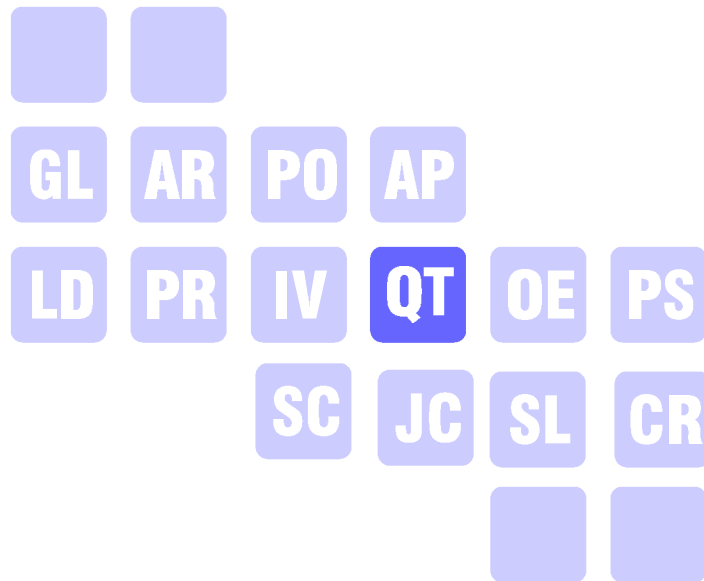




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Section 9

# QUOTATION



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Manual revision 03 - Starr Accounting version 4.09

September 1, 1999

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# PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Quotation 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	<p>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]</p> <p>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.</p>
<b>TEXT</b>	This <b>bold</b> typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <b><i>bold italic</i></b> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  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  , 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 <i>must</i> or <i>must not</i> 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

Ever wanted to get twice as much work done without spending any more time than you are taking now? If you are using our Purchase Order and Order Entry programs, you can get this "twice as much work" benefit when also using the Quotation system.

When you enter a customer quote, the system automatically records what vendor you buy that product from. When the customer tells you that they accept the quote, the quote becomes a customer order. But because the vendor is known for each line item, the software can also automatically generate purchase orders for some or all of the products in the quote. If a vendor has items on multiple quotes, all items will be combined into a single purchase order for that vendor. The entire process is quick and easy.

You also save time faxing your quotes. The quotation (as well as all other Starr Accounting reports) can be faxed directly from your computer screen. If you want to save on phone charges, the fax can be scheduled to run when phone charges are lowest.

## FEATURES OF THE SYSTEM

Quotation interfaces with the General Ledger, Accounts Receivable, Inventory, and Order Entry systems, and optionally with the Accounts Payable and Purchase Order systems. The Quotation system is used to generate a cost estimate of a potential order. If the quotation results in a customer order, purchase orders and the customer order can be automatically generated from the quotation.

The Quotation system makes quoting quick and easy. Pricing is automatic, since prices are pulled from the Inventory system. When using the Quotation system, entry of purchase orders and customer orders is unnecessary, since both can be created from the quotation.

Quotation data is easily updated. Complete management reports are provided.

The Starr Quotation system is designed to:

- Allow easy entry and change of quotes

- Provide for automatic pricing of items, via the Inventory system
- Prints quotations
- When the quotation is accepted, automatically generates the purchase orders and customer order from the quote
- Generates management reports

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 Accounting Quotation system include:

- Interactive, menu-driven programs
- Complete outstanding order data, with on-line query at any time
- Automatic interface with General Ledger, Accounts Receivable, Accounts Payable, Inventory, Order Entry, and Purchase Order.
- Self-instructing user documentation
- 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.

Each order line accesses to the Inventory master file for pricing as the order lines are created. Orders may be inspected on the CRT screen via the Order Inquiry program.

A quotation form can be printed. If the quotation is accepted, the purchase orders and customer orders can be automatically generated from the quotation.

Quotes are printed either on plain paper, continuous letterhead, or pre-printed forms. Main reports include "Order file (long form)" and "Orders file (short form)"; options exist to print just selected orders.

## BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Quotation system contains fourteen 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 Quotation Control File parameters.

- **Order header maintenance**

This programs maintains order headers.

- **Order lines maintenance**

This programs 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.

- **Order inquiry display**

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

- **Generate purchase orders**

This program automatically generates purchase orders from the quotes, and prints an audit trail of the generated orders.

- **Generate customer orders**

This program automatically generates customer orders from the quotes, and prints an audit trail of the generated orders.

- **Print orders (long form)**

This program produces a complete listing of the Order Header and Order Lines file. This program has sort 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.

- **Print quotation forms**

Prints quotation forms on either plain paper, continuous letterhead, or pre-printed forms.

- **Purge quotes**

Purges quotes in a selected date range, and optionally print an audit trail of purged orders.

---

# CHAPTER TWO PROCEDURES

## **SPECIAL PROCEDURES**

There is a special case that may arise in running the Quotation system. The handling of this case, which is “Delete an order”, delete the order header and the corresponding order lines will be deleted.

## **DAILY PROCEDURES**

There are currently no Quotation daily procedures.

## **MONTH END PROCEDURES**

There are currently no Quotation month end procedures.

## **YEAR END PROCEDURES**

There are currently no Quotation year end procedures.



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# 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. Quotation copies  
The default number of quotation form copies to print.
4. Order number  
The last order number used. Automatically maintained by the system; incremented by one every time an order is added.
5. Company name control

If "Yes", 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 then it prints field descriptions prior to fields on forms. Should only be "Yes" when printing forms on blank paper or continuous letterhead.

7. Maximum Quick Entry lines

When using "Order lines quick entry", the maximum number of line items you will have on any one order. 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.

## ORDER HEADER FILE MAINTENANCE

This program is used to maintain order header records. The order header contains the name, address, and other general order 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.

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.

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

Sale order type. Display only field.

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, add note lines, or change G/L accounts; otherwise use quick entry. You can enter using quick entry, and then use full entry to make changes or add notes.

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.

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, phone, and FAX phone. If set to do so in the System Control File, the city and state will be defaulted from the zip code.

13. Shipping name & address

Shipping contact, name, address, and phone. If "\BILLTO" is entered in the shipping contact name the billing name & address are entered in as the shipping name & address.

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 required by the Shipping Clerk module. If the shipping instructions has the string "N/C" anywhere to the right of the shipping method, the system will not compute shipping and handling.

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. P/O requisition number  
Purchase order requisition number.
28. P/O requester  
Purchase order requester.
29. P/O Buyer  
Purchase order buyer.
30. P/O promised date  
Purchase order promised date.
31. P/O taxable  
Purchase order taxable indicator.
32. P/O adjustment percentage  
Purchase order adjustment percentage.
33. P/O shipping instructions  
Purchase order shipping instructions.

## **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.

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.

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.

There are three types of notes:

- a) Regular notes do not have a prefix. When this quotation is used to generate both purchase orders and customer orders, this note is carried forward.

- b) Purchase Order only notes have a "PO|" prefix. When a purchase order is generated from this quotation, the "PO|" prefix is stripped before being carried forward to the purchase order. "OE|" notes are ignored when generating purchase orders.
- c) Order Entry only notes have a "OE|" prefix. When a customer order is generated from this quotation, the "OE|" prefix is stripped before being carried forward to the customer order. "PO|" notes are ignored when generating customer orders.

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  
Item serial number, if you want serial number tracking.
16. Vendor  
The vendor key for this item.
17. Sale account number  
Sale G/L account number. Must match a "SALE" credit account in the A/R Control file.
18. 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.
19. 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.
20. 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 line item records. The order lines contains the line items associated with an order.

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.

The maximum number of line items for an order that this program can process is 150; but may be set for less in the QTE 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 price

Price per sale unit.

10. Unit cost

Cost per sale unit.

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).

11. Adjustment percentage

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

12. Net amount

Quantity shipped times price adjusted by the adjustment percentage. A display only field.

## 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 line items 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.

## 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. Job cost key
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 twenty-three characters are displayed.

4. Quantity ordered
5. Quantity shipped
6. Quantity back ordered
7. Price

## GENERATE PURCHASE ORDERS

This program automatically generates Purchase Orders from quotes, prints an audit trail of the generated purchase orders, and optionally deletes the quote. It posts the line items to inventory, updating purchase order quantity.

The report is produced in purchase 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 customer key group to match, or "All" for all customers.
7. Enter the vendor key group to match, or "All" for all vendors.
8. Enter the vendor discount option. Enter "Yes" to take the quotation vendor discount; else enter "No".
9. Enter the direct ship option. Enter "Yes" if a direct ship from the vendor to the customer; else enter "No".
10. Enter the check inventory option. Enter "Yes" to check inventory (only purchase order items that would become back orders if the customer ordered the item today). Enter "No" to purchase order the full quotation order quantity (a direct ship or a special order).
11. Enter the delete quote option. Enter "Yes" to delete the quote, or enter "No" to save the quote.

## Order Header Report Fields

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

### Line one:

1. Vendor key
2. Vendor name
3. Ship to name
4. Requisition number

5. Requested by
6. Buyer
7. Terms code
8. Default line item taxable indicator
9. Job cost key
10. Job cost code
11. Job warranty code
12. Generate inventory transaction?
13. Generate accounts payable transaction?
14. Order header flag

**Line two:**

1. Order number
2. Address line one
3. Ship to address line one

**Line three:**

1. Address line two
2. Ship to address line two

**Line four:**

1. City, state, zip
2. Ship to city, state, zip

**Line five:**

1. Vendor phone number
2. Ship to phone number

3. Order date
4. Promised date

**Line six:**

1. Vendor contact name
2. Ship to contact name

**Line seven:**

1. Comment
2. Shipping instructions

**Line eight:**

1. Invoice number
2. Invoice date
3. Discount date
4. Due date
5. Invoice amount
6. discount amount
7. Prepaid check number

**Line nine:**

1. Misc. charge (x)
2. Prepaid check amount

**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. Vendor item number
6. Serial number
7. Purchase units
8. Units multiplier

**Line two:**

1. Promised date
2. Date received
3. Item taxable indicator
4. Quantity ordered
5. Quantity received
6. Quantity due
7. Unit cost
8. Adjustment percentage
9. Unit weight
10. Unit volume
11. G/L Account
12. Line item flag

## GENERATE CUSTOMER ORDERS

This program automatically generates customer Order Entry orders from quotes, prints an audit trail of the generated orders, and optionally deletes the quote. It posts the line items to inventory, reserving the items.

The report is produced in 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 customer key group to match, or "All" for all customers.
7. Enter the delete quote option. Enter "Yes" to delete the quote, or enter "No" to save the quote.

### 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. Sales tax code
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 (LONG FORM)**

This program prints selected orders, all order header information, and all associated lines.

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 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.
7. Enter the print option to print all orders, or just the back orders.

## Order Header Report Fields

The report has six 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. Prepaid check number

2. Prepaid check amount

**Line six:**

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. Sales tax code
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.

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 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.
7. Enter the print option to print all orders, or just the back 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. Ship customer key
5. Shipping instructions

**Order Lines Report Fields**

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

**Line one:**

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

**QUOTATION FORMS**

Prints selected quotation forms, with line items in line number order. Prints the quotation either on plain paper, continuous letterhead, or pre-printed forms; see the EST Control file documentation for the forms options.

If file "SCSLIB:QTFORM.MSG" exists, then up to four message lines in this file (each line up to 78 characters in length) will be printed at the bottom of each quotation form. The message file (if used) is created and maintained using Vue or XED.

Orders can be printed in either order number or order key order. Line items are always printed in line 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.
5. Enter the order number low to high range to process.
6. Enter the customer key group to match, or "All" for all customers.

## 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 to account
8. Customer purchase order number
9. Salesman number
10. FAX phone number
11. Freight on board

12. Shipping instructions

## Lines Report Fields

The following order line item fields are printed:

1. Item key/description

Item location, item key and item description. If these fields do not fit within the space provided, the item description will be printed on a second line.

2. Quantity ordered
3. Quantity shipped
4. Quantity back ordered
5. Taxable indicator
6. Item price
7. Adjustment percentage
8. Line net dollar amount

## PURGE QUOTATIONS

This program purges selected Quotes, and optionally prints an audit trail of purged quotes.

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 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 date low to high range to process.
6. Enter the customer key group to match, or "All" for all customers.
7. Enter the print detail option.
8. Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

## Report Fields

All of the order header and order lines fields are printed. See the "Orders (long form)" report documentation for a listing of the fields.



---

# 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.

---

XYZ (SAMPLE) COMPANY  
6126 MELISSA LANE  
SUITE 1234  
OMAHA NE 68152-1422

402-571-1722

\*\*\*\*\*  
\*\* Q U O T A T I O N \*\*  
\*\*\*\*\*

Order#: 0000001  
Page #: 1

Sold  
to: COX PROPERTIES, INC.  
1334 PERIMETER PK.  
LINCOLN NE 68235

Ship  
to: COX PROPERTIES, INC.  
1334 PERIMETER PK.  
LINCOLN NE 68235

Sold to acct : COX  
Order date : 07/15/96  
Terms : NET 10 EOM  
Cust phone : 402-394-6666

402-394-6666  
Ship to acct : COX  
Customer PO# :  
Salesman : 1  
Cust FAX :  
FOB :  
Ship inst. :

Item/Description	Qty Ord	Qty Shp	Qty Bko	Tx	Price	%	Amount
WID-B Blue Widget	1.00	1.00	0.00	Y	16.00		16.00
WID-G Green Widget	10.00	10.00	0.00	Y	24.00		240.00
WID-R Red Widget	2.00	2.00	0.00	Y	200.00		400.00
WID-Y Yellow Widget	1.00	1.00	0.00	Y	100.00		100.00
							-----
					*** Total due		756.00

Tax rates: NE @ .05000 OMAHA @ .01500

Quotation does not include taxes or shipping.  
The prices in this quotation will remain in effect for thirty days.

ORDER REPORT (LONG FORM) : ORDER# ORDER : ORDERS 00000000 - 99999999 : CUSTOMER KEY GROUP All

CUST/ORD#	CUST NAME,ADDR,PHONE,CONTACT	SHIP NAME,ADDR,PHONE,CONTACT	TYP	ORD DATE	SHIP DATE	SM	TC	SC	TX	L1	L2	L3	JOB KEY	FLAG
COX 00000001	COX PROPERTIES, INC. 1334 PERIMETER PK.  LINCOLN NE 68235 402-394-6666	COX PROPERTIES, INC. 1334 PERIMETER PK.  LINCOLN NE 68235 402-394-6666	S	07/15/96	07/15/96	1	3	1	27	1	0	0		0
				SHIP CUST: COX		PROMO:		0		TAX ID:				
				PO#:		SHIP INST:								
				FOB#:										
				CK#:		CK AMT:		0.00						

COMM:

LIN#	LOC	ITEM#	DESCRIPTION	TAX	QTY ORD	QTY SHP	QTY BKO	UNIT PRICE	ADJ%	FLAG
		SERIAL#	SALE ACCT	INV ACCT	COG ACCT			UNIT WGHT	UNIT COST	
0010	WID-B		Blue Widget	Y	1.00	1.00	0.00	16.00	0	0
		30101	131	431			10.00	0.00		
0020	WID-G		Green Widget	Y	10.00	10.00	0.00	24.00	0	0
		30102	131	431			4.00	0.00		
0030	WID-R		Red Widget	Y	2.00	2.00	0.00	200.00	0	0
		30101	131	431			12.00	0.00		
0040	WID-Y		Yellow Widget	Y	1.00	1.00	0.00	100.00	0	0
		30102	131	431			2.00	0.00		

1 orders printed.

756.00 on order

07/15/96 05:27:15

XYZ (SAMPLE) COMPANY  
QUOTATION

PAGE 1

ORDER REPORT (SHORT FORM) : ORDER# ORDER : ORDERS 00000000 - 99999999 : CUSTOMER KEY GROUP All

CUST/ORD#	CUST NAME,ADDR	CONTACT NAME,PHONE	TYP	ORD DATE	SHP DATE	SM	TC	SC	TX	L1	L2	L3	JOB KEY	FLAG
COX 00000001	COX PROPERTIES, INC. LINCOLN NE 68235	402-394-6666	S	07/15/96	07/15/96	1	3	1	27	1	0	0		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	0				
0020		WID-G	Green Widget	Y	10.00	10.00	0.00	24.00	0	0				
0030		WID-R	Red Widget	Y	2.00	2.00	0.00	200.00	0	0				
0040		WID-Y	Yellow Widget	Y	1.00	1.00	0.00	100.00	0	0				

1 orders printed.

756.00 on order

07/15/96 05:27:29

XYZ (SAMPLE) COMPANY  
QUOTATION

PAGE 1

GENERATED PURCHASE ORDERS : VENDOR, P/O# ORDER : ORDERS 00000000 - 99999999 : CUSTOMER KEY GROUP All : VENDOR KEY GROUP All  
VENDOR DISCOUNT No : CHECK INVENTORY No : DELETE OPTION No

VEND/ORD#	VEND NAME, ADDR, PHONE, CONTACT	SHIP NAME, ADDR, PHONE, CONTACT	REQ#	R-BY	BUYR	TC	TAX	JOB	KEY	JC	JW	IV	AP	FLAG
EVANS 00000003	EVANS OFFICE SUPPLY 2550 PIEDMONT RD. NE  OMAHA NE 68345 402-262-8888	XYZ (Sample) Company 6126 Melissa Lane Suite 123 Omaha NE 68152-1422 402-571-1722 Starr;Dick	123	CTH	RJS	0	N			0	0			0
				ORD DATE	PRM DATE									
				07/15/96	07/22/96									
	COMM:							SHIP INST: UPS-COM						
	INV#:	INV DT:	DIS DT:	DUE DT:	INV AMT:	0.00	DIS AMT:	0.00	CK#:	0.00				
	DISTS: (	0.00 )	(	0.00 )	(	0.00 )	(	0.00 )	CK AMT:	0.00				

LIN#	LOC	ITEM#	DESCRIPTION	VENDOR ITEM#	SERIAL#	UNITS	MULTIPLIER	PRM DATE	RCV DATE	TAX	QTY ORD	QTY RCV	QTY DUE	UNIT COST	ADJ%	UNIT WGT	UNIT VOL	ACCOUNT	FLAG
0010		WID-B	Blue Widget			each	1.00	07/22/96		N	1.00	0.00	1.00	0.0000	0	10.00	150.00	131	0
0020		WID-G	Green Widget			each	1.00	07/22/96		N	10.00	0.00	10.00	0.0000	0	4.00	120.00	131	0
0030		WID-R	Red Widget			each	1.00	07/22/96		N	2.00	0.00	2.00	0.0000	0	12.00	250.00	131	0
0040		WID-Y	Yellow Widget			each	1.00	07/22/96		N	1.00	0.00	1.00	0.0000	0	2.00	50.00	131	0

1 orders printed.

0.00 on order

GENERATED CUSTOMER ORDERS : CUSTOMER, ORDER# ORDER : ORDERS 00000000 - 99999999 : CUSTOMER KEY GROUP All : DELETE OPTION No

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

COMM:

LIN#	LOC	ITEM#	DESCRIPTION	TAX	QTY ORD	QTY SHP	QTY BKO	UNIT PRICE	ADJ%	FLAG	
		SERIAL#	SALE ACCT	INV ACCT	COG ACCT			UNIT WGHT	UNIT COST		
0010		WID-B	Blue Widget 30101	131	431	Y	1.00	1.00	0.00 10.00	16.00 0.00	0 0
0020		WID-G	Green Widget 30102	131	431	Y	10.00	10.00	0.00 4.00	24.00 0.00	0 0
0030		WID-R	Red Widget 30101	131	431	Y	2.00	2.00	0.00 12.00	200.00 0.00	0 0
0040		WID-Y	Yellow Widget 30102	131	431	Y	1.00	1.00	0.00 2.00	100.00 0.00	0 0

1 orders printed.

756.00 on order

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# DOCUMENT HISTORY

## QUOTATION 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.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: