appx

Order Entry
User Manual

Chapter 1:   General Information

Purpose

This manual provides instructions for using the Live Operations phase of the Order Entry application. Use this manual as a guide for performing day-to-day and monthly order entry procedures.

All features and options described in this manual are included in the APPX Order Entry application. Any modification of the software or documentation is the responsibility of the licensed software consultant who makes the modification.

Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Sample screen displays

- Data field characteristics

- Instructions and explanations for valid entries

- Pertinent examples

- Sample reports, lists, and inquiries

Other Manuals

The APPX User Manual provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. Since the information contained in the APPX User Manual is not repeated in this or other APPX manuals, you should read it carefully before working with the system.

This manual, the APPX User manual and the Order Entry System Administration manual, which provides information about the Initial Setup phase and the Recovery Processing phase, complete the set of manuals that accompany each APPX application.

For questions about the computer hardware used at your installation, refer to the manuals provided by the hardware manufacturer.

Phases

The Order Entry application operates in three distinct phases:

- Initial Setup
- Live Operations
- Recovery Processing

Each of these phases has a specific role in processing data.

Initial Setup

During Initial Setup, master files and system-maintained files can be set up, and transaction history may be entered. This information provides a basis for the Live Operations phase.

Live Operations

In Live Operations, sales orders and shipping confirmations may be entered. Order Entry can produce a variety of reports and forms including:

- Shipping Shortages By Customer Report
- Shipping Shortages By Product Report
- Open Orders By Customer Report
- Open Orders By Product Report
- Open Orders Detail List
- Drop Ship Report
- Sales Orders Form
- Backorders Form
- Picking List
- Shipping Papers
- Bill of Lading
- Invoices Form

Inquiry functions are available to display open orders, open orders by customer, and products on order.

Recovery Processing

As you use the Order Entry application, there is a certain day-to-day risk of losing data due to sudden power surges or outages, and other system problems. Recovery Processing is used to manually restore information to system-maintained fields and files that are normally not accessible during the Live Operations phase. Recovery Processing is provided as an aid to your software consultant and should only be accessed by your consultant or under his or her direction.

Accounting Audit Trails

During Live Operations, the Order Processing, File Maintenance, and Reports and Inquiry menus provide functions used during day-to-day operation of the system.

To process orders, a six-step procedure is followed: (1) order entry; (2) printing of orders or backorders, if necessary; (3) shipping confirmation; (4) printing of picking lists and invoices, as well as shipping papers or bills of lading if needed; (5) printing the invoices journal, and (6) posting, where records are integrated with permanent master files.

Order Entry and Invoicing

During entry of sales orders, the system performs validation checks on all data entered. After shipping is confirmed, the invoice is printed. Other special forms may be printed as well.

Journal Printing

After invoice forms are printed they must be printed on a journal before they can be posted. The journals should be reviewed or edited by the operator, or someone else in the department who can verify the entered data. Save the journals; they are an important part of your audit trail.

During journal printing, the system performs validation checks on the data to ensure that it can be posted correctly. Errors and warnings may be printed on the journal and summarized at the end of the journal. Invoices that print with errors will not be allowed to post until the errors are corrected and the journal is reprinted without errors.

This process ensures that data is verified twice before being posted to permanent master files, and gives added assurance that erroneously entered data will not be posted to permanent files.

Invoice Posting

Once orders have been entered and invoiced, and the journal has been printed and verified, the invoices are ready to be posted to your permanent master files. This process usually involves adding records to

a system-maintained detail file, and summarizing the detail for historical records. The outstanding orders file is also updated during posting.

Modification Logs

In all APPX applications, optional Modification Logs may be enabled to provide an additional degree of audit control over who makes changes to master files, and when such changes are made. When a modification log name is supplied to a file maintenance function, a record of all additions, deletions, and changes to that file is supplied to a print file. When additions are made, all new field contents are shown; when deletions are done, the key value and all field contents are recorded; when changes are made, old field contents and new field contents are shown. In all cases, the user ID of the individual who performed the maintenance is printed, along with the date and time of the change.

Examples of master files in Order Entry are Addresses, Freight Classes, Shippers, Special Instructions, and Parameters. Modification logs are not enabled for transaction files such as Sales Orders.

Application Features

The Order Entry application offers these features:

- Makes on line updates to inventory quantities and the On Order amount in Accounts Receivable

- Prevents entry of a ship date if a hold code is specified on the customer's order

- Provides an option to fully confirm all line items in Open Orders records

- Displays inventory quantities on screen during entry

- Defaults current cost and price, from Inventory Control

- Calculates sales tax for taxable items

- Displays customer's credit status on screen during entry; issues warning if such status is "BAD" or "NO"

- Handles cash deposits received with orders

- Permits an entire order or individual line items to be drop shipped

Application Interfaces

Order Entry receives data from Accounts Receivable and Inventory Control, and transfers sales and commission information to Sales Analysis and Commission Accounting.

Order Entry requires that your system include the Accounts Receivable and Inventory Control applications.

Application Menu

This is the primary Order Entry application menu. It allows you to access specific Order Entry submenus.

```
Order Entry                                     Expert Computing, Inc.



                    1) Transaction Processing
                    2) Monthly Processing
                    3) File Maintenance
                    4) Reports & Inquiry





                   24) Select New Company

                 Press END to exit Order Entry

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   Copyright (c) 1983, 1985, 1991 by APPX Software, Inc.  All Rights Reserved.

Database: RAD        Appl: TOE 00        User: LGG        Aug 4th, 2:04 pm

Keymap: DATA ENTRY
```

Figure 1. The Order Entry Application Menu Screen

Chapter 2:   Transaction Processing

Transaction processing

The Transaction processing menu lists many of the functions used during the routine operation of the Order Entry application.

Data entry functions are used to enter orders and confirm shipments. Journals must be printed for invoices before posting. These journals provide an audit trail and verification of the entries. Orders are only posted to files after journals have been printed without error. Use these selections to enter sales orders, confirm shipments, print forms, and post invoices.

The Transaction processing menu is shown below:

```
Order Entry                                      Expert Computing, Inc.


                   ┌──────────────────────────────────────────┐
                   │          Transaction Processing          │
                   │                                          │
                   │     Order Entry            Forms         │
                   │                                          │
                   │   1) Sales Orders        3) Sales Orders │
                   │   2) Shipping Confirmation 4) Backorders  │
                   │                          5) Picking List │
                   │     Journals and Post    6) Shipping Papers │
                   │                          7) Bill of Lading │
                   │   9) Invoices Journal    8) Invoices     │
                   │  10) Invoices Post                       │
                   │  11) Print Journal and Post              │
                   │                                          │
                   └──────────────────────────────────────────┘


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Database: RAD         Appl: TOE 00         User: LGG        Aug 4th, 2:05 pm

Keymap: MENU ENTRY
```

Figure 2. The Transaction Processing Screen

Option 1 - Sales Orders

Use this data entry function to enter sales orders. Sales orders have header entry screens, which contain general information about the sales order. In addition, each sales order must have at least one line item. However, you may enter as many line items for a sales order as you need.

If full orders or line items on an order are backordered, the open order header or line item record is recreated into a backorder record with a revision number appended to the original order number. These records are kept on file until the line item or full order is either invoiced or deleted.

If you need to set up line item records for noninventoriable items, such as services, both the Product and the Warehouse fields should be left blank; however, you are required to enter a description of the line item in the Description field.

Because your system includes the Accounts Receivable application, such fields as Credit Limit, Credit Status, Balance, and On Order are integral to Order Entry. As you enter sales orders and shipping confirmations or change data on open orders, the system checks the entries in these fields on the Customers' records and displays a warning message if either of the following conditions occur:

* A Credit Status of "BAD" or "NO" is specified on the Customers record.
* The customer's Credit Status is "OK", but Balance plus On Order exceeds the permitted Credit Limit.

If the Commission Accounting application is part of your system and you will be calculating commissions for your salespeople, it is recommended that you make entries in all the sales-related fields on the header screen. If you specify that commissions are to be calculated on line items (Comm on Sub? is set to 'N'), these entries will default to the line item screens, where they can be modified for specific line items. During Invoices post, the system automatically deletes records and individual line items when the quantity ordered equals the quantity shipped. Once the order has been fully shipped, the record is deleted during the next Invoices post.

Select "Sales Orders" from the Transaction Processing menu. The first Sales Orders screen is shown below:

```
Order Entry Sales Orders                                      (1 of 2)

 Order                1·····    Order Date  08/04/94      Revision     MM/DD/YY
 Customer             ········                             Credit Status
 Ship To
 Invoice                        Apply To                 Hold Code
 Transaction Type
 Receivable Account
 Warehouse
 Ship Via                                                Bill of Lading?
 Terms Code
 Tax Code
 Tax District

 Comm on Subtotal?   Y

 Salesperson                         Comm Pct  Comm Basis
                                               100.0
 ···                                           ·····



Database: RAD          Appl: TOE 00        User: LGG         Aug 4th, 2:05 pm

Keymap: DATA ENTRY                                            Mode: Add
```

Figure 3. The Sales Orders Screen - Part 1 of 2

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display only" field, which cannot be changed.

Certain fields on the screen are not used if the Commission Accounting application is not part of the system. In this case, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Order

> Enter up to 6 digits to identify the order you wish to view or change. You can use the Scan option to find an appropriate entry. To add an order, you may enter a unique order number or, if you leave this entry blank, the system will automatically apply the next available order number.

Order Date

> This field specifies the date on which the sales order is placed. The system defaults today's date. You may accept the default or enter a different date.

Revision*

> During the Invoices post procedure, the system sets a revision date for any backorders. Each time the order is backordered, the system updates this record and displays the last date of the revision in this field.

Customer

> Enter a code to identify the customer who placed the sales order. You can use the Scan option to find an appropriate entry. This number must be on file in the Accounts Receivable Customers file. The system displays the corresponding name so that you may verify your entry.

Credit Status*

> The system displays the customer's credit status code from the Accounts Receivable Customers record. These codes can only be changed on that record and include:

> NO: The customer's Balance exceeds the customer's Credit Limit.

> OK: The customer's Credit Limit is not exceeded.

> BAD: For some reason other than Credit Limit, this customer is considered to be a poor credit risk.

Ship To

> If an Addresses record exists for the customer with a "ship to" of '1', the system displays '1' as the shipping address used when sales order merchandise is shipped to the customer. You may change the display. The system displays the corresponding name from the Addresses file so that you may verify your entry.

> If you do not want to ship to any of the addresses for the customer in the Addresses file or to the address on the Accounts Receivable Customers record, leave this field blank. Or, you can use the Scan option to find an appropriate entry.

Invoice*

> During invoice printing, the system assigns a number to this order. The system displays that number here However, if an invoice form has not been printed yet for this order, this field will be blank.

Apply To

> If this sales order is to be applied to an existing invoice, enter that invoice number. If not, leave this field blank and the system will default the invoice number to this field during the Invoices Post to Accounts Receivable. (For a complete explanation of the Deposit and Apply To fields, refer to the Special Considerations section in the "User's Manual: Initial Setup".)

Transaction Type

> The system displays '1' to indicate that the transaction is a sales order. You may override the display by entering one of the following codes:

> 1: Sales Order
>
> 2: Debit Memo
>
> 3: Credit Memo

Hold Code

> Enter 1 character to indicate that this order is on hold (no sales permitted).

> You may define one or more values for this field, but remember that if you make any entry here, the system will prevent you from entering a ship date (during Sales Order or Shipping Confirmation entry) and will impose a hold on the customer's order.

> If the order is not on hold, leave this field blank.

Receivable Acct

This is the account to be debited for the transaction. You can use the Scan option to find an appropriate entry. The system displays the Receivable Acct set up for this customer in the Accounts Receivable Customers file. You may enter a new receivable account.

If General Ledger is part of your system, the account number you enter must be on file in the Chart of Accounts file. The system displays the description from that file so that you can verify your entry.

Warehouse

This field identifies the warehouse that supplies the merchandise to be shipped to the customer. You can use the Scan option to find an appropriate entry. The system displays the warehouse number from either the Addresses record (if a "ship to" was entered on this record), or from the Accounts Receivable Customers record. The corresponding description is displayed from the Inventory Control Warehouses file.

If you change the display, the new number must be on file in the Inventory Control Warehouses file.

Ship Via

The Ship Via identifies the shipper who is to ship merchandise to this customer. You can use the Scan option to find an appropriate entry. The system displays a code from the Addresses record, if a "ship to" was entered on this record. The corresponding name is displayed from the Shippers file.

If you change the Ship Via code, the new code must be on file in the Shippers file.

You may leave this field blank.

Bill Of Lading?

This field indicates whether or not a bill of lading is to be printed for this order. The system displays 'Y' or 'N'. You may change the display.

Y: A bill of lading is to be printed for this order.

N: A bill of lading is not to be printed for this order.

Terms Code

This field identifies the terms for this customer. You can use the Scan option to find an appropriate entry. The system displays a code from the Accounts Receivable Customers record. The corresponding description is displayed from the Accounts Receivable Terms file.

If you change the terms code, the new code must be on file in the Account Receivable Terms file.

Tax Code

This field identifies the sales tax code for this customer. You can use the Scan option to find an appropriate entry. The system displays a code from either the Addresses record (if a "ship to" was entered on this record), or from the Accounts Receivable Customers record. The corresponding description is displayed from the Accounts Receivable Sales Tax Codes file.

If you change the tax code, the new code must be on file in the Accounts Receivable Sales Tax Codes file.

Tax District

This field identifies the taxing district for this customer. The system displays a code from either the Addresses record (if a "ship to" was entered on this record), or from the Accounts Receivable Customers record. The corresponding description is displayed from the Accounts Receivable Sales Tax Codes file.

If you change the tax district, the new district must be on file in the Accounts Receivable Sales Tax Codes file.

Comm on Sub?

This field specifies the base on which commissionable dollars are to be calculated. The default is 'Y'. You may change this display by entering:

Y: The invoice Subtotal amount

N: The line item (depending on the commission method selected for the line item). If you do not want to calculate commissions for the order, enter 'Y' in this field and zeros for the commission percents. If you do not want to calculate commissions for a particular line item, enter 'N' in this field and leave the Commission Method blank on the line item.

Salesperson

If the commission is to be split between two salespeople, you may enter a code in each Salesperson field to identify the salesperson who made or received credit for the sale. You can use the Scan option to find an appropriate entry. If a salesperson was entered on the customer's Addresses or Accounts Receivable Customers record, the system displays the salesperson number from one of those records in the first Salesperson field. The corresponding name is displayed from the Commission Accounting Salespersons file. You may override the display.

If your system includes Commission Accounting, each number you enter must be on file in the Salespersons file.

If your system does not include Commission Accounting, these fields may be used for your information.

Comm Pct

These fields specify the percentage used to calculate the commission earned by the salesperson you entered.

If your system includes Commission Accounting, the Commission Percent is displayed from the Commission Accounting Salespersons record. You may enter up to 3 digits and 1 decimal to override the display.

If you do not want to calculate commissions for the order, enter '0' in both these fields.

If your system does not include Commission Accounting, this field may be used for your information.

Comm Basis

Enter up to 3 digits and 1 decimal for the percentage of the commissionable dollars that each salesperson is allocated for this order.

If Commission Accounting is part of the system, the first entry defaults to '100' and the second to '0'. You may override these defaults. If your system does not include Commission Accounting, no defaults will appear.

If the commission is to be split between two salespeople, the first entry would represent the percentage that the first salesperson would receive, and the second entry would represent the percentage that the second salesperson would receive.

These entries do not need to add up to 100.

Press RETURN to save the information on this screen and to go on to the second Sales Orders screen. Here is the second Sales Orders screen:

```
Order Entry Sales Orders                                    (2 of 2)

 Order            1        Order Date  08/04/94      Revision      MM/DD/YY

 FOB                    ....................
 Freight Terms          .
 Date Required          MM/DD/YY          Date Shipped MM/DD/YY
 Invoice Date                            Due Date
 Back Order?            Y                 BO Date      MM/DD/YY  BO Printed?  N
 Purchase Order         ................  Discount Pct 0.  Inv Jrnl Printed?  N
 Instruction            ...               Discount Pct 0.

 Sales Tax              .00
 Tax Adjustment         ...........
 Freight                .00.........
 Deposit                .00........
 Other                  .00........
 Other Account          ............


                   RETURN) Lineitems    98) Audit Info


Database: RAD         Appl: TOE 00        User: LGG        Aug 4th, 2:06 pm

Keymap: DATA ENTRY                                          Mode: Add
```

Figure 4. The Sales Orders Screen - Part 2 of 2

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Order*

The system displays the order number entered on the first screen.

Order Date*

The system displays the Order Date entered on the first screen.

FOB

Enter up to 20 characters to identify the point of title transfer or the shipping point from which freight will be charged for the order.

This entry is printed on the sales order form, invoice form, and bill of lading.

Freight Terms

Enter a code to identify the freight terms to be used when shipping this sales order merchandise. Choices are:

1:      Prepaid

2:      Collect

3:      Prepaid/Charge to Customer

The corresponding description is displayed so that you may verify your entry. Although this field is required, it is for your information only. The freight terms are printed on the bill of lading.

Date Required

Enter the date the customer requires the ordered merchandise.

Date Shipped

Enter the date the merchandise was or will be shipped to the customer. As an alternative to using the Shipping Confirmation function, you can make an entry here and the order will be invoiced when invoices are printed.

However, if a Hold Code is specified for this customer's order, the system will prevent you from entering a ship date at this time and during Shipping Confirmation entry.

Invoice Date

The system assigns and displays the date on which the invoice (for the order) was printed.

If you wish to reprint the invoice for this order with a different date, you have two choices:

o Enter a new date which will be printed on the new invoice (regardless of when you print invoices); or

o Blank out the present date, which will allow the system to default the current system date on which the new invoice is printed.

Due Date

When invoices are printed, the system calculates the Due Date based on the invoice date and the terms set up on the order record. Each time invoices are printed for this order, the Due Date is recalculated based on the invoice date.

Back Order?

This field indicates whether or not items on this sales order may be backordered. The entry you make here serves as the default on the line item record. The default is 'Y'. You may change the display.

Y: Items on this sales order may be backordered.

N: Items on this sales order may not be backordered.

This field may also be modified through the Shipping Confirmation Entry program.

BO Date*

The system displays the date on which the order was backordered. This date is set when invoices are posted and an order revision is created.

BO Printed?*

The system sets this field to 'Y' when you print a backorder or sales order form for this order.

Purchase Order

Enter up to 16 characters to indicate the customer's purchase order number. If a purchase order does not apply, you may enter a description here for your information.

Discount Pct

Enter up to 2 digits for each discount percentage to be applied against the sales order. Two fields are provided so that you may enter a "chain" discount. If a second discount is entered, it is applied to the subtotal generated after the first discount was taken.

During the invoices posting procedure, these discounts are posted to the Customer Discount Account in the Accounts Receivable Parameters file.

Inv Jrnl Printed?*

The system displays 'Y' or 'N' to indicate whether an Invoices journal has been printed without error for this record.

Instruction

Enter a code from the Special Instructions file to specify any special instructions to be appended to this sales order. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you may verify your entry.

These instructions apply to the entire order and are printed 1 inch below the last line item printed on the sales order form, invoice form, and shipping papers.

This field may also be modified through the Shipping Confirmation program.

Sales Tax*

If sales tax is to be charged for this order, the system calculates and displays that amount based on the rate for the sales tax code, the district entered for the order, and the entry made in the Taxable? field for the line item. (Rate is designated on the district record in Accounts Receivable.)

The system calculates and updates this amount when sales order forms and invoice forms are printed.

Tax Adjustment

If you want to change the computed sales tax amount displayed in the Sales Tax field and printed on the sales order form or invoice form, you may enter up to 5 digits and 2 decimals, positive or negative, to adjust the amount.

When the sales order forms, invoice forms, and journals are printed, the printed sales tax amount is the sum of the computed sales tax and the tax adjustment.

Freight

If there are any freight charges, enter up to 7 digits and 2 decimals for the amount.

During the invoices posting procedure, this amount is posted to the Freight Out Account in the Accounts Receivable Parameters file.

This field may also be modified through the Shipping Confirmation function.

Deposit

If the customer has included a deposit with this sales order, you may enter up to 7 digits and 2 decimals for the amount.

During Invoices post, this amount is posted to the Deposit Account in the Accounts Receivable Parameters file.

You must still enter a cash receipt for the deposit using the Accounts Receivable Cash Receipts program. (For a complete explanation of the Deposit and Apply To fields, refer to the Special Considerations section in the "User's Manual: Initial Setup".)

Other

If there are any "other" charges, enter up to 7 digits and 2 decimals for the amount.

This field may also be modified through the Shipping Confirmation program.

Other Account

Enter the account number that you want to credit for the Other amount. You can use the Scan option to find an appropriate entry. If your system includes General Ledger, this account number must be on file in the Chart of Accounts file. The system automatically displays the account description so that you may verify your entry.

Select the Next Record option to go to the next Sales Orders screen.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Sales Orders file.

When this record is complete, press RETURN to save the record and display the Line Items screen.

A sample line items screen is shown below.

```
 Order Entry Sales Orders                                      (2 of 2)

  Order              1         Order Date  07/27/94      Revision      MM/DD/YY
  Order Entry Sales Orders                                        (Lineitems)
  Line Number     1···     Date Required  MM/DD/YY     Last Revision  MM/DD/YY
  Product         ············
  Description                                          On Hand          .00
  Warehouse       10       Main Facility               On Order         .00
  Freight Class                                        Committed        .00
  Price Disc Pct  0·            Unit Cost    .000       Available        .00
  Unit Price      .000          Amount       .00
  Taxable?                  Back Order?   Y
  Qty Ordered     .00······ Qty Shipped   .00      Qty Backordered   .00
  Total Cartons             Total Weight            Qty Prev Shipped  .00
  Instruction     ···
  Account                       Accts Receiv, Sales/Wholesale

  Salesperson                        Comm Pct  Comm Basis  Comm Method
          Mr. Jarvis W. Payne
          Mr. Jarvis W. Payne

 Database: RAD          Appl: TOE 00         User: LGG        Jul 17th, 11:16 am

 Keymap: DATA ENTRY                                          Mode: Add
```

Figure 5. The Sales Order Line Items Screen

Certain entries on this record will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display only" field, which cannot be changed.

Certain fields on the record are not used if the Commission Accounting application is not part of the system. In this case, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Order*

The system displays the Order from the header record.

Order Date*

The system displays the Order Date from the header record.

Line Number

The system automatically numbers line items in sequence beginning with '1'. Each line item must be identified by a unique number.

Date Required

> The system displays the Date Required entered on the header record. If a date was not en-tered on the header record or if you wish to specify a different required date for this line item, you may enter a new date.

Last Revision*

> During the Invoices post procedure, the system sets a revision date for any backorders. Each time a line item on an order is backordered, the system updates this record and displays the date of the last revision in this field.

Product

> Enter up to 12 characters to identify the product included on this sales order line item. You can use the Scan option to find an appropriate entry.

> This number must be on file in the Inventory Control Products file. The combination of this number and the Warehouse (see below) must be on file in the Products By Warehouse file.

> This field may be left blank for non-inventory items.

Description

> The system displays the product Description from the Inventory Control Products file so that you may verify your entry in the Product field. In this case, you cannot change the display.

> If the Product field is left blank, you must enter up to 30 characters to describe this line item.

On Hand*

> The system displays the On Hand Qty from the Inventory Control Products By Warehouse record. This field enables you to view the number of stockkeeping units of the product that are currently on hand at this warehouse.

Warehouse

> The system displays, from the sales order header record, the warehouse that supplies the product to be shipped to the customer. The corresponding description is displayed from the Warehouses file so that you may verify your entry. You may override the display. You can use the Scan option to find an appropriate entry.

> This number must be on file in the Inventory Control Warehouses file. The combination of this number and the Product must be on file in the Products By Warehouse file.

> If the Product field was left blank for non-inventory items, you may also leave this field blank.

On Order*

The system displays the On Order quantity from the Inventory Control Products By Warehouse record. This field enables you to view the number of stockkeeping units of the product that are currently on order at this warehouse.

Freight Class

This field indicates the freight class used to ship this product to the customer. If a product was identified for this line item, the system defaults the Freight Class entered for this product on the Inventory Control Products record. The corresponding description is displayed from the Freight Classes file. You may override the display. You can use the Scan option to find an appropriate entry.

The freight class is printed on the bill of lading.

Committed*

The system displays the Committed quantity from the Inventory Control Products By Warehouse record. This field enables you to view the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

Price Disc Pct

If the customer is to receive a discount on the selling price (Unit Price) of this product, enter up to 2 digits to indicate the percentage. The percentage entered in this field is not posted to a General Ledger account. This percentage is an adjustment or reduction to the price and is used in arriving at the extended amount of the line item.

Unit Cost

The Unit Cost field specifies the cost per stockkeeping unit (purchase price plus any inventoriable costs) for this product. If both a product and a warehouse were entered for this line item, the system defaults this field from the Inventory Control Products By Warehouse file. You may enter up to 6 digits and 3 decimals to override the display.

Keep in mind that this cost is an approximation of the value that will be used for the actual Cost of Goods Sold entry during Invoices post. During the post, the system will default the most current cost from either the Products By Warehouse file or the Product Purchases holding file, depending on the costing method selected in Inventory Control.

Available*

The system calculates and displays the number of stockkeeping units for the product, which are available at this warehouse. This formula is expressed below:

Available = On Hand + On Order - Committed

Unit Price

The Unit Price specifies the amount charged per stockkeeping unit (that is, the selling price) of the product. If both a product and a warehouse were entered for this line item, this display is defaulted from the Inventory Control Products By Warehouse file. You may enter up to 6 digits and 3 decimals to override the display.

If special customer pricing has been stipulated for this product/customer combination in the Inventory Control Product Discounts By Customer file, the system adjusts the unit price according to this special pricing definition and displays the adjusted value in the Unit Price field.

However, to use this special customer pricing, the date entered in the Pricing Expires field (on the Product Discounts By Customer record) must not be earlier than the order date.

Amount*

The system calculates and displays the amount of this line item by multiplying the Unit Price by the Qty Ordered, and discounting the resulting amount by the Price Disc Pct. The invoice subtotal, which is printed on most of the forms and reports, represents the sum of all the Amount fields for all the line items.

Taxable?

This field indicates whether or not this item is taxable. The system displays the value set up for this product/warehouse combination on the Inventory Control Products By Warehouse record. You may override the display by entering:

Y: This item is taxable.

N: This item is not taxable.

Back Order?

Depending on the entry made on the Sales Orders header record, the system displays 'Y' or 'N' to indicate whether or not this particular line item may be backordered for this order. You may change this display.

Y: This item may be backordered.

N: This item may not be backordered.

This field may also be modified through the Shipping Confirmation function.

Qty Ordered

Enter up to 5 digits and 2 decimals for the number of stockkeeping units ordered. For a credit memo, enter a negative amount here.

Qty Shipped

The system defaults the amount that you entered in the Qty Ordered field. Enter up to 5 digits and 2 decimals to specify the actual quantity shipped.

This field may also be modified through the Shipping Confirmation function.

Qty Backordered

If the quantity ordered is not equal to the quantity shipped, the system calculates and displays the quantity backordered as:

Qty Ordered - Qty Shipped

However, if the Back Order? field is set to 'N', this field defaults to zero. You may enter up to 5 digits and 2 decimals to override the display.

This field may also be modified through the Shipping Confirmation function.

Total Cartons

This field indicates the total number of cartons containing this product required by the line item. The system calculates and displays this amount based on the UM per Ship Carton entered for this product/warehouse combination on the Inventory Control Products By Warehouse record:

Total Cartons = Qty Ordered / UM per Ship Carton

You may enter up to 5 digits and 2 decimals to override the display.

Total Weight

This field indicates the total weight of the cartons containing this product required by the line item. The system calculates and displays this amount based on the Shipping Weight entered for this product on the Inventory Control Products By Warehouse record:

Total Weight = Total Cartons x Shipping Weight

You may enter up to 5 digits and 2 decimals to override the display.

Qty Prev Shipped*

For products that have been invoiced and only partially shipped, the system displays the accumulated quantity previously shipped to the customer.

Instruction

Enter a code from the Special Instructions file to specify any special instructions to be appended to this line item. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you may verify your entry.

These instructions are printed directly below the line item on the sales order form, invoice form, and shipping papers.

This field may also be modified through the Shipping Confirmation function.

Account

Enter the General Ledger sales account number to be credited when the line item Amount is posted. You can use the Scan option to find an appropriate entry. If the General Ledger application is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. The corresponding description is displayed so that you may verify your entry.

If a product was entered for this line item, the account number defaults from the Inventory Control Product Classes file.

Salesperson

This field identifies the salesperson who made or received credit for the line item. You can use the Scan option to find an appropriate entry if Commission Accounting is part of your system. If you entered 'Y' for Comm on Sub? on the Sales Orders header record, you cannot make an entry in this field. If you entered 'N' for Comm on Sub?, the Salesperson will default from the header record. You may enter up to 3 digits for each salesperson to override the display.

If Commission Accounting is part of the system, each number that you enter must be on file in the Salespersons file. The system displays the corresponding name(s) so that you may verify your entry.

If your system does not include Commission Accounting, this field may be used for your information.

Comm Pct

This field identifies the percentage used to calculate the salesperson commission on this line item. If you entered 'Y' for Comm on Sub? on the Sales Orders header record, you cannot make an entry in this field. If you entered 'N' for Comm on Sub?, the commission percent will default from the header record. You may enter up to 3 digits and 1 decimal to override the display.

If a salesperson/product class combination is on file for this salesperson in the Commission Accounting Sales Classes file, the commission percent will default from that file.

If your system does not include Commission Accounting, this field may be used for your information.

Comm Basis

This field indicates the percentage of the commissionable dollars that is allocated to each salesperson for the line item. If you entered 'Y' for Comm on Sub? on the Sales Orders header record, you cannot make an entry in this field. If you entered 'N' for Comm on Sub?, the commission basis will default from the header record.

If Commission Accounting is part of the system and you did not make an entry for this salesperson on the header record, the first entry defaults to '100' and the second to '0'. You may enter up to 3 digits and 1 decimal to override these defaults. If your system does not include Commission Accounting, no defaults will appear.

If the commission is to be split between two salespeople, the first entry would represent the percentage that the first salesperson would receive, and the second entry would represent the percentage that the second salesperson would receive.

These entries do not need to add up to 100.

Commission Method

This field identifies the method used to calculate the commissionable dollars for each salesperson. If a salesperson/product class combination is on file for this salesperson in the Commission Accounting Sales Classes file, the Commission Method will default from that file. You may override the display by entering one of the following codes:

" ": If blank, commissions will not be calculated

S: The selling price

P: The product commission amount

G: The gross margin (that is, the difference between the selling price and the cost)

The following table outlines the fields that each commission method is based upon.

S: Amount = (Unit Price x Quantity x Price Disc Pct)

P: Commission Amount (in the Inventory Control Products file)

G: Amount - (Quantity x Cost)

The entered data is validated. Press RETURN to display system-supplied information, and then press RETURN again to save the contents of this screen.

Select the Previous Image option to go back to the current Sales Orders screen. Select the Next Record option to go to the next Line Items screen. Select the END option to go to the next Sales Order screen.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Sales Orders Line Items file.

Option 2 - Shipping Confirmation

You can use this program to enter shipping confirmation information into the Sales Orders records. However, you can avoid this step by entering a ship date during Sales Orders entry. Before printing invoices for customers' orders, you have the option of confirming and updating data in the following fields:

- Instruction
- Freight
- Other
- Back Order?
- Ship Date

Only those order records that contain a Ship Date are selected for invoice printing. Credit and debit memos must also have a Ship Date entered so that they can be included during invoice printing.

You may also change specific line items, by confirming and updating data in the following fields:

- Instruction
- Back Order?
- Shipped
- Backordered

An additional feature is available that allows you to use Option 17 to fully confirm all line items. In doing so, the system defaults the amount from the Qty Ordered field to the Qty Shipped field and sets all backordered quantities to zero for each line item.

After you finish entering shipping confirmations, the system creates a modification log showing which quantities were released and which were backordered.

Select "Shipping Confirmation" from the Transaction Processing menu. A sample Shipping Confirmation screen is shown below:

Figure 6. The Shipping Confirmation Screen

Certain entries on this record will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Order

> Enter up to 6 digits to identify the open order being confirmed for shipping. Press RETURN to display the defaults for the other fields. The Order field may no longer be changed.

Order Date*

> The system displays the Order Date entered on the order record.

Revision*

> If a Revision Date was specified on the order record, the system displays it here.

Customer*

>   The system displays the customer number entered on the order record; the corresponding name is displayed.

Credit Status*

>   The system displays the customer's credit status code from the Accounts Receivable Customers record. These codes can only be changed on that record and include:
>
>   NO: The customer's Balance exceeds the customer's Credit Limit.
>
>   OK: The customer's Credit Limit is not exceeded.
>
>   BAD: For some reason other than Credit Limit, this customer is considered to be a poor credit risk.

Ship To*

>   The system displays the ship to number entered on the order header record; the corresponding description is displayed from the Addresses file.

Hold Code

>   If a hold code was specified for this customer's order, the system displays that 1-character code from the order header record. You may accept the default or blank it out to indicate that this order is no longer on hold and that an invoice can be printed for this order.
>
>   You may define one or more values for this field, but remember that if you make any entry here, the system will prevent you from entering a ship date (at this time or during Sales Orders entry) and will impose a credit hold on this order.
>
>   If the order is not on hold, leave this field blank.

Warehouse*

>   The system displays the Warehouse entered on the order record; the corresponding description is displayed from the Inventory Control Warehouses file.

Instruction

>   If any special instructions were specified on the order record, the system displays that code; the corresponding description is displayed from the Instructions file. You may enter a code from the Special Instructions file to override the display. You can use the Scan option to find an appropriate entry.

Freight

If there were any freight charges entered on the order, the system displays that amount here. You may enter up to 5 digits and 2 decimals to override the display.

If you do override this amount, (for example, in the case of a partial shipment), the original amount in this field will be lost.

Other

If there were any "other" charges entered on the order, the system displays that amount here. You may enter up to 7 digits and 2 decimals to override the display.

If you do override this amount, (for example, in the case of a partial shipment), the original amount in this field will be lost.

Back Order?

Depending on the entry made on the order record, the system displays 'Y' or 'N'. You may enter a new value to indicate whether or not items on the order may be backordered.

Y: Items on this order may be backordered.

N: Items on this order may not be backordered.

Ship Date

If a Date Shipped was entered on the order header record, the system displays that date. You may enter a new date to override the display. Either way, a ship date must be present if the order is to be invoiced.

However, if a Hold Code is specified for this order, the system will prevent you from entering a ship date at this time.

After you have finished entering this information, you can either use Option 17 to fully confirm all line items or you can press RETURN to "page" through the line items. The system automatically displays the first line item record associated with the order. You may only edit the Instruction, Back Order?, Shipped, and Backordered fields for the shipping confirmation.

Here is a sample line item screen:

```
Order Entry Shipping Confirmation                                    (Order)

Order        1         Order Date  07/27/94            Revision      MM/DD/YY
Customer     00000040  Burlington Enterprises          Credit Status OK
Ship To                                                Hold Code
Warehouse    10        Main Facility
Order Entry Shipping Confirmation                                 (Lineitems)

      Product                    Units Dsc%    Price/ Instruct/  Shipped/
Line Description        Unit  Ordered Whse     Amount Backorder? Backordered
==== ================== ==== ======== ==== ========== ========== ============
•••0


---------------------------------------------------------------------------






Database: RAD          Appl: TOE 00        User: LGG       Jul 17th, 11:19 am

Keymap: DATA ENTRY                                          Mode: Chg/Key
```

Figure 7. The Shipping Confirmation Line Items Screen

Certain entries on this record will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display only" field, which cannot be changed.

Data items for the preceding screen are described below.

Line*

The system displays the line number assigned to the Sales Order line item record.

Product Description*

The system displays the Product Description entered on the Sales Order line item record.

Units Ordered*

The system displays the stockkeeping Unit of Measure for the product from the Inventory Control Products record and the Qty Ordered on the Sales Order line item record.

Dsc%/Whse*

If a Price Disc Pct was specified for the line item, the system displays that percentage from the Sales Order line item record and the Warehouse entered on the Sales Order line item record.

Price*

The system displays the Unit Price entered on the Sales Order line item record.

Amount*

The system calculates and displays the amount of this line item by multiplying the unit price by the quantity ordered, and discounting the resulting amount by the Price Disc Pct.

Instruction

If any special instructions were specified for this line item, the system displays that code. You can use the Scan option to find an appropriate entry. You may enter a code from the Special Instructions file to override the display.

Back Order?

Depending on the entry made on the Sales Order line item record, the system displays 'Y' or 'N'. You may enter a new value to indicate whether or not this item may be backordered.

Y: This item may be backordered for this order.

N: This item may not be backordered for this order.

Shipped

The system displays the Qty Shipped from the Sales Order line item record, if any. To enter or change the quantity shipped, enter up to 5 digits and 2 decimals to override the display. If you used the Option 17 feature, this field will be set to Qty Ordered from the Sales Order line item record.

Backordered

The system displays the Qty Backordered entry made on the Sales Order line item record. You may enter up to 5 digits and 2 decimals to override the display. If you used the Option 17 feature, this field will be set to zero.

Press RETURN to save the contents of this screen.

Option 3 - Sales Order Forms

This function allows you to print sales orders from the Sales Orders file. When sales order forms are printed, the system calculates sales tax, discounts, and subtotals for each Sales Order record. These forms are printed on either standard 8 1/2 x 11 inch paper or special preprinted forms, depending on the entry in the Parameters file.

If you select this program to print backorder forms, the system sets the BO Printed? field on the Sales Orders record to 'Y' and appends a revision number to the original order number. (See the explanation on Backorders.)

A sample Sales Order form is shown below:

```
  Expert Distributing, Inc.




                              S A L E S    O R D E R

               ORDER NUMBER 100002          ORDER DATE 08/05/89

   Ship To                                  Sold To

   B & J Materials Corp.                     Master Sellers Company
   425 Battery Street                        401 Texas Blvd.
                                             Bldg. 3-308
   San Francisco        CA 94111            Los Alamos,         NM 45213


   Ship Via: Acme Transport      FOB:  Shipping Dock      Salesperson:   010
   PO No:    P3050               Terms: Due Upon Receipt   Date Req: 08/15/89
   Freight:  Prepaid                    From: South End Facility

  =============================================================================
  Product         Ordered   Unit       Required   Unit Price  Dsc   Extension
  Description
  _____        _____   ____       _____   _____    ___   _____

  30               1.00    Each        08/15/89     360.000     0       360.00
  #56 10" Red Cylinder

          This is a product substitution. We were unable to fill your
          original order and have substituted an alternate product.
          Please let us know if the product we have sent meets your
          requirements and expectations.




          Your shipment has been packaged carefully by professionals.
          However, due to the fragile nature of this equipment,
          damage sometimes occurs. Please let us know immediately if
          any part of this shipment has been damaged.




  =============================================================================
   Subtotal    %  %   Discount   Freight   Sales Tax     Other      Total
     360.00    1  2      10.73     45.00        0.00     50.00-     344.27
```

Option 4 - Backorder Form

This function allows you to print backorders for records in the Sales Orders file that contain backordered items. These forms are printed on either standard 8 1/2 x 11 inch paper or special pre-printed forms, depending on the entry in the Parameters file. Although the heading on the backorder form reads "Sales Order," backorder forms include a revision number that is appended to the original order number. For example, Order 556711 would be revised to appear as:

<div align="center">Order 556711 - 02</div>

If you select this program, the system sets the BO Printed? field on the Sales Orders header record to 'Y.'

A sample Backorder form is shown below:

```
Expert Distributing, Inc.



                              S A L E S   O R D E R

            ORDER NUMBER 100001 - 01     ORDER DATE 08/01/89

  Ship To                              Sold To

  Burlington Enterprises                Burlington Enterprises
  404 W. 12th Street                    404 W. 12th Street

  Spokane,            WA 98003          Spokane,            WA 98003


  Ship Via: Fast Freight, Ltd.  FOB:  Shipping Dock      Salesperson:   010
  PO No:    P10982               Terms: 2/10, Net 30      Date Req: 08/10/89
  Freight:  Prepaid/Charge to Customer    From: Main Facility


  ==========================================================================
  Product          Ordered  Unit      Required  Unit Price  Dsc   Extension
  Description
  _____         _____  ____      _____   _____   ___   _____

  10                 1.00   Each      08/10/89    247.500     5     235.13
  Product 10 Drop Shipments            From: Drop Ship Warehouse
          This is a product substitution. We were unable to fill your
          original order and have substituted an alternate product.
          Please let us know if the product we have sent meets your
          requirements and expectations.

  20                 2.00   Each      08/10/89    320.000     0     640.00
  #4 12" Gold Plated Black Round

  30                 1.00   Each      08/10/89    360.000    10     324.00
  #56 10" Red Cylinder                 From: South End Facility




          Your shipment has been packaged carefully by professionals.
          However, due to the fragile nature of this equipment,
          damage sometimes occurs. Please let us know immediately if
          any part of this shipment has been damaged.



  ==========================================================================
   Subtotal   %  %  Discount    Freight  Sales Tax     Other       Total
    879.13    1  0     8.79       60.00      0.71        0.00     1247.85
                                                    Less Deposit    100.00
                                                    Net Total      1147.85
```

Option 5 - Picking List

This function allows you to print picking lists from the Sales Orders file. These forms are printed on standard 8 1/2 x 11 inch paper. A new page is printed for each warehouse, with locations within the warehouse serving as part of the subheading on each form. Each form includes the order number, quantity ordered, product number and description, and unit of measure. Additionally, the form includes a column for the user to fill in quantities shipped for each item on the order.

Select "Picking List" from the Transaction Processing menu. Here is a sample Picking List:

```
                              Expert Distributing, Inc.
04/10/91 10:09 am                                          KAY Page:     1
                                   Picking List

   Order   Ordered   Shipped    Product    Description                  Unit
==============================================================================

   Warehouse 10  Main Facility


   Location C-11

   100001     2.00  ........... 20          #4 12" Gold Plated Black Round Each
```

Option 6 - Shipping Papers

This function allows you to print shipping papers from the Sales Orders file. These forms are printed on either standard 8 1/2 x 11 inch paper or special preprinted forms, depending on the entry in the Parameters file. The header on shipping papers show the company name and address, and various order data from the Sales Orders record.

If a different warehouse was specified for the line item than the warehouse entered on the order record, the line item warehouse and description is printed on the shipping papers. Also, if a special instruction is specified for the line item, this instruction is printed directly following that line item.

A sample Shipping Papers form is shown below:

```
     Expert Distributing, Inc.



                          S H I P P I N G   P A P E R S

              ORDER NUMBER 100001          ORDER DATE 08/01/89

       Ship To                            Sold To

       Burlington Enterprises             Burlington Enterprises
       404 W. 12th Street                 404 W. 12th Street

       Spokane,          WA 98003         Spokane,          WA 98003


     Original Order: 100001        Bill of Lading?: Y     Date Required: 08/10/89
     Warehouse: Main Facility                     Freight: Prepaid/Charge to Customer

     ========================================================================
     Product         Ordered    Shipped   Backorder    Cartons   Unit   Weight
     Description
     _____        _____    _____    _____     _____    ___    _____

     10                 1.00      1.00        0.00        0.00   Each    100.00
     #10 3-1/2" White Round                  From: Drop Ship Warehouse

             This is a product substitution. We were unable to fill your
             original order and have substituted an alternate product.
             Please let us know if the product we have sent meets your
             requirements and expectations.

     20                 2.00      1.00        1.00        2.00   Each     30.00
     #4 12" Gold Plated Black Round

     30                 1.00      1.00        0.00        1.00   Each     25.00
     #56 10" Red Cylinder                    From: South End Facility




             Your shipment has been packaged carefully by professionals.
             However, due to the fragile nature of this equipment,
             damage sometimes occurs. Please let us know immediately if
             any part of this shipment has been damaged.




     ========================================================================
     Date Shipped: 08/08/89   Via: Fast Freight, Ltd.    FOB: Shipping Dock
```

Option 7 - Bill of Lading

Bill of lading forms are printed on special 8 1/2 x 8 1/2 inch preprinted forms. The header on each form shows the order number, purchase order number, warehouse description, company name, and today's date. The page is footed with an 'X', which marks the freight terms as either "prepaid" or "collect." The company name and address is also printed at the bottom of the page. Subtotals of total cartons and total weight are provided for each freight class, along with the freight class description.

Option 8 - Invoice Form

This function allows you to print invoices by order number. These forms are printed on either standard 8 1/2 x 11 inch paper or special preprinted forms, depending on the entry in the Parameters file. The header on invoices shows the company name and address, and various order data from the Sales Orders record.

If a different warehouse was specified for the line item than the warehouse entered on the order record, the line item warehouse and description is printed on the invoice. Also, if a special instruction is specified for the line item, this instruction is printed directly following that line item.

During invoice printing, the invoice number is assigned from the Next Invoice No field in the Parameters file. At this time, the system also calculates sales tax, discounts, and subtotals for each order.

If the Invoice Date field on the Sales Orders record is blank, the system defaults the current system date on which the invoice is printed. If a date has been entered in the Invoice Date field, the system prints that date on the invoice (regardless of when you print invoices). When the invoice is printed, the system displays the assigned invoice date in the Invoice Date field on the Sales Orders record.

The system calculates the due date based on the invoice date and the terms set up on the Sales Orders record. Each time invoices are printed for this order, the due date is recalculated and redisplayed in the Due Date field on the Sales Orders record.

A sample Invoice form is shown below:

```
        Expert Distributing, Inc.




                                I N V O I C E

          INVOICE NUMBER 1003         Apply To                 INVOICE DATE 08/12/89

          Ship To                              Sold To

          Burlington Enterprises               Burlington Enterprises
          404 W. 12th Street                   404 W. 12th Street

          Spokane,          WA 98003           Spokane,          WA 98003


        Ship Via: Fast Freight, Ltd.   FOB:  Shipping Dock      Salesperson:   010
        PO No:    P10982               Terms: Net 30            Date Req: 08/10/89
        Freight:  Prepaid/Charge to Customer   From: Main Facility
        Order:    100001 - 01
        =====================================================================
        Product         Ordered   Shipped   Backorder   Unit Price  Dsc   Extension
        Description
        _____        _____   _____    _____    _____    ___   _____

        10                 1.00     1.00        0.00      247.500      5     235.13
        Product 10 Drop Shipments                From: Drop Ship Warehouse

                This is a product substitution. We were unable to fill your
                original order and have substituted an alternate product.
                Please let us know if the product we have sent meets your
                requirements and expectations.

        20                 2.00     1.00        1.00      320.000      0     320.00
        #4 12" Gold Plated Black Round

        30                 1.00     1.00        0.00      360.000     10     324.00
        #56 10" Red Cylinder                     From: South End Facility




                Your shipment has been packaged carefully by professionals.
                However, due to the fragile nature of this equipment,
                damage sometimes occurs. Please let us know immediately if
                any part of this shipment has been damaged.


        =====================================================================
         Subtotal   %  %   Discount    Freight  Sales Tax      Other      Total
          879.13    1  0      8.79       60.00       0.71        0.00     931.05
                                                          Less Deposit    100.00
                                                          Net Total       831.05
```

Here is a sample Debit/Credit Memo:

```
Expert Distributing, Inc.



                          D E B I T   M E M O

   INVOICE NUMBER 1004          Apply To              INVOICE DATE 08/15/89

   Ship To                                Sold To

   B & J Materials Corp.                  Master Sellers Company
   425 Battery Street                     401 Texas Blvd.
                                          Bldg. 3-308
   San Francisco      CA 94111            Los Alamos,         NM 45213


Ship Via: Acme Transport      FOB:   Shipping Dock       Salesperson:   010
PO No:    P3050               Terms: 2/10, Net 30        Date Req: 08/15/89
Freight:  Prepaid                          From: South End Facility
Order:    100002
=============================================================================
Product         Ordered   Shipped   Backorder   Unit Price  Dsc   Extension
Description
_____        _____   _____   _____   _____  ___   _____

30                 1.00      1.00       0.00       360.000    0       360.00
#56 10" Red Cylinder
         This is a product substitution. We were unable to fill your
         original order and have substituted an alternate product.
         Please let us know if the product we have sent meets your
         requirements and expectations.




         Your shipment has been packaged carefully by professionals.
         However, due to the fragile nature of this equipment,
         damage sometimes occurs. Please let us know immediately if
         any part of this shipment has been damaged.


=============================================================================
 Subtotal    %  %   Discount     Freight   Sales Tax     Other      Total
   360.00    1  2      10.73       45.00       0.00       50.00-     344.27
```

Option 9 - Invoices Journal

Before invoices can be posted, you must print a journal. The invoices journal is printed from the Sales
Orders file. However, before journalizing invoices, a ship date must be entered on the order record
(either through Sales Orders entry or Shipping Confirmation), and invoice forms must be printed.

Here is a sample Invoices Journal:

```
                                         Expert Distributing, Inc.
04/11/91 09:53 am                                                                       KAY Page:     1
                                      Order Entry Invoices Journal

Invoice    Customer                         Terms    Tax Code/Dist  Inv Date                  Trx Type
Apply To   Ship To                          Warehouse               Due Date      Back Order? Customer PO No
Order      Receivable Account                        Other Account                Comm Subtotal?
Revision    Invoice Amt    Subtotal    Deposit  Cust Disc    Freight   Sales Tax  Other Amt  Salesrep Comm % Basis Commission
========================================================================================================================
1003       00000040  Burlington Enterprises   003    002 001    08/12/89                     Sales Order
                                              10                09/11/89             Y        P10982
100001     1030001001WH Accts Receiv, Sales/Wholesale                                N
01            831.05     879.13     100.00     8.79      60.00       0.71       0.00

Line Account                                Shipped  Back  Unit Price  D%    Amount Me-  Sales Comm % Basis Commission
    Product                              Wh  BO'ed Order? Apprx Cost          thod  Rep
---- -------                              --  ------- ------ ----------  --    ------ ---- ----- ------ ----- ----------

001 3010001001WH  Sales, Wholesale          1.00            247.500   5    235.13 P   010   100.0 25.0      37.50
    10  Product 10 Drop Shipments     99    0.00    Y                        P   030   100.0 25.0      37.50

002 3010001001WH  Sales, Wholesale          1.00            320.000   0    320.00 G   010     9.0 25.0       1.58
    20  #4 12" Gold Plated Black Round 10    1.00    Y    250.000                S   030     8.0 25.0       6.40

003 3010001001WH  Sales, Wholesale          1.00            360.000  10    324.00 S   010     8.0 25.0       6.48
    30  #56 10" Red Cylinder          20    0.00    Y    290.000                G   030     9.0 25.0       0.77
                                                                     ----------                           ----------
                                            -- Line Item Totals -->      879.13                               90.23
----------------------------------------------------------------------------------------------------------------------

1004       00000020  Master Sellers Company   002    001 1      08/15/89                     Debit Memo
            0001     B & J Materials Corp.    20                09/14/89             Y        P3050
100002     1030001001MA Accts Receiv, Sales/Mfg.     4070000000MA Discounts Lost, Mfg.      Y
              344.27     360.00       0.00    10.73      45.00       0.00      50.00- 010       5.0 75.0      13.50

Line Account                                Shipped  Back  Unit Price  D%    Amount Me-  Sales Comm % Basis Commission
    Product                              Wh  BO'ed Order? Apprx Cost          thod  Rep
---- -------                              --  ------- ------ ----------  --    ------ ---- ----- ------ ----- ----------

001 3010001001MA  Sales, Manufacturing       1.00            360.000   0    360.00
    30  #56 10" Red Cylinder          20    0.00    Y    290.000
                                                                     ----------                           ----------
                                            -- Line Item Totals -->      360.00                                0.00
----------------------------------------------------------------------------------------------------------------------

1005       00000050  Miscellaneous Customer   003    002 002    08/20/89                     Sales Order
                                              20                09/19/89             Y
100003     1030001001MA Accts Receiv, Sales/Mfg.                                    N
              610.23     565.00       0.00     0.00      45.00       0.23       0.00

Line Account                                Shipped  Back  Unit Price  D%    Amount Me-  Sales Comm % Basis Commission
    Product                              Wh  BO'ed Order? Apprx Cost          thod  Rep
---- -------                              --  ------- ------ ----------  --    ------ ---- ----- ------ ----- ----------

001 3010001001MA  Sales, Manufacturing       1.00            290.000   0    290.00 S   040   100.0 100.0     290.00
    20  #4 12" Gold Plated Black Round 20    1.00    Y    135.000

002 3060000000     Miscellaneous Income       1.00            275.000   0    275.00     040     5.0 100.0
   Technical Assistance                      0.00    N
```

Option 10 - Invoices Post

Invoices are posted from the Sales Orders file. Before posting invoices, you must confirm shipment of these orders, and print both invoice forms and the journal.

Open order records are kept on file until the order has been fully shipped. Any orders or line items that have been fully shipped will be deleted during invoice posting.

Depending on your system's configuration, the Accounts Receivable, Inventory Control, Commission Accounting, Sales Analysis, and General Ledger applications files may be updated.

The Invoices Post also accommodates fluctuations in unit cost and unit price. If you left these fields blank during Sales Orders entry, the system will default the current cost and price of the product from the Inventory Control Products By Warehouse record when you run this posting procedure. (See the Special Considerations section of the "User's Manual: Initial Setup" for more details about the inventory costing audit trail.)

Option 11 - Print Journal and Post

If you choose this option, the system prints the invoices journal and then immediately posts the invoices.

Chapter 3: Monthly Processing

Monthly Processing

The Monthly Processing menu has month- and year-end closing functions that complete the order entry cycle.

Here is the Monthly Processing menu:

```
Order Entry                                      Expert Computing, Inc.



                        ┌──────────────────────────────┐
                        │      Monthly Processing       │
                        │                               │
                        │   1) Monthly Status Inquiry   │
                        │   2) Close Month              │
                        │                               │
                        │                               │
                        └──────────────────────────────┘




                          24) Select New Company

                        Press END to exit Order Entry

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        Copyright (c) 1983, 1985, 1991 by APPX Software, Inc.  All Rights Reserved.

Database: RAD          Appl: TOE 00          User: LGG          Aug 4th, 2:28 pm

Keymap: MENU ENTRY
```
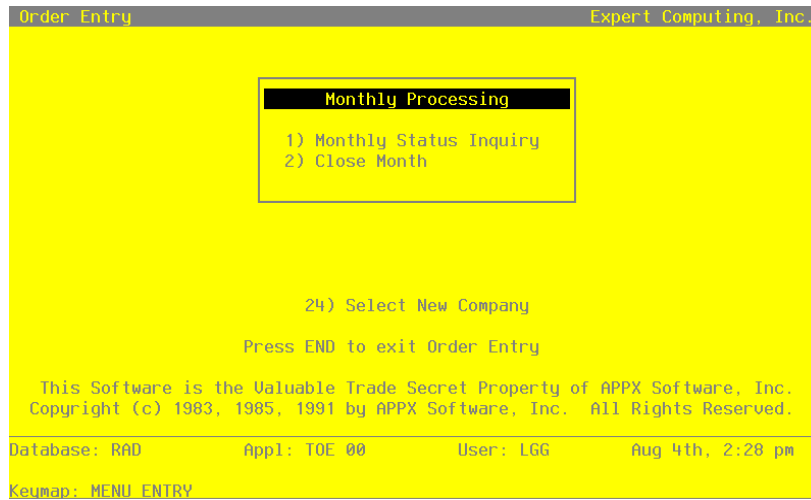
Figure 8. The Monthly Processing Screen

The rest of this chapter provides explanations and samples of the Monthly Processing functions.

Option 1 - Monthly Status

Use this selection to verify the current status of the Order Entry application. Monthly Status provides an on-screen display that shows the current calendar period and year.

A sample inquiry is shown below.

```
****************************  Monthly Status  ******************************



                             Calendar Month/Year   08 89
```

Option 2 - Close Month

During the Close Month Procedure, all Order Entry files are prepared for the next accounting month. The system performs the following updates:

• Updates the date fields in the Parameters file to reflect the new month

Select "Close Month" from the Monthly Processing menu to run this function.

Chapter 4: File Maintenance

File Maintenance

Order Entry master files contain data for addresses, freight classes, shippers, special instructions, and system parameters.

As you use the system daily, you may want to add, change, delete, or view file data. The File Maintenance functions allow you to create and update master file records. You can also print a listing of these files at any time.

Here is the File Maintenance menu:

```
Order Entry                                        Expert Computing, Inc.

                          File Maintenance

               File Maintenance          Listings

               1) Addresses              6) Addresses
               2) Freight Classes        7) Freight Classes
               3) Shippers               8) Shippers
               4) Special Instructions   9) Special Instructions
               5) Parameters            10) Parameters

                       24) Select New Company

                     Press END to exit Order Entry

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Database: RAD         Appl: TOE 00       User: LGG         Aug 4th, 2:21 pm

Keymap: MENU ENTRY
```

Figure 9. The File Maintenance Menu Screen

The following pages provide sample screens and field definitions for each File Maintenance function.

Option 1 - Addresses

The Addresses file allows you to set up and maintain one or more shipping address records for each customer.

The system assumes that the record established with a "ship to" of '1' references the most frequently used shipping address for each customer. During Sales Orders entry, the system displays that number and corresponding name by default if such a record exists for the customer. It may be changed at that time.

The address on the Customers record in Accounts Receivable is used primarily for billing. However, if an Addresses record is not set up for a customer in this file, the system defaults the address on the

Customers record during Sales Orders entry. In this case, the Ship To field remains blank.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Addresses" from the File Maintenance menu. The Addresses entry screen is shown below:

```
Order Entry Addresses

Customer      00000010      Alexander's, Inc.
Ship To       1···

Name          Anderson·Supply···············
Address       119·West·Bellevue·Drive·······
   "          ·····························
City/St/Zip   Pasadena············ CA 91105·····
Country       ····················
Phone         (213)·796-9200

Ship Via      30            Fast Freight, Ltd.
Salesperson   10·           Mr. Jarvis W. Payne
Tax Code      1··           No Sales Tax
Tax District  1····         No tax
Warehouse     10            Main Facility


                  RETURN) Next Record    98) Audit Info

Database: RAD         Appl: TOE 00         User: LGG         Aug 10th, 2:58 pm

Keymap: DATA ENTRY                                           Mode: Chg
```

Figure 10. The Addresses Screen

Certain fields on the record are not used if the Commission Accounting application is not part of the system. In this case, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Customer

Enter a valid customer number from the Accounts Receivable Customers file. You can use the Scan option to find an appropriate entry. The system displays the customer name so that you can verify your entry.

Ship To

> Enter up to 4 digits to identify the address for shipping sales order merchandise. During Sales Orders entry, the Addresses record with a "ship to" of '1', if one is established, is defaulted. If you wish to use such a default, establish the most frequently used shipping address for this customer as '1'.

Name

> Enter up to 30 characters to identify the name of the person or company receiving sales order merchandise at this shipping address.

Address (Line 1)

> Enter up to 30 characters to indicate the address where sales order merchandise is to be shipped.

Address (Line 2)

> If necessary, enter up to an additional 30 characters to complete the shipping address.

City

> Enter up to 20 characters for the city in the shipping address. Be sure to enter a comma (,) after the city if you want a comma to be printed between the city and state on the customer's sales order forms, backorder forms, invoice forms, shipping papers, and bills of lading.

State

> Enter the standard 2-letter state abbreviation.

Zip Code

> Enter up to 10 characters for the zip code.

Country

> Enter up to 20 characters to identify the country.

Phone

> Enter up to 14 characters for the addressee's phone number, including area code. You can use any notation or format (for example, '(###)###-####' or '###-###-####').

Ship Via

> Enter a code from the Shippers file to identify the shipper who is to ship merchandise to this customer/ship to. You can use the Scan option to find an appropriate entry.

Salesperson

> This field identifies the salesperson to be defaulted to the first Salesperson field during Sales Orders entry. You can use the Scan option to find an appropriate entry if Commission Accounting is part of your system. The system displays the Salesperson set up on the Customers record. You may override the display.

> If you change this number and Commission Accounting is part of your system, the new number must be on file in the Salespersons file. The system displays the corresponding name so that you may verify your entry.

Tax Code

> The Tax Code identifies the sales tax code to be defaulted for this customer/ship to during Sales Orders entry. You can use the Scan option to find an appropriate entry. The system displays the Tax Code set up on the Customers record. You may override the display.

> If you change this number, the new number must be on file in the Accounts Receivable Sales Tax Codes file. The system displays the corresponding description so that you may verify your entry.

Tax District

> This field identifies the tax district to be defaulted for this customer/ship to during Sales Orders entry. You can use the Scan option to find an appropriate entry. The system displays the Tax District set up on the Customers record. You may override the display.

> If you change this number, the new number must be on file in the Accounts Receivable Sales Tax Code file for the Tax Code you entered. The system displays the corresponding description so that you may verify your entry.

Warehouse

> This field identifies the warehouse from which the merchandise is to be shipped. You can use the Scan option to find an appropriate entry. The system displays the Warehouse set up on the Customers record. You may override the display.

> If you change this number, the new number must be on file in the Inventory Control Warehouses file. The system displays the corresponding description so that you may verify your entry.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Addresses record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Addresses file.

Option 2 - Freight Classes

This program is used to establish and maintain records identifying the freight classifications used on bills of lading. All Sales Orders line items with the same freight class code are grouped together on the Order Entry bill of lading.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Freight Classes" from the File Maintenance menu. Here is the Freight Classes entry screen:

```
Order Entry                                     Expert Computing, Inc.

                          File Maintenance

              Freight Classes                tings

     Class Description               res resses
     ===== ============================h ight Classes
       10  Fragile···················· ppers
       20  Perishable                  cial Instructions
       30  Combustible             ame ameters

                                         any

                                         ntry
          RETURN) Next Class  98) Audit Info
     This                                operty of APPX Software, Inc.
   Copyright (c) 1983, 1985, 1991 by APPX Software, Inc.  All Rights Reserved.

Database: RAD        Appl: TOE 00      User: LGG        Aug 4th, 2:21 pm

Keymap: DATA ENTRY                                      Mode: Chg
```

Figure 11. The Freight Classes Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Freight Class

> Enter up to 3 digits to identify the freight class.

Description

> Enter up to 30 characters to describe the freight class. Examples of freight classes might include refrigerated freight, fragile freight, or explosive/flammable freight.

Press RETURN to save the information on this screen. Select Next Record to go to the next Freight Classes record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Freight Classes file.

Option 3 - Shippers

This program is used to establish and maintain an identification of each shipper used to ship orders. A Ship Via number is entered on each sales order and is used for printing the freight company name on sales order forms, invoices, bills of lading, and shipping papers.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Shippers" from the File Maintenance menu. Here is the Shippers entry screen:
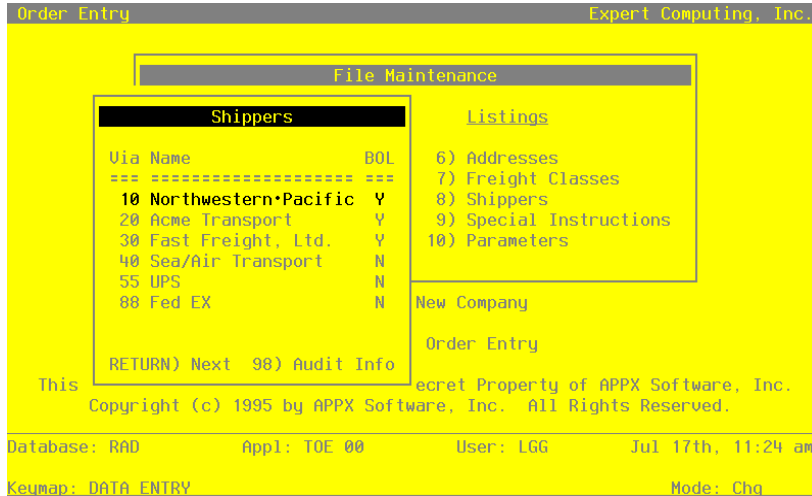
Figure 12. The Shippers Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Ship Via

> Enter up to 2 digits to provide a unique number for each freight company.

Ship Via Name

> Enter up to 20 characters for the name of the shipper.

Bill of Lading?

> This field indicates whether or not this shipper requires a bill of lading. The entry you make here serves as the default for Sales Orders entry. The system displays 'N'. You may override the display.
>
> Y: This shipper requires a bill of lading.
>
> N: This shipper does not require a bill of lading.

Press RETURN to save the information on this screen. Select Next Record to go to the next Shippers record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Shippers file.

Option 4 - Special Instructions

This file contains special instructions, such as greetings, product sale announcements, and reminder notices, that are printed on sales order forms, shipping papers, and invoices.

Each instruction in this file is identified by a code. To include a special instruction on an order, enter the code on the sales order or shipping confirmation during data entry.

Special instructions can apply either to an entire order (printed 1 inch below the last line item printed on the sales order form and invoice) or to a specific line item on an order (printed directly below the line item on the sales order form and invoice).

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Special Instructions" from the File Maintenance menu. Here is the Special Instructions entry screen:


```
Order Entry Special Instructions

Instruction  10·

Description  Prod·Sub··

Text         This·is·a·product·substitution.·We·were·unable·to·fill·your·
             original·order·and·have·substituted·an·alternate·product.···
             Please·let·us·know·if·the·product·we·have·sent·meets·your···
             requirements·and·expectations.··························
             ················································




                     RETURN) Next Record    98) Audit Info

Database: RAD       Appl: TOE 00       User: LGG       Aug 4th, 2:22 pm

Keymap: DATA ENTRY                                       Mode: Chg
```

Figure 13. The Special Instructions Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be al-

lowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Instruction

Enter a code of up to 3 digits to provide a unique number for each special instruction.

Description

Enter up to l0 characters to describe the instruction.

Text

Five lines of 60 characters each are provided to enter this instruction exactly as it is to be printed on sales order forms, shipping papers, and invoices.

Press RETURN to save the information on this screen. Select Next Record to go to the next Special Instructions record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Special Instructions file.

Option 5 - Parameters

The Parameters file contains a single record that defines how the Order Entry application functions. This record includes the following information:

- Whether or not Order Entry posts data to General Ledger, Accounts Receivable, Inventory Control, Commission Accounting, and Sales Analysis
- Next invoice number and sales order number available

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Parameters" from the File Maintenance menu. The Parameters entry screen is shown below:

Figure 14. The Parameters Screen

The fields on this record are automatically displayed. In a few cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display only" field, which cannot be changed.

Data items for the preceding screen are described below:

Post to Other Applications?

The system displays 'Y' or 'N' to indicate whether or not information can be transferred to each of the applications listed. Abbreviations are:

GL: General Ledger

AR: Accounts Receivable

IC: Inventory Control

CA: Commission Accounting

SA: Sales Analysis

To set the Post to GL field to 'Y', you must also set the Post to AR field to 'Y'. The Post to GL field controls the posting of the cost of goods sold/inventory entry to the General Ledger application. The GL posting option in the Accounts Receivable application Parameters file controls the accounts receivable/sales entry posting to the General Ledger application.

If your Accounts Receivable Post to GL flag is set to 'Y,' and your Order Entry Post to GL flag is set to 'N,' General Ledger is not updated with Cost of Goods Sold, and there will be no associated record written to the Accounts Receivable Month-to-Date Postings file.

Calendar Month/Year*

The system displays the current calendar month and year.

Number of Fiscal Months*

The system displays '12' or '13' to specify the number of periods in the year.

Next Invoice Number

The system displays the next invoice number that will be assigned when invoices are printed in the Order Entry application. You may enter up to 8 digits to override the display.

Next Sales Order Number*

The system displays the next sales order number that will be assigned when sales orders are entered or generated.

Preprinted Forms?

Sales Orders

Enter 'Y' is you plan to use special preprinted forms for your Sales Orders.

Backorders

Enter 'Y' if you plan to use special preprinted forms for your Backorders.

Shipping Papers

Enter 'Y' if you plan to use special preprinted forms for your Shipping Papers.

Invoices

Enter 'Y' if you plan to use special preprinted forms for your Invoices.

The entered data is validated. Press RETURN to save the information on this screen.

Option 6 - Addresses List

You can print the contents of any file by selecting the corresponding list from the File Maintenance menu. Lists include those items in each record that can be entered or changed, as well as system-maintained information.

During Live Operations, you should print lists to check the accuracy of the data that is being entered. These lists provide you with a printed record of the information used during Live Operations. This option prints a listing of the Addresses file.

A sample output is shown below:

```
                                      Expert Distributing, Inc.
04/10/91 10:32 am                                                                          KAY Page:    1
                                          Addresses List

Customer                     Ship To  Name                    Phone         Ship Via
                                      Address                               Salesperson
                                      Address                               Tax Code
                                      City/State/Zip                        Tax District
                                      Country                               Warehouse
=====================================================================================================
00000010  Alexander's, Inc.      0001  Anderson Supply         (213) 796-9200 30      Fast Freight, Ltd.
                                      119 West Bellevue Drive                 010     Mr. Jarvis W. Payne
                                                                             001     No Sales Tax
                                      Pasadena   CA  91105                    1       No tax
                                                                             10      Main Facility

00000020  Master Sellers Company 0001  B & J Materials Corp.   (415) 362-4600 20      Acme Transport
                                      425 Battery Street                      010     Mr. Jarvis W. Payne
                                                                             002     State Tax
                                      San Francisco  CA  94111               001     Washington State Tax-Urban
                                                                             10      Main Facility

00000030  Pool and Associates    0001  American Services, Inc. (213) 202-8600 40      Sea/Air Transport
                                      10526 Venice Boulevard                  020     Mr. James V. Anthony
                                                                             001     No Sales Tax
                                      Culver City  CA  90230                  1       No tax
                                                                             20      South End Facility

00000030  Pool and Associates    0002  American Services, Inc. (415) 391-5885 20      Acme Transport
                                      351 California Street                   020     Mr. James V. Anthony
                                                                             002     State Tax
                                      San Francisco  CA  94104               002     Washington State Tax - Rural
                                                                             20      South End Facility

00000030  Pool and Associates    0003  American Services, Inc. (213) 477-1011 30      Fast Freight, Ltd.
                                      2311 Pontius Avenue                     020     Mr. James V. Anthony
                                                                             002     State Tax
                                      Los Angeles  CA  90064                  002     Washington State Tax - Rural
                                                                             20      South End Facility
```

Option 7 - Freight Classes List

This option prints a listing of the Freight Classes file. A sample output is shown below:

```
                                  Expert Distributing, Inc.
04/10/91 10:34 am                                                              KAY Page:    1
                                    Freight Classes List

                  Freight Class           Description
================================================================================================
                       10               Fragile
                       20               Perishable
                       30               Combustible




```

Option 8 - Shippers List

This option prints a listing of the Shippers file. A sample output is shown below:

```
                                  Expert Distributing, Inc.
04/10/91 10:39 am                                                              KAY Page:    1
                                      Shippers List

                  Ship Via        Name                    Bill of Lading?
================================================================================================
                     10         Northwestern Pacific          Y
                     20         Acme Transport                Y
                     30         Fast Freight, Ltd.            Y
                     40         Sea/Air Transport             N




```

Option 9 - Special Instructions List

This option prints a listing of the Special Instructions file. A sample output is shown below:

```
                                          Expert Distributing, Inc.
04/10/91 10:47 am                                                                    KAY Page:    1
                                          Special Instructions List

        Instruction         Description        Text
======================================================================================================
             10             Prod Sub           This is a product substitution. We were unable to fill your
                                               original order and have substituted an alternate product.
                                               Please let us know if the product we have sent meets your
                                               requirements and expectations.

             20             Part Ship          This is a partial shipment of your order. The rest of your
                                               order has been backordered and will be filled as soon as
                                               sufficient inventory exists.

             30             Damage Msg         Your shipment has been packaged carefully by professionals.
                                               However, due to the fragile nature of this equipment,
                                               damage sometimes occurs. Please let us know immediately if
                                               any part of this shipment has been damaged.

             40             Backorder          We recently obtained the necessary inventory to fill the
                                               order you placed with us some time ago. As this is a
                                               difficult order to fill on a regular basis, we suggest you
                                               order this merchandise at least 90 days prior to the date
                                               required.

             50             Part Ship          This shipment is one of a few that you can be expecting
                                               shortly. Please let us know if you do not receive the
                                               others within a reasonable time.

             60             Sale Msg           For the next thirty days only, we are reducing the
                                               wholesale price to you, our best customers, by ten percent.
                                               All orders must reach us by the thirtieth of the month to
                                               qualify for this discount.

             70             New Yr Msg         We wish you and your family a very joyous holiday season
                                               and a productive, successful new year.
```

Option 10 - Parameters List

This option prints a listing of the Parameters file. A sample output is shown below:

```
                                    Expert Distributing, Inc.
04/10/91 10:48 am                                                                      KAY Page:    1
                                    Order Entry Parameters List
=====================================================================================================
                    Post to Other Applications?    GL Y  AR Y  IC Y  CA Y  SA Y
                    Current Calendar Month / Year      8 89
                    Number of Fiscal Months         12

                    Next Invoice Number             1006
                    Next Sales Order Number         001016

                       Preprinted Forms?
                    Sales Orders           N
                    Backorders             N
                    Shipping Papers        N
                    Invoices               N
```

Chapter 5: Reports and Inquiry

Reports and Inquiry

The Order Entry Reports and Inquiry programs print a number of reports. Included among these are reports on shipping shortages by customer and product, drop ship orders, open orders by customer and product and open orders detail. In setting up your reports, you can both sort the information included on each report according to your needs, and you can select the level of detail that you want to appear.

Several inquiry functions are also available to provide on-screen displays of Order Entry data. These inquiries allow you to view open orders by customer, open orders, and products on order.

The Reports and Inquiry menu is shown below:
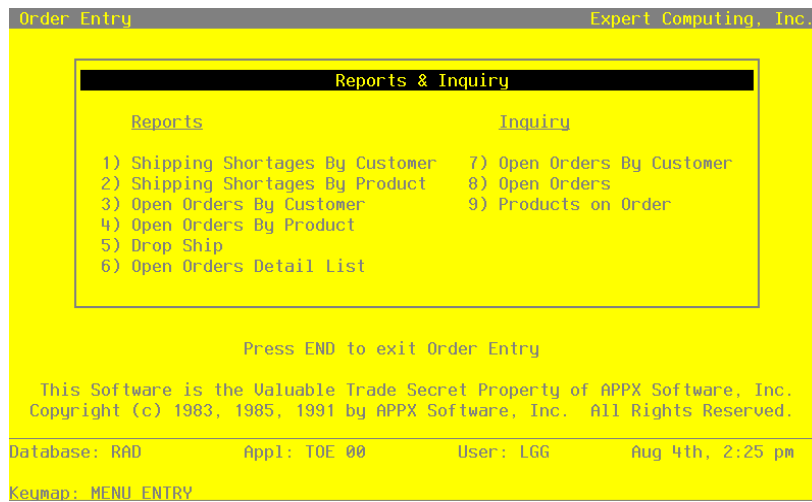
Figure 15. The Reports and Inquiry Menu Screen

Option 1 - Shipping Shortages By Customer Report

This report lists, by customer, all orders that contain shipping shortages. All sales orders in which the quantity shipped is less than the quantity ordered are printed on the report.

A sample Shipping Shortages By Customer Report is shown below.

```
                                        Expert Distributing, Inc.
04/10/91 11:15 am                                                                    KAY Page:    1
                                     Shipping Shortages By Customer Report

Order         Ord Date  Invoice   Inv Date  Product      Description                    Unit    Ordered    Shipped    Shortage
============================================================================================================================

Customer 00000040  Burlington Enterprises

100001 - 01  08/01/89  1003      08/12/89  20           #4 12" Gold Plated Black Round  Each      2.00       1.00        1.00

Customer 00000060  Hale's Interiors

100005       08/16/89                      40           #58 10" Yellow Cylinder         Each      2.00       0.00        2.00
100005       08/16/89                      30           #56 10" Red Cylinder            Each     10.00       0.00       10.00

Customer 00000050  Miscellaneous Customer

100003       08/10/89  1005      08/20/89  20           #4 12" Gold Plated Black Round  Each      2.00       1.00        1.00

Customer 00000070  Richards & Wright, PC

100004       08/12/89                                   Spec Manufacture/Replace Part             1.00       0.00        1.00
```

Option 2 - Shipping Shortages By Product Report

This report lists, by product, all orders that contain shipping shortages. For each product, sales orders in which the quantity shipped is less than the quantity ordered are shown.

Here is a sample Shipping Shortages By Product Report:

```
                                   Expert Distributing, Inc.
04/10/91 11:17 am                                                              KAY Page:  1
                              Shipping Shortages By Product Report

Order  Ord Date Invoice  Inv Date Customer                    Warehouse             Ordered   Shipped
Shortage
=================================================================================================

Product                                       Unit:

100004 08/12/89          00000070 Richards & Wright, PC                              1.00     0.00
1.00
Line Item Description: Spec Manufacture/Replace Part

Product 20  #4 12" Gold Plated Black Round          Unit: Each

100001 08/01/89 1003     08/12/89 00000040 Burlington Enterprises  10 Main Facility  2.00     1.00
1.00
100003 08/10/89 1005     08/20/89 00000050 Miscellaneous Customer  20 South End Facility  2.00     1.00
1.00

Product 30  #56 10" Red Cylinder                    Unit: Each

100005 08/16/89          00000060 Hale's Interiors       30 North End Facility      10.00     0.00
10.00

Product 40  #58 10" Yellow Cylinder                 Unit: Each

100005 08/16/89          00000060 Hale's Interiors       30 North End Facility       2.00     0.00
2.00
```

Option 3 - Open Orders By Customer Report

This report shows all open orders by customer. For each customer, summary order and line item information is shown.

Here is a sample Open Orders By Customer Report:

```
                                     Expert Distributing, Inc.
04/10/91 11:21 am                                                               KAY Page:    1
                                    Open Orders by Customer Report

                                                                          Price
Order      Order Date  Line  Product    Description          Wh Date Req Unit  Ordered        Price  Disc      Amount
================================================================================================================

Customer 00000010  Alexander's, Inc.

001015     08/01/89   001               1                    10              0.00      0.000     0       0.00
                      002               1                    10              0.00      0.000     0       0.00
                                                                                                      ----------
                                                                              -- Order Total -->        0.00
                                                                                                      ==========

                                                                                                      ----------
                                                                              -- Customer Total -->     0.00
                                                                                                      ==========


Customer 00000040  Burlington Enterprises

100001 - 01 08/01/89  001   10          Product 10 Drop Shipments  99 08/10/89 Each   1.00    247.500     5     235.13
                      002   20          #4 12" Gold Plated Black Round 10 08/10/89 Each  2.00   320.000     0     640.00
                      003   30          #56 10" Red Cylinder     20 08/10/89 Each   1.00    360.000    10     324.00
                                                                                                      ----------
                                                                              -- Order Total -->     1199.13
                                                                                                      ==========

                                                                                                      ----------
                                                                              -- Customer Total -->  1199.13
                                                                                                      ==========


Customer 00000060  Hale's Interiors

100005     08/16/89   001   40          #58 10" Yellow Cylinder  30 09/01/89 Each   2.00     79.000     0     158.00
                      002   30          #56 10" Red Cylinder     30 09/01/89 Each  10.00    285.000     0    2850.00
                                                                                                      ----------
                                                                              -- Order Total -->     3008.00
                                                                                                      ==========

                                                                                                      ----------
                                                                              -- Customer Total -->  3008.00
                                                                                                      ==========


Customer 00000020  Master Sellers Company

100002     08/05/89   001   30          #56 10" Red Cylinder     20 08/15/89 Each   1.00    360.000     0     360.00
                                                                                                      ----------
                                                                              -- Order Total -->      360.00
                                                                                                      ==========

                                                                                                      ----------
                                                                              -- Customer Total -->   360.00
                                                                                                      ==========
```

Option 4 - Open Orders By Product Report

This report shows all open orders, grouped by product number. Here is a sample Open Orders By Product Report:

```
                                    Expert Distributing, Inc.
04/10/91 11:29 am                                                              KAY Page:    1
                                  Open Orders By Product Report

Order      Line  Order Date Ship Date Customer                  Wh  Date Req  Ordered   Shipped  Backordered
===========================================================================================================

Product                                       Unit     Total On Hand, All Warehouses    0.00

100003      002  08/10/89   08/18/89  00000050 Miscellaneous Customer       08/20/89    1.00     1.00        0.00
Line Item Description: Technical Assistance
100004      001  08/12/89             00000070 Richards & Wright, PC        08/15/89    1.00     0.00        0.00
Line Item Description: Spec Manufacture/Replace Part
                                                                         ---------  --------- ---------
                                                     -- Total Product -->    2.00     1.00        0.00
                                                                         ========= ========= =========

Product 10  #10 3-1/2" White Round             Unit Each  Total On Hand, All Warehouses  1014.00

100001 - 01 001  08/01/89   08/08/89  00000040 Burlington Enterprises    99 08/10/89    1.00     1.00        0.00
                                                                         ---------  --------- ---------
                                                     -- Total Product -->    1.00     1.00        0.00
                                                                         ========= ========= =========

Product 20  #4 12" Gold Plated Black Round     Unit Each  Total On Hand, All Warehouses  1630.00

100001 - 01 002  08/01/89   08/08/89  00000040 Burlington Enterprises    10 08/10/89    2.00     1.00        1.00
100003      001  08/10/89   08/18/89  00000050 Miscellaneous Customer    20 08/20/89    2.00     1.00        1.00
                                                                         ---------  --------- ---------
                                                     -- Total Product -->    4.00     2.00        2.00
                                                                         ========= ========= =========

Product 30  #56 10" Red Cylinder               Unit Each  Total On Hand, All Warehouses  1622.00

100001 - 01 003  08/01/89   08/08/89  00000040 Burlington Enterprises    20 08/10/89    1.00     1.00        0.00
100002      001  08/05/89   08/12/89  00000020 Master Sellers Company    20 08/15/89    1.00     1.00        0.00
100005      002  08/16/89             00000060 Hale's Interiors          30 09/01/89   10.00     0.00        0.00
                                                                         ---------  --------- ---------
                                                     -- Total Product -->   12.00     2.00        0.00
                                                                         ========= ========= =========

Product 40  #58 10" Yellow Cylinder            Unit Each  Total On Hand, All Warehouses   447.00

100005      001  08/16/89             00000060 Hale's Interiors          30 09/01/89    2.00     0.00        0.00
                                                                         ---------  --------- ---------
                                                     -- Total Product -->    2.00     0.00        0.00
                                                                         ========= ========= =========
```

Option 5 - Drop Ship Report

This report shows a list of all outstanding drop ship orders. Here is a sample Drop Ship Report:

```
                                          Expert Distributing, Inc.
04/10/91 11:32 am                                                                              KAY Page:     1
                                             Drop Ship Report

Order        Line    Ord Date   Date Req   Customer                             Ordered       Date Req
======================================================================================================================

Product 10  #10 3-1/2" White Round                    Unit Each

100001 - 01   001    08/01/89               00000040  Burlington Enterprises        1.00       08/10/89
                                                                                 ---------                      ---------
                                                       -- Total Ordered -->         1.00    -- Total On Hand -->    1014.00
                                                                                 =========                      =========
```

Option 6 - Open Orders Detail List

This report shows all open orders, including detail of all order and line item fields. Here is a sample Open Orders Detail List:

```
                                        Expert Distributing, Inc.
04/10/91 11:36 am                                                                         KAY Page:     2
                                        Open Orders Detail List

Order    Customer                     Salesperson          Commission: Pct   Basis   Apply To                     Freight
Revision Ship To                      Salesperson          Commission: Pct   Basis   FOB                          Deposit
Invoice  Terms                        Warehouse             Back Order Printed?      Purchase Order              Other Amt
         Tax Code                     Freight Terms              Back Order?                                     Sales Tax
         Tax District                                           Bill of Lading?     Disc Pct  Disc Pct        Tax Adjust
         Transaction Type             Receivable Account        Comm Subtotal?      Ord Date  Date Rqd         Discount
         Ship Via                     Other Account         Invoices Jrnl Printed?  Inv Date  Shp Date         Subtotal
         Special Instruction                                                        Due Date  Rev Date
                                                                                    BO Date  Hold Code
==============================================================================================================
100001   00000040 Burlington Enterprises  010  Mr. Jarvis W. Payne      1.0    25.0                            60.00
01                                         030  Ms. Vanessa L. Hastings  1.0    25.0   Shipping Dock           100.00
1003     003       Net 30             10   Main Facility                       Y      P10982                    0.00
         002       State Tax          3    Prepaid/Charge to Customer          Y                                0.71
         001       Washington State Tax-Urban                                  Y      1                         0.00
         1         Sales Order        1030001001WH Accts Receiv, Sales/Wholesale N   08/01/89  08/10/89         8.79
         30        Fast Freight, Ltd.                                          N      08/12/89  08/08/89       879.13
         030       Damage Msg                                                         09/12/89  08/10/89

  Line   Product                      Salesperson          Commission: Pct Basis Method  Ordered    Unit Price
         Warehouse                    Salesperson          Commission: Pct Basis Method  Shipped     Unit Cost
         Freight Class                                         Back Order?       Disc %  Backord      T Weight
         Account                                              Taxable?                   Prev Shp    T Cartons
         Special Instruction                                                             Rev Date     Date Rqd
        --------------------------------------------------------------------------------------------------------
  001  10  Product 10 Drop Shipments   010  Mr. Jarvis W. Payne     100.0  25.0    P      1.00        247.500
       99    Drop Ship Warehouse       030  Ms. Vanessa L. Hastings 100.0  25.0    P      1.00          0.000
       010  Fragile                                                        Y              5            100.00
       3010001001WH  Sales, Wholesale                                      Y              0.00           0.00
       010  Prod Sub                                                                                  08/10/89

  002  20  #4 12" Gold Plated Black Round 010 Mr. Jarvis W. Payne    9.0  25.0    G      2.00        320.000
       10    Main Facility             030  Ms. Vanessa L. Hastings   8.0  25.0    S      1.00        250.000
       020  Perishable                                                     Y              1.00         30.00
       3010001001WH  Sales, Wholesale                                      Y              0.00          2.00
                                                                                                     08/10/89

  003  30  #56 10" Red Cylinder        010  Mr. Jarvis W. Payne      8.0  25.0    S      1.00        360.000
       20    South End Facility        030  Ms. Vanessa L. Hastings   9.0  25.0    G      1.00        290.000
       030  Combustible                                                    Y             10           25.00
       3010001001WH  Sales, Wholesale                                      Y              0.00          1.00
                                                                                                     08/10/89

       ---------------------------------------------------------------------------------------------------------
```

Option 7 - Open Orders By Customer Inquiry

This inquiry program shows all open orders for a specified customer. Totals of units, discount value, and a count of the number of orders per customer are provided.

A sample Open Orders By Customer Inquiry is shown below:

```
                              Expert Distributing, Inc.
        04/10/91 11:43 am                                      KAY Page:     1
                           Open Orders by Customer Inquiry

        Order       PO No          Ord Date Ship To           Units Disc Value
        ======================================================================

        Customer 00000020  Master Sellers Company

        100002      P3050            08/05/89 B & J Materials Cor    1.00     360.00
                                                              --------- ----------
                          -- Customer Totals -->       1 Orders    1.00     360.00
```

Option 8 - Open Orders Inquiry

This inquiry program allows you selectively view specified sales orders. For each sales order, selected order and line item information is shown.

A sample Open Orders Inquiry is shown below:

```
                               Expert Distributing, Inc.
        04/10/91 11:45 am                                      KAY Page:     1
                              Open Orders Inquiry

        Line  Product        Ordered    Unit   Required   Unit Price  Dsc   Extension
              Description
        ================================================================================

        Order: 100002     Revision:       Warehouse: 20     Date Required: 08/15/89
        Customer: 00000020  Master Sellers Company

        001   30             1.00    Each   08/15/89     360.000   0      360.00
              #56 10" Red Cylinder
```

Option 9 - Products on Order Inquiry

This inquiry shows all sales orders for a selected product in a selected warehouse.

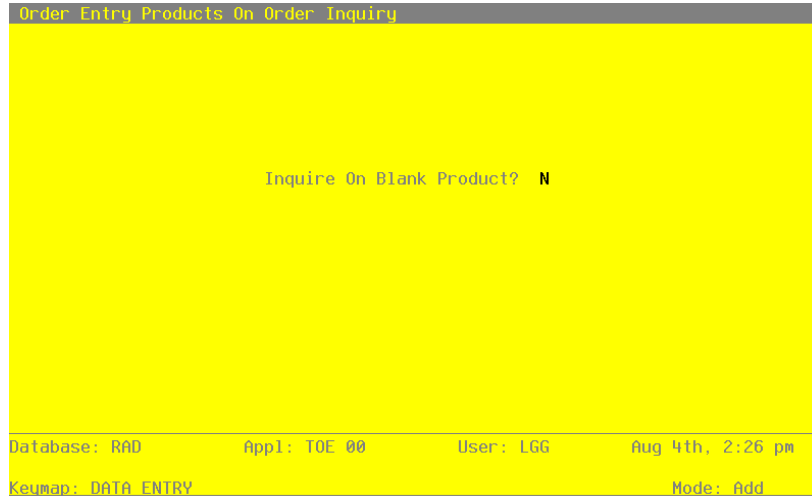Select "Products on Order" from the Reports and Inquiry menu. The following entry screen appears.

```
Order Entry Products On Order Inquiry




                         Inquire On Blank Product?  N










Database: RAD          Appl: TOE 00        User: LGG        Aug 4th, 2:26 pm

Keymap: DATA ENTRY                                          Mode: Add
```

Figure 16. The Products On Order Inquiry Screen

Data items for the preceding screen are described below.

Inquire on Blank Product?

The system allows you to inquire on those line items which do not contain a product. The default is 'N'. You may change the display.

Shown below is a sample inquiry for those line items with a blank product.

```
                            Expert Distributing, Inc.
       04/10/91 11:53 am                                      KAY Page:    1
                         Products On Order Inquiry (Blank Product)

       Order  Line  Ordered    Shipped       B.O'd  Prev Ship        Price       Cost
       Description                                  WH  Description
       ==================================================================================

       Blank Product

       001015 001     0.00      0.00         0.00      0.00       0.000        0.000
       1                                          10  Main Facility

       001015 002     0.00      0.00         0.00      0.00       0.000        0.000
       1                                          10  Main Facility

       100003 002     1.00      1.00         0.00      0.00     275.000        0.000
       Technical Assistance

       100004 001     1.00      0.00         0.00      0.00    4500.000     2000.000
       Spec Manufacture/Replace Part
```

A sample Products on Order Inquiry is shown below.

```
                            Expert Distributing, Inc.
       04/10/91 11:49 am                                      KAY Page:    1
                           Products on Order Inquiry

       Order  Line  Ordered   Shipped  Backorder  Prev Ship   Unit Price   Unit Cost
       ==================================================================================

       Product 20  #4 12" Gold Plated Black Round
       Warehouse 10  Main Facility

       100001 002     2.00      1.00      1.00       0.00      320.000      250.000
```

appx®