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Introduction to Sales Order

1

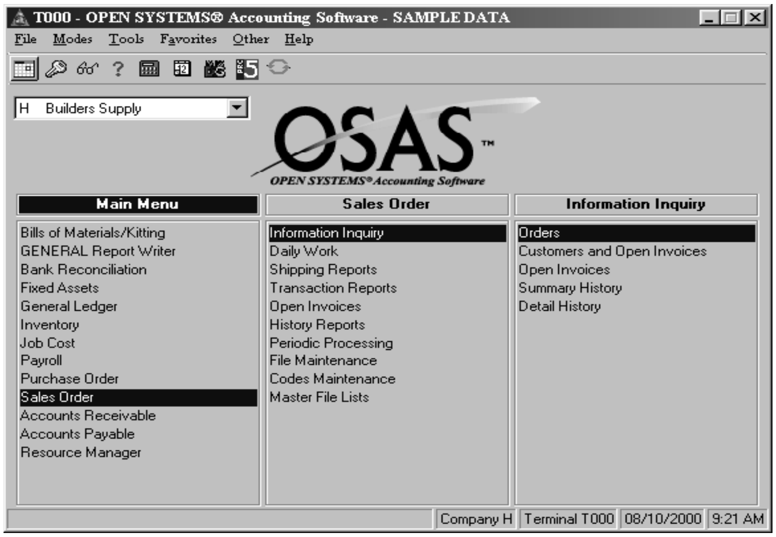
Overview

In order to install OSAS Sales Order, **Accounts Receivable** must be installed first. When Sales Order is installed, it removes Account Receivable from the menu.[1]

Since Sales Order uses some of the same programs and data files as Accounts Receivable, functions that are common to both Accounts Receivable and Sales Order are discussed in the *Accounts Receivable Training Manual*. This manual is a supplement to the Accounts Receivable training manual and only covers those functions that are *unique* to Sales Order.

Sales Order enhances the performance of Accounts Receivable by letting you track backorders in addition to the regular Accounts Receivable functions. You can enter quotes for customers and make those into live orders, print picking slips for new orders, print packing list, and have backorders in Sales Order. You can print an Open Order Report to see a list of the current orders, and print the Backorder Allocation report to see which backorders can be filled based on available inventory. You can also create Blanket Orders and Bill of Lading orders.

Main Menu

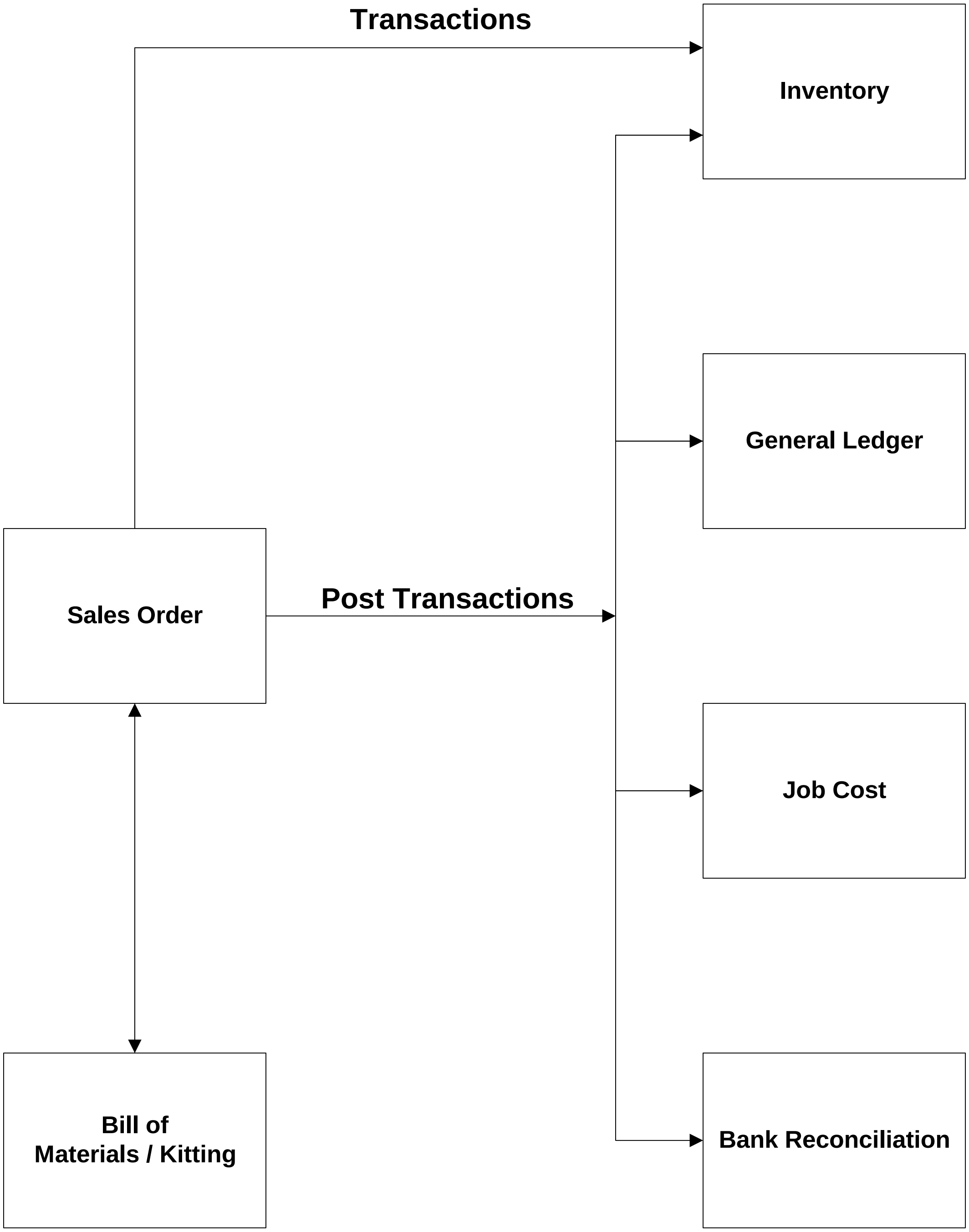

T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Information Inquiry
Orders
Customers and Open Invoices
Open Invoices
Summary History
Detail History
Company H
Terminal T000
08/10/2000
9:21 AM

---

[1] If your company needs to use **both** Accounts Receivable and Sales Order, see Reference **A** to place Accounts Receivable on the main menu.

System Flow

Sales Order Interaction With Interfaced Applications


Transactions
Inventory
General Ledger
Sales Order
Post Transactions
Job Cost
Bill of Materials / Kitting
Bank Reconciliation

Printing Reports

Open Systems offers several different output devices when printing reports. Select:

(**P**)rinter - to send a report to a printer. If you have more than one printer set up on your system, you are prompted to select the printer you want to use from a list.

p(**R**)eview - to use a GUI window to view the printed report. The system prompts you to select the printer you want to use for the preview. After viewing the report on the screen, you can select to send the report to a printer.

(**F**)ile - to print the report to a file so that it can be printed later. In the Defaults function on the Workstation Configuration Menu in Resource Manager, you can specify a default path for print files.

(**S**)creen - to print a report to the screen.

(**E**)nd - to exit from the report selection screen without printing the report

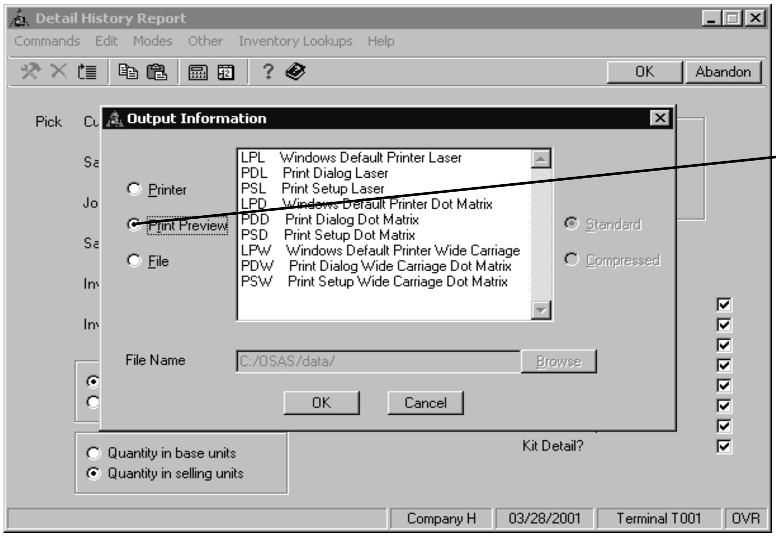
Using the Preview Output Device

When you finish making the print selections for a report you are prompted to choose an output device. The selection p(**R**)eview allows you to see what the report looks like before you send it to the printer.

Note

The p**R**eview selection will only be available if you have at least one sysprint device defined on your system.

Detail History Selection Screen



○ Printer
● Print Preview
○ File

LPL Windows Default Printer Laser
PDL Print Dialog Laser
PSL Print Setup Laser
LPD Windows Default Printer Dot Matrix
PDD Print Dialog Dot Matrix
PSD Print Setup Dot Matrix
LPW Windows Default Printer Wide Carriage
PDW Print Dialog Wide Carriage Dot Matrix
PSW Print Setup Wide Carriage Dot Matrix

File Name C:/OSAS/data/

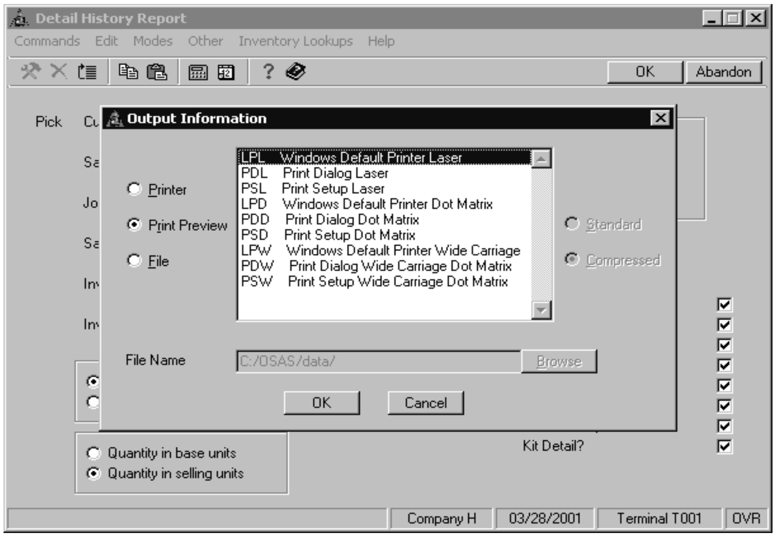
○ Quantity in base units
● Quantity in selling units

Company H | 03/28/2001 | Terminal T001 | OVR

Press **R** (**Alt R** in GUI mode) to use the preview command to view the printed report before sending it to the printer.

Select the printer you want to use to print the report.

Detail History Report



○ Printer
● Print Preview
○ File

LPL	Windows Default Printer Laser
PDL	Print Dialog Laser
PSL	Print Setup Laser
LPD	Windows Default Printer Dot Matrix
PDD	Print Dialog Dot Matrix
PSD	Print Setup Dot Matrix
LPW	Windows Default Printer Wide Carriage
PDW	Print Dialog Wide Carriage Dot Matrix
PSW	Print Setup Wide Carriage Dot Matrix

○ Standard
● Compressed

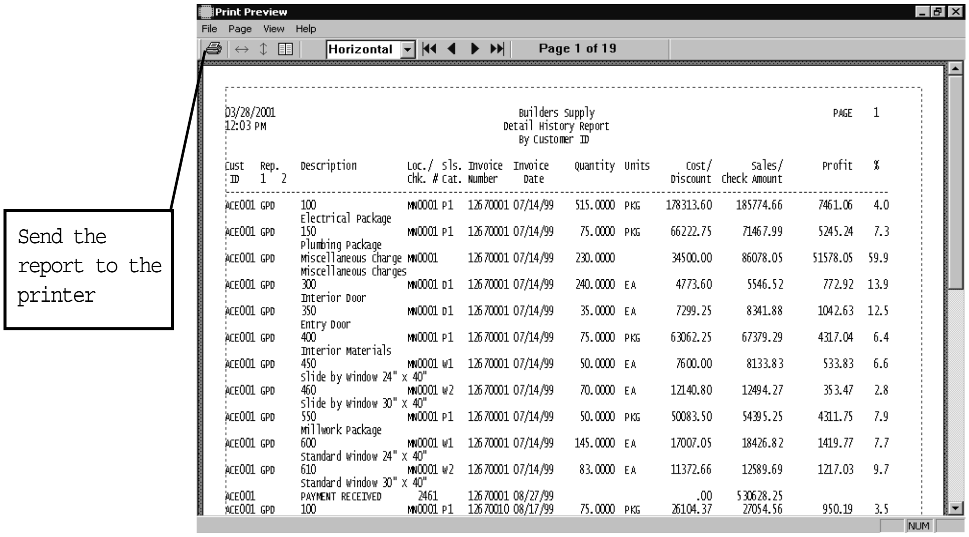
File Name C:/OSAS/data/

○ Quantity in base units
● Quantity in selling units

The Report Preview Screen displays the printed report.

Using the buttons available on this screen you can:

Report Preview

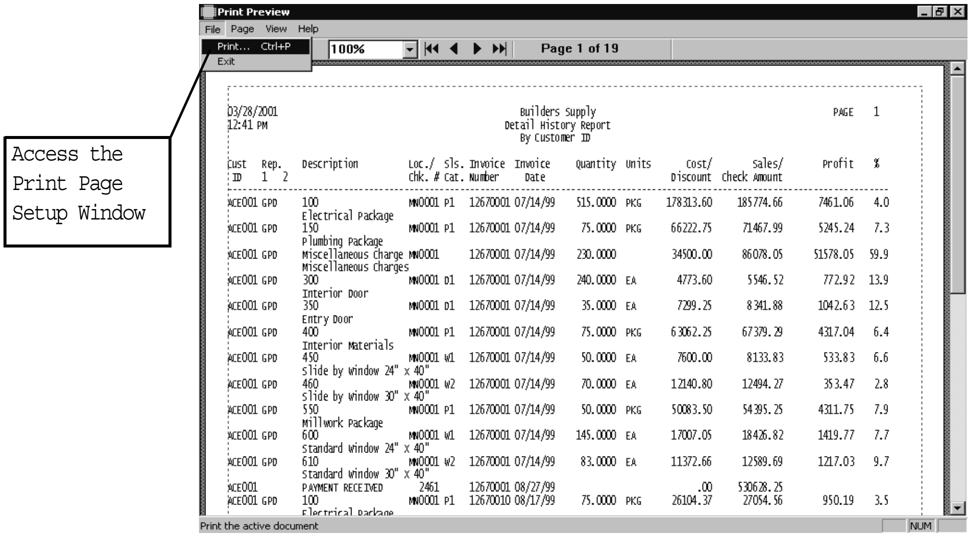


```
03/28/2001                                   Builders Supply                                PAGE   1
12:03 PM                                   Detail History Report
                                             By Customer ID

Cust   Rep.    Description        Loc./  Sls. Invoice  Invoice     Quantity  Units     Cost/      Sales/        Profit    %
 ID    1   2                      Chk. # Cat. Number    Date                          Discount  Check Amount
------------------------------------------------------------------------------------------------------------------------
ACE001 GPD     100                MN0001 P1   12670001 07/14/99    515.0000  PKG    178313.60   185774.66      7461.06   4.0
               Electrical Package
ACE001 GPD     150                MN0001 P1   12670001 07/14/99     75.0000  PKG     66222.75    71467.99      5245.24   7.3
               Plumbing Package
ACE001 GPD     Miscellaneous Charge MN0001    12670001 07/14/99    230.0000          34500.00    86078.05     51578.05  59.9
               Miscellaneous Charges
ACE001 GPD     300                MN0001 D1   12670001 07/14/99    240.0000  EA      4773.60     5546.52       772.92  13.9
               Interior Door
ACE001 GPD     350                MN0001 D1   12670001 07/14/99     35.0000  EA      7299.25     8341.88      1042.63  12.5
               Entry Door
ACE001 GPD     400                MN0001 P1   12670001 07/14/99     75.0000  PKG     63062.25    67379.29      4317.04   6.4
               Interior Materials
ACE001 GPD     450                MN0001 W1   12670001 07/14/99     50.0000  EA      7600.00     8133.83       533.83   6.6
               Slide by Window 24" x 40"
ACE001 GPD     460                MN0001 W2   12670001 07/14/99     70.0000  EA     12140.80    12494.27       353.47   2.8
               Slide by Window 30" x 40"
ACE001 GPD     550                MN0001 P1   12670001 07/14/99     50.0000  PKG     50083.50    54395.25      4311.75   7.9
               Millwork Package
ACE001 GPD     600                MN0001 W1   12670001 07/14/99    145.0000  EA     17007.05    18426.82      1419.77   7.7
               Standard Window 24" x 40"
ACE001 GPD     610                MN0001 W2   12670001 07/14/99     83.0000  EA     11372.66    12589.69      1217.03   9.7
               Standard Window 30" x 40"
ACE001         PAYMENT RECEIVED     2461      12670001 08/27/99                           .00   530628.25
ACE001 GPD     100                MN0001 P1   12670010 08/17/99     75.0000  PKG     26104.37    27054.56       950.19   3.5
```

Send the report to the printer

Report Preview



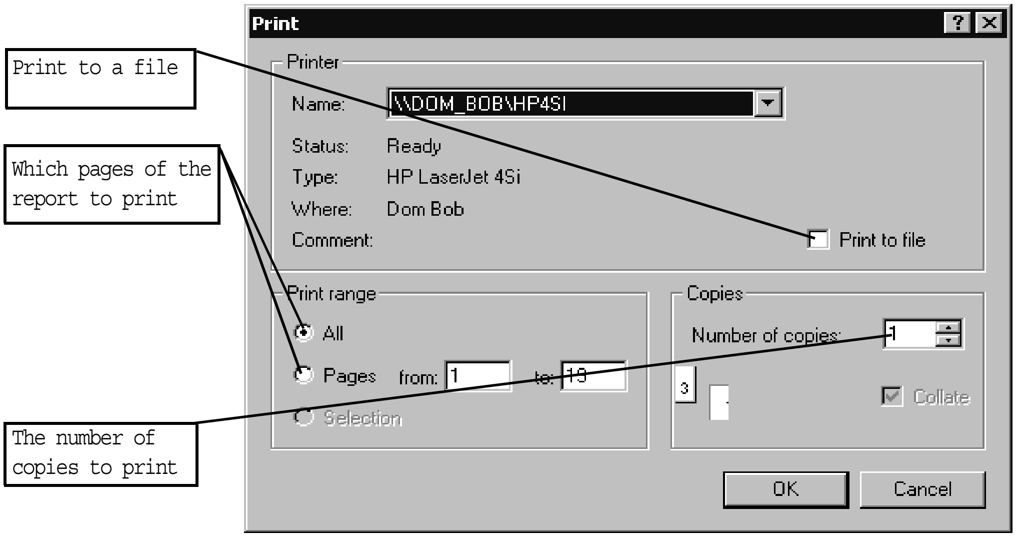
Access the Print Page Setup Window

```
03/28/2001                                  Builders Supply                                              PAGE    1
12:41 PM                                 Detail History Report
                                            By Customer ID

Cust  Rep.   Description          Loc./  Sls. Invoice  Invoice     Quantity  Units      Cost/        Sales/      Profit    %
 ID   1  2                        Chk. # Cat. Number    Date                         Discount  Check Amount
--------------------------------------------------------------------------------------------------------------------------
ACE001 GPD   100                  MN0001 P1   12670001 07/14/99    515.0000  PKG    178313.60     185774.66     7461.06   4.0
             Electrical Package
ACE001 GPD   150                  MN0001 P1   12670001 07/14/99     75.0000  PKG     66222.75      71467.99     5245.24   7.3
             Plumbing Package
ACE001 GPD   Miscellaneous Charge MN0001      12670001 07/14/99    230.0000          34500.00      86078.05    51578.05  59.9
             Miscellaneous Charges
ACE001 GPD   300                  MN0001 D1   12670001 07/14/99    240.0000  EA       4773.60       5546.52      772.92  13.9
             Interior Door
ACE001 GPD   350                  MN0001 D1   12670001 07/14/99     35.0000  EA       7299.25       8341.88     1042.63  12.5
             Entry Door
ACE001 GPD   400                  MN0001 P1   12670001 07/14/99     75.0000  PKG     63062.25      67379.29     4317.04   6.4
             Interior Materials
ACE001 GPD   450                  MN0001 W1   12670001 07/14/99     50.0000  EA       7600.00       8133.83      533.83   6.6
             Slide by Window 24" x 40"
ACE001 GPD   460                  MN0001 W2   12670001 07/14/99     70.0000  EA      12140.80      12494.27      353.47   2.8
             Slide by Window 30" x 40"
ACE001 GPD   550                  MN0001 P1   12670001 07/14/99     50.0000  PKG     50083.50      54395.25     4311.75   7.9
             Millwork Package
ACE001 GPD   600                  MN0001 W1   12670001 07/14/99    145.0000  EA      17007.05      18426.82     1419.77   7.7
             Standard Window 24" x 40"
ACE001 GPD   610                  MN0001 W2   12670001 07/14/99     83.0000  EA      11372.66      12589.69     1217.03   9.7
             Standard Window 30" x 40"
ACE001       PAYMENT RECEIVED        2461     12670001 08/27/99                           .00     530628.25
ACE001 GPD   100                  MN0001 P1   12670010 08/17/99     75.0000  PKG     26104.37      27054.56      950.19   3.5
             Electrical Package
```

In the Print Page Setup Window you can select:

Print Page Setup Window



Print to a file

Which pages of the report to print

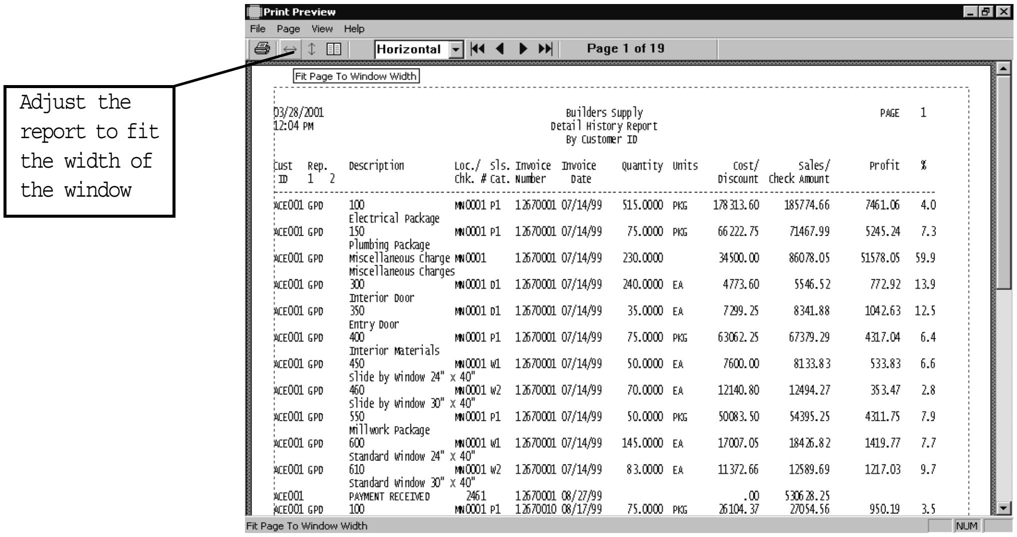
The number of copies to print

Name: \\DOM_BOB\HP4SI
Status: Ready
Type: HP LaserJet 4Si
Where: Dom Bob
Comment:
☐ Print to file

● All
○ Pages from: 1 to: 19
○ Selection

Number of copies: 1
☑ Collate

Report Preview

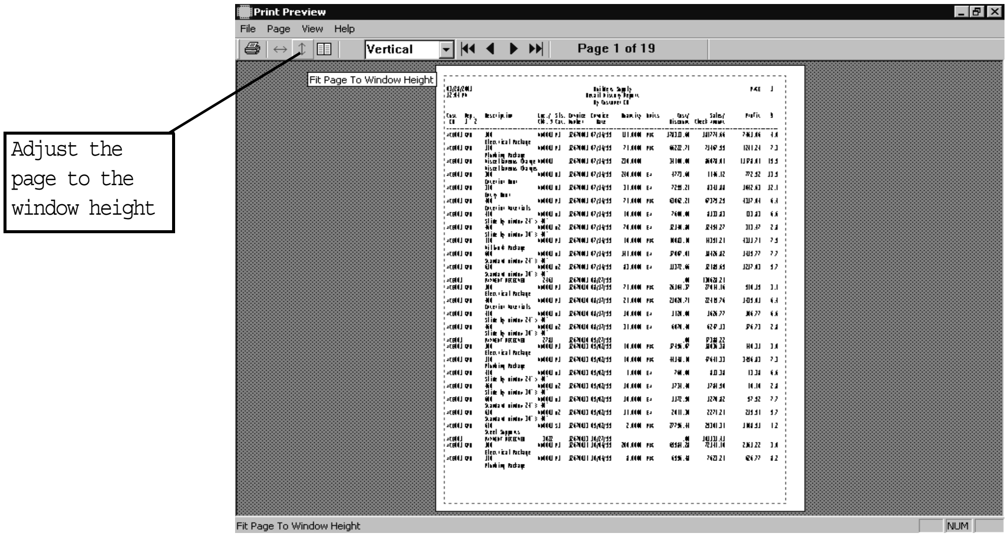


```
03/28/2001                                   Builders Supply                                       PAGE    1
12:04 PM                                  Detail History Report
                                             By Customer ID

Cust   Rep.    Description         Loc./  Sls. Invoice  Invoice     Quantity  Units      Cost/       Sales/       Profit     %
 ID    1   2                       Chk. # Cat. Number     Date                         Discount  Check Amount
-------------------------------------------------------------------------------------------------------------------------------
ACE001 GPD     100                 MN0001 P1   12670001 07/14/99    515.0000  PKG    178313.60    185774.66      7461.06    4.0
               Electrical Package
ACE001 GPD     150                 MN0001 P1   12670001 07/14/99     75.0000  PKG     66222.75     71467.99      5245.24    7.3
               Plumbing Package
ACE001 GPD     Miscellaneous Charge MN0001     12670001 07/14/99    230.0000          34500.00     86078.05     51578.05   59.9
               Miscellaneous Charges
ACE001 GPD     300                 MN0001 D1   12670001 07/14/99    240.0000  EA       4773.60      5546.52       772.92   13.9
               Interior Door
ACE001 GPD     350                 MN0001 D1   12670001 07/14/99     35.0000  EA       7299.25      8341.88      1042.63   12.5
               Entry Door
ACE001 GPD     400                 MN0001 P1   12670001 07/14/99     75.0000  PKG     63062.25     67379.29      4317.04    6.4
               Interior Materials
ACE001 GPD     450                 MN0001 W1   12670001 07/14/99     50.0000  EA       7600.00      8133.83       533.83    6.6
               Slide by Window 24" x 40"
ACE001 GPD     460                 MN0001 W2   12670001 07/14/99     70.0000  EA      12140.80     12494.27       353.47    2.8
               Slide by Window 30" x 40"
ACE001 GPD     550                 MN0001 P1   12670001 07/14/99     50.0000  PKG     50083.50     54395.25      4311.75    7.9
               Millwork Package
ACE001 GPD     600                 MN0001 W1   12670001 07/14/99    145.0000  EA      17007.05     18426.82      1419.77    7.7
               Standard Window 24" x 40"
ACE001 GPD     610                 MN0001 W2   12670001 07/14/99     83.0000  EA      11372.66     12589.69      1217.03    9.7
               Standard Window 30" x 40"
ACE001         PAYMENT RECEIVED       2461     12670001 08/27/99                           .00     530628.25
ACE001 GPD     100                 MN0001 P1   12670010 08/17/99     75.0000  PKG     26104.37     27054.56       950.19    3.5
```

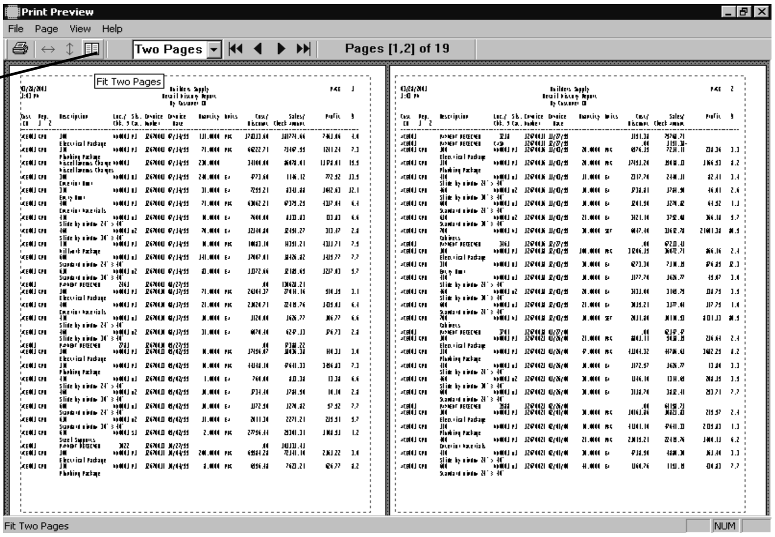
Adjust the report to fit the width of the window

Report Preview



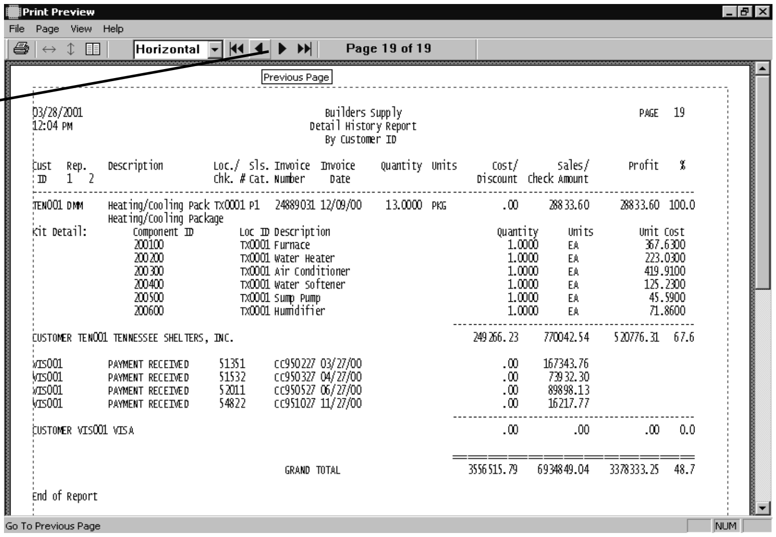
Adjust the page to the window height

Report Preview


Print Preview
File Page View Help
Two Pages
Pages [1,2] of 19
Fit Two Pages
Fit Two Pages
NUM

View two pages at once

Report Preview


Print Preview
File Page View Help
Horizontal
Page 19 of 19
Previous Page
Go To Previous Page
NUM

```
03/28/2001                              Builders Supply                                   PAGE  19
12:04 PM                              Detail History Report
                                        By Customer ID

Cust  Rep.   Description         Loc./ Sls. Invoice  Invoice    Quantity Units    Cost/      Sales/       Profit    %
 ID   1  2                       Chk. # Cat. Number   Date                       Discount  Check Amount
------------------------------------------------------------------------------------------------------------------------
TEN001 DMM   Heating/Cooling Pack TX0001 P1  24889031 12/09/00   13.0000  PKG       .00      28833.60     28833.60  100.0
             Heating/Cooling Package
Kit Detail:       Component ID         Loc ID Description                         Quantity      Units          Unit Cost
                  200100               TX0001 Furnace                               1.0000      EA              367.6300
                  200200               TX0001 Water Heater                          1.0000      EA              223.0300
                  200300               TX0001 Air Conditioner                       1.0000      EA              419.9100
                  200400               TX0001 Water Softener                        1.0000      EA              125.2300
                  200500               TX0001 Sump Pump                             1.0000      EA               45.5900
                  200600               TX0001 Humidifier                            1.0000      EA               71.8600
                                                                          ----------------------------------------------
CUSTOMER TEN001 TENNESSEE SHELTERS, INC.                                    249266.23    770042.54    520776.31   67.6

VIS001       PAYMENT RECEIVED    51351      CC950227 03/27/00                     .00    167343.76
VIS001       PAYMENT RECEIVED    51532      CC950327 04/27/00                     .00     73932.30
VIS001       PAYMENT RECEIVED    52011      CC950527 06/27/00                     .00     89898.13
VIS001       PAYMENT RECEIVED    54822      CC951027 11/27/00                     .00     16217.77
                                                                          ----------------------------------------------
CUSTOMER VIS001 VISA                                                              .00          .00          .00    0.0

                                                                          ==============================================
                                         GRAND TOTAL                       3556515.79   6934849.04   3378333.25   48.7

End of Report
```

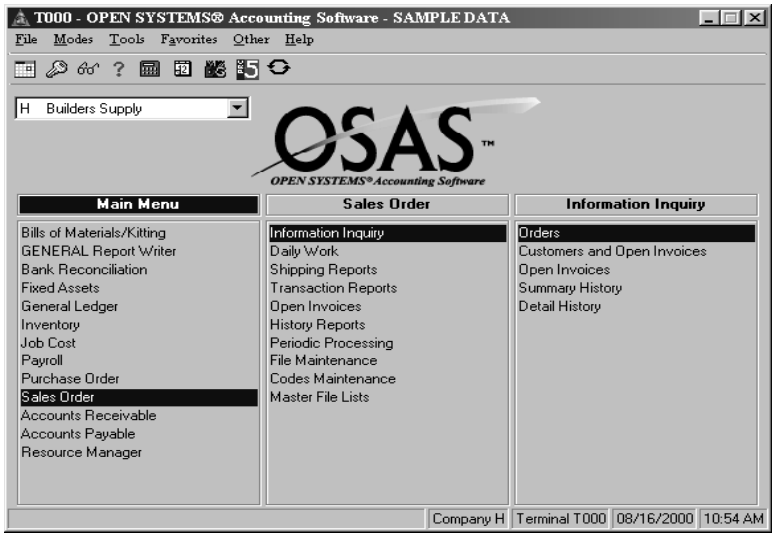
Move between the pages of the report
- first page
- previous page
- next page
- last page

Implementing Sales Order

2

Information in both the Resource Manager and in Sales Order applications should be set up and/or verified when you set up Sales Order. The selections you make during setup determines how the Sales Order system operates.

Sales Order Main Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Sales Order
Information Inquiry
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Orders
Customers and Open Invoices
Open Invoices
Summary History
Detail History
Company H
Terminal T000
08/16/2000
10:54 AM

Structuring Codes

IDs and codes should be assigned in a way that makes sense for the user. A consistent format should be established before any information is gathered and entered into data files. Planning ahead allows better use of the system’s sorting and selecting capabilities.

How the System Organizes

Because the system arranges code characters in a particular order, you have to decide what kind of codes will work best to identify customers, term codes, and so on. Here’s an example of how the system organizes several different IDs (the dashes represent blank spaces that are entered by pressing the space bar):

-----0

-----1

-----Z

-----a

----01

--a---

000000

000001

1

Notice that 1 appears four times in the list. Because the codes were entered differently (for example, zeros and/or blanks before some but not others), the system organized them differently. Here’s why:

- The system goes through each code, from left to right, until it finds something other than a blank space.

- Items come out in this order for each position:

  blank spaces

  special characters (-, *, /, etc.)

  numerals (0-9)

  uppercase letters (A-Z)

  lowercase letters (a-z)

Hints

The most important thing about assigning ID numbers and codes is to choose a consistent format and stick to it. Here are some suggestions:

- Use uppercase (and in some instances, lowercase) letters, numerals, or special characters (such as hyphens) in IDs.
- When letters are used in IDs, enter them consistently, either all uppercase or all lowercase letters, to avoid organization and identification problems later.
- Assign IDs that are the same length to prevent organization problems. If the ID is divided into more than one part, each part should be the same length. For example, use AND-XT and AND-YT instead of AND-X and AND-YT. Don’t use blank spaces in the middle of an ID.
- Use leading zeros to make all numbers the same length; for example, use 001 and 040 instead of 1 and 40.
- Usually, you should use IDs that convey information about the customer or codes. For Example, ACE001 and SUN001 are more descriptive than 000001 and 000002. However, if you are already using a numbered system, it may be more convenient to stick with it.
- If you need to organize customers by a particular element, include that element in the ID. For example, if you will probably want to organize customers alphabetically by their company name, you should include the first characters of the customer’s company name in the customer ID. To ensure that new customers can be inserted into the sequence later, use a combination of letters and numbers that leaves room in the sequence for later additions.

Setup Checklist

Planning

1. Read the *Resource Manager User's Guide*
2. Read the *Sales Order User's Guide*
3. Read the *Accounts Receivable User's Guide*
4. Collect and Organize Data
5. Plan the Implementation Schedule
6. Complete Setup Checklist for Accounts Receivable
7. **Setup a Backup Schedule**

Setup in Resource Manager

8. Select Options and Interfaced used **during** setup

Setup in Sales Order

9. Setup and Verify Sales Order Quick entry tables
   - QCxxxx
   - QNxxxx
   - QRxxxx
   - QSxxxx
   - QVxxxx
10. Edit the Sales Order Number

Complete Setup in Resource Manager

11. Setup Access Codes for Sales Order
12. Reset Options and Interfaces for **after** setup

Adding SO To An Existing AR System

1. Post **Accounts Receivable** transactions (see the *Accounts Receivable Training Manual*). If you do not post the transactions entered using the Transactions function on the Daily Work menu in Accounts Receivable, the data in the transaction files, ARTHxxx and ARTDxxx, **does not** get posted when you use the Post Transactions function on the Transaction Reports menu in Sales Order.

2. Back up the Accounts Receivable data files (see the *Resource Manager User's Guide*).

3. Install Sales Order (see the *Resource Manager User's Guide*).

   When Sales Order is installed, the system *removes* Accounts Receivable from the Main menu. Sales Order does not appear on the Main menu until the Sales Order data files are created for the company (see the *Resource Manager User's Guide*).

4. Create the Sales Order data file (see the *Resource Manager User's Guide*).

5. Tables created and setup in Accounts Receivable will have to be reset in Sales Order.

6. Setup the quick-entry tables for Sales Order.

7. Select the options and interfaces settings for Sales Order.

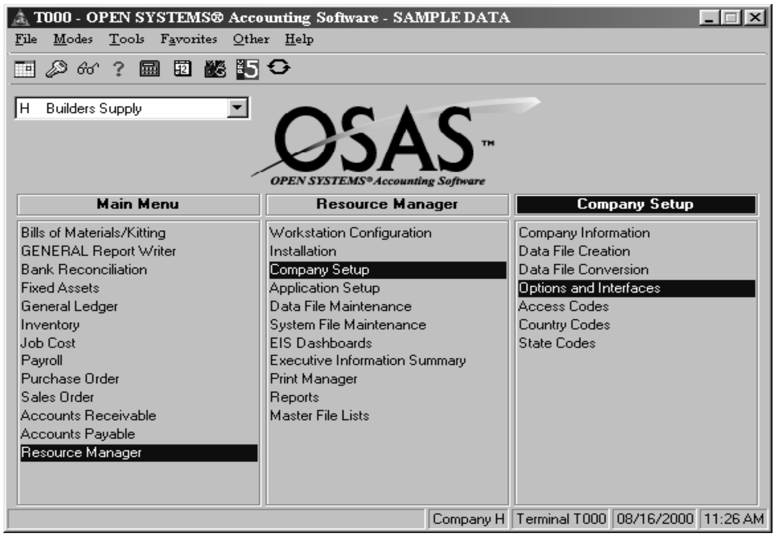
After you have completed these steps, you can begin processing in the Sales Order system.

Setup in Resource Manager

Selecting the Options and Interfaces for Sales Order

Options and Interfaces is a function in OSAS that will allow you to customize the functionality of Sales Order. You can customize it for each company you use in OSAS, or you can adjust all the tables at one time. The decisions you make for setting up your options will decide how you use the Sales Order application.

.Company Setup in Resource Manager

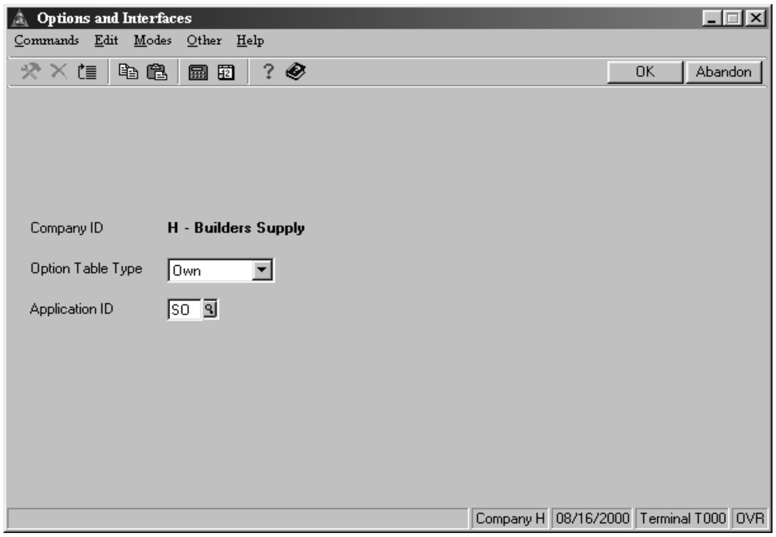

T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File
Modes
Tools
Favorites
Other
Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Resource Manager
Company Setup
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Workstation Configuration
Installation
Company Setup
Application Setup
Data File Maintenance
System File Maintenance
EIS Dashboards
Executive Information Summary
Print Manager
Reports
Master File Lists
Company Information
Data File Creation
Data File Conversion
Options and Interfaces
Access Codes
Country Codes
State Codes
Company H
Terminal T000
08/16/2000
11:26 AM

To setup or **verify the company's options and interfaces f**or **SO, perf**or**m the following steps:**

1. Select Options and Interfaces from the Company Setup menu.

2. The Options and Interfaces Screen is displayed.

Options and Interfaces Screen



Company ID **H - Builders Supply**

Option Table Type Own

Application ID SO

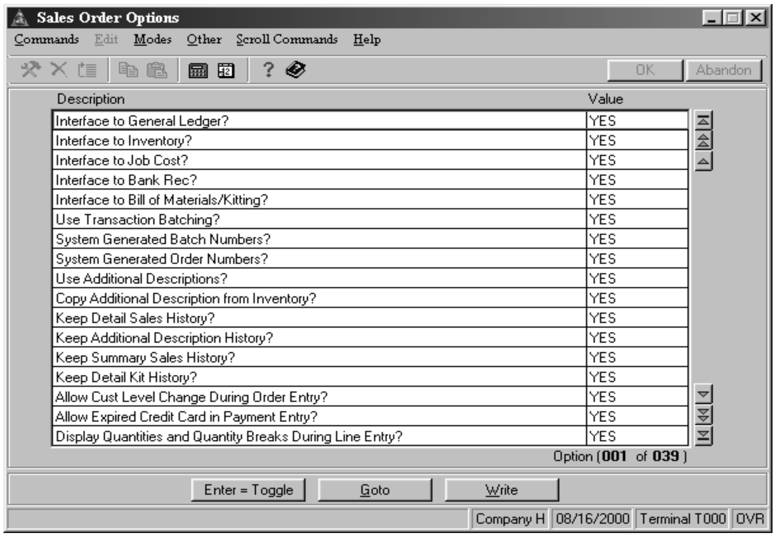
Company H 08/16/2000 Terminal T000 OVR

3. Make the following selections:

Field	Description
Option Table Type	**Share** - select this setting if the OSAS Sales Order system is used for multiple companies and all companies use the same interfaces and options. **Own** - select this setting to set up options and interfaces specifically for this company
Application ID	Enter **SO**, the two-letter Application ID for Sales Order. The **Inquiry** command, **F2** or **Esc W,** is available to select the Application ID from a list of the installed applications.

4. When you press **Enter**, the Sales Order Options screen is displayed.

Sales Order Options and Interfaces Selection Screen



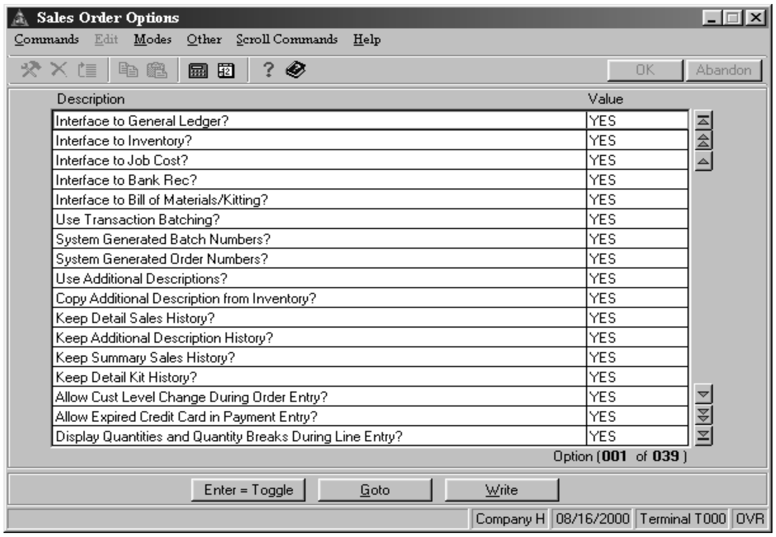
Description	Value
Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Job Cost?	YES
Interface to Bank Rec?	YES
Interface to Bill of Materials/Kitting?	YES
Use Transaction Batching?	YES
System Generated Batch Numbers?	YES
System Generated Order Numbers?	YES
Use Additional Descriptions?	YES
Copy Additional Description from Inventory?	YES
Keep Detail Sales History?	YES
Keep Additional Description History?	YES
Keep Summary Sales History?	YES
Keep Detail Kit History?	YES
Allow Cust Level Change During Order Entry?	YES
Allow Expired Credit Card in Payment Entry?	YES
Display Quantities and Quantity Breaks During Line Entry?	YES

Option (**001** of **039**)

5. The Options and Interfaces discussed below are those that are unique to Sales Order. Use the arrow keys to move the cursor to the option you want to change, then press **Enter** to toggle between the option settings:

Interface/Option	Setting	Effect
Interface to Bill of Materials/Kitting?	YES	Bill of Materials information is available during transaction entry. BK history is updated for kits sold when transactions are posted.
	NO	Kits are NOT available for use in transactions.
System Generated Order Numbers?	YES/NO	If you choose **YES**, the system will generate order numbers, choose **NO** if you wish to create your own order numbers.
Keep Detail Kit History?	YES	Detail information for each kitted item on each invoice is saved in the Detail Kit History file.
	NO	Detail Kit history is not available for Information Inquiry or Reports.
Print Online Picking Slips?	YES/NO	If you want to be able to print picking slips at the time of order entry select **Yes**. To only print picking slips with the Print Picking Slips function, select **No**.
Use Plain Paper Picking Slips?	YES/NO	Select **Yes** if you are **NOT** using preprinted Picking Slips. If using preprinted pick slips, select **N**o.
Picking Slip Form Type:	8-1/2 x 11	If you are using preprinted picking slips, select this setting for forms that are **8-1/2 x 11**
	Laser	Select this setting if the company is using preprinted picking slips specifically designed for a laser printer.
	Standard	Select this setting if the company is using picking slip forms that have the column headings already printed on them.
Include Kit Components In Picking Slip Sort?	YES/NO	Select **YES**, if you want the components that make up the kits printed on the picking slips. Select **NO** to only have the kit print on the picking slips without any of the components listed.

Sales Order Options and Interfaces Selection Screen



Description	Value
Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Job Cost?	YES
Interface to Bank Rec?	YES
Interface to Bill of Materials/Kitting?	YES
Use Transaction Batching?	YES
System Generated Batch Numbers?	YES
System Generated Order Numbers?	YES
Use Additional Descriptions?	YES
Copy Additional Description from Inventory?	YES
Keep Detail Sales History?	YES
Keep Additional Description History?	YES
Keep Summary Sales History?	YES
Keep Detail Kit History?	YES
Allow Cust Level Change During Order Entry?	YES
Allow Expired Credit Card in Payment Entry?	YES
Display Quantities and Quantity Breaks During Line Entry?	YES

Option (**001** of **039**)

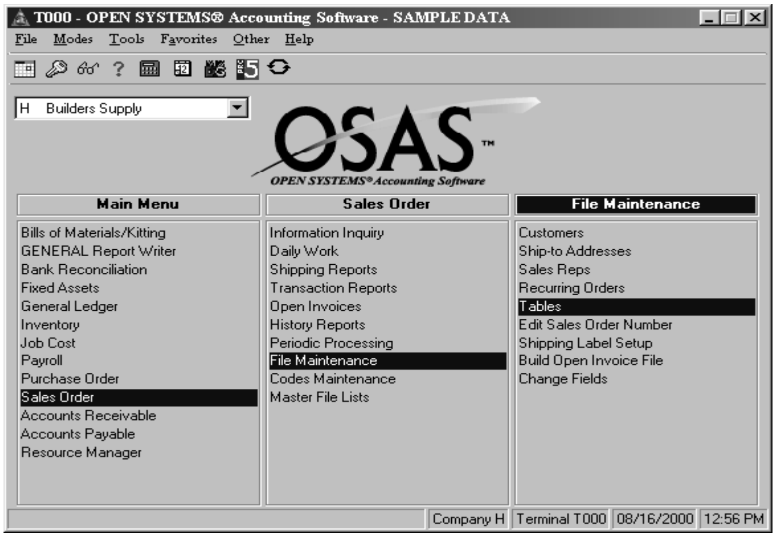
Interface/Option	Setting	Effect
Packing List Form Type:	PlainPaper	Select this setting if the company is **NOT** using preprinted packing list forms.
	8-1/2 x 11	Select this setting if the company is using preprinted packing list forms that are **8-1/2 x 11**
	Laser	Select this setting if the company is using preprinted packing list forms specifically designed for a laser printer.
Print Online Packing Lists?	YES/NO	If you want to be able to print packing lists at the time of order entry select **Yes**. To only print packing lists with the Print Packing List function, select **No**.
Bill of Lading Type[a]	Detail, Summary, None	If using Bill of Ladings, select whether you want it to print the information in Detail or Summary. If you do not want to use Bill of Lading select None.
Bill of Lading Form Type[a]	Plain paper	Select this setting if the company is **NOT** using preprinted Bill of Lading forms.
	8-1/2 x 11	Select this setting if the company is using preprinted Bill of Lading forms that are **8-1/2 x 11**
Print Bills of Lading from Shipping Labels?[a]	YES/NO	Select **YES** to print Bills of Lading forms when you print shipping labels. Select **NO** if you only want to print Bills of Lading with the Bills of Lading option.
System Generated Blanket Order Numbers[a]	YES/NO	If you want the system to assign blanket order numbers, enter **YES**. If you want to assign order numbers, enter **NO**.

[a] This options is only available in versions 6.1 and higher.

Setup in Sales Order

If this is a new installation of both Accounts Receivable and Sales Order, you will need to set up all the tables. Refer to the Tables section in the *Accounts Receivable Training Manual* for information about all the tables except the quick-entry tables.

Sales Order File Maintenance Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File
Modes
Tools
Favorites
Other
Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
File Maintenance
Customers
Ship-to Addresses
Sales Reps
Recurring Orders
Tables
Edit Sales Order Number
Shipping Label Setup
Build Open Invoice File
Change Fields
Company H
Terminal T000
08/16/2000
12:56 PM

Quick Entry Tables Q?tttt

The Sales Order quick-entry tables used during order processing have different ID’s than those in Accounts Receivable. They let you choose which fields you want the cursor to stop at during order processing functions. Quick entry is not available for recurring orders.

Tables Selection Screen

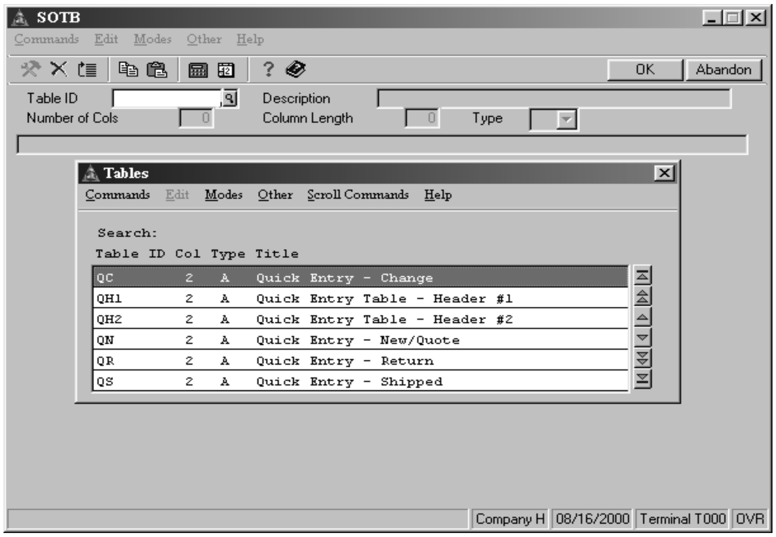

SOTB
Commands Edit Modes Other Help
OK
Abandon
Tables
Commands Edit Modes Other Scroll Commands Help
Company H
08/16/2000
Terminal T000
OVR

Table ID
Number of Cols 0
Description
Column Length 0
Type

Search:

Table ID	Col	Type	Title
QC	2	A	Quick Entry - Change
QH1	2	A	Quick Entry Table - Header #1
QH2	2	A	Quick Entry Table - Header #2
QN	2	A	Quick Entry - New/Quote
QR	2	A	Quick Entry - Return
QS	2	A	Quick Entry - Shipped

The quick-entry tables use the format Q?*tttt* for the table ID. You can replace the? with one of these letters:

- **N** to create a table used while entering new orders and quotes
- **C** to create a table used during change orders
- **S** to create a table used while entering shipped orders
- **R** to create a table used while entering miscellaneous credits
- **V** to create a table used when verifying orders

The ***tttt*** is optional and is used to create terminal specific or company specific quick-entry tables. A terminal specific table would be used first, then a company specific table and finally a generic table.

The Quick Entry tables are positional, **DO NOT** delete or rearrange the rows.

Activating Quick Entry

To activate the Quick Entry function, select **Defaults** from the Workstation Configuration menu in the Resource Manager. Set the quick-entry default to Active. Press **Ctrl-F** to toggle quick-entry on and off when using the transactions and material requisitions entry and edit screens.

Creating A Terminal Specific Quick Entry Table

QNtttt - New/Quote Quick Entry Table Screen

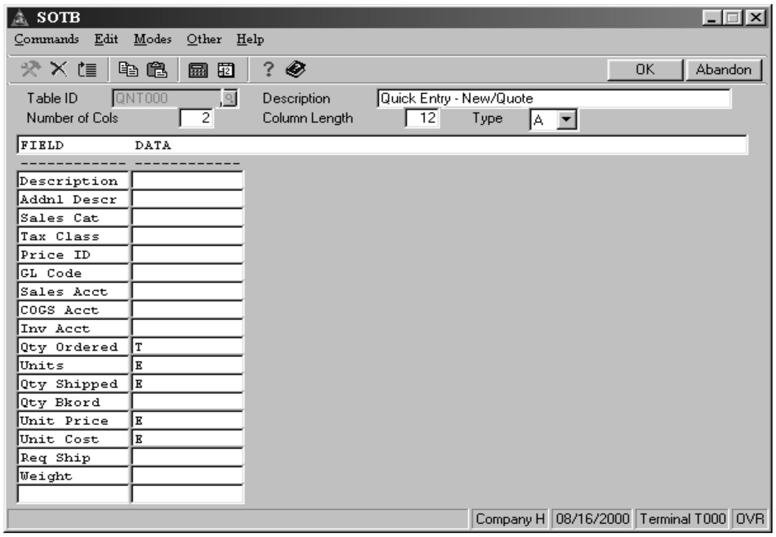


Table ID QNT000
Description Quick Entry - New/Quote
Number of Cols 2
Column Length 12
Type A

FIELD	DATA
Description	
Addnl Descr	
Sales Cat	
Tax Class	
Price ID	
GL Code	
Sales Acct	
COGS Acct	
Inv Acct	
Qty Ordered	T
Units	E
Qty Shipped	E
Qty Bkord	
Unit Price	E
Unit Cost	E
Req Ship	
Weight	

To create a terminal specific quick entry table, perform the following steps:

1. Enter the quick entry table ID followed by the terminal ID in the Table ID field.

   For example: to create a **QN** quick-entry table used only by terminal T000, type QNT000 in the **Table ID** field.

2. Enter the quick entry table ID you want to copy in the **Copy From?** field when it appears. In our example, **QN**.

   The sample company's quick entry table information defaults on the screen. The fields on the Transactions or Material Requisitions entry/editing screen that the table controls are listed in the **FIELD** column.

3. In the **DATA** column:

   - type a **T** next to a field if you want the cursor to stop at the field when you press the **Tab** or **Enter** key on the screen that the quick entry table controls.

   - type an **E** if you want the cursor to stop at the field when you press the **Enter** key on the screen the quick-entry table controls.

   - leave the **DATA** column blank if you want the cursor to skip the field.

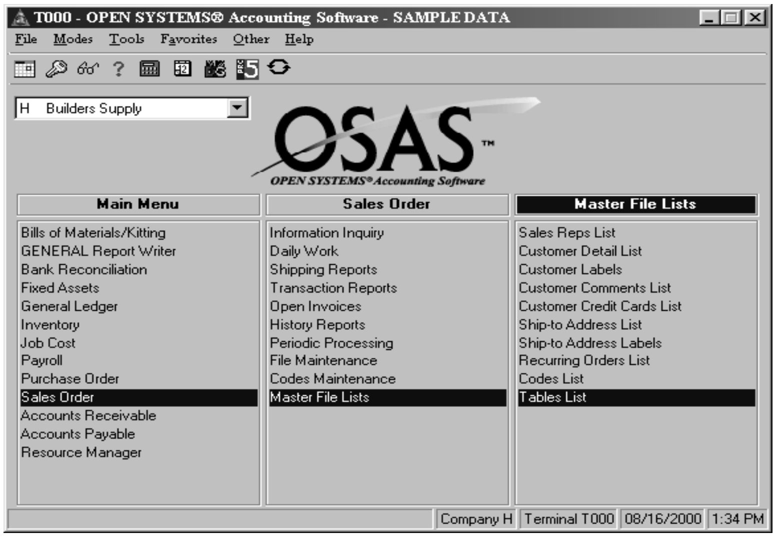
During transaction entry, the arrow key can be used to move the cursor to a field that has been skipped.

4. When you have completed selecting the **Tab** and **Enter** stops, use the **Proceed**(PgDn) command to save the entries.

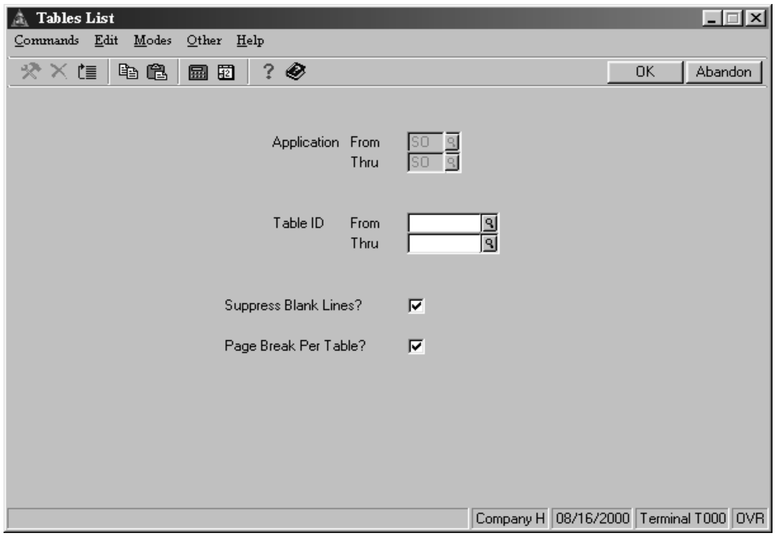
Printing a Tables List

To print a list of the tables used in Sales Order and their settings, select **Master File Lists** on the Sales Order menu. Select Tables List from the Master File Lists menu.

Sales Order Menu Screen


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Master File Lists
Sales Reps List
Customer Detail List
Customer Labels
Customer Comments List
Customer Credit Cards List
Ship-to Address List
Ship-to Address Labels
Recurring Orders List
Codes List
Tables List
Company H
Terminal T000
08/16/2000
1:34 PM

Tables List Screen



Application From SO
Thru SO

Table ID From
Thru

Suppress Blank Lines? ☑

Page Break Per Table? ☑

Company H | 08/16/2000 | Terminal T000 | OVR

Selection	Description
Application From/Thru	**SO** defaults into these fields and cannot be changed.
Table ID From/Thru	Enter the range of table IDs to include in the list.
Suppress Blank Lines?	Enter **Y**es to suppress blank lines from printing in the list, otherwise select **N**o to print all lines.
Page Break Per Table?	Select **Y**es to print each table on a separate page, otherwise select **N**o.

Use the **Proceed** command, **PgDn** or **Esc P,** to print the Tables List

Tables List

```
08/18/2000                                                              Builders Supply                                              Page    1
7:41 AM                                                                      Tables List
                                                                             Sales Order


  Table ID ARGL       Description GL Accounts Table
  No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION   G/L NUMBER
 ------------ ------------
 CASH RECPTS  100000
 DISCOUNTS    404000
 INVENTORY    104400
 FIN CHRG     802000
```

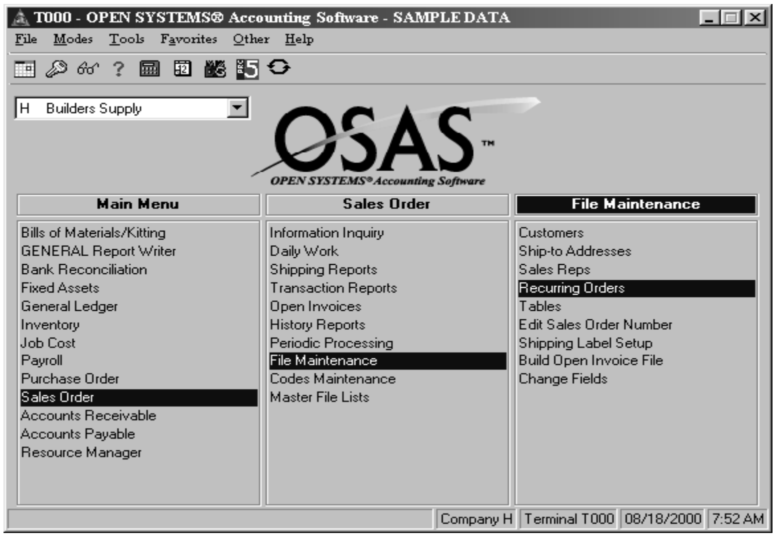
```
08/18/2000                                                             Builders Supply                                               Page    2
7:41 AM                                                                     Tables List
                                                                            Sales Order


  Table ID ARPDH      Description AR Periods Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  # PERIODS/YR
 ------------ ------------ ------------
        12.00      2000.00        12.00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
```

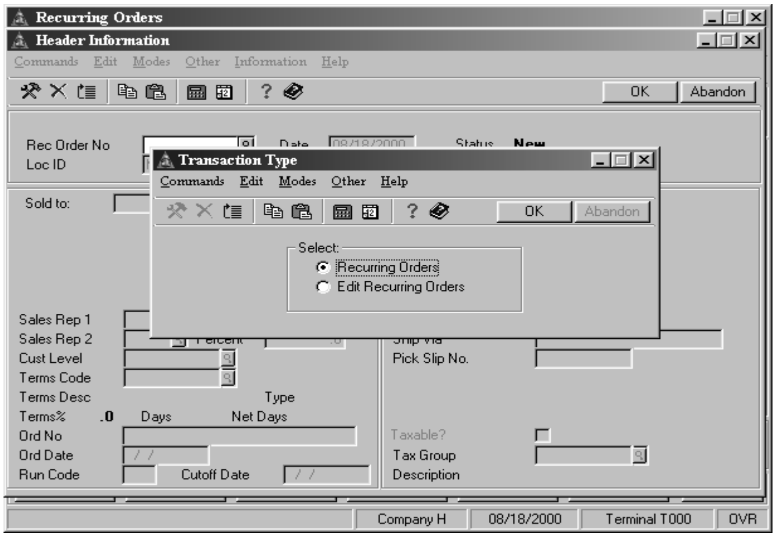
Recurring Orders

Recurring Orders Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS
OPEN SYSTEMS® Accounting Software
Main Menu
Sales Order
File Maintenance
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Customers
Ship-to Addresses
Sales Reps
Recurring Orders
Tables
Edit Sales Order Number
Shipping Label Setup
Build Open Invoice File
Change Fields
Company H
Terminal T000
08/18/2000
7:52 AM

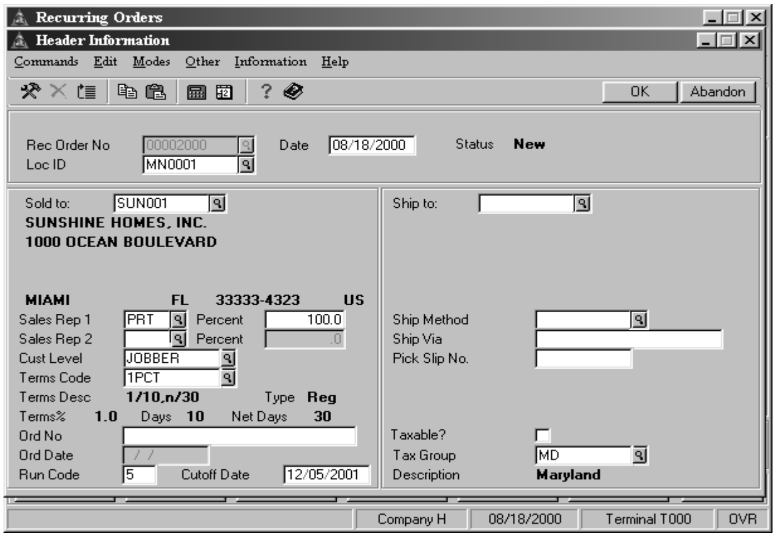
Use the Recurring Orders function to set up orders that you send to customers regularly. You can set up recurring orders for individual customers and for groups of customers.

Transaction Type Selection


Recurring Orders
Header Information
Commands Edit Modes Other Information Help
OK
Abandon
Rec Order No
Date
Status New
Loc ID
Sold to:
Transaction Type
Commands Edit Modes Other Help
OK
Abandon
Select:
● Recurring Orders
○ Edit Recurring Orders
Sales Rep 1
Sales Rep 2
Percent
Ship Via
Cust Level
Pick Slip No.
Terms Code
Terms Desc
Type
Terms%
.0
Days
Net Days
Ord No
Taxable?
Ord Date
Tax Group
Run Code
Cutoff Date
Description
Company H
08/18/2000
Terminal T000
OVR

Selection	Description
Recurring Orders	Select **1** to create a new recurring order.
Edit Recurring Orders	Select **2** to edit an existing recurring order.

Recurring Order Header Screen



Rec Order No 00002000
Date 08/18/2000
Status New
Loc ID MN0001

Sold to: SUN001
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-4323 US
Sales Rep 1 PRT Percent 100.0
Sales Rep 2 Percent .0
Cust Level JOBBER
Terms Code 1PCT
Terms Desc 1/10,n/30 Type Reg
Terms% 1.0 Days 10 Net Days 30
Ord No
Ord Date / /
Run Code 5 Cutoff Date 12/05/2001

Ship to:
Ship Method
Ship Via
Pick Slip No.
Taxable? ☐
Tax Group MD
Description Maryland

Company H 08/18/2000 Terminal T000 OVR

Field	Description
Rec Order No.	Enter the order number to use with this recurring order. If you are editing an existing recurring order, select the order you want to work with. The **Inquiry** command, **F2** or **Esc W,** is available to select the order number.
Date	The workstation date defaults, you can change the date or press **Enter** to accept it.
Loc ID	If you are interfaced to Inventory, enter the location of the items you wish to add to this recurring order. The **Location ID** setup in **Resource Manager** (if any) will display by default. You can use the **Inquiry** command, **F2** or **Esc W,** to select a location or the **Maintenance** command to create a new one.
Status	All recurring orders have a status of New when copied to the transactions files. You cannot change this field.
Sold to	Enter the ID of the customer for this recurring order. If the order is for a group of customers enter and asterisk (*) and the customers' group code (Group Codes are assigned when you set up the customer records). You can use the **Inquiry** command, **F2** or **Esc W,** to select and existing customer or the **Maintenance** command, **F6** or **Esc F,** to create a new customer.
Sales Rep 1/ Percent	The sales rep assigned to the customer defaults in this field. You can accept the rep or select a different one. The **Inquiry** command, **F2** or **Esc W,** is available to select the rep. Enter the percentage of this sale to assign to the sales reps commissions.
Sales Rep 2/ Percent	If a second sales rep is assigned to this order, enter their ID here. The **Inquiry** command, **F2** or **Esc W,** is available to select the rep. Enter the percentage of this sale to assign to the sales reps commissions.

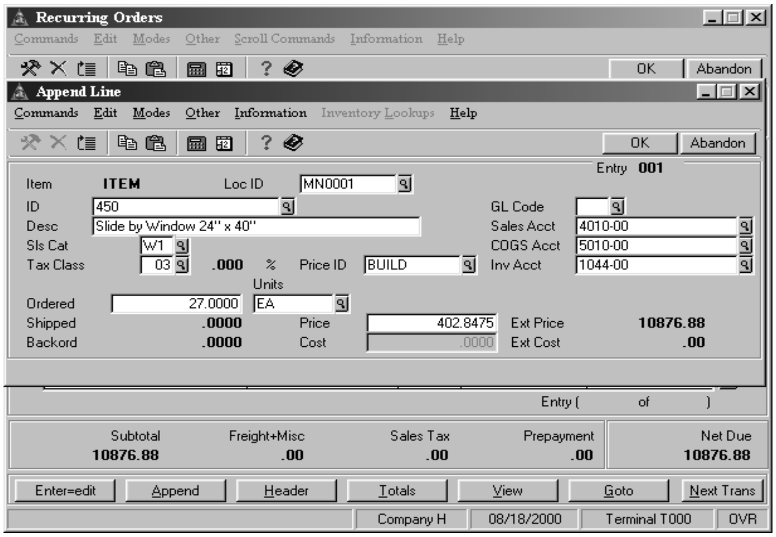
Note

The combined percentage of both sales reps 1 &2 cannot exceed 100%.

Field	Description
Cust Level	Press **Enter** to accept the default customer level, setup in the customer file or select a different customer level. Customer Levels are setup in Inventory to help calculate the price customers pay for items. If interfaced to Inventory, you can use the **Inquiry** command, **F2** or **Esc W,** to select a different level, or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Terms Code	Enter the terms for this order. The terms setup in the customer file will display by default. You can accept those terms, use the **Inquiry** command, **F2** or **Esc W,** to select a different terms, or the **Maintenance** command, **F6** or **Esc F,** to create new ones.
Ord No.	Enter the purchase order number the customer used to purchase the goods or you can leave this field blank.
Ord Date	If you enter an Order Number (Ord No.) you MUST enter and order date. If the Ord No. field is left blank this field is skipped.
Run Code	Enter the run code that this order belongs to. The run code is used to copy recurring orders into the transaction files. Group together recurring orders, that you want to copy at the same time, with the same run code.
Cutoff Date	Enter the date after which you no longer want to copy this order to the transaction files, or press **Enter** to skip this field. Recurring Orders with a cutoff date will not be copied once that cutoff date has been reached. Recurring Orders without a cutoff date will always be copied based on dates. The cutoff date can be used to purge orders from the recurring order file.
Ship to	Enter the number of the ship to address for this order, or press **Enter** to skip this field. You can use the **Inquiry** command, **F2** or **Esc W,** to select the Ship To ID or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Ship Method	Enter the shipping method code or press **Enter** to skip this field. You can use the **Inquiry** command, **F2** or **Esc W,** to select the shipping method or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Ship Via	If you entered a ship to address ID or a ship method code, the ship via information is displayed. If you did not, you can enter the ship via information or press **Enter** to skip this field.
Pick Slip No.	If a shipping number has been assigned to this order, enter it. The number will be used as the slip number on picking slips, or press **Enter** to skip this field. You can assign a pick slip number to the order after it is copied to the transaction files, with the Print Picking Slips function.
Taxable?	If this is taxable order enter **YES**, otherwise enter **NO** for a non-taxable order.
Tax Group	Enter the ID of the tax group that sales to the customer will be allocated. The tax group assigned to the customer or the one assigned to the ship to address ID will display by default. You can accept the tax group, use the **Inquiry** command, **F2** or **Esc W,** to select a different tax group or the **Maintenance** command, **F6** or **Esc F,** to create a new one.The **Description** of the tax group is displayed below the tax group ID.

After the selections have been made use the **Proceed** command, **PgDn** or **Esc P,** to enter the detail information for the order.

Recurring Orders Line Item Entry


Recurring Orders
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Append Line
Commands Edit Modes Other Information Inventory Lookups Help
OK
Abandon
Enter=edit
Append
Header
Totals
View
Goto
Next Trans

Item ITEM
Loc ID MN0001
Entry 001
ID 450
GL Code
Desc Slide by Window 24" x 40"
Sales Acct 4010-00
Sls Cat W1
COGS Acct 5010-00
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 1044-00
Ordered 27.0000
Units EA
Shipped .0000
Price 402.8475
Ext Price 10876.88
Backord .0000
Cost .0000
Ext Cost .00
Entry (of)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
10876.88	.00	.00	.00	10876.88

Company H 08/18/2000 Terminal T000 OVR

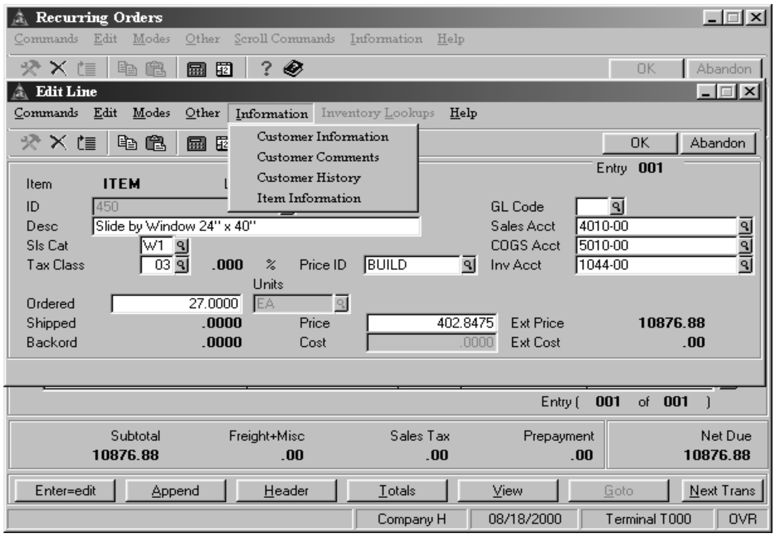
Field	Description
ITEM/JOB/KIT	ITEM defaults for this field and cannot be changed. You cannot enter jobs or kits in recurring orders.
Loc ID	The location entered on the header defaults in this field. You can change the location or press **Enter** to accept it. If you are interfaced to Inventory you can use the **Inquiry** command, **F2** or **Esc W,** to select an existing location or the **Maintenance** command, **F6** or **Esc F,** to create a new location.
ID	If interfaced to Inventory select the item(s) to sell with this recurring order, or press Enter to skip this field if you are selling a non-inventory item. You can use the **Inquiry** command, **F2** or **Esc W,** to select an existing item or the **Maintenance** command, **F6** or **Esc F,** to create a new item. If you are not interfaced to Inventory, you can enter an item ID or leave this field blank.
Desc	If you entered an Inventory item in the ID field, the description of that item is displayed. If you left the ID field blank or you are not interfaced to Inventory, enter a description of what you are selling to the customer.
Additional Descriptions	If the option to use Addition Descriptions in Options and Interfaces is set to yes, the additional description box is displayed. Enter 1-10 lines, 35 characters per line of additional descriptive information for the item you are selling.
Sls Cat	The Sales Category for the item is displayed. If you are interfaced to Inventory you can use the **Inquiry** command, **F2** or **Esc W,** to select a different sales category or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Tax Class	If interfaced to Inventory, the Tax Class assigned to the item is displayed. You can change the tax class or press **Enter** to accept it. If you are not interfaced to Inventory or this is a non-inventory item, **00** defaults as the tax class.You can use the **Inquiry** command, **F2** or **Esc W,** to select a different tax class or the **Maintenance** command, **F6** or **Esc F,** to create a new one.

Field	Description
Price ID	Price IDs are setup in Inventory and used along with the Customer Level to determine the price the customer pays for the item. If interfaced to Inventory, you can change the price ID or press **Enter** to accept it.The **Inquiry** command, **F2** or **Esc W,** is available to select a different price ID.
GL Code	The GL Code helps determine the Sales and COGS. If Sales Order is interfaced to Inventory and this is an inventory item, the Sales, and Cogs accounts come from the inventory record. If Sales Order is not interfaced to Inventory or this is a non-inventory item, the GL Code setup on the default table (DFxxx) is displayed. You can use the **Inquiry** command, **F2** or **Esc W,** to select a different GL Code or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. You can change the account displayed, or press **Enter** to accept it. If you are interfaced to General Ledger, you can use the **Inquiry** command, **F2** or **Esc W,** to select a different account, or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. You can change the account displayed, or press **Enter** to accept it. If you are interfaced to General Ledger, you can use the **Inquiry** command, **F2** or **Esc W,** to select a different account, or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the **ARGLxxx** table. You can change the account displayed, or press **Enter** to accept it. If you are interfaced to General Ledger, you can use the **Inquiry** command, **F2** or **Esc W,** to select a different account, or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Ordered	Enter the number of units sold
Units	Enter the units of measure sold for this item. If interfaced to Inventory the default unit of measure for the item is displayed. Press **Enter** to accept the units or you can change the units. You can use the **Inquiry** command, **F2** or **Esc W,** to change to a different unit of measure or the **Maintenance** command, **F6** or **Esc F,** to create a new one.
Price	Enter the unit price for the items sold. If you are interfaced to Inventory the price defaults in based on the Customer Level and Price ID fields.
Ext Price	The extended price is calculated based on the unit price and number of units sold.

The Shipped, Backord, Cost and Ext. Cost fields are not available for when setting up recurring orders.

Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

SO Information Windows Menu


Recurring Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Edit Line
Commands Edit Modes Other Information Inventory Lookups Help
Customer Information
Customer Comments
Customer History
Item Information
OK Abandon
Enter=edit Append Header Totals View Goto Next Trans

Entry **001**

Item **ITEM**
ID 450
Desc Slide by Window 24" x 40"
Sls Cat W1
Tax Class 03 **.000** % Price ID BUILD
Units EA
Ordered 27.0000
Shipped **.0000**
Backord **.0000**
Price 402.8475
Cost .0000
Ext Price **10876.88**
Ext Cost **.00**
GL Code
Sales Acct 4010-00
COGS Acct 5010-00
Inv Acct 1044-00

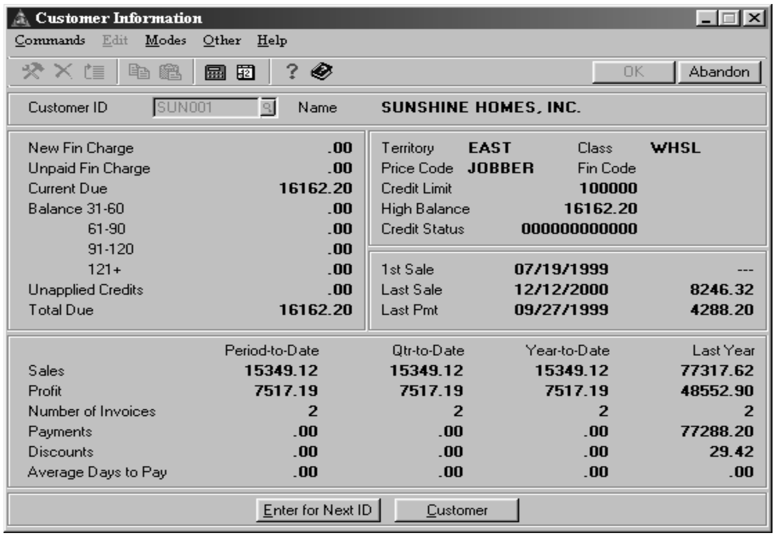
Entry (**001** of **001**)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
10876.88	**.00**	**.00**	**.00**	**10876.88**

Company H 08/18/2000 Terminal T000 OVR

Use the **Info**r**mation** command to view customer or inventory information. Use the **Shift-F2** command to display the available options.

Customer Information Screen


Customer Information
Commands Edit Modes Other Help
OK Abandon
Enter for Next ID Customer

Customer ID SUN001 Name **SUNSHINE HOMES, INC.**

New Fin Charge	**.00**
Unpaid Fin Charge	**.00**
Current Due	**16162.20**
Balance 31-60	**.00**
61-90	**.00**
91-120	**.00**
121+	**.00**
Unapplied Credits	**.00**
Total Due	**16162.20**

Territory **EAST** Class **WHSL**
Price Code **JOBBER** Fin Code
Credit Limit **100000**
High Balance **16162.20**
Credit Status **000000000000**

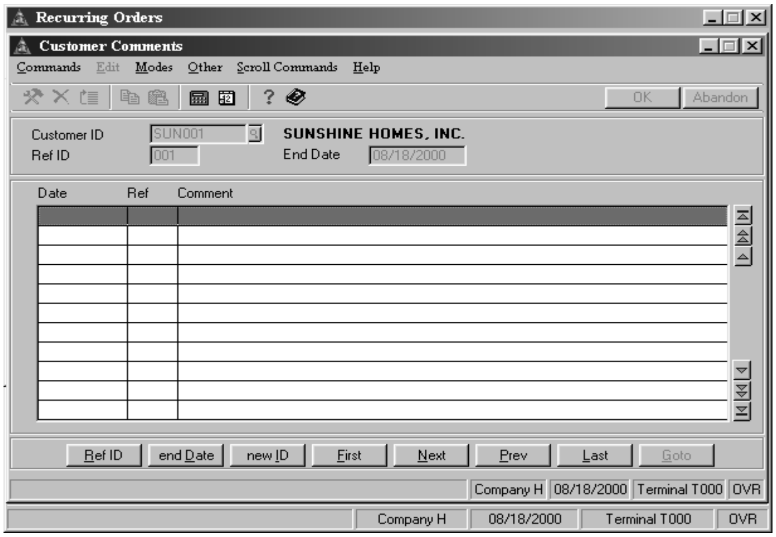
1st Sale	**07/19/1999**	**---**
Last Sale	**12/12/2000**	**8246.32**
Last Pmt	**09/27/1999**	**4288.20**

	Period-to-Date	Qtr-to-Date	Year-to-Date	Last Year
Sales	**15349.12**	**15349.12**	**15349.12**	**77317.62**
Profit	**7517.19**	**7517.19**	**7517.19**	**48552.90**
Number of Invoices	**2**	**2**	**2**	**2**
Payments	**.00**	**.00**	**.00**	**77288.20**
Discounts	**.00**	**.00**	**.00**	**29.42**
Average Days to Pay	**.00**	**.00**	**.00**	**.00**

Customer Information displays balance summaries, credit and sale information, and summarized history for the customer you are working with. The information is display only and cannot be changed.

Command	**Description**
Enter for **Next ID**	Press **Enter** to view the next customer.
Customer	Press **C** to select a different customer to view.

Customer Comments Screen


Recurring Orders
Customer Comments
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Date
Ref
Comment
Ref ID
end Date
new ID
First
Next
Prev
Last
Goto

Customer ID SUN001 SUNSHINE HOMES, INC.
Ref ID 001 End Date 08/18/2000

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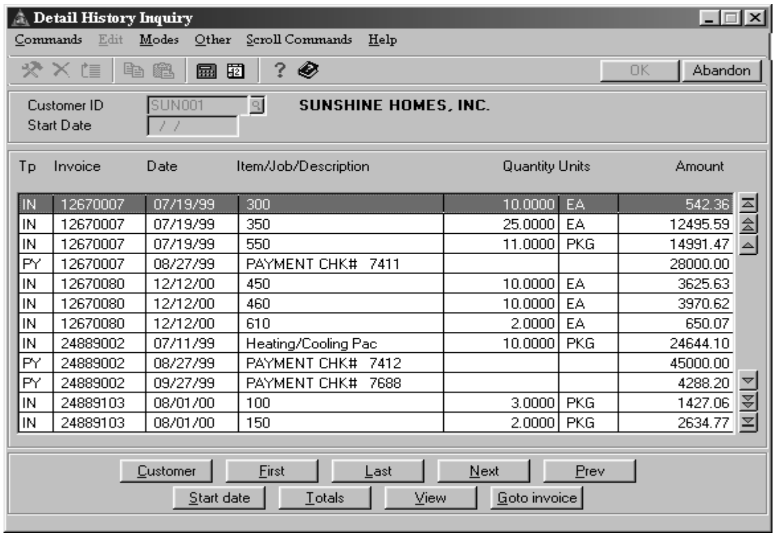
Company H 08/18/2000 Terminal T000 OVR

Customer Comments allows you to view or edit any comments for the customer.

Field	Description
Customer ID	The customer selected for the order is displayed. Press **I** to enter a different ID.
(Name)	The customers name displays next to the ID.
Ref ID	Enter the reference ID for the comments you want to view or enter. The workstation ID is displayed by default. Press **R** to enter a different reference ID.
End Date	Enter the ending date for the comments you want to display. Comments on or before this date are displayed. The workstation date is displayed by default. Press **D** to enter a new date.

Command	Description
Ref ID	Press **R** to select a different reference ID.
end Date	Press **D** to enter a new end date.
new ID	Press **I** to select a different customer to view comments for.
First	Press **F** to move to the first customer in the file.
Next	Press **N** to scroll forward to the next customer in the file.
Prev	Press **P** to scroll backwards to the previous customer in the file.
Last	Press **L** to move to the last customer in the file.
Goto	Press **G** to move the cursor to a specific comment.

Customer History Screen



Customer ID SUN001 SUNSHINE HOMES, INC.
Start Date / /

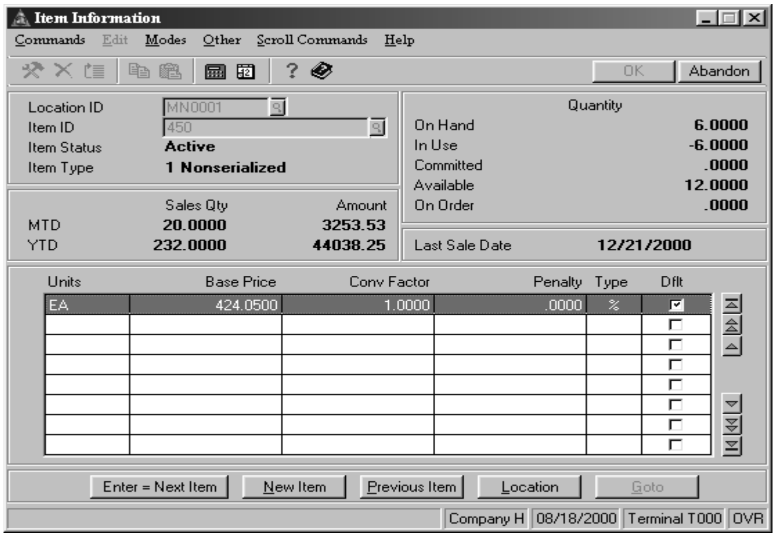
Tp	Invoice	Date	Item/Job/Description	Quantity	Units	Amount
IN	12670007	07/19/99	300	10.0000	EA	542.36
IN	12670007	07/19/99	350	25.0000	EA	12495.59
IN	12670007	07/19/99	550	11.0000	PKG	14991.47
PY	12670007	08/27/99	PAYMENT CHK# 7411			28000.00
IN	12670080	12/12/00	450	10.0000	EA	3625.63
IN	12670080	12/12/00	460	10.0000	EA	3970.62
IN	12670080	12/12/00	610	2.0000	EA	650.07
IN	24889002	07/11/99	Heating/Cooling Pac	10.0000	PKG	24644.10
PY	24889002	08/27/99	PAYMENT CHK# 7412			45000.00
PY	24889002	09/27/99	PAYMENT CHK# 7688			4288.20
IN	24889103	08/01/00	100	3.0000	PKG	1427.06
IN	24889103	08/01/00	150	2.0000	PKG	2634.77

Customer History allows you to view the Detailed History for the Customer. You must have the option to save Detail History set to Yes to use this function.

Field	Description
Customer ID	The customer selected for the order is displayed. Press **C** to enter a different ID.
(Name)	The customers name displays next to the ID.
Start Date	Enter the starting date for the history you want to view. Detail history on or after this date is displayed. Press **S** to select a new start date.

Command	Description
Customer	Press **C** to enter a new customer ID.
First	Press **F** to move to the first customer in the file.
Last	Press **L** to move to the last customer in the file.
Next	Press **N** to move forward to the next customer.
Prev	Press **P** to move backwards to the previous customer.
Start Date	Press **S** to enter a new start date.
Totals	Press **T** to see the totals for the invoice the cursor is on.
View	Press **V** to see the detail information for the line item entry the cursor is on.
Goto Invoice	Press **G** to move the cursor to a specific invoice.

Item Information Screen


Item Information
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Enter = Next Item
New Item
Previous Item
Location
Goto

Location ID MN0001
Item ID 450
Item Status **Active**
Item Type **1 Nonserialized**

Quantity	
On Hand	6.0000
In Use	-6.0000
Committed	.0000
Available	12.0000
On Order	.0000

	Sales Qty	Amount
MTD	20.0000	3253.53
YTD	232.0000	44038.25

Last Sale Date 12/21/2000

Units	Base Price	Conv Factor	Penalty	Type	Dflt
EA	424.0500	1.0000	.0000	%	☑
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Company H 08/18/2000 Terminal T000 OVR

If Sales Order is interfaced with Inventory, you can view item information. Quantities, quantity break prices, sales information, and alternate units of measure are displayed.

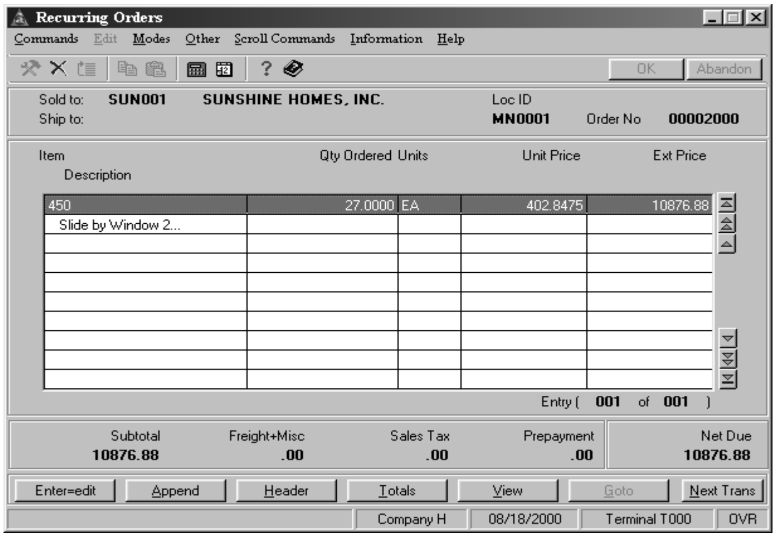
Field	Description
Location ID	The location from the order is displayed. Press **L** to select a different location
Item ID	The selected item is displayed. Press **N** to select a different item.

Command	Description
Enter=Next Item	Press **Enter** to move forward to the next item in the file.
New Item	Press **N** to select a different Item ID.
Previous Item	Press **P** to move backwards to the previous item.
Location	Press **L** to change the Location ID.
Goto	Press **G** to move the cursor to a specific unit of measure.

Use the **Exit** command, **F7** or **Esc M,** to exit the information windows and return to the line entry screen.

Once all the items have been entered, use the **Exit** command, **F7** or **Esc M,** to exit the Append Line Screen and view the Detail screen.

Recurring Orders Detail Screen



Sold to: SUN001 SUNSHINE HOMES, INC.
Ship to:
Loc ID MN0001
Order No 00002000

Item Description	Qty Ordered	Units	Unit Price	Ext Price
450 Slide by Window 2...	27.0000	EA	402.8475	10876.88

Entry (001 of 001)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
10876.88	.00	.00	.00	10876.88

Company H 08/18/2000 Terminal T000 OVR

The top part of the detail screen displays the **Sold To** and **Ship To** information, the **Location ID** for the order and the **Order Number**.

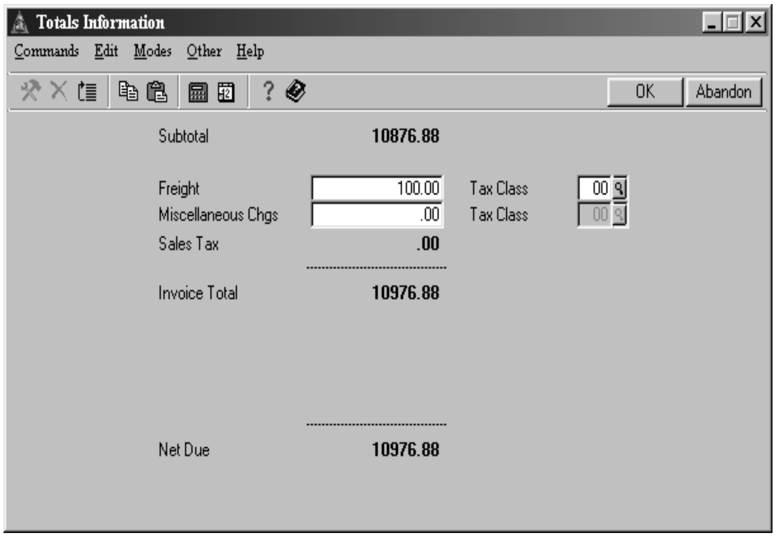
The middle part of the screen displays the **Items**, **Descriptions**, **Quantity Ordered**, **Units**, **Unit Price** and **Extended Price** for the order.

The bottom part of the screen displays the cursors current line number and the total number of line items on the order, the **Subtotal**, **Freight**, **Miscellaneous**, **Sales Tax**, **Prepayment**, and **Net Due** amounts.

Command	Description
Enter=edit	Press **Enter** to edit the line item the cursor is currently on.
Append	Press **A** to add line items to this order.
Header	Press **H** to return to the header screen of this order.
Totals	Press **T** to verify the Freight, Miscellaneous, Sales Tax and Prepayment totals.
View	Press **V** to view the line item the cursor is on. You cannot edit or make changes to the entry, just view the detail.
Goto	Press **G** to move the cursor to a specific line item.
Next Trans	Press **N** to exit this transaction and return to the Transaction Type screen.

Press **H** to go back to the Header screen to make changes there. Use the **Proceed** command, **PgDn** or **Esc P,** to save the changes and return to the line-item and totals screen.

Totals Screen



Subtotal 10876.88

Freight 100.00 Tax Class 00

Miscellaneous Chgs .00 Tax Class 00

Sales Tax .00

Invoice Total 10976.88

Net Due 10976.88

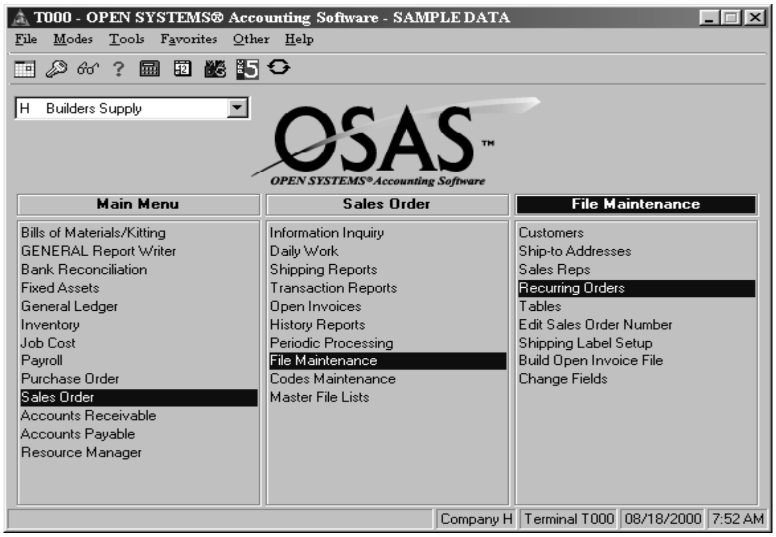
Field	Description
Subtotal	Totals of all line items entered on the Detail screen. You cannot adjust this amount from the Totals screen. If you need to correct any inconsistencies do so in the Detail Entry screen.
Freight	Enter the **Freight** charges for this Order. Otherwise leave blank if no charges for Freight have occurred.
Tax Class	If charging for Freight, enter in the tax class to associate to that charge. By default 00 will enter in that field.
Miscellaneous Chgs	Enter in **Miscellaneous** charges that are associated with this Order, otherwise leave blank to not include any miscellaneous charges.
Tax Class	If charging miscellaneous charges, enter in the tax class to associate to that charge. By default 00 will enter in that field.
Sales Tax	The tax that has been calculated will default here, only if you have said **Yes** that this customer is a taxable customer. A Sales Tax Information screen will appear to allow you to edit the calculated sales tax.
Payment 1	Enter in any payments that are to be applied to this Sales Order.
Method	Enter in the type of payment that is being made.
Payment 2	Enter in any additional payments that are to be applied to the Sales Order
Method	Enter in the type of payment that is being made for Payment 2.
Net Due	The ending balance of all preceding fields will appear here. This field will take the Subtotal and add/subtract any additional charges, as well as payments, to calculate a Net Due amount.

Use the **Proceed** command, **PgDn** or **Esc P,** to save the totals information.

Once all the order is complete press **N** to enter a new transaction or use the **Exit** command, **F7** or **Esc M,** to exit Recurring Orders.

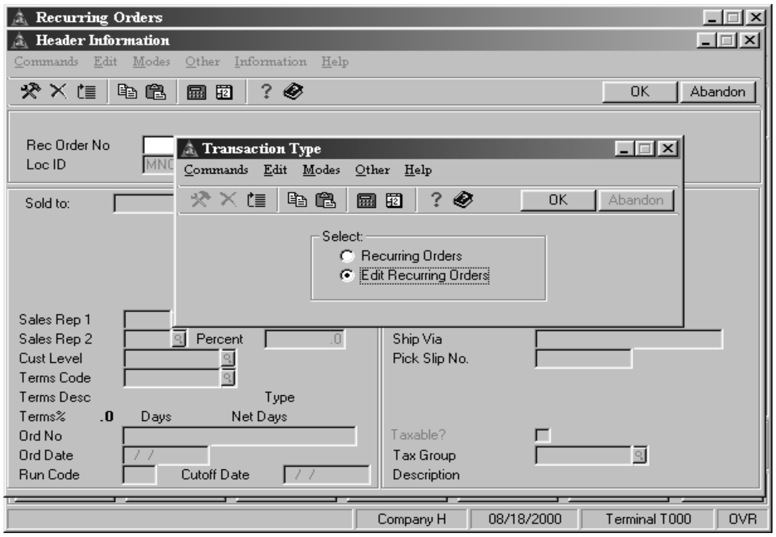
Edit Recurring Orders

Recurring Orders Main Menu

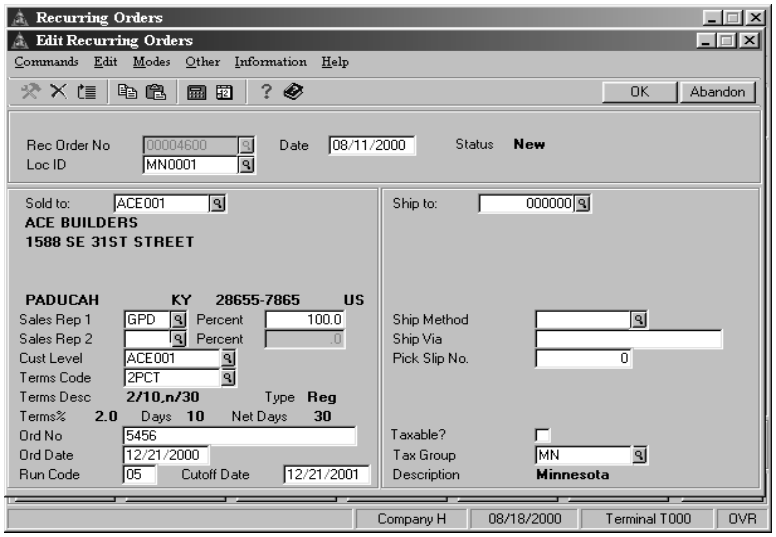

T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
File Maintenance
Customers
Ship-to Addresses
Sales Reps
Recurring Orders
Tables
Edit Sales Order Number
Shipping Label Setup
Build Open Invoice File
Change Fields
Company H
Terminal T000
08/18/2000
7:52 AM

Use the **Edit Recurring Orders** option to correct orders before you copy them to the Open Order file. (If you have already copied an order, use the Change Order function to correct it).

Transaction Type Selection


Recurring Orders
Header Information
Commands Edit Modes Other Information Help
OK
Abandon
Rec Order No
Loc ID
Sold to:
Transaction Type
Commands Edit Modes Other Help
OK
Abandon
Select:
○ Recurring Orders
● Edit Recurring Orders
Sales Rep 1
Sales Rep 2
Percent
Cust Level
Terms Code
Terms Desc
Type
Terms%
.0
Days
Net Days
Ord No
Ord Date
Run Code
Cutoff Date
Ship Via
Pick Slip No.
Taxable?
Tax Group
Description
Company H
08/18/2000
Terminal T000
OVR

Edit Recurring Order Header Screen


Recurring Orders
Edit Recurring Orders
Commands Edit Modes Other Information Help
OK
Abandon
Company H
08/18/2000
Terminal T000
OVR

Rec Order No 00004600
Date 08/11/2000
Status **New**
Loc ID MN0001

Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US

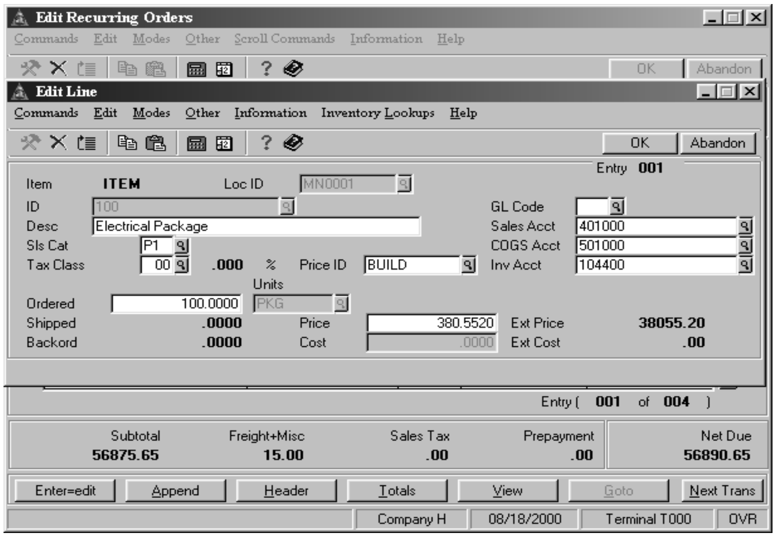
Ship to: 000000

Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc **2/10,n/30** Type **Reg**
Terms% **2.0** Days **10** Net Days **30**
Ord No 5456
Ord Date 12/21/2000
Run Code 05 Cutoff Date 12/21/2001

Ship Method
Ship Via
Pick Slip No. 0
Taxable? ☐
Tax Group MN
Description **Minnesota**

You can change any field on the header screen except the order status.

Line Item Detail


Edit Recurring Orders
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Edit Line
Commands Edit Modes Other Information Inventory Lookups Help
OK
Abandon
Enter=edit
Append
Header
Totals
View
Goto
Next Trans
Company H
08/18/2000
Terminal T000
OVR

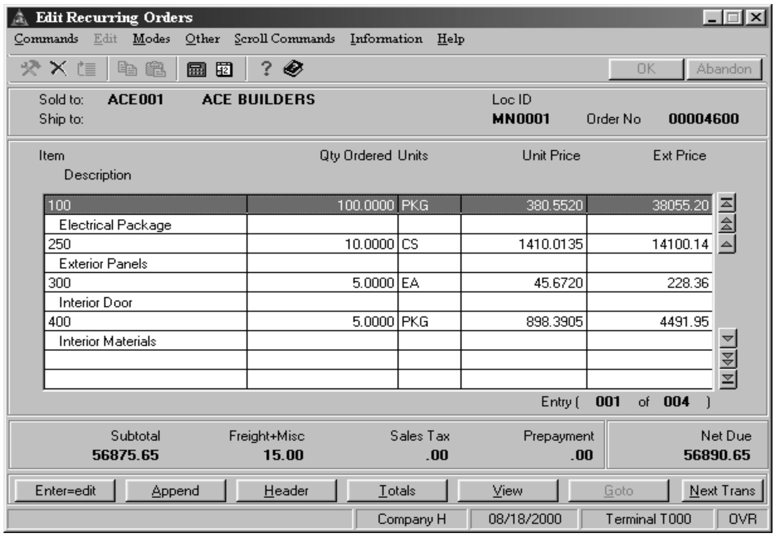
Entry **001**
Item **ITEM** Loc ID MN0001
ID 100
Desc Electrical Package
Sls Cat P1
Tax Class 00 **.000** % Price ID BUILD
GL Code
Sales Acct 401000
COGS Acct 501000
Inv Acct 104400
Units PKG
Ordered 100.0000
Shipped **.0000** Price 380.5520 Ext Price **38055.20**
Backord **.0000** Cost .0000 Ext Cost **.00**

Entry (**001** of **004**)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
56875.65	**15.00**	**.00**	**.00**	**56890.65**

You can add, change or delete line items when you are in the edit function. You cannot change the item ID field when editing recurring orders.

Edit Recurring Orders Detail Screen


Edit Recurring Orders
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Enter=edit
Append
Header
Totals
View
Goto
Next Trans

Sold to: ACE001 ACE BUILDERS
Ship to:
Loc ID MN0001
Order No 00004600

Item Description	Qty Ordered	Units	Unit Price	Ext Price
100	100.0000	PKG	380.5520	38055.20
Electrical Package				
250	10.0000	CS	1410.0135	14100.14
Exterior Panels				
300	5.0000	EA	45.6720	228.36
Interior Door				
400	5.0000	PKG	898.3905	4491.95
Interior Materials				

Entry (001 of 004)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
56875.65	15.00	.00	.00	56890.65

Company H 08/18/2000 Terminal T000 OVR

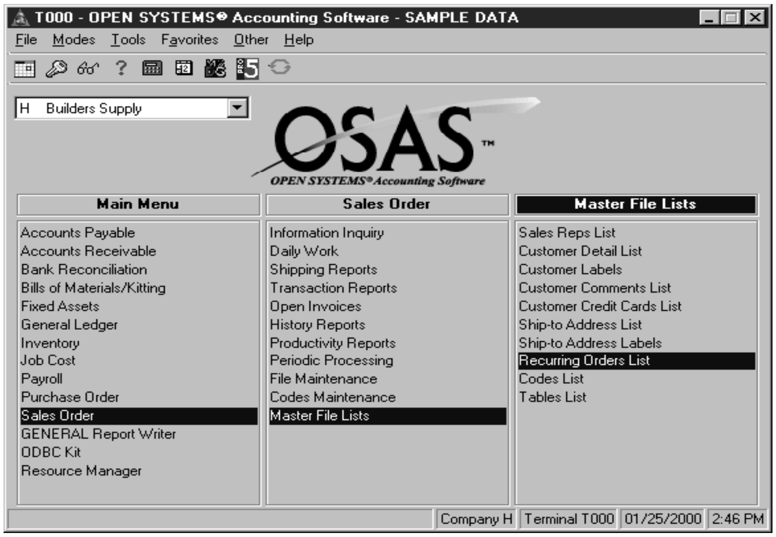
You have the same options for the detail screen as when you enter recurring orders.

After you add, change or delete line items for an order, print the Recurring Orders List so that you have an accurate list of the orders in the Recurring Orders file.

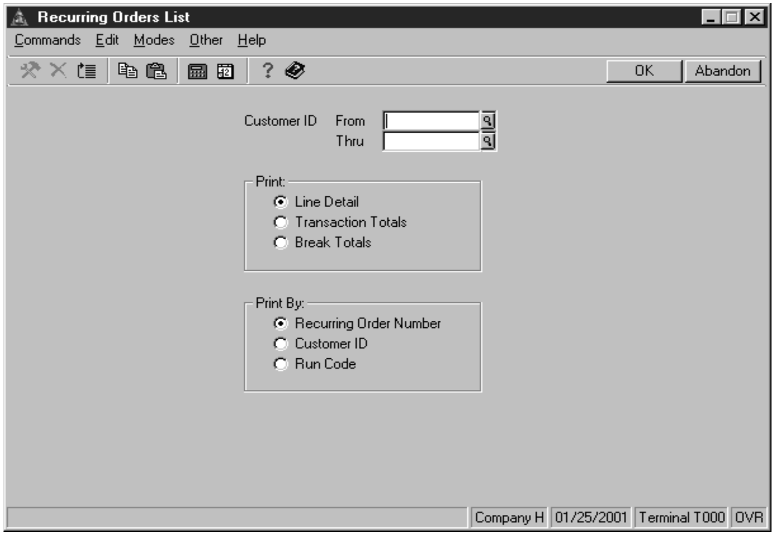
Printing a Recurring Orders List

To print a list of the recurring orders setup in Sales Order, select Master File Lists from the Sales Order menu. Select Recurring Orders List from the Master File List menu.

Sales Order Menu Screen


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Accounts Payable
Accounts Receivable
Bank Reconciliation
Bills of Materials/Kitting
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
GENERAL Report Writer
ODBC Kit
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Productivity Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Master File Lists
Sales Reps List
Customer Detail List
Customer Labels
Customer Comments List
Customer Credit Cards List
Ship-to Address List
Ship-to Address Labels
Recurring Orders List
Codes List
Tables List
Company H
Terminal T000
01/25/2000
2:46 PM

Recurring Orders List Screen


Recurring Orders List
Commands
Edit
Modes
Other
Help
OK
Abandon
Company H
01/25/2001
Terminal T000
OVR

Customer ID From
Thru

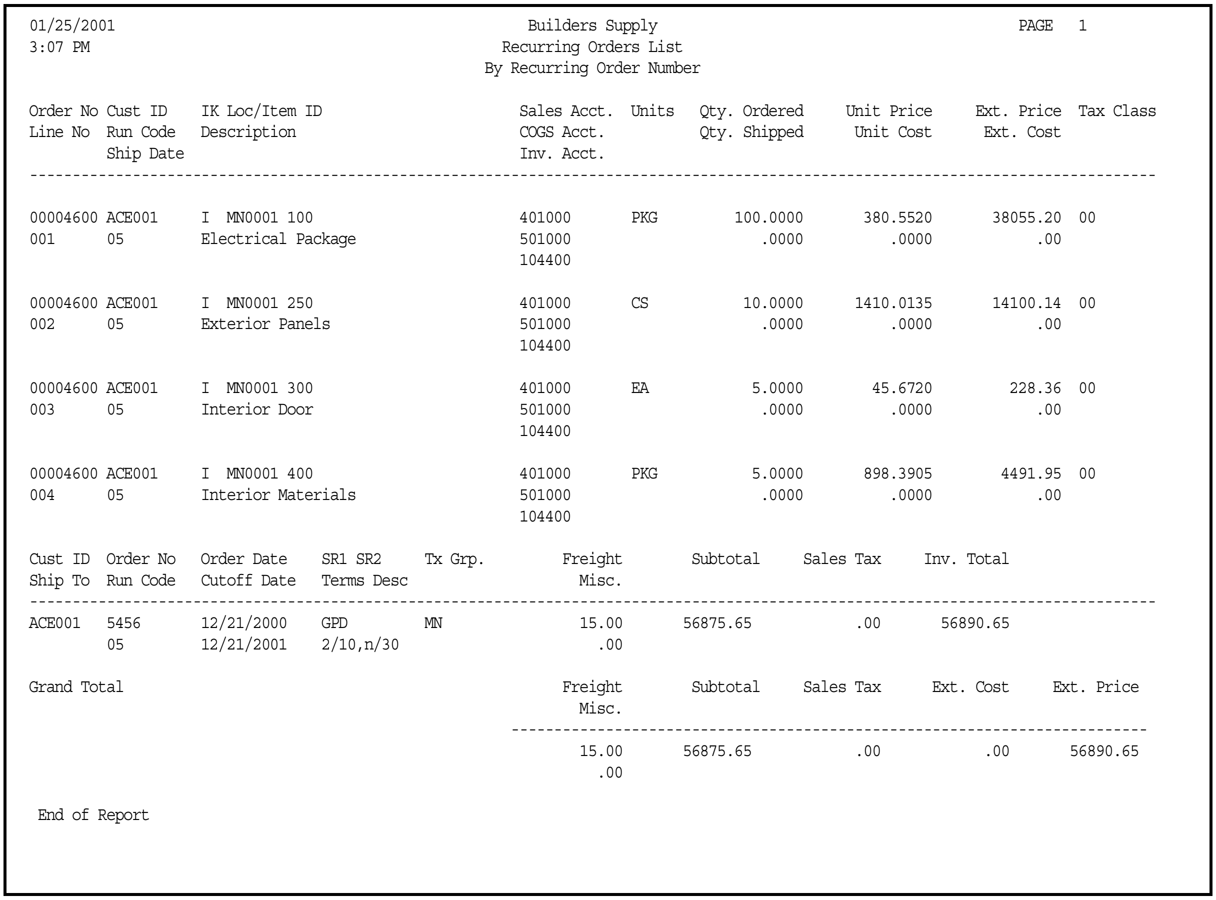
Print:
● Line Detail
○ Transaction Totals
○ Break Totals

Print By:
● Recurring Order Number
○ Customer ID
○ Run Code

Selection		**Description**
Customer ID From/Thru		Select the range of customers you want to include on the list, or leave these fields blank to include all customers.
Print	**Line Detail**	Select **1** to see all line items for the recurring orders, printed on the list.
	Transaction Totals	Select **2** to only print transaction totals for the recurring entries, without any line item detail.
	Break Totals	Select **3** to only print totals based on the print by option.
Print By	**Recurring Order Number**	Select **1** to sort the list in recurring order number order.
	Customer Id	Select **2** to sort the list in customer order.
	Run Code	Select **3** to sort the list in run code order.

Use the **Proceed** command, **PgDn** or **Esc P,** to print the Recurring Orders List.

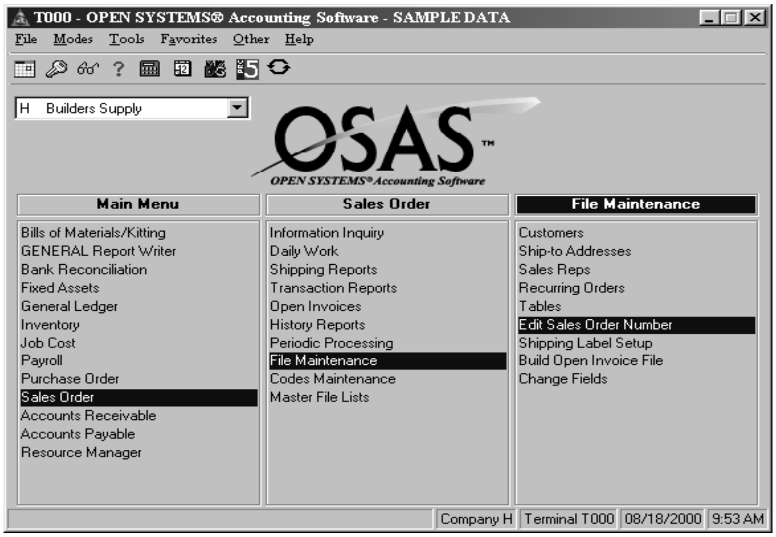
Recurring Orders List



```
01/25/2001                                                Builders Supply                                  PAGE   1
3:07 PM                                                Recurring Orders List
                                                     By Recurring Order Number

Order No Cust ID    IK Loc/Item ID                       Sales Acct.  Units   Qty. Ordered     Unit Price     Ext. Price  Tax Class
Line No  Run Code   Description                          COGS Acct.           Qty. Shipped      Unit Cost      Ext. Cost
         Ship Date                                       Inv. Acct.
-----------------------------------------------------------------------------------------------------------------------------------

00004600 ACE001     I  MN0001 100                        401000       PKG         100.0000       380.5520       38055.20  00
001      05         Electrical Package                   501000                      .0000          .0000            .00
                                                         104400

00004600 ACE001     I  MN0001 250                        401000       CS           10.0000      1410.0135       14100.14  00
002      05         Exterior Panels                      501000                      .0000          .0000            .00
                                                         104400

00004600 ACE001     I  MN0001 300                        401000       EA            5.0000        45.6720         228.36  00
003      05         Interior Door                        501000                      .0000          .0000            .00
                                                         104400

00004600 ACE001     I  MN0001 400                        401000       PKG           5.0000       898.3905        4491.95  00
004      05         Interior Materials                   501000                      .0000          .0000            .00
                                                         104400

Cust ID  Order No   Order Date    SR1 SR2     Tx Grp.         Freight        Subtotal     Sales Tax     Inv. Total
Ship To  Run Code   Cutoff Date   Terms Desc                    Misc.
-----------------------------------------------------------------------------------------------------------------------------------
ACE001   5456       12/21/2000    GPD         MN                15.00        56875.65           .00       56890.65
         05         12/21/2001    2/10,n/30                       .00

Grand Total                                                   Freight        Subtotal     Sales Tax      Ext. Cost     Ext. Price
                                                                Misc.
                                                        --------------------------------------------------------------------------
                                                                15.00        56875.65           .00            .00       56890.65
                                                                  .00

 End of Report
```

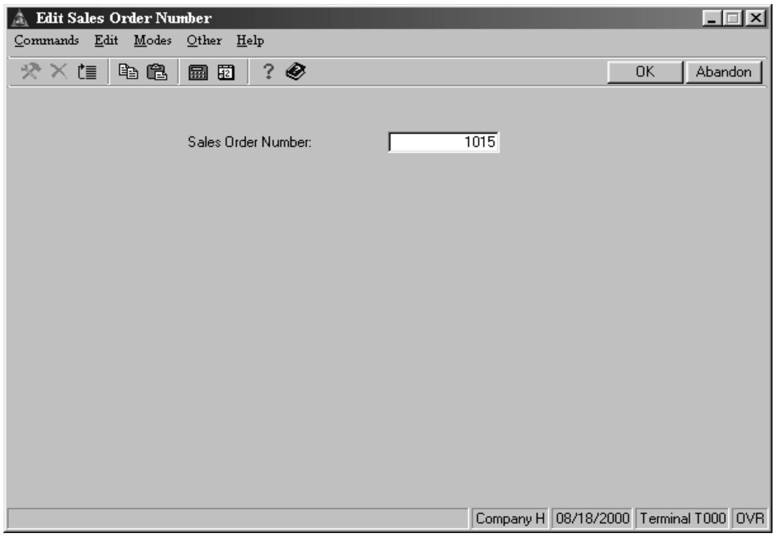
Edit Sales Order Number

Edit Sales Order Number Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
File Maintenance
Customers
Ship-to Addresses
Sales Reps
Recurring Orders
Tables
Edit Sales Order Number
Shipping Label Setup
Build Open Invoice File
Change Fields
Company H
Terminal T000
08/18/2000
9:53 AM

Use the Edit Sales Order Number function to change the number that the system will assign to the next sales order. You can use this function only if you elected to have the system generate sales order numbers in the Sales Order Options table.

Edit Sales Order Number screen

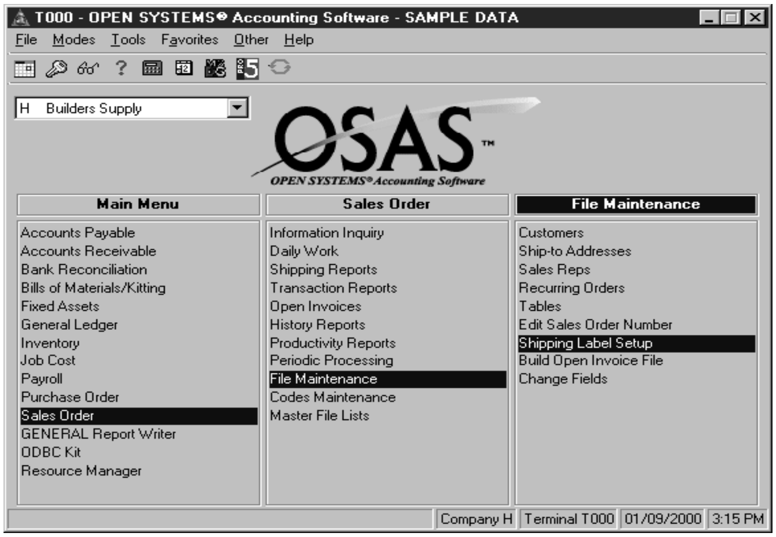

Edit Sales Order Number
Commands Edit Modes Other Help
OK
Abandon
Company H
08/18/2000
Terminal T000
OVR

Sales Order Number: 1015

Enter the number that you want the system to assign to the next sales order and use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

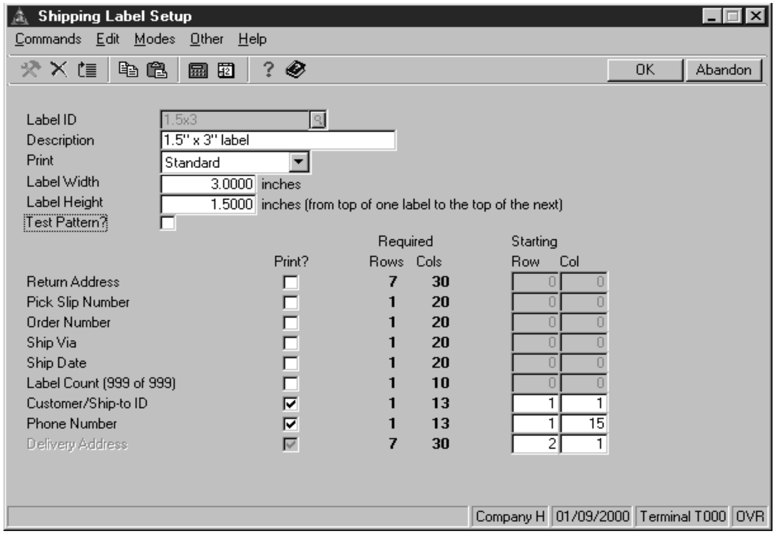
Shipping Label Setup

File Maintenance Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Accounts Payable
Accounts Receivable
Bank Reconciliation
Bills of Materials/Kitting
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
GENERAL Report Writer
ODBC Kit
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Productivity Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
File Maintenance
Customers
Ship-to Addresses
Sales Reps
Recurring Orders
Tables
Edit Sales Order Number
Shipping Label Setup
Build Open Invoice File
Change Fields
Company H
Terminal T000
01/09/2000
3:15 PM

Use the Shipping Label Setup function to set up shipping labels for customer orders.You can customize any labels you would like with a minimum height of 1-1/2 inches and a minimum width of 3 inches. You can setup multiple label designs if you use more then one type of label.

Shipping Label Setup Screen



Label ID 1.5x3
Description 1.5" x 3" label
Print Standard
Label Width 3.0000 inches
Label Height 1.5000 inches (from top of one label to the top of the next)
Test Pattern? ☐

		Required		Starting	
	Print?	Rows	Cols	Row	Col
Return Address	☐	7	30	0	0
Pick Slip Number	☐	1	20	0	0
Order Number	☐	1	20	0	0
Ship Via	☐	1	20	0	0
Ship Date	☐	1	20	0	0
Label Count (999 of 999)	☐	1	10	0	0
Customer/Ship-to ID	☑	1	13	1	1
Phone Number	☑	1	13	1	15
Delivery Address	☑	7	30	2	1

Field	Description
Label ID	Enter the ID of the label you want to work with. You can use the **Inquiry** command, **F2** or **Esc W,** to select the label or enter a new ID to add a format to the file
Description	Enter a description for the shipping label format
Print	Select if you want the labels to print in Standard or Compressed format
Label Width	Enter the width of the label in inches. The width cannot be less than 3 inches or greater than 8 inches
Label Height	Enter the height of the label from the top of one label to the top of the next label in inches. The height of the label may not be less than 1.5 inches or greater than 11 inches
Test Pattern?	If you would like to print a test pattern before you print the labels, select **YES**. To skip the test pattern, select **NO**
Return Address **Pick Slip Number** **Order Number** **Ship Via** **Ship Date** **Label Count (999 of 999)** **Customer/Ship-to ID** **Phone Number**	In the **Print** column, select **YES** to print the field on the label. If you do not want to print the field, select **NO**. The **Required** column displays the number of rows and columns needed for each field. If you select **YES** to print the field on the label, in the **Starting** column, enter the starting row and column for the field. The valid entries for each field are displayed at the bottom of the screen.
Delivery Address	The delivery address will always print on the shipping label. Select the starting row and column for this field. The valid entries are displayed at the bottom of the screen.

Use the **Proceed** command, **PgDn** or **Esc P,** to save the label.

Daily Work

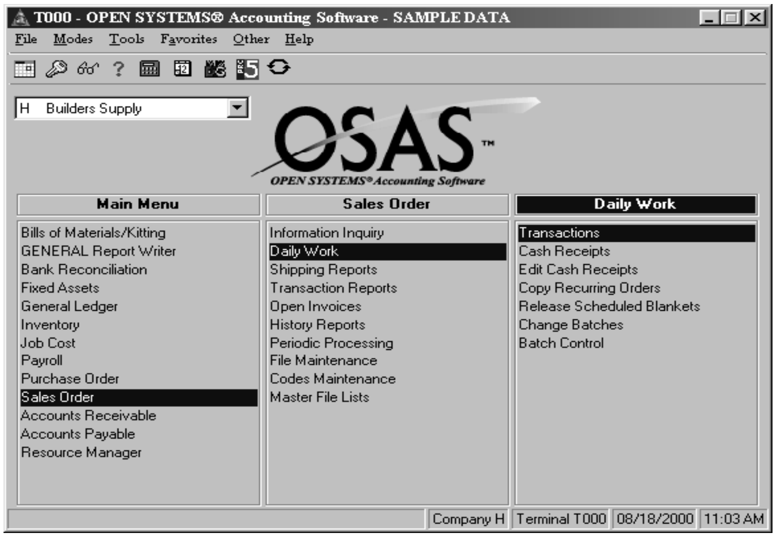
3

The Sales Order work cycle consists of three parts:

1. Daily work
2. Receipt cycle
3. Period-end activity

The Receipt cycle and Periodic Maintenance are the same in *Accounts Receivable* and *Sales Order*, only **Daily W**or**k** is discussed here. Refer to the *Accounts Receivable Training Manual* for more information about the receipt cycle and periodic maintenance.

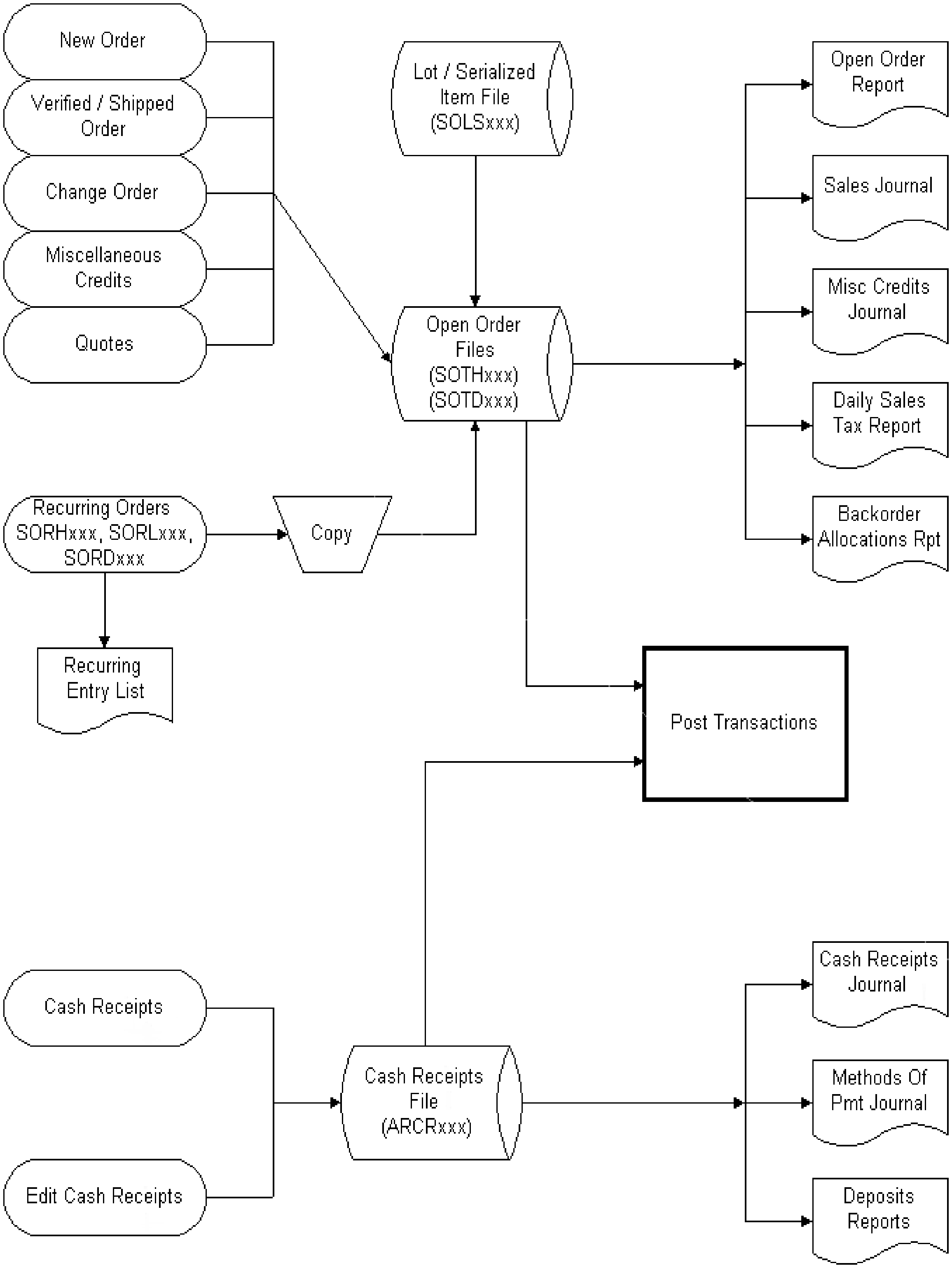
Daily Work Main Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File
Modes
Tools
Favorites
Other
Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Daily Work
Transactions
Cash Receipts
Edit Cash Receipts
Copy Recurring Orders
Release Scheduled Blankets
Change Batches
Batch Control
Company H
Terminal T000
08/18/2000
11:03 AM

The Daily Work cycle consists of all functions used to Enter Transactions, Enter and Edit Cash Receipts, Copy Recurring Orders, Release Scheduled Blanket Orders, Change Batches and Batch Control.

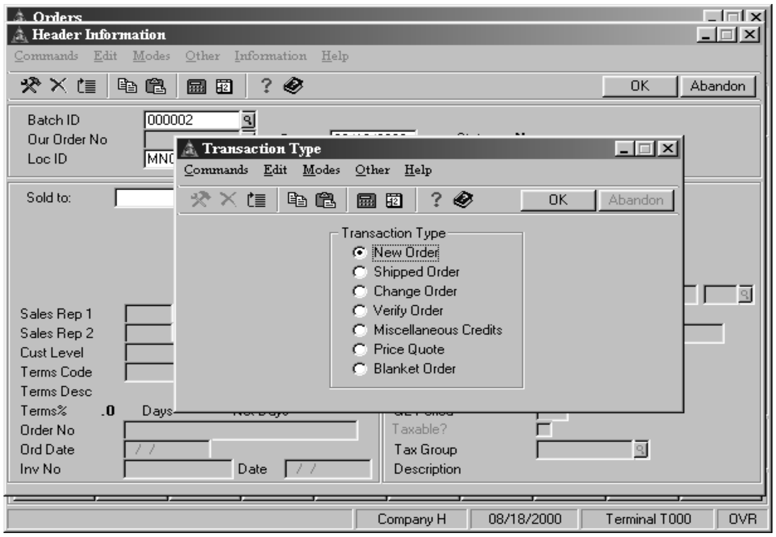
The Transactions, Copy Recurring Orders and Release Scheduled Blanket functions are the only functions that are not consistent to that of Accounts Receivable. Those functions will be covered in this manual. All other information can be found in the *Accounts Receivable Training Manual.*

Daily Work Flowchart


New Order
Verified / Shipped Order
Change Order
Miscellaneous Credits
Quotes
Lot / Serialized Item File (SOLSxxx)
Open Order Files (SOTHxxx) (SOTDxxx)
Open Order Report
Sales Journal
Misc Credits Journal
Daily Sales Tax Report
Backorder Allocations Rpt
Recurring Orders SORHxxx, SORLxxx, SORDxxx
Copy
Recurring Entry List
Post Transactions
Cash Receipts
Edit Cash Receipts
Cash Receipts File (ARCRxxx)
Cash Receipts Journal
Methods Of Pmt Journal
Deposits Reports

Transaction Type

Transaction Type Selection Screen


Orders
Header Information
Commands Edit Modes Other Information Help
OK
Abandon
Batch ID
Our Order No
Loc ID
Sold to:
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Terms%
Days
Order No
Ord Date
Inv No
Date
Taxable?
Tax Group
Description
Transaction Type
Commands Edit Modes Other Help
OK
Abandon

Batch ID 000002

Loc ID MNC

Terms% .0

Transaction Type

● New Order
○ Shipped Order
○ Change Order
○ Verify Order
○ Miscellaneous Credits
○ Price Quote
○ Blanket Order

Company H | 08/18/2000 | Terminal T000 | OVR

Use the Transactions function to enter quotes, new orders, shipped orders, miscellaneous credits and blanket orders to, verify orders and change orders.

Note

Use the Shipped Order option to enter initial balances and to enter orders for non inventory items that you want to invoice.

These statuses are available for orders:

Selection	Description
1 New	new order
2 Picked	picking slip has been printed for a new order
3 Verified	shipped order
4 Credited	miscellaneous credits
5 Invoiced	an invoice has been printed for a verified order
6 Backordered	verified order was posted with backordered items
8 Quote	quoted order

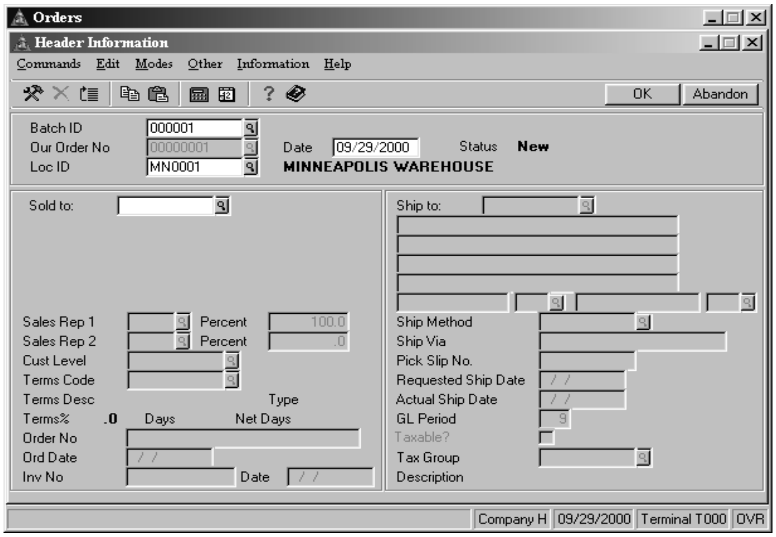
Enter a transaction type of 1 through 6. If you choose an incorrect transaction type, use the **Abandon** command, **F5** or **Esc X**, to select a different transaction type.

New/Quote Order

When you enter a New Order the customer’s general information, the order number, the terms code, the shipping method, the tax group that applies to this transaction and the GL period for the transaction is specified on the Header Information screen for the transaction.

For a new or quoted order, the **QNxxxx** quick-entry table is used.

New Order Header Screen

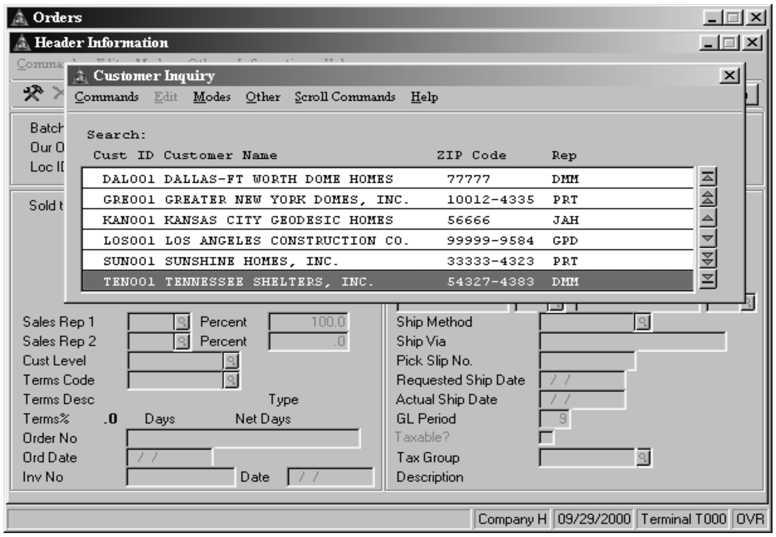

Orders
Header Information
Commands Edit Modes Other Information Help
OK
Abandon
Sold to:
Ship to:
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Type
Days
Net Days
Order No
Ord Date
Inv No
Date
Ship Method
Ship Via
Pick Slip No.
Requested Ship Date
Actual Ship Date
GL Period
Taxable?
Tax Group
Description

Batch ID 000001
Our Order No 00000001
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Date 09/29/2000
Status New
Percent 100.0
Percent .0
Terms% .0
Company H 09/29/2000 Terminal T000 OVR

The following information defaults into these fields:

Field	Description
Batch ID	If you have the option to use transaction batching set to Yes, the batch ID setup on the defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you have the option for transaction batching set to No, this field does not appear on the screen.
Our Order No	If you have the option for system generated order numbers set to Yes, this field is skipped and the next available order number is displayed. If you have the option for system generated order numbers set to No, enter the number to use for this order. The order number is 1-8 characters long.
Date	This will default in the Workstation Date, you can accept or change the date displayed.
Loc ID	The Location ID that defaults is based on the selection made in the Resource Manager. • a default Loc ID is set up using the Company Info function on the Company Setup menu. • a default Loc ID can be set up for the workstation using the Defaults function on the Workstation Configuration menu. This default setting overrides the company default. The defaulted Location ID can be changed by using the **Inquiry** command**, F2** or **Esc W,** to select a different location or the **Maintenance** command**, F6** or **Esc F,** to create a new one.

Customer Inquiry Window


Orders
Header Information
Customer Inquiry
Commands
Edit
Modes
Other
Scroll Commands
Help
Batch
Our O
Loc ID
Sold t
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Type
Terms%
Days
Net Days
Order No
Ord Date
Inv No
Date
Ship Method
Ship Via
Pick Slip No.
Requested Ship Date
Actual Ship Date
GL Period
Taxable?
Tax Group
Description

Search:

Cust ID	Customer Name	ZIP Code	Rep
DAL001	DALLAS-FT WORTH DOME HOMES	77777	DMM
GRE001	GREATER NEW YORK DOMES, INC.	10012-4335	PRT
KAN001	KANSAS CITY GEODESIC HOMES	56666	JAH
LOS001	LOS ANGELES CONSTRUCTION CO.	99999-9584	GPD
SUN001	SUNSHINE HOMES, INC.	33333-4323	PRT
TEN001	TENNESSEE SHELTERS, INC.	54327-4383	DMM

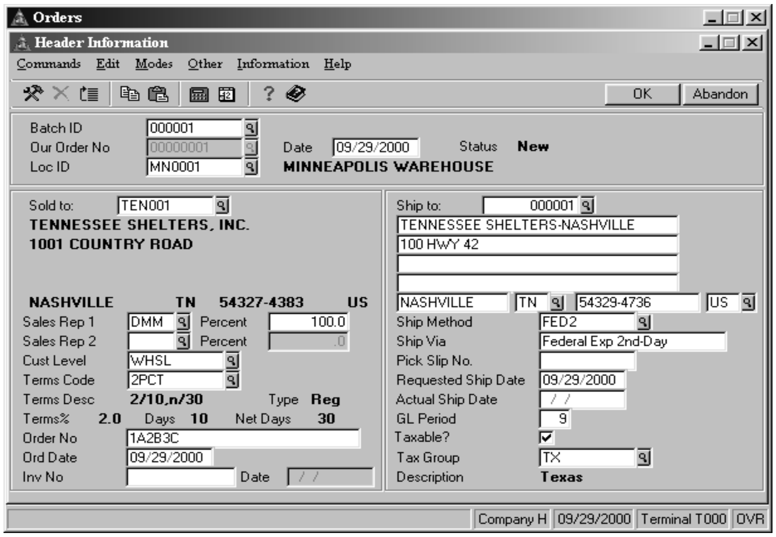
Sales Rep 1 Percent 100.0
Sales Rep 2 Percent .0
Terms% .0
GL Period 9

Company H | 09/29/2000 | Terminal T000 | OVR

Enter the following information:

Field	Description
Sold to:	Enter the ID of the customer you are selling to. The **Inquiry** command**, F2** or **Esc W,** is available to select an existing customer, or use the **Maintenance** command**, F6** or **Esc F,** to create a new customer.

Sales Order Header Screen



Batch ID 000001
Our Order No 00000001
Date 09/29/2000
Status New
Loc ID MN0001
MINNEAPOLIS WAREHOUSE

Sold to: TEN001
TENNESSEE SHELTERS, INC.
1001 COUNTRY ROAD
NASHVILLE TN 54327-4383 US
Sales Rep 1 DMM Percent 100.0
Sales Rep 2 Percent .0
Cust Level WHSL
Terms Code 2PCT
Terms Desc 2/10,n/30 Type Reg
Terms% 2.0 Days 10 Net Days 30
Order No 1A2B3C
Ord Date 09/29/2000
Inv No Date / /

Ship to: 000001
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE TN 54329-4736 US
Ship Method FED2
Ship Via Federal Exp 2nd-Day
Pick Slip No.
Requested Ship Date 09/29/2000
Actual Ship Date / /
GL Period 9
Taxable? ☑
Tax Group TX
Description Texas

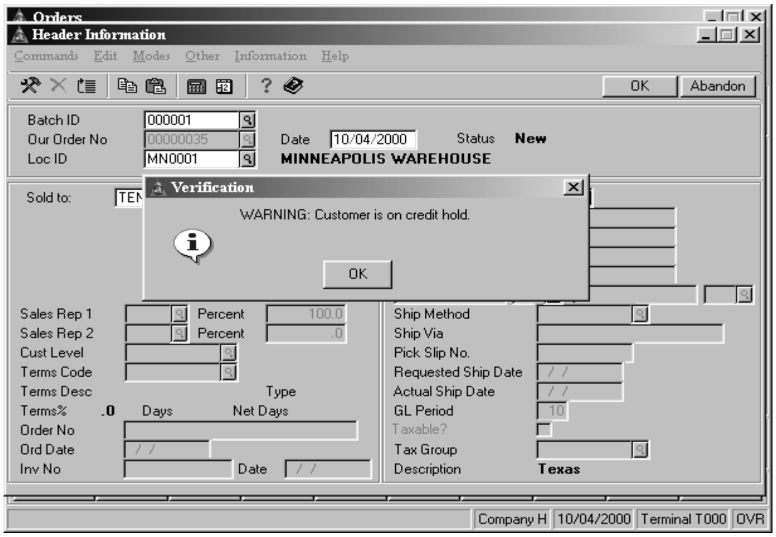
Company H 09/29/2000 Terminal T000 OVR

After selecting a Customer ID, verify or change the following information.

Field	**Description**
Sales Rep 1	The ID of the Sales Rep that typically sells to this customer is displayed from the customer record. Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select another sales rep or use the **Maintenace** (F6) command to create a new rep.
Percent	Enter the percent that you want to base the sales rep's commission on.
Sales Rep 2	Enter the ID of the second Sales Rep receiving commission on the sale, if any. You can use the **Inquiry** command**, F2** or **Esc W,** to select the sales rep or the **Maintenance** command**, F6** or **Esc F,** to create a new rep.
Percent	Enter the percent that you want to base the sales rep's commission on. The combined totals for both sales reps 1 & 2 cannot exceed 100%
Customer Level	The customer level used for discount pricing will default in from the customer record, press **Enter** to accept it. If you have the option to change customer levels during transaction entry and you are interfaced to Inventory, you can use the **Inquiry** command**, F2** or **Esc W,** to select a different level or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Terms Code	The terms code from the customer's file is displayed. Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select a different terms code or use the **Maintenance** command**, F6** or **Esc F,** to create a new terms code.
Order No	Enter the customers purchase order number or leave this field blank.
Order Date	If you entered an order number (**Order No**) you must also enter an order date. If you left the order number blank, this field is skipped.
Invoice No	Enter the invoice number to assign to this order or you can press Enter to leave this field blank and have the system assign the invoice number with the Print Invoice function.
Invoice Date	If you entered an invoice number (**Invoice No**) you must enter an invoice date for the order. If you left the invoice number field blank, this field is skipped.

You may enter in a Customer ID that either is on Credit Hold or has reached their credit limit. When this occurs you will receive message that will appear on your screen.

Credit Hold Warning



Batch ID 000001
Our Order No 00000035
Date 10/04/2000
Status **New**
Loc ID MN0001
MINNEAPOLIS WAREHOUSE
Sold to: TEN

WARNING: Customer is on credit hold.

Sales Rep 1
Percent 100.0
Sales Rep 2
Percent .0
Cust Level
Terms Code
Terms Desc
Type
Terms% .0 Days Net Days
Order No
Ord Date / /
Inv No
Date / /
Ship Method
Ship Via
Pick Slip No.
Requested Ship Date / /
Actual Ship Date / /
GL Period 10
Taxable? ☐
Tax Group
Description **Texas**

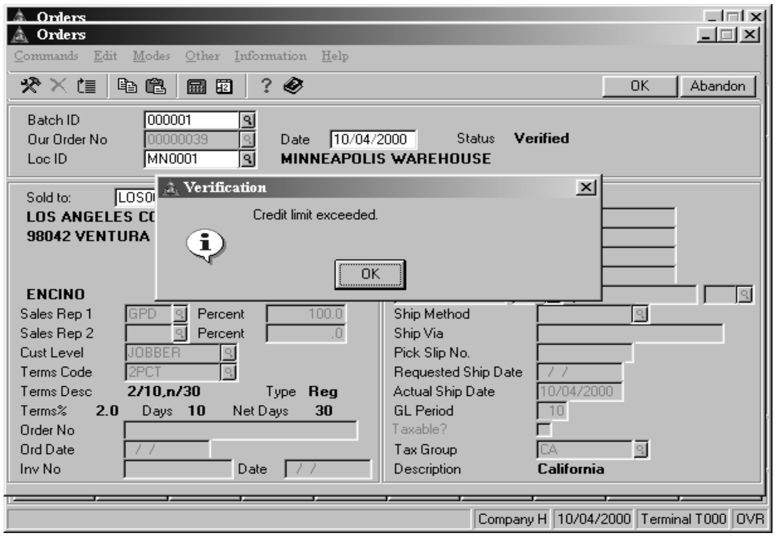
Company H 10/04/2000 Terminal T000 OVR

Note

If a customer is on credit hold, a credit hold message appears. If it is a new order, you can continue, but you can not verify a new order or enter a shipped order until the customer is no longer on credit hold.

To turn off credit hold you will want to adjust the field in the Customer’s General Information section. This is covered in the *Accounts Receivable Training Manual*.

Credit Limit Message Screen



Batch ID 000001
Our Order No 00000039
Date 10/04/2000
Status **Verified**
Loc ID MN0001
MINNEAPOLIS WAREHOUSE

Credit limit exceeded.

Sold to: LOS0
LOS ANGELES C
98042 VENTURA
ENCINO

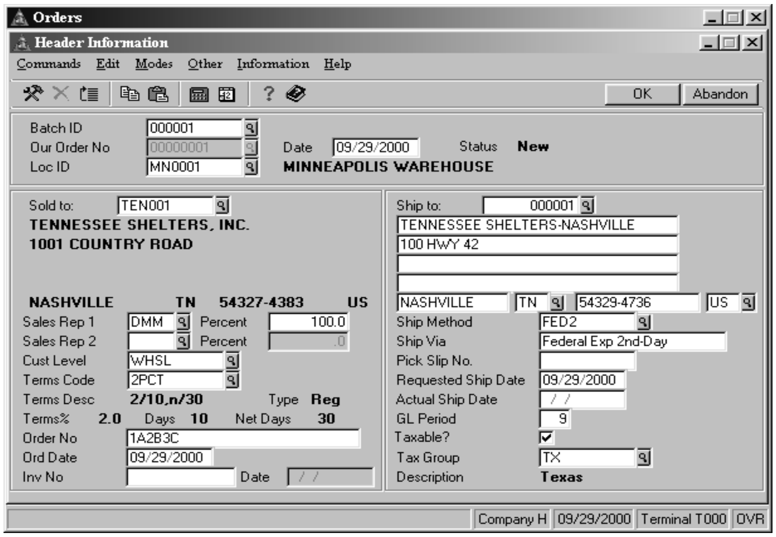
Sales Rep 1 GPD
Percent 100.0
Sales Rep 2
Percent .0
Cust Level JOBBER
Terms Code 2PCT
Terms Desc **2/10,n/30**
Type **Reg**
Terms% **2.0**
Days **10**
Net Days **30**
Order No
Ord Date / /
Inv No
Date / /

Ship Method
Ship Via
Pick Slip No.
Requested Ship Date / /
Actual Ship Date 10/04/2000
GL Period 10
Taxable? ☐
Tax Group CA
Description **California**

Company H 10/04/2000 Terminal T000 OVR

A warning message appears if you have exceeded the credit limit for this customer. The Credit limit is a running total of all outstanding orders. It will cross reference that amount with the amount you have established in File Maintenance-Customers. It is only a warning; you can press **Enter** to get past it.

Sales Order Header Screen



Batch ID 000001
Our Order No 00000001
Date 09/29/2000
Status **New**
Loc ID MN0001
MINNEAPOLIS WAREHOUSE

Sold to: TEN001
TENNESSEE SHELTERS, INC.
1001 COUNTRY ROAD
NASHVILLE TN 54327-4383 US
Sales Rep 1 DMM Percent 100.0
Sales Rep 2 Percent .0
Cust Level WHSL
Terms Code 2PCT
Terms Desc **2/10,n/30** Type **Reg**
Terms% **2.0** Days **10** Net Days **30**
Order No 1A2B3C
Ord Date 09/29/2000
Inv No Date / /

Ship to: 000001
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE TN 54329-4736 US
Ship Method FED2
Ship Via Federal Exp 2nd-Day
Pick Slip No.
Requested Ship Date 09/29/2000
Actual Ship Date / /
GL Period 9
Taxable? ☑
Tax Group TX
Description **Texas**

Company H 09/29/2000 Terminal T000 OVR

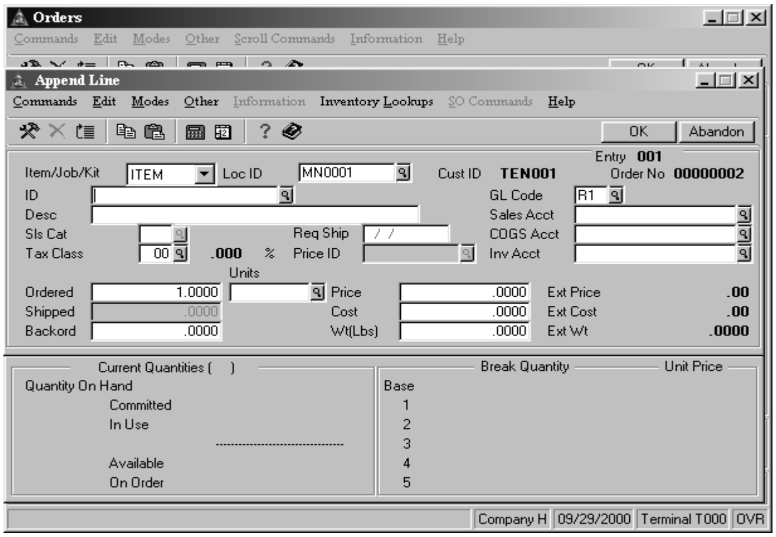
Field	**Description**
Ship to:	Enter the shipping address code, or press **Enter** to skip this field. The **Inquiry** command**, F2** or **Esc W,** is available to select the ship-to address from a list. The **Maintenance** command**, F6** or **Esc F,** is available to add or edit a ship-to address.
Ship Method	Enter the shipping method to be used for this transaction. Use the **Inquiry** command**, F2** or **Esc W,** to select the shipping method or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Via	The ship via information defaults from the **Ship-To-ID** or **Ship Method**. Press **Enter** to accept the information displayed or enter in the ship via information for this order.
Pick Slip No	Enter the pick slip number, or press **Enter** to skip this field.
Requested Ship Date	Enter the date by which the customer request the order be shipped.
Actual Ship Date	If the order has not been shipped, press Enter to skip this field. If it has been shipped, enter the ship date. The current workstation date will default in this field when you ship the order.
GL Period	Press **Enter** to post the transaction to the GL period displayed, or enter a different fiscal period.
Taxable	If the transaction is taxable enter **YES**, if not enter **NO**.
Tax Group	The tax group assigned to the customer is displayed. Press **Enter** to accept the tax group, use the **Inquiry** command**, F2** or **Esc W,** to select a different tax group, or the **Maintenance** command**, F6** or **Esc F,** to create a new one. The **Description** of the Tax Group displays below the tax group.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the *Append Line Window* to enter the line-items purchased.

Entering Line-Items

Transaction Line Items can be non inventory items, inventory items, if interfaced to Inventory, Jobs, if intefaced to Job Cost, and kitted items, if interfaced to Bill of Materials and Kitting.

Order Detail Screen

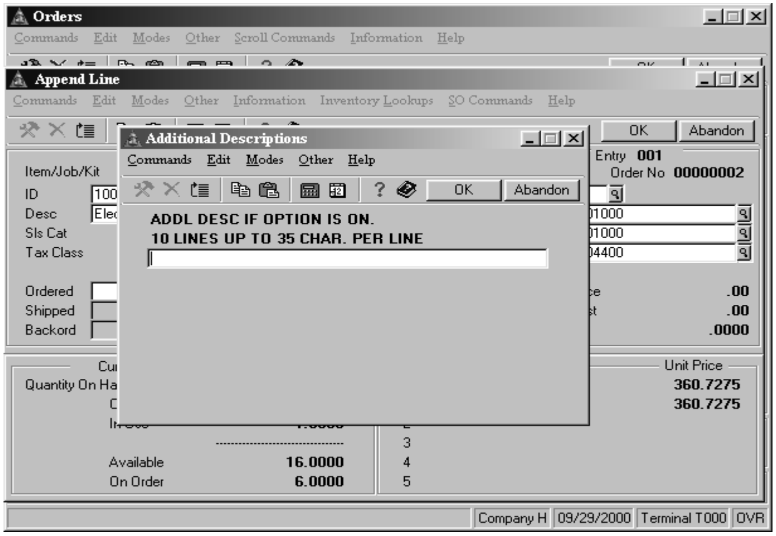

Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon
Current Quantities ( )
Quantity On Hand
Committed
In Use
Available
On Order
Break Quantity
Unit Price
Base
1
2
3
4
5

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000002
ID
Desc
GL Code R1
Sales Acct
Sls Cat
Req Ship / /
COGS Acct
Tax Class 00 .000 %
Price ID
Inv Acct
Units
Ordered 1.0000
Shipped .0000
Backord .0000
Price .0000
Cost .0000
Wt(Lbs) .0000
Ext Price .00
Ext Cost .00
Ext Wt .0000
Company H 09/29/2000 Terminal T000 OVR

Enter in the following information:

Field	Description
Item/Job/Kit	Select the type of product you are selling. Select **I** if you are selling **Invent**ory and **Non-Invent**ory items. Select **J** if you are interfaced to **Job Cost** and entering a sale for a job. Select **K** if you are interfaced to **Bill of Materials/Kitting** and entering a sale for a kitted item.
Loc ID	Default Location ID will enter in, you can use the **Inquiry** command**, F2** or **Esc W,** to view a list of Locations to replace the defaulted ID.
ID	If interfaced to Inventory, enter in Item ID or leave the field blank if you are selling a non-inventory item.You can use the **Inquiry** command**, F2** or **Esc W,** to select from a list of available items or the **Maintenance** command**, F6** or **Esc F,** to create a new item. If you are interfaced to Job Cost and entering a sale to a Job, enter the Job ID for this line item. You can use the **Inquiry** command**, F2** or **Esc W,** to select from a list of available jobs or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are interfaced to Bill of Materials/Kitting and entering a sale for a kitted item, enter the Kit ID for this line item. You can use the **Inquiry** command**, F2** or **Esc W,** to select from a list of available items or the **Maintenance** command**, F6** or **Esc F,** to create a new item. If you are not interfaced to Inventory, Job Cost, or Bill of Materials/Kitting, enter the ID of the product you want to sell to the customer, or leave this field blank.

Additional Descriptions Screen

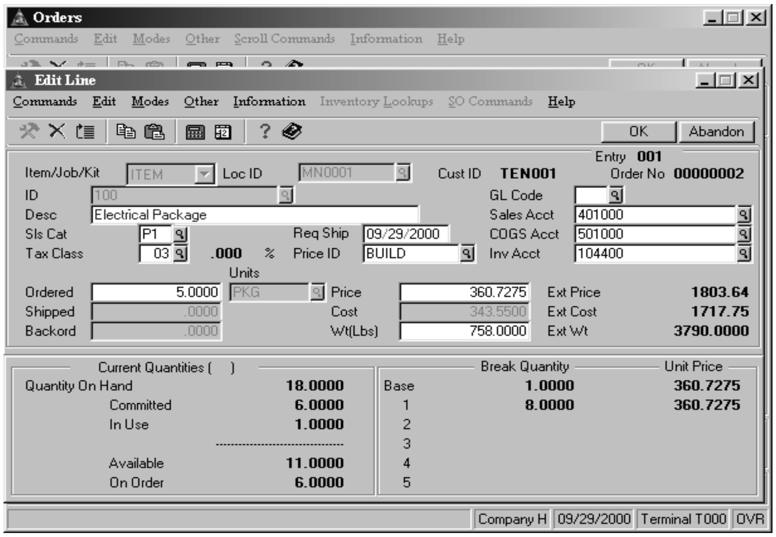

Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK Abandon
Additional Descriptions
Commands Edit Modes Other Help
OK Abandon
Item/Job/Kit
ID
Desc
Sls Cat
Tax Class
Ordered
Shipped
Backord
Quantity On Ha
Unit Price
3
4
5

ADDL DESC IF OPTION IS ON.
10 LINES UP TO 35 CHAR. PER LINE

Entry 001
Order No 00000002
.00
.00
.0000
360.7275
360.7275
Available 16.0000
On Order 6.0000
Company H 09/29/2000 Terminal T000 OVR

Field	Description
Desc	Enter a description if entering in a noninventory line-item, or **Enter** through the default description.
Additional Descriptions	If the option **Use additional descriptions?** is set to **YES** in Options and Interfaces, the Additional Description window displays. Enter up to 10 lines of 35 characters per line of additional description information for the line-item.

Line Item Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
Edit Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon
Current Quantities ( )
Break Quantity
Unit Price

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000002
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship 09/29/2000
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Units PKG
Ordered 5.0000
Shipped .0000
Backord .0000
Price 360.7275
Cost 343.5500
Wt(Lbs) 758.0000
Ext Price 1803.64
Ext Cost 1717.75
Ext Wt 3790.0000

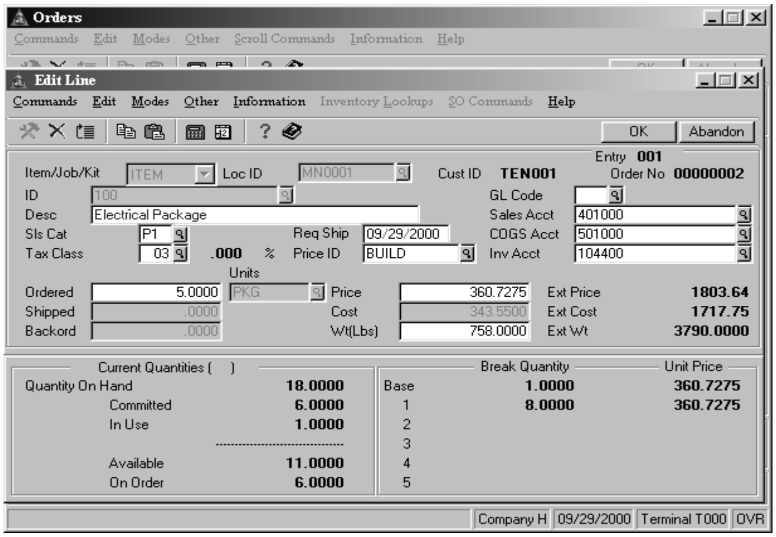
Current Quantities ( )	
Quantity On Hand	18.0000
Committed	6.0000
In Use	1.0000
Available	11.0000
On Order	6.0000

	Break Quantity	Unit Price
Base	1.0000	360.7275
1	8.0000	360.7275
2		
3		
4		
5		

Company H 09/29/2000 Terminal T000 OVR

Field	Description
Sls Cat	The Sales Category for the item is displayed. If you are interfaced to Inventory you can use the **Inquiry** command**, F2** or **Esc W,** to select a different sales category or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Tax Class	If interfaced to Inventory, the tax class assigned to the item is displayed If you are not interfaced to Inventory or this is a non-inventory item, **00** defaults as the tax class.Press **Enter** to accept the tax class, use the **Inquiry** command**, F2** or **Esc W,** to select a different tax class or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Req Ship	Enter the date by which the customer request this item be shipped. If you entered a requested ship date on the header, it will default here. You can have different requested ship dates for each item in the order.
Price ID	Price IDs are setup in Inventory and used with the Customer Level to determine the price the customer pays for the item. Press **Enter** to accept the price ID, or If interfaced to Inventory, use the **Inquiry** command**, F2** or **Esc W,** is available to select a different price ID.
GL Code	The GL Code helps determine the Sales and COGS. If Sales Order is interfaced to Inventory and this is an inventory item, the Sales, and Cogs accounts come from the inventory record. If Sales Order is not interfaced to Inventory or this is a non-inventory item, the GL Code setup on the default table (DFxxx) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different GL Code or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.

Line Item Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
Edit Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000002
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship 09/29/2000
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered 5.0000
Units PKG
Price 360.7275
Ext Price 1803.64
Shipped .0000
Cost 343.5500
Ext Cost 1717.75
Backord .0000
Wt(Lbs) 758.0000
Ext Wt 3790.0000

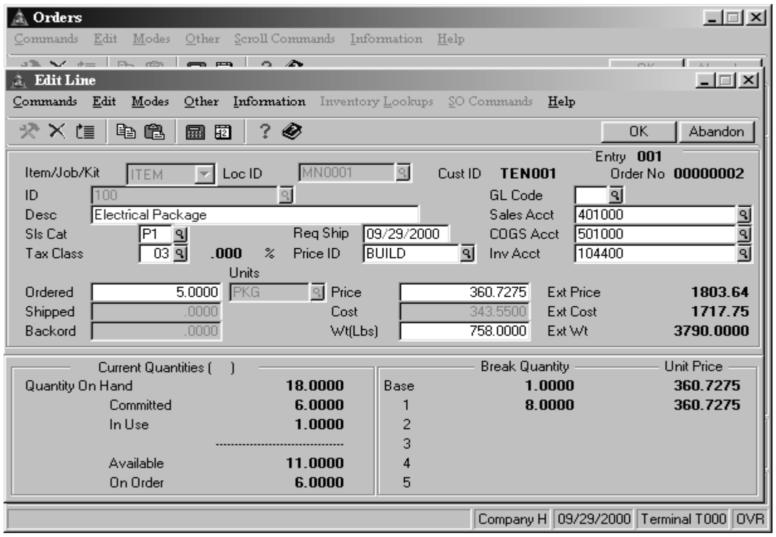
Current Quantities ( )	
Quantity On Hand	18.0000
Committed	6.0000
In Use	1.0000
Available	11.0000
On Order	6.0000

	Break Quantity	Unit Price
Base	1.0000	360.7275
1	8.0000	360.7275
2		
3		
4		
5		

Company H 09/29/2000 Terminal T000 OVR

Field	Description
COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the **ARGLxxx** table. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ordered	The quantity ordered defaults to **1**. Press **Enter** to accept it or enter a different quantity.
Units	Press **Enter** to accept the unit of measure displayed (if any) or if interfaced to Inventory use the **Inquiry** command**, F2** or **Esc W,** to select a different unit of measure or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Shipped	The shipped field is not available for new orders and quotes.
Backord	The back ordered field is not available for new orders and quotes.
Price	Enter the unit price for the items sold. If you are interfaced to Inventory the price defaults in based on the Customer Level and Price ID fields. You can change the price.
Cost	If you are interfaced to Inventory and you have the option to display cost during line item entry set to Yes, the purchase unit cost of the item is displayed and cannot be changed. If this is a non inventory item or you are not interfaced to inventory enter the unit cost of the item.

Line Item Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
Edit Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000002
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship 09/29/2000
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered 5.0000
Units PKG
Price 360.7275
Ext Price 1803.64
Shipped .0000
Cost 343.5500
Ext Cost 1717.75
Backord .0000
Wt(Lbs) 758.0000
Ext Wt 3790.0000

Current Quantities ( )
Quantity On Hand 18.0000
Committed 6.0000
In Use 1.0000
Available 11.0000
On Order 6.0000

	Break Quantity	Unit Price
Base	1.0000	360.7275
1	8.0000	360.7275
2		
3		
4		
5		

Company H 09/29/2000 Terminal T000 OVR

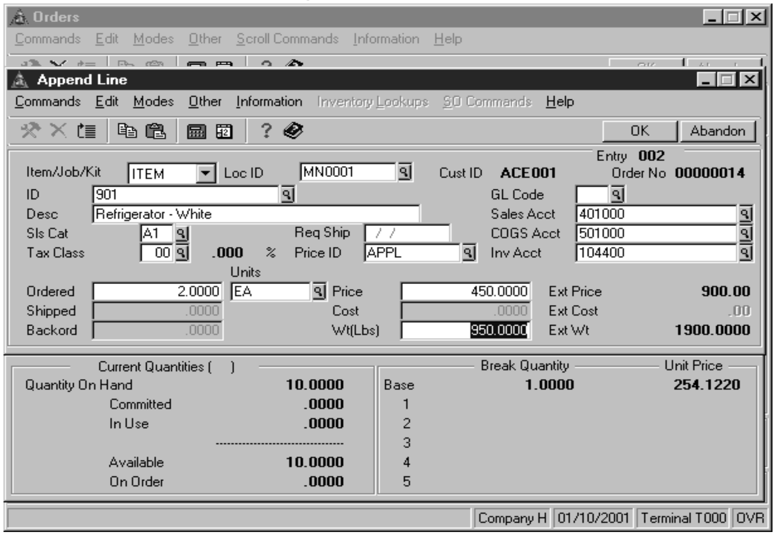
Field	Description
Wt(Lbs)	Enter the shipping weight of one unit of this item in the unit of measured you entered. The unit of weight used on each line item must be consistent. So, if you use pounds as your unit weight, all line item weights, for this order must be expressed in pounds. Press **Enter** to skip this field.
Ext Price	The **Extended Price** is calculated based off of the ordered quantity, multiplied by the price of the item.
Ext Cost	The **Extended Cost** is calculated based off of the ordered quantity, multiplied by the unit cost of the item.
Ext Wt	The **Extended Weight** is calculated based of the ordered quantity, multiplied by the unit weight of the item.
Current Quantities	If you are interfaced to Inventory and you have the option to display Quantities and Quantity Breaks set to Yes, the current On Hand, Committed, In Use, Available and On Orders quantities are displayed.
Break Quantity	If you are interfaced to Inventory and you have the option to display Quantities and Quantity Breaks set to Yes, the break quantities and unit prices are displayed along with the base quantity and unit price.

Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

Serialized Inventory Entry

Entering a sale for a serialized item is the same as a non-serialized item in a new order or quote.

Serialized line item entry


Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Item/Job/Kit ITEM Loc ID MN0001 Cust ID ACE001 Entry 002 Order No 00000014
ID 901 GL Code
Desc Refrigerator - White Sales Acct 401000
Sls Cat A1 Req Ship / / COGS Acct 501000
Tax Class 00 .000 % Price ID APPL Inv Acct 104400
Units
Ordered 2.0000 EA Price 450.0000 Ext Price 900.00
Shipped .0000 Cost .0000 Ext Cost .00
Backord .0000 Wt(Lbs) 950.0000 Ext Wt 1900.0000

Current Quantities ( )	
Quantity On Hand	10.0000
Committed	.0000
In Use	.0000
Available	10.0000
On Order	.0000

	Break Quantity	Unit Price
Base	1.0000	254.1220
1		
2		
3		
4		
5		

Company H 01/10/2001 Terminal T000 OVR

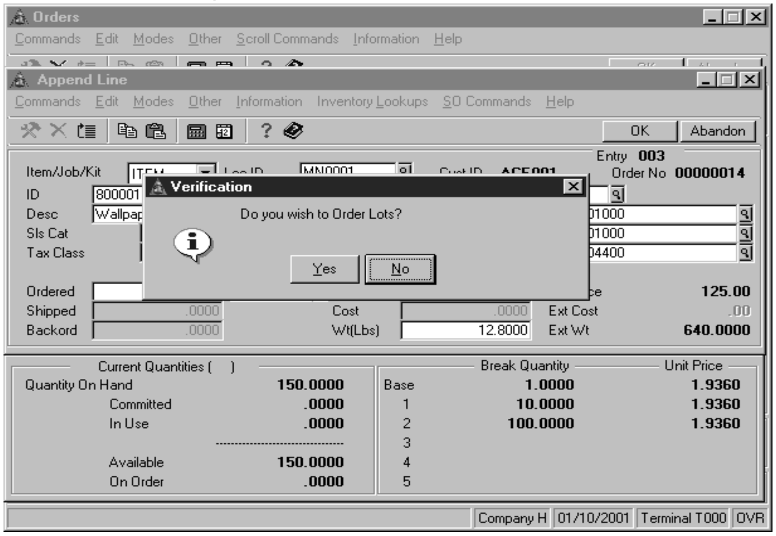
You do not select the serial numbers you wish to sell until you ship or verify the order.

Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

Lotted Inventory Entry

When using Lotted items in OSAS you need out of lots. On a New order or Quote you can select the lots you wish to sell from at the time you enter the order or you can wait until the order is verified to enter the lots.

Lotted Item Entry


Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon
Verification
Yes
No

Do you wish to Order Lots?

Entry 003
Order No 00000014
Item/Job/Kit
ID 800001
Desc Wallpap
Sls Cat
Tax Class
Ordered
Shipped .0000
Backord .0000
Cost .0000
Wt(Lbs) 12.8000
125.00
Ext Cost .00
Ext Wt 640.0000

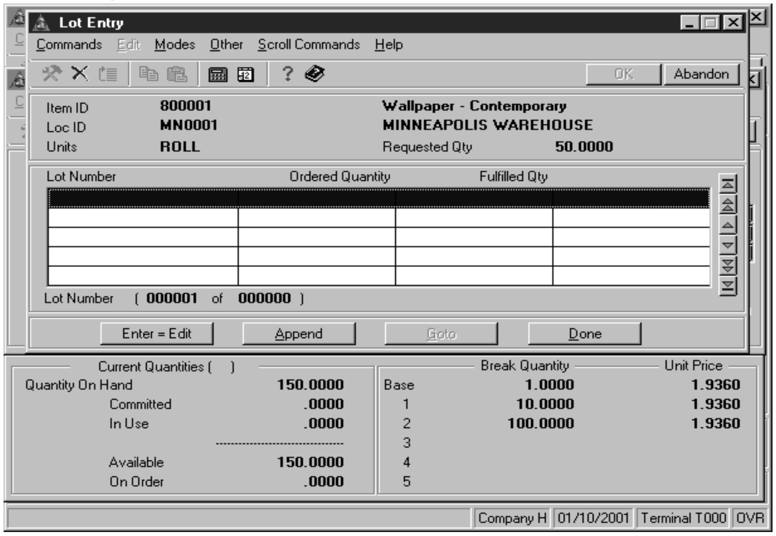
Current Quantities ( )	
Quantity On Hand	150.0000
Committed	.0000
In Use	.0000
Available	150.0000
On Order	.0000

	Break Quantity	Unit Price
Base	1.0000	1.9360
1	10.0000	1.9360
2	100.0000	1.9360
3		
4		
5		

Company H | 01/10/2001 | Terminal T000 | OVR

After you enter the lotted item and use the **Proceed** command, **PgDn** or **Esc P,** the system prompts “Do you wish to order lots?" Select **YES** if you want to enter the lot numbers for this item now or enter **NO** to enter the lot numbers when you ship the item.

Lot Entry Screen



Item ID 800001 Wallpaper - Contemporary
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units ROLL Requested Qty 50.0000

Lot Number	Ordered Quantity	Fulfilled Qty

Lot Number (000001 of 000000)

Current Quantities ( )

Quantity On Hand	150.0000
Committed	.0000
In Use	.0000
Available	150.0000
On Order	.0000

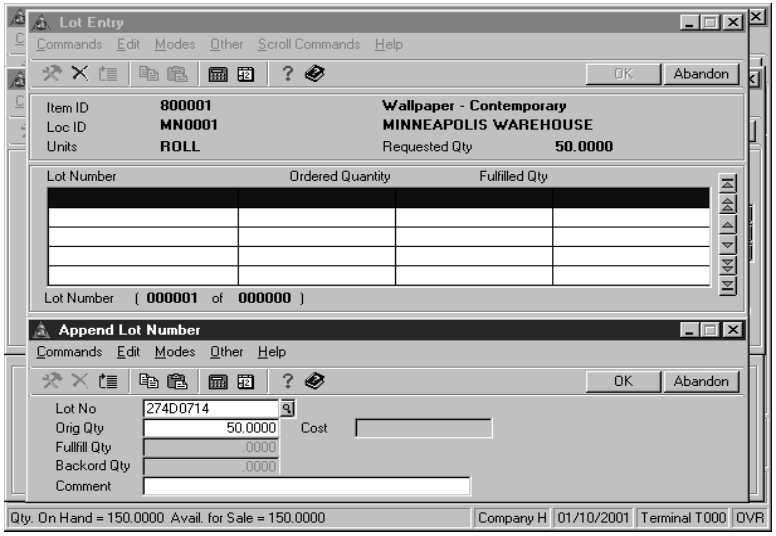
	Break Quantity	Unit Price
Base	1.0000	1.9360
1	10.0000	1.9360
2	100.0000	1.9360
3		
4		
5		

Company H 01/10/2001 Terminal T000 OVR

If you select Yes, the Lot Entry box is displayed. The Item, Item Description, Location, Location Description, Units and Requested Quantity are displayed at the top.

Command	Description
Enter-Edit	Press **Enter** to edit the lot numbers selected for this item.
Append	Select **A** to add lot numbers, for this item, to the order.
Goto	If there are more lot numbers than will fit on the screen, press **G** to move the cursor to a specific lot number. The Goto box is displayed, enter the line number entry you wish to move to.
Done	Press **D** after you have entered all the lot numbers for this item.

Append Lot Numbers


Lot Entry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Append Lot Number
Commands Edit Modes Other Help
OK
Abandon

Item ID 800001 Wallpaper - Contemporary
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units ROLL Requested Qty 50.0000

Lot Number	Ordered Quantity	Fulfilled Qty

Lot Number (000001 of 000000)

Lot No 274D0714
Orig Qty 50.0000 Cost
Fullfill Qty .0000
Backord Qty .0000
Comment

Qty. On Hand = 150.0000 Avail. for Sale = 150.0000 | Company H | 01/10/2001 | Terminal T000 | OVR

The Append Lot Numbers screen is displayed when you select A to select lots for the item.

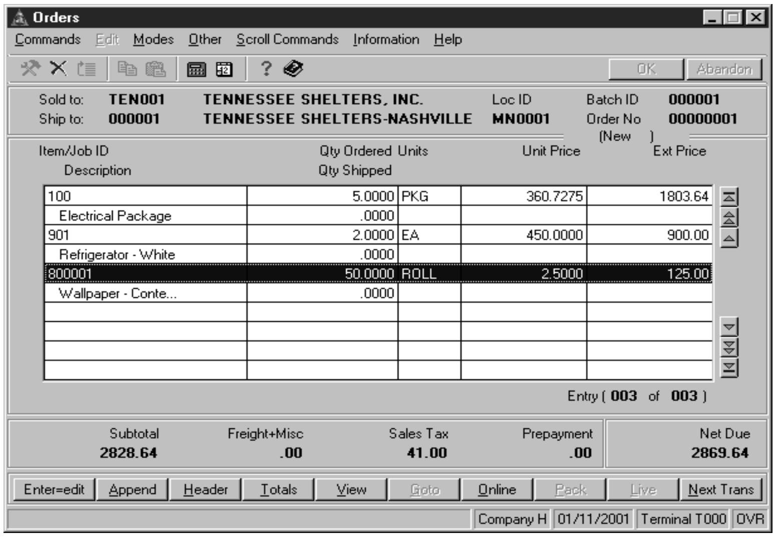
Field	Description
Lot No	Enter the Lot Number(s) you want to sell to the customer. The **Inquiry** command**, F2** or **Esc W,** is available to select the lot. The lot must have a status of **A** for Available in order to use for a sale.
Orig Qty	Enter the quantity ordered for this transactions.
Fufill Qty	Enter the quantity shipped for this lot. The entire order quantity does not have to come from one lot number. This field is not accessible for a new order or quote.
Backorderd Qty	Enter the quantity backordered for this item. his field is not accessible for a new order or quote.
Cost	If the option to display unit cost during line item entry is set to yes and you are interfaced to inventory, the unit cost of the item is displayed and you cannot change it. If the option is set to no, the field is left blank and you cannot change it.
Comment	Enter your choice of comments for this line item. You have up to 35 characters to use.

Note

You do not have to enter lot numbers on a new order. You can wait until the order is shipped or verified to enter the lot numbers.

Once you have entered all of the line items for this order, use the **Exit** command, **F7** or **Esc M,** to move to the detail screen.

Order Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Enter=edit Append Header Totals View Goto Online Pack Live Next Trans

Sold to: TEN001 TENNESSEE SHELTERS, INC. Loc ID Batch ID 000001
Ship to: 000001 TENNESSEE SHELTERS-NASHVILLE MN0001 Order No 00000001
(New)

Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
100	5.0000	PKG	360.7275	1803.64
Electrical Package	.0000			
901	2.0000	EA	450.0000	900.00
Refrigerator - White	.0000			
800001	50.0000	ROLL	2.5000	125.00
Wallpaper - Conte...	.0000			

Entry (003 of 003)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
2828.64	.00	41.00	.00	2869.64

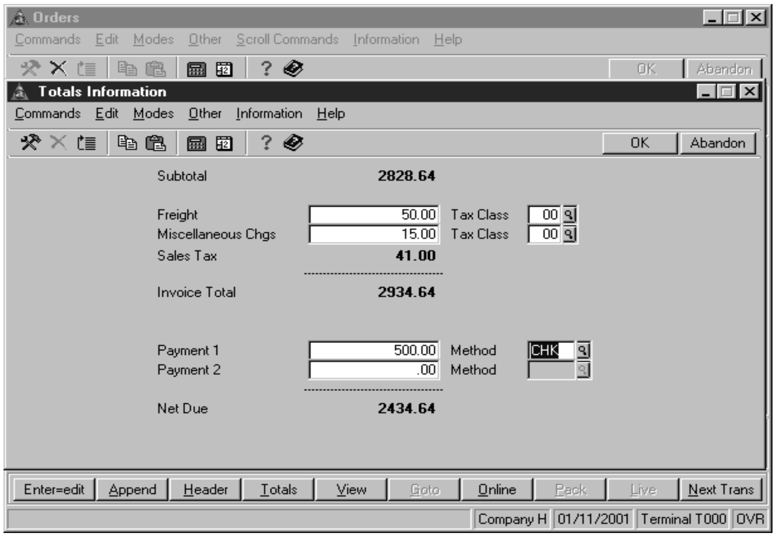
Company H 01/11/2001 Terminal T000 OVR

Command	Description
Enter=edit	Press **Enter** to edit the line item the cursor is on.
Append	Press **A** to add line items to this order.
Header	Press **H** to return to the header of the order.
Totals	Press **T** to view the totals for the order, enter freight and miscellaneous charges, edit the sales tax amount, and enter any prepayments.
View	Press **V** to view the item the cursor is on. You cannot change anything in the item, just view the details.
Goto	If there are more items than will fit on the screen, press **G** to move the cursor to a specific item. The Goto box is displayed, enter the line number entry you wish to move to.
Online	If you have the option to print online invoices set to yes, press **O** to print picking slips for New Orders or to print invoices or credit memos for shipped/verified orders or miscellaneous credits.
Pack	If you have the option to print online packing list set to yes, for shipped/verified orders press **P** to print the packing list showing what is shipped.
Live	If this is a quote, you can press **L** to turn the quote into a live order.
Next Trans	Press **N** to exit this transaction and enter another one.

Totals

From the detail screen, press **T** for the Totals screen. The Totals screen allows you to view the complete breakdown of the Sales Order totals. On the Totals screen you can enter **Freight** and **Miscellaneous** charges, adjust the **Sales Tax**, and enter up to 2 **Prepayments** for the order.

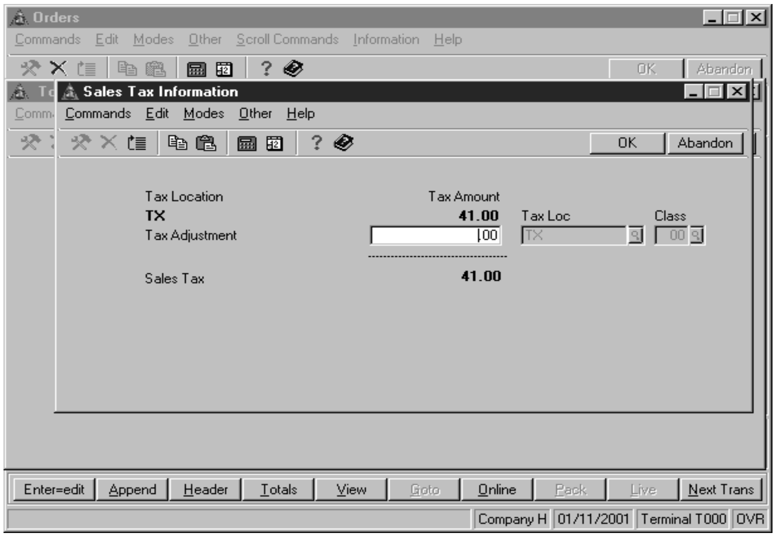
Totals Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Totals Information
Commands Edit Modes Other Information Help
OK Abandon
Enter=edit Append Header Totals View Goto Online Pack Live Next Trans
Company H 01/11/2001 Terminal T000 OVR

Subtotal	2828.64		
Freight	50.00	Tax Class	00
Miscellaneous Chgs	15.00	Tax Class	00
Sales Tax	41.00		
Invoice Total	2934.64		
Payment 1	500.00	Method	CHK
Payment 2	.00	Method	
Net Due	2434.64		

Field	Description
Subtotal	Totals of all line items entered on the Detail screen. You cannot adjust this amount from the Totals screen. If you need to correct any inconsistencies do so in the Detail Entry screen.
Freight	Enter the **Freight** charges for this Order. Otherwise leave blank if no charges for Freight have occurred.
Tax Class	If charging for Freight, enter in the tax class to associate to that charge. By default 00 will enter in that field.
Miscellaneous Chgs	Enter in **Miscellaneous** charges that are associated with this Order, otherwise leave blank to not include any miscellaneous charges.
Tax Class	If charging miscellaneous charges, enter in the tax class to associate to that charge. By default 00 will enter in that field.

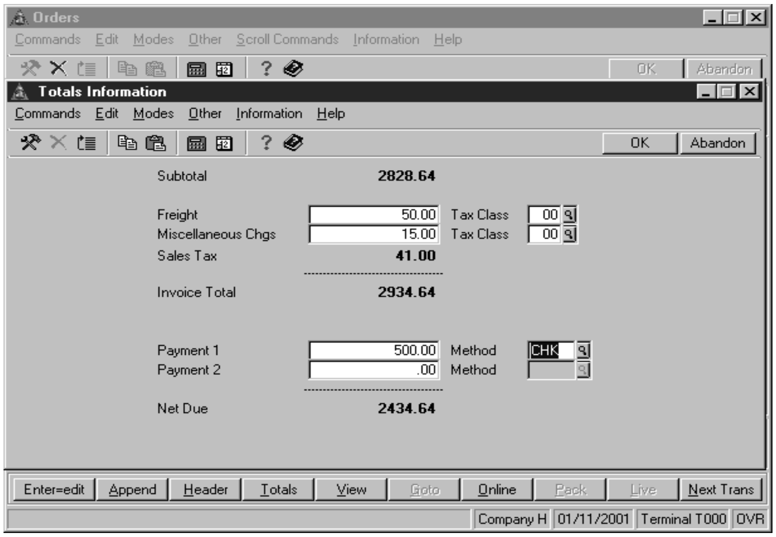
Sales Tax Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Sales Tax Information
Commands Edit Modes Other Help
OK Abandon
Enter=edit Append Header Totals View Goto Online Pack Live Next Trans
Company H 01/11/2001 Terminal T000 OVR

Tax Location	Tax Amount		
TX	41.00	Tax Loc	Class
Tax Adjustment	.00	TX	00
Sales Tax	41.00		

Field	Description
Sales Tax	If the order is taxable, the calculated sales tax is displayed. The Sales Tax Information screen is displayed, to allow you to edit or adjust the calculated sales tax.

Totals Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Totals Information
Commands Edit Modes Other Information Help
OK Abandon
Enter=edit Append Header Totals View Goto Online Pack Live Next Trans
Company H 01/11/2001 Terminal T000 OVR

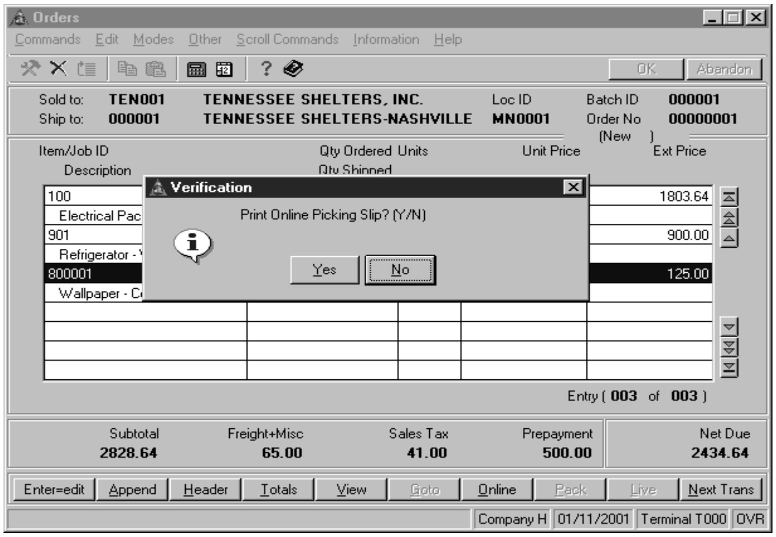
Subtotal	2828.64		
Freight	50.00	Tax Class	00
Miscellaneous Chgs	15.00	Tax Class	00
Sales Tax	41.00		
Invoice Total	2934.64		
Payment 1	500.00	Method	CHK
Payment 2	.00	Method	
Net Due	2434.64		

Field	Description
Payment 1	Enter in any payments that are to be applied to this Sales Order.
Method	Enter in the type of payment that is being made.
Payment 2	Enter in any additional payments that are to be applied to the Sales Order
Method	Enter in the type of payment that is being made for Payment 2.
Net Due	The ending balance of all preceding fields will appear here. This field will take the Subtotal and add/subtract any additional charges, as well as payments, to calculate a Net Due amount.

Online Printing

If you have the option to print online invoices set to Yes, you can print **Picking Slips** for **New** Orders. Press **O** for Online, to print the pick slip. If the pick slip is printed online, it will not print with the **Print Picking Slips** function.

Online Verification Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Verification
Yes No
Enter=edit Append Header Totals View Goto Online Pack Live Next Trans

Sold to: TEN001 TENNESSEE SHELTERS, INC.
Ship to: 000001 TENNESSEE SHELTERS-NASHVILLE
Loc ID MN0001
Batch ID 000001
Order No 00000001 (New)

Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
100 Electrical Pac				1803.64
901 Refrigerator -				900.00
800001 Wallpaper - C				125.00

Print Online Picking Slip? (Y/N)

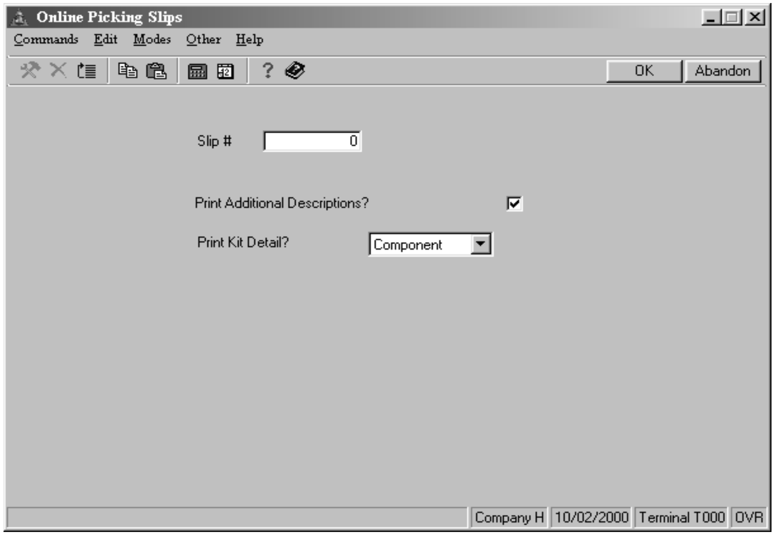
Entry (003 of 003)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
2828.64	65.00	41.00	500.00	2434.64

Company H | 01/11/2001 | Terminal T000 | OVR

Enter **Yes** to continue with print an Online Picking Slip, enter **No** to return to the Detail Entry screen.

Picking Slip Selection Screen


Online Picking Slips
Commands Edit Modes Other Help
OK Abandon

Slip # 0

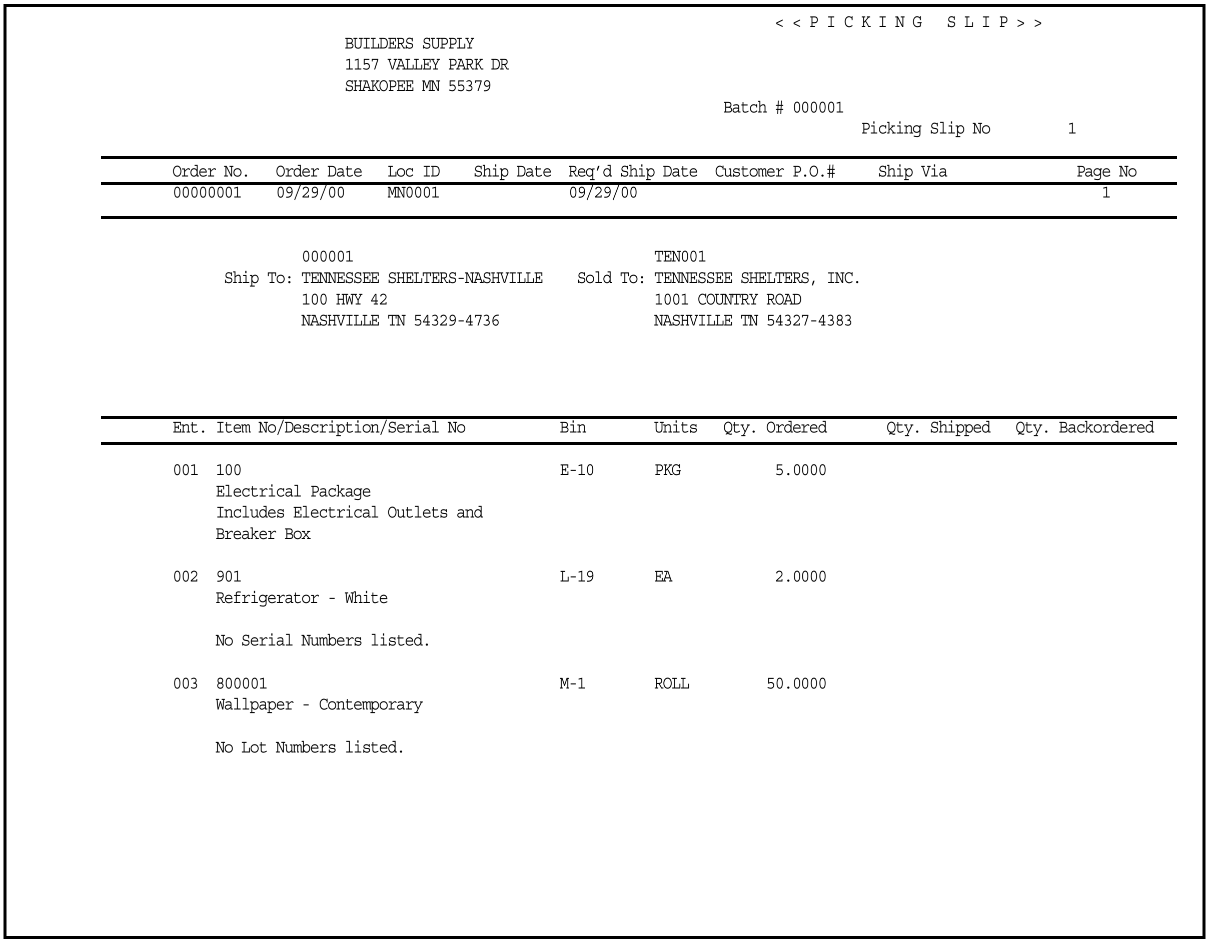
Print Additional Descriptions? ☑

Print Kit Detail? Component

Company H | 10/02/2000 | Terminal T000 | OVR

Field	Description
Slip #	Enter in the number to appear on the Picking Slip.
Print Additional Descriptions?	If you have been using Additional Descriptions for the Inventory items do you want those to appear on the Picking Slip.
Print Kit Detail?	If there are Kitted items on this picking slip do you want it broken down to include those items that will make up the Kitted item?

Picking Slip



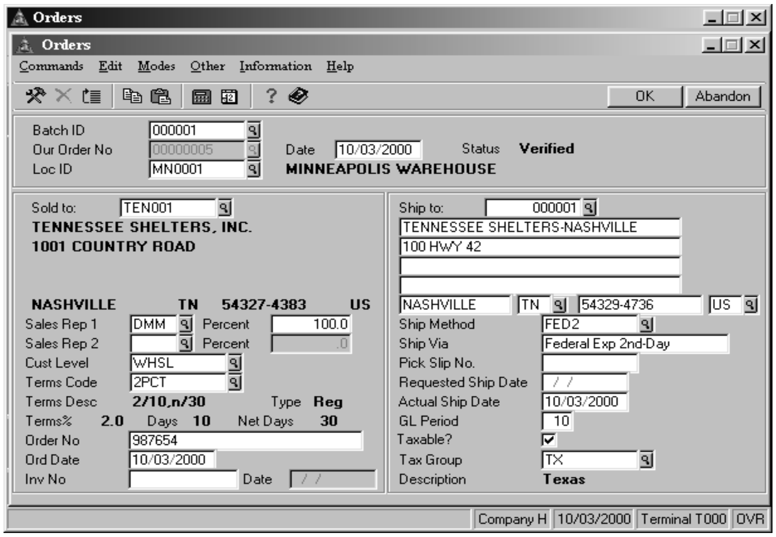
```
                                                                      < < P I C K I N G   S L I P > >
                    BUILDERS SUPPLY
                    1157 VALLEY PARK DR
                    SHAKOPEE MN 55379
                                                                Batch # 000001
                                                                                 Picking Slip No         1

Order No.   Order Date   Loc ID    Ship Date  Req’d Ship Date  Customer P.O.#     Ship Via                Page No
00000001    09/29/00     MN0001               09/29/00                                                       1

               000001                                   TEN001
      Ship To: TENNESSEE SHELTERS-NASHVILLE    Sold To: TENNESSEE SHELTERS, INC.
               100 HWY 42                               1001 COUNTRY ROAD
               NASHVILLE TN 54329-4736                  NASHVILLE TN 54327-4383

Ent. Item No/Description/Serial No           Bin        Units   Qty. Ordered       Qty. Shipped   Qty. Backordered

001  100                                     E-10       PKG           5.0000
     Electrical Package
     Includes Electrical Outlets and
     Breaker Box

002  901                                     L-19       EA            2.0000
     Refrigerator - White

     No Serial Numbers listed.

003  800001                                  M-1        ROLL         50.0000
     Wallpaper - Contemporary

     No Lot Numbers listed.
```

Shipped Orders

When you enter a shipped order you are not only entering in the same information as you would for a new order, but you are also telling the system that you also are shipping it to the customer. The header screen in the Shipped Orders function has the same field entry as the new order screen. It is only when you get in to the Detail entry screen that more fields become available.

When you select **2. Shipped Order**, the Orders Header Information screen appears.

New Order Header Screen



Batch ID 000001
Our Order No 00000005
Date 10/03/2000
Status **Verified**
Loc ID MN0001 **MINNEAPOLIS WAREHOUSE**

Sold to: TEN001
TENNESSEE SHELTERS, INC.
1001 COUNTRY ROAD
NASHVILLE TN 54327-4383 US
Sales Rep 1 DMM Percent 100.0
Sales Rep 2 Percent .0
Cust Level WHSL
Terms Code 2PCT
Terms Desc **2/10,n/30** Type **Reg**
Terms% **2.0** Days **10** Net Days **30**
Order No 987654
Ord Date 10/03/2000
Inv No Date / /

Ship to: 000001
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE TN 54329-4736 US
Ship Method FED2
Ship Via Federal Exp 2nd-Day
Pick Slip No.
Requested Ship Date / /
Actual Ship Date 10/03/2000
GL Period 10
Taxable? ☑
Tax Group TX
Description **Texas**

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The header screen for a Shipped order is the same as a New/Quote Order

Field	Description
Batch ID	If you have the option to use transaction batching set to Yes, the batch ID setup on the defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you have the option for transaction batching set to No, this field does not appear on the screen.
Our Order No	If you have the option for system generated order numbers set to Yes, this field is skipped and the next available order number is displayed. If you have the option for system generated order numbers set to No, enter the number to use for this order. The order number is 1-8 characters long.
Date	This will default in the Workstation Date, you can accept or change the date displayed.
Loc ID	The Location ID that defaults is based on the selection made in the Resource Manager. • a default Loc ID is set up using the Company Info function on the Company Setup menu. • a default Loc ID can be set up for the workstation using the Defaults function on the Workstation Configuration menu. This default setting overrides the company default. The defaulted Location ID can be changed by using the **Inquiry** command**, F2** or **Esc W,** to select a different location or the **Maintenance** command**, F6** or **Esc F,** to create a new one.

Field	Description
Sold to:	Enter the ID of the customer you are selling to. The **Inquiry** command**, F2** or **Esc W,** is available to select an existing customer, or use the **Maintenance** command**, F6** or **Esc F,** to create a new customer.
Sales Rep 1	The ID of the Sales Rep that typically sells to this customer is displayed from the customer record. Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select another sales rep or use the **Maintenace** command, **F6** or **Esc F** to create a new rep.
Percent	Enter the percent that you want to base the sales rep's commission on.
Sales Rep 2	Enter the ID of the second Sales Rep receiving commission on the sale, if any. You can use the **Inquiry** command**, F2** or **Esc W,** to select the sales rep or the **Maintenance** command**, F6** or **Esc F,** to create a new rep.
Percent	Enter the percent that you want to base the sales rep's commission on. The combined totals for both sales reps 1 & 2 cannot exceed 100%
Customer Level	The customer level used for discount pricing will default in from the customer record, press **Enter** to accept it. If you have the option to change customer levels during transaction entry and you are interfaced to Inventory, you can use the **Inquiry** command**, F2** or **Esc W,** to select a different level or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Terms Code	The terms code from the customer's file is displayed. Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select a different terms code or use the **Maintenance** command**, F6** or **Esc F,** to create a new terms code.
Order No	Enter the customers purchase order number or leave this field blank.
Order Date	If you entered an order number (**Order No**) you must also enter an order date. If you left the order number blank, this field is skipped.
Invoice No	Enter the invoice number to assign to this order or you can press Enter to leave this field blank and have the system assign the invoice number with the Print Invoice function.
Invoice Date	If you entered an invoice number (**Invoice No**) you must enter an invoice date for the order. If you left the invoice number field blank, this field is skipped.
Ship to:	Enter the shipping address code, or press **Enter** to skip this field. The **Inquiry** command**, F2** or **Esc W,** is available to select the ship-to address from a list.The **Maintenance** command**, F6** or **Esc F,** is available to add or edit a ship-to address.
Ship Method	Enter the shipping method to be used for this transaction. Use the **Inquiry** command**, F2** or **Esc W,** to select the shipping method or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Via	The ship via information defaults from the **Ship-To-ID** or **Ship Method**. Press **Enter** to accept the information displayed or enter in the ship via information for this order.
Pick Slip No	Enter the pick slip number, or press **Enter** to skip this field.
Requested Ship Date	Enter the date by which the customer request the order be shipped.
Actual Ship Date	For Shipped Orders, the current workstation date defaults as the shipped date. Press **Enter** to accept the date or you can change the date.

Field	Description
GL Period	Press **Enter** to post the transaction to the GL period displayed, or enter a different fiscal period.
Taxable	If the transaction is taxable enter **YES**, if not enter **NO**.
Tax Group	The tax group assigned to the customer is displayed. Press **Enter** to accept the tax group, use the **Inquiry** command**, F2** or **Esc W,** to select a different tax group, or the **Maintenance** command**, F6** or **Esc F,** to create a new one. The **Description** of the Tax Group displays below the tax group.

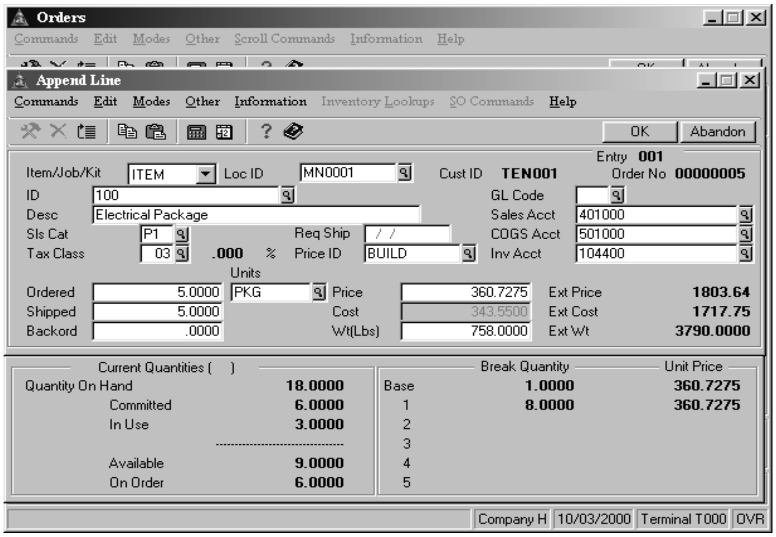
Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the *Append Line Window* to enter the line-items purchased.

Entering Line-Items

When the Append Line box appears, enter the line items you are selling to the customer. The items can be inventory items, if interfaced to Inventory, non inventory items, jobs, if interfaced to Job Cost, and kitted items, if interfaced to Bill of Materials/Kitting.

Nonserialized Inventory Item

Order Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000005
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Units PKG
Ordered 5.0000
Shipped 5.0000
Backord .0000
Price 360.7275
Cost 343.5500
Wt(Lbs) 758.0000
Ext Price 1803.64
Ext Cost 1717.75
Ext Wt 3790.0000

Current Quantities ( )	
Quantity On Hand	18.0000
Committed	6.0000
In Use	3.0000

Available	9.0000
On Order	6.0000

	Break Quantity	Unit Price
Base	1.0000	360.7275
1	8.0000	360.7275
2		
3		
4		
5		

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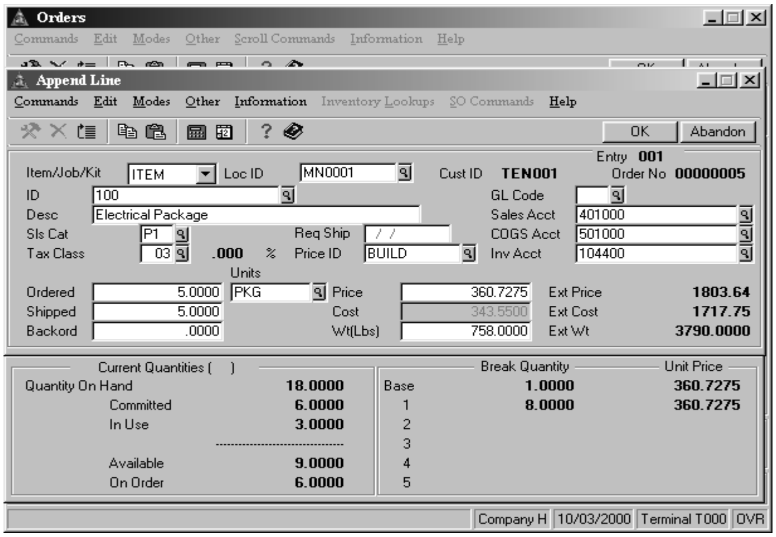
Enter in the following information:

Field	Description
Item/Job/Kit	Select the type of product you are selling. Select **I** if you are selling **Inventory** and **Non-Inventory** items. Select **J** if you are interfaced to **Job Cost** and entering a sale for a job. Select **K** if you are interfaced to **Bill of Materials/Kitting** and entering a sale for a kitted item.
Loc ID	Default Location ID will enter in, you can use the **Inquiry** command**, F2** or **Esc W,** to view a list of Locations to replace the defaulted ID.
ID	If interfaced to Inventory, enter in Item ID or leave the field blank if you are selling a non-inventory item.You can use the **Inquiry** command**, F2** or **Esc W,** to select from a list of available items or the **Maintenance** command**, F6** or **Esc F,** to create a new item. If you are interfaced to Job Cost and entering a sale to a Job, enter the Job ID for this line item. You can use the **Inquiry** command**, F2** or **Esc W,** to select from a list of available jobs or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are interfaced to Bill of Materials/Kitting and entering a sale for a kitted item, enter the Kit ID for this line item. You can use the **Inquiry** command**, F2** or **Esc W,** to select from a list of available items or the **Maintenance** command**, F6** or **Esc F,** to create a new item. If you are not interfaced to Inventory, Job Cost, or Bill of Materials/Kitting, enter the ID of the product you want to sell to the customer, or leave this field blank.

Line Item Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000005
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered 5.0000
Units PKG
Price 360.7275
Ext Price 1803.64
Shipped 5.0000
Cost 343.5500
Ext Cost 1717.75
Backord .0000
Wt(Lbs) 758.0000
Ext Wt 3790.0000

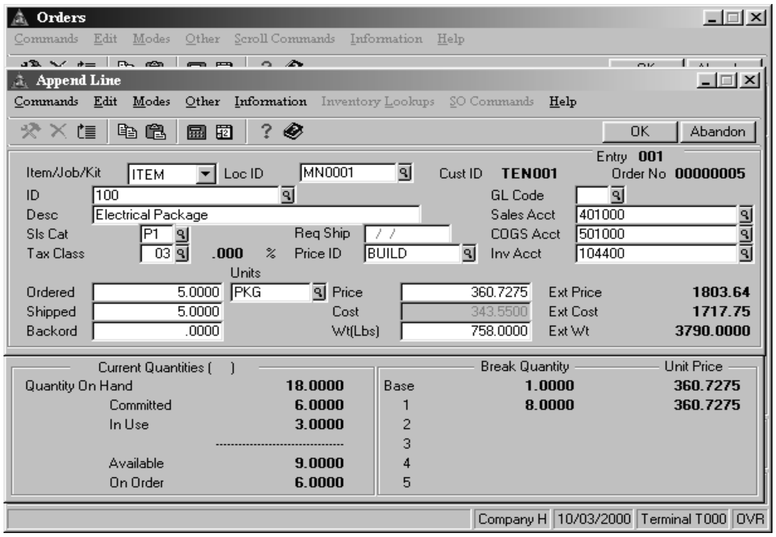
Current Quantities ( )
Quantity On Hand 18.0000
Committed 6.0000
In Use 3.0000
Available 9.0000
On Order 6.0000

	Break Quantity	Unit Price
Base	1.0000	360.7275
1	8.0000	360.7275
2		
3		
4		
5		

Company H 10/03/2000 Terminal T000 OVR

Field	Description
Desc	Enter a description if entering in a noninventory line-item, or **Enter** through the default description.
Additional Descriptions	If the option **Use additional descriptions?** is set to **YES** in Options and Interfaces, the Additional Description window displays. Enter up to 10 lines of 35 characters per line of additional description information for the line-item.
Sls Cat	The Sales Category for the item is displayed. If you are interfaced to Inventory you can use the **Inquiry** command**, F2** or **Esc W,** to select a different sales category or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Tax Class	If interfaced to Inventory, the tax class assigned to the item is displayed If you are not interfaced to Inventory or this is a non-inventory item, **00** defaults as the tax class.Press **Enter** to accept the tax class, use the **Inquiry** command**, F2** or **Esc W,** to select a different tax class or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Req Ship	Enter the date by which the customer request this item be shipped. If you entered a requested ship date on the header, it will default here. You can have different requested ship dates for each item in the order.
Price ID	Price IDs are setup in Inventory and used with the Customer Level to determine the price the customer pays for the item. Press **Enter** to accept the price ID, or If interfaced to Inventory, use the **Inquiry** command**, F2** or **Esc W,** is available to select a different price ID.
GL Code	The GL Code helps determine the Sales and COGS. If Sales Order is interfaced to Inventory and this is an inventory item, the Sales, and Cogs accounts come from the inventory record. If Sales Order is not interfaced to Inventory or this is a non-inventory item, the GL Code setup on the default table (DFxxx) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different GL Code or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.

Line Item Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000005
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Units
Ordered 5.0000 PKG
Price 360.7275
Ext Price 1803.64
Shipped 5.0000
Cost 343.5500
Ext Cost 1717.75
Backord .0000
Wt(Lbs) 758.0000
Ext Wt 3790.0000

Current Quantities ( )
Quantity On Hand 18.0000
Committed 6.0000
In Use 3.0000
Available 9.0000
On Order 6.0000

	Break Quantity	Unit Price
Base	1.0000	360.7275
1	8.0000	360.7275
2		
3		
4		
5		

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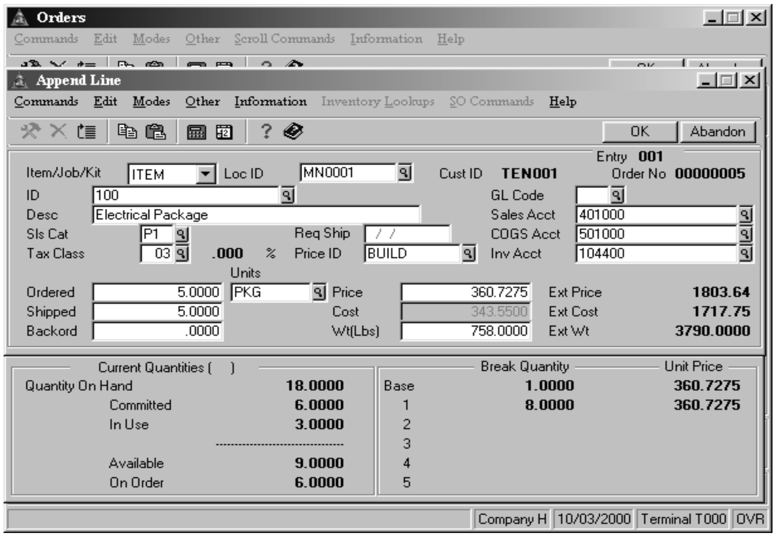
Field	Description
COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the **ARGLxxx** table. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ordered	The quantity ordered defaults to **1**. Press **Enter** to accept it or enter a different quantity.
Units	Press **Enter** to accept the unit of measure displayed (if any) or if interfaced to Inventory use the **Inquiry** command**, F2** or **Esc W,** to select a different unit of measure or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Shipped	The ordered quantity will default in this field, press **Enter** to accept it or change the field to the quantity you are shipping for this item.
Backord	If you did not ship the complete ordered quantity this field is updated with the remaining quantity. Once the order is posted, this quantity is moved to the ordered field and the order status is changed to BackOrdered.

Line Item Detail Screen


Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID TEN001
Order No 00000005
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered 5.0000
Units PKG
Price 360.7275
Ext Price 1803.64
Shipped 5.0000
Cost 343.5500
Ext Cost 1717.75
Backord .0000
Wt(Lbs) 758.0000
Ext Wt 3790.0000

Current Quantities ( )	
Quantity On Hand	18.0000
Committed	6.0000
In Use	3.0000
Available	9.0000
On Order	6.0000

	Break Quantity	Unit Price
Base	1.0000	360.7275
1	8.0000	360.7275
2		
3		
4		
5		

Company H 10/03/2000 Terminal T000 OVR

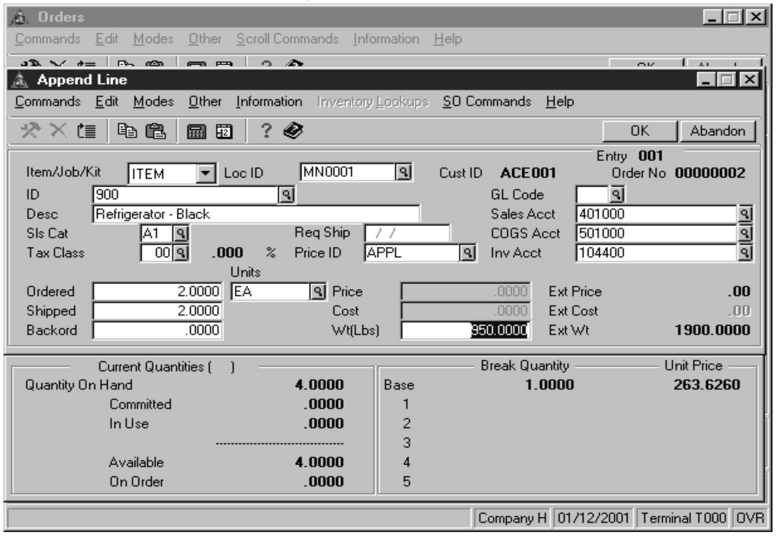
Field	Description
Price	Enter the unit price for the items sold. If you are interfaced to Inventory the price defaults in based on the Customer Level and Price ID fields. You can change the price.
Cost	If you are interfaced to Inventory and you have the option to display cost during line item entry set to Yes, the purchase unit cost of the item is displayed and cannot be changed. If this is a non inventory item or you are not interfaced to inventory enter the unit cost of the item.
Wt(Lbs)	Enter the shipping weight of one unit of this item in the unit of measured you entered. The unit of weight used on each line item must be consistent. So, if you use pounds as your unit weight, all line item weights, for this order must be expressed in pounds. Press **Enter** to skip this field.
Ext Price	The **Extended Price** is calculated based off of the ordered quantity, multiplied by the price of the item.
Ext Cost	The **Extended Cost** is calculated based off of the ordered quantity, multiplied by the unit cost of the item.
Ext Wt	The **Extended Weight** is calculated based of the ordered quantity, multiplied by the unit weight of the item.
Current Quantities	If you are interfaced to Inventory and you have the option to display Quantities and Quantity Breaks set to Yes, the current On Hand, Committed, In Use, Available and On Orders quantities are displayed.
Break Quantity	If you are interfaced to Inventory and you have the option to display Quantities and Quantity Breaks set to Yes, the break quantities and unit prices are displayed along with the base quantity and unit price.

Use the **Proceed** command**, PgDn** or **Esc P,** to save the entry.

Serialized Inventory Entry

The use of serialized inventory requires a few extra steps in Order entry. When you sell serialized items you are only permitted to sell a serial number once.

Serialized line item entry


Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Order No 00000002
ID 900
GL Code
Desc Refrigerator - Black
Sales Acct 401000
Sls Cat A1
Req Ship / /
COGS Acct 501000
Tax Class 00 .000 %
Price ID APPL
Inv Acct 104400
Units EA
Ordered 2.0000
Price .0000
Ext Price .00
Shipped 2.0000
Cost .0000
Ext Cost .00
Backord .0000
Wt(Lbs) 950.0000
Ext Wt 1900.0000

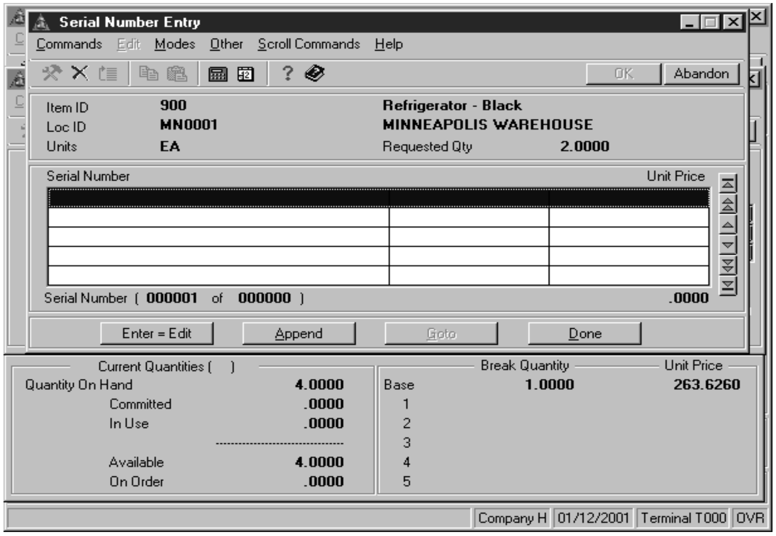
Current Quantities ( )
Quantity On Hand 4.0000
Committed .0000
In Use .0000
Available 4.0000
On Order .0000

Break Quantity		Unit Price
Base	1.0000	263.6260
1		
2		
3		
4		
5		

Company H 01/12/2001 Terminal T000 OVR

For Serialized items, you do not enter the price of the item on the Append Line screen.

Serialized line item entry


Serial Number Entry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Enter = Edit
Append
Goto
Done

Item ID 900
Refrigerator - Black
Loc ID MN0001
MINNEAPOLIS WAREHOUSE
Units EA
Requested Qty 2.0000

Serial Number | Unit Price
Serial Number (000001 of 000000) .0000

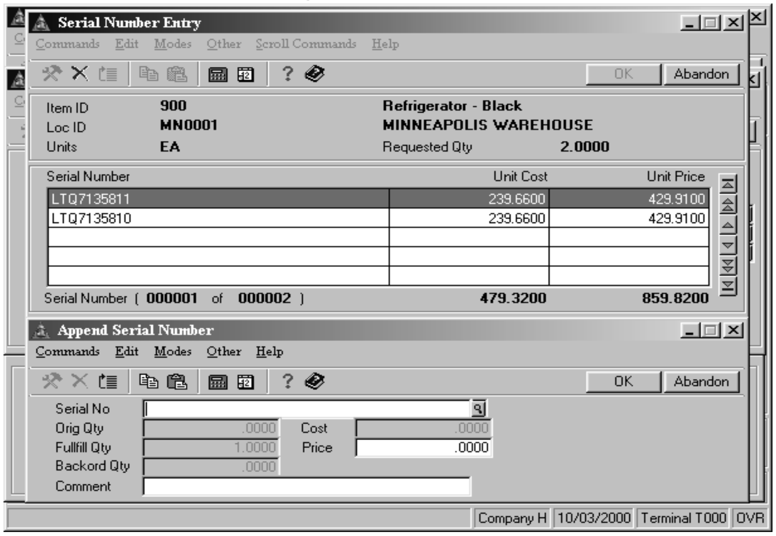
Current Quantities ( )
Quantity On Hand 4.0000
Committed .0000
In Use .0000
Available 4.0000
On Order .0000

Break Quantity		Unit Price
Base	1.0000	263.6260
1		
2		
3		
4		
5		

Company H 01/12/2001 Terminal T000 OVR

Command	Description
Enter-Edit	Press **Enter** to edit the serial numbers selected for this item.
Append	Select **A** to add serial numbers, for this item, to the order.
Goto	If there are more serial numbers than will fit on the screen, press **G** to move the cursor to a specific serial number. The Goto box is displayed, enter the line number entry you wish to move to.
Done	Press **D** after you have entered all the serial numbers for this item.

Serialized line item entry


Serial Number Entry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon

Item ID 900 Refrigerator - Black
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units EA Requested Qty 2.0000

Serial Number	Unit Cost	Unit Price
LTQ7135811	239.6600	429.9100
LTQ7135810	239.6600	429.9100
Serial Number (000001 of 000002)	479.3200	859.8200

Append Serial Number
Commands Edit Modes Other Help
OK
Abandon

Serial No
Orig Qty .0000
Fullfill Qty 1.0000
Backord Qty .0000
Comment
Cost .0000
Price .0000

Company H 10/03/2000 Terminal T000 OVR

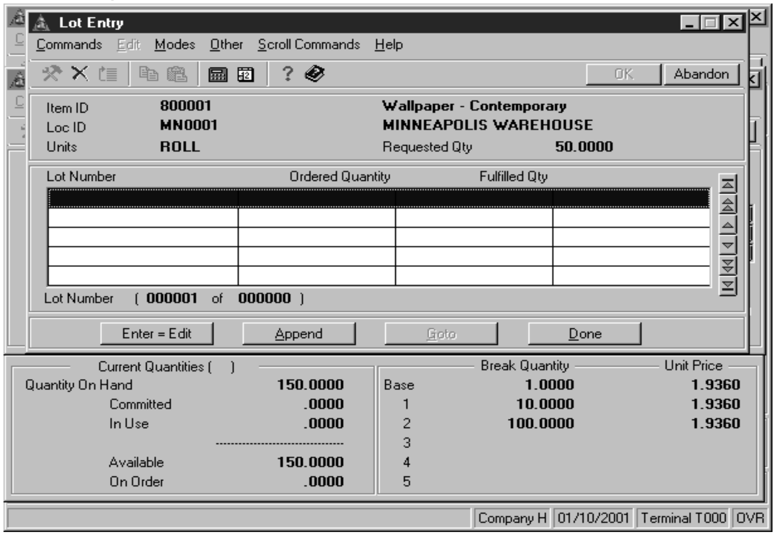
Enter the following information after entering **A** to Append the serial numbers:

Field	Description
Serial No	Enter in the Serial Number of the item you wish to sell. The **Inquiry** command**, F2** or **Esc W,** is available to view the list of Serial numbers and their current status.The serial number must have a status of **A** for Available to sell on the order.
Orig Qty	This field will default in zero for serialized items and is not accessible.
Fulfill Qty	For serialized items it will default in **1** and is not accessible.
Backord Qty	This field will default in zero for serialized items and is not accessible.
Cost	If the option to display unit cost during line item entry is set to yes and you are interfaced to inventory, the unit cost of the item is displayed and you cannot change it. If the option is set to no, the field is left at zero and you cannot change it.
Price	Enter the price for this serial number.
Comment	Enter in comments for this serialized item, you can use from 1-35 characters in length.

Lotted Inventory Entry

When selling lotted items on a shipped order, you must enter the lot numbers for the quantity you are selling to the customer.

Lot Entry Screen



Item ID 800001 Wallpaper - Contemporary
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units ROLL Requested Qty 50.0000

Lot Number	Ordered Quantity	Fulfilled Qty

Lot Number (000001 of 000000)

Current Quantities ( )

Quantity On Hand	150.0000
Committed	.0000
In Use	.0000
Available	150.0000
On Order	.0000

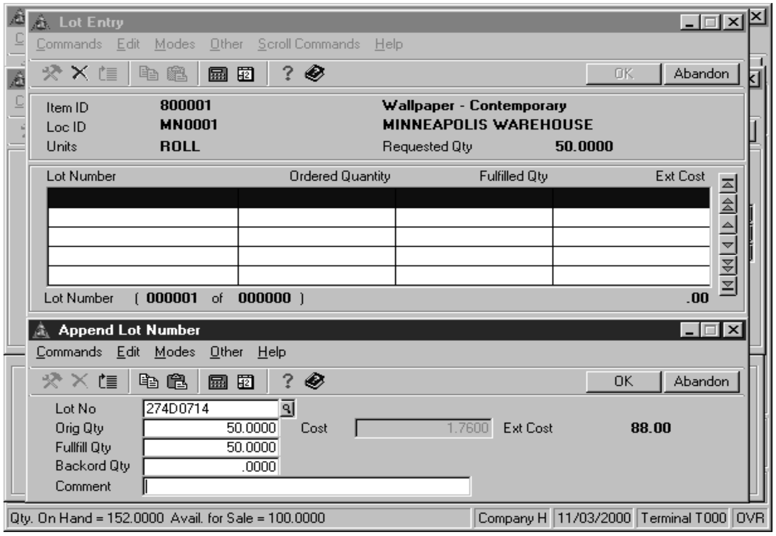
	Break Quantity	Unit Price
Base	1.0000	1.9360
1	10.0000	1.9360
2	100.0000	1.9360
3		
4		
5		

Company H 01/10/2001 Terminal T000 OVR

The Lot Entry box is displayed. The Item, Item Description, Location, Location Description, Units and Requested Quantity are displayed at the top.

Command	Description
Enter-Edit	Press **Enter** to edit the lot numbers selected for this item.
Append	Select **A** to add lot numbers, for this item, to the order.
Goto	If there are more lot numbers than will fit on the screen, Press **G** to move the cursor to a specific lot number. The Goto box is displayed, enter the line number entry you wish to move to.
Done	Press **D** after you have entered all the lot numbers for this item.

Append Lot Numbers


Lot Entry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Lot Number
Ordered Quantity
Fulfilled Qty
Ext Cost
Append Lot Number
Commands Edit Modes Other Help
OK
Abandon

Item ID 800001 Wallpaper - Contemporary
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units ROLL Requested Qty 50.0000

Lot Number (000001 of 000000) .00

Lot No 274D0714
Orig Qty 50.0000 Cost 1.7600 Ext Cost 88.00
Fullfill Qty 50.0000
Backord Qty .0000
Comment

Qty. On Hand = 152.0000 Avail. for Sale = 100.0000 | Company H | 11/03/2000 | Terminal T000 | OVR

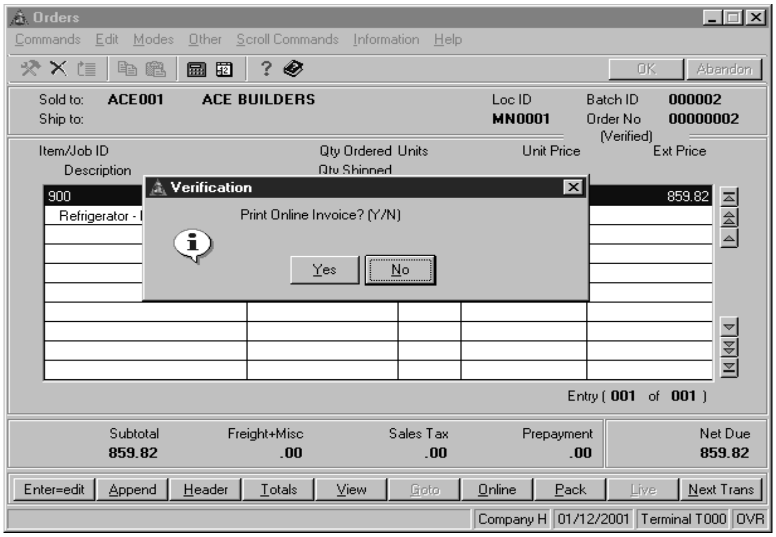
The Append Lot Numbers screen is displayed when you select **A** to select lots for the item.

Field	Description
Lot No	Enter the Lot Number(s) you want to sell to the customer. The **Inquiry** command**, F2** or **Esc W,** is available to select the lot. The lot must have a status of **A** for Available in order to use for a sale.
Orig Qty	Enter the quantity ordered for this transactions.
Fufill Qty	Enter the quantity shipped for this lot. The entire order quantity does not have to come from one lot number.
Backorderd Qty	Enter the quantity backordered for this lot.
Cost	If the option to display unit cost during line item entry is set to yes and you are interfaced to inventory, the unit cost of the item is displayed and you cannot change it. If the option is set to no, the field is left blank and you cannot change it.
Comment	Enter your choice of comments for this line item. You have up to 35 characters to use.

Online Printing

If the option to print an online invoices is set to yes, select **O** to print the invoice for shipped orders. If the option to print an online packing list is set to yes, select **P** to print the Packing List.

Online Verification Screen - Invoice


Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Verification
Yes No
Enter=edit Append Header Totals View Goto Online Pack Live Next Trans

Sold to: ACE001 ACE BUILDERS
Ship to:
Loc ID MN0001
Batch ID 000002
Order No 00000002 (Verified)

Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
900 Refrigerator - I				859.82

Print Online Invoice? (Y/N)

Entry (001 of 001)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
859.82	.00	.00	.00	859.82

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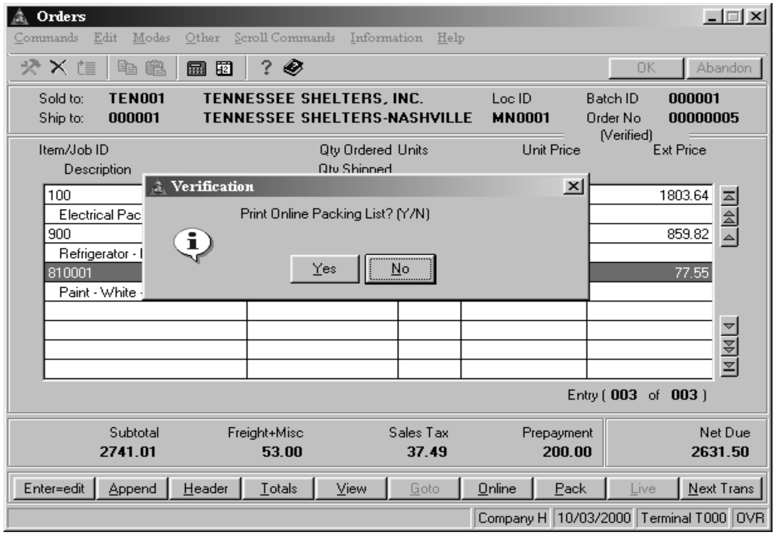
Online Verification Screen - Packing LIst


Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Verification
Yes No
Enter=edit Append Header Totals View Goto Online Pack Live Next Trans

Sold to: TEN001 TENNESSEE SHELTERS, INC.
Ship to: 000001 TENNESSEE SHELTERS-NASHVILLE
Loc ID MN0001
Batch ID 000001
Order No 00000005 (Verified)

Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
100 Electrical Pac				1803.64
900 Refrigerator - I				859.82
810001 Paint - White -				77.55

Print Online Packing List? (Y/N)

Entry (003 of 003)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
2741.01	53.00	37.49	200.00	2631.50

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Once you print the Invoice or Packing List, it will not print with the Print Invoice or Packing List functions.

Verify Orders

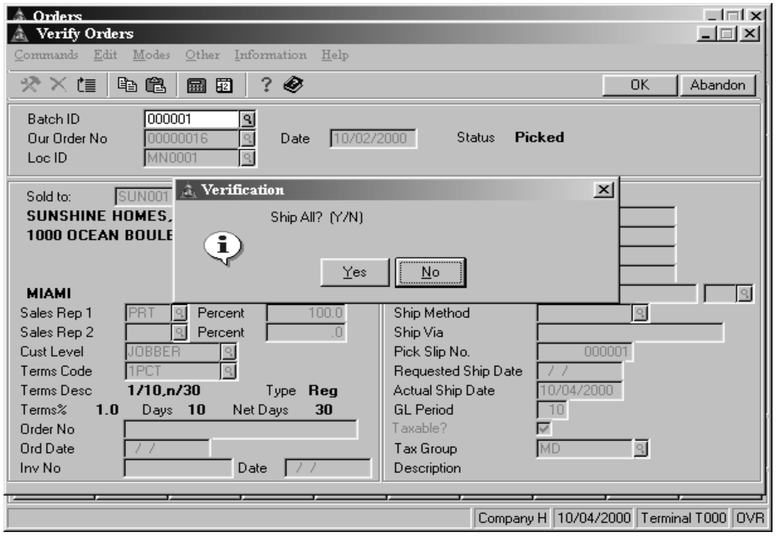
Use the Verify Order function to record the number of items shipped for an order, and to backorder unshipped items (if any). If you try to verify an order with a status of *verified,* the message **Order Already Verified. Use Change Orders f**or **Changes** appears. You can verify new/picked orders and backorders. If you are only changing an order, use the *Change Order* function.

When you verify an or**der, these things happen:**

- The status of the order is changed to *verified*. You can then print an invoice for the order. When you post transactions, the order is moved to the Open Invoice file.
- The amount in the Qty Ordered field is transferred to the Qty Shipped field if you elect to ship all items.
- If you change the quantity shipped, the quantity backordered is updated for the quantity of each item that cannot be shipped. When you post the order, the quantity shipped is posted to the Open Invoice, Customer and History files. The quantity backordered replaces the quantity ordered on the original order, and the status is changed to *backordered*.

After you select **Verify Orders**, choose the **Batch ID** for the order you want to verify, if using transaction batching. You can use the **Inquiry** command, **F2** or **Esc W,** to select the batch ID. After select the batch ID, or if you are not using transaction batching, select the **Order Number** (**Our Order No**) you want to verify. You can use the **Inquiry** command, **F2** or **Esc W,** to select the order number. The header information is displayed and the **Ship All?** prompt appears.

Verify Order Header Screen



Batch ID 000001
Our Order No 00000016
Date 10/02/2000
Status **Picked**
Loc ID MN0001

Sold to: SUN001
SUNSHINE HOMES,
1000 OCEAN BOULE
MIAMI

Ship All? (Y/N)

Sales Rep 1 PRT Percent 100.0
Sales Rep 2 Percent .0
Cust Level JOBBER
Terms Code 1PCT
Terms Desc **1/10,n/30** Type **Reg**
Terms% **1.0** Days **10** Net Days **30**
Order No
Ord Date / /
Inv No Date / /

Ship Method
Ship Via
Pick Slip No. 000001
Requested Ship Date / /
Actual Ship Date 10/04/2000
GL Period 10
Taxable? ☑
Tax Group MD
Description

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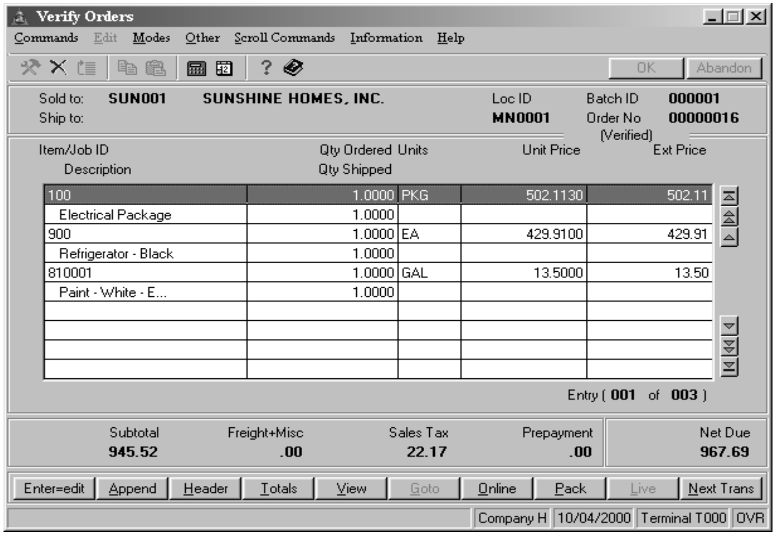
Yes to Ship All?


Verify Orders
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Enter=edit
Append
Header
Totals
View
Goto
Online
Pack
Live
Next Trans
Company H
10/04/2000
Terminal T000
OVR

Sold to: **SUN001** **SUNSHINE HOMES, INC.** Loc ID **MN0001** Batch ID **000001**
Ship to: Order No **00000016** (Verified)

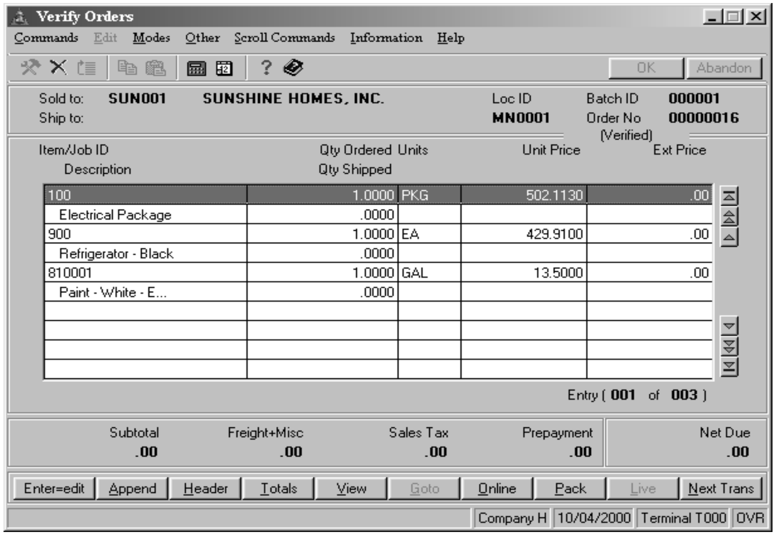
Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
100	1.0000	PKG	502.1130	502.11
Electrical Package	1.0000			
900	1.0000	EA	429.9100	429.91
Refrigerator - Black	1.0000			
810001	1.0000	GAL	13.5000	13.50
Paint - White - E...	1.0000			

Entry (**001** of **003**)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
945.52	**.00**	**22.17**	**.00**	**967.69**

If you enter **Y** at the **Ship All?** prompt, the system assumes that all the items on this order have been shipped. You can then go into the transaction and select specific line items to edit if some were backordered.

No to Ship All?


Verify Orders
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Enter=edit
Append
Header
Totals
View
Goto
Online
Pack
Live
Next Trans
Company H
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OVR

Sold to: **SUN001** **SUNSHINE HOMES, INC.** Loc ID **MN0001** Batch ID **000001**
Ship to: Order No **00000016** (Verified)

Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
100	1.0000	PKG	502.1130	.00
Electrical Package	.0000			
900	1.0000	EA	429.9100	.00
Refrigerator - Black	.0000			
810001	1.0000	GAL	13.5000	.00
Paint - White - E...	.0000			

Entry (**001** of **003**)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
.00	**.00**	**.00**	**.00**	**.00**

If you are not shipping all of the items at this time, enter **N** at the **Ship All?** prompt. There are no shipped quantities entered for the items.

For each item, press **Enter** for edit, to enter the quantity that is shipped for that item.

Note

If you are shipping serialized or lotted items, you must enter the serial or lot numbers that you are shipping the customer, the same as a shipped order.

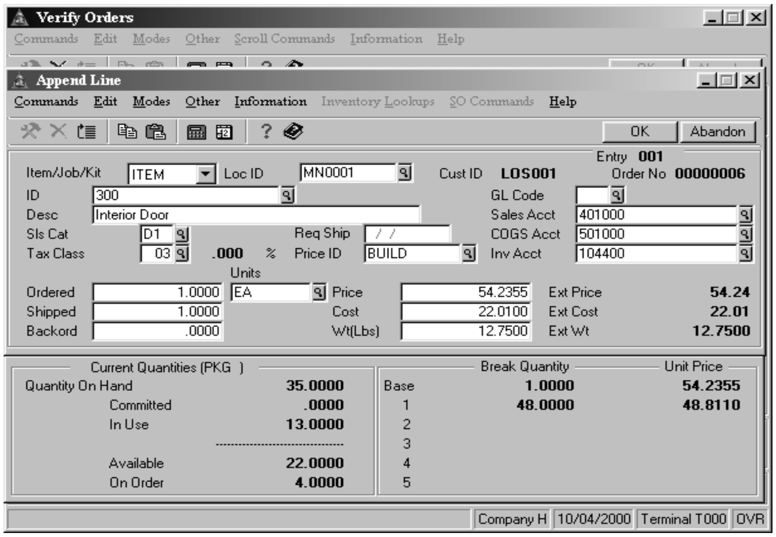
Miscellaneous Credit

Use the Miscellaneous Credits function to credit a customer’s account for returned items. This will credit inventory with the return of the items.

Note

The Miscellaneous Credits function automatically credits the customer’s account. Do **NOT** use a minus sign (**-**) to enter a credit

Miscellaneous Credits Screen - Non Serialized Item


Verify Orders
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 001
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID LOS001
Order No 00000006
ID 300
GL Code
Desc Interior Door
Sales Acct 401000
Sls Cat D1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400

		Units				
Ordered	1.0000	EA	Price	54.2355	Ext Price	54.24
Shipped	1.0000		Cost	22.0100	Ext Cost	22.01
Backord	.0000		Wt(Lbs)	12.7500	Ext Wt	12.7500

Current Quantities (PKG)

Quantity On Hand	35.0000
Committed	.0000
In Use	13.0000
Available	22.0000
On Order	4.0000

	Break Quantity	Unit Price
Base	1.0000	54.2355
1	48.0000	48.8110
2		
3		
4		
5		

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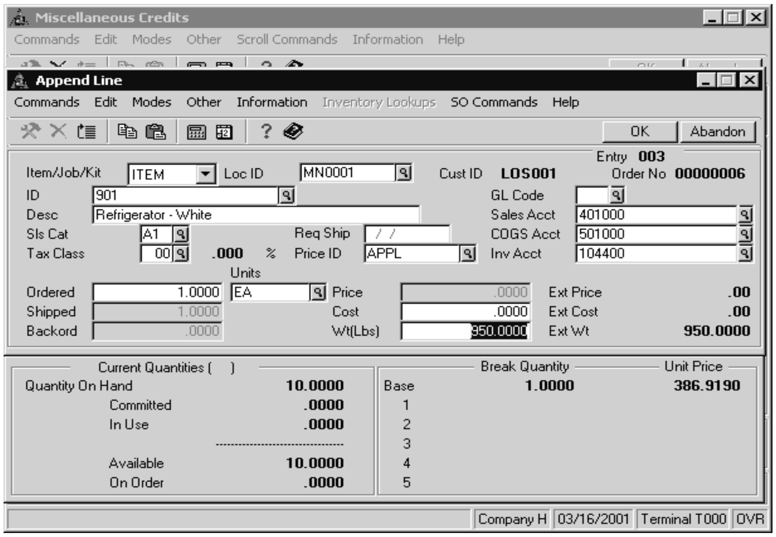
If you use the minus sign when entering a credit the system will treat it like a negative credit - or a debit - which results in the same thing as entering a Shipped Order. If you are entering a return for an open item customer, be sure to enter the invoice number that you are crediting.

The Miscellaneous Credits screen looks identical to the Verify or New Order screen. Enter the information for the items being returned or credited. The **QRxxxx** (Quick Entry) table is used to determine which fields the cursor with stop at.

Serialized Inventory Entry

Entering a Miscellaneous Credit for a serialized item requires a few additional steps.

Serialized line item entry


Miscellaneous Credits
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon

Entry 003
Item/Job/Kit ITEM
Loc ID MN0001
Cust ID LOS001
Order No 00000006
ID 901
GL Code
Desc Refrigerator - White
Sales Acct 401000
Sls Cat A1
Req Ship / /
COGS Acct 501000
Tax Class 00 .000 %
Price ID APPL
Inv Acct 104400
Ordered 1.0000
Units EA
Price .0000
Ext Price .00
Shipped 1.0000
Cost .0000
Ext Cost .00
Backord .0000
Wt(Lbs) 950.0000
Ext Wt 950.0000

Current Quantities ( )
Quantity On Hand 10.0000
Committed .0000
In Use .0000
Available 10.0000
On Order .0000

Break Quantity		Unit Price
Base	1.0000	386.9190
1		
2		
3		
4		
5		

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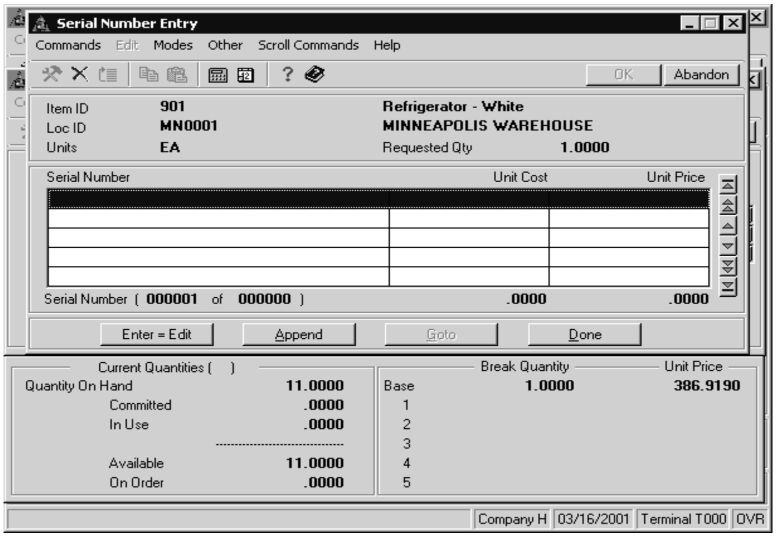
For Serialized items, you do not enter the price of the item on the Append Line screen.

Serialized line item entry


Serial Number Entry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Enter = Edit
Append
Goto
Done

Item ID 901 Refrigerator - White
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units EA Requested Qty 1.0000

Serial Number	Unit Cost	Unit Price

Serial Number (000001 of 000000) .0000 .0000

Current Quantities ( )
Quantity On Hand 11.0000
Committed .0000
In Use .0000
Available 11.0000
On Order .0000

Break Quantity		Unit Price
Base	1.0000	386.9190
1		
2		
3		
4		
5		

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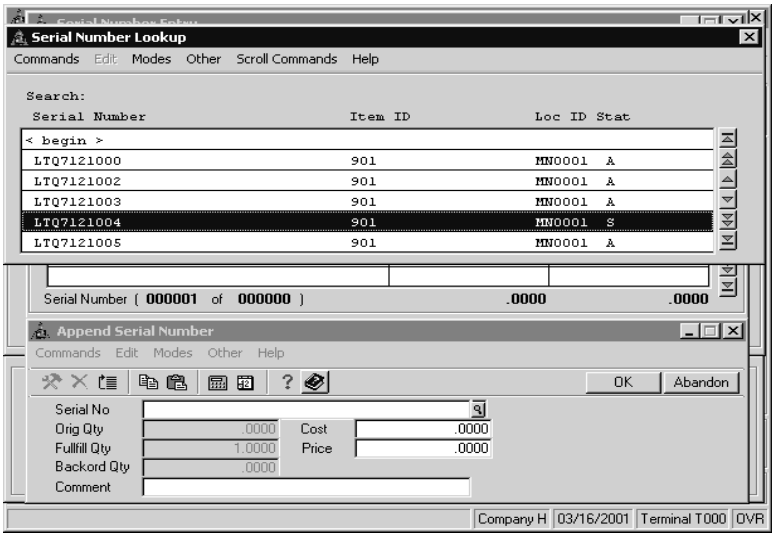
Command	Description
Enter-Edit	Press **Enter** to edit the serial numbers selected for this item.
Append	Select **A** to add serial numbers, for this item, to the order.
Goto	If there are more serial numbers than will fit on the screen, press **G** to move the cursor to a specific serial number. The Goto box is displayed, enter the line number entry you wish to move to.
Done	Press **D** after you have entered all the serial numbers for this item.

Serialized line item entry


Serial Number Entry
Serial Number Lookup
Commands Edit Modes Other Scroll Commands Help
Append Serial Number
Commands Edit Modes Other Help
OK
Abandon

Search:

Serial Number	Item ID	Loc ID	Stat
< begin >			
LTQ7121000	901	MN0001	A
LTQ7121002	901	MN0001	A
LTQ7121003	901	MN0001	A
LTQ7121004	901	MN0001	S
LTQ7121005	901	MN0001	A

Serial Number (000001 of 000000) .0000 .0000

Serial No
Orig Qty .0000
Fullfill Qty 1.0000
Backord Qty .0000
Cost .0000
Price .0000
Comment

Company H 03/16/2001 Terminal T000 OVR

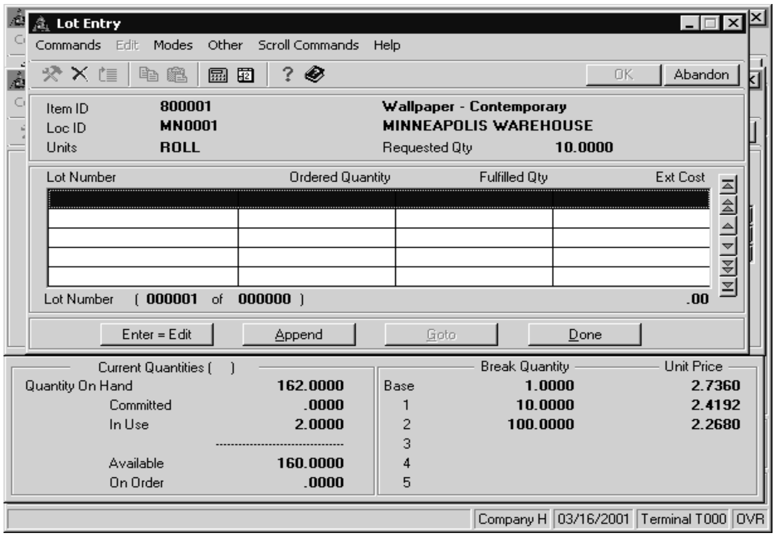
Enter the following information after entering **A** to Append the serial numbers:

Field	Description
Serial No	Enter in the Serial Number of the item you wish to sell. The **Inquiry** command**, F2** or **Esc W,** is available to view the list of Serial numbers and their current status.The serial number must have a status of **S** for Sold to return with the miscellaneous credit.
Orig Qty	This field will default in zero for serialized items and is not accessible.
Fulfill Qty	For serialized items it will default in **1** and is not accessible.
Backord Qty	This field will default in zero for serialized items and is not accessible.
Cost	On a Miscellaneous Credit you are allowed to change the cost of the item, because you are returning the item to inventory. The cost for the item when it was sold is displayed if you have the option to display cost set to yes.
Price	Enter the price for this serial number.
Comment	Enter in comments for this serialized item, you can use from 1-35 characters in length.

Lotted Inventory Entry

When entering miscellaneous credits for lotted items, you must enter the lot numbers for the quantity the customer is returning to you.

Lot Entry Screen



Item ID 800001 Wallpaper - Contemporary
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units ROLL Requested Qty 10.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost

Lot Number (000001 of 000000) .00

Current Quantities ( )
Quantity On Hand 162.0000
Committed .0000
In Use 2.0000
Available 160.0000
On Order .0000

	Break Quantity	Unit Price
Base	1.0000	2.7360
1	10.0000	2.4192
2	100.0000	2.2680
3		
4		
5		

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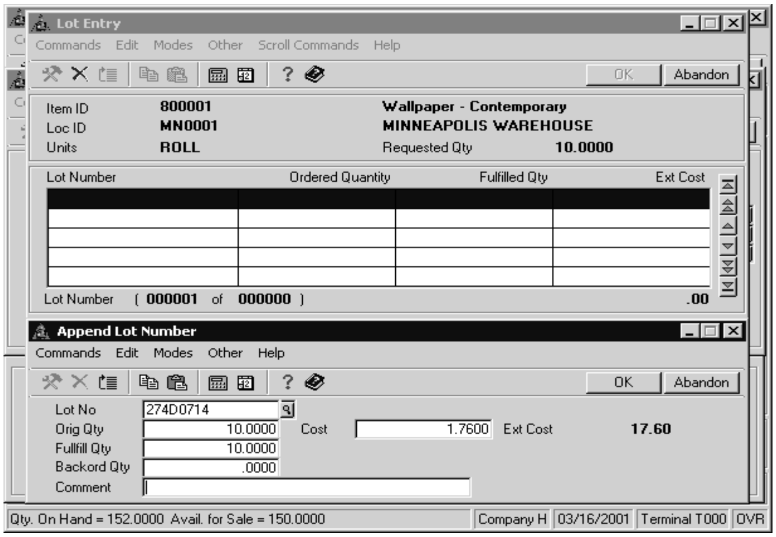
The Lot Entry box is displayed. The Item, Item Description, Location, Location Description, Units and Requested Quantity are displayed at the top.

Command	Description
Enter-Edit	Press **Enter** to edit the lot numbers selected for this item.
Append	Select **A** to add lot numbers, for this item, to the order.
Goto	If there are more lot numbers than will fit on the screen, Press **G** to move the cursor to a specific lot number. The Goto box is displayed, enter the line number entry you wish to move to.
Done	Press **D** after you have entered all the lot numbers for this item.

Append Lot Numbers


Lot Entry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Append Lot Number
Commands Edit Modes Other Help
OK
Abandon

Item ID 800001 Wallpaper - Contemporary
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units ROLL Requested Qty 10.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost

Lot Number (000001 of 000000) .00

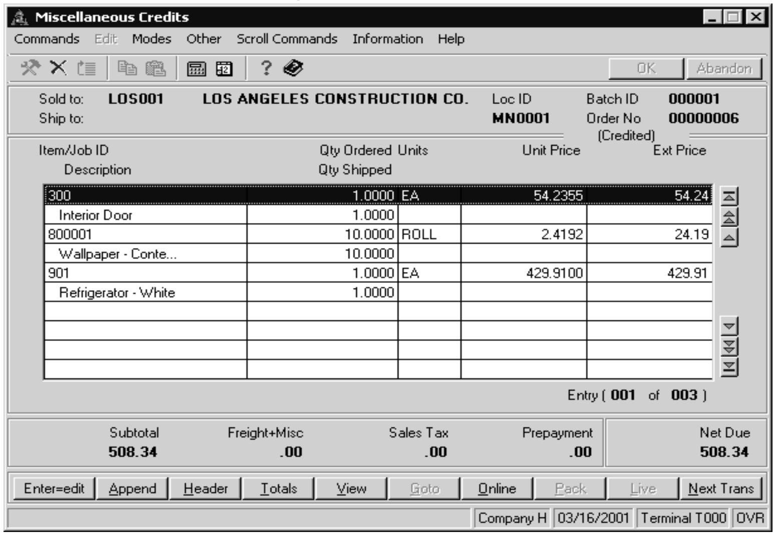
Lot No 274D0714
Orig Qty 10.0000 Cost 1.7600 Ext Cost 17.60
Fullfill Qty 10.0000
Backord Qty .0000
Comment

Qty. On Hand = 152.0000 Avail. for Sale = 150.0000 | Company H | 03/16/2001 | Terminal T000 | OVR

The Append Lot Numbers screen is displayed when you select **A** to select lots for the item.

Field	**Description**
Lot No	Enter the Lot Number(s) you want to sell to the customer. The **Inquiry** command**, F2** or **Esc W,** is available to select the lot. The lot must have a status of **A** for Available or **S** for Sold to use on a miscellaneous credit order.
Orig Qty	Enter the quantity ordered for this transactions.
Fufill Qty	Enter the quantity shipped for this lot. The entire order quantity does not have to come from one lot number.
Backorderd Qty	Enter the quantity backordered for this lot.
Cost	If the option to display unit cost during line item entry is set to yes and you are interfaced to inventory, the unit cost of the item is displayed and you cannot change it. If the option is set to no, the field is left blank and you cannot change it.
Comment	Enter your choice of comments for this line item. You have up to 35 characters to use.

Misc. Credits Line Entry



Sold to: **LOS001** **LOS ANGELES CONSTRUCTION CO.**
Ship to:
Loc ID **MN0001**
Batch ID **000001**
Order No **00000006**
(Credited)

Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
300	1.0000	EA	54.2355	54.24
Interior Door	1.0000			
800001	10.0000	ROLL	2.4192	24.19
Wallpaper - Conte...	10.0000			
901	1.0000	EA	429.9100	429.91
Refrigerator - White	1.0000			

Entry (**001** of **003**)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
508.34	**.00**	**.00**	**.00**	**508.34**

Company H | 03/16/2001 | Terminal T000 | OVR

The same functions are available from the line-item scrolling area as when you enter orders. See the Shipped Orders section for a detailed explanation of the options.

The Miscellaneous credits updates the Inventory item records by the average cost, which becomes the last-in cost. If you change the average cost that is displayed, the system will update these fields in the item record when you post transaction:

- Last-In Cost and Quantity
- Month-to-Date Sales and COGS Dollars
- Year-to-Date Sales and COGS Dollars
- Inventory History Quantity and Cost

After entering the Miscellaneous Credits, perform the following tasks:

1. Print credit memos online or use the **Print Invoices** function to print credit memo forms in a batch if appropriate (see the *Accounts Receivable Training Manual*)
2. Print the **Miscellaneous Credits Journal** to provide an audit trail of each returned good.
3. **Post** the transactions to update the Customer, Sales Rep, Tax Locations, and Summary and Detail History files; to create an open item in the Open Invoice file for each credit you entered; and to update inventory and/or job billing information, if appropriate.

Change Orders

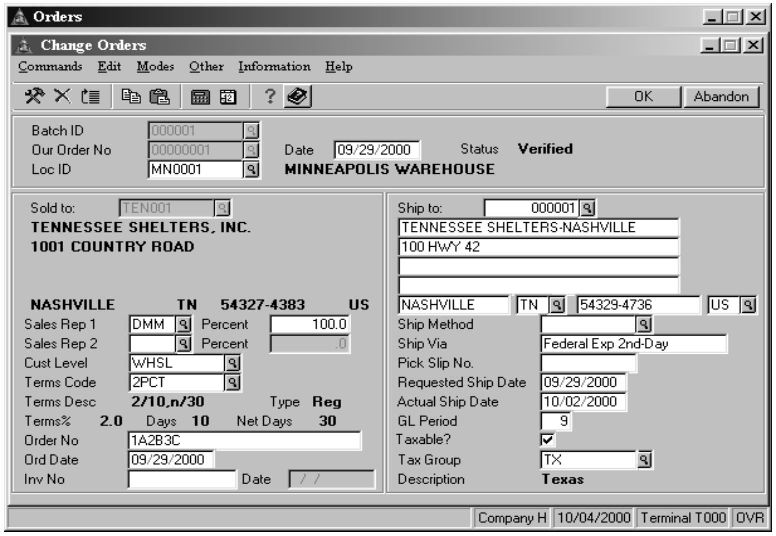
Use the Change Orders function to edit orders and change quotes into live orders.

Note

This function is different from the Verify Order function. Although you can use the Verify Order function to change order information, it also changes the order status to *verified*.

When you select **3. Change Order**, the Orders Header Information screen appears. You can change any order, regardless of its status. You cannot change the customer ID to whom the order is sold.

Change Order Header Screen



Batch ID 000001
Our Order No 00000001
Date 09/29/2000
Status **Verified**
Loc ID MN0001
MINNEAPOLIS WAREHOUSE

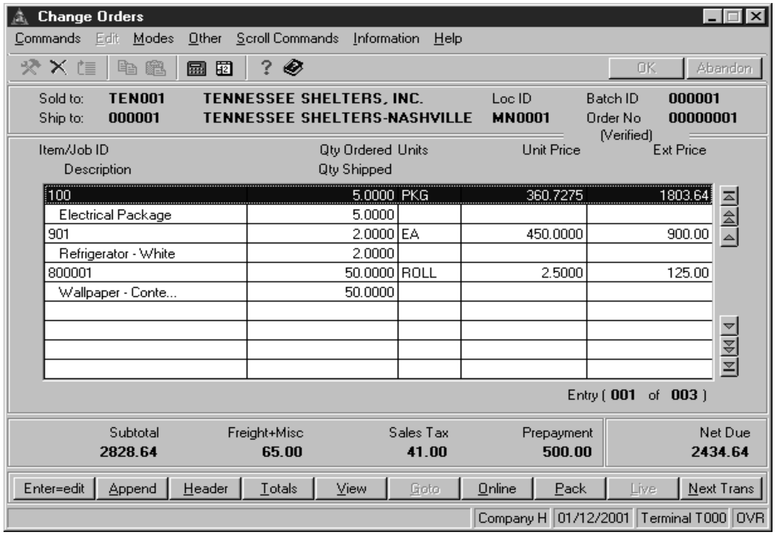
Sold to: TEN001
TENNESSEE SHELTERS, INC.
1001 COUNTRY ROAD
NASHVILLE TN 54327-4383 US
Sales Rep 1 DMM
Percent 100.0
Sales Rep 2
Percent .0
Cust Level WHSL
Terms Code 2PCT
Terms Desc **2/10,n/30**
Type **Reg**
Terms% **2.0**
Days **10**
Net Days **30**
Order No 1A2B3C
Ord Date 09/29/2000
Inv No
Date / /

Ship to: 000001
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE TN 54329-4736 US
Ship Method
Ship Via Federal Exp 2nd-Day
Pick Slip No.
Requested Ship Date 09/29/2000
Actual Ship Date 10/02/2000
GL Period 9
Taxable? ☑
Tax Group TX
Description **Texas**

Company H 10/04/2000 Terminal T000 OVR

The **QCxxxx** quick-entry table is used when you change orders.

Change Order Detail Screen



Sold to: TEN001 TENNESSEE SHELTERS, INC.
Ship to: 000001 TENNESSEE SHELTERS-NASHVILLE
Loc ID MN0001
Batch ID 000001
Order No 00000001
(Verified)

Item/Job ID Description	Qty Ordered Qty Shipped	Units	Unit Price	Ext Price
100	5.0000	PKG	360.7275	1803.64
Electrical Package	5.0000			
901	2.0000	EA	450.0000	900.00
Refrigerator - White	2.0000			
800001	50.0000	ROLL	2.5000	125.00
Wallpaper - Conte...	50.0000			

Entry (001 of 003)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
2828.64	65.00	41.00	500.00	2434.64

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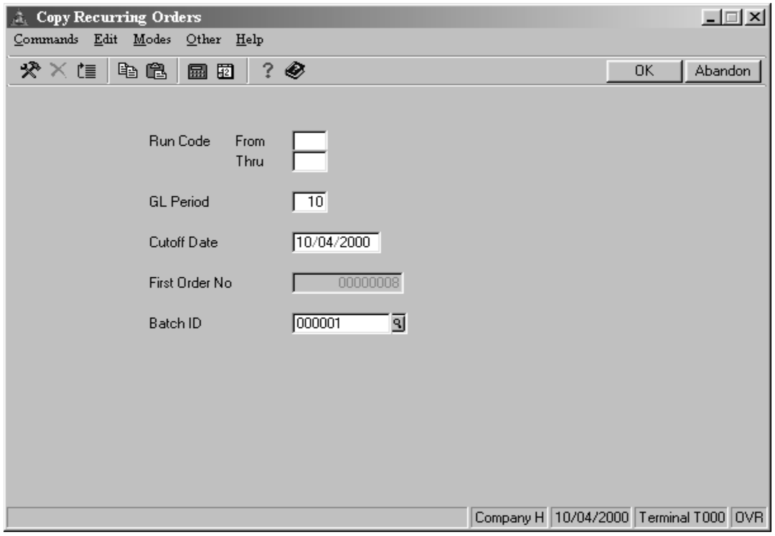
All the functions available when you enter orders are available with the Change Orders function.

Command	Description
Enter=edit	Press **Enter** to edit the line item the cursor is on.
Append	Press **A** to add line items to this order.
Header	Press **H** to return to the header of the order.
Totals	Press **T** to view the totals for the order, enter freight and miscellaneous charges, edit the sales tax amount, and enter any prepayments.
View	Press **V** to view the item the cursor is on. You cannot change anything in the item, just view the details.
Goto	If there are more items than will fit on the screen, press **G** to move the cursor to a specific item. The Goto box is displayed, enter the line number entry you wish to move to.
Online	If you have the option to print online invoices set to yes, press **O** to print picking slips for New Orders or to print invoices or credit memos for shipped/verified orders or miscellaneous credits.
Pack	If you have the option to print online packing list set to yes, for shipped/verified orders press **P** to print the packing list showing what is shipped.
Live	If this is a quote, you can press **L** to turn the quote into a live order.
Next Trans	Press **N** to exit this transaction and enter another one.

Copy Recurring Order

Use the *Copy Recurring Orders* function to copy orders from the Recurring Orders files (**SORDxxx**, **SORHxxx**, **SORLxxx**) to the Open Order files (**SODExxx**, **SOTDxxx, SOTHxxx**), as they come due. The orders are copied as new orders and are treated like any other transaction; you can edit the order, print picking slips, packing list and invoices for the order, and delete the order. You must verify the order to indicate the quantities shipped to the customer.

Copy Recurring Orders Selection Screen



Run Code From
Thru
GL Period 10
Cutoff Date 10/04/2000
First Order No 00000008
Batch ID 000001

Company H | 10/04/2000 | Terminal T000 | OVR

Field	Description
Run Code From/Thru	Enter the run codes assinged to the recurrring orders, you want to copy or leave the fields blank to copy all orders based on run codes.
GL Period	By default the system will select the current GL Period, press **Enter** to accept the period or enter the fiscal period you want the recurring orders to post to.
Cutoff Date	The current workstation date is displayed by default, press **Enter** to accept the date or enter in a different cutoff date. Recurring orders with a cutoff date before the date you enter will not be copied
First Order No	If you are using system generated order numbers, the next order number available is displayed and this field is skipped. If you are not using system generated order numbers, enter the first order number to use for the recurring orders.
Batch ID	If you are using transaction batching, select the batch ID you want to copy the recurring orders into. You can use the **Inquiry** command**, F2** or **Esc W,** to select the batch or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this field is not available.

Note

An entry must contain at least one line item to be copied.

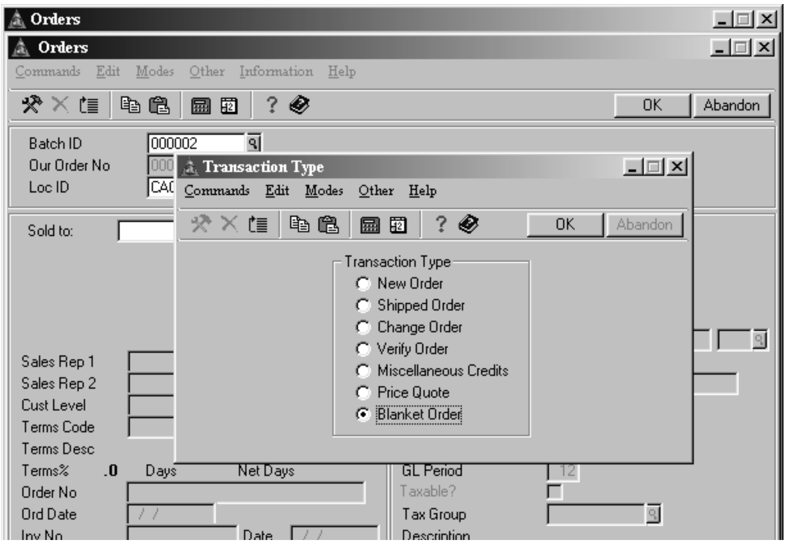
Copied Recurring Entries report

```
10/04/2000                                             Builders Supply                    PAGE 1
9:47 AM                                          Copy Recurring Orders Log
Cutoff Date 10/04/2000                                 All Run Codes
                                                     Batch ID 000001

From     To                                              Customer       Order
Ord No   Ord No Entry Description                           ID         Amount

00004600 00000025 001 Electrical Package                  ACE001      38055.20
00004600 00000025 002 Exterior Panels                     ACE001      14100.14
00004600 00000025 003 Interior Door                       ACE001        228.36
00004600 00000025 004 Interior Materials                  ACE001       4491.95
00004600 00000025 999 (Subtotal, Tax, Freight, Misc.)     ACE001      56890.65

00004601 00000026 001 Interior Materials                  DAL001      13475.86
00004601 00000026 002 Interior Door                       DAL001        346.66
00004601 00000026 003 Entry Door                          DAL001       2860.07
00004601 00000026 004 Slide by Window 24" x 40"           DAL001       1626.77
00004601 00000026 005 Millwork Package                    DAL001      10879.05
00004601 00000026 006 Cabinets                            DAL001       2110.19
00004601 00000026 999 (Subtotal, Tax, Freight, Misc.)     DAL001      31348.59

00004603 00000027 001 Electrical Package                  LOS001       4519.06
00004603 00000027 002 Plumbing Package                    LOS001      12515.21
00004603 00000027 003 Exterior Panels                     LOS001      12757.27
00004603 00000027 004 Interior Door                       LOS001        271.18
00004603 00000027 999 (Subtotal, Tax, Freight, Misc.)     LOS001      30062.70

00004620 00000028 001 Electrical Package                  KAN001       1803.64
00004620 00000028 002 Entry Door                          KAN001       1191.70
00004620 00000028 003 Slide by Window 24" x 40"           KAN001        813.38
00004620 00000028 004 Millwork Package                    KAN001       2175.81
00004620 00000028 005 Cabinets                            KAN001       5275.46
00004620 00000028 999 (Subtotal, Tax, Freight, Misc.)     KAN001      11259.99

SERVICE  00000029 001 SERVICE CHARGE FOR USE OF 900       DAL001         43.00
SERVICE  00000029 999 (Subtotal, Tax, Freight, Misc.)     DAL001         43.00

SERVICE  00000030 001 SERVICE CHARGE FOR USE OF 900       GRE001         43.00
SERVICE  00000030 999 (Subtotal, Tax, Freight, Misc.)     GRE001         43.00

SERVICE  00000031 001 SERVICE CHARGE FOR USE OF 900       LOS001         43.00
SERVICE  00000031 999 (Subtotal, Tax, Freight, Misc.)     LOS001         43.00

SERVICE  00000032 001 SERVICE CHARGE FOR USE OF 900       SUN001         43.00
SERVICE  00000032 999 (Subtotal, Tax, Freight, Misc.)     SUN001         43.00

SERVICE  00000033 001 SERVICE CHARGE FOR USE OF 900       TEN001         43.00
SERVICE  00000033 999 (Subtotal, Tax, Freight, Misc.)     TEN001         43.00


    24 lines copied.                        Grand total              129776.93

 End of Report
```

4

Blanket Orders[2]

Transaction Type Screen


Orders
Orders
Commands
Edit
Modes
Other
Information
Help
OK
Abandon
Sold to:
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Days
Net Days
Order No
Ord Date
Inv No
Date
GL Period
Taxable?
Tax Group
Description
Transaction Type
Commands
Edit
Modes
Other
Help
OK
Abandon

Batch ID 000002

Our Order No 000

Loc ID CA0

Terms% .0

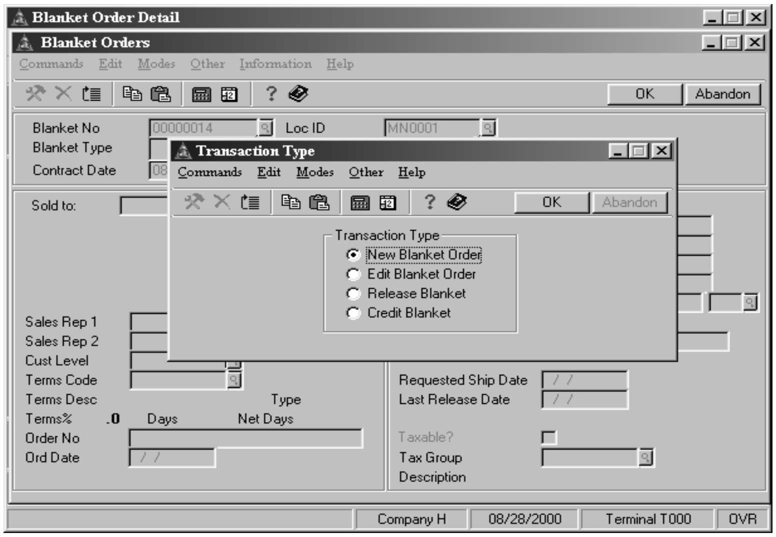
GL Period 12

Transaction Type
○ New Order
○ Shipped Order
○ Change Order
○ Verify Order
○ Miscellaneous Credits
○ Price Quote
● Blanket Order

Blanket Orders are used to set up an order which will ship over a period of time. There are three types of Blanket Orders you can use; **Scheduled**, **On-Demand** and **Dollar** amount. When you enter in the Transactions Screen and choose Blanket Orders you will have four choices to choose from.

1. **New Blanket Order**
2. **Edit Blanket Order**
3. **Release Blanket Order**
4. **Credit Blanket Order**

Blanket Orders Selection Screen


Blanket Order Detail
Blanket Orders
Commands
Edit
Modes
Other
Information
Help
OK
Abandon
Blanket Type
Contract Date
Sold to:
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Type
Days
Net Days
Order No
Ord Date
Requested Ship Date
Last Release Date
Taxable?
Tax Group
Description
Transaction Type
Commands
Edit
Modes
Other
Help
OK
Abandon
OVR

Blanket No 00000014

Loc ID MN0001

Contract Date 08

Terms% .0

Transaction Type
● New Blanket Order
○ Edit Blanket Order
○ Release Blanket
○ Credit Blanket

Company H

08/28/2000

Terminal T000

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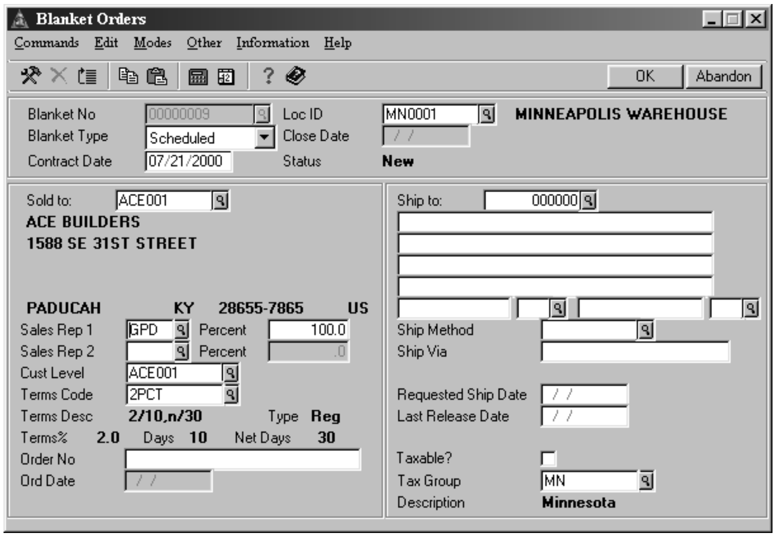
[2] Blanket Orders are only available in versions 6.1x and higher.

New Blanket Order

There are three types of Blanket Orders to choose from. Deciding on which type of orders you enter will depend on the terms of the order. If your customer wants to set up an order that will occur based off a time line you would select the **Scheduled Blanket Orders**. If there is no exact date that the items are needed you would use **On-Demand**. On-Demand allows you to predefine the quantities and price of an item over a period of time. The third blanket order type is **Dollar Amount**. This blanket is a standing order to purchase any items up to a fixed total amount.

Blanket Order Header Screen



Blanket No 00000009
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Blanket Type Scheduled
Close Date / /
Contract Date 07/21/2000
Status New

Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US
Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc 2/10,n/30 Type Reg
Terms% 2.0 Days 10 Net Days 30
Order No
Ord Date / /

Ship to: 000000
Ship Method
Ship Via
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group MN
Description Minnesota

Field	Description
Blanket No	Enter the **Blanket Order Number** you want to use for this order. If you have the option for system generated blanket order numbers, set to Yes, the next available blanket number defaults and this field is skipped.
Blanket Type	Choose the type of blanket you want to create. The valid types are: **S** for **Scheduled** O for On-Demand, or D for Dollar Amount
Contract Date	Enter in the date the blanket with become active. The Workstation date will default in, you can accept it or enter in a new date.
Loc ID	Enter in the Location ID that the order will be placed out of. Use the **Inquiry** command**, F2** or **Esc W,** to select the location or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Close Date	Enter the date upon which the order is closed. This date is updated automatically when the last scheduled shipment is made, when the expiration date is passed, or when the total dollar amount of the blanket is exceeded.
Status	The status of the order is new until the blanket is released.
Sold to:	Enter in the ID for the Customer placing the order. Use the **Inquiry** command**, F2** or **Esc W,** to choose the customer or the **Maintenance** command**, F6** or **Esc F,** to create a new customer.

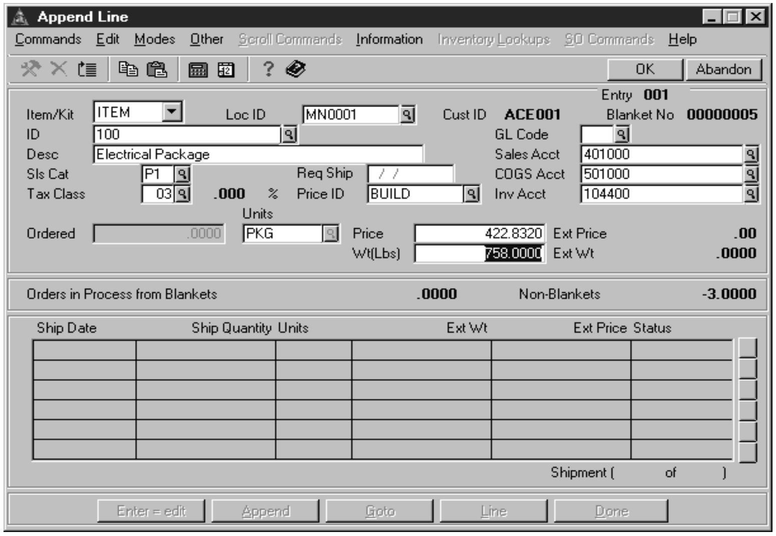
Field	Description
Sales Rep 1	The ID of the Sales Rep that typically sells to tis customer is displayed from the customer record. Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select a different sales rep, or use the **Maintenace** (F6) command to create a new one.
Percent	Enter the percent that you want to base the sales rep's commission on.
Sales Rep 2	Enter the ID of the second Sales Rep receiving commission on the sale, if any. You can use the **Inquiry** command**, F2** or **Esc W,** to select the sales rep or the **Maintenance** command**, F6** or **Esc F,** to create a new rep.
Percent	Enter the percent that you want to base the sales rep's commission on. The combined totals for both sales reps 1 & 2 cannot exceed 100%
Cust Level	The Customer Level defaults from the Customer file. If interfaced to Inventory, use the **Inquiry** command**, F2** or **Esc W,** to select a different Cust Level or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Terms Code	The terms default in from the Customer file.You can accept the default terms, use the **Inquiry** command**, F2** or **Esc W,** to select different terms, or the **Maintenance** command**, F6** or **Esc F,** to create new ones.
Order No	Enter the purchase order number to associated with this Blanket Order or leave this field blank.
Ord Date	If you enter and Order No, enter the purchase order date. If you did not enter an Order No, this field is skipped.
Ship to:	Enter the customers ship to address number for this order or leave blank if shipping to address setup in the customer file. Use the **Inquiry** (F2) key to select the Ship to ID or use the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Method	Enter the shipping method code for this order or you can leave this field blank. You can use the **Inquiry** command**, F2** or **Esc W,** to select the shipping method or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Via	Enter the ship via information. If you entered a ship to ID or ship method the ship via information is displayed.
Requested Ship Date	Enter the date the Customer requested this order to be shipped. For **Scheduled Blankets**, leave this field blank, as the scheduled date will be used as the requested ship date.
Last Release Date	The last date an order was released based off this blanket order will default in here. This field is updated automatically when an order is released against this blanket.
Taxable?	Enter **Yes** if this is a taxable order, or enter **No** if the order is non-taxable.
Tax Group	The tax group from the ship to ID or customer ID is displayed. You can accept the tax group, use the **Inquiry** command**, F2** or **Esc W,** to select a different tax group or the **Maintenance** command**, F6** or **Esc F,** to create a new one. The description of the tax group is displayed below it.

Use the **Proceed** command**, PgDn** or **Esc P,** to continue to the detail entry screen.

1. Scheduled

The header screen of a Scheduled Blanket Order is consistent with the header screen of a regular order. The differences show up in the Detail entry screen In the shipment date fields you choose the projected Ship Date, the quantity to be shipped and the units of measure.

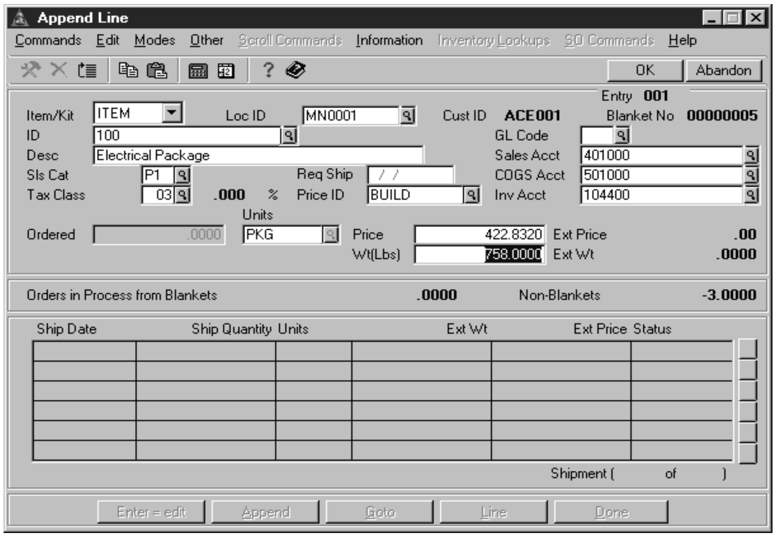
Append Line



Entry 001
Item/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Blanket No 00000005
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered .0000
Units PKG
Price 422.8320
Ext Price .00
Wt(Lbs) 758.0000
Ext Wt .0000
Orders in Process from Blankets .0000
Non-Blankets -3.0000

Field	**Description**
Item/Kit	If you are selling an **IN** item, select **Item**. If you are selling a kitted item, select **Kit**.
Loc ID	The location from the header screen is displayed Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select a different location or use the **Maintenance** command**, F6** or **Esc F,** to create a new one.
ID	Select the item you are selling. Use the **Inquiry** command**, F2** or **Esc W,** to select the item or the **Maintenance** command**, F6** or **Esc F,** to create a new item.
Desc	The description of the item is displayed.
Additional Description	If you have the option to use additional descriptions set to yes, you can enter up to 10 lines, 35 characters per line, of additional information for each line item.
Sls Cat	The sales category for the item is displayed. If interfaced to Inventory you can use the **Inquiry** command**, F2** or **Esc W,** to select a different sales category or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Tax Class	The tax class for the item is displayed. Use the **Inquiry** command**, F2** or **Esc W,** to select a different tax class or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Req Ship	Enter the date the customer request the order be shipped.
Price ID	The price ID for the item is displayed. If interfaced to Inventory you can use the **Inquiry** command**, F2** or **Esc W,** to select a different ID.

Append Line



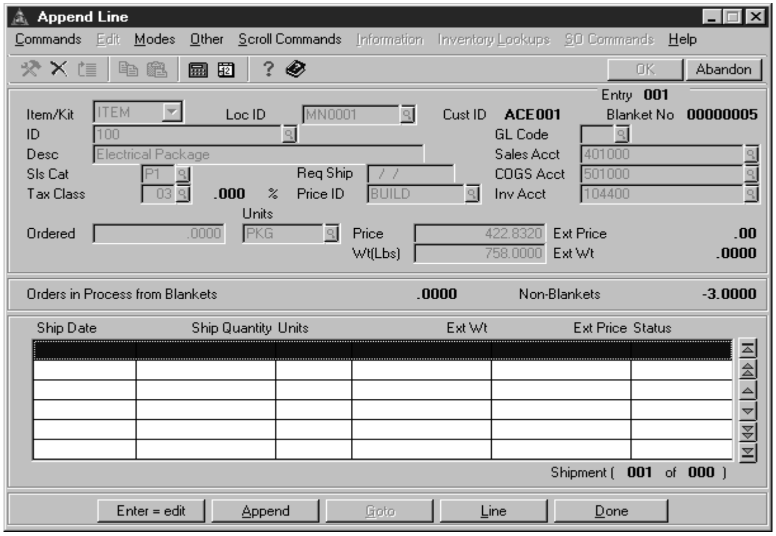
Entry 001
Item/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Blanket No 00000005
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Units PKG
Ordered .0000
Price 422.8320
Ext Price .00
Wt(Lbs) 758.0000
Ext Wt .0000
Orders in Process from Blankets .0000
Non-Blankets -3.0000

Field	Description
GL Code	The GL Code determines the sales and cogs account. If interfaced to Inventory and this is an IN item, the sales and cogs account come from the item, otherwise the GL Code setup on the defaults table (DFxxx) is displayed. Use the **Inquiry** command**, F2** or **Esc W,** to select a different GL Code or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the **ARGLxxx** table. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.

Field	Description
Ordered	The ordered field is skipped. The ordered quantity is entered when you ship the scheduled blanket.
Units	Press **Enter** to accept the unit of measure displayed (if any) or use the **Inquiry** command**, F2** or **Esc W,** to select a different unit of measure or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Price	Enter the unit price for the item. If you are interfaced to Inventory, the price defaults in based on the Customer Level and Price ID fields. You can change the price.
Wt(Lbs)	Enter the shipping weight of one unit of this item in the unit of measure you entered.
Ext Price	The **Extended Price** is calculated when you enter the shipped quantity for this scheduled blanket.
Ext Wt	The **Extended Weight** is calculated when you enter the shipped quantity of this scheduled blanket.
Orders in Process from Blankets	The quantity of this item for this customer, that are in new orders in the transaction files (**SOTDxxx** and **SOTHxxx**) and were released thru blanket orders.
Non-Blankets	The quantity of this item for this customer that are in new orders in the transaction files (**SOTDxxx** and **SOTHxxx**) and were **NOT** released through blanket orders.

Use the **Proceed** command**, PgDn** or **Esc P,** to save the entry.

Append Line


Append Line
Commands Edit Modes Other Scroll Commands Information Inventory Lookups SO Commands Help
OK
Abandon
Enter = edit
Append
Goto
Line
Done

Entry 001
Item/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Blanket No 00000005
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Units PKG
Ordered .0000
Price 422.8320
Ext Price .00
Wt(Lbs) 758.0000
Ext Wt .0000
Orders in Process from Blankets .0000
Non-Blankets -3.0000

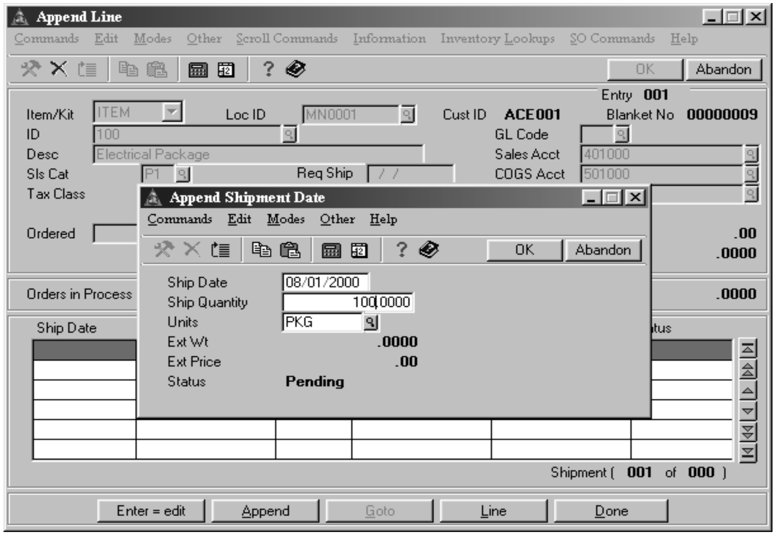
Ship Date	Ship Quantity	Units	Ext Wt	Ext Price	Status

Shipment (001 of 000)

After the item has been saved, enter the shipment dates and quantities for this scheduled blanket order.

Command	Description
Enter=edit	Press **Enter** to edit the line the cursor is on.
Append	Press **A** to add shipment dates and quantities for the line item.
Goto	If there are more items than will fit on one screen, press **G** to select the item you want to move the cursor to.
Line	Press **L** to return to the line item entry fields for this item.
Done	Press **D** after you have added all the shipment dates and quantities for this item.

Append Line


Append Line
Commands Edit Modes Other Scroll Commands Information Inventory Lookups SO Commands Help
OK
Abandon
Append Shipment Date
Commands Edit Modes Other Help
OK
Abandon
Ship Date
Enter = edit
Append
Goto
Line
Done

Entry 001
Item/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Blanket No 00000009
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class
Ordered
.00
.0000
Orders in Process .0000

Ship Date 08/01/2000
Ship Quantity 100.0000
Units PKG
Ext Wt .0000
Ext Price .00
Status Pending

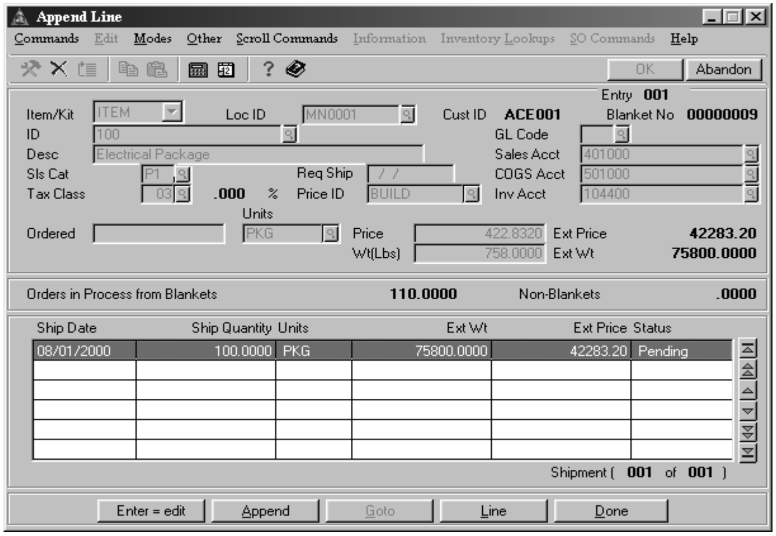
Shipment (001 of 000)

Select the Append command to add scheduled shipments.

Field	Description
Ship Date	Enter the date you want the shipment to be made according to the blanket order.
Ship Quantity	Enter the quantity you want delivered in this shipment.
Units	The default unit of measure is displayed.You can accept or if interfaced to Inventory use the **Inquiry** command**, F2** or **Esc W,** to change the units or the **Maintenance** command**, F6** or **Esc F,** to create a new unit of measure.
Ext Wt	The **Extended Weight** is calculated base on the unit weight and the quantity shipped.
Ext Price	The **Extended Price** is calculated based on the unit price and the quantity shipped.
Status	The status of this entry is displayed. The status is pending until the blanked it released.

Use the **Proceed** command**, PgDn** or **Esc P,** to save the entry.

Append Shipment Date


Append Line
Commands Edit Modes Other Scroll Commands Information Inventory Lookups SO Commands Help
OK Abandon
Enter = edit Append Goto Line Done

Entry 001

Item/Kit ITEM Loc ID MN0001 Cust ID ACE001 Blanket No 00000009

ID 100 GL Code

Desc Electrical Package Sales Acct 401000

Sls Cat P1 Req Ship / / COGS Acct 501000

Tax Class 03 .000 % Price ID BUILD Inv Acct 104400

Ordered Units PKG Price 422.8320 Ext Price 42283.20

Wt(Lbs) 758.0000 Ext Wt 75800.0000

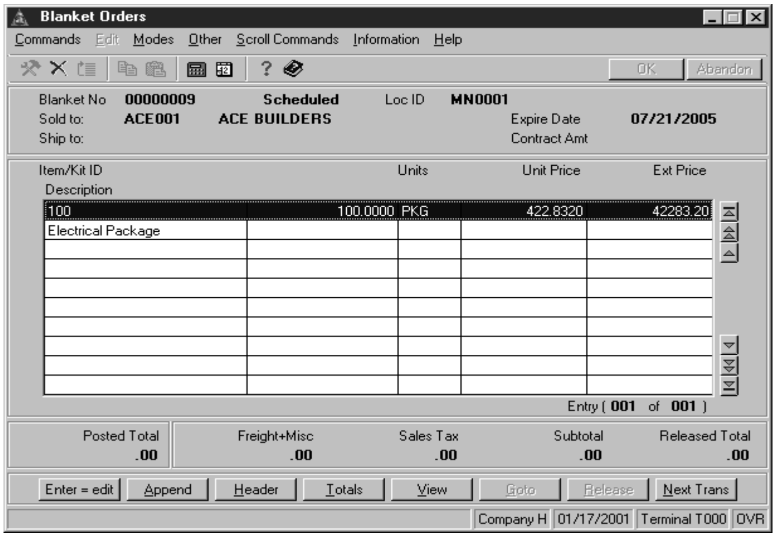
Orders in Process from Blankets 110.0000 Non-Blankets .0000

Ship Date	Ship Quantity	Units	Ext Wt	Ext Price	Status
08/01/2000	100.0000	PKG	75800.0000	42283.20	Pending

Shipment (001 of 001)

Press **D** for Done, once all the shipment dates and quantities have been added.

Blanket Orders Detail Screen


Blanket Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Enter = edit Append Header Totals View Goto Release Next Trans

Blanket No 00000009 Scheduled Loc ID MN0001

Sold to: ACE001 ACE BUILDERS Expire Date 07/21/2005

Ship to: Contract Amt

Item/Kit ID Description	Units		Unit Price	Ext Price
100	100.0000	PKG	422.8320	42283.20
Electrical Package				

Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

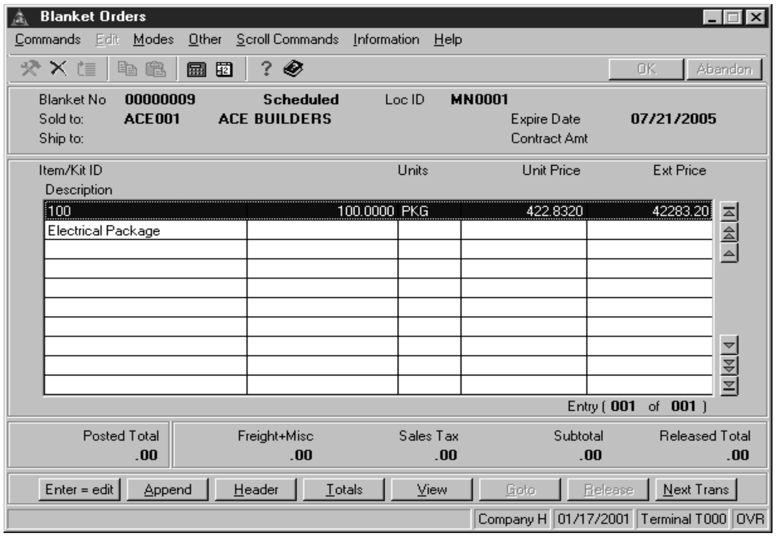
Company H 01/17/2001 Terminal T000 OVR

The top part of the detail screen shows the **Blanket Order Number**, the **Type** of blanket (**Scheduled**, **On-Demand**, or **Dollar Amount**), the **Location ID** for the items on the blanket, the **Sold to** and **Ship to** information, the **Expiration Date** and **Contract Amount**.

The middle part of the screen shows the **ID**, **Quantity**, **Unit** and **Extended Prices** for the items in the blanket order.

The bottom part of the screen shows the **Freight** and **Miscellaneous charges**, **Sales Tax**, **Subtotal**, **Released** and **Posted totals**.

Blanket Orders Detail Screen


Blanket Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Enter = edit Append Header Totals View Goto Release Next Trans

Blanket No 00000009 Scheduled Loc ID MN0001
Sold to: ACE001 ACE BUILDERS Expire Date 07/21/2005
Ship to: Contract Amt

Item/Kit ID Description	Units	Unit Price	Ext Price
100	100.0000 PKG	422.8320	42283.20
Electrical Package			

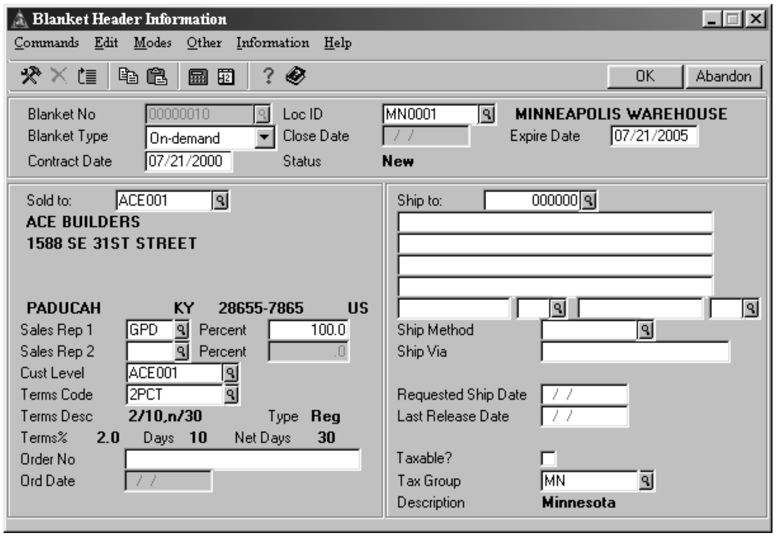
Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

Company H 01/17/2001 Terminal T000 OVR

Command	Description
Enter=edit	Press **Enter** to edit the line the cursor is currently on.
Append	Press **A** to add items to this blanket order.
Header	Press **H** to return to the header screen of this order.
Totals	Press **T** to view the Taxable, Non-Taxable, Freight, Miscellaneous, Sales Tax and grand total for the order.You cannot change any of the totals on this screen. You can edit the tax, freight and miscellaneous charges when the blanket is actually shipped.
View	Press **V** to view the information for the line the cursor is currently on. You cannot edit anything with the view command.
Goto	Press **G** to select a specific line entry to move the cursor to.
Release	Press **R** to ship this blanket order line entry.
Next Trans	Press **N** to exit this transaction and return to the Transaction Type screen.

2. On-Demand



Blanket No 00000010
Blanket Type On-demand
Contract Date 07/21/2000
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Close Date / /
Expire Date 07/21/2005
Status New

Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US
Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc 2/10,n/30 Type Reg
Terms% 2.0 Days 10 Net Days 30
Order No
Ord Date / /

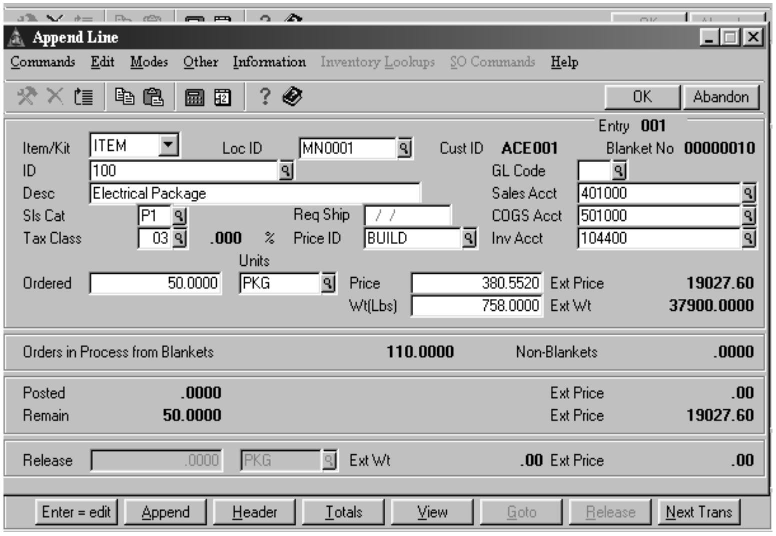
Ship to: 000000
Ship Method
Ship Via
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group MN
Description Minnesota

Field	**Description**
Blanket No	Enter the **Blanket Order Number** you want to use for this order. If you have the option for system generated blanket order numbers, set to Yes, the next available blanket number defaults and this field is skipped.
Blanket Type	Choose the type of blanket you want to create. The valid types are: S for Scheduled **O** f**or On-Demand** D for Dollar Amount
Contract Date	Enter in the date the blanket with become active. The Workstation date will default in, you can accept it or enter in a new date.
Loc ID	Enter in the Location ID that the order will be placed out of. Use the **Inquiry** command**, F2** or **Esc W,** to select the location or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Close Date	Enter the date upon which the order is closed. This date is updated automatically when the last scheduled shipment is made, when the expiration date is passed, or when the total dollar amount of the blanket is exceeded.
Status	The status of the order is new until the blanket is released.
Expire Date	Enter the date on which the blanket order expires. No shipment can be made on tis blanket order beyond the expiration date.
Sold to:	Enter in the ID for the Customer placing the order. Use the **Inquiry** command**, F2** or **Esc W,** to choose the customer or the **Maintenance** command**, F6** or **Esc F,** to create a new customer.
Sales Rep 1	The ID of the Sales Rep that typically sells to tis customer is displayed from the customer record. Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select a different sales rep, or use the **Maintenace** (F6) command to create a new one.
Percent	Enter the percent that you want to base the sales rep's commission on.
Sales Rep 2	Enter the ID of the second Sales Rep receiving commission on the sale, if any. You can use the **Inquiry** command**, F2** or **Esc W,** to select the sales rep or the **Maintenance** command**, F6** or **Esc F,** to create a new rep.

Field	Description
Percent	Enter the percent that you want to base the sales rep's commission on. The combined totals for both sales reps 1 & 2 cannot exceed 100%
Cust Level	The Customer Level defaults from the Customer file. If interfaced to Inventory, use the **Inquiry** command**, F2** or **Esc W,** to select a different Cust Level or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Terms Code	The terms default in from the Customer file.You can accept the default terms, use the **Inquiry** command**, F2** or **Esc W,** to select different terms, or the **Maintenance** command**, F6** or **Esc F,** to create new ones.
Order No	Enter the purchase order number to associated with this Blanket Order or leave this field blank.
Ord Date	If you enter and Order No, enter the purchase order date. If you did not enter an Order No, this field is skipped.
Ship to:	Enter the customers ship to address number for this order or leave blank if shipping to address setup in the customer file. Use the **Inquiry** (F2) key to select the Ship to ID or use the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Method	Enter the shipping method code for this order or you can leave this field blank. You can use the **Inquiry** command**, F2** or **Esc W,** to select the shipping method or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Via	Enter the ship via information. If you entered a ship to ID or ship method the ship via information is displayed.
Requested Ship Date	Enter the date the Customer requested this order to be shipped. For **Scheduled Blankets**, leave this field blank, as the scheduled date will be used as the requested ship date.
Last Release Date	The last date an order was released based off this blanket order will default in here. This field is updated automatically when an order is released against this blanket.
Taxable?	Enter **Yes** if this is a taxable order, or enter **No** if the order is non-taxable.
Tax Group	The tax group from the ship to ID or customer ID is displayed. You can accept the tax group, use the **Inquiry** command**, F2** or **Esc W,** to select a different tax group or the **Maintenance** command**, F6** or **Esc F,** to create a new one. The description of the tax group is displayed below it.

Use the **Proceed** command, **PgDn** or **Esc P,** to continue to the detail entry screen.

Append Line

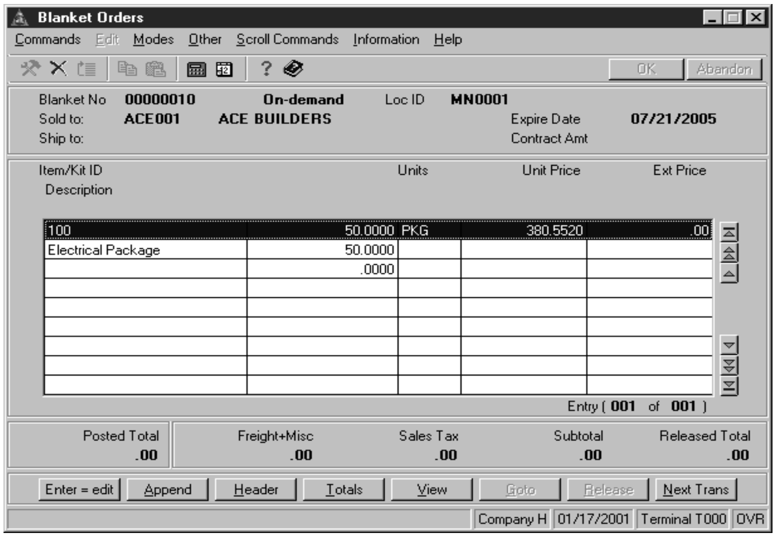


Entry 001
Item/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Blanket No 00000010
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered 50.0000
Units PKG
Price 380.5520
Ext Price 19027.60
Wt(Lbs) 758.0000
Ext Wt 37900.0000
Orders in Process from Blankets 110.0000
Non-Blankets .0000
Posted .0000
Ext Price .00
Remain 50.0000
Ext Price 19027.60
Release .0000 PKG
Ext Wt .00
Ext Price .00

Field	Description
Item/Kit	If you are selling an **IN** item, select **Item**. If you are selling a kitted item, select **Kit**.
Loc ID	The location from the header screen is displayed Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select a different location or use the **Maintenance** command**, F6** or **Esc F,** to create a new one.
ID	Select the item you are selling. Use the **Inquiry** command**, F2** or **Esc W,** to select the item or the **Maintenance** command**, F6** or **Esc F,** to create a new item.
Desc	The description of the item is displayed.
Additional Description	If you have the option to use additional descriptions set to yes, you can enter up to 10 lines, 35 characters per line, of additional information for each line item.
Sls Cat	The sales category for the item is displayed. If interfaced to Inventory you can use the **Inquiry** command**, F2** or **Esc W,** to select a different sales category or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Tax Class	The tax class for the item is displayed. Use the **Inquiry** command**, F2** or **Esc W,** to select a different tax class or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Req Ship	Enter the date the customer request the order be shipped.
Price ID	The price ID for the item is displayed. If interfaced to Inventory you can use the **Inquiry** command**, F2** or **Esc W,** to select a different ID.
GL Code	The GL Code determines the sales and cogs account. If interfaced to Inventory and this is an IN item, the sales and cogs account come from the item, otherwise the GL Code setup on the defaults table (DFxxx) is displayed. Use the **Inquiry** command**, F2** or **Esc W,** to select a different GL Code or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.

Field	Description
COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the **ARGLxxx** table. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command**, F2** or **Esc W,** to select a different account, or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ordered	The ordered field is skipped. The ordered quantity is entered when you ship the scheduled blanket.
Units	Press **Enter** to accept the unit of measure displayed (if any) or use the **Inquiry** command**, F2** or **Esc W,** to select a different unit of measure or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Price	Enter the unit price for the item. If you are interfaced to Inventory, the price defaults in based on the Customer Level and Price ID fields. You can change the price.
Wt(Lbs)	Enter the shipping weight of one unit of this item in the unit of measure you entered.
Ext Price	The **Extended Price** is calculated when you enter the shipped quantity for this scheduled blanket.
Ext Wt	The **Extended Weight** is calculated when you enter the shipped quantity of this scheduled blanket.
Orders in Process from Blankets	The quantity of this item for this customer, that are in new orders in the transaction files (**SOTDxxx** and **SOTHxxx**) and were released thru blanket orders.
Non-Blankets	The quantity of this item for this customer that are in new orders in the transaction files (**SOTDxxx** and **SOTHxxx**) and were **NOT** released thru blanket orders.
Posted	The quantity posted from this blanket.
Ext Price	The **Extended Price** of the posted quantity.
Remain	The quantity that has not been shipped and posted for this blanket.
Ext Price	The **Extended Price** of the remaining quantity.
Release	Enter the quantity you are releasing with this shipment. For New Blanket Orders this field is skipped.
(Units)	Enter the unit of measure you are shipping with this quantity. The default unit of measure for this item is displayed. You can accept or change the units. If interfaced to Inventory, use the **Inquiry** command**, F2** or **Esc W,** to change the unit of measure or the **Maintenance** command**, F6** or **Esc F,** to create a new unit of measure. For New Blanket Orders this field is skipped.
Ext Wt	The **Extended Weight** of the released quantity is displayed.
Ext Price	The **Extended Price** of the released quantity is displayed.

Blanket Orders Detail Screen


Blanket Orders
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Enter = edit Append Header Totals View Goto Release Next Trans

Blanket No 00000010 On-demand Loc ID MN0001
Sold to: ACE001 ACE BUILDERS Expire Date 07/21/2005
Ship to: Contract Amt

Item/Kit ID Description	Units		Unit Price	Ext Price
100	50.0000	PKG	380.5520	.00
Electrical Package	50.0000			
	.0000			

Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

Company H 01/17/2001 Terminal T000 OVR

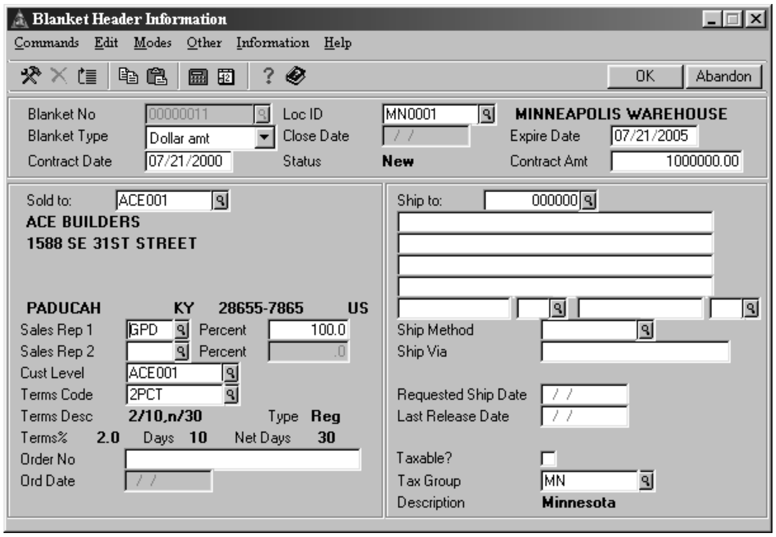
The top part of the detail screen shows the **Blanket Order Number**, the **Type** of blanket (**Scheduled**, **On-Demand**, or **Dollar Amount**), the **Location ID** for the items on the blanket, the **Sold to** and **Ship to** information and the **Expiration Date** and **Contract Amount**.

The middle part of the screen shows the **ID**, **Quantity**, **Unit** and **Extended Prices** for the items in the blanket order.

The bottom part of the screen shows the **Freight** and **Miscellaneous charges**, **Sales Tax**, **Subtotal**, **Released** and **Posted totals**.

Command	Description
Enter=edit	Press **Enter** to edit the line the cursor is currently on.
Append	Press **A** to add items to this blanket order.
Header	Press **H** to return to the header screen of this order.
Totals	Press **T** to view the Taxable, Non-Taxable, Freight, Miscellaneous, Sales Tax and grand total for the order.
View	Press **V** to view the information for the line the cursor is currently on. You cannot edit anything with the view command.
Goto	Press **G** to select a specific line entry to move the cursor to.
Release	Press **R** to ship this blanket order line entry.
Next Trans	Press **N** to exit this transaction and return to the Transaction Type screen.

3. Dollar Amount


Blanket Header Information
Commands Edit Modes Other Information Help
OK
Abandon

Blanket No 00000011
Blanket Type Dollar amt
Contract Date 07/21/2000
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Close Date / /
Status New
Expire Date 07/21/2005
Contract Amt 1000000.00

Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US
Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc 2/10,n/30 Type Reg
Terms% 2.0 Days 10 Net Days 30
Order No
Ord Date / /

Ship to: 000000
Ship Method
Ship Via
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group MN
Description Minnesota

Field	**Description**
Blanket No	Enter the **Blanket Order Number** you want to use for this order. If you have the option for system generated blanket order numbers, set to Yes, the next available blanket number defaults and this field is skipped.
Blanket Type	Choose the type of blanket you want to create. The valid types are: S for Scheduled O for On-Demand **D f**or **Dollar Amount**
Contract Date	Enter in the date the blanket with become active. The Workstation date will default in, you can accept it or enter in a new date.
Loc ID	Enter in the Location ID that the order will be placed out of. Use the **Inquiry** command**, F2** or **Esc W,** to select the location or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Close Date	Enter the date upon which the order is closed. This date is updated automatically when the last scheduled shipment is made, when the expiration date is passed, or when the total dollar amount of the blanket is exceeded.
Status	The status of the order is new until the blanket is released.
Expire Date	Enter the date on which the blanket order expires. No shipment can be made on tis blanket order beyond the expiration date.
Contract Amount	Enter the total dollar amount for this blanket order. The blanket is valid until this total dollar amount is met. The amount entered includes tax, freight and miscellaneous charges.
Sold to:	Enter in the ID for the Customer placing the order. Use the **Inquiry** command**, F2** or **Esc W,** to choose the customer or the **Maintenance** command**, F6** or **Esc F,** to create a new customer.
Sales Rep 1	The ID of the Sales Rep that typically sells to tis customer is displayed from the customer record. Press **Enter** to accept it, use the **Inquiry** command**, F2** or **Esc W,** to select a different sales rep, or use the **Maintenace** (F6) command to create a new one.
Percent	Enter the percent that you want to base the sales rep’s commission on.

Field	Description
Sales Rep 2	Enter the ID of the second Sales Rep receiving commission on the sale, if any. You can use the **Inquiry** command**, F2** or **Esc W,** to select the sales rep or the **Maintenance** command**, F6** or **Esc F,** to create a new rep.
Percent	Enter the percent that you want to base the sales rep's commission on. The combined totals for both sales reps 1 & 2 cannot exceed 100%
Cust Level	The Customer Level defaults from the Customer file. If interfaced to Inventory, use the **Inquiry** command**, F2** or **Esc W,** to select a different Cust Level or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Terms Code	The terms default in from the Customer file.You can accept the default terms, use the **Inquiry** command**, F2** or **Esc W,** to select different terms, or the **Maintenance** command**, F6** or **Esc F,** to create new ones.
Order No	Enter the purchase order number to associated with this Blanket Order or leave this field blank.
Ord Date	If you enter and Order No, enter the purchase order date. If you did not enter an Order No, this field is skipped.
Ship to:	Enter the customers ship to address number for this order or leave blank if shipping to address setup in the customer file. Use the **Inquiry** (F2) key to select the Ship to ID or use the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Method	Enter the shipping method code for this order or you can leave this field blank. You can use the **Inquiry** command**, F2** or **Esc W,** to select the shipping method or the **Maintenance** command**, F6** or **Esc F,** to create a new one.
Ship Via	Enter the ship via information. If you entered a ship to ID or ship method the ship via information is displayed.
Requested Ship Date	Enter the date the Customer requested this order to be shipped. For **Scheduled Blankets**, leave this field blank, as the scheduled date will be used as the requested ship date.
Last Release Date	The last date an order was released based off this blanket order will default in here. This field is updated automatically when an order is released against this blanket.
Taxable?	Enter **Yes** if this is a taxable order, or enter **No** if the order is non-taxable.
Tax Group	The tax group from the ship to ID or customer ID is displayed. You can accept the tax group, use the **Inquiry** command**, F2** or **Esc W,** to select a different tax group or the **Maintenance** command**, F6** or **Esc F,** to create a new one. The description of the tax group is displayed below it.

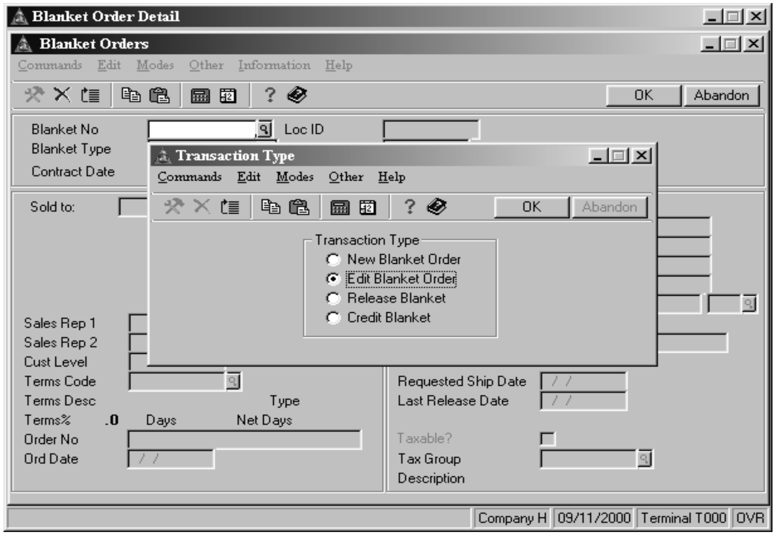
Use the **Proceed** command, **PgDn** or **Esc P,** to save the blanket order.

Note

You do not enter line items for a Dollar Amount order until you release the blanket order.

Edit Blanket Orders

Select the **Edit Blanket Orders** option to correct orders before you release them to the Open Order files. If you have already released an order, use the Change Order function to correct it.

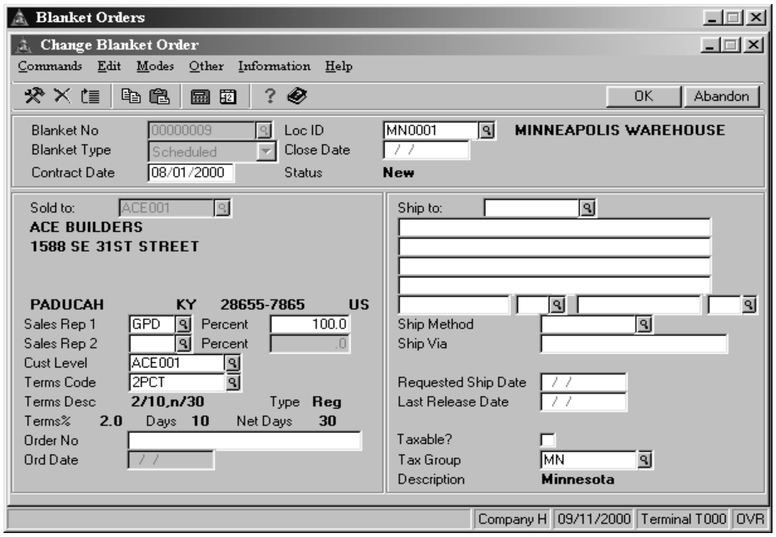

Blanket Order Detail
Blanket Orders
Commands Edit Modes Other Information Help
OK
Abandon
Blanket No
Loc ID
Blanket Type
Contract Date
Sold to:
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Type
Terms%
Days
Net Days
Order No
Ord Date
Requested Ship Date
Last Release Date
Taxable?
Tax Group
Description
Transaction Type
Commands Edit Modes Other Help
OK
Abandon
Company H
Terminal T000
OVR

Transaction Type
○ New Blanket Order
● Edit Blanket Order
○ Release Blanket
○ Credit Blanket

Terms% .0

09/11/2000

Edit Blanket Order Header Screen


Blanket Orders
Change Blanket Order
Commands Edit Modes Other Information Help
OK
Abandon

Blanket No 00000009
Blanket Type Scheduled
Contract Date 08/01/2000
Loc ID MN0001 **MINNEAPOLIS WAREHOUSE**
Close Date / /
Status **New**

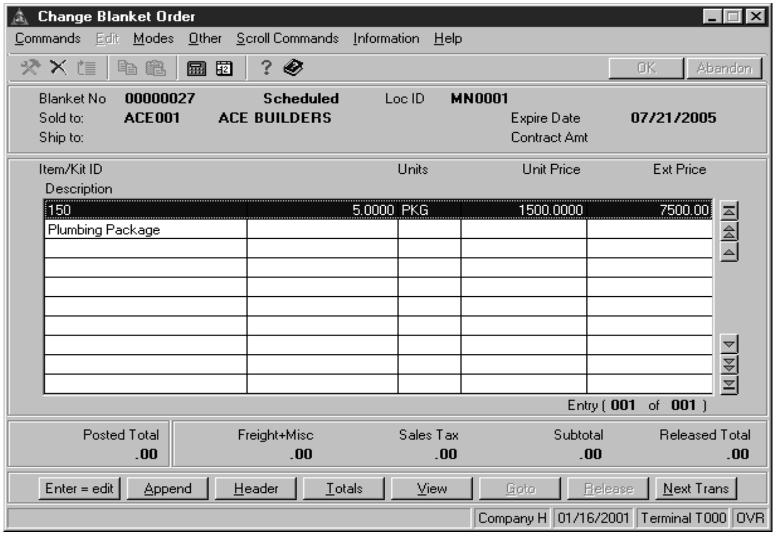
Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US
Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc **2/10,n/30** Type **Reg**
Terms% **2.0** Days **10** Net Days **30**
Order No
Ord Date / /

Ship to:
Ship Method
Ship Via
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group MN
Description **Minnesota**

Company H 09/11/2000 Terminal T000 OVR

You can change any field on the header screen except the **Blanket Number**, **Blanket Type** and **Sold to** information.

Change Blanket Order Detail Screen


Change Blanket Order
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans

Blanket No **00000027** **Scheduled** Loc ID **MN0001**
Sold to: **ACE001** **ACE BUILDERS**
Ship to:
Expire Date **07/21/2005**
Contract Amt

Item/Kit ID Description	Units		Unit Price	Ext Price
150	5.0000	PKG	1500.0000	7500.00
Plumbing Package				

Entry (**001** of **001**)

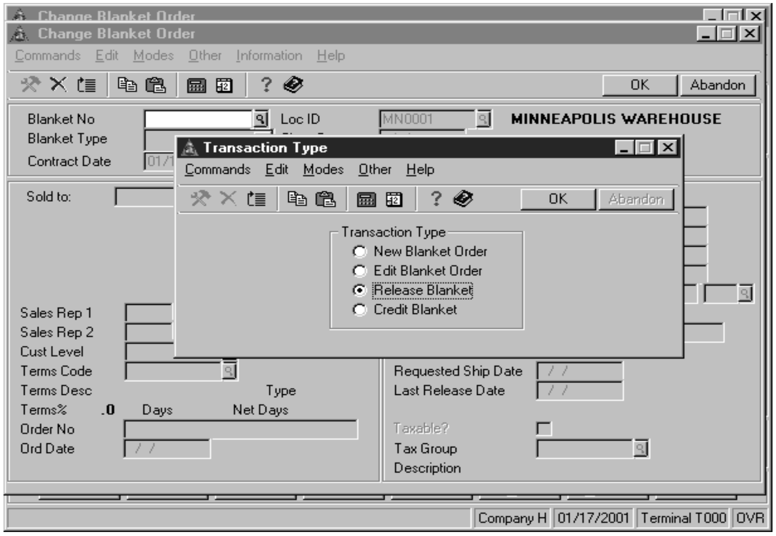
Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

Company H 01/16/2001 Terminal T000 OVR

You can add, delete or change any of the information on the detail screen.

Release Blanket Orders

Blanket Orders Transaction Type Menu


Change Blanket Order
Commands Edit Modes Other Information Help
OK
Abandon
Blanket No
Blanket Type
Contract Date
Sold to:
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Type
Terms%
Days
Net Days
Order No
Ord Date
Requested Ship Date
Last Release Date
Taxable?
Tax Group
Description
Transaction Type
Commands Edit Modes Other Help
OK
Abandon

Loc ID MN0001 **MINNEAPOLIS WAREHOUSE**

Transaction Type
- ○ New Blanket Order
- ○ Edit Blanket Order
- ● Release Blanket
- ○ Credit Blanket

Company H | 01/17/2001 | Terminal T000 | OVR

Use the Release Blanket Order function to copy orders from the blanket order files (**SOBDxxx**, **SOBHxxx**, **SOBKxxx**, **SOBLxxx**, **SOBSxxx**) to the transaction files (**SOTDxxx**, **SOTHxxx**, **SODExxx**, **SOKTxxx**, **SOLSxxx**). The orders are copied over as new orders. Once the blanket orders are copied to the transaction files, you treat them the same as a regular order.

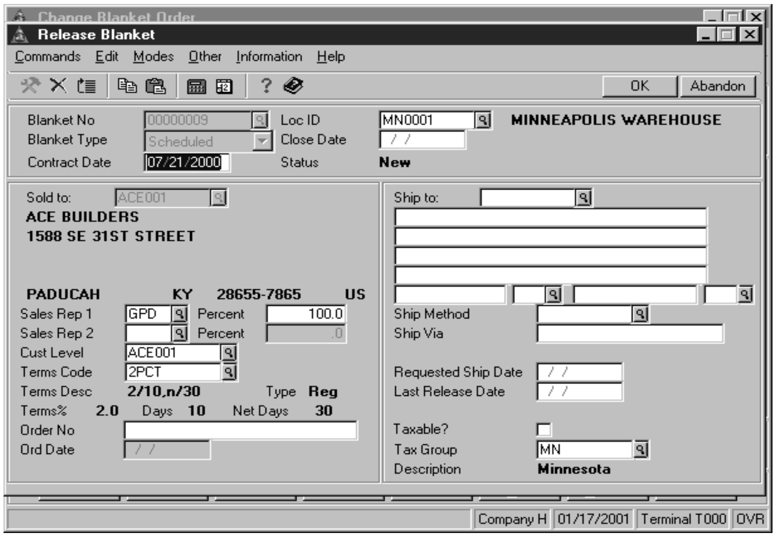
1. Scheduled

Scheduled Blankets are released based on the shipment dates entered when the order was setup.

To release a scheduled blanket perform the following:

1. Select the Blanket Order you want to release.

Release Blanket Order



Blanket No 00000009
Blanket Type Scheduled
Contract Date 07/21/2000
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Close Date / /
Status New

Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US
Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc 2/10,n/30 Type Reg
Terms% 2.0 Days 10 Net Days 30
Order No
Ord Date / /

Ship to:
Ship Method
Ship Via
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group MN
Description Minnesota

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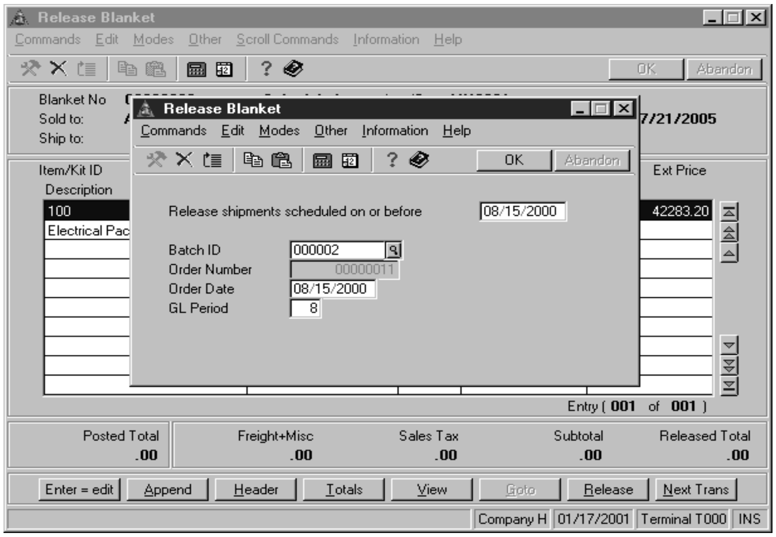
You can change all fields on the header of the order, except for the customer to whom you are selling the items.

2. Use the **Proceed** command, **PgDn** or **Esc P,** to continue to the detail entry screen.

Note

You now can enter in the **Close Date**. Once you enter in the date it will give verification that Blanket Order will be closed. If you enter a close date once this blanket is released you will not be able to release any future items for this blanket.

Release Blanket Screen



Release Blanket
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Blanket No
Sold to:
Ship to:
7/21/2005
Item/Kit ID
Description
Ext Price
Release Blanket
Commands Edit Modes Other Information Help
OK
Abandon
Posted Total
Freight+Misc
Sales Tax
Subtotal
Released Total
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans
Company H
01/17/2001
Terminal T000
INS

Release shipments scheduled on or before 08/15/2000

Batch ID 000002
Order Number 00000011
Order Date 08/15/2000
GL Period 8

100 42283.20
Electrical Pac

Entry (001 of 001)

Posted Total .00
Freight+Misc .00
Sales Tax .00
Subtotal .00
Released Total .00

3. On the Detail screen press **R** for **Release** to display the Release Blanket screen.

4. Enter information for the following fields.

Field	Description
Release shipments scheduled on or **bef**ore	Lines in this blanket with unreleased scheduled shipments on or before the date you enter will be released. The workstation date is displayed by default. You can accept or change the date displayed. When the blanket order is released, a new order is created in the Open Order files.
Batch ID	If you are using transaction batching, the batch ID from the Defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch ID or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this field is skipped.
Order Number	If you are using system generated order numbers, this field is skipped and the next order number available is displayed. If you are not using system generated order numbers, enter the order number to use for this transaction.
Order Date	Enter the date for the order. The workstation date is displayed by default. You can accept the date or change it.
GL Period	Press **Enter** to accept the GL Period displayed, or enter a different period.

5. Use the **Proceed** command, **PgDn** or **Esc P,** to release the order.

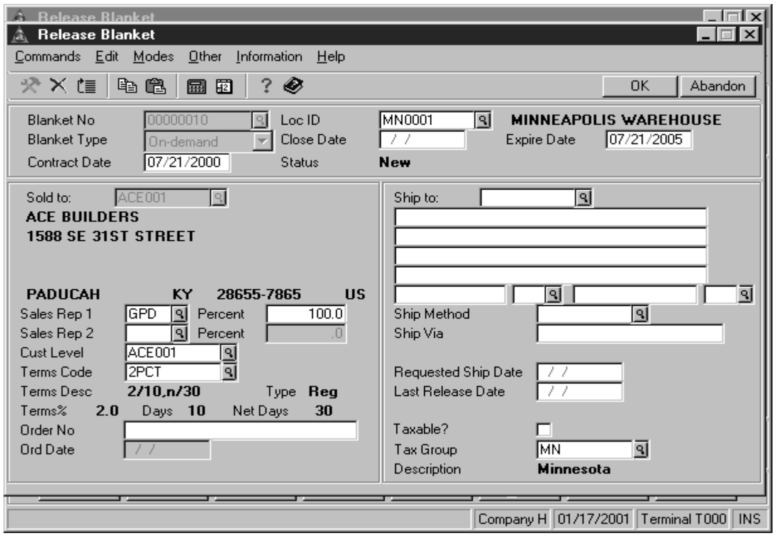
2. On-Demand

On-Demand blankets orders are released based on the quantity you enter to release with the Edit line function.

To release an on demand blanket perform the following:

1. Select the Blanket Order you want to release.

Release Blanket Order



Blanket No 00000010
Blanket Type On-demand
Contract Date 07/21/2000
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Close Date / /
Expire Date 07/21/2005
Status New

Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US
Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc 2/10,n/30 Type Reg
Terms% 2.0 Days 10 Net Days 30
Order No
Ord Date / /

Ship to:
Ship Method
Ship Via
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group MN
Description Minnesota

Company H 01/17/2001 Terminal T000 INS

You can change all fields on the header of the order, except for the customer to whom you are selling the items.

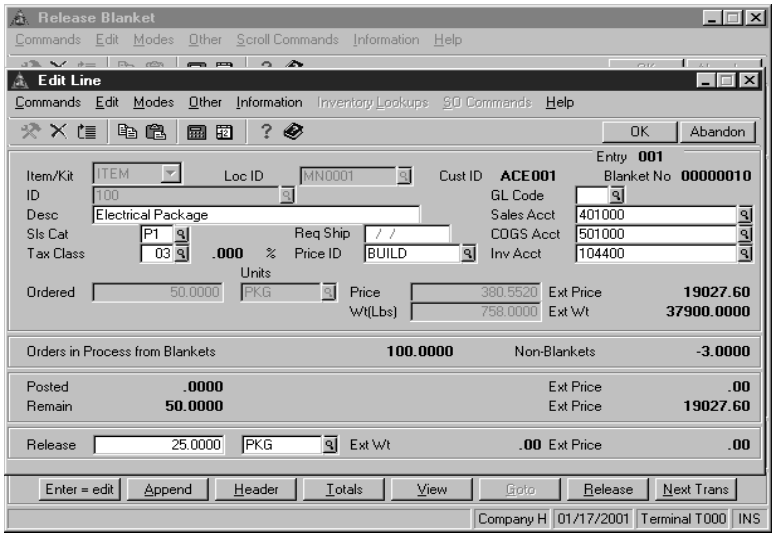
2. Use the **Proceed** command, **PgDn** or **Esc P,** to continue to the detail entry screen.

Note

You now can enter in the **Close Date**. Once you enter in the date it will give verification that Blanket Order will be closed. If you enter a close date once this blanket is released you will not be able to release any future items for this blanket.

3. Press Enter to edit the line item you wish to release.

Edit Line


Release Blanket
Commands Edit Modes Other Scroll Commands Information Help
Edit Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans

Entry 001
Item/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Blanket No 00000010
ID 100
GL Code
Desc Electrical Package
Sales Acct 401000
Sls Cat P1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered 50.0000
Units PKG
Price 380.5520
Ext Price 19027.60
Wt(Lbs) 758.0000
Ext Wt 37900.0000
Orders in Process from Blankets 100.0000
Non-Blankets -3.0000
Posted .0000
Ext Price .00
Remain 50.0000
Ext Price 19027.60
Release 25.0000 PKG
Ext Wt .00
Ext Price .00
Company H 01/17/2001 Terminal T000 INS

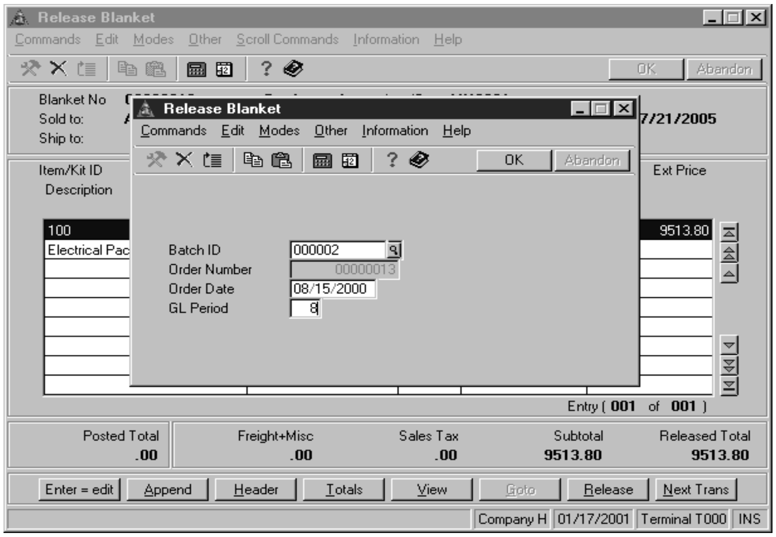
4. Enter the quantity you are shipping for this item in the **Release** field. You can also select the unit of measure you are shipping.

5. Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry and return to the Detail screen.

6. Once you have entered the released quantity for each line item you are shipping, select **R** for **Release**.

7. Enter information in the following fields.

Release Blanket Screen


Release Blanket
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Release Blanket
Commands Edit Modes Other Information Help
OK
Abandon
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans

Blanket No
Sold to:
Ship to:
7/21/2005

Item/Kit ID
Description
Ext Price

100
Electrical Pac
9513.80

Batch ID 000002
Order Number 00000013
Order Date 08/15/2000
GL Period 8

Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	9513.80	9513.80

Company H 01/17/2001 Terminal T000 INS

Field	Description
Batch ID	If you are using transaction batching, the batch ID from the Defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch ID or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this field is skipped.
Order Number	If you are using system generated order numbers, this field is skipped and the next order number available is displayed. If you are not using system generated order numbers, enter the order number to use for this transaction.
Order Date	Enter the date for the order. The workstation date is displayed by default. You can accept the date or change it.
GL Period	Press **Enter** to accept the GL Period displayed, or enter a different period.

8. Use the **Proceed** command, **PgDn** or **Esc P,** to release the order.

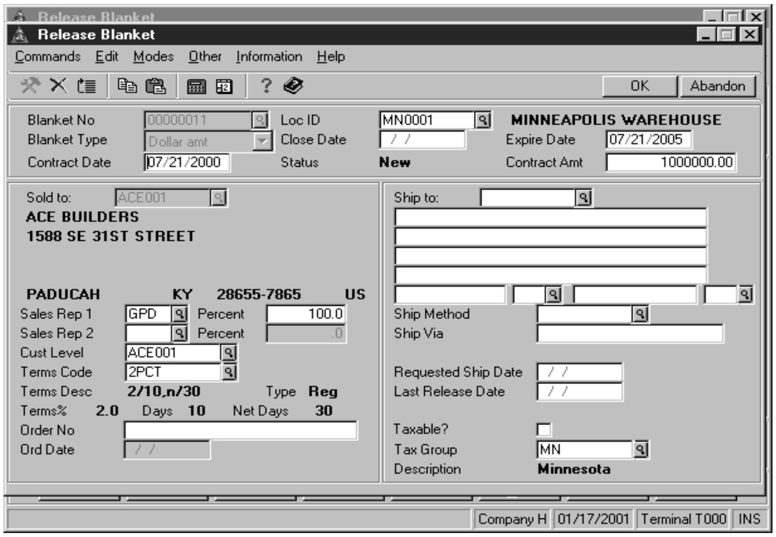
3. Dollar Amount

When you release a Dollar Amount blanket order, you must enter the items and quantity for what you want to ship to the customer.

To release an on demand blanket perform the following:

1. Select the Blanket Order you want to release.

Release Blanket Order



Blanket No 00000011
Blanket Type Dollar amt
Contract Date 07/21/2000
Loc ID MN0001 **MINNEAPOLIS WAREHOUSE**
Close Date / /
Status **New**
Expire Date 07/21/2005
Contract Amt 1000000.00

Sold to: ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865 US
Sales Rep 1 GPD Percent 100.0
Sales Rep 2 Percent .0
Cust Level ACE001
Terms Code 2PCT
Terms Desc **2/10,n/30** Type **Reg**
Terms% **2.0** Days **10** Net Days **30**
Order No
Ord Date / /

Ship to:
Ship Method
Ship Via
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group MN
Description **Minnesota**

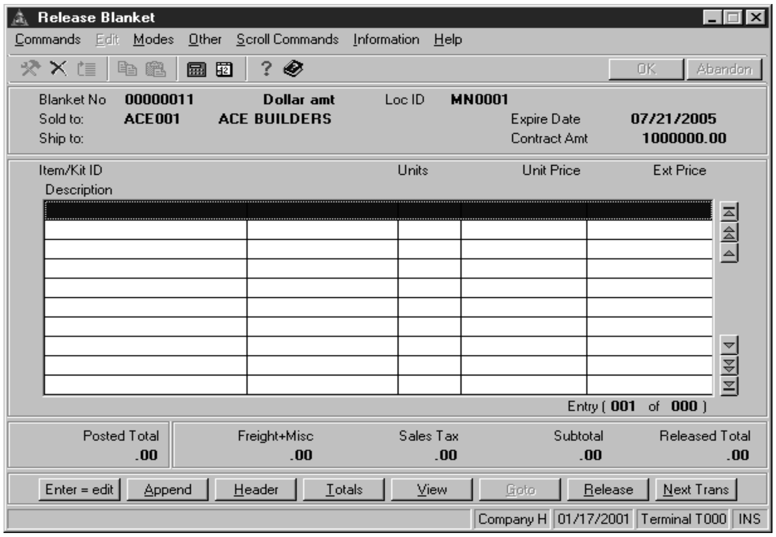
You can change all fields on the header of the order, except for the customer to whom you are selling the items.

2. Use the **Proceed** command, **PgDn** or **Esc P,** to continue to the detail entry screen.

Note

You now can enter in the **Close Date**. Once you enter in the date it will give verification that Blanket Order will be closed. If you enter a close date once this blanket is released you will not be able to release any future items for this blanket.

Blanket Order Detail Screen


Release Blanket
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Item/Kit ID
Description
Units
Unit Price
Ext Price
Enter = edit Append Header Totals View Goto Release Next Trans
Company H 01/17/2001 Terminal T000 INS

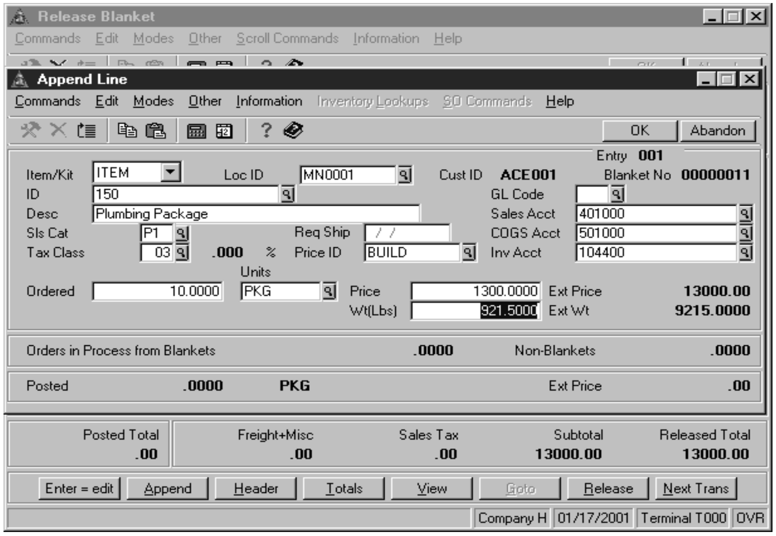
Blanket No 00000011 Dollar amt Loc ID MN0001
Sold to: ACE001 ACE BUILDERS Expire Date 07/21/2005
Ship to: Contract Amt 1000000.00

Entry (001 of 000)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

3. Press **A** for **Append** to add the line items you wish to release.

Append Line


Release Blanket
Commands Edit Modes Other Scroll Commands Information Help
Append Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK Abandon
Enter = edit Append Header Totals View Goto Release Next Trans
Company H 01/17/2001 Terminal T000 OVR

Entry 001
Item/Kit ITEM Loc ID MN0001 Cust ID ACE001 Blanket No 00000011
ID 150 GL Code
Desc Plumbing Package Sales Acct 401000
Sls Cat P1 Req Ship / / COGS Acct 501000
Tax Class 03 .000 % Price ID BUILD Inv Acct 104400
Units
Ordered 10.0000 PKG Price 1300.0000 Ext Price 13000.00
Wt(Lbs) 921.5000 Ext Wt 9215.0000

Orders in Process from Blankets .0000 Non-Blankets .0000

Posted .0000 PKG Ext Price .00

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	13000.00	13000.00

4. Enter the item and quantity you are shipping. Enter the information as if this were a new or shipped order.

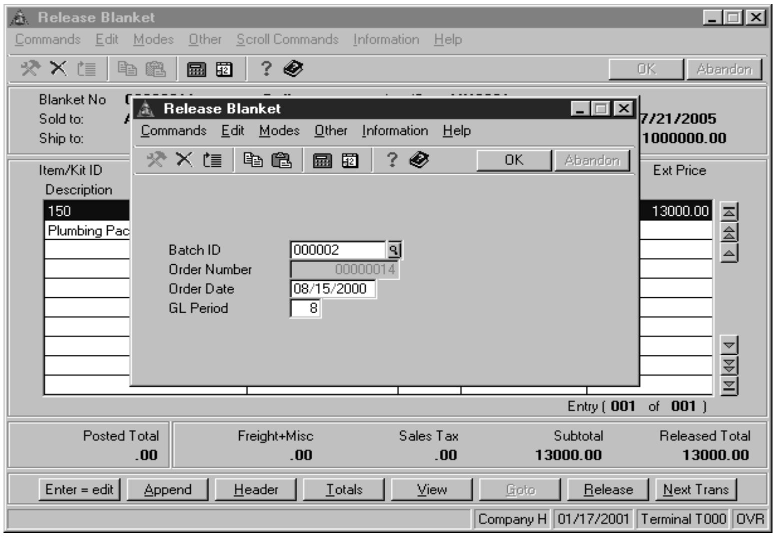
5. Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

6. Once all the items have been selected, use the **Exit** command, **F7** or **Esc M,** to return to the Detail screen.

7. On the Detail screen, select **R** for **Release**.

8. Enter information in the following fields.

Release Blanket Screen


Release Blanket
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Release Blanket
Commands Edit Modes Other Information Help
OK
Abandon
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans

Blanket No
Sold to:
Ship to:
7/21/2005
1000000.00

Item/Kit ID
Description
Ext Price
150
Plumbing Pac
13000.00

Batch ID 000002
Order Number 00000014
Order Date 08/15/2000
GL Period 8

Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	13000.00	13000.00

Company H 01/17/2001 Terminal T000 OVR

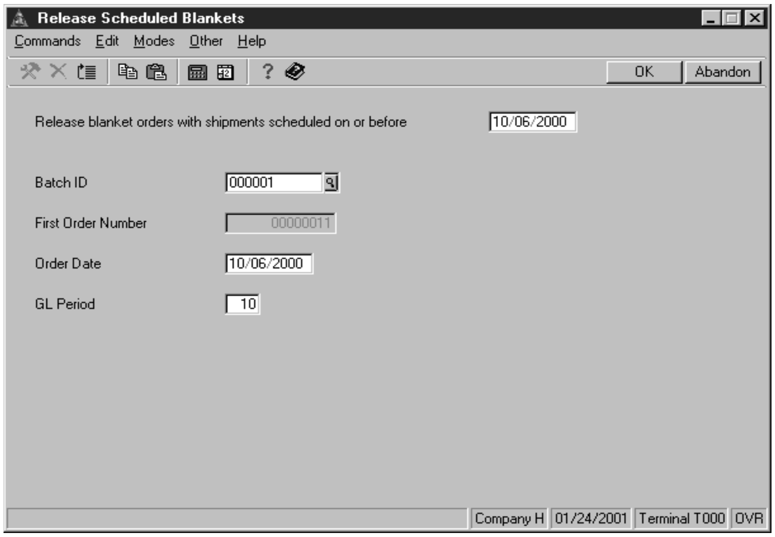
Field	Description
Batch ID	If you are using transaction batching, the batch ID from the Defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch ID or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this field is skipped.
Order Number	If you are using system generated order numbers, this field is skipped and the next order number available is displayed. If you are not using system generated order numbers, enter the order number to use for this transaction.
Order Date	Enter the date for the order. The workstation date is displayed by default. You can accept the date or change it.
GL Period	Press **Enter** to accept the GL Period displayed, or enter a different period.

9. Use the **Proceed** command, **PgDn** or **Esc P,** to release the order.

Release Scheduled Blankets

You can also use the **Release Scheduled Blankets** function on the Daily Work menu, to copy orders in the Scheduled Blankets file to the Open Order file as they need to be released. The orders are copied as new orders and are treated like any other transaction.You must verify the order to indicate the quantities shipped to the customer.

Release Blanket Orders Selection Screen



Release blanket orders with shipments scheduled on or before 10/06/2000

Batch ID 000001

First Order Number 00000011

Order Date 10/06/2000

GL Period 10

Company H | 01/24/2001 | Terminal T000 | OVR

Field	Description
Release Blanket orders with shipments scheduled on or before:	Lines in the blanket orders with unreleased scheduled shipments on or before the date you enter will be released. The workstation date is displayed by default. You can accept or change the date displayed.
Batch ID	If you are using transaction batching, the batch ID from the Defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch ID or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this fields skipped.
First Order Number	If you are using system generated order numbers, this field is skipped and the next order number available is displayed. If you are not using system generated order numbers, enter the order number to use for this transaction.
Order Date	Enter the date for the order. The workstation date is displayed by default. You can accept or change the date.
GL Period	Press **Enter** to accept the GL Period displayed, or enter a different period.

Use the **Proceed** command, **PgDn** or **Esc P**, to released the scheduled blankets.

Before copying Blanket Orders, make sure that you have printed the Scheduled Blanket Report and have backed up your data files.

If you have a multiuser system and are using the batch processing feature, make sure that no one else is using the Transaction functions for the batch number you are using in the Release Scheduled Blankets function. If you are on a multiuser system and you are not using the batch processing function, make sure that no one else is entering transactions or using the Blanket Orders functions.

After the orders are copied, the system produces a log that shows the detailed information about the order that have been created.

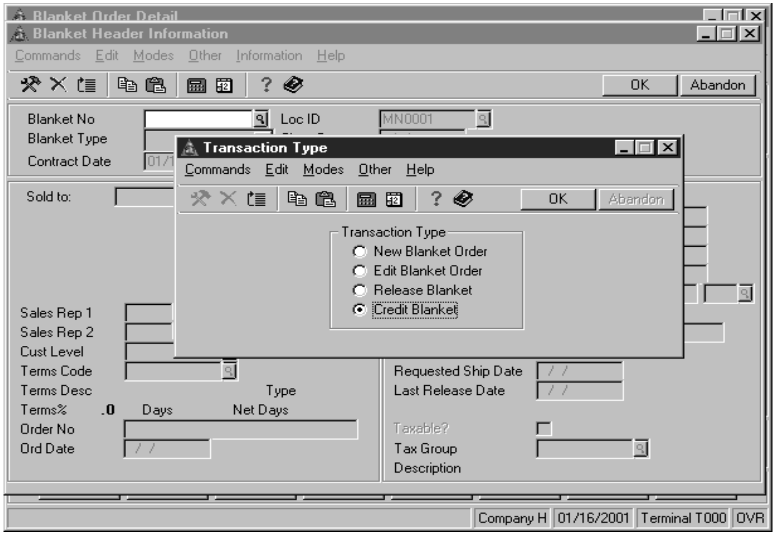
Released Scheduled Blankets report

```
10/06/2000                                            Builders Supply                                             PAGE   1
                                              Release Scheduled Blanket Orders
Schedule Date 10/16/2000
Batch ID 000001

From     To                                              Customer        Order
Blkt No  Ord No Entry Description                           ID          Amount
-------------------------------------------------------------------------------

00000004 00000040 001 Electrical Package                  ACE001       4200.00
00000004 00000040     (Subtotal, Tax, Freight, Misc.)     ACE001       4200.00

00000006 00000041 001 Heating/Cooling Package             SUN001       2601.32
00000006 00000041 001 Heating/Cooling Package             SUN001       5202.64
00000006 00000041     (Subtotal, Tax, Freight, Misc.)     SUN001       7803.96


     2 lines copied.                        Grand total                7803.96

 End of Report
```

Credit Blanket Order

Use the Credit Blanket Order function to apply a credit memo against a posted released blanket order.

Blanket Order Transaction Type Screen


Blanket Order Detail
Blanket Header Information
Commands Edit Modes Other Information Help
OK
Abandon
Transaction Type
Commands Edit Modes Other Help
OK
Abandon

Blanket No
Blanket Type
Contract Date 01/1
Loc ID MN0001
Sold to:
Sales Rep 1
Sales Rep 2
Cust Level
Terms Code
Terms Desc
Type
Terms% .0 Days Net Days
Order No
Ord Date / /
Requested Ship Date / /
Last Release Date / /
Taxable? ☐
Tax Group
Description

Transaction Type
○ New Blanket Order
○ Edit Blanket Order
○ Release Blanket
● Credit Blanket

Company H | 01/16/2001 | Terminal T000 | OVR

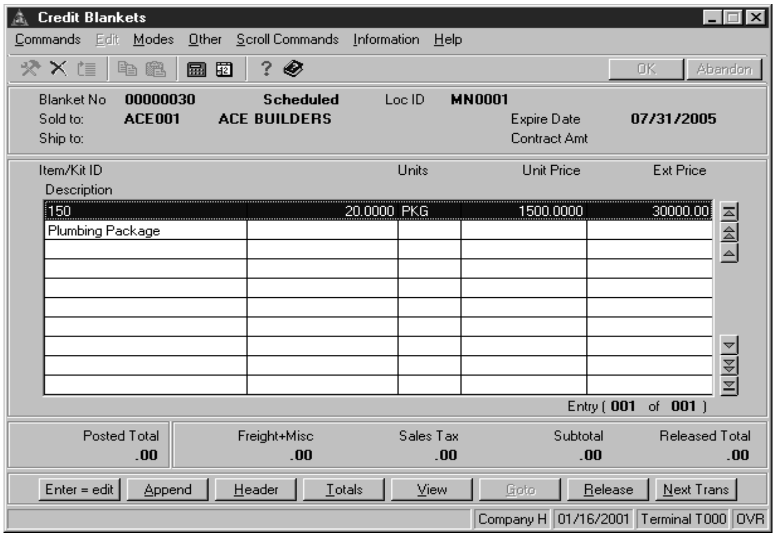
1. Scheduled

When you are crediting a scheduled blanket you must add in the quantity to credit just like you added scheduled quantities to release.

To Credit a Scheduled Blanket order perform the following:

1. Select the order you want to credit and enter to the detail screen of the order.

Credit Blanket Order Detail Screen


Credit Blankets
Commands
Edit
Modes
Other
Scroll Commands
Information
Help
OK
Abandon
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans

Blanket No 00000030 Scheduled Loc ID MN0001
Sold to: ACE001 ACE BUILDERS
Ship to:
Expire Date 07/31/2005
Contract Amt

Item/Kit ID Description	Units		Unit Price	Ext Price
150	20.0000	PKG	1500.0000	30000.00
Plumbing Package				

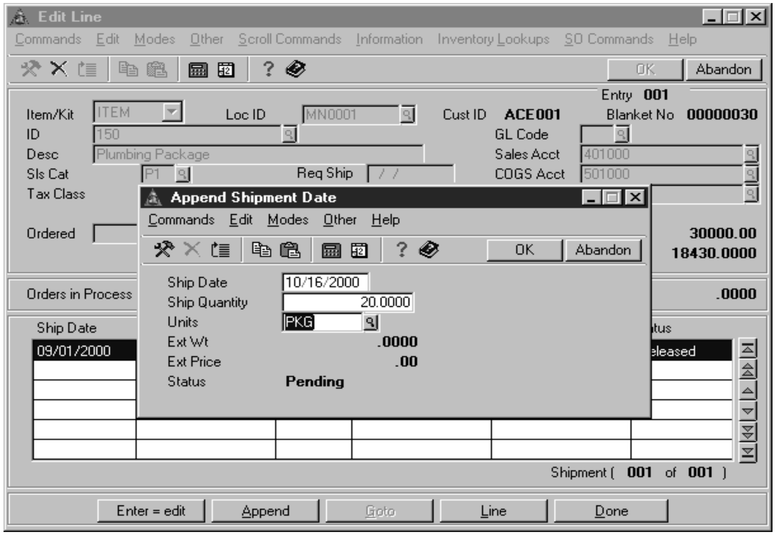
Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

Company H 01/16/2001 Terminal T000 OVR

2. Press **Enter** to edit the line you want to credit.

Append Shipment Date


Edit Line
Commands
Edit
Modes
Other
Scroll Commands
Information
Inventory Lookups
SO Commands
Help
OK
Abandon
Append Shipment Date
Commands
Edit
Modes
Other
Help
OK
Abandon
Enter = edit
Append
Goto
Line
Done

Entry 001
Item/Kit ITEM Loc ID MN0001 Cust ID ACE001 Blanket No 00000030
ID 150 GL Code
Desc Plumbing Package Sales Acct 401000
Sls Cat P1 Req Ship / / COGS Acct 501000
Tax Class
Ordered
30000.00
18430.0000
Orders in Process .0000
Ship Date 09/01/2000 ...tus eleased
Shipment (001 of 001)

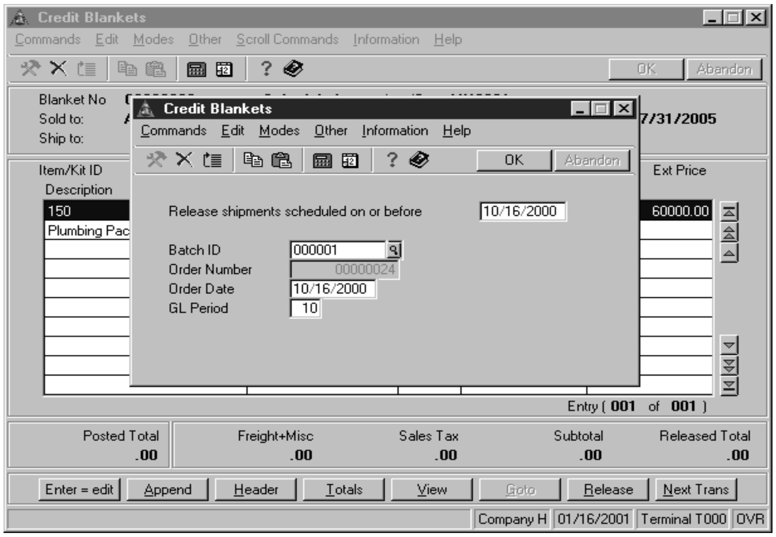
Ship Date 10/16/2000
Ship Quantity 20.0000
Units PKG
Ext Wt .0000
Ext Price .00
Status Pending

3. Press **A** to add the shipment date, quantity and units.

4. Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

5. After you have entered all the credits, use the **Exit** command, **F7** or **Esc M,** to return to the detail screen.

Credit Blanket Order


Credit Blankets
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Blanket No
Sold to:
Ship to:
7/31/2005
Item/Kit ID
Description
Ext Price
Credit Blankets
Commands Edit Modes Other Information Help
OK Abandon
Enter = edit Append Header Totals View Goto Release Next Trans
Company H 01/16/2001 Terminal T000 OVR

Release shipments scheduled on or before 10/16/2000

Batch ID 000001
Order Number 00000024
Order Date 10/16/2000
GL Period 10

150 Plumbing Pac 60000.00

Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

6. Press **R** for Release to enter the credit blanket information.

7. Enter information in the following fields.

Field	Description
Release shipments scheduled on or before	Lines in this blanket with unreleased scheduled shipments on or before the date you enter will be released. The workstation date is displayed by default. You can accept or change the date displayed. When the blanket order is released, a new order is created in the Open Order files.
Batch ID	If you are using transaction batching, the batch ID from the Defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch ID or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this field is skipped.
Order Number	If you are using system generated order numbers, this field is skipped and the next order number available is displayed. If you are not using system generated order numbers, enter the order number to use for this transaction.
Order Date	Enter the date for the order. The workstation date is displayed by default. You can accept the date or change it.
GL Period	Press **Enter** to accept the GL Period displayed, or enter a different period.

8. Use the **Proceed** command, **PgDn** or **Esc P,** to save the credit information.

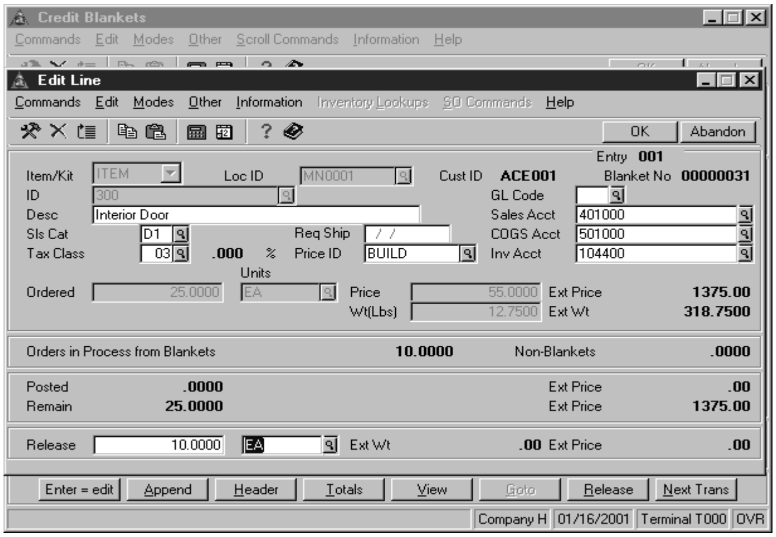
2. On-Demand

When you are crediting an On-Demand blanket order, you must enter the quantity to credit just like you entered the quantity to release.

To credit an On-Demand Blanket order perform the following:

1. Select the order you want to created and enter to the detail screen of the order.

Edit Line


Credit Blankets
Commands Edit Modes Other Scroll Commands Information Help
Edit Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK
Abandon
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans

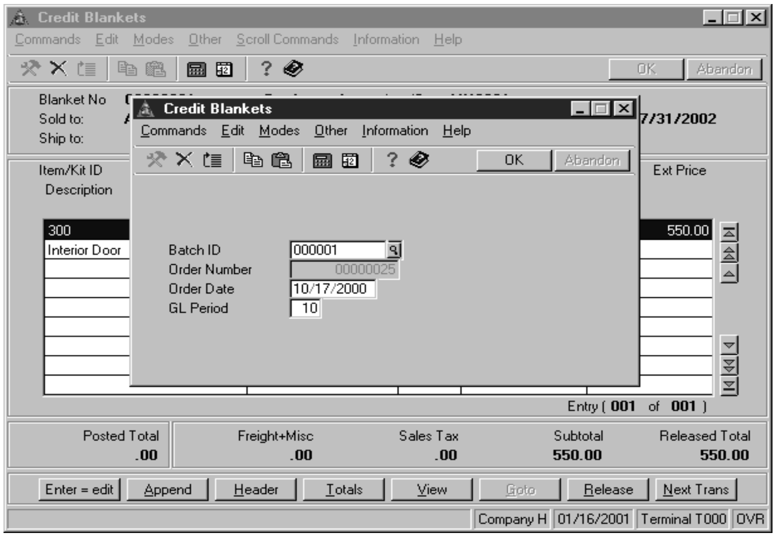
Entry 001
Item/Kit ITEM
Loc ID MN0001
Cust ID ACE001
Blanket No 00000031
ID 300
GL Code
Desc Interior Door
Sales Acct 401000
Sls Cat D1
Req Ship / /
COGS Acct 501000
Tax Class 03 .000 %
Price ID BUILD
Inv Acct 104400
Ordered 25.0000
Units EA
Price 55.0000
Ext Price 1375.00
Wt(Lbs) 12.7500
Ext Wt 318.7500
Orders in Process from Blankets 10.0000
Non-Blankets .0000
Posted .0000
Ext Price .00
Remain 25.0000
Ext Price 1375.00
Release 10.0000 EA
Ext Wt .00
Ext Price .00
Company H 01/16/2001 Terminal T000 OVR

2. Press **Enter** to edit the line you want to credit.

3. Enter the quantity you are crediting for this line item in the **Release** field.

4. Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

Credit Blanket Orders Screen


Credit Blankets
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Credit Blankets
Commands Edit Modes Other Information Help
OK Abandon
Item/Kit ID
Description
Ext Price
Enter = edit Append Header Totals View Goto Release Next Trans

Blanket No
Sold to:
Ship to:
7/31/2002

Batch ID 000001
Order Number 00000025
Order Date 10/17/2000
GL Period 10

300 550.00
Interior Door

Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	550.00	550.00

Company H 01/16/2001 Terminal T000 OVR

5. Press **R** for Release to enter the credit blanket information.

6. Enter information in the following fields.

Field	**Description**
Batch ID	If you are using transaction batching, the batch ID from the Defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch ID or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this field is skipped.
Order Number	If you are using system generated order numbers, this field is skipped and the next order number available is displayed. If you are not using system generated order numbers, enter the order number to use for this transaction.
Order Date	Enter the date for the order. The workstation date is displayed by default. You can accept the date or change it.
GL Period	Press **Enter** to accept the GL Period displayed, or enter a different period.

7. Use the **Proceed** command, **PgDn** or **Esc P,** to save the credit information.

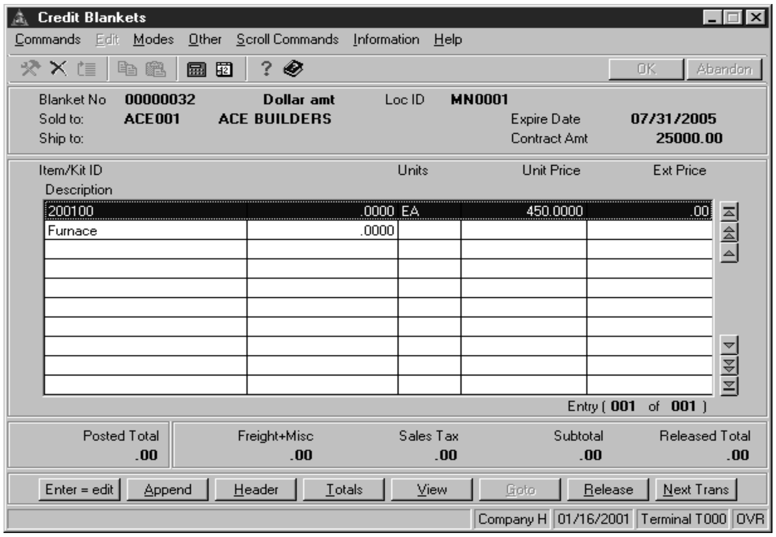
3. Dollar Amount

When you are crediting a Dollar Amount order, you must enter the quantity to credit just like you entered the quantity to release.

To credit an Dollar Amount Blanket order perform the following:

1. Select the order you want to credit and enter to the detail screen of the order.

Credit Blanket Order Detail Screen


Credit Blankets
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Enter = edit Append Header Totals View Goto Release Next Trans

Blanket No 00000032 Dollar amt Loc ID MN0001
Sold to: ACE001 ACE BUILDERS Expire Date 07/31/2005
Ship to: Contract Amt 25000.00

Item/Kit ID Description		Units	Unit Price	Ext Price
200100	.0000	EA	450.0000	.00
Furnace	.0000			

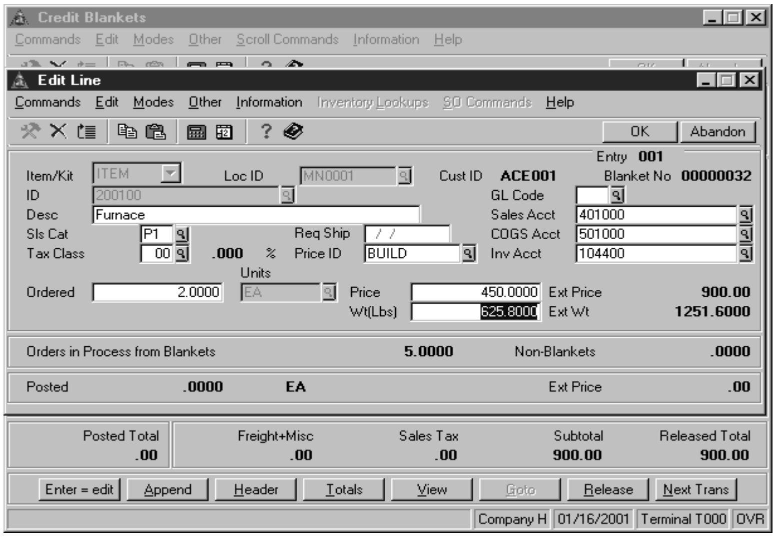
Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	.00	.00

Company H | 01/16/2001 | Terminal T000 | OVR

2. Press **Enter** to edit the line you want to credit.

Edit Line


Credit Blankets
Commands Edit Modes Other Scroll Commands Information Help
Edit Line
Commands Edit Modes Other Information Inventory Lookups SO Commands Help
OK Abandon
Enter = edit Append Header Totals View Goto Release Next Trans

Entry 001
Item/Kit ITEM Loc ID MN0001 Cust ID ACE001 Blanket No 00000032
ID 200100 GL Code
Desc Furnace Sales Acct 401000
Sls Cat P1 Req Ship / / COGS Acct 501000
Tax Class 00 .000 % Price ID BUILD Inv Acct 104400
Units
Ordered 2.0000 EA Price 450.0000 Ext Price 900.00
Wt(Lbs) 625.8000 Ext Wt 1251.6000
Orders in Process from Blankets 5.0000 Non-Blankets .0000
Posted .0000 EA Ext Price .00

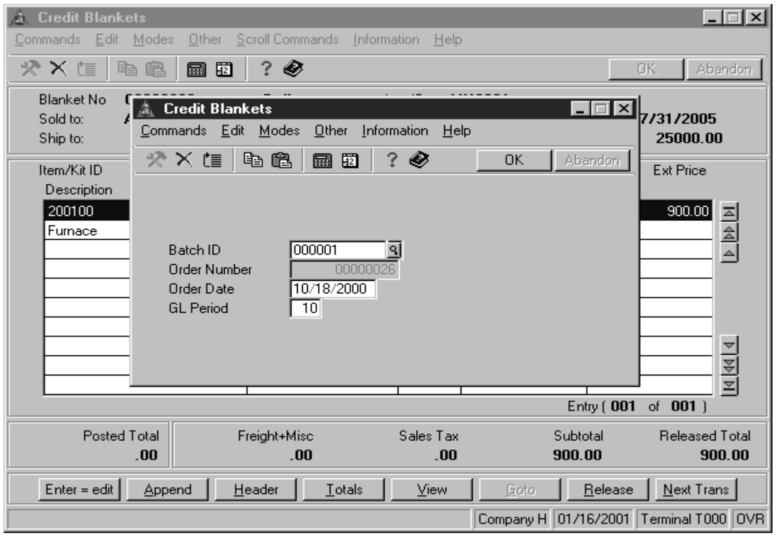
Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	900.00	900.00

Company H | 01/16/2001 | Terminal T000 | OVR

3. Enter the quantity you are crediting for this line item in the **Ordered** field.

4. Use the **Proceed** command, **PgDn** or **Esc P,** to save the entry.

Credit Blanket Orders Screen


Credit Blankets
Commands Edit Modes Other Scroll Commands Information Help
OK Abandon
Credit Blankets
Commands Edit Modes Other Information Help
OK Abandon
Blanket No
Sold to:
Ship to:
Item/Kit ID
Description
Ext Price
Enter = edit
Append
Header
Totals
View
Goto
Release
Next Trans

Batch ID 000001
Order Number 00000026
Order Date 10/18/2000
GL Period 10

7/31/2005
25000.00

200100
Furnace
900.00

Entry (001 of 001)

Posted Total	Freight+Misc	Sales Tax	Subtotal	Released Total
.00	.00	.00	900.00	900.00

Company H 01/16/2001 Terminal T000 OVR

5. Press **R** for **Release** to enter the credit blanket information.

6. Enter information in the following fields.

Field	Description
Batch ID	If you are using transaction batching, the batch ID from the Defaults table (**DFxxx**) is displayed. You can use the **Inquiry** command**, F2** or **Esc W,** to select a different batch ID or the **Maintenance** command**, F6** or **Esc F,** to create a new one. If you are not using transaction batching, this field is skipped.
Order Number	If you are using system generated order numbers, this field is skipped and the next order number available is displayed. If you are not using system generated order numbers, enter the order number to use for this transaction.
Order Date	Enter the date for the order. The workstation date is displayed by default. You can accept the date or change it.
GL Period	Press **Enter** to accept the GL Period displayed, or enter a different period.

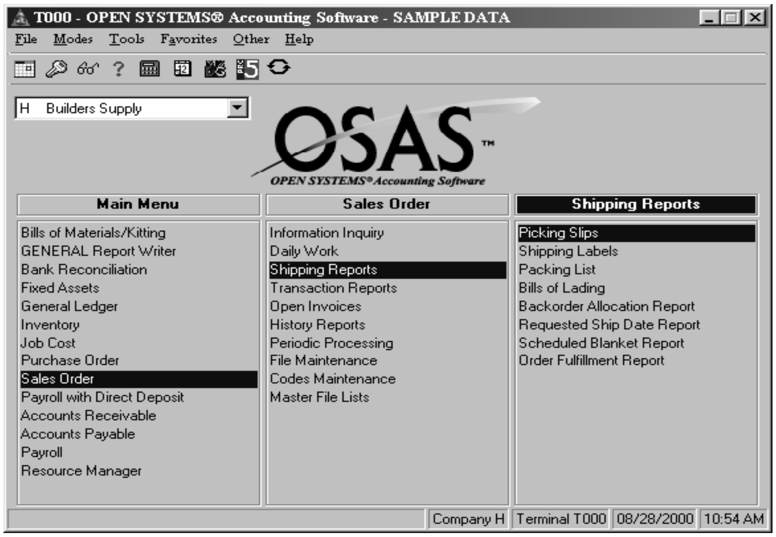
7. Use the **Proceed** command, **PgDn** or **Esc P,** to save the credit information.

Shipping Reports[3]

5

The Shipping Reports menu allows you to print Picking Slips, Labels, Packing Lists and Bill of Lading. As well as run Sales Order specific reports, such as the Backorder Allocation Report, Request Ship Date Report, Scheduled Blanket Order Report, and the Order Fulfillment Report.

Shipping Reports Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File
Modes
Tools
Favorites
Other
Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Sales Order
Shipping Reports
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Picking Slips
Shipping Labels
Packing List
Bills of Lading
Backorder Allocation Report
Requested Ship Date Report
Scheduled Blanket Report
Order Fulfillment Report
Company H
Terminal T000
08/28/2000
10:54 AM

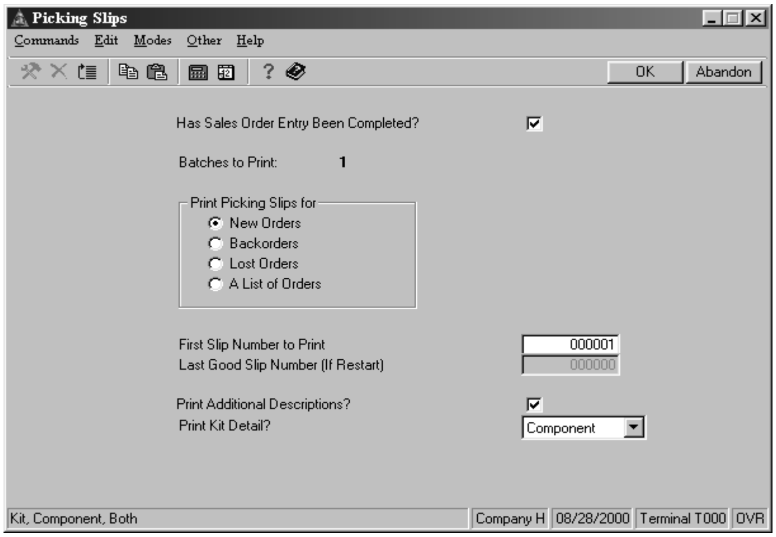
---

[3] For version lower then 6.1x, most of these reports appear on the Transactions Report menu.

Picking Slips

Picking slip lists the items and their quantities that are needed to fill the order. The warehouse can verify the quantity of each item that is shipped or backordered. The original order is verified against the picking slip.

Picking Slips Selection Screen



Has Sales Order Entry Been Completed? ☑

Batches to Print: 1

Print Picking Slips for
- ● New Orders
- ○ Backorders
- ○ Lost Orders
- ○ A List of Orders

First Slip Number to Print 000001
Last Good Slip Number (If Restart) 000000

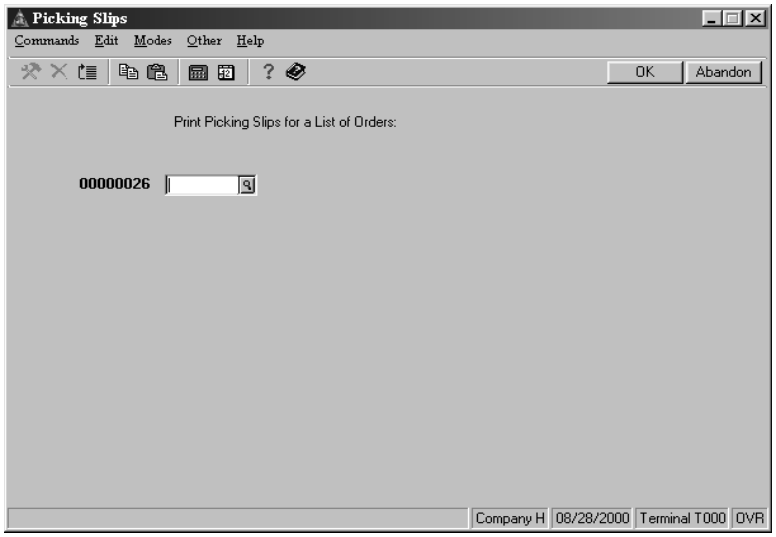
Print Additional Descriptions? ☑
Print Kit Detail? Component

Kit, Component, Both | Company H | 08/28/2000 | Terminal T000 | OVR

Field	Description
Has Sales Order Entry Been Completed?	Enter **Yes** to verify that all orders have been entered. Select **No** if all orders have not been entered, you will be prompted to exit.
Enter the Batch Number	If using transaction batching, select the batch(es) to print Picking Slips for.
Print Picking Slips for:	**New Orders**: new orders that have not printed out a picking slip **Backorders**: orders with a status of being backordered. **Lost Orders**: orders with a status of being picked. **List of Orders**: select which specific orders you want to print a picking slip for.
First Slip Number to Print	Enter the first slip number to print.
Last Good Slip Number (if restart)	If there was a problem printing Picking Slips, enter the last good picking slip number to restart the print job.
Print Additional Descriptions?	If you have the option set to use additional descriptions select **Y**es if you want to print the additional descriptions on the picking slips, otherwise select **N**o.
Print Kit Detail	If you are interfaced to Billing Materials and Kitting you can select **K** to print Kit information only, **C** to print Component information or **B** to print Kit and Component information on the picking slip.

If you pick the **List of Orders** option select the orders you want to print picking slips for.You can use the **Inquiry** command, **F2** or **Esc W,** to select the orders.

List of Orders Selection Screen



Print Picking Slips for a List of Orders:

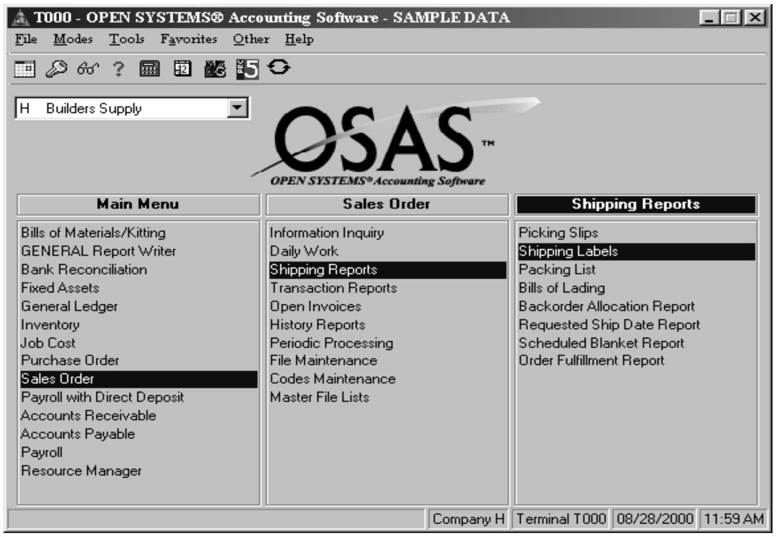
00000026

Picking Slip

```
                                                                                  < < P I C K I N G   S L I P > >

                              BUILDERS SUPPLY
                              1157 VALLEY PARK DR
                              SHAKOPEE MN 55379
                                                                    Batch # 000001
                                                                                Picking Slip No        1

          Order No.   Order Date   Loc ID    Ship Date Req'd Ship Date Customer P.O.#     Ship Via              Page No
          00000026    08/18/00     MN0001                                                                           1


                                                            SUN001
                Ship To: SUNSHINE HOMES, INC.           Sold To: SUNSHINE HOMES, INC.
                         1000 OCEAN BOULEVARD                    1000 OCEAN BOULEVARD
                         MIAMI FL 33333-4323                     MIAMI FL 33333-4323



          Ent. Item No/Description/Serial No            Bin        Units   Qty. Ordered       Qty. Shipped   Qty. Backordered

          001  200100                                   D-5        EA            1.0000
          001  Furnace

          001  200200                                   D-6        EA            1.0000
          002  Water Heater

          001  200300                                   D-7        EA            1.0000
          003  Air Conditioner

          001  200400                                   D-8        EA            1.0000
          004  Water Softener

          001  200500                                   D-9        EA            1.0000
          005  Sump Pump

          001  200600                                   D-10       EA            1.0000
          006  Humidifier
```

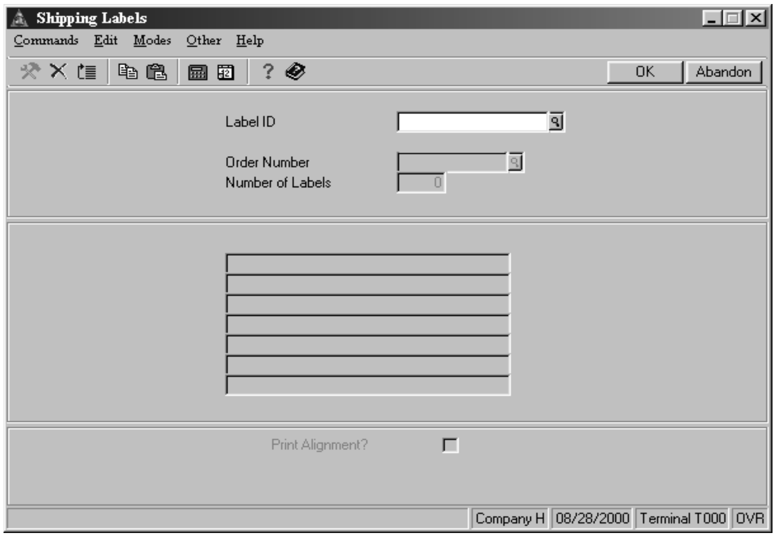
Shipping Labels

Shipping Labels Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Shipping Reports
Picking Slips
Shipping Labels
Packing List
Bills of Lading
Backorder Allocation Report
Requested Ship Date Report
Scheduled Blanket Report
Order Fulfillment Report
Company H
Terminal T000
08/28/2000
11:59 AM

The Shipping Labels function allows you to print labels for your shipped and verified orders. The labels print off the **Ship to** information in the order or the **Sold to** information, which is setup in the customer file. You can print multiple labels for each order.

Shipping Labels Selection Screen


Shipping Labels
Commands Edit Modes Other Help
OK
Abandon
Label ID
Order Number
Number of Labels
0
Print Alignment?
Company H
08/28/2000
Terminal T000
OVR

Field	Description
Label ID	Enter in the ID of the Label you want to use, or use the **Inquiry** command, **F2** or **Esc W** to choose from the list of available labels.
Order Number	Enter in the Order Number you want to print labels for.
Number of Labels	Enter the number of labels you will need for this order. You can print up to 999 labels per order.
Print Alignment?	Select **Y** for **Yes**, if you would like to print an alignment label before the actual labels print. You can use the alignment label to verify you will have enough room to print the information on the label and to verify the labels are lined up correctly in the printer. Select **N** for **No**, if you do not want to print an alignment label.

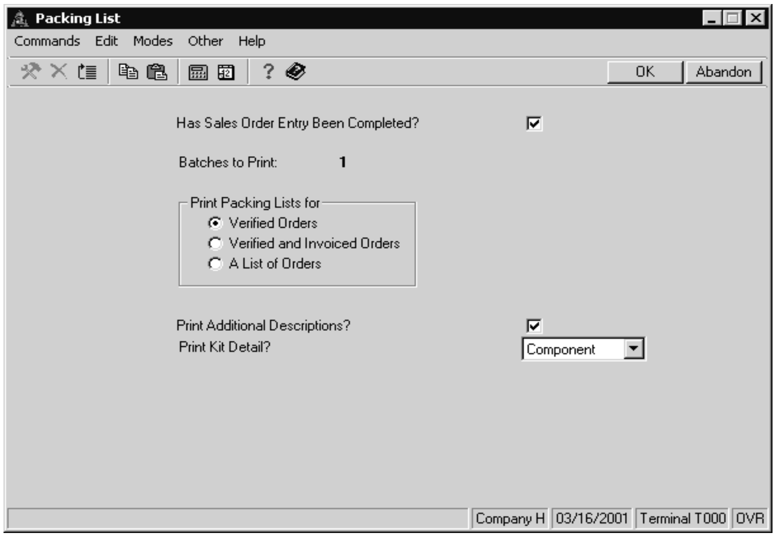
If you have the option to print **Bills of Lading** and you elected to print Bills of Lading from shipping labels in the Resource Manager Options and Interfaces function, is set to **Yes**, you are prompted to print the Bills of Lading. If you select **Yes** you are taken to the Bills of Lading screen.

If you did not elect to print Bills of Lading from shipping labels, the Shipping Reports menu will appear.

Packing Lists

Use the Packing List function to print a list of items included in the orders you are shipping. Packing List print for verified and invoiced orders only. The Packing List will show the customer which items and quantities are shipped with this order and which items and quantities are on backorder.

Packing Lists Selection Screen



Has Sales Order Entry Been Completed? ☑

Batches to Print: 1

Print Packing Lists for
- ● Verified Orders
- ○ Verified and Invoiced Orders
- ○ A List of Orders

Print Additional Descriptions? ☑

Print Kit Detail? Component

Company H | 03/16/2001 | Terminal T000 | OVR

Field	Description
Has Sales Order Entry Been Completed?	Enter **Yes** to verify that all orders have been entered. Select **No** if all orders have not been entered, you will be prompted to exit.
Enter the Batch Number	If using transaction batching, select the batch(es) to print Packing Lists for.
Print Packing List for:	**Verified Orders:** for all orders that have been verified. **Verified and Invoiced Orders:** for all order that have been verified and invoiced. **A List of Orders:** select which orders you want to print packing list for.
Print Additional Descriptions?	If you have the option set to use additional descriptions select **Y**es if you want to print the additional descriptions on the packing list, otherwise select **N**o.
Print Kit Detail	If you are interfaced to Billing Materials and Kitting you can select **K** to print Kit information only, **C** to print Component information or **B** to print Kit and Component information on the packing list.

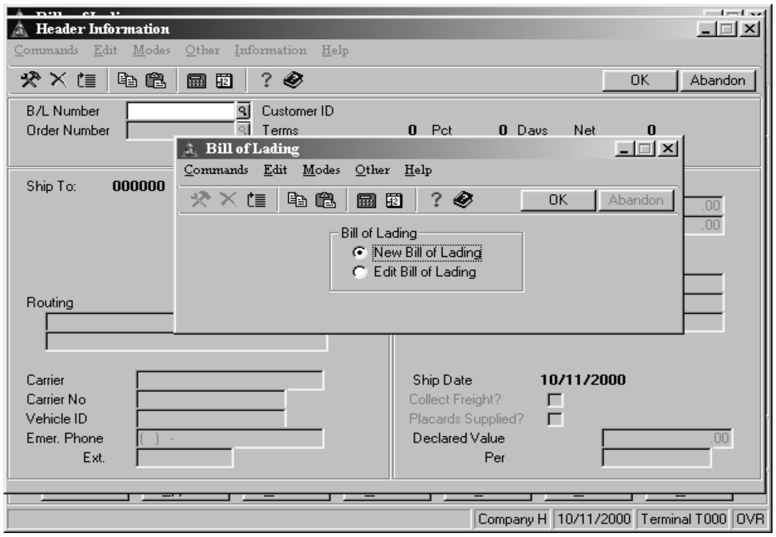
Packing List

```
                                                           < < P A C K I N G   L I S T > >
                    BUILDERS SUPPLY
                    1157 VALLEY PARK DR
                    SHAKOPEE MN 55379
                                                                                                   000001
Order No.   Order Date   Loc ID    Ship Date  Req'd Ship Date  Customer P.O.#     Ship Via               Page No
00000025    08/18/00     MN0001    08/18/00                                                                 1

                                                        LOS001
      Ship To: LOS ANGELES CONSTRUCTION CO.    Sold To: LOS ANGELES CONSTRUCTION CO.
               98042 VENTURA BOULEVARD                  98042 VENTURA BOULEVARD
               ENCINO CA 99999-9584                     ENCINO CA 99999-9584



Ent. Item No/Description/Serial No                      Units   Qty. Ordered       Qty. Shipped   Qty. Backordered

001  200100                                  D-5        EA           10.0000            10.0000
001  Furnace

001  200200                                  D-6        EA           10.0000            10.0000
002  Water Heater

001  200300                                  D-7        EA           10.0000            10.0000
003  Air Conditioner

001  200400                                  D-8        EA           10.0000            10.0000
004  Water Softener

001  200500                                  D-9        EA           10.0000            10.0000
005  Sump Pump

001  200600                                  D-10       EA           10.0000            10.0000
006  Humidifier
```

Bills of Lading[4]

The Bills of Lading functions is used to print out shipping documents for any order with a status of **verified** or **invoiced**. You can only print Bills of Lading if you have the option in Resource Manager/ Options and Interfaces, set to print in Detail or Summary. If the option is set to None, you cannot use this function.

Bill of Lading Selection Screen


Header Information
Commands Edit Modes Other Information Help
OK
Abandon
B/L Number
Order Number
Customer ID
Terms
Pct
Days
Net
Routing
Carrier
Carrier No
Vehicle ID
Emer. Phone
Ext.
Collect Freight?
Placards Supplied?
Declared Value
Per
Bill of Lading
Commands Edit Modes Other Help
OK
Abandon
Company H
Terminal T000
OVR

Terms 0 Pct 0 Days Net 0

Ship To: 000000

Ship Date 10/11/2000

Bill of Lading

● New Bill of Lading

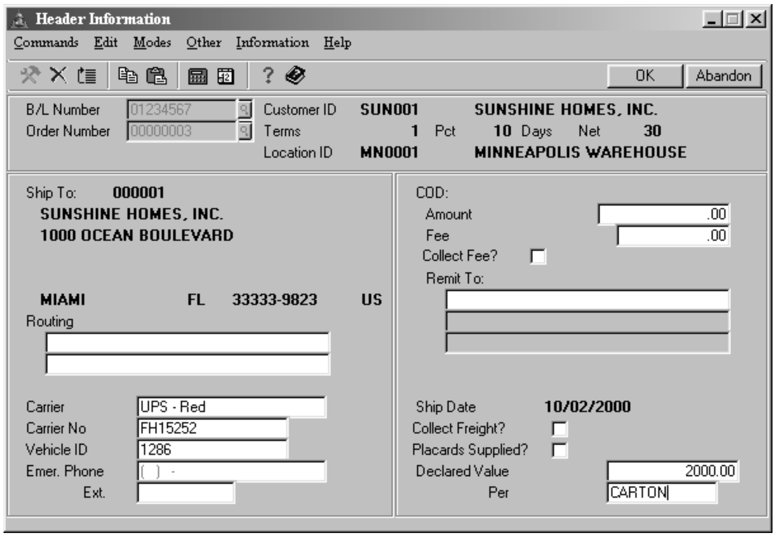
○ Edit Bill of Lading

You can create a new Bill of Lading or Edit an existing one.

---

[4] Bills of Lading are only available in versions 6.1 and higher.

Bill of Lading Header Screen



B/L Number 01234567 Customer ID SUN001 SUNSHINE HOMES, INC.
Order Number 00000003 Terms 1 Pct 10 Days Net 30
Location ID MN0001 MINNEAPOLIS WAREHOUSE

Ship To: 000001
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-9823 US
Routing
Carrier UPS - Red
Carrier No FH15252
Vehicle ID 1286
Emer. Phone ( ) -
Ext.

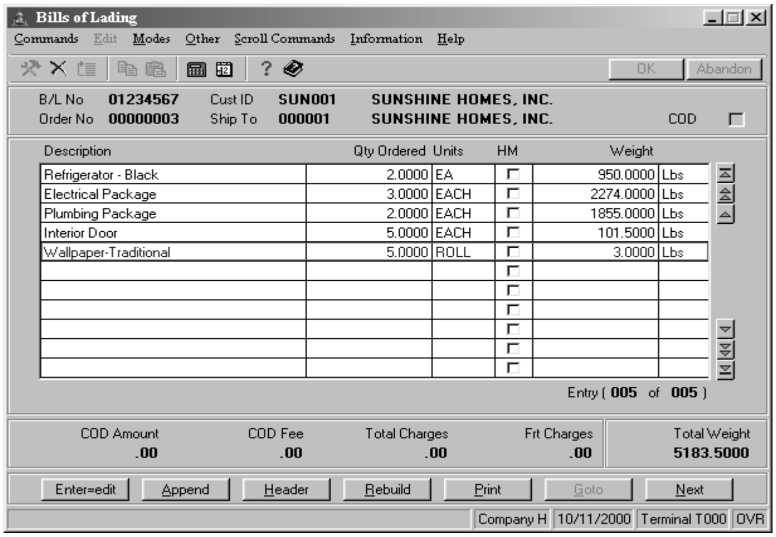
COD:
Amount .00
Fee .00
Collect Fee? ☐
Remit To:
Ship Date 10/02/2000
Collect Freight? ☐
Placards Supplied? ☐
Declared Value 2000.00
Per CARTON

Field	Description
B/L Number	Enter a number to identify the **Bill of Lading**. If you are editing a bill of lading, enter the number or use the **Inquiry** command**, F2** or **Esc W,** to select from a list.
Order Number	Enter the order number you wish to print the Bill of Lading for. The information from the order you choose is used to build the bill of lading information based on the option selected in Resource Manager/Options and Interfaces.
Customer ID	The Customer ID associated to the order number chosen is displayed.
Terms	The terms code associated with the order are displayed.
Location ID	The Location ID associated to the order number chosen is displayed.
Ship to:	The Ship to information is displayed.
Routing	Enter the routing information for the freight being shipped.
Carrier	Enter the name of the freight carrier.
Carrier No.	If the carrier has an identification number, enter it in the field.
Vehicle ID	Enter an ID for the carrier's vehicle that will transport the shipment, if available.
Emer. Phone/Ext.	Enter the contact number for the shipment. If the shipment is a hazardous material, you must enter an emergency contact number.
COD:	Enter the amount to be collected for a COD delivery.
Amount	
Fee	Enter the amount of the fee assessed for obtaining COD payment for delivery.
Collect Fee?	If the carrier is to collect the COD fee as well as the amount from the recipient, enter **Y**es. If you will pay the fee yourself enter **N**o.
Remit To:	Enter up to three lines of remittance information that will be used to remit the COD amounts collected to your company.

Field	Description
Ship Date	The shipping date from the order will display.
Collect Freight?	If the carrier must collect the freight charges on delivery, enter **Yes**. If not enter **No**.
Placards Supplied?	If placards for Hazardous materials are being shipped, enter **Yes**. If not enter **No**.
Declared Value	Enter in the value of the shipment if you are insuring it.
Per	Enter in the unit of measure that the declared value is reference to.

Use the **Proceed** command, **PgDn** or **Esc P,** to save your entries.

Bill of Lading Detail Screen


Bills of Lading
Commands Edit Modes Other Scroll Commands Information Help
OK
Abandon
Enter=edit
Append
Header
Rebuild
Print
Goto
Next

B/L No **01234567** Cust ID **SUN001** **SUNSHINE HOMES, INC.**
Order No **00000003** Ship To **000001** **SUNSHINE HOMES, INC.** COD ☐

Description	Qty Ordered	Units	HM	Weight	
Refrigerator - Black	2.0000	EA	☐	950.0000	Lbs
Electrical Package	3.0000	EACH	☐	2274.0000	Lbs
Plumbing Package	2.0000	EACH	☐	1855.0000	Lbs
Interior Door	5.0000	EACH	☐	101.5000	Lbs
Wallpaper-Traditional	5.0000	ROLL	☐	3.0000	Lbs
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		

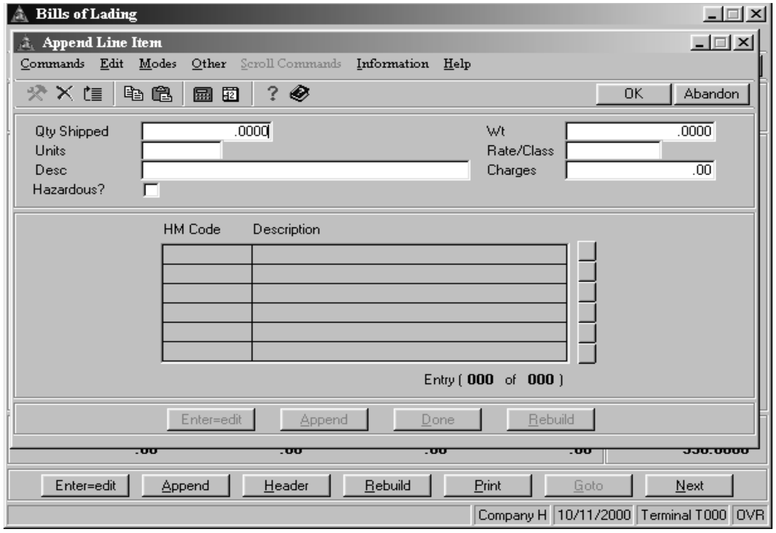
Entry (**005** of **005**)

COD Amount	COD Fee	Total Charges	Frt Charges	Total Weight
.00	**.00**	**.00**	**.00**	**5183.5000**

Company H 10/11/2000 Terminal T000 OVR

Command	Description
Enter=edit	Press **Enter** to edit the line the cursor is on.
Append	Press **A** to add a line to the bill of lading.
Header	Press **H** to return to the bill of lading header.
Rebuild	Press **R** to rebuild the bill of lading from the sales order.
Print	Press **P** to print the bill of lading.
Goto	If there are more lines than will fit on the screen, press **G** to select a specific line to move the cursor to.
Next	Press **N** to return to the header and enter another bill of lading.

Append a Bill of Lading


Bills of Lading
Append Line Item
Commands
Edit
Modes
Other
Scroll Commands
Information
Help
OK
Abandon
HM Code
Description
Enter=edit
Append
Done
Rebuild
Enter=edit
Append
Header
Rebuild
Print
Goto
Next

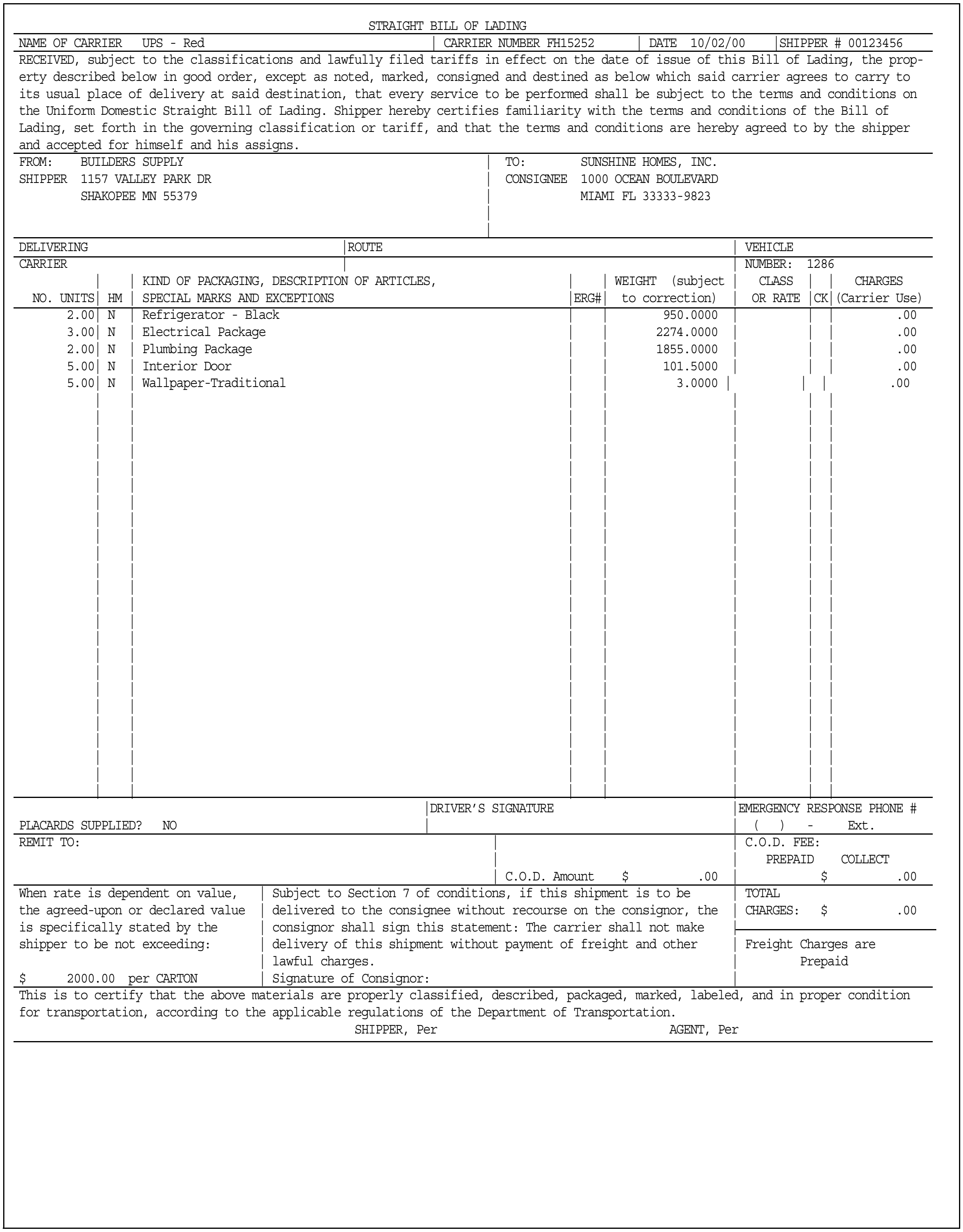
Qty Shipped .0000
Units
Desc
Hazardous? ☐
Wt .0000
Rate/Class
Charges .00
Entry (000 of 000)
Company H 10/11/2000 Terminal T000 OVR

To add items to the bill of lading select **A** for **Append** and enter the following information.

Field	Description
Qty Shipped	Enter the quantity associated with this line of the bill of lading. The quantity can represent a particular item being shipped, or it can be a quantity of packed cartons.
Units	Enter in the unit of measure that applies for the quantity you entered.
Desc	Enter a description for the carton or items being shipped.
Hazardous?	If the freight is hazardous enter **Yes**, otherwise **No**. If the line contains hazardous material, you must specify the hazardous material code in the scroll region below this field.
Wt.	Enter the weight for each unit of the item.
Rate/Class	Enter the shipping rate or classification if necessary.
Charges	Enter any charges attached to the item.

Use the **Proceed** command, **PgDn** or **Esc P,** to save this entry.

Bill of Lading



```
                                                   STRAIGHT BILL OF LADING
NAME OF CARRIER   UPS - Red                             | CARRIER NUMBER FH15252       | DATE  10/02/00    |SHIPPER # 00123456
RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of issue of this Bill of Lading, the prop-
erty described below in good order, except as noted, marked, consigned and destined as below which said carrier agrees to carry to
its usual place of delivery at said destination, that every service to be performed shall be subject to the terms and conditions on
the Uniform Domestic Straight Bill of Lading. Shipper hereby certifies familiarity with the terms and conditions of the Bill of
Lading, set forth in the governing classification or tariff, and that the terms and conditions are hereby agreed to by the shipper
and accepted for himself and his assigns.
FROM:    BUILDERS SUPPLY                                            | TO:        SUNSHINE HOMES, INC.
SHIPPER  1157 VALLEY PARK DR                                        | CONSIGNEE  1000 OCEAN BOULEVARD
         SHAKOPEE MN 55379                                          |            MIAMI FL 33333-9823
                                                                    |
                                                                    |
DELIVERING                                      |ROUTE                                                     | VEHICLE
CARRIER                                         |                                                          | NUMBER:  1286
           |    | KIND OF PACKAGING, DESCRIPTION OF ARTICLES,                    |    | WEIGHT  (subject |  CLASS   |  |   CHARGES
  NO. UNITS| HM | SPECIAL MARKS AND EXCEPTIONS                                   |ERG#|  to correction)  | OR RATE  |CK| (Carrier Use)
       2.00| N  | Refrigerator - Black                                           |    |        950.0000  |          |  |          .00
       3.00| N  | Electrical Package                                             |    |       2274.0000  |          |  |          .00
       2.00| N  | Plumbing Package                                               |    |       1855.0000  |          |  |          .00
       5.00| N  | Interior Door                                                  |    |        101.5000  |          |  |          .00
       5.00| N  | Wallpaper-Traditional                                          |    |          3.0000 |          | |          .00
           |    |                                                                |    |                  |          |  |
           |    |                                                                |    |                  |          |  |
           |    |                                                                |    |                  |          |  |
           |    |                                                                |    |                  |          |  |
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           |    |                                                                |    |                  |          |  |
           |    |                                                                |    |                  |          |  |
           |    |                                                                |    |                  |          |  |
           |    |                                                                |    |                  |          |  |
           |    |                                                                |    |                  |          |  |
                                                            |DRIVER'S SIGNATURE                          |EMERGENCY RESPONSE PHONE #
PLACARDS SUPPLIED?   NO                                     |                                            | (   )   -     Ext.
REMIT TO:                                                          |                                     | C.O.D. FEE:
                                                                   |                                     |   PREPAID    COLLECT
                                                                   | C.O.D. Amount    $          .00     |         $          .00
When rate is dependent on value,  | Subject to Section 7 of conditions, if this shipment is to be        | TOTAL
the agreed-upon or declared value | delivered to the consignee without recourse on the consignor, the    | CHARGES:   $          .00
is specifically stated by the     | consignor shall sign this statement: The carrier shall not make      |
shipper to be not exceeding:      | delivery of this shipment without payment of freight and other       | Freight Charges are
                                  | lawful charges.                                                      |        Prepaid
$      2000.00  per CARTON        | Signature of Consignor:                                              |
This is to certify that the above materials are properly classified, described, packaged, marked, labeled, and in proper condition
for transportation, according to the applicable regulations of the Department of Transportation.
                                               SHIPPER, Per                                            AGENT, Per
```
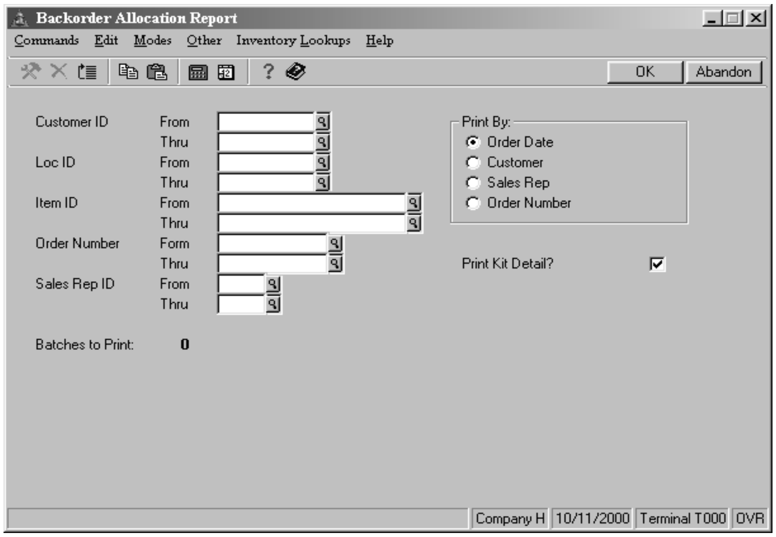

Backorder Allocation Report

Print the Backorder Allocation Report to find out which backorder can be filled with items that have been received in Inventory. The report shows how the backorders can be filled, based on the way you organize the report.

Backorder Allocation Report Selection screen


Backorder Allocation Report
Commands Edit Modes Other Inventory Lookups Help
OK
Abandon
Company H
10/11/2000
Terminal T000
OVR

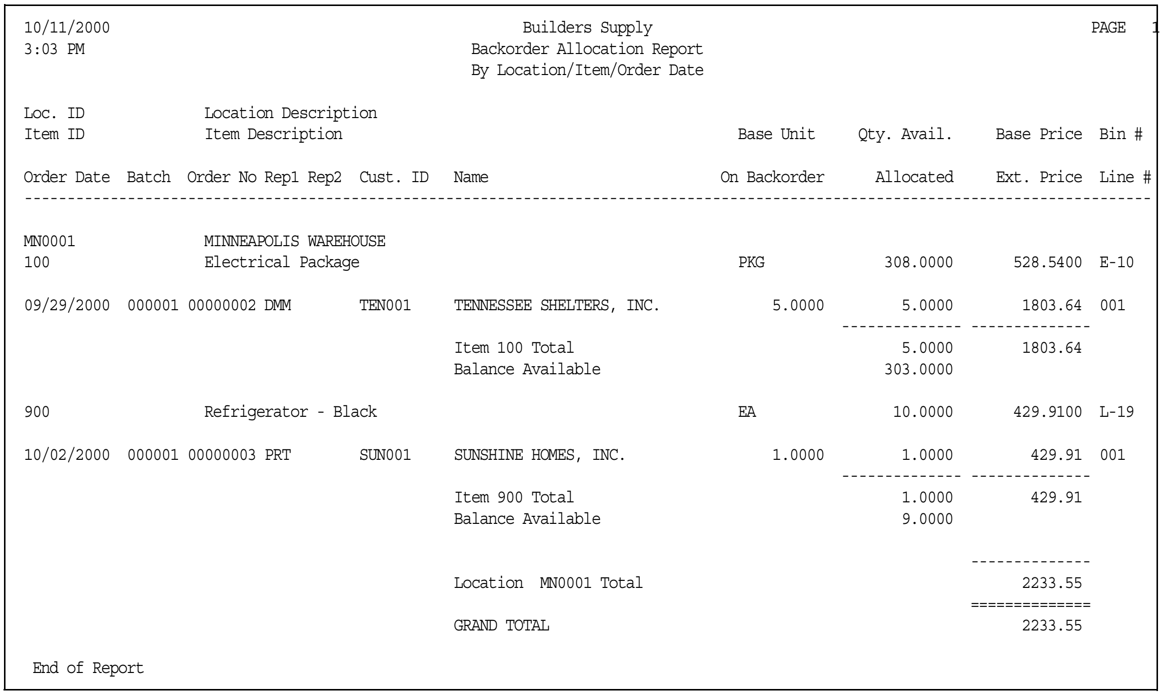
Customer ID From / Thru
Loc ID From / Thru
Item ID From / Thru
Order Number Form / Thru
Sales Rep ID From / Thru
Batches to Print: 0

Print By:
● Order Date
○ Customer
○ Sales Rep
○ Order Number

Print Kit Detail? ☑

Selection		Description
Pick	**Customer ID From/Thru**	Enter the range of customers to include on the report. Use the **Inquiry** command**,** **F2** or **Esc W,** to select the customers, or leave the fields blank to include all customers.
	Location ID From/Thru	Enter the range of locations to include on the report. Use the **Inquiry** command**,** **F2** or **Esc W,** to select the locations, or leave the fields blank to include all locations.
	Items From/ Thru	Enter the range if items to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the items, or leave the fields blank to include all items.
	Order Number From/Thru	Enter the range of orders to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the order numbers, or leave the fields blank to include all orders.
	Sales Rep ID From/Thru	Enter the range of sales reps to include on the report. Use the **Inquiry** command**,** **F2** or **Esc W,** to select the sales reps, or leave the fields blank to include all sales reps.
Batches to Print		If you are using transaction batching, select the batch(es) to include on the report. If you are not using transaction batching this fields is not available.
Print By	**Order Date**	Select **1** to group and subtotal transactions by order date.
	Customer	Select **2** to group and subtotal transactions by customer ID.
	Sales Rep	Select **3** to group and subtotal transactions by sales rep ID.
	Order Number	Select **4** to group and subtotal transactions by order number.
Print Kit Details?		Select **Y**es to print the detail for kitted items on the report, or **N**o if do not want to see the components that make up the kit.

Backorder Allocation Report



```
10/11/2000                                                Builders Supply                                                   PAGE   1
3:03 PM                                             Backorder Allocation Report
                                                    By Location/Item/Order Date

Loc. ID            Location Description
Item ID            Item Description                                            Base Unit     Qty. Avail.    Base Price  Bin #

Order Date  Batch  Order No Rep1 Rep2  Cust. ID   Name                           On Backorder      Allocated     Ext. Price  Line #
-----------------------------------------------------------------------------------------------------------------------------------

MN0001             MINNEAPOLIS WAREHOUSE
100                Electrical Package                                          PKG             308.0000      528.5400  E-10

09/29/2000  000001 00000002 DMM        TEN001     TENNESSEE SHELTERS, INC.            5.0000          5.0000       1803.64  001
                                                                                             -------------- --------------
                                                  Item 100 Total                                  5.0000       1803.64
                                                  Balance Available                             303.0000

900                Refrigerator - Black                                        EA               10.0000      429.9100  L-19

10/02/2000  000001 00000003 PRT        SUN001     SUNSHINE HOMES, INC.                1.0000          1.0000        429.91  001
                                                                                             -------------- --------------
                                                  Item 900 Total                                  1.0000        429.91
                                                  Balance Available                               9.0000

                                                                                                            --------------
                                                  Location  MN0001 Total                                       2233.55
                                                                                                            ==============
                                                  GRAND TOTAL                                                  2233.55

 End of Report
```

If the inventory on-hand quantity is less then the backordered quantity, the item is not listed in the report.

The **Qty Available** is the item’s on-hand quantity, minus its in-use and committed quantities. The Qty Available is shown in base units. If you entered a different unit of measure for a line item, the quantity is converted to base units.

For each group of backorders for an Inventory item, the first backorder listed is filled first, the next backorder is filled second, and so on. The system will partially fill a backorder if the on-hand quantity reaches zero; the amount in the Allocated column for the remaining backorders for the item is zero.

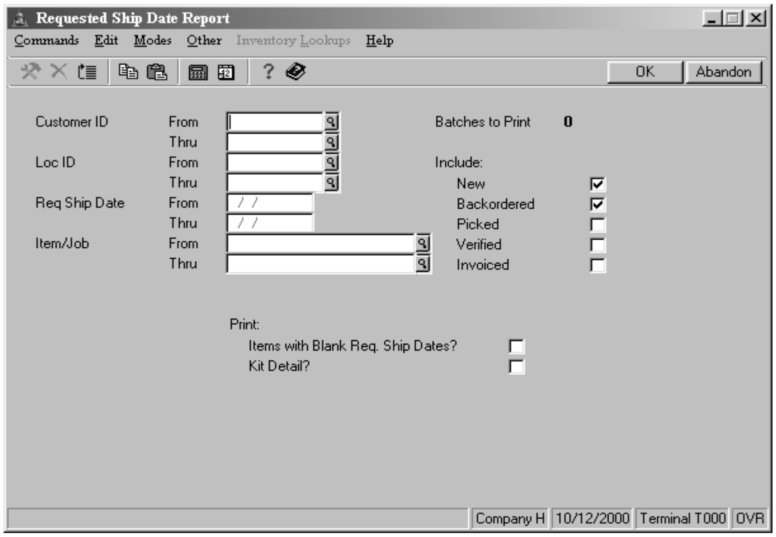
The **Balance Available** is the Qty Available minus the total quantity that has been allocated. The Bal Available is zero if the quantity backordered is greater than the Qty Available.

The amount in the Ext Price column is the order unit price (in base units) times the allocated quantity (also in base units). The amount is rounded to two decimal places. You can use these amounts to forecast the revenue you will receive by filling the backorders.

Requested Ship Date Report

The Requested Ship Date Report function prints a listing of orders based on the ship dates requested by your customers. Use the report to help plan your shipments and to help you identify problems in delivery of items to your customers.

Requested Ship Date Selection Screen



Customer ID From
Thru
Loc ID From
Thru
Req Ship Date From / /
Thru / /
Item/Job From
Thru

Batches to Print 0

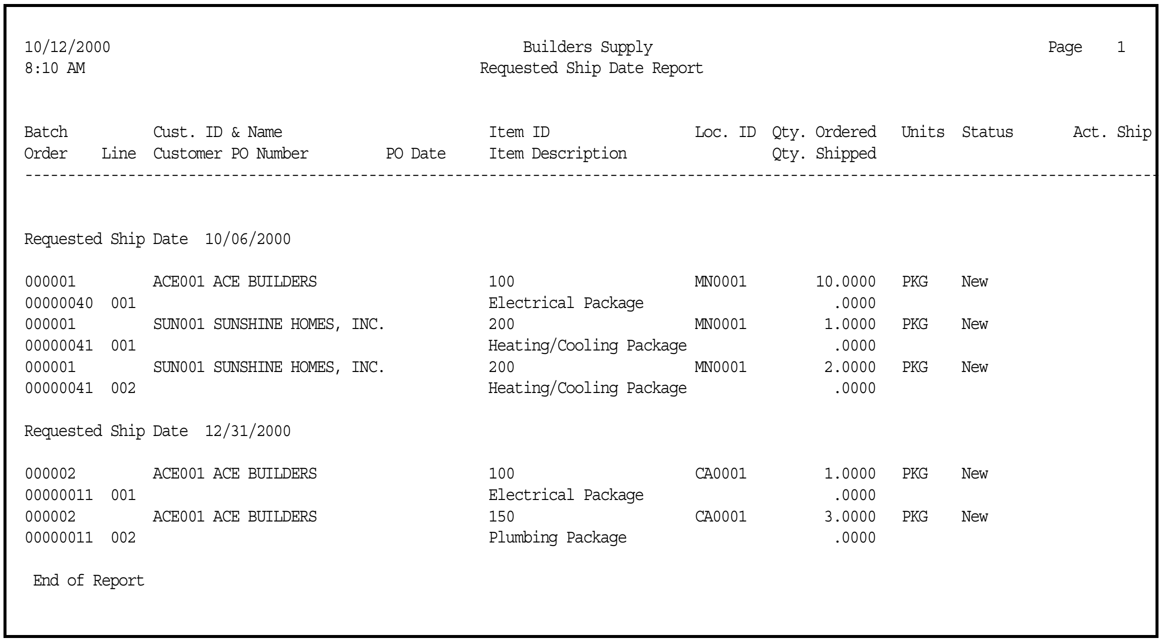
Include:
New ☑
Backordered ☑
Picked ☐
Verified ☐
Invoiced ☐

Print:
Items with Blank Req. Ship Dates? ☐
Kit Detail? ☐

Company H | 10/12/2000 | Terminal T000 | OVR

Selection		**Description**
Pick	**Customer ID From/Thru**	Enter the range of customers to include on the report. Use the **Inquiry** command, **F2** or **Esc W,** to select the customers, or leave blank to include all customers.
	Location ID From/Thru	Enter the range of locations to include on the report. Use the **Inquiry** command, **F2** or **Esc W,** to select the locations, or leave blank to include all locations.
	Req Ship Date From/Thru	Enter the range or requested ship dates to include on the report. You can leave this field blank to include all requested ship dates.
	Item/Job	Enter the range of items or jobs to include on the report. Use the **Inquiry** command, **F2** or **Esc W,** to select the items or jobs, or leave blank to include all items/jobs.
Batches to Print		If you are using transaction batching, select the batch(es) to include on the report. If you are not using transaction batching this fields is not available.
Include	**New**	Select **Y**es to include new orders on the report.
	Backordered	Select **Y**es to include backordered orders on the report.
	Picked	Select **Y**es to included picked orders on the report.
	Verified	Select **Y**es to included shipped orders on the report.
	Invoiced	Select **Y**es to include invoiced orders on the report.
Print	**Items with Blank Req Ship Dates?**	Select **Y**es to include items without requested ship dates, or **No** to excludes those items from the report.
	Kit Detail	Select **Y**es to print the detail for kitted items on the report, or **N**o if do not want to see the components that make up the kit

Requested Ship Date Report

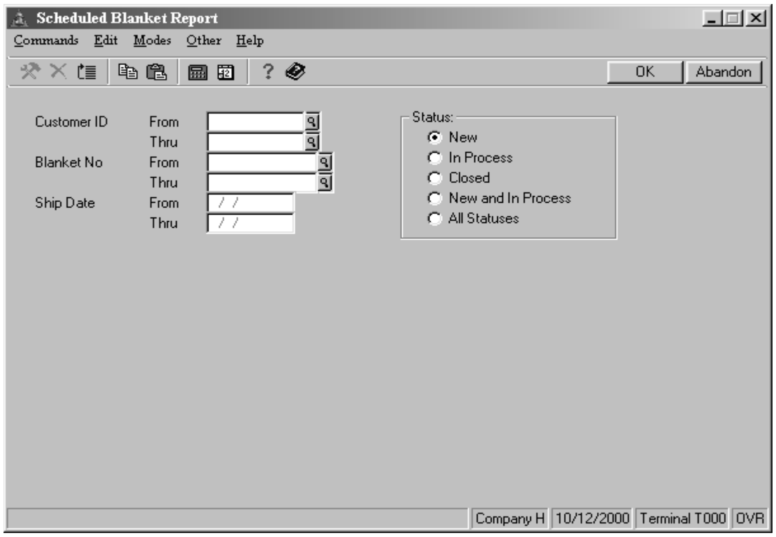


```
10/12/2000                                                Builders Supply                                              Page    1
8:10 AM                                              Requested Ship Date Report


Batch          Cust. ID & Name                        Item ID                 Loc. ID  Qty. Ordered   Units  Status       Act. Ship
Order    Line  Customer PO Number         PO Date     Item Description                 Qty. Shipped
------------------------------------------------------------------------------------------------------------------------------------


Requested Ship Date  10/06/2000

000001         ACE001 ACE BUILDERS                    100                     MN0001        10.0000   PKG    New
00000040  001                                         Electrical Package                      .0000
000001         SUN001 SUNSHINE HOMES, INC.            200                     MN0001         1.0000   PKG    New
00000041  001                                         Heating/Cooling Package                 .0000
000001         SUN001 SUNSHINE HOMES, INC.            200                     MN0001         2.0000   PKG    New
00000041  002                                         Heating/Cooling Package                 .0000

Requested Ship Date  12/31/2000

000002         ACE001 ACE BUILDERS                    100                     CA0001         1.0000   PKG    New
00000011  001                                         Electrical Package                      .0000
000002         ACE001 ACE BUILDERS                    150                     CA0001         3.0000   PKG    New
00000011  002                                         Plumbing Package                        .0000

 End of Report
```

Scheduled Blanket Report[5]

The Scheduled Blanket Report function prints out a report listing shipments of blanket orders scheduled for a range of dates you specify. Use the report to forecast your shipping and inventory requirements for fulfilling blanket orders.

Scheduled Blanket Report Selection Screen


Scheduled Blanket Report
Commands
Edit
Modes
Other
Help
OK
Abandon
Customer ID
From
Thru
Blanket No
From
Thru
Ship Date
From
Thru
Company H
10/12/2000
Terminal T000
OVR

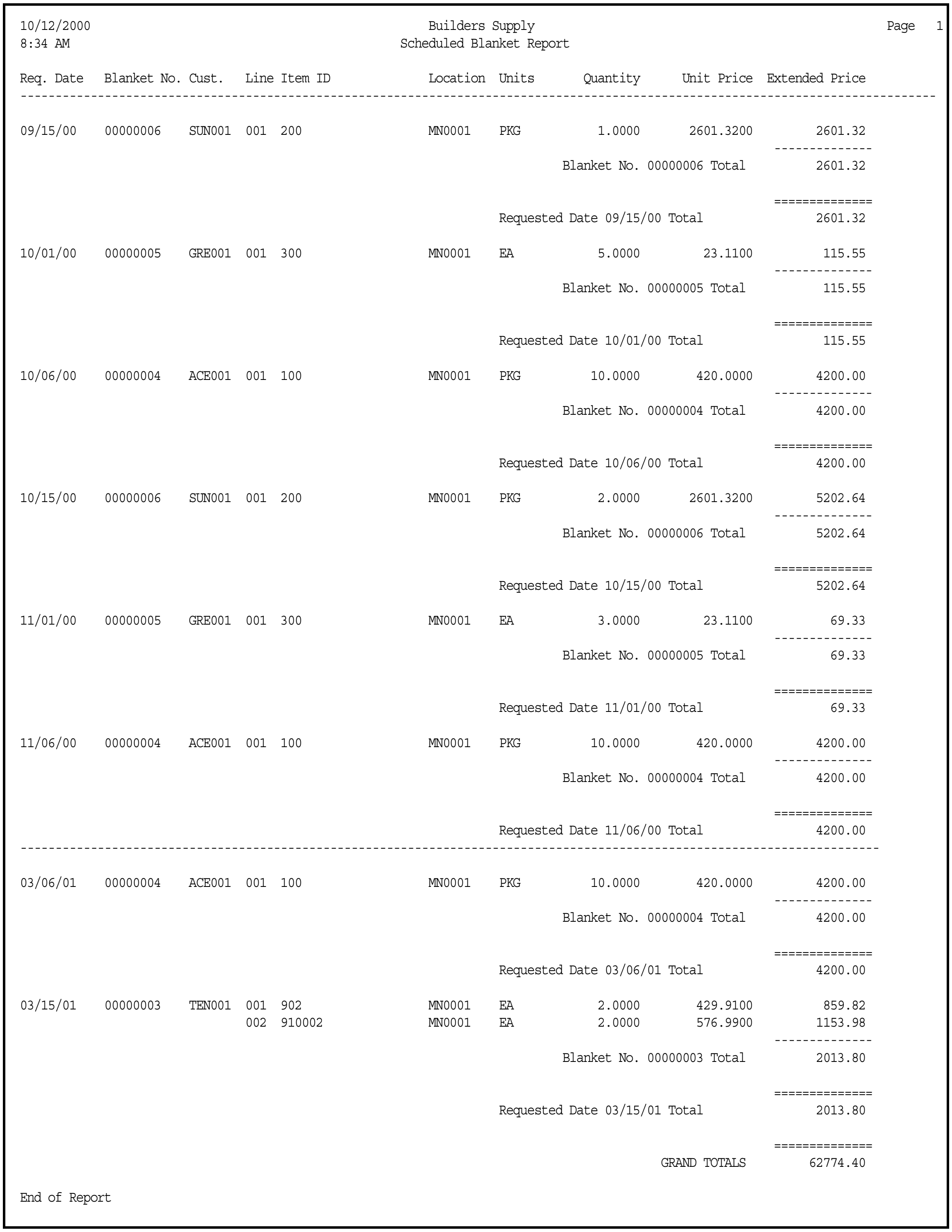
Status:
● New
○ In Process
○ Closed
○ New and In Process
○ All Statuses

Selection		Description
Pick	**Customer ID From/Thru**	Enter the range of customers to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the customers, or leave blank to include all customers.
	Blanket No From/Thru	Enter the range of blanket order number to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the order numbers, or leave blank to include all blanket orders.
	Ship Date	Enter the range of shipping dates to include on the report. You can leave these fields blank to include all shipping dates.
Status	**New**	Select **1** to include new orders on the report.
	In Process	Select **2** to include orders in process or released on the report.
	Closed	Select **3** to include closed orders on the report.
	New and In Process	Select **4** to include orders that are new and in process on the report.
	All Statuses	Select **5** to include all orders on the report.

---

[5] The Scheduled Blanket Report is only available in versions 6.1 and higher.

Scheduled Blanket Report

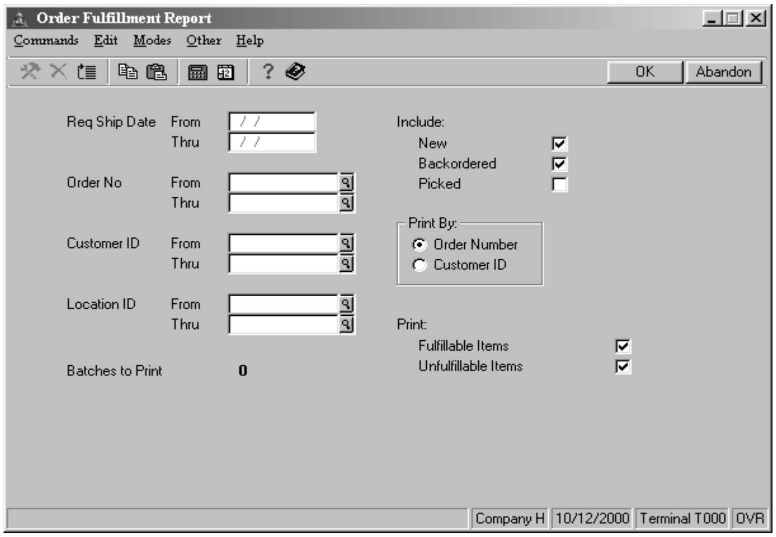


```
10/12/2000                                             Builders Supply                                                        Page   1
8:34 AM                                            Scheduled Blanket Report

Req. Date   Blanket No. Cust.   Line Item ID              Location  Units       Quantity      Unit Price  Extended Price
------------------------------------------------------------------------------------------------------------------------------------

09/15/00    00000006    SUN001  001  200                  MN0001    PKG           1.0000       2601.3200         2601.32
                                                                                                              --------------
                                                                   Blanket No. 00000006 Total          2601.32

                                                                                                              ==============
                                                          Requested Date 09/15/00 Total              2601.32

10/01/00    00000005    GRE001  001  300                  MN0001    EA            5.0000         23.1100          115.55
                                                                                                              --------------
                                                                   Blanket No. 00000005 Total           115.55

                                                                                                              ==============
                                                          Requested Date 10/01/00 Total               115.55

10/06/00    00000004    ACE001  001  100                  MN0001    PKG          10.0000        420.0000         4200.00
                                                                                                              --------------
                                                                   Blanket No. 00000004 Total          4200.00

                                                                                                              ==============
                                                          Requested Date 10/06/00 Total              4200.00

10/15/00    00000006    SUN001  001  200                  MN0001    PKG           2.0000       2601.3200         5202.64
                                                                                                              --------------
                                                                   Blanket No. 00000006 Total          5202.64

                                                                                                              ==============
                                                          Requested Date 10/15/00 Total              5202.64

11/01/00    00000005    GRE001  001  300                  MN0001    EA            3.0000         23.1100           69.33
                                                                                                              --------------
                                                                   Blanket No. 00000005 Total            69.33

                                                                                                              ==============
                                                          Requested Date 11/01/00 Total                69.33

11/06/00    00000004    ACE001  001  100                  MN0001    PKG          10.0000        420.0000         4200.00
                                                                                                              --------------
                                                                   Blanket No. 00000004 Total          4200.00

                                                                                                              ==============
                                                          Requested Date 11/06/00 Total              4200.00
--------------------------------------------------------------------------------------------------------------------------

03/06/01    00000004    ACE001  001  100                  MN0001    PKG          10.0000        420.0000         4200.00
                                                                                                              --------------
                                                                   Blanket No. 00000004 Total          4200.00

                                                                                                              ==============
                                                          Requested Date 03/06/01 Total              4200.00

03/15/01    00000003    TEN001  001  902                  MN0001    EA            2.0000        429.9100          859.82
                                002  910002               MN0001    EA            2.0000        576.9900         1153.98
                                                                                                              --------------
                                                                   Blanket No. 00000003 Total          2013.80

                                                                                                              ==============
                                                          Requested Date 03/15/01 Total              2013.80

                                                                                                              ==============
                                                                                 GRAND TOTALS         62774.40

End of Report
```

Order Fulfillment Report[6]

The Order Fulfillment Report generates and prints reports showing your ability to satisfy the items needed to fill a customer's order. You cannot print this report if Sales Order is not interfaced to Inventory.

Order Fulfillment Report Selection Screen



Req Ship Date From / / Thru / /
Order No From Thru
Customer ID From Thru
Location ID From Thru
Batches to Print 0

Include:
New ☑
Backordered ☑
Picked ☐

Print By:
● Order Number
○ Customer ID

Print:
Fulfillable Items ☑
Unfulfillable Items ☑

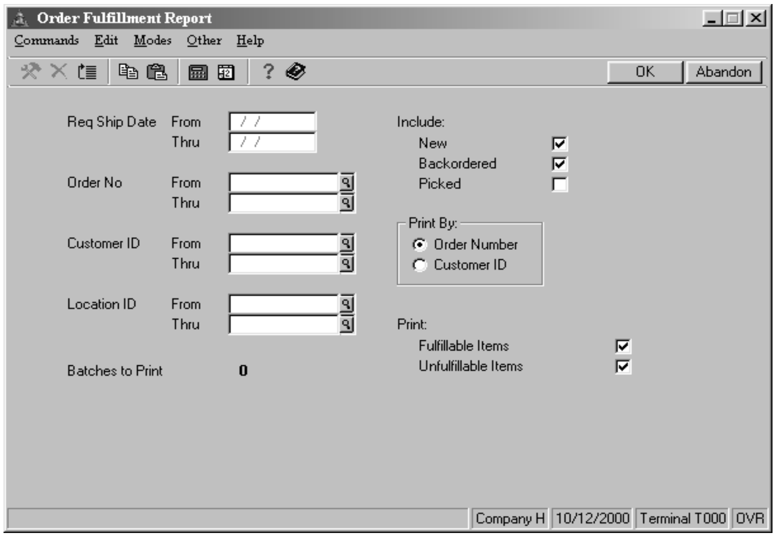
Company H 10/12/2000 Terminal T000 OVR

Selection		**Description**
Pick	**Req Ship Date From/Thru**	Enter the Requested Ship Dates from/thru you want to appear on the report, or **Enter** through to include all dates.
	Order No From/Thru	Enter the range of Order Numbers you want to appear or use the **Inquiry** command**, F2** or **Esc W,** to look up and select the order numbers from a list. Or **Enter** through to include all Order Numbers.
	Customer ID From/Thru	Enter the range of Customer ID's you want to appear or use the **Inquiry** command**, F2** or **Esc W,** to select from a list. Or **Enter** through to include all Customer.
	Location ID From/Thru	Enter the range of Location ID's you want to appear or use the **Inquiry** command**, F2** or **Esc W,** to select from a list. Or **Enter** through to include all Locations.
	Batches to Print	Enter the ID of the batch you want to run the report for, or use the **Inquiry** command**, F2** or **Esc W,** to look up and select one.
Include:	**New**	Select **YES** to include all New Orders in the results.
	Backordered	Select **YES** to include all Backorders in the results.
	Picked	Select **YES** to include all Picked Orders in the results.

---

[6] The Order Fulfillment Report is only available in versions 6.1 and higher.

Order Fulfillment Report Selection Screen



Req Ship Date From / / Thru / /

Order No From Thru

Customer ID From Thru

Location ID From Thru

Batches to Print 0

Include:
New ☑
Backordered ☑
Picked ☐

Print By:
● Order Number
○ Customer ID

Print:
Fulfillable Items ☑
Unfulfillable Items ☑

Company H 10/12/2000 Terminal T000 OVR

Selection		Description
Print By:	**Order Number/ Customer ID**	Select the order you would like the report based off, either the Order Number or the Customer ID.
Print:	**Fulfillable Items**	To print line items from the order that can be fulfilled based on inventory quantities.
	Unfulfillable Items	To print line items that cannot be fulfilled from inventory on the order.

Order Fulfillment Report

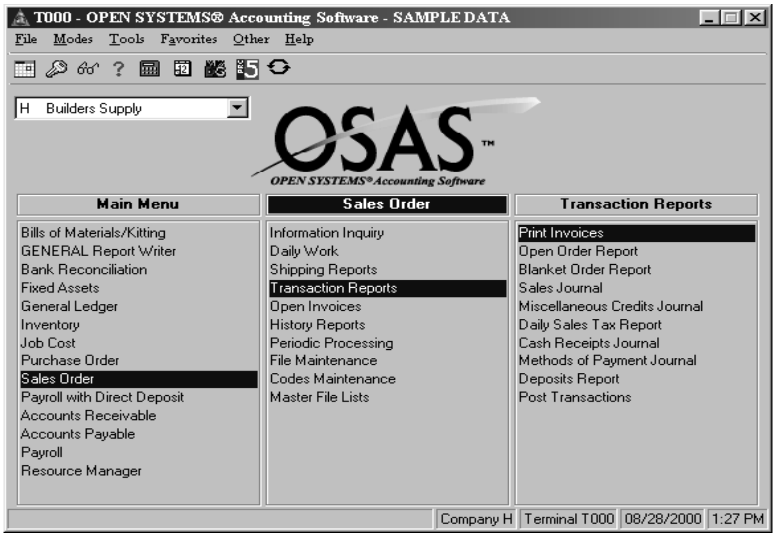
```
10/12/2000                                                Builders Supply                                               Page    1
10:52 AM                                              Order Fulfillment Report


Cust ID  Customer Name
Batch ID Order No. Line Item ID              Loc ID Description                         Units  Qty. Ordered  Qty. Available  Fill?
------------------------------------------------------------------------------------------------------------------------------------



ACE001   ACE BUILDERS                    Partial Shipments?  Yes

000002   00000011  001  100                  CA0001 Electrical Package                  PKG          1.0000          9.0000  Yes
000002   00000011  002  150                  CA0001 Plumbing Package                    PKG          3.0000          3.0000- No

GRE001   GREATER NEW YORK DOMES, INC.    Partial Shipments?  Yes

000002   00000012  001  900                  MN0001 Refrigerator - Black                EA           1.0000          9.0000  Yes

ACE001   ACE BUILDERS                    Partial Shipments?  Yes

000001   00000015  001  100                  MN0001 Electrical Package                  PKG        100.0000         91.0000- No
000001   00000015  002  250                  MN0001 Exterior Panels                     CS          10.0000        212.0000  Yes
000001   00000015  003  300                  MN0001 Interior Door                       EA           5.0000         18.0000  Yes
000001   00000015  004  400                  MN0001 Interior Materials                  PKG          5.0000         12.0000  Yes

DAL001   DALLAS-FT WORTH DOME HOMES      Partial Shipments?  Yes

000001   00000017  001  400                  MN0001 Interior Materials                  PKG         15.0000          3.0000- No
000001   00000017  002  300                  MN0001 Interior Door                       EA          15.0000          3.0000  Yes
000001   00000017  003  350                  MN0001 Entry Door                          EA          12.0000         14.0000- No
000001   00000017  004  450                  MN0001 Slide by Window 24" x 40"           EA          10.0000          1.0000  Yes
000001   00000017  005  550                  MN0001 Millwork Package                    PKG         10.0000         10.0000- No
000001   00000017  006  700                  MN0001 Cabinets                            SET          2.0000          1.0000  Yes

LOS001   LOS ANGELES CONSTRUCTION CO.    Partial Shipments?  Yes

000001   00000018  001  100                  MN0001 Electrical Package                  PKG         10.0000        101.0000- No
000001   00000018  002  150                  MN0001 Plumbing Package                    PKG         10.0000         13.0000- No
000001   00000018  003  250                  MN0001 Exterior Panels                     CS           5.0000        207.0000  Yes
000001   00000018  004  300                  MN0001 Interior Door                       EA           5.0000          2.0000- No

KAN001   KANSAS CITY GEODESIC HOMES      Partial Shipments?  Yes

000001   00000019  001  100                  MN0001 Electrical Package                  PKG          5.0000        106.0000- No
000001   00000019  002  350                  MN0001 Entry Door                          EA           5.0000         19.0000- No
000001   00000019  003  450                  MN0001 Slide by Window 24" x 40"           EA           5.0000          4.0000- No
000001   00000019  004  550                  MN0001 Millwork Package                    PKG          2.0000         12.0000- No
000001   00000019  005  700                  MN0001 Cabinets                            SET          5.0000          4.0000- No

DAL001   DALLAS-FT WORTH DOME HOMES      Partial Shipments?  Yes

000001   00000020  001                       MN0001 SERVICE CHARGE FOR USE OF 900                    1.0000          4.0000- No

GRE001   GREATER NEW YORK DOMES, INC.    Partial Shipments?  Yes

000001   00000021  001                       MN0001 SERVICE CHARGE FOR USE OF 900                    1.0000          4.0000- No

LOS001   LOS ANGELES CONSTRUCTION CO.    Partial Shipments?  Yes

000001   00000022  001                       MN0001 SERVICE CHARGE FOR USE OF 900                    1.0000          4.0000- No

 End of Report
```

Transactions Reports

6

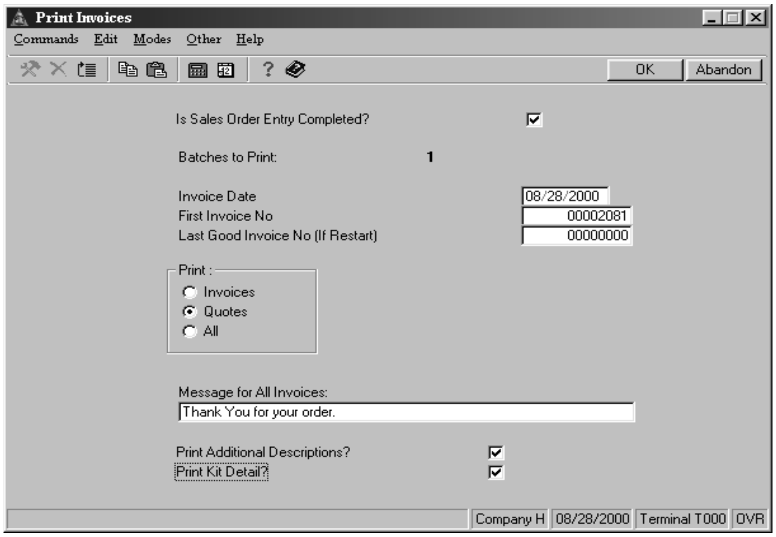
Print Quotes

Print Invoices Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Transaction Reports
Print Invoices
Open Order Report
Blanket Order Report
Sales Journal
Miscellaneous Credits Journal
Daily Sales Tax Report
Cash Receipts Journal
Methods of Payment Journal
Deposits Report
Post Transactions
Company H
Terminal T000
08/28/2000
1:27 PM

Use the **Print Invoice** function to print quotes as well as invoices and credit memos.

Print Invoices Selection Screen



Is Sales Order Entry Completed? ☑

Batches to Print: 1

Invoice Date 08/28/2000
First Invoice No 00002081
Last Good Invoice No (If Restart) 00000000

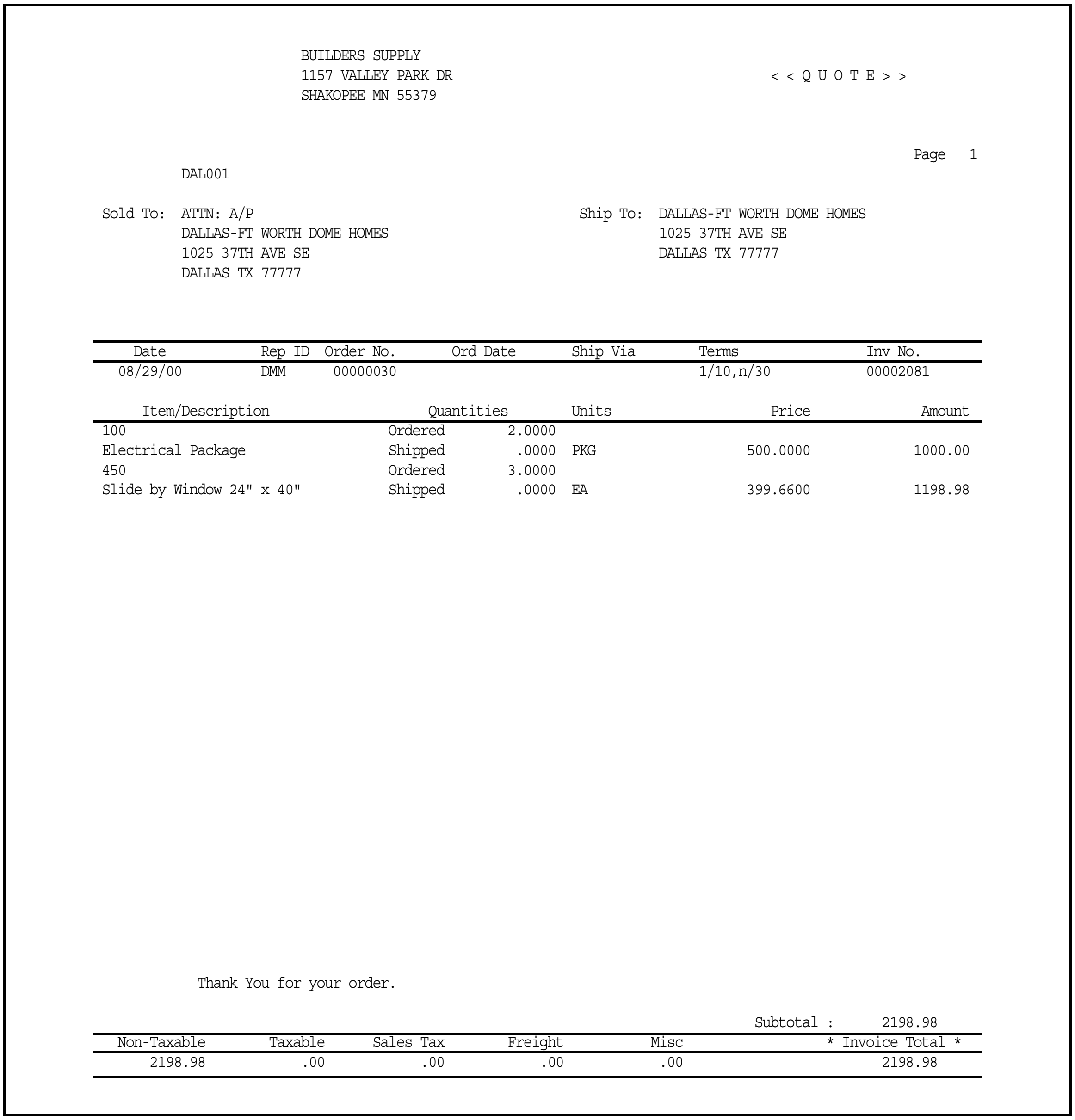
Print :
○ Invoices
● Quotes
○ All

Message for All Invoices:
Thank You for your order.

Print Additional Descriptions? ☑
Print Kit Detail? ☑

Field	Description
Is Sales Order Entry Completed?	Enter **Yes** to verify that all orders have been entered. Select **No** if all orders have not been entered, you will be prompted to exit.
Batches to Print	If you are using transaction batching, select the batch(es) to print Invoices from. If you are not using transaction batching this fields is not available.
Print:	Select **1** for **Invoices** to print all invoices and credit memos for the selected batches. Select **2** for **Quotes** to print all quotes for the selected batches. Select **3** for **All** to print both Invoices and Quotes for the selected batches.
Invoice Date	Enter the date for the Invoices and Quotes. The date selected is used in the Open Invoice file for aging the invoices and payments made against the invoices. The workstation date is displayed by default. You can change the date or accept it.
First Invoice	Enter in the First Invoice number to use. The number displayed defaults from the **FORMxxx** table.
Last Good Invoice # (if restart)	If there was a problem printing the Invoices, Credit Memos, or Quotes, such as a printer jam, enter the last good invoice number printed, to restart the print job.
Message for **All Invoices**	Enter the message you want to print on the bottom of the Invoices, Quotes and Credit Memos. The message entered on the **FORMxxx** table is displayed by default.
Print Additional Descriptions?	If you have the option set to use additional descriptions select **Y**es if you want to print the additional descriptions on the invoices. Select **N**o if you do not want to print the additional descriptions on the invoice.
Print Kit Detail?	If you are interfaced with Bill of Materials and Kitting, select **Y**es to print the components that make the kit, or **N**o to print the kitted item only.

Print Invoices - Quote

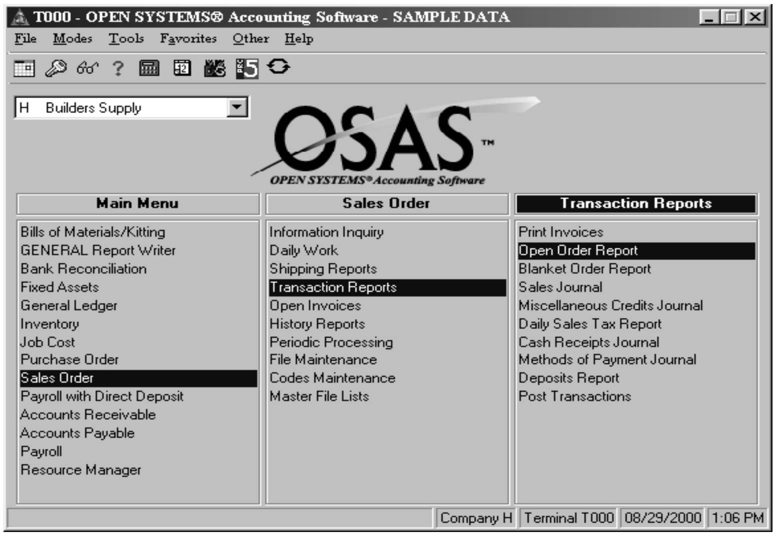


```
                         BUILDERS SUPPLY
                         1157 VALLEY PARK DR                                        < < Q U O T E > >
                         SHAKOPEE MN 55379


                                                                                                   Page   1
          DAL001

Sold To:  ATTN: A/P                                         Ship To:  DALLAS-FT WORTH DOME HOMES
          DALLAS-FT WORTH DOME HOMES                                  1025 37TH AVE SE
          1025 37TH AVE SE                                            DALLAS TX 77777
          DALLAS TX 77777


    Date            Rep ID  Order No.        Ord Date      Ship Via        Terms                 Inv No.
  08/29/00          DMM      00000030                                      1/10,n/30             00002081

      Item/Description                    Quantities        Units                     Price                Amount
100                                 Ordered         2.0000
Electrical Package                  Shipped          .0000  PKG                    500.0000               1000.00
450                                 Ordered         3.0000
Slide by Window 24" x 40"           Shipped          .0000  EA                     399.6600               1198.98









            Thank You for your order.

                                                                                 Subtotal :      2198.98
  Non-Taxable         Taxable       Sales Tax        Freight          Misc                 * Invoice Total *
      2198.98             .00             .00            .00            .00                        2198.98
```

Open Order Report

The Open Order Report list the orders in the Open Order Files that have not been completely posted to the Open Invoice Files.

Open Order Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Sales Order
Transaction Reports
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Print Invoices
Open Order Report
Blanket Order Report
Sales Journal
Miscellaneous Credits Journal
Daily Sales Tax Report
Cash Receipts Journal
Methods of Payment Journal
Deposits Report
Post Transactions
Company H
Terminal T000
08/29/2000
1:06 PM

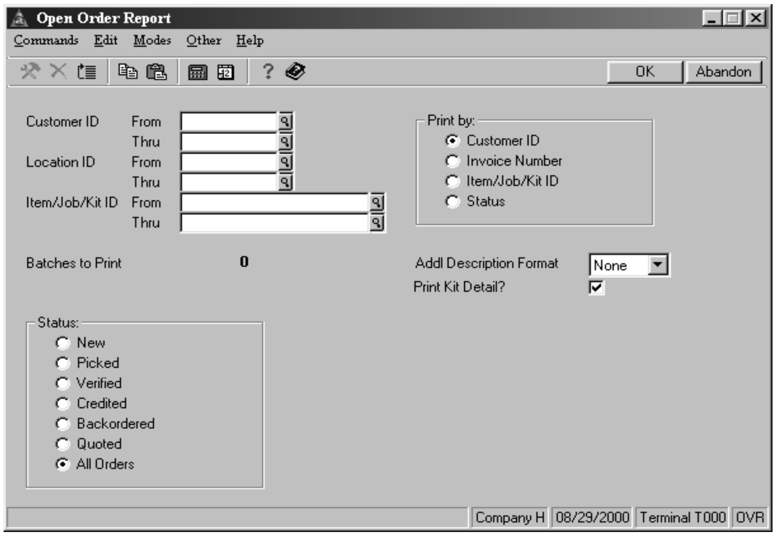
This report shows the original ordered quantity, the ordered quantity and the shipped quantity.

If you have an order with backorders, but the backorders do not appear on the report, the backorders were not posted. Backorders are generated when you run the Post Transactions function.

Note

Organize the report by order status only if you are including all orders in the Open Order file in the report.

Open Order Report Selection Screen


Open Order Report
Commands
Edit
Modes
Other
Help
OK
Abandon
Customer ID
From
Thru
Location ID
From
Thru
Item/Job/Kit ID
From
Thru
Batches to Print
Status:
New
Picked
Verified
Credited
Backordered
Quoted
All Orders
Print by:
Customer ID
Invoice Number
Item/Job/Kit ID
Status
Addl Description Format
Print Kit Detail?
Company H
Terminal T000
OVR

Batches to Print 0

Status:
○ New
○ Picked
○ Verified
○ Credited
○ Backordered
○ Quoted
● All Orders

Print by:
● Customer ID
○ Invoice Number
○ Item/Job/Kit ID
○ Status

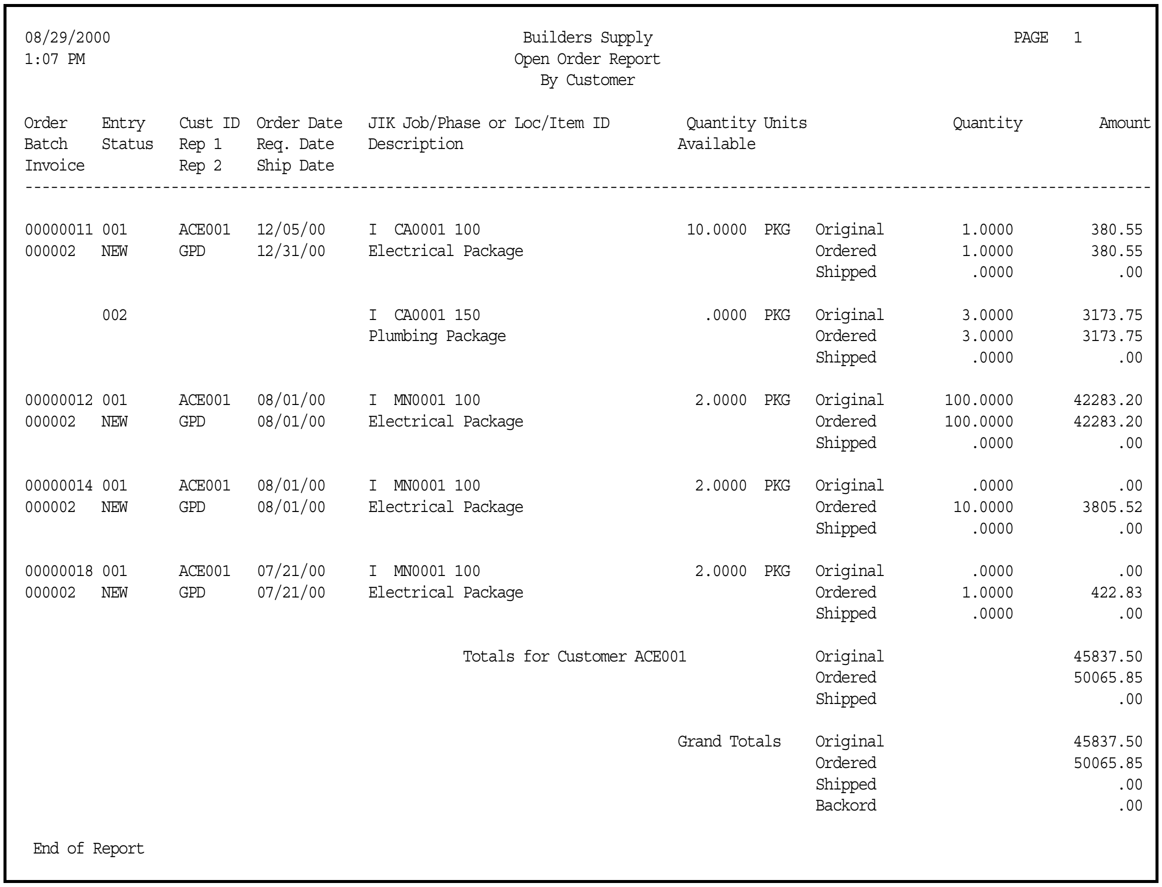
Addl Description Format None

Print Kit Detail? ☑

Company H | 08/29/2000 | Terminal T000 | OVR

Field		Description
Pick	**Customer ID From/Thru**	Enter the range of customers to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the customers or leave the fields blank to include all customers.
	Location ID From/Thru	Enter the range of locations to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the locations or leave the fields blank to include all locations.
	Item/Job/Kit From/Thru	Enter the range of items or jobs to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the items or jobs or leave the fields blank to include all items and jobs.
Status	**New**	Select **1** to include new orders on the report.
	Picked	Select **2** to include orders in which a picking slip has been printed for the order.
	Verified	Select **3** to include shipped/verified orders on the report.
	Credited	Select **4** to include miscellaneous credits on the report.
	Backordered	Select **5** to include backorders on the report.
	Quoted	Select **6** to include quotes on the report
	All (1-5)	Select **7** to include all order types, except quotes, on the report.
Print By	**Customer ID**	Select **1** to organize the report by customer ID.
	Invoice Number	Select **2** to organize the report by invoice number.
	Item/Job ID	Select **3** to organize the report by item or job ID.
	Status	Select **4** to organize the report by order status.
Addl Description Format		If you have the option set to use additional descriptions set to **Y**es, select how the additional descriptions print on the report. Select **N**one if you do not want to print the additional descriptions on the report or **S**hort to print them on ten short lines or **L**ong to use a longer format with fewer lines.
Print Kit Detail		If you are interfaced with Bill of Materials and Kitting, select **Y**es to print the components that make the kit, or **N**o to print the kitted item only.

Open Order Report

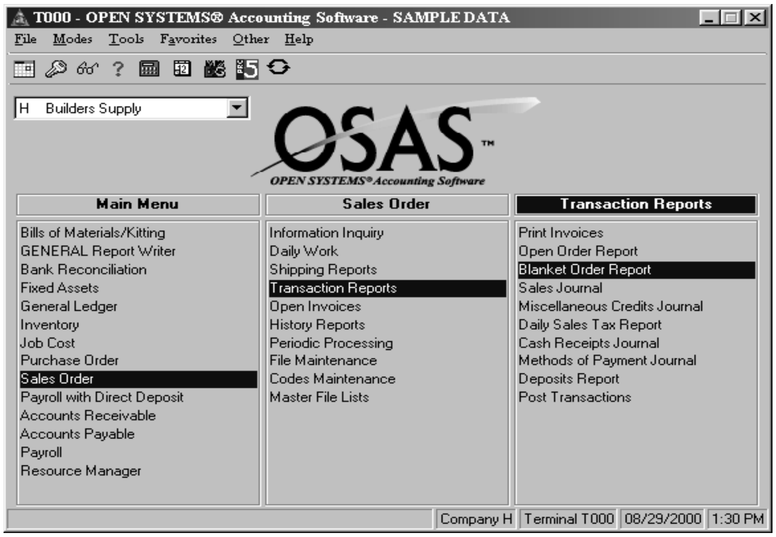


```
08/29/2000                                               Builders Supply                                          PAGE   1
1:07 PM                                                 Open Order Report
                                                           By Customer

Order    Entry    Cust ID  Order Date   JIK Job/Phase or Loc/Item ID        Quantity Units                Quantity        Amount
Batch    Status   Rep 1    Req. Date    Description                        Available
Invoice           Rep 2    Ship Date
-----------------------------------------------------------------------------------------------------------------------------------

00000011 001      ACE001   12/05/00     I  CA0001 100                        10.0000  PKG   Original        1.0000         380.55
000002   NEW      GPD      12/31/00     Electrical Package                                  Ordered         1.0000         380.55
                                                                                            Shipped          .0000            .00

         002                            I  CA0001 150                          .0000  PKG   Original        3.0000        3173.75
                                        Plumbing Package                                    Ordered         3.0000        3173.75
                                                                                            Shipped          .0000            .00

00000012 001      ACE001   08/01/00     I  MN0001 100                         2.0000  PKG   Original      100.0000       42283.20
000002   NEW      GPD      08/01/00     Electrical Package                                  Ordered       100.0000       42283.20
                                                                                            Shipped          .0000            .00

00000014 001      ACE001   08/01/00     I  MN0001 100                         2.0000  PKG   Original         .0000            .00
000002   NEW      GPD      08/01/00     Electrical Package                                  Ordered        10.0000        3805.52
                                                                                            Shipped          .0000            .00

00000018 001      ACE001   07/21/00     I  MN0001 100                         2.0000  PKG   Original         .0000            .00
000002   NEW      GPD      07/21/00     Electrical Package                                  Ordered         1.0000         422.83
                                                                                            Shipped          .0000            .00

                                                   Totals for Customer ACE001               Original                     45837.50
                                                                                            Ordered                      50065.85
                                                                                            Shipped                           .00

                                                                            Grand Totals    Original                     45837.50
                                                                                            Ordered                      50065.85
                                                                                            Shipped                           .00
                                                                                            Backord                           .00

 End of Report
```

Blanket Order Report[7]

Use the Blanket Order Report to list out the blanket orders that are in process in the current order files. You can print the report by blanket number or customer ID.

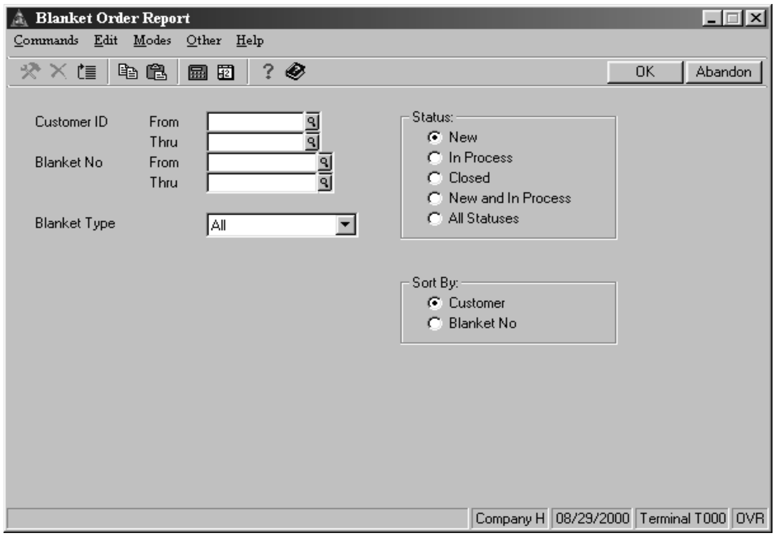
Blanket Order Report Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File
Modes
Tools
Favorites
Other
Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Transaction Reports
Print Invoices
Open Order Report
Blanket Order Report
Sales Journal
Miscellaneous Credits Journal
Daily Sales Tax Report
Cash Receipts Journal
Methods of Payment Journal
Deposits Report
Post Transactions
Company H
Terminal T000
08/29/2000
1:30 PM

---

[7] The Blanket Order Report is only available in versions 6.1 and higher.

Blanket Order Report Selection Screen


Blanket Order Report
Commands Edit Modes Other Help
OK
Abandon
Customer ID From Thru
Blanket No From Thru
Blanket Type
Status:
New
In Process
Closed
New and In Process
All Statuses
Sort By:
Customer
Blanket No

Blanket Type: All

Status: ● New ○ In Process ○ Closed ○ New and In Process ○ All Statuses

Sort By: ● Customer ○ Blanket No

Company H | 08/29/2000 | Terminal T000 | OVR

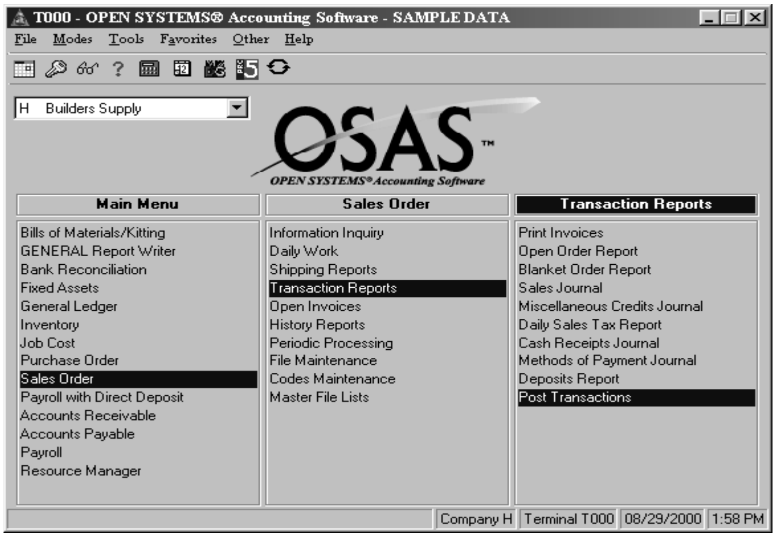
Field		Description
Pick	**Customer ID From/Thru**	Enter the range of customers to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the customers or leave the fields blank to include all customers.
	Blanket No From/Thru	Enter the range of blanket order numbers to include on the report. Use the Inquiry command, F2 or Esc W, to select the blanket numbers or leave the fields blank to include all blanket numbers.
Blanket Type		Select **S** to print scheduled blankets, **O** to print On-demand blankets, **D** to print Dollar amount blankets or **A** to print all blankets.
Status	**New**	Select **1** to include new blankets on the report.
	In Process	Select **2** to include released blankets on the report.
	Closed	Select **3** to include closed blankets on the report.
	New and In Process	Select **4** to include new and in process blankets on the report.
	All Statuses	Select **5** to include all blanket orders on the report.
Sor**t By**	**Customer ID**	Select **1** to organize the report by customer ID.
	Blanket No	Select **2** to organize the report by blanket order number.

Blanket Order Report

```
08/29/2000                                                Builders Supply                                                  Page   1
1:31 PM                                                 Blanket Order Report

----- Blanket -----  Cust.    Req. Ship  Rep1   Pct   Terms Desc.      Tax Grp. Customer’s PO Number
Number   Type        Ship-To             Rep2   Pct.   Pct. Days  Due
----------------------------------------------------------------------------------------------------------------------------------

00000001 Dollar Amt  DAL001              DMM   100.0  1/10,n/30        TX       000277323
                     000000                       .0    1.0   10   30

Order Total    Our Blanket #                   Miscellaneous         Freight       Subtotal      Sales Tax          Total
----------------------------------------------------------------------------------------------------------------------------------
               00000001            Original              .00             .00            .00            .00            .00
                                   Released              .00             .00            .00            .00            .00
                                   In Process            .00             .00            .00            .00            .00
                                   Posted                .00             .00            .00            .00            .00

Customer DAL001 Total                          Miscellaneous         Freight       Subtotal      Sales Tax          Total
----------------------------------------------------------------------------------------------------------------------------------
               00000002            Original              .00             .00            .00            .00            .00
                                   Released              .00             .00            .00            .00            .00
                                   In Process            .00             .00            .00            .00            .00
                                   Posted                .00             .00            .00            .00            .00

00000002 On-Demand   SUN001              PRT   100.0  1/10,n/30        MD       385930
                     000002                       .0    1.0   10   30

Line IK Loc ID Item ID              Sales Acct.  Units   Original Qty.     Unit Price     Ext. Price  Tax Class
     Description                    COGS Acct.           Released Qty.
                                    Inv. Acct.         In Process Qty.
                                                           Posted Qty.
----------------------------------------------------------------------------------------------------------------------------------

001  I  MN0001 350                  401000       EA            15.0000       199.3400        2990.10  03
     Entry Door                     501000                       .0000                           .00
                                    104400                       .0000                           .00
                                                                 .0000                           .00

002  I  MN0001 450                  401000       EA           100.0000        63.5400        6354.00  03
     Slide by Window 24" x 40"      501000                       .0000                           .00
                                    104400                       .0000                           .00
                                                                 .0000                           .00

003  I  MN0001 460                  401000       EA           175.0000        59.2300       10365.25  03
     Slide by Window 30" X 40"      501000                       .0000                           .00
                                    104400                       .0000                           .00
                                                                 .0000                           .00

Order Total    Our Blanket #                   Miscellaneous         Freight       Subtotal      Sales Tax          Total
----------------------------------------------------------------------------------------------------------------------------------
               00000002            Original              .00             .00       19709.44            .00       19709.44
                                   Released              .00             .00            .00            .00            .00
                                   In Process            .00             .00            .00            .00            .00
                                   Posted                .00             .00            .00            .00            .00
```

Post Transactions

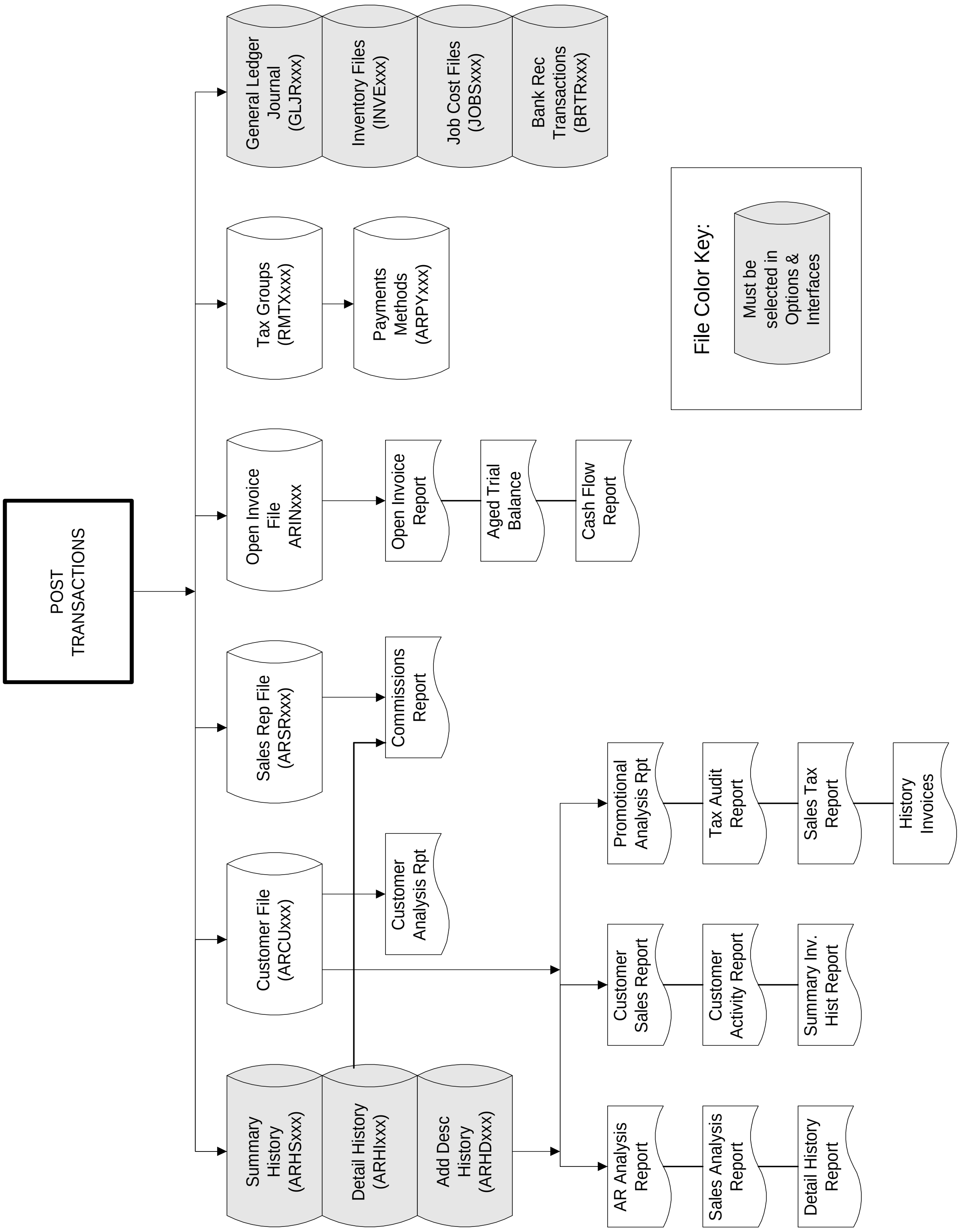
Post Transactions Menu\


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Transaction Reports
Print Invoices
Open Order Report
Blanket Order Report
Sales Journal
Miscellaneous Credits Journal
Daily Sales Tax Report
Cash Receipts Journal
Methods of Payment Journal
Deposits Report
Post Transactions
Company H
Terminal T000
08/29/2000
1:58 PM

When you post transactions, verified orders and miscellaneous credits are moved from the Open Order files to the Open Invoice file; cash receipts are moved from the Cash Receipts file to the Open Invoice file; and the Customer, Sales Rep, Tax Locations and Detail and Summary History files are updated. Inventory, General Ledger, Bank Reconciliation, and Job Cost are updated if they are interfaced with Sales Order.

If you have a multiuser system and are using the batch processing feature, make sure that no one else is using any Sales Order function for the batches you are about to post. If you are not using the batch processing feature, make sure that no one else is using Sales Order.

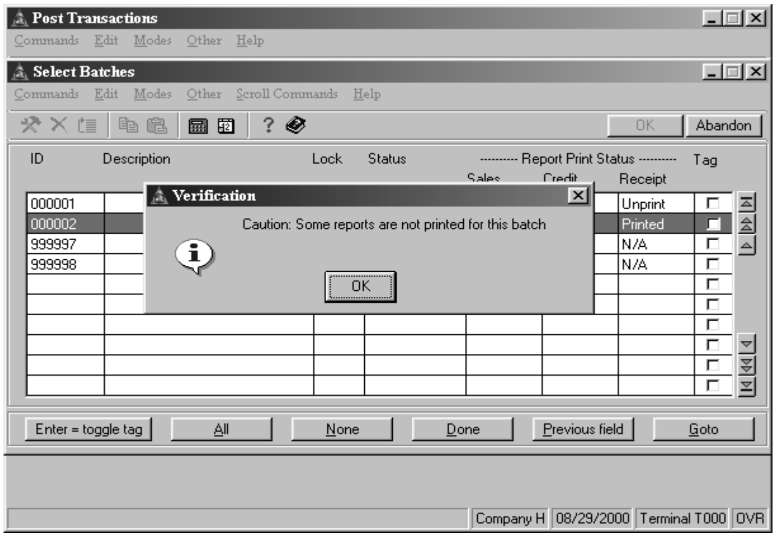
Posting Flowchart


POST TRANSACTIONS
General Ledger Journal (GLJRxxx)
Inventory Files (INVExxx)
Job Cost Files (JOBSxxx)
Bank Rec Transactions (BRTRxxx)
Tax Groups (RMTXxxx)
Payments Methods (ARPYxxx)
Open Invoice File ARINxxx
Open Invoice Report
Aged Trial Balance
Cash Flow Report
Sales Rep File (ARSRxxx)
Commissions Report
Customer File (ARCUxxx)
Customer Analysis Rpt
Summary History (ARHSxxx)
Detail History (ARHIxxx)
Add Desc History (ARHDxxx)
AR Analysis Report
Sales Analysis Report
Detail History Report
Customer Sales Report
Customer Activity Report
Summary Inv. Hist Report
Promotional Analysis Rpt
Tax Audit Report
Sales Tax Report
History Invoices
File Color Key:
Must be selected in Options & Interfaces

Before you post transactions, make sure that you have done these things:

- entered and reviewed all orders, miscellaneous credits, and cash receipts transactions
- printed and reviewed the Sales Journal (which shows all orders with a verified status), Miscellaneous Credits Journal, and Cash Receipts Journal
- backed up your data files
- printed invoices

Report Status Warning


Post Transactions
Commands Edit Modes Other Help
Select Batches
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
ID
Description
Lock
Status
--------- Report Print Status ---------
Sales
Credit
Receipt
Tag
000001
000002
999997
999998
Unprint
Printed
N/A
N/A
Verification
OK
Enter = toggle tag
All
None
Done
Previous field
Goto
Company H
08/29/2000
Terminal T000
OVR

Caution: Some reports are not printed for this batch

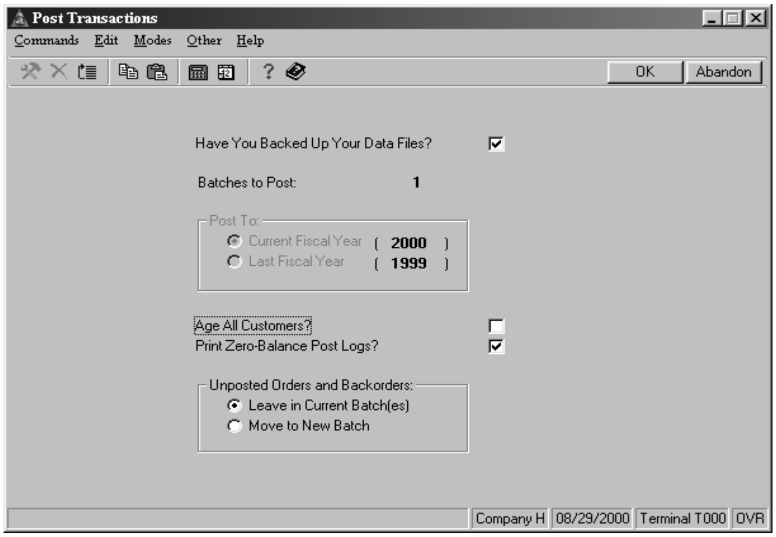
Make sure that you have printed the applicable orders and the Sales, Miscellaneous Credits, and Cash Receipts Journals.

The information for these journals comes from the Open Order and Cash Receipts files. The Sales Journal includes verified orders.

The Miscellaneous Credits Journal includes returned orders.

If you have the option to Post without printing Reports set to Yes and you have not printed the applicable reports, the system will warn you for each report that has not been printed. You can enter through the warning or exit and print the reports. If you have the option set to No, you cannot post the transactions until you print the appropriate journal.

Post Transactions Selection Screen



Have You Backed Up Your Data Files? ☑

Batches to Post: 1

Post To:
● Current Fiscal Year (2000)
○ Last Fiscal Year (1999)

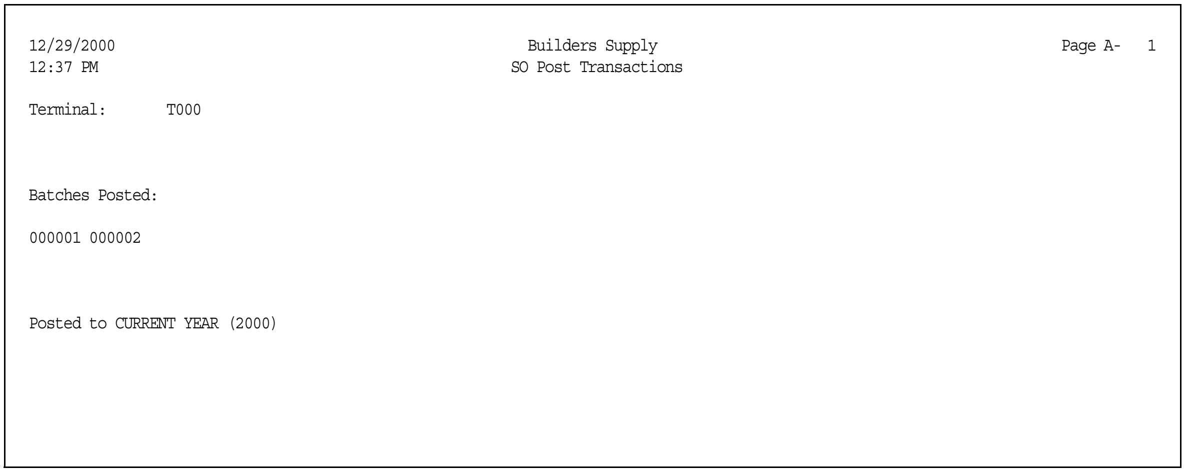
Age All Customers? ☐
Print Zero-Balance Post Logs? ☑

Unposted Orders and Backorders:
● Leave in Current Batch(es)
○ Move to New Batch

Company H 08/29/2000 Terminal T000 OVR

Field	Selection
Have you backed up your Data files?	Make sure to back up your data files, if you answer **No** you will be taken back to the main menu to allow you to backup your data files.
Batches to Post	If you are using transaction batching, select the batch(es) to post. If you are not using transaction batching this fields is not available.
Post To:	If you are interfaced to General Ledger and last-year files exist, you can choose to post to the current fiscal year or the last fiscal year. **1. Current Fiscal Year** **2. Last Fiscal Year** If you are not interfaced to General Ledger or only have current year GL files, Current Fiscal Year is selected and you cannot change the option.
Age All Customers?	Select **Y**es to move all invoices in the Open Invoice file to the correct aging bucket, based on the invoice dates, or select **N**o if you do not want to move the invoices at this time. If you select Yes, the post will take longer to finish.
Print Zero-Balance Post Logs?	To print all of the posting log as an audit trail regardless of whether each log contains posted information select **Yes**. If you only want to print a log that contains posted information select **No**.
Unposted Orders and Backorders	If you are using transaction batching select if you would like to leave new orders and backorders in the batch they are currently in, or move those orders to a new batch. Select **1** to Leave the orders in the current batch(es) or **2** to Move the orders to a new batch. If you choose to move the orders to a new batch, you are prompted to enter the new batch ID. You can use the **Inquiry** command**, F2** or **Esc W,** to select the new batch or the **Maintenance** command**, F6** or **Esc F,** to create a new one.

Post Transactions



```
12/29/2000                                    Builders Supply                                    Page A-   1
12:37 PM                                    SO Post Transactions

Terminal:       T000



Batches Posted:

000001 000002



Posted to CURRENT YEAR (2000)
```

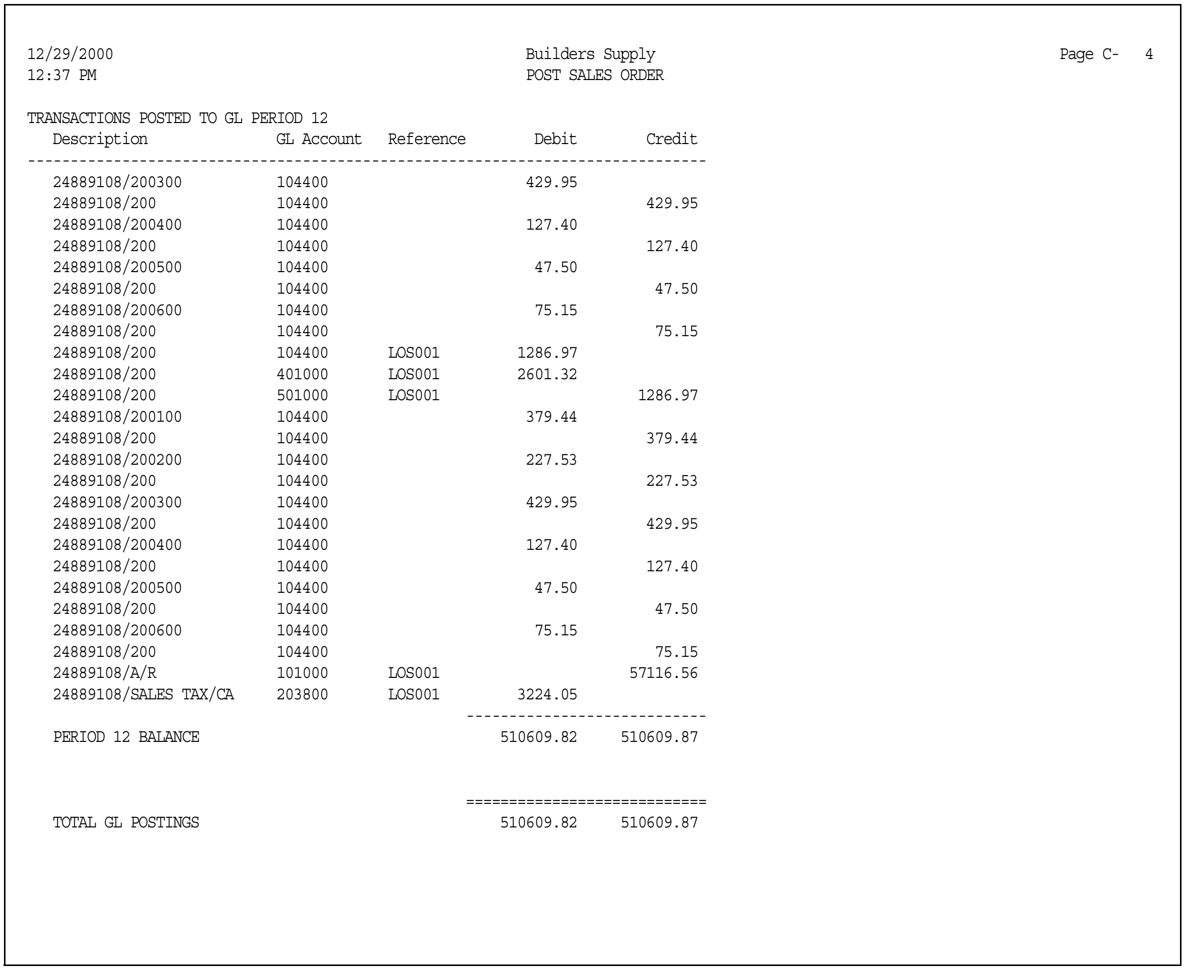
```
12/29/2000                                                Builders Supply                                               Page B-   1
12:37 PM                                                POST INVENTORY ITEMS

Batch  Tran No. LN  TP Invoice  Loc.   Item ID or Job/Phase                      Qty. Shipped Unit      Unit Cost Extended Cost
                                  (Lot Numbers)    (Serial Numbers)


                                                                                                                  --------------
          BATCH 000001 TOTAL                                                                                                 .00

000002 00000003 001 IN 24889101 MN0001 100                                             4.0000 PKG         343.5500       1374.20
000002 00000003 002 IN 24889101 MN0001 150                                             1.0000 PKG         907.5300        907.53
000002 00000003 003 IN 24889101 MN0001 300                                             7.0000 EA           22.0100        154.07
000002 00000003 004 IN 24889101 MN0001 350                                             5.0000 EA          226.9900       1134.95
000002 00000003 005 IN 24889101 MN0001 450                                             2.0000 EA          161.1400        322.28
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                              3893.03

000002 00000004 001 IN 24889102 CA0001 400                                             3.0000 PKG         840.8300       2522.49
000002 00000004 002 IN 24889102 CA0001 450                                             3.0000 EA          152.0000        456.00
000002 00000004 003 IN 24889102 CA0001 460                                             4.0000 EA          171.5500        686.20
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                              3664.69

000002 00000005 001 IN 24889103 MD0001 100                                             3.0000 PKG         348.0582       1044.17
000002 00000005 002 IN 24889103 MD0001 150                                             2.0000 PKG         874.5600       1749.12
000002 00000005 003 IN 24889103 MD0001 300                                             5.0000 EA             .0000           .00
000002 00000005 004 IN 24889103 MD0001 800002                                          5.0000 ROLL           .0000           .00
                                  274D2202                                             5.0000 ROLL          1.6000          8.00
                                                   TOTAL OF LOT/SERIAL ITEMS                                                8.00
000002 00000005 005 IN 24889103 MN0001 901                                             1.0000 EA             .0000           .00
                                                   LTQ7121004                          1.0000 EA          231.0200        231.02
                                                   TOTAL OF LOT/SERIAL ITEMS                                              231.02
000002 00000005 006 IN 24889103 MD0001 200                                             1.0000 PKG
                                MD0001 200100                                          1.0000 EA          367.6300        367.63
                                MD0001 200200                                          1.0000 EA          223.0300        223.03
                                MD0001 200300                                          1.0000 EA          419.9100        419.91
                                MD0001 200400                                          1.0000 EA          125.2300        125.23
                                MD0001 200500                                          1.0000 EA           45.5900         45.59
                                MD0001 200600                                          1.0000 EA           71.8700         71.87
                                             TOTAL OF ALL COMPONENTS                                                     1253.26
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                              4285.57

000002 00000006 001 IN 24889104 MN0001 250                                            10.0000 CS         1342.8700      13428.70
000002 00000006 002 IN 24889104 MN0001 300                                             5.0000 EA           22.0100        110.05
000002 00000006 003 IN 24889104 MN0001 350                                             1.0000 EA          226.9900        226.99
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                             13765.74

000002 00000007 001 IN 24889105 MN0001 400                                             1.0000 PKG         855.6100        855.61
000002 00000007 002 IN 24889105 MN0001 450                                             4.0000 EA          161.1400        644.56
000002 00000007 003 IN 24889105 MN0001 460                                             4.0000 EA          176.4700        705.88
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                              2206.05
```

```
12/29/2000                                                Builders Supply                                               Page B-   2
12:37 PM                                                POST INVENTORY ITEMS

Batch  Tran No. LN  TP Invoice  Loc.   Item ID or Job/Phase                      Qty. Shipped Unit      Unit Cost Extended Cost
                                  (Lot Numbers)    (Serial Numbers)

000002 00000008 001 IN 24889106 MN0001 610                                             5.0000 EA         145.9800        729.90
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                              729.90

000002 00000009 001 CM 24889107 MN0001 100                                             3.0000-PKG        343.5500       1030.65-
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                             1030.65-

000002 00000010 001 CM 24889108 MN0001 650                                             2.0000-PKG      13955.0000      27910.00-
000002 00000010 002 CM 24889108 MN0001 901                                             1.0000-EA            .0000           .00
                                                   LTQ7121000                          1.0000-EA         231.0200        231.02-
                                                   TOTAL OF LOT/SERIAL ITEMS                                             231.02-
000002 00000010 003 CM 24889108 MN0001 800001                                          2.0000-ROLL          .0000           .00
                                  274D0714                                             2.0000-ROLL         1.7600          3.52-
                                                   TOTAL OF LOT/SERIAL ITEMS                                               3.52-
000002 00000010 004 CM 24889108 MN0001 200                                             1.0000-PKG
                                MN0001 200100                                          1.0000-EA         379.4400        379.44-
                                MN0001 200200                                          1.0000-EA         227.5300        227.53-
                                MN0001 200300                                          1.0000-EA         429.9500        429.95-
                                MN0001 200400                                          1.0000-EA         127.4000        127.40-
                                MN0001 200500                                          1.0000-EA          47.5000         47.50-
                                MN0001 200600                                          1.0000-EA          75.1500         75.15-
                                             TOTAL OF ALL COMPONENTS                                                    1286.97-
000002 00000010 005 CM 24889108 MN0001 200                                             1.0000-PKG
                                MN0001 200100                                          1.0000-EA         379.4400        379.44-
                                MN0001 200200                                          1.0000-EA         227.5300        227.53-
                                MN0001 200300                                          1.0000-EA         429.9500        429.95-
                                MN0001 200400                                          1.0000-EA         127.4000        127.40-
                                MN0001 200500                                          1.0000-EA          47.5000         47.50-
                                MN0001 200600                                          1.0000-EA          75.1500         75.15-
                                             TOTAL OF ALL COMPONENTS                                                    1286.97-
                                                                                                                  --------------
          TRANSACTION TOTAL                                                                                            30718.48-

                                                                                                                  --------------
          BATCH 000002 TOTAL                                                                                            3204.15-

                                                                                                                  --------------
          BATCH 999997 TOTAL                                                                                                .00

                                                                                                                  --------------
          BATCH 999998 TOTAL                                                                                                .00

                                                                                                                  --------------
          GRAND TOTAL                                                                                                   3204.15-
```

```
12/29/2000                                                Builders Supply                                             Page C-   1
12:37 PM                                                  POST SALES ORDER

TOTAL POSTED TO  OPEN INVOICE FILE     336897.63-
                     CUSTOMER FILE     336897.63-
                 JOB COST JOBS FILE          .00



TRANSACTIONS POSTED TO GL PERIOD 12
   Description              GL Account   Reference        Debit        Credit
-------------------------------------------------------------------------------
   12670064/FNB001/000001    100000       ACE001       35467.99
   12670064/FNB001/000001    1010         ACE001                     35467.99
   12670066/FNB001/000001    100000       DAL001        7203.92
   12670066/FNB001/000001    1010         DAL001                      7203.92
   12670067/FNB001/000001    100000       KAN001       71699.10
   12670067/FNB001/000001    1010         KAN001                     71699.10
   12670075/FNB001/000001    100000       KAN001       11267.90
   12670075/FNB001/000001    1010         KAN001                     11267.90
   24889024/FNB001/000001    100000       KAN001        4960.03
   24889024/FNB001/000001    1010         KAN001                      4960.03
   24889028/FNB001/000001    100000       KAN001       12072.97
   24889028/FNB001/000001    1010         KAN001                     12072.97
   12670058/FNB001/000001    100000       LOS001       16776.38
   12670058/FNB001/000001    1010         LOS001                     16776.38
   12670058/FNB001/000001    100000       LOS001         342.38
   12670058/FNB001/000001    1010         LOS001                       342.38
   12670080/FNB001/000001    100000       SUN001        8246.32
   12670080/FNB001/000001    1010         SUN001                      8246.32
   12670069/FNB001/000001    100000       TEN001       26109.72
   12670069/FNB001/000001    1010         TEN001                     26109.72
   24889026/FNB001/000001    100000       TEN001       49288.20
   24889026/FNB001/000001    1010         TEN001                     49288.20
   12670076/FNB001/000001    100000       TEN001        5706.21
   12670076/FNB001/000001    1010         TEN001                      5706.21
   24889029/FNB001/000001    100000       TEN001       18895.87
   24889029/FNB001/000001    1010         TEN001                     18895.87
   CC951127/FNB001/000001    100000       VIS001       11155.84
   CC951127/FNB001/000001    1010         VIS001                     11155.84
   12670072/FNB001/000001    100000       CASHCA        1940.87
   12670072/FNB001/000001    1010         CASHCA                      1940.87
   BAL FWRD/FNB001/000001    100000       CASHMD       14855.00
   BAL FWRD/FNB001/000001    1010         CASHMD                     14855.00
   12670079/FNB001/000001    100000       CASHMD         763.29
   12670079/FNB001/000001    1010         CASHMD                       763.29
   12670081/FNB001/000001    100000       CASHMN        1710.72
   12670081/FNB001/000001    1010         CASHMN                      1710.72
   BAL FWRD/FNB001/000001    100000       CASHMN        5708.28
   BAL FWRD/FNB001/000001    1010         CASHMN                      5708.28
   12670082/FNB001/000001    100000       CASHPS        1788.43
   12670082/FNB001/000001    1010         CASHPS                      1788.43
   BAL FWRD/FNB001/000001    100000       CASHPS       27643.13
   BAL FWRD/FNB001/000001    1010         CASHPS                     27643.13
   24889101/100              104400       GRE001                      1374.20
   24889101/100              401000       GRE001                      1902.74
```

```
12/29/2000                                        Builders Supply                                              Page C-   2
12:37 PM                                          POST SALES ORDER

TRANSACTIONS POSTED TO GL PERIOD 12
   Description            GL Account  Reference       Debit         Credit
------------------------------------------------------------------------------
   24889101/100           501000      GRE001        1374.20
   24889101/150           104400      GRE001                        907.53
   24889101/150           401000      GRE001                       1317.38
   24889101/150           501000      GRE001         907.53
   24889101/300           104400      GRE001                        154.07
   24889101/300           401000      GRE001                        145.60
   24889101/300           501000      GRE001         154.07
   24889101/350           104400      GRE001                       1134.95
   24889101/350           401000      GRE001                       2630.66
   24889101/350           501000      GRE001        1134.95
   24889101/450           104400      GRE001                        322.28
   24889101/450           401000      GRE001                        763.29
   24889101/450           501000      GRE001         322.28
   24889101/A/R           101000      GRE001        6759.67
   24889102/400           104400      LOS001                       2522.49
   24889102/400           401000      LOS001                       4456.49
   24889102/400           501000      LOS001        2522.49
   24889102/450           104400      LOS001                        456.00
   24889102/450           401000      LOS001                       1144.94
   24889102/450           501000      LOS001         456.00
   24889102/460           104400      LOS001                        686.20
   24889102/460           401000      LOS001                       1671.84
   24889102/460           501000      LOS001         686.20
   24889102/A/R           101000      LOS001        7273.27
   24889103/100           104400      SUN001                       1044.17
   24889103/100           401000      SUN001                       1427.06
   24889103/100           501000      SUN001        1044.17
   24889103/150           104400      SUN001                       1749.12
   24889103/150           401000      SUN001                       2634.77
   24889103/150           501000      SUN001        1749.12
   24889103/300           401000      SUN001                        256.91
   24889103/800002        104400      SUN001                          8.00
   24889103/800002        401000      SUN001                         12.96
   24889103/800002        501000      SUN001           8.00
   24889103/901           104400      SUN001                        231.02
   24889103/901           401000      SUN001                        429.91
   24889103/901           501000      SUN001         231.02
   24889103/200           104400      SUN001                       1253.26
   24889103/200           401000      SUN001                       2341.19
   24889103/200           501000      SUN001        1253.26
   24889103/200100        104400                                    367.63
   24889103/200           104400                     367.63
   24889103/200200        104400                                    223.03
   24889103/200           104400                     223.03
   24889103/200300        104400                                    419.91
   24889103/200           104400                     419.91
   24889103/200400        104400                                    125.23
   24889103/200           104400                     125.23
   24889103/200500        104400                                     45.59
   24889103/200           104400                      45.59
```

```
12/29/2000                                                Builders Supply                                                Page C-   3
12:37 PM                                                  POST SALES ORDER

TRANSACTIONS POSTED TO GL PERIOD 12
   Description               GL Account   Reference        Debit        Credit
-------------------------------------------------------------------------------
   24889103/200600           104400                                      71.87
   24889103/200              104400                        71.87
   24889103/A/R              101000       SUN001         7915.88
   24889103/SALES TAX/MD     203800       SUN001                        238.08
   24889103/FREIGHT          405000       SUN001                        575.00
   24889104/250              104400       CASHCA                      13428.70
   24889104/250              401000       CASHCA                      24171.70
   24889104/250              501000       CASHCA        13428.70
   24889104/300              104400       CASHCA                        110.05
   24889104/300              401000       CASHCA                        256.90
   24889104/300              501000       CASHCA          110.05
   24889104/350              104400       CASHCA                        226.99
   24889104/350              401000       CASHCA                        526.13
   24889104/350              501000       CASHCA          226.99
   24889104/A/R              101000       CASHCA        26451.98
   24889104/SALES TAX/CA     203800       CASHCA                       1497.28
   24889105/400              104400       CASHMN                        855.61
   24889105/400              401000       CASHMN                       1485.50
   24889105/400              501000       CASHMN          855.61
   24889105/450              104400       CASHMN                        644.56
   24889105/450              401000       CASHMN                       1526.60
   24889105/450              501000       CASHMN          644.56
   24889105/460              104400       CASHMN                        705.88
   24889105/460              401000       CASHMN                       1671.84
   24889105/460              501000       CASHMN          705.88
   24889105/A/R              101000       CASHMN         4683.92
   24889106/610              104400       CASHPS                        729.90
   24889106/610              401000       CASHPS                       1710.72
   24889106/610              501000       CASHPS          729.90
   24889106/A/R              101000       CASHPS         1710.72
   24889107/100              104400       ACE001         1030.65
   24889107/100              401000       ACE001          973.96
   24889107/100              501000       ACE001                       1030.65
   24889107/A/R              101000       ACE001                        973.96
   24889108/650              104400       LOS001        27910.00
   24889108/650              401000       LOS001        48214.65
   24889108/650              501000       LOS001                      27910.00
   24889108/901              104400       LOS001          231.02
   24889108/901              401000       LOS001          469.75
   24889108/901              501000       LOS001                        231.02
   24889108/800001           104400       LOS001            3.52
   24889108/800001           401000       LOS001            5.47
   24889108/800001           501000       LOS001                          3.52
   24889108/200              104400       LOS001         1286.97
   24889108/200              401000       LOS001         2601.32
   24889108/200              501000       LOS001                       1286.97
   24889108/200100           104400                       379.44
   24889108/200              104400                                     379.44
   24889108/200200           104400                       227.53
   24889108/200              104400                                     227.53
```



```
12/29/2000                                         Builders Supply                                                  Page C-   4
12:37 PM                                           POST SALES ORDER

TRANSACTIONS POSTED TO GL PERIOD 12
   Description                GL Account   Reference        Debit         Credit
-------------------------------------------------------------------------------
   24889108/200300            104400                        429.95
   24889108/200               104400                                      429.95
   24889108/200400            104400                        127.40
   24889108/200               104400                                      127.40
   24889108/200500            104400                         47.50
   24889108/200               104400                                       47.50
   24889108/200600            104400                         75.15
   24889108/200               104400                                       75.15
   24889108/200               104400       LOS001          1286.97
   24889108/200               401000       LOS001          2601.32
   24889108/200               501000       LOS001                        1286.97
   24889108/200100            104400                        379.44
   24889108/200               104400                                      379.44
   24889108/200200            104400                        227.53
   24889108/200               104400                                      227.53
   24889108/200300            104400                        429.95
   24889108/200               104400                                      429.95
   24889108/200400            104400                        127.40
   24889108/200               104400                                      127.40
   24889108/200500            104400                         47.50
   24889108/200               104400                                       47.50
   24889108/200600            104400                         75.15
   24889108/200               104400                                       75.15
   24889108/A/R               101000       LOS001                       57116.56
   24889108/SALES TAX/CA      203800       LOS001          3224.05
                                                    ----------------------------
   PERIOD 12 BALANCE                                     510609.82     510609.87



                                                    ============================
   TOTAL GL POSTINGS                                     510609.82     510609.87
```

```
12/29/2000                                          Builders Supply                                    Page D-   1
12:37 PM                                           POST CASH RECEIPTS

Mthd Type Description                       Amount
--------------------------------------------------
CSH     1 Cash                            54409.72
                                    --------------
        1 TOTAL CASH                      54409.72

CHK     2 Check                          279192.83
                                    --------------
        2 TOTAL CHECKS                   279192.83

                                    ==============
          GRAND TOTAL                    333602.55


* Open Invoice Created
```

```
12/29/2000                                          Builders Supply                                    Page E-   1
12:37 PM                                             POST DEPOSITS

   Dep No      Date                                         Amount

BANK ACCOUNT FNB001 - 1st National Bank            0001658973

   000001      12/29/2000                                333602.55
                                                    --------------
   TOTAL FOR BANK ACCOUNT FNB001                         333602.55


                                                    ==============
          GRAND TOTAL                                    333602.55

End of Report
```

When you run the Post Transactions function:

- The sales, miscellaneous credit and cash receipt entries are moved from the transaction and cash receipt files, SOTDxxx, SOTHxxx, and ARCRxxx to the Open Invoice ARINxxx, Customer ARCUxxx, Sales Rep ARSRxxx, Tax Locations file RMTXxxx, and Summary and Detail history files ARHSxxx, ARHIxxx.
- The due date is updated for each transaction from the invoice date and number of due days, and the discount date is updated from the invoice date and number of discount days from the customer’s terms.
- Transactions for the batches that were posted are cleared form the Transaction file to make room for the next group of Sales Order entries.
- The balance, sales, and payment history fields in the Customer file are updated.
- The month and year-to-date gross sales figures in the Sales Rep file are updated.
- The taxable and nontaxable totals form the transactions update the existing totals in the Tax Locations file.
- If you elected to keep sales history in Options and Interfaces, the Detail, Additional Description and Summary History files are updated.

If Sales Order is interfaced with Inventory **these things happen when you post:**

- The quantity bucket is updated through the costing method you chose in Options and Interfaces.
- The month and year-to-date sales quantity, dollars, and COGS dollars are updated.
- The quantity in use is adjusted. For invoice transactions, the quantity shipped is subtracted from the quantity in use and the quantity on hand. For miscellaneous credit transactions, the quantity shipped is added to the quantity in use and the quantity on hand.
- The Inventory History file is updated with the quantity and cost of each line item.

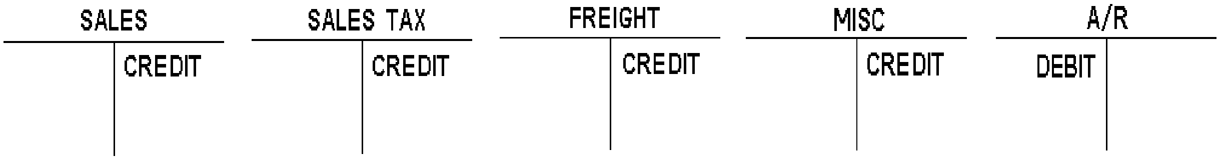
If Sales Order is interfaced with Bank Reconciliation, a summary record is created in the BR Transactions file for each deposit when you post.

If Sales Order is interfaced with Job Cost, the billing date amount and the last bill date in the Jobs file are updated when you post. If a job or phase is completed, the actual end date is also updated.

If Sales Order is interfaced with General Ledger, debit and credit entries are created in the GL Journal. If you post detail information, entries are made for each line item. If you post summary information, a single entry is made for each account.

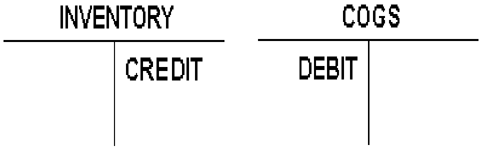
Journal Entries Created During Post Transactions

When you post invoices for sales on credit, entries are made to these accounts:


SALES
CREDIT
SALES TAX
CREDIT
FREIGHT
CREDIT
MISC
CREDIT
A/R
DEBIT

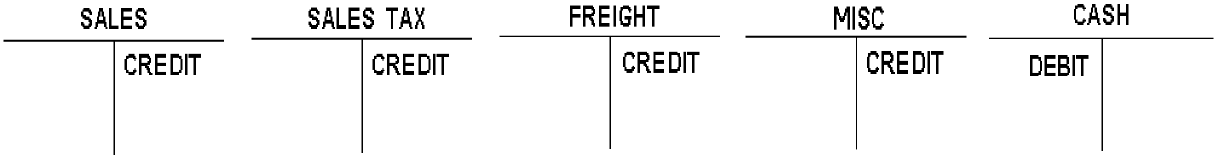
The sales account comes form the account entered on each line item. The sales tax account comes form the tax location record or the customer's distribution code if the account number is missing from the tax location record. All other accounts come form the distribution code assigned to each customer.

If a cost is associated with a line item, entries are made to these accounts:


INVENTORY
CREDIT
COGS
DEBIT

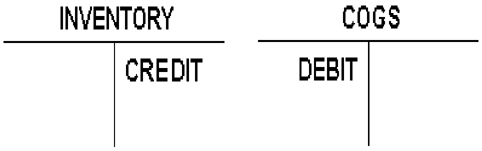
Both the inventory and cost-of-goods-sold account number come from each line item record.

When you post prepaid sales, entries are made to these accounts:


SALES
CREDIT
SALES TAX
CREDIT
FREIGHT
CREDIT
MISC
CREDIT
CASH
DEBIT

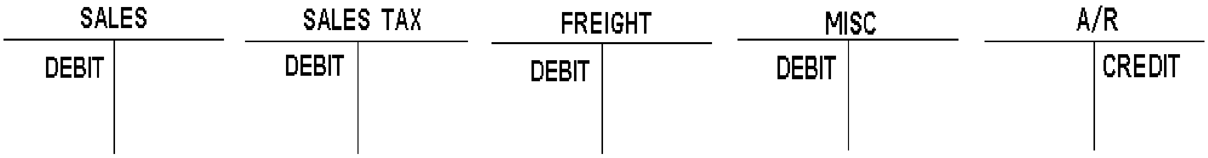
The sales account comes form the account entered on each line item. The sales tax account comes form the tax location record or the customer's distribution code if the account is missing form the tax location record. The freight and miscellaneous charges accounts come from the customer's distribution code. The cash account comes form the Bank Accounts file if Bank Reconciliation is interface with Sales Order; otherwise, the cash account comes from the payment method that is associated with each prepayment.

If a cost is associated with a line item, entries are made to these accounts:


INVENTORY
CREDIT
COGS
DEBIT

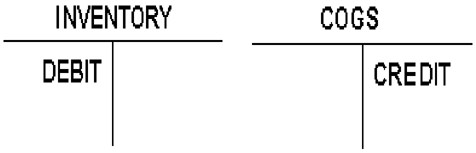
Both the inventory and cost-of-goods-sold account number come from each line item record.

When you post miscellaneous credits, entries are made to these accounts:


SALES
DEBIT
SALES TAX
DEBIT
FREIGHT
DEBIT
MISC
DEBIT
A/R
CREDIT

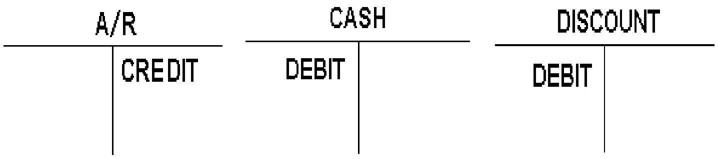
The sales account comes from the account entered on each line item. The sales tax account comes from the tax location record or the customer's distribution code. The other accounts come from the customer's distribution code.

If a cost is associated with a line-item, entries are made to these accounts:


INVENTORY
DEBIT
COGS
CREDIT

Both the inventory and cost-of-goods-sold accounts come from each line-item record.

When you post invoices for cash receipts, entries are made to these accounts:


A/R
CREDIT
CASH
DEBIT
DISCOUNT
DEBIT

The discount account comes from the ARGLx table. The A/R account comes form the customer's distribution code. You can specify the account to credit instead of the Sales Order account when a cash receipt is entered with not customer ID. If Sales Order is interfaced with Bank Reconciliation, the cash account comes from the Bank Accounts file; otherwise, the cash account comes from the method-of-payment record set up in Codes Maintenance. If the method-of-payment record is missing, the cash account from the ARGLx table is used.

Aborted Post

An aborted post is one that doesn't successfully complete. Occurrences of this problem are rare. The most common reason for an aborted post is loss of power supply to the computer during the posting process. In Sales Order, you can restart from the point where the original post stopped without duplicating or double posting entries. When a post is aborted, other terminals are prevented from accessing information related to the batches that were supposed to be posting. The following message appears on terminals other than the terminal that aborted the post: **Ab**or**ted Post Detected on Terminal Txxx Press Enter to Continue**.

If other terminals try to continue past the previous message, they get the following message: **Transactions Are in Ab**or**ted Post on Terminal Txxx**. When this message appears, that terminal must exit from the function.

On the terminal that had the original aborted post, the following message appears: **Ab**or**ted Post Detected on This Terminal Press Enter to Restart It** or **Press F7 to Return to the Menu**.

If any of the above messages appear, go to the Post Transactions function at the original terminal. A message warns you that the post was aborted. Press **Enter** to continue the post from that point. Once the post is successful, the warning messages on all terminals disappear.

If the continued post process fails or produces a error message, take the following steps:

1. Restore the most recent backup that was made before the original post.

2. At the operating system level, change to the \OSAS\DATA directory or comparable directory. Then erase the **ARTMTxxx** file (Txxx is the terminal ID that had the original aborted post). Here's a example of this step:

   ```
   C:\>CD OSAS\DATA

   C:\OSAS\DATA>ERASE ARTMTxxx
   ```

3. If you are using Transaction Batching you will need to go into the Batch Control Function and blank out the lock flag for the batches that were being posted.

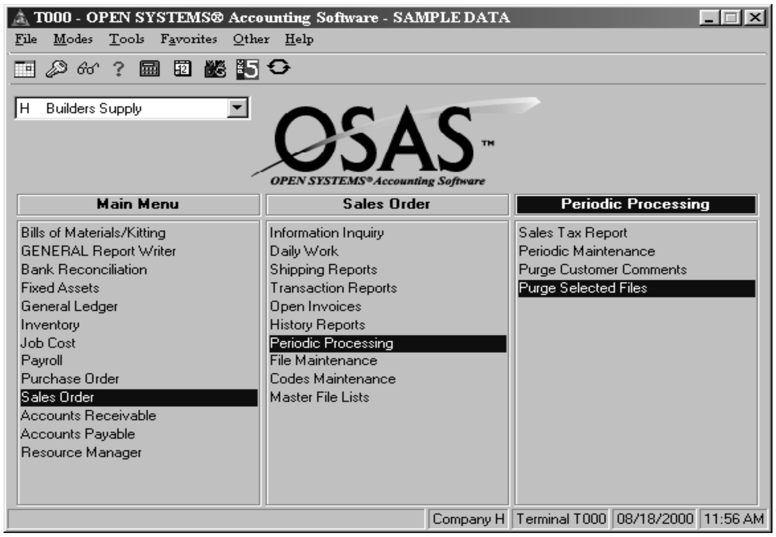
Go back into Sales Order and print the Sales, Miscellaneous Credit and Cash Receipt Journals. Then post the transactions again.

Periodic Processing

7

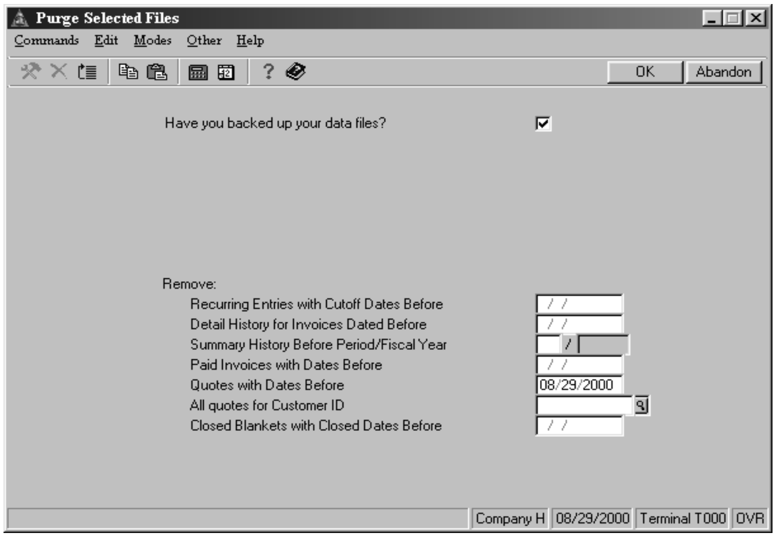
Purge Selected Files

Periodic Processing Main Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File
Modes
Tools
Favorites
Other
Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Periodic Processing
Sales Tax Report
Periodic Maintenance
Purge Customer Comments
Purge Selected Files
Company H
Terminal T000
08/18/2000
11:56 AM

Use the Purge Selected Files to delete Quotes that were never turned into live orders and to remove Closed Blanket orders based on the closed date.

Purge Quotes by Date


Purge Selected Files
Commands Edit Modes Other Help
OK
Abandon
Company H
08/29/2000
Terminal T000
OVR

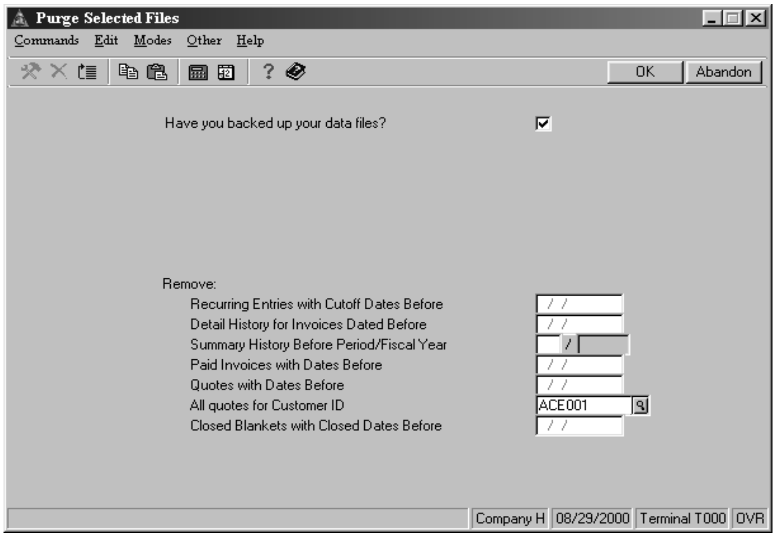
Have you backed up your data files? ☑

Remove:
Recurring Entries with Cutoff Dates Before / /
Detail History for Invoices Dated Before / /
Summary History Before Period/Fiscal Year /
Paid Invoices with Dates Before / /
Quotes with Dates Before 08/29/2000
All quotes for Customer ID
Closed Blankets with Closed Dates Before / /

Make the following selections

Selection	Description
Quotes with Dates Before	Enter the date to remove all Quotes, regardless of Customer ID, that were created before the date entered. If no date is entered in this field, no quotes will be removed by date.
All quotes for **Customer ID**	Enter the Customer ID for which you want to remove all quotes regardless of the date. You can use the **Inquiry** command, **F2** or **Esc W,** to select the customer.

Purge Quotes by Customer ID[8]


Purge Selected Files
Commands Edit Modes Other Help
OK
Abandon
Company H
08/29/2000
Terminal T000
OVR

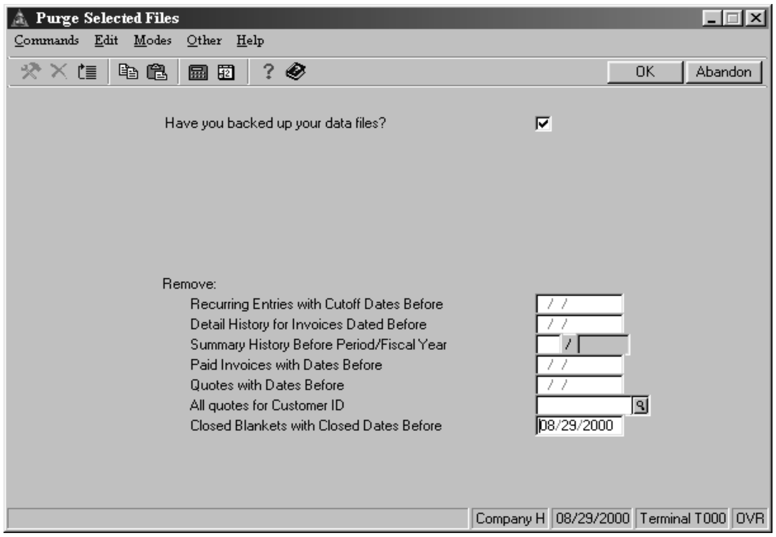
Have you backed up your data files? ☑

Remove:
Recurring Entries with Cutoff Dates Before / /
Detail History for Invoices Dated Before / /
Summary History Before Period/Fiscal Year /
Paid Invoices with Dates Before / /
Quotes with Dates Before / /
All quotes for Customer ID ACE001
Closed Blankets with Closed Dates Before / /

---

[8] This options is available only in versions 6.1 and higher.

Purged Blanket Orders[9]



Have you backed up your data files? ☑

Remove:

Recurring Entries with Cutoff Dates Before / /

Detail History for Invoices Dated Before / /

Summary History Before Period/Fiscal Year /

Paid Invoices with Dates Before / /

Quotes with Dates Before / /

All quotes for Customer ID

Closed Blankets with Closed Dates Before 08/29/2000

Company H 08/29/2000 Terminal T000 OVR

Selection	Description
Closed Blankets with Close Date Before	Enter the date to remove all closed blanket orders from the blanket order files (**SODBDxxx**, **SOBHxxx**, **SOBKxxx**, **SOBLxxx**, **SOBSxxx**). If the blanket order has a closed date before the date entered, it will be removed from the system. If the blanket order does not have a closed date, it is not removed with this function. If you leave the field blank, no blanket orders are purged based on the close date.

---

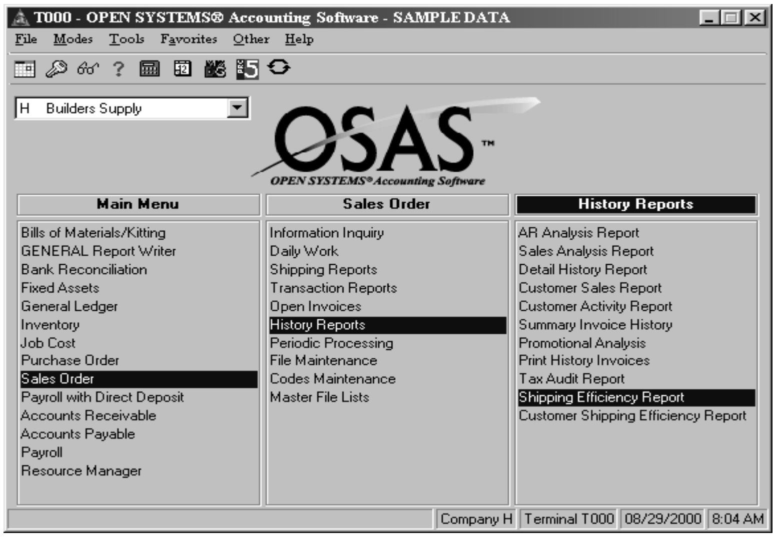
[9] This options is only available in versions 6.1 and higher.

History Reports

8

Shipping Efficiency Report[10]

History Report Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
History Reports
AR Analysis Report
Sales Analysis Report
Detail History Report
Customer Sales Report
Customer Activity Report
Summary Invoice History
Promotional Analysis
Print History Invoices
Tax Audit Report
Shipping Efficiency Report
Customer Shipping Efficiency Report
Company H
Terminal T000
08/29/2000
8:04 AM

The **Shipping Efficiency Rep**or**t** function, will help you analyze you effectiveness at meeting the requests for shipping your customers have. The information is taken from the **Request Ship Date** field, that is filled when they placed their orders with you. This report is organized based off Actual Ship Dates.

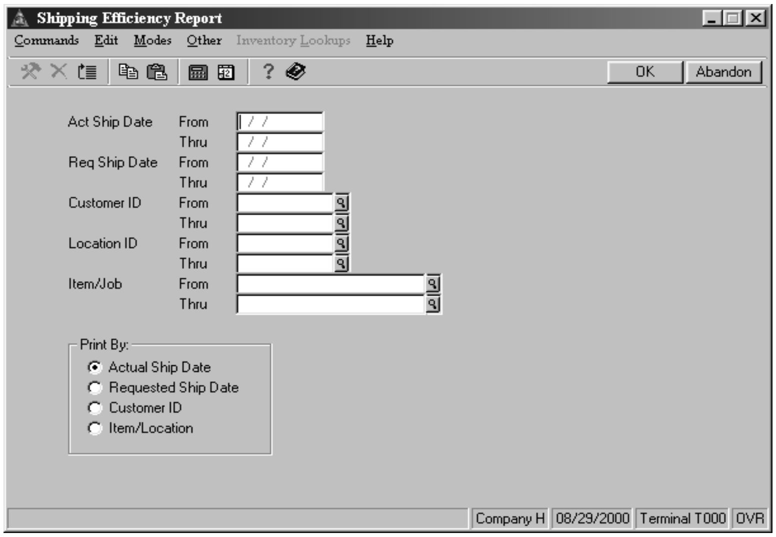
Note

You can only print this report if you have the option to save Detail History (**ARHIxxx**) set to yes.

---

[10] The Shipping Efficiency Report is only available in versions 6.1 and higher.

Shipping Efficiency Report Selection Screen


Shipping Efficiency Report
Commands Edit Modes Other Inventory Lookups Help
OK
Abandon
Act Ship Date From / /
Thru / /
Req Ship Date From / /
Thru / /
Customer ID From
Thru
Location ID From
Thru
Item/Job From
Thru

Print By:
● Actual Ship Date
○ Requested Ship Date
○ Customer ID
○ Item/Location

Company H | 08/29/2000 | Terminal T000 | OVR

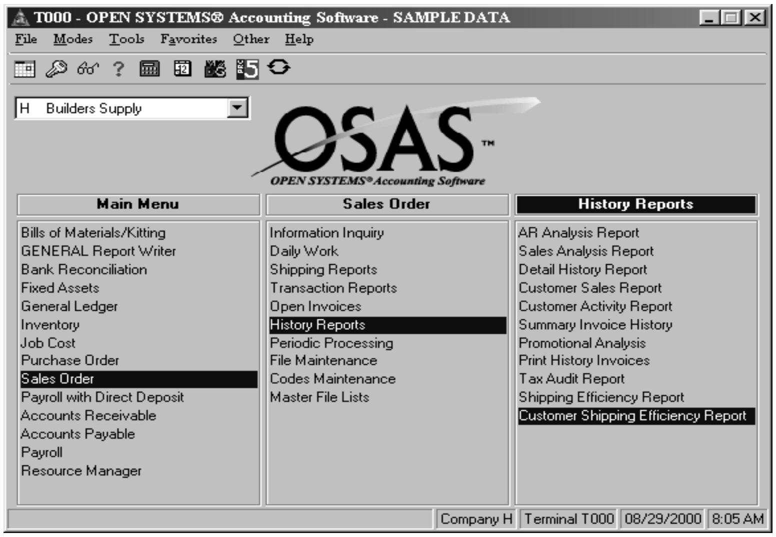
Field		**Selection**
Pick	**Act Ship Date From/Thru**	Select the range of Actual Ship Dates to include on the report or leave these fields blank to include all actual ship dates.
	Req Ship Date From/Thru	Select the range of Requested Ship Dates to include on the report or leave these fields blank to include all requested ship dates.
	Customer ID From/Thru	Select the range of customers to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the customers or leave these fields blank to include all customers.
	Location ID	Select the range of locations to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the locations or leave these fields blank to include all locations.
	Item/Job	Select the range of item or job IDs to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the items or jobs or leave these fields blank to include all items and jobs.
Print By	**Actual Ship Date**	Select **1** to organize the report by actual ship dates.
	Requested Ship Date	Select **2** to organize the report by requested ship dates.
	Customer ID	Select **3** to organize the report by customer ID.
	Item/Location	Select **4** to organize the report by item and location IDs.

Shipping Efficiency Report

```
08/29/2000                                       Builders Supply                                          Page    1
8:05 AM                                     Shipping Efficiency Report
                                                By Actual Ship Date

Actual       Average      Average         Shipments   ---- Early Days ----     On-Time      ---- Late Days ----
Ship Date    Early Date   Late Date       Total No.    Number       Average     Number      Number      Average       Efficiency %
-----------------------------------------------------------------------------------------------------------------------------------
12/25/2000   12/23/2000   12/25/2000              1         1          2.00          0           0          .00          100.0000
12/21/2000   12/20/2000   12/24/2000             10         1          1.00          7           2         2.50           80.0000
12/20/2000   12/20/2000   12/20/2000              1         0           .00          1           0          .00          100.0000
12/19/2000   12/18/2000   12/19/2000              1         1          1.00          0           0          .00          100.0000
12/15/2000   12/15/2000   12/15/2000              1         0           .00          1           0          .00          100.0000
12/14/2000   12/13/2000   12/14/2000              1         1          1.00          0           0          .00          100.0000
12/12/2000   12/12/2000   12/12/2000              1         0           .00          1           0          .00          100.0000
12/10/2000   12/08/2000   12/10/2000              1         1          2.00          0           0          .00          100.0000
12/09/2000   12/09/2000   12/09/2000              2         0           .00          2           0          .00          100.0000
12/06/2000   12/06/2000   12/06/2000              1         0           .00          1           0          .00          100.0000
12/01/2000   12/01/2000   12/01/2000              1         0           .00          1           0          .00          100.0000
11/24/2000   11/22/2000   11/24/2000              1         1          2.00          0           0          .00          100.0000
11/16/2000   11/13/2000   11/16/2000              1         1          3.00          0           0          .00          100.0000
11/15/2000   11/15/2000   11/15/2000              1         0           .00          1           0          .00          100.0000
11/13/2000   11/13/2000   11/13/2000              1         0           .00          1           0          .00          100.0000
11/12/2000   11/12/2000   11/12/2000              3         0           .00          3           0          .00          100.0000
11/11/2000   11/11/2000   11/11/2000              1         0           .00          1           0          .00          100.0000
11/03/2000   11/03/2000   11/03/2000              1         0           .00          1           0          .00          100.0000
11/02/2000   11/02/2000   11/02/2000              1         0           .00          1           0          .00          100.0000
11/01/2000   11/01/2000   11/01/2000              1         0           .00          1           0          .00          100.0000
10/27/2000   10/27/2000   10/27/2000              1         0           .00          1           0          .00          100.0000
10/25/2000   10/25/2000   10/25/2000              1         0           .00          1           0          .00          100.0000
                                               ________  _______   __________   _______     _______   _________       ________
 Overall                                             34         7          1.71         25           2          2.5           94.5454
```

Customer Shipping Efficiency Report[11]

History Report Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Sales Order
History Reports
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Purchase Order
Sales Order
Payroll with Direct Deposit
Accounts Receivable
Accounts Payable
Payroll
Resource Manager
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
AR Analysis Report
Sales Analysis Report
Detail History Report
Customer Sales Report
Customer Activity Report
Summary Invoice History
Promotional Analysis
Print History Invoices
Tax Audit Report
Shipping Efficiency Report
Customer Shipping Efficiency Report
Company H
Terminal T000
08/29/2000
8:05 AM

The Customer Shipping Efficiency report has the same functionality as the *Shipping Efficiency Report*, but it allows you to customize it based off the Customer ID. The report will help you analyze your effectiveness at meeting the shipping requests of your customers.

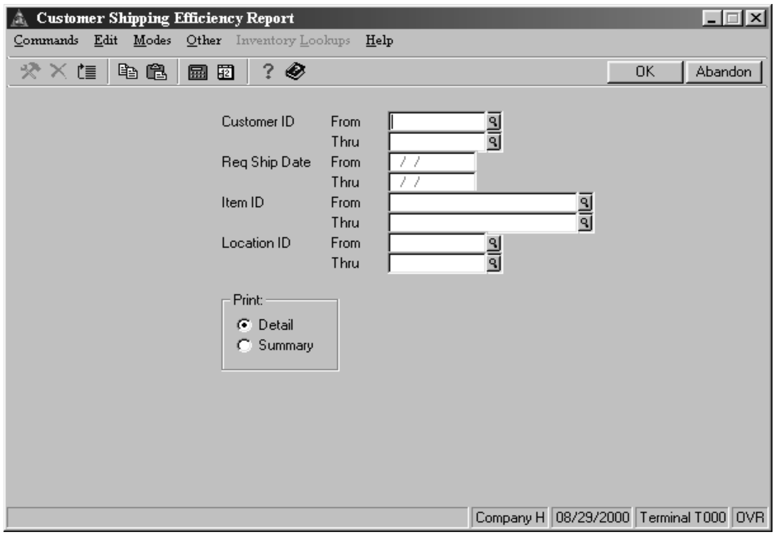
Note

You can only print this report if you have the option to save Detail History (**ARHIxxx**) set to yes.

---

[11] The Customer Shipping Efficiency Report is available only in versions 6.1 and higher.

Customer Shipping Efficiency Report



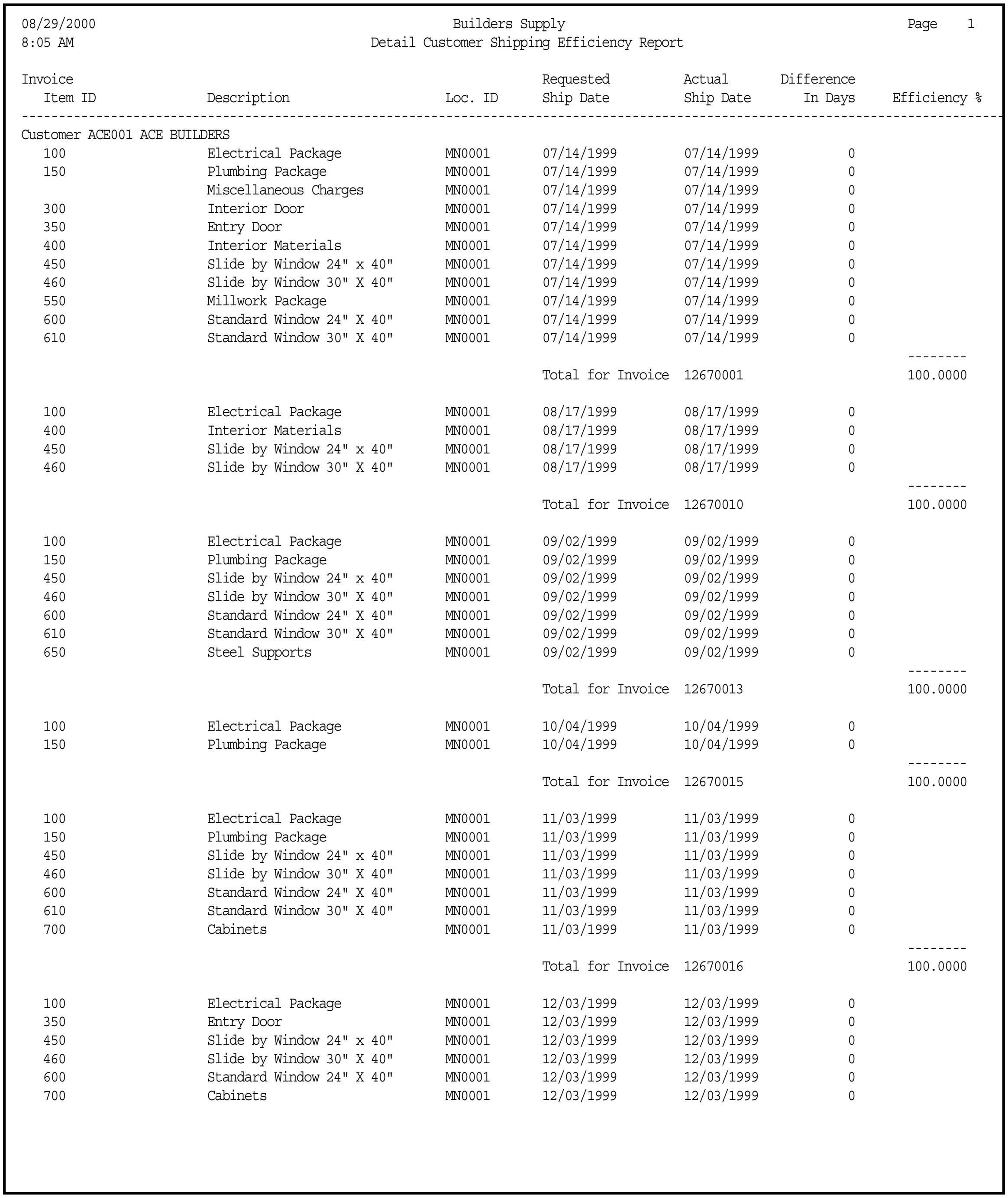
Customer ID From
Thru
Req Ship Date From / /
Thru / /
Item ID From
Thru
Location ID From
Thru

Print:
● Detail
○ Summary

Company H | 08/29/2000 | Terminal T000 | OVR

Field		**Selection**
Pick	**Customer ID From/Thru**	Select the range of customers to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the customers or leave these fields blank to include all customers.
	Req Ship Date From/Thru	Select the range of Requested Ship Dates to include on the report or lease these fields blank to include all requested ship dates.
	Item	Select the range of items to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the items or jobs or leave these fields blank to include all items.
	Location ID	Select the range of locations to include on the report. Use the **Inquiry** command**, F2** or **Esc W,** to select the locations or leave these fields blank to include all locations.
Print	**Detail**	Select **1** to print complete shipping detail on the report.
	Summary	Select **2** to summarize the report by customer.

Customer Shipping Efficiency Report (in detail)



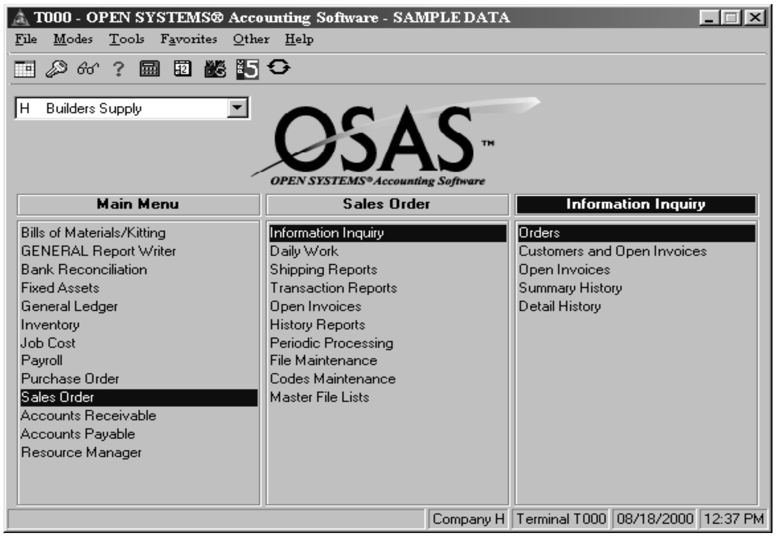
```
08/29/2000                                         Builders Supply                                        Page    1
8:05 AM                                  Detail Customer Shipping Efficiency Report

Invoice                                                         Requested          Actual        Difference
   Item ID                Description                Loc. ID    Ship Date          Ship Date        In Days     Efficiency %
------------------------------------------------------------------------------------------------------------------------------
Customer ACE001 ACE BUILDERS
   100                    Electrical Package         MN0001     07/14/1999         07/14/1999             0
   150                    Plumbing Package           MN0001     07/14/1999         07/14/1999             0
                          Miscellaneous Charges      MN0001     07/14/1999         07/14/1999             0
   300                    Interior Door              MN0001     07/14/1999         07/14/1999             0
   350                    Entry Door                 MN0001     07/14/1999         07/14/1999             0
   400                    Interior Materials         MN0001     07/14/1999         07/14/1999             0
   450                    Slide by Window 24" x 40"  MN0001     07/14/1999         07/14/1999             0
   460                    Slide by Window 30" X 40"  MN0001     07/14/1999         07/14/1999             0
   550                    Millwork Package           MN0001     07/14/1999         07/14/1999             0
   600                    Standard Window 24" X 40"  MN0001     07/14/1999         07/14/1999             0
   610                    Standard Window 30" X 40"  MN0001     07/14/1999         07/14/1999             0
                                                                                                                   --------
                                                                Total for Invoice  12670001                        100.0000

   100                    Electrical Package         MN0001     08/17/1999         08/17/1999             0
   400                    Interior Materials         MN0001     08/17/1999         08/17/1999             0
   450                    Slide by Window 24" x 40"  MN0001     08/17/1999         08/17/1999             0
   460                    Slide by Window 30" X 40"  MN0001     08/17/1999         08/17/1999             0
                                                                                                                   --------
                                                                Total for Invoice  12670010                        100.0000

   100                    Electrical Package         MN0001     09/02/1999         09/02/1999             0
   150                    Plumbing Package           MN0001     09/02/1999         09/02/1999             0
   450                    Slide by Window 24" x 40"  MN0001     09/02/1999         09/02/1999             0
   460                    Slide by Window 30" X 40"  MN0001     09/02/1999         09/02/1999             0
   600                    Standard Window 24" X 40"  MN0001     09/02/1999         09/02/1999             0
   610                    Standard Window 30" X 40"  MN0001     09/02/1999         09/02/1999             0
   650                    Steel Supports             MN0001     09/02/1999         09/02/1999             0
                                                                                                                   --------
                                                                Total for Invoice  12670013                        100.0000

   100                    Electrical Package         MN0001     10/04/1999         10/04/1999             0
   150                    Plumbing Package           MN0001     10/04/1999         10/04/1999             0
                                                                                                                   --------
                                                                Total for Invoice  12670015                        100.0000

   100                    Electrical Package         MN0001     11/03/1999         11/03/1999             0
   150                    Plumbing Package           MN0001     11/03/1999         11/03/1999             0
   450                    Slide by Window 24" x 40"  MN0001     11/03/1999         11/03/1999             0
   460                    Slide by Window 30" X 40"  MN0001     11/03/1999         11/03/1999             0
   600                    Standard Window 24" X 40"  MN0001     11/03/1999         11/03/1999             0
   610                    Standard Window 30" X 40"  MN0001     11/03/1999         11/03/1999             0
   700                    Cabinets                   MN0001     11/03/1999         11/03/1999             0
                                                                                                                   --------
                                                                Total for Invoice  12670016                        100.0000

   100                    Electrical Package         MN0001     12/03/1999         12/03/1999             0
   350                    Entry Door                 MN0001     12/03/1999         12/03/1999             0
   450                    Slide by Window 24" x 40"  MN0001     12/03/1999         12/03/1999             0
   460                    Slide by Window 30" X 40"  MN0001     12/03/1999         12/03/1999             0
   600                    Standard Window 24" X 40"  MN0001     12/03/1999         12/03/1999             0
   700                    Cabinets                   MN0001     12/03/1999         12/03/1999             0
```

Information Inquiry 9

Use the functions on the Information Inquiry menu to view customer information, open invoice information, detail history and summary history. There is only one new menu item added with Sales Order Application, and that is the Orders option.

You cannot change any information when you use these functions.

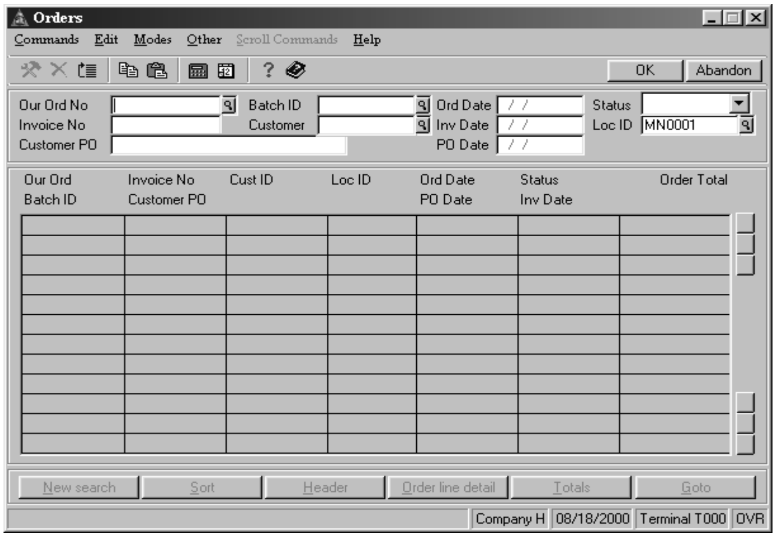
Information Inquiry Menu Screen


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Information Inquiry
Orders
Customers and Open Invoices
Open Invoices
Summary History
Detail History
Company H
Terminal T000
08/18/2000
12:37 PM

Orders

Orders Inquiry is the only Information Inquiry function that is Sales Order specific. The other Inquiry functions are outline in the *Accounts Receivable Training Manual*.

Orders Inquiry Screen


Orders
Commands
Edit
Modes
Other
Scroll Commands
Help
OK
Abandon
Our Ord No
Invoice No
Customer PO
Batch ID
Customer
Ord Date
Inv Date
PO Date
Status
Loc ID
Our Ord
Batch ID
Invoice No
Customer PO
Cust ID
Loc ID
Ord Date
PO Date
Status
Inv Date
Order Total
New search
Sort
Header
Order line detail
Totals
Goto

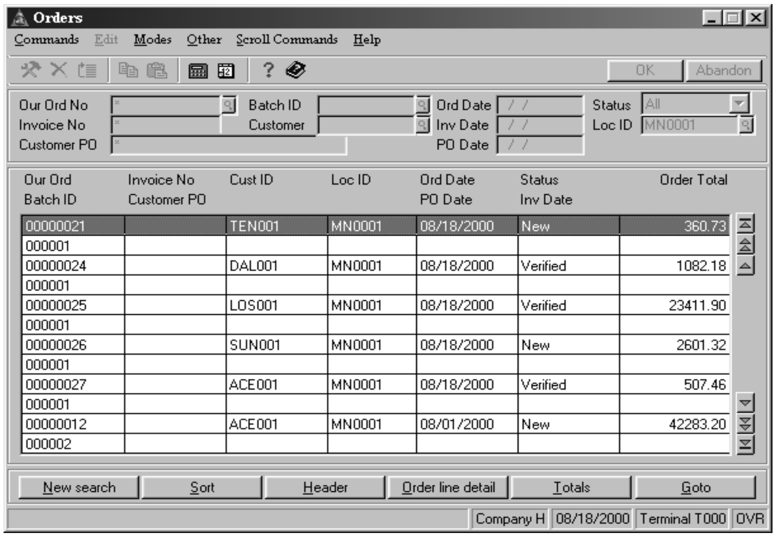
Loc ID MN0001

Company H 08/18/2000 Terminal T000 OVR

Enter the following information:

Command	Action
Our Ord No	Enter in the Order you want to look at. You can use the **Inquiry** command**, F2** or **Esc W,** to look up and select the Order from the list that appears. Entering through will place an ***** in that field, to include all Orders in the file
Invoice No	Enter in the Invoice number you want to look at. Entering through will place an ***** in that field, to include all Invoices in the file
Customer PO	Enter in the Customer PO you want to look at. Entering through will place an ***** in that field, to include all Invoices in the file
Batch ID	Enter in the Batch you want to look at. You can use the **Inquiry** command**, F2** or **Esc W,** to look up and select the Batch from the list that appears or, leave blank to include all batches
Customer ID	Enter in the Customer ID you want to look at. You can use the **Inquiry** command**, F2** or **Esc W,** to look up and select the Customer from the list that appears or, leave blank to include all customers
Ord Date	Enter in the Order Date you want to look at. Entering through will leave the date open
Inv Date	Enter in the Invoice Date you want to look at. Entering through will leave the date open

Order Inquiry Including All Orders


Orders
Commands
Edit
Modes
Other
Scroll Commands
Help
OK
Abandon
New search
Sort
Header
Order line detail
Totals
Goto
Company H
08/18/2000
Terminal T000
OVR

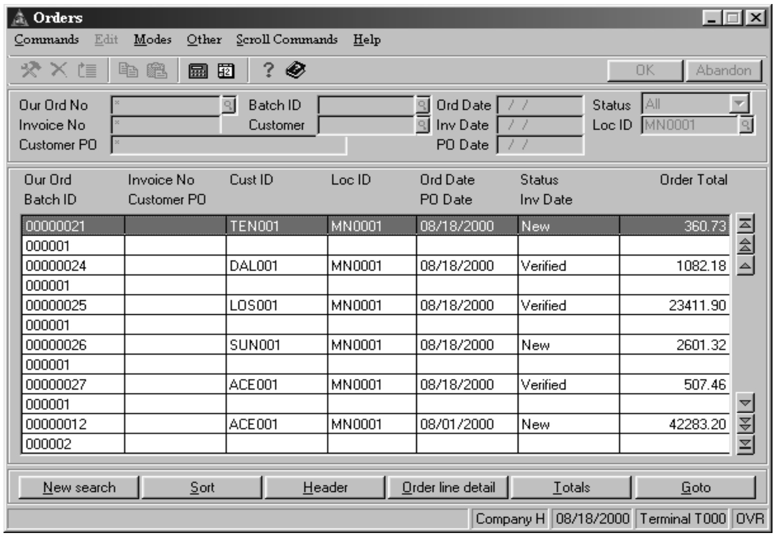
Our Ord No *
Invoice No *
Customer PO *
Batch ID
Customer
Ord Date / /
Inv Date / /
PO Date / /
Status All
Loc ID MN0001

Our Ord Batch ID	Invoice No Customer PO	Cust ID	Loc ID	Ord Date PO Date	Status Inv Date	Order Total
00000021		TEN001	MN0001	08/18/2000	New	360.73
000001						
00000024		DAL001	MN0001	08/18/2000	Verified	1082.18
000001						
00000025		LOS001	MN0001	08/18/2000	Verified	23411.90
000001						
00000026		SUN001	MN0001	08/18/2000	New	2601.32
000001						
00000027		ACE001	MN0001	08/18/2000	Verified	507.46
000001						
00000012		ACE001	MN0001	08/01/2000	New	42283.20
000002						

Command	**Action**
PO Date	Enter in the PO Date you want to look at. Entering through will leave the date open
Status	Press **N** to view Orders with a status of **New** Press **P** to view Orders with a status of being **Picked** Press **V** to view Orders with a status of being **Verified** Press **R** to view all Orders that have a **Returned** status Press **I** to view all Orders that have an **Invoiced** status Press **B** to view all **Back**or**ders** Press **Q** to view all Orders that have a **Quote** status Press **A** to view **All** of the Orders, regardless of status This field is required., you must select one of the status options.
Loc ID	Enter in the Location ID you want to view.

The command keys are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized. You can move to previous screens by using the **Tab** key.

Orders Inquiry Including All Orders Screen



Our Ord No *
Invoice No *
Customer PO *
Batch ID
Customer
Ord Date / /
Inv Date / /
PO Date / /
Status All
Loc ID MN0001

Our Ord Batch ID	Invoice No Customer PO	Cust ID	Loc ID	Ord Date PO Date	Status Inv Date	Order Total
00000021		TEN001	MN0001	08/18/2000	New	360.73
000001						
00000024		DAL001	MN0001	08/18/2000	Verified	1082.18
000001						
00000025		LOS001	MN0001	08/18/2000	Verified	23411.90
000001						
00000026		SUN001	MN0001	08/18/2000	New	2601.32
000001						
00000027		ACE001	MN0001	08/18/2000	Verified	507.46
000001						
00000012		ACE001	MN0001	08/01/2000	New	42283.20
000002						

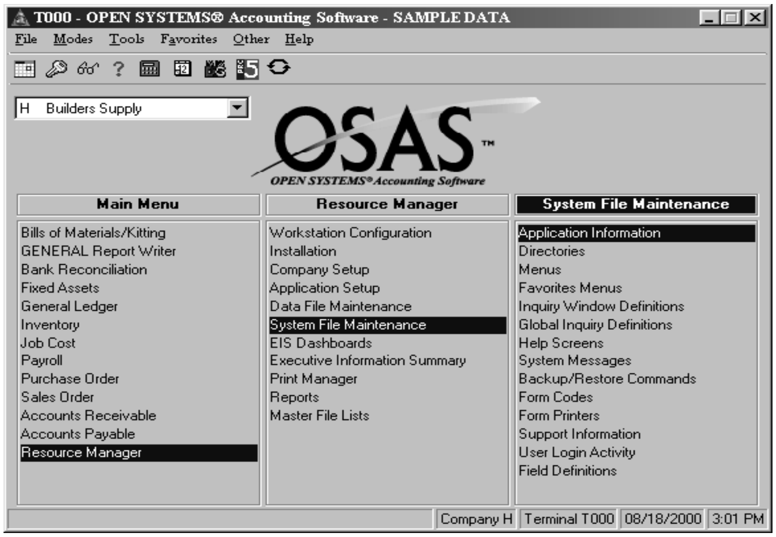
Command	**Action**
New Search	Press **N** to clear the current screen and enter criteria for a new search.
Sort	Press **S** to change the display sort. You have the following options for the sort: Select **1** to sort by Batch/Our Order No. Select **2** to sort by Customer PO No. Select **3** to sort by Invoice No. Select **4** to sort by Customer ID Select **5** to sort by Our Order Date Select **6** to sort by Customer PO Date Select **7** to sort by Invoice Date Select **8** to sort by Status Select **9** to sort by Loc ID Select **10** to sort by Our Order No. The system will default the next sort available based on the sort displayed.
Header	Press **H** to move to the Header portion of the screen.
Order line detail	Press **O** to view line item detail of the order the cursor is currently on.
Totals	Press **T** to view the totals of the order the cursor is currently on.
Goto	Press **G** to move the cursor to a specific order. This option appears if there are more orders then will fit on one screen.

Using both AR and SO

A

Placing AR on the Menu

System File Maintenance Menu

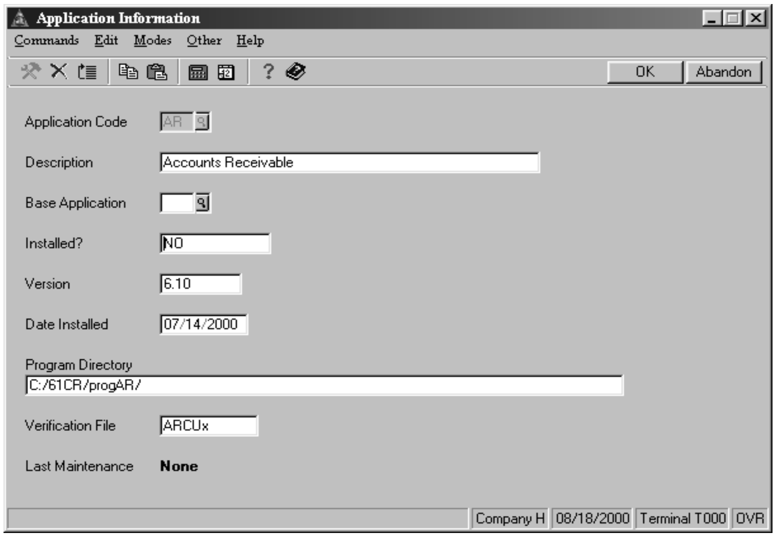

T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Resource Manager
Workstation Configuration
Installation
Company Setup
Application Setup
Data File Maintenance
System File Maintenance
EIS Dashboards
Executive Information Summary
Print Manager
Reports
Master File Lists
System File Maintenance
Application Information
Directories
Menus
Favorites Menus
Inquiry Window Definitions
Global Inquiry Definitions
Help Screens
System Messages
Backup/Restore Commands
Form Codes
Form Printers
Support Information
User Login Activity
Field Definitions
Company H
Terminal T000
08/18/2000
3:01 PM

When you install Sales Order, the system will automatically take Accounts Receivable off the main menu. You can add it back to the menu by going into System File Maintenance in Resource Manager and then into Application Information. You can use the **Inquiry** command, **F2** or **Esc W,** to bring up a list of the applications installed. Select Accounts Receivable and the Application's information screen will appear.

Note

Using both Accounts Receivable and Sales Order is not supported by *Open Systems Technical Support*, nor is it recommended.

Application Information Screen



Application Code: AR

Description: Accounts Receivable

Base Application:

Installed?: NO

Version: 6.10

Date Installed: 07/14/2000

Program Directory: C:/61CR/progAR/

Verification File: ARCUx

Last Maintenance: **None**

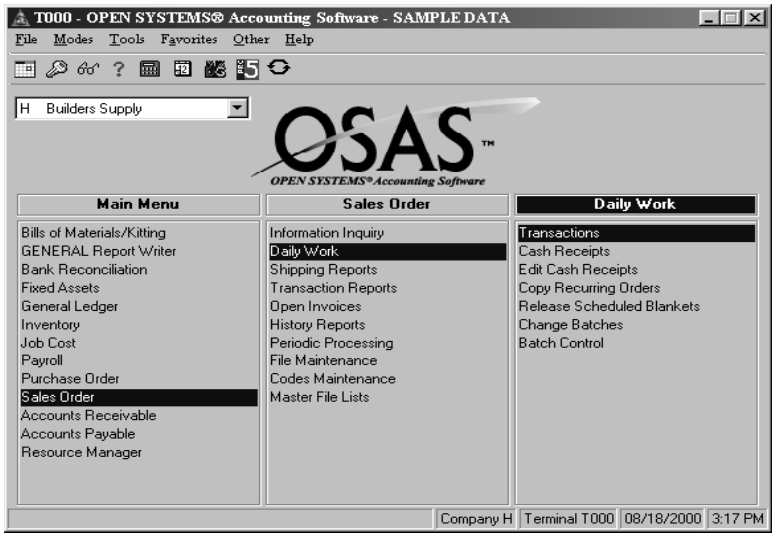
Field	Definitions
Applications Code	A two character field defining the Application ID. Use the **Inquiry** command**, F2** or **Esc W,** to select the application.
Description	Description of the application that will appear on the menu. Up to 40 characters are allowed for the description.
Base Application	If the chosen application code is based off another application, the base application code will appear here. **Example: SO** has a base application of **AR**, because they use some of the same data files and programs.
Installed	Whether or not this application will appear on the screen as being installed. Yes will have it appear on the menu if data files exist.
Date Installed	Date this application was installed in the system.
Program Directory	The path for the programs of the application.
Verification File	The data file used to verify the application is installed.

Use the **Proceed** command, **PgDn** or **Esc P,** to save any changes you made to the Application Information screen.

Entering and Posting Transactions

There are files and programs common to both Accounts Receivable and Sales Order if you are using both you will want to be cautious when posting in either application, that no other activity is going to be accessing the needed data files.

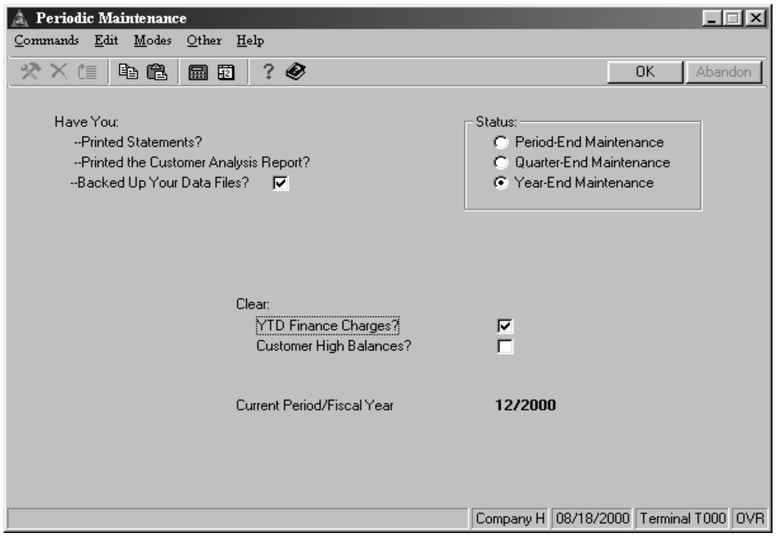
Sales Order Menu


T000 - OPEN SYSTEMS® Accounting Software - SAMPLE DATA
File Modes Tools Favorites Other Help
H Builders Supply
OSAS™
OPEN SYSTEMS® Accounting Software
Main Menu
Bills of Materials/Kitting
GENERAL Report Writer
Bank Reconciliation
Fixed Assets
General Ledger
Inventory
Job Cost
Payroll
Purchase Order
Sales Order
Accounts Receivable
Accounts Payable
Resource Manager
Sales Order
Information Inquiry
Daily Work
Shipping Reports
Transaction Reports
Open Invoices
History Reports
Periodic Processing
File Maintenance
Codes Maintenance
Master File Lists
Daily Work
Transactions
Cash Receipts
Edit Cash Receipts
Copy Recurring Orders
Release Scheduled Blankets
Change Batches
Batch Control
Company H
Terminal T000
08/18/2000
3:17 PM

Periodic Processing Considerations

When using both Accounts Receivable and Sales Order you will have to go through Periodic Processing in both applications. It is recommended that you do not do Periodic Processing in either application until both are ready.

Sales Order Periodic Maintenance



Have You:
--Printed Statements?
--Printed the Customer Analysis Report?
--Backed Up Your Data Files? ☑

Status:
○ Period-End Maintenance
○ Quarter-End Maintenance
● Year-End Maintenance

Clear:
YTD Finance Charges? ☑
Customer High Balances? ☐

Current Period/Fiscal Year **12/2000**

Company H | 08/18/2000 | Terminal T000 | OVR

SO Data Files

B

All the files of the **Accounts Receivable** system are used in the **Sales Order** system except the Transaction files (**ARDExxx, ARTHxxx, ARTDxxx,**), the Recurring Entries files **(ARRDxxx**, **ARRExxx**, **ARRHxxx**) the Lot/Serialized Detail file (**ARLSxxx**), and the Tables file (**ARTB**).

Sales Order **adds** these tables and files to the Accounts Receivable system:

Blanket Additional File (SOBDxxx)

The Blanket Additional File contains the additional description text that was entered in the Blanket Order entry function for each line-item.

Blanket Orders Header File (SOBHxxx)

The Blanket Order Header file holds the line-item detail information on orders, sales and credits. The Transactions are adjusted after you release them to the transaction file. There is only one record for each order header.

Blanket Orders Kit Detail File (SOBKxxx)

If you are using Kitted Items in Blanket Order entry, the Kit Detail for the blanket order will be stored in this file.

Blanket Orders Detail File (SOBLxxx)

The Blanket Order Detail file holds the information for line-item entry on a Blanket Order. The entries are then adjusted when blanket orders are released.

Blanket Orders Schedule (SOBSxxx)

Blanket Order Schedule file holds pertinent information as to when a blanket order is to be released, the ship date and the number of line items being released.

Additional Descriptions File (SODExxx)

As in recurring order records, you can enter ten lines of additional information about each line item on an order if additional descriptive text is implemented in the Options table. The text is printed on picking slips (optional), invoices and credit memos.

Kit History File (SOKHxxx)

The Kit History file stores historical information about kits sold. Each record represents one component of a kit that was entered through the Sales Order system and posted to the AR Detail History file.

Kit Detail File (SOKTxxx)

The Kit Detail file keeps a record of the components entered in the Sales Order system so that you can change and delete components that were entered through the Sales Order function.

Shipping Label File (SOLBxxx)

The Shipping Label file stores setup information that describes the data that will be printed on shipping labels and the location of that data on the label. There is one record for each shipping label.

Bills of Lading Hazardous Material Code File (SOLCxxx)

The Bill of Lading Hazardous Material Codes file stores information that describes the Codes you set up for use with any Hazardous Materials. There is one record for each hazardous material code.

Bills of Lading Header File (SOLHxxx)

The Bills of Lading Header file retains the information from the header screen.

Bills of Lading Line Item File (SOLL)

The Bills of Lading Line Item file retains the information from the line-item entry screen.

Lot/Serial Detail File (SOLSxxx)

When you enter a line item that contains a serialized item, the serial number, the order number, and the associated line-item entry number are stored in the Serialized Item file. When you post a verified order with serial numbers, those numbers are cleared from the Serialized Item file.

Packing List Restart File (SOPLxxx)

The Packing List Restart file stores the orders to print when the user elects to print packing list for a list of orders.

Recurring Entry Additional Description File (SORDxxx)

If the Description field for a line item on a recurring order is not long enough, you can enter ten lines of additional descriptive text. This additional text is stored in the Recurring Additional Descriptions file and is printed on invoices after the entry has been copied to the Open Order file. You can enter additional descriptive text only if this option is implemented in the Options table.

Recurring Orders Header File (SORHxxx)

The Recurring Order Header file holds header information for recurring orders. The entries are copied to the Transaction Header file during the Copy Recurring Entries function. There is one record for each transaction header.

Recurring Orders Detail File (SORLxxx)

The Recurring Order Detail file stores the line-items for each recurring entry. After orders are copied into the Open Order files, they are considered new orders.

Picking Slips Restart File (SOSLxxx)

The Slips Restart file temporarily saves the picking slips printed the last time the Picking Slips function was used. They can be used to reprint if a restart is necessary. The next time the function is used without specifying a last good slip number, the file contents will be rebuilt.

Sales Order Table File (SOTB)

Each application has its own General Table file to hold the tables needed by its programs. The file is named xxTB, where xx is the two-character program prefix.

You will want to copy the Accounts Receivable Tables file to the Sales Order Tables file if you added Sales Order after Accounts Receivable has been in use.

Open Order Detail File (SOTDxxx)

The Open Order Detail file stores the line-item detail information from the time you enter it until it is filled. Verified orders are cleared from the file when you post them to the Open Invoice and Customer file. The unfilled portions of the orders are returned to the file as backorders.

Transaction Header File (SOTHxxx)

The Transaction Header file stores the open order header information from the time you enter it until it is filled. Verified orders are cleared from the file when you post them to the Open Invoice and Customer file. The unfilled portions of the orders are returned to the file as backorders.