTORY RESERVE & BKO

This program resets the Inventory Master reserve and back order quantities based upon O/E order line items. It will read the order line items and set corresponding inventory master reserve and back order counts to match the sum of the line item reserve and back order quantities.

Because pass one of this program unposts all of the existing Inventory Master reserve and back orders quantities, no one should be entering orders while this program is running.

Operating Steps

To operate, run the program. All processing is automatic.

SELECT A BATCH

This program selects a batch of orders for later batch processing. It stores a specified batch number in the order header of each selected order. Later, the batch of orders can be processed as a group (via the assigned batch number).

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the order number low to high range to process.

6. Enter the order ship date low to high range to process.

7. Enter the terms code low to high range to process.

8. Enter the operator key low to high range to process. The operator key was stored in the order header record when the order header was entered.

9. Enter the customer key group to match, or "All" for all customers.

10. Enter the "process assigned batch" option. Enter "No" to skip orders that have already been assigned to a batch (the order header batch number is non-zero). Enter "Yes" to assign a new batch number to orders that have already been assigned to a batch (the order header batch number is non-zero).

11. Enter the “require line items” option. When “Yes”, an order will only be assigned a batch number when line items exist for that order.

12. Enter the batch number to be assigned to this batch of orders. Press function key F1 to automatically assign the next available batch number.

Report Fields

The report fields are:

1. Order number

2. Customer key

3. Customer name

4. Address line one

5. Purchase order number

6. Order date

7. Ship date

RESET A BATCH

This program de-selects a previously selected batch of orders. It zeros the batch number in each order header matching the specified batch number range.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the batch number low to high range to process.

Report Fields

The report fields are:

1. Order number
2. Customer key
3. Customer name
4. Address line one
5. Purchase order number
6. Order date
7. Ship date

PROCESS A BATCH

This program processes a previously selected batch of orders. The processing option works in two phases. Phase one defines the functions to be performed and the parameters necessary to do the functions. Phase two automatically processes all orders in the specified batch, in order number order.

Operating Steps

The operating steps are:

1. Enter the batch number low to high range to process.
2. Process the batch.

   Enter the function parameters for the Pick Ticket, the Packing List, and the Invoice.

   Each function has a pop-up value option with the following values:

   a) "Auto" means run the function with minimum operator control (a minimum number of keystrokes).

   b) "Manual" means run the function with full operator control.

   c) "No" means do not run this function.

Pick Ticket Parameters

The following parameters are for the Pick Ticket:

1. Enter the Pick Ticket option: "Auto", "Manual", or "No".

2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 85-column paper. Set the paper in the printer to the first line of a new page.

4. Enter the number of copies of the report desired. Default is 1.

5. Enter the run date in MMDDYY format. Default is the system date. This date will be used as the ship date in the Pick Ticket.

6. Enter the ship date low to high range to process. Note: this ship date range is a subset of the ship date range specified in the "Select a batch" program (i.e. may not include all of the batch if these dates are "within" the "Select a batch" dates). If you want all orders within the batch, then use the same ship dates as you used when you ran "Select a batch".

   If the entered date is blank, the system will select all orders within the batch and will substitute the order header ship date in the Picking Ticket.

7. Enter the “print prices” option. Enter “Yes” to print prices; else enter “No”.

Pack List Parameters

The following parameters are for the Packing List:

1. Enter the Packing List option: "Auto", "Manual", or "No".

2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 85 column paper. Set the paper in the printer to the first line of a new page.

4. Enter the number of copies of the report desired. Default is 1.

5. Enter the run date in MMDDYY format. Default is the system date. This date will be used as the ship date in the Packing List.

6. Enter the ship date low to high range to process. Note: this ship date range is a subset of the ship date range specified in the "Select a batch" program (i.e. may not include all of the batch if these dates are "within" the "Select a batch" dates). If you want all orders within the batch, then use the same ship dates as you used when you ran "Select a batch".

   If the entered date is blank, the system will select all orders within the batch and will substitute the order header ship date in the Packing List.

7. Enter the “print prices” option. Enter “Yes” to print prices; else enter “No”.

Invoice Parameters

The following parameters are for the Invoice:

1. Enter the Invoice option: "Auto", "Manual", or "No".

2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 85-column paper. Set the paper in the printer to the first line of a new page.

4. Enter the number of copies of the report desired. Default is 1.

5. Enter the run date in MMDDYY format. Default is the system date.

6. Enter the ship date in MMDDYY format. Default is the system date.

7. If the entered date is blank, the system will substitute the order header ship date in the invoice

8. Enter the invoice date in MMDDYY format. Default is the system date.

   If the entered date is blank, the system will substitute the order header ship date in the invoice

9. Enter the “print invoice” option. Enter “Yes” to print the invoice; else enter “No”.

10. Enter the “post invoice” option. Enter “Yes” to post the invoice (generate the transactions and purge the order); else enter “No”.

CUSTOMER PRICING

This program produces a customer special pricing report for selected records.

The report is printed in customer/sequence number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the price date low to high range to process.

6. Enter the location to process, or "All" for all locations.

7. Enter the department to process, or "All" for all departments.

8. Enter the class to process, or "All" for all classes.

9. Enter the status to process, or "All" for all status.

10. Enter the item number low to high range to process.

11. Enter the customer key group to match, or "All" for all customers.

Report Fields

The following fields are printed:

1. Customer key
2. Sequence number
3. Department
4. Class
5. Status
6. Item location
7. Item number
8. Price code
9. Adjustment percentage
10. Special price
11. Beginning price date
12. Ending price date

STATUS PRICING

This program produces a status special pricing report for selected records.

The report is printed in status key order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the report date in MMDDYY format. Default is the system date.

5. Enter the price date low to high range to process.

6. Enter the status to process, or "All" for all status.

Report Fields

The following fields are printed:

1. Status code

2. Sequence number

3. Price/Adjustment % (x)

4. Quantity/Amount (x)

5. Beginning price date

6. Ending price date

PROMO PRICING

This program produces a promo special pricing report for selected records.

The report is printed in promo/sequence number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the price date low to high range to process.

6. Enter the location to process, or "All" for all locations.

7. Enter the department to process, or "All" for all departments.

8. Enter the class to process, or "All" for all classes.

9. Enter the status to process, or "All" for all status.

10. Enter the item number low to high range to process.

11. Enter the promo key group to match, or "All" for all promo codes.

Report Fields

The following fields are printed:

1. Promo code
2. Sequence number
3. Department
4. Class
5. Status
6. Item location
7. Item number
8. Price code
9. Adjustment percentage
10. Special price
11. Beginning price date
12. Ending price date

ORDERS FILE (LONG FORM)

This program prints selected orders, all order header information, and all associated lines. This program is also used to print back orders.

The report can be produced in either order number order or customer/order number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the order number low to high range to process.

6. Enter the ship date low to high range to process.

7. Enter the inventory item number low to range to process.

8. Enter the customer key group to match, or "All" for all customers.

9. Enter the promotion code, or “All” for all codes.

10. Enter the print option. Enter “Regular” to print regular orders (not a back order). Enter “BKO” to print only back orders. Enter “All” to print all orders.

Order Header Report Fields

The report has seven lines for each order header. The report fields are:

Line one:

1. Customer key

2. Customer name

3. Ship to name

4. Order type

5. Order date

6. Ship date

7. Salesman number

8. Terms code
9. Sales code
10. State tax code
11. Local tax code (x)
12. Job cost key
13. Order header flag

Line two:

1. Order number
2. Address line one
3. Shipped address line one
4. Ship customer key
5. Promotion code

Line three:

1. Address line two
2. Shipped address line two
3. Purchase order number
4. Customer reseller tax ID

Line four:

1. City, state, zip
2. Shipped city, state, zip
3. Freight on board
4. Shipping instructions

Line five:

1. Phone
2. Ship phone
3. Batch number

Line six:

1. Contact name
2. Ship contact name
3. Prepaid check number
4. Prepaid check amount

Line seven:

Comment

Order Lines Report Fields

The report has two lines for each order line. The report fields are:

Line one:

1. Line number
2. Warehouse location
3. Item number
4. Description
5. Taxable indicator
6. Quantity ordered
7. Quantity shipped
8. Quantity on back order
9. Unit price

10. Adjustment percentage

Line two:

1. Serial number
2. Sales account
3. Inventory account
4. Cost of goods sold account
5. Unit weight
6. Unit cost
7. Line item flag

ORDERS FILE (SHORT FORM)

This program prints selected orders, selected order header information, and all associated lines. This program is also used to print back orders.

The report can be produced in either order number order or customer/order number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the order number low to high range to process.

6. Enter the ship date low to high range to process.

7. Enter the inventory item number low to range to process.

8. Enter the customer key group to match, or "All" for all customers.

9. Enter the promotion code, or “All” for all codes.

10. Enter the print option. Enter “Regular” to print regular orders (not a back order). Enter “BKO” to print only back orders. Enter “All” to print all orders.

Order Header Report Fields

The report has two lines for each order header. The report fields are:

Line one:

1. Customer key
2. Customer name
3. Contact name
4. Order type
5. Order date
6. Ship date
7. Salesman number
8. Terms code
9. Sales code
10. State tax code
11. Local tax code (x)

12. Job cost key

13. Order header flag

Line two:

1. Order number

2. City, state, zip code

3. Contact phone number

4. Batch number

5. Ship customer key

6. Shipping instructions

Order Lines Report Fields

The report has one line for each line item. The report fields are:

1. Line number

2. Warehouse location

3. Item number

4. Description

5. Taxable indicator

6. Quantity ordered

7. Quantity shipped

8. Quantity on back order

9. Unit price

10. Adjustment percentage

11. Line item flag

PICKING SUMMARY

This program produces a summary of all open orders, with the order lines in bin order.

The report is produced in bin/item number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the order number low to high range to process.

6. Enter the ship date low to high range to process.

7. Enter the customer key group to match, or "All" for all customers.

Report Fields

The following fields are printed:

1. Bin number

2. Customer key

3. Order number

4. Shipping instructions

5. Item key

6. Item description

7. Quantity ordered

8. Quantity to ship

9. Quantity back ordered

PICKING TICKET

Prints selected picking tickets, with line items in bin number order. Prints the picking ticket either on plain paper, continuous letterhead, or pre-printed forms; see the O/E Control file documentation for the forms options.

Orders can be printed in either order number or order key order. Line items are always printed in bin, order line number order.

If you do not use Inventory bin numbers, line items are printed in order line number order (the same order as the packing list). In this case, you can use the combo pick ticket/packing list form and have the packing list print in order line number order (the way the order was entered). You can still use the combo form when using bin numbers, but the line items will be in bin, order line number order.

If the batch number is non-zero, it will print the batch number to the left of the page number.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 85-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date. This date will be used as the ship date in the Pick Ticket.

5. Enter the order number low to high range to process.

6. Enter the ship date low to high range to process. Defaults to the report date.

7. Enter the customer key group to match, or "All" for all customers.

8. Enter the print prices option. Enter "Yes" to print prices on the form, else enter "No".

Header Report Fields

The following order header fields are printed:

1. Order number

2. Sold to name & address

3. Ship to name, address, and phone number

4. Sold to account

5. Order date

6. Terms code

7. Ship date

8. Ship to account

9. Customer purchase order number

10. Salesman number

11. Freight on board

12. Shipping instructions

Lines Report Fields

The following order line item fields are printed:

1. Bin number

2. Quantity ordered

3. Quantity shipped

4. Quantity back ordered

5. Item key/description

6. Price

PACKING LIST

Prints selected packing lists, with line items in part number order. Prints the packing ticket either on plain paper, continuous letterhead, or pre-printed forms; see the O/E Control file documentation for the forms options.

Supports an alternate format corresponding to the Control file "Pack form # 1". This format shows the following additional fields: price, adjustment percentage, extended amount, and order subtotal.

Orders can be printed in either order number or order key order. Line items are always printed in part number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 85-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date. This date will be used as the ship date in the Packing List.

5. Enter the order number low to high range to process.

6. Enter the ship date low to high range to process. Default is the report date.

7. Enter the customer key group to match, or "All" for all customers.

8. Enter the print inventory prices option. Enter “Yes” to print prices; enter “No” to leave this area blank on the form. Only prints price information when the program "print prices" option is "Yes" and the Customer Master file "Pack prices" field is "Yes".

Header Report Fields

The following order header fields are printed:

1. Order number

2. Sold to name & address

3. Ship to name & address

4. Sold to account

5. Order date

6. Terms code

7. Ship date

8. Ship to account

9. Customer purchase order number

10. Salesman number

11. Freight on board

12. Shipping instructions

Lines Report Fields

The following order line item fields are printed:

1. Quantity ordered

2. Quantity shipped

3. Quantity back ordered

4. Item key

5. Item description

SHIPPING LABEL

Prints shipping labels for selected orders. Labels must a minimum of three inches wide, and any number of lines long (eight lines of data are printed).

Orders can be printed in either order number or order key order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

   The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.

5. Line up the labels in the printer via the "Lineup labels" option.

6. Enter the order number low to high range to process.

7. Enter the ship date low to high range to process.

8. Enter the customer key group to match, or "All" for all customers.

9. Enter how many copies of each set of labels to print. For example, if two were entered, the program would print two labels for the first order, then two labels for the second order, etc.

10. Enter how many lines per label, measuring from the top of one label to the top of the next label. There are six lines per inch.

11. Enter the form feed option. Enter “Yes” to have your printer do a form feed when exiting this program (you want to put regular paper/forms in this printer); else enter “No” (you want to leave labels in this printer).

Report Fields

The report has nine lines for each order. The report fields are:

1. Customer purchase order number

2. Customer key/order number

3. Blank

4. Ship name

5. Ship address line one

6. Ship address line two

7. Ship city, state, zip code (if room)

8. Will either be blank, or will contain the zip code

9. Blank

CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).
See Chapter One for a complete listing of all the standard reports available.
Control file reports are not included in this section; see the control file documentation.

ORDER ENTRY

CUSTOMER PRICES : BY CUSTOMER KEY : DATES - 12/31/99 : CUSTOMER GROUP All

LOCATION All : DEPT All : CLASS All : STATUS All

CUST KEY	SEQ#	DEPT	CLS	STS	LOC	ITEM#	PCODE	ADJ%	PRICE	BEGIN DATE	ENDING DATE
COX	0010	MIS	0	0			2	0	0.00	01/01/96	12/31/96

1 records printed.

ORDER ENTRY

STATUS PRICES : BY STATUS KEY : DATES - 12/31/99 : STATUS GROUP All

STA	SEQ#	PA	QA	P/ADJ%(1)	Q/AMT(1)	P/ADJ%(2)	Q/AMT(2)	P/ADJ%(3)	Q/AMT(3)	P/ADJ%(4)	Q/AMT(4)	P/ADJ%(5)	Q/AMT(5)	BEG DATE	END DATE
001	0010	P	Q	100.00	1.00	90.00	5.00	80.00	10.00	70.00	100.00	60.00	999999.00	01/01/96	12/31/96

1 records printed.

ORDER ENTRY

ORDER REPORT (LONG FORM) : ORDER# ORDER : ORDERS 00000000 - 99999999

DATES 07/15/96 - 07/15/96 : ITEMS - ~~~~~~~~~~~~~~~~ : CUSTOMER KEY GROUP All : PROMO CODE All : ALL ORDERS

```
CUST/ORD#  CUST NAME,ADDR,PHONE,CONTACT   SHIP NAME,ADDR,PHONE,CONTACT   TYP ORD DATE SHP DATE SM TC SC TX L1 L2 L3 JOB KEY     FLAG
---------- ------------------------------ ------------------------------ --- -------- -------- -- -- -- -- -- -- -- ----------  ----
COX        COX PROPERTIES, INC.           COX PROPERTIES, INC.            S  07/15/96 07/15/96  1  3  1 27  1  0  0                0
00001013   1334 PERIMETER PK.             1334 PERIMETER PK.             SHIP CUST: COX       PROMO:   0
                                                                         PO#:                          TAX ID:
           LINCOLN         NE 68235       LINCOLN         NE 68235       FOB:            SHP INST:
           402-394-6666                   402-394-6666      BATCH:     0
                                                                         CK#:           CK AMT:       0.00
           COMM:

           LIN# LOC  ITEM#            DESCRIPTION                    TAX    QTY ORD    QTY SHP    QTY BKO UNIT PRICE ADJ%
           ---- ---- ---------------- ------------------------------ --- ---------- ---------- ---------- ---------- ----
                     SERIAL#              SALE ACCT  INV ACCT   COG ACCT                           UNIT WGHT  UNIT COST            FLAG
                     -------------------- ---------- ---------- ----------                         ---------- ----------           ----

           0010      WID-B            Blue Widget                     Y       1.00       1.00       0.00      16.00    0
                                          30101      131        431                                    10.00     0.0000               2

           0020      WID-G            Green Widget                    Y      10.00      10.00       0.00      24.00    0
                                          30102      131        431                                     4.00     0.0000               2

           0030      WID-R            Red Widget                      Y       2.00       2.00       0.00     200.00    0
                                          30101      131        431                                    12.00     0.0000               2

           0040      WID-Y            Yellow Widget                   Y       1.00       1.00       0.00     100.00    0
                                          30102      131        431                                     2.00     0.0000               2
---------- ------------------------------ ------------------------------ --- -------- -------- -- -- -- -- -- -- -- ----------  ----
```

1 orders printed.

756.00 on order

ORDER ENTRY

ORDER REPORT (SHORT FORM) : ORDER# ORDER : ORDERS 00000000 - 99999999

DATES 07/15/96 - 07/15/96 : ITEMS - ~~~~~~~~~~~~~~~~ : CUSTOMER KEY GROUP All : PROMO CODE All : ALL ORDERS

CUST/ORD#	CUST NAME,ADDR	CONTACT NAME,PHONE	TYP	ORD DATE	SHP DATE	SM	TC	SC	TX	L1	L2	L3	JOB KEY	FLAG
COX	COX PROPERTIES, INC.		S	07/15/96	07/15/96	1	3	1	27	1	0	0		0
00001013	LINCOLN NE 68235	402-394-6666 BATCH: 0	SHIP CUST: COX		SHP INST:									

LIN#	LOC	ITEM#	DESCRIPTION	TAX	QTY ORD	QTY SHP	QTY BKO	UNIT PRICE	ADJ%	FLAG
0010		WID-B	Blue Widget	Y	1.00	1.00	0.00	16.00	0	2
0020		WID-G	Green Widget	Y	10.00	10.00	0.00	24.00	0	2
0030		WID-R	Red Widget	Y	2.00	2.00	0.00	200.00	0	2
0040		WID-Y	Yellow Widget	Y	1.00	1.00	0.00	100.00	0	2

1 orders printed.

756.00 on order

ORDER ENTRY

PICKING SUMMARY REPORT : BIN, ITEM#, CUST, ORDER# ORDER

ORDERS 00000000 - 99999999 : SHIP DATES 07/15/96 - 07/15/96 : CUSTOMER KEY GROUP All

BIN	CUST KEY	ORDER#	SHIPPING INSTRUCTIONS	ITEM#	ITEM DESCRIPTION	QTY ORD	QTY SHP	QTY BKO
A-548	COX	00001013		WID-R	Red Widget	2.00	2.00	0.00
						2.00	2.00	0.00
M-442	COX	00001013		WID-G	Green Widget	10.00	10.00	0.00
						12.00	12.00	0.00
M-457	COX	00001013		WID-Y	Yellow Widget	1.00	1.00	0.00
						13.00	13.00	0.00
M-987	COX	00001013		WID-B	Blue Widget	1.00	1.00	0.00
						14.00	14.00	0.00

4 orders printed.

756.00 on order

DOCUMENT HISTORY
ORDER ENTRY USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release

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READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

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