



## Order Entry / Billing

### User Manual

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Revised 7/05/21

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## Introduction

### **The Key to Understanding**

To understand how to use Billing, you should understand some key concepts and words that are used in this Package. Throughout any module, you can use F10 or F11 (Help) for the Samco Menu. List of manuals available will be displayed.

### **Billing**

"Billing" is the area of business operation concerned with processing Customer Orders and issuing Invoices (a bill listing the goods sold and the amount of payment due).

Billing does not "stand alone" and must be used with Inventory Management and Accounts Receivable.

### **Inventory Control**

"Inventory Control" records the kinds of items you stock; how many of each is available at any given time (the quantity on-hand); what items you're running low on and should restock; and what items are used or sold faster than others.

### **Accounts Receivable**

"Accounts Receivable" is the accounting area concerned with recording the sales to your Customers and the money they owe you. It keeps track of all Customers, their purchases, payments, and how much they still owe.

### **Integrated**

When a set of accounting Packages is "integrated", any information generated in one area that is required in another area is automatically supplied to that other area. You don't have to enter it twice.

Billing is integrated with Accounts Receivable ("A/R") and Inventory Management ("I/C"). Customer account information from A/R and Inventory item information from I/C are used by Billing. Item quantities in I/C and Customer Accounts in A/R are also automatically updated for all Orders processed.

### **Orders vs. Invoices**

An "Order" is a request from a Customer for goods. An "Invoice" (or a "bill") is a detailed list of goods that have been sold to a Customer and also shows the amount of money due.

In Billing, you have the option of using two-step or one-step billing.

**Two-step billing:** Orders are first entered into Billing. Later, they are selected for billing and an Invoice is issued.

**One-step billing:** Referred to as "Immediate Billing, Invoices can be prepared as soon as the Order is entered. There is no "select-for-billing" step.

### **Quotes and RMAs**

A "Quote" is similar to an Order. The main difference is that the sale of goods has not been finalized. The Quote is a proposed agreement for which items will be sold and for what price.

"RMA" means "Return Merchandise Authorization" and is similar to a Credit Memo. **The main difference is that authorization has been given to the Customer to return the goods, but no credit is issued until the goods are actually received.**

Billing also allows you to enter both "Quotes" and "RMA"s.

A Quote can be easily converted to an Order when a sale is finalized, and an RMA can be easily converted to a Credit Memo when returned goods are actually received.

### **Back Order**

If a Customer Orders an item that is not currently in stock, you often "Back Order" it. This means that you record the Order and ship it when it becomes available in inventory. Billing contains all the necessary features to keep track of all Back Ordered items and to fill these Orders when the stock is available.

### **Picking Ticket**

A picking ticket is a list of items ordered, showing the item's location in the Warehouse or stockroom, the quantity ordered, and a blank line for you to write the actual quantity of the item that will be shipped. It also optionally shows company name and order comments.

Picking tickets are used for physically gathering items for shipment. They may be printed for a specific range of Order numbers.

### **Recurring Order**

A "recurring order" is a set of goods that are billed over and over again at regular intervals to the same Customer.

### **Blanket Order**

A blanket order is a request from a Customer to buy a (large) total quantity of an item (or items), but delivery is to be scheduled over the course of several months or a year.

### **Drop Shipped Item**

A "Drop Shipped" item is an item that is shipped directly from your supplier to your Customer.

- **NOTE: Drop Shipments Do Not go through your inventory. You bill the Customer for the item, but your own inventory is not affected.**



## **Shipping Label**

A shipping label is a label placed on a box containing items, indicating the sender's name and address, as well as the destination to which the items are to be delivered.

## **COD Label**

A COD label is a label placed on a box containing items that are being shipped "C.O.D." (cash on delivery). The label shows the amount to be collected at the time of delivery.

## **General Ledger**

When your company makes sales and receives payments, this activity affects not only Accounts Receivable, but also the area of accounting called "general ledger".

General Ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here, "general" means "pertaining to many areas". "Ledger" means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called "ledgers".) General Ledger is often abbreviated "G/L" or "GL".

## **General Ledger Account**

A "general ledger account" is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called "telephone expenses", under which you categorized your telephone bills.

General Ledger account is often abbreviated "G/L account". Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an "account number" to each G/L account.

Independent businesses usually use a 3- or 4-digit account number. For example, you may have a G/L account called "100 - Cash in the Bank", and one called "200 - Sales of Product A", and one called "210 - Sales of Product Line B".

Typically, an independent business will have a hundred or more G/L accounts. In accounting Packages, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

## **Profit Centre**

A "profit centre" is a distinct area within your company for which sales and/or expenses (and sometimes profits) can be calculated separately from the total sales and expenses of the whole company.

In Samco Software, the G/L account number can be up to 16 characters in length, and divided into 5 different sections, with any of the sections available as your profit centre.

For example, your "office supplies" G/L account is numbered 4200, and you want to track office supply expenses independently for each of your three major departments (dept. A, dept. B and dept. C).

Rather than use a different main account number for each department (such as "4201", "4202" and "4203"), you could append "-001", "-002" and "-003" to the "4200" main account number as follows:

4200-001	Office supplies, dept. A
4200-002	Office supplies, dept. B
4200-003	Office supplies, dept. C

Then, whenever you're distributing (allocating) office supply expenses to G/L accounts, you use the above 7-digit numbers.

Profit centres also apply to sales. A typical use for tracking sales by profit centre is for a company that has several sales offices. By making each sales office a profit centre, you can separately track the sales performance of each office.

### **Transactions**

As used in accounting, "transaction" means a business event involving money and/or goods and/or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods). Or another example: you give a television set (goods) to your neighbour in exchange for the use of his lake cottage (services).

Computer Software deals primarily with business events that have already taken place. Therefore, in Software, "transaction" means the record of a completed business event involving money and/or goods and/or services.

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

### **Post**

To "post" means to take entries from a temporary File and move them to a permanent File (where other entries probably already exist). For example, in A/R, sales are initially entered into a temporary entry File. After sales have been entered and edited, they are posted to the more permanent A/R Open Item File.

Often, during entry posting, information in other data Files is also updated. For example, when sales are posted, the account balance and historical sales figures in the Customer File are also updated.

## Data Organization

The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process it logically, data must be organized in some predictable way.

Samco Software organizes your data for you automatically as it stores it on your disk.

There are four terms you should understand about the way the data is organized:

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

**Field:** A "field" (sometimes called a "data field") is one or more characters representing a single piece of data. For example, a name, a date, or a dollar amount, are all fields.

**Record:** A "record" is a group of one or more related fields. For example, the fields representing a Customer's name, address, and account balance might be grouped together into a record called the "Customer record". A record in a data File is often referred to as an "entry".

**Data File:** A "data File" is a group of one or more related records. A data File is often referred to simply as a "File".

The Customer File in Accounts Receivable is an example of a data File. Such a File is made up of many records, each of which contains the name, address, etc., for one Customer.

Each File is kept separate from the other Files on the disk.

There are other types of Files in addition to data Files. For example, programs are stored on the disk as "program Files". However, "File" in this User Manual means "data File", unless specifically stated otherwise.

## Multi-Company

"Multi-Company" refers to the capability to do accounting functions for multiple companies with the same set of Software. A User wanting to perform accounting functions for more than one company on Packages can run the *Multiple companies* function in *System Functions*.

## Works With

Billing works with Modules: Accounts Receivable, Inventory Management, Purchase Order, and, optionally, with Job Cost.

<b>NOTE: For Billing to work properly both A/R and I/C Modules using the Customer File are required.</b>
--

## Billing

Billing includes powerful and flexible functions that allow you to enter Orders for either immediate billing (one-step order processing) or for later partial or whole billing (two-step order processing). It also allows you to enter Quotes and RMAs. Extensive defaults that you define are available to speed accurate data input during Billing.

## Other Billing Features

- **Ship-to Addresses...** A separate Ship-to Address File allows you to specify (during Billing) frequently used Ship-to addresses that are different from bill-to addresses.
- **Item Entry...** You may enter line items by item number, description, bar code, or a "keyword". (There is one-line item on an order for every item being ordered. A line item includes the full description of an item being ordered, the quantity ordered, the price, and when it is supposed to be delivered.)
- **Miscellaneous Items...** You may also enter miscellaneous line items. A "miscellaneous" line item is one for which no inventory control is done. Its item number begins with an asterisk (\*). Meaning, there is no tracking as it is considered a non-inventory 'stock' item.
- **Drop Shipments...** You may Drop Ship specific line items directly to the Customer. These shipments do not go through your inventory. They do not affect your inventory cost or quantities.
- **Cash Receipts...** You may enter cash received with one-step orders (typical of a mail order business), rather than entering it through a separate cash receipts function in Accounts Receivable.
- **Credit Checking...** Billing includes on-line credit checking during Billing. If a Customer's credit limit is exceeded, you see a warning message. (This is set when setting up the Customer)
- **Recurring Billing...** You can enter recurring orders and turn them into Orders at any interval you specify. You can use this feature to enter blanket orders for a Customer and then release shipments to the Customer periodically.
- **Pricing...** Item pricing is controlled through the Item File and Price File in the Inventory Management system. For example, sale prices (for specific items sold during a designated period) and contract prices (for specific items sold to specific A/R Customers) can be established in Inventory Management. However, Manual price overrides may be made during Billing, and prices may be discounted.
- **Real Time Item Status...** You may perform various inventory control functions through the Billing interface to I/C. Inventory is automatically committed (reserved for a Customer) when you enter Orders.

- Inventory is automatically relieved (decreased) when Invoices are printed and posted. Available inventory is verified for each line item as it is entered, and any Back Order or out-of-stock condition can be handled at that time.
- **Bill of Materials...** Using Kit items, multiple items can be bundled together and sold at a single price. When items within the bundle are substituted, the total price is adjusted.
- **Order Editing...** Open Orders may be edited (checked, added to, changed, or deleted) at any time before billing.
  - **NOTE: Changes to line items or cancellations cause automatic adjustments to inventory. You may print an Order edit list to verify Order changes.**
  - **The Open Orders Report may also be printed to review outstanding Orders in various sequences.**
- **View...** A "View" feature allows you to view open Orders for a specified Customer.
- **Picking Tickets...** Picking tickets can be printed for open Orders. These tickets show line items in sequence by physical location or the Order they were entered.
- **Labels...** COD and shipping labels can be printed for open Orders. The format for these labels can be customized to fit your company's business needs.
- **Waybills...** Waybills can be printed for Orders either immediately after the Order is entered or at point of billing. The waybills use a label format (see the Chapter titled *COD/Shipping Labels*) and extract courier detail from the Order, and the ship via code.
- **Order Processing...** If you use two-step Order processing, you can bill for selected Orders on request. You can partially bill and adjust quantities that are shipped or Back Ordered.
- **Edit Lists...** You can print a billing edit list before Invoice printing, showing all Orders selected to be billed.
- **Printing...** Invoices are printed for all specified Orders, using pre-printed forms or plain paper. To recover from a forms jam, you can restart Invoice printing from any specified Invoice number. Billing information, including all associated G/L distributions, is automatically posted to Accounts Receivable.
- **Credit Memos.** You can enter Credit Memos at any time and print them separately or together with Invoices. When you issue Credit Memos for goods returned to stock, inventory quantities on hand are automatically adjusted.

- **Commissions...** Commissions can be calculated based on billings. For each item, you can define one commission percentage per price level and whether the commission is to be calculated on the net sale price or the gross margin.
- **Back Order Control...** All Orders that contain Back Ordered items remain on File as open Orders until the Back Orders have either been filled or cancelled. You may print Reports showing Back Orders by item and Back Orders by Customer, to help in Back Order control. You can automatically fill Back Orders when the items become available and print picking tickets for "filled" Orders.
- **Invoice History...** Billing optionally retains detailed history of each line item sold, its description, price, and other Order information. For each Invoice, the Customer bill-to, Ship-to, Purchase Order number, etc. are retained. A number of inquiries and Reports are provided to access this information.
- **Sales Analysis Reporting...** Billing and Inventory Management together generate sales history information that is available to Sales Analysis (S/A). S/A includes analysis Reports such as Sales Analysis by Item Sales Volume. S/A also generates other Reports that use Accounts Receivable information.
- **Interface to G/L...** Billing generates the appropriate G/L distributions for all Orders billed and all Credit Memos processed. These are posted to the A/R and I/C distribution Files. If G/L is being used, distribution can then be made to the proper accounts in G/L from A/R and I/C.
- **Security...** You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your Software. When passwords are required, each potential User must first enter a valid password before he or she is allowed to use a protected function.
- **Invoicing Number Auditing...** The Invoice number audit Report allows you to see what happened to any given Invoice number, providing excellent audit control.

## Getting Started

It is assumed at this point that you have installed the programs for this Package on your computer according to the installation instructions provided with this Package. If you have not done so, refer them now and install the Software on your computer. (These are also available on-line at [www.Samco.com](http://www.Samco.com).)

- **We recommend that you consult with your Accountants before using Software. They should understand your computer accounting Software if they are to continue to serve you well. Moreover, because of their expertise, your accountants may have some good advice regarding converting from your existing Billing system.**

### **Inventory Management and Accounts Receivable**

Before using Billing, you must first have set up Customers and items in the A/R and I/C Modules respectively.

### **The Billing Data Files**

In order to use Billing, you must first enter information into the computer to describe how you process your Orders.

There are up to four different "data Files" that you must set up before you can begin using the Package on a regular basis.

Here is a brief explanation of those four Files:

#### **Billing Control File**

This File contains Control Information that defines how you process your Orders and how Billing is used with Inventory Management and Accounts Receivable. For example, the Billing Control File tells Billing if commissions should be calculated for Sales Reps and transferred to A/R.

#### **Ship-to File**

This File contains the "ship order to" addresses of Customers who receive shipments at an address different from their billing address. Use of this File is optional.

#### **Label Format File**

This File is optional and is used only if you wish to print shipping labels, COD labels, or waybills. It contains the formats that define the labels.

#### **Form File**

This File contains predefined layouts for printing order documents. You can change any of the predefined layouts to meet your needs.

## Setting-Up Billing

Prior to setting up Billing, you must have already set up Inventory Management and Accounts Receivable.

1. Start Billing according to the instructions in the Chapter titled *Getting Started*.
2. Enter Billing Control Information, using *Setup » Control Information*. (Refer to the Chapter titled *Control Information*.) The information in the Billing Control File controls how Billing is used by your company.
3. If some of your Customers receive shipments at an address that is different from their billing address (as stored in the Customer File), then enter these addresses using *Setup » Ship-to addresses*. (See the Chapter titled *Ship-to Addresses*.)
4. If you wish, change the default shipping and COD label formats (or add new formats) using *Label formats*. If you do not require shipping, COD labels, or waybills then you may skip this step. (See the Chapter titled *Labels*.)
5. Change the default forms layouts as desired, or enter new layouts, using *Setup » Forms*. (See the Chapter titled *Forms*).
  - **NOTE:** You only need to do this if you do not wish to use the predefined forms (provided in Software). Billing comes with several predefined Invoice formats that are automatically installed when you install Billing.
6. Enter a type "O" Order, using *Orders*, for each of your "outstanding" Orders (Orders that have not yet been shipped or Invoiced). (Refer to the Chapter titled *Orders*.)
7. If needed, set up recurring orders using *Recurring Orders*. (Refer to the Chapter titled *Recurring Orders*.)

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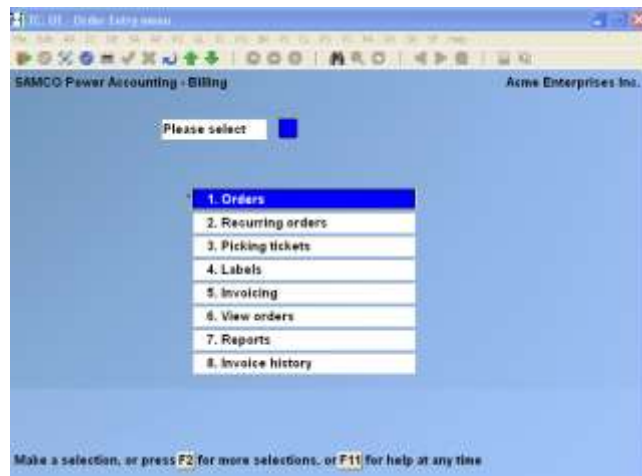




## Chapter 2 - Getting Started

In order to access the Billing Package for each company ID, you must have first done the necessary set up as described in the *Getting Started* Chapter of the *System Functions* Manual.

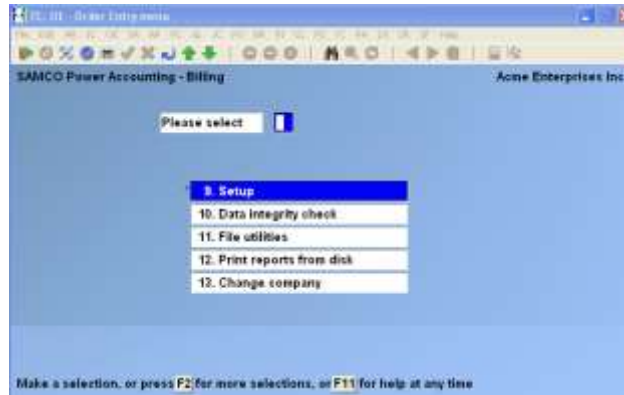
Assuming you have done the above, select *Billing* from the main Menu. The following Menu will be displayed:



The selections that you will use most often (such as *Orders* or *Billing*) are on the first screen of the main Menu.

To choose one of the selections, type the number of the selection and press **[Enter]**. For instance, to select *Orders*, type **1**.

To get to page 2 of the Menu, press **[F2]** when page 1 is displayed. The second screen will appear:



Make selections from page 2 the same way as from page 1.

To return to page 1 of the Menu, press **[Tab]**.

## To Exit the Billing Package

To exit the Billing Package, press **[Tab]** from page 1 of the Billing Main Menu. To exit completely out of the system from the Billing Menu, either press **[F3]** and then type in **EX**, or press **[Tab]** until you are prompted "Do you wish to exit?" (answer **Y** to exit or **N** to return to the main Menu).



## Chapter 3 - Guide to Daily Operations

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

### Daily Operations Checklist

EACH DAY .....EACH DAY, AS NEEDED

- \_\_\_ Enter Orders that require partial billing as type "O" Orders using *Orders*. (See the Chapter titled *Orders*.)
  
- \_\_\_ Enter Orders that can be immediately billed as type "I" Orders using *Orders*. (See the Chapter titled *Orders*.)
  
- \_\_\_ Enter Credit Memos as type "C" Orders using *Orders*. (See the Chapter titled *Orders*.)
  
- \_\_\_ Enter Quotes using "Quote" mode in *Orders*. (See the Chapter titled *Orders*.)
  
- \_\_\_ Enter RMAs using "RMA" mode in *Orders*. (See the Chapter titled *Orders*.)

- Enter new recurring or blanket orders using *Recurring Orders*. (See the Chapter titled *Recurring Orders*.)
- Select recurring or blanket orders for use using *Select for use*. (See the Chapter titled *Recurring Orders*.)
- Copy selected recurring orders to the Orders File using *Use selected*. (See the Chapter titled *Recurring Orders*.)
- View Orders using *View Orders*. (See the Chapter titled *View Orders*.)
- Print a Report of open orders using *Reports (Orders Report)*. (See Chapter the titled *Orders Report*.)
- Print a Report of or view Invoice history for Orders that have been previously Invoiced and posted. (See the Chapter titled *Invoice History*.)
- Print Back Order Reports to determine those line items on Orders that can now be shipped due to increased item availability in I/C. Use *Fill Back Orders* to calculate and Report which line items on Orders can be shipped, and to actually update the quantities to ship for those line items. Alternatively, use the Back-Order Reports during *Select for billing* for type "O" Orders to modify the quantity to ship. Use *Orders* to modify the quantity to ship for "type I" Orders. (See the Chapter titled *Back Orders*.)
- Print the Order Edit List, using *Reports (Order edit list)*. Each Order is printed on a separate page of this Report. (See the Chapter titled *Orders*.)

Alternatively, use the *Orders Report* or *Forms* to print out existing orders.

- Print picking tickets for new Orders or filled Orders, using *Picking tickets*. (See the Chapter titled *Picking tickets*.)
- Print shipping labels for Orders, using *Shipping labels*. Shipping labels may be printed in a batch (group) or for an individual Order. (See the Chapter titled *Shipping Labels*.)
- Print COD labels for Orders using *COD labels*. COD labels may be printed in a batch (group) or for an individual Order. (See the Chapter titled *COD Labels*.)

**NOTE:** COD labels for type "O" Orders that have not yet been selected for billing may only be printed on an individual basis, because the Invoice amount is not known until you select the Order for billing.

- Print (or reprint) forms for open Orders, using *Forms*. (See the Chapter titled *Printing Forms*.)
- Select type "O" Orders for billing using *Select for billing*. You may bill selected lines of an Order, or all lines of an Order using this selection. If you erroneously select an Order that should not be billed at this time, cancel your selection using *Cancel Selections*> *Invoicing*

- Print Invoices using *Print Invoices*. All type "I" and "C" Orders that are within the range of Order numbers specified will be printed. All type "O" Orders that have been selected using *Select for billing* and that are within the range of Order numbers specified will be printed. If needed, reprint any Invoices that are not acceptable. (See the Chapter titled *Billing*.)
  
- Post Invoices using *Post Invoices*. (See the Chapter titled *Billing*.)

## Periodic Operations Checklist

EACH DAY

EACH DAY, AS NEEDED

- \_\_\_ Purge Invoice history. A purged Invoice is no longer available for viewing or Reporting. Print the purge Report to retain a permanent printed record of Invoices purged. Purge Invoices only if you no longer need to refer to them. For example, you might choose to keep one year of history on the computer for reference. Each month, you would purge the oldest month's Invoices.
- \_\_\_ If you are using Sales Analysis, print sales analysis Reports that are based on information in the Invoice History File. Print the Sales Rep, Actual (detailed version), Customers for an Item, and Items for a Customer Reports. Be sure to print these Reports prior to using *Close a period* in either I/C or A/R.
-



## Chapter 4 - Control Information

The Billing Control File contains information about the accounting requirements for your company.

A control File contains key information about your business operation. It is called a control File because it controls certain program functions and default values.

### To Begin

Select [F2] » Setup » Control Information.

After you have completed the first screen of Billing Control Information, it appears similar to this:

Control Information	
1. Starting order	0-000728
2. Starting quote	Assigned using order #
3. Starting RMA	Assigned using order #
4. Starting invoice	123676
5. Next auto assign customer	AUTO6
6. Interface to J/C	<input type="checkbox"/>
7. Create job cost items	<input type="checkbox"/>
8. Are sales reps used	<input type="checkbox"/>
9. Are commissions used	<input type="checkbox"/>
Calculate commission by	Order
10. Keep an invoice history	<input type="checkbox"/>
11. Use separate ship-to file	<input type="checkbox"/>
12. Default warehouse	Central
13. Default form ID	WCD1 WES250 CUSTOM INVOICE (Credit)
14. Post cash receipts for the order type	Both invoice and order
15. Info. for sales reference	0

es, PgDn = next screen  
 per to change ?



## Changing Information that is Already on File

If you already have Billing Control Information on File, when "Field number to change ?" appears, you can press **[Enter]** or **[PgDn]** to move to the next screen. At subsequent screens, you can press **[PgUp]** to move to a previous screen.

### **Creating: Alphanumeric Order/Quote/RMA Numbers.**

- When setting up your Invoice and Order numbers you may want to make sure there is a very large gap between the two (to avoid overlap) or start your order numbers with a prefix; such as 'OR' or 'O' to differentiate between the two. Or Invoice Numbers with 'I' (as an example).
- This will protect the re-use of an already used number in the system.

Suggestion: Using Alphanumeric numbers when setting up your Orders, enables to differentiate quickly what is an Order or Invoice etc.

- If you wish to use alphanumeric Order, Quote, or RMA numbers, only the first three characters can be alphabetic. The following are examples of valid alphanumeric numbering:

**ORD000001**

**R-1000001**

When entering Invoices, Orders, Credit Memos, Quotes, and RMAs, however, you can enter anything you want. Example; Invoices could be IN12345, Quotes; Q55555, Orders, OR77777.

Be sure to leave large gaps between number sequence, as it is easy for them to catch up to each other over time.

### **Fields on Screen:**

#### **Starting Order #**

This number is assigned to the next Order entered. Each time a new Order is entered, this Order number is incremented (increased by 1) automatically.

#### **Starting Quote #**

Enter the number to be assigned to the next Quote entered, or **[F1]** to assign the next Order number to each Quote.

If you select to use separate Quote numbers, the number entered here should be selected so that Quote numbers will not overlap Order numbers.

When a Quote is converted to an Order, the next Order number is assigned and the Quote number is retained for informational purposes.

### **Starting RMA #**

Enter the number to be assigned to the next RMA (Return Merchandise Authorization) entered, or **[F1]** to assign the next Order number to each RMA.

If you select to use separate RMA numbers, the number entered here should be selected so that RMA numbers will not overlap Order numbers or Quote numbers. When an RMA is converted to a Credit Memo, the next Order number is assigned to the Credit Memo and the RMA number is retained for informational purposes.

### **Starting Invoice #**

Enter the number to be assigned to the next Invoice printed, or **[F1]** to use the original Order number for each Invoice.

If you select to use Invoice numbers that are different than Order numbers, this field is automatically updated for each new Invoice printed.

When Invoices are posted to Inventory Management and Accounts Receivable during *Billing*, the Invoice number becomes the document number referred to in the I/C and A/R Packages.

### **Next Auto Assign Customer #**

Enter the number to be automatically assigned to the next Customer that is added to the A/R Customer File during Billing, or **[Enter]** for "None" if Customer numbers are not to be automatically assigned.

### **Interface to Job Cost -JC (If you have this additional Module)**

Enter Y if you have or are using Job Cost Module

### **Create Job Cost Items?**

Enter Y if you want to create items for Job Cost Module

### **Are Sales Reps Used ?**

Answer **Y** if you wish to enter a Sales Rep number or commission information for your Orders. If you answer **Y**, you must also have answered **Y** to this question in the A/R Control File, and you must have set up a File of Sales Reps in Accounts Receivable.

If you answer **N**, you are not required to enter a Sales Rep number or commission information in later selections.

### **Are Commissions Used ?**

If you answered **Y** to "Are Sales Reps used ?", answer **Y** here if you wish to track commissions for your Sales Reps. If you answer **Y**, you must also have answered **Y** to this question in the A/R Control File.

If you answer **N**, you are not required to enter commission information in later selections. If you answered **N** to "Are Sales Reps used ?", this field automatically displays **N** and an entry is not allowed.

### **Keep an Invoice History ?**

Answer **Y** if you wish to retain a history of posted Invoices. We highly recommend using this option for a wide variety of reasons.

If you answer **N**, *Invoice history* does not appear on the Billing Menu. (If you are using the Menu bar, *Invoice history by Customer*, *by Customer/Invoice*, *by Invoice*, and *by item* appear on the *View* and *Reports* Menus of the Billing Menu but may not be selected.)

### **Use Separate Ship-to File ?**

Answer **Y** if you want to use a separate File of Ship-to addresses, to retain addresses to which Customer merchandise is shipped when the address is different from the Customer's billing address.

If you answer **N**, you may still enter a Ship-to address for an Order that differs from the Customer's billing address, but you will not be able to retain a File of Ship-to addresses.

### **[?] Default Warehouse**

An entry in this field is allowed only if you specified in the I/C Control File that you are using multiple Warehouses.

If you are using multi-warehousing, enter the code for your usual Warehouse. A Warehouse is requested for each Order or Credit Memo.

To choose the "Central" Warehouse as the default, press **[Enter]** (if you defined a "Central" Warehouse in *Warehouses* in I/C).

### **[?] Default Form ID**

Enter the ID of the form to be used for printing Invoices, or press **[F1]** to scan through the forms in the Form File.

You may specify a form ID that has not yet been specified in the Form File ("Not on File" will display), but the form must be defined in the Form File prior to actually printing it.

Billing comes with several predefined Invoice forms in the Form File. When you install Billing, the Form File is also automatically installed, if there is not already one present. A list of the predefined form types is provided in Chapter 8, titled Forms, and examples of the forms are included as Reports 8-1 through 8-11 in the Sample Reports section of this Manual.

### Post Cash Receipts for the Order Type

Enter **I** if cash entered for "Invoice" type Orders only are to be posted to A/R, **B** for both Orders and Invoices, or **N** for neither. If you answer **N**, cash can be entered as memo information for the Invoice, but no cash receipt is generated and posted in A/R. Your answer to this question depends upon how your company handles cash receipts. If you process cash along with Orders and/or Invoices and wish to have the cash actually posted to A/R, answer accordingly.

**If, however, cash receipts are handled by your A/R department and memo information is passed to your Order processing department for entry on Invoices, you would answer N here; to avoid double posting of cash receipts.**

- **NOTE:** If you are using Sales Management Solutions (SMS), set this field to N.

### Info. For Sales Reference

Enter **O** to have the Order number used for the A/R transaction reference or **S** for the Ship-to name.

A second screen then appears. After completing the second screen, it appears similar to this:

The screenshot shows a window titled "18.02 - Control Information" for "Acme Enterprises Inc.". The window contains a "Setup Control information" section with the following fields and values:

16. Default cash acct	1000-000
	Cash account #13557
17. Default scrap acct	7030-000
18. Drop ship clearing acct	7040-000
	Drop ship clearing
19. Multiple profit centers ?	Y
20. Assign profit centers by	Line item
21. Default profit center	000
22. Shipper	123-4567-A
----- COD/Shipping label address -----	
23. Company nam	Your Company Name Here
24. Address-	Suite 1005
25. Address-	500 W. Acadia Blvd.
26. Address-	Anytown, B.C. V5V 5V5
27. Quick customer label ID	none
28. Quick cust label ptr #	16

At the bottom of the screen, it says: "Make changes, PgUp = previous screen, PgDn = next screen. Field number to change ?" followed by a blue cursor box.

Enter the information as follows:

### [?] Default Cash Acct #

Enter the cash account to use in *Orders* as a default when you enter cash received with an Order. The account number specified must be in the Cash Accounts File.

### [?] Default Scrap Acct #

Enter the number of the G/L account to use in *Orders* as the default scrap account.

**While entering a Credit**, you enter a scrap account if the quantity being returned to inventory is smaller than the quantity being credited (for example, when faulty merchandise is credited but not returned). The dollar value of the quantity "scrapped" (not returned to inventory) is distributed to the scrap account.

### [?] Drop Ship Clearing Acct #

When you sell goods from inventory (non-drop shipped), the item's expense account is debited and the item's inventory account is credited.

- **NOTE:** Drop Shipped Items Do Not come out of your inventory. For Drop Shipped items, the item's expense account is still debited, but the Credit goes to the: 'Drop Ship Clearing Account. (Be sure you have set up your inventory accounts correctly.)

If you are using Accounts Payable, you will enter a Voucher for your cost for the Drop Shipped items at the time you receive the Invoice from the Vendor who Drop Shipped the items.

- **NOTE:** When distributing the "expense" in *Payables* in A/P, be sure to use the same Drop Ship clearing account that you enter here. This will create a debit to the Drop Ship clearing account, properly clearing the account balance to zero.

When you are using A/P, the balance in the Drop Ship clearing account should be zero at the end of each accounting period. If it is not zero, Vouchers have not been entered for one or more Drop Shipped items. In this case, consult with your accountant regarding G/L adjustments needed to reflect merchandise that you have Drop Shipped for which you have not yet received an Invoice from the Vendors concerned.

Enter the number of the G/L account to be used as the Drop Ship clearing account.

If the account number you enter is not present in the Valid G/L Accounts File, you see "This account is not on File - would you like to add it?". You may answer **Y** to add it to the Valid G/L Accounts File.

If you answer **Y**, you are then asked to enter an account description.

- **NOTE:** If A/R or I/C is interfaced with G/L, you must also enter this same account through *Chart of accounts* in the G/L Package. (When interfaced to G/L, any time a new account is added in a Package, you must also add it to the Chart of Accounts in G/L.)

## Multiple Profit Centres ?

If you are not using profit centres (as specified in the Company File), this field is skipped.

If **N** -All Orders entered in Billing are assigned to the profit centre entered in field number 18 below.

If **Y** -Profit centres for Orders are assigned according to your answer to field number 17 below.

- **NOTE:** If you plan to use only one (single) profit centre for all Orders, answer N.
- Assign Profit Centres By

If you entered **N** in the previous field, "(Not applicable)" displays for this field.

When multiple profit centres are used, profit centres can be assigned in three different ways in Billing:

- O** -**Assign profit centres by Order:** A profit centre is entered on the first screen for the Order. This profit centre is used for posting all line items on the Order.
- L** -**Assign profit centres by line item:** A profit centre is entered on each line item on the Order. The profit centre assigned to each line item is used when the Order is posted.

A default profit centre is entered on the first screen of the Order. This default may be used when assigning profit centres to individual lines to simplify data entry when most of the lines on the Order are assigned to a single profit centre.

## [?] Default Profit Centre

If you specified that profit centres are assigned "by Order", the profit centre entered here is used as a default when you enter the actual profit centre for the Order.

If you specified that profit centres are assigned "by line item", the profit centre entered here appears as a default when entering the default profit centre on the first screen of the Order. The profit centre may be changed for individual line items.

If you are not using multiple profit centres, the profit centre entered here is used for all line item postings in Billing.

## Use Order Tender Types

(This feature only applies if you enter cash receipts on Orders and/or Invoices.)

The “Tenders” feature allows you to set up separate codes for each tender type you receive, for example, VISA or MC (MasterCard). Each type can have a different General Ledger bank account. On the last page of the Invoice in Billing → Orders → Enter, enter the amount paid and then select the tender type from the type available.

## Shipper #

Enter your account number with the company that handles your COD shipments. This account number may be printed on COD labels as described in the Chapter titled *COD/Shipping Labels*.

## COD/Shipping Label Address

If you plan to use shipping or COD labels, enter your company name and address here. The name and address entered here may be printed on COD and shipping labels as described in the Chapter titled *COD/Shipping Labels*.

## Company Name

### Address-1

### Address-2

### Address-3

## Quick Customer Label ID

Enter the default Customer label id if you are using Customer labels

## Quick Cust Label Prt #

Enter the system printer number for your labels

A third screen now appears. After completing the third screen, it appears similar to this:



Enter the information as follows:

### Use Automatic Defaults on Billing Fields:

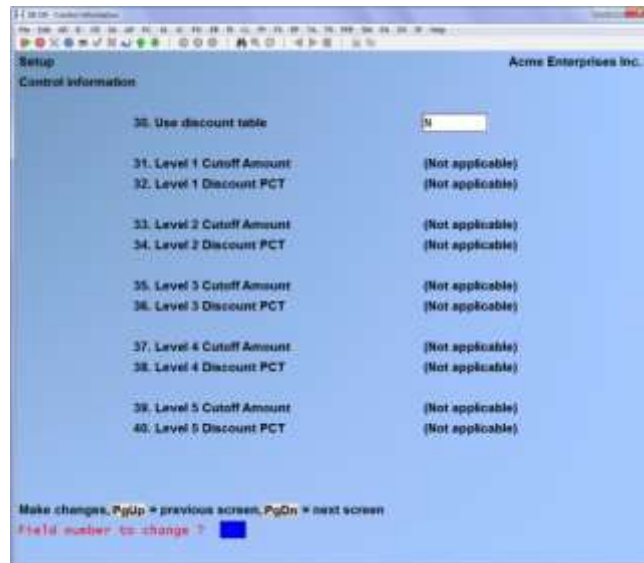
To permit rapid Billing, you may specify to automatically use default values for specific fields when entering Orders.

- Answer **Y** -To set automatic Default, OR:  
[F1] -During initial entry, to set all remaining fields for that screen to "N"

If you answer **Y** for a field, the default is displayed and the cursor skips that field.  
Changes to the automatic default can be made using "Field number to change ?"

If you answer **N** for a field, -The cursor will stop at each field set to N (in Order Entry Screen) to allow an entry into that field.

A fourth screen now appears. After completing the fourth screen, it appears similar to this:



Enter the information has follows:

### Use Discount Table ?

Answer **Y** if you wish to compute default Order discounts based on the gross dollar value of Orders. The Order discount applied will be over and above any other line item discounts and will appear as the Order discount on the totals screen. An example of this is where you give Customers a 10% on Invoices over \$10,000, 15% on Invoices over \$ 15,000, 20% on Invoices over \$ 20,000 etc. Up to 5 discount levels can be entered in the subsequent fields.

Answer **N** if you do not wish to use this type of discount structure. If you answered **N** to *Use discount table?* Remaining fields on this screen will display "(Not applicable)" and no changes can be made.



### **Level 1 Cut-off Amount**

Enter the dollar amount cut-off at which all Orders equal to or less than will have the discount entered in the next field applied. For example, if you enter \$1,000 in this field and 10% in field 29, all Orders equal to or less than \$ 1,000 (before Taxes, freight, and miscellaneous charges) will have a 10% Order discount applied.

### **Level 1 Discount PCT**

Enter the discount percentage to be applied as an Order discount to all Order sub-totals equal to or less than cut off level 1.

To set a discount structure that no discount applies to Orders equal to or less than a certain value (i.e. Orders equal to or less than \$ 500.00 do not get a discount), enter **0** (zero) in this field.

### **Level 2 Cut-off Amount**

Enter the dollar amount cut-off at which all Orders greater that cut-off level 1 but less than or equal to this amount will have the discount entered in the next field applied.

### **Level 2 Discount PCT**

Enter the discount percentage to be applied as an Order discount to all Order sub-totals equal to or less than cut off level 2 but greater than cut-off level 1.

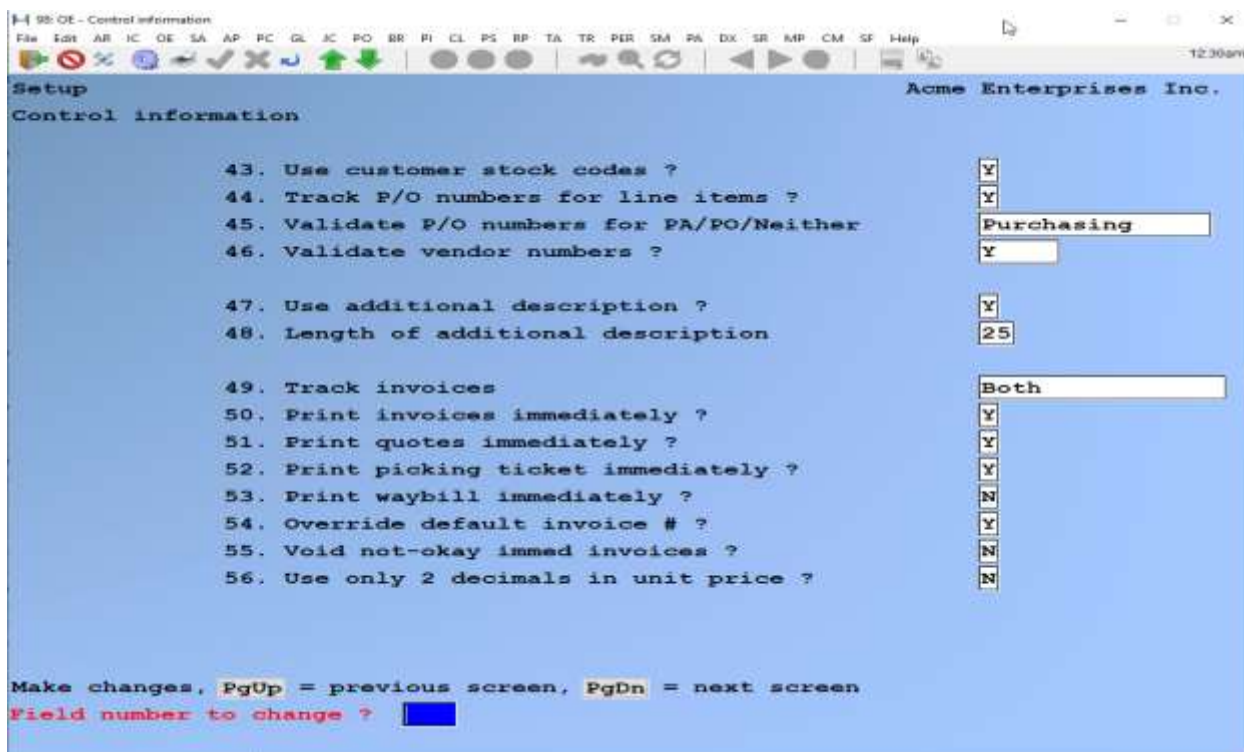
### **Level 3 Cut-off Amount**

Enter the dollar amount cut-off at which all Orders greater that cut-off level 2 but less than or equal to this amount will have the discount entered in the next field applied.

### **Level 3 Discount PCT**

Enter the discount percentage to be applied as an Order discount to all Order sub-totals equal to or less than cut off level 3 but greater than cut-off level 2.

Press enter and you will see:



### Use Customer Stock Codes ?

Answer Y if you want the ability to enter your Customer's item numbers during Order entry. This is ideal for situations where your Customer's want to see their item numbers on your Invoices (see the Chapter titled *Forms* for information on modifying your Invoice format to print your Customer's item numbers. {Stock Codes}).

### Track P/O Numbers for Line Items ?

Answer "Y" if you want the option of entering your P/O numbers on Orders for information purposes. During Order entry you will be prompted for your P/O number. This number may optionally be verified against existing P/O's if you are using the *Purchase Order* Module (see next field).

### Validate P/O Numbers for PA/PO/Neither

(If you answered N previously this field appears as "Not Applicable" and no changes can be made).

Answer Y to have the system validate you P/O number on order line items against P/O's entered in the Purchase Order Module.

### Validate Vendor Numbers ?

(If you answered N previously this field appears as "Not Applicable" and no changes can be made).

During line item entry you can input the number of the Vendor from whom this item has been purchased on the P/O (see previous fields). Answer Y if you want the system to check and make sure the Vendor number entered during the line item entry is in the A/P Vendor File.

### **Use Additional Description ?**

Answer Y to allow use of additional description lines for items during the line item entry on orders. If you answer Y, after entering each item on an order, a window will display for you to type in up to 6 additional lines of description.

### **Length of Additional Description**

Select the length of the additional description to a maximum of 50 characters or press [F1] to default to 25 characters.

### **Track Invoices**

To track all Invoices printed and/or voided in the system. Users may access a Report through OE -> Reports -> Invoice # Audit Report. If you select [N] for none, a Report will not be accessible.

- [N] -For None
- [V] -For Voided Invoices only
- [B] -For Both Voided and Used Invoices

### **Print Invoices Immediately ?**

Answer Y to activate immediate printing of either [I] or [C] type orders after entry.

If you answer Y, after entering an "I", "Q" or "C" type order a window will appear for you to make any adjustments to the form number, Invoice number, date etc. You then will have the option to "print the Invoice now".

### **Print Quotes Immediately ?**

Answer Y to activate immediate printing of [Q] type orders after entry.

If you answer Y, after entering an "I", "Q" or "C" type order a window will appear for you to make any adjustments to the form number, Invoice number, date etc. You then will have the option to "print the Invoice now".

### **Print Picking Ticket Immediately ?**

By answering Y [O] type orders (picking tickets) will print immediately after entry.

### **Print Waybill Immediately ?**

Enter Y, to print waybills immediately after entering the order.

### **Override Default Invoice # ?**

By answering Y, Users can override the next Invoice #.

### **Void not-okay immed invoices?**

When set to Y, if you bring up an immediate order that has already been invoiced, the invoice number originally used will be voided, and a new invoice number issued. Setting this to N will allow you to make changes and reprint the original invoice.

There is a companion setting in **System Functions » Passwords » Extended Passwords » Supervisor passwords** to *Void/Cancel an O/E invoice*. When set to **Yes** the user is authorized to Void previously printed immediate orders. If **No**, a user with an authorized password will need to be entered.

### **Default Order Type**

The default order type allows you to specify the default when entering orders.

- O** -Orders
- I** -Invoices
- C** -Credit memos

The default specified here is used as the default type when entering recurring orders as well, unless the default is [C]. For a recurring order, the [C] is ignored and you are prompted to enter either [O] or [I] in the recurring order.

### **Use Only 2 Decimal Places in Unit Price ?**

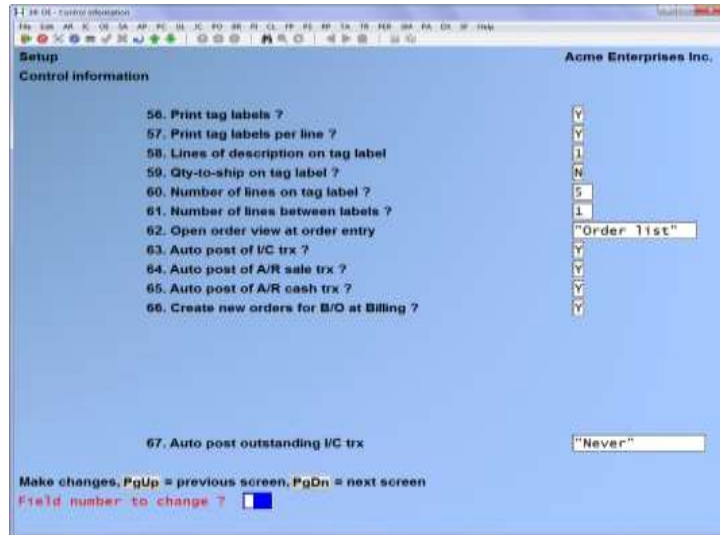
Select Y to use only two decimal places in the unit price. Any item priced to the 3<sup>rd</sup> decimal point will be truncated to 2 decimal places without rounding.

Selecting [C] will price items to 2 decimal places, any items priced to the 3<sup>rd</sup> decimal place will be rounded off.

Selecting N will allow for 3 decimal places in the unit price.

### **Default Printer Number**

Select your default printer and enter the corresponding number. Press enter and the following screen displays:



### Print Tag Labels ?

- 
- **NOTE:** The primary difference between Tag Labels and Shipping/COD Labels is that TAG Labels use a predefined format which cannot be changed.
- Shipping/COD Labels are generated using a User defined format.  
Refer to the Chapter titled: *Shipping/COD Labels* for details.

Answer Y if you are using tag labels for shipping.

### Print Tag Labels Per Line ?

Answer Y if you want to print tag labels for each line on an Order

### Lines of Description on Tag Label

Enter the number of lines of item description you want printed on the tag label.

### Qty-to-ship on Tag Label ?

Answer Y if you want the quantity available to ship printed on the tag label.

### Number of Lines on Tag Label ?

Enter the number of lines to print on each tag label.

### Open Order view at Order entry

Enter one of the following:

- N -None
- L -Order list
- D -Order detail

With the *Order list* option, when a new Order is entered for a Customer with other Orders on File, a window is displayed showing those other Orders, in Order Number Order. Order date, Ship date, Purchase Order #, Sales Rep, Ship via, and Courier # are also shown.

- Arrow Up/Dn** -Allows the use to select any Order displayed
- [F4]** -To copy it back in Orders -> Enter to add lines
- [F5]** -To display the line item detail.

With the *Order detail* option, instead of a listing of all the Orders for a particular Customer, this option will display the line details for each Order without the extra step of pressing **[F5]**.

- [F1]** -For next
- [SHF1]** -For previous
- [F4]** -To copy the displayed Order
- [F5]** -For the Order listing

#### **Auto Post of I/C Trx ?**

To enable automatic posting of I/C transactions from Billing, answer Y.

#### **Auto Post of A/R sale Trx ?**

To enable automatic posting of A/R sales transactions from Billing, answer Y.

#### **Auto Post of A/R cash Trx ?**

To enable automatic posting of A/R cash tender transactions from Billing, answer Y.

### **Create New Orders for B/O at Billing ?**

*When the starting **Quote#**, **starting RMA** and **starting Invoice#** are set with the option “to be assigned” according to the Order number.*

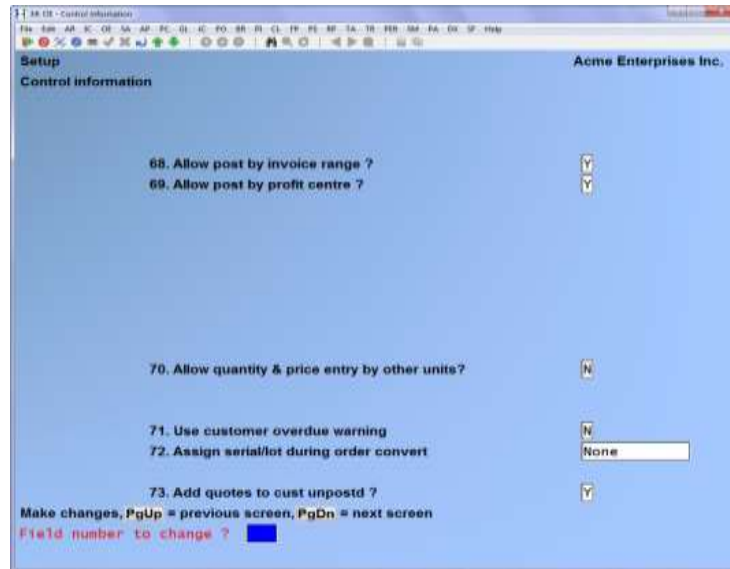
*This flag for creating new Orders for Back Orders is forced to be [Y], regardless of its old value. Once the **ASSIGNED USING...** is set, the changes to the starting Order number field gives the message **THE ORDER NUMBER IS BEING USED AS THE INVOICE NUMBER**, and changes are not allowed.*

#### **Auto Post Outstanding I/C Trx?**

To enable automatic posting of outstanding I/C transactions, your options are:

- N** -Never
- A** -Always
- K** -Ask User at time of posting

Press enter and the following screen displays:



### **Allow Post by Invoice Range ?**

Answer Y to allow posting Invoices in a range.

### **Allow Post by Profit Centre ?**

To enable posting by a specific profit centre or group, select Y.

### **Allow Entry by Other Units ?**

To allow the entry prices and quantities by entering alternate selling units, select Y.

### **Use Customer Overdue Warning?**

Select Y to enable the system to warn the User when a Customer is overdue according to their payment terms. You will also need to set up a “Grace Period” go to *AR – Set up – Terms*

### **Assign Serial/Lot During Order Convert?**

To allow Users to assign serial/lot # during while converting an Order to an Invoice, select one of the following options:

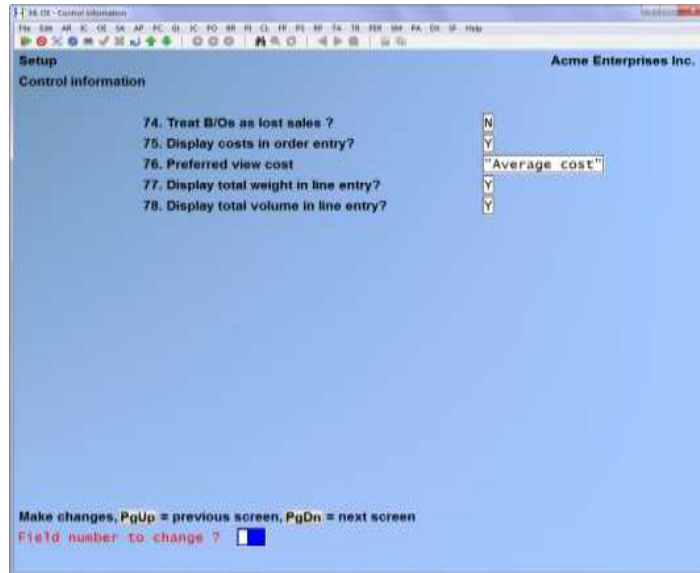
- N – None
- L – Lots only
- S – Serials only
- B - Both

### **Add Quotes to Cust Unposted ?**

This allows you to control whether or not Quotes show up in the *Accounts Receivable » View Customer accounts* the same way that un-posted Orders, Invoices, Credit Memos and RMAs do.

### Show quotes in A/R cust view ?

This allows you to control whether or not Quotes show up in the *Accounts Receivable » View Customer accounts* without affecting the unposted balance.



### Treat B/O's as Lost Sales ?

Creates a system to analyze how many sales are lost due to insufficient quantity on hand.

A **LOST SALE** quantity for an item is the difference between the quantity ordered and the sum of the quantity to ship plus the quantity on Back Order.

The resulting quantity is the **OUT OF STOCK** quantity and it is that that will be tracked as a lost sale. Credit memos are ignored when calculating lost sales.

Set the field to either [Y] or [N]. When [Y], Orders that have backorders will create lost sale entries as if they were out of stock orders.

### Display Costs in Order Entry?

When this flag is set to [Y] all Users will see the unit cost of items added to Orders, Quotes, Invoices, credit notes and RMA documents.

### Preferred View Cost

Normally, during line item entry in an Order or recurring order, or during the billing process, the unit cost displayed for an item is the average cost from the item record. When this feature is activated, you can set the unit cost displayed to the “replacement” cost for the item instead. Then, at the time of line entry or billing, you can set your selling price based on the cost of the item at the time it was last purchased.

Set the default value of the field:

- A -Average Cost: The unit cost that is displayed for a line item to be the “average” cost from the item record.



- R** -Replacement Cost: The unit cost that is displayed for a line item to be the “replacement” cost from the item record.

### Display Total Weight in Line Entry

For Users tracking weight on items for Billing/Shipping purposes, this feature displays the running balances on the line item entry screen.

Answer **Y** to activate.

### Display Total Volume in Line Entry

For Users tracking volume on items for Billing/Shipping purposes, this feature displays the running balances on the line item entry screen.

Answer **Y** to activate.

Control information

Acme Enterprises Inc.

80. # of periods for stock supply qty 8

81. Length of 1 stock supply period 7 Day

Date of last supply calculation 1/20/11

82. Volume per skid 250.00 FT

Make changes, PgUp = previous screen

Field number to change ?

### # Of Periods for Stock Supply Qty

Specify the number of periods (e.g. 12) to be used to calculate the supply requirements. The default is 8.

### Length of 1 Stock Supply Period

Specify the quantity (e.g. 1) and type (e.g. M[onth]) to define a single period to use to compute the supply requirements. The quantity can be any two-digit number; the type can be Days, Weeks or Months. The default is 7 days.

### Date of Last Supply Calculation

You cannot change this date. It is re-set by the system each time the Stock supply analysis Report is run for a new date. Whenever the Report is re-run for the same date as the date displayed here, the system uses the values previously calculated for the Report.

### Volume Per Skid

Set the *Volume per skid* which is made up of the volume quantity and the volume unit.

Volume: -Enter the expected volume per skid; used to compute the number of skids required for the Order. Enter up to 6 integers followed by up to 5 decimal places or [F1] for “not used”.

Unit -Enter the unit of measurement associated with the volume specified. Select:

**F1** -FT {CUBIC FOOT} (DEFAULT)

**F2** -M {CUBIC METER}

**F3** -YD {CUBIC YARD}

The default value from the IC control File always accompanies the F1 option so the F2 and F3 options are adjusted accordingly.

**NOTE: If zeroes are entered for the volume, “not used” is displayed in the field and the skid count will not be calculated nor displayed.**

---



## Chapter 5 - Ship-to Addresses

Ship-to address is an address to which Customer orders are shipped. It is different from the Customer's billing address. Ship-to addresses is optional, even if the Billing Control File specifies that they are used.

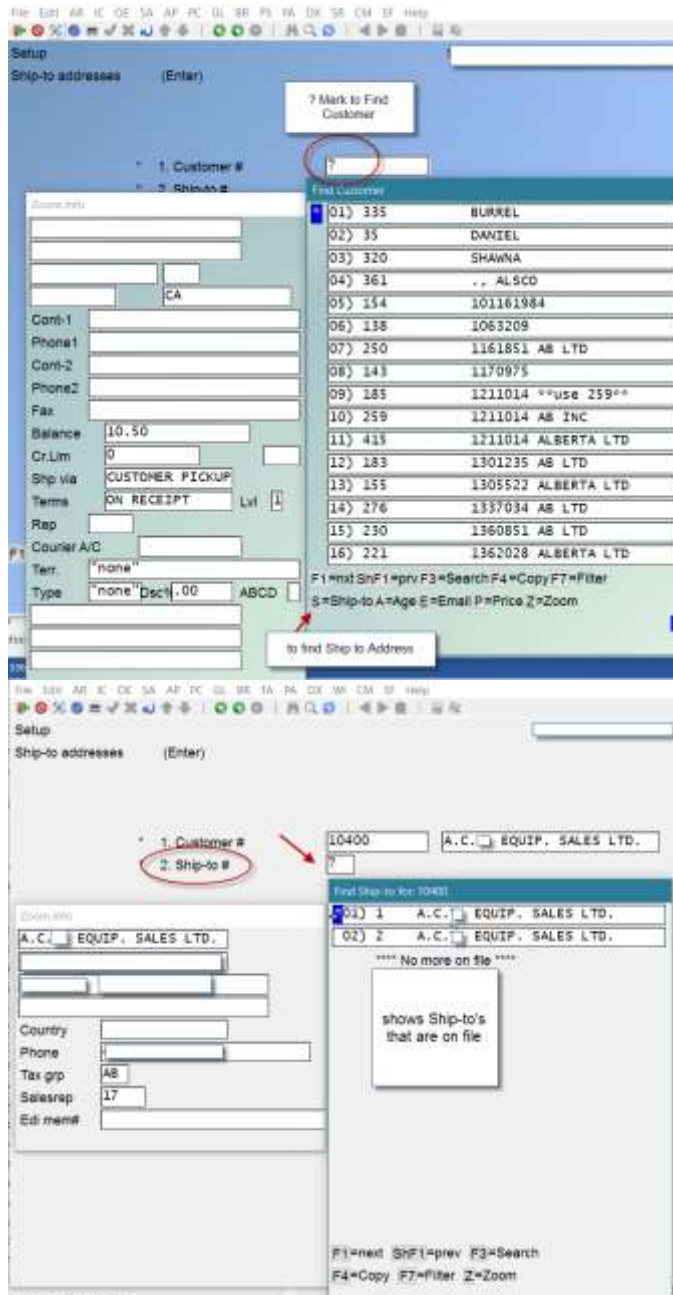
If the Billing Control File field line: Use Separate Ship-to? Is set to no - [N] then you will not be able to use this selection.

### Entering Ship-to Addresses

**Ship to Addresses can be set up in Billing Module » Second Screen » ( F2 ) » Set-up » Ship to Addresses**

From this screen you can work with both new and existing Ship-to addresses. If a Ship-to address has already been entered for the Customer and Ship-to number you specify, it appears and is available for changes or deletion. If one requires set-up, once you have selected your customer you need to designate a number in the ship-to field and fill in the information on the screen.

If you know that the customer has Ship-to addresses, you can use the 'question mark' in the Ship-to field to view the list of addresses that will appear in the pop-up window. You may also want to check to see if the Customer in A/R has been set to a 'default ship to' or not. You can also use the '?' Question Mark to find the Customer, when in the Ship-to screen.



**[?] \*1. Customer #**

Enter the number of the Customer that this Ship-to address is for

**[F1]** -Displays Customers that have Ship-to addresses on File.

**[F2]** -Displays A/R Customers. Using the '?' in the Ship-to field, any Ship-to address(s) set up, for that customer will be displayed in a pop-up window.

- **NOTE: The number entered must already exist in the A/R Customer File.**

For a specific, existing Ship-to address, you can enter the Customer number and the Ship-to number (next field).

## **2.Ship-to #**

Enter a Ship-to number to identify this Ship-to address.

## **3. Ship-to Name**

Enter the Ship-to name, OR:

**[F1]** -To use the Customer name as the Ship-to name.

## **4. Ship-to Addr-1**

## **5. Ship-to Addr-2**

## **6. Ship-to Addr-3**

## **7. Country**

## **[?] 8. Tax Group**

Enter the Tax group for the Ship-to address, or **[F1]** to use the Tax group entered for this Customer in the A/R Customer File.

The Tax group entered must exist in the Tax Codes File.

## **9. EDI Member #**

If you are using Order Packing with EDI, enter the member's number

## **10. Phone**

Enter the phone number for the Ship-to Customer.

## **[?] 11. Sales Rep**

Enter the Sales Rep (optional) OR:

**[F2]** -To assign the Sales Rep from the Customer record

**[?]** -To select one from the Find Sales Reps pop up window: Printing a List of Ship-to Addresses

Select *Print* from the *Ship-to addresses* Menu.

## **[?] 1. Starting Customer #**

## **[?] 2. Ending Customer #**

Enter the range of Customer numbers to be included on the list. Follow the screen instructions.

Print list of Ship-to Addresses

Acme Enterprises Inc.

User: SSI Report #2329 Page 0001

SHIP-TO ADDRESSES

Cust #	Bill-to name Bill-to address	Ship-to #	Ship-to name Ship-to address	Tax-code	Description	Ship-to phone
100	Neptune Underwater Supply 345 Fisherman's Pier Halifax, NS B2F 4R6	1	Neptune Underwater Supply 1550 E. Coastline Blvd. Port Hardy, B.C. V1V 1V1 Canada	BC	B.C. Sales Taxes	
		2	Neptune Pt Moody 24 Avalon Way, Suite 12 Port Moody, B.C. V3V 5V5	BC	B.C. Sales Taxes	
SAM100	Samco Software Inc. 7789 - 134th Street #61 Surrey, BC V3W 9E9 Canada	1	Samco Software Inc. 7789 - 134th Street Dock 4 Surrey, BC Canada	BC	B.C. Sales Taxes	604-597-4211

3 ship-to addresses printed

Exit

Print

Save



## Chapter 6 - Label Formats

This selection allows you to create COD labels, shipping labels, and waybills of your own design. You can specify what order information (fields) to show and the exact arrangement (layout) of that information.

Usually, you would follow these steps in creating a label/waybill:

1. Use *Location grid* to print a grid on top of your labels form (or sheet) and sketch the layout of your label on it.
2. After you have an idea of what the label will look like, use the *Layout* selection to first describe its general appearance, and then to select each field and specify where it will print on the label.
3. Use *Layout list* to print a list of your layout specifications. This step will indicate any problems in your layout.
4. Next, use *Test* to try your new label layout.
5. After you are satisfied with the label layout, use the *Print* selection to print your COD/shipping labels for the range of orders that you designate.

When you want to create another label/waybill, if it is similar to an existing one that you have already designed, you can use *Copy* to copy the existing one to the new label layout. Then use *Layout* to modify the new (copied) layout, rather than having to create it from scratch.

## Waybills

Although the function does not explicitly state "waybills" this facility is used for designing the forms used to print waybills from the *Orders* function. The waybill forms you design here are attached to ship via codes in A/R.

(See the Chapter titled *Ship Via* in the *Accounts Receivable* Manual for instructions on setting up the system for generating waybills.)

### To Begin

Select *Setup » Label formats » Location grid* from the Billing Menu.

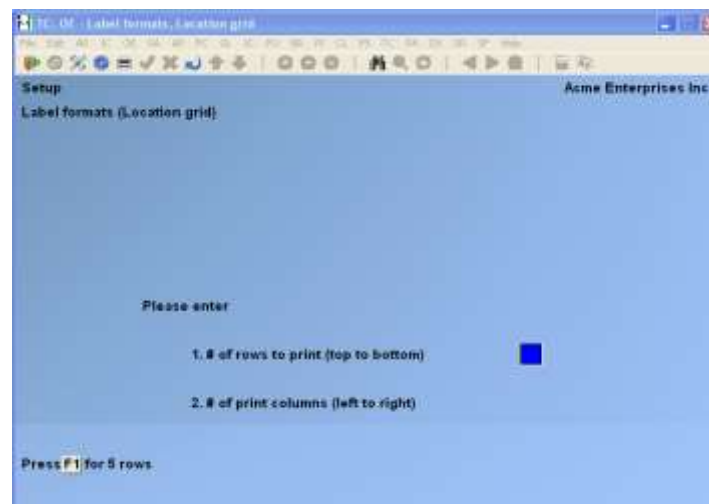
## Printing a Location Grid

Although *Location grid* is not the first selection on the Menu, it is normally the first function to use when you begin designing a new label.

A location grid consists of column and row markers printed on top of one of your labels (or one of your label sheets), to be used as an aid in laying out the overall design of the label.

Use the location grid as a worksheet to help you to establish the exact location (the row and column) of each field and piece of text that you intend to print on the label. Mark the positions of your fields and text on the grid and, later, use it as a guide when entering the label layout.

After you have completed the screen that appears, it looks similar to this:



Enter the information as follows:



### 1. # Of Rows to Print. (top to bottom)

Enter the number of rows you want printed on the grid, OR:

[F1] -For 5 rows on each label.

### 2. # Of Print Columns (left to right)

Enter the number of columns you want printed on the grid, or [F1] for 35 print columns on each label.

Insert your label or label sheet in the printer. Follow the screen instructions to print the location grid.

## Creating a Label Layout

The *Layout* selection allows you to enter all of the specifications needed to define the size of your labels, the number of labels across the label sheet, and which information will print on the label.

To aid you in answering some of the questions in the following screens, use the location grid on which you have designed your label.

Select *Layout* from the *Label Formats* Menu.

A screen appears that, when completed, looks similar to this:

Setup  
Label formats (Layout)  
Acme Enterprises Inc.

1. Label # 3  
2. Description COD Label (UPS)  
3. Label type COD

General appearance of label

4. # labels across page (max 4) 1  
5. # lines per label (max 66) 21  
6. # lines between labels 1  
7. # columns per label (max 132) 35  
8. Starting column for 1st label 1

Make changes. F1 = next label layout. F3 = delete.  
Field number to change = [blue square]

## General Appearance

On this screen you identify this label layout with a number and description and define its general appearance.

From this screen you can work with both new and existing label layouts. If a label layout exists for the label number you specify, that label layout appears and is available for changes or deletion.

Enter the following information:

### [?] 1. Label #

Enter a number to identify this label layout, OR:

[F1] -To scan through the label layouts on File.

**2. Description** Enter a description for this label layout.

### 3. Label Type

- C** -For creating a COD label
- S** -For a shipping label.

Slightly different information is available for printing on COD labels than shipping labels. For instance, the "COD amount" field is available for you to select if you indicate that this is a COD label but is not available if you indicate a shipping label.

### 4. # Of Labels Across Page (max 4)

Enter the number of labels to print across the page (label sheet), up to 4 labels.

### 5. # Lines Per Label (max 66)

Enter the number of lines (rows) to print on a label, up to 66 rows.

### 6. # Lines Between Labels

Enter the number of lines to skip between labels. (For most labels this is 1 line.)

### 7. # Columns Per Label (max 220)

Enter the number of columns to print for a label, up to 220 columns.

### 8. Starting Column for 1st Label

Enter the starting column number for the first label. This column number determines how many print columns on the left are skipped before the first print column.

### 9. Starting Column for 2nd Label

This field only appears if you specified (in field number 4 above) that more than one label is to be printed across the sheet.

Enter the starting column for the second label. This column number must be at least the starting column for the first label, plus the number of columns per label (field number 7 above), plus 1.

### 10. Starting Column for 3rd Label

This field only appears if you specified (in field number 4 above) that more than two labels are to be printed across the sheet.

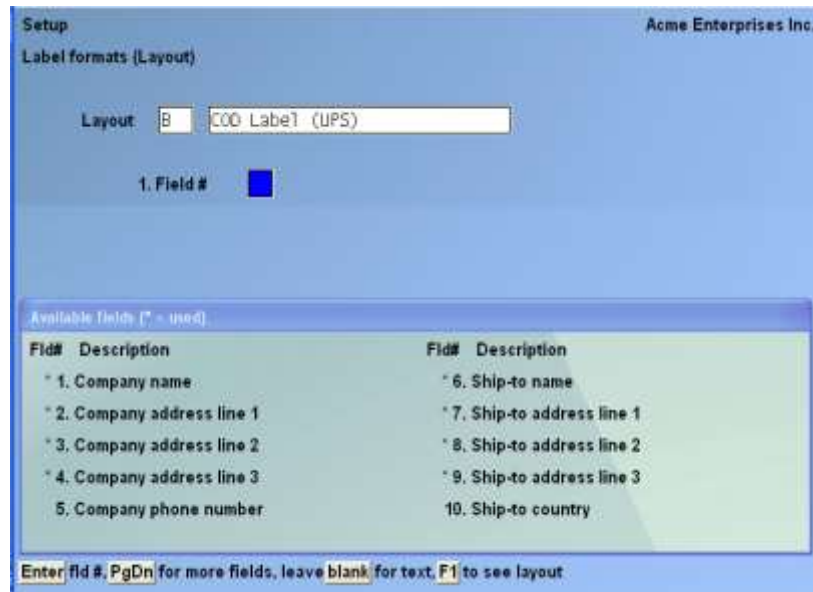
Enter the starting column for the third label. This column number defaults to the starting column for the second label, plus the number of columns per label (field number 7 above), plus 1.

### 11. Starting Column for 4th Label

This field only appears if you specified (in field number 4 above) that 4 labels are to be printed across the sheet.

Enter the starting column for the fourth label. This column number defaults to the starting column for the third label, plus the number of columns per label (field number 7 above), plus 1.

After you press **[Enter]** at "Field number to change ?", you see:



At the bottom of this screen is a window showing the first 10 fields available for use in your label.

Enter the following information:

### Field #

Enter the number of the field name that you want to select for the label, or use one of the options:

**[Enter]** -To enter text instead of a field number  
(See the section titled **Inserting Text** later in this Chapter)

**[F1]** -To display the label as it appears so far (See the section titled;  
**Viewing the Label** later in this Chapter)

There are more windows showing fields that you may select to print. To scan through the window content press **[PgDn]** and **[PgUp]**.

**Printer Features:** These are used to tell the printer to do something special; such as change font size, turn bold on, turn bold off, etc. If you are turning a printer feature on such as bold, condensed print, expanded print or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

In Field #, enter the Printer Feature option field number (e.g. 29), [Enter]. Then, enter the row and column number where you want the feature to start. Next, type the printer feature code or use? to select from the Find printer feature code popup window. You can use up to four feature codes per label. There are almost 150 features to choose from. You may need to setup a special printer type to allow for graphics, colour, logos, etc. Samco Support can provide assistance on a fee-for-service basis if required.

**Package Counter** -Prints a count of the Packages on each label. For example, on a COD order for which you entered 3 for "# COD labels" during *Orders (Enter)*, "1 of 3" would print on the first label, "2 of 3" on the second, and "3 of 3" on the third.

**System Date** -Prints your computer system's current date.

**COD Cash Only Box** -Prints an "X" in the location that you designate for any COD order that you have indicated as "Cash only" during Billing. (*COD cash only box and COD dollar amount appear only if you are laying out a COD label.*)

**CO. Courier Acct #** -The Customer's courier account number from the order.

**Ship-via courier A/C#** -Your courier account number for the Ship-via method for an order. (from the *Ship-via* function in A/R).

## Alphanumeric, Numeric, and Date Fields

Once you have entered a value in field number 1, additional fields appear to allow you to specify where to print the selected field and how you want it to look when it is printed.

The appearance of this screen below "Row" and "Column" depends on what type of field you have selected. There are three different types of fields, depending on the type of information contained:

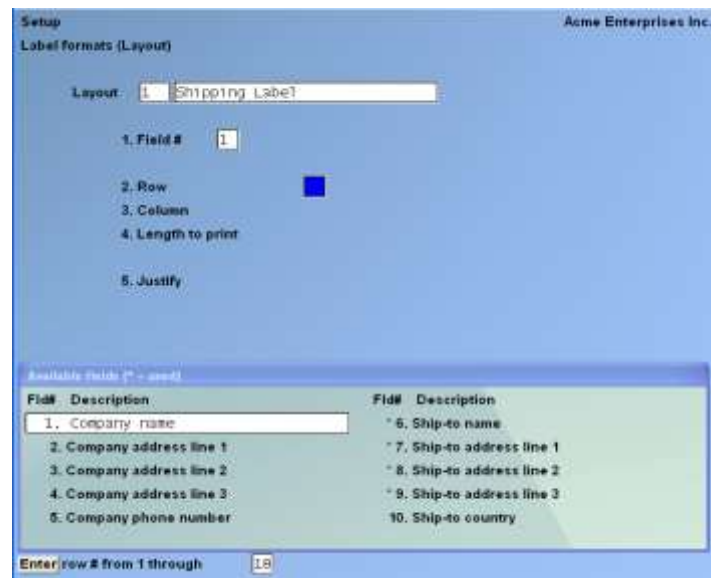
**Alphanumeric Fields** -May contain any combination of letters, digits, and special symbols.

**Numeric Fields** -Only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

**Date Fields** -Only contain dates.

## Alphanumeric Fields

If you select an alphanumeric field, such as "1. Company name", and complete the remaining information, the screen would appear similar to this:



- **NOTE:** The field number you select must be visible in the "Available fields" window. If it is not visible, press [PgUp] or [PgDn] until the correct window appears.

All alphanumeric fields allow the same set of choices, as shown on the above screen. The maximum size of the field depends on the particular field you have selected.

Enter the information for an alphanumeric field as follows:

## Row

Specify the row in which to print this field.

## Column

Specify the starting column in which to print this field.

## Length to Print (maximum =)

Enter the number of characters you want to print in this field, up to the maximum number shown, or **[Enter]** for the maximum length of the field allowed by the Software.

## Justify

"Justify" means to adjust characters within the space allowed.

- L** -To "left-justify" the characters. The characters will be aligned with the left-hand margin of the space for this field.
- R** -To "right-justify" the characters. The characters will be aligned with the right-hand margin of the space for this field.
- N** -No justification. The characters will be printed exactly as entered.

When you press **[Enter]** at "Field number to change ?", you are returned to "Field #" for selection of another field.

## Numeric Fields

The choices for a numeric field depend on the characteristics of that particular field (for example, its maximum length, if negative numbers are allowed, if it has any decimal places, etc.).

If you select a numeric field, such as "COD dollar amount", and complete the remaining information, the screen appears similar to this:

Setup: Acme Enterprises Inc.  
Label formats (Layout)

Layout: B COD Label (UPS)

1. Field # 44 Maximum 999,999,999.99

2. Row 2

3. Column 40

4. Number of integers 2

5. Use commas? N

6. Decimals 2

7. Show negative with (Not applicable)

8. Print when zero? N

— You have specified —  
Positive 999,999,999.99

Available fields (\* = new)

Field #	Description	Field #	Description
45	Total volume unit		
42	Waybill number		
43	COD cash only box		
44	COD dollar amount		

Field number to change: [ ] (Press F1 to view layout)

The "COD dollar amount" field can have 2 decimals and it can contain commas, so the screen appears as above.

After specifying the row and column, enter the remaining information for a numeric field as follows:

### **Number of Integers**

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or [**Enter**] for the maximum shown.

### **Use Commas ?**

(If commas are not appropriate for a particular field, you are not given the option of using commas.)

Answer **Y** to use commas when printing this field on a label.

### **Decimals**

(If the field has no decimal places, this choice does not appear.)

Enter the number of decimal places you want to print, up to the maximum shown, or [**Enter**] for the maximum shown.

### **Show Negative With**

(If this field cannot contain a negative value, this choice displays "Not applicable".)

**M** -To show negative numbers with a minus sign

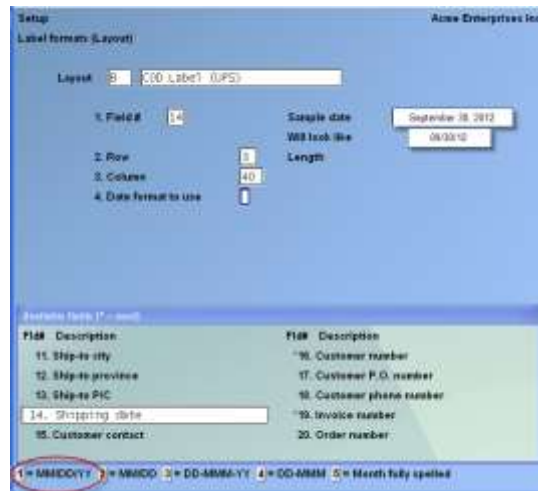
**P** -To show them in parentheses.

### **Print When Zero ?**

Answer **Y** to print a zero when the number is zero. Answer **N** to leave the field blank when the number is zero.

## Date Fields

If you select a date field, such as "System date", and complete the remaining information, the screen appears similar to this:



Enter the row and column in the same way as for an alphanumeric field.

Then specify the format to use when printing the date:

### Date Format to Use

Enter one of these choices for how the date is to be printed:

- 1 = MM/DD/YY
- 2 = MM/DD
- 3 = DD-MMM-YY
- 4 = DD-MMM
- 5 = Month fully spelled

When you enter your choice, the "Will look like:" field on the right side of the screen shows how the date will look. The length of the field displays so you will know how much room this field will occupy on the label.

Press **[Enter]** at "Field number to change ?" to return to "Field #"

### Viewing the Label

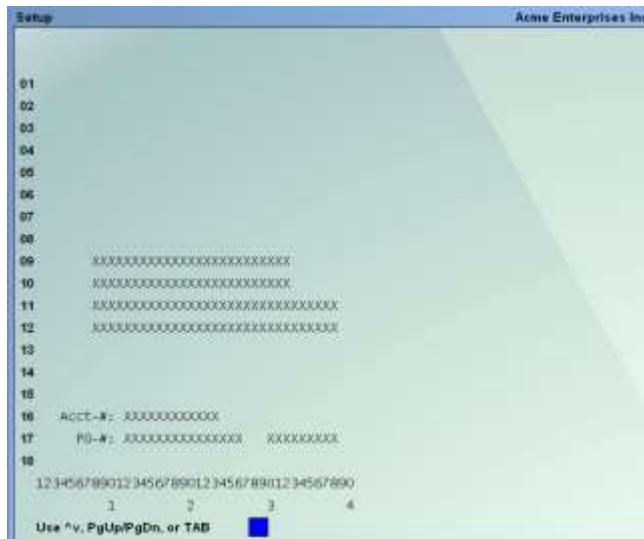
While entering the label format, you can press **[F1]** to see a picture of the label. This gives you an idea of the appearance of your label.

The width of the label is your entry for "# columns per label", and the number of lines is your entry for "# lines per label".



"X's" appear to represent the alphanumeric fields that you selected, in the length and location you specified. "9's" will appear for numeric fields. Dates are represented differently, depending on the format you have chosen for the date. "?"s" will appear where any of the fields overlap, in which case you need to change the position of a field.

If you press **[F1]** to view your label, you see a screen similar to this:



- [Up/Dn]** -To scroll your label up and down one row at a time. This is useful to bring a row to the bottom of the screen to be near the column numbers, where you can more easily judge a field's column position.
- [PgUp]** -To shift your view of the label up and down by a screen-full  
**[PgDn]** a time. This is useful when your label size is larger than can be displayed on the screen.
- [F2]** -To shift your view to the right edge of the label. This option only appears when your label is wider than the screen. Press **[F2]** again to shift back to the left.
- [Tab]** -To exit the "view label" screen and return to the layout screen.

## Inserting Text

To insert text, press **[Enter]** at "Field #". After you have completed the screen that appears, it looks similar to this:

Setup Label Formats (Layout) Acme Enterprises Inc.

Layout: 1 Shipping Label

1. Field # Text

2. Row 1

3. Column 1

4. Text CASH ONLY  
34567890123456789012345678901234567890

5. Suppress Y

Row Col Text Suppress Y Field #

10	4	Acct-Rt	N	11
----	---	---------	---	----

Enter **Y** to suppress printing this text when a selected field is blank/zero.

You can enter text and position it where you want it to print on each label. You can print the text "Invoice #" next to the "Invoice number" field on each label. You can also use this option to print dash lines ("-----") or symbols on your labels.

Enter text information as follows:

### Field #

"Text" appears in this field, to indicate that you are working with text rather than fields.

### Row

Enter the row in which you want the text to print.

### Column

Enter the column in which you want the text to begin printing.

A ruler appears, with numbers starting at the column you specified above, and extending up to 40 columns. The ruler stops at the right-hand edge of your label, and thus may be shorter than 40 columns.

### Text

Enter the exact text you want to appear in that location.

### Suppress?

Answer **Y** if you want the text to be suppressed (not printed) when some field (to be specified next) is zero or blank. Answer **N** if you want the text to always print.

For example, suppose you had specified that the text "P.O.-#" would be printed next to the "Customer P.O. number" field value on your label. To prevent the "P.O.-#" text from printing for Orders that have no P.O.#, you would answer **Y** here.

### **Field #**

If you answered **Y** to "Suppress ?", enter the number of the field that, when zero or blank, will cause the text not to print.

If you have not already selected this field to print on the label, you get a warning message. However, your choice is still accepted. Make a note to select the field later. The field you select here must also be selected to print on the label.

## **Changing or Deleting Text**

To delete a text entry or change the location or wording of text you have entered, display the text screen by pressing [**Enter**] at "Field #".

A window shows information on the text entries already entered.

To delete a text entry, enter its row and column number, then press [**F3**] when prompted to do so.

To change the wording of the text, enter its row and column number, select field number 4, and enter the new wording. You can also change the "Suppress ?" information by selecting field number 5 and entering a new answer or new field number.

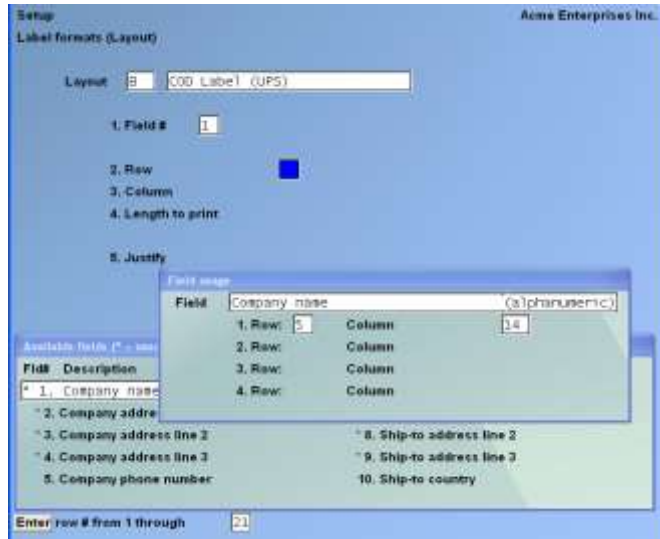
To change the row or column in which the text starts, enter its current row and column numbers. Then select field number 2 or 3 and enter the new row or column number.

## **Modifying Fields**

You may need to change the appearance or print location of a field that you have already selected to appear on your label. This section describes how to change a field's appearance or location, delete it, or print it in additional locations on the label.

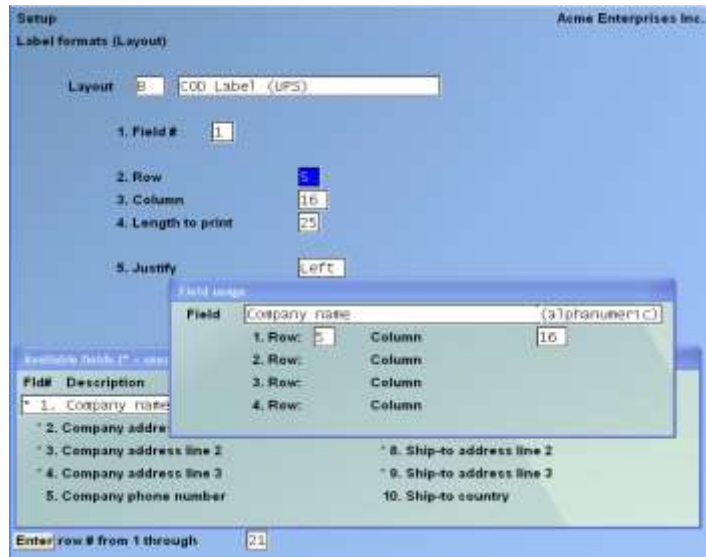
Select the field you want to modify by entering its number at "Field #".

You see:



The "Field usage" window shows how many times you have used this particular field in your label and where you have used it. You can use each field up to four times. In this example, Company name has only been used one time -- in row 5, column 14. Select the usage of the field you wish to modify by entering its row in "Row", and its column number in "Column".

For instance, if you choose row 5, column 14 in this example and change the column to column 16, the screen appears similar to this:



Use "Field number to change ?" to change any of the information about this field, [F1] to view the label (as described earlier in this Chapter), or [F2] to delete this particular usage of the field (any other usages will not be affected).

After making changes, press [Enter] at "Field number to change ?" and you are returned to "Field #", ready to select another field.

## Printing a Field in More than One Location

As mentioned previously, any field can be printed in up to 4 different locations on the label.

To use a field again, enter its number at "Field #".

Enter the new location (row and column), and the remaining information to specify how to print the field in its new location. When you print your labels, this field will print in all of the locations that you have specified.

## Printing a Layout List

This selection prints a Report that lists the label layouts you have entered for one or more labels. For each label layout listed, it shows you the label's general appearance information and the information specifying the appearance and location of each field on the label. (See the sample list included at the end of this Chapter.)

After you have entered all of the layout information for your label, we recommend that you print this Report so that you can see all of the layout specifications together at once. Based on the information in the Report, you can make adjustments and corrections to your label layout before using *Test* to print a test label.

Select *Layout list* from the *Label Formats* Menu.

On the screen that appears, enter the following:

[?] **Starting label #**

[?] **Ending label #**

Enter the range of label numbers for which to print the list. Follow the screen instructions.

### Label Type

- C -To print a list of COD labels
- S -To print a list of shipping labels
- [F1] -For "All" labels.

## Testing Label Layouts

Use this selection to test your label layout. It will print a "test" label, substituting "X's" for each field that you have selected to print on the label.

For instance, if you have selected the "Company name" field to appear in row 1 at column 1, and to print its full length of 25 characters, the test label has  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX printed on row 1, starting at column 1.

Select *Test* from the *Label Formats* Menu.

On the screen that appears, enter the number of the label layout to test, or **[F1]** to scan through the label layouts on File.

Mount your label form sheet on the printer and follow the screen instructions to print a test label form.

Adjust your label layout as necessary and repeat the test until you are satisfied with the appearance of your labels.

## Copying Label Layouts

This selection copies a label layout to a new label layout.

You can use this selection to rapidly produce a new label layout by copying an existing layout that is similar to the new one.

After copying the label, tailor the new copy as described in the section above, titled *Modifying Fields*.

Select *Copy* from the *Label Formats* Menu.

On the screen that appears, enter the following information:

### **[?] Copy from Layout #**

Enter the number of the layout you wish to copy OR:

**[F1]** -To scan through the layouts on File.

### **Copy to Layout #**

Enter the number to assign to the new layout.

The layout is then copied. A message informs you that processing is occurring.



## Chapter 7 - Forms

This selection allows you to tailor the Billing to work with your Invoice forms. Billing comes with several predefined Invoice forms. These predefined forms are in the Form File (OEFRMF). When you install Billing, the Form File is also automatically installed, if there is not already one present.

If any of the predefined forms supplied with Billing are sufficient for your needs, you need not continue with this Chapter.

When you print Invoices, using the *Billing » Print Invoices* selection, you must specify a form ID to be used. The form must exist in the Form File.

- **NOTE:** With 'Invoices' the Software now allows the Invoice total to show on the last page only.

For a full list of all predefined forms, use the *Forms » Print* selection from within the *Setup* Menu.

If you select to use a different form, you can make a copy of an already existing form that is similar to the form you wish to use and modify the copy. You may also design your form "from scratch", but this is not recommended.

An unlimited number of forms can be defined with this selection. *Forms* allow you to print almost any information field in the Billing Header and Line Item Files. We suggest that you first become familiar with the predefined forms provided with this Package. Then use this Chapter to modify the predefined forms as required or design your own forms.

## **Definitions**

Described below are definitions for certain terms used in this section.

### **Header, Line Item, and Totals Groups**

Each form consists of three information groups:

#### **Header**

#### **Line Items**

#### **Totals**

The Header is the top part of the form and typically includes information that relates to the order in general (for example, the Order number, Order date, Customer's name and address). Header information always prints before Line Item and Totals information.

The Line Items group is the middle part of the form, and typically includes information on each line item on the Order (such as the item number and description, quantity ordered, and price). Line Item information always prints after Header information and before Totals information.

The Totals is the bottom part of the form, and typically includes the Order total, Order discount percent, and total weight. Totals information always prints after Header and Line Item information.

## **Paginated**

A form is either paginated or not paginated.

A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms.

A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, "Invoices" are paginated.

## **Lines and Columns**

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11-inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (Header, Line Item, or Totals), its line number within the group, and the starting column number where it is to print.



The line number of a field is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

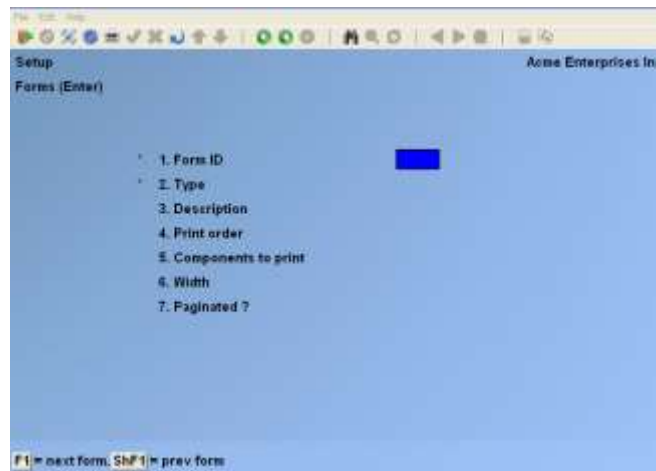
The column number of a field is simply the number of spaces to the right of the left margin of the form, beginning at 1.

### To Begin

Select *Forms* from the *Setup* Menu.

## Entering Forms

From the *Forms* Menu select *Enter*. This is the screen you see:



On this screen, you identify the form with an ID, type, and description, and define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

### [?] \*1. Form ID

Enter the ID for this form, or **[F1]** to scan through the existing forms on File.

## \*2.Type

Enter the character that designates the type of Order for which this form will be used:

- O** -Order
- I** -Invoice
- C** -Credit Memo
- Q** -Quote
- R** -RMA
- P** -Picking Tickets

You may also use **[F1]** to display the next type on File for this form ID

Usually, you would define all types for each new form ID. The predefined forms provided with Billing include all five types.

If the type you specify already exists for the form ID, the information for that form type displays and may be changed or deleted as usual. Options:

- [F2]** -To display the form as it currently exists (see section: **Displaying a Form** later in this Chapter)
- [F5]** -To print a test form, substituting "X's" or "9's" for each field that you have selected to print (see section **Testing a Form** in this Chapter)
- [F6]** -To copy an existing form to a new form (section '**Copying a Form**')

## 3. Description

Enter the description of this form type.

## 4. Print Order

- S** -For Order sequence number
- L** -By bin location
- I** -By item number.

## 5. Components to Print

Enter **P** to print only Kit components that are defined as "printable", enter **A** to print all components, or enter **N** to print no components.

## 6. Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or "pitch").

### **7. Paginated ?**

Answer **Y** if the form has a specific length that does not change regardless of the information to be printed on it, **N** if the length of the form varies depending upon the amount of information printed, or **F** if the form has a specific length and you want a form feed after each page.

If you answer **Y** or **F** to "Paginated ?", the following fields appear:

### **8. Length**

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

### **9. First Line for Headers**

Enter the first line number on which header information is to print.

### **10. Headers 1st page Only ?**

Answer **Y** to print header information on only the first page of the form, or **N** to print it at the top of every page of the form.

### **11. First Line for Line Items**

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for "First line for headers" .

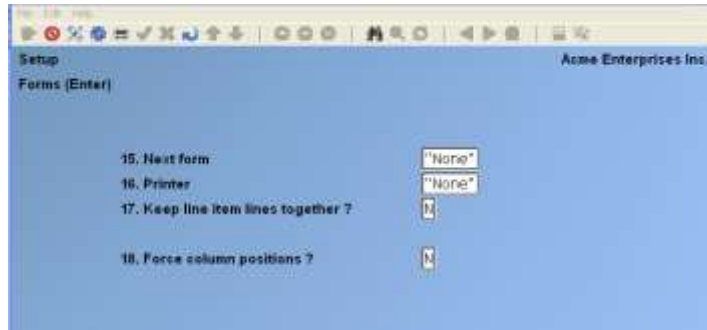
### **12. Last Line for Line Items**

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for "First line for line items".

### **13. First Line for Totals**

Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for "Last line for line items", and less than the number of lines specified for "Length".

The next screen appears:



### [?] 14. Next Form

Enter the next form ID you want printed when this form is finished. This is ideal for scenarios where you want one form printed with certain information and another form printed with other information. We call this process form linking.

For example, when you print the picking ticket a copy of the form goes to shipping, and a summary (a different form) gets printed at the shipping manager's desk so that he knows what to expect.

### [?] 15. Printer

Enter the printer ID you want this form sent to:

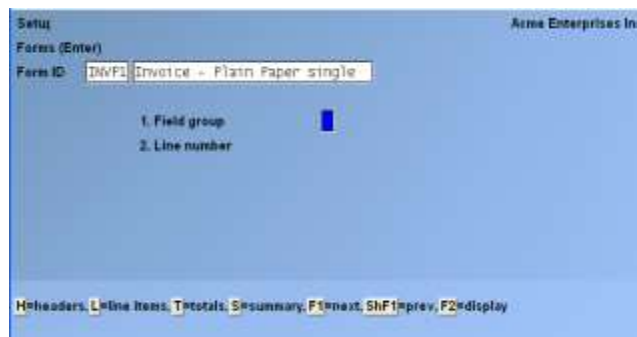
- [F1] -To select from a list
- [F2] -For "none" (in other words there is no specific printer for this form)
- [F4] -To always ask for this form.

### 16. Keep Line Items Together?

Answer **Y** if you do not want the line item detail split across 2 pages.

Make changes as usual. For an existing form, you are then asked "View/change form layout ?". Answer **Y** if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:



On this screen, you describe each field to be printed on the form. For each field, enter the information as follows:

### Field Group

Enter **H** if the field is part of the Header group, **L** for the Line Item group, or **T** for the Totals group. You may also use **[F1]** to scan through the fields on File for this form, or **[F2]** to display the form as it appears so far (see the section titled **Displaying a Form** later in this Chapter).

### Line Number

Enter the line number on which this field is to print, **[F1]** to display the next field on File within this group, or **[F2]** to perform a calculation (see the section below titled **Calculations** for details).

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

### Column

Enter the starting column in which to print this field, **[F1]** to display the next field on File within this group that is on or above the specified line number, **[F2]** to insert a new line within this group, or **[F3]** to delete the current line within this group.

Your entry may not be greater than the width of the form.

At "Field number", the screen displays as follows:



The window that displays at the bottom of this screen shows the first 27 fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There are several more windows showing additional Header and Totals fields that you may select to print.

To see the additional windows, press [**PgDn**]. To return to a previous window, press [**PgUp**].

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

If you specify a "Field group" of Line Items, different windows display, showing only Line Item fields.

Refer to the section titled **Form Fields** near the end of this Chapter for a description of each field displayed in the windows for Headers and Totals and Line Items.

Continue entering the information as follows:

### **Field Number**

Enter the number of the field that you wish to select, [**F1**] to display the next field on File that is on or after this line number and column number, or [**Enter**] to enter a literal (text) instead of a field number (see the section titled **Literal Fields** later in this Chapter).

### **Conditional Print ?**

- Y** -If this field is to print only when some field (to be specified next) meets a specific condition
- N** -If this field should always print.

If you answer **Y**, these additional fields appear:

### **When Field-# Is (value)**

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the [**PgUp**] and [**PgDn**] keys to see additional windows.

Enter the conditions that this field must meet in Order for the field being defined to print.

First, enter one of the following abbreviations:

- EQ** -Equal to
- NE** -Not equal to
- GT** -Greater than
- LT** -Less than
- GE** -Greater than or equal to
- LE** -Less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press [**Enter**] to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

## Printing a Field with More Than One Condition

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then define the field again, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer **Y** and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

## Printer Features

Printer features are used to advise the printer to do something special; such as change type size, turn bold on, turn bold off, etc. (For further details on setting up printer features refer to the Chapter titled *Printers* in the *System Functions Manual*.)

To turn a printer feature on select **3** (Printer feature) at the **4. Field number** prompt. The screen appears as follows:

Setup Forms (Enter) Acme Enterprises Inc.  
Form ID: INVPI Invoice - Plain Paper single

1. Field group	Headers
2. Line number	1
3. Column	1
4. Field number	2 Printer feature
5. Repeat	1
6. Feature code	

Enter the following information:

### Repeat

Enter the number of times the printer feature you enter below will be repeated.

The most common purpose for entering a value greater than 1 is if you want to physically print a special character (such as graphics) more than once.

## Feature Code

Enter a valid printer feature code or [F1] to display the next printer feature code on File.

If you are turning a printer feature on such as bold, condensed print, or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

## Helpful Hint

*What do you do when the field size is bigger than the physical form itself?*

One thing you might want to try is setting up a printer feature for condensed print, and a printer feature that returns you to a normal print mode. When setting up a field that is longer than the space on your form allows, you can enter the printer feature code to switch to condensed print, print the field, and then enter the printer feature code to return to normal print mode.

Alternatively, you may even want to set up a printer that prints in condensed print only, and then set up your form so that it is spaced accordingly.

## Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in "Field number" (field number 4). There are four different types:

<b>Alphanumeric Fields</b>	-May contain any combination of letters, digits, and special symbols.
<b>Numeric Fields</b>	-Only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.
<b>Date Fields</b>	-Only contain dates.
<b>Literal Fields</b>	-Contain text that you type. Most literal fields are defined by
[Enter]	-When not specifying a field number.

**Alphanumeric Fields**      **The following two fields display for each alphanumeric field:**

**Length**      Enter the number of characters you want in this field, up to the maximum number shown, OR:

[Enter]      For the maximum length of the field.

## 7. Justify

- R**      -To "right-justify" the characters, OR:
- [Enter]      -For no justification, to print the characters as entered.

If you specify "right-justify", the characters will be aligned with the right-hand margin of the space for this field.



## **Numeric Fields**

The following five fields display for each numeric field:

### **Integer Digits**

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or **[Enter]** for the maximum shown.

### **Decimal Digits**

(If the field has no decimal places, "(Not applicable)" displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, **[Enter]** for the maximum shown, or **9** sets decimal to floating (a floating decimal is one that strips off any trailing zero's).

### **Max**

Enter the maximum number of decimal places to print

### **Min. # of decimals**

Enter the minimum number of decimals to print.

### **Commas ?**

(If the field has fewer than 4 integer digits, "(Not applicable)" displays here.)  
Answer **Y** to use commas when printing this field.

### **Leading Zeros ?**

(If you specified to use commas, "(Not applicable)" displays here.)

Answer **Y** to include any beginning zeros when printing this field.

### **Negatives ?**

(If the field cannot be negative, "(Not applicable)" displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

- R** -Minus sign to the right of the number [99.99-]
- L** -Minus sign to the left of the number, in a fixed position [- 99.99]
- F** -Minus sign to the left of the number, in a floating position [-99.99]
- C** -"CR" to the right of the number [99.99CR]
- P** -Enclose number in parentheses [(99.99)]

When you complete the entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

## **Date Fields**

The following field displays for each date or time field:

## Format

For a date field, select the format to use when printing this field, as follows:

- 1 -MM/DD/YY (03/31/99)
- 2 -MMM DD YY (Mar 31 99)
- 3 -MMM DD (Mar 31)
- 4 -DD-MMM-YY (31-Mar-99)
- 5 -Month DD, YYYY (March 31, 1999)

When you complete the entry, the print format of the date or time as you have defined it is displayed on the screen.

## Literal Fields

The following three fields display for each literal field:

### Length

Enter the number of characters to be used when printing this field, up to the maximum shown, or **[Enter]** for the maximum shown.

A total of 1000 characters are available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when fewer than 150 characters are available.)

### Text

Enter the exact text to be printed, up to the length specified in field number 6.

### Print On

- L** -To print the literal text only for line items that are not component items of Kits
- C** -To print the text only for component items
- B** -To print the text for both line items and component items.

## Calculations

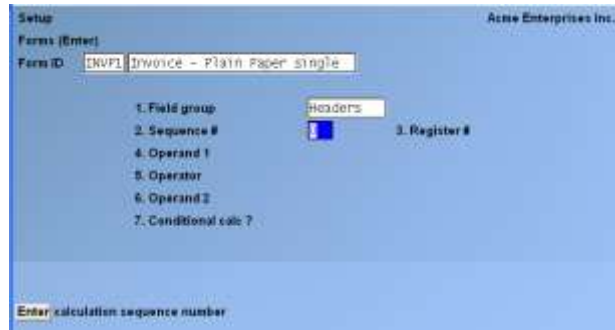
The calculations functionality built into forms, allows you to compute and store up to 20 figures for later printing on your forms using the "Calculation register" field.

Calculations are rarely needed for normal forms printing. If you are using a standard format or find no need to make any special calculations, please skip this section.

There are basically two steps to doing a calculation:

1. Enter one or more calculations to gain a desired figure(s).
2. Enter the calculation register(s) to print in your form layout.

To make a calculation, press **[F2]** at the **Line ?** prompt. The screen appears as follows:



Enter the following data:

### **Field Group**

### **Sequence #**

Enter the sequence in which this calculation is to occur. This is the logical order in which the calculations are made.

The purpose of this field is to allow you to re-use a calculation register once you are finished with it.

### **Register #**

Enter the calculation register (from 1 to 20) to store the amount computed from the equation entered below.

This register can then later be used to print using the **Calculation register** field entry.

### **Operand 1**

Enter the first operand field to use in the calculation from the window displayed, or **[Enter]** to enter a constant.

### **Operator**

Enter one of the following equation operators:

- +        -Add to Operand 1 to 2
- -Subtract Operand 2 from 1
- \*        -Multiply Operand 1 by 2
- /        -Divide Operand 1 by 2

- DIV** -Divide Operand 1 by 2, but store only the integer portion of the resulting figure; i.e. 8 divided by 5 equals 1.6 but only 1 is stored in the calculation register (the .6 is stripped off).
- MOD** -Modulus division of operand 1 by 2, storing the remainder in the calculation register; i.e. 10 divided by 3 is 3 with 1 left over -- the 1 is stored in the calculation register.
- INT** -Store the integer portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as 123 in the calculation register.
- FRC** -Store the fraction portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as .54 in the calculation register.
- RND** -Round off Operand 1 and store the resulting figure in the calculation register. When selected you will be asked for a second operand which is the digit to round off to; valid responses to the second operand are **1** for the 1st decimal, **2** for the 2nd decimal, **-1** to tens, **-2** to hundreds etc.

## Operand 2

Enter the second operand field used in the calculation from the window displayed, or **[Enter]** to enter a constant.

The following are a few key things to keep in mind about using calculations:

1. When printing, the calculation registers are reset for each form section.
2. The sequence number is used to determine the order in which the calculations occur.
3. Calculations from headers, lines, and totals cannot be used interactively.
4. Calculation registers are not actually printed until you enter them in the header, line, or totals sections using the **Calculation register** field.

## Displaying a Form

While entering a form, you can press **[F2]** to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.  
Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

## Testing a Form

A test form can be printed that substitutes "X's" or "9's" for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using *Billing (Print Invoices)*, you can also print a test alignment form.)

To test your form, at the first *Forms* screen, display the form you wish to test and press [F5]. When the printers list displays, select the printer on which this form is to be printed.

## Copying a Form

You can rapidly produce a new form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first *Forms* screen, display the existing form that you wish to copy and press [F6].

### Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

### Copy to Type

Enter the character that designates the type of Order for which this new form will be used. The types are:

- O** -Order
- I** -Invoice
- C** -Credit Memo
- Q** -Quote
- R** -RMA
- P** -Picking Ticket
- [F1] -To copy "All" types of the existing form ID to the same types for the new form ID.

- **NOTE: If the type you specify already exists for the new form ID, the form cannot be copied and an error message is displayed.**

After the copy process is complete, you may change the new form as needed.

## Printing a Forms List

This selection prints a Report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

To print the list, select *Print* from the *Forms* Menu.

On the screen that appears, enter the following:

**[?]- Starting Form ID**

**[?] Ending Form ID**

Enter the range of form ID's for which to print the list. Follow the screen instructions.

### **Type to Print**

Enter the form type to print for the forms, as shown on the screen, or **[F1]** to print "All" form types.

### **Print Fields ?**

Answer **Y** to print the information defined for each field on a form. If you answer **N**, only the general information about a form is printed.

- **NOTE: Many fields are defined for each form type of the predefined forms supplied with Billing. Selecting to print fields for several types may require a significant amount of time and paper.**

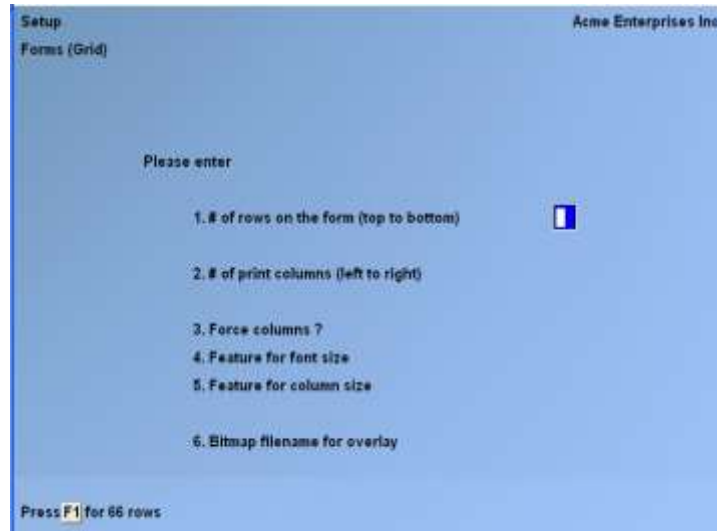
## Loading Standard Forms

Samco provides a number of standard forms which you can use. To make these forms available for use you must first run the *Load* function from the *Forms* Menu.

## Printing a Field Location Grid

The field location grid is a tool to help you lay out your form properly. When you print this grid right on your form, you will see the exact rows and columns of every piece of Order information. You will then be able to specify the exact row and column for each piece of information when you're requested to do so later.

To begin, select *Grid* from the *Forms* Menu. The following screen is displayed:



Enter the following information:

**# Of Rows on the Form (top to bottom)**

Enter the number of rows to appear on the grid **or [F1]** for 66 rows, which corresponds to regular 8 1/2" x 11" paper, 6 rows per inch, with no top or bottom margins. The number you enter here corresponds to the number of rows on your form.

**# Of Print Columns (left or right)**

Enter the number of print columns to appear across the page on the grid, or **[F1]** to use 80 columns, which corresponds to regular 8 1/2" x 11" paper, 10 characters per inch, with 1/4" left and right margins.

On the following screen type **DONE** when you are ready to print the grid.

After the grid is printed, you are asked whether you want to print it again. If you answer **Y**, another grid will print; if **N**, you are asked to mount regular paper.

**Form Fields**

The following is a description (with pointers on usage) of the various fields available when designing forms.

The field descriptions are arranged in two groups: Header/Total fields, and Line Item fields.

- Header Fields** -Print at the top part of the form,
- Total Fields** -Print at the bottom part.

**NOTE: Header and Total fields are fields that relate to the Order in general, such as Order number, Date, Customer Name, Tax Amounts, and Payment Information.**

Line Item Fields – print in the middle part of the form, between the Header and Total fields.

- **NOTE:** Line Item fields relate to each line on the ticket, such as item number, description, quantity, and price.

Following the field descriptions are sample form layouts that show:

- Printing of prompt payment discounts
- Removing the company name and address
- Removing the Order discount and moving comment lines
- Printing reference text for serial numbers]

## **Header/Total Fields**

<b><u>Field name</u></b>	<b><u>Description / Notes</u></b>
Blank Line	When this field is selected, no other data is printed on the line, even if it is defined
Printer Feature	Turns printer feature on or off
Suppress Line specified criteria(s) is met.	Used to suppress the printing of an entire line when a
Register	Used to access register values stored during calculation routines.
Apply-to Number	Apply to number for Credit Memos
Apply-to Type	'Type' of apply-to number on Order: Blank = none, O = open credit, N = apply to number
Balance Due	Amount that remains due on Order
Big Order Disc.	Flag
Bill-to Name	Customer name. Entered as line 1 for miscellaneous Customer.
Bill-to Address 1	Bill to address line 1. Entered as line 2 for miscellaneous Customer.
Bill-to Address 2	Bill to address line 2. Entered as line 3 for miscellaneous Customer.
Bill-to Address 3	Bill to address line 3. Entered as line 4 for miscellaneous Customer.
Bill-to Country	Bill to country.



Cancel Date	When used in conjunction with Global/DX for EDI purposes, this is the date to cancel the Order if it cannot be shipped.
Cash Amount Rcvd	Amount of cash (or check) received with Order.
Cash Only Flag	Y = cash only for COD shipments
Cash Reference	Text reference if check number = zero (cash)
Check Number	Zero = cash
Comment Line 1 5	Entered when Order is entered
Commis Amount	Order commission amount, net after discount
Commis Grs Pft Flag	Y = one or more line items have commissions based on gross profit
Commis Override Amount	Override amount entered for commission amount
Commis Override Flag	Type of override entered for commission amount: N = not overridden, A = amount, P = percent
Commis Percent	Order commission percent
Commis Percent Type	Customer or Sales Rep default: P = price, M = margin. For percent override: D = directly entered.
Company Display Name	Company display name
Company Report Name	Company Report name
Company Address 1 3	Company address lines 1 through 3. If you are using stations, it will default to the station address if other than, "Main"
Company Phone Number	Company phone number
Company Courier Account	Customer's courier account which comes from the Order
Company Tax Reg #	Your Company's GST Tax registration number from the <i>Company File</i> .
Correction Flag	Y = correcting entry to G/L
Current User ID	User ID of the person printing the Order

Cust Backorder Flag	Y = Customer allows Back Orders
Cust Balance	Customer balance, including unposted balance
Cust Comment	Displays comment from Customer File
Cust Country	Customer's soldto country.
Cust Credit Rating	Credit rating from Customer File
Cust Courier A/C	Customer's courier account number
Cust UDF Value Scr (130)	Content of the respective User defined field from the Customer File.
Cust UDF Code Desc (130)	Description for the respective User defined field (from the <i>User defined fields</i> function).
Cust Number	Customer number
Cust Part Ship Flag	Customer accepts partial shipments
Cust Phone	Customer phone #
Cust Ship Via Code	Customer ship via code
Cust Ship Via Desc	Customer ship via description
Cust Tax Number (1 15)	Tax exempt number from Customer File for specified Tax Type
Cust Territory	Territory code for the Customers soldto.
Cust Territory Description	Description for the Customer soldto territory code.
Cust Type	Customer type from Customer File
Cust Contact (1 2)	Contact 1 or 2 from Customer File
Cust Phone (1 2)	Phone 1 or 2 from Customer File
Cust Fax (1 2)	Fax number for contact 1 or 2
Date Entered	System date when Order was entered
Default Comment 1 5	Comment lines 1 through 5 entered when Invoices are printed

Discount Amount	Order discount amount
Discount Percent	Order discount percent
Due Date	Blank until Invoice is printed
Entry User ID	User ID of the person who entered the Order
Freight Amount	Freight amount
Freight Taxable flag (115)	Taxable status of freight charges for specified Tax Type Freight
Tax amount (115)	Tax charged on freight for specified Tax Type
Invoice Date	The date assigned to Invoice when printed. System date used if blank.
Invoice History Flag	Identifies, whether the Invoice being printed is coming from Invoice history
Invoice Number	Assigned number to Invoice when printed. Blank if Invoice not printed.
Label Company Name	From the Billing Control File
Label Address 1 3	From the Billing Control File
Label Shipper #	From the Billing Control File
Last Page Flag	Y = last page of the Invoice
Last Pick Tkt Date	Last printed picking ticket date
Misc. Customer Flag	Y = miscellaneous Customer
Misc. Amount	Miscellaneous charges amount
Misc. Taxable Flag (1 15)	Taxable status of miscellaneous charges for specified Tax Type
Misc. Tax Amount (1 15)	Tax charged on miscellaneous charges for specified Tax Type
Net Sale Amount	Order shipping amount, net after discount

No. Line Items	Number of lines on order, including text lines
No. COD Labels	Number of COD labels entered. Zero for unselected Orders.
No. Shipping Labels	Number of shipping labels entered
Order comments flag	Y = Order has comments
Order Date	Entered Order date
Order Number	Order number, Quote number, or RMA number
Order Net Total Amt	Order shipping amount, net after Order discount, plus Taxes, freight and misc. charges
Order Total Amount	Undiscounted Order includes Tax, freight, misc. charges
Order type	O = Order, I = Invoice, C = Credit Memo, Q = Quote, R = RMA
Page Number	Form page number
PO Number	Purchase Order number
PO Number Length	Tracks the length of the Customer's PO number
Quote/RMA Number	Order or Credit Memo converted from a Quote or RMA, its original number as a Quote or RMA. Zero = was never a Quote or RMA.
Recurring Order Ref #	Recurring Order reference number
Sale Amount	Undiscounted Order shipping amount
Sales Rep	Sales Rep for Order
Sales Rep Name	Order Sales Rep name
Selection Code	Blank = Billing in progress, C = complete, not selected for Billing, S = complete, selected for Billing, I = Invoice printed, X = Invoice printing in progress
Ship Date	Order ship date
Shipto Name	Ship to address name. Entered as line 1.
Shipto Address 1	Ship to address line 1. Entered as line 2.

Shipto Address 2	Ship to address line 2. Entered as line 3.
Shipto Address 3	Ship to address line 3. Entered as line 4.
Shipto Country	Shipto address country
Shipvia Code	Ship via code
Shipvia Description	Ship via description
Skid Count (whole)	Number of skids <b>rounded up</b> to the nearest whole skid (e.g. 12.195 rounded to 13)
Skid Count (raw)	Number of skids (e.g. 12.195)
Skid Count string	Combination of whole and raw skid counts (e.g. 13 (12.195))
Skids Billed (whole)	Number of skids billed <b>rounded up</b> to the nearest whole skid (e.g. 12.195 rounded to 13)
Skids Billed (raw)	Number of skids billed (e.g. 12.195)
Skids Billed String	Number of whole and raw skids billed (e.g. 13 (12.195))
System Date	System date
System Time	System time
Taxable Total (1 15)	Order Taxable total for the specified Tax Type
Tax Total	Aggregate of all Tax Type amounts
Taxable Amount	Aggregate amount for all Tax Types
Tax Amount (1 15)	Order Tax amount for specified Tax Type
Tax Included Total	Aggregate of all Tax Type amounts for Taxes included
Tax Included Amount (115)	Tax amount included in selling price for specified Tax Type
Tax Group	Customer's Tax group
Tax Group Description	Customer's Tax group description
Tax Number (1 15)	Customer's Tax number for the specified Tax Type

Terms Code	Order A/R terms code
Terms Description	Order A/R terms code description
Terms Discount	The terms discount amount given for early payment.
Terms Discount Date	The date on which early payment discount will be given; Zero = Invoice not printed
Terms Discount Pct.	Early payment discount percent from Order A/R terms code
Terms Due Date	Invoice payment due date; Zero = Invoice not printed
Terms Type	D = Days, P = Proximo
Total BillWeight	Total shipping weight for all <b>selected</b> items in Order
Total BillWeight Unit	The unit of measure for total billweight (KG or LB)
Total Weight	Total shipping weight for all qtytoship.
Total Weight Unit	The unit of measure for the total shipping weight
Total Order Cost	Total cost of all line items to be shipped
Total Qty	Total quantity ordered of line items
User Defined Field (1 20)	Order User defined fields.
Warehouse	Order Warehouse code. "***" = "All" Warehouses.
Warehouse Name	Order Warehouse name
Warehouse Adrs 1 5	Warehouse address lines 1 through 5
Waybill	Waybill number

## Line Item Fields

For Entered Text lines, printing is only available for "Sequence number", "Description 1", "Description 2", "Description 3" and "Text line flag".

<b>Field name</b>	<b>Description / Notes</b>
Blank Line	When this field is selected, no other data is printed on the line, even if it is defined.
Blank Line Ser/lot numbers	Blank line that follows printing of serial numbers and lot numbers
Blank Line Desc.	Blank line that follows additional description
Printer Feature	Turns printer feature on or off
Suppress Line	Used to suppress the printing of an entire line when a specified criteria(s) is met
Register	Used to access register values stored during calculation routines.
Additional Desc.	Additional description lines
Additional Desc. All	Prints all additional description
Additional Desc. Flg	Y = additional description has been added to the line
Backorder Code	Item backorder code: Y = Back Orderable, N = not back orderable, X = backorders not tracked, D = Drop Shipped
Bar code (1 8)	Item bar code as specified
Billing Weight	Total shipping weight for line item, NOT the total weight for the total quantity ordered.
Billing Weight Unit	The unit of measure for the Billing weight (KG or LB).
Commission Amount	Line item commission amount, net after discount
Commission Method	P = price, G = gross profit
Commission Percent	Item commission percent
Component Flag	Y = line is a Kit component

Comp item# mod Flag	Y = item number is modifiable for component
Comp Literalpre	Literal printed prior to first component line
Comp Literalpost	Literal printed below last component line
Comp Qty Mod Flag	Y = quantity is modifiable for component
Comp Printable Flag	Y = component is printable
Customer Item #	Customer's stocking code (their item #)
Customer Bar Code	Customer's bar code for the line item
Customer Type	Customer type code from A/R for the soldto Customer
Description 1 3	Item description lines 1 3, or text for Text line
Description 1&2	Concatenate description lines 1 and 2, removing any additional spaces.
Description 1&2&3	Concatenate all description lines, removing additional spaces.
Discount Amount	Line discount amount. Calculated by multiplying discount percent by line extended price.
Discount Percent	Entered discount percent
Extended Cost	Item cost multiplied by quantity to ship
Extended Price	Undiscounted line extended price
Extended Net Price	Shows price after discount
Invoice History Flag	Used to identify that this Invoice is coming out of Invoice history. Ideal for printing a literal indicating that it is an Invoice reprint.
Item Alt Unit	Alternate unit 1 from Item File
Item Alt Unit 2	Alternate unit 2 from Item File
Item Alt Unit 1 Conv	Conversion factor for alternate unit 1
Item Alt Unit 2 Conv	Conversion factor for alternate unit 2



Item Category	Item category
Item Commission Code	Item commission code
Item Commit/Stk	Qty committed on the item in stocking units
Item Commit/Alt 1	Qty committed on the item in alternate units 1
Item Commit/Alt 2	Qty committed on the item in alternate units 2
Item Commit/Alt 1+Stk	Qty committed on the item in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Item Commit/Alt 2+Stk	Qty committed on the item in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Item onBO/Stk	Qty on B/O on the item in stocking units
Item onBO/Alt 1	Qty on B/O on the item in alternate units 1
Item onBO/Alt 2	Qty on B/O on the item in alternate units 2
Item onBO/Alt 1+Stk	Qty on B/O on the item in alternate units 1 and stocking units. For example, 2 cases + 5 eaches
Item onBO/Alt 2+Stk	Qty on B/O on the item in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Item Number	Item number
Item onHand/Stk	Qty on hand on the item in stocking units
Item onHand/Alt 1	Qty on hand on the item in alternate units 1
Item onHand/Alt 2	Qty on hand on the item in alternate units 2
Item onHand/Alt 1+Stk	Qty on hand on the item in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Item onHand/Alt 2+Stk	Qty on hand on the item in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Item onOrd/Stk	Qty on Order on the item in stocking units
Item onOrd/Alt 1	Qty on Order on the item in alternate units 1
Item onOrd/Alt 2	Qty on Order on the item in alternate units 2

Item onOrd/Alt 1+Stk	Qty on Order on the item in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Item onOrd/Alt 2+Stk	Qty on Order on the item in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Item Price 1 9	Price1 9 from Item File
Item Pricing Unit	Pricing unit from Item File
Item Stocking Unit	The stocking unit from Item File
Item Subcategory	Item subcategory
Item Tax Code 1 15	Tax Type code description 1 15
Item UDF Value Scr 1	User defined field screen
Item UDF Code Desc 1	Description for the item User defined field.
<b>NOTE:</b> <i>With the UDF (User defined fields) there can be up to 10 sets of 30 to work with depending on if you are using the 300 User defined fields or not.</i>	
Item UDF Value Scr	Value of the UDF.
Item UDF Code Desc	If the UDF is a code, this is the code description.
Item UDF Title Scr	Description for the UDF.
Item Unit Conversion	Unit pricing conversion factor.
Item Vendor	Item Vendor
Item Vendor Item no	Vendor item number
Item Volume	Line item unit volume
Item Volume Unit	M, FT, YD
Item Weight	Line item unit weight
Item Weight Unit	LB, KG
Kit Parent Flag	Y = line is a parent of SKit, TKit, CKit, or MKit

Kit Type	S = simple, T = tracked, C = componenttracked, M = miscellaneous, N = not a Kit. L (loose)
Kit Print Comp Count	Contains the number of components to be printed for this based on "Prt Cmp" flag for Components to print and Components value for form
Location Code	Location code for line item Warehouse

**Lot Fields:**

The following four "Lot" fields are for printing lot numbers. They may only be defined once on each form. If the "Lot quantity" or "Lot no. reference" field is also defined, lot numbers are printed one per line. If "Lot number" is the only "Lot" field defined, lot numbers print across the line, separated by commas.

Lot Commit/Stk	Qty committed on the lot in stocking units
Lot Commit/Alt 1	Qty committed on the lot in alternate units 1
Lot Commit/Alt 2	Qty committed on the lot in alternate units 2
Lot Commit/Alt 1+Stk	Qty committed on the lot in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Lot Commit/Alt 2+Stk	Qty committed on the lot in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Lot Extended Cost	Total cost of the lot
Lot Last Ticket Stat	Indicates whether the lot record has been A = added, P = printer, or C = changed since the last printing of the picking ticket
Lot Location	The location of the item in the lot
Lot Number	Lot number
Lot Number Literal	The literal printed on first lot number line
Lot no. reference	Lot number reference text
Lot onHnd/Stk	Qty on hand on the lot in stocking units
Lot onHnd/Alt 1	Qty on hand on the lot in alternate units 1
Lot onHnd/Alt 2	Qty on hand on the lot in alternate units 2

Lot onHnd/Alt 1+Stk	Qty on hand on the lot in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Lot onHnd/Alt 2+Stk	Qty on hand on the lot in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Lot Quantity	Lot quantity
Lot Quantity/Stk	Quantity sold on the lot in stocking units
Lot Quantity/Alt 1	Quantity sold on the lot in alternate units 1
Lot Quantity/Alt 2	Quantity sold on the lot in alternate units 2
Lot Qty/Alt 1+Stk	Quantity sold on the lot in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Lot Qty/Alt 2+Stk	Quantity sold on the lot in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Lot Unit Cost	Lot unit cost
Misc. Item Flag Stk	Y = miscellaneous item Net Extended Price Line extended price, net after line discount
Order Unit	Selling unit for the line
Order Unit Convert	# to multiply Order quantity to get stocking unit
Order Unit Type	Code that identifies the Order unit type. 0 = stocking unit, 1 = alternate 1, and alternate 2.
Out of Stock Flag	Y = quantity not shipped is out of stock
Pricing Unit	Item's pricing unit of measure
Packing Weight	The weight from the item File (not the line item)
Packing Weight Unit	The unit of measure for the packing weight (KG or LB)
Pricing Unit	Pricing unit for the line
Publisher Percent	Custom Commission percentage from publisher
Qty Backorder	Line quantity on backorder
Qty Backorder/Stk	Line quantity on backorder, expressed in stocking units.
Qty Backorder/Alt 1	Qty on B/O in alternate units 1

Qty Backorder/Alt 2	Qty on B/O in alternate units 2
Qty Backorder/Alt 1+Stk	Qty on B/O in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Qty Backorder/Alt 2+Stk	Qty on B/O in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Qty Backordersatellite	When hub is printing an Order or Invoice that was created by the satellite. Line item quantity on backorder at the satellite.
Qty Backorder/Stk (sate)	Where the hub is printing an Order or Invoice that was created by the satellite. Line quantity on backorder at the satellite converted to stocking units from pricing units.
Qty Ordered	Quantity Ordered
Qty Ordered/Stk Qty Ordered/Stk	Quantity Ordered, expressed in stocking units Qty Ordered in stocking units
Qty Ordered/Alt 1	Qty Ordered in alternate units 1
Qty Ordered/Alt 2	Qty Ordered in alternate units 2
Qty Ordered/Alt 1+Stk	Qty Ordered in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Qty Ordered/Alt 2+Stk	Qty Ordered in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Qty Ret to Inv	Quantity returned to inventory
Qty Ret to Inv/Stk	Quantity returned to inventory, expressed in stocking units
Qty Ret to Inv/Alt 1	Quantity returned to inventory in alternate units 1
Qty Ret to Inv/Alt 2	Quantity returned to inventory in alternate units 2
Qty Returned/Alt 1+Stk	Quantity returned to inventory in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Qty Returned/Alt 2+Stk	Quantity returned to inventory in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Qty to Ship	Quantity to ship

Qty to Ship/Stk	Quantity to ship, expressed in stocking units
Qty to Ship/Alt 1	Qty to ship in alternate units 1
Qty to Ship/Alt 2	Qty to ship in alternate units 2
Qty to Ship/Alt 1+Stk	Qty to ship in alternate units 1 and stocking units. For Example: 2 cases + 5 eaches.
Qty to Ship/Alt 2+Stk	Qty to ship in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Recur Total Qty	Quantity ordered on a recurring order
Recur Total Qty/Stk	Quantity ordered on a recurring order converted to stocking units from pricing units.
Recur Remain Qty	Quantity remaining to be shipped on a recurring order.
Recur Remain Qty/Stk	Quantity remaining to be shipped on a recurring order converted to stocking units.
Recur Shipped	Quantity shipped for the recurring order
Recur Shipped/Stk	Quantity shipped for the recurring order converted to stocking units from pricing units.
Recur Release Flag	Y = Order is a release from a recurring order
Retail Price	Retail price
Selection Code	Line selection code: S = selected, blank = not selected
Sequence Number	Sequence number

## Serial Numbers:

**NOTE:** The following "Serial" fields are for printing serial numbers. They may only be defined once on each form.

Serial numbers print across the line, separated by commas, if "Serial no. reference" or "Serial # column" are not defined. If "Serial no. reference" is defined, serial numbers are printed one per line. If "Serial # column" is defined, serial numbers are printed vertically in a separate column.

Serial Number	Display serial number
Serial # Column	Allows serial numbers to be printed on the same line as item information but in its own column.
Serial No. Literal	Literal printed on first serial number line
Serial No. Reference	Serial number reference
Ship Date	Line ship date
Shipvia Code	Ship via code
Shipvia Description	Ship via description
Stock Code	Line item's stock code from the item File
Stock Code Desc	Description for the item's stock code
Stat Commit/Stk Stat Commit/Alt 1	Status Qty committed expressed in stocking units Status Qty committed in alternate units 1 Stat Commit/Alt 2 Status Qty committed in alternate units 2
Stat Commit/Alt 1+Stk	Status Qty committed in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Stat Commit/Alt 2+Stk	Status Qty committed in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Stat onBO/Stk	Line quantity on backorder, expressed in stocking units
Stat onBO/Alt 1	Qty on B/O in alternate units 1
Stat onBO/Alt 2	Qty on B/O in alternate units 2
Stat onBO/Alt 1+Stk	Qty on B/O in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.

Stat onBO/Alt 2+Stk	Qty on B/O in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Stat onHnd/Stk	Line status quantity on hand, expressed in stocking units
Stat onHnd/Alt 1	Status Qty on hand in alternate units 1
Stat onHnd/Alt 2	Status Qty on hand in alternate units 2
Stat onHnd/Alt 1+Stk	Status Qty on hand in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Stat onHnd/Alt 2+Stk	Status Qty on hand in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Stat onOrd/Stk	Line status quantity on Order, expressed in stocking units
Stat onOrd/Alt 1	Status Qty on Order in alternate units 1
Stat onOrd/Alt 2	Status Qty on Order in alternate units 2
Stat onOrd/Alt 1+Stk	Status Qty on Order in alternate units 1 and stocking units. For example, 2 cases + 5 eaches.
Stat onOrd/Alt 2+Stk	Status Qty on Order in alternate units 2 and stocking units. For example, 2 cases + 5 eaches.
Taxable Code (1 15)	Tax Type's associated Taxable code
Tax in Price Flag (1 15)	Y Tax included in selling price for associated Tax Type
Tax in Price Amount (1 15)	Amount of Tax included in selling price for the associated Tax Type
Tax Amount (1 15)	Tax amount for associated Tax Type 1 15
Text Line Flag	Y = text line item
Tracked Flag	Y = line is serialized or lotcontrolled
Tracking Method	A = always serial, S = sometimes serial, B = lot balance, D = lot detail, G = gridded, N or blank = normal
Unit Cost	Item unit cost per selling unit
Unit Price	Selling unit price
Vendor #	Number of the Vendor the line item is purchased from



Vendor Name	The name of the Vendor the line item is purchased from.
Vendor P/O #	Your P/O number line item is purchased on
Volume Shipped	Total line item shipping volume.
Volume Unit	The Unit of measure: FT = feet, YD = yard, M = metre
Warehouse	Line item Warehouse
Warranty Date 1 2	Warranty date for first or second warranty
Warranty Days 1 2	Number of days in first or second warranty period
Weight Billed	Total line item weight billed.
Weight Billed Unit	Units of measure: KG or LB

## Examples

A number of examples are provided below to aid you in modifying the predefined forms. For simplicity, all examples are shown as modifications to the predefined "Plain Paper Invoice" (INVP1) form provided with the Software.

Remember that there are multiple form types for each defined form ID. You must change each form type that may be affected.

When setting up these examples, make liberal use of the display (**[F2]**) and test (**[F5]**) functions. When testing more extensively, you can create a single document and use the *Forms* selection to print multiple copies of your Order until you get the format just right.

When adding new fields or creating a new form, review the predefined forms to see if you can find examples of similar information in existing fields or form definitions. It will save you a lot of time.

### Prompt Payment Discounts

A "prompt payment" discount is one in which the discount is granted if paid by the "Discount date" specified in the Accounts Receivable terms code associated with the Order.

Below is an example to print the statement "You may deduct \$ 28.14 if paid by April 10th, 1997" on the Invoice.

Add a print field under Totals - Line 9 Column 1 that prints the Literal "You may deduct \$" under the condition that "Terms discount" is greater than zero. Also add the printing of "Terms discount" at Line 9 Column 17, the Literal ", if paid by " at Line 9 Column 31, and the field "Terms discount date" at Line 9 Column 42. All of these fields should be subject to the same "Terms discount" condition.

## Remove Company Name and Address

The company name and address or station name and address print at the top of each page. To remove them, press **[F1]** at the first field of the field definition screen to locate the first Header print field. When this field displays ("Company name"), press **[F3]** to delete it.

Continue to use **[F1]** to locate "Company Address 1", "Company Address 2", and "Company Address 3", and press **[F3]** to delete each field when it displays.

## Remove Order Discount and Move Comment Lines Up

To remove printing of the Order discount, at the field definition screen, enter **T** for "Field group". Then press **[F1]** to locate the Literal "Disc-%". Press **[F3]** to delete this field. Use **[F1]** and **[F3]** in the same manner to locate and delete the field "Discount percent", the Literal "% -", and the field "Discount amount".

Use **[F1]** to locate "Comment line 1" and decrease its line number by 1. Use **[F1]** to locate Comment lines 2 through 5 and decrease the line numbers of each by 1. Also decrease the line numbers by 1 for Default comments 1 through 5.

## Print Reference Text for Serial Numbers

The predefined Billing forms print serial numbers across the line, separate by commas. Printing of additional serial numbers fields, such as "Serial no. reference", causes each serial number to print on a separate line.

To print serial number reference text, at the field definition screen, enter **L** for "Field group" and **5** for "Line number". Then press **[F1]** to locate the field "Serial no. literal". Change its length from 10 to 31 and modify the text ("Serial #'s") by adding 18 blank spaces and "Ref:". Add the line item field "Serial no. reference" at line number 6 column 32.

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## Chapter 8 - User Defined Fields

Use this selection to define a maximum of 30 User defined fields. These fields will be available for data entry in the Orders Enter function (see the Chapter titled *Orders* later on in this Manual). User defined fields allow you to customize your Orders to fit your specific needs. The maintenance of the order User defined fields can be found by selecting *Setup* from the second page of the *Billing* Menu and selecting *User defined fields*.

Billing supports 3 different types of User defined fields; literal, date, and code.

**Literal fields** -Are used to enter in free form text (up to 50 characters)

**Date fields** -Are used for entering dates.

**Code fields** -Allow you to set up a table of valid codes with a corresponding description. Code type fields allow you to set up a table of values to select from - similar to the ship via codes for example. When entering a code in an Order you can either type in the code (3 characters max) or enter a [?] to select from a list.

The maintenance of the codes list is also done through this function. Simply select the code table you want to maintain, and press **[Enter]** until the table is displayed.

### **To Begin**

From the second page of the Billing Menu select *Setup » User defined fields » Enter*.

On the screen displayed you will be able to define up to 30 different fields. These fields will be available in the *Orders Enter* function for data entry.

Enter information for each field as follows:

### Field Title

Provide a description for this field or press **[Enter]** if you are finished.

### Key?

This is reserved for future use.

### Type

Enter one of the following options to identify the type of field this is:

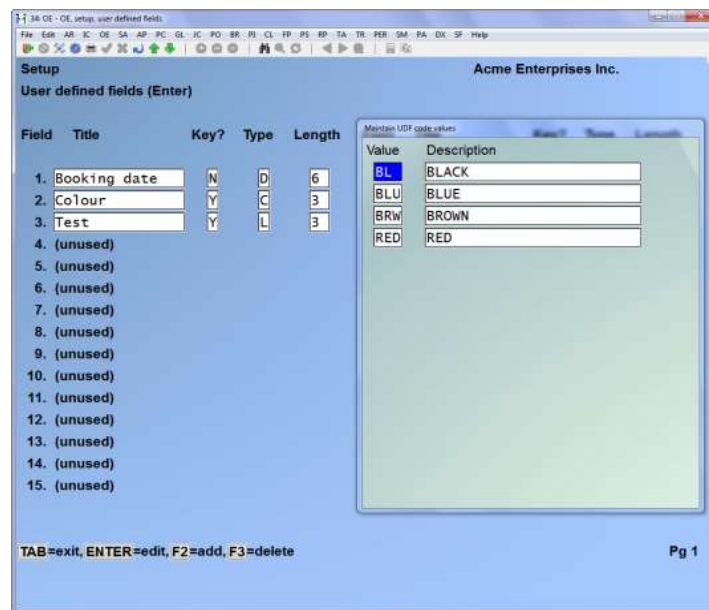
- C** -Code field; used where a table of valid entries will be needed.
- D** -Date field
- L** -Literal field; for the entry of free form text

### Length

*(This will default to 6 for date fields and 3 for code fields and cannot be changed.)*

For literal fields enter the maximum number of characters to allow when entering data.

If you are setting up a code type field a window (similar to the one below) will appear for you to set up your table of valid codes.



In the window displayed enter the following:

## Value

Enter a unique 3-character code ID OR:

- [Tab] -Exit from this window
- [Enter] -Change the selected code
- [F2] -Add new codes
- [F3] -Delete the selected code

## Description

Enter a description for the code.

**Important Note:** This is the only place where codes can be maintained. If you want to add a new code for a User defined field, select the field and press [Enter] until the table window is displayed.

## Deleting Fields

To delete an entire User defined field, select the field you no longer want available, delete the title, and press [Enter]. You will be asked if it's OK to delete the field.

## Printing a List

From the second page of the *Billing* Menu select *Setup » User defined fields » Print*.

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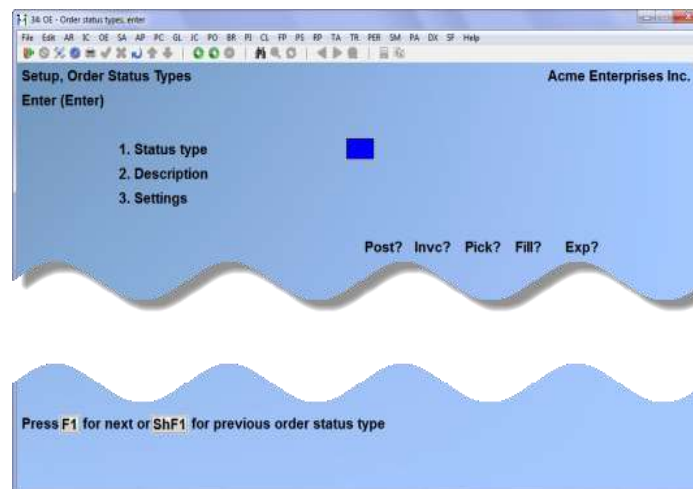
## Chapter 9 - Status Types

A Status field is available on the Order entry screen to differentiate the “status” of an Order and to determine whether an Order can be picked, Invoiced, filled, posted, or exported. This is useful in environments where Orders go through multiple stages before being released or shipped.

The flag in *Setup » Control Information* will be defaulted to Y so that the status field does not interfere with regular Order entry. To have Order entry stop at the Status field, set this flag to N.

**Go to *Billing » F2 » Setup » Status Types***

**Press enter and the following screen displays:**



## Setup Status Types:

This function is used to maintain the status codes entered in through *Orders » Enter*. Status types determine whether or not an Order can be posted, Invoiced, a picking ticket printed, backorder filled, and exported.

### ? 1. Status Type

Enter the status type code you want – field is alpha-numeric

### 2. Description

Enter the status type description

### 3. Settings

Select whether the chosen status type can be Posted, Invoiced, have picking ticket printed, a Back Order filled and exported. Answer Y or N for each process.

## Deleting Status Types

Select Status types from the setup Menu, press enter. Enter the Status type to be deleted or press [F1] to search.

Press [F3] to delete the selected status type. You will be asked “Ok to delete status? Answer Y to delete or N to return to the status type screen.

## Printing a List of Status Types

Select Status types from the Setup Menu and select » Print.

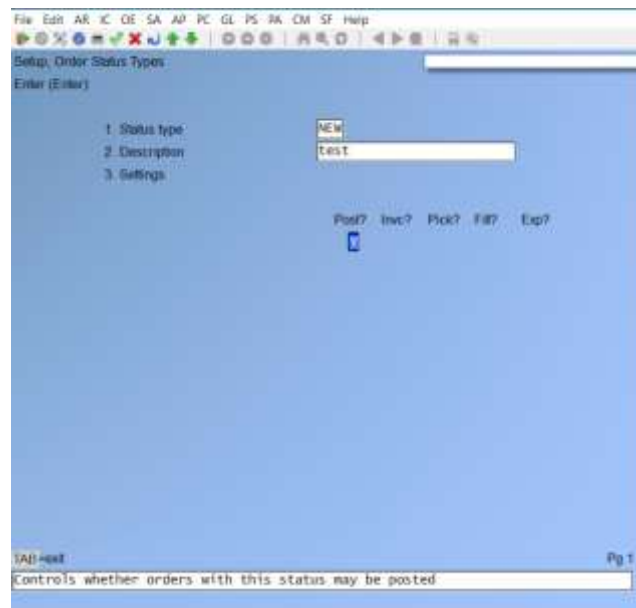
### 1. Starting Type

### 2. Ending Type

Enter the start and ending types or press [F1] for first and last.

## To Create a New Status:

**Orders » Enter and Billing » Select:** A new field 'Status?' allows the entry of the status type code which will determine the behavior of the Order. For a normal Order (i.e. one requiring no special handling) you can press ENTER or F1. An Order with a status code with 'Pick?' set to N will not be offered the option for a picking ticket to be printed.



- **NOTE:** 'I' type or Selected Order that has a status code with 'Inv?' set to N Will Not be offered the immediate Invoice printing option.
- **NOTE:** The following functions are affected by Status types:

Find Orders: The status code is displayed beside the Order number.



Orders » Print: A new selection field for ‘Status?’ type allows **F1** for “all”, **F2** for “any” status other than normal, and the entry of a specific status type code.

Orders » Consolidate Orders: Only Orders with the same status type may be consolidated.

Order packing: When using this Option, only an Order with a status type of normal or where ‘Pick?’ is set to **Y** can be packed.

Picking tickets: Only Orders with a normal status, or whose status type allows picking tickets (Pick?) will be selected by this function.

Billing » Print Invoices: Only Orders with a normal status, or whose status type allows Invoice printing (Invc?) will be selected by this function.

Billing » Post Invoices: Only Orders with a normal status, whose status type allows Invoice posting (Post?), or Invoices already printed will be selected by this function.

View Orders: The status code is displayed under Order #.

Orders Report: A new selection field for ‘Status?’ type allows **F1** for “all”, **F2** for “any” status other than normal, and the entry of a specific status type code.

Back Orders / shipments » Fill Back Orders: Only Orders with a normal status, or whose status type allows the filling of backorders (Fill?) will be filled.





## Chapter 10 - Tender Types

For *Billing* Users who regularly have cash-&-carry type Invoices, Tenders is a more effective way of entering payments without having to deal with cumbersome General Ledger bank accounts codes.

Set the flag in the Control Information File as follows:

Go to » **BILLING** » **F2** » **SETUP** » **CONTROL INFORMATION**

Set the *Use Order tender types?* to **Y(es)**.

An additional Menu option under Setup is created,

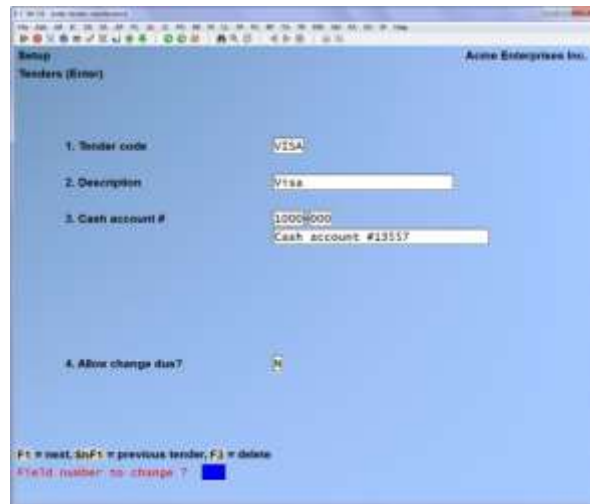
Go to » **BILLING** » **F2** » **SETUP** » **TENDERS**

This feature allows you to set up a separate code for each tender type, for example, VISA or MC (MasterCard). Cash; Cheque; On Acct; etc.

Each type can have a different General Ledger bank account.

**If Tender codes are used:**

### Entering a Tender Code:



The screenshot shows a software window titled "Acme Enterprise Inc." with a "Tenders (Enter)" form. The form contains the following fields and values:

- 1. Tender code: VISA
- 2. Description: Visa
- 3. Cash account #: 1000000  
Cash account #13557
- 4. Allow change due?: N

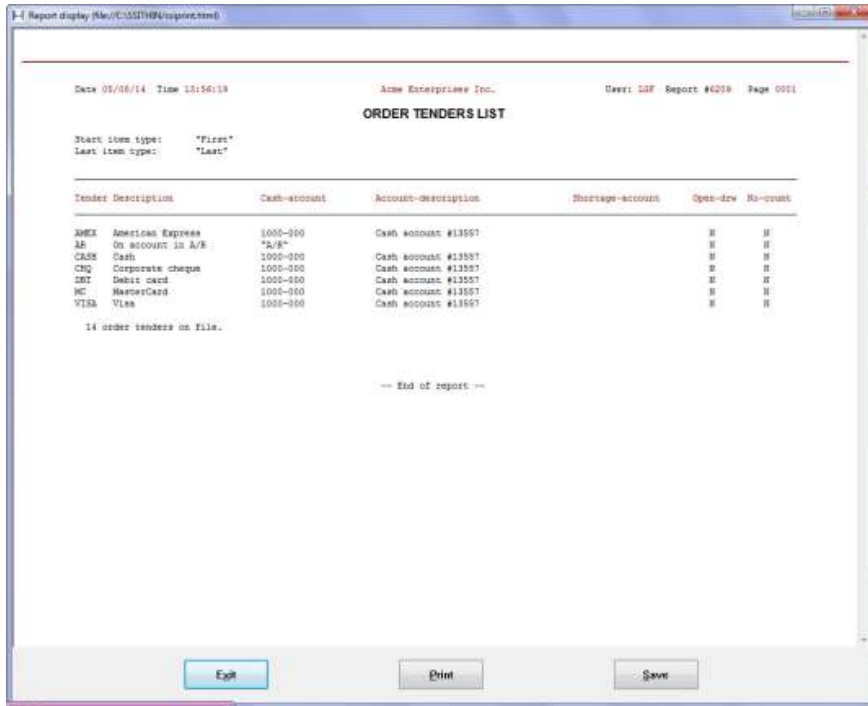
At the bottom of the window, there is a legend: F1 = next, Shift+F1 = previous tender, F3 = delete, and Field number to change (1).

**Tender Code** -Enter an abbreviation for the tender (payment) type (e.g.MC)

**Description** -Enter a description of the tender type (e.g. MasterCard)

**Cash Account #** -Enter the G/L account number used when posting receipts for this pay code. The G/L account number entered must exist in the Valid G/L accounts File.

**Allow Change Due?** -Only valid in cash  
Enter Y to allow change to be given to the Customer for Cash, otherwise N for no change.





## Chapter 11 - Creating Orders

Use this selection to enter Orders, Invoices, Credit Memos, Quotes, and RMAs.

### Entering Orders and Invoices

Order processing allows either a two-step or a one-step billing procedure.

#### **Two-step Billing**

In two-step billing, Orders (designated as type "O" for "Order") are entered in the first step. In the second step, items on an Order are selected for billing and an Invoice is prepared later through *Select for billing* and *Invoices (Print)*.

#### **One-step Billing – Immediate Orders**

In one-step billing, Orders (designated as type "I" for "Immediate Order") are entered and automatically selected for billing. An Invoice can then be generated immediately (if allowed as defined in *Control Information*) or later on through *Billing (Print Invoices)*. One-step billing requires that there is adequate stock in inventory to fill the complete Order, because specific items are not selected for billing in a separate step.

**NOTE:** Field "Print Invoices immediately" in Control Information, when set to Y - Allows you to print an Invoice for "I" and "C" type Orders immediately after being entered.

## Retail Entry Option

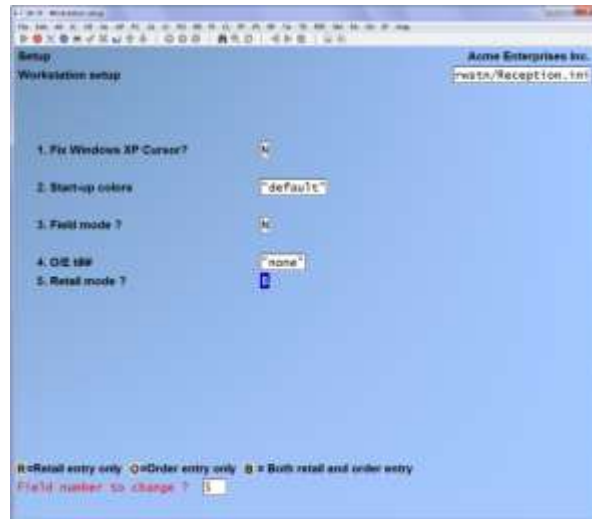
### To Use Retail Entry:

Rapid Entry and Multiple Tenders must be turned on in your system.

This feature allows you to use Billing in regular mode as well as retail mode. Retail mode includes the cash handling features normally accommodated by only point-of-sale systems.

### Setup

Go to *System functions » Workstation setup*



Retail Mode ?

- R** -Retail entry only
- O** -Order entry only
- B** -Both retail and Order entry

Go to *Billing » F2 » Setup » Control Information*

Proceed to the entry screen that contains the following flags:

- *Use Order Tender Types ?*
- *Multiple Tenders ?*
- *Force Tenders ?*
- *Tender code for Change ?*
- *Use tills, drawers & trays ?*

*Use Order Tender Types ?* ; Is a standard function in OE. Activate (Y) the feature. When activated, an additional Menu option under Setup is created. Go to **SETUP » TENDERS » ENTER** and setup separate codes for each tender type. Each tender type can have a unique General Ledger bank account if required.

The *Multiple Tenders ?*, *Force Tenders ?* and *Tender code for change ?* control File fields all relate to CS2102 - Multiple Tenders. Documentation detailing the setup and use of that custom is provided in Appendix C.

*Use tills, drawers & trays ?* is a new field. When activated, two additional Menu options, Cash trays and Tills, under Setup are created.

Go to **Setup » Tills » Enter**

From this screen you can work with both new and existing Tills. If a Till has already been entered information on that Till is displayed and is available for change or deletion. Use this selection to set up the registers and devices that will be used in “the store”.

Field Number	Field Name	Value
1	Till code	2
2	Description	Till #2
3	Cash drawer device	"none"
4	Cash drawer open codes	(not applicable) del
5	2nd drawer device	"none"
6	2nd drawer open codes	(not applicable)
7	Sales PTD	.00
8	Sales YTD	.00
9	Overage PTD	.00
10	Shortage PTD	.00

F1=next ShF1=previous F3=delete F4=Copy till F5=test main drawer  
Field number to change ?

**Till Code** - Enter a code that will be used to identify the Till in various Reports and displays.

1. **Description** -Enter a description that will further identify the Till.

A device ID is usually a device name or location designated within your operating system. To operate correctly, your operating system and hardware must be configured to correspond to the device ID entry made here.

Additionally, the device ID can also be a device entry in the “config” File in your SSI directory/folder. Please refer to the System Functions Manual for information on setting up devices in the “config” File.

2. **Cash Drawer Device** -Enter the logical device name of the cash drawer (e.g. DRAWER3), [ENTER] for none.
3. **Cash Drawer Open Codes** -Enter up to 15 control codes (in hexadecimal format) that cause the cash drawer to open, or use [ENTER] to default to “None” if the cash drawer does not require codes.

The codes that cause the cash drawer to open may be found in the manufacturer’s literature that comes with the cash drawer.

Your reference literature supplies the code in other than hexadecimal form (e.g. decimal or ASCII), refer to the Conversion Chart in Appendix 2 to convert the values into hexadecimal. If you specified “None” for the cash drawer device, “Not applicable” displays in this field.

If you have specified a cash drawer device, once you have entered the codes, you may press F2 to verify that the cash drawer actually opens.

4. **2<sup>nd</sup> Drawer Device** -Enter the logical device name of the 2<sup>nd</sup> cash drawer in the Till.
5. **2<sup>nd</sup>Drawer Open Codes** -Enter the control codes for the 2<sup>nd</sup> drawer device to open.

The following fields are for information purposes only and would not normally be changed for an existing till. They are automatically updated by the post process. If you select one of the fields, the system prompts “Change not allowed”.

6. **Sales PTD** - Enter the sales on this till for the Period-to-Date. The sales figure should not include Sales Tax or miscellaneous charges. The amount entered should be equal to the sum of the “Sales PTD” figures for all Cash Trays associated with the Till. For a new Till, you may wish to leave this field blank. The system will increment this figure as sales are processed through the till.

**Sales YTD** - Enter the sales on this till for the Year-to-Date. The sales figure should not include Sales Tax or miscellaneous charges. The amount entered should be equal to the sum of the “Sales YTD” figures for all Cash Trays associated with the Till. For a new Till, you may wish to leave this field blank.

7. **Overage PTD** -Enter the amount of overage for this till for the Period-to-Date. The amount entered should be equal to the sum of the “Overage PTD” figures for all Cash Trays associated with the Till. For a new Till, you may wish to leave this field blank. The system will increment this figure as sales are processed through the till.
8. **Overage YTD** -Enter the amount of overage for this till for the Year-to-Date. The amount entered should be equal to the sum of the “Overage YTD” figures for all Cash Trays associated with the Till. For a new Till, you may wish to leave this field blank. The system will increment this figure as sales are processed through the till.



## Setting up Cash Trays

### Go to Setup » Cash trays » Enter

The Tills must be set up first and setup separate codes for each tender type. Each tender type can have a unique General Ledger bank account if required.

Y(es) = Activate

N(o) = Do not activate

Setup: Cash trays (Enter) Acme Enterprises Inc.

Please enter:

1. Cash tray code	1
2. Description	Cash tray 1
3. Till attached to	Floating
4. User assigned to	Anyone
5. Sales PTD	.00
6. Sales YTD	.00
7. Overage PTD	.00
8. Shortage PTD	.00

F1 = next, Shift1 = previous tray, F3 = delete  
Field number to change? 1

**Cash Tray Code**

**Enter the cash tray code**

**Description**

**Enter a description for this cash tray**

**Till Attached**

**Enter the till this tray is attached to**

**User Assigned To**

**Enter the User if appropriate**

The following fields are for information purposes only and would not normally be changed for an existing tray. They are automatically updated by the post process. If you select one of the fields, the system prompts “Change not allowed”.

1. **Sales PTD**
2. **Sales YTD**
3. **Overage PTD**
4. **Shortage YTD**

### Go to SYSTEM FUNCTIONS » STATIONS » ENTER

Setup separate codes for each tender type. Each tender type can have a unique General Ledger bank account if required.

Y(es) = Activate

N(o) = Do not activate

Go to **BILLING » F2 » SETUP » FORMS**

A new field *Reference* has been made available for printing in a line item of an Order.

## Using Retail Entry

Go to **Orders » Retail Entry** and the following screen displays:

Item #	Description	Qty	Price	Amount

Comments  
Subtotal                      Tax                      Total Recvd

F4=edit cust, F5=auto assign, ShF5=full header screen, ShF7=retail ops, Blank=order#

You can complete a Customer's Order or Invoice from this screen and fully tender the Order.  
OR:

- [?] -To Search for the Customer #, OR:
- [F4] -Adds a Customer (this takes you to the AR Customers enter screen)
- [F5] -To auto assign the next Customer # and then enter the rest of the information.
- [ShF5] -To open the full OE billing screen
- [ShF7] -Retail operations, enables the following selections:

- \* D. Open main drawer
- A. Open alternate drawer
- R. Receive on account
- T. Tray cash-out
- X. X-reading summary

- D** Open the main drawer
- A** Open an alternate drawer
- R** Receive a payment on the customer's account
- T** Cash out the tray
- X** Open the Tender Summary (this opens a PDF document that can be printed to a printer or to screen).

Enter the Customer number or [?] to select from the Find Customers list, the following window displays:

The screenshot shows a software window with the following fields and tables:

Customer # 99 Address 15 winnington P1. Order# 0-000734  
 Anthony Jones, Inc. Edmonton, AB T5E 9T2 Date 6/24/14  
 PAYMENT

Item #	Description	Qty	Price	Amount	
Totals print:					
Amt-to-pay 18,350.72		Amount owing 18,350.72			
Amt-rcvd .00					
Code	Applied	Amount	Prnt-date	Chk/Auth	Reference/Bank-route-#
[Empty table with one blue header row]					

Subtotal .00 Tax .00 Total .00  
 Recvd .00

Enter the tender code, select the Invoice or apply-to document and proceed as instructed.

To cash out the Users tray press [T]

The screenshot shows a software window titled "Enter tray cash out counts" with the following fields and table:

Tray 1 Cash tray 1 Starting float 0.00

Tender	Count-value	Calc-value	Difference
AMEX American Express	0.00	0.00	0.00
AR On account in A/R	0.00	0.00	0.00
CASH Cash	1130.00	1,130.00	0.00
CHQ Corporate cheque	0.00	0.00	0.00
DBT Debit card	0.00	0.00	0.00
MC MasterCard	0.00	0.00	0.00
VISA Visa	0.00	0.00	0.00

Enter the count values prior to posting in OE. Press [Tab] to exit.

Once the tray has been closed you can proceed to post Invoices. Go to OE -> Invoicing -> Post Invoices. A Tender Detail Summary will print, as well as your Sales Journal. Depending on your set up you may also need to post in IC and AR -> Cash receipts.

### Totals Screen

The Retail Entry has the ability to enter or override totals. It also handles Package pricing. Package pricing will also become a part of regular Order entering at the totals page.

In the totals section of Retail Entry, press Shift-F6 to display the totals window. The User may override or enter all of the Total Operations amounts.

Customer #	SAMCO	Address	7789 134th Street	Order#	11078
Samco Software Inc.		Unit #61		Date	11/09/12
		Surrey, BC V3W 9E9			INVOICE

Item #	Description	Qty	Price	Amount
FN2305SET	Palm Harbour All weather	1	750.00	750.00

Total Operations

- Discount amount
- Discount percent
- Package price
- Miscellaneous amount
- Freight amount
- Tax amounts
- Weight
- Volume

Subtotal	750.00	Tax	90.00	Total	840.00
				Recvd	.00

F2]=Tenders window, ShF5]=Full totals screen, ShF6]=Totals, ShF7]=Retail operations

In the totals screen of regular entry, the Order disc % field has a new option, Package Price. The program converts the Package price to a discount and applies it to all the line items.

Orders (Enter)

Order #	11078	Customer	SAMCO	Samco Software Inc.	
Type	INVOICE	CR lim	Unlimited	Order total	750.00
		Bal	142,653.12	Ship tot	750.00

1. Order disc %	.000		
2. Misc charges	.00		
3. Ship-via	FG	Puro Gr	
4. Courier			
5. Total Weight	.00	KG	
6. Freight	.00		
7. Sales tax	90.00	Billed total	840.00
8. Comm amt	.00		
9. Comm pct	.00		
10. # ship labels			
11. # COD labels			
12. Total volume	0		
13. Terms	N30	Net 30	
15. Total received	.00		
Amount owing	840.00		

F2]=discount amount F4]=Package price  
Field number to change ? 1

The literals for this field display the default amounts or percentage or Package price in brackets if the Customer has a discount percentage set up on the Customer record.

F1]=customer discount (10.00%) F2]=discount amount F4]=Package price

This Package price feature is also available in ‘Recurring Orders’.

The Totals section of the OE forms has a flag that will allow for changing literals Ex: Sales Amount to Package Price.

Fld#	Description	Fld#	Description	Fld#	Description
298	Last pick tkt date	307	No. of payments	316	Order status desc
299	Last pick tkt time	308	No. of shipg labels	317	Order total amount
300	Misc customer flag	309	Order comments flag	318	Order type
301	Misc amount	310	Order date	319	Order UDF code desc
302	Misc taxable flag	311	Order number	320	Order UDF title
303	Misc tax amount	312	Order net total amt	321	Order UDF value
304	Net sale amount	313	Order sale type code	322	Pack count
305	No. of CDB labels	314	Order sale type desc	323	Pack detail flag
306	No. of line iters	315	Order status code	324	Package price flag

## Tenders and Rounding for Cash Transactions

The federal rounding regulations for cash transactions is activated. If the total cash transaction ends in 2, 3, 6, or 7 – round down to the closest nickel. If the total cash transaction ends in 4, 5, 8, or 9 – round up to the closest nickel.

**NOTE: This only applies to tender that is cash and allows for change to be given. A new GL account for Rounding Cash Transactions is required.**

Go to **Billing » F2 » Setup » Tenders**

Set all the Tenders option “Allow change due?”, Y or N.

Setup  
Tenders (Edit)

1. Tender code: CASH

2. Description: Cash

3. Cash account #: 1020-00  
Bank, Canadian

4. Open drawer?: N

5. Allow no count?: N

6. Short account: 5630-01

7. Allow change due?: **Y**

F1 = next, ShF1 = previous tender, F3 = delete  
Field number to change: [ ]

## Using Rapid Entry

Use this feature to enter the basic information for an Order all on one screen.

Go to **OE » ORDERS » RAPID ENTRY**

When you are in Rapid Entry mode, use [Shft]+[F5] to toggle to regular entry mode

When you are in Regular Entry mode, use [Shft]+[F5] to toggle to rapid entry mode

**The Rapid Entry screen condenses the 3 screens normally used to enter an Order (header, lines and totals screens) into one entry screen.**

- **NOTE:** The Rapid Screen Entry now displays Customer Type ( If flag has been set in your Control Information File).

The screenshot shows a software window titled "SW: OE - Orders, Enter". The menu bar includes File, Edit, AR, IC, OE, SA, AP, PC, GL, BR, PS, PA, DX, SR, CM, SF, and Help. The main area contains several input fields: Customer # (335), Address (BURREL), Order# (4), and Date (3/07/18). Below these are fields for Curr, Cus typ (circled in green), and Cr Ltm (0). A table with columns Item #, Description, Qty, Price, and Amount is present. At the bottom, there are fields for Comments, Subtotal, Tax, and Total Recvd. The footer includes TAB=exit, F5=Enter text, F6=show components, ShF5=Full screen, ShF7=extra ops, and Pg 1.

To begin:

Use the [ENTER] Key to toggle between the Customer number field and the Order number field:

In the Customer # field, you can:

- Type a Customer number
- Use the search [?] feature to find a Customer

- Use **[F5]** to automatically assign the next “auto-assign” number to a new Customer. The A/R Customers Enter screen appears for you to enter the Customer information. When completed adding the Customer, you are returned to the Rapid (order) Entry screen.
- Enter a new number to assign to a new Customer. The system will prompt: Customer not on File – would you like to Add ? The A/R Customers Enter screen appears for you to enter the Customer information. When completed adding the Customer, you are returned to the Rapid (order) Entry screen.

In the Order # field: You can type the number of an existing Order or use the search [?] feature to find the number of an existing Order

Before you begin to enter an Order, you can use **[F4]** = Edit Customer to add, change or delete a Customer. You will have access to the brief Customer information only. To access all fields in a Customer record, go to **ACCOUNTS RECEIVABLE » CUSTOMERS » ENTER**.

For new orders, after the Customer number is entered, a new Order number is assigned and the Customer’s name and address are displayed.

For existing Orders, the Customer information and the last few line items of the Order are displayed, allowing for new line items to be added.

The processes for adding, changing or deleting line items in regular and rapid entry mode are the same.

You cannot change an item description in Rapid Entry mode. This feature is only available in Regular Entry mode.

To add an “Additional Description” to a regular item in Rapid Entry mode, use **[F2]** when prompted. No additional action is required to add an “Additional Description” to a miscellaneous item.

The processes for adding, changing or deleting serial number information in line items in regular and rapid entry mode are the same.

The processes for component handling of Miscellaneous and Loose Kits available in regular entry mode are not available in rapid entry mode.

The processes for adding, changing or deleting text lines **[F5]** in an Order are available in regular and rapid entry mode. You can use the “Additional Description” field(s) to add more text lines. Entry will remain in text mode until the User presses **[F5]** to return to regular line item entry.

Use **[Shift][F2]** to change the Tax defaults for the Order or for a line item.

After entering all line items, you can enter two lines of description.

After entering an Order in rapid entry mode, you can use regular entry mode to change or delete it as required. The reverse is also true.

Always refer to the system prompts at the bottom of the screen display for additional instructions as you proceed through using the feature.

Regardless of the method used to enter and/or change an Order, it can only be deleted when you are in regular entry mode.

Go to **Billing » F2 » Setup » Control Information**

In the Billing Control Information, set the following options.

The profit centre on the GL rounding account may be set to a wild-card. The profit centre will be populated automatically with the profit centre from the header of the Order/Invoice.

**NOTE:** The rounding unit may remain at Penny i.e. no rounding, IF the Company is Still Using Pennies for Cash Transactions.

Go to **Billing » Orders>Retail Entry**.

When an Order or Invoice is complete, and the User is entering a cash payment, the system will round up or down to the nearest nickel.

A prompt will appear to notify the cashier of the cash amount after rounding. The transactions affected by penny rounding are:

- 1- Invoices and Cr memos
- 2- Order deposits
- 3- Payments on account at Retail Entry
- 4- Rental returns with extra charges that auto-create an Order



In the forms maintenance, there is a new field available in the totals section. The rounded amount may be printed on the Invoice.

Flde#	Description	Flde#	Description	Flde#	Description
136	Page count (total)	145	PD number	154	Selection code
137	Page number	146	PD number length	155	Ship date
138	Payment amount	147	Quote/RMA number	156	Shipped-out date
139	Payment apply-to #	148	Recurring order ref#	157	Ship-to number
140	Payment date	149	Reprint from history	158	Ship-to name
141	Payment on acct flag	150	Rounded amount	159	Ship-to address 1
142	Payment reference	151	Sale amount	160	Ship-to address 2
143	Payment tender code	152	Sales rep	161	Ship-to address 3
144	Payment tender descr	153	Sales rep name	162	Ship-to country

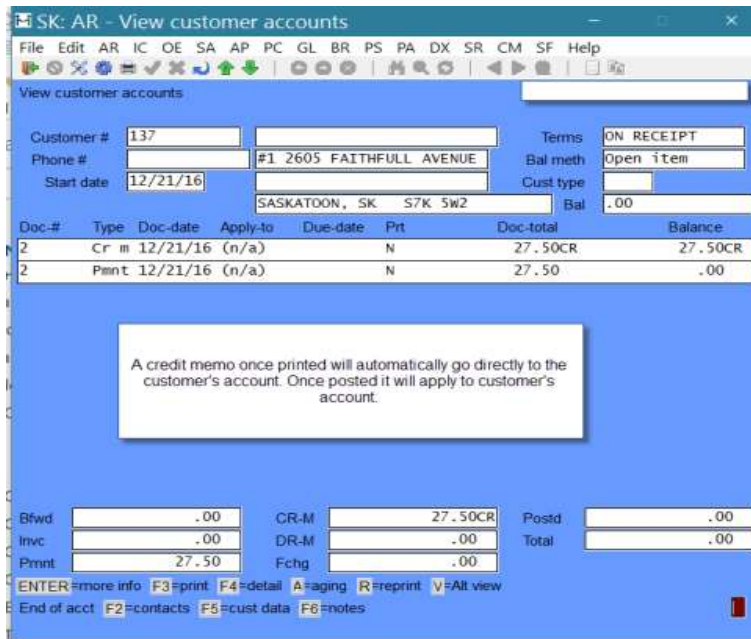
The Cash Receipts Journal and the AR Distribution to GL shows the rounding amount for each cash transaction. The allowance account in AR is used for the penny rounding.

## Credit Memos

Credit memos (designated as type "C" for "Credit Memo") are similar to type "I" Orders in that they follow the one-step billing procedure; they are entered and automatically selected for billing. Again, they can be printed immediately, or the *Billing (Print Invoices)* selection can also be used to print an "Invoice" for the Credit Memo.

**Credit Memos are NOT to be entered in as a negative amount.**

**The Software is set up to recognize the different behaviour when a Credit' is being created and will calculate showing the amount that will be 'credited' back.**



## Quotes and RMAs

Quotes are entered in a manner similar to type "O" Orders, and RMAs (Return Merchandise Authorizations) are entered in a manner similar to Credit Memos.

**However, Quotes and RMAs are not billed.**

To be Invoiced/Billed, a Quote or RMA must first be converted to an Order. The "unposted balance" for a Customer is not updated when a Quote is initially entered, but it is updated for a new RMA.

## Committing Inventory

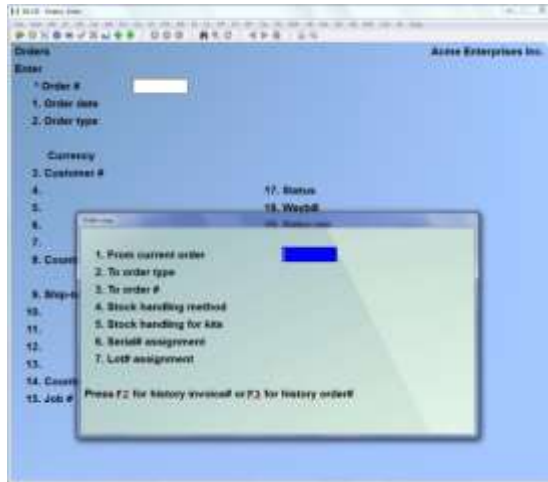
When line items are entered on Orders (type "O" and "I"), Credit Memos, and RMAs, the quantity committed is updated for the items in the appropriate Warehouse. Commitments are also updated for any serial numbers and lot numbers entered for serialized and lot-controlled line items.

**Quantities are not committed for Quotes**, and entry of serial numbers and lot numbers is not allowed until the Quote has been converted to an Order.

## Order Copy Function

Users can access the copy Order function to copy directly to an [I] or [O] type and have the ability to preserve the serial number/ lot information during the copy function.

Go to *Orders* -> *Enter* -> [F4] and the following screen displays:



Enter the current Order number you wish to copy OR:

[F2] For History Invoice number

[F3] For History Order number

**Enter the Order type**

- Q Quote
- R RMA
- O Order
- I Invoice
- C Credit memo
- H Hold

**Enter the Order number OR:**

[F2] -For the next available number

**Enter the stock handling method**

- 1 All B/O
- 2 All O/S
- 3 All Ship
- 4 Part B/O
- 5 Part O/S

**If you are using Kits, enter the stock handling for Kits**

Enter the serial # assignment

- N None
- Y Oldest available
- F Same as from

## Enter the lot # assignment or use the options

<b>N</b>	None
<b>Y</b>	Oldest available
<b>F</b>	Same as from

## To Begin

Select *Orders* » *Enter* from the *Billing* Main Menu.

## Order Types

There are several entry modes for entering an Order: Holds, Orders, Quotes, and RMAs.

**“Holds”**: A Hold is placing an Order on Hold until it is ready to be processed. It does not commit inventory.

**"Orders"** -Mode is used to enter two-step Orders, one-step Immediate Orders, and Credit Memos. This is the default mode when you initially select to enter Orders.

**"Quotes"** -Mode is used to enter Quotes or to convert Quotes into Orders. **"Quotes"** mode is then illustrated by entry of a Quote and conversion of the Quote to an Order.

**"RMAs"** -Mode is used to enter RMAs or to convert RMAs into Credit Memos. Entering two-step Orders (Order type "O") is explained below, followed by entry of one-step Immediate Orders (Order type "I") and Credit Memos.

"RMAs" mode is then shown by entry of an RMA and conversion of the RMA to a Credit Memo.

**Orders** (both "O" and "I"(Immediate Order) types), Credit Memos, Quotes, and RMAs are entered in the same manner.

"Header" information is entered on the first screen, then each item is entered on a separate "line item" screen, then totals for the document are entered on the final "Totals" screen. More information is requested on the "Totals" screen for one-step documents (type "I" Orders, Credit Memos, and RMAs) than for type "O" Orders or Quotes.

Most of the fields on each screen can be automatically skipped if you have specified in *Control Information* to use automatic defaults. See the Chapter titled *Control Information*, for an explanation of this feature.

## Creating a Two-step Orders (Type O):

### Order Header

When you have completed the screen to enter order header information.

From this screen you can work with both new and existing Orders. If an Order has already been entered for the Order number you specify, it appears and is available for changes or deletion.

AM: OE - Orders, Enter

File Edit AR IC OE SA AP GL BR CL PA DX WI CM SF Help

9:59am

Orders

Enter: Till 003 Tray 001 User LN

\* Order # 102861-1

1. Order date 1/25/18

2. Order type Order

Currency CAD CANADIAN DOLLARS

3. Customer # 2448

4. [ ]

5. [ ] 200 STREET

6. LANGLEY, BC V3A 1L1

7. [ ]

8. Country CA

9. Ship-to [ ]

10. [ ]

11. [ ] 200 STREET

12. LANGLEY, BC V3A 1L1

13. [ ]

14. Country CA

15. Status "normal"

16. Waybill [ ]

17. Sales rep HSE House

18. Cust PO # 1844

19. Ship via [ ]

20. Courier # [ ]

21. Ship date ASAP

22. Terms N30 NET 30

23. Tax group BC BC GST/PST

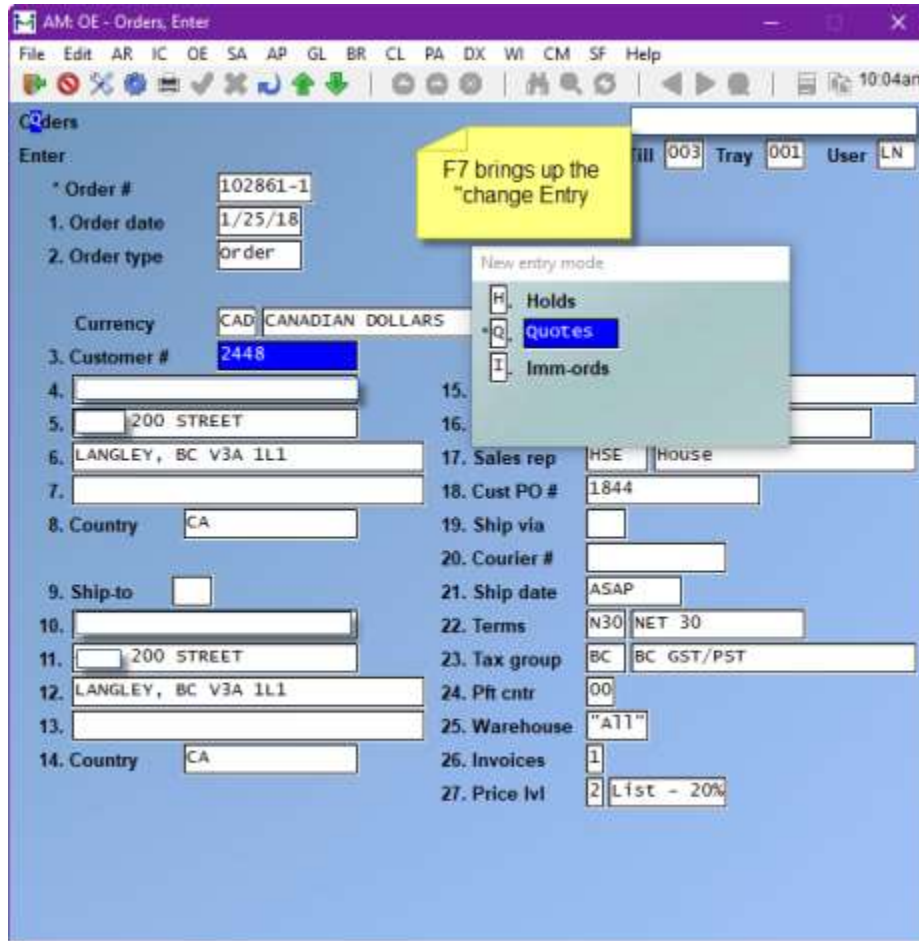
24. Pft cntr 00

25. Warehouse "A11"

26. Invoices 1

27. Price lvl 2 List - 20%

F1=next, ShF1=prev, ShF2=Address extra, F3=delete, F6=notes, F7=convert,  
 Field number to change ? [ ] ShF5=Rapid, ShF7=rtl-ops



## [?] Order #

**NOTE:** Before entering in an Order number, you can use the F7 Function key to switch entry mode to bring up other options. Such as Quotes RMA's and Holds.

### For a New Order:

Enter an Order number OR:

[F2] To use the next available Order number as specified in the Billing Control File, or, if using stations, the next Order number for that station.

[F7] To switch to a different entry mode  
 Format XXX99999 (the first 3 characters of the Order number can be alphanumeric)

If, after using F2 to assign an Order number, you press ESC to cancel entry of the Order, you will have an unused Order number.

**If cancellation occurs on the first screen of *Orders*, that number is re-used the next time F2 is pressed to assign an Order number.**

However, if you cancel entry of the Order from the second *Orders* screen (where you enter line items), this Order number is no longer available as a default.

**For an Existing Order:**

Enter the Order number OR:

- [F1] -Toggle will scan through each Order, Invoice, and Credit Memo on File
- [F7] -To switch to a different entry mode
- [?] -To scan through a list of Orders on File.

Order type, Customer number, and Warehouse (if any) cannot be changed.

When an existing order is displayed, make any changes to the order header information.

- [F1] -View next order on File
- [F3] -To delete the entire order
- [F5] -To mark an Order as correcting. The subsequent G/L transactions created will also be marked as correcting.
- [F6] -To view or delete notes for this Order
- [F7] -To convert this Order into a Quote

If you press F7 to convert an Order containing serial numbers and/or lot numbers into a Quote, a message displays to advise you that the serial numbers and lot numbers will be removed.

When you press ENTER at "Field number to change?" on the header screen, you are then asked "Do you wish to change the lines?". If you answer N, you are returned to the top of the screen to enter another Order.

If you answer Y, the line selection screen is displayed to allow you to select a line to be changed. (The line selection screen is described later in this section.)

If you wish to see information on the third *Orders* screen (the "Totals" screen), Answer Y and then press TAB at the line selection screen or at the "Seq #" field on the line item entry screen. The totals screen appears.

**Order Date**

Enter the Order Date OR:

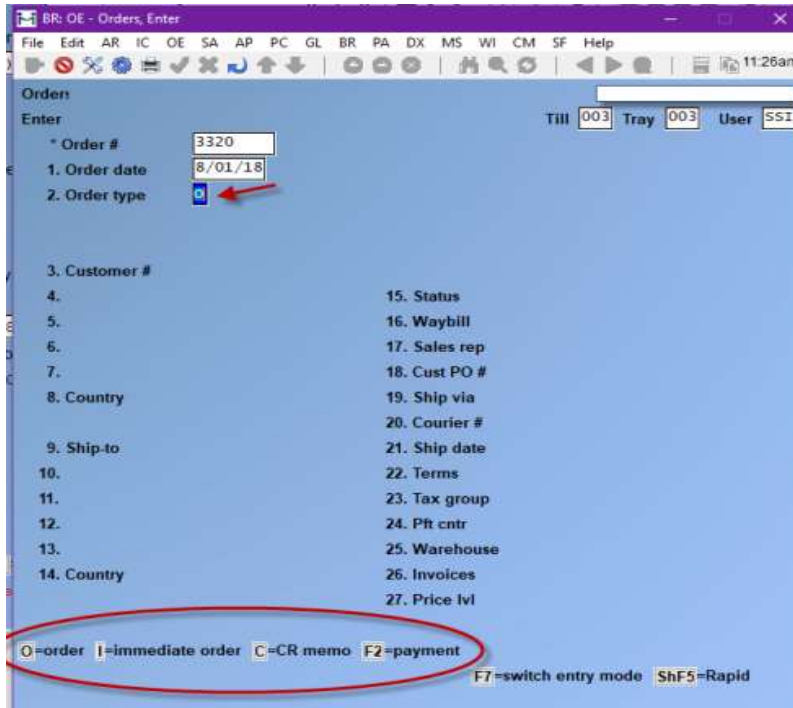
- [ENTER] -To use the current date

Format MMDDYY

**Order Type:**

- O Order
- I Immediate Order (when this is selected it becomes a one step Entry and will be marked as Selected, ready for print/Invoicing)
- C Credit Memo
- F2 Payment

You may press [ENTER] to use the displayed type (Order) for the first Order entered. For subsequent Orders, the Order type defaults to the Order type previously entered. If you enter C for Credit Memo or R for RMA, an additional field appears:



**Apply-to** Enter the number of the original Invoice to which this Credit Memo applies, or press ENTER to leave this field blank. If you enter an apply-to number, it does not need to match an existing A/R open item

[?] Customer #

Enter the Customer number OR:

- [F1] -To scan through the Customers on File
- [F2] -To search for the Customer by number or name
- [F5] -To automatically assign the next Customer number (if a number was specified in the Control File)
- [F6] -After entering an Order, to use the last Customer entered
- [BLANK]-To look up the Customer by name

**Searching for a Customer** If you press [F2] at "3. Customer #", the bottom half of the screen will display a box for you to enter a Customer number to search for. Enter the starting Customer number to display or press F2 to search by Customer name. If you press F2 to search by Customer name, a prompt will display for you to enter a starting Customer name. Enter the all or part of the name to display.



From here you can select the number of the line (as displayed on the left-hand side of each Customer) for the Customer you wish to insert into the Order or press PGUP/PGDN to view the previous/next page of Customers on File.

To cancel out without selecting a Customer press [TAB].

### Changing Customer Number

Support is provided for the changing of the bill to Customer on an existing Order.

However, if this change is made, you will also have to change the other default information on the order header screen: Sales Rep, ship via, terms, Tax group, Invoices printed, and price level.

### Adding an A/R Customer

A screen similar to that shown in *A/R Customers* then appears for you to enter the Customer information.

When completed adding the Customer, you are returned to the "Ship to" field on the header screen to continue entry of the Order.

**NOTE:** If the Customer is currently over his credit limit, or if no credit limit has been assigned, you are advised of this and shown the amount and date of his last payment. You are asked if you want to continue entering this Order. **If you answer N, the Order is not processed, and the original screen reappears to enter another**

### Billing Name and Address

Field numbers 4 - 7 are not named on the screen. The billing name and the billing address appear automatically for a regular Customer, or you may type them in for a miscellaneous Customer.

If you enter O for an Order or I for an Invoice, an additional field appears:

**Country**The Customer's country appears automatically, or you can type it in for a miscellaneous Customer.

**Format** 15 characters

[?] **Release-To:**Enter the recurring/blanket order number that this Order is to be released against. If this Order is not to be applied against an existing recurring/blanket order, press ENTER to continue.

**Ship To**Enter the number of the Ship-to address for this Customer (if you specified in the Billing Control File that separate Ship-to addresses are used), OR:

- |         |   |
|---------|---|
| [F1]    | For None  |
| [ ? ]   | To scan through the Ship-to addresses on File for this Customer if shipped to addresses are used. |
| [F2]    | To enter the Customer's shipping address  |
| [F2]    | To enter another A/R Customer as the shipping address   |
| [ENTER] | To use the Customer's billing address as the Ship-to address                                      |

### Ship to Name & Address

If you pressed ENTER or selected a Ship-to address at field number 9, the Ship-to name and address of the Customer appear here automatically. If you pressed F2 at field number 9, you may enter a Ship-to address for this Order.

### Waybill

Enter the carrier's waybill number that this Order was shipped on.

### [?] Sales Rep

Enter the Sales Rep for this Order, OR:

[F1] To use the Sales Rep entered for this Customer in the A/R Customer File

**NOTE:** A Sales Rep cannot be entered if you specified in the Billing Control File that Sales Reps are not used.

### Cust PO #

Enter the Customer's Purchase Order number. This number is for information only and is later transferred to Accounts Receivable. You may press ENTER to skip this field.

After entering the Customer's PO number, the system will perform a check to ensure that the PO number is not a duplicate of one already used.

If the PO number has been used by that Customer previously, either on an existing open Order, or on an Invoice posted into Invoice History, a message will be displayed indicating such.

**NOTE:** If the PO number has been used on an existing open (un-posted) Order the displayed message will be: Purchase Order already used on Order XXXXX

If the PO number has been used for an Invoice that has already been posted, the message will be: Purchase Order already used on Invoice XXXXXXXX

Format 15 characters

### [?] Ship Via

Enter the Ship-via code for the Order, as defined in the A/R Codes File, OR:

[F1] For the Ship-via code entered for this Customer in the A/R Customer File. If the ship via entered here has a corresponding shipping/COD label attached to it (see the Chapter titled *Ship Via* in the A/R User Manual) this will be used for generating the waybill.

Format 3 characters

### Courier #

Enter the Customer's courier account number for the ship via Method, or press [F1] to accept the default from the Customer File.

Format 12 characters

### Ship Date

The date entered here is used as the default shipping date when a shipping date is entered for each line on the next screen. For Orders and Invoices, enter a date OR:

[F1] -Sets the default shipping date, to "ASAP"

[ENTER]- ("As soon as possible")

[F2] -To use the system date

**NOTE:** For Credit Memos, the shipping date is not applicable and entry is not allowed.

### [?] Terms

For an open item Customer, enter the terms code that applies to this Order, OR:

[F1] -To use the terms code entered for this Customer in the Customer File

If you enter a terms code, it must exist in the A/R Codes File.

- **NOTE:** If the Customer is a balance forward Customer, the terms for the Customer are automatically displayed and changes are not allowed.

### [?] Tax Group

Enter a Tax group code, OR:

[F1] -To use the Tax group code entered for the Ship-to address (if Ship-to File is being used), or use the Tax group code set up for this Customer in the Customer File (if an address from the Ship-to File is not being used)

- **NOTE:** The Tax group code entered for this Order must exist in the Tax Codes File (see *Taxes* in the *System Functions Manual*).

If Profit Centres are used, use the Question Mark for find [?] Pft Ctr

You may enter a profit centre only under these conditions:

- (1) Your Company File specifies that profit centres are used, and
- (2) The Billing Control File specifies that multiple profit centres are used in Billing

Enter a profit centre, OR:

- [F1]** -For the first Order, to use the profit centre entered in the Billing Control File. For subsequent Orders, to use the profit centre entered for the prior Order.

If you specified in the Billing Control File that profit centres are assigned by Order, this profit centre is used for all line items on this Order.

If profit centres are assigned by line item, this profit centre becomes the F1 default when entering line items for this Order.

### **[?] Warehouse ( If flag is set to Multi-Warehousing in Control)**

Enter a Warehouse OR:

- [F1]** -For "All" Warehouses (if "All" is entered, a Warehouse must be entered for each line item)
- [BLANK]** -For "Central" Warehouse
- [ENTER]** -For the first Order, to use the Warehouse entered in the Billing Control File. For subsequent Orders, to use the Warehouse entered for the prior Order.

Any Warehouse entered must exist in the Warehouse File.

**NOTE:** If you enter a 'Specific' Warehouse, all line items for this Order must be shipped out of that Warehouse. If you enter "All" for the Warehouse code (by pressing F1), you are allowed to assign a specific Warehouse to each line item, so that you can ship different line items out of different Warehouses.

### **Invoices**

Enter the number of Invoices to be printed for this Order, OR:

- [ENTER]** To default to 1 Invoice
- [F1]** To default to the number of Invoice copies for this Customer in the Customer File

### **Price Level**

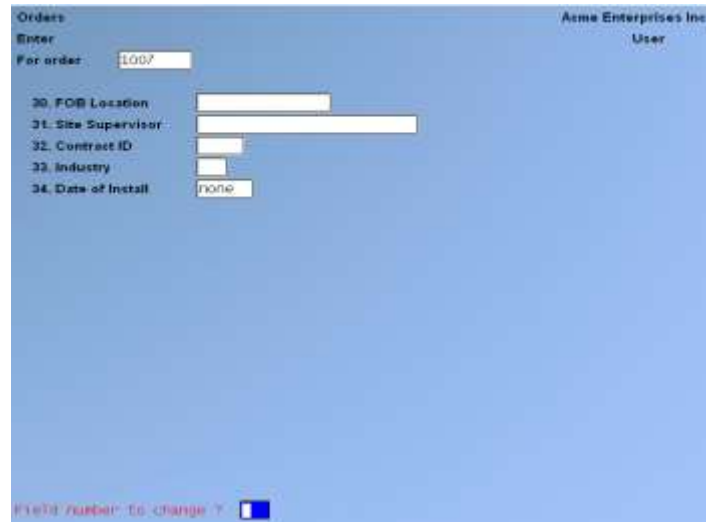
Enter the item price level to use for this Order, OR:

- [ENTER ]** Default to price level 1
- [F1]** To default to the price level for this Customer in the Customer File

## User Defined Screen : ( if User-defined fields are used)

**User defined fields** If you set up User defined fields in *Control Information*, a second header screen is displayed for you to enter the information for these fields. If no User defined fields were set up you can skip this section.

Sample User Defined Entry Screen:



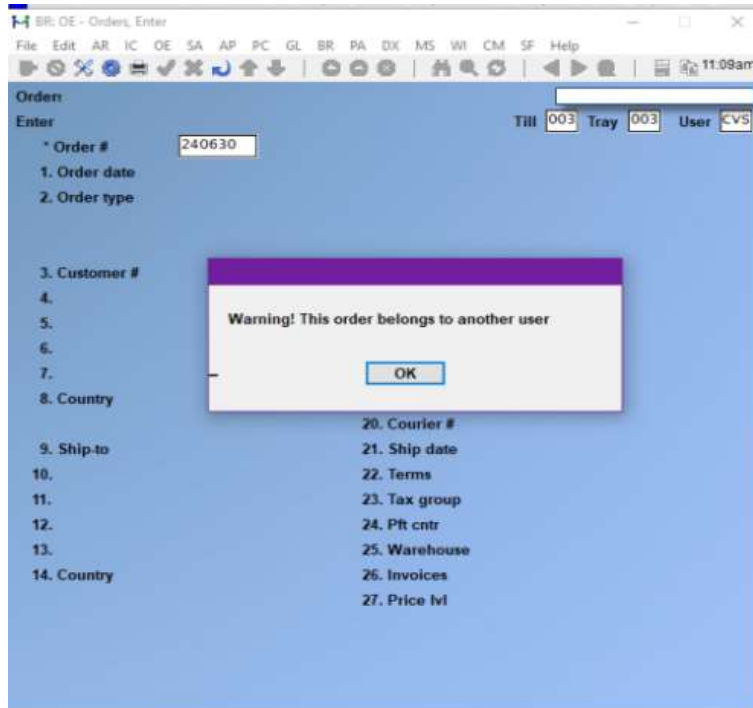
The screenshot shows a software interface for entering user-defined fields for an order. The title bar reads "Orders" and "Arma Enterprises Inc.". The main window has a blue background. At the top left, it says "Enter" and "For order:" followed by a text box containing "1007". On the top right, it says "User". Below this, there are five labeled input fields: "30. FOB Location" (with a small white box), "31. Site Supervisor" (with a long white box), "32. Contract ID" (with a small white box), "33. Industry" (with a small white box), and "34. Date of Install" (with a text box containing "none"). At the bottom left, there is a label "Field number to change ?" followed by a small blue square icon.

## For an Existing Order

When you press ENTER at "Field number to change ?", you are asked "Do you wish to change the lines ?". If the Order is owned by someone else and the User Flag has been activated it will warn you that the Order belongs to someone else.

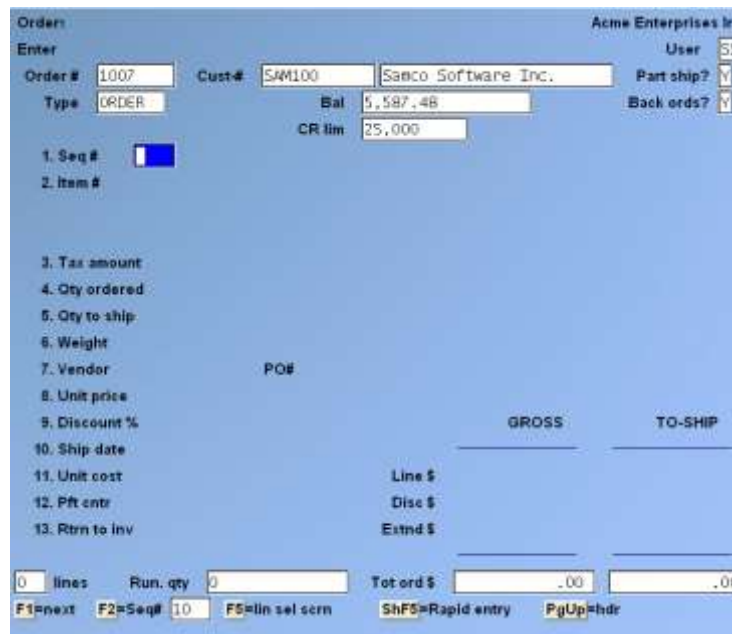
If you answer N, you are returned to the top of the screen to enter another Order.

If you answer Y, you may get a warning that the Order belongs to someone else. The system may still allow access and you will be able to go into the line selection screen displayed to allow you to make changes to the Order's line items. (The line selection screen is described below in the section titled **Line Selection Screen**, following the **Line Items** section.)



## Line Items

For a new Order, after you press ENTER at "Field number to change ?" and complete the screen that appears, it looks similar to this:



Enter the information as follows:

## 1. Seq #

Enter the sequence number for this line item, OR:

[F1] To scan through existing line items, if any

[F2] To assign sequence #10 to the first line

[F5] To switch to the line selection screen

Format 9999

If you press F5 and line items have already been entered, the Line Selection Screen displays. Refer to the section below titled **Line Selection Screen** for more information.

If you use F2 or ENTER for the first line item, you can use F2 or ENTER later to assign sequence #20 for the second item, #30 to the third, and so on. This number sequence is useful if you want to insert other line items later, between two line items already entered.

The sequence number is a temporary number that determines the order in which the line items are printed. When you print the order, each line item is automatically assigned a new number in the same relative order. For example, when printed, line items with sequence numbers 10, 20, 14, 30, and 16 appear in the sequence 10, 14, 16, 20, 30, and are numbered 1, 2, 3, 4, 5.

If you want to add a line item between two other line items, assign the new line item a sequence number that falls between the other two items. For example, to insert a line item between #10 and #20, assign it a sequence number from 11 to 19.

## 2. Item #

Enter the item number or bar code, OR:

[F1] To scan through the items in the Item File

[F2] To look up an item by a keyword

[F5] To enter text, rather than an item (see Entering Text below)

[ENTER] To look up the item by its description and

[ENTER] Again to look up the item by the item's Vendor item number.

[F7] To display sales history in reverse Invoice # order is the date, item number and description, quantity sold and the price the item was sold for. Press [enter] for description 2 and 3 if required. Use [PgUp][PgDn] to scroll through the pages of information, and/or [↓][↑] to highlight a specific entry, then [F4] to copy the item back to the order.

**NOTES:**

- If you leave the item number blank you can then look up the item by description. The first item on File with a description that matches the characters you entered appears, and you are asked if this is the right item. F1 to go to the next item.
- If you press ENTER, ENTER at the item number field to look up by the item's Vendor item number, type in the Vendor's number.
- The first item on File with a Vendor number that matches the characters you entered appears, and you are asked if this is the right item. Use F1 to show the next item in Vendor item number order.
- If you press F1 to look up an item by a keyword, you are then asked to enter a keyword or description (or any portion, beginning with the first letter) for the item.

Enter the search information, or:

**[F2]** To select a different search method

**[TAB]** To return to "Item #" without entering search information

The keyword search methods that are available are those that were selected in the *I/C Control Information* selection.

After entering the search information, the first eight items that match the characters you entered are displayed, along with their categories and other pertinent information, depending on the search method.

Use the UP/DN keys to select an item or enter the line number of the item.

**[PGDN]** To view the next eight items that match the characters entered

**[PGUP]** For subsequent pages, to view the previous eight items

**[TAB]** To stop the search process without selecting an item. You may enter different search information, or press [Tab] again to return to "Item #".

After an item number is entered, you may change the description or press ENTER to accept the description shown. (Any change to the item description is for this Order only. The item description in the Item File is unchanged.)

**Additional Item Description**

If you specified in *Control Information* that you want to enter additional description for line items, a window will appear.



Enter up to 9 lines of additional item description and press F2 to complete this entry (the number of characters per line is dependent on your settings in *Control Information*).

If you specify an item that is defined as a miscellaneous or loose Kit, you are asked if you wish to process the miscellaneous or loose Kit. Answer Y or N, or press F2 to process the item as a regular item, rather than a Kit. If you answer Y to process the Kit, refer to Chapter 12 (titled Kits Processing) for a description of the questions and displays that take place. Processing of simple, tracked and component-tracked Kits is also covered in Chapter 12.

**Entering Text on a Line Item** If you press F5 at "Item #" to enter text, the field "Item #" changes to "Text" and field numbers 3 - 11 clear from the screen. Up to 25 characters of text may be entered on each line, or you may enter an item number to use the "Description" for that item from the Item File.

**[F2]** -To look up an item by a keyword, in order to use its description as text (refer to the discussion of searching by keyword above)

**[F5]** -To switch to normal line item entry

When entering text, each pair of text lines is automatically assigned the next available default sequence number. If "All" Warehouses was specified on the header screen, the Warehouse of the last line entered is assigned to the text lines.

## Changing the Item Number of an Existing Line Item

If you wish to change the item number of an existing line item, when the line item is displayed, press F2 at "Field number to change ?" enter in line to change item number.

- **NOTE:** This option is not valid for text lines, miscellaneous Kit parent items, or components of a miscellaneous Kit that are not item-modify-able.

If you press [F2], the following message is displayed: You have selected to change the item number for this line item. Are you sure you want to do this ?

If you answer N, the message clears, and the cursor returns to "Field number to change ?". If you answer Y, the cursor moves to "Item #". Enter the new item number for this line. Complete entry of all fields, as if you were entering a new line item. When completed, this new item replaces the line item that previously displayed for the sequence number.

If you enter the item number of a miscellaneous or loose Kit, the item is processed as a normal item.

If you press ESC prior to completing entry of the new item information, the original line item is restored.

After entering each pair of text lines, use "Field number to change ?" to correct errors in the text or to change the Warehouse.

When completed entering text, press F5 to return to the "Item #" field or press ESC to return to the "Seq #" field.

**Stock #:** (This field displays only if you are using Customer stocking codes as set up in *Control Information*.)

Enter the Customer's stocking or item number for this line item.

**Format** 15 characters

**[?] Whse:** (This field displays only if you are using multi-warehousing and you entered "All" as the Warehouse on this order's header screen.)

If you entered a specific Warehouse on the header screen, this is automatically used as the Warehouse for the line item and changes are not allowed.

If you entered "All" Warehouses on the header screen,( if you have multi-warehousing) enter the Warehouse for this line item, OR:

**[ENTER]** -For the first line item, to use the Warehouse entered in the Billing Control File. For subsequent line items, to use the Warehouse entered for the previous line item.

The Warehouse entered must exist in the Warehouse File, and the item must be stocked at this Warehouse in the I/C Status File. (Status record would have been created)

**Format** 2 characters

**3. Tax Amount** When initially entering a line item, this field displays as ".00". Once the quantity, unit selling price, and discount have been established, this field will be updated. From the "Field number to change?" prompt, select this field to adjust the calculated Taxes. A window displays similar to the one below showing each Tax calculated for the item (per the Customer and item Tax set up):

Type	Item-tax	Txbl	Tax-amount	Txbl-amt
GST		<input checked="" type="checkbox"/>	Txb1	.00 252.00
PST		<input type="checkbox"/>	Txb1	.00 252.00
ENV		<input type="checkbox"/>	Txb1	.00 252.00
HST		<input type="checkbox"/>	Txb1	30.24 252.00
Order discount % =			.00	

Make any adjustments as follows for each Tax Type

Enter a Taxable code to apply to this Tax Type. The most common use for this is for flat rate Taxes (such as environmental) where a fixed dollar amount is charged rather than a percentage of the selling price.

**[ENTER]** -To use the default value or continue on the "Txbl" field.

**[TAB]** -To complete the editing of Taxes for this order line item.

### **Txbl**

Enter the items Taxable status for this Tax Type, or press ENTER to accept the default and move to the "Tax-amount entry". Valid entries for this field are:

- T** -Taxable
- X** -Exempt
- Z** -Zero rated Tax-Amount

Enter the total amount of this Tax to be applied to this line item or press ENTER to accept the calculated value.

## Txbl Amount

Enter the amount of the selling price that is Taxable for this item, or press ENTER to accept the calculated amount.

*For a detailed description on setting up and implementing Taxes, please refer to the Chapter titled Taxes in the System Functions Manual.*

## Billing Taxable Code Override

**Pre-requisite(s):** Taxable codes are setup in System Functions, Taxes. These Taxable codes should match the categories established by the authority collecting a fee. These Taxable codes belong to the AR or Warehouse sub-group and are setup on each item that attracts the fee.

- **NOTE:** When this feature is activated, the User is prevented from overriding the Taxable code in line item entry with a blank.

The screenshot displays the 'Orders' system interface. A dialog box is open in the center with the message: 'Blank taxable code is not allowed for this item. Please enter a valid taxable code.' with an 'OK' button. A red arrow points from the dialog box to the 'Txbl' column in a tax table. Below the dialog box, a cloud-shaped callout contains the text: 'If an item has a taxable code on it, the override must be another taxable code, not a blank.' The background interface shows an 'Enter' screen for an order with fields for Order # (118001), Cust-# (911), and a table with columns: Type, Item-tax, Txbl, Tax-amount, Txbl-amt. The table contains three rows of tax data: ENV (Txbl: .00, Tax-amount: .00, Txbl-amt: 40.00), PST (Txbl: .00, Tax-amount: .00, Txbl-amt: 40.00), and HST (Txbl: 2.00, Tax-amount: 2.00, Txbl-amt: 40.00). Other fields include Seq # (40), Item # (112200-SN), Tax-amount, Qty ordered (100), and a summary table with GROSS and TO-SHIP columns.

## Qty Ordered

Enter quantity or hit **ENTER** to default to a quantity ordered of 1.  
(Decimal quantities are not allowed for serialized items.)

- (1) Enter a negative qty ordered to specify returned goods on a type "O" or type "I" Order. As part of the entry for the returned goods, you are asked to enter the quantity returned to inventory. If this quantity is less than the quantity returned entered here, then you are asked to enter a scrap account to which the value of the quantity not returned to inventory will be updated during posting.
- (2) Press F2 to select a different selling unit, if at least one alternate unit has been defined for the item.

- (3) Press F5 to display alternate items for this inventory item. If alternate items exist for this item, a screen is displayed that shows the alternates and their availability at the current Warehouse. You may select an alternate item, in which case the item number and description fields shown on the screen are changed to that item number and description. You can then enter the quantity to be ordered of the alternate item.
- (4) If this order can be shipped from more than one Warehouse (as specified on the order header screen by entering "All" for the Warehouse code), you may use F6 to display the availability of the item at the other Warehouses at which it is stocked. If you choose a different Warehouse, the data for the item at that Warehouse is displayed, and you can then enter the quantity to be ordered of the item from the new Warehouse.

### **For Drop Ship Items:**

Press F1 if the item is to be Drop Shipped directly from your Vendor. (On a "drop-ship", the goods go directly from your supplier to your Customer. The goods don't go through your inventory.) You are then asked to enter the quantity to be Drop Shipped. The Customer is billed for the items, but the quantity on-hand in your inventory is not affected.

### **Note on Pricing by Weight**

Pricing by weight allows you to sell items by the individual unit (i.e. 10 x ham roasts) while pricing them by their weight (i.e. \$ 2.70 per kilogram). From an inventory perspective, the quantity fields are tracked by the unit itself and not by weight. Again, the purpose of the weight field is for pricing only.

If the item being sold is priced by weight, the quantity ordered is equal to the actual number of units (i.e. 10 hams).

As for the pricing, an additional field appears ("**I**" or "**C**" type Orders only) for you to enter in the total weight of all the units being shipped. This weight will then be multiplied by the selling price to calculate the extended price.

For "O" type orders, the weight field is not presented for the simple fact that at time of entering the order you will not know how much the total line will weigh. Once the Order is converted to an Invoice or selected for billing, you will be able to change all line items priced by weight to enter in the total weight.

### **Notes on Creating a Back Order**

If Back Order control is used (as specified in the I/C Control File), and the quantity ordered is greater than the quantity available at the Warehouse from which the item is to be shipped, you are informed of this fact and given the following options:

#### **Proceed with line**

If you choose to proceed with entering the line item, you must specify how to handle the fact that the quantity to be shipped is greater than the quantity available at the Warehouse. You have the following options:

**Back Order balance:** The quantity to ship is set to the quantity available for the item, and the balance is Back Ordered.

**Back Order all:** The quantity to ship is set to zero and the entire quantity is Back Ordered.

**Override:** The quantity to ship is set to the full quantity ordered. This results in a negative quantity available of the item.

**Ship in stock:** The quantity to ship is set equal to the available quantity and the balance of the quantity is designated on the Invoice as being out of stock.

**Break case:** If the item is a unit from a case unit item, this option allows you to "break open a case" in order to make additional units available. (See the section below titled **Case Unit Processing** for additional details.)

### **Cancel Line**

If you choose to cancel the line, the line item is deleted and the screen is redisplayed for you to enter another line item.

### **Alt Items**

If you choose "Alt items", the alternative items for this item are displayed, along with their availability at the Warehouse from which this line is being shipped. If you select to use an alternate item for this line, the original item number and description are replaced by the alternate's information, and you can enter the quantity ordered for that item.

### **Other Warehouses**

If you choose "Other Warehouses", the other stocking Warehouses for this item are displayed. If you select to ship from a different Warehouse, the information about the item at that Warehouse is displayed and you can enter the quantity ordered at the new Warehouse.

- **NOTE:** This option is only available if this Order can be shipped from multiple Warehouses.

### **Case Unit Processing**

Inventory Management allows you to set up inventory items which have a case item (items sold in a case) and unit items from that case. The purpose of this feature becomes apparent here in Billing where a case may need to be "broken" open in Order to fulfil an Order for a small unit.

For example, you have a case item "EGG" which is for 1 carton of eggs. This item is defined in the item File as having a case unit of 12 (12 eggs in a carton). The I/C system will then create for you an item "EGGU" to handle the eggs that are sold individually.

When an "EGGU" (1 egg) is sold and there is an insufficient quantity available to meet the Order, option "4 - Break case" under the "1 - Proceed with line" will do the following:

- (1) 1 "EGG" item (carton) will be removed from inventory and 12 "EGGU" items moved into inventory
- (2) A downward adjusting transaction is created to reduce the "EGG" quantity on hand, and an upward adjusting transaction is created to increase the "EGGU" quantity on hand.

### Qty to Ship

This field is displayed automatically when adding a line. You can change it using "Field number to change ?" when it displays.

Available will display what is actually left after committed etc. for that warehouse. (Net) , giving sales people a better 'snap shot' of stock.

From there, if they are needing to know if any are in transit they can investigate further through the warehouse screen. Using F8 » 'W'

The warehouse screen will also show information if the item is on order and to what warehouse. (ETA also, if entered).

This information is more detailed in the warehouse screen, however, the order screen does calculate out what has been committed, and shows that, as well as what is actually Available.

The screenshot shows the 'AM/DE - Orders, Enter' window. The 'Enter' section contains the following fields:

- Order # 45, Customer 1004, A FLEET TRANSPORT LTD, Part ship? Y
- Type INVOICE, Bal .00-, Back orders? Y
- Cur CAC, Cus typ, CR am 2,000, Whts
- 1 Seg # 10
- 2 Item # PAP321574, 1-1/2 SWIVEL EYE SINGLE
- 3 Tax amount 1.43
- 4 Qty ordered 1, EA
- 5 Qty to ship 1
- 6 Weight (Not applicable)
- 7 Unit price 11.90, EA
- 8 Discount % .00
- 9 Ship date ASAP
- 10 Avg cost 3.6600, EA
- 11 Rtn to inv (Not applicable)

At the bottom, there is a summary table:

	GROSS	TO-SHP
Line \$	11.90	11.90
Disc \$	.00	.00
Extnd \$	11.90	11.90
1 line		
Rtn. qty	1	
Tot ord \$	11.90	11.90

A red circle highlights the 'Available' field in the summary table, which has a value of 2. Other fields in the table include 'On-hand' (3), 'Commt'd' (1), 'B/O' (0), 'On order' (0), and 'W/O' (0).

**Weight**(This field displays only under one of two circumstances: (1) if the item being sold is priced by weight and this is an "I" or "C" type Order [see the Chapter titled *Items* in the Inventory Management Manual for further details on item pricing by weight], or (2) the field *Use weight per items?* is turned on in *Setup » Control Information* in Inventory Management.)

This field serves one of two purposes: (1) it is the unit billing weight if the item is priced by weight, or (2) it is the unit shipping weight.

These fields are displayed if the Flags have been set in the Control File:

### **Billing Weight**

If the item is priced by weight and this is an "I" or "C" type Order, enter the net weight of the line item (total weight of all units being shipped). This value will be multiplied by the unit price below to calculate the extended price.

You can also press F1 to toggle between pounds and kilograms.

### **Shipping Weight**

Enter the per unit shipping weight for this item. The default is displayed from the item record.

This value can be printed on orders and picking tickets and is multiplied by the quantity to ship to determine the net shipping weight for the line item. The line item weights are then added together to determine the net shipping weight for the order.

**[F1]** -To toggle between pounds and kilograms.

(This field only displays if you are tracking P/O's for line items -- see the Chapter titled *Control Information* for details.)

**If the *Control Information* specifies that Vendors will be validated, the Vendor field will display and a Vendor ID number would need to be entered. (it must exist in the A/P Vendor File.)**

### **[?] Vendor**

Enter the Vendor ID number this item will be purchased from. This field is most commonly used to handle situations where an item has been Back Ordered or specialty ordered and you want to know who it was ordered from.

**Format** 6 characters

### **PO#**

(This field only displays if you are tracking P/O's for line items -- see the Chapter titled *Control Information* for details.)

Optionally, enter your Purchase Order number that this item was purchased on. This field works in tandem with the Vendor field above to track Back Ordered or specialty ordered items.

If the *Control Information* specifies that PO numbers will be validated, the PO number you enter here must exist in the P/O Master File.



## Notes on Back Order Control

### This is controlled by how the item and the customer are set up

For type "I" and type "O" Orders, if the quantity ordered is positive and the quantity to ship is changed to a quantity that is less than the quantity ordered, then you must specify how to handle the quantity that is not shipped

**Back Order balance:** The quantity to ship is set to the quantity available for the item, and the balance is Back Ordered. (The difference between the quantity ordered and the quantity shipped is backordered.)

**Back Order all:** The quantity to ship is set to zero and the entire quantity is Back Ordered.

**Override:** The quantity to ship is set to the full quantity ordered. This results in a negative quantity available of the item.

**Ship in stock:** The quantity to ship is set equal to the available quantity and the balance of the quantity is designated on the Invoice as being out of stock. (The difference between the quantity ordered and the quantity shipped is considered to be out of stock and is not Back Ordered.)

**Break case:** If the item is a unit from a case unit item, this option allows you to "break open a case" in order to make additional units available.  
(See the section below titled **Case Unit Processing** for additional details.)

- **NOTE:** If Back Order control is set to Yes, in the Item Control File, the backorder status: Back Orderable/ Not Back Orderable/ No Back Order for the item is displayed. (Item maintenance record, second screen).
- If there is no Back-Order control for the item, you can still Back Order the balance; however, the "Qty on back-order" field in the Item File is not updated for the item.

### If Back Order control is used (as specified in the I/C Control File),

When the quantity ordered is greater than the quantity available at the Warehouse from which the item is to be shipped, you are informed of this fact and given the following options:

## Inventory » Item Maintenance Control File Screen:

Setup

Control information

30. 1st keyword method	Full description
2nd keyword method	None
3rd keyword method	None
4th keyword method	None
31. Default markup method	Markup
32. Are cost of sales used ?	<input checked="" type="checkbox"/> Y
33. Back order control ?	<input checked="" type="checkbox"/> N
34. Physical count method	Expanded
35. Inventory reorder basis	Quantity on hand
36. Reorder levels by period ?	<input checked="" type="checkbox"/> Y
37. Location codes by lot ?	<input checked="" type="checkbox"/> N
38. Use sale prices by	Item, Category, Sub-category
39. Use contract prices by	Item, Category, Sub-category
40. Use kits ?	<input checked="" type="checkbox"/> Y
41. Starting work order #	100
42. Default Work in Process account	106200
43. Use purpose codes for adj trx ?	<input checked="" type="checkbox"/> N
44. Use user defined fields ?	<input checked="" type="checkbox"/> N

Make changes, PgUp = previous screen, PgDn = next screen  
 Field number to change ?

Items

Enter

Type	Item
Item number	TEST
33. Default tax?	<input checked="" type="checkbox"/> Y
34. Mfg part #	
35. Commis code	
36. Stock code	
37. Primary vendor	1125 2800 MATHESON BLVD E,
38. Vendor prod #	TEST
39. Min order qty	
40. Lead time	
41. Alt-1 vendor#	
42. Alt-2 vendor#	
43. Account numbers	
45. Case factor	(Not applicable)
46. Price list?	<input checked="" type="checkbox"/> Y
47. ABC code	
48. B/O code	<input type="checkbox"/> B
49. Warranty 1	(Not applicable)
50. Warranty 2	(Not applicable)

48. Allow on web ?  Y

B = OK to B/O N = not OK to B/O X = no B/O control

## Accounts Receivable » Customer Maintenance Screen

AM: AR - Customers, Enter

File Edit AR IC OE SA AP GL BR CL PA DX WI CM SF Help

Customers

Enter Current period: July, 2017

For customer \*MISC

21. A/R account 1030-00 ACCOUNTS RECEIVABLE CAD

22. Stmt cycle M

23. Crdt limit 0

24. Crdt rate

25. Fin chg? Y

26. Back order? Y

27. Part ship? Y

28. Discnt pct .00

29. Invc copies 1

30. PO# required? N

31. Price level 1 List

32. OE/PS form "dflt"

33. Stmt form fmt "dflt"

34. Default ship to "None"

35. Comm pct (Not applicable)

36. Ship via PUP PICK UP

37. Courier A/C#

38. Terms code CSH CASH

39. Tax group BC BC GST/PST

40. Default tax? Y

41. eSend stmt? Print Invc? Print

42. ABCD code

43. Date added 12/02/13

44. Vendor# "Not a vendor"

A=Aging, M=Mailing address, F2=contacts, F6=notes

Field number to change ?

### Unit Price

**[F1]** -To default to the automatically calculated unit price, based on the selling unit and price code assigned to that unit

- **NOTE:** Special rules apply if an item with ascending prices is assigned price code type: ..... 7 or 8 :
- **If price-2 is higher than price-1, price-2 is not selected during price calculation. If price-3 is higher than price-2, price-3 is not selected etc.**

### Pricing and Behaviors

- There are additional certain behaviours that can also Over-Ride Customer prices:
- Warehouse Price:** -If a Warehouse-specific price is on File for the item at the current Warehouse, that price is used in the calculation.
- Sale Price:** -If a Sale Price is active for this item or its category or sub-category, that Sale Price is used for the F1 default.
- Contract Price:** - If a Contract Price is active for this Customer and this item or the item's category or sub-category, the contract price is used for the F1 default.
- **NOTE:** Different behaviours of pricing depend on any additional set up:

Contracts  
Special Pricing  
Date Sensitive Pricing,  
Price Codes  
Mark-up Codes  
Factor-Codes

**Can ALL override Customer prices.**

- **NOTE:** If both a sale price and contract price are in effect for this item, either the contract price or the lower price is used, based on how the contract price has been defined.

-If no price code is assigned to the selling unit for the item, if a Warehouse-specific price does not exist, and no sale price or contract price is in effect, the item price level for the Order (see the field "21. Price level" in the **Order Header** section above) is used and is displayed as the F1 default.

- **NOTE:** For items having different pricing and stocking units, the price entered will be in terms of the pricing unit assigned to this item in the Item File. To enter the price in terms of the item's stocking unit, press F2, then enter the price.
- **NOTE:** If the unit price is zero, you are asked "Is this OK?".

**Discount %**

Enter any discount percent or discount amount for this line item only. This discount is in addition to any discount that may be entered on the "totals" screen for the entire Order. The Order discount, which is taken for all lines, is calculated after the line discount is taken for each individual line.

Enter a discount percent OR:

- [ENTER]** -For no item discount
- [F2]** -To enter a total discount dollar amount, rather than a percent.
- [F3]** -To enter a total discount amount by unit.

The "Gross" and "To-ship" amounts appear. The "Gross" extended price is calculated using the quantity ordered or weight, the unit price, and the line's discount percent or amount. The "To-ship" extended price is calculated the same way but uses the quantity to ship instead of the quantity ordered.

**NOTE:**

- When using WEIGHT: If you are entering a line item on an "O" type for an item being sold by weight the extended price will be ".00". The reason being since the item is being priced by weight and the weight is not known, an extended price cannot be attained.

## Ship Date

Enter the ship date for this line item, OR:

[F1] -To use the ship date entered for the Order

[ENTER] -For "As soon as possible"

Format: MMDDYY

If the quantity ordered is less than zero (for a credit), or if the Order is a Credit Memo, entry of a ship date is not allowed. (*Picking tickets* allows you to print picking tickets at any time for items up to a cut-off ship date.)

## Unit Cost

Normally, during line item entry in an Order or recurring order, or during the billing process, the unit cost displayed for an item is the average cost from the item record. When this feature is activated, you can set the unit cost displayed to the "replacement" cost for the item instead. Then, at the time of line entry or billing, you can set your selling price based on the cost of the item at the time it was last purchased.

When you are entering a line or selecting a line for billing, the field *Unit cost* is "renamed" to match the default setting in the control File.

That is:

Average cost	<i>Avg cost</i>
Replacement cost	<i>Rplc cost</i>

Toggle between the two costs using [Shft] + [F6]. When you exit the line entry screen, the system will return the cost to the default cost as set in the control File. When you return to the line, the control File default is displayed.

[F5] -To display the margin for a line

[Shft] + [F6]-To toggle between the two costs

- **NOTE:** A unit cost can be entered only when entering a Credit Memo, a miscellaneous item, a Drop Shipped item, or when a negative quantity ordered has been entered for an "O" or "I" type Order. (The unit cost is required in these cases to keep costing analysis accurate.)
- Therefore, the toggle feature, [Shft] + [F6], is not available.
- "Rplc Cost", "Std cost", or "Avg cost" (depending on the valuation method specified in the I/C Control File) is automatically displayed instead of "Unit cost" and changes are not allowed.

Enter the unit cost, OR:

[F1] -To use the replacement cost (LIFO method), standard cost (standard method), or average cost (average or FIFO method)

Format 999,999.999

### [?] Pft Ctr (If profit centers Flag has been set and are being used)

You may enter a profit centre only under these conditions:

- (1) Your Company File specifies that profit centres are used, **AND**
- (2) The Billing Control File specifies that multiple profit centres are used in Billing, **AND**
- (3) Profit centres are assigned by line item, as specified in the Billing Control File

Enter a profit centre, OR:

**[F1]** -For the profit centre entered on the header screen for this Order

### Return to Inv

An entry is allowed in this field only when entering a Credit Memo or when a negative quantity ordered has been entered for an "O" or "I" type Order.

The quantity returned to inventory cannot be greater than the quantity ordered. For example, if the quantity ordered is -5, the quantity entered here must be positive and not greater than 5. If this is not a Credit Memo or an "O" or "I" type Order with a negative quantity ordered, "(Not applicable)" appears.

**If the quantity returned to inventory is less than the quantity ordered, an additional field appears:**

### [?] Scrap Acct

Enter the scrap account number (the G/L account to which the quantity not returned to inventory will be debited), OR:

**[F1]** -To use the default scrap account entered in the Billing Control File

### Increase Scrap Qty?

This field appears when a negative order quantity is entered for Invoices and orders, or when processing a Credit Memo.

**[Y]** -Scrap quantity in the item status is increased by the difference between the quantity ordered (as a positive number) and the quantity returned to inventory.

**[N]** -Scrap quantity is not increased.

### **Decrease Scrap Qty?**

This field appears only when processing a negative order quantity on a Credit Memo. The following options are available:

- [Y] -Scrap quantity in the item status is decreased by the difference between the quantity ordered (as a positive number) and the quantity returned to inventory.
- [N] -Scrap quantity is not decreased.

### **Drop-Ship Return Behaviour**

- Drop-ship transactions with a negative qty assume that inventory is returned to inventory, not the Vendor.
- If the inventory is being returned to the Vendor, zero quantity must be entered in field “Rtn to Inv”, and the “Scrap acct” should be the drop-ship clearing account used for the original drop-ship. This debits the drop-ship clearing account and does not affect inventory accounts.

### **Correcting a Drop Ship to Wrong Customer**

If a drop-ship was made to the wrong Customer, perform a drop-ship return as indicated above, then perform a correct drop-ship to the correct Customer, which will credit the drop-ship clearing account by the amount debited with the previous drop-ship return transaction.

**Running Totals**Running totals appear at the bottom of the screen, showing the number of lines on the order and the quantity of all items ordered.

### **Running Weight/Volume Totals (Control File Flags are set)**

If you have activated the flags to Display total weight and Display total volume in Control Information you will see:

Orders Acme 34 Enterprises Inc.

Enter

Order # 0-000580 Cust # 100 Acme Wedding Planners Part ship? Y  
 Type ORDER Bal 12,564.45 Back ords? Y  
 CR lim 2,500 Whse Central

1. Seq # 10 Stock #  
 2. Item # COFFEEBEANS Beans Coffee Roasted On-hand 3,710.750  
 Sumatra Blend Commitd 100  
 On B/O 0  
 Available 3,610.750  
 On order 0  
 On W/O 0  
 (Backorderable)

3. Tax amount 986.00 SUMD98-023  
 4. Qty ordered 100 KG  
 5. Qty to ship 100  
 6. Weight 100.00 KG  
 7. Volume 1,500 FT  
 8. Vend# PO#  
 9. Unit price 58.00 / KG  
 10. Discount % .00  
 11. Ship date ASAP  
 12. Avg cost 10.17700 / KG  
 13. Pft cntr 000  
 14. Rtrn to inv (Not applicable)

	GROSS	TO-SHIP
Line \$	5,800.00	5,800.00
Disc \$	.00	.00
Extnd \$	5,800.00	5,800.00
Tot ord \$	5,800.00	5,800.00
Tot wght	100.00	100.00
Tot vol	1,500.00	1,500.00

1 line Run. qty 1,150

F2=Change item, F3=Delete, F5=Margin, F7=History, ShF6=Rpl cost, PgUp=Hdr  
 Field number to change ?

The order total weight and / or total volume is displayed in the lower, right quadrant of the line entry screen.

Orders Acme 34 Enterprises Inc.

Enter

Order # 0-000580 Cust # 100 Acme Wedding Planners Part ship? Y  
 Type ORDER Bal 12,564.45 Back ords? Y  
 CR lim 2,500 Whse Central

1. Seq # 20 Stock #  
 2. Item # CHEESE-CH Cheese, cheddar, yellow On-hand 0  
 Commitd 750  
 On B/O 0  
 Available 750-  
 On order 0  
 On W/O 0  
 (Backorderable)

3. Tax amount 1,071.01  
 4. Qty ordered 750 LB  
 5. Qty to ship 750 LB  
 6. Weight 750.00 LB  
 7. Volume 750 FT  
 8. Vend# PO#  
 9. Unit price 5.95 / LB  
 10. Discount % .00  
 11. Ship date ASAP  
 12. Avg cost 5.00 / LB  
 13. Pft cntr 000  
 14. Rtrn to inv (Not applicable)

	GROSS	TO-SHIP
Line \$	4,462.50	4,462.50
Disc \$	.00	.00
Extnd \$	4,462.50	4,462.50
Tot ord \$	10,262.50	10,262.50
Tot wght	440.20	440.20
Tot vol	2,250.00	2,250.00

1 line Run. qty 1,900

F5=Margin ShF6=Show Replacement Cost  
 Field number to change ?

The line item weight and / or volume is converted to the default (unit) as defined in the Inventory Control File. The value(s) for each line is added to the order total weight and / or volume.



## Cubic Conversion to Skids

**Overview:** The system can now compute an estimated number of skids required, based on the order's total volume.

### SETUP:

Go to *Inventory » F2 » Setup » Control Information*

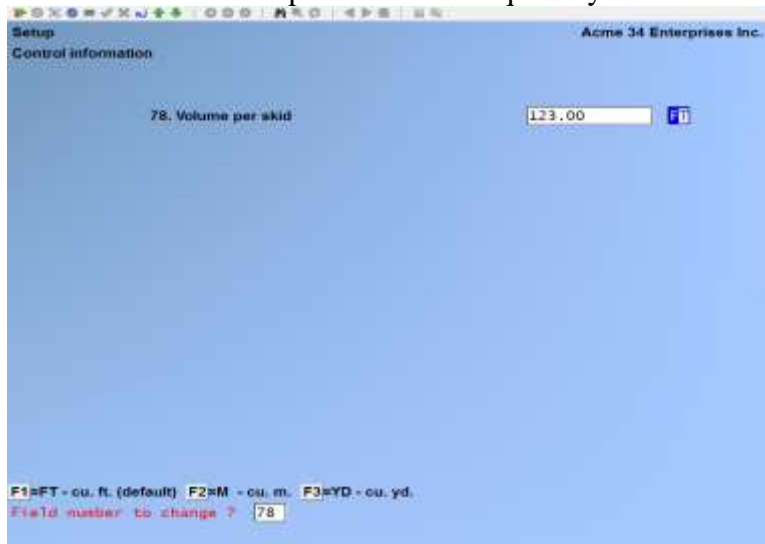
*Use volume per items ?* fields must be set. The *Use weight per items ?* flag is recommended.

- Go to *Inventory » Items » Enter*

Where applicable, set the *Weight* and *Volume* for each item in turn.

- Go to *Billing » F2 » Setup » Control Information*

Set the *Volume per skid* which is made up of the volume quantity and the volume unit.



**Volume** -Enter the expected volume per skid; used to compute the number of skids required for the Order. Enter up to 6 integers followed by up to 5 decimal places or [F1] for “not used”.

**Unit** -Enter the unit of measurement associated with the volume specified. Select one of:  
**F1=FT - CU. FT. (DEFAULT)** {CUBIC FOOT}  
**F2=M - CU. M.** {CUBIC METER}  
**F3=YD - CU. YD.** {CUBIC YARD}

The default value from the IC control File always accompanies the F1 option so the F2 and F3 options are adjusted accordingly.

- **NOTE:** If zeroes are entered for the volume, “not used” is displayed in the field and the skid count will not be calculated nor displayed.

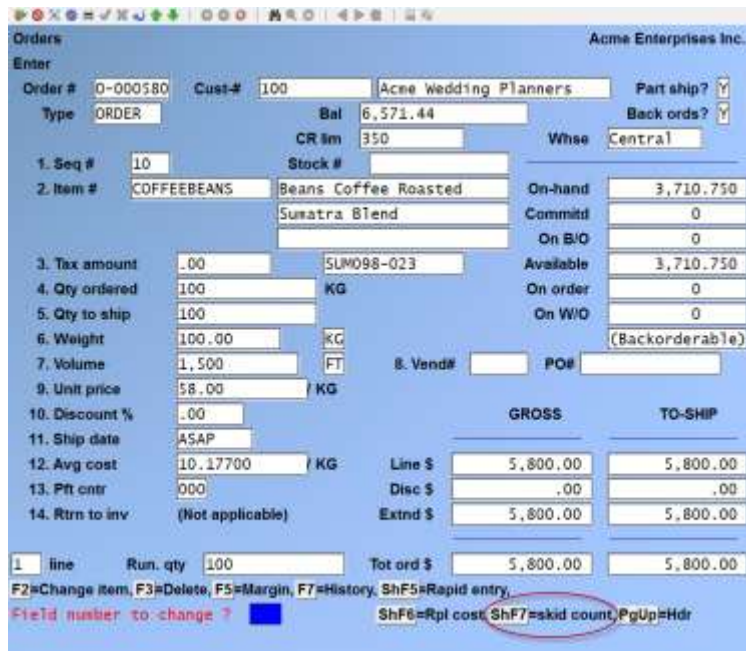
- Go to *Billing » F2 » Setup » Forms*

Additional fields are now available for printing on your Billing) form(s) in the header and totals section(s):

<u>Field name</u>	<u>Description</u>
Skid Count (Whole)	-Calculated number of skids rounded <u>up</u> to the nearest whole skid (e. 12.195 rounded to 13)
Skid Count (Raw)	-Calculated number of skids (e.g. 12.195)
Skid Count String	-
Skids Billed (Whole)	-Combination of whole and raw skid counts (e.g. 13 (12.195))
	-Number of skids billed rounded <u>up</u> to the nearest whole skid (e.g.12.195 rounded to 13)
Skids Billed (Raw)	-Number of skids billed (e.g. 12.195)
Skids Billed String	-Number of whole and raw skids billed (e.g. 13 (12.195))

**Usage:**

When you are entering a line, you can use [Sh] + [F7] (= skid count) to view weight and volume



The estimated number of skids, the weight and the volume for the Order is displayed in a pop-up window:

Orders Acme Enterprises Inc.

Enter

Order # 0-000580 Cust # 100 Acme Wedding Planners Part ship? Y  
 Type ORDER Bal 6,571.44 Back ords? Y  
 CR lim 350 Whse Central

1. Seq # 20 Stock #  
 2. Item # 8 1" Steel bolts On-hand 1,983  
 Product of B.C. Commitd 0  
 On B/O 0

3. Tax amount .00  
 4. Qty ordered 200  
 5. Qty to ship 200  
 6. Bill weight .00  
 7. Volume 400  
 9. Unit price 10.00 EAC

10. Discount % .00  
 11. Ship date ASAP  
 12. Avg cost .23153 EACH Line \$ .00 .00  
 13. Pft ctr 000 Disc \$ .00 .00  
 14. Rtn to inv (Not applicable) Extnd \$ .00 .00

2 lines Run. qty 300 Tot ord \$ 5,800.00 5,800.00

Get count and total

Skids 8 (7.600)

Weight 100.00 KG

Volume 1,900 FT

Press enter to continue

The total estimated number of skids, the total weight and the total volume for the Order is also displayed on the totals page of the Order:

Orders (Enter) Acme Enterprises Inc.

Order # 0-000580 Customer 100 Acme Wedding Planners  
 Type ORDER CR lim 350 Order total 5,800.00  
 Bal 6,571.44 Ship tot 5,800.00

1. Order disc % .00 Amt .00 Net 5,800.00  
 2. Misc charges .00  
 3. Ship-via  
 4. Courier 223456789  
 5. Total Weight 100.00 KG  
 6. Total volume 1,900 FT Skids 8 (7.600)  
 7. Freight .00  
 8. Sales tax .00 Billed total 5,800.00  
 9. Comm amt .00  
 10. Comm pct .00  
 11. # ship labels  
 12. # COD labels  
 13. Terms 3 5/10 net 25  
 14. Comment  
 15. Amt received .00  
 16. Cash account  
 17. Chk/Auth #  
 18. Reference

ShF5=Rapid entry  
 Field number to change ?

If the volume on the item record is different than the volume in the control File, the item volume is converted to the volume in the control File:

**Customer Credit Check** After you enter all fields for this line item, the Customer's credit is checked to see if the purchase of this item at its extended price puts the Customer over his credit limit. If it does, you are informed of that fact and the date and amount of his last payment are shown.

**Options:**

**1 - Cancel Order**

Cancel the entire Order and delete it from the File. The first screen of *Orders* appears to enter a new Order.

**2 - Cancel Line**

Cancel this line item. A new line item can then be entered. The credit check is performed on each later line item entered.

**3 - Change Ship Date/Continue**

Accept the line item. You are asked to enter a new shipping date for this line, in the event you wish to delay shipment until an expected payment is received from the Customer. Further credit checking is suspended for the rest of this Order.

**4 - Ignore**

Accept the line item. Credit checking is suspended for the rest of this Order.

The next few pages explain entry of serial numbers for serialized line items and entry of lot numbers for lot-controlled line items.

## Serialized Line Items

### If Item is Serialized.

If you enter an item number that has a tracking method in the Item File of "sometimes serialized" or "always serialized", a window appears for you to enter a serial number for each serialized item being shipped (or returned to inventory).

If you specified to ship a quantity of 12 for a serialized item, the window would display as follows:



Enter serial number information for each serialized item to be shipped, as follows:

**Serial #** Enter the serial number of the item.

**Format** 15 characters

For "sometimes serialized" items, serial number entry is allowed on all Order types (except Quotes) but not required.

- **NOTE:** For "always serialized" items, a serial number must be specified for each item to be shipped or returned to inventory.
- For type "O" Orders, the serial numbers must be entered prior to completing selection of the shipped quantity for billing.
- For type "I" Orders, Credit Memos, and RMAs, the serial numbers must be specified when the document is initially entered.

For "O" and "I" type Orders, each serial number entered must be unsold and available (not committed or on loan) if the item is shipped from your Warehouse.

**If a serialized item is Drop Shipped, enter a serial number that is not already in the Serial File.**

### For "O" and "I" type Orders

**[F2]** -To default to the "oldest" available serial number at the specified Warehouse

**[ENTER]** -After the first serial number is entered, to change the [F2] key default for subsequent serial numbers

[TAB] -To exit serial number entry for the line item

- **NOTE:** Pressing ENTER repeatedly after entering the first serial number causes the F2 key to rotate through the following defaults (in addition to the "oldest" serial number):

**F2** - Next available serial #; Assign next available serial number on File

**F2** - Next consecutive serial #; Assign next consecutive serial number. The previously entered serial number is incremented by 1. If the new serial number is not on File, it is added to the Serial File during posting. (This option is available only for "sometimes serialized" items.)

**F2** - Next 99 available serials; Assign next "99" available serial numbers on File. This default automatically assigns available on-File serial numbers to the remaining items to be shipped.

**F2** - Next 99 consecutive serials; Assign next 99 consecutive serial numbers. The previously entered serial number is incremented by 1 for each additional item to be shipped. Not on File serial numbers are added to the Serial File during posting. (**This \_ key option is available only for "Sometimes Serialized" items.**)

- **NOTE:** For "always serialized" items, if there are an insufficient number of consecutive serial numbers to fill the line you will be prompted to "Continue" to the next available number, "Exit" the allocation; "Cancel" the line item all together, or "Change qty" on the Order for the line item.

The F2 default you select is retained for subsequent orders until you change it or exit from the *Orders* selection.

If you press TAB to exit serial number entry for the line item prior to specifying a serial number for each item to be shipped, a message displays to inform you that all serial numbers have not been entered. You are then given these options:

1 -Continue: Resume serial number entry for this line item.

2 -Exit: Terminate entry without specifying a serial number for each serialized item. This option is not available for "always serialized" items when entering a type "I" Order, Credit Memo, or RMA.

3 -Cancel: Cancel entry of this line item. The line item is deleted from Order.

## Warranty 1

## Warranty 2

Enter the dates on which the first and second warranties for this item expire, OR:

**[F1]** -To calculate the warranty date based on the number of warranty days specified for the item in the Item File and the Invoice date

**[F2]** -To calculate the warranty date based on the number of warranty days specified for the item in the Item File and the shipping date

**[ENTER]**-To leave the warranty date blank (no warranty)

Format MMDDYY

**Reference** Enter any reference text you wish for this serial number, OR:

**[F1]** -To use the existing reference text for the serial number (if serial number is on File)

**[F2]** -After the first serial number is entered, to use the reference text entered for the prior serial number

**[ENTER]**-To skip entry of reference text

Format 20 characters

## Lot-controlled Line Items

### If using Lot Control

If you enter an item that has a tracking method in the Item File of "lot-balance" or "lot-detail", a window appears for you to enter lot numbers for the quantity being shipped (or returned to inventory).

If you specified to ship a quantity of 12 for a lot-controlled item, the window would display as follows:

Lot numbers

Qty to allocate: 12

Lot number

Quantity

Reference

F1 = next entry

F2 = oldest lot at warehouse

Enter lot number information for the quantity to be shipped, as follows:

**Lot number** The quantity to be shipped or returned to inventory must be entirely allocated to one or more lot numbers. For type "O" Orders, the quantity must be fully allocated prior to completing selection of the shipped quantity for billing. For type "I" Orders, Credit Memos, and RMAs, the lot allocation must be specified when the document is initially entered.

For a returned lot-controlled item, if the quantity returned to inventory is less than the quantity credited, only one lot number may be specified and the entire quantity is automatically allocated to that lot number.

For a returned or Drop Shipped lot-controlled item, you may enter a lot number that is not already on File.

Enter the first lot number of the item, or for "O" and "I" type Orders, use:

**[F2]** -Defaults to the "oldest" lot number for the item at the specified Warehouse

**[ENTER]** -After the first lot number is entered, if a quantity to allocate remains, to change the [F2] key default for subsequent lot numbers

**[TAB]** -To exit lot number entry for the line item

**Format** 15 characters

Pressing ENTER repeatedly after entering the first lot number causes the F2 key to rotate through the following defaults (in addition to the "oldest" lot number):

**F2** -Next available lot #

**F2** -Automatic allocation  
Assign as many lot numbers on File as necessary to allocate remaining quantity to be shipped. If the first automatically assigned lot number has inadequate quantity on hand, additional lot numbers are also assigned until the quantity to be shipped has been fully allocated.

**The F2 default you select is retained for subsequent orders until you change it or exit from the Orders selection.**

If you press TAB to exit lot number entry for the line item prior to fully allocating the quantity to be shipped, a message displays to inform you that lot allocation is incomplete. Options:

- 1 -Continue: Resume lot number entry for this line item.
- 2 -Exit: Terminate entry without fully allocating the quantity to be shipped. This option is not available when entering a lot-controlled item on a type "I" Immediate Order, Credit Memo, or RMA.
- 3 -Cancel: Cancel entry of this line item. The line item is deleted from the Order.



## Quantity

Enter the quantity of the lot number that has been sold or returned, OR:

**[F1]** -To default to the remaining quantity to allocate

The "Qty to allocate" figure is updated after entry of each lot quantity.

**Format** 99,999,999.999

**Reference** Enter any reference text you wish for this lot number, OR:

**[F1]** -To use the existing reference text for the lot number (if lot number is on File)

**[F2]** -After the first lot number is entered, to use the reference text entered for the prior lot number

**[ENTER]** -To skip entry of reference text

**Format** 20 characters

## Line Selection Screen

When initially entering the line items for a new Order, you may use F5 to display the line selection screen. This screen is also displayed when you answer Y to "Do you wish to change the lines ?" on the order header screen for a previously entered Order.

Order: Acme Enterprises Inc.  
Enter  
Order # 1007 Customer SAM100 Samco Software Inc.  
Order date 12/15/20 CR lim 25,000 Order total \$ 492.60  
Bal 6,169.19 Ship total \$ 492.60

Seq#	Item #	Description	Qty-ordered	Qty-to-ship
10	CF90	Air end (1-2.586)	12	12
30	22	Paint, Enviro Latex White Environmentally Friendly	12	12

ENTER = change line item, F2 = show kit components  
Use Up/Dn, PgUp/PgDn, Home/End, F1 = insert, F5 = entry screen, F7 = prices, J = jump

When this screen is displayed, you may:

- [PgUp]** -For earlier line items
- [PgDn]** -For later line items
- [↓][↑]** -To highlight a different line item, hit » ENTER to modify the line item
- [J]** -Jump to a different line item by sequence number, item number, or item description
- [F1]** -Insert an item between two other line items
- [F2]** -When using Kits Plus, to switch between showing or hiding Kit components
- [F5]** -Switch to line item entry screen
- [F7]** -Switch between viewing "Qty-ordered/ Qty-to-ship" information and "Extended ordered price/Extended shipped price" information

When the line item entry screen is displayed, press F5 to switch to the line selection screen. Press F5 again to return to the line item entry screen.

When completed entering or changing line items for the Order, press TAB at "Seq #" on the line item entry screen or while the line selection screen is displayed. The "totals" screen then appears.

## Access control to Order types by User

When entering Orders in Billing, this feature allows you to control the type(s) of Order that a User may enter. If you are using Passwords, the password must allow access to Billing » Orders » Enter. The default gives the User access to all Order types.

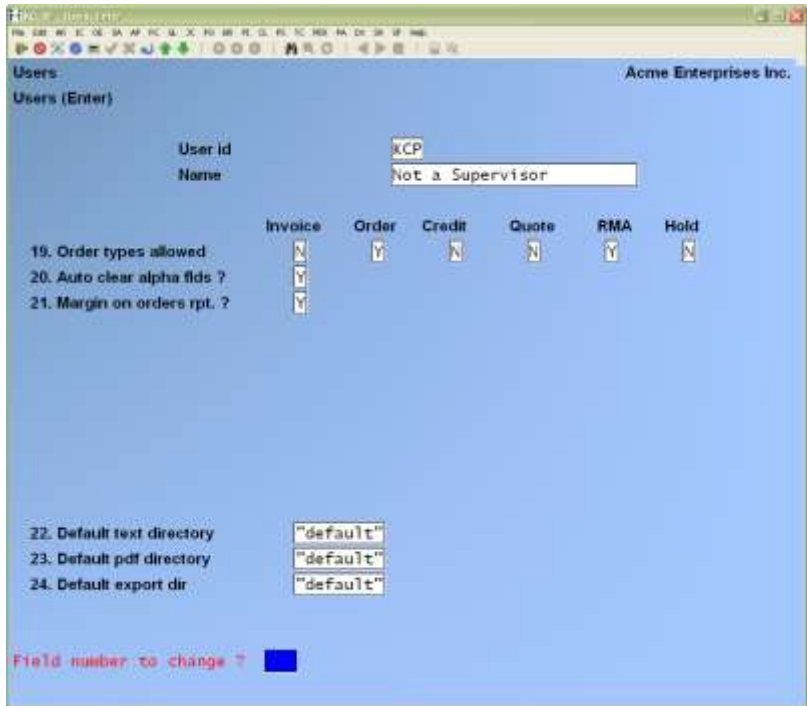
### **Setup:**

Go to **SYSTEM FUNCTIONS » USERS » ENTER**

A field *Order types allowed* has been added to the Users (Enter) feature. The default is Y(es) for each type of Order:

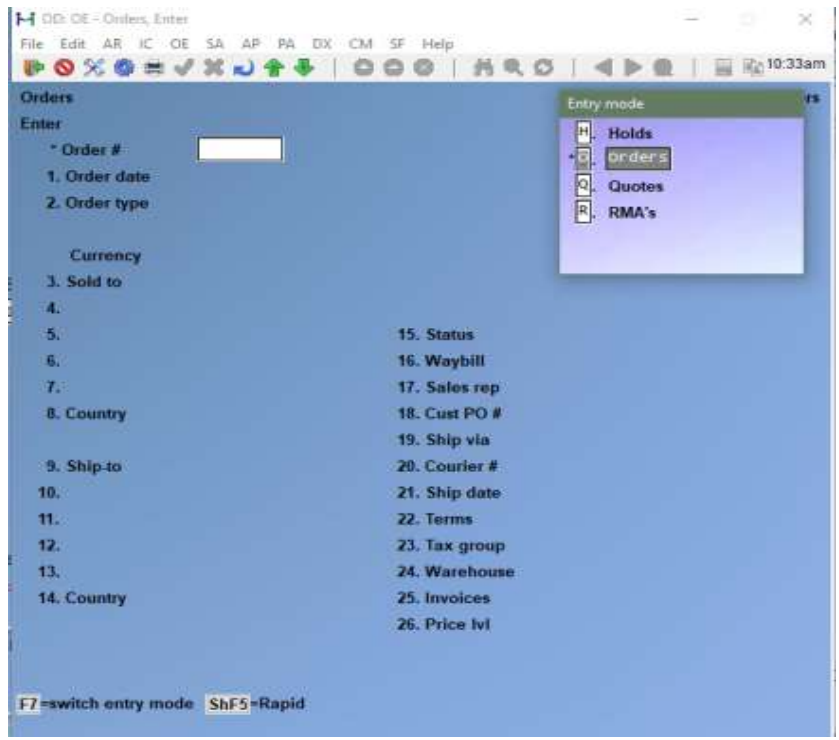
Y(es) = Allow

N(o) = Disallow



**Note:** If Custom number CS #1089 is activated in your system, (called Maintain blanket order in Billing) the Blanket order(s) will be included in the Order types allowed:

Go to **BILLING » ORDERS » ENTER**. At *Order #*, [F7] displays the different entry modes



The Order type, in a new Order, defaults to the Order type specified as *Default Order type* in the OE Control Information.

## Order Totals (Type "O" Orders)

After you have completed the screen for order totals, it appears similar to this:

The screenshot shows a software window titled "PD: OE - Orders, Enter". The window contains a form with the following fields and values:

Order #	100179	Customer	SOC100	Order total	144.70
Type	ORDER	CR lim	10,000	Ship tot	144.70
Curr		Bal	.00		

1. Order disc %	.00	Amt	.00	Net	144.70
2. Misc charges	.00				
3. Ship-via					
4. Courier A/C#					
5. Total Weight	.00	KG			
6. Freight	.00				
7. Sales tax	7.24			Billed total	151.94
8. Comm amt					
9. Comm pct					
10. # ship labels					
11. # COD labels					
12. Terms	1	NET 30/SHIP PPD			
13. Comment					
14. Amt received	.00				
15. Tender type					
16. Chk/Auth #					
17. Bank route #					

At the bottom of the screen, there are function key shortcuts: F5=Show margin, PgUp=Ord line, F6=Notes, ShF5=Rapid entry. Below this is a red text prompt: "Field number to change ?" followed by a blue square.

For a type "O" Order, fields 9, 10 and 12 cannot be entered or changed until the Order is selected for billing through *Billing*.

Enter the information as follows:

### 1. Order Disc %

Enter the discount percentage that applies to the entire Order, OR:

[F1] -To use the Customer's trade discount percentage from the Customer File

[F2] -To enter a discount dollar amount rather than a percentage

[ENTER] -For .00 (no order discount)

Format 99.999 (percentage) or 99,999,999.99 (amount)

The discount percentage or amount is applied to the total amount of the Order after any individual line item discounts are given.

- **NOTE:** If you are using the order discount table in *Control Information* the discount percentage here will be based on the Order sub-total, overriding any Customer order discounts.

**Total Weight** Entry in this field is allowed only for Order types "O" and "I". For a type "O" Order, you can access this field only using "Field number to change ?".

Enter the shipping weight of the Order, OR:

**[ENTER]** -To accept the calculated shipping weight for all line items (uses the quantity to ship x line weight).

**[F1]** -Toggle between pounds and kilograms (automatically handles the conversion).

Format 9,999,999.99

The weight entered here can be printed on the picking ticket, waybill and Invoice for the Order.

### Freight

#### Freight G/L account wild-carded '\*\*\*\*'

When freight is charged on an Invoice, the dollar value can now be booked to the same profit centre as the rest of the Invoice.

Enter the freight amount being charged. Press **[F1]** to accept the default freight G/L account as set up in **ACCOUNTS RECEIVABLE » F2 » SETUP » CONTROL INFORMATION**.

The **[F2]** option is available if a valid G/L account is present with the same profit centre as the rest of the Invoice (as set on the first page of the Order).

### Sales Tax

The total sales Tax amounts are automatically calculated and displayed. Make any changes as follows for each Tax Type:

#### # Ship Labels

Enter the number of shipping labels to be printed.

If zero is entered for this field, shipping labels can still be printed using "individual shipping label printing", which allows entry of an Order number and the number of labels to be printed for the Order.

Format 99

**Comment** Enter any comments you want to appear on the Invoice. If you leave this field blank, default comments you enter in the *Invoices (Print)* selection will be printed on the Invoice for this Order.

### **Terms:**

Use F1 for default , or choose whichever term applies for this Customer

### **Amt Received**

Entry in this field is allowed only for Order types "O" and "I". For a type "O" Order, you can access this field only using "Field number to change ?".

Enter the amount of any payment received with the Order, OR:

[ENTER] -If no cash was received

For type "O" Orders, the cash received is not automatically posted to A/R. It must be entered manually into A/R, using the *Cash receipts* selection in A/R.

### **Tender Type**

If you are using Tender types enter the method of payment here.

- **NOTE:** Tender Types needs to be set to 'Y' in the Control Information File

### **Chk/Auth #**

If the amount of cash received is not zero, enter the check, OR:

[ENTER]-If currency was received instead of a check

If no cash was received, this field is automatically skipped.

### **Bank Route # (if applicable)**

## **Picking Tickets (Immediate Printing)**

If you answered Y to the immediate printing of picking tickets in *Control Information*, you will be prompted "Print picking tickets?". Answer Y to print a picking ticket using the default form from *Control Information*. Answer N if you do not want a picking ticket printed at this time.

### **Special Form Flag for Picking Tickets**

The header information for a *P* (picking ticket) type form includes the flag *Special form*. This flag makes picking tickets, which are normally special forms and require exclusive use of the printer, act like Reports and share the printer selected for printing. In fact, the printer is locked as follows:

If a special form is printing, nothing else can be sent to the printer; *Printer in use* message is displayed.

If a Report is being printed, printing of another Report can be started but printing of a special form cannot be started.

## Print Waybill

(In Setup » Control Information> Billing); If you said Y to *Print waybill immediately?* You will be prompted "Print waybill ?". If you answer Y and the ship via code has a Billing label form ID and printer set up for it, the waybill will be printed automatically.

If the ship via code does not have a corresponding Billing label form you will be prompted for the label form to use and then the printer to print to.

The following are the steps to follow for setting up *Billing* to generate waybills:

1. Using the *Billing Setup » Label formats*, create "shipping" type label formats that fit your courier waybills. You need only set up 1 format to handle both prepaid and collect shipments. This can be done by using a conditional print where the "X" would print for prepaid / collect by checking the value of the *Prepaid/Collect* field (*A/R Setup/Ship-via*).
2. In A/R, set up your *Ship-via* codes to handle the waybill functionality. You should set up one prepaid and one collect ship via code for each courier. In each ship via code you will enter the ID number of the label to use (as set up in *Billing*) and the printer to use.
3. In the *Billing Setup » Control Information* set the *Print waybill immediately?* flag to Y.
4. You should also go through your Customer database in A/R and make sure you have courier account numbers for those Customers that you ship to collect.

## Tag Labels

If you answered Y to the printing of tag labels in *Control Information*, you will be prompted "Print tag labels?". Answer Y to print tag labels for shipping.

If you answer Y, you will be prompted "Print \_\_\_\_\_ labels". Enter the number of labels to be printed. Next, the screen will ask "Print alignment ?".

Answer Y if you want to print a series of X's on your label form to make sure the labels are set up correctly in your printer. If you answer N the tag labels will be printed.

This printing of tag labels will be handled slightly differently if you answer Y to printing tag labels by line items in *Control Information*. At the first prompt, "Print \_\_\_\_\_ labels", enter the number of labels to print, OR:

- [F1]** -To print the same number of labels as there are quantities for each line item on the Order (i.e. if you have 2 line items, one with 10 units and the other with 20 units, a total of 30 tag labels will be printed).

**[F2]** -To have the system prompt you for the number of labels, for each line item on the Order, that you want printed.

If you enter a number of labels to print, rather than using one of the options, you will be prompted "Print ##### labels \_\_\_\_". Enter O to print that number of labels for the entire Order, or L to print that number of labels for each line item on the Order.

If you used either the F1 or F2 option, you will be prompted to confirm your choice. Answer Y to continue, or N to make a change.

Next, the screen will ask "Print alignment ?". Answer Y if you want to print a series of X's on your label form to make sure the labels are set up correctly in your printer. If you answer N the tag labels will be printed.

If you used the F2 option, a screen will appear for you to enter the number of labels to print for the first line item on the Order. Enter the number of tag labels to be printed. This question will appear for each line item on the Order.

## Using Notes

You can enter an unlimited number of notes about this Order by pressing F6 from "Field number to change?". Each note is given a date/time stamp so that you can browse through the notes in time sequence later. (These notes are never printed on Orders, so the Customer will never see them.)

A Menu at the bottom of the "Notes" area shows three selections:

### Menu

Pressing F1 brings up a number of selections:

<b>Save</b>	-After entering a note, this selection permanently saves the note
<b>New</b>	-Start a new note. If you have made any changes to current note, those changes are lost.
<b>Delete</b>	-Permanently deletes the note
<b>Jump</b>	-Allows you to enter a specific date for viewing notes.
<b>Change date</b>	-Change the date and time this note was entered.
<b>Abandon</b>	-Abandon any changes to the current note and exit the notes function.
<b>Exit</b>	-Exit the notes function.
<b>PGUP</b>	-View an earlier dated note.
<b>PGDN</b>	-View a later dated note.
<b>HOME</b>	-View the earliest dated note (oldest).
<b>END</b>	-View the newest note on File.



## Text Entry in Notes

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note.

While entering a note the following keys and rules apply:

<b>ENTER</b>	-Completes the entry of a line of text and moves the cursor to the next line
<b>Auto Wrap</b>	-The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example, if you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line
<b>F1</b>	-Access the Menu selections described in the previous section
<b>ESC</b>	-Exit the note function without saving the changes to the current note
<b>TAB</b>	-Exit the note function and save the changes to the current note
<b>F2</b>	-Begin entering a new note
<b>F3</b>	-Edit the next note on File
<b>F4</b>	-Edit the previous note on File

**Format** 10 lines of 77 characters each

## One-step Orders (Order Type "I" - Immediate Order )

**Invoices can also be created directly in the Order Entry Screen.**

This is the one-step billing procedure. Enter Type "I" Order for Immediate Order. Fill out the first screen with the Order Header Information; Sold To , etc.

If an invoice has already been generated for the select immediate order, the user is prompted:

**An invoice for this order has already been printed but not posted.**

**V=Void invoice and change this order R=Re-print invoice N=No change N**

Enter V to void the printed invoice (permissions are required) and make changes to the order, R to reprint the invoice only, or N to cancel selection and return to the Order # field.

If you select V, and passwords are enabled, a prompt for a password will appear. Enter the password for a user with the authorization to "Void/Cancel an O/E invoice". This is setup in *System functions » Passwords » Maintain extended passwords* under *Supervisor passwords*.

Second Screen:

Orders (Enter) Till 001 Tray 001 Acme Enterprises Inc.

Order # 0-000722 Customer 1 Smith's Renovations

Type INVOICE CR lim 100 Order total 45.00

Curr CDN Bal 3,222.23 Ship tot 45.00

1. Order disc % .00 Amt .00 Net 45.00

2. Misc charges .00

3. Ship-via

4. Courier A/C# E12555412

5. Total Weight 14.25 KG

6. Total volume 0

7. Freight .00

8. Sales tax 2.25 Billed total 47.25

9. Comm amt .00 \*\* Comm calculated during posting \*\*

10. Comm pct .00

11. # ship labels

12. # COD labels

13. Terms 1 2/10 net 30 14. Comment

15. Total received 47.25

Amount owing .00

F5=show margin, PgUp=ord line, F6=notes, ShF5=Rapid entry

Field number to change ? 1

### Order Disc %

Enter the discount percentage that applies to the entire Order, OR:

- [F1] -For the Customer's trade discount percentage from the Customer File
- [F2] -To enter a discount dollar amount rather than a percentage
- [ENTER]-For .00 (no Order discount)

**Format** 99.999 (percentage) or 99,999,999.99 (amount)

The discount percentage or amount is applied to the total amount of the Order after any individual line item discounts are given.

- **NOTE:** If you are using the order discount table in *Control Information* the discount percentage here will be based on the order sub-total, overriding any Customer order discounts.

## Misc. Charges

Enter the amount of any miscellaneous charges for the order.

For Credit Memos, a positive amount entered here increases the amount of the Credit Memo.

Enter zero to not credit the Customer for miscellaneous charges. A negative amount charges the Customer for miscellaneous charge and decreases the amount of credit to the Customer.

If the A/R Control File specifies that miscellaneous charges are to be distributed, you are asked to enter the miscellaneous charges account number. Otherwise, the miscellaneous charges are automatically distributed to the default miscellaneous charges account specified in the A/R Control File.

Enter the account number, OR:

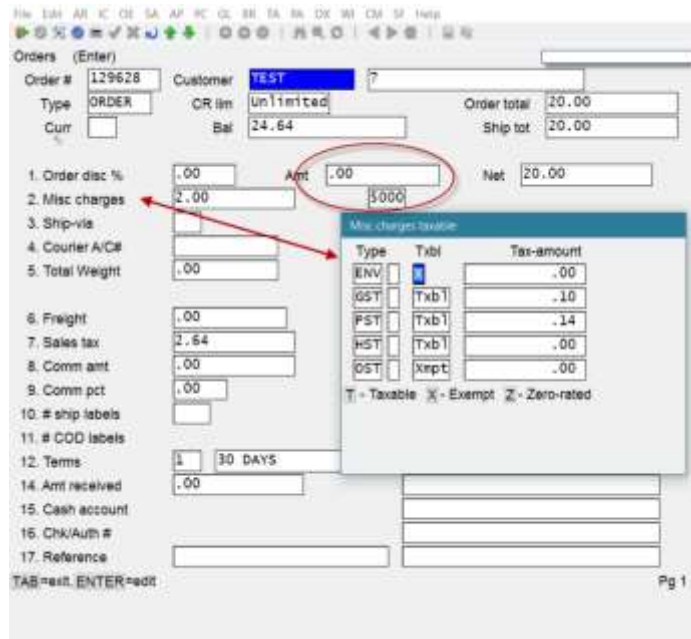
**[F1]** -To use the miscellaneous charges account entered in the A/R Control File

The screenshot shows a software window titled "Orders (Enter)". At the top, there is a menu bar with options like "File", "Edit", "AR", "IC", "DE", "SA", "AP", "PC", "CL", "BE", "TA", "RW", "OX", "WI", "CM", "SF", "Help". Below the menu bar, there are several input fields: "Order # 129628", "Customer TEST", "Type ORDER", "CR lim unlimited", "Curr", "Order total 20.00", "Bal .00", and "Ship tot 20.00". A list of charges is displayed below, with "2. Misc charges" highlighted in blue and containing the value "2.00". A red box surrounds this field, and a red arrow points from it to the "Press F1 for" field at the bottom, which contains the value "SALES". Other fields in the list include "1. Order disc %", "3. Ship-vis", "4. Courier A/C#", "5. Total Weight", "6. Freight", "7. Sales tax", "8. Comm amt", "9. Comm pct", "10. # ship labels", "11. # COD labels", "12. Terms", "13. Comment", "14. Amt received", "15. Cash account", "16. Chk/Auth #", and "17. Bank route #".

## Misc. Charges Taxable Window

SUB WINDOW:

A window will appear for you to adjust the Taxable status, and/or the Tax amounts for each Tax Type for miscellaneous charges.



### Txble

Enter the Taxable status of this Tax Type, OR:

[ENTER]-Default to the Taxable status for this Tax based on the Customer's Tax group.

[TAB] -To exit out of the miscellaneous charges Taxable window.

Valid entries include T for Taxable, Z for zero rated, and X for exempt.

**Tax-Amount** Enter the amount for this Tax Type to be charged, OR:

[ENTER] -To default to the amount of Tax calculated for this Tax Type.

### Ship Via;

Enter the ship-via code for the Order, as defined in the A/R Codes file, OR:

[F1] -For the ship-via code entered for this customer in the A/R Customer file

- **NOTE: A code can be set up prior to Billing to allow different types of Ship- Via, along with the Courier Account number. (optional)**

If the ship via entered here has a corresponding shipping/COD label attached to it (see the Chapter titled *Ship Via* in the A/R user Manual) this will be used for generating the waybill.

**Format:** 3 characters

### **Courier #**

Enter the customer's courier account number for the ship via Method, or press [F1] to accept the default from the customer file.

### **Total Weight**

#### **Total Volume**

(Field displays only under one of two circumstances: (1) if the item being sold is priced by Weight and/or Volume and this is an "I" or "C" type Order [see the Chapter titled *Items* in the Inventory Management Manual for further details on item pricing by weight], or (2) the field *Use weight per items?* is turned on in *Setup* → *Control information* in Inventory Management.)

This field serves one of two purposes: (1) it is the unit billing weight if the item is priced by weight, or (2) it is the unit shipping weight.

If the item is priced by weight and this is an "I" or "C" type Order, enter the net weight of the line item (total weight of all units being shipped). This value will be multiplied by the unit price below to calculate the extended price.

You can also press F1 to toggle between pounds and kilograms.

### **Shipping Weight**

If Flag is set

Enter the per unit shipping weight for this item. The default is displayed from the item record.

This value can be printed on orders and picking tickets and is multiplied by the quantity to ship to determine the net shipping weight for the line item. The line item weights are then added together to determine the net shipping weight for the order.

You can also press F1 to toggle between pounds and kilograms.

### **Freight**

Enter the freight charges for this order.

For Credit Memos, a positive amount entered here increases the amount of the Credit Memo.

Enter zero to not credit the Customer for freight charges. A negative amount charges the Customer for freight and decreases the amount of credit to the Customer.

**If the A/R Control File specifies that freight charges are to be distributed, you are asked to enter the freight account number.**

Enter the account number or use the option:

### **Freight Charges ( Taxable Window)**

Once an amount is entered into the Freight Charge field, a window will pop-up and appear for you to adjust the Taxable status, and/or the Tax amounts for each Tax Type for freight.

Enter the following:

**Txble**Enter the Taxable status of this Tax Type, or:

[ENTER]-To default to the Taxable status for this Tax based on the Customer's Tax group.

[TAB] -To exit out of the freight charges Taxable window.

Valid entries include T for Taxable, Z for zero rated, and X for exempt.

**Tax-Amount**Enter the amount for this Tax Type to be charged, OR:

[ENTER]-To default to the amount of Tax calculated for this Tax Type.

Format 99,999,999.99-

**Sales Tax**The total sales Tax amounts are automatically calculated and displayed. Make any changes as follows for each Tax Type:

**Tax-Amount**Enter the amount of Tax to be charged on the Invoice for each Tax Type, OR:

[ENTER]-To default to the calculated Tax amounts.

[TAB] -When finished editing the order Taxes.

Format 99,999,999.99-

If you select to change this field, then change your mind, you can press F1 to return to the amount that was automatically calculated.

**Comm Amt**(If the Billing Control File specifies that commissions are not used, "(Not applicable)" appears and an entry is not allowed.)

The commission amount is automatically calculated and displayed, based on the commission codes for the inventory items on the order, if you specified in the Billing Control File that commissions are to be used. If an item has no commission code, then the commission percentage associated with either the Sales Rep or Customer is used to calculate the commission on the item, as per the setting in the A/R Control File.

If you assign a commission code to an item with ascending prices, the commission for that item is calculated using either the commission rate associated with Price-1 (if the item sales price is price-1 or greater), or the commission rate associated with an override (if the item sales price is below price-1).

You can use "Field number to change?" to enter a different commission amount.

If you change this field and later change your mind, you can press F1 to return to the amount that was automatically calculated.

If the commission code for one or more of the inventory items specifies a commission based on margin (gross profit), or one or more inventory items have no commission code and the commission percentage associated with the Sales Rep or Customer (as per the A/R Control File setting described above) is on margin, and standard costing is not used by I/C, the message "Comm calculated during posting" is displayed. You can override this by changing the commission amount using "Field number to change?".

### **Comm Pct.**

(If the Billing Control File specifies that commissions are not used, "(Not applicable)" appears and an entry is not allowed.)

The commission percent displays as ".00". You can use "Field number to change ?" to enter an actual commission percent. The commission amount is then automatically calculated based on the discounted net.

The defaults for the commission percent and method (on price or on margin) come from one of two sources:

The Customer File, if you specified in A/R that commissions are calculated based on Customers.

The Sales Rep File, if you specified in A/R that commissions are calculated based on Sales Reps. If the message "Comm calculated during posting" is initially displayed, you may still enter a commission percentage. In this case, the percentage you enter is used to determine the commission on the order, rather than the commissions associated with the individual line items. If you specify that the commission percentage is to be based on margin, then the commission amount will be calculated during posting using the percentage that you enter here.

- **NOTE:** The commission percentage and method used to calculate the commission for items that do not have commission codes are based upon what is in the Customer record or Sales Rep record at the time the line item is entered in Billing. Later changes to the Customer record or Sales Rep record, or changing the Sales Rep for the order, do not affect the commission amounts for these line items.

**# Ship Labels** Enter the number of shipping labels to be printed.

If zero is entered for this field, shipping labels can still be printed using "individual shipping label printing", which allows entry of an order number and the number of labels to be printed for the order.

**# COD Labels** Enter the number of COD labels to be printed.

Note that the terms are displayed on the "totals" screen so that you can determine whether COD is relevant to the entire order, or just the freight amount, etc.

If this field is left at zero, COD labels can still be printed using "individual COD label printing", which allows entry of an order number and the number of labels to be printed for the order.

If you specify that one or more COD labels are to be printed, an additional field appears:

**Terms:**

**Cash Only?** Answer Y if only cash is acceptable for the COD (that is, checks are not accepted).

**Billed Total (Weight) –**

If Flag is set.

Entry in this field is allowed only for order types "O" and "I". For a type "O" order, you can access this field only using "Field number to change ?".

Enter the shipping weight of the order, OR:

[ENTER] -To accept the calculated shipping weight for all line items (uses the quantity to ship x line weight).

[F1] -Toggle between pounds and kilograms (automatically handles the conversion).

The weight entered here can be printed on the picking ticket, waybill and Invoice for the order.

**Comment:**

A note or comment option field.

**Amt Received**

Enter the amount of any payment received with the Order.

Press ENTER if no cash was received. If you press ENTER or enter zero, the next three fields are skipped.

For type "I" Orders, the cash received is automatically posted to the Cash Receipts File in A/R when you post Invoices (if you answered Y to "Post cash received with 'Invoice' type Orders ?" in the Billing Control File). Otherwise, no cash receipts are generated and posted in A/R.

When you have completed entering information on this screen, the Customer's credit is again checked to see if the additional charges have put him over his credit limit (unless you chose to ignore an over-credit-limit warning while entering earlier parts of this Order).

If the Customer is over the credit limit, you are informed of this and shown the amount and date of his last payment. You are then given two options: "1-Cancel Order" or "2-Ignore".



## Cash Account

Chk/Auth# :

### Reference:

## Picking Tickets (Immediate Printing)

If you answered Y to the immediate printing of picking tickets in *Control Information*, you will be prompted "Print picking tickets ?". Answer Y to print a picking ticket using the default form from *Control Information*. Answer N if you do not want a picking ticket printed at this time.

Special form flag for picking tickets. The header information for a *P* (picking ticket) type form includes the flag *Special form*. This flag makes picking tickets, which are normally special forms and require exclusive use of the printer, act like Reports and share the printer selected for printing. In fact, the printer is locked as follows:

If a special form is printing, nothing else can be sent to the printer; *Printer in use* message is displayed.

If a Report is being printed, printing of another Report can be started but printing of a special form cannot be started.

## Print Waybill

**If you said Y to *Print waybill immediately ?* in OE » Setup » Control Information** You will be prompted "Print waybill ?". If you answer Y and the ship via code has a Billing label form ID and printer set up for it, the waybill will be printed automatically.

If the ship via code does not have a corresponding Billing label form you will be prompted for the label form to use and then the printer to print to.

The following are the steps to follow for *Billing* to generate waybills:

1. Using the *Billing Setup » Label formats*, create "shipping" type label formats that fit your courier waybills. You need only set up 1 format to handle both prepaid and collect shipments. This can be done by using a conditional print where the "X" would print for prepaid / collect by checking the value of the *Prepaid/Collect* field (*A/R Setup/Ship-via*).
2. In *A/R*, set up your *Ship-via* codes to handle the waybill functionality. You should set up one prepaid and one collect ship via code for each courier. In each ship via code you will enter the ID number of the label to use (as set up in *Billing*) and the printer to use.

3. In the *OE Billing Setup » Control Information* set the *Print waybill immediately ?* flag to Y.
4. You should also go through your Customer database in A/R and make sure you have courier account numbers for those Customers that you ship to collect.

## **Tag Labels**

### **If you answered Y to the printing of tag labels in *Control Information***

You will be prompted "Print tag labels ?". Answer Y to print tag labels for shipping. If you answer Y, you will be prompted "Print \_\_\_\_\_ labels". Enter the number of labels to be printed. Next, the screen will ask "Print alignment ?". Answer Y if you want to print a series of X's on your label form to make sure the labels are set up correctly in your printer. If you answer N the tag labels will be printed.

This printing of tag labels will be handled slightly differently if you answer Y to printing tag labels by line items in *Control Information*. At the first prompt, "Print \_\_\_\_\_ labels", enter the number of labels to print, OR:

- [F1]** -To print the same number of labels as there are quantities for each line item on the Order (i.e. if you have 2-line items, one with 10 units and the other with 20 units, a total of 30 tag labels will be printed).
- [F2]** -To have the system prompt you for the number of labels, for each line item on the Order that you want printed.

If you enter a number of labels to print, rather than using one of the options, you will be prompted "Print ##### labels \_\_\_\_". Enter O to print that number of labels for the entire Order, or L to print that number of labels for each line item on the Order.

If you used either the F1 or F2 option, you will be prompted to confirm your choice. Answer Y to continue, or N to make a change.

Next, the screen will ask "Print alignment ?". Answer Y if you want to print a series of X's on your label form to make sure the labels are set up correctly in your printer. If you answer N the tag labels will be printed.

If you used the F2 option, a screen will appear for you to enter the number of labels to print for the first line item on the Order. Enter the number of tag labels to be printed. This question will appear for each line item on the Order.

## Immediate Invoice Printing

If you answered Y to immediate Invoice printing in *Control Information*, a window will appear similar to the following:

Immediate Invoice printing

Form id: INVP1      Comment type: Order

Invoice number: 00100008

Printer number: 16

Print this invoice now? **Y**

Select: Y=Yes      F=change form-id      A=print alignment  
N=No      C=change comment      D=change invoice date  
P=change printer      I=change Invoice #

- Y** -To commence the printing of the Invoice
- N** -To complete the entry/editing of the Invoice without printing.
- F** -To change the default form used for printing (as set in *Control Information*).
- C** -To change the comments to be printed on the Invoice. At the prompt select **O** to use the comments from the Order, **C** to use the comments in the Customer's record, **B** to use both the Order and Customer's comments, or **N** to print no comments on the Invoice.
- P** -To change the printer the Invoice is to be printed on.
- A** -To print an alignment form. An alignment form prints a series of X's on the form where information will be printed, to ensure that the Invoice form is correctly set up on your printer.
- D** -To change the date to be printed and stored for the Invoice.
- I** -To change the Invoice number to be printed and stored for this Invoice.

After the Invoice is printed, you will be prompted "Invoice printed OK?" Answer Y to complete the processing of the Invoice. If "N", the window options explained will re-appear. At this point you can enter N to cancel the printing/processing of the Invoice or try again.

## Credit Memos (Order Type "C")

A Credit Memo is used to credit a Customer's account for all or part of the charges that appeared on a previous Invoice. Most of the information you enter for a Credit Memo is the same as that for an Invoice. The differences are shown on the sample screens below.

## Enter "C" for Order Type

Orders Acme Enterprises Inc.  
 Enter User SSI

Order # 1010  
 1. Order date 12/15/20  
 2. Order type CR memo  
 Apply-to 123  
 Currency CAD  
 3. Customer # SAM100  
 4. Samco Software Inc.  
 5. 7789 - 134th Street  
 6. #61  
 7. Surrey, BC, V3W 9E9  
 8. Country Canada  
 9. Ship-to  
 10. Samco Software Inc.  
 11. 7789 - 134th Street  
 12. #61  
 13. Surrey, BC, V3W 9E9  
 14. Country Canada  
 15. Job # (N/A) 16. Sub-job (N/A)  
 17. Status "normal"  
 18. Waybill  
 19. Sales rep HSE HOUSE  
 20. Cust PO #  
 21. Ship via P Parcel post  
 22. Courier #  
 23. Ship date (Not applicable)  
 24. Terms 2 Net 30  
 25. Tax group BC B.C. Sales Taxes  
 26. Pft cntr 000  
 27. Warehouse Cen Central  
 28. Invoices 1  
 29. Price lvl 1

F1=next, F3=delete, F6=notes, F7=convert  
 Field number to change ? 1

Orders Acme Enterprises Inc.  
 Enter

Order # 1010 Cust# SAM100 Samco Software Inc. Part ship?   
 Type CR MEMO Back ords?   
 Whse Central

1. Seq # 10 Stock #  
 2. Item # 22 Paint, Enviro Latex White On-hand 50  
 Environmentally Friendly Commt 11  
 On B/O 0  
 Available 39  
 On order 0  
 On W/O 0  
 (Backorderable)

3. Tax amount 4.91  
 4. Qty credited 1 GAL  
 5. Qty to ship (Not applicable)  
 6. Weight 1.20 PC  
 7. Vendor POS  
 8. Unit price 20.05 GAL  
 9. Discount % .00

	GROSS	TO-SHIP
10. Unit cost 10.92056 GAL	Line \$ 20.05	
11. Pft cntr 000	Disc \$ .00	
12. Rtrn to inv 1 GAL	Extnd \$ 20.05	
	<b>Tot crd \$ 20.05</b>	

lines Run. qty 1  
 F5=Margin  
 Field number to change ? 1

- **NOTE:** Enter 'Positive' quantities on a Credit Memo, even though credit is being issued to the Customer. The function properly interprets positive quantities as credits.

Orders: (Enter) Acme Enterprises Inc.

Order # 1010 Customer 5AM100 Samco Software Inc. User SST

Type CR MEMO Order total 20.05 Ship tot N/A

1. Order disc % .00 Amt .00 Net 20.05

2. Misc charges .00

3. Ship-via P Parcel post

4. Courier

5. Total Weight 1.20 KG

6. Freight .00

7. Sales tax 4.81 CR memo total 24.96

8. Comm amt 1.50

9. Comm pct .00

10. # ship labels (Not applicable)

11. # COD labels (Not applicable)

12. Terms 2 Net 30

13. Comment Wrong product shipped

14. Amt refunded 24.96

15. Tender type CASH Cash

16. Chk/Auth # \*\* Cash \*\*

17. Reference

F5=show margin, PgUp=word line, F6=notes, ShF5=Retail entry

Field number to change ?

## Quotes

Quotes can be entered initially as Quotes, or existing Orders can be converted to Quotes.

- **NOTE:** When items on a Quote are set to B/O, those items will show up on a Back Order Report.

**To enter a new Quote**, press F7 at the "Order #" field and select the "Quotes" entry mode. The field "Order #" changes to "Quote #", and the word "QUOTE" displays at the top of the screen and is also shown as the Order type.

While at "Quote #", you may enter the Quote number, OR:

- [F1]** -To display the next Quote on File
- [F2]** -To use the next available Quote number or Order number, as specified in the Billing Control File
- [F7]** -To switch to a different entry mode

Quotes are entered and edited in the same way as type "O" Orders. However, item quantities are not committed for Quotes, and entry of serial numbers and lot numbers is not allowed until the Quote has been converted to an Order. In addition, the Customer's "Unposted balance" is not updated until the Quote is converted to an Order.

**To convert a previously entered Quote to an Order**, enter the Quote number at the "Quote #" field. When the header screen for the Quote is displayed, press F7.

You are then asked if you wish to convert the Quote to an Order (type "O") or an Invoice (type "I"). Answer O if you wish to select specific line items for billing or if any serialized or lot-controlled items exist on the Quote. Answer I if there are no serialized or lot-controlled items on the Quote, and you wish to Invoice all of the items.

**To convert an existing Order to a Quote**, display the Order and press F7 at "Field number to change? ". If serial numbers or lot numbers have been entered on the Order, you are warned that they will be removed if the Order is converted. You are then asked "OK to convert to Quote?". Answer Y to convert the Order to a Quote, or answer N to cancel the conversion.

## Hold Orders

Hold Orders behave the same as a Quote but allow the User to differentiate a real Quote from an Order that is on "hold". This new feature affects:

- Just like Quotes, hold Orders do not affect inventory until they are converted to an Order.
- Hold Order entry is identical to Quote entry.
- Hold Orders use the next Order number not the next Quote number.
- The *Orders » Print* Report can be narrowed down to Hold Orders.
- The *Orders Report* can be narrowed down to Hold Orders.
- The *View Orders* will show "Hold" in the top right-hand corner.

[F7]            -To switch to Quote Mode you will have the option of adding a Quote or a hold Order.

## RMAs (Return Merchandise Authorizations)

RMAs can be entered initially as RMAs, or existing Credit Memos can be converted to RMAs.

**To enter a new RMA**, press F7 at the "Order #" field and select the "RMAs" entry mode. The field "Order #" changes to "RMA #", and the letters "R M A" display at the top of the screen.

While at "RMA #", you may enter the RMA number, OR:

[F1]            -To display the next RMA on File

[F2]            -To use the next available RMA number or Order number, as specified in the Billing Control File

[F7]            -To switch to a different entry mode

RMAs are entered and edited in the same way as Credit Memos. Item quantities are committed in the appropriate Warehouse.

Commitments are also updated for any serial numbers and lot numbers entered for serialized and lot-controlled line items. The Customer's "Unposted balance" is updated when the RMA is entered.

For "always serialized" items, serial numbers with a "sold" status must be entered prior to converting the RMA to a Credit Memo.

For lot-controlled items, the quantity to be returned to inventory must be fully allocated prior to converting the RMA to a Credit Memo.

In addition, if the quantity to be returned to inventory is less than the quantity credited, only one lot number may be specified and the entire quantity is automatically allocated to that lot number.

**To convert a previously entered RMA to a Credit Memo**, enter the RMA number at the "RMA #" field. When the header screen for the RMA is displayed, press F7. If serial number entry or lot allocation is incomplete, you are advised of this and the conversion is not allowed. If there is no incomplete serial or lot information on the RMA, you are asked "OK to convert to Credit memo?". Answer Y to complete the conversion.

**To convert an existing Credit Memo to an RMA:** Display the Credit Memo and press F7 at "Field number to change ?". You are then asked "OK to convert to RMA?" Answer Y to convert the Credit Memo to an RMA, or answer N to cancel the conversion.

## Supervisor Password Req'd for Order Delete

If you are using passwords, use this feature to limit the deletion of an Order to a User (supervisor) with authorization to do so.

Go to **SYSTEM FUNCTIONS » PASSWORDS » MAINTAIN EXTENDED PASSWORDS**. A new flag *Allow Order deletion* has been added to the Supervisor passwords feature:

Y(es) = Activate

N(o) = Do not activate

In **BILLING » ORDERS » ENTER**, type the number of the Order that you wish to delete [ENTER]. Press [F3] to delete the Order. When the system prompts *OK to delete Order ? [Y]* [ENTER]. Type in the supervisor password [ENTER]. The system will display the message *Order deleted*.

If you enter a password that is not a supervisor password the system will display the message: *Unauthorized password. Use supervisor password to override*.

If you are logged in with a supervisor password, the system will not prompt for entry of a supervisor password.

## Printing an Edit List

You can print a list of the Orders, Quotes, and RMAs that you have on File. Select *Order edit list* from either the *Orders* Menu or from the *Reports* Menu. A screen appears for you to enter the following information:

### Order Type:

#### 4 Types of Orders can be included on the Edit List.

Pressing [Enter] after each type. The choices are:

- O** -Orders
- I** -Invoices
- C** -Credit Memos
- Q** -Quotes
- R** -RMAs

[F1]-To include "All" Order types on the edit list.

### In Order By

Enter the Order in which you want the edit list printed, either O to print by Order number, or C to print by Customer number.

If you enter O, field number 7 ("Customer #") is skipped, because Orders for all Customers falling within the order range will be printed.

If you enter C, field numbers 3 and 4 ("Starting" and "Ending Order #") are skipped, because all Order numbers falling within the Customer range will be printed.

### ? Starting Order #

### ?. Ending Order #

Enter the range of Orders to print on the list. Follow the screen instructions.

Format XXX99999

### Starting Date

**Ending Date** Enter the range of Order dates to print. Follow the screen instructions.

Format MMDDYY

**Customer #**(If you selected to print by Order number in field number 2 above, "(Not applicable)" displays here.)Enter the Customer number for the Orders to print, OR:

[F1] -To print Orders for "All" Customers



**Format** Enter the format in which to print the edit list, [F] for full format, [B] for brief format or 1 for Format 1.

The brief format does not show profit centre, Warehouse, addresses, quantity Back Ordered, line discount percent, unit cost, scrap account, comments, totals, or serials or lot numbers.

Format 1 which takes up less line item space and consolidates the 3 lines of description. If you select the full format, an additional field appears:

**Show Costs?** Answer Y if you wish to show costs on the edit list. If you select the full format and are using Kits Plus, an additional field appears:

**Components to Print** Specify the Kit components to print on the edit list.

- N** -Print no components
- M** -Print components that are modifiable and/or printable (per the Kit definition modify-flags)
- P** -Print components that are "printable" only
- F1** -To print ALL components.

Refer to Chapter 10, titled *Kits Processing*, for additional information on how Kit components are printed on the edit list.

**. Print Notes?** Answer Y to print notes for each Order.

### **? Warehouse**

(This question appears only if you selected to use multi-warehousing in ( I/C Control File.)

Enter the Warehouse code for the Orders you wish to print, OR:

- [ENTER]** To print Orders for the "Central" Warehouse
- [F1]** To print Orders for "All" Warehouses. (Orders that are marked "All" in the Warehouse field are included only if you select "All" here.)

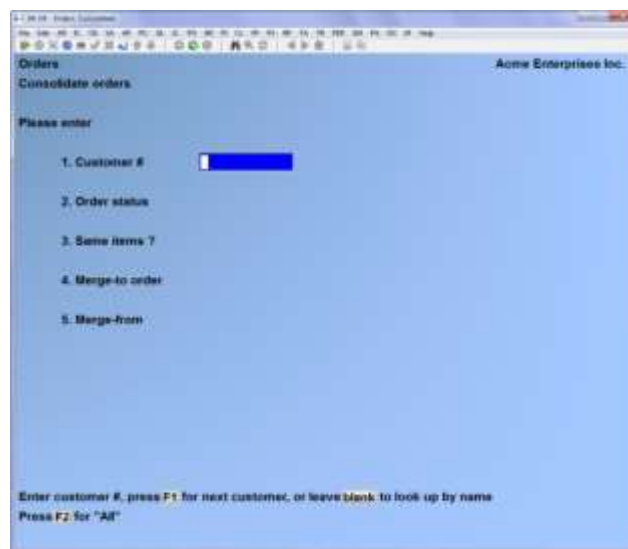
## Consolidate Orders

This function allows the User to:

- Merge the Orders for one or “All” Customers
- Choose only Orders which are selected, not selected or both
- Provide the option of appending Orders to the end of the merge-to-order, merging like lines together, or simply adding the quantities together
- Choose the Order to merge to and to merge multiple or “All” Orders

Go to *Billing* -> *Orders* -> *Consolidate Orders*  
Enter the following information:

**Customer #, OR:**



**[F1]** -To the next Customer

**[Enter]** -To look up by name

**[F2]** -For “All” Customers

### Order Status

**S** -Selected for billing

**N** -Not selected for billing

**B** -Both selected and non-selected

### Same Items ?

- A** -To append line items
- M** -To merge line items together
- Q** -To add quantity together

### Merge to Order

Enter the Order # to merge To.

### Merge from

Enter the Order # to merge From





## Chapter 12 - Kits Processing

### **Introduction**

This Chapter describes how Kits that are defined and/or assembled in Kits, may be sold using Billing. If you are not using Kits, you may skip this Chapter.

Information presented in this Chapter includes how to enter each type of Kit on an Order, how it is printed on an Invoice, and how it is posted. The Billing Reports and forms that are affected by Kits are also described.

### **Order Entry, Editing, Billing, Printing, and Posting**

Each type of Kit is entered, printed, and posted in a different manner. The five Kit types are discussed separately below. When reference is made to an "Order", it includes all order types and recurring orders unless otherwise specified.

### **Simple, Tracked, and Component-tracked Kits**

When the parent item of an S-Kit, T-Kit, or C-Kit is specified on an Order, entry is performed as for a normal non-Kit item. Components of these Kits do not display during order entry.

### **Editing**

After an S-Kit, T-Kit, or C-Kit has been entered on an Order, you may edit the parent item in the same manner as a non-Kit item.

### **Billing**

On "O" type Orders, the parent item of an S-Kit, T-Kit, or C-Kit is selected for billing in the same manner as a non-Kit item.

---

## **Invoice Printing**

The parent item of an S-Kit, T-Kit, or C-Kit is always printed on an Invoice. Components are printed based on the "Prt Cmp" modify-flag in the Kit definition and the "Components to print" entry in the form layout (see the Chapter titled *Forms* in the Billing Manual).

One list of components is printed for a Kit. If a single serial or lot number has been entered for the parent item, component information is printed from the Tracked Kit Inventory File. Non-tracked component information is printed from the Kit definition, as is component information for parent items with multiple serial numbers or lot numbers.

- **NOTE: The line entry for orders set for inventory usage has been relaxed to allow miscellaneous Kits since the component items can produce inventory adjustments, but normal miscellaneous items will continue to be blocked.**

## **Posting**

When an Invoice containing an S-Kit, T-Kit, or C-Kit is posted, an Inventory Sales or Credit memo transaction for the parent item is created in Inventory Management.

The parent Sales or Credit memo transaction is posted in the normal manner. In addition, for serialized and lot-controlled components on a T-Kit and for all C-Kit components, information is automatically updated in the Tracked Kit Inventory File.

For sold serialized parents and components on T-Kits and C-Kits, serial number statuses are also updated as "sold", and warranty dates are assigned, based on the Invoice date and number of warranty days specified for each item in the Item File. For returned serialized parents and components, serial number statuses are updated as "unsold" and available.

## Miscellaneous Kits

### Entry of Parent Item

When the parent item of an M-Kit is specified on an Order, you are asked "Do you wish to process this miscellaneous Kit?". Answer Y or N, OR:

- [F1] -Will scan through the items in the Item File
- [F2] -To process the item as a normal miscellaneous item, not as the parent of a Kit

If you answer N, the cursor returns to "Item #" for entry of the next line item on the Order.

If you answer Y, entry is performed for the parent item as usual, with the following exceptions:

- The quantity to ship must be equal to the quantity ordered. **Backorders are not allowed.**
- For returned Kits, the amount returned to Inventory must be equal to the quantity credited.
- A cost cannot be entered for the parent item, because its cost is calculated as the sum of the component costs.

When component processing is completed, the sum of the component costs is updated as the "Unit cost" for the parent.

The price of the parent item can be affected by changes that you make when entering or editing the components. Refer to the section below, titled Miscellaneous Kit prices, for an explanation.

### Entry of Component Items

After entry of the parent item information, the modifiable component items automatically display one at a time. As component items are being processed, the parent item and quantity are shown in a window, and the words "(Misc. Kit component)" display below the component item number.

Each component item in the Kit definition that is modifiable (per its modify-flags in the definition), serialized, or lot-controlled, is displayed as a separate line item with the sequence number incremented by 1.

For each component allowing entry, you may change the item number and/or quantity ordered, depending on the modify-flags in the Kit definition. Item description changes may be made, regardless of the modify-flags.

At the "Item #" field, if the item number is modifiable for the component, you may enter a different item number, OR:

- [F1] -To scan through the items in the Item File

**[F2]** -To look up an item by a keyword

**[ENTER]**-To look up the item by its description

**[F3]** -To skip (delete) this component and display the next modifiable component (If quantity is also modifiable)

**[F5]** -To look up an item by its bar code

Note that F5 cannot be used during component processing to enter text lines.

If the item substituted for a component is a different miscellaneous or a loose Kit, the item is processed as a non-Kit item.

The quantity ordered of each component is automatically calculated by multiplying the parent quantity by the quantity specified in the Kit definition. If necessary, the quantity of any serialized component is rounded to a whole number.

If the quantity is modifiable for the component, you may enter a different quantity, OR:

**[0]** -(Zero) To indicate the component is not included in the Kit

**[F5]** -To select an alternate item, if item number changes are allowed

**[F6]** -To display availability of the item in other Warehouses, if "All" Warehouses was specified on the order header screen

If you enter zero for a component, the component remains on the Order with that quantity. The quantity can be changed prior to invoicing to include the component of a Kit. A component with a quantity of zero is not printed on the Invoice.

The quantity to ship is automatically set equal to the quantity ordered and changes are not allowed. For returned component items, the full quantity credited is returned to Inventory.

Inventory quantities for non-miscellaneous component items are automatically committed as they are entered. In addition, component serial numbers and/or lot number quantities are committed.

For a lot-controlled component item, you must allocate the full quantity sold to one or more existing lot numbers prior to invoicing the line item. Reference text may also be entered for each lot number.

For "always serialized" components, a serial number must be entered for each unit ordered or created prior to invoicing the line item. For "sometimes serialized" components, serial number entry is optional. Reference text may be entered for each serial number.

**NOTE: If you press TAB at the first modifiable field of a component, the cursor returns to the first enterable field and you may re-enter the same component.**

For miscellaneous component items and for returned or Drop Shipped component items, you may enter a "Unit cost", OR:

**[F1]** -Defaults to the unit cost shown for the item (This cost is obtained from the Item File and depends on the valuation method being used.)

- **NOTE: Price entry is not allowed for component items.**

For an "I" type recurring order, you may not specify a miscellaneous Kit that has component items with a tracking method of "always serialized", "lot balance", or "lot detail". M-Kits with "sometimes serialized" component items are allowed.

If you specify an M-Kit that contains serialized or lot-controlled items, the serial numbers or lot numbers can be entered (using the *Orders (Enter)* selection) only after the recurring order has been copied to the Orders File.

The parent item is entered in the same manner as a normal item. The "Unit cost" of the parent is updated with the sum of the component costs when component processing is completed.

As component items are being processed, the parent item and quantity ordered are shown in a window, and the words "(Misc. Kit component)" display below the component item number. For each component item, only the quantity ordered, fixed or variable, and a unit cost may be entered.

### **Editing**

After a miscellaneous Kit has been entered on an Order, you may edit the parent and/or component items of that Kit by selecting the corresponding line item from the Line Selection Screen. Alternatively, you may press F5 to switch to the entry screen and then press F1 to scan through the line items or enter the sequence number of the desired line item.

When the line items are initially displayed on the Line Selection Screen, only the parent item of an M-Kit appears. You may press F2 to display the components for all Kits on the Order. Press F2 again to hide the components. The F2 setting remains in effect during editing of all Orders until you exit from *Orders (Enter)*.

The quantity ordered and unit cost for the parent item cannot be changed. Item number changes are also not allowed during editing, as for any item. If you press F3 to delete the parent item from the Order, all associated component items are also deleted.



A component item can be changed, based on the "modify-flags" for the component. A component that allows quantity modifications can be deleted by pressing F3 at its Item Number (you may instead enter a quantity of 0 if you wish the component item to remain on order).

### **Miscellaneous Kit Prices**

When processing the components of a miscellaneous Kit, you can substitute items or change the quantity for a component if item number or quantity modifications are allowed.

These changes can result in an increase or decrease to the selling price of the Kit (parent). If the Kit definition specifies an Increase or Vary pricing method for a component that is changed during order entry or editing, you are given the option of using the original selling price or the adjusted selling price for the Kit. If you select to use the adjusted selling price, the price for the parent item is updated.

### **Billing**

When the parent item of a miscellaneous Kit on an "O" type Order is selected for billing, all of its component items are also selected. The parent item can be selected only if all required serial numbers and lot numbers have been specified for the components. Component line items cannot be selected individually.

Once the parent item is selected, component changes are not allowed. Component changes can be made (depending on the modify-flags in the Kit definition) only when the parent item is "unselected".

To make changes to the component items (or the parent) of a Kit at billing time, press » F2 at the Line Selection Screen to display the components for all Kits and select the desired component line item. (Pressing F2 again hides the components). The F2 setting remains in effect during billing of all Orders until you exit from *Billing (Select for billing)*.

Alternatively, you may press F5 to switch to the entry screen and then press F1 to scan through the line items or enter the sequence number of the desired line item.

### **Invoice Printing**

The parent item of an M-Kit is always printed on an Invoice. Components are printed on an Invoice, based on the "Prt Cmp" modify-flg in the Kit definition and the "Components to print" entry in the form layout (see Chapter 8, titled Forms).

Component information is printed from the entries made during Order entry. Serial numbers and/or lot numbers are shown for printable component items.

## **Posting**

When an Invoice containing a miscellaneous Kit is posted, the parent item is posted as a normal miscellaneous item. The parent item cost is the sum of the component costs, and distributions are posted as designated by the "Misc. Kit distribution method" in the Inventory Control File.

A Sales transaction (or Credit memo transaction) is created in Inventory Management for each non-miscellaneous component item. The sale amount of each component is automatically calculated as a proportion of the total extended cost. These transactions cannot be changed or deleted.

When the non-miscellaneous component sales and Credit Memo transactions are posted in Inventory Management, "used" or sales and cost statistics are updated in the Status File, based on the method specified for "Component update method" in the Inventory Control File.

If designated by the "Misc. Kit distribution method" in the Inventory Control File, sales and/or expense distributions for each component are posted to the appropriate accounts for a Sales transaction. For a Credit memo transaction, expense distributions are posted to the appropriate item's Credit Memo account number.

The same statistical and distribution activity takes place for miscellaneous component items, except that updating is performed during Billing Invoice posting, as part of the Miscellaneous/Drop-Ship Item Register, and no Inventory transactions are created.

For serialized components, serial number statuses are also updated as "sold", and warranty dates are assigned, based on the Invoice date and the number of warranty days specified for each item in the Item File.

If Invoice History is being retained, miscellaneous Kit components are retained as part of the Invoice history if you specified to keep component Invoice history in the Inventory Control File.

If you are using Purchasing and have specified to retain merchandise history in the P/A Control File, merchandise history is updated for the parent item and each miscellaneous component item during Billing Invoice posting. Updating for all other non-miscellaneous components occurs when the Inventory transactions are posted.

## Loose Kits

### Entry

When the parent item of a loose Kit ("L-Kit") is specified on an Order, you are asked "Do you wish to process this loose Kit ?". Answer Y or N, OR:

[F2] -Will process the item as a normal item that is not the parent of a loose Kit

If you answer N, the cursor returns to "Item #" for entry of the next line item on the Order.

If you answer Y, the parent item is discarded, the first component item displays, and the cursor is positioned at the item number of the component. Enter a different item number, OR:

[ENTER]-To accept the displayed item number

[F1] -To scan through the items in the Item File

[F2] -To look up an item by a keyword

[BLANK]-To look up an item by description

[F3] -To skip the displayed component and display the next component item

[F5] -To look up an item by its bar code

When an item number has been specified or accepted, entry of the item information is performed as a normal line item on the Order. When entry of the item is completed, it becomes a "normal" line item on the Order and the next component item automatically displays.

Press TAB at "Item #" to terminate processing of the component items. You are asked "Terminate loose Kit entry ?". Answer Y to end component processing. Previously entered line items remain on the Order, and the cursor returns to "Seq #" for entry of the next item. If you answer N, component processing is resumed.

### Editing

Each component of a loose Kit that was accepted on an Order is a normal line item and is edited in the normal manner.

### Invoice Printing

Each component item that was accepted on an Order is a normal line item and is printed on the Invoice.

Non-processed components and the parent item of a loose Kit are not printed.

## Posting

Each component item that was accepted on an Order is a normal line item and is posted in the normal manner.

Non-processed components and the parent item of a loose Kit are not posted.

## Reports

### Edit Lists

If you select to print the Order Edit List, Billing Edit List, or Recurring Order Edit List in full format, you are requested to specify which components should print, as follows:

- N** -Print no components
- M** -Print components that are modifiable and/or printable (per Kit definition modify-flags)
- P** -Print components that are printable only
- F1** -To print "All" Kit components.

For a T-Kit or C-Kit with a single serial number or lot number entered, component information is printed from the Tracked Kit Inventory File. Non-tracked component information is printed from the Kit definition, as is component information for Kits with multiple serial numbers or lot numbers.

Component information for an M-Kit is printed from the entries made during Order entry. Serial numbers and/or lot numbers are shown for printable component items.

Costs are shown for the printed components if you have specified to print costs on the edit list.

If you specify to print the edit list in brief format, components are not printed.

## Picking Tickets

When you select to print picking tickets, you are requested to specify which components should print:

- N** -Print no components
- M** -Print components that are modifiable and/or printable (per the Kit definition modify-flags)
- P** -Print components that are printable only
- F1** -To print "All" Kit components.

For a T-Kit or C-Kit with a single serial number or lot number entered, component information is printed from the Tracked Kit Inventory File. Non-tracked component information is printed from the Kit definition, as is component information for Kits with multiple serial numbers or lot numbers.

For an M-Kit, component information is printed from the entries made during Order entry. Serial numbers and/or lot numbers are shown for printable component items.

If the components of an M-Kit are being shipped from a different Warehouse than the parent item, all components are printed below the parent item. A blank space is provided for writing the actual quantity picked for components to be shipped from the same Warehouse, and the component Warehouse is shown for components to be shipped from a different Warehouse.

Components to be shipped from a different Warehouse are also printed on a picking ticket for the corresponding Warehouse. The parent item number and its Warehouse are shown for each of these components.

## Orders Report

Components of Simple Kits, Tracked Kits, and Component-tracked Kits are not printed in the Orders Report.

Components of Miscellaneous Kits are printed along with the parent item on the Orders Report if you select to print the detail Report.

## View Orders

### Components of

**S-Kits,**

**T-Kits,**

**C-Kits**      **-Cannot be viewed in the *View (Orders)* selection.**

- **NOTE:** When the line items are initially displayed for an Order, only the parent item of an M-Kit appears. You may press F2 to display the components for all Kits on the Order. Press F2 again to hide the components. The F2 setting remains in effect while viewing Orders until you exit from the *View (Orders)* selection.

## Invoice History

If you specified in the Billing Control File to keep Invoice history, all normal information is shown for the parent items of Miscellaneous Kits on the Invoice History Reports. Information is also shown for M-Kit components if you also specified in the Inventory Control File to keep component Invoice history. For each component, only the quantity sold is shown.

## Fields Not Printed for Components

If any of the following fields are defined for a form, they are not printed for component line items. If any are used in a condition on a component line item, the condition always evaluates as false.

Commission amount	Commission code
Commission percent	Discount amount
Extended price	Item Tax amount
Item Taxable amount	List price
Price override flag	Pricing Unit
Special price flag	Unit price

---



## Chapter 13 - Recurring Orders

A "recurring order" is an Order that is billed over and over periodically. In Order Entry Plus, recurring orders may also be used to handle blanket orders. (For a blanket order, each line item has a total quantity to be shipped and an amount remaining to be shipped.)

Use this selection to enter recurring orders and blanket orders. You can also select the recurring orders that are to be billed at a particular time and then have these orders copied to the Orders File. Once copied, you can print Invoices and post the Orders, just as if you had entered directly by using *Orders*.

- **NOTE: The *Enter* option of this selection works similarly to *Orders*. However, credit checking is done only when a recurring order is selected to be turned into an Invoice (option 3 below). If the Customer is already over his credit limit, a warning message displays. However, no warning appears if entering this recurring order would now put him over his limit.**

### **To Begin**

Select *Enter » Recurring orders* from the Billing Menu.

## Entering Recurring Orders

There are four different screens on which you enter information about a recurring order. The first is the "Header" screen (if using User defined fields in *Control Information* this will be made up of two screens), the second is the "Line item" screen, the third is the "Totals" screen, and the fourth is the "Recurrence information" screen.

After you have completed the "Header" screen, it appears similar to this:

Recurring orders Acme Enterprises Inc.  
Enter

1. Customer #	SAP000	2. Saseco Software Inc.	
CR Inst	75,000	3. 7789 - 134th Street	
Balance	2,480.13	4. #01	
7. Ref #	1370	5. Surrey, BC V3M 5E9	
8. Order type	CRMF	6. Country Canada	
9. Ship to		10. Saseco Software Inc.	
		11. 7789 - 134th Street	
		12. #01	
		13. Surrey, BC V3M 5E9	
		14. Country Canada	
15. Sales rep	VST HOUSE		
16. Cust PO #	100857	22. Invoice#	0
17. Ship via	P Parcel post	23. Price Inv	0
18. Courier A/C#		24. Warehouse	A11
19. Ship date	[Assigned at time of Use]	25. Pft cent	100
20. Terms	0 not 30	26. Group	AAA
21. Tax group	01 B.C. Sales Taxes		

Fields number to change: 0

- **NOTE:** From this screen you can work with both new and existing recurring orders and line items. If a recurring order has already been entered for the Customer number and reference number you specify, it appears and is available for changes or deletion.

Enter the following information:

### ? \*1.Customer #

Enter the Customer number for the recurring order, OR:

- [F1] -Will scan through the recurring orders on File
- [F2] -To scan through the Customers on File
- [ENTER]-To look up the Customer by name



## Address 2. - 6

The Billing name and the Billing address appear automatically for a regular Customer, or you may type them in for a miscellaneous Customer.

**\*7. Ref #** Enter a reference number for this recurring order, OR:

[F1] -To display the next recurring order on File for this Customer

You may use this reference number later to locate this particular recurring order for this Customer.

- **NOTE:** You can use the same reference number for recurring orders for different Customers.

## \*8. Order Type

Enter the Order Type, either O for an "O" Type Order (two-step Billing) or [I] for an Invoice type Order (one-step Billing).

Press ENTER to use the displayed type (Order) for the first Order entered. For later Orders, the Order type defaults to the previous Order type entered.

You should enter O here if the recurring order includes "always serialized" or lot-controlled items. Entry of items with these tracking methods is not allowed on Invoice type orders.

## ? 9. Ship To

Enter the number of the Ship-to address for this Customer (if specified in the Billing Control File to use Ship-to addresses are used), OR:

[F1] -To scan through the Ship-to addresses on File for this Customer (if in Billing Control File separate Ship-to addresses has been set to use)

[F2] -To enter the Customer's shipping address

[F2][F2] -To enter another A/R Customer as the shipping address.

[ENTER] -To use the Customer's Billing address as the Ship-to address

**Addresses 10. - 14.** If you pressed ENTER or selected a Ship-to address at field number 9, the Ship-to name and address of the Customer appear here automatically. If you pressed F2 at field number 9, you may enter a Ship-to address for this Order.

? **15. Sales Rep** Enter the Sales Rep for this Order, OR:

[F1] -To use the Sales Rep entered for this Customer in the A/R  
Customer File

Format 3 characters

- **NOTE:** A Sales Rep cannot be entered if you specified in the Billing Control File that Sales Reps are not used.

**16. Cust P.O. #** If there is a Customer Purchase Order, enter the P.O. number, OR:

[F1] -To use the reference number as the P.O. number  
[ ? ] -To View Pop Up Window that lists all outstanding PO's

Format 15 characters

? **17. Ship Via**

- **NOTE:** This field only appears if the Billing Control File is set to use: Ship-via

Enter a Ship-via code, OR:

[F1] -To use the Customer's usual Ship-via code

Format 3 characters

**18. Courier A/C#** Enter the Customer's courier account number for the ship via method or press ENTER to accept the default from the Customer File.

Format 12 characters

**19. Ship Date** The date entered here is used as the default shipping date when the shipping date is entered for each line on the next screen.

Enter a date, OR:

[F1] -To set the default shipping date to

[ENTER] -"ASAP" ("as soon as possible")

[F2] -To assign ship date at the time that recurring order is used

Format MMDDYY

## ? 20. Terms

- **NOTE:** For a balance forward Customer, the Customer's usual terms code displays and changes are not allowed.

For an open item Customer, enter a terms code, OR:

**[F1]** -To use the Customer's usual terms code  
**Format** 3 characters

## 21. Tax Group

Enter a Tax group code, OR:

**[F1]** -Uses the Tax group code entered for the Ship-to address, when Ship-to is being used. If Ship-to is not set up or used, it will use the Tax group code entered for this Customer in the Customer File

**[F2]** -Edits the Customer's Taxable status for one or more Tax Types. Window will appear for you to enter the Customer's Tax number and change the Taxable status for each Tax Type.

- **NOTE:** The Tax group code entered must exist in the Tax Codes File (see *Taxes* in the *System Functions Manual*).

## 22. Invoices

Enter the number of copies of the Invoice to be printed for this Order, OR:

**[ENTER]** -Defaults to 1 copy

**[F1]** -To default to the number of Invoice copies for this Customer in Customer File

## 23. Price Level

Enter the item price level to use for this Order, OR:

**[ENTER]** -Defaults to price level 1

**[F1]** -Defaults to the Price Level for this Customer in the Customer File

- **NOTE:** Price Levels can/will be overridden if Mark-up Codes, Special Pricing, Price Codes, Contracts, etc. are set.

## ? 24. Warehouse

(An entry in this field is allowed only if the INVENTORY Control File specifies that you are using multi-warehousing.)

- **NOTE:** Any Warehouse entered must exist in the Warehouse File

Enter a Warehouse, OR:

<b>[F1]</b>	-For use "All" Warehouses. <b>If "All" is entered, a Warehouse must be entered for each line item</b>
<b>BLANK</b>	-For the "Central" Warehouse
<b>[ENTER]</b>	-For the first Order, to use the Warehouse entered in the Billing Control File. For subsequent orders, use the Warehouse entered for prior Order.
<b>[?]</b>	-To View Warehouse list

- **If you enter a specific Warehouse, all line items for this Order must be shipped out of that Warehouse.**
- **If you enter "All" for the Warehouse code (by pressing F1), you are allowed to assign a specific Warehouse to each line item, so that you can ship different line items out of different Warehouses.**

## 25. Pft Ctr

- **NOTE:** This field only appears if the Billing Control File is set to multiple profit centres, and no profit centres have been assigned by an Inventory item.

Enter the profit centre to which this recurring order is assigned, OR:

<b>[F1]</b>	-Will use the profit centre specified in the Billing Control File
<b>[ENTER]</b>	-For profit centre 000

## 26. Group

Enter a code if you wish to assign this recurring order to a group of Orders. You can use this code later to sort or print recurring orders by groups. Entering a group is optional.

### Automatic Selection

Groups are also used for automatic selection of recurring orders. In automatic selection, a range of group codes is entered to select for use all recurring orders in these groups. By setting up your group codes correctly, you can greatly speed up the selection of recurring orders through the use of automatic selection. Alternatively, you may select recurring orders for use on an individual basis.

## User Defined Fields

If you set up User defined fields in *Control Information*, a second header screen is displayed for you to enter the information for these fields. If no User defined fields were set up you can skip this section.

A sample User defined field entry screen is displayed below.



The screenshot shows a terminal window titled "Recurring orders" for "Acme Enterprises Inc.". It displays a list of user-defined fields with corresponding input boxes:

- 27. FOB Location: JUI WAREHOUSE
- 28. Site Supervisor: [Empty box]
- 29. Contract ID: 100-3
- 30. Industry: [Empty box]
- 31. Date of Install: [Empty box]

At the bottom left, there is a prompt "Field number to change ?" with a blue cursor box next to it.

Enter the information specific to your setup.

## For a New Recurring Order

When you press ENTER at "Field number to change ?", the line item entry screen is displayed to allow you to enter the line items for the Order.

## For an Existing Recurring Order

When you press ENTER at "Field number to change ?", you are asked "Do you wish to change the lines ?".

If you answer N, you are returned to the top of the screen to enter another recurring order.

If you answer Y, the line selection screen is displayed to allow you to make changes to the Order's line items. (The line selection screen is described below in the section titled **Line Selection Screen**, following this section.)

You may also press F1 to view the recurrence information for the recurring order. The recurrence information is described later in this Chapter.

## Line Items

For a new recurring order, after you press ENTER at "Field number to change?" and complete the "Line item" screen that appears, it looks similar to this:

Recurring orders Acme Enterprises Inc.

Enter

Ref # 3370 Customer SAML00 Sanco Software Inc.

Type ORDER (Not selected) Bal 8,486.13 Part ship? Y

CR lim 25,000 Back ords? Y

1. Seq # 10 Stock #

2. Item 7 Gauge, HI-pressure Whse Central

3. Tax amount 3.60

4. Total qty 5 EACH City remaining 5

5. Qty ordered 5 EACH City sold

6. B/O Instr B/O balance Fixed or var? Variable

7. Weight 2.00 KG

8. Unit price 16.00 EACH Line price 80.00

9. Discount % .00 Line disc amt .00

10. Ship date (Assigned at time of use)

11. Avg cost 16.00 EACH Extended price 80.00

12. Pft cntr 100

lines Run. qty 5 Order total 80.00

Field number to change ?

Enter the following information:

**1. Seq #** Enter the sequence number for this line item, OR:

- [F1]** -Scans through the existing line items (if any)
- [F2]** -To assign sequence #10 to the first line, OR hit [ENTER]
- [F5]** -To switch to the line selection screen

If you press F5 and line items have already been entered, the Line Selection Screen displays. Refer to the section below titled **Line Selection Screen** for more information.

If you use F2 or ENTER for the first line item, you can use F2 or ENTER later to assign sequence #20 for the second item, #30 to the third, and so on. This number sequence is useful if you want to insert other line items later, between two-line items already entered.

The sequence number is a temporary number that determines the order in which the line items are printed. When you print the order, each line item is automatically assigned a new number in the same relative order. For example, when printed, line items with sequence numbers 10, 20, 14, 30, and 16 appear in the sequence 10, 14, 16, 20, 30, and are numbered 1, 2, 3, 4, 5.

If you want to add a line item between two other line items, assign the new line item a sequence number that falls between the other two items. For example, to insert a line item between #10 and #20, assign it a sequence number from 11 to 19.

## ? 2. Item #

Enter the item number, OR:

- ? -To pull up Item Menu window to search for Item
- [F1] -Will scan through the items in the Item File
- [F2] -To look up an item by a keyword
- [F5] -To enter text, rather than an item (see **Entering Text** below)
- [ENTER] -To look up the item by its description
- [ENTER][ENTER]-To look up the item by the item's Vendor item number.

If you look up the item by description, type in the item's description (or any portion of it beginning with the first character). The first item on File with a description that matches the characters you entered appears, and you are asked if this is the right item. You may press F1 to show the next item.

If you press F2 to look up an item by a keyword, you are then asked to enter a keyword or description (or any portion, beginning with the first letter) for the item.

Enter the search information, OR:

- [F2] -To select a different search method
- [TAB] -To return to "Item #" without entering search information

The keyword search methods that are available are those that were selected in the *INVENTORY Control Information* selection.

After entering the search information, the first eight items that match the characters you entered are displayed, along with their categories and other pertinent information, depending on the search method.

Use the UP/DN keys to select an item, or enter the line number of the item, OR:

- PgDn** -To view the next eight items that match the characters entered
- PgUp** -For subsequent pages, to view the previous eight items
- [TAB] -To stop the search process without selecting an item.

After an item number is entered, you may change the description or press ENTER to accept the description shown. (Any change to the item description is for this Order only. The item description in the Item File is unchanged.)

If you press ENTER>ENTER at the item number field to look up by the item's Vendor item number, type in the Vendor number (or any portion of it beginning with the first character). The first item on File with a Vendor number that matches the characters you entered appears, and you are asked if this is the right item. You may press F1 to show the next item in Vendor item number Order.

Note that the item number of an existing line item cannot be changed on a recurring order.

### **Additional Item Description**

If you specified in *Control Information* that you want to enter additional description for line items, a window will appear, similar to the following:



Enter up to 9 lines of additional item description and press [F2] to complete this entry (the number of characters per line is dependent on your settings in *Control Information*).

### **Serialized and Lot-controlled Items**

For an "I" type recurring order, you may not specify an item with a tracking method of "always serialized", "lot-detail", or "lot-balance". You also cannot specify an M-Kit that contains a component with any of these tracking methods. "Sometimes serialized" items are allowed.

If you specify a serialized or lot-controlled item on a recurring order, the serial numbers or lot numbers can be entered only after the recurring order has been copied to the Orders File, using the *Orders (Enter)* selection.

### **Entering Text**

If you press F5 to enter text, the field "Item #" changes to "Text" and field numbers 3 - 11 clear from the screen. Up to 25 characters of text may be entered on each line, or you may enter an item number to use the "Description" for that item from the Item File as your text, OR:

- [F2]        -To look up an item by a keyword, in order to use its description as text (refer to the discussion of searching by keyword above)
  
- [F5]        -To switch to normal line item entry



When entering text, each pair of text lines is automatically assigned the next available default sequence number. If you specified "All" Warehouses on the header screen, the Warehouse of the last line entered is assigned to the text lines.

After entering each pair of text lines, use "Field number to change ?" to correct errors in the text or to change the Warehouse.

When completed entering text, press F5 to return to the "Item #" field or press TAB to return to the "Seq #" field.

**Stock #:**(This field displays only if you are using Customer stocking codes as set up in *Control Information*.)

Enter the Customer's stocking or item number for this line item.

**Format** 15 characters

**? Whse:**

- **NOTE:** This field displays only if you are using multi-warehousing and you entered "All" as the Warehouse on the header screen for this Order.

If you entered a specific Warehouse on the header screen, this is automatically used as the Warehouse for the line item and changes are not allowed.

If you entered "All" Warehouses on the header screen, enter a Warehouse for this line item, OR:

**[ENTER]** -For the first line item, to use the Warehouse entered on the Header Screen. For subsequent line items, to use the Warehouse entered for the prior line item.

- **NOTE: The Warehouse entered must exist in the Warehouse File, and the item must be stocked at this Warehouse in the INVENTORY Status File.**

**3. Tax Amount**When initially entering a line item, this field displays as ".00". Once the quantity, unit selling price, and discount have been established, this field will be updated.

From the "Field number to change ?" prompt, select this field to adjust the calculated Taxes. A window displays similar to the one below showing each Tax calculated for the item (per the Customer and item Tax set up):

Tax Override				
Type	Item-tax	Txbl	Tax-amount	Txbl-amt
GST	<input checked="" type="checkbox"/>	Txbl	.00	80.00
PST	<input type="checkbox"/>	Txbl	.00	80.00
ENV	<input type="checkbox"/>	Txbl	.00	80.00
HST	<input type="checkbox"/>	Txbl	9.60	80.00

Make any adjustments as follows for each Tax Type:

**? Item-Tax** Enter a Taxable code to apply to this Tax Type. The most common uses for this is for flat rate Taxes (such as environmental) where a fixed dollar amount is charged rather than a percentage of the selling price.

**[ENTER]** -To use the default value or continue on the "Txbl" field.

**[TAB]** -To complete the editing of Taxes for this Order line item.

### **Txbl**

Enter the items Taxable status for this Tax Type, or press [Enter] to accept the default and move to the "Tax-amount entry". Valid entries for this field are:

<b>T</b>	-Taxable
<b>X</b>	-Exempt
<b>Z</b>	-Zero rated

**Tax-Amount** Enter the total amount of this Tax to be applied to this line item or press ENTER to accept the calculated value.

### **Txbl Amount**

Enter the amount of the selling price that is Taxable for this item, or press ENTER to accept the calculated amount.

For a detailed description on setting up and implementing Taxes, please refer to the Chapter titled *Taxes* in the *System Functions Manual*.

**4. Total Qty** For a blanket order, enter the total quantity ordered for this item, OR:

**[F1]** -For an "Indefinite" quantity

**[F2]** -To select a different selling unit, if at least one alternate unit is defined for the item

Decimal quantities are not allowed for serialized items.

The quantity entered for field number 4 below ("Qty ordered") is the qty ordered for the first release of the blanket order.

If you press » F2 to select a different selling unit, and you have previously entered "Qty ordered", the quantity in that field is converted to the unit you specify here.

### **Qty Remaining**

This field is skipped if "Indefinite" was entered above for "Total Qty".

For a new blanket order, this field is set to same value as was entered for "Total qty".  
For an existing blanket order, you may modify the quantity remaining on order for this line item of the blanket order.

**5. Qty Ordered** Enter the quantity ordered for this item, OR:

**[ENTER]** -Defaults to a quantity ordered of 0

**[F1]** -To Drop Ship the item directly from your Vendor

**[F2]** -To select a different selling unit, if at least one alternate unit is defined for the item

- **NOTE:** If you press F1 to Drop Ship the item, you are then asked to enter the quantity to be Drop Shipped.
- 
- For Drop Shipments, the goods go directly from your supplier to your Customer. The goods Do Not go through Inventory.
- 
- The Customer is billed for the items, but quantity on-hand in your Inventory is not affected.
- 

If you press F2 to select a different selling unit, the quantity entered for "Total qty" (field number 4) is automatically converted to the same unit.

Decimal quantities are not allowed for serialized items.

**Fixed or Variable ?** If "Qty ordered" is not zero, enter F if the quantity is always the same for this recurring order (a fixed quantity), or enter V if it varies each time the Order is selected to be used as an Invoice (a variable quantity).

At the time you select this Order to be turned into an Invoice, you can still make changes to both fixed and recurring line item quantities. However, specifying this line item now as "variable" gives you an added convenience: when the Order is selected later, you can press F2 to bring up only variable line items to change.

If the "Qty ordered" is zero, this field automatically displays V.

### **Note on Pricing by Weight**

Pricing by weight allows you to sell items by the individual unit (i.e. 10 x ham roasts) while pricing them by their weight (i.e. \$ 2.70 per kilogram). From an Inventory perspective, the quantity fields are tracked by the unit itself and not by weight.

If the item being sold is priced by weight, the quantity ordered is equal to the actual number of units (i.e. 10 x hams). As for the pricing, an additional field appears for you to enter in the total weight of all the units being shipped only after the recurring order has been selected and converted into an Invoice. This weight will then be multiplied by the selling price to calculate the extended price.

For recurring orders, the weight field (for items priced by weight) is not presented for the simple fact that you will not know how much the total line will weigh until the Order is filled. Once the recurring order is selected and converted to an Invoice, you will be able to change all line items priced by weight to enter in the total weight.

**6. B/O Instr** This field is skipped in the following situations:

1. -The item is being Drop Shipped.
2. -The item is a miscellaneous item.
3. -INVENTORY does not use Back Order control (per the INVENTORY Control File).
4. -INVENTORY uses Back Order control, but the item ordered does not have Back Order control (per the Item File).

If none of the above situations applies to this line item, this field allows you to give "Back Order instructions" as to how Billing is to handle this item at the time the recurring order is copied to the Orders File, in the event that there is insufficient quantity available to fully ship the quantity ordered for this line item.

Enter one of the following choices:

1- Back Order Balance: Set the quantity to ship to the quantity available for the item, and back order the balance.

2 - Back Order All: Set the quantity to ship to zero and Back Order the entire quantity.

3 - Ship in Stock: Set the quantity to ship equal to the available quantity and designate the balance of the quantity as being out of stock on the Invoice.

4 – Override: Set the quantity to ship to the full quantity ordered. This results in a negative quantity available of the item. Make this selection only if you expect to receive the item into Inventory prior to shipping this order.

- **NOTE:** If you are entering a type "I" recurring order, and the item is Back Orderable, this field is set to "Override" automatically.

### **Weight**

(This field displays only when the field *Use weight per items ?* is turned on in *Setup » Control Information* in Inventory Management.)

Enter the per unit shipping weight for this item. The default is displayed from the item record.

You can also press F1 to toggle between pounds and kilograms.

### **7. Unit Price**

Enter the unit price, OR:

**[F1]** -To default to the automatically calculated unit price, based on the selling unit and price code assigned to that unit

**Format** 9,999,999.999

#### **NOTE:**

**Special rules apply if an item with ascending prices is assigned a price code type 7.**

- If price-2 is 'Higher' than price-1, price-2 is NOT SELECTED during price calculation.
- If price-3 is 'Higher' than price-2, price-3 is NOT SELECTED etc...
- Also: Price 1, Price 2 Etc. can be customized to represent certain pricing. Examples: Price 1 could be renamed; Retail, Price 2 renamed; VIP etc.
- **If a Warehouse-specific price for item is on File...** The item at the current Warehouse, price is used in the calculation and overrides other prices.
- **If a contract price is active** (based on the system date) **for this Customer...** The contract price is used for the F1 default.

If no price code is assigned to the selling unit for the item, a Warehouse-specific price does not exist, and no contract price is in effect, Price-1 in the Item File is displayed as the F1 default. For items having different pricing and stocking units, the price entered will be in terms of the pricing unit assigned to this item in the Item File. To enter the price in terms of the item's stocking unit, press F2, then enter the price.

- **NOTE:** If the unit price is zero, you are asked - "Are you sure ?".

**8. Discount %** Enter any discount percent or discount amount for this line item only. This discount is in addition to any discount that may be entered on the "totals" screen for the entire Order. The Order discount, which is taken for all lines, is calculated after the line discount is taken for each individual line.

Enter a discount percent, OR:

- [ENTER]** -For no item discount
- [F2]** -To enter a discount dollar amount, rather than a percent.

### 9. Ship Date

Enter the ship date for this line item, OR:

- [F1]** -For "ASAP"
- [F2]** -To assign the date at time of use

**10. Unit Cost** You can enter the unit cost only when entering a miscellaneous item or a Drop Shipped item. (The unit cost is required in these cases to keep costing analysis accurate.)

Otherwise, "Rplc", "Cost", "Std Cost", or "Avg Cost" (depending on the method used) displays instead of "Unit cost" and changes are not allowed.

Enter the unit cost, OR:

- [F1]** -To use the replacement cost (LIFO method), standard cost (standard method), or average cost (average or FIFO method)

### ? 11. Pft Ctr

You may enter a profit centre only under these conditions:

- (1) Your Company File specifies that profit centres are used, **AND**
- (2) Multiple profit centres are being used, as specified in the Billing Control File, **AND**
- (3) Profit centres are assigned by line item, as specified in the Billing Control File

Enter a profit centre, OR:

- [F1]** -For the profit centre entered on the Header Screen for this Order

**[F2]** For the profit centre entered in the Item File for this item (if profit centres are assigned to Inventory items in INVENTORY Control File)

### Running Totals

Running totals appear at the bottom of the screen, with the number of lines on the Order and the quantity of all items ordered.

### Line Selection Screen

When initially entering the line items for a new recurring order, you may use F5 to display the line selection screen. This screen also displays when you answer 'Y' to "Do you wish to change the lines ?" on the order header screen for a previously entered Order.

When asked, "Do you wish to change the line items ?", you may also press » F1 to view the recurrence information for a previously entered recurring order. (Recurrence information is explained later in this Chapter.)

If you press F5, a screen similar to this appears:

Recurring orders Acme Enterprises Inc.

Enter  
Ref # 3370 Cust SAM100 Samco Software Inc.  
(Not selected) CR lim 25,000 Order total \$ 90.00  
Bal 9,485.13

Seq#	Item #	Description	Qty-ordered	Extended-price
10	7	Gauge, H1-pressure	5	80.00 V

ENTER = change line item  
Use ^v, PgUp/PgDn, Home/End - F1=insert F5=entry screen F7=tot qty J=Jump

**[PgUp]** -To display earlier line items

**[PgDn]** -For later line items

**[↑][↓]** -To highlight a different line item (then press [Enter] to modify the line item)

- [J] -Jumps to a different line item by sequence number, item number, or item description
- [F1] -Will insert an item between two other line items
- [F5] -Will switch to line item entry screen
- [F7] -Will switch between viewing "Qty-ordered/ Extended price" information and "Total Qty/Qty-remaining" information

When the line item entry screen is displayed, press F5 to switch to the line selection screen. Press F5 again to return to the line item entry screen.

When completed entering or changing line items for the recurring order, press TAB at "Seq #" on the line item entry screen or while the line selection screen is displayed. The "totals" screen then appears.



## Totals Screen - '

### Recurring Orders

When you have completed the "totals" screen for the recurring order, it appears similar to this:

Recurring orders Acme Enterprises Inc.

Enter

Ref # 3370 Cust SAM100 Sarco Software Inc.

Type ORDER CR lim 25,000 Order total 80.00

(Not selected) Bal 9,486.13

Terms 2 Net 30

1. Order disc % .00

2. Misc charges

3. Freight

4. Sales tax

5. Comm amt

6. Comm pct

7. # ship labels

8. # COD labels

9. Comment

Press F2 to enter a discount amount

Enter the following information in field numbers 1, 7, and 9:

#### 1. Order disc %

Enter the discount percentage that applies to the entire Order, OR:

- [F1] -To use the Customer's trade discount percentage from the Customer File
- [F2] -To enter a discount dollar amount rather than a percentage.
- [ENTER] -For .00 (no Order discount)

This discount percentage or amount is applied to the total amount of the Order after any discounts on individual line items are given.

- **NOTE:** Field numbers 2 through 6 CANNOT be entered OR Changed until the recurring order is copied to the Orders File and is then selected for Billing,> *Billing*.

## 2. Misc. Charges

Enter the amount of any miscellaneous charges for the Order.

If the A/R Control File specifies that miscellaneous charges are to be distributed, you are asked to enter the miscellaneous charges account number. Otherwise, the miscellaneous charges are automatically distributed to the default miscellaneous charges account specified in the A/R Control File.

Enter the account number, OR:

**[F1]** -To use the miscellaneous charges account entered in the A/R Control File

Format 9,999,999.99-

**Misc. Charges Taxable**A window will appear for you to adjust the Taxable status, and/or the Tax amounts for each Tax Type for miscellaneous charges.

Enter the following:

- **Txb** Enter the Taxable status of this Tax Type, OR:

**[ENTER]** -Defaults to the Taxable status for Tax based on the Customer's Tax group.

**[TAB]** -To exit out of the miscellaneous charges Taxable window

### Valid entries include:

- **T** -For Taxable
- **Z** -For zero rated
- **X** -For exempt

**Tax-Amount** Enter the amount for this Tax Type to be charged, OR:

**[ENTER]** -Defaults to the amount of Tax calculated for this Tax Type.

## 3. Freight

Enter the freight charges for this Order.

If the A/R Control File specifies that freight charges are to be distributed, you are asked to enter the freight account number.

Enter the account number, OR:

**[F1]** -To use the default freight account specified in the A/R Control File

**Freight Charges Taxable**A window will appear for you to adjust the Taxable status, and/or the Tax amounts for each Tax Type for freight.

Enter the following:

**Txbl**

Enter the Taxable status of this Tax Type, OR:

**[ENTER]** -Defaults to the Taxable status for this Tax based on Customer's Tax group.

**[TAB]** -To exit out of the Freight Charges Taxable Window

Valid entries include:

- T** -For Taxable
- Z** -For zero rated
- X** -For exempt

**Tax-Amount**Enter the amount for this Tax Type to be charged, OR:

**[ENTER]** -Defaults to the amount of Tax calculated for this Tax Type.

**Format** 99,999,999.99-

**4. Sales Tax**

The total sales Tax amounts are automatically calculated and displayed. Make any changes as follows for each Tax Type:

**Tax-Amount**Enter the amount of Tax to be charged on the Invoice for each Tax Type, OR:

**[ENTER]** -Defaults to the calculated Tax amounts.

**[TAB]** -When finished editing the Order Taxes.

**Format** 99,999,999.99-

If you select to change this field, then change your mind, you can press [Tab] to return to the amount that was automatically calculated.

**5. Comm Amt**

- **NOTE: If the Billing Control File specifies that commissions are not used, "(Not applicable)" appears and an entry is not allowed.**

The commission amount is automatically calculated and displayed, based on the commission codes for the Inventory items on the Order, if you specified in the Billing Control File that commissions are to be used. If an item has no commission code, then the commission percentage associated with either the Sales Rep or Customer is used to calculate the commission on the item, as per the setting in the A/R Control File.

If you assign a commission code to an item with ascending prices, the commission for that item is calculated using either the commission rate associated with Price-1 (if the item sales price is price-1 or greater), or the commission rate associated with an override (if the item sales price is below price-1).

You can use "Field number to change ?" to enter a different commission amount. If you change this field, you can press F1 to return to the amount that was automatically calculated.

The message "Comm calculated during posting" is displayed if:

- (1) The commission code for one or more of the Inventory items specifies a commission based on margin (gross profit), **OR**
- (2) One or more Inventory items have no commission code and the commission percentage associated with the Sales Rep or Customer (as per the A/R Control File setting described above) is based on margin, **AND**
- (3) Standard costing is not used by INVENTORY.

- **NOTE:** You can override this message by changing the commission amount using "Field number to change ?".

**6. Comm Pct.**(If the Billing Control File specifies that commissions are not used, "(Not applicable)" appears and an entry is not allowed.)

The commission percent displays as ".00". You can use "Field number to change ?" to enter an actual commission percent. The commission amount is then automatically calculated based on the discounted net.

The defaults for the commission percent and method (on price or on margin) come from one of two sources:

The Customer File, if you specified in A/R that commissions are calculated based on Customers.

The Sales Rep File, if you specified in A/R that commissions are calculated based on Sales Reps.

If the message "Comm calculated during posting" is initially displayed, you may still enter a commission percentage. In this case, the percentage you enter is used to determine the commission on the Order, rather than the commissions associated with the individual line items. If you specify that the commission percentage is to be based on margin, then the commission amount will be calculated during posting using the percentage that you enter here.

- **NOTE:** The commission percentage and method used to calculate the commission for items that do not have commission codes are based upon what is in the Customer record or Sales Rep record at the time the line item is entered in Billing. Later changes to the Customer record or Sales Rep record, or changing the Sales Rep for the Order, do not affect the commission amounts for these line items.

**7. # Ship Labels** Enter the number of shipping labels to be printed.

If this field is left at zero, shipping labels can still be printed using "individual shipping label printing", which allows entry of an Order number and the number of labels to be printed for the Order.

**8. # COD Labels** Enter the number of COD labels to be printed.

Note that the terms are displayed on the "totals" screen so that you can determine whether COD is relevant to the entire Order, or to just the freight amount, etc.

If this field is left at zero, COD labels can still be printed using "individual COD label printing", which allows entry of an Order number and the number of labels to be printed for the Order.

If you specify that one or more COD labels are to be printed, an additional field appears:

**Cash Only ?** - Answer Y if only cash is acceptable for the COD (that is, checks are not accepted).

**9. Comment** Enter any comments that you want to appear on the Invoice. F2 to complete.

## Recurrence Information Screen

When you have completed the recurrence information screen that appears, it appears similar to this:

Recurring orders Acme Enterprises Inc.  
Enter

Ref # 3370 Customer SAM100 Balance 2,486.13  
[Not selected] CR limit 25,000

1. Interval Every 1 month  
2. Next date 12/15/20  
3. Start date 12/15/20  
4. Final date Indefinite  
5. Max # of times Indefinite

Field number to change

**1. Interval** **Every** Enter a number and then the code for the time period that indicates how frequently the recurring order is charged to the Customer. The "time period" choices are **D** = Days, **W** = Weeks, or **M** = Months.

For instance, "3 W" means billed every 3 weeks.

**2. Next Date** Enter the next date the recurring Order is due. If an exact date is not known, you can enter an approximate date, OR:

**[ENTER]** -For first recurring order, to use the system date. For subsequent recurring orders, to use the date entered for the prior recurring order.

Format MMDDYY

- **NOTE:** After you have entered this date initially, it is automatically updated for this recurring order each time it is used as an Invoice.

### 3. Start Date

Enter the date on which you want to start charging this Order to the Customer, OR:

**[F1]** -Uses System Date

Format MMDDYY

**4. Final Date** Enter the date after which you want to stop charging this Order to the Customer, OR:

**[F1]** -For "Indefinite"

Format MMDDYY

## 5. Max # of Times

Enter the maximum number of times you want to charge this Order to the Customer, OR:

**[F1]** -For "Indefinite"

## Printing a List of Recurring Orders

Select *List* from the *Recurring Orders* Menu.

When you have completed the screen to request a list of recurring orders, it appears similar to this:

Recurring orders List Acme Enterprises Inc.

Please enter

1. Print in order by: Customer number

Starting cust #: First

Ending cust #: Last

2. Next date cut-off: Latest

3. Show which entries: All entries

4. Format: Full

Components to print: All

5. Print recurrence info?: N

6. Warehouse: All

Field number to change: 1

**1. Print in Order by** Enter the order in which you want the recurring orders shown on the list. Type C for Customer Number Order, N for Customer name order or G for group order. The next two fields depend on your entry for "Print in order by".

**Starting ("in order by" entry)**

**Ending ("in order by" entry)**

Enter the starting and ending "in order by" entries (Customer number, Customer name, or group). Follow the screen instructions.

**2. Next Date Cut-Off** Enter the cut-off date ("next due date") of the recurring orders to be included. Recurring orders that are due to be activated as regular Orders on or before this date will be shown, OR:

**[ENTER]** -To use the System Date

**[F1]** -To use the "Latest" date (show recurring orders regardless of when they are next due)

Format MMDDYY

**3. Show Which Entries** -All recurring orders for the range and cut-off date above are printed.

**E** -Expired entries only : Only expired entries are printed. "Expired" entries are those recurring orders that either:

- (1) -Have been selected more than the maximum number of times, **OR**
- (2) -Have a "final date" that is before the "next date" (as displayed on the recurrence information screen).

- **NOTE:** When an entry has expired, it should be reviewed for deletion from the Recurring Orders File. Alternatively, by resetting either the maximum number of times to be used or the "Final Date", the recurring order can continue to be used to generate regular Orders.

**S** - Selected entries only: Only selected entries are printed.

An entry is selected using *Select for use* as described later in this Chapter. Selected entries are copied to the Order File, using *Use selected*, which is discussed at the end of this Chapter.

**4. Format** Enter the format in which to print the edit list:

- F** -For full line item detail
- B** -For brief header and line item information
- 1** -For a summary with billed totals
- 2** -For a summary with quantity totals

- **NOTE:** Brief format does not show profit centre, Warehouse, addresses, quantity back ordered, line discount percent, unit cost, scrap account, comments, or totals.

- **NOTE:** If you select Full Format List and are using Kits Plus, an additional field appears:  
-

**Components to Print** Specify the Kit components to print on the edit list:

- N** -Print no components
- M** -Print components that are modifiable and/or printable (Re: Kit definition flags)
- P** -Print components that are "printable" only
- F1** -To print ALL components.

Refer to Chapter, Titled Kits-Plus Processing, for additional information on how Kit components are printed on the edit list.



If you select to print a full format list, the following field displays:

**5. Print Recurrence Info** ? Answer Y to have the recurrence information printed for each recurring order.

If you select to print a brief format list, the following field displays:

**Blanket Qty to Print** Enter Q to print the quantity remaining for each recurring order on the list or enter T to print the total quantity for each Order.

### ? 6. Warehouse

-This question appears only if you selected multi-warehousing in the INVENTORY Control File.

Enter the Warehouse code for the Orders you wish to print, OR:

<b>[ENTER]</b>	-Prints Orders for the "Central" Warehouse
<b>[F1]</b>	-To print Orders for "All" Warehouses. Orders that are set to 'ALL' Warehouses in the Warehouse field will be included.

## Selecting Recurring Orders for Use

Use this selection to designate which recurring orders are to be copied to the Order File for invoicing.

In order to use the recurring order, first use *Select for use* to select the Order to be copied. Then use *'Use selected'* to actually copy the selected Order to the Order File.

You may choose automatic or Manual selection.  
From the *Recurring Orders* Menu, choose *Select for use*.

Enter the following information:

**1. Select By** Specify whether to select recurring orders in order by:

<b>C</b>	-Customer number
<b>N</b>	-Customer Name
<b>G</b>	-Group

The next two fields depend on your entry for "Select by".

**Starting ("select by" entry)**

**Ending ("select by" entry)**

Enter the starting and ending "select by" entries (Customer number, Customer name, or group). Follow the screen instructions.

## 2. Next Date Cut-Off

If you want to select only recurring orders with a "next due date" on or before a specific date, enter that date here, OR:

[F1]	-No cut-off date
[ENTER]	-For the current date

**3. Selection Method** Enter the method to use when selecting orders. Enter A for automatic selection or M for Manual selection.

If you specify automatic selection, recurring orders are selected automatically based on the criteria entered above.

If you specify Manual selection, recurring orders meeting the criteria above are displayed, one at a time, for you to manually select which to turn into Invoices. Changes to line item information or totals can be made as an order is manually selected.

**4. Format for Selection List**(This field is skipped for Manual selection.)

For automatic selection, a list is printed of the recurring orders that are selected automatically. Enter B to print the list in brief format or F to print the list in full format.

Recurrence information and order totals are not included on the brief format.

## Automatic Selection

When you press ENTER at "Field number to change ?", a period of processing occurs while the recurring orders that you have specified are selected automatically by the computer. The Recurring Orders Automatic Selection Edit List will be printed to show you which recurring orders have been selected. The recurring orders that are selected will be turned into actual orders when you run *Use selected* (described later in this Chapter).

## Manual Selection

When you press ENTER at "Field Number to change ?", a screen appears for you to select recurring orders Manually. Orders that are selected here will be turned into actual Orders when you run *Use selected*.

**The criteria above (cut-off date and range of Customer names, Customer numbers, or groups) determine which recurring orders are displayed for selection when you press the F1 key. However, you can still select Orders not meeting these criteria by entering the Customer number and reference number on the following screen:**

### ? \*1. Customer #

Enter the Customer number and the reference number of the Order you want to select, OR:

[F1]                    -To scan through recurring orders that meet the criteria you specified on the previous screen

Make any desired changes to the information on this screen using "Field number to change ?". Refer to the section below titled **Changing a Line Item**.

If the Order has already been selected, you are informed of this and asked whether you want to unselect it. If you answer N, the recurring order remains selected and you are asked "Field number to change ?".

If you answer Y, the recurring order is no longer selected and a screen appears for you to enter another recurring order to select.

If the Order has not already been selected, you are asked whether you want to select it. If you answer N, the screen clears to enter another Order to select.

If you reply that this Order is to be selected, the Order is selected unless:

1. The "Final date" is earlier than the "Next date". In this case, you are warned that you have gone past the final date on which this recurring order is to be sent and asked if you wish to select it anyway. Answer Y to select it, or N to not select it.
2. The "Times so far" is more than the "Max # of times". In this case, you are warned that you have already selected this order the maximum number of times and asked if you wish to select it anyway. Answer Y to select it, or N to not select it.

If the Customer is already over his credit limit, a message appears informing you of this, and you are asked whether you want to continue selecting this Order. Answer N to exit from selecting this Order or Y to continue.

Make any changes.

The line selection screen appears to allow you to make any desired changes to the recurring order's line items, including the quantity or price of any "variable" or "fixed" line item. You can press TAB to go directly to the totals screen.

## Changing a Line Item in Recurring Orders

You may select the next line item by entering the sequence number at the "Seq #" field that you need changed, OR:

- [F1] -For the next line item
- [F2] -For the next "variable" line item (the next line item for which you designated the "Quantity" or "Price" as variable)

- **NOTE:** After pressing ENTER, you can also delete the line item from the recurring order (and thus the new regular order) by pressing F3, then answering Y to "This line item will be deleted. Is this correct ?".

At this point, you may change the quantity or price specified on the line item. If you make a change to the quantity or price, you are asked whether the field is to be fixed or variable in the recurring order. Answer F for fixed or V for variable.

Make any other changes. When no more changes to line items are desired, press TAB at the sequence number. The totals screen appears. Make any changes to the totals. You may enter a cash amount if you wish.

## Unselect Recurring Orders

Use this feature to "unselect" all recurring orders previously chosen for use either automatically or Manually, but not yet "Used". When you select recurring order(s) for use, the system copies each recurring order selected to an Order File. These Orders are then "used" for billing purposes. This feature allows you to "empty" the Order File. You can then re-select the recurring orders.

Go to » **BILLING** » **RECURRING ORDERS** » **UNSELECT ALL RECURRING ORDERS**

The system will prompt:

This routine will unselect all recurring orders. Please be sure that you wish to do this.

**Are you sure?**

Answer Y(es) to "unselect" ALL previously selected recurring orders and "empty" the Order File OR:

Answer N(o) to "back-out" of this feature and leave the Order File as created

## Using Selected Recurring Orders

Prior to using this selection, you should always print a list showing only the recurring orders that have been selected. Use *List* and choose only selected Orders.

When you have verified that your selection of recurring orders is correct and complete, you are ready to copy them into actual Orders. (The recurring orders still remain on File.)

From the *Recurring Orders* Menu, choose *Use selected*. You are asked to enter the Order date and ship date that are to appear on these new regular Orders.

Enter the dates, OR:

**[ENTER]** -For Order date, to use the system date. For the ship date, to use the same date as the Order date.

**[TAB]** -To exit without copying the Orders

You are asked "Any change ?". Answer Y and make any desired change to the date. When it is correct, answer N.

After you answer N, one Order is created in the Orders File for each selected recurring order. Follow the screen instructions.

You can change the new Orders or print a list of them using the *Orders* selection. You may print the Invoices either through *Orders* or *Billing*.

## Back Orders –"

### **"O" Type Recurring Orders**

When a line item from a type "O" recurring order is copied into an Order, it is possible that there is insufficient quantity available to fully ship the item.

If this occurs, an exception Report is printed that shows each line that cannot be fully shipped. For each of these lines (as copied to the Order Line Item File), the quantity shipped has been set per the "Back Order Instructions " you entered for the line of the recurring order.

**"I" Type Recurring Orders** When a line item from a type "I" recurring order is copied into an Order, it is possible that there is insufficient quantity available to fully ship the item.

If this occurs, an exception Report is printed that shows each line that cannot be fully shipped. For each of these lines (as copied to the Order Line Item File), the quantity shipped has been set to the quantity ordered. However, before printing and posting an Invoice that contains a line that appears on the exception Report, you should take one of the following actions:

1. Obtain sufficient quantity of the item to fully ship the line and then enter a receiving in INVENTORY for the amount received. At this point, the line can be shipped in full.
2. Use *Orders* to display the line item. Then change the quantity shipped so that the amount that cannot be shipped is Back Ordered. (Other options are also available such as shipping in stock or Back Ordering the entire line item until the full amount ordered is available. See the Chapter titled *Orders* for a full discussion of your options.)



## Chapter 14 - Picking Tickets

### Introduction

Use this selection to print picking tickets. A picking ticket is a list of items from an Order or Invoice, printed in order by item location code (bin or shelf location in the Warehouse or stockroom). The ticket is used for gathering (picking) the items to be shipped.

### To Begin

Select *Picking tickets* from the O/E Menu.

When you have completed the screen to print picking tickets, it appears similar to this:

- **NOTE:** Picking tickets can now be consolidated.

Picking tickets Acme Enterprises Inc.

Please enter:

1. Starting order #	First
2. Ending order #	Last
3. Order type	Orders
4. Starting ship date	Earliest
5. Ending ship date	Latest
6. Picking ticket form	SCM
7. Warehouse	All
8. Multi-warehouse sequence	Warehouses within order
9. Ticket status	E
10. Components to print	Printable

Field number to change: ■

### 1. Starting Order #

### 2. Ending Order #

Enter the range of Orders for which picking tickets are to be printed. Follow the screen instructions. Press [F1] for first and last.

### 3. Order Type O

-Order type only

I -Invoice type only

B -Both "Order" and "Invoice" types

F -Only Back Orders filled using the "update" option of the *Fill Back Orders* selection

### 4. Starting Ship Date

### 5. Ending Ship Date

Enter the range of shipping dates. Press [F1] to select "Earliest" and "latest". Follow the screen instructions.

Format MMDDYY

### 6. Picking Ticket Form

Enter the form ID you want to use for printing picking tickets, OR:

[ENTER] -Uses the default form ID from *Control Information*.

The next two fields only appear if you are using multi-warehousing. If you are not using multi-warehousing, the last two screen fields are renumbered. (For information on customizing picking tickets, see the Chapter titled *Forms*.)

### 7. Warehouse (This field appears only if you are using multi-warehousing.)

Enter a Warehouse code to print picking tickets for a specific Warehouse, OR:

[F1] -Prints picking tickets for "All" Warehouses

### 8. Multi-Warehouse Sequence (This field appears only if you are using multi-warehousing.)

If you selected "All" Warehouses in the field above, then this field determines the sequence in which the picking tickets are printed. Enter one of the following:



### **O** - Orders within Warehouse

If you print in this sequence, all picking tickets for the first Warehouse are printed, followed by all picking tickets for the second Warehouse, etc.

For each Warehouse, picking tickets are printed for each Order, showing the lines to be shipped from that Warehouse. (If an Order has no lines to be shipped from the Warehouse, no picking ticket is printed for that Warehouse.)

### **W** - Warehouses within Order

If you print in this sequence, all picking tickets for the first order are printed, followed by all picking tickets for the second order, etc.

For each Order, picking tickets are printed for each Warehouse, showing the lines to be shipped from that Warehouse. (If an Order has no lines to be shipped from a Warehouse, no picking ticket is printed for that Warehouse.)

If you entered a specific Warehouse for the previous field, "(Not applicable)" displays for this field and entry is not allowed.

**9. Ticket Status****N** -New Orders; Prints picking tickets for New Orders where no picking ticket has been printed.

**P** -Printed Orders; Prints picking tickets for Orders that have already had picking tickets generated.

**B** -Both; Prints picking tickets for BOTH New and Old Orders.

### **10. Components to print**

Specify the Kit components to print on picking tickets.

**N** -Print no components

**M** -Print components that are modifiable and/or printable (per Kit Definition Modify-Flags)

**P** -Print components that are "printable" only

**F1** -To print all components.

**NOTE: Refer to Chapter 9: Kits-Plus Processing, for additional information on how Kit components are printed on picking tickets.**



## Chapter 15 - Back Orders / Shipments

### Introduction

Use this selection to print five different Back Order Reports and to automatically fill Back Orders by updating the quantity to ship for items that are now available in inventory.

Three different Reports are provided to list those line items that are Back Ordered.

#### 1. Back Orders by Item Report

This Report may be printed for all inventory items or selected inventory items. For each inventory item Reported on, the Report shows all line items that contain a Back Ordered amount for the inventory item.

You may restrict this Report so that an inventory item (and its associated line items) is only printed if the item is now available in inventory. This allows you to use this Report to determine which Back Ordered line items can now be filled.

#### 2. Back Orders by Customer Report

This Report may be printed for all Customers or selected Customers. For each Customer, the Report shows all line items for this Customer that contain a Back Ordered amount.

You may restrict this Report so that a line item for an inventory item is only printed if the item is now available in inventory. This allows you to use this Report to determine which Back Ordered line items (for specified Customers) can now be filled.

#### 3. Fill Back Orders

This Report may be printed in sequence by item, order number, or Customer, for one or all Warehouses. For each item, Order, or Customer, the Report shows the items that are now available in inventory and the Back Orders that can be filled. The shipping date of each line item is used to determine the order in which items are filled.

This selection can also be used to automatically update the quantity to ship for those items that are now available in inventory. Picking tickets can be automatically printed for newly filled lines.

You may also use the "Bill selected lines" option in *Select for billing* to "manually" update the quantity to ship for line items.

Additionally, two Reports are available to see was going to be shipped to Customers.

1. **Shipments by Customer Report:**  
This Report may be printed for all Customers or selected Customers. For each Customer, the Report shows all line items for this Customer that are ready to be shipped.
2. **Shipments by Item:**  
This Report may be printed for all inventory items or selected inventory items. For each inventory item Reported on, the Report shows all line items that are ready to be shipped.

### To Begin

Select *Back Orders/shipments* from the Billing Menu.

## Print Back Orders by Customer

From the Menu displayed, select *Print Back Orders by Customer*.

When you have completed the screen to print Back Orders by Customer, it appears similar to this:

The screenshot shows a terminal-style interface for printing back orders. The title bar reads "Back orders" and "Arma Enterprises Inc.". Below the title, it says "Print back orders by customer". A prompt "Please enter customers to show" is followed by a list of 13 numbered input fields. The first field contains the text "All". At the bottom of the screen, there are three options: "14. Report format" with a dropdown menu set to "Full", "15. Print avail items only?" with a checkbox, and "16. Print new/changed only?" with a checkbox. A red prompt "Field number to change?" is visible at the bottom left.

### 1-13. Customers to Show

Enter up to 13 different Customers to print on the Report, OR:

**[F1]** -Shows Back Orders for "All" Customers

If you want to print the Back-Order Report for a few Customers only, you can end the selection at any time by pressing [Tab] instead of entering another Customer number.

## 14. Report Format

- F** -For Full format
- B** -For Brief format.

The Full format shows all details for the Back Orders for the selected Customers. The Brief format shows only selected information about these Back Orders, with a single line per Customer.

## 15. Print Avail Items Only ?

If the "Brief" Report format is selected in field number 14, "(Not applicable)" displays for this field and entry is not allowed.

If you answer Y, a line item appears on the Report only if it contains a Back Ordered amount and the inventory item Back Ordered is now available in inventory.

If you answer N, line items appear on the Report whether or not the item is available in inventory.


## 16. Print New/Changed Only ?

If **Y** and there has been no change to the status of an item since the last time the Report was run, this item will not be included on the Report. Printing to the screen does not change the status of this flag, only Reports sent to a printer.

## Print Back Orders by Item

From the *Back Orders/shipments* Menu select *Print Back Orders by item*.

When you have completed the screen to print Back Orders by item, it appears similar to this:



The screenshot shows a software interface titled "Back orders" with the subtitle "Print back orders by item". The interface is for "Acme Enterprises Inc." and prompts the user to "Please enter items to show". It features a list of fields numbered 1 through 17. Field 14, "Report format", is set to "Full". Field 15, "Print avail items only?", is set to "N". Field 16, "Warehouse", is set to "All". Field 17, "Sort by", is set to "CUSTOMER". Field 18, "Print new/changed only?", has a small icon next to it. At the bottom, there is a "Fields number to change" field with a dropdown arrow.

### ? 1-13. Items to Show

Enter up to 13 different item numbers to print on the Report, OR:

**[F1]** -To show Back Orders for "All" items

**Format** 15 characters per item

If you want to print the Back-Order Report for a few items only, you can end the selection at any time by pressing TAB instead of entering another item number.

### 14. Report Format

Answer F for full format or B for brief format. The Full format shows all details for the Back Orders for the selected items. The Brief format shows only selected information about these Back Orders, with a single line per item.

### 15. Print Avail Items Only ?

If the "Brief" Report format is selected in field number 14, "(Not applicable)" displays for this field and entry is not allowed.

If you answer Y, a line item appears on the Report only if it contains a Back Ordered amount and the inventory item Back Ordered is now available in inventory.

If you answer N, line items appear on the Report whether or not the item is available in inventory. Use » **'?' in field to locate which warehouse.**

### 16. Warehouse

If you are using 'Multi-Warehousing in Inventory', enter a Warehouse code to print Back Orders for that Warehouse only, OR:

**[F1]** -To print Back Orders for "All" Warehouses

A sample of the full version of this Report is provided at the end of this Chapter.

### 17. Sort By

**C** -Customer  
**O** -Order Date  
**S** -Ship Date

### 18. Select Unit to Report By

**S** -Selling Unit  
**K** -Stocking Unit

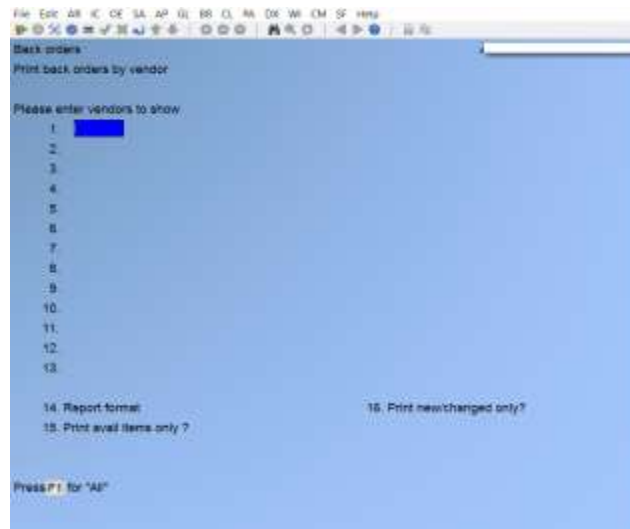
### 19. Print New/Changed Only ?

If **Y** and there has been no change to the status of an item since the last time the Report was run, this item will not be included on the Report. Printing to the screen does not change the status of this flag, only Reports sent to a printer.

### Print Backorders by Vendor

This Report may be printed for all Vendors or selected Vendors. For each Vendor Reported on, the Report shows all line items that contain a Back Ordered amount for the Vendor.

Go to **Billing » Reports » Backorders/shipments » Print backorders by Vendor**.



Enter up to 12 separate Vendor numbers to include on the Report. The [?] search function is available if required. If fewer than 12 Vendors are entered, press **TAB** to exit this section.

### 14. Report Format

- F** -Full **Format** Shows all details for the Back Orders for the selected Vendors.
- B** -Brief **Format** Shows only selected information about these Back Orders.

### 15. Print Avail Items Only ?

If the BRIEF Report format is selected, [Not applicable] displays for this field and entry is not allowed.

If the FULL Report format is selected, a line item appears on the Report only if it contains a Back Ordered amount and the inventory item Back Ordered is now available in inventory.

If you answer **N** line items appear on the Report whether or not the item is available in inventory.

## 16. Select Unit to Report

- S** -Shows selling unit
- K** -For stocking unit

## 17. Print New/Changed Only?

Enter N to include all orders or Y to only include Orders that have not yet been printed.

## Filling Back Orders

Use this selection to print a Report of backordered items that can be filled due to increased available inventory, and to optionally update the quantity to ship for those items.

Backordered items are filled in shipping date order (the order date is used for "ASAP" ship dates). Partial orders can optionally be filled for Customers who accept partial shipments.

Select *Fill Back Orders* from the *Back Orders/shipments* Menu.

When complete, the screen appears similar to this:

Back orders  
Fill back orders  
Acme Enterprises Inc.

Please enter:

1. Starting order #	First
2. Ending order #	Last
3. Starting customer #	First
4. Ending customer #	Last
5. Starting item #	First
6. Ending item #	Last
7. Warehouse	All
8. Fill partial shipments ?	N
9. Print or update ?	Both
10. Print in order by	order number
11. Report format	Full
12. Show unfilled lines ?	N

Print number to change ?

### ? 1. Starting Order #

### ? 2. Ending Order #

Enter the range of Orders for which backordered items are to be included. Follow the screen instructions.

Format XXX99999

### ? 3. Starting Customer #

### ? 4. Ending Customer #

Enter the range of Customers for which backordered items are to be included. Follow the screen instructions.

**Format** 12 characters

### ? 5. Starting Item #

### ? 6. Ending Item #

Enter the range of items to be included. Follow the screen instructions.

**Format** 15 characters

The following field displays only if you are using multi-warehousing. If you are not using multi-warehousing, the subsequent fields will be numbered one less than shown here.

### ? 7. Warehouse

If you are using multi-warehousing, enter the Warehouse code of the backordered items to be included, OR:

[F1]                    -For "All" Warehouses

### 8. Fill Partial Shipments ?

Answer Y if Back Orders should be partially filled when a Customer accepts partial shipments.

If you answer Y, as the available quantity of an item is allocated to Back Orders, a Back Order will be partially filled if the Customer accepts partial shipments. The Back Order will not be filled if the Customer does not accept partial shipments.

If you answer 'N', Back Orders are filled only if the entire quantity to ship is available, even if the Customer accepts partial shipments.

### 9. Print or Update ?

**P** -To print a Report only of the backordered items that can be filled.

**U** -To update the quantity to ship for each fill able backordered item

**B** -To both print the Report and update quantity to ship.

If you enter P, the Fill Back Orders Edit List is printed, showing the items that can be filled. Backorders for an item are filled in order by ship date (the order date is used for "ASAP" ship dates).

If you enter U, the quantity to ship is updated for each item that can be filled. The quantity committed and quantity on Back Order in the Item File and Status File are also updated.

If you enter B, the Fill Back Orders Journal is printed and the quantities are updated for each item for which a Back Order is filled.



If you specify U to update quantities only, "(Not applicable)" displays for the following three fields and entry is not allowed.

### **10. Print in Order By**

Enter the order in which you want the Fill Back Orders Report printed, either I to print by item number, O to print by Order number, or C to print by Customer number.

### **11. Report Format**

Enter the format in which to print the Report, either F for full format or B for brief format.

The full format shows for each item, Order, or Customer the order date, ship date, quantity remaining on backorder, quantity filled, and the extended price of the filled quantity. Back Orders that are partially filled or could be partially filled if partial shipments were allowed, are also indicated.

The brief format shows only the total number of lines filled, not filled, and (if selected) partially filled for each item, Order, or Customer.

### **12. Show Unfilled Lines ?**

If you selected to print a full format Report, answer Y to show the backordered lines that were not filled and the reason they were not filled.

A sample Fill Back Orders Journal is included at the end of this Chapter.

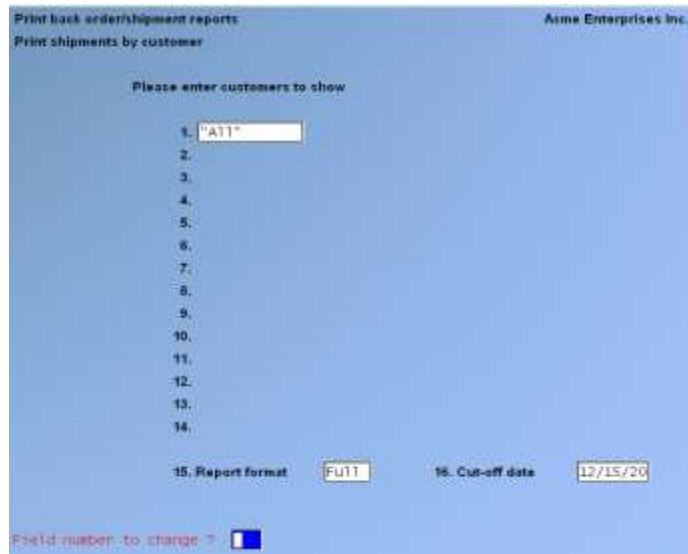
If you selected the update option, the quantity to ship, quantity on Back Order, and quantity committed is updated for each backordered line item that is filled. The Customer's "unposted balance" is also updated to reflect the value of the quantity to be shipped.

You may use the *Picking tickets* selection to print picking tickets for only those Orders for which quantity to ship has been updated with *Fill Back Orders*. Filled Back Orders are then Invoiced in the normal manner.

## **Print Shipments by Customer**

Select *Print shipments by Customer* from the *Back Orders/shipments* Menu.

When complete, the screen appears similar to this:



### 1-14. Customers to Show

Enter up to 13 different Customers to print on the Report, OR:

**[F1]** -To show Back Orders for "All" Customers

If you want to print the shipment Report for a few Customers only, you can end the selection at any time by pressing [TAB] instead of entering another Customer number.

### 15. Report Format

**F** -For full format  
**B** -For brief format.

The Full format shows all details for the shipments for the selected Customers. The Brief format shows only selected information about these Orders, with a single line per Customer.

### 16. Cut-off Date

Enter a cut-off date for Orders to include on the Report. Any line item with a shipping date on or before this date will be included on the Report.

## Print shipments by Item

Select *Print shipments by item* from the *Back Orders/shipments* Menu.

When complete, the screen appears similar to this:

Print back order/shipment reports  
Print shipments by item  
Anna Enterprises Inc.

Please enter items to show

1. All  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  
11.  
12.  
13.  
14.

15. Report format Full  
16. Warehouse All  
17. Cut-off date 12/15/23

Field number to change ?

### ? 1-14. Items to Show

Enter up to 13 different item numbers to print on the Report, OR:

[F1] -Shows Back Orders for "All" items

Format 15 characters per item

- **NOTE: If you want to print the Back-Order Report for a few items only, you can end the selection at any time by pressing TAB instead of entering another item number.**

### 15. Report Format

**F** -For Full Format Shows all details for the orders for the selected items.

**B** -For Brief Format Shows only selected information about Orders, per single line per item.

### ? 16. Warehouse

If you are using multi-warehousing in Inventory, enter a Warehouse code to print Back Orders for that Warehouse only, OR:

[F1] -Prints Back Orders for "All" Warehouses

## 17. Cut-off Date

Enter a cut-off date for Orders to include on the Report. Any line item shipping date on or before this date will be included on the Report.

A sample of the full version of this Report is provided at the end of this Chapter.

---

Acme Enterprises Inc. User: SSI Report #2464 Page 0001

**BACK ORDERS BY CUSTOMER**

For selected customers only

Customer-# Customer-name	Item number Description-1 Description-2	Cust-PO#	Order-no	Ord-date Shp-date	Qty-BO Discount	Unit Whse	Unit-price Ext-price
SAM100 Samco Software Inc.	CF90 Air end (i=2.586)	123456	1007	12/15/20 ASAP	60 .000 %	EACH Cen	21.000 EACH 1,260.00 O/E
B/O's for customer SAM100							1 orders with extended price of 1,260.00
Grand total extended price of backordered items:							1,260.00

-- End of report --

---

Acme Enterprises Inc. User: SSI Report #2465 Page 0001

**BACK ORDERS BY ITEM**

For selected items only  
Warehouse: "All"  
Sorted by customer within item

Item-number Description-1 Description-2	Customer-#	Customer-name Customer-PO#	Order-no	Ord-date Shp-date	Qty-BO Discount	Unit Whse	Unit-price Ext-price
CF90 Air end (i=2.586)	SAM100	Samco Software Inc. 123456	1007	12/15/20 ASAP	60 .000 %	EACH Central	21.000 EACH 1,260.00 O/E
B/O's for item CF90							1 orders with total quantity of 60.000 EACH and extended price of 1,260.00
Grand total extended price of backordered items:							1,260.00

-- End of report --

**BACK ORDERS BY VENDOR**

For all vendors  
Quantities in selling units

Vendor-# Vendor-name	Item number Description-1 Description-2	VEND-PO#	Order-no Shp-date	Ord-date Shp-date	Qty-BO Discount	Unit Whse	Unit-price Ext-price
100 Vermont Metal Products	1 Widget	283	0-000676	02/01/13 ASAP	5 .000 %	EACH Cen	10.000 .00 O/E
100	1 Widget		0-000683	02/22/13 ASAP	10 .000 %	EACH 1	10.000 .00 O/E
		B/O's for vendor	100	2 orders with extended price of			.00

-- End of report --

**FILL BACK ORDERS JOURNAL**

Order range: 1008 to 1008  
Customer range: "First" to "Last"  
Item range: "First" to "Last"  
Warehouse: "All"

DETAIL BY ORDER #

"P/F" indicates a line partially filled  
"P/N" indicates a line which could be partially filled, but customer doesn't accept partial shipments

Shp-date	Item-#	Description	Whse	Qty-backord	Qty-filled	Ext-price
Order-#: 00001008 Order date: 12/15/20 Cust-#: SAM100 Customer name: Samco Software Inc. Cust-PO-#: 5668						
ASAP	8B	1" Aluminum Bolts	Cen	198	198	.00
ASAP	55502	Blow down valve	Cen	57	40	399.20 P/F
Totals for order 00001008				2 Lines filled	255	238
				1 Lines not filled	17 remain on B/O	169.66
				1 Lines partially filled (included in both totals above)		
Grand totals:				2 Lines filled	255	238
				1 Lines not filled	17 remain on B/O	169.66
				1 Lines partially filled (included in both totals above)		

**SHIPMENTS BY CUSTOMER**

For selected customers only  
Cut off date: 12/15/20

Customer-#	Customer name	Item number Whse	Description	Order-no Cust-PO#	Shp-date	Qty-ship Discount	Unit	Ext-price Unit-price
SAM100	Samco Software Inc.	22 Central	Paint, Enviro Latex White Environmentally Friendly	00001007 123456	ASAP	12.000 .000 %	GAL	240.60 20.050
		55502 Central	Blow down valve	00001008 5668	ASAP	2.000 .000 %	EACH	19.96 9.980
		8B Central	1" Aluminum Bolts	00001008 5668	ASAP	2.000 .000 %	EACH	2.00 1.000
		CF90 Central	Air end (i=2.586)	00001007 123456	ASAP	12.000 .000 %	EACH	252.00 21.000
		CF90 Central	Air end (i=2.586)	00001007 123456	ASAP	60.000 .000 %	EACH	1,260.00 21.000
		CF90G5 Central	Air end (i=2.586)	00001008 5668	ASAP	6.000 .000 %	EACH	126.00 21.000
		HELI-AIR-INTAKE Central	Air intake for heli- compressor	00001008 5668	ASAP	1.000 .000 %	EACH	15.59 15.590
Shipments for customer SAM100				7 line items with extended price of				1,916.15
Grand total extended price of to-ship items:								1,916.15

-- End of report --

**SHIPMENTS BY ITEM**

For selected items only  
Warehouse: "All"  
Cut off date: 12/15/20

Item-number	Description	Cust-#	Customer-name	Wha Cust-PO#	Order-no	Shp-date	Qty-ship Discount	Unit	Ext-price Unit-price
CF90	Air end (i=2.586)	SAM100	Samco Software Inc.	Cen 1007 123456		ASAP	60.000 .000 %	EACH	1,260.00 21.000
Shipments for item CF90		1 orders with total quantity of		60.000 EACH and extended price of				1,260.00	
Grand total extended price of to-ship items:								1,260.00	

-- End of report --



## Chapter 16 - Shipping Labels

### Introduction

Use this selection to print shipping labels for your Orders. Prior to using this selection, you must set up shipping label layouts using *Label formats (Layout)*. See Chapter 6, titled *Label Formats*. Billing provides two different methods of printing shipping labels:

1. Individual Order mode

In this mode, you can enter a single Order number and then specify the number of shipping labels to be printed.

2. Group mode

In this mode, you can print shipping labels for a range (group) of Orders. For each Order within the range, the number of shipping labels to print is taken from the Order itself, as entered on the "totals" screen of the Order.

This mode would be used when the proper number of labels has been specified at the time the Order was entered using *Orders*.

### To Begin

Select *Shipping labels* from the *Billing, Labels* Menu.

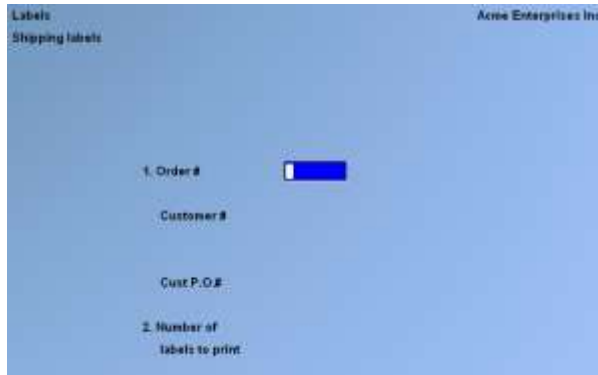
You are then asked:

### Print Label for One Order or Group of Orders ?

Enter O if you wish to print shipping labels for one Order at a time. Otherwise, enter G to print shipping labels for a range (group) of Orders.

## Printing Using Individual Order Mode

If you select to print labels for one Order at a time, this is the screen that appears:



Enter the following information:

### ? 1. Order #

Enter the number of the Order for which you wish to print shipping labels. The Customer number and Customer's P.O. number for the Order display automatically.

### 2. Number of Labels to Print

Enter the number of labels to print for this Order. After entering this information, you are asked for the label layout to print.

Enter the number of the shipping label layout to use, OR:

**[F1]** -Scans the shipping label layouts on File

When you have selected the shipping label layout to use, you are asked to mount labels on the printer. Type DONE when you have done this.

You are then asked to select the printer on which the forms have been mounted. You may then print one or more alignment forms. After this, the shipping labels for the Order entered earlier are printed.

After shipping labels have been printed for the first Order, you can continue to enter Order numbers and the number of labels to print in the same manner.

When you have printed all labels needed, press TAB. You are asked to mount regular paper on the printer. Type DONE after mounting regular paper on the printer.



## Printing Using Group Mode

If you select to print labels for a group of Orders, the following screen appears:

Labels  
Shipping labels  
Acme Enterprises Inc.

Please enter

1. Starting order #
2. Ending order #
3. Order type
4. Starting ship date
5. Ending ship date

Press F1 for "First"

Enter the following information:

### ? 1. Starting Order #

? 2. **Ending Order #** Enter the range of Order numbers for which you wish to print shipping labels. Follow the screen instructions.

Format XXX99999

**3. Order Type** Enter a code designating the type of Order for which shipping labels are to be printed:

- O** -For "Order" only
- I** -For "Invoice" only
- B** -For both types.

### 4. Starting Ship Date

**5. Ending Ship Date** Enter the range of order ship dates for which you wish to print shipping labels. Follow the screen instructions, then select printer label layout.

Format MMDDYY

Enter the number of the shipping label layout to use, OR:

**[F1]**

-To scan through the shipping label layouts on File

When you have selected the shipping label layout to be used, you are asked to mount labels on the printer. After selection » Type 'DONE'.

You are then asked to select the printer on which the forms have been mounted. You may then print one or more alignment forms. After this, the shipping labels for the Orders entered are printed. When all labels have been printed, you are asked to mount regular paper on the printer. Type 'DONE' after mounting regular paper on the printer.

---



## Chapter 17 - COD Labels

### Introduction

Use this selection to print COD labels for your Orders. Prior to using this selection, you must set up COD label layouts using *Label formats (Layout)*. See Chapter 6, titled *Label Formats*.

Billing provides two different methods of printing COD labels:

#### 1. Individual Order Mode

In this mode, you can enter a single Order number and then specify the number of COD labels to be printed.

In this mode, you may print a COD label for a type "I" Order or a type "O" Order. For an unselected type "O" Order, you must enter the COD amount, because it has not yet been entered for the Order.

#### 2. Group Mode

In this mode, you can print COD labels for a range (group) of Orders. For each Order within the range, the number of COD labels to print is taken from the Order itself, as entered on the "totals" screen of the Order.

This mode would be used when the proper number of labels has been specified when type "I" Orders were entered, using Orders, or when type "O" Orders were selected, using *Select for billing*.

When printing COD labels in this mode, labels are printed only for type "I" Orders or type "O" Orders that have been selected for billing. Labels are not printed for unselected type "O" Orders.

## To Begin

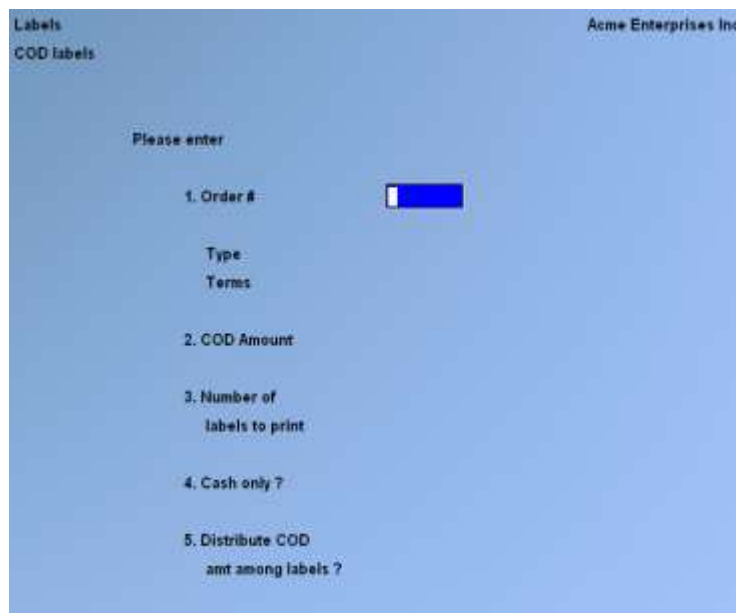
Select *COD labels* from the *Billing, Labels* Menu.

## Print Label for One Order or Group of Orders ?

Enter O if you wish to print COD labels for one Order at a time. Otherwise, enter G to print COD labels for a group (range) of Orders.

## Printing Using Individual Order Mode

If you select to print labels for one Order at a time, the following screen appears:



The screenshot shows a blue background with the following text and input fields:

- Top left: Labels
- Top right: Acme Enterprises Inc.
- Below that: COD labels
- Center: Please enter
- 1. Order # [input field]
- Type
- Terms
- 2. COD Amount
- 3. Number of labels to print
- 4. Cash only ?
- 5. Distribute COD amt among labels ?

Enter the following information:

### ? 1. Order #

Enter the number of the Order for which you wish to print COD labels.

Format XXX99999

The type of the Order ("Order" or "Invoice") displays automatically, along with the status of the Order ("Selected", "Not selected", or "Invoice printed"). The Order terms are also displayed.

## 2. COD Amount

Enter the full amount that is to be paid COD, OR:

[F1] -For the balance due on the Order

[F2] -For the freight amount only (available only if a freight amount was entered for the Order)

- **NOTE:** If the Order entered above is an unselected type "O" Order, no options are available. You must enter a COD amount.

## 3. Number of Labels to Print

Enter the number of COD labels to print for this Order.

Format 999

## 4. Cash Only ?

Answer Y if you will only accept cash payment for the COD amount. This information is used by the COD label format to determine if a message should be printed on the COD label regarding accepting cash only.

## 5. Distribute COD Amt Among Labels ?

Answer N if you wish to have the entire COD amount printed on the first COD label.

If you answer Y, the COD amount is distributed equally among the COD labels to be printed. For example, if four labels are to be printed and the amount due is \$100.00, then each label would show \$25.00 as the amount due.

If only one label is to be printed, "(Not applicable)" displays for this field. After this information is entered, you are asked for the label format to print.

Enter the number of the COD label format to use, OR:

[F1] -To scan the COD label formats on File

Once you have selected the COD label format to be used, you are asked to mount labels on the printer. Type DONE when you have done this.

You are then asked to select the printer on which the forms have been mounted. You may then print one or more alignment forms. After this, the COD labels for the Order entered earlier are printed.

After COD labels have been printed for the first Order, you can continue to enter Order numbers and the other information described above.

When you have printed all labels needed, press TAB. You are asked to mount regular paper on the printer. Type DONE after mounting regular paper on the printer.

## Printing Using Group Mode

If you select to print labels for a group of Orders, the following screen appears:

Labels  
COD labels  
Acme Enterprises Inc.

Please enter

1. Starting order #
2. Ending order #
3. Print COD labels for orders already invoiced ?
4. Distribute COD amount among labels ?

Press F5 for "First"

Enter the following information:

### ? 1. Starting Order #

### ? 2. Ending Order #

Enter the range of Order numbers for which you wish to print COD labels. Follow the screen instructions.

Format XXX99999

### 3. Print COD Labels for Orders Already Invoiced ?

Answer N to skip printing COD labels for Orders for which Invoices have already been printed.

If you answer Y, COD labels are printed for all type "I" Orders and selected type "O" Orders, whether or not an Invoice has already been printed.

Your answer to this question depends upon whether you print COD labels before or after you print Invoices.

### 4. Distribute COD Amt Among Labels ?

Answer N if you wish to have the entire COD amount printed on the first COD label.

If you answer Y, the COD amount is distributed equally among the COD labels to be printed. For example, if four labels are to be printed and the amount due is \$100.00, each label would show \$25.00 as the amount due.

After this information is entered, you are asked for the label layout to print.

Enter the number of the COD label layout to use, OR:

**[F1]** -To scan through the COD label layouts on File

Once you have selected the COD label layout to be used, you are asked to mount labels on the printer. Type DONE when you have done this.

You are then asked to select the printer on which the forms have been mounted. You may print one or more alignment forms. After this, the COD labels are printed. When all labels are printed, you are asked to mount regular paper on the printer. Type DONE after mounting regular paper on the printer.

---



## Chapter 18 - Printing Forms

### Introduction

Use this selection to print forms or to reprint Invoices for a group of Orders, prior to posting Invoices. This includes type "O" Orders, type "I" Orders, Credit Memos, Quotes, and RMAs.

Note that even if you use this selection to print an "Invoice", the Invoice cannot be posted until you have printed the Invoice using either the *Orders (Enter)* function with immediate printing, or through *Billing (Print Invoices)* selection.

### To Begin

Select *Reports, Batch print forms* from the Billing Menu.

Forms Acme Enterprises Inc.

1. Order type
2. Default Form ID
3. Use customer form?
4. Starting order #
5. Ending order #
6. Starting order date
7. Ending order date
8. Starting ship date
9. Ending ship date
10. Starting customer #
11. Ending customer #
12. Sales rep
13. Ship-via
14. Warehouse
15. Comments
16. In cust name order?

O = orders I = invoices C = credit memos Q = quotes R = RMAs



## 1. Order Type

Enter the type of Order for which forms are to be printed.

- O** -Order
- I** -Invoice
- C** -Credit Memos
- Q** -Quotes
- R** -RMAs

If you specify to print type » "O" Orders, an additional field will display

## Selected Lines Only ?

Answer Y if you wish only line items selected for billing to be printed, or answer N to print all line items.

Once you have used the Select for Billing Option, you need to go into each line to select which items will be billed.

## ? 2. Default Form ID

Enter the ID of the form to be used to print the Orders, OR:

- [ENTER]** -To use the default form ID from the O/E Control File
- [F1]** -To scan through the forms in the Form File

An error message is displayed if the form ID does not have a form type defined for the Order type specified.

## 3. Use Customer Form?

Answer Y if you wish to use the form specified on the Customer record, answer N if you wish to use the form specified in Default Form ID.

## ? 4. Starting Order #

## ? 5. Ending Order #

(These fields display "Starting Quote #" and "Ending Quote #", or "Starting RMA #" and "Ending RMA #" if you specified an Order type of Quote or RMA.)

Enter the range of Order numbers to be printed, OR:

- [F1]** -For the "First" Order, Quote, or RMA number in the starting field, or for the "Last" Order, Quote, or RMA number in the ending field

Format XXX99999

## 6. Starting Order Date

## 7. Ending Order Date

Enter the range of dates of the Orders, Quotes, or RMAs to be printed, OR:

[F1] -For the "Earliest" date in the starting field, or for the "Latest" date in the ending field

[ENTER] -For the current date

Format MMDDYY

## 8. Starting Ship Date

## 9. Ending Ship Date

Enter the range of ship dates of the Orders, Quotes, or RMAs to be printed, OR:

[F1] -For the "Earliest" date in the starting field, or for the "Latest" date in the ending field

[F2] -For "ASAP"

[ENTER] -For the current date

## 10 Starting Customer

## ?11. Ending Customer #

Enter the range of Customer numbers for which Orders, Quotes, or RMAs are to be printed, OR:

[F1] -For the "First" Customer number in the starting field, or for the "Last" Customer number in the ending field

Format 12 characters

## ?12. Sales Rep

(If you specified that you are not using Sales Reps in the O/E Control File, "(Not applicable)" displays for this field and entry is not allowed.)

Enter the Sales Rep for the Orders, Quotes, or RMAs to be printed, or:[F1]-For, "All" Sales Reps

Format 3 characters

## ?13. Ship-via

Enter the ship via method of the Orders, Quotes, or RMAs to be printed, OR:

[F1] -For, "All" ship via methods

Format 3 characters

## ?14. Warehouse - This field appears only if you are using multi-warehousing.

Enter the Warehouse for which Orders, Quotes, or RMAs are to be printed, OR:

[F1] -For, "All" Warehouses

Format 2 characters

### **15. Comments**

Enter up to five lines of comments that apply to this batch of forms.

### **16. In Cust Name Order?**

Answer Y if to print in order of Customer name, or answer N to print by Order #.

You are then asked "Print alignment form ?". Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

The Orders, Invoices, credit notes, Quotes, or RMAs are then printed on the selected printer, using the form ID you have entered.

---



## Chapter 19 - View Orders

### Introduction

Use this selection to display the Orders you have on File for a Customer. You can view all open Orders, including Back Orders. You have the option of using the multi select table to select orders from.

### To Begin

Select » *View Orders* from the Billing Menu.

A screen appears for you to enter the number of the Customer whose Orders you want to view.

### ? Customer #:

Enter the Customer number, OR:

**[F1]** -To scan through the Customers on File in order by Customer number

**[BLANK]** -To look up the Customer by name

The Customer's name, address, and phone number are displayed.

### ? Order #

Enter the number of the Order you wish to see, OR:

**[F1]** -To scan the Orders on File for this Customer

**[F2]** -To switch to viewing by the Customer's PO number.

**[?]** -To display pop-up window of all Orders on File for you to select from (follow the screen instructions).

(You may reselect the Customer by pressing TAB at the "Order #" field.)

The screen now appears similar to this:

View orders Acme Enterprises Inc.

Customer # SAMCO0 Samco Software Inc. Order # 1007  
"Order"

Sold-to		Ship-to	Order-status	
Samco Software Inc.	Samco Software Inc.	Samco Software Inc.	Entered	12/15/20
7789 - 134th Street	7789 - 134th Street	7789 - 134th Street	Picked	12/15/20
#61	#61	#61	Invoice	
Surrey, BC, V3W 9E9	Surrey, BC, V3W 9E9	Surrey, BC, V3W 9E9	Warehouse	Central
Canada	Canada	Canada	User-id	SSI

Order-date	Cust-PO#	Ship-via	Ship-date	Terms	Taxcd	Stmn
12/15/20	123456	Parcel post	ASAP	15 day of Month	BC	HSE

Qty-ord	Unit	Qty-shp	Qty-BO	Item number	Description
12	GAL	12	0	22	Paint, Enviro Latex White
60	EACH	60	0	CF90	Air end (1-2,586)

F2#totals, F3#add-desc, F5#show comp, F6#notes, ShF6#Comments, ENTER#more info.  
TAB#reselect

Up to three dates display under the "Order-status" heading. They show the date the Order was entered ("Entered"), the date the picking ticket was printed ("Picked"), and the last date an Invoice was printed for the Order ("Billed"). "Entered" will always have a date; "Picked" and "Billed" may not.

In the example above, the date the Order was entered might not be the same as the date the Invoice was printed, and the date you printed the picking ticket might be different also.

While viewing a long order, pressing [Shft]+[F1] allows you to page back.

You can press F2 to see the Order totals. If there are more lines than can be displayed on one screen, you can use F1 to display additional lines.

Press F6 to view or change notes for this Order.

The User can view cost and margin information on a line item and order total basis. Press [Enter] [Enter] to display the net unit selling price and unit cost.

If you are using Kits, you can press F5 to switch between showing and hiding component items.

You can also press TAB to end display of the Order and enter a new Order number.

If you press F2 to view the Order totals, the screen appears similar to this

View orders Acme Enterprises Inc.

Customer # 54M100 Sarco Software Inc. Order # 1007  
"Order"

Sold-to	Ship-to	Order-status
Sarco Software Inc.	Sarco Software Inc.	Entered 12/15/20
7789 - 134th Street	7789 - 134th Street	Pktd 12/15/20
#61	#61	Invoice
Sunny, BC, V3W 9E9	Sunny, BC, V3W 9E9	Warehouse Central
Canada	Canada	User-id 551

Order-date	Cust-PO#	Ship-via	Ship-date	Terms	Taxed	Slavn
12/15/20	123456	Parcel post	ASAP	15 day of Month	BC	HSE

Totals:	2 Lines	Sale amt:	1,500.60	Ord disc:	.00
		Disc net:	1,500.60	Disc pct:	.000
		Misc amt:	.00	Lin disc:	.00
		Sale tax:	210.07		
		Freight:	.00		
		Total:	1,710.67		
		Costs:	730.45	Margin:	51.300

End of order - press F6 for notes, SHF6 for Comments, TAB to reselect

After the totals have been displayed, press ENTER to clear the screen to enter another Order number.

If you press F6, a window appears for you to review existing order notes or add new notes.

## Using Notes

You can enter an unlimited number of notes about this Order by pressing F6 from "Field number to change?". Each note is given a date/time stamp so that you can browse through the notes in time sequence later. (These notes are never printed on Orders, so the Customer will never see them.) Notes can be accessed depending on User access level.

A Menu at the bottom of the "Notes" area shows three selections:

### Menu

Pressing F1 brings up a number of selections:

- Save** -After entering a note, this selection permanently saves the note
- New** -Start a new note. If you have made any changes to the current note, those changes are lost.
- Delete** -Permanently deletes the note
- Jump** -Allows you to enter a specific date for viewing notes.
- Change date** -Change the date and time this note was entered.

<b>Abandon</b>	-Will abandon any changes to the current note and exit the notes function.
<b>Exit</b>	-Will exit the notes function
<b>PgUp</b>	-View an earlier dated note.
<b>PgDn</b>	-View a later dated note.
<b>Home</b>	-View the earliest dated note (oldest).
<b>End</b>	-View the newest note on File.

### **Text Entry**

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note.

While entering a note the following keys and rules apply:

<b>ENTER</b>	-Completes the entry of a line of text and moves the cursor to the next line.
<b>Auto Wrap</b>	-The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example: If you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line.
<b>F1</b>	-Access the Menu selections described in the previous section.
<b>ESC</b>	-Exit the note function without saving the changes to the current note.
<b>TAB</b>	-Exit the note function and save the changes to the current note.
<b>F2</b>	-Begin entering a new note.
<b>F3</b>	-Edit the next note on File.
<b>F4</b>	-Edit the previous note on File.

**Format** 10 lines of 77 characters each

---

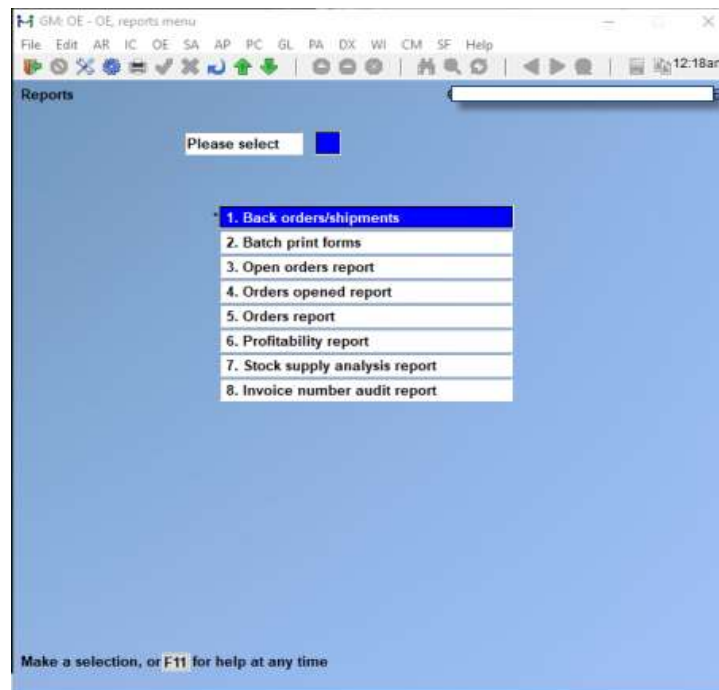


## Chapter 20 - Reports

- **Note:** If you are using passwords, go to *System Functions ->F2 -> Passwords -> Maintain Package Passwords* enter a password and then go to Billing, Reports and set User access accordingly. This can be customized based on each User's access. Check with your Administrator for permissions.

### Introduction

Use this selection to print a Report of open Orders, Quotes, and RMAs, in several different Reporting sequences.





Orders report Acme Enterprises Inc.

1. Starting order # "First"  
 2. Ending order # "Last"  
 3. Starting order date "Earliest"  
 4. Ending order date "Latest"  
 5. Starting ship date "Earliest"  
 6. Ending ship date "Latest"  
 7. Starting item # "First"  
 8. Ending item # "Last"  
 9. Starting cust name "First"  
 10. Ending cust name "Last"  
 11. Start salesrep "First"  
 12. End salesrep "Last"  
 13. Order type Ord/Inv/Crm  
 14. Print in order by Order number  
 15. Report format ? Summary  
 16. Show gross profit ?   
 17. 1 order per page ? (Not appl)  
 18. Line item required ?   
 19. Warehouse "All"  
 20. Order status "All"

Field number to change:

## Open Orders Report:

### ? 1. Starting Order #

### ? 2. Ending Order #

Enter the range of Order numbers to be included on the Report. Follow the screen instructions.

**Format** 8 characters

### 3. Starting Order Date

### 4. Ending Order Date

Enter the range of dates of the Orders to be included in the Report. The dates refer to the date the Order was created.

**Format** MMDDYY

### 5. Starting Ship Date

### 6. Ending Ship Date

Enter the range of ship dates of the Orders to be included in the Report. Follow the screen instructions.

**Format** MMDDYY

### ? 7. Starting Item #

### ? 8. Ending Item #

Enter the range of item numbers to be included in the Report.

**Format** 15 characters

- **NOTE:** If a specific item number range is entered, only Orders containing the specified items are shown.

## 9. Starting Cust Name

## 10. Ending Cust Name

Enter the range of Customer names that Orders are to be printed for, OR:

**[F1]** -For the "First" Customer in the starting field, or the "Last" Customer in the ending field

**[F2]** -To enter a range of Customer numbers

## ? 11. Starting Sales Rep

## ? 12. Ending Sales Rep

Enter the range of Sales Reps for Orders to be included in the Report. Follow the screen instructions.

**Format** 3 characters

## 13. Order Type

Enter the letter corresponding to the type of Orders to be included in the Report.

**O** -To include type **O-Orders I- Invoices and Credit Memos.**

**Q** -To include only Quotes.

**R** -To include only RMAs.

## 14. Print in Order By

Enter the letter corresponding to the sequence in which the Report is to be printed.

**O** -To print the Report in sequence by Order number.

**C** -To print the Report in sequence by Customer number.

**N** -To print the Report in sequence by Customer name.

**I** -To print the Report in sequence by item number.

**D** -To print the Report in sequence by ship date.

**S** -To print the Report in sequence by Sales Rep.

## 15. Report Format

(Report format 1 is not available when printing in item number sequence -- "I" in the previous field. Report format 2 is not available when printing in sequence by "I", "D", or "S" as set in the previous field.)

Enter D to print item detail, S to print a summarized version, 1 for Samco's format-1, or 2 for Samco's format-2.

If you enter D, a Report printed in sequence by Order number, Customer number, Customer name, ship date, or Sales Rep shows line item detail. For each item on an Order, the item number, description, quantity ordered (or credited), unit, quantity to ship (or returned to inventory), quantity backordered, unit price, and extended price are shown. If you are using Kits, any miscellaneous Kit components are also printed.

A detailed Report printed in sequence by item number shows information on each Order that contains the item. For each Order, the information includes: quantity ordered (or credited), quantity to ship (or returned to inventory), unit, Warehouse, unit price, extended price, Order number and date, Order type, bill-to Customer, ship via method and date, sequence number, and Sales Rep.

If you enter S, a Report printed in sequence by Order number, Customer number, Customer name, ship date, or Sales Rep shows Order totals only, with no line item detail.

A Summary Report printed in sequence by item number shows, for each Warehouse, individual item totals from all Orders for: quantity ordered, quantity to ship, quantity backordered, extended price, number of lines, oldest Order date, and earliest ship date.

If you enter 1, a Sprinted in sequence by Order number, Customer number, Customer name, ship date, or Sales Rep shows Order totals only, with no line item detail. The Report includes one line per Order with the Order number, Customer number, Customer name, Order date, Order type, Order status, ship via, ship date, Sales Rep ID, Order amount, profit centre, and Warehouse.

If you enter 2, a Report printed in sequence by Order number, Customer number, or Customer name shows Order totals only, with no line item detail. The Report includes one line per Order with the Order number, Customer number, Customer name, ship to name, total quantity ordered, and total quantity to ship.

### **16. Show Gross Profit ?**

Answer Y to print the approximate dollar margin of each Order, or answer » N if you do not wish the dollar margin to appear.

### **17. 1 (Order) Per Page ?**

(If you are printing a type 1 or 2 version of this Report this field is skipped and displays "(Not applicable)".)

Answer Y to print one record type (Order, Customer, item number, or ship date) per page, or press ENTER to default to N.

If you answer Y, each new Order (Customer, etc.) begins on a new page.

### **18. Line Item Required ?**

Answer Y if you only want Orders with line items included in the Report. Otherwise, answer N.

If you are using multi-warehousing, the following field appears:

## ? 19. Warehouse

Enter the Warehouse for which you want information shown on the Report. Enter a code, OR:

[ENTER] -For the "Central" Warehouse

[F1] -For "All" Warehouses

An Order is printed on the Report if it falls within the ranges entered in the fields above, and the Warehouse for the Order is the same as that entered here.

Make changes as usual.

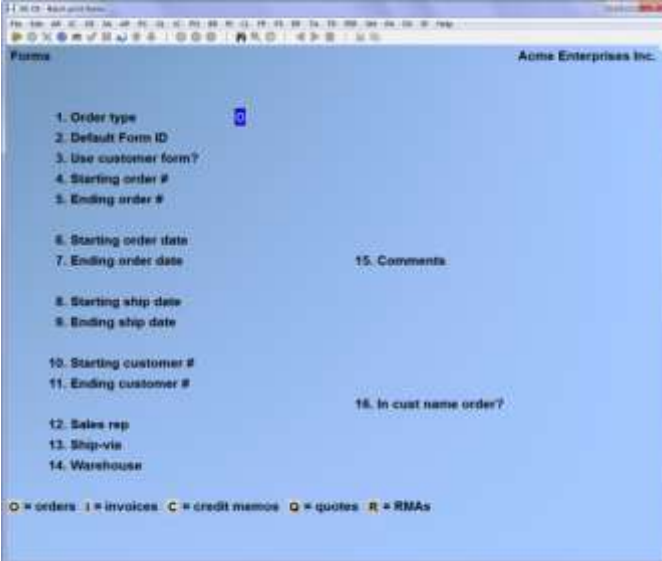
The Orders Report is then printed.

## Billing Reports Batch Print Using Customer Form

The **BILLING » REPORTS » BATCH PRINT FORMS** function has been altered so that when multiple Invoice formats are used, all Invoices may be printed in a single run.

The new field, **USE CUSTOMER FORM** defaults to [Y], but may be changed. Any Customer with a specific form assigned in the **OE FORM FMT** field in **ACCOUNTS RECEIVABLE » CUSTOMERS » ENTER** will print with that format, while Customers assigned to the **DEFAULT OE FORM** will print using the Invoice form entered on this screen.

- **Note: This feature is only beneficial if the physical form for all Invoice formats is the same; for example, if emailing or faxing Invoices and printing copies on plain paper, or when different information is printed, but on the same actual form.**
- 



Enter the following information:

## **Order Type**

- O** -Orders
- I** -Invoices
- C** -Credit memos
- Q** -Quotes
- R** -RMAs

## **? Default Form ID**

Select [enter] and the form set in *Billing » Control Information* will default. Or enter a form ID.

## **Use Customer Form**

This will default to Y but may be changed. Any Customer with a specific form assigned in the OE Form FMT field in Accounts Receivable will print with that format.

## **? Starting Order**

### **? Ending Order**

Enter the range of Order numbers you wish to print, OR:

[F1] -For first and last.

## **? Starting Order Date**

### **? Ending Order Date**

Entering the range of Order dates to be printed, OR:

[F1] -For earliest and latest.

## **? Starting Ship Date**

### **? Ending Ship Date**

Enter the range of ship dates to be printed, OR:

[F1] -For earliest and latest.

## **? Starting Customer Number**

### **? Ending Customer Number**

Enter the range of Customers to be printed, OR:

[F1] -For first and last.

## **? Sales Rep**

Enter the Sales Rep to sort by, OR:

[F1] -For "All".

### ? Ship Via

Enter the Ship-via code to sort by, OR:

[F1] -For “All”.

### ? Warehouse

Enter the Warehouse code to sort by, OR:

[F1] -For “All”.

### Comments

Enter any comments you wish to have appear on the form. You have 5 lines of 30 characters each.

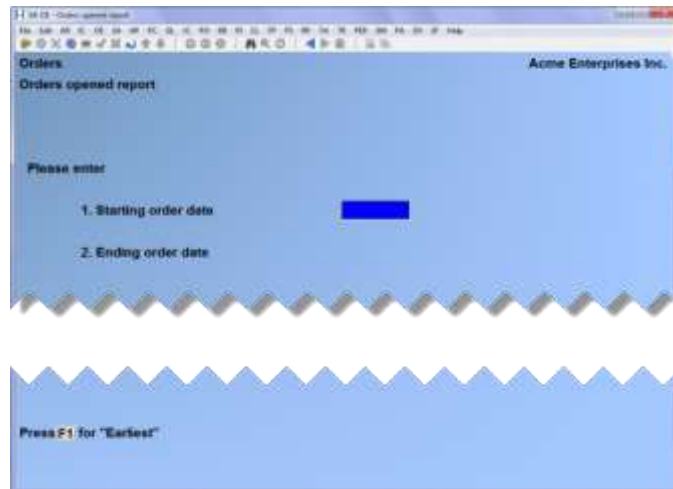
### In Customer Name Order ?

Answer Y if you wish to print in order of Customer name, otherwise answer N.

## Orders Opened Report

This feature provides a Report that lists Orders added to the system in the time frame specified in the Report parameters. All Orders are included; unbilled and billed. If an Invoice for the billed order has been printed and accepted, the Invoice number and Invoice date for the Order are also included in the Report even if the Invoice has not been posted yet.

Go to **BILLING » ORDERS » REPORTS » ORDERS OPENED REPORT**



1. Starting Order Date Enter Start date OR:

[F1] -For “Earliest”

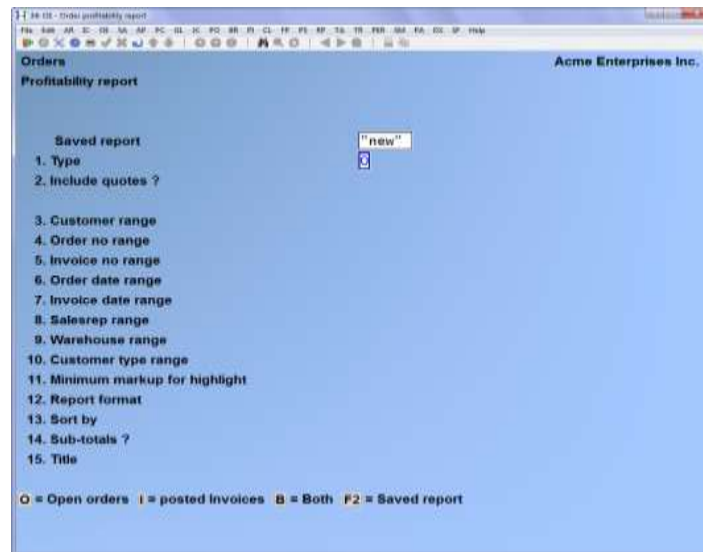
2. Ending order date Enter End date OR:

[F1] -For “Latest”

- The Report shows a single line for each Order.
- Each line includes the Order Number, Customer Number, Name, Order Date and Order Amount (excluding any “misc.”, freight and Taxes) and if billed, the Invoice Number and Invoice Date.
- The Report also includes the count of the number of Orders listed along with the total amount of the Orders.

## Profitability Report

Go to **BILLING » ORDERS » REPORTS » PROFITABILITY REPORT**



### Type

- O** -Open Orders
- I** -Posted Invoices
- B** -Both
- F2** -Opens a previously saved Report

### Include Quotes ?

Answer Y to includes Quotes on this Report

### Customer Range

Enter the range of Customers OR:

**[F1]** -For first and last

### Order Number Range

Enter the range of Order numbers, or **[F1]** -For first and last

### **Invoice Number Range**

Enter the range of Invoice numbers OR:

[F1] -For first and last

### **Order date range**

Enter a range of dates for Orders OR:

[F1] -For earliest and latest

### **Invoice Date Range**

Enter a date range for Invoices OR:

[F1] -For earliest and latest

### **? Sales Rep Range**

Enter a range of Sales Reps OR:

[F1] -For first and last

### **? Warehouse Range**

Enter a Warehouse code, OR:

[F1] -For first and last

### **? Customer Type Range**

Enter a Customer type, OR:

[F1] -For first and last

### **Minimum Mark-up for Highlight**

Enter a mark-up, OR:

[F1] -For none

### **Report Format**

**D** -Detail

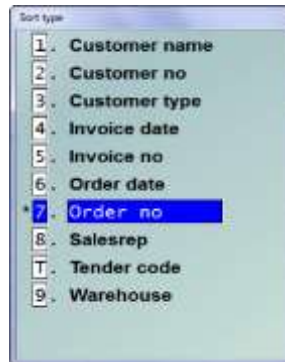
**B** -Brief

**P** -Payment Summary



### Sort by

A pop-up screen will appear, select one of the following:



### Subtotals ?

Answer Y to include sub totals on the Report.

### Title

Enter a title for this Report, it will be saved for to be recalled at a later date. You will be prompted to press [F2] to save your Report.

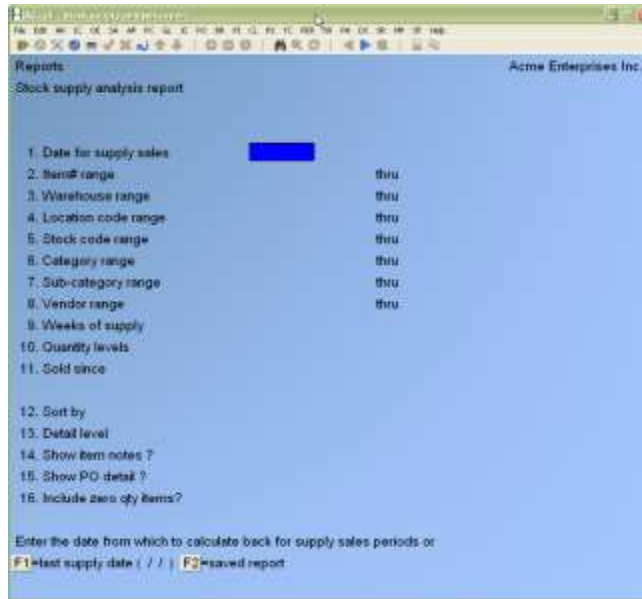
## Stock Supply Analysis Report

This feature allows you to calculate and Report how much supply of an item is available in terms of the *weeks of stock* that is currently on hand where 1 week of stock = average weekly sales over the last number of sales periods that you specify.

### Printing a Report

Go to **BILLING » REPORTS**

Select the Report and the Report parameters are displayed:



Enter the Report parameters:

*Date for supply sales* This is the cut-off date for supply sales periods. Data up to but excluding this date is used in the calculations for the Report. The last Reporting period is considered to end on the day before the date that you enter here.

[F1] -To use the *Stock supply last Report date*

[F2] -To use a "saved" Report; see below for detail

Note: Whenever the Report is run for the same date as the last Report date, the system uses the values previously calculated for the Report.

*Item # range* Enter an item # or a range of item #'s that are to be included on the Report. Use [?] to select from the Find Item pop-up window. To select all items on File, use [F1] for "First" thru [F1] for "Last".

*Warehouse range* Enter the Warehouse or the range of Warehouses for the items that are to be included on the Report. Use [?] to select from the Find Warehouses pop-up window. To select all Warehouses, use [F1] for "First" thru [F1] for "Last".

If you are using Purchasing and have created location (Warehouse) groups, use [F2] and then, enter the location group for the Warehouses that are to be included on the Report. Use [?] to select from the Find location group code pop-up window.

If you are not using Multi-Warehouses, this selection criteria is not available.

- Location code range* Enter a location code or a range of location codes of the items that are to be included on the Report. To select all location codes on File, use [F1] for “First” *thru* [F1] for “Last”.
- Stock code range* Enter a stock code or a range of stock codes of the items that are to be included on the Report. Use [?] to select from the Find stock codes pop-up window. To select all stock codes on File, use [F1] for “First” *thru* [F1] for “Last”.
- When prompted, specify if the stock code in the item record or the stock code in the item status (Warehouse) record is to be used for the selection.
- Category range* Enter a category code or a range of category codes for the items that are to be included on the Report. Use [?] to select from the Find item categories pop-up window. To select all category codes on File, use [F1] for “First” *thru* [F1] for “Last”.
- Sub-category range* Enter a sub-category code or a range of sub-category codes of the items that are to be included on the Report. Use [?] to select from the Find item sub-categories pop-up window. To select all sub-category codes on File, use [F1] for “First” *thru* [F1] for “Last”.
- Vendor range* Enter a Vendor code or a range of Vendor codes for the items that are to be included on the Report. Use [?] to select from the Find Vendor pop-up window. To select all Vendors on File, use [F1] for “First” *thru* [F1] for “Last”.
- When prompted, specify which Vendor code in the item record is to be used: P=Primary Vendor 1=Alt Vendor #1 2=Alt Vendor #2.

*Weeks of supply* Specify which quantity is to be tested. The options are:  
F1="All" A=weeks of stock available O=weeks of stock on-hand  
After specifying the quantity, you will be prompted to enter the type of test:

- < Less than
- <= Less than or equal to
- = Equal to
- » = Greater than or equal to
- » Greater than

Finally, specify the number of sales periods for which the item must be over or under.

For example: O (stock on hand) = 3 translates to “look at the stock on hand and Report which items have sufficient stock for exactly 3 sales periods based on the # of periods for stock supply Qty and the Length of 1 stock supply period specified in Control Information File and the date for supply sales specified for this calculation of the Report.”

If the Warehouse range is for one Warehouse only, the Weeks of supply test is applied at the Warehouse level; the test is done against the status (Warehouse) Qty-on-hand.

If the Warehouse range is for more than one Warehouse, the Weeks of supply test is applied to the item as a whole, not to the Warehouse level; the test is done against the item Qty-on-hand.

*Quantity levels* Specify which quantity is to be tested. The options are:  
F1="All" A=Qty Available O=Qty On-hand  
After specifying the quantity, you will be prompted to enter the type of test:

- < Less than
- <= Less than or equal to
- = Equal to
- » = Greater than or equal to
- » Greater than

Finally, enter the quantity level that the item has to be over/under.

For example: O (Qty on hand) = 3 translates to “looking at the Qty on hand and Report which items have sufficient stock for 3 sales periods based on the # of periods for stock supply Qty and the Length of 1 stock supply period that you specified in Control Information and the date for supply sales specified for this version of the Report.

If the Warehouse range is for one Warehouse only, the Quantity level test is applied at the Warehouse level; the test is done against the status (Warehouse) Qty-on-hand.

If the Warehouse range is for more than one Warehouse, the Quantity level test is applied to the item as a whole, not to the Warehouse level; the test is done against the item Qty-on-hand.

<i>Sold Since</i>	Enter the date items must have been sold <u>on</u> or <u>after</u> (ignore items last sold before this) F1="All".
<i>Sort By</i>	The Report data can be sorted at one or two levels. Select from the following for each level: I=Item number D=item Description L=Location code V=primary Vendor 1=alt Vendor 1 2=alt Vendor 2 S=Stock code N=Vendor item Number If you wish to sort on one level only, leave the second selection field blank.
<i>Detail Level</i>	Use this field to set the level of detail that is to be included on the Report: G=Grand total only S=Sub-total only I=Item total W=Warehouse detail
<i>Show Item Notes</i>	Use this field to include (Yes) or exclude (No) on the Report, each item's "F6" notes.
<i>Show PO Detail</i>	Use this field to include (Yes) or exclude (No) on the Report, outstanding Purchase Order lines for the each item for the Warehouse selected.
<i>Include Zero Qty Items</i>	Use this field to include (Yes) or exclude (No) on the Report, those items that match the rest of the selection criteria but have zero quantity on hand.

### **Saving a Report**

After you have entered all of the Report parameters at the system prompt *Field number to change ?*, the system also displays *F2=Save Report*. If you wish to save your Report parameters, press [F2]. When prompted, assign an ID and name to your Report. After you have saved your Report, select a printer from the Printer selection pop-up window.

### **Using a Saved Report**

To use your "saved Report", proceed as you normally would. At *Date for supply sales*, press [F2] to retrieve your saved Report parameters. When the system displays "*Saved Report name*" enter the ID that you assigned to your "saved Report", [ENTER] OR [?] to select from the Find Saved Report pop-up selection window. The system will display the parameters of the Report ID selected. Proceed as you normally would. You can make changes to the "saved Report" and save them to the current ID (this will overwrite the existing parameters) or to a new ID.

### **Deleting a Saved Report**

To delete a “saved Report”, proceed as you normally would. At *Date for supply sales*, press [F2] to retrieve your saved Report parameters. When the system displays “*Saved Report name*” enter the ID that you assigned to your “saved Report”, [ENTER] OR ? to select from the Find Saved Report pop-up selection window. The system will display the parameters of the Report ID selected. When prompted, press [F3] to delete the “saved” Report.

### **Understanding the Stock Supply Analysis Report**

Sup-Qty	-Total quantity for the specified number of sales periods; one qty at the item level and another at the Warehouse level.
Year-Qty	-Total quantity for the year: one qty at the item level and another at the Warehouse level.
On-Hand	-Total quantity on hand for item; one qty at item level, another at Warehouse level.
To-Sell	-Quantity committed plus the quantity on back-order; one qty at the item level and another at the Warehouse level.
Qty-Avail	-Quantity on hand minus the To-sell quantity one qty at the item level and another at the Warehouse level.
On-Order	-Quantity on posted Purchase Orders one qty at the item level and another at the Warehouse level.
Weeks	-Quantity on hand divided by the average sales per sales period
Excess-Valu	-Subtract lead time from weeks. This is the value of the remaining stock
Supply-sls	-Value of Sup-Qty
Prd-#	-Sales periods as defined in Control Information; numbered consecutively
Min	-Reorder minimum quantity for the item from the status record
Max	-Maximum quantity for the item from the status record

### STOCK SUPPLY ANALYSIS REPORT

Vendor	Item-number	Item-description		Cat	Stk	Sup-qty	Year-Qty	On-hand	To-sell	Qty-avail	Let-sale	Unit-cost	On-order	Weeks	Excess-value
Whe	Prd-1	Prd-2	Prd-3	Prd-4	Prd-5	Prd-6	Prd-7	Prd-8	To-sell	Qty-avail	Case-qty	Tot-value	On-order	Weeks	Excess-value
PO-number	PO-date	Purchase-qty		Comment	Sup-qty	Year-qty	On-hand	Expected			Locn	Stk	Min	Max	
3	0	0	0	0	0	0	0	0	0	0	03/15/99	0	4	15	0.0
55	0	0	0	0	0	0	0	0	0	0	"never"	0	0	0	0.0
PO: 170/01		07/29/10		3.000				00/00/00							
1000	6	Motor, 2hp Submersible		FARTS 01		0	1	5	0	5	04/20/10	26.50000	4	5.0	0.00
						0.00	TESTNEWPROD					132.50			
Ce	0	0	0	0	0	0	0	0	0	3	04/20/10	50	100	0	3.0
1	0	0	0	0	0	0	0	0	0	3	04/16/99	131	0	7	4
2	0	0	0	0	0	0	0	0	0	0	"never"	131	0	0	0
22	0	0	0	0	0	0	0	0	0	0	"never"		0	0	0
3	0	0	0	0	0	0	0	0	0	1-	1-"never"	1	1	0	1.0
55	0	0	0	0	0	0	0	0	0	0	"never"	0	0	0	0.0
1000	7	Gauge, Hi-pressure		TOOLS 01		0	5	120	0	120	05/26/10	16.00000	4	120.0	0.00
						0.00						1,920.00			
Ce	0	0	0	0	0	0	0	0	0	5	5-05/26/10	0	0	0	5.0
1	0	0	0	0	0	0	0	0	0	48	48 11/06/99	89	2	37	4
2	0	0	0	0	0	0	0	0	0	0	"never"	89	0	0	40.0
22	0	0	0	0	0	0	0	0	0	0	"never"		0	0	0.0
3	0	0	0	0	0	0	0	0	0	37	37 03/15/99	0	3	0	37.0
55	0	0	0	0	0	0	0	0	0	0	"never"	0	0	0	0.0
100	8	1" Steel bolts Product of B.C.		FARTS 01		12	1,526	11,649	5-	11,654	01/17/11	0.24470	340	766.0	1,144.72
						20.45	8888					2,850.51			
Ce	1	0	0	0	0	9	1	1	12	1,526	1,038	595	443	01/17/11	19
1	0	0	0	0	0	0	0	0	0	0	10,382	600-	10,982	06/24/08	23
2	0	0	0	0	0	0	0	0	0	0	0	0	0	"never"	23
22	0	0	0	0	0	0	0	0	0	0	0	0	0	"never"	
3	0	0	0	0	0	0	0	0	0	0	0	0	0	"never"	
55	0	0	0	0	0	0	0	0	0	0	0	0	0	"never"	
800	9	Lathe, Wood		INDEQ 01		0	0	11	0	11	04/16/99	193.22967	0	11.0	0.00
						0.00	LA7221-W					2,125.52			
Ce	0	0	0	0	0	0	0	0	0	5	5 "never"	0	0	0	5.0
1	0	0	0	0	0	0	0	0	0	0	1-04/16/99	100	0	7	0
2	0	0	0	0	0	0	0	0	0	6	7 "never"	100	0	0	6.0
22	0	0	0	0	0	0	0	0	0	0	0 "never"		0	0	0.0
3	0	0	0	0	0	0	0	0	0	0	0 "never"		0	0	0.0
55	0	0	0	0	0	0	0	0	0	0	0 "never"		0	0	0.0
800	10	Compressor, Air		INDEQ 01		0	1	26	0	26	10/15/10	115.83890	0	26.0	0.00
						0.00	ACCOMP104A					3,011.81			
Ce	0	0	0	0	0	0	0	0	0	1	13 10/15/10	0	6	0	14.0
1	0	0	0	0	0	0	0	0	0	7	1- 8 09/28/05	115	0	8	0
2	0	0	0	0	0	0	0	0	0	0	0 "never"	115	0	0	0.0
22	0	0	0	0	0	0	0	0	0	0	0 "never"		0	0	0.0
3	0	0	0	0	0	0	0	0	0	5	5 "never"	0	0	0	5.0
55	0	0	0	0	0	0	0	0	0	0	0 "never"	0	0	0	0.0
PO: 200		10/12/10		1.000				00/00/00							

STOCK SUPPLY ANALYSIS REPORT

Vendor	Item-number	Item-description	Cat	Stk	Sup-qty	Year-Qty	On-hand	To-sell	Qty-avail	Let-sale	Unit-cost	On-order	Weeks	Excess-value							
Whs	Prd-1	Prd-2	Prd-3	Prd-4	Prd-5	Prd-6	Prd-7	Prd-8	Sup-qty	Year-qty	On-hand	To-sell	Qty-avail	Let-sale	Loon	Stk	Min	Max	On-order	Weeks	Excess-value
	PO-number	PO-date	Purchase-qty	Comment			Expected				Tot-value										
	SLAB MARBLE	Marble slab for countertop	MISC		0	0	1,100	0	1,100	"never"	10.00000	0	100.0	0.00							
Ce	0	0	0	0	0	0	0	0	1,100	"never"	11,000.00	0	100.0	0.00							
	SPA101	SPA 101 MODEL			0	0	10	0	10	10/30/09	1,200.00000	0	10.0	0.00							
Ce	0	0	0	0	0	0	0	0	10	10/30/09	12,000.00	0	10.0	0.00							
	SS30	Smoked Sockeye Salmon 30 pieces			0	2	9	0	9	06/10/10	98.00000	0	9.0	0.00							
Ce	0	0	0	0	0	0	0	0	2	9	882.00	0	9.0	0.00							
1	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.00							
2	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.00							
22	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.00							
3	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.00							
55	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.00							
	PO: 151	10/15/09	50.000				00/00/00														
	SUM03-09887	Coffee Beans Sumatra Blend: Dark Roast BEV For drip process	RAW		0	0	144	0	144	"never"	33.14920	0	144.0	0.00							
Ce	0	0	0	0	0	0	0	0	144	"never"	4,773.48	0	144.0	0.00							
1	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
2	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
22	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
3	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
55	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
	TILE	Marble tile	MISC		0	0	1,100	0	1,100	"never"	1.00000	0	100.0	0.00							
Ce	0	0	0	0	0	0	0	0	1,100	"never"	1,100.00	0	100.0	0.00							
100	UL	This is an item description that has up to 75 etc.	01		0	0	0	0	0	"never"	0.00000	0	0.0	0.00							
Ce	0	0	0	0	0	0	0	0	0	"never"	0.00	0	0.0	0.00							
1	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
2	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
22	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
3	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
55	0	0	0	0	0	0	0	0	0	"never"	0	0	0.0	0.00							
124 Items printed.			Grand totals:		50.00						216,060.34										1,744.37

-- End of report --

## Void Invoices Report/Invoice Number Audit Report

### Introduction

(This function is only available if "Track Invoices" *Control Information* is set to 'V' for Voided Invoices only.) If this flag is set to "B=Both voided and used" the Report name in the Reports Menu becomes "Invoice number audit Report"

Use this selection to generate a Report listing Invoices which have been voided.

**An Invoice is voided when it is reselected for changes after an Invoice has been printed and approved but before it has been posted.**

For example, if you entered an Order, selected the Order for billing, printed the Invoice for the Order, and then went into *Orders* and edited the Order again, the original Invoice would be marked as void, and tracked in the voided Invoices history File for Reporting.



## To Begin

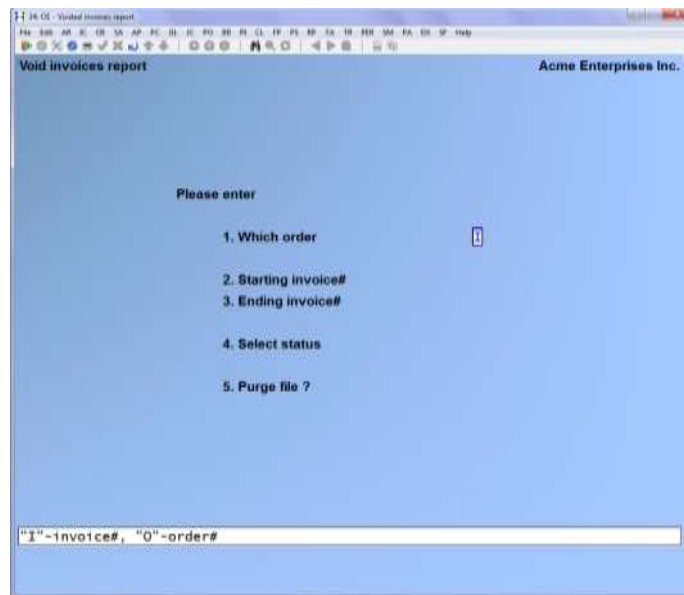
Select *Void Invoices Report* from the Billing main Menu.

## Printing the Void Invoices Report

From the screen displayed, enter the following information:

### 1. Which Order

Enter



The screenshot shows a window titled "Void invoices report" from "Acme Enterprises Inc.". The main area contains the text "Please enter" followed by a numbered list of prompts: "1. Which order", "2. Starting invoice#", "3. Ending invoice#", "4. Select status", and "5. Purge file?". A cursor is visible next to the first prompt. At the bottom of the window, there is a text input field with the label "I"-invoice#, "O"-order#.

**I** -For Invoices

**O** -For Orders.

**Format** 8 characters

### 2. Starting Invoice

### 3. Ending Invoice

Enter the range of Invoices you wish to review, OR:

**[F1]** -For first and last.

### 4. Select Status

**U** -Used

**P** -Being printed

**Blank** -Voided

**F1** -All

## 5. Purge File

Answer Y if you want to permanently remove the voided Invoices from the Void Invoice History File. These entries will not be retrievable. Purging, does not reduce the size of the File. To do this, use the "rebuild" function within *File utilities* to clean up the purged records.

Answer N if you just want to print the Report.

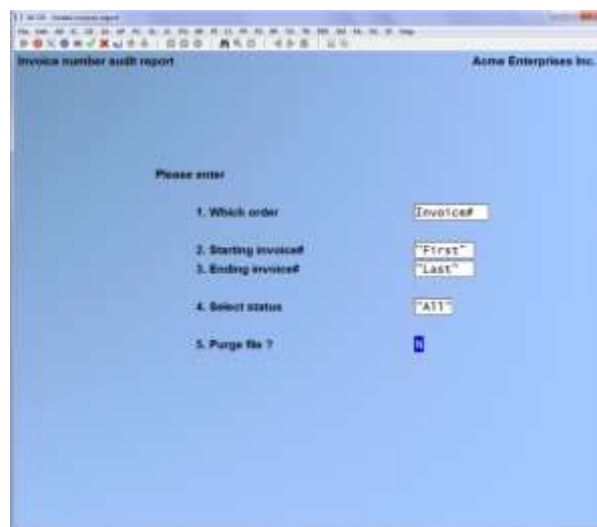
## Invoice Number Audit Report

### Introduction

(This function is only available if tracking Invoices in *Control Information* is set to 'B' for both Voided and Used Invoices only.)

Use this selection to generate a Report listing Invoices which have been voided and/or used.

Select *Reports* from the *Billing* main Menu, select *Invoice number audit Report*. The following screen will display.



The screenshot shows a window titled "Invoice number audit report" for "Acme Enterprises Inc.". The window contains a form with the following fields and options:

- 1. Which order: Invoice#
- 2. Starting invoice#: First
- 3. Ending invoice#: Last
- 4. Select status: All
- 5. Purge file?: Y

Enter the following information

### 1. Which Order

- For Invoices
- For Orders.

**Format** 8 characters

## 2. Starting Invoice

## 3. Ending Invoice

Enter the range of Invoices you wish to review, OR:  
[F1] -For first and last.

## 4. Select Status

Enter one of the following choices:

<b>U</b>	-Used
<b>P</b>	-Being printed
<b>Blank</b>	-Voided
<b>F1</b>	-All

## 5. Purge File

Answer Y if you want to permanently remove the voided Invoices from the Void Invoice History File. Purging, however, does not reduce the size of the File. To do this, use the "rebuild" function within *File utilities* to clean up the purged records.

Answer N if you just want to print the Report.

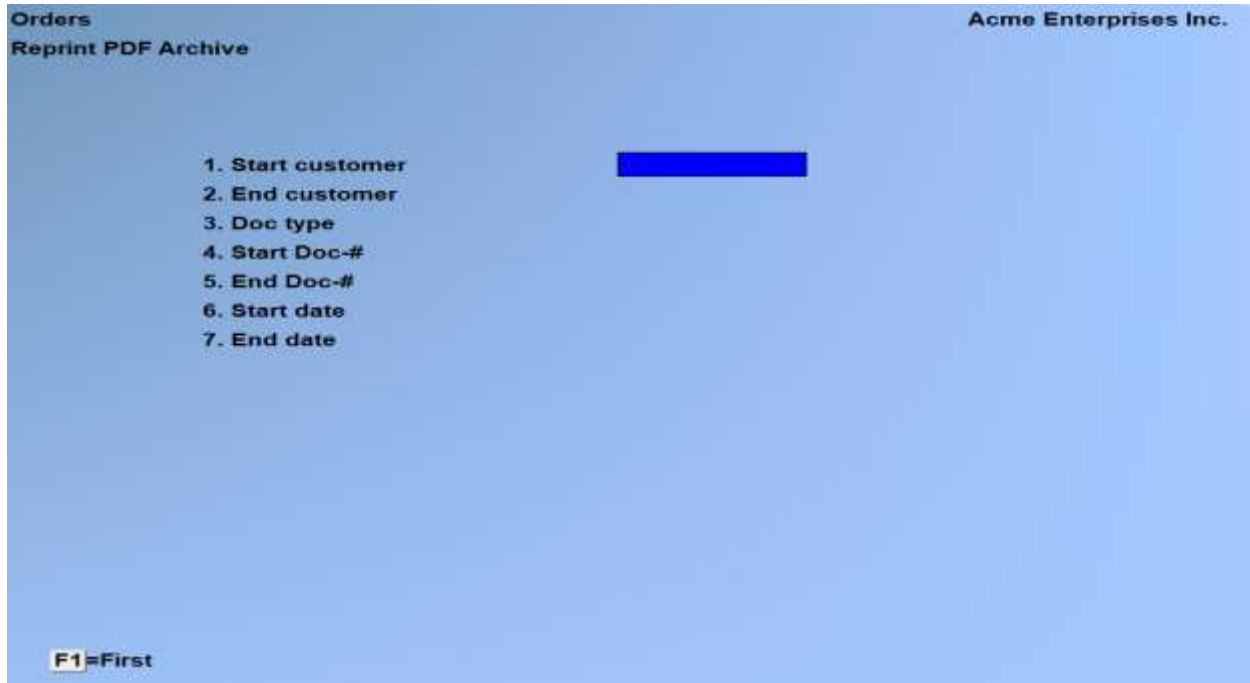
## Reprint PDF Archive

The *Reports > Reprint PDF archive* feature allows you to select from a list of documents, and load them into a PDF viewer. Similar features are also available in Accounts Payable, Accounts Receivable, Professional Invoicing, and Canadian Payroll.

Once the feature has been enabled on your system, every form (invoices, picking tickets, credit memos, etc.) is archived in PDF format with a Copy watermark. This feature allows you to retrieve exact duplicates of these forms (complete with signatures, etc.) into your default PDF viewer such as Adobe Reader, Foxit, etc.

This feature is also available when viewing an invoice/ credit memo in Invoice history.

To begin, select *Reports > Reprint pdf archive*. The following selection screen appears:



This first selection screen is used to create a list of documents to choose from that you want to send to your PDF viewer. For example, if you wanted to see all invoices printed on a certain day, you would enter the document type of Invoice, the date range you wanted, and First / Last for everything else. The system will then generate a list for you to select the check/stubs you wanted to send to your PDF viewer.

**Enter Starting customer no or [F1] for 'First'**  
**Enter Ending customer no or [F1] for 'Last'**

If you only want to see forms for one customer, enter the same customer number in each field.

### **Document type**

Enter **[F1]** for all document types, **I** for invoices, **Q** for quotes, **C** for credit memos, **R** for RMA forms, and **P** for picking tickets and packing slips.

**Enter Starting Doc-# or [F1] for 'First'**  
**Enter Ending Doc-# or [F1] for 'Last'**

This is the invoice number for credit memos and invoices, and the order number for quotes, RMAs, and picking tickets.

If you only want to see a specific form, enter the same number in each field.

**Enter Date printed from or [F1] for 'Earliest'**  
**Enter Date printed to or [F1] for 'Latest'**

Enter the date range when the documents were printed.

**NOTE:** Try to be reasonably concise with your selection. Depending on the amount of data in your system, if you try generating a preview list for "All" it may take quite a while to process.

After pressing [ENTER] at Field number to change, a screen similar to the following will appear:

Orders		Acme Enterprises Inc.			
Ord/lvc#	Cust-nam	Doc-date	Doc-time	Doc-typ	Ori-ord#
123752	Acme Computer Training	01/08/21	15:45:05	Cr-memo	O-000796
123753	Harris, Goldberg & Jones	03/17/21	16:21:42	Cr-memo	O-000801
123753	Harris, Goldberg & Jones	03/17/21	16:21:42	Cr-memo	O-000801
123754	Harris, Goldberg & Jones	07/02/21	13:42:46	Invoice	O-000813
123754	Harris, Goldberg & Jones	07/02/21	13:42:46	Invoice	O-000813
QM000001	Acme Computer Training	01/08/21	15:50:56	Quote	QM000001
RMA00001	Acme Computer Training	01/08/21	15:49:28	RMA	RMA00001
S0000018	Acme Wedding Planners	12/02/20	08:55:48	Invoice	S0000028
S0000018	Acme Wedding Planners	12/02/20	08:55:49	Invoice	S0000028
S0000019	Acme Wedding Planners	12/02/20	08:55:49	Invoice	S0000030
S0000019	Acme Wedding Planners	12/02/20	08:55:50	Invoice	S0000030
S0000020	Harris, Goldberg & Jones	12/02/20	08:55:51	Invoice	S0000026
S0000021	Harris, Goldberg & Jones	12/02/20	08:55:51	Invoice	S0000027
S0000022	Harris, Goldberg & Jones	12/02/20	08:55:52	Invoice	S0000029
S0000023	Harris, Goldberg & Jones	12/04/20	11:24:53	Invoice	S0000031

0 selected PDF's to reprint.

TAB=exit Pg 1

Space=Select F1=Select all F2=De-select all F3=Re-sort P=Preview PDF

F4=Create PDF F5=Create merged PDF

This is a list of all PDF versions of the forms on file based on the criteria entered.

**NOTE: Only those documents printed since the Archive feature was enabled are available to be retrieved.**

From here you can scroll up and down using the arrow and PgUp/PgDn keys, and use the following functions:

**Spacebar** Allows you to select/unselect multiple documents to be sent to your PDF viewer. Once you've selected all of the documents you want to view, press the F4 key to

open each document as a separate PDF, or F5 to open all documents in a single “merged” PDF document;

- P** Opens the document the cursor on the left is beside in the PDF viewer;
- F1** Select all documents to send to your PDF. You can then press F2 to de-select all or press the Spacebar to unselect individual documents;
- F2** De-select all selected documents;
- F3** By default the documents list is sorted by the first column, and then the document number. This allows you to sort by document print date (D) or check # (N);
- F4** Sends the selected documents to your PDF viewer as individual files;
- F5** Sends the selected documents to your PDF viewer as one merged file;
- TAB** Exit the PDF archive list and return to the Accounts Payable menu.

For a video tutorial on this feature, go to [samco.com](http://samco.com) > Support > Online Videos.

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## Chapter 21 - Invoicing

### Introduction

This selection is used to print and post Invoices.

In order to print an Invoice for a type "O" Order, you must first specify the lines that are to be billed for the Order. Invoices (type "I" Immediate Orders) and Credit Memos (type "C" Orders) can be printed and posted without further processing.

Use this selection to perform Invoicing as follows:

1. Select type "O" Orders for Billing, using » *Select for Billing*. You may select individual lines or specify that all lines are to be billed. (Type "I" Immediate Orders and Credit Memos are considered to be "selected" when they are initially entered.)
2. If a type "O" Order has been incorrectly selected for Billing, you may cancel the selection using *Cancel selections*. The Order itself is not cancelled and may be selected for Billing at a later time.
3. Print an edit list of Invoices, Credit Memos, and selected type "O" Orders.
4. Print Invoices for type "I" Immediate Order , type "C" and selected type "O" Orders.
  - **NOTE: For type "I" Immediate Orders and Credit Memos, all line items are printed. For type "O" Orders, only selected lines are printed.**
  -
5. Post printed Invoices to the Inventory Management and Accounts Receivable Packages (what gets posted is dependent on your settings for the "**Auto post....**" fields in *Control Information*).

**NOTE: The Invoice date (see Print Invoices in this chapter) is the date that Invoices or Credit Memos affect inventory valuation in Inventory Management.**

### To Begin

Select *Invoicing* from the Billing Menu. Then choose *Select for Invoicing* from the *Invoicing* Menu.

- **NOTE: When one User in a multi-User environment is printing Invoices, other Users are prevented from using this selection.**

## Selecting Orders for Billing

When you have completed the screen that appears, it looks similar to this:

The screenshot shows a software interface for selecting orders for invoicing. The form is titled "Invoicing" and "Acme Enterprises Inc." in the top right corner. The "Order #:" field is highlighted with a red box and contains the value "1007". Other fields include "Order date:" (12/15/95), "Order type:" (order), "Currency:" (CAD), "Customer #:" (EAM100), "Customer name:" (Comco Software Inc.), "Address:" (7785 - 134th Street, Surrey, BC, V3W 5E9, Canada), "Status:" (normal), "Sales rep:" (HSE), "Cust PO #:" (123456), "Ship via:" (Parcel post), "Ship date:" (ASAP), "Terms:" (15/15 day of Month), "Tax group:" (BC Sales Taxes), "Pct cost:" (100), "Warehouse:" (Central), "Invoices:" (1), and "Price list:" (1). At the bottom, there are instructions: "Make changes, F0=Prints" and "F10=Return to change?" with a blue cursor icon.

Enter the following information:

### ? Order #

Enter the number of the Order you want to select for Invoicing, OR:

- [F1] -To scan through the unselected Orders on File
- [?] -To display a window of Orders on File for you to select from (follow the screen instructions).

(Only type "O" Orders can be selected here. Type "I" and "C" Orders are selected when initially entered. Quotes and RMAs cannot be selected for Billing.)

If the Order has already been selected, a message displays, asking if you want to reselect the Order. Reselection cancels the prior selection of all lines on the Order and allows you to reselect the desired lines.



If the Order has not been previously selected, or if it has and you want to reselect it, you can make changes using "Field number to change ?". (Changes to field numbers 2, 3, and 25 are not allowed.) Information requirements are the same as those in the *Orders* selection.

Make any changes.

## Recalculate Order Taxes When Tax Group is Changed

This feature detects when there has been a change in the Tax group on an Order and recalculates the Taxes.

The Tax group for an Order can change because:

- You change the Customer number on the Order
- You change the Ship to for the Customer on the Order and the ship to has a different Tax group than the Bill to Customer (enter ship to #, use F1 to scroll through Ship-To's on File for the Customer OR select a ship to for this Customer from the pop-up find window)
- You change the Tax group on the Order

After entering the order header information, if the program detects a change in the Tax group for the Order, the system prompts: *The Tax group was changed. Do you wish to recalculate Taxes using the new Tax group?*

If you are using User defined fields, that screen will be displayed for you to make any adjustments.

Options:

**1 - Bill all lines:**

Use this option to automatically select for Billing all the lines on the Order.

**2 - Bill selected line:**

Use this option to select only specific lines for Billing.

**3 - Bill all lines except:**

Use this option to specifically select lines that are not to be billed (all other lines are selected for Billing).

**4 - Bill more:**

Use this option to select additional line items, if one or more line items were already selected for Billing. When chosen will leave the original selection(s) unchanged.

**5. – Bill all plus:**

Use this option to select all lines for billing plus additional lines can be entered. The entry screen is displayed for further input. This line is automatically selected when entry is completed and is printed on the Invoice as normal.

- **NOTE: The Invoice screen will now display when the Invoice is actually a receipt of payment on the customer's account.**

If you select option 1 or 3 and serial number entry or lot allocation is incomplete for any line item, a message appears to advise you that these lines were not selected. You are then given the choice of continuing with other selected lines or unselecting the Order and returning its status to "Not selected".

If you select option 2, 3, or 4 for a Customer who does not accept partial shipments (as noted in the A/R Customer File), a message appears to warn you of this and you are asked if you want to proceed anyway. You can answer Y to continue Billing, or answer N to instead select option 1 ("Bill all lines"). You can also press TAB to unselect this Order and return its status to "Not selected".

### **1 - Bill all lines**

By selecting this option, you can bill all lines on the Order without selecting them one by one. The lines are billed exactly as they were entered on the Order. If any information on the Order has changed since it was entered, you should either first change the Order using *Orders*, or you should use the "Bill selected lines" option here.

When using the "Bill all lines" option, only those items that were available to be shipped at the time the Order was entered are billed. Back Ordered or out of stock items are not billed but appear on the Invoice, showing the amounts unavailable for shipment and their status (Back Ordered or out of stock).

After you select "Bill all lines", there is a period of processing while each line on the Order is selected for Billing. If there are no items that are being sold by weight, the screen is displayed to enter the final Billing information.

**If there lines with items being sold by weight** the line item edit screen will appear for the first item being sold by weight. Enter the total weight for this line item. The extended price will then be worked out. Repeat this step for each line items sold by weight. Once completed the screen is displayed to enter the final Billing information.

**If you select to print tag labels in Control Information** you will be prompted to print them now. Answer Y or N accordingly. If you answer Y, follow the screen instructions (generating tag labels here is identical to that in the *Orders* function).

**If you select to print picking tickets in Control Information** you will be prompted to print them now. Answer Y or N accordingly. If you answer Y, follow the screen instructions (generating immediate picking tickets here is identical to that in the *Orders* function).

**If you selected to allow immediate Invoice printing in Control Information,** a window will appear for you to optionally generate the Invoice now. Follow the screen instructions (generating an immediate Invoice here is identical to that in the *Orders* functions).

## **2 -Bill selected lines**

When you select this option, the line selection screen appears. This screen is very similar to the line selection screen in *Orders*, except that a "U" (for "unselected") or an "S" (for "selected") is shown at the right of each line to denote its Billing status.

To select a line for Billing, highlight that line and then press ENTER. The line item entry screen is displayed, showing the details for the line item you have chosen, and you are asked "Bill this line?".

**If you answer N**, the screen clears, and the line item entry screen remains displayed. You may either enter the sequence number of a different line to be selected for Billing or use F5 to return to the line selection screen.

**If you answer Y**, the line is selected for Billing, and you are allowed to make changes to the line item.

The only field you would normally change at this point is "Qty to ship" unless the item is sold by weight, where you would enter the items aggregate Billing weight.

If you are Billing items that were previously Back Ordered, it is possible that the price of the item has changed since the Order was originally entered. You can change this field at this time.

To select an item for Billing that was Back Ordered on an earlier Invoice (made from this Order), change the quantity to ship ("Qty to ship") from zero to the quantity you now plan to ship.

To change the item number, press F5 when the cursor is positioned at "Field number to change?".

- **NOTE: This option is not valid for text lines, miscellaneous Kit parent items, or components of a miscellaneous Kit that are not item-modifiable.**

If you press [F5], the following message is displayed:

You have selected to change the item number for this line item.  
Are you sure you want to do this ?

If you answer N, the message clears, and the cursor returns to "Field number to change?".

If you answer Y, the cursor moves to "Item #".

Enter the new item number for this line. Complete entry of all fields, as if you were entering a new line item. When completed, this new item replaces the line item that previously displayed for the sequence number.

If you enter the item number of a miscellaneous or loose Kit, the item is processed as a normal item.

If you press TAB prior to completing entry of the new item information, the original line item is restored.

When you have finished making changes to the line item, press ENTER at "Field number to change?".

If the line item is serialized or lot-controlled, you are asked if you wish to make any changes to the serial or lot entries. Answer Y to change or complete entry of the serial numbers or lot allocations. If you answer N and serial number or lot allocation is incomplete for the quantity to be shipped, a warning message displays to advise you that the line cannot be billed. You are given the option of continuing entry or unselecting the line.

When completed selecting (or unselecting) a line item, enter the sequence number of another line to be billed, OR:

- [F1] -To display the next line item on the Order
- [F2] -To assign a new sequence number and add new line item to the Order
- [F5] -To return to the line selection screen
- [TAB] -To display the final screen used in *Select for Billing*

If you press [F2] to add a new line to the Order, enter the information in the same manner as in *Orders*. After you enter the line, you are asked if the line should be selected for Billing. Answer Y or N, as appropriate.

- **NOTE: When the line selection screen is displayed, you may also add new line items to the Order by using [F1] (insert). Alternatively, you can simply enter a new sequence number on the line item entry screen.**

After all lines that are to be billed have been selected, press [TAB] at "Seq #". The third screen displays.

The information requirements for the final screen are the same as those for the "Totals" screen of *Orders* when entering a type "I" Order. (Refer to the instructions in the Chapter 9, titled *Orders*.)

**If you select to print tag labels in *Control Information*** you will be prompted to print them now. Answer Y or N accordingly. If you answer Y, follow the screen instructions (generating tag labels here is identical to that in the *Orders* function).

**If you select to print picking tickets in *Control Information*** you will be prompted to print them now. Answer Y or N accordingly. If you answer Y, follow the screen instructions (generating immediate picking tickets here is identical to that in the *Orders* function).

**If you selected to allow immediate Invoice printing in *Control Information***, a window will appear for you to optionally generate the Invoice now. Follow the screen instructions (generating an immediate Invoice here is identical to that in the *Orders* functions).

### 3 - Bill all lines except

Select this option when most of the lines on an Order are to be billed exactly as they were entered.

Enter the number of the Order to be billed, then select the option "Bill all lines except". The line selection screen is displayed, showing an "S" for each line item that has been selected.

- **NOTE: A "U" is displayed for each line item that cannot be selected (see Selecting Serialized and Lot Controlled Line Items below).**

Highlight a line item that is not to be selected, press ENTER, and then answer N to "Bill this line?". The status of the line is changed from "selected" to "not selected". The screen clears and you are still positioned on the line item entry screen. You may either enter the sequence number of a different line that is to be unselected or use F5 to return to the line selection screen.

Use the line selection screen to review the line items to ensure that only those lines that are to be billed have actually been selected for Billing.

The Customer will be billed only for the amounts that were available to be shipped when the Order was initially entered, at the price initially entered.

When you have specified all lines that you don't want to appear on the Invoice, press TAB at the "Seq #" field on the line selection screen. The "Totals" screen displays to enter additional charges and supplementary information as in the first two examples.

**If you select to print tag labels in Control Information** you will be prompted to print them now. Answer Y or N accordingly. If you answer Y, follow the screen instructions (generating tag labels here is identical to that in the *Orders* function).

**If you select to waybills in Control Information** you will be prompted to print them now. Answer Y or N accordingly. If you answer Y, follow the screen instructions (generating waybills here is identical to that in the *Orders* function).

**If you select to print picking tickets in Control Information** you will be prompted to print them now. Answer Y or N accordingly. If you answer Y, follow the screen instructions (generating immediate picking tickets here is identical to that in the *Orders* function).

**If you selected to allow immediate Invoice printing in Control Information**, a window will appear for you to optionally generate the Invoice now. Follow the screen instructions (generating an immediate Invoice here is identical to that in the *Orders* functions).

### 4 - Bill more lines

Use this selection when you need to select additional lines for an Order which has already had one or more-line items selected for Billing. This function is identical to the "2 - Bill selected lines" option except that any lines previously selected do not change -- with the "2 - Bill selected lines" all lines are unselected automatically and you must re-select the lines to be billed.

When completed selecting Orders to be billed, press TAB at "Order #".

### **Selecting Serialized and Lot-Controlled Line Items**

For a "sometimes serialized" line item, serial number entry is optional, and the line item may be billed without specifying a serial number for each piece to be billed.

**For an "always serialized" line item, a serial number must be specified for each piece to be billed.**

For a lot-controlled item ("lot-balance" or "lot-detail" tracking method), the quantity to be billed must be fully allocated to one or more lot numbers.

To enter (or change) serial numbers for a serialized line item or lot numbers for a lot-controlled line item, use the "Bill selected lines" option. Enter the serial number or lot number information in the same manner as in *Orders*.

If you choose the "Bill all lines" option for an Order that requires serial number entry or lot allocation, you are asked if you wish to continue with line items that are valid for selection or if the entire Order should be unselected.

If you choose the "Bill all lines except" option for an Order with incomplete serial number entry or lot allocation, the related line items are automatically unselected.

### **Filling Back Ordered Items**

When a Back Ordered item has been received into your inventory and entered through *Inventory* in I/C, you can use this selection to "Manually" fill Back Orders. Alternatively, you can use the *Fill Back Orders* selection to automatically update the quantity to ship for Back Ordered line items. (Refer to the Chapter titled *Back Orders / Shipments*, for more information on the *Fill Back Orders* selection.)

To "Manually" fill backorders, select the Order with Back Ordered items. Then use the "Bill selected lines" option and enter the appropriate quantity to ship. (Orders that still contain items on Back Order remain on File until fully shipped.)

## **Cancelling Selections**

You can cancel selection of type "O" Orders that have been incorrectly selected for Billing. The Order itself is not cancelled; only its "selected" status is cancelled.

From the *Invoicing* Menu, choose *Cancel selections*.

A screen appears for you to enter the Order that is to be unselected for Billing.

When the Order is displayed on the screen, you are asked "Cancel selection of this Order ?"

If you answer N, the screen clears and you may enter the number of another Order.

If you answer Y, the Billing selection for the Order is cancelled. Press [F1] to display the next selected Order.

Invoice Orders (type "I" Orders) and Credit Memos entered using *Orders* are selected for Billing automatically and may not have their selection status cancelled.

When you are finished, press TAB at "Order #"

## Printing an Edit List

Use this selection to print a list of selected Orders. Only selected type "O" Orders and all type "I" and "C" Orders are printed on this list.

Select *Edit list* from the *Invoicing* Menu. You can also select *Billing Edit List* from the *Reports* Menu.

When you have completed the screen to print an edit list, it appears similar to this:

The screenshot shows a software interface titled "Invoicing Print orders" with the company name "Acres Enterprises Inc." in the top right. The main area is a form titled "Please enter" with 14 numbered fields for user input:

- 1. Order type: [All]
- 2. In order by: [Order #]
- 3. Order status: [All]
- 5. Starting order #: [First]
- 6. Ending order #: [Last]
- 7. Starting date: [Earliest]
- 8. Ending date: [Latest]
- 9. Customer #: [Not applicable]
- 10. Format: [Full] Show costs? [ ]
- Components to print: [Printable]
- 11. Print notes?: [ ]
- 12. Warehouse: [All]
- 13. Sales rep.: [All]
- 14. Print user defined fields?: [ ]

At the bottom left, there is a small instruction: "Field number 11 - change" with a blue square icon.

### 1. Order type

Enter up to 2 types of Orders to be included on the edit list, pressing [Enter] after the first type.

- O** -Orders
- I** -Invoices
- C** -Credit Memos
- H** -Holds
- Q** -Quotes
- R** -RMAs
- F1** -To include "All" Order types on the edit list.

**Format** 4 types of 1 character each

## 2. In Order By

Enter the Order in which you want the edit list printed, [O] for Order number, [C] for Customer number or [N] for Customer name.

If you enter O, field number 7 ("Customer #") is skipped, because Orders for all Customers falling within the Order range will be printed.

If you enter C, field numbers 3 and 4 ("Starting" and "Ending Order #") are skipped, because all Order numbers falling within the Customer range will be printed.

## 3. Order Status

[ENTER]	-Normal Orders
[F1]	-All Orders
[F2]	-Any 'status' other than normal

## ? 4. Starting Order #

## ? 5. Ending Order #

Enter the range of Orders to print on the list. Follow the screen instructions.

Format XXX99999

## 7. Starting Date

## 8. Ending Date

Enter the range of Order dates for which Orders are to print on the list. Follow the screen instructions.

Format MMDDYY

## ? 9. Customer #

Enter the Customer number for the Orders you want to print on the list, OR:

[F1]	-Print Orders for "All" Customers
------	-----------------------------------

Format 12 characters

If you selected to print by Order number in field number 2 above, "(Not applicable)" displays here.

## 10. Format

Enter the format in which to print the edit list, either **F** for full format or **B** for brief format.

The brief format does not show profit centre, Warehouse, addresses, line discount percent, scrap account, comments, totals, distributions, or serial or lot numbers.

If you select the full format, an additional field appears:



### **Show Costs ?**

Answer Y if you wish to show costs on the list.

If you select the full format and are using Kits Plus, the following field also appears:

### **Components to Print**

Specify the Kit components to print on the edit list.

- N** -Print no components
- M** -Print components that are modifiable and/or printable (per the Kit definition modify-flags)
- P** - Print components that are "printable" only
- [F1]** -To print all components.

Refer to the Chapter titled *Kits Processing*, for additional information on how Kit components are printed on the edit list.

### **11. Print Notes ?**

Answer Y to print notes for each Order on the list.

### **12. Warehouse**

(This question appears only if you have selected multi-warehousing in the I/C Control File.)

Enter the Warehouse code for the Orders you wish to print on the list OR:

- [ENTER]** -To print Orders only for the "Central" Warehouse
- [F1]** -To print Orders for "All" Warehouses

**Format** 2 characters

### **13. Sales Rep.**

Enter the Sales Rep codes for the Orders you wish to print on the list or press F1 for All Sales Reps.

### **14. Print User Defined Fields:**

Answer Y if you wish to print the User defined fields on the Orders, or answer N.

After verifying the Billing selections, print the Invoices.

## Print Invoices

Select *Print Invoices* from the *Invoicing* Menu.

The format of the Invoices depends on your answer to "Invoice format to use" in the Billing Control File.

Enter the following information:

### Invoice Date

Enter the date you want printed on the Invoices, OR:

**[ENTER]** -For the system date

Format MMDDYY

The Invoice date entered here will be the transaction date of the sale when these Invoices are posted to Accounts Receivable.

The Invoice date is also the transaction date for inventory posting in I/C. To decrease inventory value as of a certain date, an Invoice must be dated, printed and posted on or before the valuation date.

### Start Invoice #

Enter the Invoice number to print on the first Invoice in this printing run, OR:

**[ENTER]** -To use the next Invoice number in sequence, based on the "Starting Invoice #" field in the Billing Control File

Format 8 characters

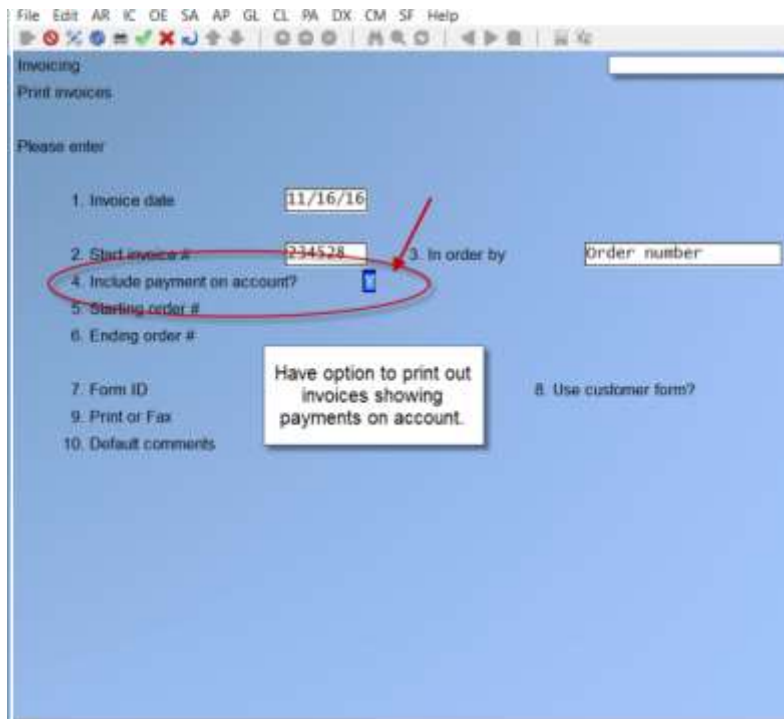
### In Order By

Designed to give the User a choice as to what Order to print the Invoices.

- O** -Order #
- N** -Customer Name
- C** -Customer number
- S** -Sales Rep

### Include receive on account?

User now has the option to print out Invoices that have payments received on account



### Starting Order #

### Ending Order #

Enter the range of Orders for which Invoices are to be printed. Follow the screen instructions.

**Format** 8 characters

In a multi-User environment, if one User selects to print Invoices for all Orders while another User is entering an "I" type Order, this new "I" Order may be immediately Invoiced.

To avoid this, the User printing Invoices should select a specific range of Order numbers, rather than "First" to "Last". Invoices will print only for the selected Orders within the range that you specify.

### Form ID

Enter the ID of the form to be used for Invoice printing, OR:

**[ENTER]** -To use the default form ID specified in the Billing Control File

**[F1]** -To scan through the forms in the Form File

**Format** 5 characters

If the form ID does not have an "Invoice", "Order", or "Credit memo" type defined for it, a message displays to inform you that Invoices will not be printed for the Orders with missing form types. If none of the three types are defined for the form, no Invoices can be printed.

### **Default comments**

Enter any comments to be printed on Invoices that do not already have comments specified earlier.

**Format** 5 lines of 30 characters

Make any changes

You then see "Please mount Invoice forms on printer. Type 'DONE' when ready". Mount the Invoice forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the Invoice forms. When you have finished mounting the forms, type DONE.

You are then asked: "Print alignment ?".

Answer Y if you need to print a test alignment form filled out with X's and 9's.

Answer N when the form alignment is correct, or if you do not wish to print an alignment form. The Invoices are then printed.

When the Invoices have been printed, you are asked "Are the Invoices just printed OK ?".

### **When to answer N to "Are the Invoices just printed OK ?"**

Answer N if the Invoices just printed are bad due to:

- (1) Incorrect Billing date,
- (2) Wrong selection of the series of Orders to be billed,
- (3) Inappropriate default comments,
- (4) Wrong lines billed on Invoices, or
- (5) Printer malfunction that has ruined the majority of the Invoices.

If you answer N, all Invoices printed for this specific range of Orders are considered to be "not OK". Any previously printed ranges of Orders are still considered to be "OK" if you answered Y to "Are the Invoices just printed OK ?" after printing those ranges.

If you answer N to "Are the Invoices just printed OK ?", you are asked a second question: "Restart Invoice printing ?".

Answer Y to the "Restart" question if you wish to reprint all of the Invoices that were bad at this time, without making any other changes to the Orders concerned. If you answer Y, the Invoice printing screen reappears to enter another range of Orders.

Answer N to the "Restart" question if you need to make changes to the Orders prior to reprinting Invoices.

If you answer N, you are asked to "Please mount regular paper on printer. Type 'DONE' when ready." Type DONE when you have mounted regular paper.

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### **When to answer Y to "Are the Invoices just printed OK ?"**

Answer Y to "Are the Invoices just printed OK ?" if all of the Invoices just printed are OK, or the majority are OK but a few have been damaged during printing. (The Invoices being referred to here are the Invoices for the range of Orders just entered on the Invoice printing screen.)

If you answer Y to "Are the Invoices just printed OK ?", you are asked a second question: "Reprint selected Invoices ?".

If all of the Invoices just printed are OK, answer N to this question and the Invoice printing screen reappears to select another range of Orders to print.

Answer Y to the "Reprint" question if the majority of the Invoices are OK, but a few require reprinting due to being damaged during printing.

If you answer Y to the "Reprint" question, a screen appears for you to enter the range to be reprinted. Enter the Invoice numbers as printed on the Invoice forms (rather than Order numbers).

You are also asked for the starting Invoice number for the reprint. This number defaults to the starting Invoice number of the range specified so that you can reprint the Invoices using the same numbers. (Be sure to destroy or otherwise void the first versions of these Invoices.)

You may reprint as many different ranges of Invoices as needed. You may reprint a specific range of Invoices as many times as needed. However, you must always refer to an Invoice by the number that appeared on the Invoice the first time it was printed, and not the number that appeared on the Invoice due to a reprint.

When reprinting Invoices, you may also press F1 for the starting Invoice number to use the Invoice number that is one greater than the last Invoice printed. This is useful if you have pre-printed Invoice numbers on your forms and need to number Invoices so that they correspond to the pre-printed numbers on the forms

When you have completed reprinting Invoices, press TAB and the Invoice printing screen reappears for you to select another range of Orders to print.

## **Posting Invoices**

- **NOTE:** If you are using Purchase Order, any P/O receivings must be received and posted BEFORE posting Invoices.)

After you have printed Invoices and designated them as "OK", you can post them to I/C and A/R Packages.

Select *Post Invoices* from the *Billing* Menu.

In multi-User environments, when one User is posting Invoices, other Users may not use the *Inventory* selection in I/C or the *Sales* or *Cash receipts* selections in A/R. Conversely, while one User is using one of those three selections, Invoice posting is not allowed.

If there are any un-posted sales or cash receipts or inventory transactions, you are advised that they will be posted, as well as the Invoices you have printed. Answer Y to proceed with posting; otherwise, answer N.

There is a period of processing while sales and inventory transactions are created from the Invoices. Orders that were partially billed are cleared of all fully shipped and billed items. Orders with unbilled items or Back Ordered items remain on File for future completion. An "O" type Order is created for any "I" type Order that contains Back Ordered items.

If there are any Drop Shipped or miscellaneous items on the Invoices, the Miscellaneous/Drop Ship Item Register prints.

If serialized items are Drop Shipped, a History transaction is created in I/C Serial Transaction File for each serial number entered. These transactions must be posted manually, using I/C *Serial numbers (Post)* selection, when Billing Invoice posting is completed.

If lot-controlled items are Drop Shipped, a Sales transaction and an offsetting upward Adjustment are created in I/C Transaction File for each lot number entered.

These transactions are automatically posted with the other inventory transactions.

The Inventory Transaction Register then prints and the inventory transactions are posted (see the Inventory Management User Manual).

After inventory transactions have posted in I/C, the Sales Journal is printed and the sales transactions are posted in A/R.

If cash was received with a type "I" Order, the Cash Receipts Journal then prints and the cash receipts are posted (see the Accounts Receivable User Manual). Cash is posted for type "I" Orders only if you answered Y to "Post cash receipts for 'Invoice' type Orders ?" in the Billing Control File. Cash received with a type "O" Order is not posted by this procedure, and must be manually entered in A/R.

## Interrupting Register Printing

**If you interrupt the printing of a register, you must use the corresponding Package for that register (Billing, I/C, or A/R) and complete the posting steps for each Package, in this sequence: I/C inventory, A/R sales, A/R cash.**

## Updating History

If you specified to retain Invoice history in the Billing Control File, Invoice history is updated when Invoices are posted.

If you are using Purchasing and have specified to retain merchandise history in the P/A Control File, merchandise history is updated for the parent item and each miscellaneous component item during Billing Invoice posting. Updating for all other non-miscellaneous components occurs when the inventory transactions are posted.

## Duplicate Invoice Numbers

When posting Invoices, you might see "Duplicate sales or entry - see instructions. Press ENTER to continue". If you see this message, check to see if there is a duplicate Order or if Invoices have already been printed for the Orders currently being processed.

During Invoice posting, a previously used Invoice number might be assigned in one of two ways:

- The starting Invoice number in the Billing Control File might have been reset to a lower number before printing Invoices.
- A sales transaction with a conflicting Invoice number was entered through *Sales* in Accounts Receivable.

If the Software detects this condition, the Order for which the Invoice was printed remains on File, and the Billing information is not posted to the A/R and I/C Files. An Invoice must be printed again for this Order after the duplicate Invoice number has been removed.

## Posting of Inventory Items

G/L distributions generated for line items are as follows (Kit distributions are discussed in Chapter titled *Kits Processing*):

**WILD CARDED SECTIONS:** - \*\*\* - If you set the profit centre section of any G/L account affected by the Order posting to be wild-carded, the profit centre for the account(s) will be replaced by the Order's profit centre.

### Sales:

- Debit item's expense account (Item File)
- Credit item's inventory account (Item File)

### Credit Memos:

- Debit item's inventory account (Item File)
- Debit scrap account (entered when Credit Memo is entered, if applicable)
- Credit Item's Credit Memo account (Item File)

If you are using profit centres, the profit centre for the expense and Credit Memo accounts is assigned as specified in the Billing Control File. (The profit centre can be taken from the order header, the line item, or the inventory item itself.)

- **NOTE:** Negative quantity line items on type "I" and type "O" Orders are handled the same as lines on Credit Memos.

## For Drop Shipped items

**Distributions are generated as follows:**

**Sales:**

- Debit item's expense account (Item File)
- Credit drop-ship clearing account (Billing Control File)

Distributions for Drop Shipped and miscellaneous items are generated by Order Entry Plus.

Distributions for other items are made by Inventory Management when inventory transactions are posted.

**NOTE: Drop Shipments are not reflected/saved in inventory. So your inventory stock will not change**





## Chapter 22 - Invoice History

Use this selection to view or print Invoice history information, and to purge Invoices from the Invoice History File.

Invoice history information is available after posting Invoices only if you selected to keep an Invoice history in the Billing Control File. If you are using Kits, component Invoice history is also retained if you specify to retain it in I/C Control File.

Billing and Point of Sale share the same Invoice History File. In this selection, the term "Invoice" refers to Invoices posted in Billing, as well as tickets posted in Point of Sale, if using.

This Chapter describes the different ways in which Invoice history can be printed and/or viewed, as follows:

- By Customer
- By Customer/Invoice
- By Invoice
- By item
- By Order # for Customer (viewing only)
- By P/O # for Customer (viewing only)
- By Customer stock code (viewing only)
- Recurring by item (printing only)
- Recurring by Invoice (printing only)

The *Purge Invoice history* selection is described at the end of this Chapter.

## Viewing Invoice History

Select *Invoice history* from the Billing Menu, and then *View Invoice history*. Next, choose the Order in which you wish to view posted Invoices: by Customer, by Customer and Invoice number, by Invoice number, by item, by Order # for a Customer, or by P/O # for a Customer.

### By Customer

Use this selection to view all Invoice lines that have been printed and posted for a Customer, starting from a specified item number.

Select *By Customer* from the *View Invoice History* Menu.

When you have selected a Customer and starting item to view, the screen appears similar to this:

Item number	Description	Invo #	Qty-shp	Unit	Unit-price per
*LABOUR	Labour Charges	0-000187	2.000	HOUR	300.000 HOUR
*MACHINETIME	Machine Time	0-000186	1.000	HOUR	110.000 HOUR
22	Paint, Enviro Latex White	100008C	1.000	GAL	20.050 GAL
HELI-AIR-INTAKE	Air intake for heli-	100008	100.000	EACH	28.000 EACH
MCAB-14CSD-H4	Compressor wire set	0-000173	2.000	EACH	85.000 EACH

End of Item: F4=detail R=reprint Invoice ENTER=more info TAB=refresh

### ? Customer

Enter the number of the Customer you wish to view, OR:

- [F1] -Select the next Customer number in the A/R Customer File
- [ENTER] -To select a Customer by name

### ? Starting Item

Enter the number of the first item you wish to view, OR:

- [F1] -Select the next item number
- [ENTER] -To select an item by item description

All Invoice lines for this Customer display for items beginning with the starting item number. Press [Enter] to view additional information about the items, such as description line 2. If there is more than one screen of information available, OR:

- [F1] -View the next page of items
- [TAB] -To select a different Customer number and starting item number
- [F4] -Use the [↑][↓] to highlight a specific Invoice, use [F4] for detail
- [R] -To reprint the Invoice to a printer

## By Customer/Invoice

Use this selection to look at the Invoices for a specific Customer in the Invoice History File, beginning with the most recent Invoice.

Select *By Customer/Invoice* from the *View Invoice History* Menu.

When you have selected a Customer to view, the screen appears similar to this (for a detail view):

The screenshot shows a software interface titled 'View Invoice History' for 'Acme Enterprises Inc.'. It includes a 'By customer' section with fields for Customer (SAM100), Starting Inv, Telephone (604-597-4211), and Misc. Below this is a table with columns: Item number, Description, Invc-#, Qty-ship, Unit, and Unit-price-pec. The first row is '\*MACHINETIME Machine Time 0-600185 1.000 HOUR 110.000 HOUR'. Below the table is a detailed view for the selected item, showing fields for Cust name, Cust addr, Ship name, and Ship addr, followed by a table of charges (BC Tax 13.20, Misc chg .00 2). A dialog box 'End of detail' with an 'OK' button is overlaid on the screen.

Enter the following information:

### ? Customer

Enter the number of the Customer you wish to view, OR:

- [F1] -Select the next Customer number in the A/R Customer File
- [Enter] -Select a Customer by name

The Sales PTD/YTD and last year figures for the Customer display.

- S** -To view a summary of totals for each Invoice for the Customer,
- D or ENTER** -To view line item detail for each Invoice for the Customer.

If there is more than one screen of information available, OR:

- [F1] -View the next page of Invoices
- [TAB] -Select a different Customer number

For each Invoice, sequence numbers of 980 or higher are used to show the following information when entered: bill-to Customer, Purchase Order number, Tax group code and amount, miscellaneous charges, freight, and Order comments. The following data is also shown if different than the Customer defaults: Ship-to name and address, ship via method, and terms.

## By Invoice

Use this selection to look at any specific Invoice in the Invoice History File.

Select *By Invoice* from the *View Invoice History* Menu.

Seq#	Item number	Description	Qty-shp	Unit	Unit-price	per
1	HELI-ADR-INTAKE	ATP INTAKE for heli-compressor	100.000	EACH	28.000	EACH

## Invoice-#

Enter the number of the Invoice for which you wish to view history, OR:

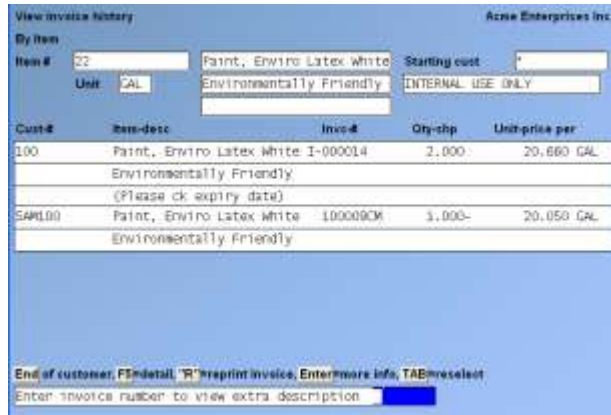
- [F1] Select the next Invoice number. Follow the screen instructions. A brief delay occurs prior to displaying all the line items on this Invoice. Press ENTER to view additional information about the items or select a sequence number of a line item you want to view the additional description for.
- [F1] View the next page of line items
- [TAB] Select a different Invoice number
- R Reprint the Invoice to a printer
- P Reprint the PDF version from archive if available

## By Item

Use this selection to look at Invoice lines that have been posted for an item, starting with a specified Customer who bought this item.

Select *By item* from the *View Invoice History* Menu.

After you have selected an item and starting Customer to view, the screen appears similar to this:



### ? Item #

Enter the number of the item for which you wish to view Invoices, OR:

[F1] -Select the next item on File

[ENTER] -Select an item by its description

- **NOTE:** The Invoice history view by Invoice number screen has been enhanced to indicate Drop Ship lines in two ways. First, a D shows next to the sequence number field on all the alternate views of the line item information. And the literal "Drop Ship" shows on the 3rd line item view, next to any weight information.
- 
- 

### ? Starting Cust

Enter the number of the starting Customer for this item, OR:

[F1] -Select the next Customer in the A/R Customer File

[ENTER] -Select a Customer by name

All Invoices for this item display for Customers beginning with the starting Customer number entered. Press ENTER to view additional information about this Customer and Invoice or enter the number of the Invoice to view additional item description for. If there is more than one screen of information available, OR:

[F1] -View the next page of Customers

[TAB] -Select a different item number and starting Customer number

[F5] -View more detail – on an Invoice, use the [↓][↑] to highlight a specific Invoice and press [F5] again, for further detail.

[R] -Reprint this Invoice

P Reprint the PDF version from archive if available

## By Order # For Customer

Use this selection to view all Invoice lines that have been printed and posted for a specific Order number for a specific Customer.

Select *By Order # for Customer* from the *View Invoice History* Menu.

When you have selected a Customer, an Order number, and a starting item number to view, the screen appears similar to this:

Item number	Description	Invoice#	Qty-shp	Unit	Unit-Prs per
HELI-AIR-INTAKE	Air intake for heli-	100008	100,000	EACH	28,000 EACH

### ? Customer

Enter the number of the Customer you wish to view, OR:

- [F1] -Select the next Customer number in the A/R Customer File
- [ENTER] -Select a Customer by name

### ? Order #

Enter the number of the Order for which you wish to view history.

### ? Start Item

Enter the number of the first item you wish to view from the Order, OR:

- [F1] -Select the next item number
- [ENTER] -Select an item by item description

All Invoice lines for this Customer display for items beginning with the starting item number. Press [Enter] to view additional information about each item. If there is more than one screen of information available, OR:

- [F1]** -View the next page of items
- [TAB]** -Select a different Order to view
- [F4]** -Use the [↑][↓] to highlight a specific Invoice, press [F4] for more detail on that Invoice.
- R** -Reprint the Invoice to a printer
- U** -View User Defined Fields

## By P/O # For Customer

Use this selection to view all Invoice lines that have been printed and posted for a specific PO number for a specific Customer.

Select *By PO # for Customer* from the *View Invoice History* Menu.

When you have selected a Customer, and a PO number to view, the screen appears similar to this:

Item number	Description	Invo.#	Invo-dat	Qty-shp	Unit
HELI-AIR-INTAKE	A/P Intake for heli-	100008	12/23/10	100.000	EACH

Using the ‘?’ (question mark) can give you a list of Customers

## ? Customer

Enter the number of the Customer you wish to view, OR:

- [F1]** -Select the next Customer number in the A/R Customer File
- [ENTER]** -Select a Customer by name

### ? P.O. #

Enter the Customer's PO number on the Order for which you wish to view history, OR:

- [F2] -Scroll through the next PO number in the history File.
- [F4] -Use the [↑][↓] to highlight a specific Invoice, press [F4] for more detail on that Invoice.
- [R] -Reprint the Invoice to a printer

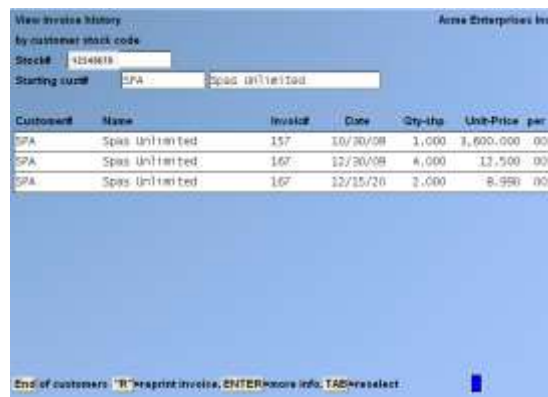
## By Customer Stock Code

(This option is only available if the *Use Customer stock codes ?* is set to Y in the *Billing Control Information* function.)

Use this function to view Invoice history information by the Customer stock / item code. This is valuable where the Customer requires you to include their item number for products they purchase, and presumably resell, on the packing slips/Invoices.

The stock/item number is entered in Billing at the line item level. Since this is a free form field, the information entered is not verified.

To begin, select *By Customer stock code* from the *View Invoice History* Menu When you have selected an item stock #, and starting Customer number to view, the screen appears similar to this:



The screenshot shows a software interface titled 'View Invoice History' for 'Acme Enterprises Inc.'. It features a search section with 'by customer stock code', 'Stock# 1234567', and 'Starting cust# SPA Spas Unlimited'. Below is a table of invoice data:

Customer#	Name	Invoice#	Date	Qty-ths	Unit-Price	per
SPA	Spas Unlimited	157	10/30/08	1,000	3,600.000	000
SPA	Spas Unlimited	167	12/30/08	4,000	13,500	000
SPA	Spas Unlimited	167	12/31/10	2,000	8,990	000

At the bottom, a status bar reads: 'End of customers: \*R\*reprint invoice, ENTERmore info, TABwselect'.

### Stock #

Enter the Customer's stock number of the item you wish to view.

### ? Starting Customer

Enter the starting Customer number you want the view to start from, OR:

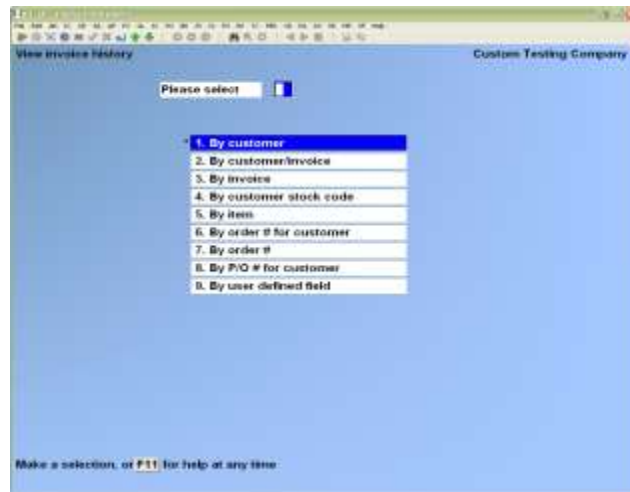
- [F1] -Search for the next Customer on File.
- [ENTER] -Search by Customer name
- [R] -Reprint the Invoice to a printer



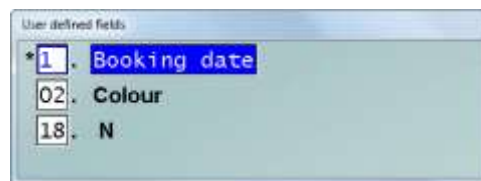
## By UDF (User Defined Field)

This feature allows you to find an Invoice in Invoice history when you only have the User defined field (UDF) data that was assigned to the Order. To query an Invoice using this feature, the Order must be Invoiced and the Invoice must be posted.

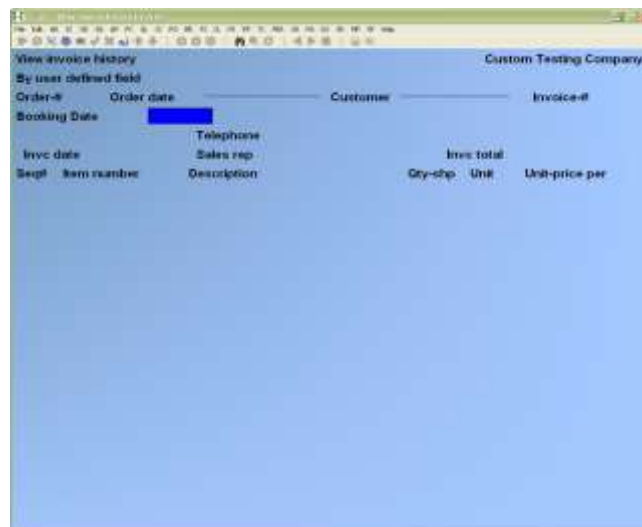
Go to *Billing -> Invoice History -> View Invoice History -> By User Defined Field*



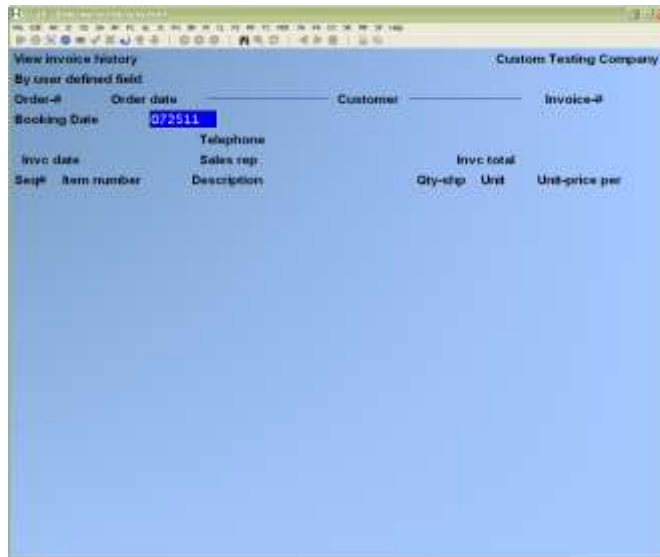
The system will display the User defined fields pop-up window:



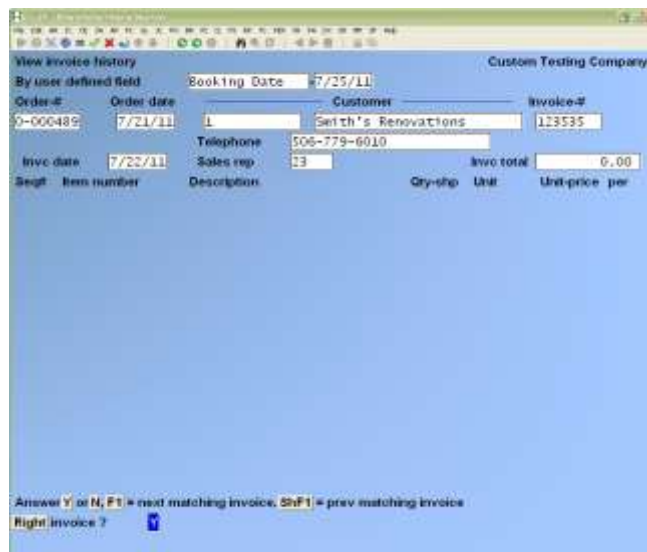
Use the arrow keys to highlight the applicable UDF, [ENTER].



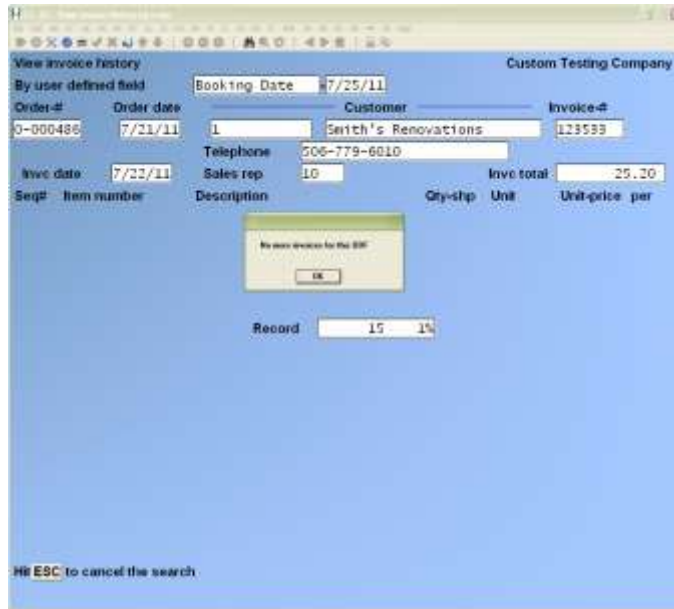
Enter the search criteria (e.g. booking date = 072511) [ENTER].



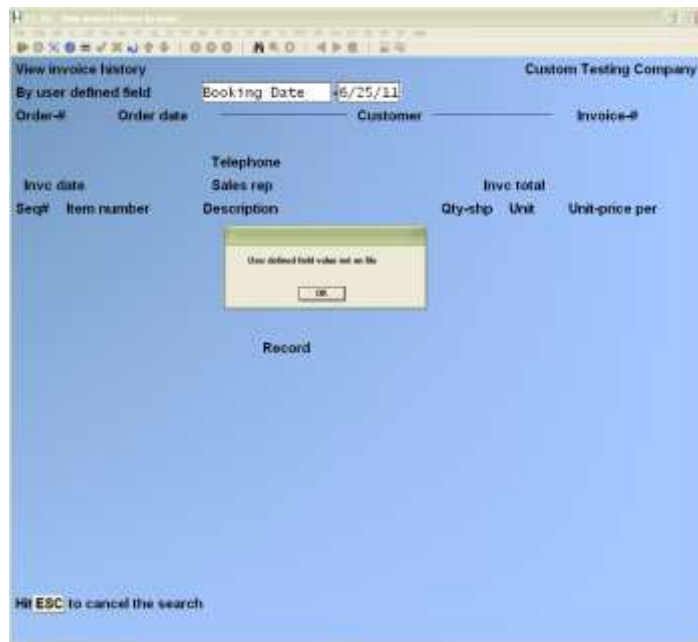
The system searches the File and displays the number of the first Invoice found for the Order. If there are Invoices that match your selection criteria, the system displays the first Invoice:



When prompted *Right Invoice ?* Answer Y(es) to view the Invoice information; answer N(o) to begin a new search. If there is more than one Invoice that meets your search criteria, the system displays the first Invoice found. Use [F1] and [Sh] + [F1] to scroll through the Invoices on File that match your search criteria. When viewing an Invoice, use [F1] and [Sh] + [F1] to scroll through the pages of the Invoice. When you have scrolled through all of the “matching” Invoices on File, the system displays:



If there are no Invoices that match your selection criteria, the system displays:



### Special Notes

If you have the ability to toggle between entry modes in Billing, it is important to note that you must be in Full Header Text entry mode to enter the value of one or more UDFs in an Order Header.

## Printing Invoice History

Select *Invoice History Reports* from the *Invoice History Menu*. Then choose the order in which you wish to print the Invoice history: by Customer, by Customer and Invoice, by Invoice number, or by item.

### By Customer

Use this selection to print a Report of Invoice lines for a specific Customer or range of Customers.

Select *By Customer* from the *Invoice History Reports Menu*.

When you have completed the screen to request an Invoice History by Customer Report, it appears similar to this:

The screenshot shows a software interface titled "Invoice history reports" for "Acme Enterprises Inc.". The main heading is "By customer". Below this, it says "Please enter" followed by a list of nine numbered items:

1. Starting customer
2. Ending customer
3. Starting sales rep
4. Ending sales rep
5. Starting item
6. Ending item
7. Starting date
8. Ending date
9. Format

At the bottom left, it says "Press F1 for 'First'". A blue rectangular bar is positioned over the input field for "1. Starting customer".

#### ?Starting Customer

#### ? Ending Customer

Enter the range of Customers whose Invoices you want to print. Follow the screen instructions.

#### ? Starting sales rep

#### ? Ending sales rep

Enter the range of actual sales reps entered on the invoice. Follow the screen instructions.

#### ?Starting Item

#### ?Ending Item

Enter the range of item numbers to print for the Customers selected above. Follow the screen instructions.

## Starting Date

## Ending Date

Enter the range of dates for the Invoices to be printed. The dates refer to the Invoice date for Billing Invoices, or the posting date for Point of Sale tickets.

## Format

**F** -For full format

**B** -For brief format.

The brief format does not show Order number or date, unit cost, Sales Rep, Warehouse, Order discount percent, extended cost, or gross margin percent.

## By Customer / Invoice

Use this selection to print a Report of the Invoices in the Invoice History File for a range of Customers, in Order by Customer number. Each Customer's Invoices are shown, with the most recent first.

Select *By Customer/Invoice* from the *Invoice History Reports* Menu.

When you have completed the screen to request an Invoice History by Customer/Invoice it appears similar to this:

The screenshot shows a window titled "Invoice history reports" with the subtitle "By customer/invoice" and the company name "Acme Enterprises Inc." in the top right corner. The main area contains the text "Please enter" followed by a numbered list of seven input fields. The first field, "1. Starting customer", has a blue rectangular bar next to it. The other fields are "2. Ending customer", "3. Starting sales rep", "4. Ending sales rep", "5. Starting date", "6. Ending date", and "7. Format". At the bottom left, there is a prompt "Press F1 for 'First'". The window's title bar shows standard OS icons and a time of 3:16pm.

Enter the following information:

**? Starting Customer**

**? Ending Customer**

Enter the range of Customers whose Invoices you want to print. Follow the screen instructions.

**? Starting sales rep**

**? Ending sales rep**

Enter the range of actual sales reps entered on the invoice. Follow the screen instructions.

**Starting Date**

**Ending Date**

**Enter the range of dates for the Invoices to be printed.**

The dates refer to the Invoice date for Billing Invoices, or the posting date for Point of Sale tickets. The Invoices for each Customer are printed in reverse chronological order, beginning with the most recent.

**Format**

Enter the format you want for this Report,

**F** -For full format

**B** -For brief format.

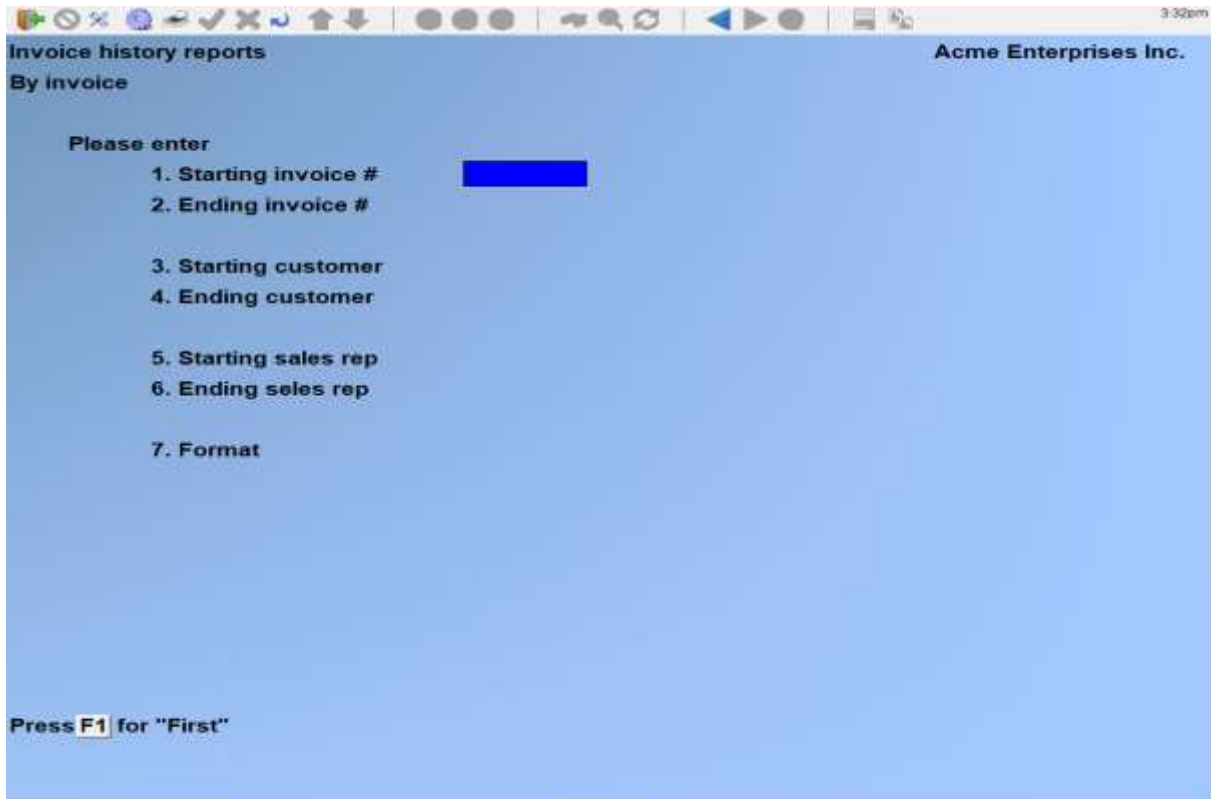
The brief format is very brief, it does not show Order number, date, second line of item description, unit cost, Sales Rep, Warehouse, Order discount percent, extended cost, or gross margin percent.

**By Invoice**

Use this selection to print a Report of the Invoices in the Invoice History File, in Order by Invoice number.

Select *By Invoice* from the *Invoice History Reports* Menu.

When you have completed the screen to request an Invoice History by Invoice Report, it appears similar to this:



Enter the following information:

**Starting Invoice #**

**Ending Invoice #**

Enter the range of Invoice numbers to print. Follow the screen instructions.

**? Starting Customer #**

**? Ending Customer #**

Enter the range of Invoice numbers to print. Follow the screen instructions.

**? Starting sales rep**

**? Ending sales rep**

Enter the range of actual sales reps entered on the invoice. Follow the screen instructions.

**Format**

**F** -For full format

**B** -For brief format.

The brief format does not show Order number or date, address, unit cost, Warehouse, Order discount percent, extended cost, or margin percent.

## By Item

Use this selection to print a Report of Invoice lines for a specific item or range of items.

Select *By item* from the *Invoice History Reports* Menu.

When you have completed the screen to request an Invoice History by Item Report, it appears similar to this:

Invoice history reports Acme Enterprises Inc.

By item

Please enter

1. Starting item
2. Ending item
3. Starting customer
4. Ending customer
5. Starting sales rep
6. Ending sales rep
7. Starting date
8. Ending date
9. Format

Press **F1** for "First"

### ? Starting Item

### ? Ending Item

Enter the range of item numbers to print. Follow the screen instructions.

### ? Starting Customer

### ? Ending Customer

Enter the range of Customers to print for the range of items entered above. Follow the screen instructions.

### ? Starting sales rep

### ? Ending sales rep

Enter the range of actual sales reps entered on the invoice. Follow the screen instructions.



**Starting Date****Ending Date**

Enter the range of dates of the tickets and Invoices to be included in the Report. The dates refer to the Invoice date for Billing Invoices, or the posting date for Point of Sale tickets.

**Format**

Enter the format you want for this Report, either **F** for full format or **B** for brief format. The brief format does not show the Customer address or telephone number, Order number or date, unit cost, Sales Rep, Warehouse, Order discount percent, extended cost, or gross margin percent.

**Recurring by Item**

Use this selection to print a Report of recurring Invoice line items sorted by item number.

Select *Recurring by item* from the *Invoice History Reports* Menu.

**? Customer #**

Enter a Customer to print the Report for or press [F1] for "All".

**Reference #**

Narrow the Report down to one recurring order reference number or press [F1] for "All".

**? Item #**

Enter the item number you want to print the Report for or press [F1] for "All".

**Starting Invoice #****Ending Invoice #**

Enter the range of Invoice numbers to print. Follow the screen instructions

**Starting Date****Ending Date**

Enter date ranges of Invoices for Report.

**Show Non-Recurring Lines ?**

Answer Y if you want to include items from both recurring orders and regular orders.

**Format**

Enter the format you want for this Report, either **F** for full format or **B** for brief format.

The brief format does not show the Customer address or telephone number, o number or date, unit cost, Sales Rep, Warehouse, Order discount percent, extended cost, or gross margin percent.

### Separate Pages for Recurring ?

Answer Y to have each recurring bill separated onto a different page.

### Totals for Report

- [ENTER] No totals are printed
- R Aggregate total for all lines
- O Individual Order totals and aggregate totals for all lines
- L Totals for items, Orders, and aggregate of all.

### Recurring by Invoice

Use this selection to print a Report of recurring Invoices sorted by Invoice.

Select *Recurring by Invoice* from the *Invoice History Reports* Menu.

Invoice history reports Acme Enterprises Inc.

Recurring by Invoice

Please enter

1. Customer #
2. Reference #
3. Item #
  
4. Starting invoice #
5. Ending invoice #
  
6. Starting date
7. Ending date
  
8. Show non-recurring lines ?
9. Format
10. Separate pages for recurring ?
11. Totals for

Press **F1** for "All"

### ? Customer #

Enter a Customer to print the Report for OR: [F1] for "All".

### Reference #

Narrow the Report down to one recurring Order reference number or press [F1] for "All".

### ? Item #

Enter the item number you want to print the Report for or press [F1] for "All".

### Starting Invoice #

### Ending Invoice #

Enter the range of Invoice numbers to print. Follow the screen instructions.

### Starting Date

### Ending Date

Enter the range of dates of Invoices to be included in the Report.

### Show Non-Recurring Lines ?

Answer Y if you want to include items from both recurring orders and regular orders.

### Format

Enter the format you want for this Report, either **F** for full format or **B** for brief format.

The brief format does not show the Customer address or telephone number, Order number or date, unit cost, Sales Rep, Warehouse, Order discount percent, extended cost, or gross margin percent.

### Separate Pages for Recurring ?

Answer Y to have each recurring bill separated onto a different page.

### Totals Report:

[ENTER]	-No totals are printed
R	-Aggregate total for all lines
O	-Individual Order totals and aggregate totals for all lines
L	-Totals for items, Orders, and aggregate of all

Reprint Invoice from History

The User can reprint individual or multiple Invoices.

Select from the Invoice History Menu, Reprint Invoice from history and the following screen displays:

Enter the following information:

## Range or Table

Select either [R] range of Invoices or [T] for a table of Invoices

## Starting Invoice #

## Ending Invoice #

Select the Invoice numbers to be reprinted or press [F1] for first and last.

## Starting Customer

## Ending Customer

Enter the Customer number to start and end with or press [F1] for first and last.

## ? Form ID

The default form ID from *Billing -> F2 -> Setup -> Control Information* will be used.

## Use Customer form

Answer will default to **Y**.

If you responded type 'T' to the first question you will be required to complete

## Invoice Table

Enter the Invoice numbers you wish to reprint up to 20 Invoices can be entered.

34 OE - INVHST

File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS EP TA TR PER SM PA DX SF Help

Invoice history Acme Enterprises Inc.

Please enter

1. Range or table  8. Invoice table

2. Starting invoice #

3. Ending invoice #

4. Starting customer

5. Ending customer

6. Form ID

7. Use customer form?

R=Range T=Table

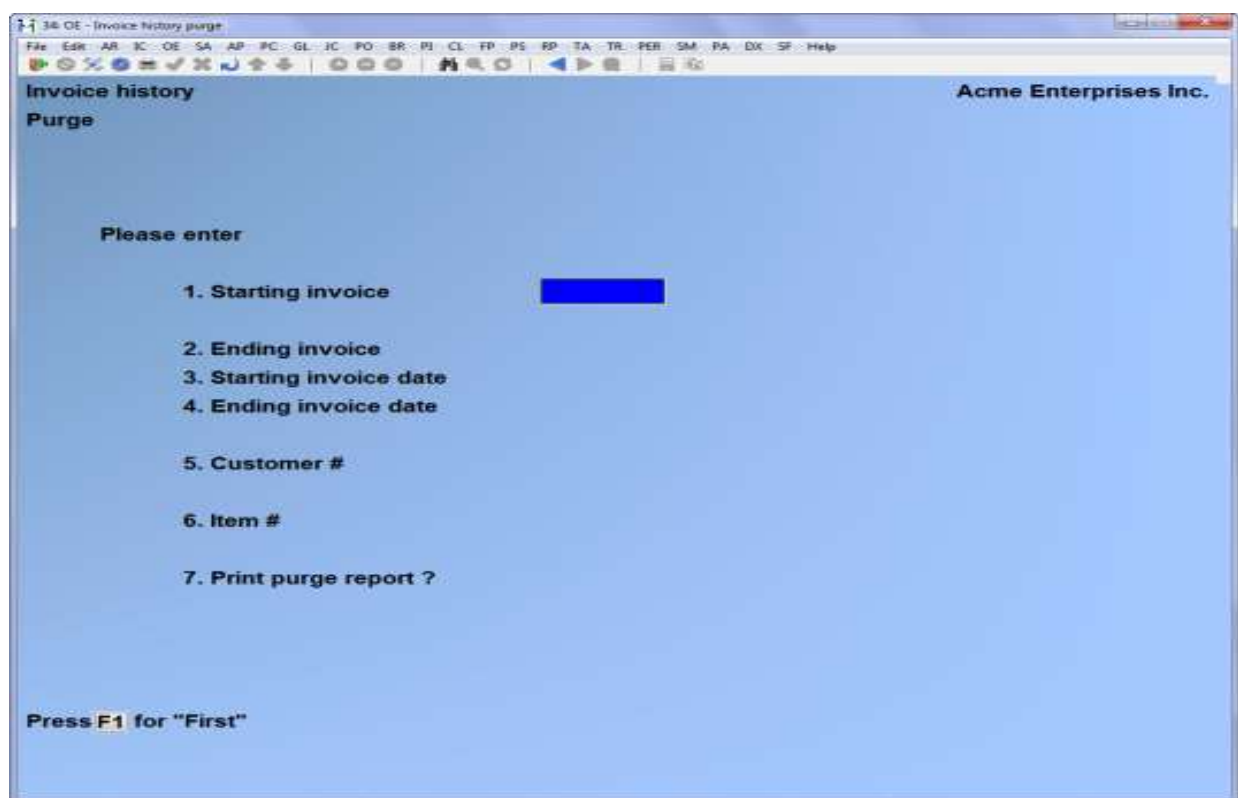
## Purging Invoice History

Use this selection to purge (remove) Invoices from the Invoice History File, and to print a Report showing purged Invoices.

A purge should be run as necessary to conserve disk space. If you select all of the Invoices currently in this File for purging, all history information is erased from the File.

**Note: Purging Invoices in this File does not reduce the size of the File on disk until the Invoices are physically removed by running the *File utilities* selection to "rebuild" the Invoice History File. Select *Purge* from the *Invoice History* Menu.**

The screen displays as follows:



### Starting Invoice

### Ending Invoice

Enter the range of Invoice numbers to be purged.

### Starting Invoice Date

### Ending Invoice Date

Enter the range of Invoice dates to be purged. Only Invoices within the range specified will be purged.

**? Customer #**

Enter the number of the Customer whose Invoices are to be purged, OR:  
[F1] -To purge Invoices for "All" Customers

**? Item #**

Enter the number of the item to be purged, OR:  
[F1] -To purge records for "All" items  
[F2] -To purge the text items only

If you enter a specific item number here, only line items or Invoices with this item number are purged.

**Print Purge Report ?**

Answer Y to print a Report of all Invoice lines that are purged. If you answer N, a Report of the purged Invoices will not print.

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## Chapter 23 - “X” Export Printer Reports

### Reports

There are now a number of Reports that can be printed to the ‘X’ **Export printer** (more are being added all the time).

In order to open Reports printed to the ‘X’ printer, the user must have access to their local directory. If you are a Thin Client® User, you must identify the directory in *System Functions » Company data* - default is c:\ssidocs\.

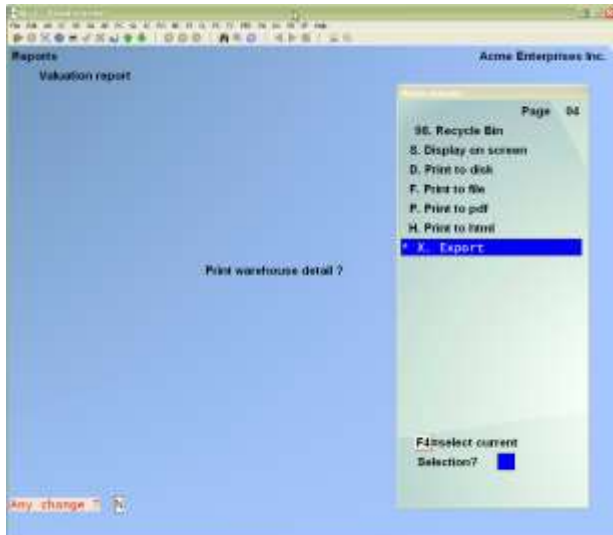
Each report printed to the ‘X’ printer is assigned a default file name. After you select the ‘X’ printer, a pop-up window will prompt [f1] to accept the default filename displayed or enter your own filename.

Remember to assign a unique filename to each report that you wish to keep as filenames can be reused and the data over-written.

***Note: A report printed to disk cannot be later printed to the ‘X’ printer.***

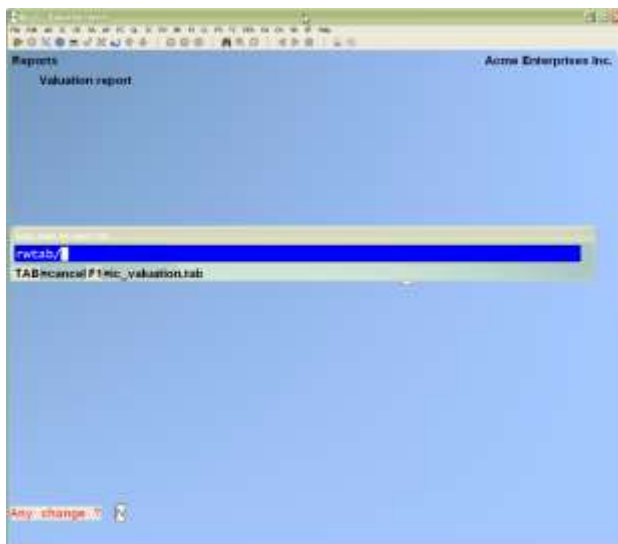
The first time that you select the ‘X’ Export “printer” from the pop-up Printer Selection window, the system may prompt you to identify which program should be used to open the File. The export Files are designed to be opened with Excel. However, they can be opened with any Software that can access tab delimited Files (e.g. Windows, Thin Client®).

Please note that there may be a delay between the time the Report has ‘finished printing’ and the time the Excel worksheet opens. This delay is dependent upon your system activity levels.



Enter the parameters for your report as you normally do.

When the Printer selection popup window is displayed, select the 'X' printer.

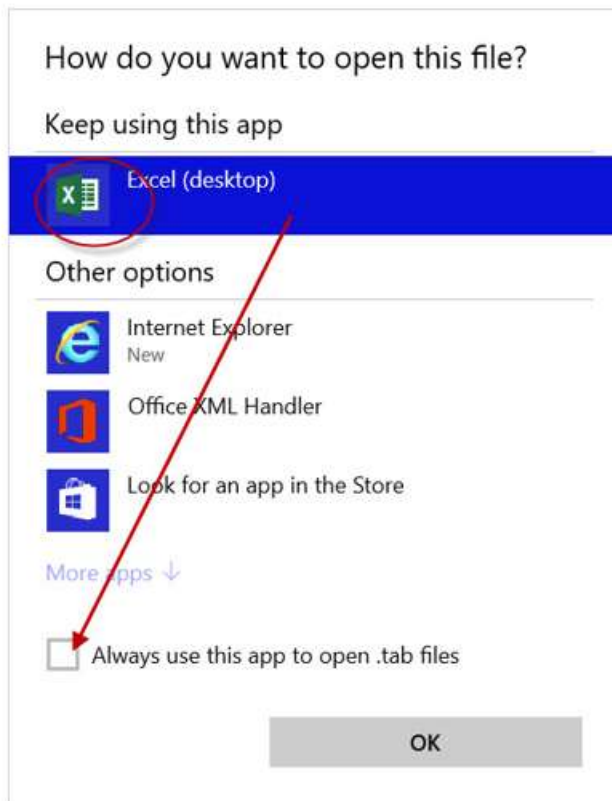


Follow the system prompts to cancel the report request or accept the default File name  
OR  
Type a new File name.

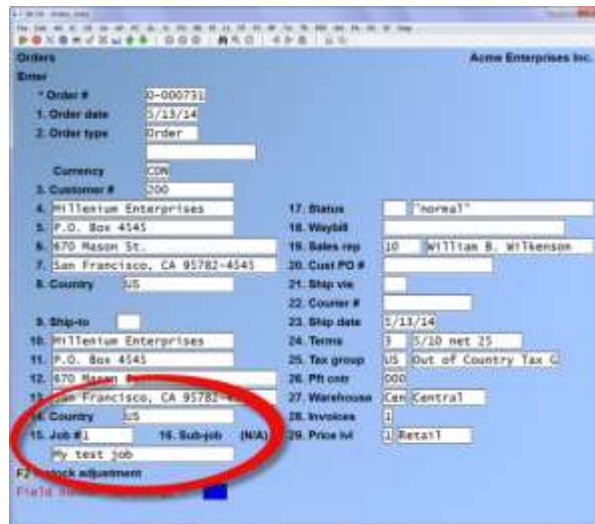
If you require to sync the set up to default to excel you may have to make changes in your default programs.



Windows 10 will prompt you with an App request.







The job number field supports a [?] lookup. Both the job and the sub-job fields support the [F1] for next job scrolling feature.

The screen displays the job description field for the job entered. If the job field is left blank, then the field is skipped.

When changing an Order, the job and sub-job number fields are now "protected" fields, where the [F2] key must be used to indicate that changing the field is what you really want to do.

The Order Edit List and billing edit list have been modified so that the job and sub-job fields show on the Report.

The Orders Report shows the job and sub-job number on the detail format.

Invoice history Reports by Customer, by Customer/Invoice, and by Invoice and display the job and sub-job number.

*Orders » Consolidate Orders* has been modified to be aware of the job number field. Any Order which has a job number cannot be consolidated.

Posting, if there is a job number on the Order, the system sets the Reference-1 field of the A/R sales distribution to the Customer number and Reference-2 field to the Customer name from the bill-to field of the Order.

The sales distribution will have its job number set if there is a job number on the Order.

## Multiple Tenders in Billing

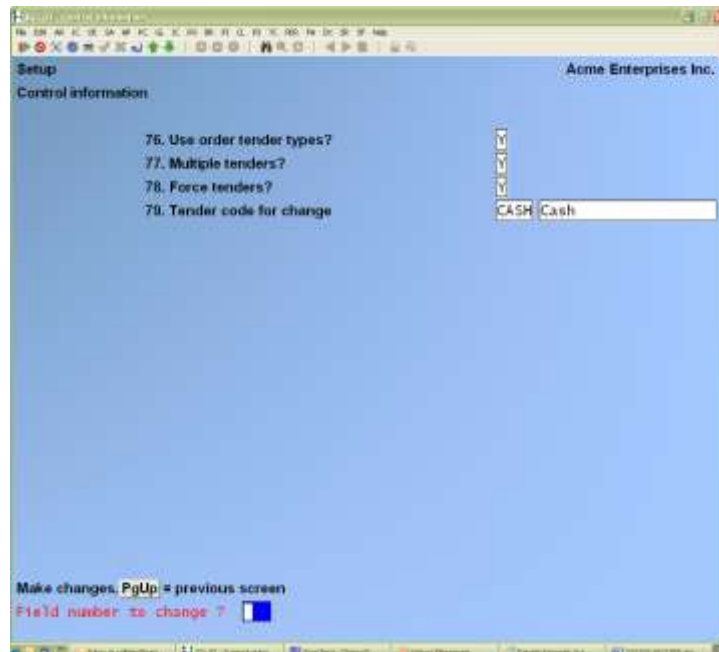
For *Billing Users* who regularly have cash-and-carry type Invoices, *Tenders* is an effective way of entering payments without having to deal with cumbersome General Ledger bank account codes.

Go to **BILLING » F2 » SETUP » CONTROL INFORMATION**

Set the *Multiple Tenders?* » Y(es). The system creates the AR tender type automatically.

A new flag '*Force Tenders?*' has been added. The default for this flag is Y(es). When this flag is activated, the *Tender Detail* pop-up window requires that full payment of the Invoice be allocated to one or more payment types for I, C and O (when selected) type Orders.

Set the '*Tender code for change?*' to the tender type that will be the default for giving change. Normally, this is whatever tender code you will set up to represent "CASH".



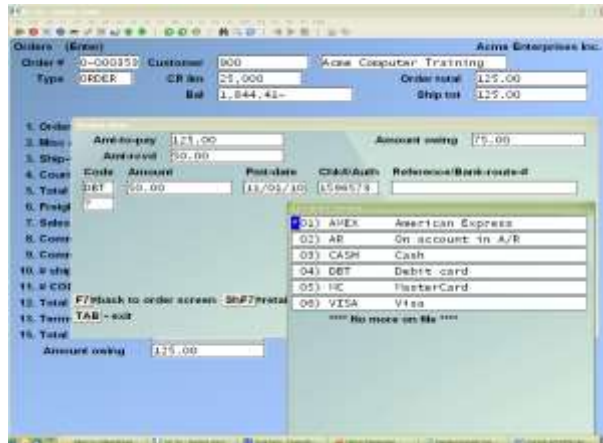
This feature allows you to enter multiple Tenders and specify each type on a single C, I or O type Order.

Go to **BILLING » F2 » SETUP » FORMS**

A new section "Payments" has been added to the OE forms. This is in addition to the Header, Lines, Summary and Totals sections. The Payments section prints in the area of the form reserved for line information. Alternatively, you can print the payment information in the Totals section of the form. In the form, when you specify the payment fields, you must specify which occurrence of the field is to print as the payment field has been set up as "multiple" style was after specifying which field, you are asked which occurrence of the field you want to use. There is also a totals section field for "Tender Count".

Enter an Order as you normally would:

Before you exit the totals entry screen, the system displays the *Tenders detail* entry window over top. The extra configuration setup in OE Control Information affects when the window is displayed based on how many fields are set to skip.



**Amt-to-Pay:** This is the amount of the *Billed total* from the Order

**Amount Owning:** This is the amount of the Billed total less the cash receipts entered for this Order. Note that if sum of the Tenders entered results in an overpayment of the amt-to-pay, 'Change Due' is displayed in place of the Amount owing.

**Amt-Rec'd:** This is the total amount tendered against the Amt-to-pay.

**Code:** When the cursor is in the code field, enter a tender code or use [?] to select one from the *Find Order Tenders* pop-up window.

**Amount** Enter the amount of the receipt for the tender code entered or [ENTER] for the *amount owing* being displayed.

**Pymt-date:** This field defaults to "today's" date. To over-ride this date, use [ENTER] to move to the next field, then use [↑] to re-position to the date field and enter the appropriate date.

**Chk#/Auth** Enter the Cheque number OR enter the authorization number for the debit/credit card OR [ENTER] for cash.

**Reference/** Enter a reference note and/or all or part of the bank route number

**Bank-rout-#:** This information will be printed on A/R statements if you have the format set up to do so.

Use the arrow keys to maneuver through the Tenders entered. Follow the screen prompts to add, change and delete Tenders.

When the flag *Force Tenders?* is **Y**[es], the *Tender Detail* pop-up window requires that full payment of the Invoice be allocated to one or more payment types for I, C and O (when selected) type Orders. When full payment is required but not entered, the system will prompt:

*Orders must be fully tendered before an Invoice may  
Do you wish to finish the Order later ?*

The default is **N**(o).

Use [ENTER] to continue with tender entry.

To end tender entry, type **Y**(es), [ENTER].

A tender type may be used for multiple payments in the *Tenders detail* entry screen. For example, the Customer may have more than one VISA account and wants to use each one for a portion of the amount owing.

- **NOTE:** Normally, the AR Tender Code is only used when *Force Tenders* is set to Y(es).
- It indicates that the outstanding amount owing is to be paid later based on the Customer's terms code. If the terms code allows zero days for payment, then the AR tender code cannot be used.

Tenders entered on Orders will not be included in a Customer's account display until posted. Once the Tenders for an Order have been posted, whether or not an Invoice has been printed and/or posted, they cannot be changed. Best practice for a refund to the Customer or correction of an error is to complete the original Order through invoicing and posting and then to process a Credit Memo for the amount in question.

After you have entered the Tenders for one or more Orders, you can print the *Pre-post Tenders Report*. This Report lists all of the un-posted cash receipts that you have entered on o. This Report has two versions, detail and summary. The detail version lists each tendered amount grouped and totaled by tender type followed by a grand total of all Tenders listed. The summary version includes a total for each tender type followed by a grand total of all tender types.

Tenders entered on Orders are automatically posted when Invoices are posted. The Tenders Detail Journal as well as the Cash Receipts Journal is printed when the Tenders are posted. The Tenders Detail Journal contains exactly the same information for posted Tenders as the detail version of the Pre-post Tenders Report contains for un-posted Tenders.

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### PRE-POST TENDERS DETAIL REPORT

S E T A I L

Code	Tender Description	Trans#	Acct-Date	Amount	Trans#	Code-Acct Reference / Item-Source
CSM	Cash	10100	08/21/10	75.00	00002	
CSM	Cash	10101	08/21/10	83.64	00009	
			Total	158.64		
MC	MasterCard	10102	08/21/10	180.00	00004	
MC	MasterCard	10103	08/21/10	180.00	00009	
			Total	360.00		
VISA	Visa	10104	08/21/10	118.25	00002	
VISA	Visa	10105	08/21/10	88.23	00009	
VISA	Visa	10106	08/21/10	70.43	00004	
VISA	Visa	10107	08/21/10	80.00	00009	
			Total	356.91		

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### PRE-POST TENDERS DETAIL REPORT

S U M M A R Y

Code	Tender Description	Amount
CSM	Cash	158.64
MC	MasterCard	360.00
VISA	Visa	378.21
	3 Payments recorded	070.00
	3 Tenders typed	

Exit Edit Save

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### TENDERS DETAIL JOURNAL

S E T A I L

Code	Tender Description	Trans#	Acct-Date	Amount	Trans#	Code-Acct Reference / Item-Source
CSM	Cash	10100	08/21/10	75.00	00002	
CSM	Cash	10101	08/21/10	83.64	00009	
			Total	158.64		
MC	MasterCard	10102	08/21/10	180.00	00004	
MC	MasterCard	10103	08/21/10	180.00	00009	
			Total	360.00		
VISA	Visa	10104	08/21/10	118.25	00002	
VISA	Visa	10105	08/21/10	88.23	00009	
VISA	Visa	10106	08/21/10	70.43	00004	
VISA	Visa	10107	08/21/10	80.00	00009	
			Total	376.91		

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### TENDERS DETAIL JOURNAL

S U M M A R Y

Code	Tender Description	Amount
CSM	Cash	158.64
MC	MasterCard	360.00
VISA	Visa	378.21
	3 Payments recorded	070.00
	3 Tenders typed	

Exit Edit Save

## Special Notes

To set Order Tender Types in Billing (OE):

Go to **BILLING » F2 » SETUP » CONTROL INFORMATION**

Set the *Use Order Tender Types?* » **Y(es)**.

An additional Menu option under Setup is created,

Go to **BILLING » F2 » SETUP » TENDERS**

Tenders allow you to set up a separate code for each tender type. For example, VISA or MC (MasterCard). Each type can have a different General Ledger bank account.

**Tender code**                      Enter an abbreviation for the tender (payment) type (e.g. MC)

**Description**                    Enter a description of the tender type (e.g. MasterCard)

**Cash account #**                Enter the G/L account number used when posting receipts for this pay code. The G/L account number entered must exist in the Valid G/L accounts File.

