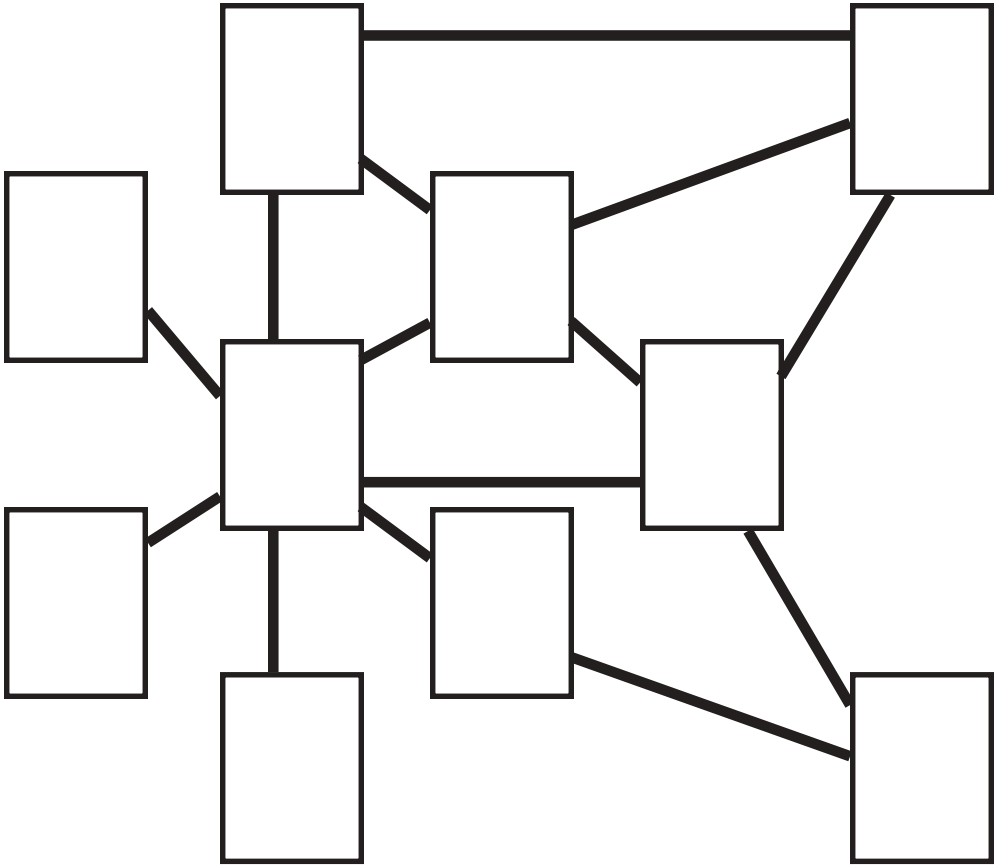
Total Order Plus
Integrated Accounting Series
Order Entry

Mindware Corporation
Of America

Integrated Accounting Series



Total Order Plus Order Entry User Guide

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INTRODUCING THE ORDER ENTRY SYSTEM

- Using This Guide
- Menu Structure

Using This Guide

Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into five parts:

Part 1: Introducing the Order Entry System

The Order Entry system allows two step billing. You can enter an order and send to production while waiting for shipment or you can bill a customer by entering a direct invoice. You can view open orders, invoices and history invoices in summary or detailed format. Invoices can be reprinted from the history file upon request.

Part 2: Defining the Order Entry System.

How to customize and set up system parameters, order parameters, invoice parameters, view file sizing specifications, establish freight table rates and menu password restrictions.

Part 3: Operating the Order Entry System.

The Order Entry System allows you to enter orders for a customer, print orders or packing lists and shipping labels, export text to a desktop publishing environment and convert the order into an invoice when the order is ready to ship. Multiple orders can be selected for a specific customer by ship date and combined into one order for billing. Invoices are updated to the invoice history file, customer invoice file, sales analysis monthly and yearly files and to the General Ledger. Line item detail from the invoice history file can be inserted into a new order for any customer.

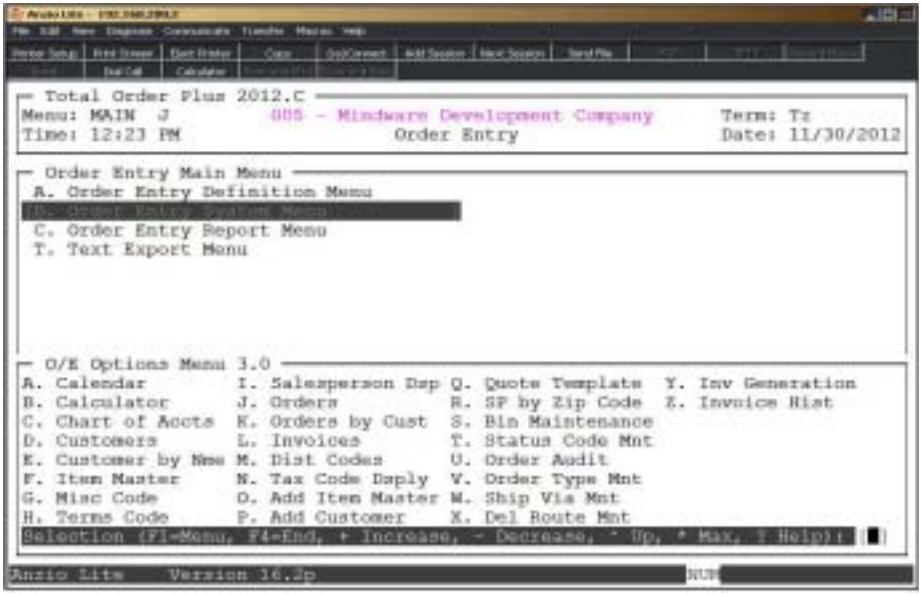
Part 4: Order Entry Reporting System

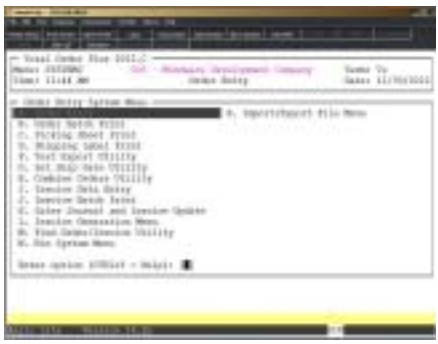
The Order Entry Reporting system offers an open order report and open order report by item, deleted orders/invoices report, customer by item and item history reports, commission reports in various formats and tracking of credit memo entries and 'special' inventory items.

Part 5: Order Entry Options Menu

The options menu lets you view open orders and invoices, sales tax figures and customers by name. Maintenance programs include adding miscellaneous codes, term codes, salespersons, new customers, inventory items, bin numbers for production, order types, delivery routes and ship via codes.

Order Entry Menu Structure





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DEFINING THE ORDER ENTRY SYSTEM

- Order Entry Definition Menu
- Company Maintenance
- System Parameters
- Order Parameters
- Invoice Parameters
- File Creation and Information
- Freight Table Maintenance
- Unform Parameter Maintenance
- Password Maintenance
- Order Entry Log Display

Order Entry Definition Menu

Overview

Parameters allow you to customize Total Order Plus to fit your needs. The system checks the definition files during processing of orders, invoices, invoice printing and system updates. You can view file sizing specifications on all multi-keyed files. File sizing is no longer required.

System Parameters allows you to flag whether you have salespersons, if you want various daily reports to print during 'Sales Journal and Invoice Update' and if you are interfaced to the Sales Analysis, Accounts Receivable or General Ledger modules.

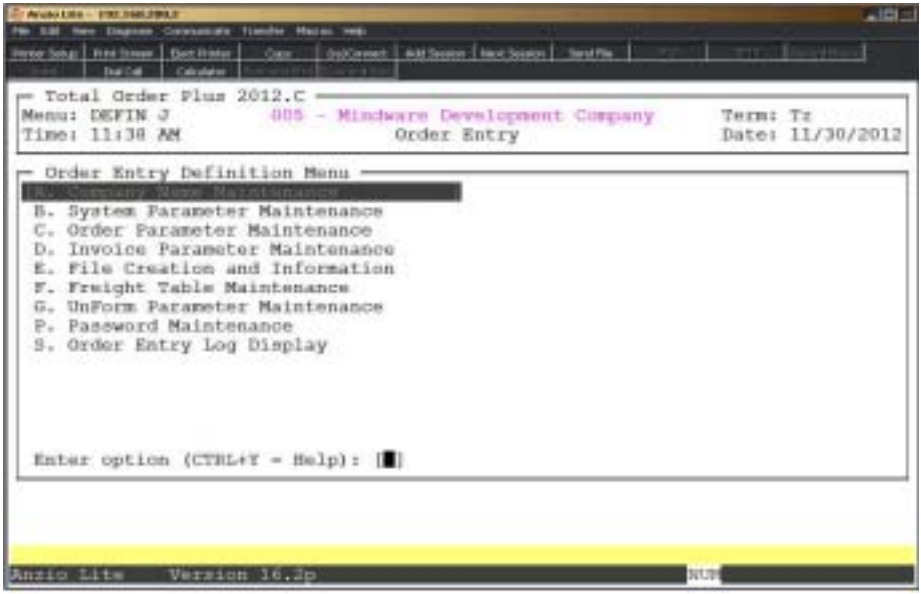
Order Parameters lets you establish an order numbering sequence, choose an order print format and decide whether you want to print pricing on your orders and print labels for orders, invoices or both.

The Invoice Parameters lets you establish an invoice numbering sequence, choose an invoice print format, select one or two tax codes and salespersons per invoice and allows you to choose how you want the discount and unit price to print on your invoices.

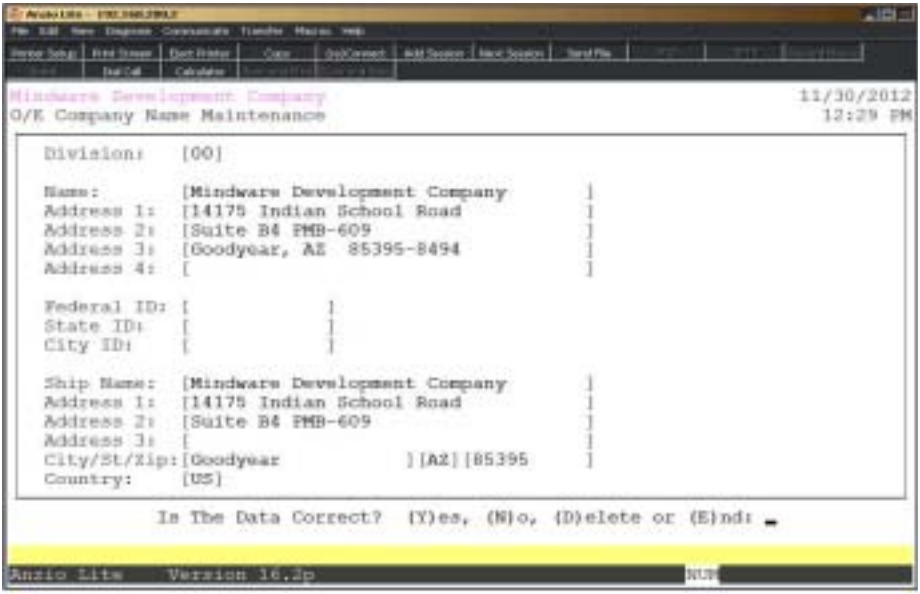
Freight Table Maintenance allows you to calculate different minimum and maximum freight charges according to product category.

Password Maintenance can restrict access to any item on a menu or an entire menu.

We recommend you password the Definition Menu on your system. Changing of the parameter questions can result in data corruption and cause system operating errors.



Company Masterfile Maintenance



Procedure

1. Choose Company Name Maintenance on the Order Entry Definition Menu.

Press **F4** to return to the Order Entry Definition Menu.

> *Note: The division number displays on the screen. If you have multiple divisions,enter the division code to create or edit.*

2. Company Name:

Type your company name up to thirty-five (35) characters and **Enter**.

> *Note: The company name prints on all purchase order reports and screen headings.*

3. Address:

The cursor moves to the first of four address lines. You can enter up to thirty-five (35) characters on each line. Press the **Enter** key after you complete each line.

> *Note: The Federal, State and City ID numbers are 'information only' fields.*

4. Federal ID Number:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

5. State ID Number:

Type your state tax ID number up to twelve (12) characters and **Enter**.

6. City ID Number:

Type your city tax ID number up to twelve (12) characters and **Enter**.

7. Return Name:

Note: The return address information is used for an O/E to export file.

Type a return address company name up to thirty (30) characters and **Enter**.

8. Address:

The cursor moves to the first of two (2) return address lines. You can enter up to thirty (30) characters on each line. Press the **Enter** key after you complete each line.

9. City/State/Zip:

Type the city, state and zip code for this return address.

10. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the data and return to the Order Entry Definition Menu.

Type **N** to return to the company name field for editing. Go to Step 2.

Type **D** to remove the company record from the system.

Type **E** to end and return to the Order Entry Definition Menu.

System Parameter Maintenance

Overview

System Parameters allows you to flag if you have salespersons, if you want various daily reports to print during 'Sales Journal and Invoice Update' and if you are interfaced to the Sales Analysis, Accounts Receivable or General Ledger modules. There are options set to import electronic orders.

Do not change parameter questions after you enter data. Changing these fields could cause data corruption.

Procedure

1. Choose System Parameter Maintenance on the Order Entry Definition Menu.

> *Note: The parameter screen displays. If you are initially setting up the parameters, the cursor displays at the first input field. If you are reviewing the parameters, go to Step 29 .*

2. Salespersons:

Type **Y+** the **Enter** key if you have established salesperson codes on your system.

Type **N+** the **Enter** key if you do not have salespersons. Go to Step 3.

> *Note: If you answered yes for salespersons, you will see the following prompts:*

Enter commission type - (G)ross sales, (S)ales or (N)one:

Type **G+** the **Enter** key if you calculate commissions on gross sales.

Type **S+** the **Enter** key if you calculate commissions on net sales.

Type **N+** the **Enter** key if you do not calculate commissions for salespersons.

Press **F2** to return to the previous input field.

Distribute commission to the General Ledger? (Y-N):

Type **Y+** the **Enter** key if you want the system to post the commission amounts to the General Ledger (the General Ledger module must be installed) during the 'Daily Sales Journal and Update'.

Type **N+** the **Enter** key if you calculate commissions but do not want to post commission figures to the General Ledger.

3. Discounting:

Type **Y+** the **Enter** key to allow combined quantity break discounting.

Type **N+** the **Enter** key to inactivate combined discounting.

4. Credit Password:

Type up to a six (6) character password for extended credit and **Enter**.

> *Note: The system will automatically prompt you for a password when a customer exceeds their credit limit on a particular invoice. This will allow you to determine if the invoice should be processed or deleted from the invoice file.*

Press the **Enter** key if you do not want a password to be entered for sales over the credit limit.

5. Delete Password:

Type up to a six (6) character password to prevent orders or invoices from being deleted and **Enter**.

> *Note: The system will automatically prompt you for a password when an operator chooses to delete an order or invoice. The operator code is written to the deleted order/invoice file along with the invoice number to help establish an audit trail.*

Press the **Enter** key if you do not want a password to be entered when deleting orders or invoices.

6. Cr Memo Password:

Type up to a six (6) character password to enter a credit memo in 'Invoice Data Entry'.

> *Note: The system will automatically prompt you for a password when an operator tries to issue a credit memo in 'Invoice Data Entry'.*

Press the **Enter** key if you do not want a password to be entered when entering a credit memo.

7. S/A Interface:

Type **Y+** the **Enter** key if you are interfaced to the Sales Analysis module.

Type **N+** the **Enter** key if the Sales Analysis is not installed on your system.

8. G/L Interface:

Type **Y+** the **Enter** key if you are interfaced to the General Ledger module.

Type **N+** the **Enter** key if the General Ledger is not installed on your system.

9. A/R Interface:

Type **Y+** the **Enter** key if you are interfaced to the Accounts Receivable module.

Type **N+** the **Enter** key if Accounts Receivable is not installed on your system.

10. UPS Int'l:

Type Y+ the Enter key if you want to use the UPS WorldShip International feature in Total Order Plus.

11. Ship-To Format:

Type **Y+** the **Enter** key if you want the ship-to city, state and zip code n the Customer Masterfile be separate input fields.

Type **N+** the **Enter** key if you want the ship-to city, state and zip code be all on one line.

12. Detailed Journal:

Type **Y+** the **Enter** key if you want the Detailed Sales Journal to print during the 'Daily Sales Journal and Update'. Otherwise, type **N+** the **Enter** key to bypass printing.

13. Product Category:

Type **Y+** the **Enter** key if you want the Product Category Report to print during the 'Daily Sales Journal and Update'. Otherwise, type **N+** the **Enter** key to bypass printing.

14. Product Analysis:

Type **Y+** the **Enter** key if you want the Product Analysis Report to print during the 'Daily Sales Journal and Update'. Otherwise, type **N+** the **Enter** key to bypass printing.

15. Operator Report:

Type **Y+** the **Enter** key if you want the Operator Report to print during the 'Daily Sales Journal and Update'. Otherwise, type **N+** the **Enter** key to bypass printing this report.

16. Production Rpt:

Type **Y+** the **Enter** key if you want to print a production report during Order Entry daily closing procedure.

Type **N+** the **Enter** key to bypass printing this report during the daily closing procedure.

17. Order Puller:

Type **Y+** the **Enter** key if you want to print an order puller report during Order Entry daily closing procedure.

Type **N+** the **Enter** key to bypass printing this report during the daily closing procedure.

18. Terms Required:

Type **Y+** the **Enter** key if you want the terms code field to be mandatory input during order/invoice data entry.

Type **N+** the **Enter** key if you want the operator to be able to bypass the terms code field.

ELECTRONIC ORDERS:

19. Order Type:

Type a valid order type and **Enter** or **?** to display the Order Type Selection Window.

20. Misc Code:

Type a valid misc code and **Enter** or **?** to display the Misc Code Selection Window.

21. EDI Terms:

Type a valid terms code and **Enter** or **?** to display the Terms Code Selection Window.

22. Default Stmnts:

Type **Y+** the **Enter** key if you want statements for new electronic customers.

23. Default F/C:

Type **Y+** the **Enter** key to calculate finance charges for new electronic customers.

24. Item Desc:

Type **Y+** the **Enter** key if you want to use the TOP item description on imported orders rather then the item description on your website.

25. Default Ship-Via:

Type the default ship via option for new electronic customers.

26. Dflt Cust Type:

Type the default customer type code option for new electronic customers.

27. Dflt Terms Code:

Type the default terms code option for new electronic customers.

28. Dflt Tax Code:

Type the default tax code option for new electronic customers.

29. Dflt SP Code:

Type the default salesperson code option for new electronic customers.

30. Dflt SP Code 2:

Type the default second salesperson code option for new electronic customers.

31. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y** if the parameters are correct and return to the Order Entry Definition Menu.

Type **N** to edit the parameter information. Go to Step 2.

Type **C** to exit the parameters without saving any changes. You will be prompted with the following message:

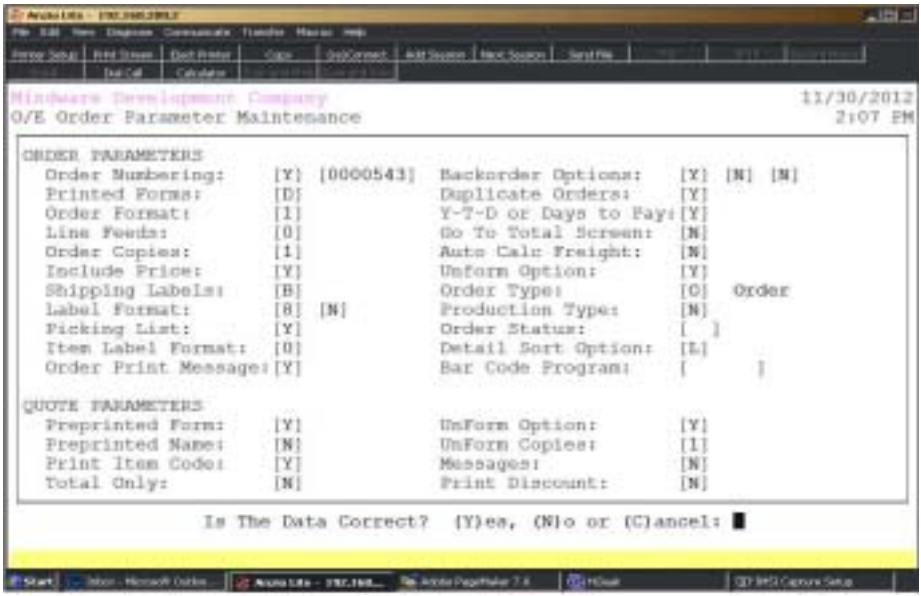
> *Note: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save Changes? (Y)es or (N)o:*
>
> *Type **Y** to exit the parameters and save any changes that were made.*
>
> *Type **N** to exit the parameters without saving any changes.*

Order Parameter Maintenance

Overview

Order Parameter Maintenance lets you establish an order numbering sequence and lets you choose an order print format with the ability to adjust the vertical print positions. You can determine whether you want to print pricing on your order form and company name and address. You have the option to be able to print shipping labels and determine the size of the label. Other options include viewing year-to-date sales or average days to pay during order/invoice data entry, allow backorder items for a partial shipment, determine if you want to print packing lists, reprint backorders and select the order heading to read 'Order' or 'Packing List'.

You have an option to issue quotes in 'Order Data Entry' by entering a Q in the order type field. You can select to let the system print your company name and address if you do not have pre-printed quote forms. You are given an option whether you want to print item codes along with the item description and an option to print extended prices for each line item or just a total for the entire quote.



Procedure

1. Choose Order Parameter Maintenance on the Order Entry Definition Menu.

2. Order Numbering:

Type **Y+** the **Enter** key if you want the system to automatically assign sequential order numbers.

Type **N+** the **Enter** key to be able to assign the order number manually.

Type **B+** the **Enter** key to have the capability of having both of the above options.

3. Order Number:

Assign the last order number used and **Enter**.

Press **F2** to return to the previous input field.

4. Printed Forms:

Type **Y+** the **Enter** key if your forms have preprinted headings.

Type **N+** the **Enter** key if you want the system to print your company information.

Type **D+** the **Enter** key to print your company name and address above both the bill-to and ship-to name and address lines on your order form.

5. Order Format:

Type **1+** the **Enter** key to print the orders on plain paper.

Type **2+** the **Enter** key to print the orders on preprinted forms in format number 1.

Type **3+** the **Enter** key to print the orders on preprinted forms in format number 2.

Type **9+** the **Enter** key to print your own custom order format.

6. Line Feeds:

Type the number of printer line feeds (0-9) to print before printing on each order and **Enter**. This helps to adjust the vertical alignment.

7. Order Copies:

Type the number of copies (1-9) you want to print for each order and **Enter**.

8. Include Price:

Type **Y+** the **Enter** key if you want pricing to print on your order.

Type **N+** the **Enter** key if you want to print only inventory items without pricing.

Type **O+** the **Enter** key to have the option to print pricing information.

Type **B+** the **Enter** key to include bin information on your order.

Type **X+** the **Enter** key to include both bin and extension on your order or type **Z+** the **Enter** key to prompt you to print bin and extension on your order.

Type **Q+** the **Enter** key to print quantity on hand on your order.

9. Shipping Labels:

Type **O+** the **Enter** key to be able to print labels from 'Order Data Entry'.

Type **I+** the **Enter** key to be able to print labels from 'Invoice Data Entry'.

Type **N+** the **Enter** key to inactivate the label print program.

Type **B+** the **Enter** key to be able to print labels from 'Order Data Entry' and 'Invoice Data Entry'.

> *Note: Make sure the label print file is created using 'File Creation and Information' on the Order Entry Definition Menu.*

10. Label Format:

Type a number 0-9 to determine the size of your shipping labels and **Enter**.

> *Note: You will be prompted as to whether you want to print a form feed after printing the label information. If you select yes, the printer itself must be set to the length of the label form.*

11. Picking List:

Press the **Enter** key to accept the default of **N** or type **Y+** the **Enter** key to activate the picking list option on the Order Entry System Menu.

> *Note: Make sure the picking list print file is created using 'File Creation and Information' on the Order Entry Defintion Menu.*

12. Item Label Format:

Type **0+** the **Enter** key to use the standard label format or type **9+** the **Enter** key to use a custom label format.

13. Order Print Message:

Type **Y+** the **Enter** key if you want a message to display when an order has been printed more than once.

Type **N+** the **Enter** key not to display the printed order message.

14. Backorder Options:

Type **Y+** the **Enter** key to allow backorders for inventory items during 'Invoice Data Entry' or type **N+** the **Enter** key not to allow backorders on your system.

15. Automatically Ship Backorders:

Type **Y+** the **Enter** key to automatically ship items on backorder during 'Invoice Data Entry' or type **N+** the **Enter** key to allow items on backorder to be retained in the open order file.

16. Reprint Backorders On Order Forms:

Type **Y+** the **Enter** key to have the system flag orders with items on backorder to automatically write to the order print file. The order will print during the next 'Order Batch Print' process.

Type **N+** the **Enter** key not to automatically reprint order forms that include items on backorder.

17. Duplicate Orders:

Type **Y+** the **Enter** key if you want the system to automatically check invoice history files for duplicate order numbers.

Type **N+** the **Enter** key not to display the duplicate order message.

18. Y-T-D or Days to Pay:

Type **Y+** the **Enter** key to display Year-To-Date sales during order/invoice data entry.

Type **A+** the **Enter** key to display Average Days To Pay during order/invoice data entry.

19. Go To Total Screen:

Type **Y+** the **Enter** key to automatically access the total screen from line item detail input.

Type **N+** the **Enter** key to bypass the total screen.

20. Auto Calc Freight:

Type **Y+** the **Enter** key if you want the system to calculate freight using the freight table.

Type **N+** the **Enter** key not to use the freight table calculation.

21. UnForm Option:

Type **Y+** the **Enter** key if you are using the UnForm software for your order format.

Type **N+** the **Enter** key if you do not use UnForm.

22. Order Type:

Type a valid order type and **Enter** or type **?+** the **Enter** key to display the Order Type Selection window.

23. Production Type:

Press the **Enter** key to accept the default of **N** or type **Y+** the **Enter** key to activate the production type option.

Type **N+** the **Enter** key not to activate the production type option.

Note: This flag activates the option to print a production type on each order.

24. Order Status:

Type the beginning order status code and **Enter** or type **?+** the **Enter** key to display the Order Status Selection window.

25. Detail Sort Option:

Type **B+** the **Enter** key to print order detail line items in bin location order.

Type **L+** the **Enter** key to print order detail line items in sequential line number order.

Type **I+** the **Enter** key to print order detail line items in item code order.

Type **C+** the **Enter** key if you want to create your own custom order using the Alternate Sort field in the inventory item master .

26. Bar Code Program:

Type the name of the custom label print program and **Enter**.

27. Preprinted Form:

Type **Y+** the **Enter** key if your quote forms are preprinted with column headings.

Type **N+** the **Enter** key to have the system print the column headings.

28. Preprinted Name:

Type **Y+** the **Enter** key if your company information is preprinted on your quote forms.

Type **N+** the **Enter** key if you want the system to print your company information.

29. Print Item Code:

Type **Y+** the **Enter** key if you want the inventory item code and description to print on your quote form.

Type **N+** the **Enter** key if you only want the item description to print.

30. Total Only:

Type **Y+** the **Enter** key to only print the quote total.

Type **N+** the **Enter** key to print unit pricing on each individual inventory item.

31. UnForm Option:

Type **Y+** the **Enter** key if you are using UnForm software for quotes.

Type **N+** the **Enter** key if you do not use UnForm.

32.UnForm Copies:

Type the number of copies (1-9) you want to print for each quote and **Enter**.

33. Messages:

Type **Y+** the **Enter** key to include messages beginning with the ^ character on quotes.

Type **N+** the **Enter** key to exclude ^ messages on quotes.

34. Print Discount:

Type **Y+** the **Enter** key if you want to print the customer's percent of discount on your quotes.

Type **N+** the **Enter** key not to include the discunt on your quote forms.

35. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y** if the data is correct and return to the Order Entry Definition Menu.

Type **N** to edit the parameters. Return to Step 2.

Type **C** to exit the parameters without saving any changes.

> *Note: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save Changes? (Y)es or (N)o:*
>
> *Type **Y** to exit the parameters and save any changes that were made.*
>
> *Type **N** to exit the parameters without saving any changes.*

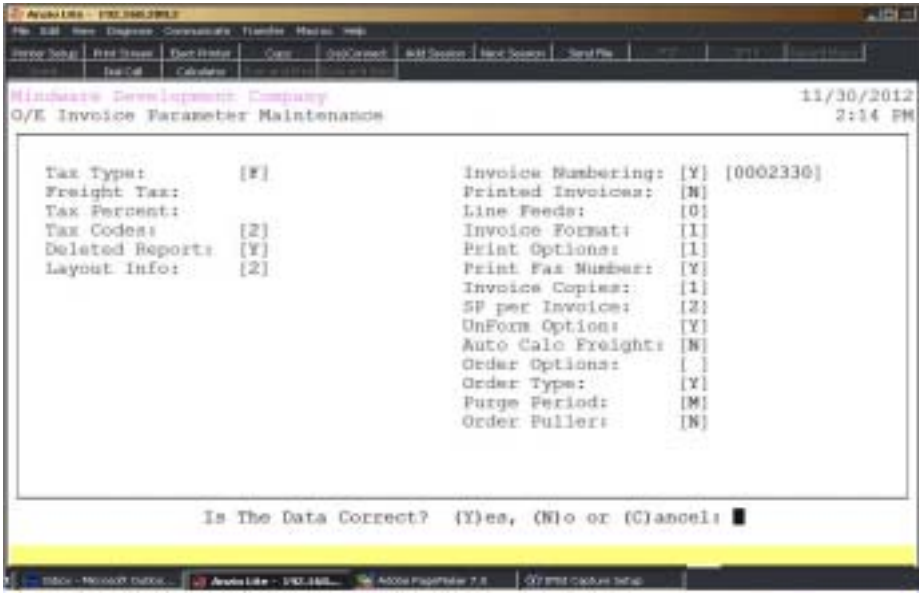
Invoice Parameter Maintenance

Overview

Invoice Parameter Maintenance lets you establish an invoice numbering sequence and lets you choose an invoice print format with the ability to adjust the vertical print positions. Invoice formats include standard invoice (8.5x11), invoices with shipping labels on the bottom, small invoice, plain paper, Canadian format or custom format.

You have several options of how you want to print the unit price and discount percentage on your invoice, how many copies of the invoice you want to print and choose to print one or two salespersons and tax codes per invoice. For users with the text export feature, you can choose if you want to print the layout code or font code on the invoice or a combination of both.

The UnForm Option allows you to print invoices, quotes, orders, purchase orders, etc., on plain paper but will still looks like your own custom form.



Procedure

1. Choose Invoice Parameter Maintenance on the Order Entry Definition Menu.

2. Tax Type:

Type **F+** the **Enter** key if tax codes must be read from the Tax Code Masterfile. Go to Step 5.

Type **S+** the **Enter** key if you have only one standard tax code.

3. Freight Tax:

Type **Y+** the **Enter** key if the standard tax code calculates tax on freight.

Type **N+** the **Enter** key if freight is not taxable.

Press **F2** to return to the previous input field.

4. Tax Percent:

Type the percentage of sales tax in 99.999 format and **Enter**.

5. Tax Codes:

Type **1+** the **Enter** key if you have only one tax code per invoice.

Type **2+** the **Enter** key if you allow two tax codes per invoice.

6. Deleted Report:

Type **Y+** the **Enter** key if you want to track deleted orders and invoices.

Type **N+** the **Enter** key if you do not want the report option.

7. Layout Info:

Type **0+** the **Enter** key if you do not want to print the layout code or the font code on your invoices.

Type **1+** the **Enter** key if you want to print the only the layout code on your invoices.

Type **2+** the **Enter** key if you want to print the layout code and the font code on your invoices.

Type **3+** the **Enter** key to print only the font code on your invoices.

8. Invoice Numbering:

Type **Y+** the **Enter** key if you want the system to automatically assign a sequential invoice number.

Type **N+** the **Enter** key to be able to assign the invoice number manually.

9. Invoice Number:

Assign the next invoice number and **Enter**.

10. Printed Invoices:

Type **Y+** the **Enter** key if you have preprinted invoice forms with your company name and address.

Type **N+** the **Enter** key if you want the system to print your company name and address.

11. Line Feeds:

Type the number of printer line feeds (0-9) to print before printing on each invoice and **Enter**. This helps to adjust the vertical alignment.

12. Invoice Format:

Type **1+** the **Enter** key if you have standard invoice forms (8.5x11).

Type **2+** the **Enter** key if you have invoice forms with shipping labels.

Type **3+** the **Enter** key if you have small invoice forms.

Type **4+** the **Enter** key to print invoices on plain paper with column headings.

Type **5+** the **Enter** key to print invoices in Canadian format

Type **7+** the **Enter** key if your form is legal size.

Type **9+** the **Enter** key if you have your own custom invoice format.

13. Print Options:

Select a print option (0-5) of how you want to print the list price and discount on your invoices and **Enter**.

- 0 and 2 selections print list price, discount amount, discount percentage and extended price

- 1 wil print percentage of discount, list price and extended price

- 3 will print lisr price only and the extended price

- 4 prints discounted price and extended price

- 5 will not print the item code on the invoice but prints list price and extended price

14. Print Fax Number:

Type **Y+** the **Enter** key to print the customer's fax number on the invoice.

Note: The system automatically defaults this flag to N.

15. Invoice Copies:

Type the number of copies (0-9) that you want to print for each invoice and **Enter**.

16. SP Per Invoice:

Type the number of salespersons (1-2) to print on each invoice and **Enter**.

17. UnForm Option:

Type **Y+** the **Enter** key if you are using the UnForm software for your invoicing format.

Type **N+** the **Enter** key if you are not using the UnForm software.

18. Auto Calc Freight:

Type **Y+** the **Enter** key if you want the system to automatically calculate freight amount using the freight table.

Type **N+** the **Enter** key not to use the freight table calculation.

19. Order Options:

Press the **Spacebar+** the **Enter** key not to use the order options.

Type **1+** the **Enter** key if you want to skip the prompt 'Is This The Correct Order?' when converting an order into an invoice.

Type **2+** the **Enter** key to skip the correct order prompt **and** to skip the prompt 'Was This Order Shipped Complete?'

20. Order Type:

Type **Y+** the **Enter** key to have the option to enter an order type during invoice entry.

Type **N+** the **Enter** key to inactivate this option.

21. Purge Period:

Type **M+** the **Enter** key if you want to purge invoice history on a monthly basis.

Type **Y+** the **Enter** key if you want to purge invoice history once a year.

22. Order Puller:

Type **R+** the **Enter** key if the order puller input field is required on orders.

Type **Y+** the **Enter** key if you want this field to be an option in order entry.

Type **N+** the **Enter** key to disable the input field in order entry.

23. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y** if the data is correct and return to the Order Entry Definition Menu.

Type **N** to edit the parameters. Return to Step 2.

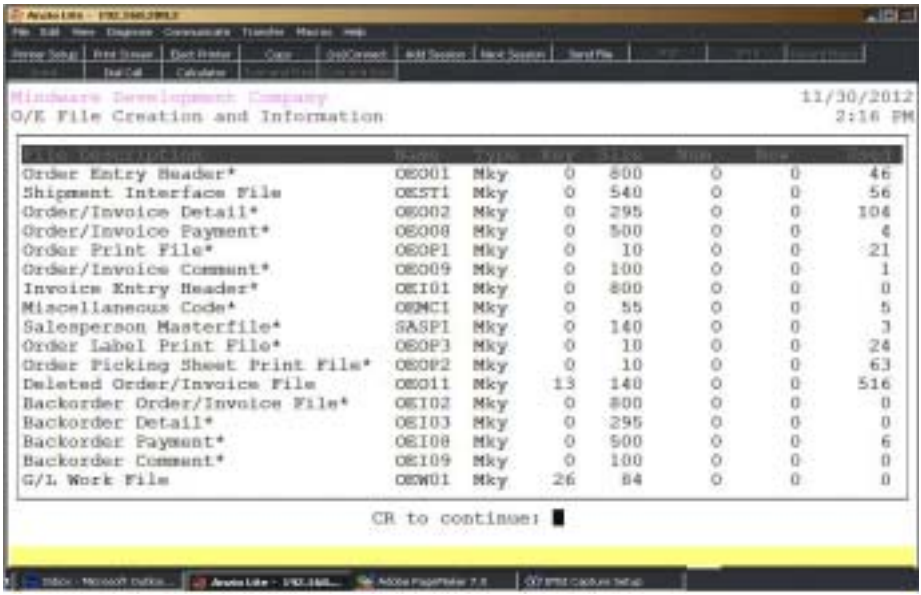
Type **C** to exit the parameters without saving any changes.

> *Note: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save Changes? (Y)es or (N)o:*
>
> *Type **Y** to exit the parameters and save any changes that were made.*
>
> *Type **N** to exit the parameters without saving any changes.*

File Creation and Information

Overview

File Creation And Information lets you view individual data files in your Order Entry system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.

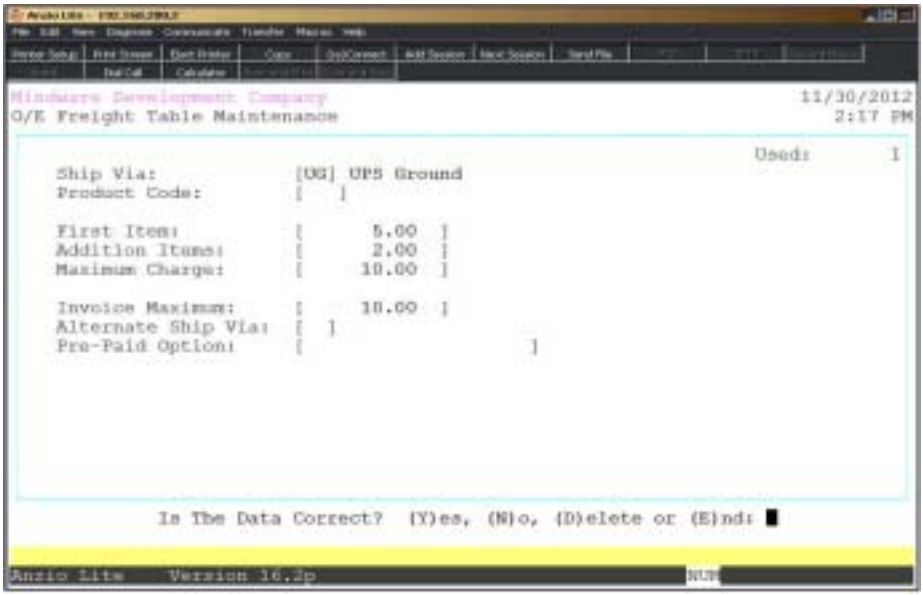


Freight Table Maintenance

Overview

Freight Table Maintenance allows you to set up minimum and maximum freight charges by ship via and by product category. You can specify a freight charge for the first item on an invoice and an amount for each additional item, with a maximum amount goal.

Items not categorized by a product category has the option to change to another ship via code when an invoice maximum amount has been reached.



Procedure

1. Choose Freight Table Maintenance on the Order Entry Definition Menu.

2. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

Press **F2** to list the freight charges to a printer.

Press **F4** to return to the Order Entry Definition Menu.

3. Product Code:

Type a valid product code and **Enter** or type **?** to display the Product Code Selection window.

Press **F2** to return to the previous input field.

4. First Item:

Type a freight amount for the first item on an invoice for this ship via code and **Enter**.

5. Addition Item:

Type a freight amount for each additional item on an invoice for this ship via code and **Enter**.

6. Maximum Charge:

Type a maximum amount of freight to be charged on an invoice for this ship via code and **Enter**.

> *Note: The systems adds the first item amount and each additional item amount and compares the total to make sure not to exceed the maximum charge*

7. Invoice Maximum:

Type an invoice maximum amount and **Enter**.

8. Alternate Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

> *Note: If this ship via code does not have a category code and the invoice amount is equal to or greater than the Invoice Maximum, the system will use the alternate ship via code.*

9. Pre-Paid Option:

Press the **Spacebar+** the **Enter** key to calculate freight on all terms codes.

Type the terms codes, side by side, to not calculate freight on and **Enter**. No commas or spaces are required.

10. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the information is correct. Return to Step 2.

Type **N** to edit the information. Go to Step 4.

Type **D** to remove the ship via record and return to Step 2.

Type **E** to end the input and return to the Order Entry Definition Menu.

UnForm Parameter Maintenance

Overview

The UnForm software allows you to print your company logo on your invoice form in a specific column and row and specify the headings to print on each copy of the invoice. You can determine whether or not you want to print pricing on each copy of the invoice.

Procedure

1. Select UnForm Parameter Maintenance on the Order Entry Definition Menu.

2. Form Name:

Type a form name order, invoice or quote and **Enter**.

Press **F2** to list the forms to a printer.

Press **F4** to return to the Order Entry Definition Menu.

3. Division:

Type a valid division number and **Enter** or type **?** to display the Division Code Selection window.

4. Printer:

Type the printer alias of the printer you want to print your forms on (LP, P1, etc.) or leave blank to not select a particular printer.

5. Logo Name:

Type the name of your company logo file and **Enter**.

Note: The logo file is in the Graphics directory with PRN extension.

6. Column:

Type the column number where you want the logo to start printing and **Enter**.

7. Row:

Type the row number where you want the logo to start printing and **Enter**.

8. Copy 1:

Type the description of the first copy and **Enter**. The system will prompt you for a copy option and paper tray number.

Note: Type a description for each copy i.e. Customer, Shipping, etc. Copy options offer pricing and screening options. Paper tray options include default, upper, manual or lower paper trays.

The system will prompt you for the same information as in Step 7 for each additional copy input field.

CTRL+Y for Help Menu.

9. Format:

Type **0+** the **Enter** key to print message lines in plain type.

Type **1+** the **Enter** key to print message lines in bold type.

Type **2+** the **Enter** key to print mssage lines in italic type.

Type **3+** the **Enter** key to print message lines in bold and italic type.

Note: Applies to orders, invoices, quotes and purchase order message lines.

10. Line 1 & 2:

Type two (2) seventy-five character message lines and **Enter**.

11. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the form parameters are correct. Return to Step 2.

Type **N** to edit the form information. Return to Step 3.

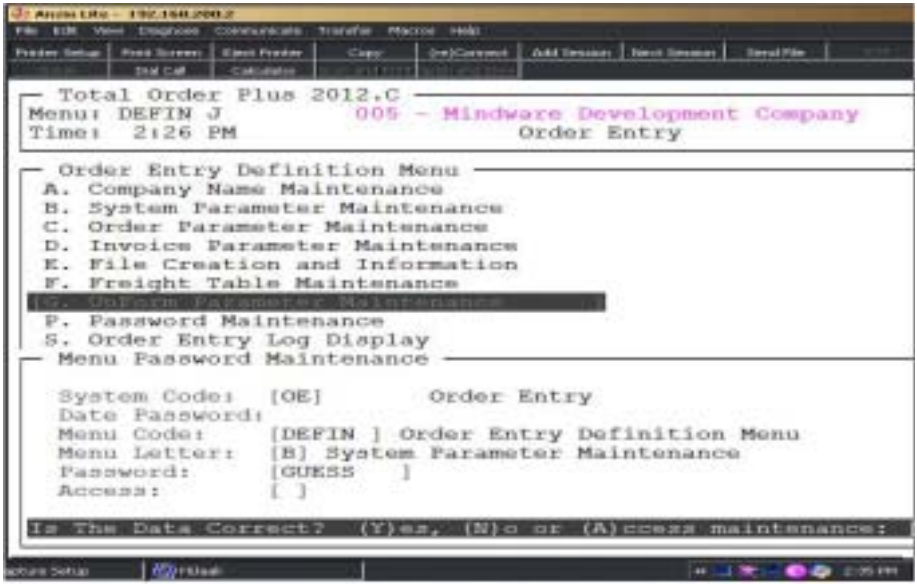
Type **D** to delete this form. Return to Step 2.

Type **E** to end form input and return to the Order Entry Definition Menu.

Password Maintenance

Overview

Password Maintenance allows you to set up passwords to restrict access to any Order Entry Menu or individual menu selections. Once you have entered a password for a menu, the system will prompt each user for that password every time they access that menu. The Definition Menu is normally password protected.



Procedure

1. Choose Password Maintenance from the Order Entry Definition Menu.

> *Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. OE-Order Entry).*

2. Date Password:

Type a date password (optional) and **Enter** or press **Enter** to bypass password entry.

Press **F4** to return to the Order Entry Definition Menu.

> *Note: The system will prompt a user for this password when attempting to change the application date for this module.*

3. Menu Code:

Type the menu code and **Enter** or press **F1** to display the available menu codes.

Note: Menu codes are displayed in the upper left hand corner of each menu screen. See prior page for example: Menu: DEFIN.

4. Menu Letter:

Type the **letter** of the menu item to set password for or press **F1** to display the item selections available (i.e. A, B, etc.) for the menu you specified in Step 3.

5. Password:

Type the **password+** the **Enter** key for the menu item listed in Step 4.

6. Access:

Leave blank if you do now want to maintain user access.

Type **A+** the **Enter** key to allow certain users to this menu selection.

Type **D+** the **Enter** key to disallow certain users to this menu selection.

7. Is The Data Correct? (Y)es, (N)o or (A)ccess maintenance:

Type **Y** if data is correct. Return to Step 2.

Type **N** to return to Step 5 to re-enter password.

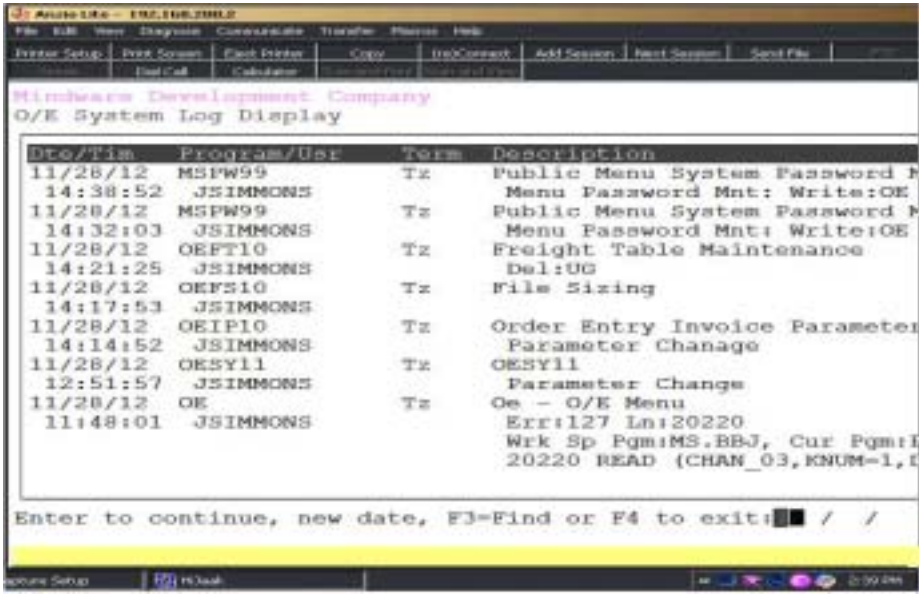
Type **A** if you want to access user maintenance.

Note: By selecting A for access, you will need to input each menu selection and each user ID that you want to allow or disallow.

Order Entry Log Display

Overview

The Order Entry Log Display captures all of the activity for each user that accesses the OE module. This audit can be useful in tracking what user changed the module date, had error messages in data entry, added or changed passwords, closed the daily journals etc. Information is displayed in great detail.



3

OPERATING THE ORDER ENTRY SYSTEM

- Order Entry System Menu
- Order Data Entry
- Order Batch Print
- Picking Sheet Print
- Shipping Label Print
- Text Export Utility
- Set Ship Date Utility
- Combine Orders Utility
- Invoice Data Entry
- Invoice Batch Print
- Sales Journal and Invoice Update
- Invoice Generation Menu
- Find Order/Invoice Utility
- Bin System Menu
- Import/Export File Menu

Order Entry System Menu

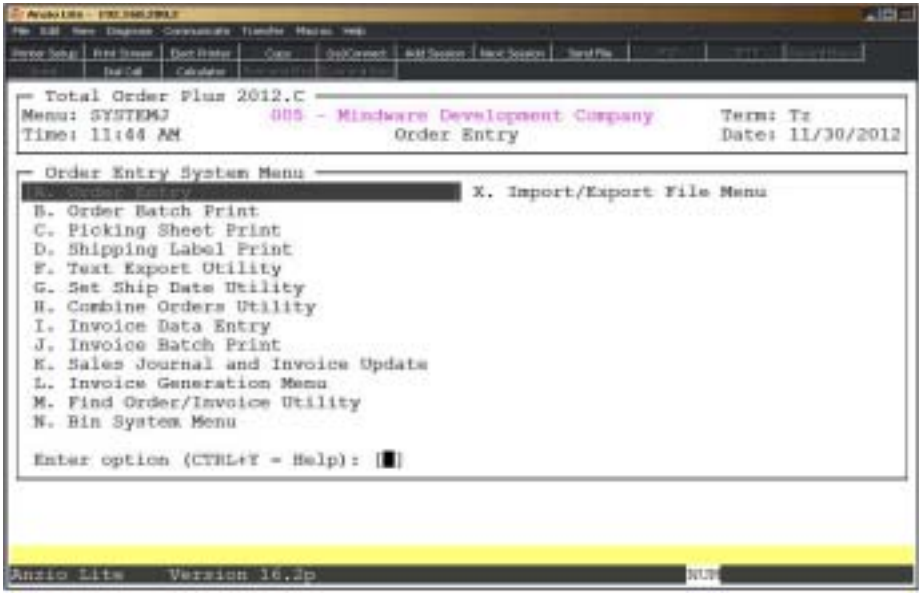
Overview

The Order Entry system allows you to enter orders, print orders, labels and picking sheets and convert orders into an invoice when items are ready to ship. Text entered into an order can be exported to desktop publishing software, such as, PageMaker, Soset, etc. or can be exported to laser engravers and printers.

Multiple orders for one customers can be combined into one invoice using the 'Set Ship Date' and the 'Combined Orders' utility programs.

Invoice Data Entry allows you to enter invoices or convert existing orders into an invoice. The invoices are updated to history files, customer open invoice files, inventory files and the sales analysis report files. The system has a recurring invoice program that automatically generates invoices using 'Invoice Generation' on the Invoice Generation Menu.

The 'Find Order/Invoice Utility' allows you to track the status of an order/invoice within the system at any time. Search options include order number, item description, invoice number, purchase order number, contents of a message line, dollar amount, name, release number, ship-to or by text.



Order Data Entry

Overview

The Order Data Entry program lets you enter an order number or let the system automatically assign the next available order number, enter a customer code or 'NOF' for not-on-file customers, type ship-to name and address information, purchase order, branch and release numbers, ship via, ship date, tax code, terms code, number of labels and salesperson(s).

Inventory items are entered with a quantity ordered and allows partial shipments. You can enter message lines, special line items for items not stocked in inventory and miscellaneous charges.

If you have the text export option installed on your system, you can enter text information to be exported to a desktop publishing software package or to a laser printer or engraver.

Orders can be converted into invoices automatically when you are ready to ship the product and process the billing.

Procedure

1. Choose Order Data Entry on the Order Entry System Menu.

2. Enter the Order Date:

Type the order date in MMDD format and **Enter**. No dashes or slashes are required.

The system will insert the current century and year.

3. Is the Date Correct? (CR-N):

Press the **Enter** key to accept the application date displayed.

Type **N+** the **Enter** key to enter a new order date.

> *Note: The system will prompt you for a warehouse number if this feature is activated in the Inventory Control Parameters.*

Order Address Information

4. Order No:

Press the **Enter** key to let the system automatically assign the next sequential order number.

> *Note: You can enter your own order numbers if you have answered no to automatic numbering in the 'Order Parameters' on the Order Entry Definition Menu.*

Type **?** to display the Open Order Selection window.

Press **F4** to return to the Order Entry System Menu.

5. Sold To:

Type a valid customer code and **Enter** or type **?+** the **Enter** key to display the Customer Code Selection window.

Press **F1** to add this new customer to the customer masterfile.

Type **NOF** for 'Not On File' customer.

> *Note: Every customer can have information set up in a cardfile OE_NOTE or OE_NOTEO. The notepad information will display on the bottom half of your screen.*

Press **F8** to return to the order number field in Step 4.

6. Ship To:

Press the **Enter** key to accept the ship-to name displayed or type up to a thirty-five (35) character ship-to name and **Enter**.

Press **F1** to duplicate the sold to name.

Press **F2** to edit the customer contact name or the bill-to name and address.

Press **F3** to display the ship-to name and addresses set up for this customer.

Press **F4** if the ship-to name and address lines are correct. Proceed to Step 12.

7. Address Line One:

Type up to a thirty-five (35) character address and **Enter**.

Press **F2** to return to the previous input field.

8. Address Line Two:

Type up to a thirty-five (35) character address and **Enter**.

> *Note: Post Office requirements suggests the address line one contain the P.O. Box number and the address line two contain the street address.*

9. Address Line Three:

Type up to a thirty-five (35) character address and **Enter**.

10. City:

Type up to a nineteen (19) character city and **Enter**.

11. State:

Type a two (2) character state code and **Enter**.

12. Zip Code:

Type the zip code for this city and **Enter**. This field allows for a hyphen (-) and the four digit postal number.

13. Country Code:

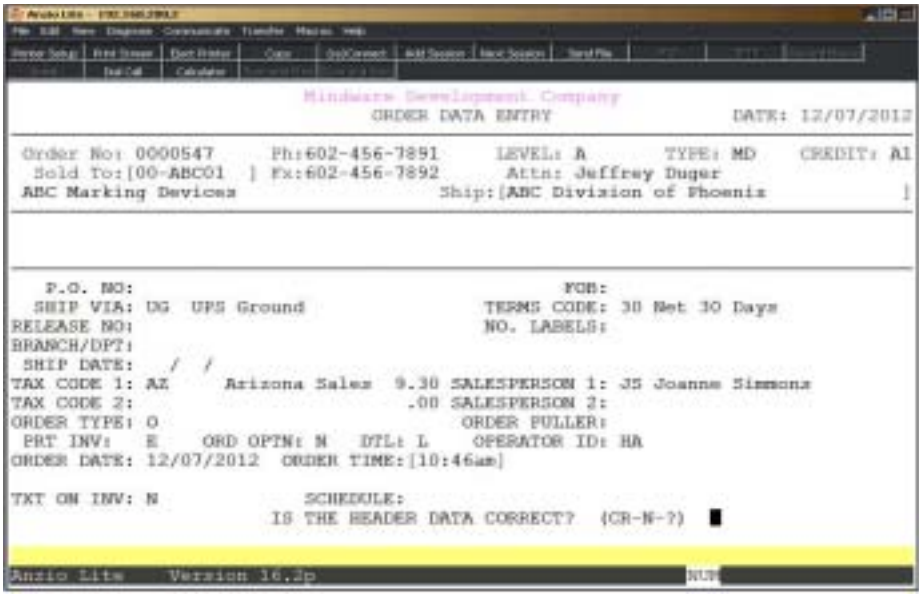
Type a country code and **Enter** or type **?** to display the Country Code Selection window.

14. Is The Address Information Correct? (CR-N-END):

Press the **Enter** key if the address information is correct or type **N+** the **Enter** key to edit the ship-to name and address fields. Return to Step 6.

Type **END+** the **Enter** key if the wrong customer code was entered. Return to Step 5.

Order Header Information



15. P.O. No:

Type up to a sixteen (16) character purchase order number and **Enter**.

> *Note: If there are blanket purchase order numbers for this customer, the Purchase Order Selection window will display on your screen. Press **F3** to re-display this window.*
>
> *A flag in the customer masterfile 'P.O. Required?' determines if a purchase order number is required for this customer during order/invoice data entry.*

Press the **Enter** key to bypass this field.

16. Ship Via:

Press the **Enter** key to accept the ship via default code from the customer masterfile or type **?+** the **Enter** key to display the Ship Via Code Selection window. Press **F1** to add a new ship via code.

> *Note: If this ship via code was set up to be associated with a route code, the system will prompt you for a route code. This is used to sort the 'Delivery Route Report'.*

17. Release No:

Type up to an eight (8) character release number and **Enter**. This is an optional field and is usually associated with the banking industry.

18. Branch/Dpt:

Type a valid branch/department number and **Enter** or type **?** to display the Branch/ Department Selection window.

> *Note: There is a 'Branch Required?' flag in the customer masterfile. If this field is set to (Y)es, you will be required to enter a valid branch number. If this flag is set to S, the ship-to number will default as the branch number. If you enter a new branch number, the system will allow you to set up the new branch code.*

19. Ship Date:

Type a ship date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

> *Note: You can automatically bypass the ship date field by changing the flag in the 'Order Entry Defaults' on the System Parameters Options Menu.*

20. Tax Code:

Press the **Enter** key to accept the default tax code(s) from the customer masterfile or type **?** to display the Tax Code Selection window.

> *Note: You can have up to two (2) tax codes per order/invoice. This is a flag in 'Invoice Parameter Maintenance' located on the Order Entry Definition Menu.*

21. Order Type:

Press the **Enter** key to accept the default of O for order or type a valid order type and **Enter**.

> *Note: Order types are: O-order, Q-quote, W-work order, S-special, M-miscellaneous, X-Xstamper and P-Performa. To enter a quote, press Q+F1 to display available quote templates.*

22. Print Inv:

The system bypasses this field with the default flag from the customer masterfile.

23. Order Date:

The system bypasses this field with the default application date.

24. Order Time:

The system bypasses this field with the system generated time.

25. TxT On Inv:

This system bypasses this field with the default flag from the customer masterfile.

The number of lines of text printed on the order depends on one of these flags:

Y	Prints all lines of text
N	Do not print any lines of text
F	Print first line of text only
L	Print last line of text only
D	Print first and third lines of text (deposit stamps only)
1-9	Designate number of lines of text to be printed

26. FOB:

Free On Board is optional. Press the **Enter** key to bypass this field.

Type **D+** the **Enter** key to print Destination.

Type **W+** the **Enter** key to print Warehouse.

*Note: Press **F2** to edit fields 20 through 23.*

27. Terms Code:

Press the **Enter** key to accept the default code from the customer masterfile or type **?** to display the Terms Code Selection window. Press **F1** to add a new terms code.

28. No. Labels:

Type the number of labels you want to print for this order and **Enter** or press the **Enter** key to leave the field blank.

Note: This input field is displayed on the screen if the flag in 'Order Parameter Maintenance' on the Order Entry Definition Menu is set to O for orders only or B for both orders and invoices.

29. Salesperson:

Press the **Enter** key to accept the default salesperson code from the customer masterfile or type **?** to display the Salesperson Code Selection window.

Note: You can have up to two (2) salesperson codes per order/invoice. This is a flag in 'Invoice Parameter Maintenance' located on the Order Entry Definition Menu.

30. Order Puller:

Type the initials of the person who pulled the items for this order and **Enter**.

31. Operator ID:

Type a two character operator code and **Enter**.

Note: This is a required field and is used to print on daily sales reports. Once a code is entered, it will default on each following order unless you exit entering orders and return to the Order Entry System Menu.

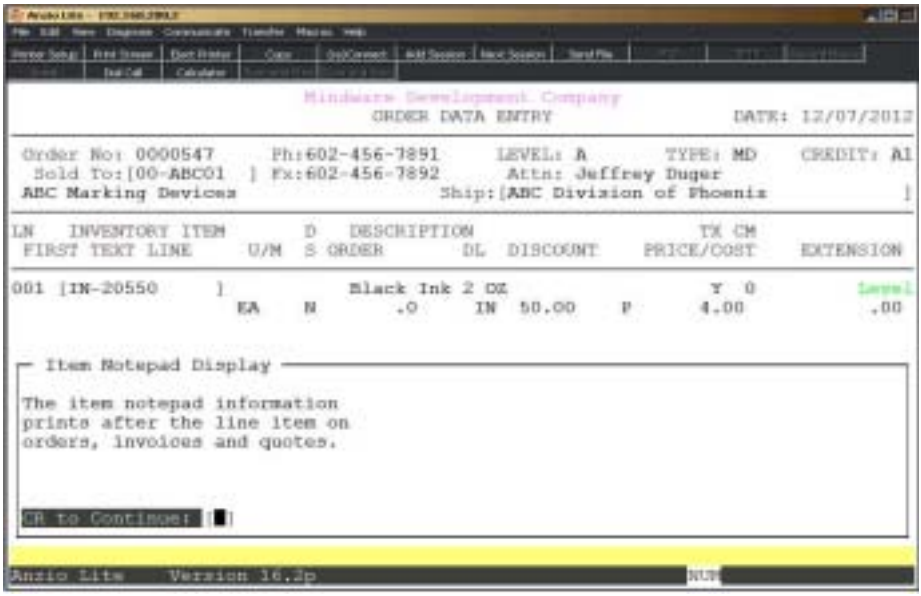
32. Is The Header Data Correct? (CR-N-?):

Press the **Enter** key if the header information is correct.

Type **N+** the **Enter** key to edit the header information. Return to Step 13.

Type **?+** the **Enter** key to display the Order Entry Options Menu.

Line Item Detail



*Note: The system automatically assigns the sequential line numbers. If you have deleted a line item and want to reinsert it into an order, press **F2** at the inventory item input field and enter the line number you want to insert.*

33. Inventory Item:

Type a valid inventory item and **Enter** or type **?** to display the Item Code Selection window.

Note: The system defaults the item description, tax code, commission flag, unit of measure, discount level and selling price from the Inventory Masterfile.

Type **S+** the **Enter** key to enter a special line item. Proceed to Step 36.

Type **M+** the **Enter** key to enter a message line. Proceed to Step 46.

Type **M+** a miscellaneous code and **Enter** to input a miscellaneous line item. Proceed to Step 48.

Type **T+** the **Enter** key to display the text entry window. Proceed to Step 53.

Type **L+** the **Enter** key to display shipping label input window for this line item.

Press **F1** to display invoice history for this customer.

Press **F4** to end line item input.

34. Order Quantity:

Type the quantity ordered for this item and **Enter**.

Press **F2** to edit any of the displayed line item information fields.

Press **F3** to edit the item description field.

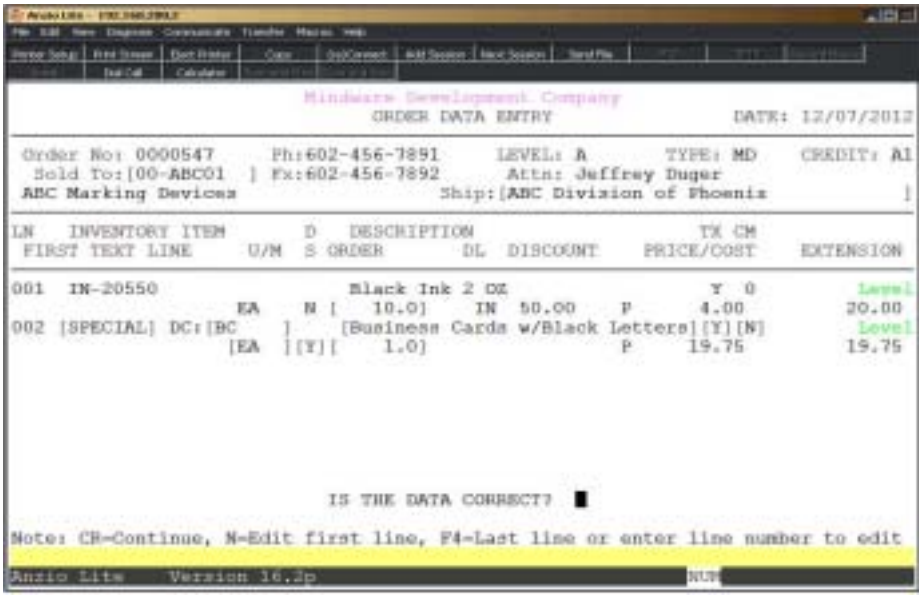
35. Selling Price:

Press the **Enter** key to accept the price displayed or type a new selling price and **Enter**.

Press **F2** to edit the discount percentage or the cost for this item.

Note: The system will automatically calculate the extension amount.

Special Line Items



36. Inventory Item:

Type **S+** the **Enter** key to create a special line item not stocked in inventory.

37 DC:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window. The word Special will display in the inventory item field.

38. Description:

Type up to a thirty (30) character special description and **Enter**.

39. TX:

Type **Y+** the **Enter** key if this special item should be taxable.

Type **N+** the **Enter** key if you do want the system to calculate tax on this item.

40. CM:

Type **N+** the **Enter** key if commission should not be calculated on this item.

Type a 0-9 commission level and **Enter**.

> *Note: The commission level percentages are established in 'Salesperson Maintenance' on the Accounts Receivable Definition Menu.*

41. U/M:

Type a unit of measure (Ea, Box, Inch, etc.) for this special item and **Enter** or press the **Enter** key to accept the default of EACH.

42. DS:

Type **Y+** the **Enter** key for the drop ship flag since it doesn't affect inventory balances.

> *Note: The tax, commission and drop ship codes default from the 'O/E Defaults' on the System Parameters Options Menu.*

43. Quantity Ordered:

Type the quantity ordered and **Enter**.

Press **F3** to edit the special description.

44. Cost:

Type the cost for this special item and **Enter**.

Press **F2** to enter a discount percentage for this item.

> *Note: Press **F2** again to enter a discount class code for this item. This special item will be included on the 'Discount Sales By Item Class Report' on the Accounts Receivable Period-End Processing Menu.*

45. Selling Price:

Type the selling price for this special item and **Enter**.

> *Note: Both cost and price are entered in the same field on your screen. C displays to the left of the input field when you should enter the cost. It is replaced by P when you enter the price.*

Message Lines

46. Inventory Item:

Type **M+** the **Enter** key to enter a message line.

47. Description:

Type up to a thirty (35) character message and **Enter**.

> *Note: To retain message lines on backorder items, precede the message with an asterisk (*). To prevent a message line from printing on an invoice, precede the message with the ^ character.*

Miscellaneous Line Items

48. Inventory Item:

Type **M+** a miscellaneous **c**ode and **Enter** to display a predefined miscellaneous charge or miscellaneous message.

> *Note: The system automatically displays the General Ledger account number for this miscellaneous charge.*

49. Description:

Press the **Enter** key to accept the predefined description or type up to a thirty-five (35) character description and **Enter**.

50. Taxable:

Type **Y+** the **Enter** key if you want to calculate tax on this miscellaneous charge.

51. Commission:

Type a commission level 0-9 for this charge and **Enter**.

Type **N+** the **Enter** key if a commission should not be calculated for this charge.

52. Extension:

Enter the amount for the miscellaneous charge and **Enter**.

> *Note: Enter percentage (i.e. 1.5) + F1 to calculate charge using order total.*

Text Window Entry

53. Inventory Item:

Type **T+** the **Enter** key to display the Text Entry window.

> *Note: The text window is divided into five sections: Header, Font, Text, Special Instructions and Actual/Max Width and Height. Press **F4** to advance from one section to another.*

54. Layout:

Press the **Enter** key to bypass the layout code field.

Type a valid layout code and **Enter** or type **?** to display the Layout Code Selection window.

> *Note: The layout code displays a default quantity of 001, 'W' for waiting to transfer status, a product code, color code and an inventory item linked to this layout, if applicable, in the header portion of the window. Any fonts, text and width and height associated with this layout will display in the appropriate sections of the text window.*

Press **F1** to scan the invoice history file and retrieve text entered on a previous order to insert into the text portion of the window.

Press **F2** to retrieve text entered on a previous order from the clipboard to insert into the text portion of the window.

Press **F4** to end the text window entry and return to line item detail entry.

****** Start with number 54. Quantity:

Press the **Enter** key to accept the default quantity of '001' or type a new quantity and **Enter**.

Press the **F2** to return to the previous input field.

55. Product:

Press the **Enter** key to accept the product code displayed or type **?** to display the Product Code Selection window.

> *Note: The product code is used to group stamps by schedule codes, mount size and product type for production.*

Press **F2** to edit the text status field.

> *Note: The text status flag controls the exporting of text to a desktop publishing environment. The default status code of 'W' means the product is waiting to be transferred, a status of 'T' means the text has already been transferred and a status of 'H' puts the text transfer on hold for this line item. Text can be exported more than once by changing the status of this flag.*

56. Color:

Press the **Enter** key to accept the color code displayed or type **?** to display the Color Code Selection window.

57. Font:

> *Note: The font code defaults to the defined value in the layout code maintenance file. If a layout code is not entered, the value defaults from the product code maintenance file.*

Press the **Enter** key to accept the font code displayed or type **?** to display the Font Code Selection window.

> *Note: You can use U for upper case, C for center, R for right justified, L for left justified, etc. as the fifth and sixth positions of the font code for justification.*

Press **F1** to increase the point size portion of the font code. The Size field changes respectively.

Press **F3** to decrease the point size portion of the font code. The Size field changes respectively.

> *Note: The correct length of the line automatically calculates and displays as the font size is being changed. If the length of the line if larger than the maximum allowed, a warning message displays at the bottom of the screen.*

Continue to adjust the attributes between the minimum and maximum widths allowed.

Press **F2** to edit the character width percentage.

Note: The F1 and F3 keys will increase and decrease the character width percentage and the Size field changes respectively.

Other options are available in the font code input field:

Type a period (.) followed by a Phrase Code to automatically insert text into the text window for this line (i.e. .+FDO - For Deposit Only).

Type a comma (,) followed by a line number of the ship-to address that you want to insert into the text window for this line.

Type a comma (,) by itself to insert the entire ship-to address into the text window.

Press the Spacebar to duplicate the prior font code.

Press CTRL+Y to display the font code help menu.

Press **F4** to exit to the text entry section of the window.

58. Text:

Note: The text section is where the text is input for this product. To move around in the window, you can use the arrow keys. The TAB key moves to the next | character or advances ten (10) spaces to the right. The insert and delete keys can add or delete a character on any line of text.

To insert a line of text, place the cursor at the beginning of the line and press the Enter key. To delete a line of text, place the cursor at the beginning of the line and press the F7 key. To delete a blank line, place the cursor at the beginning of the line and press the Backspace key. Press the END key to advance the cursor to the end of the current line.

During text entry, you may decide to change a font code for a particular line of text. Press CTRL+F to move the cursor to the font section of the window. Type a new font code and press the F4 or F8 key to return the cursor to the same position in the text window.

The CTRL+Y keys will display the text help menu. The command keys and their functions are listed in the window. Type 'C' to access a special character display. Press the ALT+3 digit number to use a special character. Press the Enter key to exit the help menu.

Press **F4** to advance to the Special Instructions section of the window.

59. Export Special Instructions:

Type **Y+** the **Enter** key to export this line of special instructions when processing the 'Text Export Utility' on the Order Entry System Menu.

Type **N+** the **Enter** key not to export this instruction.

Type **T+** the **Enter** key to export this instruction as part of the text.

Type a valid instruction code and **Enter** or type **?** to access the O/E Options Menu. Select Special Instruction Maintenance to display the available instruction codes (i.e. IR - "*** Include Rose Logo ***").

> *Note: Special Instructions display in red on the screen so they are readily apparent to your typesetting department.*

Press **F4** to exit Special Instruction section of the window.

The bottom portion of the window displays a prompt with several options:

S	Save the text window information
E	Exit the text window
H	Edit the header information
F	Edit the font codes
T	Edit the text entries
I	Edit the special instructions
C	Copy contents of window to the clipboard in Windows
L	Input label information to print for this item
D	Delete the entire text window

60. Inventory Item:

Press the **Enter** key to accept the inventory item that was linked to the layout code or product code or type **?** to display the Item Code Selection window.

61. Quantity:

Press the **Enter** key to accept the default quantity or type a new quantity ordered and **Enter**.

Press the **F3** key to return to the item description field.

Type **?+** the **Enter** key to display the system calculator.

62. Price/Cost:

> *Note: Press the F2 key to edit the cost, discount percentage, discount level,*

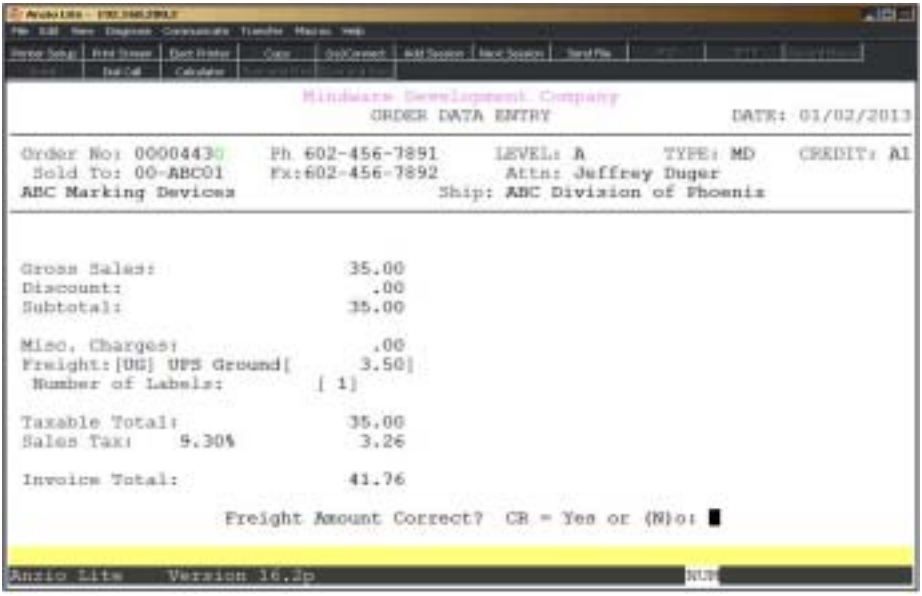
unit of measure, drop ship, commission and taxable flags and item description fields.

Press the **Enter** key to accept the selling price displayed or type a new selling price and **Enter**.

Type a **?+** the **Enter** key to display the system calculator.

Note: The system calculates quantity x price and displays the extended price.

Order Total Screen



Note: The order sub-total, miscellaneous charges, sales tax percentage , tax amount and the invoice total display on the total screen.

63. Freight:

Press the **Enter** key to accept the freight amount displayed or type a new freight amount for this order and **Enter**.

*Note: The Ship Via code and description displays on the screen. If you have associated a ship via code with a freight charge for this customer, the freight amount will automatically display on the screen. Press **F2** to edit the ship via code.*

If you have set the charge freight flag to N for this customer in the customer masterfile, a window will display stating that freight should not be charged for this customer.

64. Number of Labels:

Press the **Enter** key to accept the number of labels displayed or type the number of labels to print for this order and **Enter**.

Note: The number of labels can also be associated with a ship via code and will automatically display on the screen.

Line Item Edit Routine

65. Is The Data Correct?

> *Note: CR=Continue, N=Edit First Line, F4=Edit Last Line or enter line number to edit*

Press the **Enter** key to continue to scroll through line item details.

Type **N+** the **Enter** key to edit the first line item on this order.

Press **F3** to advance the cursor to the next item.

Press **F2** to back up to the previous item.

Press **F4** to edit the last line item on this order.

Type the **line number+** the **Enter** key to advance the cursor to that line item.

Order Entry Sub-Menu

Overview

The Order Entry Sub-Menu allows you to edit the ship-to information, order header information, detail line items and freight totals. You have the option to print the order or item labels, with a reprint option for an order, shipping labels or picking sheets. Each order can have a customized comment line of 80-column print characters. Text status flags can be reset for each line item on the order that is associated with text entry. You also have access to the Customer Sub-Menu in the Accounts Receivable Customer Masterfile.

1. **Maintain Address Data** - Edit the shipping name and address.

2. **Maintain Header Data** - Edit the header information.

3. **Maintain Line Detail** - Edit inventory line items, special line items, message lines or miscellaneous charges.

4. **Maintain Total Display** - Edit freight charges or number of labels to print.

5. **Reprint Order Form** - Reset flag to print the order in 'Order Batch Print'.

6. **Print Order Form** - Print a hardcopy of this order form.

7. **Customer Management** - Access the Customer Sub-Menu in Accounts Receivable.

8. **Order Comments** - Enter comment line to print on this order.

9. **Order Audit** - Displays list of order line item edits, order print and to what printer, email address if order was sent by email and line items that were deleted.

10. **Reset Text Status** - Set text status on all line items associated with text to (W)aiting or put on (H)old. This selection will only display on the sub-menu if you are using the TOP Text feature.

11. **Print Item Labels** - Select an appropriate printer to print line item labels associated with this order.

12. **Reprint Shipping Labels** - Reset print flag for shipping labels.

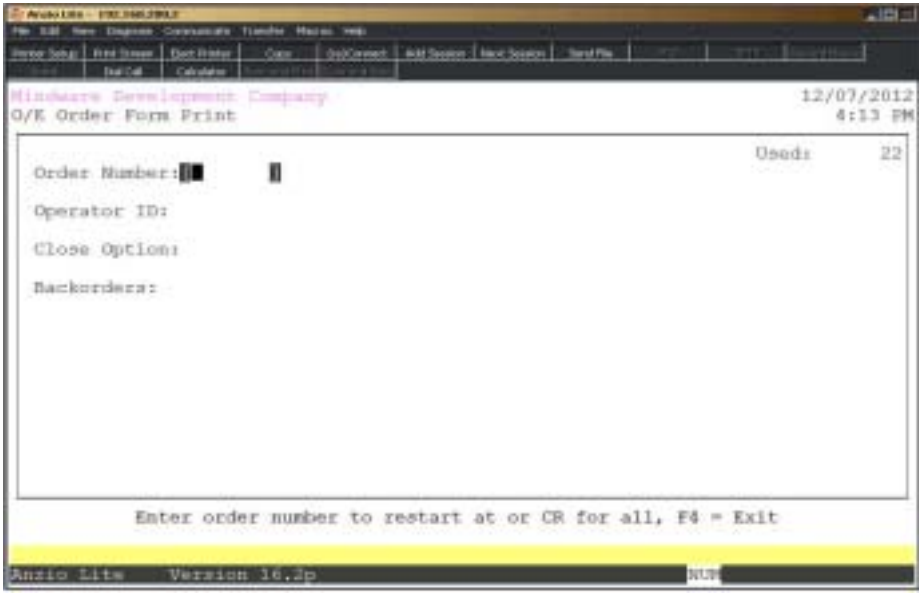
13. **Reprint Picking Sheet** - Flag order to be reprinted on picking sheet.

Note: The items on the order sub-menu may or may not display depending on how you specified your parameters in 'System Parameter Maintenance' and 'Order Parameter Maintenance' on the Order Entry Definition Menu. You can type DELETE to remove the order from the system. If you have a reason to place this order on hold so it won't be invoiced, type HOLD at the prompt.

Order Batch Print

Overview

All open orders not previously printed are listed using Order Batch Print. You have an option to print an individual order, orders by operator code or orders with backorder items only. Orders can be flagged to reprint using 'Reprint Order Form' on the Order Data Entry Sub-Menu.



Procedure

1. Choose Order Batch Print on the Order Entry System Menu.

2. Order Number:

Press the **Enter** key to print all orders not previously printed or type a valid order number to print.

3. Operator ID:

Type a valid operator ID and **Enter** or press the **Spacebar** to include all operators.

4. Close Option:

Type **Y+** the **Enter** key to close printer after each order (staple function on copiers).

5. Backorders:

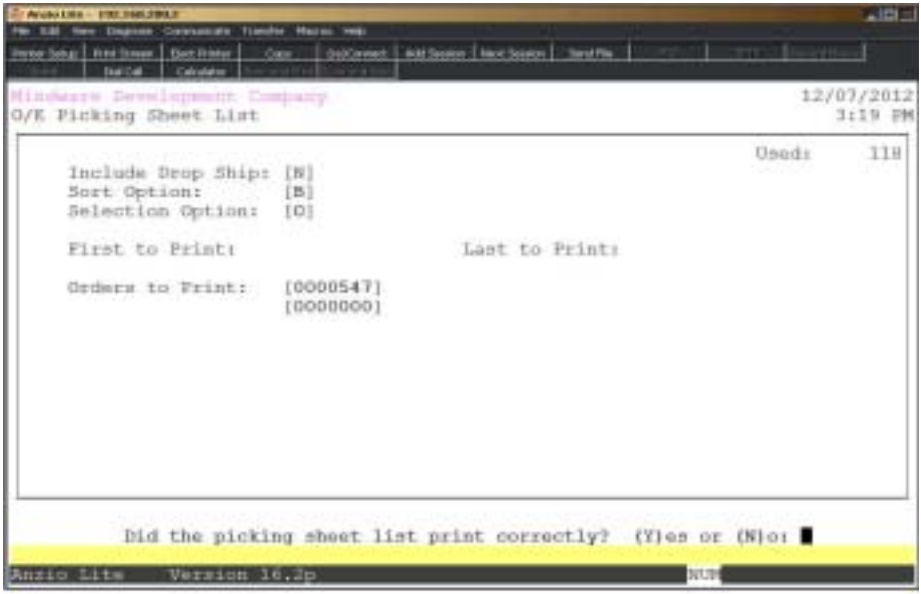
Type **Y+** the **Enter** key to print only backorders.

Order Print Sample

Picking Sheet Print

Overview

The Picking Sheet lists the bin location, item code and description, ship-to name, order number, line number on the order, unit of measure, quantity ordered and the quantity picked for shipment. You can print a range of orders or individual selections.



Procedure

1. Choose Picking Sheet Print on the Order Entry System Menu.

2. Include Drop Ship:

The system defaults to **Y** to include drop ship items or type **N** to exclude drop ship orders.

3. Sort Option:

Type **B+** the **Enter** key to sort by bin number.

Type **O+** the **Enter** key to sort by order number.

4. Selection Option:

Type **F+** the **Enter** key to select first and last orders to print. Go to Step 5.

Type **O+** the **Enter** key to input order number selections. Go to Step 7.

5. First to Print:

Press the **Enter** key to accept the order number displayed or type the first order number to print and **Enter**. Type **?+** the **Enter** key to display the Open Order Selection window.

6. Last to Print:

Press the **Enter** key to accept the order number displayed or type the last order number to print and **Enter**. Type **?** to display the Open Order Selection window.

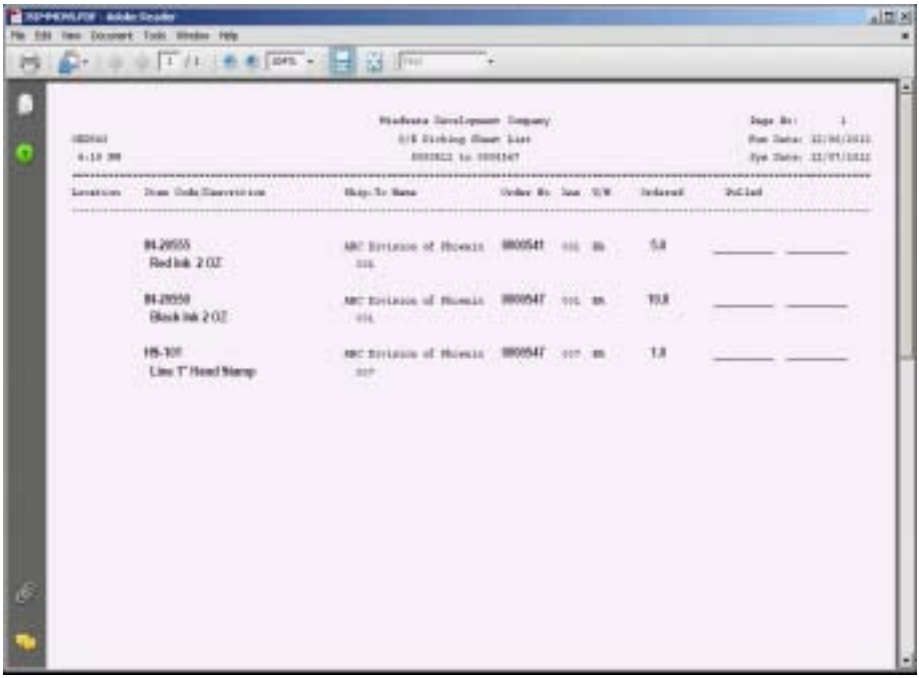
7. Order to Print:

Type order numbers to print and **Enter** or type **?** to display the Open Order Selection window.

Press **F4** to end order number entry.

8. Select the appropriate printer for the picking sheets.

Picking Sheet Sample

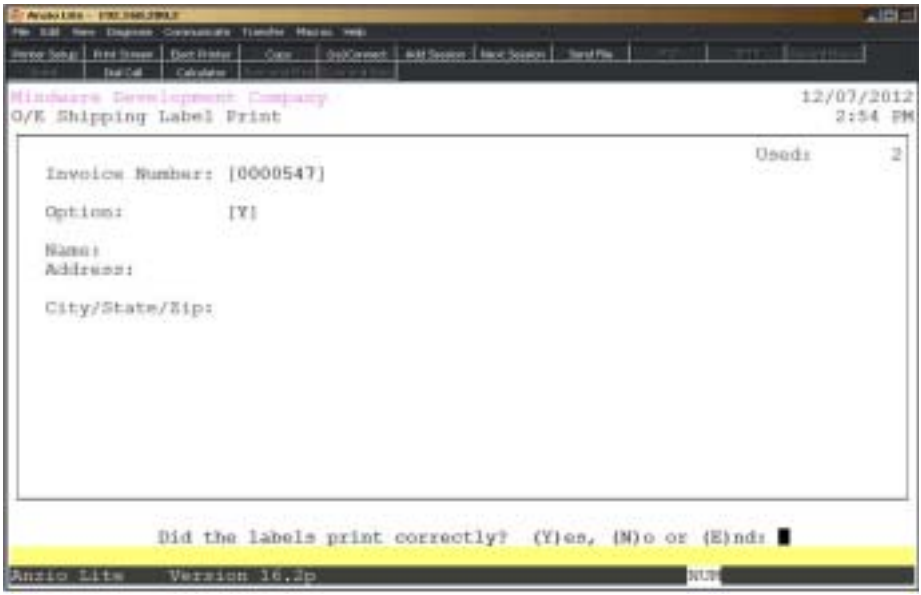


Shipping Label Print

Overview

The shipping labels can be printed from 'Order Data Entry' or 'Invoice Data Entry' or both, depending on how you set up the label print in 'Order Parameter Maintenance' on the Order Entry Definition Menu.

You can enter the number of labels to print during order/invoice data entry or you can associate a ship via code, by customer, on how many labels to print. Once the labels are printed, the print file is cleared. If you need to reprint any labels, you must use the 'Reprint Shipping Label' option on the Order Data Entry Sub-Menu or the Invoice Data Entry Sub-Menu.



Procedure

1. Choose Shipping Label Print on the Order Entry System Menu.

2. Invoice Number:

Type an order/invoice number to print and **Enter** or leave blank to print all.

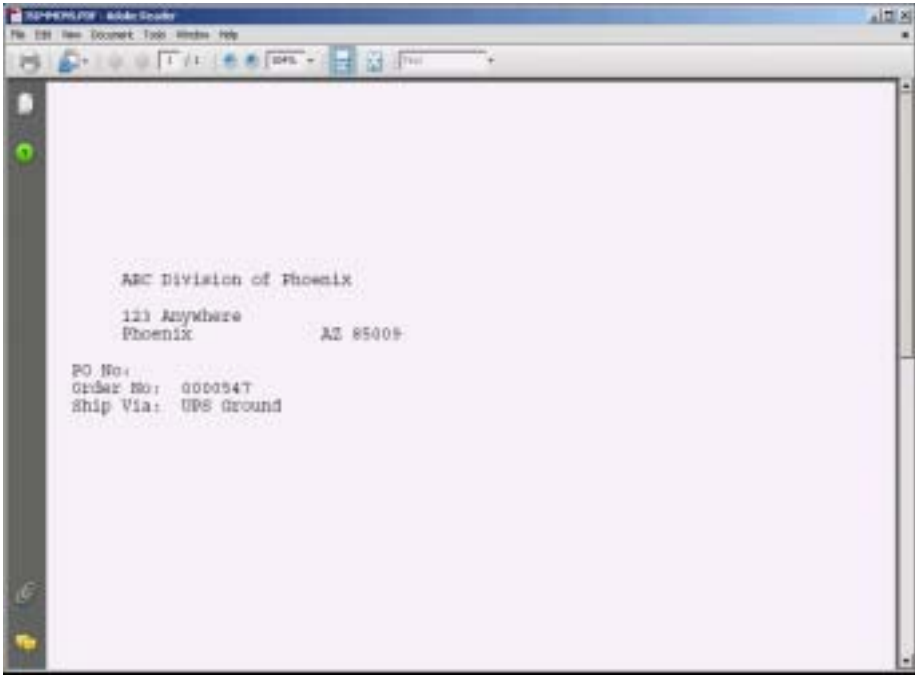
Press **F4** to return to the Order Entry System Menu.

3. Option:

Type **Y+** the **Enter** key to switch address line 1 with address line 2 on the label.

4. Select the appropriate printer for the shipping label print.

Shipping Label Sample

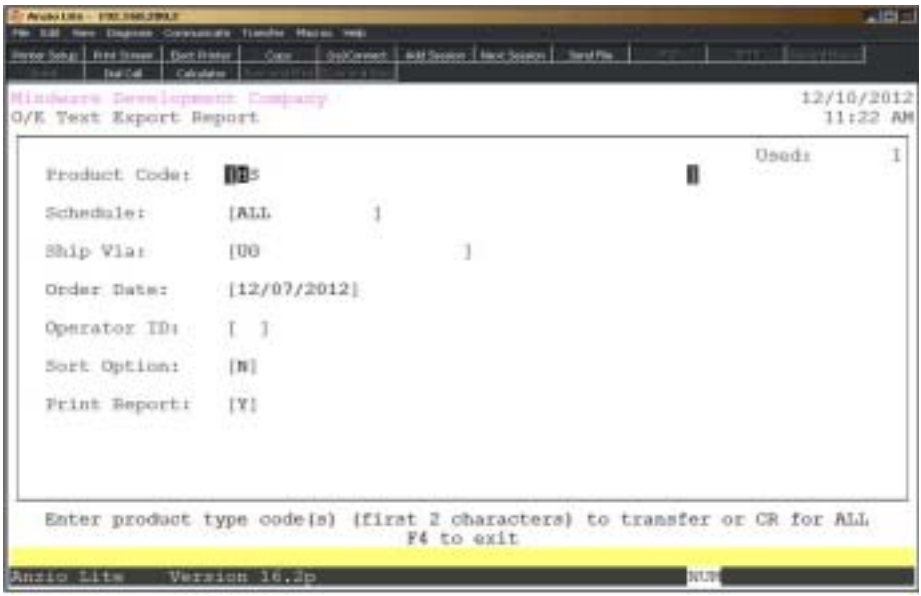


Text Export Utility

Overview

The Text Export Utility transfers orders with text to a desktop publishing environment for production, where the text files are imported into pre-established layout documents.

The utility gives you the option to transfer orders by product type, transfer schedule, ship via code, order date or operator code. You can sort the orders by the longest line per product with an option to print a hardcopy of the export information.



Procedure

1. Choose Text Export Utility on the Order Entry System Menu.

2. Product Code:

Type a valid product type code(s) to transfer, side by side, and **Enter** or type **?** to display the Product Code Selection window. No spaces or commas are required.

Press **F4** to return to the Order Entry System Menu.

3. Schedule:

Type a schedule code(s) to transfer and **Enter** or press the **Enter** key to transfer all orders.

Type **ALL+** the **Enter** key to transfer all orders without a transfer schedule code.

Press **F2** to return to the previous input field.

4. Ship Via:

Type the ship via codes to transfer and **Enter**. No spaces or commas are required.

Press the **Enter** key to transfer all orders.

5. Order Date:

Press the **Enter** key to transfer all orders or type an order date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Operator Code:

Press the **Enter** key to transfer all orders or type a specific operator code and **Enter**.

7. Sort Option:

Type **Y+** the **Enter** key to sort the transfer by the longest line by product.

Type **N+** the **Enter** key not to sort the transfer by the longest line.

8. Print Report:

Type **Y+** the **Enter** key to list all of the export information to a printer.

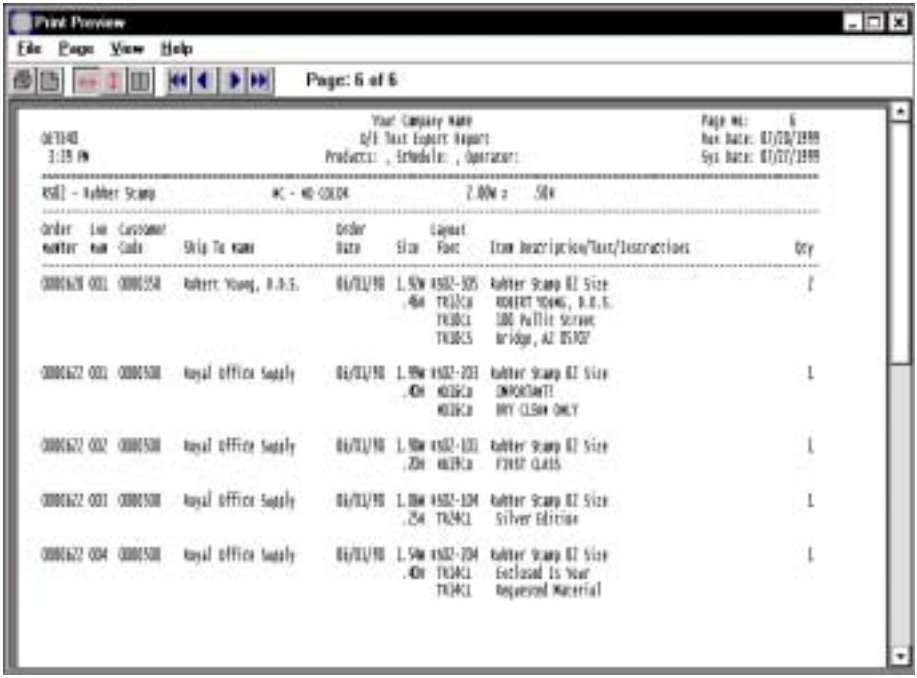
Type **N+** the **Enter** key if you do not want to print a transfer report.

9. Export Text File? (Y)es or (N)o:

Type **Y+** the **Enter** key to export the text files.

Type **N+** the **Enter** key to abort the transfer and return to the Order Entry System Menu.

Text Export Utility Report Sample



Set Ship Date Utility

Overview

The Set Ship Date Utility allows you to select one customer and all orders that are to be shipped on a specific date. You can scroll through the open orders and select the orders you want to ship. Once this process is completed, you are ready to run the 'Combine Orders Utility' which creates one order number for all the orders selected. If you have selected an order which you do not want to combine, pull up the order in 'Order Data Entry', select 'Maintain Header Information' and remove the ship date.

Procedure

1. Select Set Ship Date Utility on the Order Entry System Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Order Entry System Menu.

3. Order No:

Press the **Enter** key to select the order number(s) displayed or press **F1** to bypass this order number.

> *Note: As the orders are selected, the order number, purchase order number and tax code displays to the right of each order number.*

Press **F2** to return to the previous input field.

4. Ship Date:

Type the ship date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F4** to end the selection and return to the Order Entry System Menu.

Combine Orders Utility

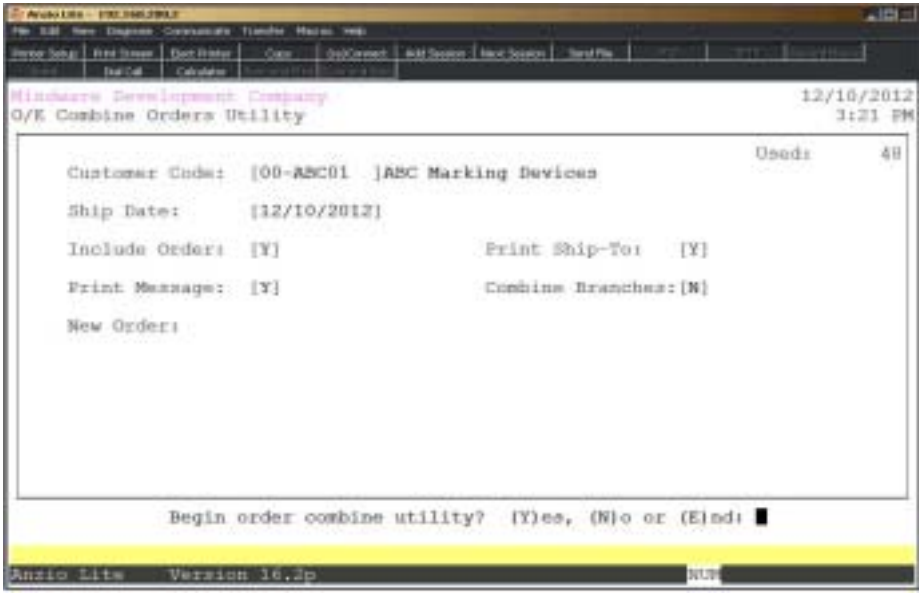
Overview

The Combine Orders Utility scans the open order file and reads the orders that were selected for a specific ship date in 'Set Ship Date Utility'. The selected orders display on the screen.

You have the option to retain the old order number as a message line and whether or not you want to print the order number on the invoice. If you retain the order number as a message line, you will be able to search the history file for that order number using the 'Find Order/Invoice Utility' on the Order Entry System Menu.

The old ship-to name can be saved as a message line and printed on the invoice. One other option is to combine orders with different branch/department numbers. This should be considered very carefully if you print special statements at month-end processing. These statements are printed by branch/department and would not reflect the individual orders for each branch.

The new order number is displayed on the screen and all of the old selected orders are removed from the open order file. If there is an order that was selected and you do not want to combine with the other orders, abort this process and return to 'Order Data Entry'. Display the order on the screen and remove the ship date in 'Maintain Header Information' on the Sub-Menu.



Procedure

1. Choose Combine Orders Utility on the Order Entry System Menu.

2. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

3. Ship Date:

Type the ship date you specified in 'Set Ship Date Utility' in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. Include Order:

Type **Y+** the **Enter** key to include the old order number as a message line on the new combined order number.

Type **N+** the **Enter** key if you do not want to retain order numbers.

5. Print Ship-To:

Type **Y+** the **Enter** key to include the old ship-to name as a message line on the new combined order number.

Type **N+** the **Enter** key if you do not want to retain ship-to names.

6. Print Message:

Type **Y+** the **Enter** key if you want to print the old order number as a message on the invoice.

Type **N+** the **Enter** key if you do not want to print the old order numbers.

> *Note: If you answered N to Print Message, the system will insert the ^ character in the first position of the message line so it will not print on the invoice.*

7. Combine Branches:

Type **Y+** the **Enter** key if you want to combine orders with different branch\department numbers.

Type **N+** the **Enter** key if you do not want to combine branch/department numbers (Special Statement reports will not reflect the correct branch/department totals).

8. Begin Order Combine Utility? (Y)es, (N)o or (E)nd:

Type **Y** to continue the combine utility.

Type **N** to abort the utility and return to Step 2.

Type **E** to return to the Order Entry System Menu.

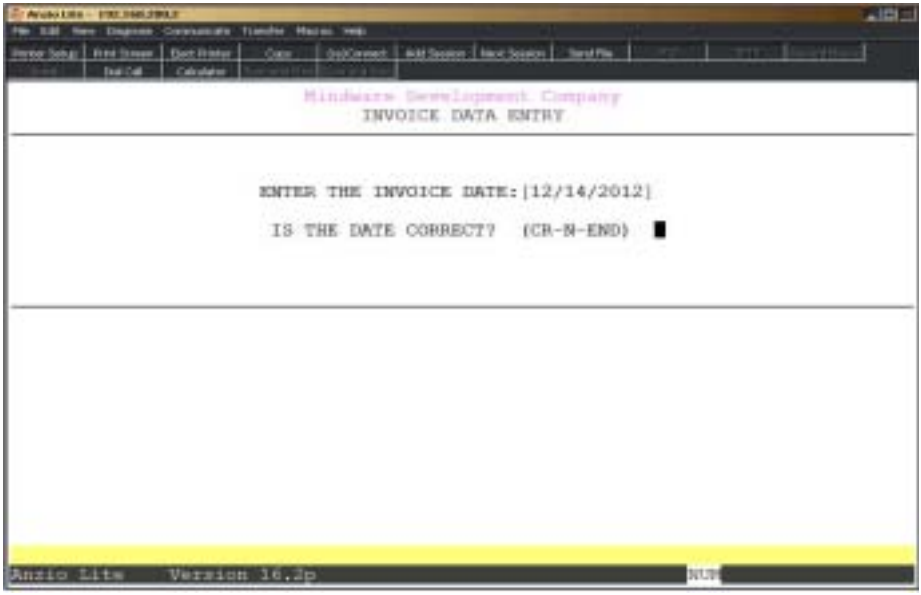
Invoice Data Entry

Overview

The Invoice Data Entry program lets you enter invoice numbers or have the system automatically assign a sequential invoice number. You assign a customer code or use 'NOF' for not-on-file customers. You will be required to enter ship-to name and address information, purchase order, branch and release numbers, ship via code, ship date, tax code, terms code, number of labels, salesperson(s) and identify who entered the invoice.

Inventory items are entered with a quantity ordered and allows partial shipments. You can enter message lines, special line items for items not stocked in inventory and miscellaneous charges.

Orders can be converted into invoices automatically when you are ready to ship the product and begin the billing process.



Procedure

1. Choose Invoice Data Entry on the Order Entry System Menu.

2. Enter the Invoice Date:

Type the invoice date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

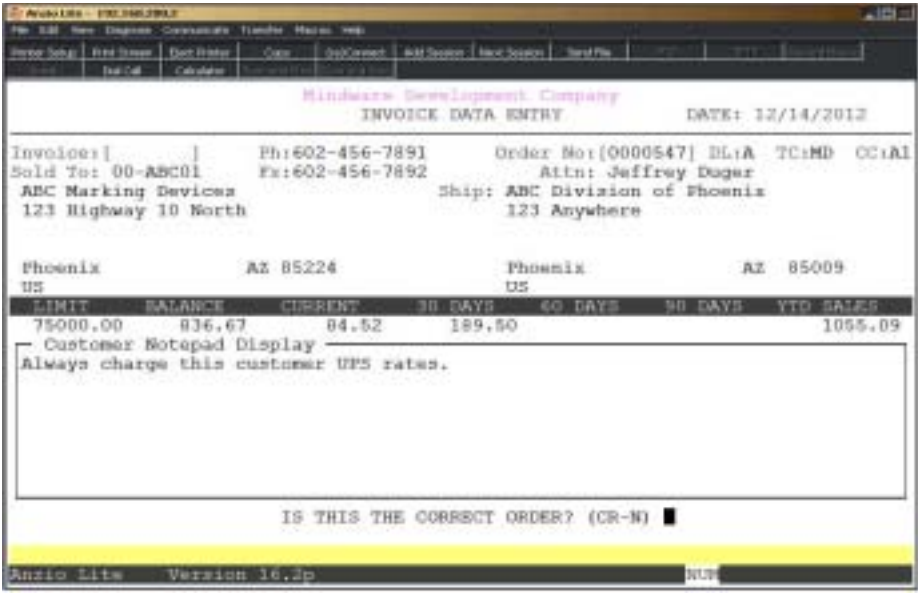
3. Is the Date Correct? (CR-N):

Press the **Enter** key to accept the application date displayed.

Type **N+** the **Enter** key to enter a new invoice date.

> *Note: The system will prompt you for a warehouse number if this feature is activated in the Inventory Control Parameters.*

Invoice Address Information



4. Invoice No:

Press the **Enter** key to let the system automatically assign the next sequential invoice number.

> *Note: You can enter your own invoice numbers if you have answered no to automatic numbering in the 'Invoice Parameters' on the Order Entry Definition Menu.*

Type **?** to display the Open Invoice Selection window.

Type **C+** the **Enter** key to assign an invoice number followed by 'CM' to designate a credit memo or **D+** the **Enter** key to designate a debit memo.

Press **F4** to return to the Order Entry System Menu.

> *Note: Each input field has help messages displayed at the bottom of the screen. Press the **F3** key to toggle between on or off for help messages.*

5. Order No:

Press the **Enter** key to let the system automatically assign the invoice number as the order number.

Type **?** to display the Open Order Selection window. Insert the order number you want to convert into an invoice.

Note: When converting an order into an invoice, you will see the following prompts: 'Is This The Correct Order?' (CR-N) and 'Was This Order Shipped Complete?' (CR-N). Press the Enter key if this is the correct order number and if you want to convert this order into an invoice.

You have the option to bypass these prompts by changing the flags in 'Invoice Parameter Maintenance' on the Order Entry Definition Menu.

6. Sold To:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Note: Every customer can have information set up in a cardfile OE_NOTE or OE_NOTEI. The notepad information will display on the bottom half of your screen.

Press **F1** to add this new customer to the customer masterfile.

7. Ship To:

Press the **Enter** key to accept the ship-to name displayed or type up to a thirty-five (35) character ship-to name and **Enter**.

Press **CTRL+Y** to display the edit help menu.

Press **F1** to duplicate the sold to name.

Press **F2** to edit the customer contact name (twenty character field) or the bill-to customer name and address.

Press **F3** to display the ship-to name and addresses set up for this customer.

Press **F4** if the ship-to name and address lines are correct. Proceed to Step 13.

8. Address Line One:

Type up to a thirty-five (35) character address and **Enter**.

Press **F2** to return to the previous input field.

9. Address Line Two:

Type up to a thirty-fice (35) character address and **Enter**.

Note: Post Office requirements suggests the address line one contain the P.O. Box number and the address line two contain the street address.

10. City:

Type up to a ninerteen (19) character city and **Enter**.

11. State:

Type a two (2) character state code and **Enter**.

12. Zip Code:

Type the zip code for this city and **Enter**. This field allows for a hyphen (-) and the four digit postal number.

> *Note: The cursor will advance to the country code field. Type **?** to insert a country code.*

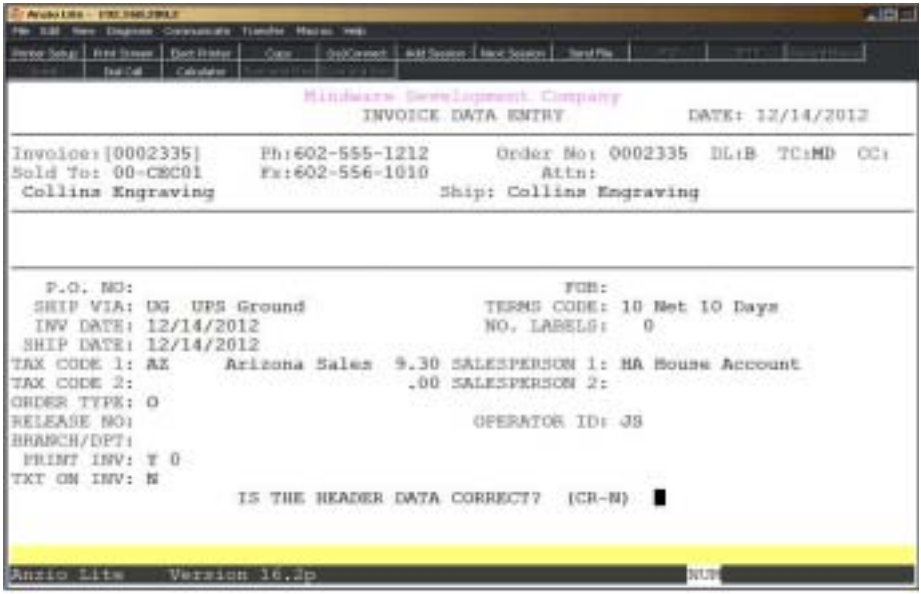
13. Is The Address Information Correct? (CR-N-END):

Press the **Enter** key if the address information is correct. Proceed to 'Order Header Information' on the following pages.

Type **N+** the **Enter** key to edit the ship-to name and address fields. Return to Step 7.

Type **END+** the **Enter** key if the wrong customer code was entered. Return to Step 6.

Invoice Header Information



14. P.O. No:

Type up to a sixteen (16) character purchase order number and **Enter**.

> *Note: If there are blanket purchase order numbers for this customer, the Purchase Order Selection window will display on your screen. Press F3 to re-display this window.*
>
> *A flag in the customer masterfile 'P.O. Required?' determines if a purchase order number is required for this customer during order/invoice data entry.*

Press the **Enter** key to bypass this field.

15. Ship Via:

Press the **Enter** key to accept the ship via default code from the customer masterfile or type **?** to display the Ship Via Code Selection window. Press **F1** to add a new ship via code.

> *Note: If this ship via code was set up to be associated with a route code, the system will prompt you for a route code. This is used to sort the 'Delivery Route Report'.*

16. Invoice Date:

The invoice date is displayed on the screen. The system uses the date you input in Step 2.

17. Ship Date:

Type a ship date in MMDD format and **Enter**. No dashes or slashes are required. The system will automatically display the current century and year.

Press **F2** to edit to the invoice date.

18. Tax Code:

Press the **Enter** key to accept the default tax code(s) from the customer masterfile or type **?** to display the Tax Code Selection window.

> *Note: You can have up to two (2) tax codes per order/invoice. This is a flag in 'Invoice Parameter Maintenance' located on the Order Entry Definition Menu.*

19. Release No:

Type to an eight (8) character release number and **Enter**. This is an optional field and is usually associated with the banking industry.

20. Branch/Dpt:

Type a valid branch/department number and **Enter** or type **?** to display the Branch/ Department Selection window.

> *Note: There is a 'Branch Required?' flag in the customer masterfile. If this field is set to Y, you will be required to enter a valid branch number. If this flag is set to S, the ship-to number will default as the branch number. If you enter a new branch number, the system will allow you to set up the new branch code.*

21. Print Inv:

The system bypasses this field with the default flag from the customer masterfile.

22. TxT On Inv:

This system bypasses this field with the default flag from the customer masterfile.

The number of lines of text printed on the invoice depends on one of these flags:

Y	Prints all lines of text
N	Do not print any lines of text
F	Print first line of text only
L	Print last line of text only
D	Print first and third lines of text (deposit stamps only)
1-9	Designate number of lines of text to be printed

23. FOB:

Free On Board is optional. Press the **Enter** key to bypass this field.

Type **D+** the **Enter** key to print Destination.

Type **W+** the **Enter** key to print Warehouse.

> *Note: Press **F2** to edit Print Invoice or Text On Invoice flags.*

24. Terms Code:

Press the **Enter** key to accept the default code from the customer masterfile or type **?** to display the Terms Code Selection window. Press **F1** to add a new terms code.

25. No. Labels:

Type the number of labels you want to print for this order and **Enter** or press the **Enter** key to leave the field blank.

> *Note: This input field is displayed on the screen if the flag in 'Order Parameter Maintenance' on the Order Entry Definition Menu is set to O for orders only or B for both orders and invoices.*

26. Salesperson:

Press the **Enter** key to accept the default salesperson code from the customer masterfile or type **?** to display the Salesperson Code Selection window.

> *Note: You can have up to two (2) salesperson codes per order/invoice. This is a flag in 'Invoice Parameter Maintenance' located on the Order Entry Definition Menu.*

27. Operator ID:

Type a two character operator code and **Enter**.

> *Note: This is a required field and is used to print on daily sales reports. Once a code is entered, it will default on each following order until you exit to the Order Entry System Menu.*

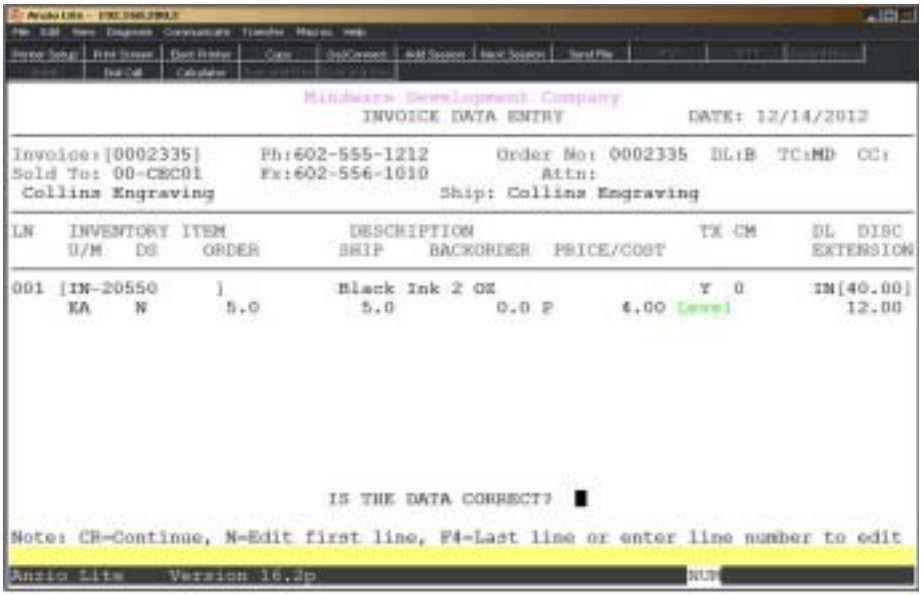
28. Is The Header Data Correct? (CR-N-?):

Press the **Enter** key if the header information is correct.

Type **N+** the **Enter** key to edit the header information. Return to Step 14.

Type **?+** the **Enter** key to display the Order Entry Options Menu.

Line Item Detail



*Note: The system automatically assigns the sequential line numbers. If you have deleted a line item and want to reinsert it into an order, press **F2** at the inventory item and enter the line number you want to insert.*

29. Inventory Item:

Type a valid inventory item and **Enter** or type **?** to display the Item Code Selection window.

Note: The system defaults the item description, tax code, commission flag, unit of measure, discount level and selling price from the Inventory Masterfile.

Type **S+** the **Enter** key to enter a special line item. Proceed to Step 34.

Type **M+** the **Enter** key to enter a message line. Proceed to Step 44.

Type **M+** a miscellaneous code and **Enter** to input a miscellaneous line item. Proceed to Step 46.

Press **F1** to display invoice history for this customer.

Press **F4** to end line item input.

30. Discount:

Press the **Enter** key to accept the percentage of discount or type a new percentage and **Enter**.

Type **?+** the **Enter** key to display the system calculator.

31. Order Qty:

Press the **Enter** key to accept the quantity ordered.

Press **F3** to edit the item description.

Type **?+** the **Enter** key to display the system calculator.

32. Shipped Qty:

Type the quantity shipped and **Enter**.

Type **?+** the **Enter** key to display the system calculator.

> *Note: If this is a partial shipment, the remaining quantity on order displays in the backorder column.*

33. Price/Cost:

Press the **Enter** key to accept the price shown or type in a new selling price and **Enter**.

Press **F2** to edit the cost field.

> *Note: The system will automatically calculate the extension amount.*

Special Line Items

34. Inventory Item:

Type **S+** the **Enter** key to create a special line item not stocked in inventory.

35. DC:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window. The word Special will display in the inventory item field.

36. Description:

Type up to a thirty (30) character special description and **Enter**.

37. TX:

Type **Y+** the **Enter** key if this special item should be taxable.

Type **N+** the **Enter** key if you do want the system to calculate tax on this item.

38. CM:

Type **N+** the **Enter** key if commission should not be calculated on this item.

Type a 0-9 commission level and **Enter**.

> *Note: The commission level percentages are established in 'Salesperson Maintenance' on the Accounts Receivable Definition Menu.*

39. U/M:

Type a unit of measure (Ea, Box, Inch, etc.) for this special item and **Enter** or press the **Enter** key to accept the default of EACH.

40. DS:

Type **Y+** the **Enter** key for the drop ship flag since it doesn't affect inventory balances.

> *Note: The tax, commission and drop ship codes default from the 'O/E Defaults' on the System Parameters Options Menu.*

41. Quantity Ordered:

Type the quantity ordered and **Enter**.

Press **F3** to edit the special description.

42. Cost:

Type the cost for this special item and **Enter**.

Press **F2** to enter a discount percentage for this item.

43. Price:

Type the selling price for this special item and **Enter**.

> *Note: Both cost and price are entered in the same field on your screen. C displays to the left of the input field when you should enter the cost. It is replaced by P when you enter the price.*

Message Lines

44. Inventory Item:

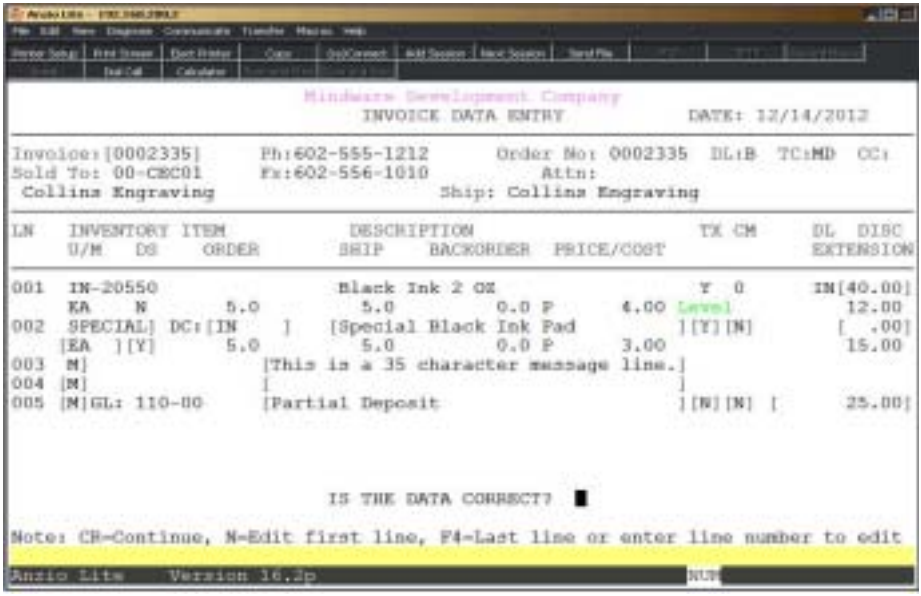
Type **M+** the **Enter** key to enter a message line.

45. Description:

Type up to a thirty (35) character message and **Enter**.

> *Note: To retain message lines on backorder items, precede the message with an asterisk (*). To prevent a message line from printing on an invoice, precede the message with the ^ character.*

Miscellaneous Line Items



46. Inventory Item:

Type **M+** a miscellaneous **code** and **Enter** to display a predefined miscellaneous charge or miscellaneous message.

> *Note: The system automatically displays the General Ledger account number for this miscellaneous charge.*

47. Description:

Press the **Enter** key to accept the predefined description or type up to a thirty-five (35) character description and **Enter**.

48. Taxable:

Type **Y+** the **Enter** key if you want to calculate tax on this miscellaneous charge.

49. Commission:

Type a commission level 0-9 for this charge and **Enter**.

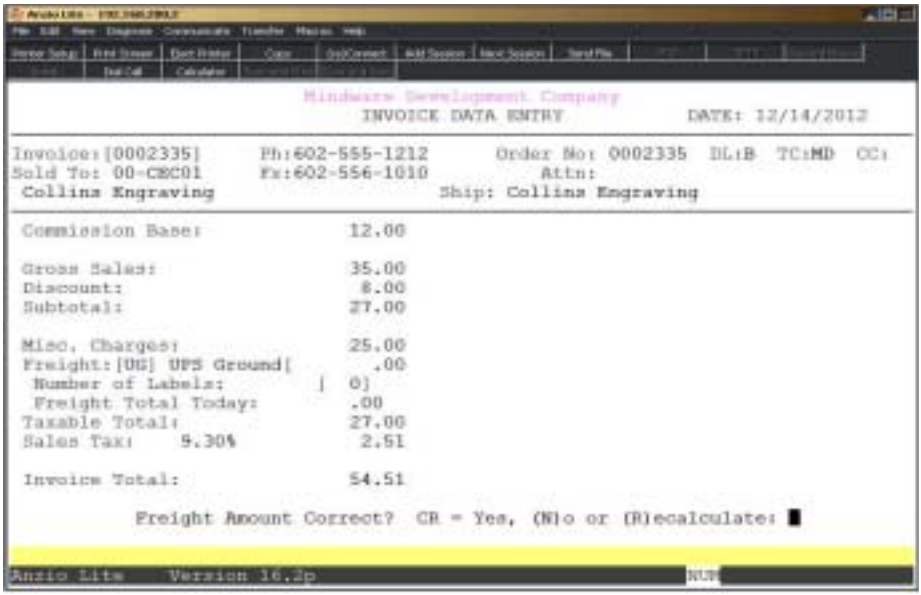
Type **N+** the **Enter** key if a commission should not be calculated for this charge.

50. Extension:

Enter the amount for the miscellaneous charge and **Enter**.

> *Note: Enter percentage (i.e. 1.5) + F1 to calculate charge using order total.*

Invoice Total Screen



Note: The commission base, invoice sub-total, miscellaneous charges, sales tax percentage and amount and the invoice total display on the total screen.

51. Freight:

Press the **Enter** key to accept the amount of freight displayed or type a new freight amount for this order and **Enter**.

*Note: The Ship Via code and description displays on the screen. If you have associated a ship via code with a freight charge for this customer, the freight amount will automatically display on the screen. Press **F2** to change the ship via code.*

If a cardfile is set up for shipping, it is displayed on the right side of the total screen.

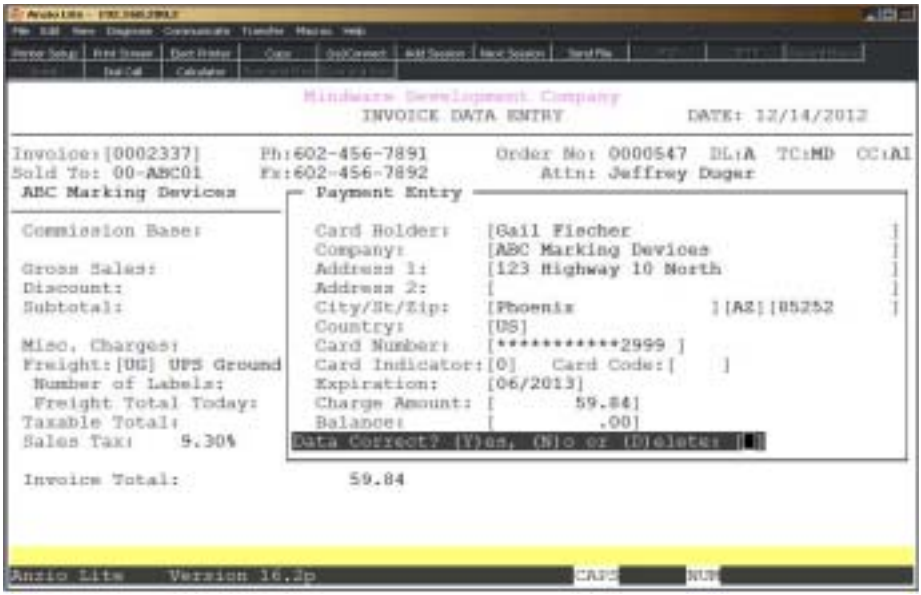
Press **F1** to calculate the freight charges using the rates in 'Freight Table Maintenance' on the Order Entry Definition Menu.

52. Number of Labels:

Press the **Enter** key to accept the number of labels displayed or type the number of labels to print for this invoice and **Enter**.

Note: The number of labels can also be associated with a ship via code and will automatically display on the screen.

Invoice Payment Record



Note: Press F1 at the Card Holder field to display thecustomer credit card information related to the terms code on this invoice. You can manually enter credit card information if it is not set up in the customer file. The credit card number shows as a masked entry, only displaying the last four digits.

Invoice Line Item Edit Routine

53. Is The Data Correct?

> *Note: CR=Continue, N=Edit First Line, F4=Edit Last Line or enter line number to edit.*

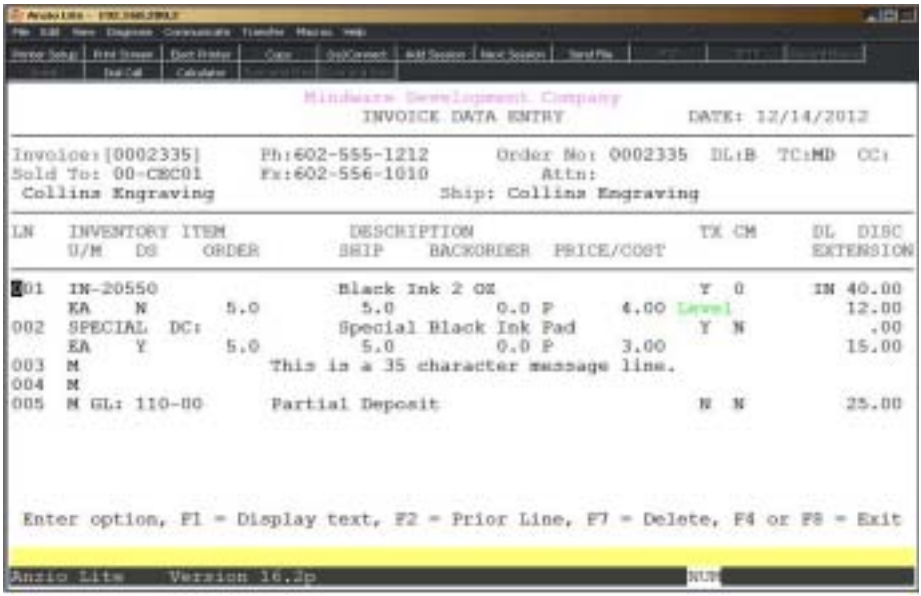
Press the **Enter** key to continue to scroll through line item details.

Type **N+** the **Enter** key to edit the first line item on this order.

Press **F4** to edit the last line item on this order.

Type the **line number+** the **Enter** key to advance the cursor to that line item.

Invoice Line Item Edit Routine



54. Enter Option F1=Display Text, F2=Prior Line, F7=Delete, F4/F8=Exit:

> *Note: (W)aiting or (T)ransferred after the line number identifies text status. You can change the text status in the header portion of the text window for each line item with text.*

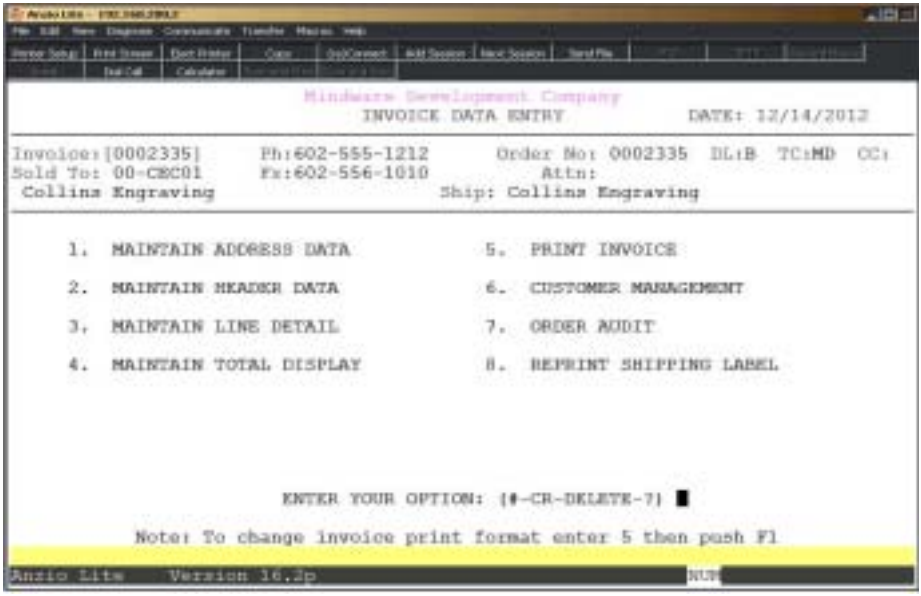
Press **F1** to display the text window.

Press **F2** to move the cursor to the prior line number.

Press **F7** to delete this line number.

Press **F4** or **F8** to end line item input and return to Step 53.

Invoice Data Entry Sub-Menu



1. **Maintain Address Data** - Edit the shipping name and address.

2. **Maintain Header Data** - Edit the header information.

3. **Maintain Line Detail** - Edit inventory line items, special line items, message lines or miscellaneous charges.

4. **Maintain Total Display** - Edit freight charges or number of labels to print.

5. **Print Invoice** - Prints a hardcopy of the invoice form.

6. **Customer Management** - Access the Customer Management Menu in Accounts Receivable.

7. **Order Audit** - Displays list of invoice line item edits, invoice print and to what printer, email address if invoice was sent by email and line items that were deleted. It also displays all of the activity if this invoice was converted from an order.

8. **Reprint Shipping Label** - Flags this invoice to be reprinted during 'Invoice Batch Print'.

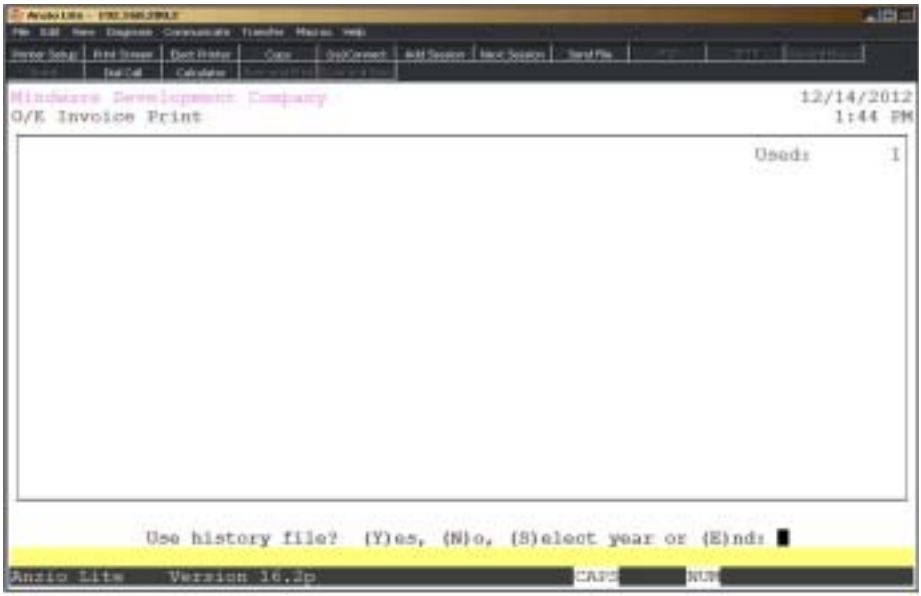
> *Note: You can delete the entire invoice by pressing the F7 key or by typing the work 'DELETE'. If this invoice was previously an order, you will be prompted whether or not you want to retain this invoice as an open order.*

Invoice Batch Print

Overview

All invoices that have not been printed using 'Print Invoice' on the invoice sub-menu are printed using Invoice Batch Print. You also have a restart procedure that allows you to begin invoice printing with a specific invoice number. Another feature of the invoice print allows you to reprint invoices out of the invoice history file or the monthly invoice files created during the invoice history purge process.

After all invoice have been printed, you can proceed with the 'Daily Sales Journal and Update'.



Procedure

1. Choose Invoice Batch Print on the Order Entry System Menu.

2. Use History File? (Y)es, (N)o, (S)elect year or (E)nd:

Type **Y** to print an invoice out of the invoice history file. You will be prompted to enter the invoice number you want to print. Proceed to Step 4.

Type **N** if you do not want to use the invoice history file. Proceed to Step 3.

Type **S** to use the monthly invoice history files. Proceed to Step 5.

> *Note: Monthly invoice history files are saved during the 'Invoice History Purge' process. The files are saved with an extension of month and year.*

3. Restart Invoice Printing? (Y)es, (N)o or (E)nd:

Type **Y** to restart the invoice print with a specific invoice number. Proceed to Step 4.

Type **N** to print all invoices that have not yet been printed. Proceed to Step 6.

Type **E** to abort the invoice print and return to the Order Entry System Menu.

4. Enter Invoice Number:

Type the invoice number you want to start printing from and **Enter** or type **?** to display the Invoice Selection window. Proceed to Step 6.

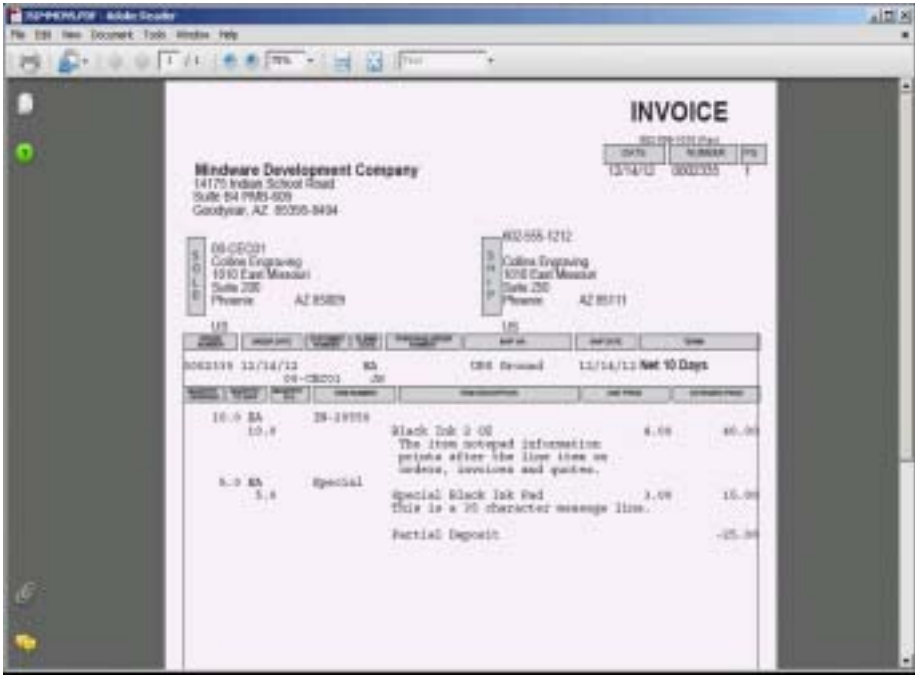
Press **F4** to abort the invoice print and return to the Order Entry System Menu.

5. Enter history year and month (MMYY):

Type the month and year of the history file you want to use and **Enter**. Return to Step 4.

6. Select the appropriate printer for printing invoices.

Invoice Print Sample

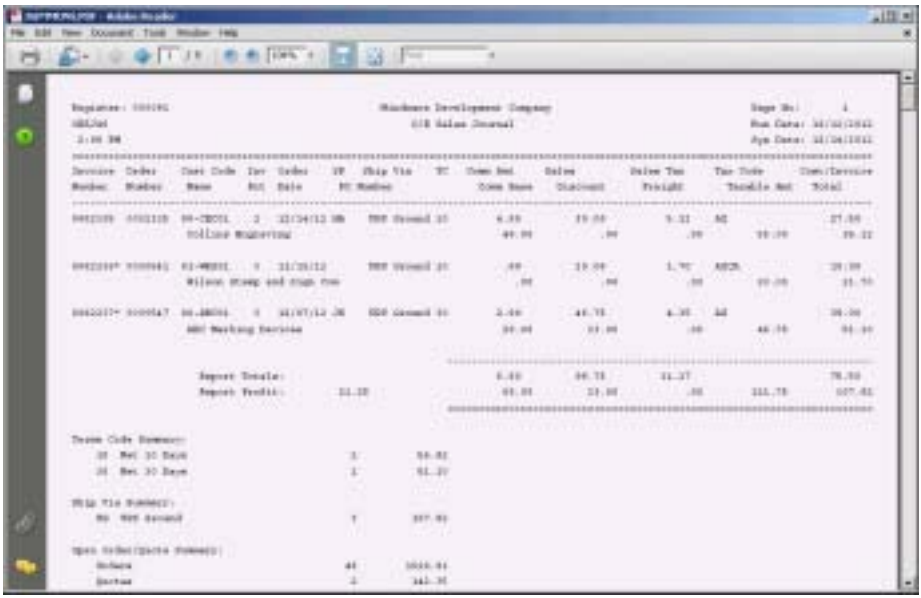


Sales Journal & Invoice Update

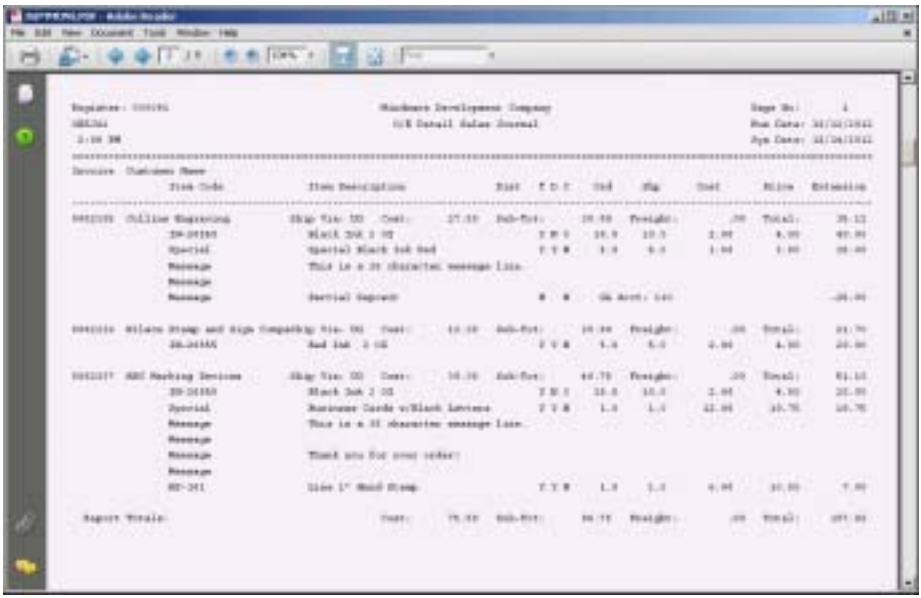
Overview

The daily closing procedure prints a daily sales journal, salesperson commission report, daily sales tax report and the backorder report. Other reports can be added to the daily closing routine by changing parameter flags in the 'System Parameters' on the Order Entry Definition Menu. Other reports include a detailed sales journal, product category and analysis reports and a report sorted by operator code.

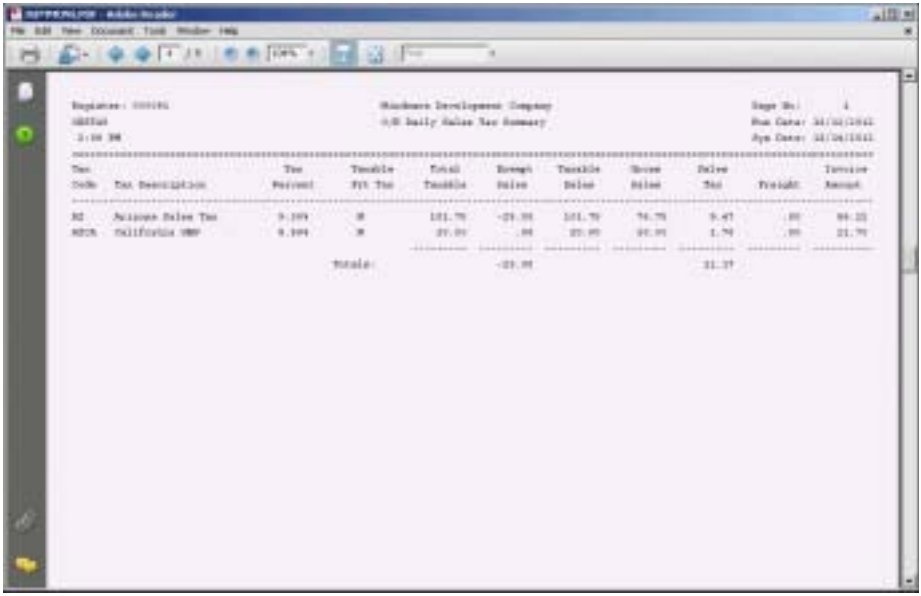
Daily Sales Journal Sample



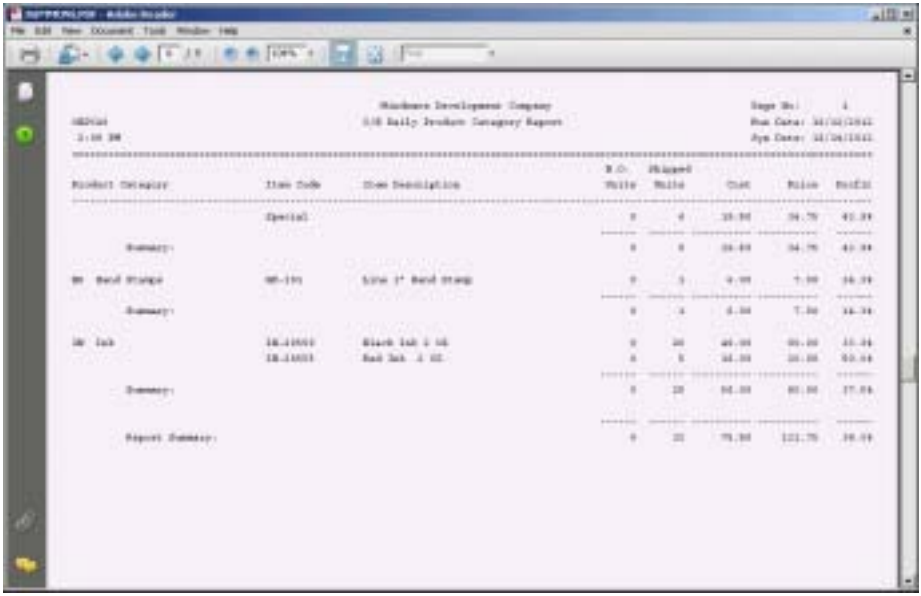
Note: You can get a detailed sales journal by setting the flag to yes for Detail Journal in 'System Parameters' on the Order Entry Definition Menu.



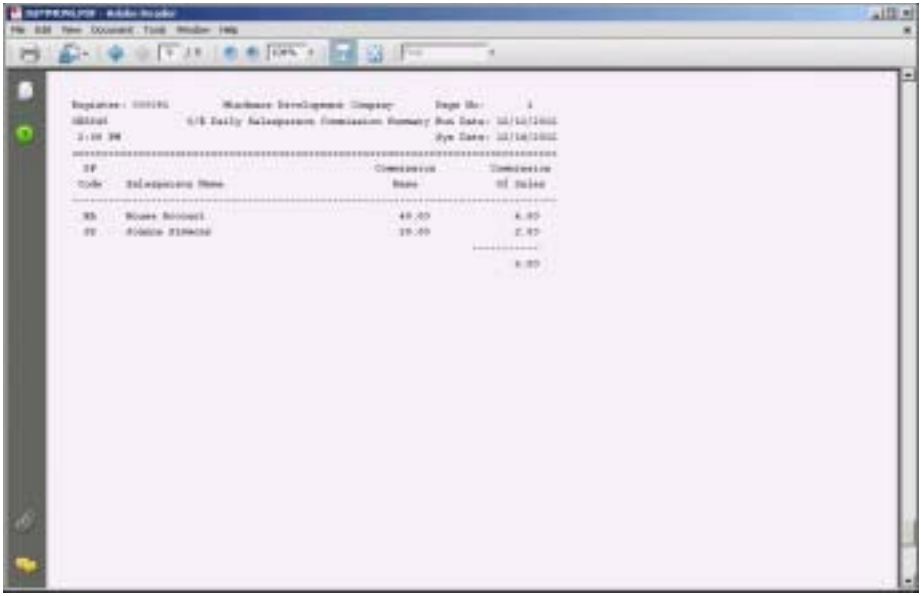
Daily Sales Tax Report Sample



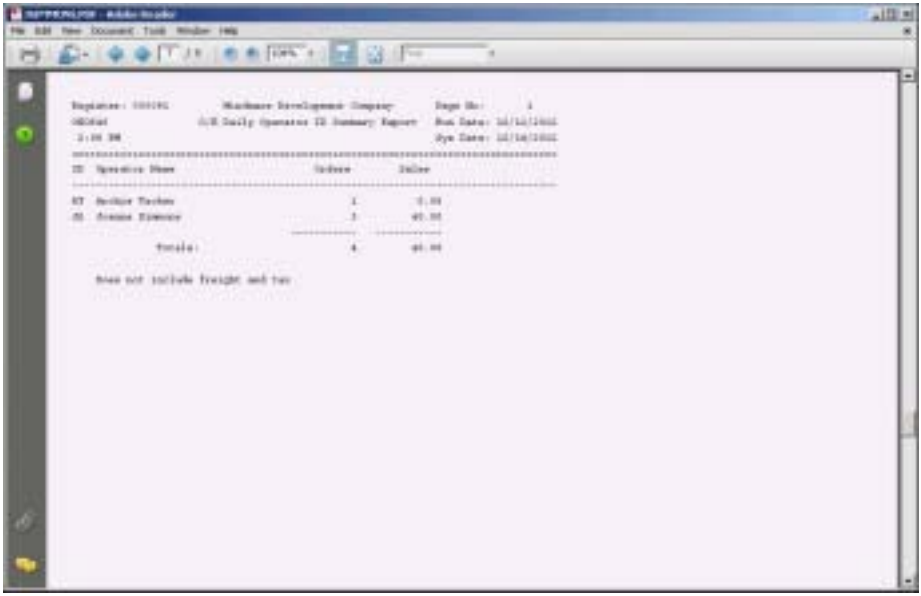
Note: You can get a daily product category report by setting the flag to yes for Prod Category in 'System Parameters' on the Order Entry Definition Menu.



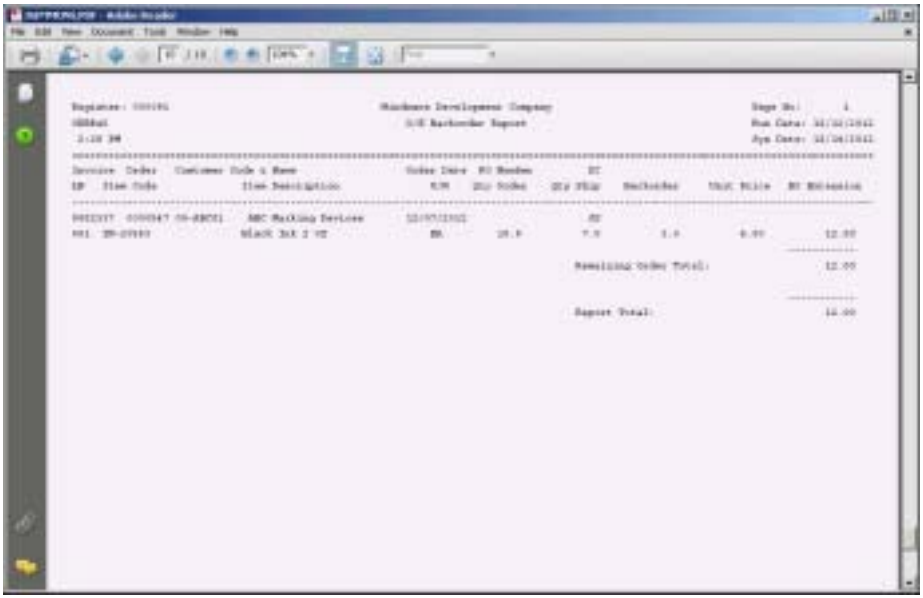
Salesperson Commission Summary Sample



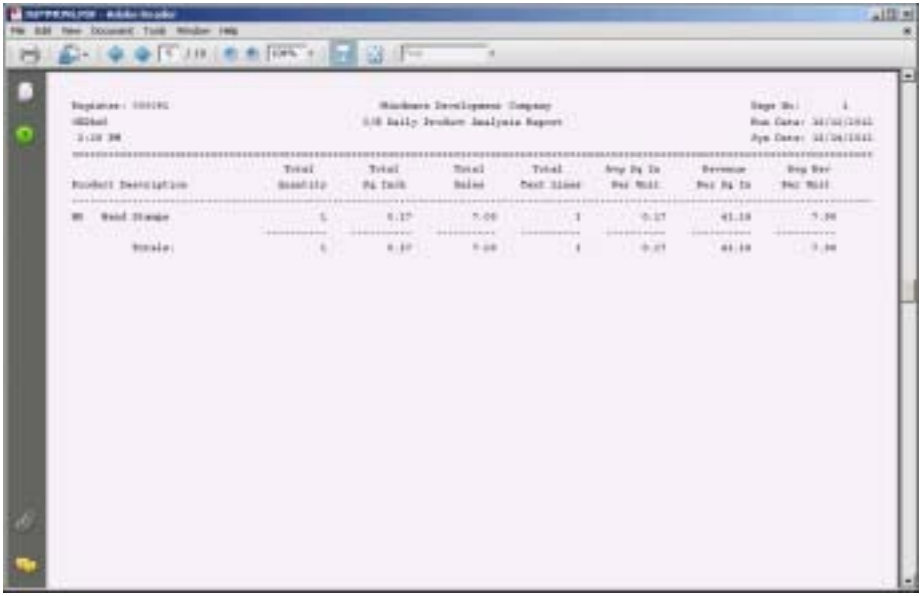
Note: You can get a daily operator id report by setting the flag to yes for Operator ID in 'System Parameters' on the Order Entry Definition Menu.



Backorder Report Sample



Note: You can get a daily product analysis by setting the flag to yes for Prod Analysis in 'System Parameters' on the Order Entry Definition Menu.



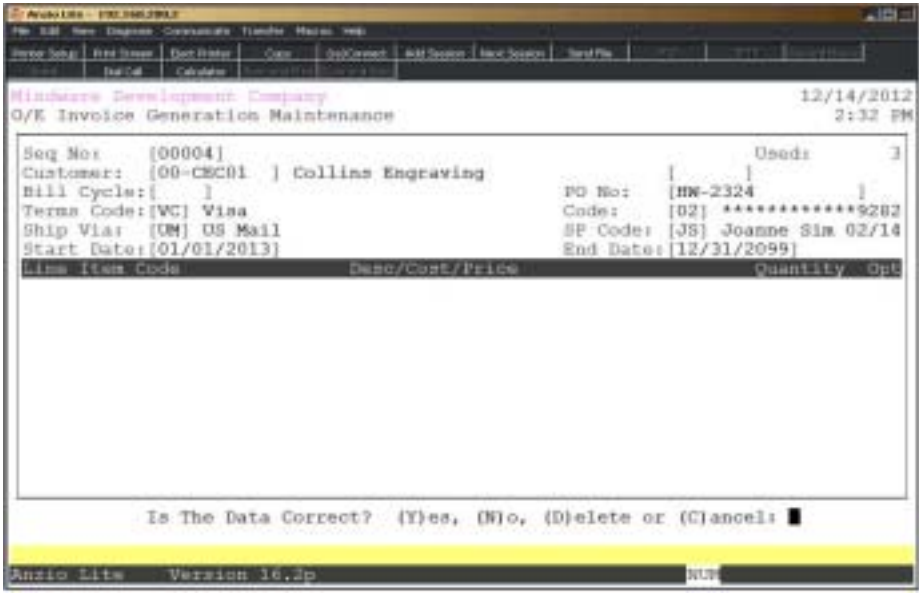
Invoice Generation Maintenance

Overview

Invoice Generation Maintenance assigns a sequential invoice number for each invoice set up for automatic billing. The invoices are by customer code and bill cycle sequence within a specific date range. Each invoice includes a terms code (including credit card information), ship via code, purchaser order number and salesperson code .

The detail part of the invoice are the inventory items and descriptions you want to bill and the quantity for each item.

There is an option to print a hardcopy of all recurring invoices.



Procedure

1. Choose Invoice Generation Maintenance on the Invoice Generation Menu.

2. Sequence No:

Press the **Enter** key for the next available sequence number or press **F1** to display the next invoice in the recurring invoice file.

Press **F2** to list the invoices to a printer.

Press **F4** to return to the Invoice Generation Menu.

3. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

4. Bill Cycle:

Type in a billing cycle and **Enter**.

Press **F2** to return to the previous input field.

5. PO Number:

Type up to a sixteen (16) character purchase order number and **Enter** or press the **Enter** key to bypass this field.

6. Terms Code:

Type a valid terms code and **Enter** or type **?** to display the Terms Code Selection window.

> *Note: If the terms code is a credit card, you can press the F1 key to display the credit card information.*

7. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

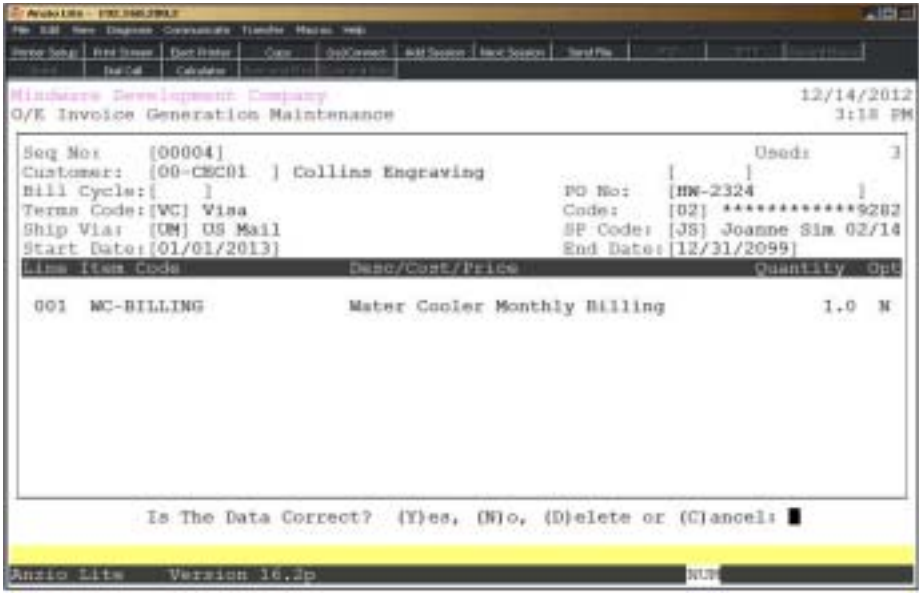
8. SP Code:

Type a valid salesperson code and **Enter** or type **?** to display the Salesperson Code Selection window.

> *Note: The terms code, ship via code and salesperson code default from the Customer Masterfile.*

9. Start Date:

Type the start date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.



12. Line No:

Press the **Enter** key to assign the next available sequential line number or type a line number to edit and **Enter**.

13. Item Code:

Type a valid inventory item code and **Enter** or type **?** to display the Item Code Selection window. The description of the item displays to the right of the item code.

14. Quantity:

Type the quantity to ship and **Enter** or override the current quantity.

15. Option:

Type **Y+** the **Enter** key to enter price and cost for this item.

Type **N+** the **Enter** key to use the cost and price from customer/item pricing.

16. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the line detail is correct. Return to Step 12.

Type **N** to edit the item information. Go to Step 13.

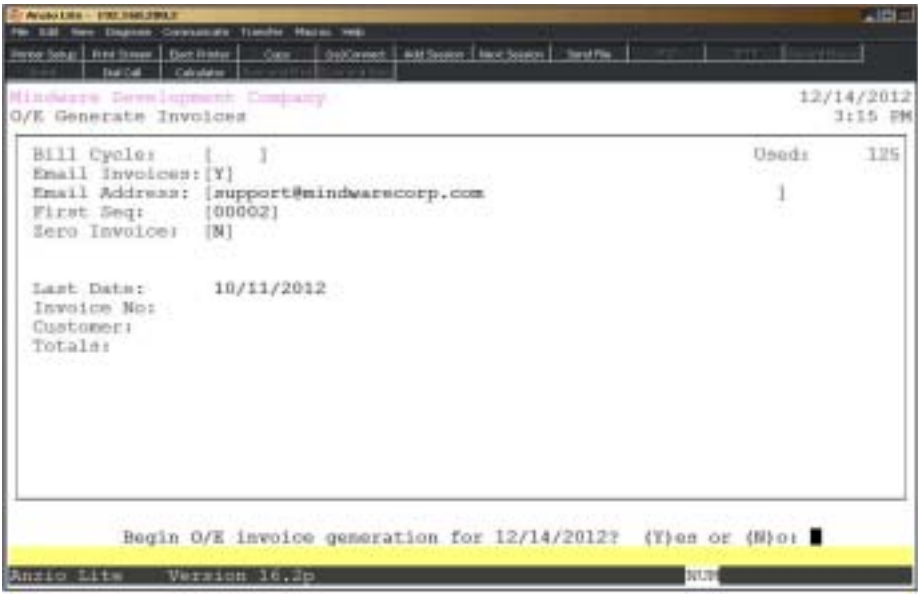
Type **D** to delete this line item and return to Step 12.

Press **F4** to end line item input. Return to Step 2.

Invoice Generation

Overview

Invoice Generation creates invoices from the information in 'Invoice Generation Maintenance' and writes the header and detail records to the same file as 'Invoice Data Entry' on the Order Entry System Menu.



Procedure

1. Choose Invoice Generation on the Invoice Generation Menu.

2. Bill Cycle:

Press the **Enter** key to post all invoices or type a billing cycle and **Enter**.

Press **F4** to return to the Invoice Generation Menu.

> *Note: The system keeps track of the last time invoices were generated and displays the date for the next invoice generation on the screen.*

3.Email Statements:

Type **Y+** the **Enter** key to automatically email customer statements.

> *Note: Statements will be sent in PDF format if an email address is set up in the custmomer file with the correct contact type. You must select a printer selection to print a statement for customers without a contact email address.*

Type **N+** the **Enter** key to print all statements to a printer. Go to Step 5.

4. Email Address:

Type the email address to be used as the From address and **Enter**.

> *Note: If an email address is set up in the PS Options Menu, it will default to that address on your screen.*

5. Begin O/E Invoice Generation for MM/DD/YY? (Y)es or (N)o:

Type **Y** to continue the invoice generation.

Type **N** to abort the generation and return to the Invoice Generation Menu.

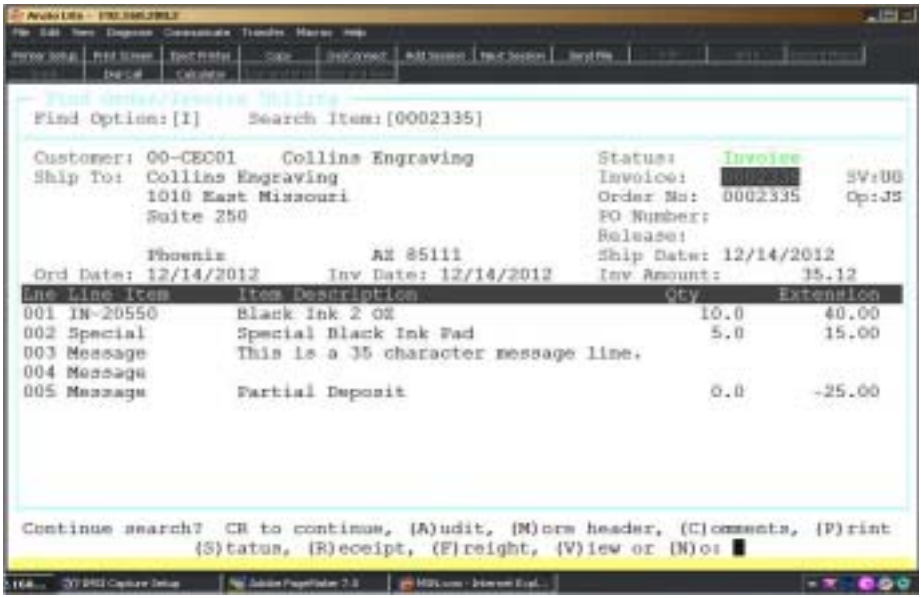
> *Note: The customer, invoice number and invoice totals display on the screen during the invoice generation.*

Find Order/Invoice Utility

Overview

The Find Order/Invoice Utility searches the open order file, the invoice file and the invoice history file, allowing you to track job production. The search options are by order number, invoice number, purchase order number, dollar amount, message line, item description, name, ship-to name, release number and line of product text.

Once the order/invoice is located, the system displays the status of the order, which can be **order** (still in the open order file), **invoice** (waiting to be billed) or **history** (already shipped to the customer), along with other information on the order.



Procedure

1. Choose Find Order/Invoice Utility on the Order Entry System Menu.

2. Find Option:

Type a find option to search and **Enter**.

I=Invoice	O=Order	P=Purchase Order
A=Amount	M=Message	D=Item Description
N=Name	S=Ship-To	R=Release No.
T=Text		

Press **F4** to return to the Order Entry System Menu.

3. Search Item:

Type the item to search for and **Enter**.

> *Note: The find option you entered in Step 2 will determine what you enter for the search item. If you selected to search by 'O', you would enter the order number, 'I' would require you to enter the invoice number, 'A' would require an amount, 'D' would require a description of the inventory item, etc.*

Press **F2** to return to the previous input field.

4. Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press the **Enter** key if you do not know the customer.

5. Begin Search? (Y)es, (N)o, (I)nvoice, (H)istory or (D)ate:

Type **Y** to scan for the defined search item, starting with the open order file.

Type **N** to abort the search and return to Step 2.

Type **I** to begin the search with the invoice data entry file.

Type **H** if you want the search to begin with the invoice history file.

Type **D** to search by invoice date.

6. Continue Search? CR to continue, (A)udit, (M)ore detail, (C)omments, (P)rint, (S)tatus, (R)eceipt, (F)reight, (V)iew or (N)o:

Press the **Enter** key to continue the search.

Type **A** to display the order audit information.

Type **M** to display more detail about the displayed order/invoice number.

Type **C** to add comments to a history invoice.

Type **P** to print the information to a printer.

Type **S** to view production status.

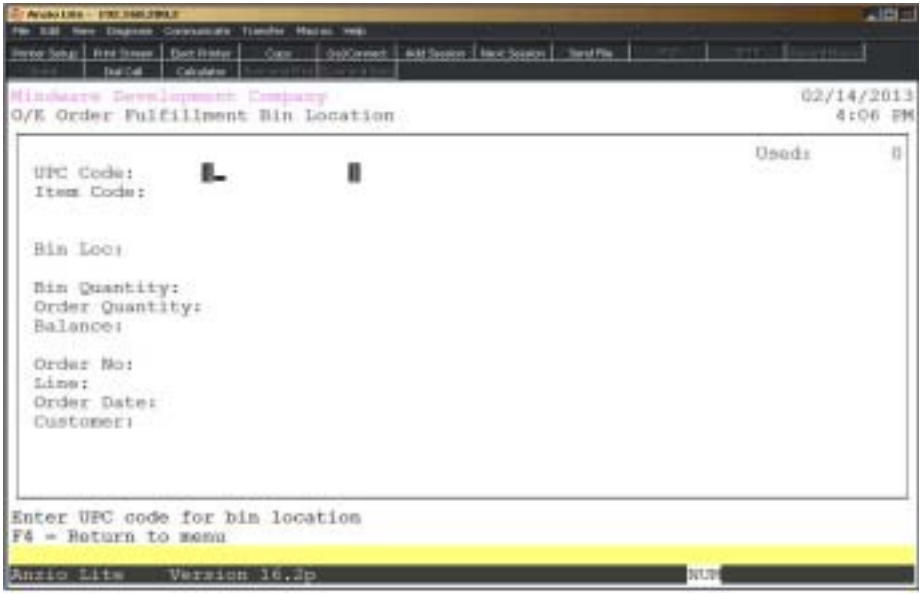
Type F to view the freight tracking number,service type, date and shipping charge.

Type **V** to view all line items, quantities and any text associated with the line items.

Type **N** to abort the search and return to the find option in Step 2.

Order Fulfillment Bin Entry

Overview



Procedure

1. Select Order Fulfillment Bin Entry on the Bin System Menu.

Order Fulfillment Report

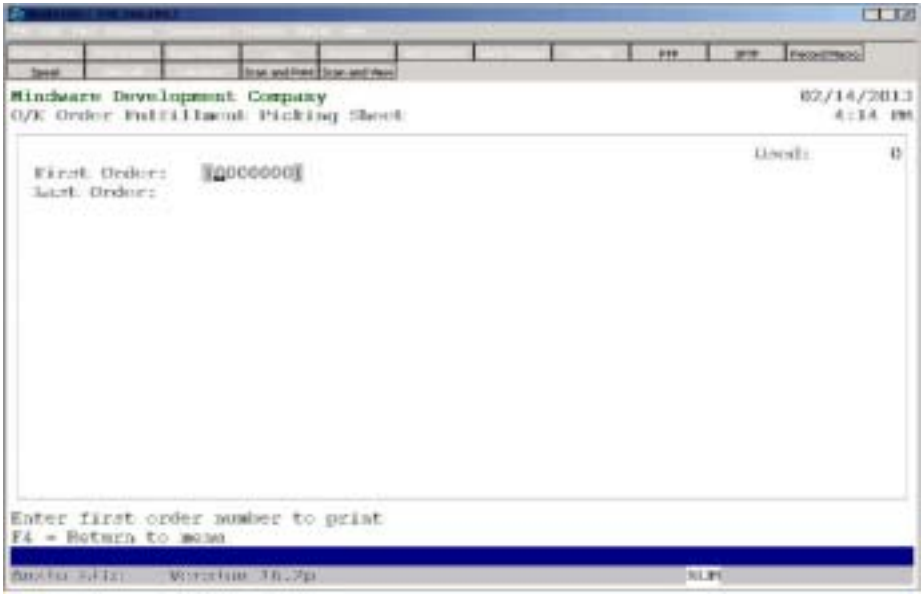
Overview

Procedure

1. Select Order Fulfillment Report on the Bin System Menu.

Order Fulfillment Picking Sheet

Overview

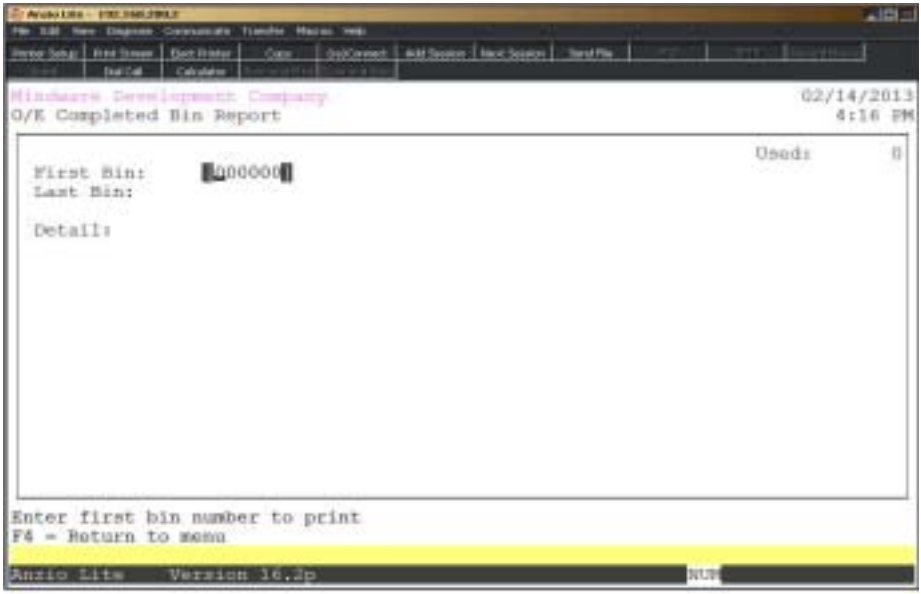


Procedure

1. Select Order Fulfillment Picking Sheet on the Bin System Menu.

Completed Bin Report

Overview



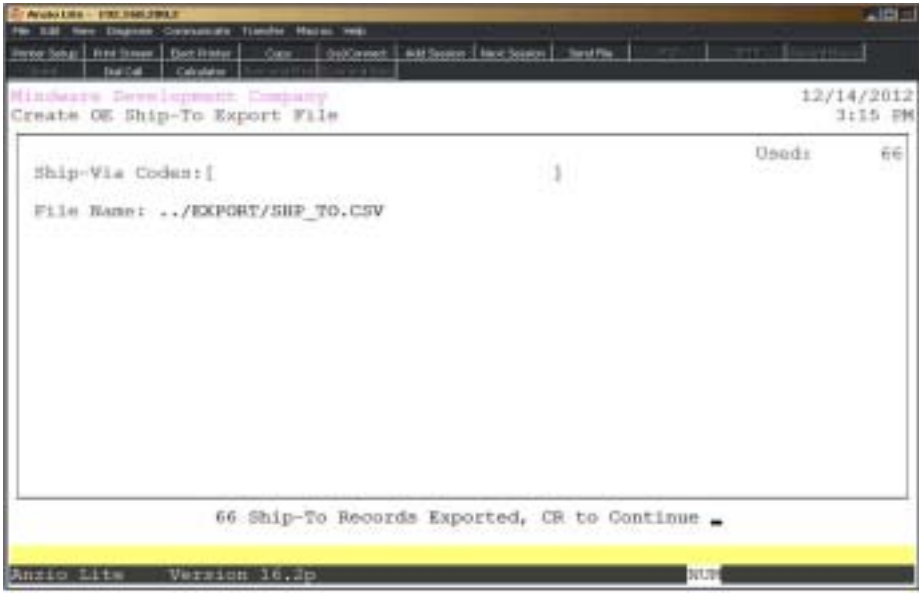
Procedure

1. Select Completed Bin Report on the Bin System Menu.

Export Order Ship-To Text File

Overview

The export utility creates a text file from the OEST1 file, which contains ship-to names and addresses from TOP orders and invoices. This file format can be imported into an Excel spreadsheet.



Procedure

1. Select Export Order Ship-To Text File on the Import/Export File Menu.

2. Ship Via Codes:

Type up to fifteen (15) valid ship-via codes and **Enter** or leave blank for all.

3. Begin ship-to export file generation? (Y)es, (N)o or (E)nd:

Type **Y+** the **Enter** key to begin the file generation.

> *Note: Text file nameSHP_TO.CSV will display on your screen and will be located in the the /TOP/EXPORT folder.*

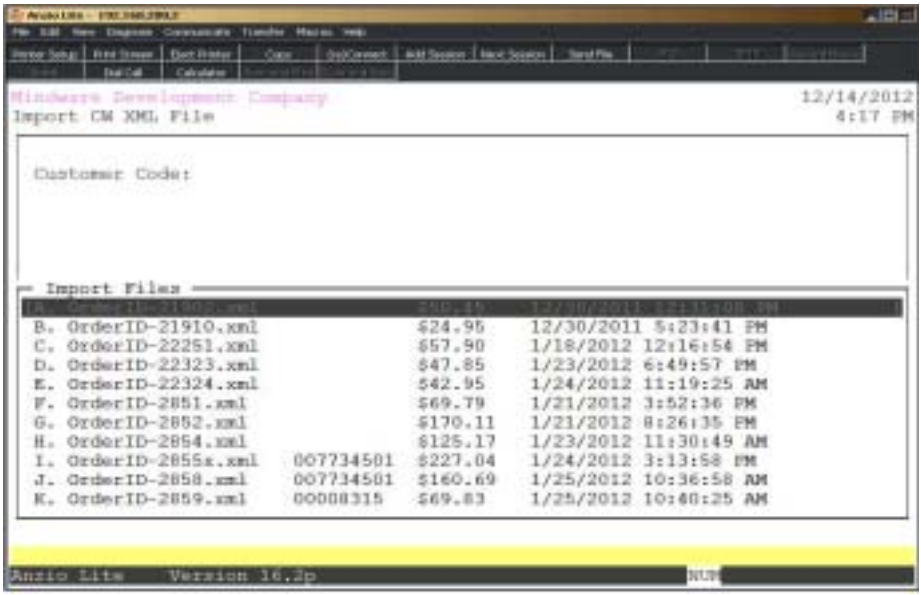
Type **N+** the **Enter** key to return to Step 2.

Type **E+** the **Enter** key to abort the generation and return to the Import/Export File Menu.

Import Web XML Order

Overview

Extensible Markup Language (XML) is a markup language that defines a set of rules for encoding documents in a format that is both human readable and machine readable. This import program reads the data for an order on a website and creates an open order in Total Order Plus. Files need to imported and stored in the IMPORT folder of TOP.



Export Open Orders

Overview

Thie export utility reads the TOP open order file and creates a cvs text file that can be imported into an Excel spreadsheet. The information includes customer, ship-to name and address, item code and description, quantity on order and pricing.

Stamps.com Export

Overview

Total Order Plus has the capability to create a text file that exports ship-to information to www.stamps.com and then imports the shipping information back into TOP invoice history. Information that is exported is the recipients ship-to information, including name, address, country and email address. The selection is available on the Import/ Export File Menu on the Order Entry System Menu.

Information imported includes order number, mail piece, mail class, date of shipment, package value and status.

Note: The instructions for interfacing TOP with www.stamps.com is available on our support website www.mindwarecorp.com/info.

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ORDER ENTRY REPORT MENU

- ❑ Open Order Report
- ❑ Open Order By Item Report
- ❑ Deleted Order/Invoice Report
- ❑ Customer Item History Report
- ❑ Item Sales By Customer Report
- ❑ Customer Invoice History By PO Report
- ❑ Daily Sales By Salesperson Report
- ❑ Detail Commission Report 1
- ❑ Detail Commission Report 2
- ❑ Invoice History Label Print
- ❑ Invoice History Report
- ❑ Order Item Label Print
- ❑ Invoice History By Day Report
- ❑ Sales History by Tax Code Report
- ❑ Customer Item Prior Year Comparison
- ❑ Quote Template Barcode Labels
- ❑ Item Sales by State
- ❑ Invoice History by Order Type
- ❑ Sales by Salesprson by Zip
- ❑ Order Processing Performance
- ❑ Open Order Ship-To Address Report
- ❑ invoice History Ship-To Report
- ❑ Department Schedule Report
- ❑ Customer Sales Report
- ❑ Item Sales by Month Report

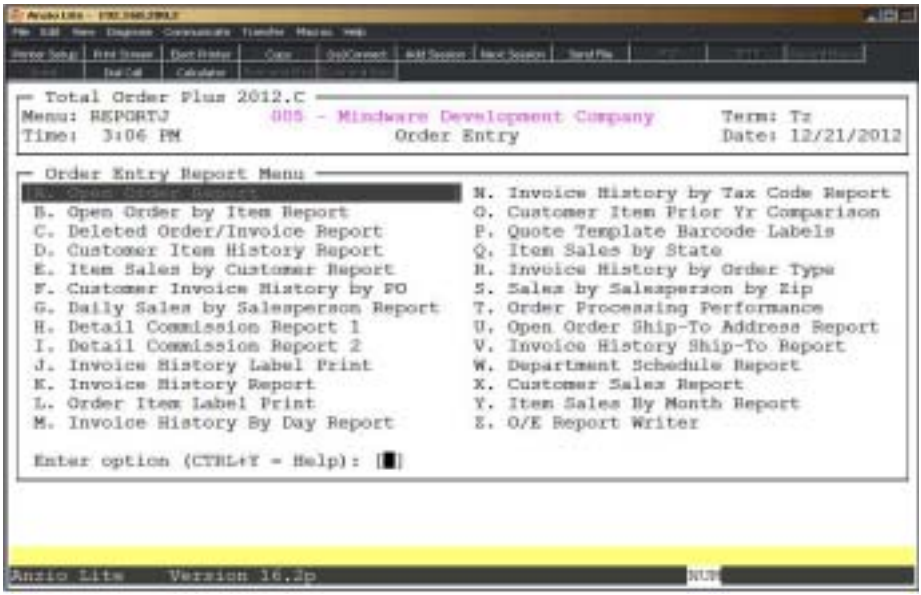
Order Entry Report Menu

Overview

The Order Entry Reporting system offers an open order report that can be sorted by order number, customer number, release number, ship date, purchase order number or by date and time when the orders were placed. Open orders can also be printed in inventory item order, listed by order date or ship date with an option to include 'special' items and order types. Order types can be (O)rders, (Q)uotes, (M)isc, etc.

Deleted orders/invoice report can be printed on demand to make sure orders or invoices were not deleted that should have been shipped.

Reports are provided from history files by customer by item or item by customer, commission reports can be printed in various formats, order line item labels from open orders and reports that track credit memo entries and 'special' inventory items.



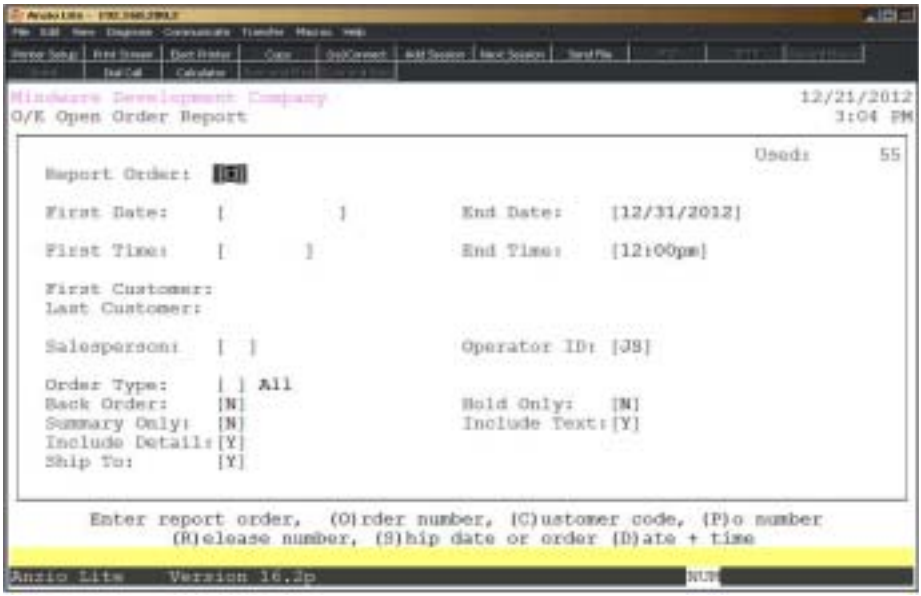
Open Order Report

Overview

The Open Order Report list all open orders than are waiting for product or has not been billed. The report can be printed by order number, customer code, purchase order number, release number, ship date or by date and time of day.

Order can be listed within a specific date range or by a range of customers, with an option to list by salesperson or an operator code. You can select orders with a certain order type code, O-order, Q-quote, M-miscellaneous, etc. and have the option to include orders on hold, order detail line items, product text lines or ship-to address.

The report can also be printed in a summary format only. One summary page list product text on the orders selected showing a text status of waiting to be transferred and orders that have already been transferred. The other summary page lists all items on the orders selected showing quantity ordered and total dollar amount.



Procedure

1. Choose Open Order Report on the Order Entry Report Menu.

   Note: If the warehouse flag is active, the system will prompt you for a warehouse number or enter 000 to print all warehouses.

2. Report Order:

Type **O+** the **Enter** key to print the report in order number order.

Type **C+** the **Enter** key to print the report by customer number.

Type **P+** the **Enter** key to print the report in purchase order number order.

Type **R+** the **Enter** key to print the report by release number.

Type **S+** the **Enter** key to print the report by ship date.

Type **D+** the **Enter** key to print the report in date and time order.

3. First Date:

Type the first date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the last date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. First Time:

Type the beginning time to print in HHMMxM format and **Enter** (x is AM or PM).

6. Last Time:

Type the ending time to print in HHMMxM format and **Enter** (x is AM or PM).

> *Note: Report sort order 'C' is the only selection that will ask for first and last customer codes. All other selections must proceed to Step 10.*

7. First Customer:

Type the first valid customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

8. Last Customer:

Type the last valid customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

9. Salesperson:

Type a valid salesperson code and **Enter** or type **?** to display the Salesperson Selection window.

Press the **Spacebar+** the **Enter** key to include all salespersons.

10. Operator ID:

Type an operator code to include and **Enter**.

Press the **Spacebar+** the **Enter** key to include all operator codes.

11. Order Type:

Type a valid order type and **Enter** or type **?** to display the Order Type Selection window (i.e. O-Order, Q-Quote, W-Work Order, etc.).

12. Back Order:

Type **Y+** the **Enter** key to print backorders only.

Type **N+** the **Enter** key not to print backorders only.

13. Hold Only:

Type **Y+** the **Enter** key if you want to print only orders that are on hold.

Type **N+** the **Enter** key not to print only orders on hold.

14. Summary Only:

Type **Y+** the **Enter** key to print the report only in summary format.

Type **N+** the **Enter** key not to print the report in summary format.

15. Include Detail:

Type **Y+** the **Enter** key to include order detail information on this report.

Type **N+** the **Enter** key not to include detailed information.

16. Include Text:

Type **Y+** the **Enter** key to print product text on this report.

Type **N+** the **Enter** key not include product text.

17. Ship-To:

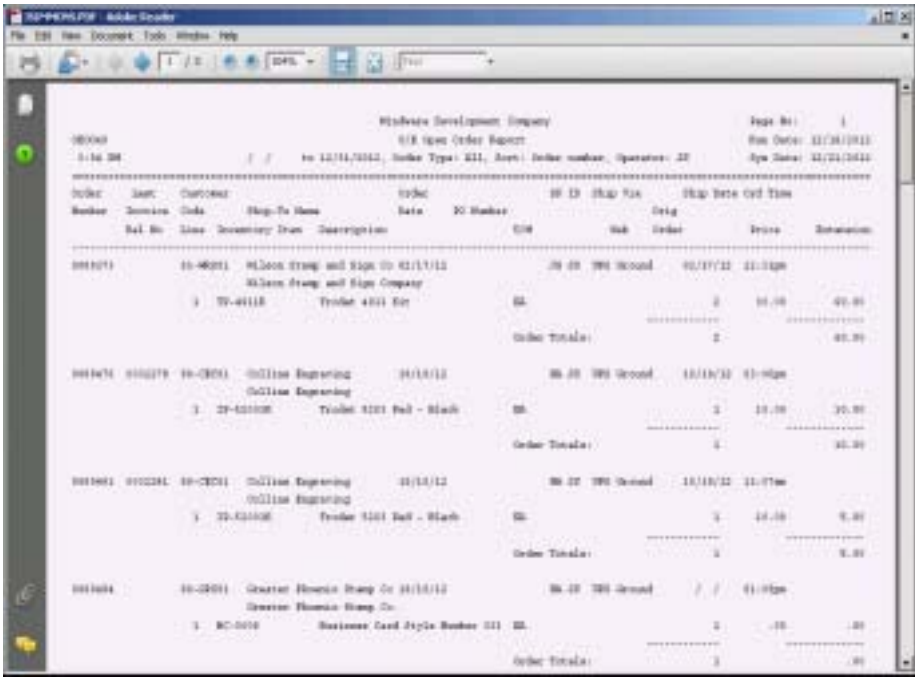
Type **Y+** the **Enter** key to include ship-to name and address on this report.

> *Note: If you select to include ship-to information, it will replace the customer name and address information on the report.*

Type **N+** the **Enter** key not to include ship-to name and address information.

18. Select the appropriate printer for this report.

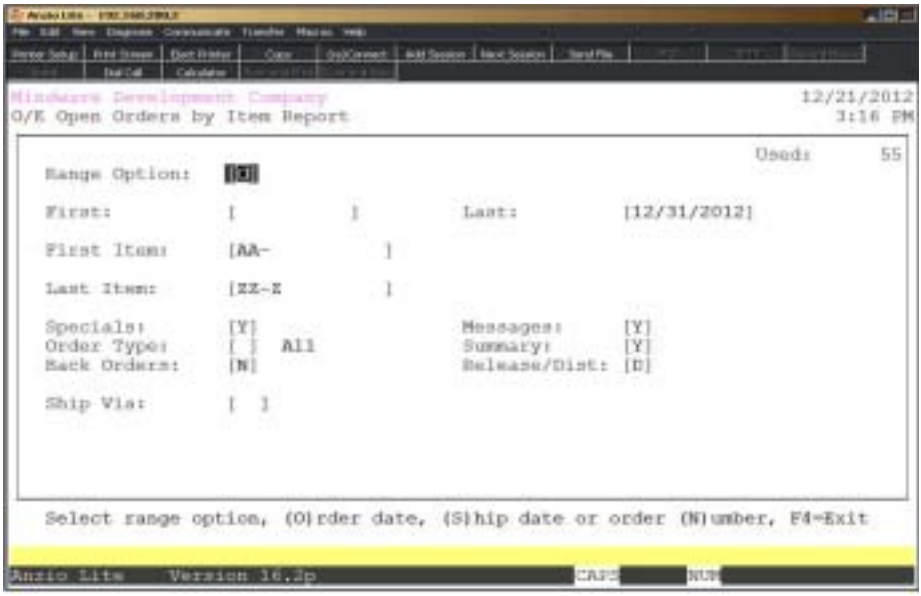
Open Order Report Sample



Open Order By Item Report

Overview

The Open Order By Item Report list all open orders by inventory item with an option to print by order date, ship date or order number. Orders can be listed within a specific date range or by a range of inventory items with an option to include special line items, message lines, ship via codes and production status options. The summary page lists all items on the orders selected showing quantity ordered and total dollar amount.



Procedure

1. Choose Open Order By Item Report on the Order Entry Report Menu.

2. Range Option:

Type **O+** the **Enter** key to print this report by order date.

Type **S+** the **Enter** key to print this report by ship date.

Type **N+** the **Enter** key to print this report by order number.

3. First Date:

Type the first order date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Type **?+** the **Enter** key to display the system calendar on the O/E Options Menu.

Press **F2** to return to the previous input field.

4. Last Date:

Type the last order date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. First Item:

Type a beginning inventory item and **Enter** or type **?** to display the Item Code Selection window.

6. Last Item:

Type an ending inventory item and **Enter** or type **?** to display the Item Code Selection window.

7. Specials:

Type **Y+** the **Enter** key to include special items on the order report.

Type **N+** the **Enter** key not to list special items.

8. Messages:

Type **Y+** the **Enter** key to include message lines.

Type **N+** the **Enter** key not to list message lines.

9. Order Type:

Type a valid order type and **Enter** or type **?** to display the Order Type Selection window.

Press the **Spacebar** to list all order types.

10. Summary:

Type **Y+** the **Enter** key to include a summary at the end of this report.

Type **N+** the **Enter** key not to include a summary at the end of this report.

Type **O+** the **Enter** key to print a summary page only.

11. Back Orders:

Type **Y+** the **Enter** key to print backorders only.

Type **N+** the **Enter** key not to print backorders only.

12. Release/Dist:

Type **R+** the **Enter** key to include the release number from the order.

Type **D+** the **Enter** key to include the item distribution code.

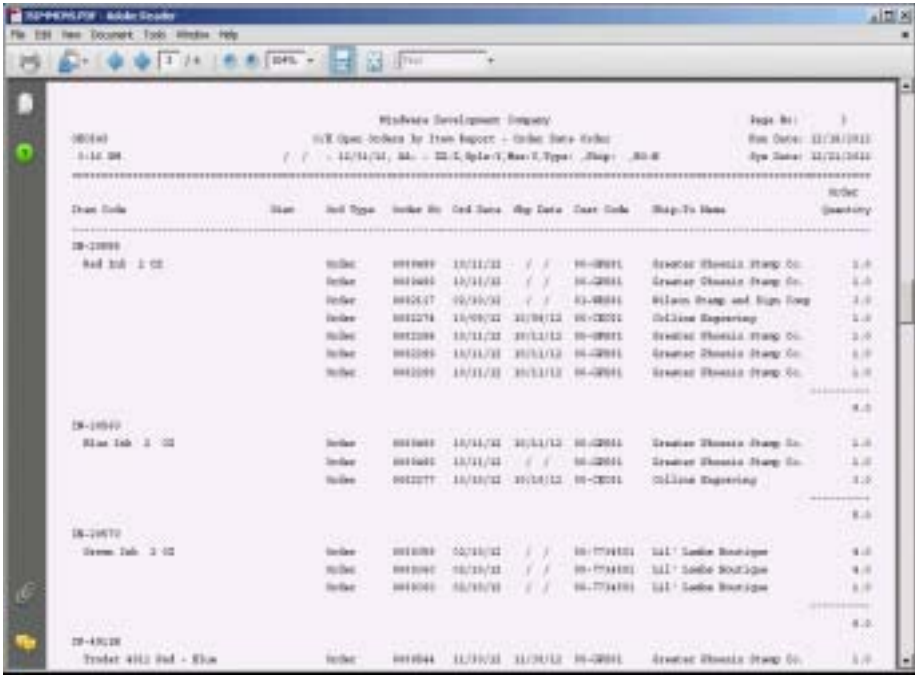
13. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Selection window.

Press the **Enter** key to include all ship via codes.

14. Select the appropriate printer for this report.

Open Order By Item Report Sample

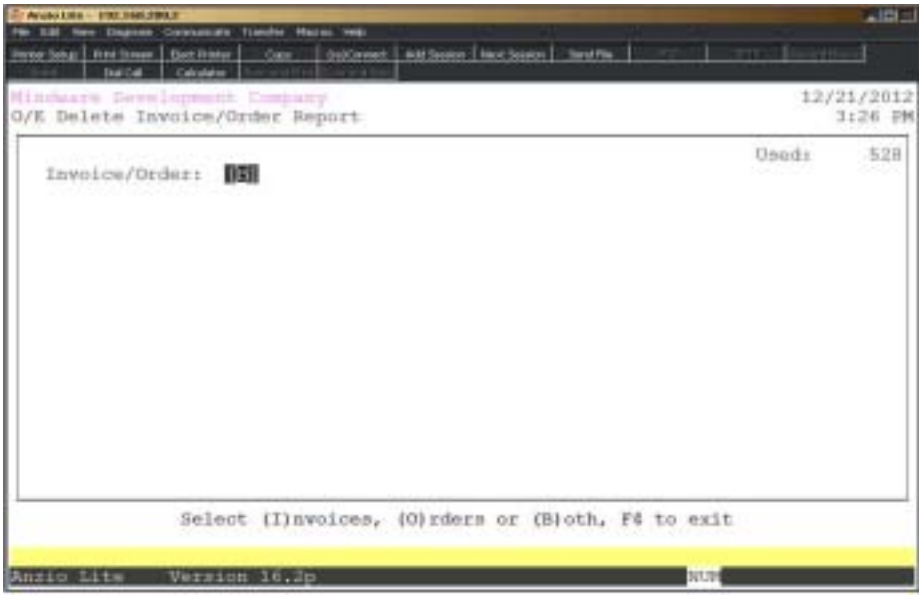


Deleted Order/Invoice Report

Overview

The Deleted Order/Invoice Report lists the order/invoice number, the customer code and name, purchase order number, order date and invoice date, user name and terminal ID and the total of the order/invoice.

This report can be printed on demand to see if any orders or invoices were accidentally deleted by an operator that should have been shipped and billed.



Procedure

1. Choose Deleted Order/Invoice Report on the Order Entry Report Menu.

2. Invoice/Order:

Type **I+** the **Enter** key to list only deleted invoices.

Type **O+** the **Enter** key to list only deleted orders.

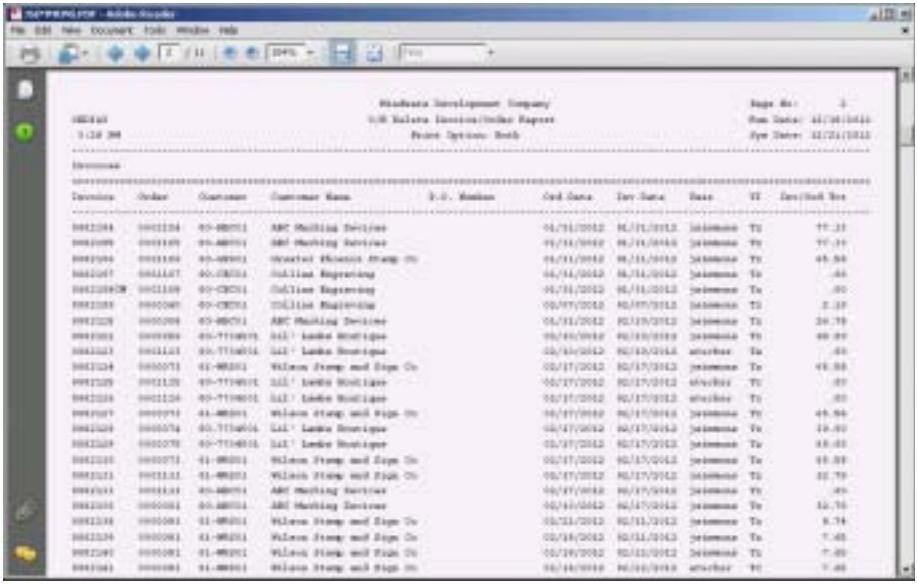
Type **B+** the **Enter** key to list both invoices and orders that have been deleted.

Press **F4** to return to the Order Entry Report Menu.

3. Select the appropriate printer for this report.

> *Note: The system will ask if you want to clear this file. We recommend you clear this file as part of your period-end processing procedures at each month-end.*

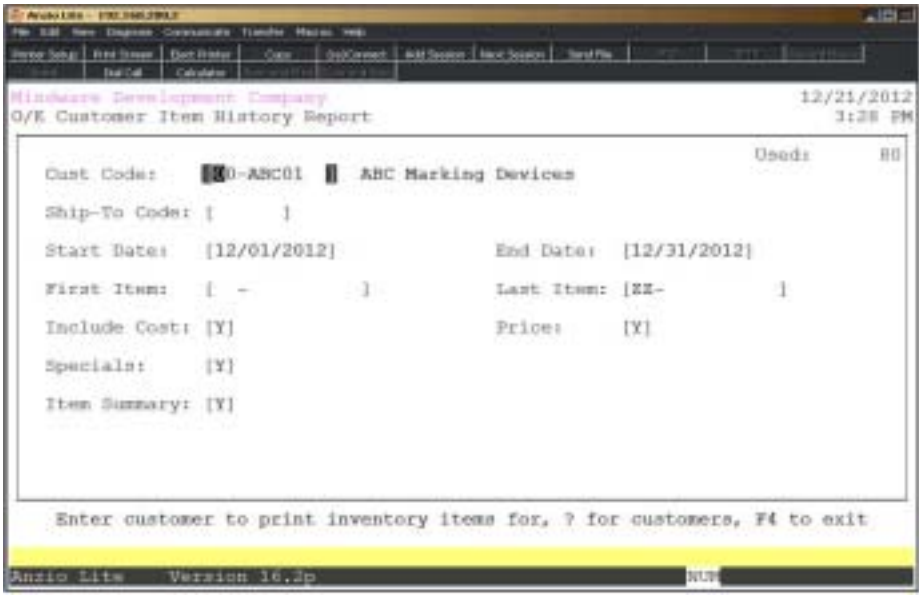
Deleted Order/Invoice Report Sample



Customer Item History Report

Overview

The Customer Item History Report allows you to list specific inventory items, within a specific date range, that were purchased for one customer. You have an option to include the cost/price of each item to calculate profit on summary, special items and an option to print a summary only. The summary lists the item, item description, quantity shipped, cost, sales dollars and current Year-To-Date cost and sales dollars.



Procedure

1. Choose Customer Item History Report on the Order Entry Report Menu.

2. Cust Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Order Entry Report Menu.

3. Ship-To Code:

Type a valid ship-to code and **Enter** or press **F1** to display the Ship-To Code Selection window.

Press the **Enter** key to include all ship-to information.

Press **F2** to return to the previous input field.

4. Start Date:

Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. End Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Note: YTD Summary is based on the year you enter for End Date.

6. First Item:

Type a valid inventory item and **Enter** or type **?** to display the Item Code Selection window.

7. Last Item:

Type a valid inventory item and **Enter** or type **?** to display the Item Code Selection window.

8. Include Cost:

Type **Y+** the **Enter** key if you want to include the inventory item cost on this report.

Note: Total cost and profit is included on item summary if cost is selected.

9. Price:

Type **Y+** the **Enter** key to include item price on this report.

10. Specials:

Type **Y+** the **Enter** key to include special line items for this customer or type **N+** the **Enter** key to exclude special line items.

11. Item Summary:

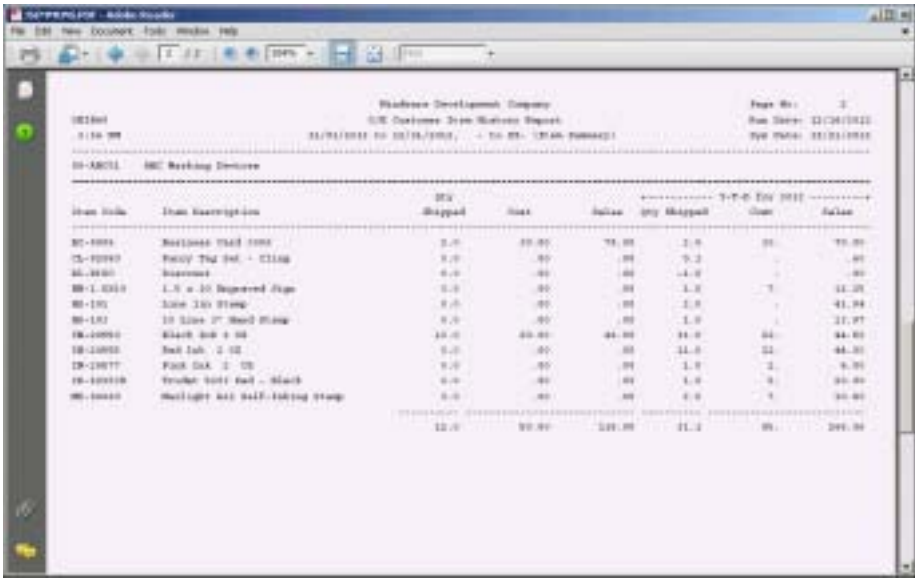
Type **Y+** the **Enter** key to print an item summary at the end of this report.

Type **N+** the **Enter** key not to include a report summary.

Type **S+** the **Enter** key to print only a report summary.

12. Select the appropriate printer for this report.

Customer Item History Report Sample

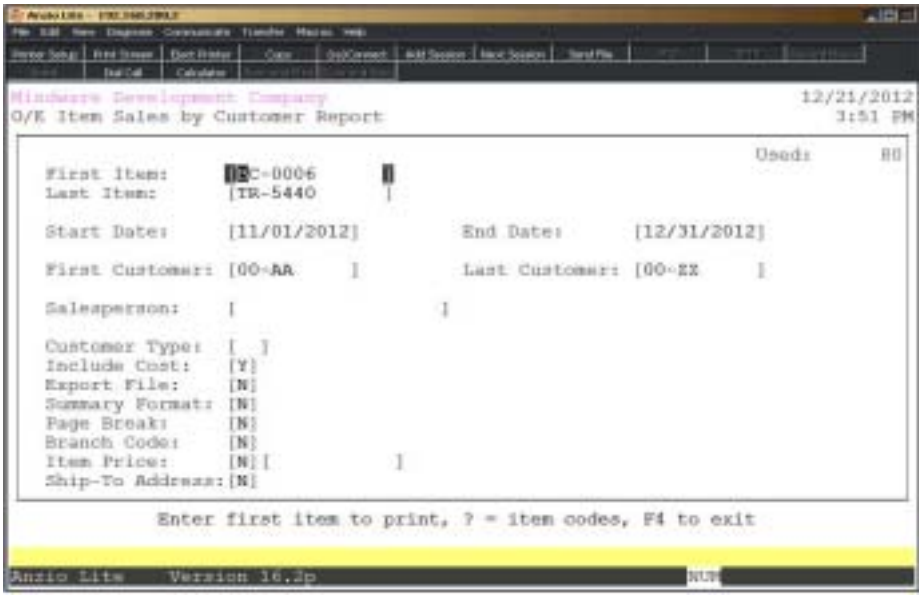


Item Sales By Customer Report

Overview

The Item Sales By Customer Report allows you to list specific inventory items, within a specific date range, that were purchased for a customer or a range of customers. You have an option to include the cost of each item, an option to print a summary list and whether or not you want to print a separate page for each item.

The summary lists the customer, quantity shipped, price per item, sales dollars and total dollars and quantities for each item.



Procedure

1. Choose Item Sales By Customer Report on the Order Entry Report Menu.

2. First Item:

Type a valid inventory item and **Enter** or type **?** to display the Item Code Selection window.

Press **F4** to return to the Order Entry Report Menu.

3. Last Item:

Type a valid inventory item and **Enter** or type **?** to display the Item Code Selection window.

Press **F2** to return to the previous input field.

4. Start Date:

Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. End Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. First Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

7. Last Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

8. Salesperson:

Type a valid salesperson(s) and **Enter** or leave the field blank to include all salespersons.

9. Customer Type:

Type a valid customer type and **Enter** or type **?** to display the Customer Type Selection window. Leave field blank to print all customer types.

10. Include Cost:

Type **Y+** the **Enter** key if you want to include the inventory item cost on this report.

11. Export File:

Type **Y+** the **Enter** key to export this report to a text file.

Type **N+** the **Enter** key to print this report to a printer.

12. Summary:

Type **Y+** the **Enter** key to print an item summary at the end of this report.

13. Page Break:

Type **Y+** the **Enter** key if you want a separate page for each item listed on this report.

Type **N+** the **Enter** key to print multiple items on one page of this report.

14. Branch Code:

Type **Y+** the **Enter** key to print the branch code instead of the customer's name.

Type **N+** the **Enter** key to list the customer's name.

15. Item Price:

Type **Y+** the **Enter** key to include item pricing.

Note: A yes answer will prompt you for an amount to search for.

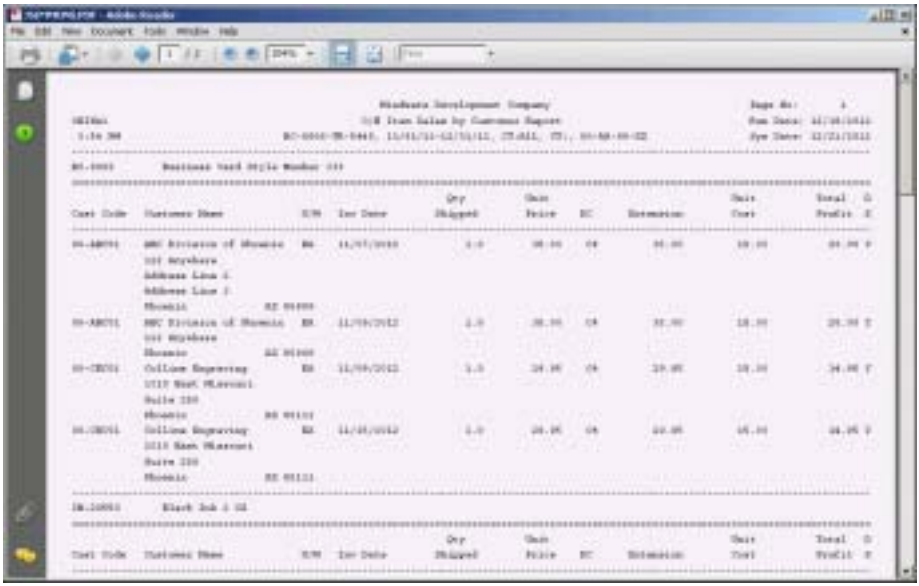
16. Ship-To Address:

Type **Y+** the **Enter** key to print the customer ship-to address.

Type **N+** the **Enter** key to not include the ship-to address but print the customer address.

17. Select the appropriate printer for this report.

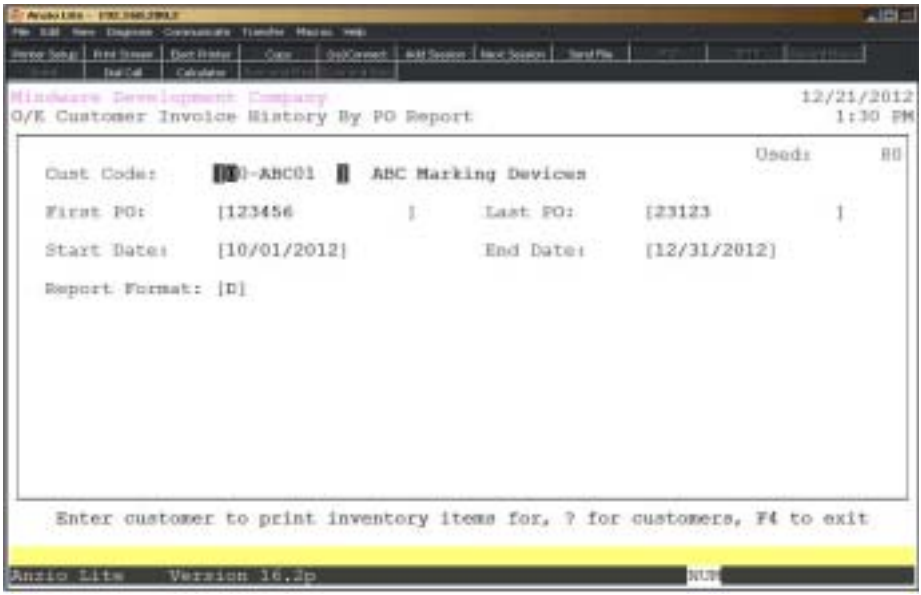
Item Sales By Customer Report Sample



Customer Invoice History By PO Report

Overview

The Customer Invoice History By PO Report lists a starting and ending purchase order numbers within a specific date range for one customer. You can select to print the report in summary or detail format without printing sub-totals for each purchase order number.



Procedure

1. Choose Customer Invoice History By PO Report on the Order Entry Report Menu.

2. Cust Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Order Entry Report Menu.

3. First PO:

Type the first purchase order to print and **Enter**.

Press **F2** to return to the previous input field.

4. Last PO:

Type the last purchase order to print and **Enter**.

5. Start Date:

Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. End Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

7. Report Format:

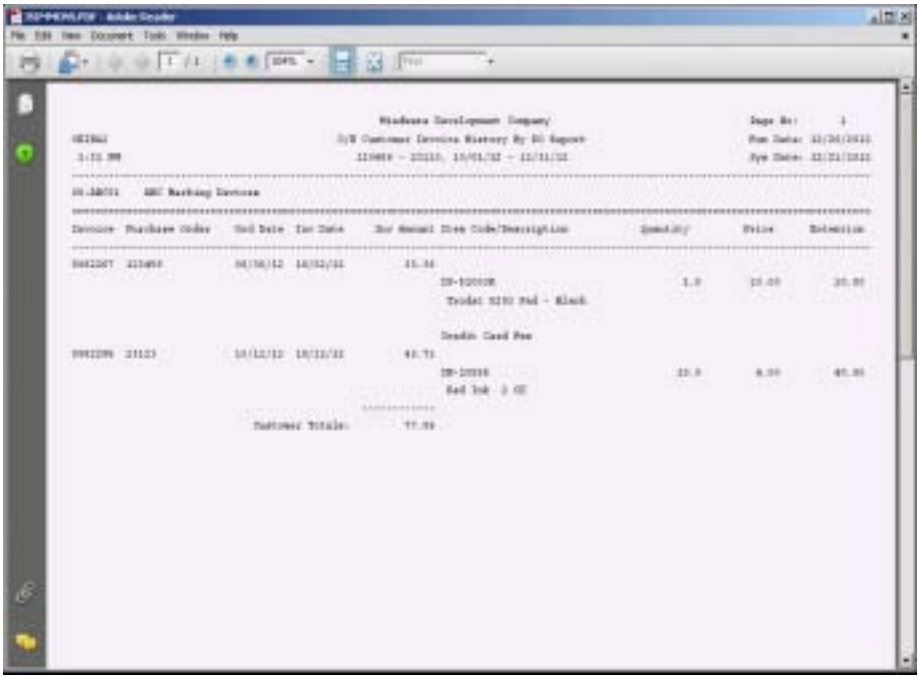
Type **S+** the **Enter** key to print the report in summary format.

Type **D+** the **Enter** key to print invoice detail on this report.

Type **N+** the **Enter** key if you do not want to print sub-totals on this report.

8. Select the appropriate printer for this report.

Customer Invoice History By PO Report Sample

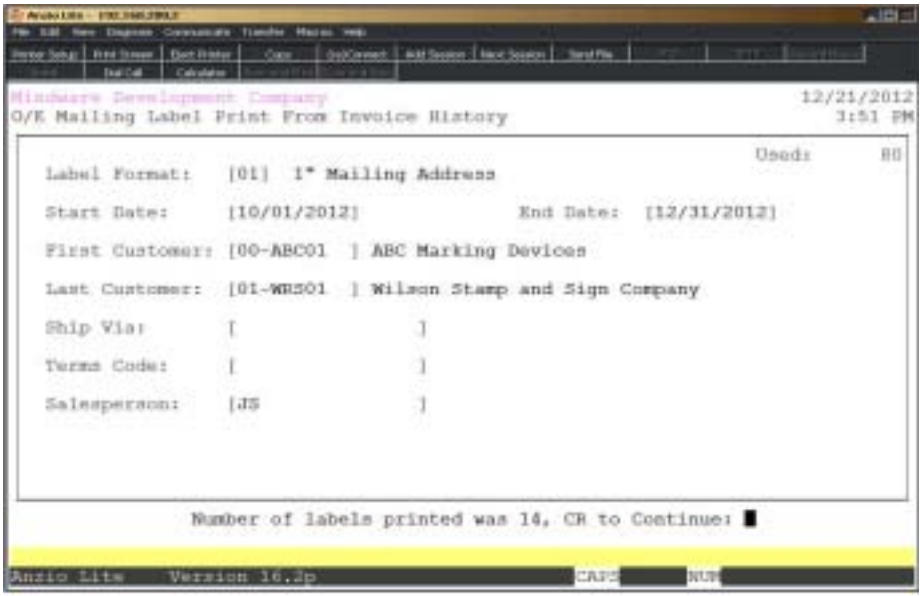


Invoice History Label Print

Overview

The Invoice History Label Print allows you to print labels from the invoice history file with an option to enter a label print format. The formats are defined using the 'Label Format' program on the System Parameters Options Menu.

You can select invoices within a specific date range and within a customer range, with an option to sort by ship via code, terms code or by salesperson.



Procedure

1. Choose Invoice History Label Print on the Order Entry Report Menu.

2. Label Format:

Type a valid label format and **Enter** or type **?** to display the Label Format Selection window.

> *Note: The label format refers to the size of the label and the information that will print for each format. For example, format 01 would be a one inch label with the ship-to name and address from the invoice history file (invoices that have already been shipped).*

3. Start Date:

Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. End Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. First Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

6. Last Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

7. Ship Via:

Type a valid two (2) character ship via code(s), side by side, and **Enter** or type **?+** the **Enter** key to display the Ship Via Code Selection window. No spaces or commas are required.

8. Terms Code:

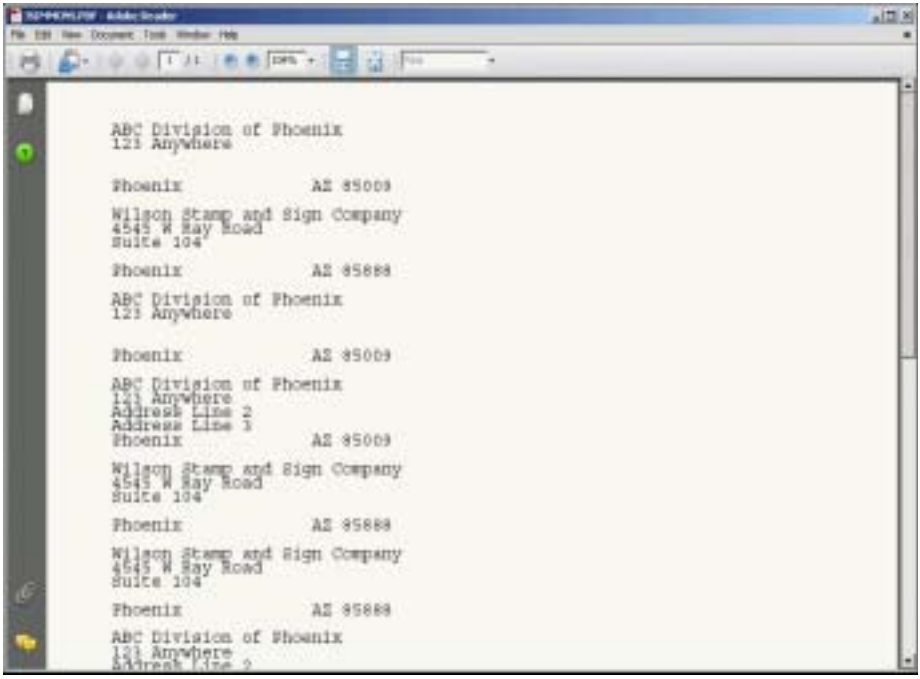
Type a valid two (2) character terms code(s), side by side, and **Enter** or type **?** to display the Terms Code Selection window. No spaces or commas are required.

9. Salesperson:

Type a valid two (2) character salesperson code(s), side by side, and **Enter** or type **?** to display the Salesperson Code Selection window. No spaces or commas are required.

10. Select the appropriate printer for this report.

Invoice History Label Print Sample



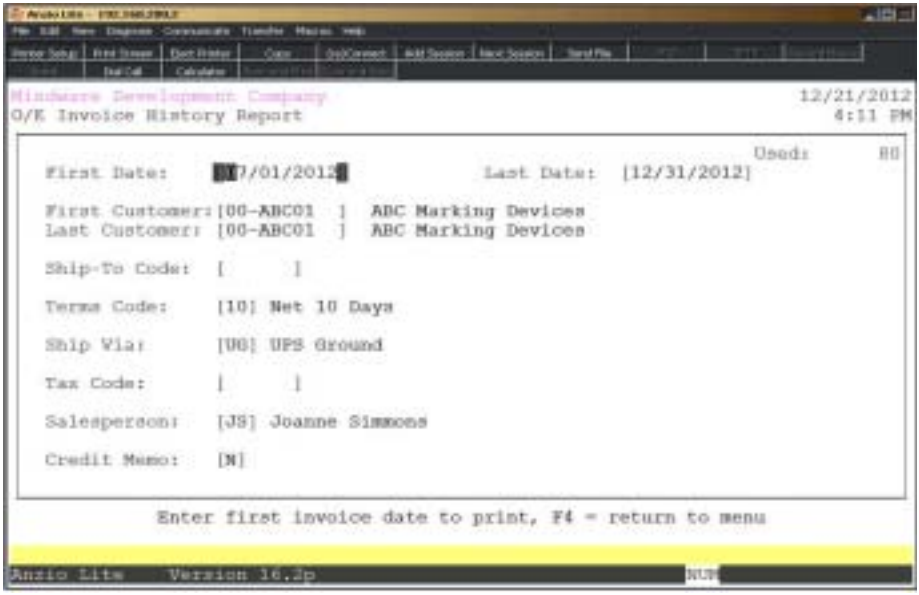
```
ABC Division of Phoenix
123 Anywhere

Phoenix              AZ 85009

Wilson Stamp and Sign Company
4545 N Ray Road
Suite 104

Phoenix              AZ 85888

ABC Division of Phoenix
123 Anywhere

Phoenix              AZ 85009

ABC Division of Phoenix
123 Anywhere
Address Line 2
Address Line 3
Phoenix              AZ 85009

Wilson Stamp and Sign Company
4545 N Ray Road
Suite 104

Phoenix              AZ 85888

Wilson Stamp and Sign Company
4545 N Ray Road
Suite 104

Phoenix              AZ 85888

ABC Division of Phoenix
123 Anywhere
Address Line 2
```

Invoice History Report

Overview

The Invoice History Report prints invoices from the invoice history file for a specified date range and for specific customers. You can print invoices for just one customer and include all the ship-to information for that customer.

Sort options are by terms code, ship via codes and tax codes, with an option to include credit memos or print just credit memos only.



Procedure

1. Choose Invoice History Report on the Order Entry Report Menu.

2. First Date:

Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F4** to return to the Order Entry Report Menu.

3. Last Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. First Customer:

Type the first customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

5. Last Customer:

Type the last customer code to include and **Enter** or type **?** to display the Customer Code Selection window.

6. Ship-To Code:

Type a valid ship-to code and **Enter** or type **?** to display the Ship-To Selection window.

7. Terms Code:

Type a valid two (2) character terms code and **Enter** or type **?** to display the Terms Code Selection window.

Press the **Spacebar+** the **Enter** key to include all terms codes.

8. Ship Via:

Type a valid two (2) character ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

Press the **Spacebar+** the **Enter** key to include all ship via codes.

9. Tax Code:

Type a valid two (2) character tax code and **Enter** or type **?** to display the Tax Code Selection window.

Press the **Spacebar+** the **Enter** key to include all tax codes.

10. Salesperson:

Type a valid two (2) character salesperson code(s), side by side, and **Enter** or type **?** to display the Salesperson Code Selection window. No spaces or commas are required.

11. Credit Memo:

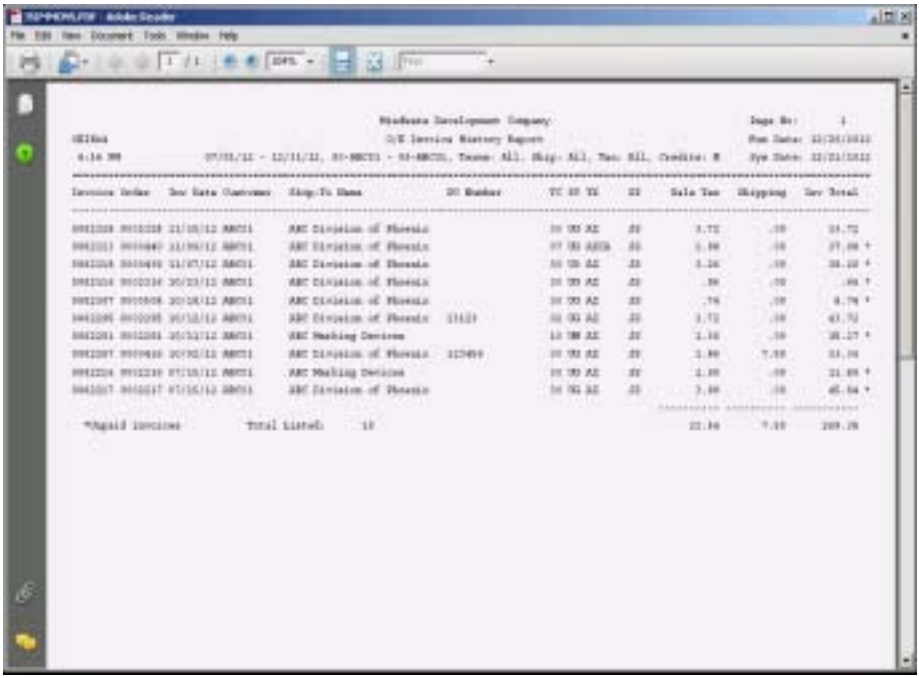
Type **Y+** the **Enter** key to include credit memos on this report.

Type **N+** the **Enter** key not to list credit memos.

Type **O+** the **Enter** key to print only credit memos.

12. Select the appropriate printer for this report.

Invoice History Report Sample

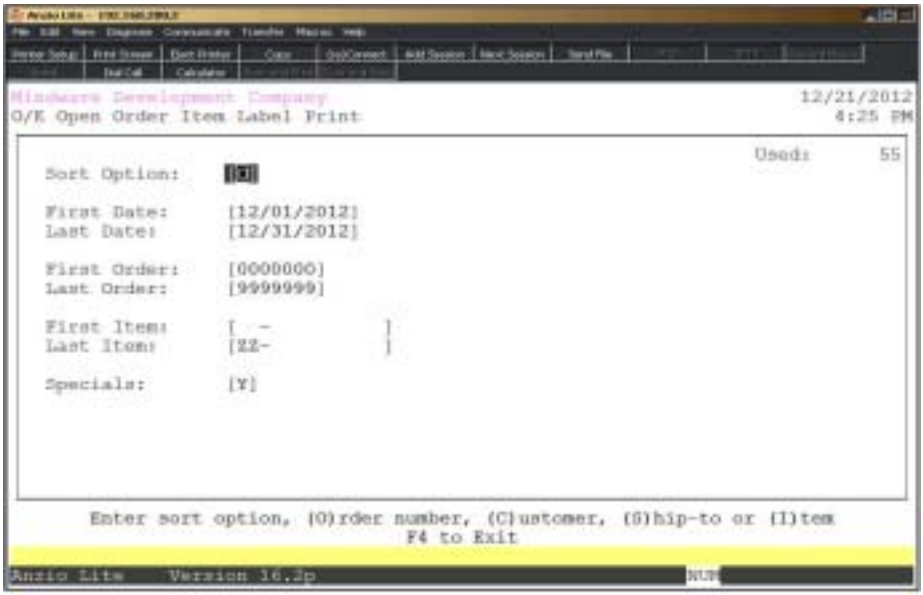


Order Item Label Print

Overview

The Order Item Label Print allows you to print labels by order number, customer code, ship date or by inventory item code. You can print labels within a specified date range, for selected customers or by a range of inventory items. There is an additional option whether you want to include special line items.

Item labels are printed from line items on current orders in the open order file.



Procedure

1. Choose Order Item Label Print on the Order Entry Report Menu.

2. Sort Option:

> *Note: Item labels are printed from line items on current orders in the open order file.*

Type **O+** the **Enter** key to sort labels by order number.

Type **C+** the **Enter** key to sort labels by customer number.

Type **S+** the **Enter** key to sort labels by ship date.

Type **I+** the **Enter** key to sort labels by inventory item code.

Press **F4** to return to the Order Entry Report Menu.

3. First Date:

Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

4. Last Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. First Order:

Type the beginning order number to print and **Enter**.

6. Last Order:

Type the last order number to print and **Enter**.

7. First Item:

Type the first inventory item code to print and **Enter** or type **?** to display the Item Code Selection window.

8. Last Item:

Type the last inventory item code to print and **Enter** or type **?** to display the Item Code Selection window.

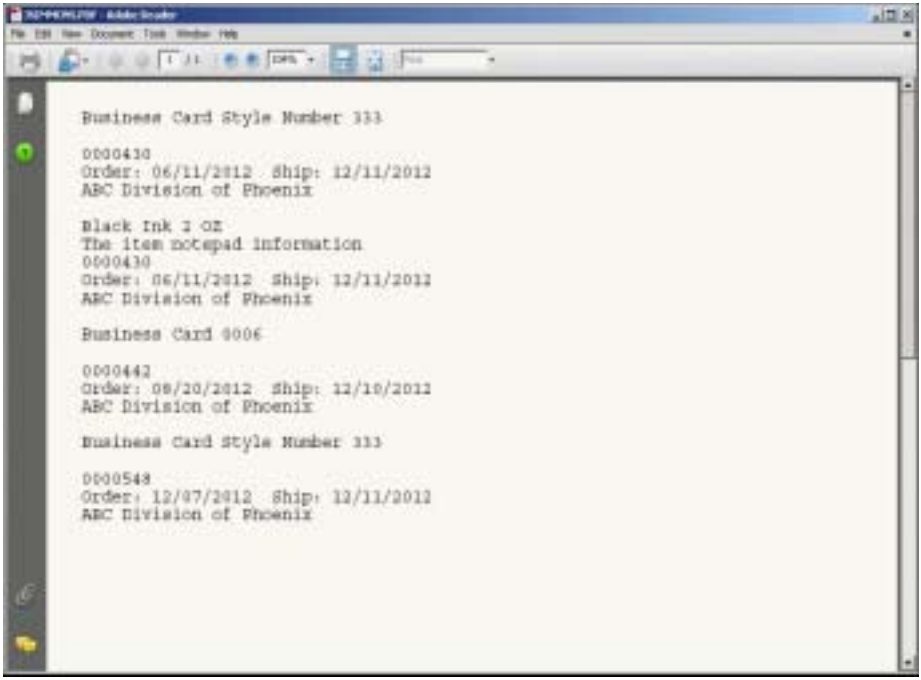
9. Specials:

Type **Y+** the **Enter** key to include special line items on the label print.

Type **N+** the **Enter** key not to include special line items.

10. Select the appropriate printer for this report.

Order Item Label Print Sample

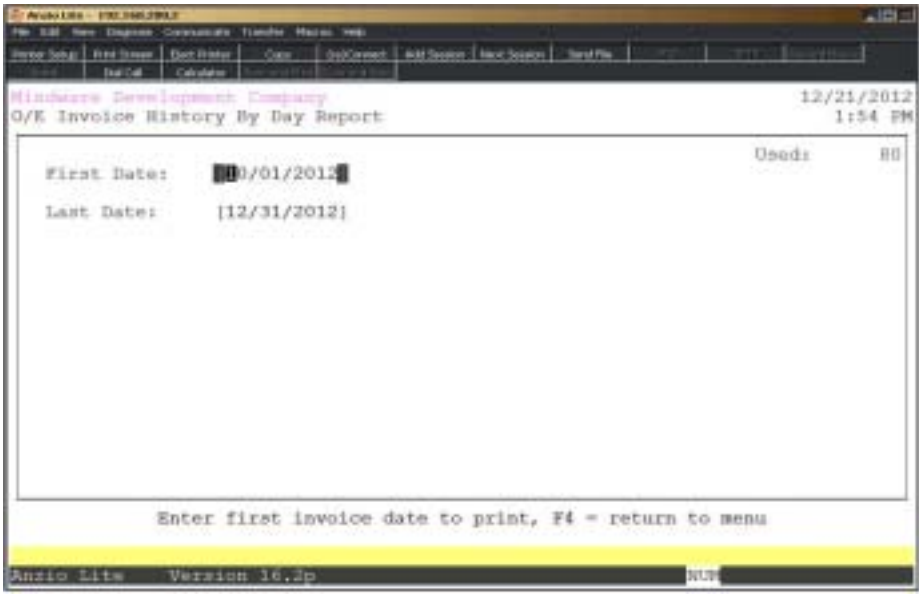


```
Business Card Style Number 333

0000430
Order: 06/11/2012  Ship: 12/11/2012
ABC Division of Phoenix

Black Ink 2 OZ
The item notepad information
0000430
Order: 06/11/2012  Ship: 12/11/2012
ABC Division of Phoenix

Business Card 0006

0000442
Order: 08/20/2012  Ship: 12/10/2012
ABC Division of Phoenix

Business Card Style Number 333

0000548
Order: 12/07/2012  Ship: 12/11/2012
ABC Division of Phoenix
```

Invoice History By Day Report

Overview

The Invoice History By Day Report lists invoices from the invoice history file for a specified day. The report shows each invoice for that day and the total sales, sales tax and shipping charges. Warehouse field displays only if the Inventory Control parameter is activated.



Procedure

1. Choose Invoice History By Day Report on the Order Entry Report Menu.

2. First Date:

Type the first invoice date to print in MMDD format and **Enter**.

Press **F4** to return to the Order Entry Report Menu.

3. Last Date:

Type the last invoice date to print in MMDD format and **Enter**

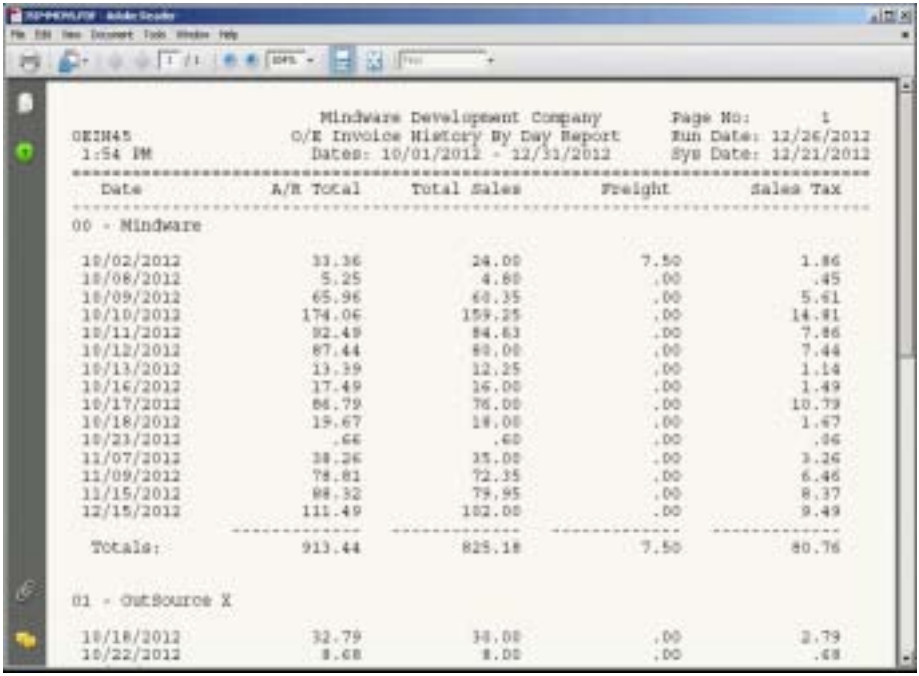
Press **F2** to return to the previous input field.

4. Warehouse:

Type a valid warehouse number and **Enter** or accept 000 to list all warehouses.

5. Select the appropriate printer for this report.

Invoice History By Day Report Sample



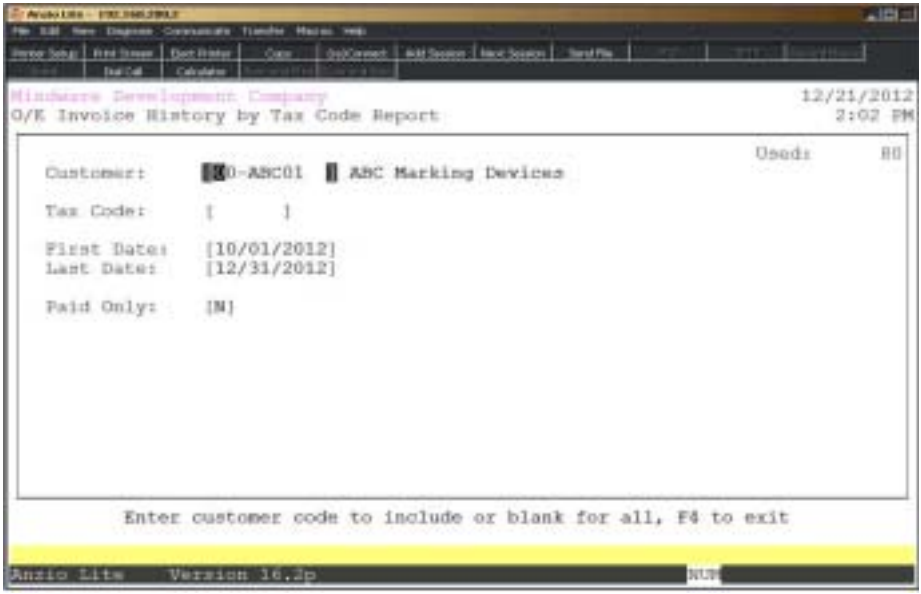
Mindware Developement Company — Page No: 1
OEIN45 — O/E Invoice History By Day Report — Run Date: 12/26/2012
1:54 PM — Dates: 10/01/2012 - 12/31/2012 — Sys Date: 12/21/2012

Date	A/R Total	Total Sales	Freight	Sales Tax
00 - Mindware				
10/02/2012	33.36	24.00	7.50	1.86
10/08/2012	5.25	4.80	.00	.45
10/09/2012	65.96	60.35	.00	5.61
10/10/2012	174.06	159.25	.00	14.81
10/11/2012	92.49	84.63	.00	7.86
10/12/2012	87.44	80.00	.00	7.44
10/13/2012	13.39	12.25	.00	1.14
10/16/2012	17.49	16.00	.00	1.49
10/17/2012	86.79	76.00	.00	10.79
10/18/2012	19.67	18.00	.00	1.67
10/23/2012	.66	.60	.00	.06
11/07/2012	38.26	35.00	.00	3.26
11/09/2012	78.81	72.35	.00	6.46
11/15/2012	88.32	79.95	.00	8.37
12/15/2012	111.49	102.00	.00	9.49
Totals:	913.44	825.18	7.50	80.76
01 - OutSource X				
10/18/2012	32.79	30.00	.00	2.79
10/22/2012	8.68	8.00	.00	.68

Invoice History by Tax Code Report

Overview

This report prints invoice infomation for each tax code for a specified date range, with option to print one or all customers. Information includes invoice number, customer code and name, invoice date and materials, labor, truck, freight, tax and invoice totals.



Procedure

1. Choose Invoice History By Tax Code Report on the Order Entry Report Menu.

2. Customer:

Type a customer code or leave blank to include all customers.

3. Tax Code:

Select a tax code or leave blank to include all tax codes.

3. First Date:

Type the first invoice date to include in MMDD format and **Enter**.

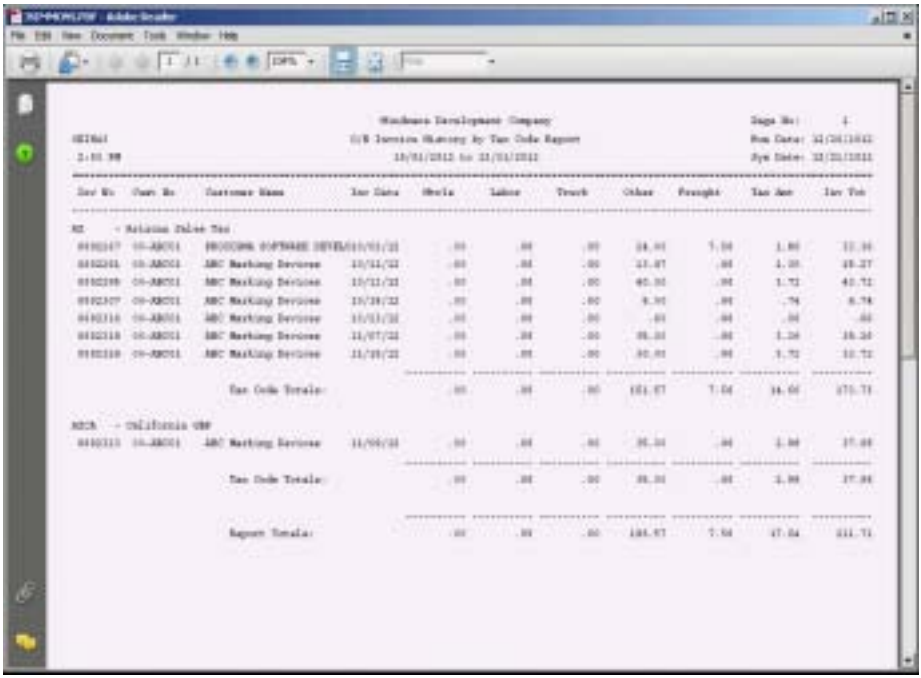
4. Last Date:

Type the last invoice date in MMDD format and **Enter**.

5. Paid Only:

Type **Y**+ the **Enter** key to print only paid invoices within the date range entered.

Invoice History by Tax Code Report Sample



Customer Item Prior Year Comparison

Overview

The Customer Item Prior Year Comparison report reflects period-to-date and year-to-date quantities and units sold and compares it to prior month and prior year figures. You can select the option to list by salesperson, a range of inventory items for a particular month and year.

Procedure

1. Select Customer/Item Current & Prior Year on the Order Entry Report Menu.

2. First Customer:

Type the first customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F4** to return to the Order Entry Report Menu.

3. Last Customer:

Type the last customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Salespersons:

Type salesperson(s) to include, side by side with no commas, and **Enter**.

Press the **Enter** key to include all salespersons.

5. Location:

Enter the customer location to include or leave field blank for all locations.

6. First Item:

Type the first inventory item to print and **Enter** or type **?** to display the Inventory Item Selection window.

7. Last Item.

Type the last inventory item to print and **Enter** or type **?** to display the Inventory Item Selection window.

8. Month/Year:

Type the month and year you want to print in MMYYYY format and **Enter**. No dashes or slashes are required.

9. Include Prior PTD:

Type **Y+** the **Enter** key to include prior year period-to-date figures.

Type **N+** the **Enter** key to exclude prior year figures.

10. Page Per Customer:

Type **Y+** the **Enter** key to print a separate page for each customer selected.

Type **N+** the **Enter** key not to print a new page for each customer.

11. Salesperson Option:

Type **C+** the **Enter** key to print the salesperson code from the customer file.

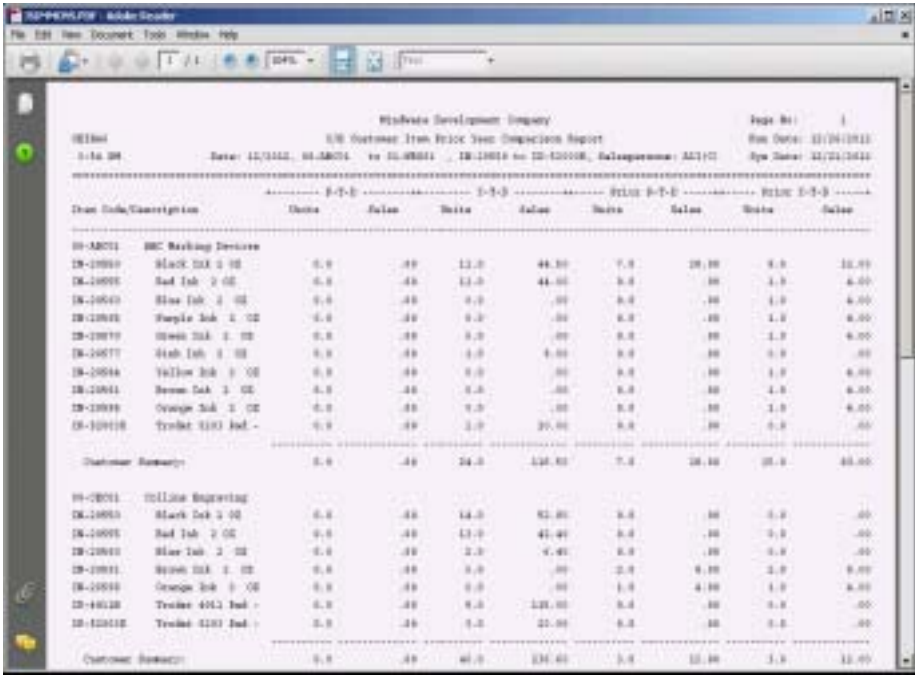
Type **I+** the **Enter** key to print the salesperson code form each individual invoice.

12. Include Specials?

Type **Y+** the **Enter** key to include Special line items or type **N+** the **Enter** key to exclude Special line items.

13. Select the appropriate printer for this report.

Customer Item Prior Year Comparison Report



Quote Template Barcode Labels

Overview

Labels are printed for each item listed on the selected templates. It is a way to print a sheet of product labels on a standard order.

Procedure

1. Select Quote Template Barcode Labels on the Order Entry Report Menu.

2. First Template:

Type the first template to print and **Enter**.

Press **F4** to return to the Order Entry Report Menu.

3. Last Template:

Type the last template to include in the label print and **Enter**.

Press **F2** to return to the previous field.

4. Barcode Option:

Type **I** to print the item code or **B** to print the barcode and press the **Enter** key.

5. Sort Option:

Type **Y+** the **Enter** key to sort the label print by the item alternate sort field.

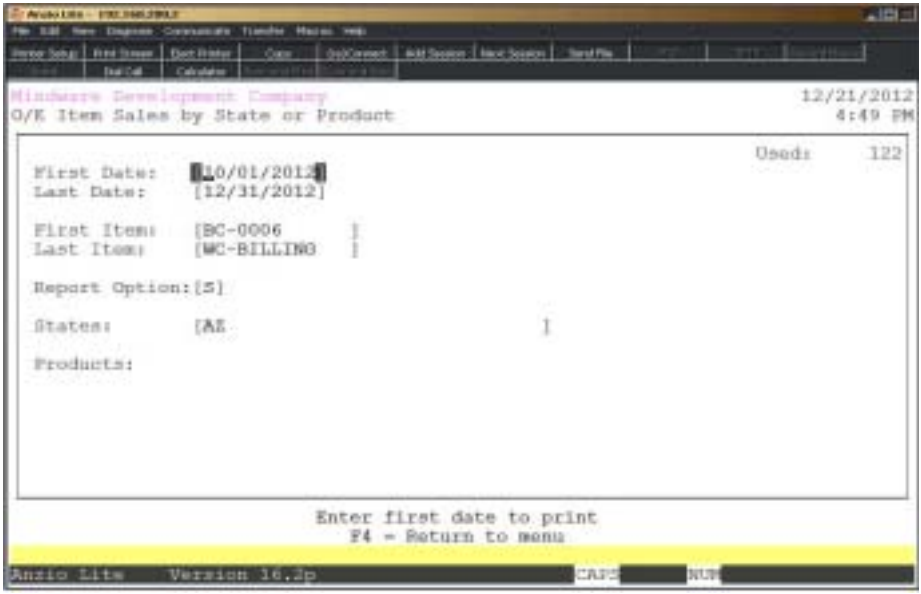
Quote Template Barcode Label Sample

```
ARC1.532                                                    0EBC40
AR-C1.532
Snail Front (Aquarium)

      $3.25
ARC1.532
AR-C1.532
Snail Front (Aquarium)

      $3.25
ARC1.545
AR-C1.545
Little Lips (Holidaze)

      $5.00
ARC1.545
AR-C1.545
Little Lips (Holidaze)

      $5.00
ARC1.598
AR-C1.598
Bone (Loopy Zoo)

      $3.50
ARC1.598
AR-C1.598
Bone (Loopy Zoo)

      $3.50
ARD1.107
AR-D1.107
Grumpy Frog (Aquarium)
```

Item Sales by State by Product

Overview

Report lists the item code and description, unit of measure, units sold, total sales and unit average per month for each item and a report total summary, by state or product.



Procedure

1. Select Item Sales by State on the Order Entry Report Menu.

2. First Date:

Type the first date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

Press **F4** to return to the Order Entry Report Menu.

3. Last Date:

Type the last date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

Press **F2** to return to the previous input field.

4. First Item:

Type the first inventory item to print and **Enter** or type **?** to display the Inventory Item Selection window.

5. Last Item.

Type the last inventory item to print and **Enter** or type **?** to display the Inventory Item Selection window.

6. Report Options:

Type S+ the Enter key to print the report by state code.

Type P+ the Enter key to print the report by product code. Go to Step 8.

7. States:

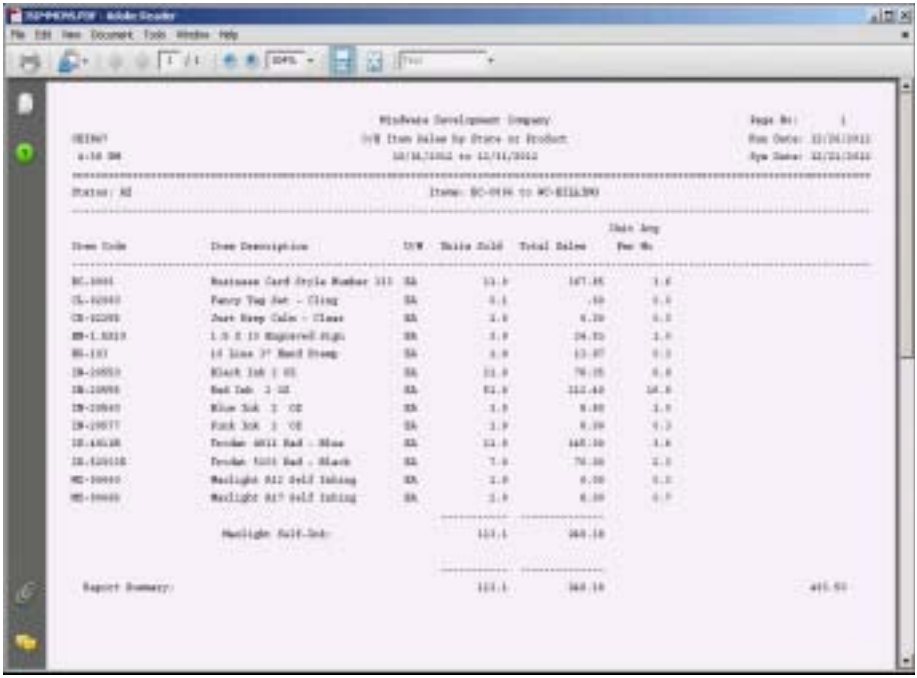
Type state code(s) to include or leave blank to print all states sales.

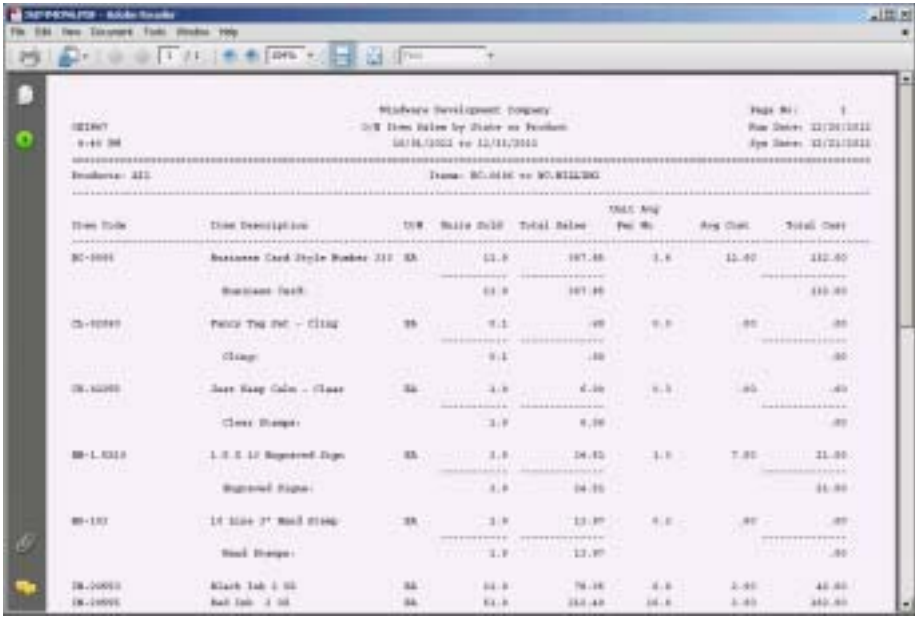
8. Products:

Type product codes to include or leave blank to print all products.

9. Select the appropriate printer for this report.

Item Sales by State or Product Report Sample

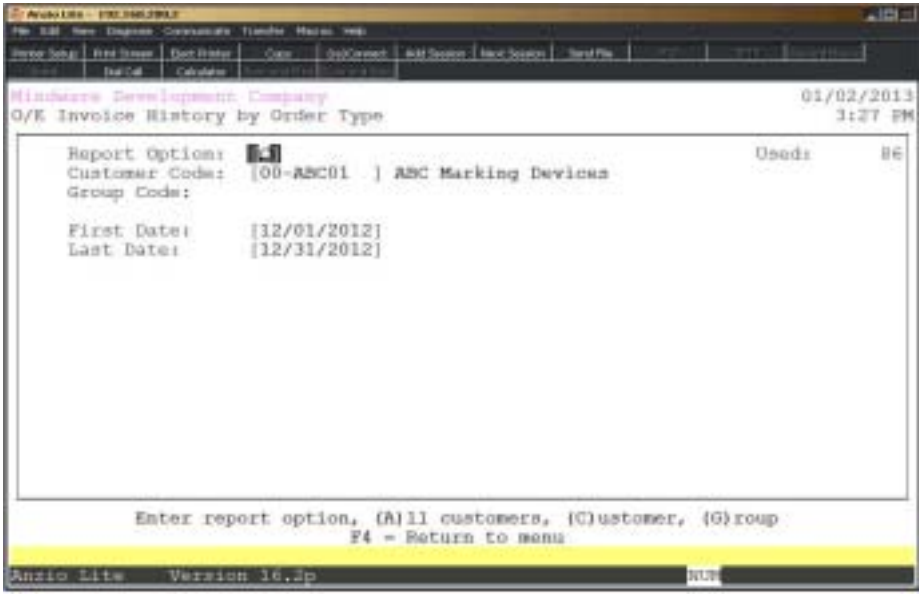




Invoice History by Order Type

Overview

Report lists the order type, order type description, number of orders and total sales for each type and a report summary of orders and sales.



Procedure

1. Select Invoice History by Order Type on the Order Entry Report Menu.

2. Report Option:

Type **A+** the **Enter** key to print all customer sales and go to Step 5.

Type **C+** the **Enter** key to print one customer's sales and go to Step 3.

Type **G+** the **Enter** key to list the sales by a group code and proceed to Step 4.

Press **F4** to return to the Order Entry Report Menu.

3. Customer Code:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to return to the previous input field.

4. Group Code:

5. First Date:

Type the first date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

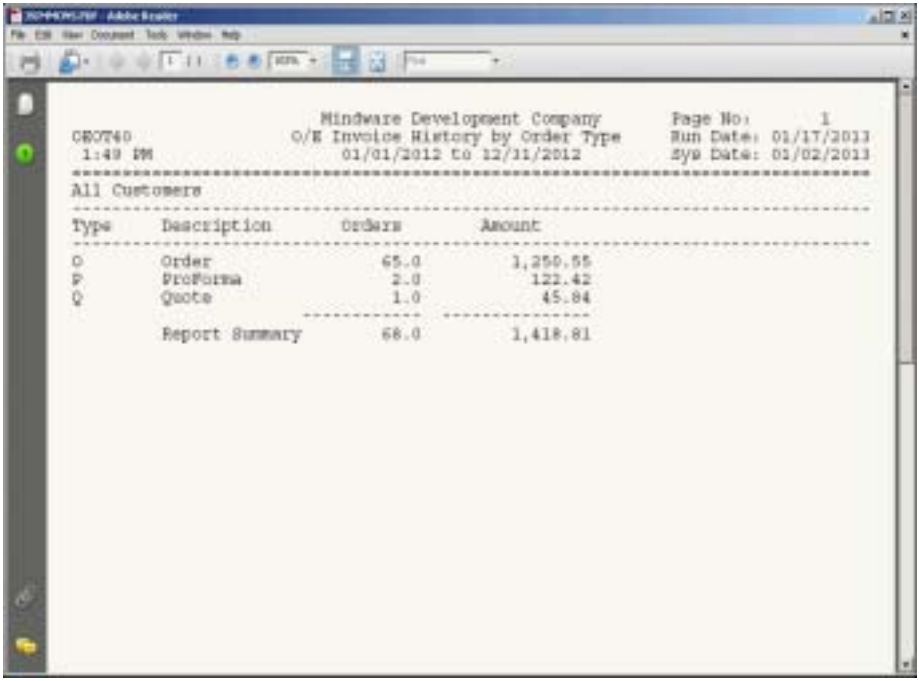
Press **F4** to return to the Order Entry Report Menu.

6. Last Date:

Type the last date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

7. Select the appropriate printer for this report.

Invoice History by Order Type Report Sample

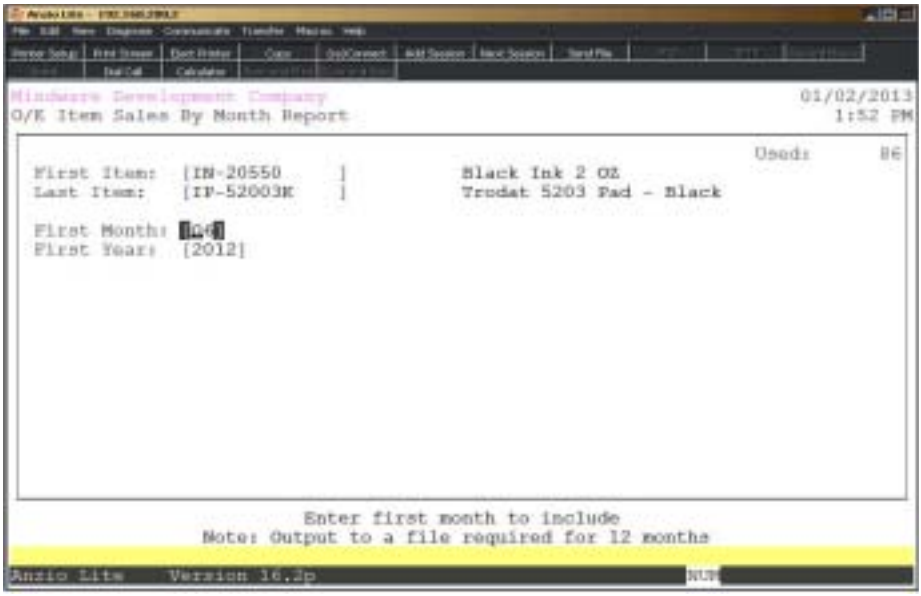


```
                          Mindware Development Company        Page No:        1
OEO740                  O/E Invoice History by Order Type     Run Date: 01/17/2013
 1:49 PM                     01/01/2012 to 12/31/2012         Sys Date: 01/02/2013
==============================================================================
All Customers
------------------------------------------------------------------------------
Type      Description        Orders        Amount
------------------------------------------------------------------------------
O         Order                 65.0        1,250.55
P         ProForma               2.0          122.42
Q         Quote                  1.0           45.84
                            ----------    ----------
          Report Summary        68.0        1,418.81
```

Item Sales by Month Report

Overview

The Item Sales by Month report lists the item code and description and sales for six months of the year entered. If you want twelve month of sales, you would need to select to print to a PDF or text file.



Procedure

1. Select Item Sales by Month Report on the Order Entry Report Menu.

2. First Item:

Type the first inventory item code to print and **Enter** or type **?** to display the Inventory Item Selection window.

3. Last Item:

Type the last inventory item code to print and **Enter** or type **?** to display the Inventory Item Selection window.

4. First Month:

Enter the first month to include on this report and **Enter**.

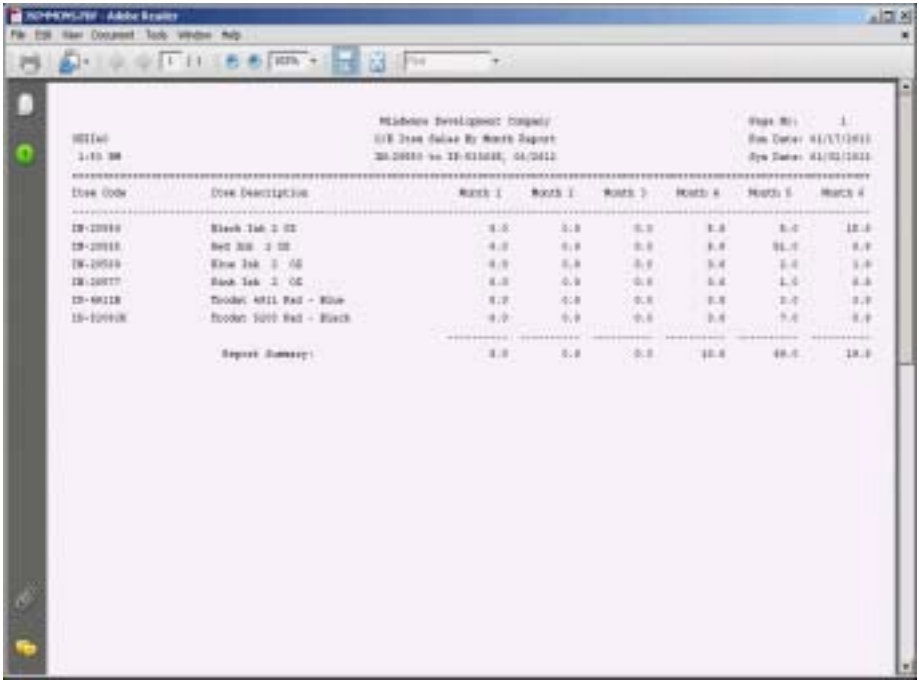
Note: Output to a file is required for twelve (12) months.

5. First Year:

Type the first year to include and **Enter**.

6. Select the appropriate printer for this report.

Item Sales by Month Report Sample

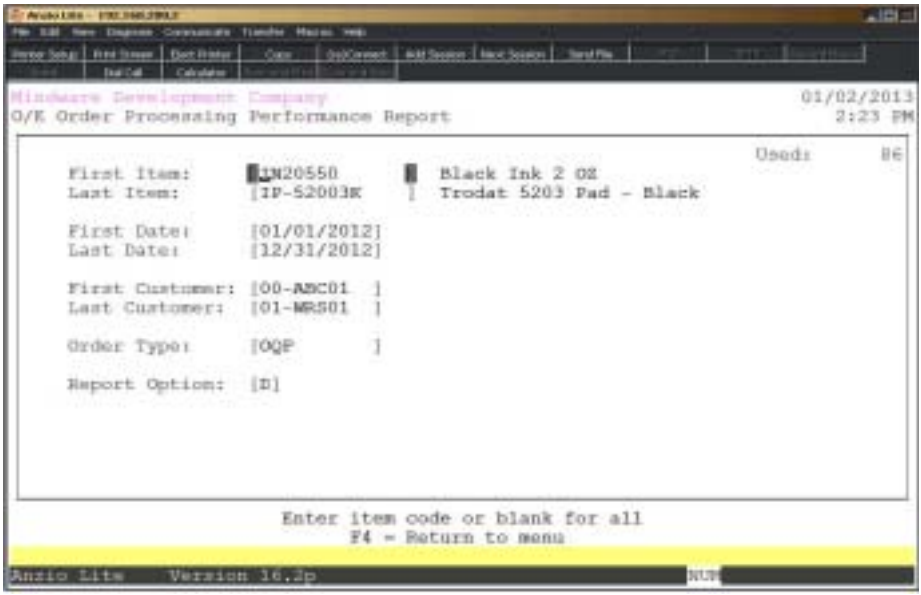


Item Code	Item Description	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
[illegible]	Black Ink 1 OZ	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Red Ink 1 OZ	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Blue Ink 1 OZ	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Black Ink 2 OZ	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Thinker 4011 Red - Blue	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Thinker 5010 Red - Black	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	Report Summary:	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Order Processing Performance Report

Overview

This report prints the processing performance on incoming orders and tracks the time from the time the order is placed to the time the order is shipped. The report lists the order number, customer code, inventory items, order date and time the order was placed and the ship date and time when the order was billed, showing the time difference.



Procedure

1. Select Order Processing Performance Report on the Order Entry Report Menu.

2. First Item:

Type the first inventory item code to print and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Order Entry Report Menu.

3. Last Item:

Type the last inventory item code to print and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. First Date:

5. Last Date:

Type the last date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

6. First Customer:

Type the first customer code to include and **Enter** or type **?** to display the Customer Code Selection window.

7. Last Customer:

Type the last customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

8. Order Type:

Type the order types to exclude from this report and **Enter**.

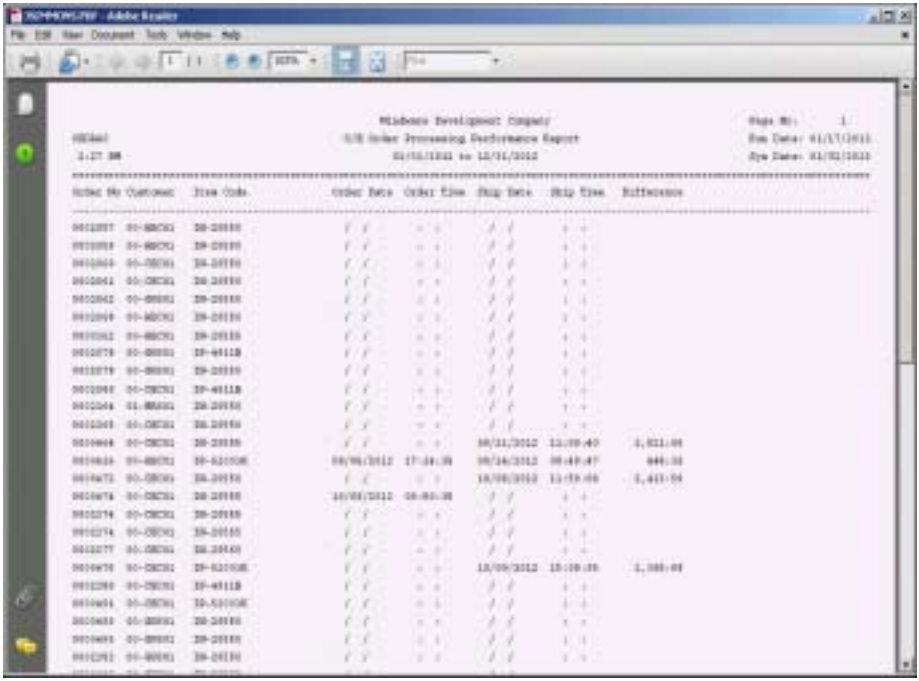
9. Report Option:

Type **D+** the **Enter** key if you want thie report to print detailed information.

Type **S+** the **Enter** key to print a report summary.

10. Select the appropriate printer for this report.

Order Processing Performance Report Sample



Open Order Ship-To Address Report

Overview

This report scans the open order file and lists all the ship-to addresses of the open orders and the inventory items that are currently on order to be shipped within a specified date range.

Procedure

1. Select Open Order Ship-To Address Report on the Order Entry Report Menu.

2. First Item:

Type the first item code to print and **Enter** or type **?** to display the Inventory Item Code Selection window.

3. Last Item:

Type the last item code to print and **Enter** or type **?** to display the Inventory Item Code Selection window.

4. First Date:

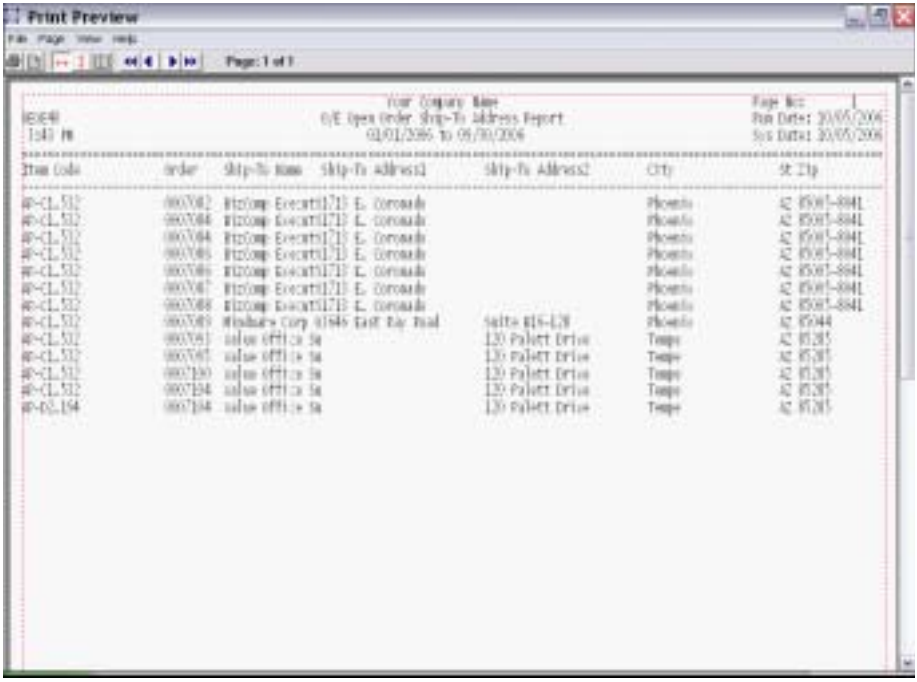
Type the first date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

5. Last Date:

Type the last date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

6. Select the appropriate printer for this report.

Open Order Ship-To Address Report Sample

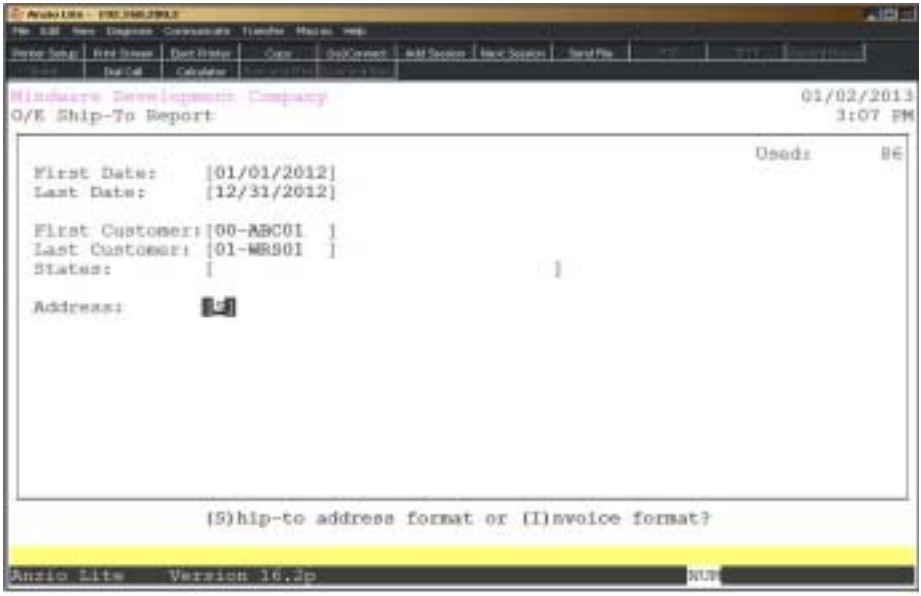


Invoice History Ship-To Report

Overview

You have a choice to print this report in two formats. The ship-to format lists the ship-to name and address from invoices shipped with a specified date and customer range. The invoice format list the invoices shipped within the same specified ranges and lists the invoice total, tax and freight.

You can select to print informtaion by various state codes or invoice format..



Procedure

1. Select Invoice History Ship-To Report on the Order Entry Report Menu.

2. First Date:

Type the first date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

3. Last Date:

Type the last date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

4. First Customer:

Type the first customer code to include and **Enter** or type **?** to display the Customer Code Selection window.

5. Last Customer:

Type the last customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

6. States:

Type the state code abbreviation of states to include and **Enter** or leave blank to print all states.

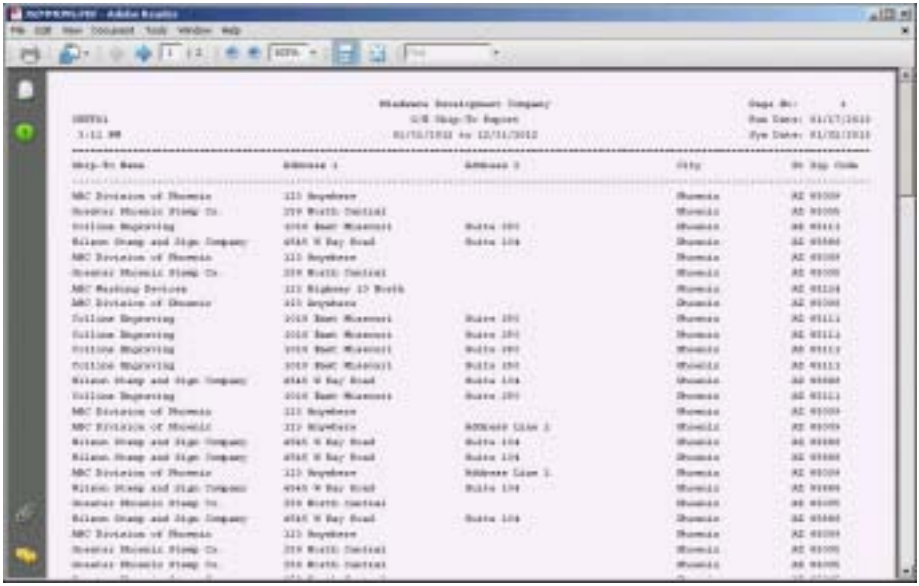
7. Address:

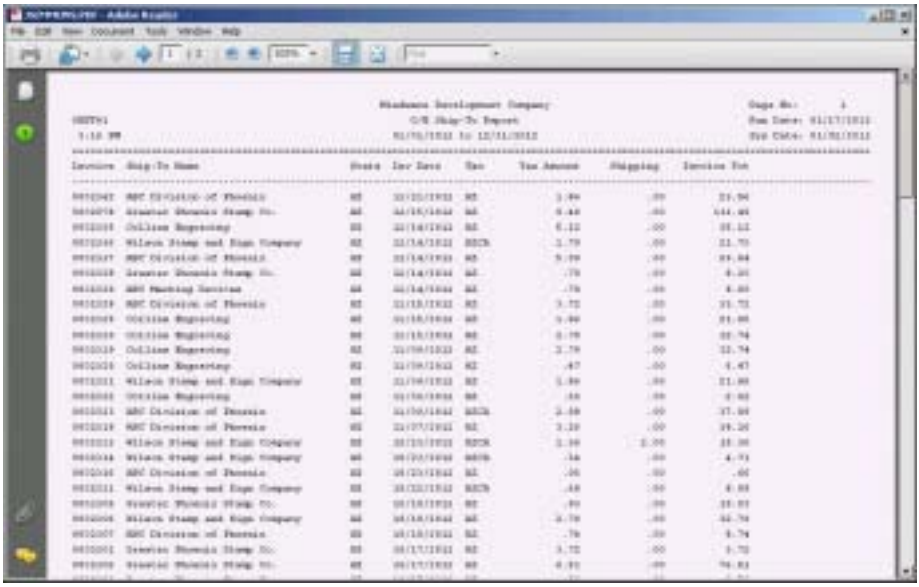
Type **S+** the **Enter** key to print the report in ship-to name format.

Type **I+** the **Enter** key to print the report in invoice format.

8. Select the appropriate printer for this report.

Invoice History Ship-To Report Samples

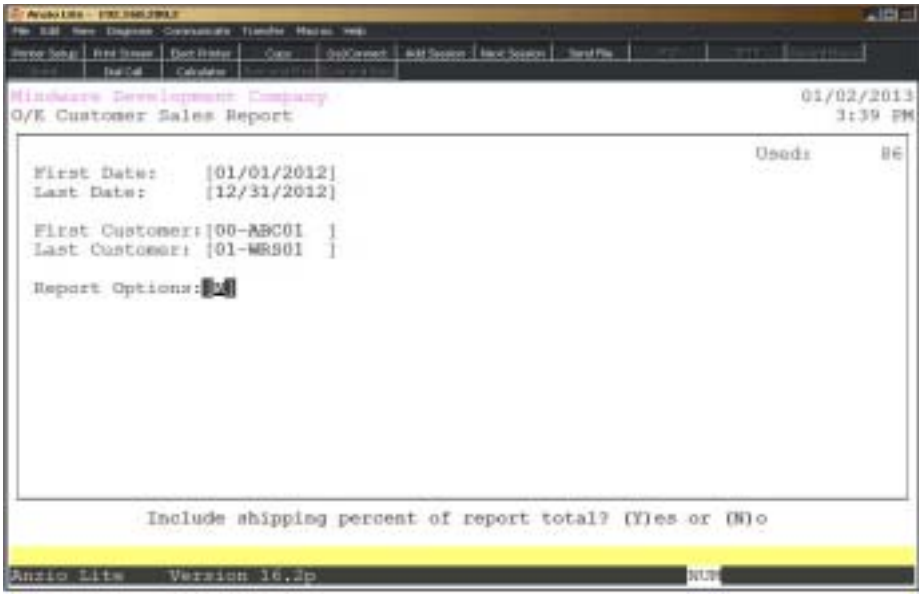




Customer Sales Report

Overview

The information for theCustomer Sales report is selected for a specific date range and an option by customer code. You have the option whether or not to calculate the percentage of sales from the report total sales.



Procedure

1. Select Customer Sales Report on the Order Entry Report Menu.

2. First Date:

Type the first date in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

3. Last Date:

Type the last date in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

4. First Customer:

Type the first customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

5. Last Customer:

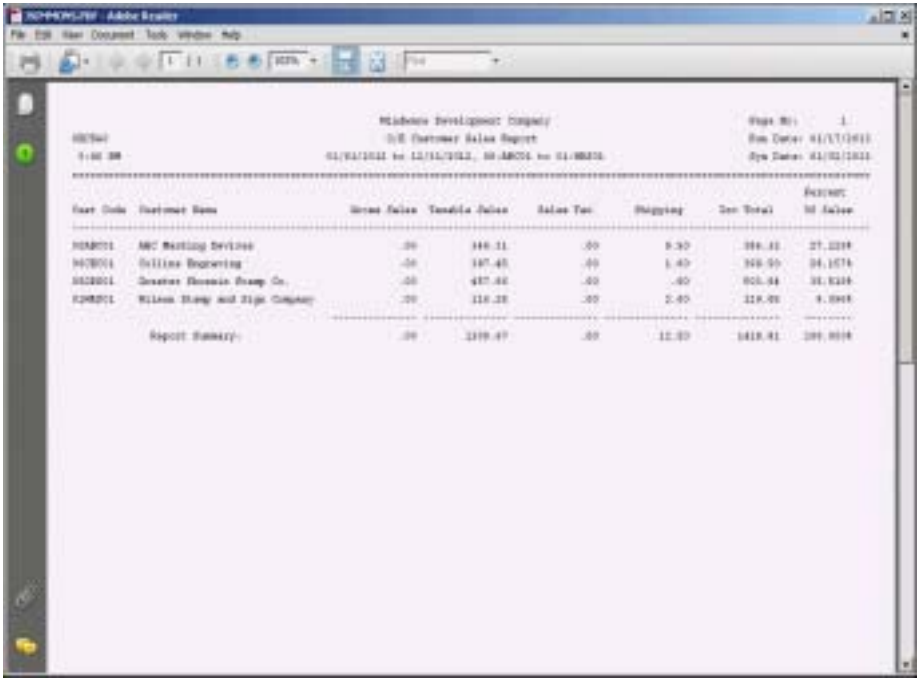
Type the last customer code to print and **Enter** or type **?** to display the Customer Code Selection window.

6. Report Option:

Type **Y+** the **Enter** key if you want to include shipping percent of sales in the report totals or accept **N** as the default.

7. Select the appropriate printer for this report.

Customer Sales Report Sample

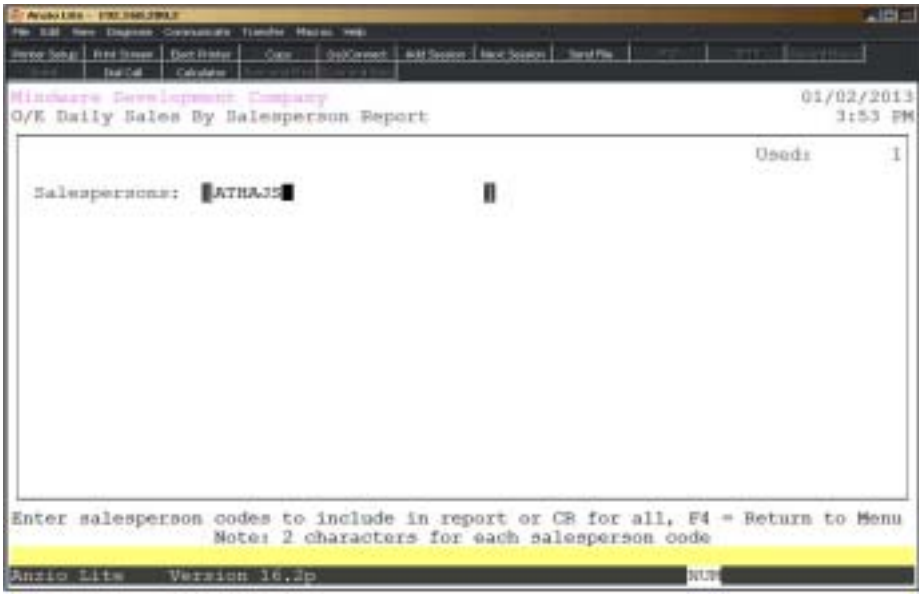


Daily Sales By Salesperson Report

Overview

The Daily Sales By Salesperson Report lists all invoices for each salesperson on the current day's billing. The printed information includes invoice number, customer code, contact name, ship-to name, item codes and descriptions, commission level, quantity ordered, quantity shipped, price of each item and the calculated extension of quantity x unit price. Sales totals are printed for each salesperson.

This report must be printed prior to closing the day with the 'Daily Sales Journal & Update' on the Order Entry System Menu.



Procedure

1. Choose Daily Sales by Salesperson Report on the Order Entry Report Menu.

2. Salespersons:

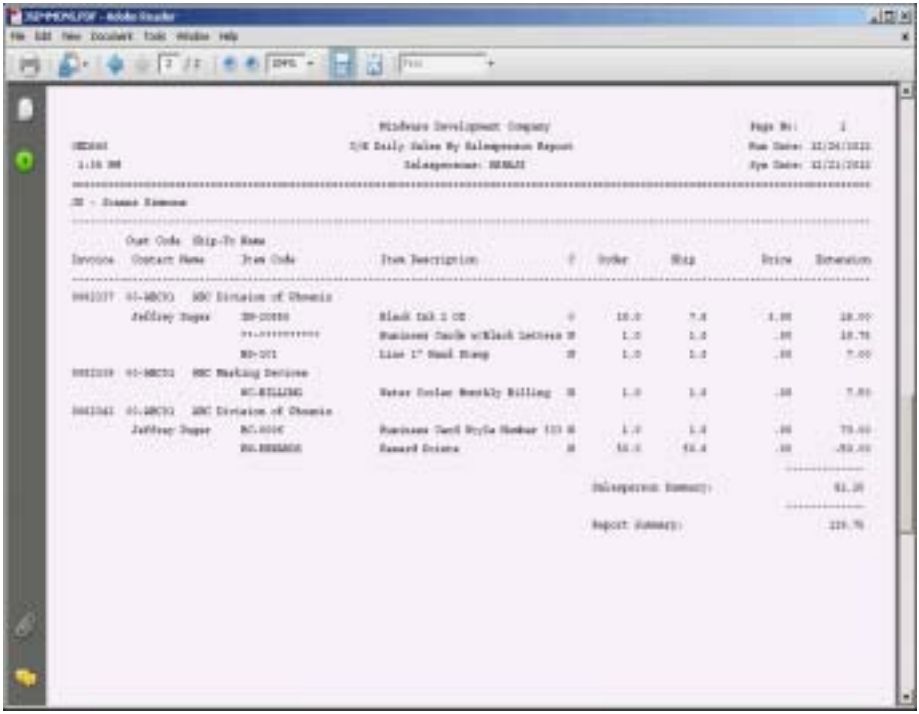
Type a valid salesperson(s) code, two (2) characters side by side, and **Enter** or type **?+** the **Enter** key to display the Salesperson Code Selection window.

Leave blank to include all salespersons.

Press **F4** to return to the Order Entry Report Menu.

3. Select the appropriate printer for this report.

Daily Sales By Salesperson ReportSample

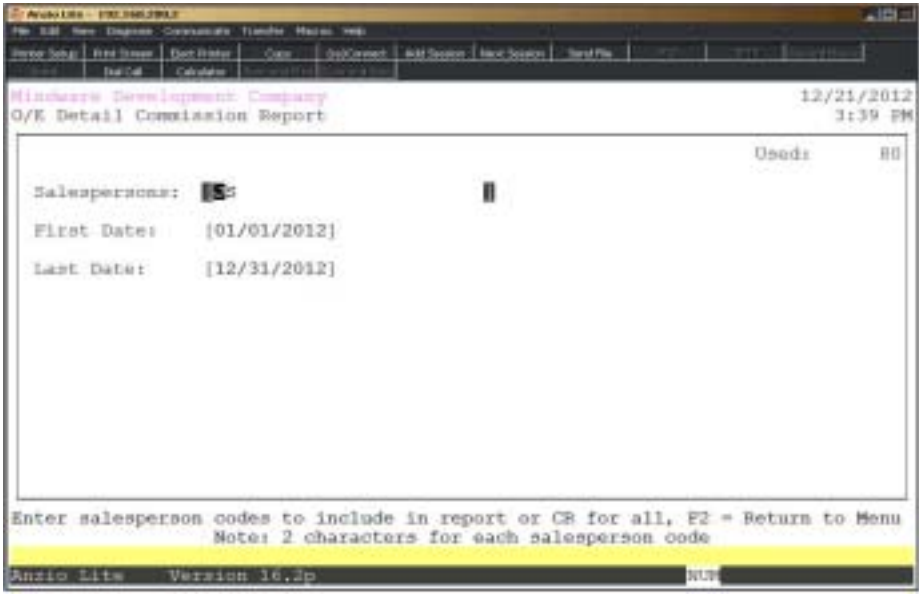


Detail Commission Report 1

Overview

The Detail Commission Report 1 is printed by salesperson, within a specified date range, from the invoice history file. The reports lists invoice number, invoice date, customer code and name, line number on the invoice, inventory item code, commission level, selling price, list price, % of list price, amount of commission and the percentage of commission.

Sales totals are by salesperson, along with sales dollars for each commission level and a report summary by commission level.



Procedure

1. Choose Detail Commission Report 1 on the Order Entry Report Menu.

2. Salespersons:

Type a valid salesperson(s) code, two (2) characters side by side, and **Enter** or type **?+** the **Enter** key to display the Salesperson Code Selection window.

Press the **Spacebar+** the **Enter** key to include all salespersons.

Press **F4** to return to the Order Entry Report Menu.

3. First Date:

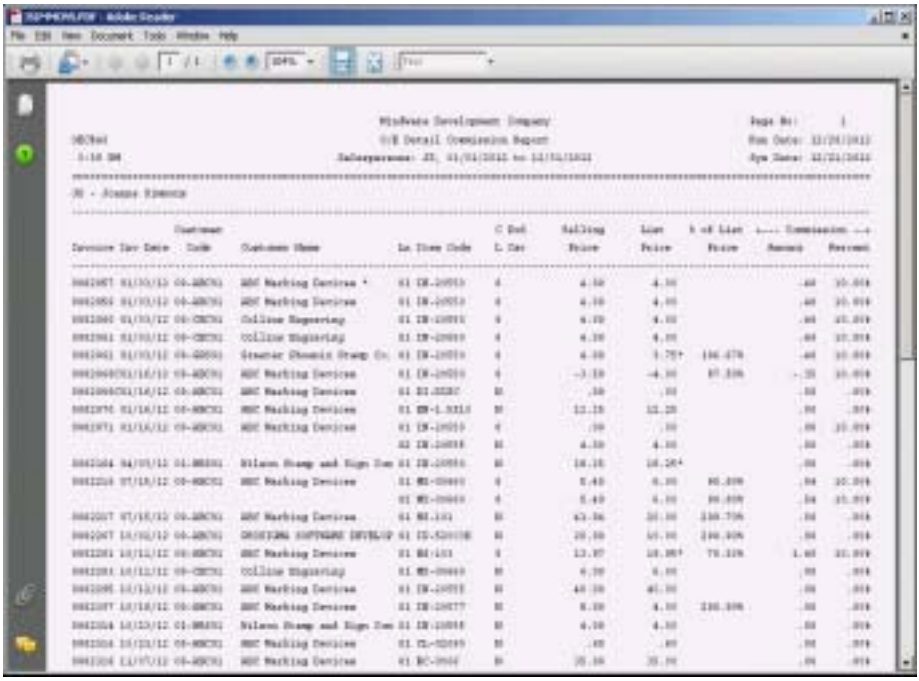
Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. End Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Select the appropriate printer for this report.

Detail Commission Report 1 Sample Report



Detail Commission Report 2

Overview

The Detail Commission Report 2 is printed by salesperson, within a specified date range, from the invoice history file. This report can be printed by three different options: (C)ustom (N)ormal or (S)ummary. The normal report lists invoice number, invoice date, customer code and name, inventory item code and description, commission level, selling price, the percentage of commission and commission amount for each invoice. The custom format lists the selling price of each item, the cost of each item, the profit, a custom percentage factor and the amount of commission. The summary report is a one line summary for each invoice listing invoice number and date, customer code and name, invoice amount, percent of commission and commission amount.

Sales totals are by salesperson and reflects total dollars for all invoices listed on this report.

Procedure

1. Choose Detail Commission Report 2 on the Order Entry Report Menu.

2. Salespersons:

Type a valid salesperson(s) code, two (2) characters side by side, and **Enter** or type **?+** the **Enter** key to display the Salesperson Code Selection window.

Press the **Spacebar+** the **Enter** key to include all salespersons.

Press **F4** to return to the Order Entry Report Menu.

3. First Date:

Type the first invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. End Date:

Type the last invoice date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Report Format:

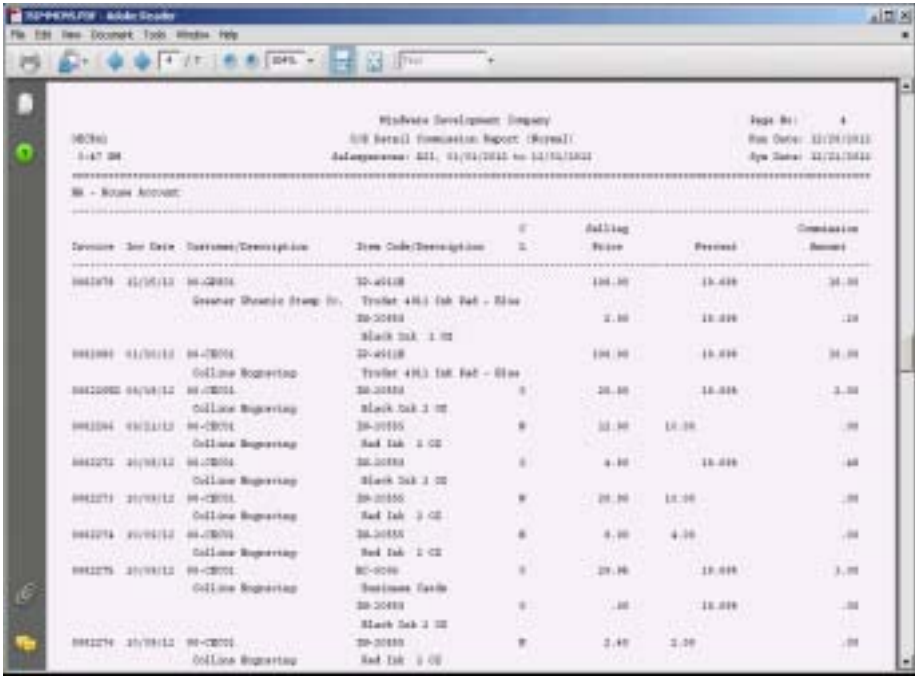
Type **C+** the **Enter** key to print this report in custom format. Custom format uses fixed percentages of commission on total sales.

Type **N+** the **Enter** key to print this report in normal format. Normal format lists the commission for each level 0-9.

Type **S+** the **Enter** key to print this report in summary format only.

6. Select the appropriate printer for this report.

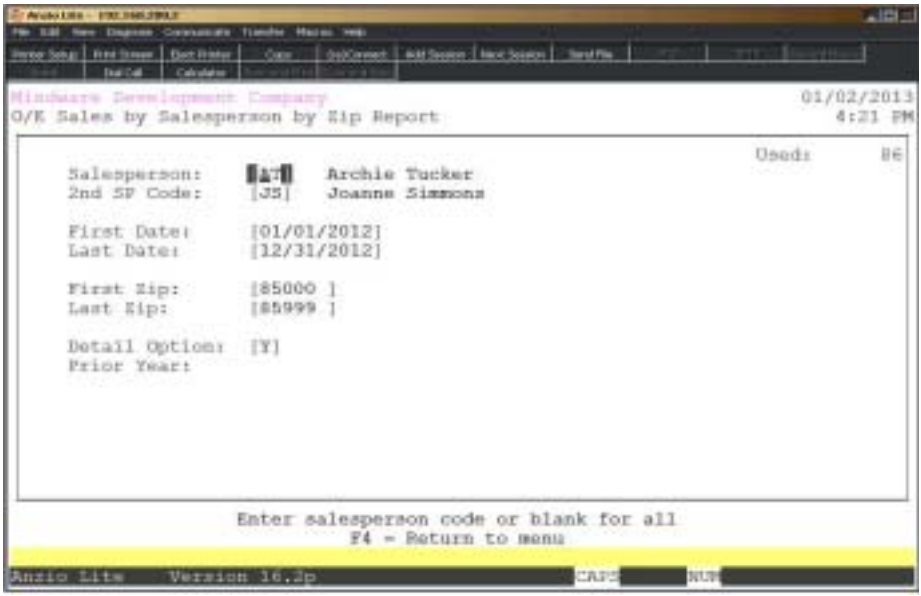
Detail Commission Report 2 Report Sample



Sales by Salesperson by Zip

Overview

Report lists the salesperson, zip code, customer code and name, city, state, customer type, year-to-date sales and prior year sales with option to include invoice detail.



Procedure

1. Select Sales by Salesperson by Zip on the Order Entry Report Menu.

2. Salsesperson:

Type the first salesperson code and **Enter** or type **?** to display the Salesperson Selection window.

Press **F4** to return to the Order Entry Report Menu.

3. 2nd SP Code:

Type the last salesperson code and **Enter** or type **?** to display the Salesperson Selection window.

> *Note: The second salesperson code will display if the number of salespersons per invoice is set to two in the O/E Invoice Parameters on the O/E Defintion Menu.*

Press **F2** to return to the previous input field.

4. First Date:

Type the first date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

5. Last Date:

Type the last date to print in MMDD format and **Enter**. No dashes or slashes are required. System will insert the current year.

6. Frist Zip:

Type the first zip code to include and **Enter**.

7. Last Zip:

Type the last zip code to include and **Enter**.

8. Detail Option:

Type **Y+** the **Enter** key if you want to include invoice detail. Go to Step 10.

9. Prior Year:

Type **Y+** the **Enter** key to include prior year sales.

Type **N+** the **Enter** key to exclude prior year sales.

10. Select the appropriate printer for this report.

Sales by Salesperson by Zip Report Sample

5

ORDER ENTRY OPTIONS MENU

- Misc Code Maintenance
- Terms Code Maintenance
- Add Item Master
- Add Customer
- Quote Template
- Salesperson By Zip Code
- Bin Maintenance
- Status Code Maintenance
- Order Type Maintenance
- Ship Via Maintenance
- Delivery Route Maintenance

Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to continue the display. Press **F4** to return to the Accounts Receivable Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F10** to exit the calculator program and return to the Accounts Receivable Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Chart Of Accounts

The General Ledger Chart of Accounts displays on the screen. Press the **Enter** key to continue the display or enter an account number to advance the display forward or backward. Press **F4** to return to the Accounts Receivable Options Menu.

Customers

You can look at specific information about a customer(s) using the Customer Master display. You can advance the display by entering a customer code or a few letters of the customer code. The detail option allows you to display the customer name and

address, telephone number, date account opened, last sold and payment dates, customer type, location, credit code, aging fields for current account balance, year-to-date and prior year sales and whether or not a specific customer gets a statement during month-end processing.

Customer By Name

The Customer By Name displays the customer masterfile in alpha sort order. You can advance the display by entering a customer code or a few letters of a customer code. The same information is displayed as in the Customer Master display but there are additional sort options by (C)ustomer, (A)lpha, (P)hone, (L)ocation, (S)tate, (F)ind with search options by name or contact name.

Item Master

You can view inventory item codes and their descriptions, the unit of measure of each and the unit (selling) price. Press F3 to view all of the item status detailed information or F1 to start the display with a specific category.

Misc Codes

You use miscellaneous codes to insert messages or charges on orders and invoices that you would otherwise have to enter manually. You might create the code H for handling charges, D for delivery charges, etc. When you enter the code during order/invoice entry, the system will automatically insert the code description and account distribution, allowing you to enter the amount of the charge.

Terms Codes

Terms Code Maintenance allows you to establish terms that you have with your customers and then be assigned to each order during 'Order Data Entry' and 'Invoice Data Entry' in the Order Entry module. The terms code is defaulted from the Customer Masterfile. Terms codes can be linked to deposits for 'Cash Receipts Data Entry'.

Salesperson Dsp

Salesperson Maintenance allows you to view salespersons code and name.

Orders

You can view the open orders that have not yet been converted to an invoice. The display reflects the order number, customer, order date, salesperson, terms code and the amount of the order. Press F3 to view the order header information.

Orders By Cust

You can view the open orders that have not yet been converted to an invoice. The display reflects the order number, customer name, operator code, order date, release number and the total amount of each order. Press F1 to see the header detail for each order or press F3 to search the orders by order number, customer, purchase order number, release number, ship date or product text.

Invoices

You can view invoices that are waiting to be billed and updated to the customer accounts. The display reflects the invoice number, customer name, purchase order number, invoice amount, order number and order date. Press F2 to summarize the day's business by number of invoices, units shipped, total cost, total of day's invoices and the dollar amount of profit. Press F3 to search the orders by customer or order number.

Dist Codes

Distribution codes are displayed from the Inventory Control module. Each inventory item is assigned a distribution code and each code has General Ledger account numbers to post transactions for receipts, issues, adjustments, physical count and sales.

Tax Code Display

Tax codes are displayed in tax code order, displaying the tax code description, whether freight is taxable and the percent of tax.

Add Item Master

You have the option to add new inventory item numbers from the options menu in a shortened form without having to enter all of the item information in Item Masterfile Maintenance.

Add Customer

The Add Customer program allows you to enter a new customer without having to go to the customer masterfile in Accounts Receivable. You can use this feature during order/invoice data entry. The information necessary to create a customer record is customer code, name and address, telephone and facsimile numbers, terms code, tax code, salesperson(s) code, customer type and discount level.

Quote Template

Quote templates can be set up and inserted into an order/invoice. Templates are assigned a template code, inventory item codes and a quantity for each.

SP By Zip Code

Each salesperson can be assigned multiple zip codes to be used in association with the Zip Code Tax Table. If you have two salespersons per invoice, you can assign a priority code per zip code.

Bin Maintenance

Bin locations are used in association with the Production Control module. Bin numbers are assigned by ship via codes. Locations are assigned by customer code and order number. Bin numbers can have a status of (A)vailable, (O)ccupied, (S)ingle or on (H)old. You can also view the inventory items that are assigned to each bin number.

Status Code Maintenance

Staus codes are used for reporting. Examples would be OE-order entry, OH-on hold, SH-shipping, etc.

Order Audit

Displays an audit trail of what users edit or delete orders and quotes. Lists the date, time, event type, event description and user ID.

Order Type

Each order can be assigned an order type code in the open order file. Order types can be (O)rder, (Q)uote, (X)stamper, (M)iscellaneous, etc. Various reports on the system can be sorted by order type.

Ship Via Mnt

Ship Via codes are listed on the screen by code and description. Ship via codes can be UG-UPS Ground, FX-Federal Express, etc. Route codes, number of labels and a shipping charge can be associated with a ship via code.

Delivery Route Mnt

Delivery route invoices are written to this file during 'Daily Sales Journal & Update' by route code. Printouts of delivery routes can be given to a delivery personnel so they will know where to deliver your product. After delivery the invoices can be purged for the next batch of invoices.

Inv Gen Lookup

Displays all of the customers sequence numbers that are set up using Invoice Generation Maintenance on the Invoice Generation Menu.

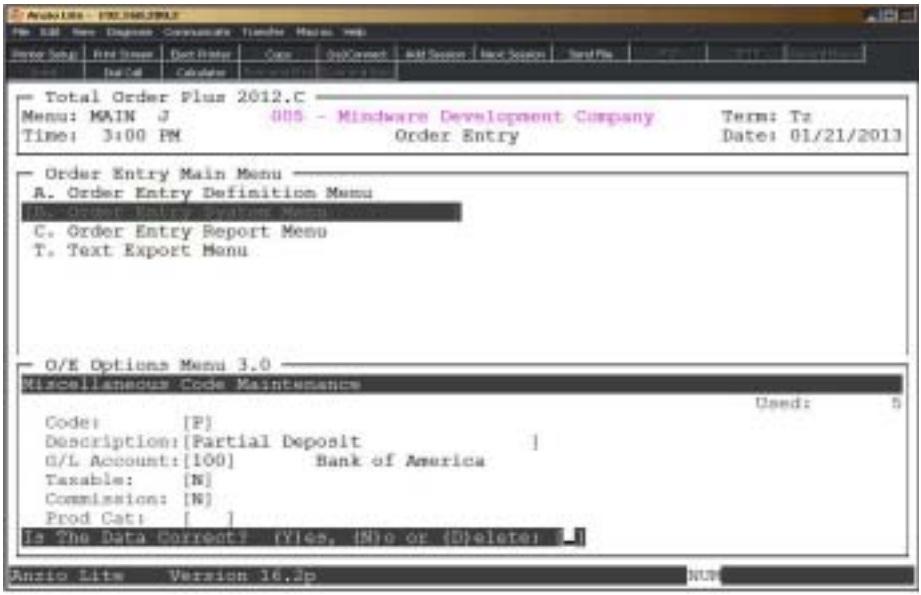
Invoice History

Invoice history is displayed in customer code order. You have an option to sort by invoice number, customer code, order number, invoice date and product text. The display lists the invoice number, customer name, invoice date, order number and the amount of each invoice. Additional search options are by lines of text and purchase order number.

Miscellaneous Code Maintenance

Overview

You use miscellaneous codes to insert messages or charges on orders and invoices that you would otherwise have to enter manually. You might create the code H for handling charges, D for delivery charges, etc. When you enter the code during order/invoice entry, the system will automatically insert the code description and account distribution, allowing you to enter the amount of the charge. You can set up codes to use just for messages, such as, 'Thank You For Your Order', 'Please Note Our New Mailing Address', etc.



Procedure

1. Choose Miscellaneous Code Maintenance on the Order Entry Options Menu.

Press the **Enter** key to scroll through the miscellaneous code display or type a miscellaneous code to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the miscellaneous codes to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Order Entry Options Menu.

2. Code:

Type a one (1) character alpha-numeric code and **Enter**.

Press **F2** to display the miscellaneous codes.

Press **F4** to return to the Order Entry Options Menu.

3. Description:

Type up to a thirty (30) character code description and **Enter**.

4. G/L Account:

Press the **Enter** key if this miscellaneous code is a message and not a charge item. Go to Step 7.

Type a valid account number and **Enter** or type **?** to display the Account Number Selection window.

Press **F2** to return to the previous input field.

5. Taxable:

Type **Y+** the **Enter** key to calculate sales tax on this charge.

Type **N+** the **Enter** key if this charge is not taxable.

6. Commission:

Type **Y+** the **Enter** key to calculate salesperson's commission on this charge.

Type **N+** the **Enter** key if this charge is not subject to commission.

7. Product Category:

Type a valid product category code and **Enter** or type **?** to display the Product Category Code Selection window.

Press the **Enter** key to leave this field blank.

8. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the data is correct and return to Step 2.

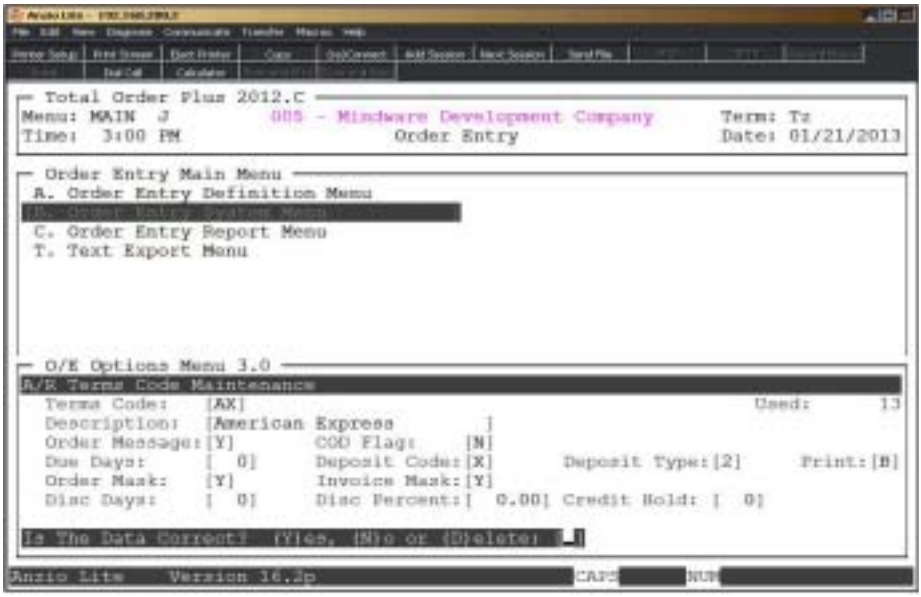
Type **N** to edit the information and return to Step 3.

Type **D** to remove this code from the system. Go to Step 2.

Terms Code Maintenance

Overview

Terms Code Maintenance allows you to establish terms that you have with your customers and then be assigned to each order during 'Order Data Entry' and 'Invoice Data Entry' in the Order Entry module. The terms code is defaulted from the Customer Masterfile. Terms codes can be linked to deposits for 'Cash Receipts Data Entry'.



Procedure

1. Choose Terms Code Maintenance on the Order Entry Options Menu.

Press the **Enter** key to scroll through the terms code display or type a terms code to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the terms code to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Order Entry Options Menu.

2. Terms Code:

Type up to a two (2) character terms code and **Enter** or type **?** to display the Terms Code Selection window.

Press **F2** to display the existing terms codes.

3. Description:

Type up to a twenty-eight (28) character terms code description and **Enter**.

Press **F2** to return to the previous input field.

4. Order Message:

Type **Y+** the **Enter** key if you want to print the 'Please Pay From Invoice' message on order form/packing list.

Type **N+** the **Enter** key not to print this message.

5. COD (Y/N):

Type **Y+** the **Enter** key if this terms code is COD else type **N+** the **Enter** key if this terms code is not COD.

6. Due Days:

Type the number of days until due and **Enter**.

Note: If this terms code does not apply to a deposit code, proceed to Step 8.

7. Deposit Code:

Type a deposit code and **Enter**.

Note: Deposit codes can be user defined and should correlate with the type of deposit. For example, V-Visa, M-Mastercard, etc.

8. Deposit Type:

Type a deposit code type and **Enter**.

Note: Deposit types can be 0-cash, 1-checks, 2-credit cards, etc.

9. Print:

Type **O+** the **Enter** key to print the payment information on the order.

Type **I+** the **Enter** key to print the payment information on the invoice.

Type **B+** the **Enter** key to print the information on both the order and invoice.

Type **N+** the **Enter** key not to print payment information on either the order or invoice.

Note: Payment information will be stored in the invoice history file.

10. Order Mask:

Type **Y+** the **Enter** key if you want to print only the last four characters of the customer's credit card number on their orders.

11. Invoice Mask:

Type **Y+** the **Enter** key if you want to print only the last four characters of the customer's credit card number on their invoices.

12. Discount Days:

Type the number of days due for a discount and **Enter**.

13. Discount Percent:

Type the percent of discount and **Enter**.

14. CH Days:

Type the number of credit hold days and **Enter**.

15. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data and return to Step 2.

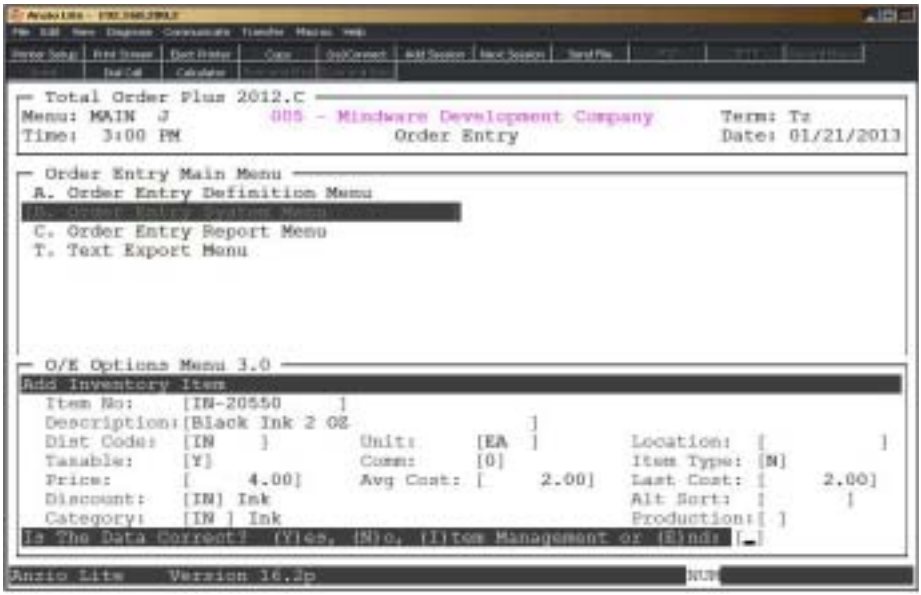
Type **N** to edit the data and return to Step 3.

Type **D** to remove this terms code from the system. Go to Step 2.

Add Item Master

Overview

The Add Item Master allows you to enter inventory items in a shortened form without having to access the Item Masterfile. You can also edit information on an existing inventory item.



Procedure

1. Choose Add Item Master on the Order Entry Options Menu.

2. Item No:

Type a new inventory item and **Enter**. Go to Step 3.

Type **?+** the **Enter** key to select an existing item in the Item Code Selection window. Go to Step 16.

Press **F4** to return to the Inventory Control Options Menu.

3. Is This A New Item? (Y)es or (N)o:

Type **Y** to set up a new item in the Item Masterfile.

Type **N** to return to Step 2.

4. Description:

Type up to a thirty (30) character item description and **Enter**.

5. Dist Code:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window.

Press **F2** to return to the previous input field.

6. Unit:

Press the **Enter** key to accept the default of EA or type up to a four (4) character unit of measure and **Enter** (i.e. Ea, Box, etc.).

7. Location:

Type the physical location of this inventory item and **Enter**.

Note: This field is used as a sort option when processing a physical inventory.

8. Taxable:

Type **Y+** the **Enter** key if this is a taxable item.

Type **N+** the **Enter** key if you do not want tax calculated on this item.

9. Commission:

Type a commission level (0-9 or N) and Enter.

10. Item Type:

Type **Y+** the **Enter** key if this item is to be used for pricing only.

Type **N+** the **Enter** key if this item is to be tracked in inventory.

Type **K+** the **Enter** key if this is a kit item (finished good).

11. Price:

Type the dollar amount of the selling price and **Enter**.

12. Avg Cost:

Type the dollar amount of the average cost and **Enter**.

Note: The average cost is calculated during the 'Transaction Data Entry Register/Update' on the Purchase Order system or on the 'Transaction Data Entry Register/Update' on the Inventory Control System Menu.

13. Last Cost:

Type the last cost dollar amount and **Enter**.

Note: The last cost is automatically updated by the Purchase Order system and is displayed on the screen during 'Purchase Order Data Entry'.

14. Discount:

Type a two (2) character discount class and **Enter or** type **?** to display the Discount Class Selection window.

15. Alt Sort:

Enter the alternate sort key for this item and **Enter**, if applicable.

16. Category:

Type up to a three (3) character product category and **Enter** or type **?** to display the Product Category Selection window.

17. Production:

Type **1+** the **Enter** key if this item is produced in house.

Type **2+** the **Enter** key if this item is produced by an outside source.

Type **3+** the **Enter** key if this item is a stock item.

Type **4+** the **Enter** key if this item is a special order.

18. Is The Data Correct? (Y)es, (N)o, (I)tem Management or (E)nd:

Type **Y** if the data is correct and return to Step 2.

Type **N** to edit the data and return to Step 4.

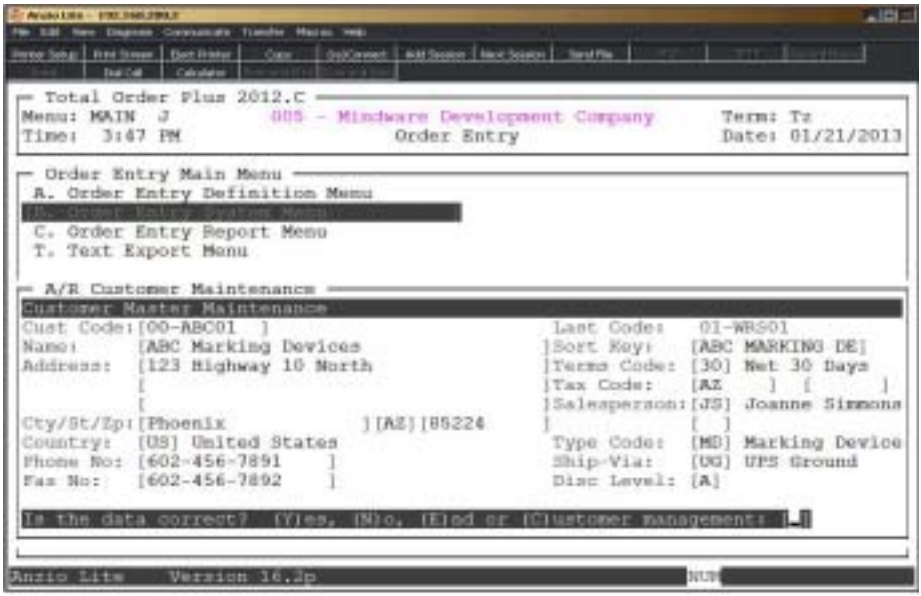
Type **I** to display the Item Management Sub-Menu.

Type **E** to return to the Inventory Control Options Menu.

Add Customer Maintenance

Overview

The Add Customer program allows you to enter a new customer in a shortened format. This program is activated during 'Order Data Entry' and 'Invoice Data Entry' in the Order Entry module. When you are entering an order/invoice and you input a customer code that is not set up in the customer masterfile, the system displays the Add Customer input screen. It will also allow you to edit limited information on existing customers.



Procedure

1. Choose Add Customer on the Order Entry Options Menu.

2. Cust Code:

Type a new customer code and **Enter** or type **?** to display existing customers.

3. Name:

Type up to a twenty-four (24) character customer name and **Enter**.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to return to the Accounts Receivable Options Menu.

4. Sort Key:

Press the **Enter** key to accept the sort key displayed by the system or type up to an eight (8) character sort key and **Enter**.

Press **F2** to return to the previous input field.

5. Address 1:

Type the customer address line one and **Enter**. Address can be up to thirty-five (35) characters.

6. Address 2:

Type the customer address line two and **Enter**. Address can be up to thirty-five (35) characters.

7. Address 3:

Type the customer address line three and **Enter**. Address can be up to thirty-five (35) characters.

8. City:

Type the name of the city up to fourteen (14) characters and **Enter**.

9. State:

Type the abbreviation for this state and **Enter**.

10. Zip:

Type the zip code for this city and **Enter**.

11. Phone No:

Type the telephone number (including area code) for this customer and **Enter**. No dashes or slashes or required.

12. Fax No:

Type the facsimile number (including area code) for this customer and **Enter**. No dashes or slashes or required.

13. Terms Code:

Type a valid terms code and **Enter** or type **?** to display the Terms Code Selection window.

14. Tax Code:

Type a valid tax code and **Enter** or type **?** to display the Tax Code Selection window

15. Salesperson:

Type a valid salesperson code and **Enter** or type **?** to display the Salesperson Code Selection window

Note: Repeat Step 14 if parameters are set for two salespersons per invoice.

16. Type Code:

Type a two (2) character customer type code and **Enter** or type **?** to display the Customer Type Code Selection window.

17. Ship-Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

18. Disc Level:

Type a discount level code A-L and **Enter** or press the **Spacebar** if a level is not required.

19. Is The Data Correct? (Y)es, (N)o or (C)ustomer Management:

Type **Y** to accept the new customer. Go to Step 2.

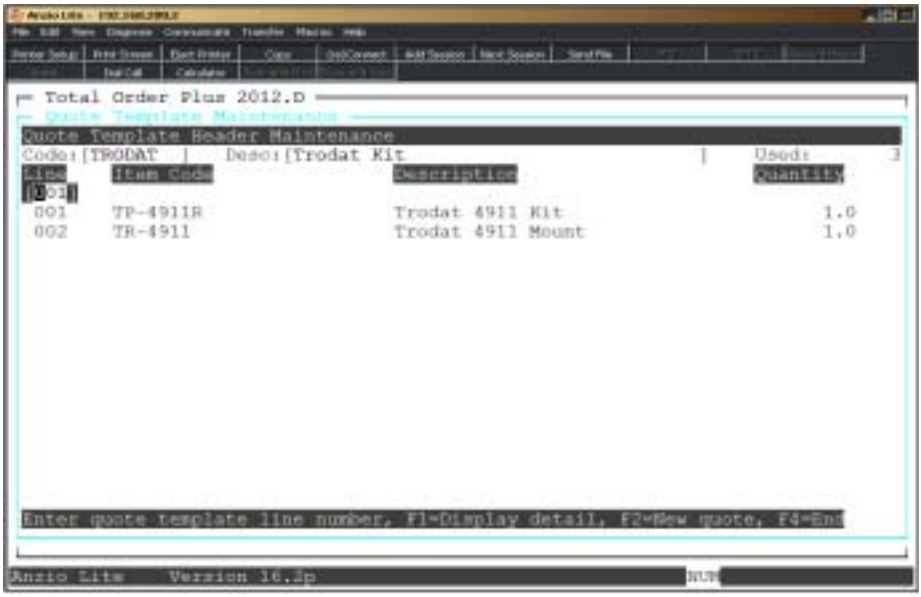
Type **N** to edit the information. Go to Step 3.

Type **C** to display the Customer Management Sub-Menu on the Customer Masterfile.

Quote Template Maintenance

Overview

A quote template can be inserted into an order and automatically create the line item detail records. Templates are used for repetitive ordering where all of the lines items are usually the same for each order. The template consists of the inventory code and item description and the quantity ordered. Templates are inserted in the order type field in order/invoice data entry.



Procedure

1. Choose Quote Template on the Order Entry Options Menu.

Press the **Enter** key to continue to display quote templates or enter a template code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the order templates to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Order Entry Options Menu.

2. Code:

Type a new quote template code and **Enter**.

3. Description:

Type up to a thirty-five (35) character description and **Enter**.

4. Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elete:

Type **Y** if the information is correct.. Go to Step 2.

Type **N** to edit the description. Go to Step 3.

Type **C** to copy the template to another template. You will be prompted for the new template name.

Type **D** to remove the template from the system. Go to Step 2.

5. Line:

Press the **Enter** key to accept the line number assigned by the system or type a line **number+** the **Enter** key to edit an existing line number.

Press **F1** to display the inventory line items for this template.

Press **F2** to end template input and return to Step 2.

6. Item Code:

Type a valid inventory item code and **Enter** or type **?** to display the Item Code Selection window.

7. Quantity:

Type the quantity for this item and **Enter**.

Type **?+** the **Enter** key to display the system calculator.

Press **F2** to return to the previous input field.

8. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the information is correct.. Go to Step 5.

Type **N** to edit the line item. Go to Step 6.

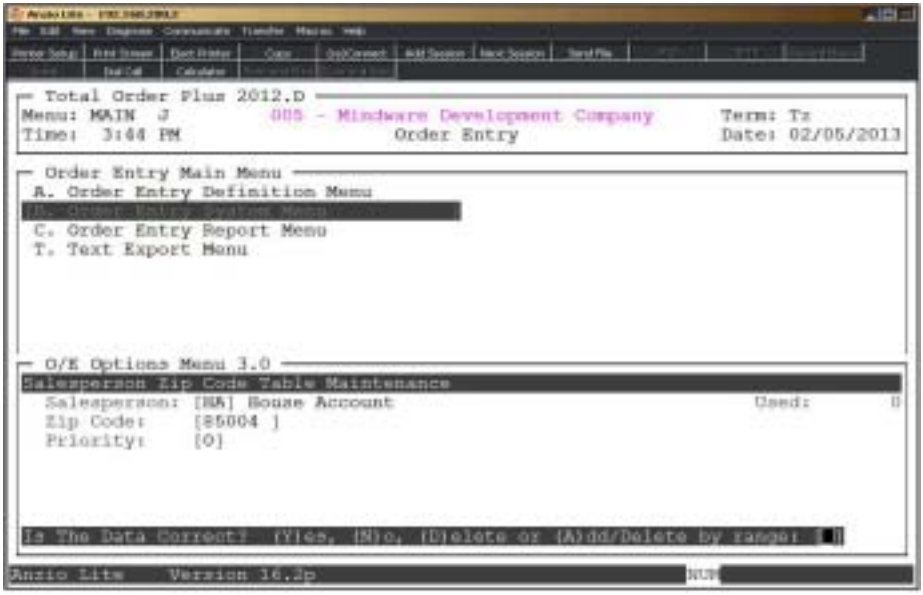
Type **D** to remove the line item from the system. Go to Step 5.

Salesperson By Zip Code Maintenance

Overview

The Salesperson By Zip Code Maintenance allows you to set up salesperson's codes that are associated with more than one zip code, allowing a primary and a secondary salesperson when your system is set for two salespersons per order/invoice.

This is used in conjunction with 'Zip Code Table Maintenance' on the Accounts Receivable Definition Menu.



Procedure

1. Choose Salesperson By Zip Code Maintenance on the Order Entry Options Menu.

Press the **Enter** key to continue to display salesperson and zip codes or enter a salesperson code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the salesperson codes to a printer. Select the appropriate printer for this report.

Press **F3** for an option to sort by salesperson or zip code.

Press **F4** to return to the Order Entry Options Menu.

2. Salesperson:

3. Zip Code:

Type a zip code for this salesperson and **Enter**.

4. Priority:

Type 0 if this salesperson is the primary salesperson or type 1 if this is a secondary salesperson.

5. Is The Data Correct? (Y)es, (N)o, (D)elete or (A)dd/Delete Range:

Type **Y** if the information is correct. Return to Step 2.

Type **N** to edit the priority code. Go to Step 4.

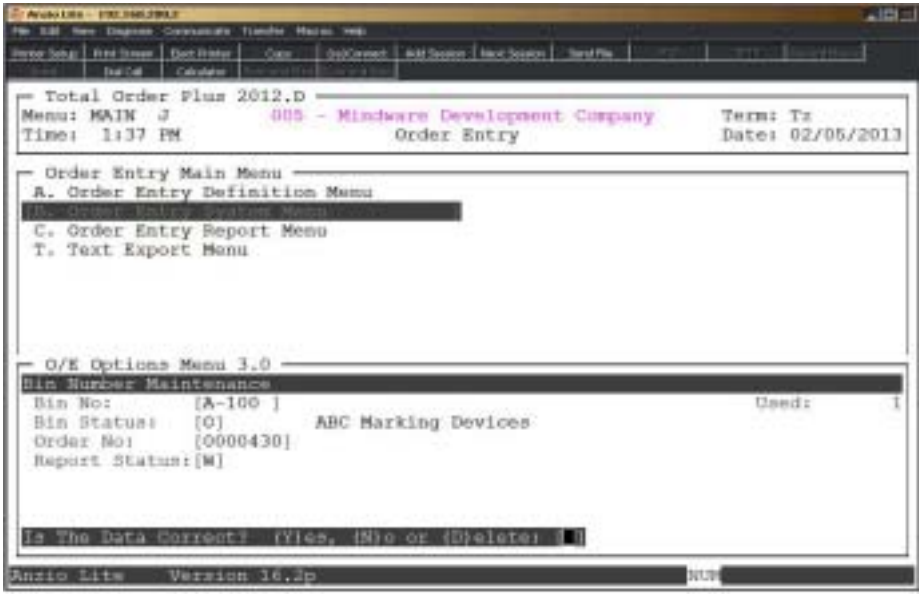
Type **D** to delete the salesperson code from the system. Go to Step 2.

Type A to input a zip code range that will allow you to update multiple zip codes for this salesperson.

Bin Maintenance

Overview

Bin numbers are used in association with the Bin System. Bin numbers can have a status of (A)vailable or (O)ccupied and is associated with an open order.



Procedure

1. Choose Bin Number Maintenance on the Order Entry Options Menu.

Press the **Enter** key to continue to display bin numbers or enter a bin number to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the bin numbers to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Order Entry Options Menu.

Enter a bin number to advance the display forward or backward.

2. Bin No:

Type a valid bin number and **Enter**.

Press **F2** to display existing bin numbers.

Press **F4** to return to the Order Entry Options Menu.

3. Bin Status:

Type **A+** the **Enter** key if this bin number is available.

Type **O+** the **Enter** key if this bin number is occupied.

4. Order No:

Type a valid order number and **Enter** or type **?** to display the Open Order Selection window.

5. Print Status

Type **W+** the **Enter** key if the print status is waiting.

Type **P+** the **Enter** key if the order has already been printed.

6. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the information is correct. Return to Step 2.

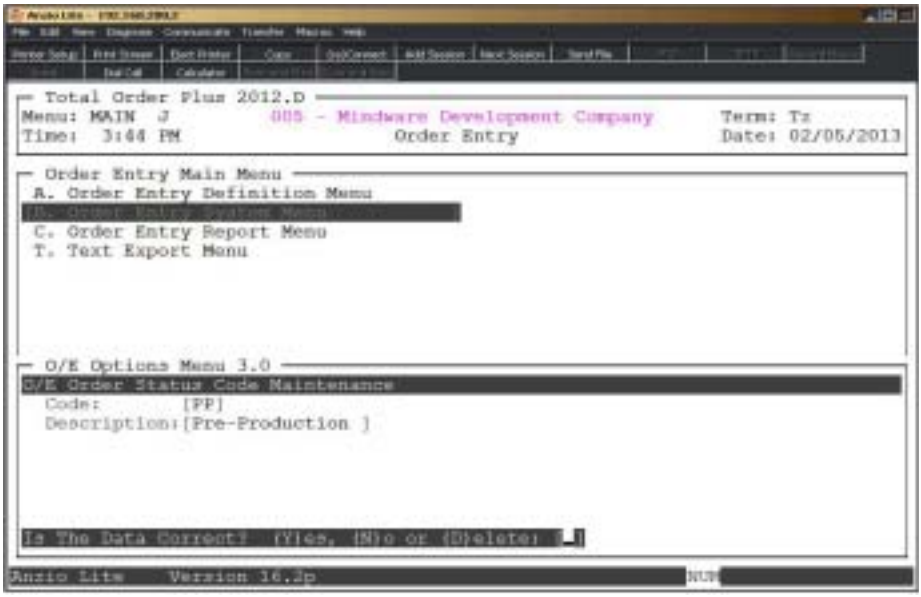
Type **N** to edit the information. Go to Step 3.

Type **D** to delete the bin number. Go to Step 2.

Status Code Maintenance

Overview

Users are allowed to define their own in-house status codes for tracking the production process for orders they have entered into the system. This allows the capability to track the production stage of an individual order anywhere in the system.



Procedure

1. Choose Status Code Maintenance on the Order Entry Options Menu.

Press the **Enter** key to continue to display order types or enter an order type code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the order type codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Order Entry Options Menu.

2. Code:

Type a new status code and **Enter**.

> *Note: User defined status codes can be i.e. On Order, On Hold, Pre-Production, Production, Shipping, etc.*

3. Description:

Type up to a fifteen (15) character status code description and **Enter**.

4. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the code information is correct. Return to Step 2.

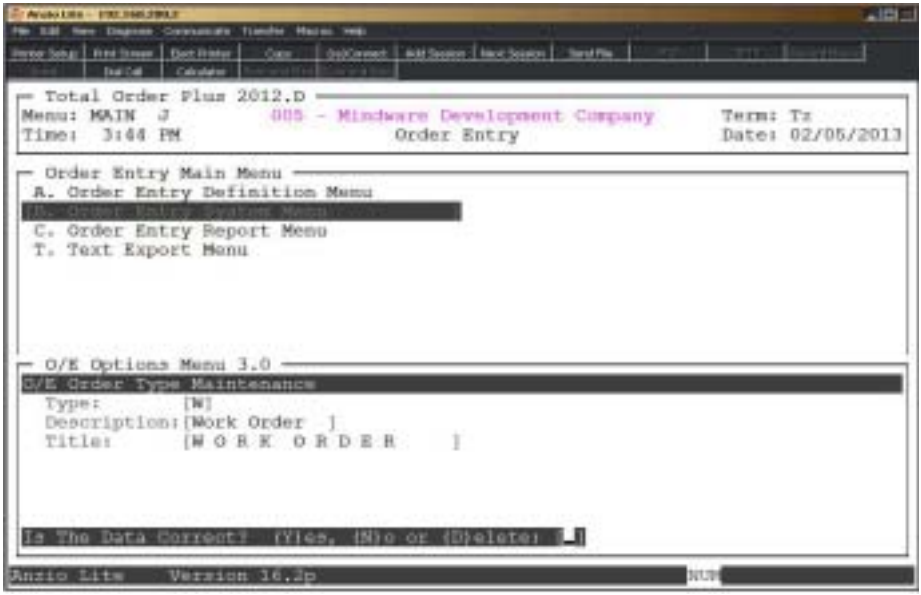
Type **N** to edit the code description. Go to Step 3.

Type **D** to delete the type code from the system. Go to Step 2.

Order Type Maintenance

Overview

Each order can be assigned an order type in order data entry. Order types can be (O)rder, (Q)uote, (B)ackorder, (W)ork Order, (X)stamper, (M)iscellaneous, etc. The 'Open Order Report' and various other reports on the system can be sorted and printed by order type. The form title can be user defined and will print on your order form.



Procedure

1. Choose Order Type Maintenance on the Order Entry Options Menu.

Press the **Enter** key to continue to display order types or enter an order type code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the order type codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Order Entry Options Menu.

2. Type:

Type an order type code and **Enter**.

> *Note: System defined order type codes are (O)rder, (Q)uote, (B)ackorder, (X)stamper, (P)roforma, etc.. Any other type codes can be user defined.*

3. Description:

Type up to a twelve (12) character type code description and **Enter**.

4. Title:

Type the title that you want to print on your order form and **Enter**.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the code information is correct. Return to Step 2.

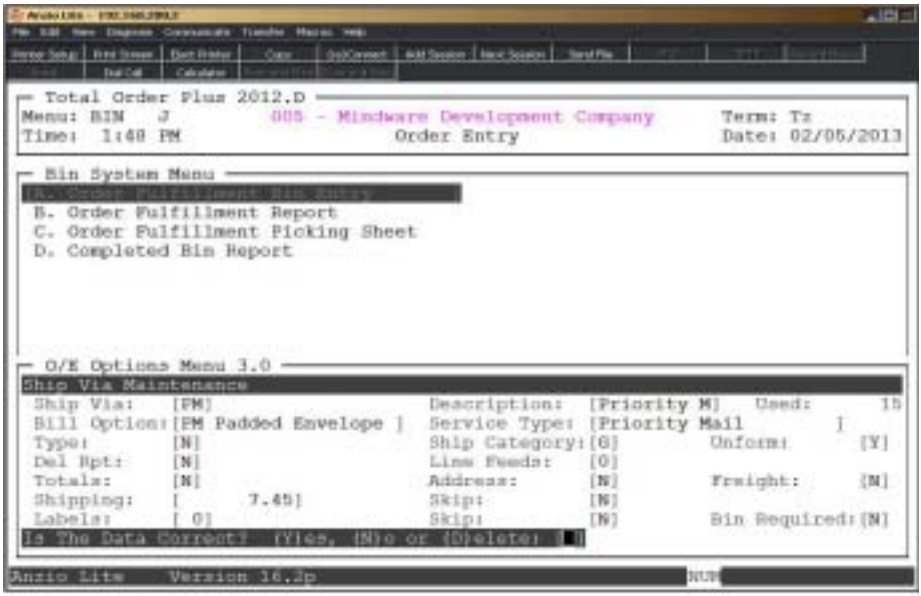
Type **N** to edit the code description. Go to Step 3.

Type **D** to delete the type code from the system. Go to Step 2.

Ship Via Maintenance

Overview

The Ship Via Maintenance program allows you to set up various ship via codes to be used during 'Order Data Entry' and 'Invoice Data Entry' in the Order Entry module. Ship Via codes can be UG=UPS Ground, BW=Best Way, FE=Federal Express, etc. Route codes (used for the 'Delivery Route Report'), shipping charges and number of labels can be associated with a ship via code. Service Type information is used with the UPS and USPS interface with TOP.



Procedure

1. Choose Ship Via Maintenance on the Order Entry Options Menu.

Press the **Enter** key to continue the display or enter a ship via code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the type ship via codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Order Entry Options Menu.

2. Ship Via:

Type up to a two (2) character ship via code and **Enter**.

3. Description:

Type up to a ten (10) character ship via description and **Enter**.

4. Bill Option:

Type a UPS billing option and **Enter** (i.e. Freight Collect, Consignee Billed, etc.)

Press **F2** to return to the previous input field.

5. Service Type:

Type a UPS service type description and **Enter**.

> *Note: Some examples of United Parcel Service type descriptions are 'Next Day Air', '2nd Day Air', 'Ground', etc. This is used in conjuction with the UPS WorldShip software.*

6. Type:

Type a ship via type code and **Enter**. Type **Y** if this is a delivery route type, **C** if this ship via code is collect and **N** if other.

7. Ship Category:

Type **G** fir Ground, **A** for Air or press the **Enter** key to leave the field blank.

8. UnForm:

Type **Y+** the **Enter** key to print the ship via code in bold letters on your orders if you are uning UnForm software.

Type **N+** the **Enter** key if you are not using UnForm or you do not want the ship via code to print in bold.

9. Del Rpt:

Type **Y+** the **Enter** key to print a delivery route report for this ship via code.

Type **N+** the **Enter** key if this ship via is not a delivery route code.

10. Line Feeds:

Type the number of line feeds between lines on the delivery route report and **Enter**.

11. Totals:

Type **Y+** the **Enter** key if you want totals to print on the delivery route report for this ship via code.

Type **N+** the **Enter** key not to print totals for this ship via code.

12. Address:

Type **Y+** the **Enter** key to print contact name and a complete ship-to address on the delivery route report.

Type **N+** the **Enter** key not to print contact or ship-to address.

13. Freight:

Type **Y+** the **Enter** key to include freight amount on the delivery route report.

Type **N+** the **Enter** key not to print freight amount.

14. Shipping:

Type a shipping amount for this ship via code and **Enter**.

> *Note: This is an optional field. If you enter an amount in this field, the amount will automatically display on the total screen in order/invoice data entry. This should only be used if the shipping amount for this ship via code is always the same charge.*

15. Skip:

Type **Y+** the **Enter** key to skip the freight input field during order/invoice data entry on the total screen.

Type **N+** the **Enter** key to be able to input a freight amount on the total screen.

16. Labels:

Type the number of shipping labels you want to print for this ship via code and **Enter**.

Press the **Enter** key to bypass the number of labels.

17. Skip:

Type **Y+** the **Enter** key to skip the label input field during order/invoice data entry on the total screen.

Type **N+** the **Enter** key to be able to input number of labels on the total screen.

18. Bin Required:

Type **Y+** the **Enter** key if a bin number is required for this ship via code.

Type **N+** the **Enter** key if a bin is not required for this ship via code.

19. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the ship via code and return to Step 2.

Type **N** to edit the information and return to Step 3.

Type **D** to remove the ship via code from the system. Go to Step 2.

Delivery Route Maintenance

Overview

Delivery route invoices are written to this file during 'Daily Sales Journal & Update' by route code. Printouts of delivery routes can be given to a delivery personnel so they will know where to deliver your product. After delivery the invoices can be purged for the next batch of invoices.

Procedure

1. Choose Delivery Route Maintenance on the Order Entry Options Menu.

Press the **Enter** key to continue the display or enter an invoice number to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the invoices to a printer. Select the appropriate printer for this report.

Press **F3** to purge invoices by a ship via code.

Press **F4** to return to the Order Entry Options Menu.

2. Invoice:

Type the invoice number to display and **Enter**.

Note: You cannot edit invoice date or amount in the delivery route file.

3. Customer:

Press the **Enter** key to accept the customer name that is displayed on your screen or type in a new customer name up to twenty-four (24) characters and **Enter**.

> *Note: You can edit the customer address and telephone number (dashes or slashes are required).*

Press **F2** to return to the previous input field.

4. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

> *Note: If this ship via code is associated with a route code, you will be prompted for a route code.*

5. Comments:

Type up to a thirty (30) character comment and **Enter**.

6. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the information is correct. Go to Step 2.

Type **N** to edit the information. Return to Step 3.

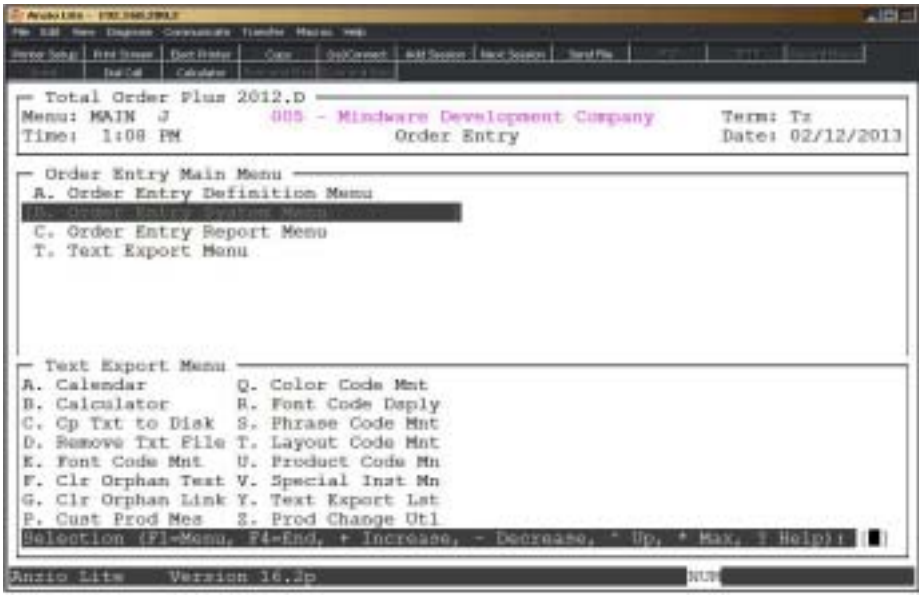
Type **D** to delete this delivery route entry. Go to Step 2.

6

TEXT EXPORT OPTIONS MENU

- Copy Text To Disk
- Remove Text Files
- Font Code Maintenance
- Clear Orphan Text
- Clear Orphan Link
- Customer Product Maintenance
- Color Code Maintenance
- Font Code Display
- Phrase Code Maintenance
- Layout Maintenance
- Product Code Maintenance
- Special Instructions Maintenance
- Text Export List
- Product Change Utility

Text Export Options Menu



Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to continue the display. Press **F4** to return to the Text Export Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F10** to exit the calculator program and return to the Text Export Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Copy Text To Disk

Overview

The Text Export Utility on the Order Entry Options Menu exports text by product groups from new orders entered in Order Entry. These files can be copied to a diskette and imported into PageMaker templates for production.

> *Note: This step would be necessary only if you are not sharing files accross a network.*

Procedure

1. Select Copy Text to Disk on the Text Export Options Menu.

Press the **Enter** key to scroll through the file display or type a product code to advance the display forward or backward.

Press **F1** to proceed with the file transfer. Go to Step 2.

Press **F2** to list the files to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Product Code:

Type the first two characters of a valid product code and **Enter** or type ?+ the Enter key to display the Product Code Selection window. Only those files will be transferred.

Press the **Enter** key to leave the field blank. All files will be transferred.

Press the **F2** key to display the list of files again. Return to Step 1.

Press **F4** to end the removal and return to the Text Export Options Menu.

3. Transfer all text files to diskette A:? (Y)es, (B) diskette or (N)o:

Type **Y** to transfer the files to drive A.

Type **B** to transfer the files to drive B.

Type **N** to abort the delete process and return to Step 2.

Remove Text Files

Overview

The Text Export Utility on the Order Entry Options Menu exports text by product groups from new orders entered in Order Entry. These files need to be removed after they have been imported into PageMaker to avoid any duplication of production.

Procedure

1. Select Remove Text Files on the Text Export Options Menu.

Press the **Enter** key to scroll through the file display or type a product code to advance the display forward or backward.

Press **F1** to proceed with the file delete. Go to Step 2.

Press **F2** to list the files to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Product Code:

Type a valid product code to remove and **Enter**. Only those files will be removed.

Press the **Enter** key to remove all text files.

Press **F2** to display a list of the files available to be removed.

Press **F4** to return to the Text Export Options Menu.

3. Remove all files? (Y)es or (N)o:

Type **Y** to remove the files specified.

Type **N** to abort the delete process and return to Step 2.

Font Code Maintenance

Overview

Font Codes can be up to six characters and are made up of four sections: font face is the first two characters, point size is the third and fourth characters, alignment is the fifth position and the sixth position can be upper / lower case and colors.

Leading, spacing and tracking specifications are entered and each character is assigned a value representing the width that the character occupies. The name of the font must be identical to the font name in PageMaker.

Procedure

1. Select Font Code Maintenance on the Text Export Options Menu.

Press the **Enter** key to scroll through the font codes or type a font code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the font codes to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Font Code:

Type a valid two (2) character font code and **Enter**.

3. Description:

Type up to a twenty (20) character font description and **Enter**.

Press **F2** to view the font code display.

Press **F4** to return to the Text Export Options Menu.

4. Attribute:

Type a font attribute letter and **Enter**.

Note: Choose (P)lain, (B)old, (I)talic, (O)utline or (X)for bold+italic.

Press **F2** to return to the previous input field.

5. Leading:

Type a percent to be used for leading and **Enter**.

Note: You will be prompted for a percent to reduce leading per point after thirty (30) points.

6. Spacing:

Type a percentage to be used for spacing (over 100=loose) and **Enter**.

7. Tracking:

Type a tracking value from one of the following and **Enter**.

0=None 1=Very tight 2=Tight 3=Normal 4=Loose 5=Very loose

8. Alignment:

Type a type of alignment from one of the following and **Enter**.

C=Center L=Left R=Right J=Justify

9. Other:

Type a combination of font options from one of the followingand **Enter**.

(R)ed (B)lue (G)reen (U)pper (L)ower (S)tate

10. Font Name:

Type the name of the font and **Enter**. The name cannot exceed thirty (30) characters and must be identical to the name of the same font in PageMaker.

11. Min Width:

Type the minimum percent to allow for condensing of the font and **Enter**.

12. Max Width:

Type the maximum percent to allow for expanding of the font and **Enter**.

13. Character Value:

Type the number of each character in 14 point per two inches plus the **F1** key and **Enter**. The system will automatically calculate the width value.

Note: Repeat Step 13 for each character displayed on the screen.

14. Include Font Point Size? (Y)es, (N)o or F1=Fill:

Type **Y** to include font point size and **Enter**.

Type **N** not to include font point size.

Press the **F1** key to automatically fill each field with Y.

Note: Repeat Step 14 for each field from 1-99 on your screen.

15. Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elete?:

Type **Y** if all data fields are correct. Return to Step 2.

Type **N** to edit the font point size. Go to Step 14.

Type **C** to copy the font information to another font code. Go to Step 16.

Type **D** to delete the font information. Return to Step 2.

16. Enter New Font Code F4=End:

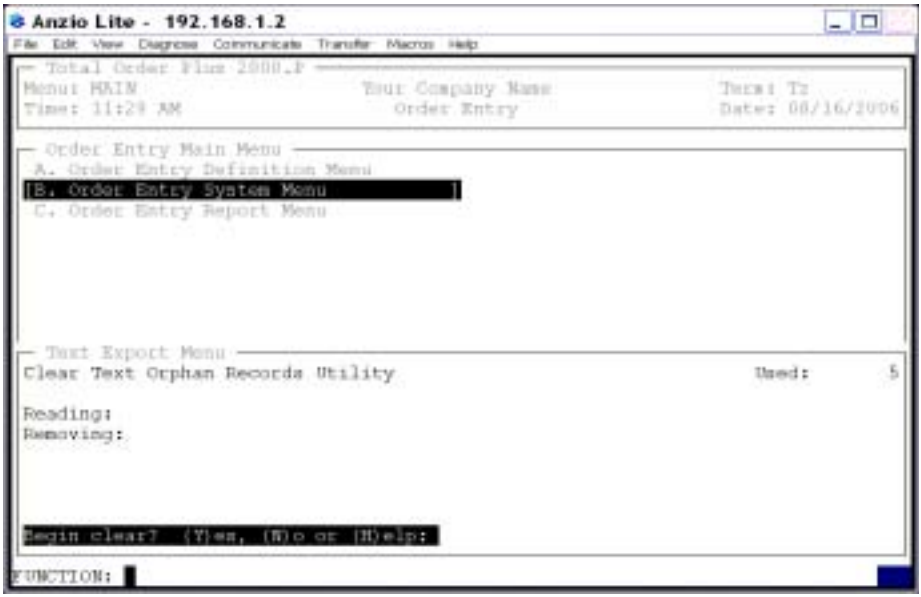
Type the new font code to copy the information to and **Enter**.

Press **F4** to abort the copy and return to Step 15.

Clear Orphan Text

Overview

The update program scans the open order file and makes sure all text records are associated with a line item on an existing order. If an order is not found, the orphan text record is removed from the order text file.



Procedure

1. Select Clear Orphan Text on the Text Export Options Menu.

2. Begin Clear? (Y)es, (N)o or (H)elp:

Type **Y** to begin the clear. Proceed to Step 3.

Type **N** to abort the clear and return to the Text Export Options Menu.

Type **H** to display the Help Message window. This messge will display on your screen:

> *Clears all text records without an order detail record, (records not deleted when an order was deleted. Press any key to continue.*

3. Clear Utility Complete, CR to continue:

Press the **Enter** key to return to the Text Export Options Menu.

Clear Orphan Links

Overview

This program clears layout item link records without a valid product code.

Procedure

1. Select Clear Orphan Link on the Text Export Options Menu.

2. Clear orphan item links? (Y)es, (N)o or (H)elp:

Type **Y** to begin the clear. Proceed to Step 3.

Type **N** to abort the clear and return to the Text Export Options Menu.

Type **H** to display the Help Message window. This messge will display on your screen:

> *This program clears item links records that have an invalid product code. Press any key to continue.*

3. Clear Completed, CR to continue:

Press the **Enter** key to return to the Text Export Options Menu.

Customer Product Message

Overview

A product message can be set up for customers that will always want the same message to print for a specific product.

Procedure

1. Select Customer Product Message maintenance on the Text Export Options Menu.

Press the **Enter** key to scroll through the customer product codes or type a customer code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the customer product codes to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

Press **F2** to display the existing customer product messages.

Press **F4** to return to the Text Export Options Menu.

3. Product Code:

Type a valid product code and **Enter** or type **?** to display the Product Code Selection window.

Press **F2** to return to the previous input field.

4. Message:

Type up to a twenty (20) character product message and **Enter**.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data and return to Step 2.

Type **N** to edit the product message.

Type **D** to delete the entry and return to Step 2.

Color Code Maintenance

Ovewview

Color Code Maintenance is used to set up different product colors. If a color code doesn't apply to a specific product, you can set up a default code of NC for no color.

Color codes group items of the same product for exporting (i.e., pre-ink stamps, where different colors are not produced on the same mold).

Procedure

1. Select Color Code Maintenance on the Text Export Options Menu.

Press the **Enter** key to scroll through the color codes or type a two (2) character color code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the color codes to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Color Code:

Type a valid two (2) character color code and **Enter** or type **?** to display the Color Code Selection window.

3. Description:

Type a twenty-four (24) character color code description and **Enter**.

4. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the information is correct. Return to Step 2.

Type **N** to edit the color code description. Return to Step 3.

Type **D** to remove the color code from the system. Return to Step 2.

Font Code Display

Overview

The Font Code Display is the information entered in Font Code Maintenance.

Procedure

1. Select Font Code Display on the Text Export Options Menu.

Press the **Enter** key or the **F1** key to scroll through the font codes or enter a font code to advance the display forward or backward.

Press **F2** to list the font codes to a printer. Proceed to Step 2.

Press **F4** to return to the Text Export Options Menu.

2. Options: (D)escription, (P)oint Size, (C)haracter size or (E)nd:

Type **D** to list only the font code and description.

Type **P** to list all of the point sizes for each font code.

Type **C** to list all of the charater sizes for each font code.

Type **E** to end the option selection and return to the first screen.

3. Select an appropriate printer for this report.

Phrase Code Maintenance

Overview

Phrase codes are used to simplify the entry of commonly used phrases (i.e. FDO - For Deposit Only). They decrease entry time of text in the text window and help to avoid input errors during order entry. Each phrase code can be associated with a font code. Each time it is used it will be the same font, point size, etc.

If a phrase code contains words or dates that will change each time, place a | character where you want the cursor to stop for input (i.e. My Commission Expires |).

Procedure

1. Select Phrase Code Maintenance on the Text Export Options Menu.

Press the **Enter** key to scroll through the phrase codes or type a five (5) character phrase code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the phrase codes to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Phrase Code:

Type up to a five (5) character phrase code and **Enter** or type **?+** the **Enter** key

to display the Phrase Code Selection window.

Press **F2** to re-display any existing phrase codes.

Press **F4** to return to the Text Export Options Menu.

3. Phrase:

Type up to a fifty-four (54) character phrase and **Enter**.

4. Font Code:

Type a valid font code and **Enter**.

Press **F2** to return to the previous input field.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the new phrase code. Return to Step 2.

Type **N** to edit the information. Go to Step 3.

Type **D** to remove the phrase code from the system. Return to Step 2.

Layout Code Maintenance

Overview

Layout codes are used to automate order entry and typesetting and are used for commonly ordered products, such as, deposit stamps, state seals, notary stamps, etc. The layout code is comprised of font, point size, color, width and height of the stamp and any special instructions, thereby saving hours of an operator's input time.

Procedure

1. Select Layout Code Maintenance on the Text Export Options Menu.

Press the **Enter** key to scroll through the layout codes or type a new layout code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the layout codes to a printer. Select the appropriate printer for this report.

Press **F3** to link layout codes to product codes and inventory item codes. Go to Step

Press **F4** to return to the Text Export Options Menu.

2. Layout:

Type a valid layout code and **Enter** or type **?** to display the Layout Code Selection window.

Press **F1** to display the first layout code in the Layout Code file.

Press **F2** to display existing layout codes to your screen.

3. Description:

Type up to a twenty (20) character layout code description and **Enter**.

4. Product:

Press the **Enter** key to bypass the product code field.

Type a valid product code and **Enter** or type **?** to display the Product Code Selection window.

> *Note: The product code is used to group stamps by schedule codes, mount size and product type for production.*

Press **F2** to return to the previous input field.

5. Color:

Press the **Enter** key to accept the color code displayed or type **?** to display the Color Code Selection window.

6. Width:

Type the width specifications of the stamp in 000.00 format and **Enter** or press **F1** to display the Fraction Conversion Table.

7. Height:

Type the height specifications of the stamp in 000.00 format and **Enter** or press **F1** to display the Fraction Conversion Table.

8. Font:

Type a valid font code and **Enter** or type **?** to display the Font Code Selection window.

> *Note: You can use U for upper case, C for center, R for right justified, L for left justified, etc. as the fifth and sixth positions of the font code for justification.*

Type .+ a phrase code and **Enter**. The phrase code text will display in the text input window.

Press **F1** to duplicate the previous font code.

Press **F2** to edit the character width percentage for this line.

9. Text:

Type the text for this line and **Enter**.

Note: Continue to enter font codes and text for each line of the stamp for this layout. Return to Step 8.

The text section is where the text is input for this product. The insert and delete keys can add or delete a character on any line of text.

The CTRL+Y keys will display the text help menu. The command keys and their functions are listed in the window. Type 'C' to access a special character display. Press the ALT+3 digit number to use a special character. Press the ***Enter*** *key to exit the help menu.*

Press **F4** to advance to the Special Instructions section of the window.

10. Export Special Instructions:

Type **Y+** the **Enter** key to export this line of special instructions when processing the 'Text Export Utility' on the Order Entry System Menu.

Type **N+** the **Enter** key not to export this instruction.

Type **T+** the **Enter** key to export this instruction as part of the text.

Type a valid instruction code and **Enter** or type **?** to access the O/E Options Menu. Select Special Instruction Maintenance to display the available instruction codes (i.e. IR - "*** Include Rose Logo ***").

Note: Special Instructions display in red on the screen so they are readily apparent to your typesetting department.

Press **F4** to exit Special Instruction section of the window.

11. Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elete:

Type Y to accept the layout setup. Return to Step 2.

Type N to return to the header portion of the layout for editing. Return to Step 3.

Type C to copy this layout to another layout code name.

Type D to delete this layout and return to Step 2.

Product Code Maintenance

Overview

Product codes describes a type of product that is to be made. For example, PI - pre-inked, EN - engraving, RS - rubber stamp, etc. During the text export process, a different export file is created for each product / color code combination. You also specify a path for the file to be exported and then the file can be imported into PageMaker layout documents for each size of stamp.

Procedure

1. Select Font Code Maintenance on the Text Export Options Menu.

Press the **Enter** key to scroll through the product codes or type a product code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the product codes to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Product Code:

Type a new product code up to four (4) characters and **Enter**.

Press the **Enter** key to create a default product code record.

Press **F2** to view existing product codes.

Press **F4** to exit maintenance mode and return to the Text Export Options Menu.

3. Description:

Type up to a twenty-four character product description and **Enter**.

4. File Path:

Type a directory path where you want this product file to export to and **Enter** (i.e. C:/PM65/TEXT/).

Press **F2** to return to the previous input field.

5. Ext:

Type the file extension to be used for this product and **Enter** (i.e. TXT-PageMaker, XTG-Quark Express, etc.).

6. Options:

Select the platform you will be exporting to and **Enter**.

> *Note: Platforms available are (A)uto Lock-up, (W)indows PageMaker, (M)acintosh PageMaker, (X)enetech, (S)oset or (N)/A.*

7. Fr:

Type **Y+** the **Enter** key to format file for PageMaker frames.

Type **N+** the **Enter** key not to format file for frames.

8. Bk:

Type **Y+** the **Enter** key to send a line break to PageMaker.

Type **N+** the **Enter** key not to send a line break.

9. Export Product:

Type an export product code and **Enter**.

> *Note: This product code is used to combine products for exporting. You will also be prompted for a color code to be used in combination with the export product code.*

10. Default Color:

Type a default color code and **Enter**.

> *Note: This will be the default color code if no layout code is used.*

11. Default Font:

Type a valid font code and **Enter**.

Note: This will be the default font code if no layout code is used.

12. Label Font:

Type a valid font code to be used for label cut marks and **Enter**.

Note: The label information contains information for the typesetter - i.e. order number, order line number, customer code and product code.

13. SI Font:

Type a valid font code for special instructions and **Enter**.

Note: The SI font code allows special instructions to be sent to the typesetter and are usually in a different color so they are easy to spot.

14. Valid Colors:

Type the color codes, side by side with no commas, that are specific for this product and **Enter**.

15. Picture Code:

Type the picture code for this product to be used in Remote Order Entry and **Enter**.

Note: There is a picture of each product that is displayed during ROE. Each picture is associated with a picture code. You will also be prompted for a product type (i.e. RS-rubber stamps, XS-X-Stamper, SI-self-inking, etc.) to be used in conjunciton with the picture code.

16. Include Label:

Type **Y+** the **Enter** key to include label information between products.

Type **N+** the **Enter** key not to include label information.

17. Export:

Type **Y+** the **Enter** key to export font information.

Type **N+** the **Enter** key not to include font information.

18. Product Height:

Type the maximum height of the product in inches and **Enter**.

Type zero if a product height is not required and **Enter**.

Press the **F1** key to display a table of fraction/decimal conversions.

18. Product Width:

Type the maximum width of the product in inches and **Enter**.

Type zero if a product width is not required and **Enter**.

Press the **F1** key to display a table of fraction/decimal conversions.

19. Override:

Type **Y+** the **Enter** key if you want to be able to override size specifications during Order Data Entry.

Type **N+** the **Enter** key to not be able to override the size specifications.

Type **L+** the **Enter** key to use line pricing instead of size specifications.

20. Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elete:

Type **Y** if all data fields are correct. Return to Step 2.

Type **N** to edit the product information. Return to Step 3.

Type **C** to copy the font information to another product code. Go to Step 21.

Type **D** to delete the product information. Return to Step 2.

21. Enter New Font Code F4=End:

Type the new product code to copy the information to and **Enter**.

Press **F4** to abort the copy and return to Step 20.

Special Instructions Maintenance

Overview

Special instructions are entered in the text window for a line item entered during order entry. These commonly used instructions can be set to display in any color so the typesetter can easily spot them while importing the text into PageMaker. An example of a special instruction could be *** Include Border ***.

Procedure

1. Select Special Instruction Maintenance on the Text Export Options Menu.

Press the **Enter** key to scroll through the special instructions or type a two (2) character SI code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Go to Step 2.

Press **F2** to list the color codes to a printer. Select an appropriate printer for this report.

Press **F4** to return to the Text Export Options Menu.

2. Code:

Type a two (2) character special instruction code and **Enter** or type **?** to display the Special Instruction Selection window.

Press **F2** to re-display existing special instructions.

Press **F4** to return to the Text Export Options Menu.

3. Description:

Type up to a forty-three (43) character instruction and **Enter**.

4. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the new special instruction. Return to Step 2.

Type **N** to edit the information. Go to Step 3.

Type **D** to remove the special instruction code from the system. Return to Step 2.

Text Export List Display

Overview

Information listed in this display is updated during the 'Text Export Utility' on the Order Entry System Menu. Information includes the order number, color code, font, product text, product type, layout code and the ship-to name from the order.

Procedure

1. Select the Text Export List on the Text Export Options Menu.

Press the **Enter** key to scroll through the list or type an order number to advance the display forward or backward.

Press **F4** to return to the Text Export Options Menu.

Product Change Utility

Overview

The Product Change Utility allows quick access to specific fields in the Product Code file. You can edit the product description, product export path, valid colors, export product, export colors and remote order entry picture codes and categories.

Procedure

1. Select Product Change Utility on the Text Export Options Menu.

2. Enter Number of Item to Change:

   - Type 1to change the product description
   - Type 2 to change the product path
   - Type 3 to change the valid colors
   - Type 4 to change the export product codes
   - Type 5 to change export colors
   - Type 6 to change remote order entry picture codes
   - Type 7 to change remote order entry category

Press **F4** to return to the Text Export Options Menu.